BCSD BOARD MEMBER NORMS & PROTOCOLS



TABLE OF CONTENTS

Mission and Vision.....3

BOE Beliefs & Commitments.....3

Norms & Protocols Defined.....4

Governance Roles & Responsibilities.....5

Communications by Superintendent.....5
to Board Members

Information Requests of Board Members.....6

Board - Superintendent Team & Relationship.....6

Constituent Concerns & Issues.....6

Board Member Relationship.....7
with BOE Employees

Board Meeting Preparation & Protocols.....7 & 8

Chief Executive Officer.....9
Superintendent Evaluation

BUILT 4 BIBB

OUR MISSION

The Bibb County School District maximizes student achievement and social-emotional well-being by building a sense of community in safe, equitable learning environments.

OUR VISION

Students are empowered to learn, lead, innovate and serve as productive and caring citizens within their chosen paths of success.

BOE Beliefs + Commitments

	Given our Beliefs in the District's Core Values of:				
	Personalized Learning	**School System Success**	**Teacher Support**	**Safe Schools**	**Stakeholder Engagement**
We Will...	***Provide Resources*** *to support personalized learning and encourage delivery of diverse experiences.*	***Promote*** *the value of a strong school system to the prosperity of the community.*	***Engage*** *in active listening to capture the expressed needs of teachers.*	***Ensure*** *that students, teachers, and all staff learn and work in environments where they feel safe, accepted, and respected.*	***Give*** *our stakeholders opportunities to be involved in the learning process.*
We Will Not...	***Put-Up Barriers*** *to access diverse programming.*	***Disparage the School System*** *to hide our success.*	***Ignore or Presume*** *to know what tools and support teachers need to provide a quality education.*	***Tolerate Anything or Anyone that Compromises*** *the safety and security of our schools.*	***Leave Stakeholders Out of Key Decisions*** *as it relates to student success.*

NORMS & PROTOCOLS DEFINED

Norms govern the behaviors of the members of a team. They set the expectations for the group, encourage participation, provide a safe space for sharing opinions in a respectful manner, and establish accountability. Norms represent promises made between group members, ensure commitment and trust, protect Board members, and strengthen the experience for every member. Ultimately, norms help achieve shared goals and are an essential step in the process of successful governance.

It is essential for every Board to set its own norms and agree on what will happen when members of the whole are not adhering to the norms. Boards can get creative in their approaches to holding members accountable and enforce norms in any way they see fit. The bottom line is that group members have to agree that as they hold each other accountable, they will not be afraid to speak up.

Protocols are an agreed upon set of steps or actions that govern team conversations, based on previously established norms. They are a vehicle for collaboration and ensure that communication is centered on meaningful learning. Protocols are the structure of deeper conversations and a guarantee that substantive and collaborative work can be accomplished. There are many benefits to using protocols when facilitating team dialogue. For instance, protocols:

- Ensure a safe, equitable, and trusting environment where team members feel safe to ask questions of one another
- Ensure meaningful and sustained dialogue
- Structure the time during meetings
- Provide built-in time to think and time to listen without the need for team members to continually respond
- Promote reflection by individuals and teams
- Help members gain differing perspectives and insights
- Focus the team's work on the issues at hand
- Prevent off topic conversations
- Prevent individual team members from dominating the conversation

BUILT4BIBB

Governance Roles & Responsibilities

The Governance Team agrees to:

1. Always put students first when making decisions, keeping student achievement as the main focus of Board actions.
2. Support the decision of the Board even though other members of the Board disagree.
3. Follow the Code of Ethics and disclose any conflicts of interest.
4. Hire and hold accountable the Superintendent, designating them as chief executive officer with authority to provide educational leadership, manage daily operations, and perform all duties assigned by law to ensure increased student achievement for all students.
5. Communicate openly and honestly, without surprises, having questions and inquiries submitted in a timely manner prior to Board meetings or public events.
6. Complete an annual governance team self-assessment aligned with the required eight (8) domains. Self-assessment results will be used to customize and implement the Board development/training plan based on Board needs.
7. Sign annual certification of the individual and collective commitment of the Georgia State Standards for School Boards and the Code of Ethics.
8. Review norms for adherence at the annual self-assessment meeting.
9. Adhere to the following protocol/timeline:

