

DEER PARK SCHOOL DISTRICT

BOARD PROTOCOLS

1. The Board will seek to consider research, best practice, and public input in its decision-making processes.
2. Individual board members do not have authority. Only the board as a whole has authority - board members cannot take individual action.
3. Conduct of a board member is very important. We encourage debate and differing points of view, and we will do it with care and respect.
4. While the board is eager to listen to its constituents and staff, each inquiry is to be referred to the person who can properly and expeditiously address the issue. We agree to follow the chain of command in accordance with established board policy and procedure.
5. The board will encourage others to present their own issues, problems, or proposals to the appropriate people and in the appropriate forum.
6. The board is committed to promptly addressing individual issues that hinder the board's effectiveness.
7. Communications between the central office administrators and the school board are encouraged. Board requests (for information) should to be directed to the superintendent.
8. The board members agree to direct all personnel complaints and criticisms directly to the superintendent.
9. Board meetings are where the board does its work in public. We agree to speak to the issues on the agenda and interact respectfully with our fellow board members.
10. Executive sessions will be held only when specific needs arise and according to what is legally allowable. The board must be sensitive to the legal ramifications of these meetings.

DISTRICT LEADERSHIP TEAM ROLES

Board	Superintendent
<p>GOVERNS</p> <p>Reviews and Suggests What Requests Information Considers Issues Creates, Reviews, and Adopts Policy Approves and Reviews Plans Monitors Progress Contracts with Personnel Approves Evaluation Criteria and Procedures Approves and Reviews Budget Represents Public Interest</p>	<p>LEADS</p> <p>Decides How Seeks and Provides Information Provides Recommendations Recommends and Carries Out Policy Implements Vision Reports Progress Supervises Hiring Process and Practices Supervises and Evaluates Personnel Formulates and Implements Budget Acts in Public Interest</p>

COMMUNICATIONS/COOPERATION AND SUPPORT

Open communication requires trust, respect, and a fundamental belief in goodwill among board members and the superintendent. We will work to minimize misunderstandings and reduce conflict by:

- Supporting each other constructively and courteously.
- Maintaining confidentiality.
- Focusing our discussions on issues, not personalities.
- Constructively dealing with disagreement.
- Upholding the integrity of every individual.
- Pursuing thorough understanding on the issues before us.
- Involving parties who will be affected by the decision and solution.
- Expressing our opinions and positions on issues honestly and openly while being sensitive to others' opinions.
- Avoiding promotion of individual agendas.

The board will give direction to the superintendent through adopted policies or action(s) taken at a board meeting. If a board member acts outside his/her defined role, the board chair or other designated board member(s) will talk with the individual board member regarding the problem.

The board will provide the superintendent input and feedback on his/her performance on an ongoing basis.

The superintendent will let the board know as soon as possible of any major issue that may arise which could be problematic for the district.

The board chair will serve as the official spokesperson for the board (unless otherwise agreed by the board). The superintendent will serve as the official spokesperson for district operations.

DECISION MAKING

The identification and evaluation of alternatives, awareness of short- and long-term consequences, appreciation for the needs of the group, as well as individuals, and sensitivity toward collective action are essential to the decision-making process.

In order to formulate and execute sound decisions, we agree to:

- Resolve problems at the lowest level possible (that is, as close to the source as possible).
- Provide for input from all concerned when possible.
- Use a decision-making style appropriate to the situation.
- Engage in respectful deliberation as decisions are made.
- Re-evaluate the effectiveness of the decision when appropriate.
- Communicate decisions that are made with clarity.

Using this process, we recognize that a decision may sometimes be superseded by a higher level of authority. When this occurs, the rationale will be communicated to those involved before releasing the information.

LISTENING/COMMUNICATION

Listening expresses our concern for others by showing an interest in not only the information but also the other person. Active listening benefits each party and is a key to effective communication.

A healthy climate for communication requires trust, respect and a fundamental belief in the goodwill among team members. Messages need to be open, honest, and tactful. We work to minimize misunderstandings and reduce conflict. We strive for mutual understanding and support.

As a board/superintendent leadership team, we make the following commitments:

- Keep the tone and demeanor of discussions professional by avoiding defensiveness and personalized anger.
- Demonstrate that we have recognized the other's point of view.
- Share information with all people affected in a timely manner.
- Communicate attendance or non-attendance at scheduled district/association activities, beyond regular board meetings.

HONESTY, LOYALTY, AND DISAGREEMENT

Sustained commitment survives and is nurtured in an open environment that recognizes the need and right of the parties to construct, express, examine, and synthesize divergent thought. Seeking to hear and understand opposing viewpoints helps us better represent the school district's diverse interests.

We accept the challenge of pursuing a common intent through a review of opinion and fact, to an end that is understood and defensible by all. *Once a final decision is reached, each member will support the decision.*

By way of fulfilling our commitment to the challenge, we agree:

- To support each other constructively and courteously
- To maintain confidentiality
- To allow ourselves and others the freedom to admit mistakes
- To focus our discussions on issues, not personalities
- To pursue thorough understanding