



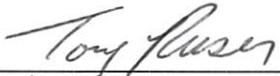
## Circleville City Schools Board of Education Operating Protocol

For the purpose of enhancing teamwork among members of the board of education and between the board and administration, we, the members of the Circleville City School District Board of Education do hereby publicly commit collectively and individually to the following operating protocol:


1. We strongly believe that Students' and Children's interests are our first priority as a Board of Education. The board of education will represent the needs and interests of all children in our district.
2. We believe communication between staff and the board should be encouraged and that it should be aligned with board policy. The leadership team recognizes that "good," "timely," "open," and "consistent" communication regarding school district issues is extremely important. We will strive to anticipate issues that may become important or are sensitive to our school district and district stakeholders.
3. We will work to follow the chain of command. The last stop, not the first, should be the board. We agree to follow the chain of command and to encourage others to do so. While the board is eager to listen to its constituents and staff, each inquiry is to be referred to the person who can properly and expeditiously address the issue. Board requests that will likely require considerable time or have political implications are to be directed to the superintendent. All personnel complaints and criticisms received by the board or its individual members will be directed to the superintendent.
4. We believe in the collective decision making process. The leadership team will support decisions made by the board and/or the administrative team once they are made. Even when we, as individual board members, end up on the minority side of a vote, we will support the majority decision.
5. We will exemplify the governance role. The Board, Superintendent, and Treasurer will support the policies our district currently has in place. We will continue to study and review policies for effectiveness and appropriately engage key stakeholders in the development, change, or deletion of policies as warranted. We will maintain and apply district policies consistently while being cognizant of and recognizing the potential uniqueness of any given situation.

6. We will endeavor to not purposely "blindsided or surprised" other board members, the superintendent, or treasurer. Surprises, when they happen, will be the exception, not the rule. There should be no surprises at the board meeting. We agree to ask the board president or the superintendent in advance to place items of interest on the agenda instead of bringing them up unexpectedly at meetings.
7. We commit to doing an annual board of education self-assessment/evaluation. The board will address its group accomplishments through a yearly self-evaluation and will work to address individual board member concerns, such as poor meeting attendance or leaks of confidential information, directly and professionally.
8. We will determine and work to achieve clearly stated goals. The board will set clear goals for themselves, the superintendent, and the treasurer. The board, the superintendent, and the treasurer will set clear goals for the District, and all of these will be aligned and mutually supportive.
9. We will utilize CEO input. The superintendent is the chief executive officer of the leadership team and should make recommendations, proposals, or suggestions on most matters that come before the board. We will respect his/her professional experience and opinion, and will be willing to work with him/her on appropriate solutions when we disagree.
10. We will utilize CFO input. The treasurer is the chief financial officer of the leadership team and should make recommendations, proposals, or suggestions on most financial matters that come before the board. We will respect his/her professional experience and opinion, and will be willing to work with him/her on appropriate solutions when we disagree.
11. We understand that our Board of Education acts as one body. Individual board members do not have authority. Only the board as a whole has authority. We agree that individual board members will not take unilateral action, and will not take credit or blame for board decisions. The board president will communicate the positions of the board on controversial issues.
12. We believe professional meeting protocols are important. Conduct at board of education meetings is important. We desire to create a legacy of a well-functioning, effective board. We agree to avoid words and actions that create a negative impression of any individual (community or staff member), board of education member, guest, or the district itself. We will attempt to be open-minded and to "fully listen" to all speakers/presenters. When necessary, we agree to disagree, and will do so appropriately and with courtesy and respect for others. We will not react to impromptu complaints as they are presented, but will be thoughtful responders, assuring those who present questions or issues complete answers and efficient follow-up.

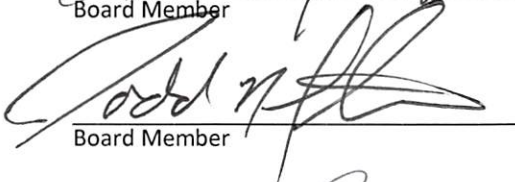
13. In the main, we will avoid marathon board meetings. To be efficient and effective, long board meetings should be the exception rather than the rule. Points are to be made in as few words as possible; speeches at board meetings should be minimal. Presenters and guests will be informed about appropriate time parameters. If a board member has questions, needs more information, or clarification, the superintendent or president should be contacted before the meeting.
14. We will practice efficient decision making. Board meetings are for decision making, action and votes, not endless discussion. We believe discussion is important and warranted, but will move to the question should it become repetitive.
15. We will speak to the agenda issues. The board will not play to the audience. We agree to speak to the issues on the agenda and attend to our fellow board members. Questions or information needed that arise from discussion or from the floor will be referred to the superintendent for follow-up.
16. We agree that executive/closed sessions will be held only for legally-allowed and appropriate issues. Executive sessions are important and necessary and will be held when specific needs arise. Board members will be extremely sensitive to the legal ramifications of their meetings and comments, and understand that voting or notetaking will not take place in executive session.



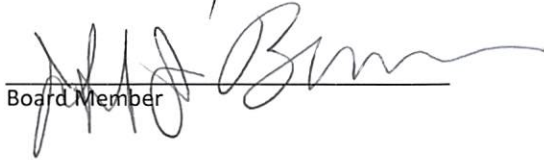
Board Member



Board Member



Board Member



Board Member

Board Member

7/13/2021

Date