    July – Self-Assessment provided to Board Members

    August – Review and discuss results of Self-Assessment

    September – Review and submit training plan

Communications by Superintendent to Board Members

1. The Superintendent will provide a weekly summary of his calendar, events, media stories, and other points of interest within the District.
2. The Superintendent (or designee) will provide notification to the Board via emails, text messages, and/or telephone calls as needed and when there is information of a more immediate nature.
3. During times of crisis, the Superintendent and Board President will maintain daily contact. The Superintendent (or designee) will also provide information to Board members via phone calls, and/or text notifications and emails. The text messages may be used to alert members to an email and/or pending phone call until the crisis is resolved.
4. The Superintendent (or designee) will provide the Board with an advance copy of press releases when possible.
5. The Superintendent (or designee) will give advance notice (as soon as possible) of district events via email to Board members.

    a. Board members will receive a calendar of events on a monthly basis and will be sent an updated calendar as events are added or removed.

    b. Principals are to include the Superintendent on Board member invitations.

BUILT 4 BIBB

Information Requests from Board Members

1. Board members will submit all requests (e.g. requests for information, assistance, reports, data, etc.) to the Superintendent directly or his designee. Board members will go through the Superintendent when wishing to communicate with staff, and will share the concern or topic with him/her unless acting in the capacity as a parent or guardian.
2. Individual Board members should direct their concerns or questions to the Superintendent.
3. The Superintendent can delegate requests from Board members to Cabinet members or the Coordinator of Board Services to be reviewed and addressed.
4. Any information requested by one Board member should be shared with all Board members.
5. Any information requested by one Board member that requires additional resources to construct or develop (including re-directing staff time or utilizing financial resources) will be directed to the President of the Board for consideration and solicitation of majority support. The requesting Board member should provide a rationale along with clarity of what is to be accomplished. Support from a majority of the Board is required to then dedicate the necessary resources to fulfill the request.

Relationship Between Board Members and Superintendent

1. The Board and the Superintendent agree that, except for legal matters, the Superintendent is the only employee who reports to the Board. All other employees in the district report to the Superintendent; therefore, the Superintendent has exclusive responsibility for supervising and giving direction to staff.
2. The Board may always contact the Superintendent. However, the Board encourages the Superintendent to maintain work life balance.
3. The Board has exclusive authority to hire, fire, and evaluate the Superintendent, adopt policy, and adopt the budget.
4. The Superintendent has the primary role in the development, oversight, and administration of the budget. The Superintendent will seek the preference of the full Board for Budget preparation sessions.
5. The Superintendent and the Board will provide open and candid feedback on all district matters.

Constituent Concerns Acknowledged

1. Board members will forward concerns and issues from constituents to the Superintendent and the Board President.
2. Board members will respond to constituent emails in a timely manner.
3. The Board President should reply to constituent emails that are sent to the entire Board, copying all Board members and the Superintendent, indicating that the Superintendent (or designee) will reply. (For example: "Thank you for your email. I have forwarded your concern to the Superintendent.")
4. For any verbal requests received by a Board member, Board members will ask the constituent to provide the request via email or provide the name and contact information for direct follow-up from the Superintendent.

Constituent Concerns Acknowledged (Continued)

5. The Superintendent will involve the appropriate District or school staff to address issues/concerns, and inform the Board of the status as appropriate.

