

Lancaster County School Board

Governance Norms & Protocols

Updated November 30, 2020

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 agenda is developed by the chair and the superintendent.
Placing items on the board meeting agenda	The board member will contact the chair and cc the superintendent with any requests to add items to the agenda.
Obtaining information about board meeting agenda items before the meeting	Board members should email the chair and cc the superintendent with questions about the agenda prior to the meeting. The general board agenda will be available six days in advance of the meeting. If a board member knows a question they plan to ask at the board meeting, they will let the superintendent and board members know ahead of time that the question will be asked.
Responding to staff or community complaints at board meetings	Board members should not respond to community concerns at board meetings. If a response is needed, the Superintendent or designee will follow up with community members.
Responding to staff or community complaints outside of board meetings	If a board member hears any concerns, they should be directed through the channel of communication (Principal, Superintendent's designee, etc.). The concern will also be communicated with the superintendent and chair.
Communications between and among board members	Communication between board members is encouraged. Phone calls are preferred.
Communications between board members and the superintendent	Board members are encouraged to text, call or email the superintendent.
Communications between board members and staff (including requests for information)	If a board member has a request for information, the request should go to the superintendent or superintendent's designee.
Assignment of committee members	Committee members are assigned on a volunteer basis based on interest.

Committee reporting expectations	Committee members should report on committee topics at the next school board meeting.
Responding to media inquiries	The chair or the superintendent will be the spokesperson.
Use of social media	<p>Social media use by school board members is discouraged.</p> <p>Board members are asked to be careful with social media and to note that comments and posts can be portrayed as the voice of the school board.</p>
How, when and whom to notify about visiting school sites	Board members should contact the superintendent prior to visiting school sites- giving the most notice possible.
How, when and whom to notify about volunteering in schools or at school events	Board members should let the superintendent know of any regular volunteer work in the schools.
How, when and whom to notify about attending school events (concerts, sporting events, etc.)	Board members are encouraged to attend school events.
Expectations for participation in professional development	Board members are asked to give a good faith effort to participate in professional development.
Expectations for participation in meetings and conferences	Board members are expected to be at every local school board meeting, if possible.
When and how the board evaluates the superintendent	The school board will evaluate the superintendent annually.
When and how the board conducts a self-evaluation	The school board should conduct a self-evaluation annually.

When and how the board monitors and updates the school board's strategic plan	The school board should monitor and update the strategic plan annually.