

MONOMOY REGIONAL SCHOOL COMMITTEE NORMS AND PROTOCOLS

We will follow these Norms and Protocols in the conduct of our business as school committee members

Who We Represent

- We recognize that we represent the needs and interests of ALL in our district.
- We are elected officials representing the communities of both Chatham and Harwich.
- We are ambassadors of the Monomoy Regional School District, promoting support for public education and spreading the news of our success.

How We Conduct Business

- We will strive to hold efficient, effective meetings by conducting meetings through a set agenda.
- We will create a yearly agenda making our district goals a priority, with the understanding that the agenda will evolve as the year progresses.
- We will request future agenda items through the chair.
- We shall arrive at meetings prepared to discuss the agenda items and respectfully participate in discussions.
- We will base our decisions upon all available information, vote our convictions, and avoid bias.
- We recognize, at times, certain topics will necessitate dedicated public forums.
- We recognize school committee meetings are meetings held in the public, not public meetings. We will seek public input at appropriate times during our meetings.
- We will honor and uphold the confidentiality of all discussions during executive sessions.
- We will support the mission statement and strive to ensure accountability by creating and updating policies, creating and overseeing the Monomoy Regional School District budget, requesting periodic presentations related to the Monomoy Regional schools, and evaluating the superintendent's effectiveness in managing the operations of the district.

How We Treat Each Other

- While we encourage debate and differing points of view, we will debate issues, not each other, keeping an open mind regarding all member's opinions and/or positions.
- We will work to build trust between and among school committee members, the superintendent, the staff, and the community by treating everyone with dignity and respect, even in times of disagreement.
- We endeavor to avoid words and actions that create negative impressions of an individual, the school committee, or the district.

How We Communicate

- We recognize the importance of proactive communication.
- We agree to make our best effort to convey any questions and/or concerns to the chair and the superintendent in advance of the meeting.
- We recognize the chair as the official voice of the school committee.
- We shall channel all requests for information through the chair and/or superintendent rather than directly to the staff. The chair and superintendent will ensure each member has equal access to information.

How We Will Improve

- We will be open to continued personal growth by participating in training opportunities.
- We shall assign each new member a mentor who shall be responsible for providing guidance and the necessary School Committee documents. (*See Policy BIA*)
- We shall review and revise these operating protocols annually following reorganization.

Our Limits of Power

- We will accept the majority vote on school committee decisions once they are made.
- We will recognize the superintendent's responsibility to supervise and manage the day-to-day operations of the Monomoy Regional School District.
- We shall not use our positions for personal, partisan, or political gain.
- We will refer concerns or complaints to the appropriate individual within the district chain of command.

What If Things Go Wrong?

- We will work together to restate and clarify discussions in order to strive for understanding.
- We recognize the importance of our operating protocols and take responsibility for reminding one another when necessary.
- If a school committee member allegedly violates any of these protocols, they will be referred to the chair (or in the case of the chair, referred to the vice chair) for attempted mediation of the dispute.