



BOARD OF TRUSTEES BOARD PROTOCOLS

I. PROTOCOL FOR RESPONDING TO NEEDS OR COMPLAINTS EXPRESSED TO AN INDIVIDUAL BOARD MEMBER

- A. Board Members shall be accessible; listen respectfully and impartially.
- B. If the concern is not urgent or does not have policy implications:
 - Board Members shall refer the individual or group to the Superintendent/President.
 - Board Members shall not make any commitments on behalf of the Board and/or District to the individual or group.
 - Board Members shall not attempt to solve the problem as individual Board members.
 - Board Members shall inform the Superintendent/President and receive follow-up response.
- C. If the concern is urgent or could have policy implications:
 - Board Members shall refer the individual or group to the Superintendent/President.
 - Board Members shall not make any commitments on behalf of the Board and/or District to the individual or group.
 - Board Members shall not attempt to solve the problem as individual Board Members.
 - The Superintendent/President will inform and discuss with the Board President.
 - In consultation with the Board President, the Superintendent/President, will decide how to handle the issue and inform all Board Members through email, formal written report, etc. or may place on the Board agenda for further discussion
- D. If the concern is raised by an employee, the Board member shall inquire whether it has been discussed with the appropriate supervisor, and if not, shall encourage the employee to do so

II. PROTOCOL FOR RESPONDING TO NEEDS OR COMPLAINTS EXPRESSED IN BOARD MEETINGS DURING PUBLIC COMMENT ON NON-AGENDA ITEMS

- A. The Board President thanks the speaker(s) and acknowledges that the need or complaint has been heard by the Board.
- B. If appropriate, the Board President may make a brief statement about the issue.
- C. The Board President will ask the Superintendent/President if there are any comments from the Administration.

- D. The Board President will ask the Superintendent/President to look into the issue and report back to the Board. The Board President will determine what form the report will take (e-mail, formal written report, etc.)
- E. After receiving the report from the administration, the Board may decide to place the issue on a future Board agenda for discussion or action.

III. PROTOCOL FOR RESPONDING TO CONCERNS EXPRESSED DURING A CRISIS

- A. Board Members shall be respectful, listen respectfully and impartially.
- B. Board Members shall refer the individual or group to the Superintendent/President.
- C. Board Members shall not make any commitments on behalf of the Board and/or District to the individual or group.
- D. Board Members shall not attempt to solve the problem as individual Board members.
- E. The Superintendent/President will alert the Board President.
- F. In consultation with the Board President, the Superintendent/President, will decide how to handle the issue.
- G. Any written communication with the individual or group expressing the concern, or with the media, will be made by the Superintendent/President and / or Board President.
- H. The Board may request a more formal investigation of the concerns.

IV. PROTOCOL FOR THE CONFIDENTIALITY OF CLOSED SESSION

- A. The confidentiality of Closed Session creates a safe space for the candid discussion of appropriate topics.
- B. All participants in closed Session are required to maintain the absolute confidentiality of Closed Session discussions.
- C. Any suspected breach of Closed Session confidentiality should be referred to the Superintendent/President and/or Board President immediately.
- D. Closed session agenda matters shall be consistent with Board Policy 2315
- E. Consequences if confidentiality of closed session is violated shall be consistent with Board Policy 2715

V. PROTOCOL FOR MEDIA INQUIRIES

- A. The Board President responds to all media inquiries on behalf of the Board of Trustees and may choose to collaborate with the Superintendent/President if necessary. Other members of the Board of Trustees are expected to defer to the Board President and/or the Superintendent/President with regard to media inquiries.

VI. Protocols shall be reviewed annually at the Board of Trustees Retreat.