

## SCHOOL COMMITTEE OPERATING PROTOCOLS

For effective governance and enhancing teamwork among members of the School Committee and between members of the administration, the Easton School Committee adopts the following operating protocols.

We will

1. Represent the needs and interests of all students in the district and place their interests above all others in the decisions we make.
2. Foster an environment of trust, respect, and inclusiveness, modeling this in our interactions with one another, administration, staff, students, town officials, and members of the public.
3. Exercise leadership in vision, planning, policy making, budget, evaluation of the Superintendent and advocacy on behalf of the students of the district while respecting the authority of the Superintendent and district administration to manage day-to-day operations.
4. Acknowledge that a School Committee meeting is a business meeting of the School Committee that is held in public – not a meeting with the public.
5. Make every effort to ensure meetings are effective and efficient by being well-prepared and conducting district business through a set agenda with emerging items addressed in subsequent meetings through agenda items.
6. Operate respectfully and in accordance with the Open Meeting Law while maintaining confidentiality regarding executive sessions.
7. Base our decisions upon available facts, research, best practices, public input and the Superintendent's and other members' suggestions to ensure we act in the best interests of the students.
8. Uphold and support the decisions of the majority of the School Committee once a decision is made.
9. Respect administrators, staff and fellow committee members. Treat everyone with dignity and respect, even in times of disagreement.
10. Channel requests for information through the School Committee Chair and not directly to the staff. The School Committee Chair will ensure that each member has equal access to this information. This excludes contact about School Committee members' own children between members and staff.
11. Recognize and respect that its authority exists only when a quorum of the Committee meets and not as individual members. The School Committee Chair or their designee and the Superintendent will represent the positions of the School Committee to the media or other public bodies.
12. Strive to avoid surprises for the Committee or Superintendent at School Committee meetings. School Committee members should contact the Superintendent and the School Committee Chair well in advance of a meeting for significant questions or concerns.
13. School Committee members should not address individual student concerns; but rather direct parents, caregivers, or guardians to the appropriate educator or administrator.