

CATOOSA COUNTY PUBLIC SCHOOLS



A Georgia Charter System
Every child, every day, without exception.

Catoosa County Board of Education NORMS/PROTOCOLS

The Catoosa County Board of Education and Superintendent comprise the governance team for our district. We are committed to working together to provide strategic leadership and direction for the district that sets high expectations for student achievement and student success in college, career, and civic life.

The following commitments, "norms", and protocols shall guide the Board and Superintendent in their work.

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

• **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 board policies
- Fiscal accountability managing and aligning finances to meet the needs of strategic plan implementation

- Ensure the superintendent keeps the board members informed regarding personnel decisions for key positions in the district, which may involve an executive session prior to the board's vote on the Personnel Report at its regular monthly meeting
- **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 annually via formative and summative evaluation procedures
- **Chain of Command**
The governance team agrees that:
 - It will follow the chain of command and expect that staff will do the same
 - The superintendent is responsible and accountable for the day to day operations with equity and consistency
 - Issues and concerns received by the Board or individual members will be referred to the superintendent
- **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
- **School Visits**
The governance team agrees that:
 - Board members are encouraged to visit schools and will arrange with the district or school administrators at least 24 hours in advance, unless they are invited directly by the school administration or district. If 24-hours-notice is not possible, board members will send a quick text to the superintendent so he/she can notify the appropriate staff
 - All school visits will be conducted for an appropriate purpose
- **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
 - Only utilize social media in a manner that adheres to all board policies, procedures and regulations
 - All email communication will comply with the Georgia Open Record Act, O.C.G.A. § 50-18-70 et. seq. and the Georgia Open Meeting Act, O.C.G.A. § 50-14-01 et. seq.

- **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
- 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 look in 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 will be approved by a majority of the board

- **Communication with the Social Media:**

The governance team agrees to:

- Use social media as a tool to promote positive and important news about the school district
- Board members will be positive and mindful of how their actions on social media reflect on the whole Board
- 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

- **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 have inquiries and/or concerns or have been notified of inquiries and/or concerns from stakeholders, they should refer the issue to the superintendent or his/her designee
- The superintendent is the only employee that reports directly to the Board of Education
- When Board members are approached with community/constituent/parent concerns, they may refer the issue to the Superintendent who may delegate to appropriate staff

- **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

- **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 the goals remain their district's top priorities and that nothing detracts from them
- Annually commit to support and report the action plans outlined in the district's strategic plan

- **Communication with the News Media**

The governance team agrees to:

- Designate the board chair as the official spokesperson for the board when it pertains to matters of the board
- Embrace the superintendent or his/her 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

- **Board Meetings**

The governance team agrees to:

- Act and conduct the business of the school district before the public in a respectful and professional manner
- 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
- Board members should use a Consent Agenda where appropriate
- Board members will conduct meetings in a respectful manner and agree to inform both the superintendent and each other of new business prior to each board meeting

- **Board Governance**

The governance team agrees to:

- Board members will not micromanage the superintendent
- Board members will follow the guidelines outlined in each of the Domains under Board of Education Policy BH: Board Code of Ethics

We, the Catoosa Board of Education and Superintendent, affirm the above protocols and commitments and affirm them as vital to the effective leadership and operation of our school district.



Don Dycus, Board Chairman



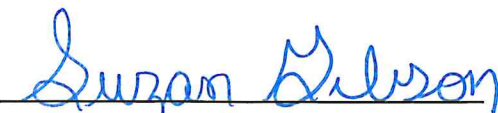
David Moeller, Vice-Chair



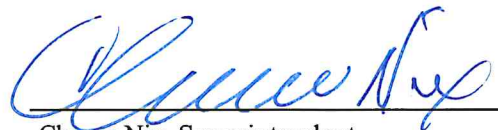
Jack Sims, Board Member



Gloria Hunt, Board Member



Suzan Gibson, Board Member



Chance Nix, Superintendent