

SCHOOL COMMITTEE OPERATIONAL PROTOCOLS

As members of the Mansfield School Committee, we accept the high honor and trust that has been placed in use to ensure that Mansfield students receive the best education possible. To that end, we hereby commit to the following in the conduct of our business.

Communication:

1. The Superintendent and School Committee members recognize the importance of proactive communication and agree there will be no surprises. As such, between meetings, members will receive meeting materials in a timely manner and are encouraged to communicate directly with the Superintendent, Assistant Superintendents, Chair and Vice Chair regarding any upcoming agenda items well in advance of a meeting.
2. When conducting School Committee business, School Committee members should refrain from contacting principals and other school staff without first going through the Superintendent.
3. In order to promote consistency of communication, only the School Committee chair and/or their designee will have the authority to speak for the School Committee to other public bodies, the media, or individuals who reach out to the body as a whole. However, individual school committee members may express their personal views and opinions to the media and the community, but it should be stated as such.
4. When School Committee members attend meetings of other committees or boards as School Committee liaisons or as individuals, they will speak as individuals and not for the Committee, except when reporting on a decision of the majority of the School Committee.
5. School Committee members will make every effort to refer constituent concerns and complaints to the appropriate person in the district chain of communication.

Decision-Making:

1. School Committee members will establish a vision, create policy, approve a budget, and assure accountability to sustain continuous improvement in teaching, learning and facilities. Members agree to leave the day-to-day operations, including business transactions, to the superintendent and staff. Members of the School Committee recognize that authority rests only with the majority in its decisions.

Collaboration:

1. Maintain trust and mutual respect between and among School Committee members, the Superintendent, and the administration by treating everyone with dignity and respect, even in times of disagreement.
2. Recognize the importance of working collaboratively with town officials to improve our schools and actively seek ways to enlist their supports for our effort.

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Meetings:

School Committee members are expected to

1. arrive well prepared and ready to speak to agenda items;
2. follow Roberts Rules of Order;
3. refrain from side conversations;
4. be prepared to report to the Committee on any meetings or events attended as an appointed liaison/representative of the School Committee;
5. respect staff and fellow committee members at all times;
6. refrain from the use of private technology unless under urgent circumstances.

Recognizing the importance of honoring these protocols, members will respectfully remind each other when they get off track.

These protocols will be reviewed annually by July 1 and distributed to new members upon their election or appointment to the School Committee.

Adopted: January 23, 2018

CROSS REFS: BA School Committee Operational Goals
BBA School Committee Powers and Duties
BBAA School Committee Member Authority
BCA Code of Ethics: School Committee Members
BDA Annual Meeting for Organization
BDE Subcommittees of the School Committee
BEDB Agenda Preparation and Distribution
BIA Orientation of New School Committee Members
KDD News Media Relations/News Releases
KE Public Complaints
KI Visitors to Schools