

Northshore School District

BOARD POLICY

NO. 1711

Letter of Agreement Board of Directors' Operating Protocols

Board Meetings

1. The Northshore Board of Directors will hold regular business meetings on the second Monday at 4:00 p.m. and the fourth Monday at 7:00 p.m. of each month except in the months of April, July and December-when one meeting will be held on the fourth Monday of April, the second Monday in July, and the second Monday in December beginning August 2017.
Robert's Rules of Order will be used as a guide when conducting meetings.
2. An agenda will be available to board members and community prior to each regular business meeting. The board will use a consent agenda to expedite the business meetings. The agenda will be based on the attached Decision-Making Matrix.
3. The board may also hold other meetings including special meetings, executive sessions, study sessions, public forums and retreats.
4. Board members will strive to come to meetings prepared and well versed on agenda topics. Reasonable effort will be made by individual board members to communicate questions to the appropriate staff member prior to the regular board meeting so administrators can be appropriately prepared.
5. All discussions that occur during executive sessions are privileged and confidential. Executive sessions will be held only for those specified purposes stated by law. Board members must be sensitive to the legal ramifications of their meetings and comments.

President

6. The board president or designee and superintendent, along with another board member if available, shall confer prior to each board meeting to discuss the agenda and procedures for the meeting. Board members wishing to suggest an agenda topic may contact the board president or superintendent.
7. Understanding that the Board acts and has authority only as a body, the board president or designee will be the board's spokesperson for resolved Board actions/positions and media inquiries.
8. If the superintendent should need clarification or direction between board meetings, the superintendent shall contact the board president or vice-president if the president is unavailable.

Decision Making

9. Board members will make decisions representing the needs and interests of all students. The board's commitment is to student learning.
10. The board will follow district policies and procedures.
11. The board will carefully consider the recommendations of the administration prior to making formal decisions.
12. Board members will operate on the premise of trust and transparency, utilizing a decision-making process inclusive of all board members. The board respects minority positions and will make an effort to reach consensus in its decision making process.
13. Board members agree to publicly support decisions arrived at by a majority of the board, even though a board member may not have been in favor of the majority decision.
14. The board acts and has authority only as a body. Board members have no power or right to make individual promises or take unilateral action that would be binding on the board and/or school district.

15. In any instance of actual or perceived conflict of interest, board members will notify the board president and the superintendent and will excuse themselves from deliberation and/or action.

Communication

- 16. Board members will work cooperatively with staff, community and other board members by following the chain of command. Concerns and/or ideas voiced by community or staff members will be directed to the appropriate district employee who can properly and expeditiously address issues and/or proposals.
- 17. Personnel complaints and criticisms received by a board member will be directed to the superintendent.
- 18. The superintendent will be responsible for distributing information a board member would like shared with colleagues. (Open Public Meetings Act)
- 19. Communication between district staff and board members is encouraged. Email questions from board members to staff should be copied to the superintendent and board president. Those communications that may require considerable time or have political implications should be directed to the superintendent.
- 20. Board members strive to serve as advocates for public education and the students of the Northshore School District.
- 21. The Board recognizes that social media is a public forum and all Open Public Meetings Act (OPMA) and Operating Protocols apply. The Board commits to further study and coordination of efforts in this evolving area of the OPMA in order to remain compliant with all legal requirements.

Continuous Improvement

- 22. Board members will commit to acquiring knowledge and developing the skills necessary to be effective school board members. The board will hold annual self-evaluations coinciding with the superintendent evaluation. Specific issues that hinder the board's effectiveness will be addressed promptly.
- 23. Board members will practice a governance role, emphasizing planning, policy-making and public relations.
Board members will monitor the implementation of plans and policies and evaluate the district's educational effectiveness.
- 24. These Operating Protocols shall be reviewed as part of the board's annual self-assessment.
- 25. Board members will be fingerprinted. (RCW 28A.400.306)

Date Approved

Board Member

Board Member

Board Member

Board Member

Board Member

Dr. Michelle Reid, Secretary to the Board