

Danville City School Board

Governance Norms & Protocols

adopted November 11, 2021

We agree to employ the following norms in all our interactions:

- **We will hear each opinion, but ultimately act as one.** We will speak candidly and courteously to each other and listen to dissenting or different viewpoints with an open mind. We will help each other to depersonalize disagreements. Once we reach a decision or compromise as a board, we will each support the will of the board in word and deed.
- **The chair (or designee) will speak as the official voice of the board.** A single board member will not represent the board without the consent of the board, and board members making personal statements (in any format, including speeches, articles, social media posts, etc.) should clearly state that these statements are their opinion and not the position of the board.
- **We will be mindful of the different roles and responsibilities throughout the school system and maintain a focus on policy and governance.**
- **We will be aware of the different roles that we play as individuals (board member, citizen, parent, etc.).**
- **We will be focused on our work as a board and not interfere with the day-to-day operations of the school system, which is the responsibility of the superintendent.**
- **We will maintain open communication with each other, the administration, and the community-at-large.** Information shared with one board member will be shared with all members. If considerable work or time is required to generate data, the full board must endorse the request.

We agree to follow the following protocols:

Developing the board agenda	The chair, vice chair, and superintendent meet prior to the board meeting to set the board agenda.
Placing items on the board meeting agenda	<p>If a board member has an item to add to the agenda, they should contact the chair and the chair will bring the item up at agenda review. If the request is not added to the next meeting agenda, the board chair will follow up with board member regarding the status of the request.</p> <p>The item can also be brought up during the “board request for information for future agenda items” section of the agenda.</p>
Obtaining information about board meeting agenda items before the meeting	<p>The agenda will be available the Friday prior to the Thursday meeting. Any items that are necessary to add after the agenda is released, the Superintendent will communicate this need with the School Board and provide a reason why it was not previously available.</p> <p>The board member should contact the superintendent with any questions about agenda items prior to the board meeting. The Superintendent or designee will respond and include all board members in the response.</p>
Asking Questions at a Board Meeting	Board members should ask questions that are aligned to agenda items in accordance with Robert’s Rules.
Responding to staff or community concerns at board meetings	Board members should not respond to staff or community concerns at school board meetings.
Responding to staff or community concerns outside of board meetings	Board members should refer the staff or community member through the chain of communication, and then let the superintendent know of the conversation.
Communications between and among board members	School board members are encouraged to communicate with one another keeping in mind that emails and messages are subject to FOIA and bearing in mind of the Open Meeting laws.
Communications between board members and the superintendent	Board members should communicate with the Superintendent in person, via phone, and email when appropriate.

<p>Communications between board members and staff (including requests for information)</p>	<p>Board members should make requests for information to the Superintendent. If the superintendent asks a designee to respond, the superintendent should be cc'ed on all communication.</p>
<p>Assignment of committee members</p>	<p>Committee members are assigned on a volunteer basis. The chair will make final assignments.</p> <p>This will take place during the reorganization meeting.</p>
<p>Committee reporting expectations</p>	<p>The committee representative will give a report at the next board meeting on the work of the committee.</p>
<p>Responding to media inquiries</p>	<p>The school board chair will be the official spokesperson for the board for all media inquiries related to the school board, including ones on social media.</p> <p>The Superintendent or public information officer will respond to inquiries regarding day-to-day operations.</p>
<p>Use of social media</p>	<p>School board members may share released/published information on social media regarding the schools. Board members should be aware that whatever they post can be interpreted in their role as a member of the board.</p> <p>School board members should not make any statements on social media that may be misconstrued as the voice of the school board.</p>
<p>How, when and whom to notify about visiting school sites or riding bus routes</p>	<p>School board members should check in at the office prior to visiting school sites. The school board member should also let the superintendent know prior to the visit.</p> <p>When a board member wants to participate in a bus route they should notify the superintendent a minimum of one day prior.</p>
<p>How, when and whom to notify about volunteering in schools or at school events</p>	<p>School board members should contact the principal prior to volunteering in schools. The superintendent should be aware of any regular volunteer positions.</p>
<p>How, when and whom to notify about attending school events (concerts, sporting events, etc.)</p>	<p>School board members are encouraged to attend school events.</p>

Expectations for participation in professional development	School board members are encouraged and expected to attend professional development per the MOU.
Expectations for participation in meetings and conferences	School board members are expected to attend local school board meetings prepared and be alert during meetings.
When and how the board evaluates the superintendent	The superintendent is evaluated mid-year in January and a final evaluation in June, utilizing the Virginia Department of Education form. The Superintendent's goals will be shared with the public upon agreement with the board.
When and how the board conducts a self-evaluation	The school board will conduct a self-evaluation annually.
When and how the board monitors and updates the school board's strategic plan	The strategic plan will be a living document that is reviewed annually at the staff/board retreat.

Violation of these norms and protocols will result in the following actions:

VIOLATION 1

The school board chair or designee will speak one on one with the violating board member.

VIOLATION 2

The full board will discuss the violation with the board member.

VIOLATION 3

The full board will give written documentation of the violation to the board member.

VIOLATION 4

The board member will be removed from all committees accompanied by written documentation.