

## **Wilmington School Committee Operating Protocols, 2018–2019**

As members of the Wilmington School Committee, we agree to the following operating protocols, and commit ourselves to follow them in the conduct of our business.

### **Roles**

- The school committee will endeavor to represent the interests of **all** children in Wilmington, and will make the welfare and success of students the first priority in all its decisions.
- The school committee is responsible for the mission and vision of the school system, district policy, goal-setting, budget approval, and for hiring and evaluating the superintendent. The superintendent is responsible for the day-to-day operation of the school system and will manage the schools and staff.
- Only the school committee as a whole has authority to make decisions. Individual members do not have authority acting alone and will not represent themselves as speaking or acting for the committee unless empowered to do so.
- The school committee will work collaboratively with the Town to ensure that the school department receives the resources and support it needs.

### **Communication**

- Media inquiries that require a response on behalf of the school committee will be forwarded to the chairperson.
- The school committee will make requests for information to the superintendent rather than to district staff directly. Also, as a rule, members will copy the chairperson on any communication to the superintendent.
- The school committee encourages residents to use the district's chain of communication to resolve issues whenever possible.
- Residents are encouraged to contact school committee members by email, by telephone, or in person to share their ideas, suggestions, or concerns.
- All complaints and concerns received by the school committee or by individual members involving school or district staff will be directed to the superintendent. Members will not contact district staff directly to address such concerns.

### **Open Meeting Law and Executive Session**

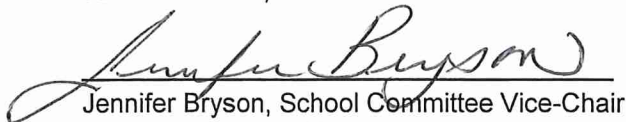
- The school committee will follow the open meeting law at all times and refrain from deliberating outside of properly posted public meetings.
- The school committee will honor the confidentiality of executive sessions and all discussions held therein. Additionally, the school committee will refrain from discussing any open-session committee business while in executive session.

## Meetings

- School committee meetings will follow a clear agenda, which has been publicly posted in advance. Except in rare circumstances, items not on the agenda will not be discussed, but will be put on a future agenda.
- The chairperson and the superintendent are responsible for creating the agenda for each meeting. School committee agendas will be guided by established goals and priorities, and will focus on issues that impact student achievement and success.
- School committee meetings will be conducted by the chairperson according to Robert's Rules of Order.
- School committee meetings are held in public, but are not "public hearings." However, residents are encouraged to comment on items on the agenda during the "public comment" portion of the meeting, at the discretion of the chairperson.
- The school committee will base its decisions on best practices, public input, budgetary impact, research, the superintendent's recommendations, and the impact on student learning and student welfare.
- School committee members will conduct themselves according to the following guidelines and principles during meetings:
  - Members will come to meetings well-prepared and ready to engage in productive discussion, having reviewed their packets and done their homework.
  - Members recognize that there should be no surprises during meetings, and will send questions to the superintendent in advance so that the superintendent is prepared to respond.
  - Members are encouraged to offer differing viewpoints in order to have a meaningful discussion and give the public insight into the committee's thinking.
  - Members will actively listen to each other and to district staff.
  - Members will approach each topic with an open mind and in good faith, and will assume the same of others.
  - Members will treat each other and district staff respectfully, discussing the issues and never resorting to personal attacks.



Julie Broussard, School Committee Chair




Jennifer Bryson, School Committee Vice-Chair



MJ Byrnes, Secretary

Steve Bjork

Tom Talbot

David Ragsdale

Jo Newhouse