











Butts County School System Governance Team

NORMS/PROTOCOLS

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-

-  Trust
-  Integrity
-  Positive Communication
-  Hard Work
-  Respect
-  Equity (All Students Matter)
-  Consistency
-  Accountability
-  Excellence
-  Honesty


A. Governance Roles and Responsibilities

The governance team agrees to:

-  Operate with the understanding that the school board and the 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.

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 operation and perform all duties assigned by law

- ✿ Operate as a governance team with the superintendent as a key 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
- ✿ The superintendent is responsible and accountable for the day to day with equity and consistency
- ✿ Issues and concerns received by the Board or individual members will be referred to the superintendent

D. Decision Making Process

The governance team agrees to:

- ✿ Support decisions made by the Board and/or administrative team once a decision is made
- ✿ Support the majority decision

E. School Visits

The governance team agrees that:

- ✿ Board members wishing to visit schools must make arrangements with 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
- ✿ If a Board Member is visiting a school, he or she must realize there is no authority over the administration or teachers in that school.

F. Communication

The governance team agrees to:

- ✿ Ongoing, transparent communication with community stakeholders while maintaining confidentiality regarding sensitive matters, including 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 other board members and/or staff, board member will provide the information/data to the superintendent who will distribute to pertinent parties
- ✿ When all five board members receive emails from constituents, the board chair will reply all, include the superintendent on the thread, and inform the constituent that the superintendent will respond to the inquiry/request. If the superintendent and board are all copied on a constituent's email, then the superintendent will reply all in his/her response.
- ✿ Requests for information from individual board members to the superintendent that will likely require considerable time and effort must be approved by a majority of the board

H. Communication with Staff

The governance team agrees that:

- ✿ There is an open line of communication between board members and the superintendent and board members may always contact the superintendent
- ✿ When board members are notified of inquiries and/or concerns from stakeholders, they should refer 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
- ✿ Develop and implement action plans based on the self-assessment results
- ✿ Sign, annually, certification of individual and collective commitment of 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
- ✿ Annually commit to support the action plans outlined in the district's strategic plan

K. Communication with the News Media

The governance team agrees to:

- ✿ Designate the Superintendent as the official spokesperson for the board when it pertains to matters of the board, unless it is dealing with matters of the superintendent, in which the Board Chair will be the spokesperson.
- ✿ Embrace the superintendent or his 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:

- ✿ Act and 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 view 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 law
- ✿ Ask any questions of the superintendent prior to the board meeting to allow the superintendent to gather data or information if need be

M. Social Media Communication:

- ✿ 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 on posting about politics
- ✿ Board members will stay away from responding during a crisis and rely on the District social media sites to relay critical information
- ✿ Board members will not engage in an open forum in platforms such as Messenger or group chats, other than from the superintendent
- ✿ Board members should treat each other with mutual respect and not denigrate one another on social media