

**WAYNE COUNTY SCHOOL DISTRICT GOVERNANCE TEAM OPERATING
NORMS/PROTOCOLS WORKSHEET**

Describe your purpose for committing to agree on operating procedures for your governance team.

The governance team agrees to:

Operate in a manner that reflects-

- Service
- Integrity
- Growth
- The Whole Child
- Respect
- Equity
- Accountability
- Excellence

A. Governance Roles and Responsibilities

The governance team agrees to:

- Operate with the understanding that the school board and superintendent have leadership roles that are interconnected but different
- Lead as a united team with the superintendent, each in their respective roles with strong collaboration and mutual trust
- Act as a policymaking body separate from the roles and responsibilities authorized to the superintendent
- Establish and follow its written policies, while continuing to annually study and review policies for effectiveness
- Commit to accountability and spend less time on operational issues and maximum time focused on policies to improve student achievement
- Fiscal accountability managing and aligning finances to meet the needs of strategic plan implementation
- Have the superintendent keep board members informed regarding personnel decisions for positions in the district, which may involve an executive session prior to the board's vote on the Personnel Report at any scheduled board meeting

B. Chief Executive Officer

The governance team agrees to:

- Designate the superintendent as chief executive officer fully delegating authority to provide educational leadership, manage daily operations, and perform all duties assigned by law
- Operate as a governance team with the superintendent as a member

- Establish the superintendent's annual performance goals jointly with the superintendent in alignment with the strategic plan and provide feedback to the superintendent at least bi-annually via formative and summative evaluation procedures

C. Chain of Command

The governance team agrees that:

- It will follow the chain of command and insist that staff will do the same. Local chain of command consists of local school administration-central office director-superintendent
- The superintendent is responsible and accountable for the day-to-day operations with equity and consistency
- Issues and concerns received by the Board or individual members will be communicated to the superintendent

D. Decision-Making Process

The governance team agrees to:

- Respect decisions made by the majority of the board

E. School Visits

The governance team agrees that:

- Board members wishing to visit schools must notify the superintendent unless they were invited directly by the school administration or district
- All school visits must be conducted for an appropriate purpose
- Board members must follow visitor procedures
- Protocol does not preclude board members from attending school functions as a parent or as a community member

F. Communication

The governance team agrees to:

- Ongoing, transparent communication with community stakeholders while maintaining confidentiality regarding personnel, sensitive matters, and items discussed in executive sessions, and refraining from discussing the intentions of fellow board members
- Incorporate good, timely, open, and constant communication

G. Communication Among Board Members/Superintendent

The governance team agrees to:

- Expect the superintendent to communicate with all board members regularly using selected modes
- Direct all stakeholders' questions, input, or discussion to the superintendent who will communicate them as needed to the board.

- When a board member has information or data to share with staff, the board member will provide the information/data to the superintendent who will distribute it to pertinent parties

H. Communication with Staff

The governance team agrees that:

- When board members are notified of inquiries and/or concerns from stakeholders, they should communicate the issue to the superintendent or his designee
- The superintendent is the only employee that reports directly to the Board of Education.

I. Self-Assessment

The governance team agrees to:

- Complete an annual governance team self-assessment aligned with the required eight domains found in state board rules
- Develop and implement action plans based on the self-assessment results
- Sign, annually, certification of individual and collective commitment to the Georgia State Standards for School Boards and the Code of Ethics

J. Strategic Planning

The governance team agrees to:

- Commit to a vision of high expectations for student achievement and quality instruction and define clear goals toward that vision
- Make sure these goals remain their district's top priorities and that nothing detracts from them
- Have strong shared beliefs and values that meld the limitless possibilities for student learning with unshakeable confidence in the district's ability to teach all children at high levels
- Annually commit to supporting the action plans outlined in the district's strategic plan

K. Communication with the News Media

The governance team agrees to:

- Designate the board chair as the official spokesperson for the board when it pertains to matters of the board
- Embrace the superintendent or their designee as the official spokesperson for the school district
- A process to ensure that board members are kept informed of incidents, district positions and position statements

L. Board Meetings

The governance team agrees to:

- Conduct the business of the school district before the public
- Conduct board meetings that provide a strong force for the public and other stakeholders in forming their views and perception about the effectiveness of the governance team
- Establish procedures to ensure that meetings are in accordance with local board policy and the open meetings act

M. Social Media Communication

The governance team agrees to:

- Use social media as a tool to promote positive and important news about the school district
- Board members will not engage with the public on controversial topics on social media
- Board members will not respond to negative comments on social media
- Board members will be positive and mindful of how their actions on social media reflect on the whole board
- Board members will be mindful of posting about politics.
- Board members will stay away from responding during a crisis and rely on the District's social media sites to relay critical information

N. Addressing Concerns Regarding Board Norms and Protocols Among Board Members

The governance team agrees to:

- Remain focused on the academic success of Wayne County students and in turn, remain committed to following the Board Norms and Protocols as closely as possible
- Recognize that honest and open communication regarding best governance practices is paramount to successful governance and positive working relationships
- Attempt to resolve any perceived deviation from Board Norms and Protocols in the following manner:
 1. Board member with a concern about another Board member will express their concern to the Board member privately and seek to resolve the concern.
 2. If the concern is unresolved, the Board member with the concern about another Board member will discuss the concern with the Board Chair and/or Superintendent privately.
 3. The Board Chair will meet with the Board member of concern and remind them of the Code of Ethics, best Board governance practices, the team's commitment to following the Norms and Protocols as well as any potential impact a deviation from best practices could have on the school system.
 4. If the aforementioned actions, in the view of the chair, do not bring resolution, the Board Chair and one other Board member shall meet with the noted Board member, remind them of their Code of Ethics to follow governing policies and protocols, and seek to garner a commitment to display appropriate action.

5. If the Board Chair is the member of noted concern, the Vice Chair and/or Superintendent will hear the concern from any Board MEMBER. The Vice-Chair will meet with the Chair and include the Superintendent or another Board member.
- If the above steps are unsuccessful, a provision of Policy BH provides, "Upon a motion supported by a two-thirds vote, the board may choose to conduct a hearing concerning a possible violation of the Code of Ethics by a member of the Board."

This document has been covered in its entirety with the Board of Education and the Superintendent of Schools, and all parties agree to adhere to the expectations noted therein. Failure to comply with the aforementioned protocol statements will be addressed individually, by the BOE collectively, and then will be monitored for fidelity of progress.

Superintendent: S. Kelly

Date Adopted/Revised 7/18/23

Board Chair: Joe McPipkin

Vice Chair: Bruce Harris

Member: Ted Adams

Member: Shirley Davis

Member: Jana Moseley