

BOARD AND SUPERINTENDENT PROTOCOLS

The purpose of these protocols is to provide a basic set of professional standards by which the Board of Education and the Superintendent are to function as a team.

There is no intention to abridge the rights and obligations of Board members to oversee the operation of the district, nor to interfere with the Superintendent in his role as chief executive officer of the district.

1. All Board members and the Superintendent will define and understand the difference between administration and policymaking and respect the roles of each other.
2. During a meeting, Board members, when interacting with the public, should not make statements that could be interpreted as having full-team concurrence.
3. All conversation taking place in closed session will remain absolutely confidential.
4. Board members and the Superintendent should be careful not to catch team members by surprise, especially in public.
5. Questions and clarification of Board agenda items should be communicated to the Superintendent prior to the Board meeting.
6. No individual Board member will make, or appear to make, a decision which appropriately should be made by the entire Board.
7. All Board members are to be apprised in a timely manner of any incident to which they may be called upon to answer or explain.
8. Each member of the team is to be treated with dignity and respect.
9. Requests for reports, surveys, projects, etc. will be directed only to the Superintendent.
10. Promotional appointments are made by the Superintendent, but only in consultation with the Board.
11. Personnel changes are to be recommended by the Superintendent. Board input will include only significant and relevant data, never the "pushing" or "pushing out" of individuals.
12. Unsubstantiated rumor, innuendo and information from anonymous sources are not to be pursued, except by and in the judgment of the Superintendent.

BOARD AND SUPERINTENDENT PROTOCOLS (continued)

13. Complaints made to a Board member by the community should be referred to the Superintendent, who is to resolve them according to Board policy.
14. No individual Board member is to come between the Superintendent and his staff.
15. All team members will seek accommodation and compromise.
16. All substantive contacts between a Board member and staff are to be reported to the Superintendent as soon as possible.
17. A team member should not discuss confidential personnel or negotiations matters with members of the bargaining unit.
18. Any concern reported to the Superintendent by a Board member is to receive the highest priority, with the disposition of the matter communicated to all of the team.
19. No individual team member should use the media as a personal forum.
20. Loyalty to the entire team includes:
 - respecting each individual's opinion
 - accepting and living with the action of the team
21. All significant administrative actions are to be communicated regularly to all Board members.
22. Unintentional mistakes may occur and should not be attributed to unwillingness to be a team member.
23. Every action by a member of the team should be directed toward improving the educational program for students.
24. Board members, as their time permits, are encouraged to visit school sites and attend school functions, but should avoid interrupting instruction or interrupting employees at work. Whenever possible, site visits are to be pre-arranged with the principal.

Regulation
adopted: December 13, 2001
reviewed: November 17, 2005

MURRIETA VALLEY USD
Murrieta, California