

LINCOLN PUBLIC SCHOOLS

**DRAFT** School Committee Protocols

For the purpose of effective governance and enhancing teamwork among members of the School Committee and between members of the administration and the community, the Lincoln School Committee adopts the following operating principles:

The School Committee will:

1. Represent and act impartially for the needs and interests of the students, staff and people of the District when making decisions. ***Remember to acknowledge members of our school district who are not seated at the table and keep their needs and voices in mind.***
2. Collaborate effectively with the administration to provide leadership in vision, planning, policy making, budget, communications, and advocacy on behalf of the students and District.
3. Partner with the Superintendent to ensure a shared vision and strategy for education within the District. Respect the Superintendent's responsibility to manage the day-to-day operations of the District and to oversee personnel issues. Keep abreast of latest trends in education in order to appropriately select, hire, or evaluate an established educational leader as Superintendent.
4. Conduct business through a set agenda in an effort to complete business within a set timeframe. Allow adequate time for discussion but avoid discussing trivia to maintain a high level of respect and courtesy of all attendee's time. Allow emerging agenda items to be addressed in subsequent meetings through agenda items.
5. Base discussions on available facts and function as a committee rather than as individuals supporting and upholding the decisions of the majority of the School Committee once a decision is made.
6. Acknowledge that a School Committee meeting is a meeting that is held in public, not a public meeting, and make every effort to ensure that Committee meetings are effective and efficient. Welcome community members to attend meetings and participate during public comment.
7. Maintain an open environment where each member is empowered to freely express opinions, concerns, and ideas. Keep an open mind, maintain flexibility and accept that members can change their opinions. Work effectively with other members without trying to dominate or neglect share of work.
8. Respect all members, administration, faculty, staff, and community members and treat everyone with dignity and respect even in times of disagreement.
9. Recognize the importance of trust and proactive communication and agree that there will be no surprises for the Committee or the Superintendent. Bring all concerns, comments or inquiries especially if personal or sensitive in nature to the Chair or Superintendent as well in advance of a meeting as practical.
10. Recognize School Committee members can be viewed as employers and channel all member requests for information, school visits or other school interactions through the Superintendent or School Committee chair to minimize school business interactions.

11. Adhere to the communication procedure which relies on the Chair, Superintendent or designated liaison/designee to accurately represent the positions of the School Committee to the media or other public bodies.
12. Maintain confidentiality of Executive Session.