

Petersburg City School Board

Governance Norms & Protocols

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 chairman (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 the superintendent develop the board agenda.
Placing items on the board meeting agenda	Board members should contact the chairman to add any items to the agenda. If an item cannot be added to the next agenda, the chairman will contact the requesting board member to let them know.
Obtaining information about board meeting agenda items before the meeting	Board members should contact the chairman with any questions prior to the meeting.
Responding to staff or community complaints at board meetings	The board does not respond to any comments during meetings. The superintendent and staff will respond to the comments if necessary.
Responding to staff or community complaints outside of board meetings	The board member will refer the comment to the board chairman with contact information. The board chairman will discuss the comment with the superintendent. The superintendent or designee will follow up with the community member, and the chairman will communicate the follow up with the board member.
Communications between and among board members	Board members will communicate directly to one another via phone, text, or email.
Communications between board members and the superintendent	Board members will communicate questions to the chairman or the superintendent. If a member communicates with the superintendent directly, the chairman will be made aware of the communication.
Communications between board members and staff (including requests for information)	Board members will contact the superintendent with any requests for information.

Assignment of committee members	Committee members will be assigned at the organizational meeting in January on a volunteer basis.
Committee reporting expectations	Board members will report about committee work during board member comment period at the meeting.
Responding to media inquiries	The chairman is the official spokesperson of the board. For day-to-day operation questions, the superintendent will respond.
Use of social media	Social media use is discouraged.
How, when and whom to notify about visiting school sites	The board member will notify the superintendent's office to schedule a visit.
How, when and whom to notify about volunteering in schools or at school events	The board member will let the superintendent know when volunteering in the schools.
How, when and whom to notify about attending school events (concerts, sporting events, etc.)	Attending school events is encouraged.
Expectations for participation in professional development	Board members are highly encouraged to participate in professional development.
Expectations for participation in meetings and conferences	Board members are highly encouraged to participate in meetings and conferences.
When and how the board evaluates the superintendent	The board evaluates the superintendent annually.
When and how the board conducts a self-evaluation	The board will conduct a self-evaluation annually.
When and how the board monitors and updates the school board's strategic plan	The school board receives a weekly update with progress on the division's strategic plan. Progress is monitored on an ongoing basis.