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DEER PARK SCHOOL DISTRICT  
SCHOOL BOARD OPERATING PROTOCOL

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**ROLES & RESPONSIBILITIES of the BOARD & SUPERINTENDENT**

Successful organizations are the result of strong and effective leadership. In order for members of our board-superintendent team to be effective, each must operate within their unique but complementary roles.

<b>SCHOOL BOARD – GOVERNS (Guides/Directs)</b>	<b>SUPERINTENDENT MANAGES (Administers/Operates)</b>
Decides What	Decides How
Requests information	Seeks and provides information
Considers issues	Provides recommendations
Creates, reviews, adopts policy	Recommends, implements policy
Approves and reviews plans	Implements plans
Monitors progress	Reports progress
Contracts with personnel	Supervises and evaluates personnel
Approves and reviews budget	Formulates budget
Represents public interests	Acts in public interest

For the purpose of enhancing teamwork among members of the board and between the board and administration, we, the members of the Deer Park District Board of Directors, do hereby publicly commit ourselves collectively and individually to the following operating protocol:

**VALUES**

- Board members agree to always act in the best interest of all students.
- The board will maintain a central focus on student achievement as the top priority.
- The board will emphasize strategic planning, policy development and community relations while delegating management of the schools to the superintendent.
- The board recognizes the importance of effective communication among and between the board and superintendent as well as with staff and community members.



## BOARD-SUPERINTENDENT RELATIONSHIP

- The board will utilize the expertise of the superintendent as the chief executive officer who should recommend, propose, or suggest on most matters before the board.
- The superintendent and board will work together annually to identify and communicate district goals and objectives. The superintendent will oversee the work necessary to achieve such goals and objectives and will regularly report progress to the board, staff and community.
- Surprises to the board or the superintendent will be the exception, not the rule. Board members will email the board president or the superintendent to place an item on the agenda. The board chair or superintendent will reply to the board member whether or not the item will be placed on the agenda or followed up on in another way.
- All complaints and concerns received by the board or its individual members will be directed to the superintendent, plus district leadership as appropriate.

## COMMUNITY ENGAGEMENT

- While the board is eager to listen to its constituents and staff, those expressing complaints or concerns will be referred to the person who can properly and expeditiously address the issue following district policies and procedures.
- The board will work in partnership with the community and will recognize positive actions and accomplishments of parents, staff, students, community members and each other.
- The board chair is the official voice of the board.

## RESPONSIBILITIES

- The board annually reviews its own performance.
- The board supports the superintendent and holds the superintendent accountable through an annual performance evaluation process.
- The board acts and has authority only as a body. Board members have no power or right to make individual promises or make unilateral action that would be binding on the board and/or school district.
- Board members will do their “homework” by being prepared for meetings and will attend board development workshops as appropriate. If a board member will be absent they will notify the Board President and superintendent in advance.
- This Board Protocol document shall be reviewed annually and may be amended as needed by a majority vote of the board. It shall also be reviewed whenever a new director joins the board



## BOARD MEETINGS

- Board members agree that board meetings are for communication of information, decision-making, action, and votes but not for extended discussion or debate. A board member should contact either the superintendent or board president before the meeting to obtain needed information or clarification.
- Executive sessions will be held only when needed to address appropriate subjects as provided by law. Board members must comply with legal guidelines that govern such sessions. All discussions that occur during executive sessions are privileged and confidential and shall not be shared with anyone unless it is the express decision of the board to do so.
- The board respects the decisions of the majority after honoring the right of individual board members to express opposing viewpoints and vote their convictions.

Review Date: January 8, 2024

Adoption Date: February 26, 2024

Policy reference:

Policy 1005

Policy 1220

Policy 1400

Procedure 1400P

Policy 1620

Procedure 1620P

Policy 1630

Policy 1810

Procedure 1820P

Policy 1815



Dated this 26th Day of February, 2024

*[Signature]* 2/26/24

Board President (Director at Large)

*[Signature]* 2/26/24

Secretary to the Board

*[Signature]* 2/26/24

Board Member Director Area 1

*[Signature]* 2-26-24

Board Member Director Area 2

*[Signature]* 2/26/24

Board Member Director Area 3

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Board Member Director Area 4