



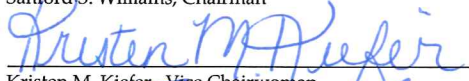
Operating Protocol for the School Board of the City of Manassas

- 1) The Board/Individual Board Members will represent the needs and interests of all of the children in Manassas, acting with integrity and upholding and enforcing all laws, state regulations, and court orders pertaining to schools.
- 2) The Board/Individual Board Members will lead by example. We agree to avoid words and actions that create a negative impression on an individual, the Board, the schools, and the City. While we encourage debate and differing points of view, we will do it with care and respect to avoid escalation of negative impressions or incidents.
- 3) The Board/Individual Board Members will not engage in inappropriate debate. Facts and information needed from the administration will be referred to the Superintendent.
- 4) The Board/Individual Board Members will practice the governance role which emphasizes planning, vision, policy-making, and communication. The Board will delegate authority for administration and management of the schools to the Superintendent, who will function as Chief Executive Officer of the School Division. Individual Board Members will not take actions to manage the schools or staff.
- 5) The Board/Individual Board Members will refrain from using their Board position for personal or partisan gain and avoid any conflicts of interest or the appearance of impropriety.
- 6) Surprises to the Board or the Superintendent will be the exception, not the rule. We agree to ask the Board Chair to place a discussion item on the agenda instead of bringing it up unexpectedly at the meeting. The preference is to request a discussion item be added to the agenda a minimum of five business days prior to a Board meeting.
- 7) When an individual Board Member desires more information relating to an upcoming agenda item, the Board Member should notify the Superintendent or Board Chair as far in advance of the meeting as practicable, so that staff may try to gather the requested information in time for the meeting. Requests for information related to upcoming agenda items will take priority over requests for information related to non-agenda items.
- 8) As a Board, we will periodically review our protocols related to Board meeting management.
- 9) Our goal is to have efficient and effective Board meetings. If an Individual Board Member needs more information he/she will contact the Superintendent or Board Chair prior to the meeting. Audience participation protocol will be consistently practiced. Regular and timely feedback on effectiveness of the meetings will be given to the Superintendent and/or Board Chair.
- 10) Work sessions will be for in-depth discussion on agreed upon topics.
- 11) Individual Board Members will respect the confidentiality of information. Information that is shared in closed session should not be shared pursuant to the code of Virginia.
- 12) Individual Board Members have no individual authority and will make no individual decisions or commitments that might compromise the Board, the Superintendent, or the School Division. Only the Board, as a whole, has authority.
- 13) The Board/Individual Board Members commit to continuous improvement through board retreats, self and Board evaluations, and by addressing individual problems such as poor meeting attendance, tardiness, or violations of operating protocols.
- 14) The Board/Individual Board Members will do their homework and improve skills by attending training and high quality professional development opportunities on an annual basis. Individual Board Members will come to Board meetings informed about issues under discussion, and make decisions based on available facts, and appropriate public input.
- 15) Communications between staff and the Board are encouraged. However, specific requests of staff are to be directed to the Superintendent. Individual Board Members will not directly contact staff to ask for reports or provide direction other than in their roles as committee chair.
- 16) All personnel complaints and criticism received by the Board/Individual Board Members will be directed to the Superintendent.

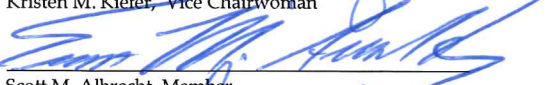
Adopted this day of February 20, 2018



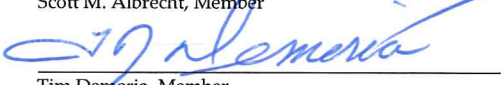
Sanford S. Williams, Chairman



Kristen M. Kiefer, Vice Chairwoman



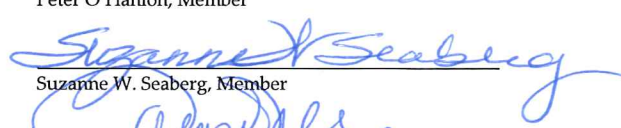
Scott M. Albrecht, Member



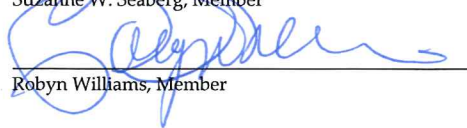
Tim Deperia, Member



Peter O'Hanlon, Member



Suzanne W. Seaberg, Member



Robyn Williams, Member