



Somerset Public Schools

All Students Achieving Excellence

SOMERSET SCHOOL COMMITTEE PROTOCOLS

- Represent the needs, interests and achievements of **all** students in the district and place these above all else in the decisions we make.
- Establish a vision, create policies and assure accountability to sustain continuous improvements in teaching and learning, leaving the day-to-day operations to the Superintendent and staff.
- It is the School Committee's responsibility to set the tone for the entire system and make every effort to promote a positive image for our school system. We will operate respectfully, maintain confidentiality and respect the Open Meeting laws.
- Recognize the importance of proactive communication and agree that there will be no surprises. If School Committee members have questions or concerns, they agree to contact the Superintendent well in advance of a meeting.
- Base our decisions on available facts, vote on convictions, avoid bias, and uphold and support the decision of the majority of the School Committee once a decision is made.
- All personnel complaints and criticism received by the School Committee or its individual members will be directed to the appropriate person within the district chain of command.
- Recognize the importance of honoring our norms and beliefs and we agree to take responsibility for respectfully reminding one another when we get off track.
- When School Committee members attend meetings of other committees or boards as liaisons from the School Committee, they will be speaking as individuals and not for the Committee except when reporting a decision of the majority of the School Committee.
- Acknowledge that a School Committee meeting is a business meeting that is held in public-not a public meeting. We will make every effort to ensure that the meetings are effective and efficient by conducting our business through a set agenda. Emerging items will be addressed in subsequent meetings through agenda items.
- Media requests should be handled by the School Committee Chair, designee and/or Superintendent.
- Channel requests for information, reports and data through the Superintendent and the School Committee Chair rather than directly to the staff. The Superintendent will ensure that each member has equal access to pertinent information in a timely manner.
- A reasonable effort will be made to reschedule school committee meetings if two School Committee members cannot attend.