

# **Scituate Public Schools**

## **School Committee Operating Protocols**

*As elected members of the Scituate Public School Committee, we accept the high honor and trust that has been placed in us to ensure that our students receive the best education possible. To that end, we hereby commit to the following in the conduct of our business and adopt the following operating principles for the purpose of effective governance and enhancing teamwork among members of the Scituate School Committee, administration and staff as well as transparency and accountability to our constituents.*

### **Role of the Committee**

- Establish a vision (set of goals and objectives), create and review policies, and assure accountability to sustain continuous improvement in teaching and learning- leaving the day-to-day operations to the Superintendent and staff.
- Clearly define success in district goal setting
- Assuring accountability in the Superintendent evaluation process.
- Advocate for the achievement, needs, and interest of **all** students and place these above all else in the decisions we make
- Providing fiduciary oversight and fiscal transparency and responsibility

### **Professional Conduct**

- School Committee members understand that only the School Committee as a whole has authority; individual members may not act unilaterally. While debate and principled dissent are encouraged, all School Committee members are expected to support and uphold the decision of the majority once a vote is taken.
  - Base our decisions on available facts, vote our convictions and avoid bias.
  - Familiarize and adhere to policy BCA, School Committee Member Ethics
- The School Committee recognizes the importance of working collaboratively with town officials to improve our schools and will actively seek ways to enlist their support for our efforts.

### **Meetings**

- School Committee meetings are business meetings held in public, not public meetings. We will strive to hold efficient and effective meetings in that we will:
  - Conduct business through a set agenda
  - Solicit committee members input on future agenda items at each meeting
  - Arrive well-prepared, on time and ready to speak to agenda items
  - Follow Roberts Rules of Order
  - Respect the role of the Chair and Superintendent
  - Maintain an open environment where members feel empowered to freely express opinions, concerns and ideas.
  - Maintain the confidentiality of privileged information and respect Open Meeting Law.

- Encourage and support community members who attend meetings to participate during public comment. (The intent of public comment is not meant to be a Q&A session).
- Recognize the importance of honoring our norms and beliefs and agree to take responsibility for respectfully reminding one another if we get off track.

### **Communication**

- Recognize the importance of proactive communication and agree that there will be no surprises. Respectfully submit requests to the Superintendent in advance of a meeting.
- Channel requests for information, reports, and data through the Superintendent and the Chair rather than directly to staff. The Superintendent will make sure that each member has equal and timely access to this information.
- Refer constituent concerns and questions to the appropriate person within the district chain of communications.
- When School Committee Members attend subcommittee meetings as liaisons or as individuals, they will speak as individuals and not for the School Committee except when reporting on a decision of the majority of the School Committee.
- The School Committee Chair and /or their designee and the Superintendent will represent the position of the Scituate School Committee to the media and other public bodies.