

Board of Directors
Board Protocol - Policy
Brewster School District

For the purpose of enhancing teamwork among members of the Board and administration, we, the members of the Brewster School Board, do hereby publicly commit ourselves collectively and individually to the following operating protocol.

School Board Practice

1. Promote the educational needs, interests and safety of all students.
2. All personnel complaints and criticisms received by board members shall be directed to the superintendent.
3. Communication between staff and the board is encouraged. Requests for information by board members must be directed through the superintendent.
4. The board will lead by example. While we encourage debate and differing points of view, we will do it with mutual respect.
5. The board will encourage the public to present concerns, issues, or proposals to appropriate staff members who can properly and expeditiously address the issue.
6. Board members agree to follow the chain of command and insist that others do the same. The last stop, not the first, will be the board. Inquiries will to be referred to the superintendent or staff member who can properly and expeditiously address the issue.
7. The board will consider research, best practices, public input, and financial implications as part of the decision-making practice.
8. The board commits itself to continuous improvement through a yearly self-evaluation process.
9. When board members serve on various district committees or attend committee meetings, their role shall be as liaison to the board.
10. The board will establish vision, create policies, and assure accountability. The superintendent will manage the schools.
11. Board members will set clear goals for themselves and the superintendent. The board and superintendent will facilitate goal setting for the school district.
12. Board members will adequately prepare themselves for meetings and enhance their boardmanship skills by attending board training and networking opportunities.
13. Board meetings are for decision making, action, and voting, not endless discussion. We agree to move to the question before the board when discussion becomes repetitive.

- 14. Board meetings shall be conducted consistent with Robert's Rules of Order.
- 15. Only the board as a whole has actionable authority. Individual board members will not take unilateral action on issues. Action may only be taken during official meetings of the board.
- 16. Board members will consider issues on the agenda. Additional information regarding agenda items will be requested prior to the board meeting via the superintendent.
- 17. Board work sessions will be for in-depth discussion on one or two agreed-upon topics.
- 18. Executive sessions will be held to discuss only those issues allowed by state statute. The board will not vote on, nor take action on an issue during an executive session. Members will honor the confidentiality of the discussions.

Superintendent Role

- 19. The superintendent is the chief executive officer and should make recommendations, proposals, or suggestions on matters that come before the board.
- 20. The superintendent, board president or designee will be the board's spokesperson.
- 21. Prior to each board meeting, the board president and superintendent will develop a meeting agenda and distribute it prior to the meeting. Only emergency items with the consent of the board may be added after that time.
- 22. Board members may ask the board chair or superintendent to place an item on the agenda in advance of meetings. In the rare case that a business item should be added to the agenda, the chair will follow Roberts Rules of Order.

We, the Board of Directors of the Brewster School District, agree to the above protocols on this _____ day of _____, 2008.

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The numbering system above is provided for reference to quickly identify individual protocols. It in no way implies the priority of the protocol document.

Legal Reference: RCW 28A.300.100

Adoption Date: