



**Office of the School Board**  
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## **Manassas Park City School Board**

### **Governance Norms & Protocols**

We agree to employ the following norms in all our interactions:

- **We will hear each opinion, but ultimately act as one.** We will speak candidly and courteously to each other and listen to dissenting or different viewpoints with an open mind. We will help each other to depersonalize disagreements. Once we reach a decision or compromise as a board, we will each support the will of the board in word and deed.
- **The chairman (or designee) will speak as the official voice of the board.** A single board member will not represent the board without the consent of the board, and board members making personal statements (in any format, including speeches, articles, social media posts, etc.) should clearly state that these statements are their opinion and not the position of the board.
- **We will be mindful of the different roles and responsibilities throughout the school system and maintain a focus on policy and governance.**
- **We will be aware of the different roles that we play as individuals (board member, citizen, parent, etc.).**
- **We will be focused on our work as a board and not interfere with the day-to-day operations of the school system, which is the responsibility of the superintendent.**
- **We will maintain open communication with each other, the administration, and the community-at-large.** Information shared with one board member will be shared with all members. If considerable work or time is required to generate data, the full board must endorse the request.

We agree to follow the following protocols:

<p><b>Developing the board agenda</b></p>	<p>The agenda is developed by the superintendent and the chairman.</p>
<p><b>Placing items on the board meeting agenda</b></p>	<p>Board members will contact the chairman if they would like something added to the agenda. Requests should be made one week prior to the business meeting if possible. The outline of the meeting will be available one week prior to the meeting in BoardDocs. The complete meeting materials will be uploaded to BoardDocs Thursday evening prior to the Monday meeting.</p> <p>Staff informational presentations will be uploaded to BoardDocs, if possible, on Thursday prior to the meeting.</p>
<p><b>Obtaining information about board meeting agenda items before the meeting</b></p>	<p>Board members will contact the Superintendent with any questions prior to the board meeting.</p>
<p><b>Responding to staff or community complaints at board meetings</b></p>	<p>Board members will listen to public comment and the superintendent will follow up on comment, if needed. A thank you letter will be sent from the chairman on behalf of the board as follow up.</p>
<p><b>Responding to staff or community complaints outside of board meetings</b></p>	<p>Board members will listen to the comment, and refer the staff or community member according to the channel of communication. The board member will also contact the superintendent to let him know of the conversation.</p>
<p><b>Communications between and among board members</b></p>	<p>Board members are encouraged to communicate with each other as needed, keeping in mind that responses should be timely and respectful.</p>
<p><b>Communications between board members and the superintendent</b></p>	<p>Board members are encouraged to contact the superintendent directly.</p>
<p><b>Communications between board members and staff (including requests for information)</b></p>	<p>Board members should contact the superintendent with any requests for information.</p> <p>Responses to requests for information will be sent to all board members.</p>

<b>Assignment of committee members</b>	Committee members are assigned on a volunteer basis at the reorganizational meeting.
<b>Committee reporting expectations</b>	Board members will report on any committee participation during board member comments.
<b>Responding to media inquiries</b>	The chairman will be the spokesperson for the board. The chairman will communicate with the superintendent with any questions prior to the interview.  Any questions related to the day-to-day operations will be directed to the superintendent.
<b>Use of social media</b>	Board members should use social media with caution. Social media should only be used by division staff through official channels.
<b>How, when and whom to notify about visiting school sites</b>	Board members will contact the superintendent to arrange a visit to school sites.
<b>How, when and whom to notify about volunteering in schools or at school events</b>	Board members will contact the Principal when volunteering in schools and will disclose the capacity in which you are volunteering (parent, school board member, etc.)
<b>How, when and whom to notify about attending school events (concerts, sporting events, etc.)</b>	Board members are encouraged to attend school events.
<b>Expectations for participation in professional development</b>	Board members are expected to attend professional development each year including the VSBA Annual Convention, Spring Regional meeting, board retreats and others as relevant to their board duties.
<b>Expectations for participation in meetings and conferences</b>	Board members are expected to attend all board meetings and review the materials prior to the meeting.

<b>When and how the board evaluates the superintendent</b>	The superintendent is evaluated annually with a mid-year review. The process will be collaborative.
<b>When and how the board conducts a self-evaluation</b>	The board shall evaluate itself annually.
<b>When and how the board monitors and updates the school board's strategic plan</b>	The board should update and evaluate the school board's strategic plan on a regular basis.

Violation of these norms and protocols will result in the following actions:

**VIOLATION 1**

The chairman or designee will speak with the individual about the violation.

**VIOLATION 2**

A conversation will take place in closed session with the board member regarding the violation.

Therefore, I agree to the following norms and protocols as a public school board member.

Therefore, I will always strive to demonstrate appropriate behavior/conduct as a public school board member.

Rachel Kirkland, School Board Chair *Rachel Kirkland*

Carlos Vargas, School Board Vice-Chair *Carlos Vargas*

Hong Xu, School Board Member *Hong Xu*

Eric Harmon, School Board Member *Eric Harmon*

Alanna Mensing, School Board Member *Alanna Mensing*