Board Member Relationship with Employees

1. Positive and productive relationships between Board members and principals, teachers, and school-based staff, as well as Cabinet and district staff, are valued and encouraged.
2. Board members will not give directives to principals, teachers, Cabinet, or staff; nor will Board members encourage any staff to operate outside of the organizational structure.
3. Board members who receive employment related concerns from any district personnel will direct the employee to follow the chain of command for resolution.
4. Any district personnel that brings an issue or concern to a Board member will be directed back to the school system at the appropriate level (generally the staff member's supervisor or the Superintendent). Fraud, waste, and abuse allegations should be submitted to Human Resources.
5. Any complaint or grievance made against the Superintendent and shared with the Board should be referred to HR.
6. In the event a Board member wishes to visit a school, the Board member will pre-arrange a visit with the principal and notify the Superintendent or Coordinator of Board Services. Board members should not visit a school unannounced, unless it is a community related event (i.e., student performance, athletic game, open house, etc.).

Board Meeting Preparation & Protocols

1. The purpose of a Committee meeting is to review matters pertaining to the District and preview matters requiring Board action.
2. The purpose of the Board meeting is to vote on business matters, to recognize state and national award winners, and to hear public comments.
3. Board members will look to the Board President or respective Committee Chair to be recognized to speak, and will only speak when called on by the Chairperson. When called on, Board members will direct their comments only towards the President, the Superintendent, or the person providing the report.
4. A Board member may request an item to be placed on the agenda by submitting the request to the Board President prior to the deadline for submitting agenda items. A Board member interested in submitting an agenda item must have the support via email of at least one other Board member. Time allotment for individual items on the agenda will be determined by the Board President.

Board Meeting Preparation & Protocols (Continued)

5. Public comment will be allowed at each Board meeting in accordance with Board policy and the law. ~~During such time, constituents may address the full Board only and must refrain from directing comments to individual Board members, referencing an employment or student matter, and using profanity or inciting language~~.
    A. Board members will refrain from making comments or asking questions during public comment.
    B. The Superintendent will draft the process by which public comment is facilitated.
6. Board members will refrain from discussing any matter during the Board meeting that was not published on the official agenda.
7. Board packets (agendas, minutes, presentations, memos and supporting documents) will be sent to Board members at least seven (7) days prior to a Board meeting. Any documentation that is on the agenda, but was not included in the packet will be emailed to the Board before the meeting.
8. After the meeting packets have been received, the Superintendent will meet with each Board member to review the agendas and accompanying documents. Board members will express their concerns during this review so that the Superintendent has adequate time, prior to a public meeting, to gather accurate

Assessments, Certifications, & Timeline

The Board will:

1. Complete an annual governance team self-assessment aligned with the required eight (8) domains. Self-assessment results will be used to customize and implement the Board development/training plan based on Board needs.
2. Sign annual certification of the individual and collective commitment of the Georgia State Standards for School Boards and the Code of Ethics.
3. Review norms for adherence at the annual self-assessment meeting.
4. Follow the protocol/timeline listed below:

    July – Self-Assessment completed by Board members

    August – Review and discuss results of Self-Assessment

    September – Review available training

    October – Approve yearly training plan

    By June 30 – Training is completed

BUILT4BIBB

Chief Executive Officer/Superintendent Evaluation

1. Through the annual evaluation process, set clear goals and objectives each year for the Superintendent in alignment with the strategic plan, and hold the Superintendent accountable for operations and student performance.
2. The evaluation process is timely, with timely feedback.
3. The Board will:
   A. Be honest, transparent, and respectful of each member on the governance team.
   B. Always follow the Chain of Command.
   C. Avoid micromanaging the Superintendent.
   D. Operate as a governance team with the Superintendent as a key member.
   E. Respect the Superintendent's professional recommendations and decisions, even when there is disagreement; and never undermine the Superintendent's authority.
   F. Bring only agenda-related business to the Superintendent during Board meetings.

Formulated November 2023

Revised June 2026

Board Approved June 18, 2026

Revised April 2024

Board Approved July 18, 2024

B4B #BUILT4BIBB