



OPERATING PROTOCOL

CENTRAL KITSAP SCHOOL DISTRICT BOARD - ADMINISTRATION

June 2023

School Board

Eric Greene

Kristin Hay

Meghan Hein

Drayton Jackson

Denise Tracy

Superintendent

Erin Prince, PhD

Central Kitsap School District No. 401

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Silverdale, WA 98383

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Vision: A vibrant and inclusive learning community where all students find their passion and achieve their dreams.

Mission: Provide a high-quality Pre-K through 12th-grade education to ensure all students graduate college and career ready.

This operating protocol is the set of actions to which we, the members of the Central Kitsap Board of Directors, agree to follow as we work with each other and the administration in governing the school district.

1. All board members commit to the vision and mission of the Central Kitsap School District to support students as set forth by the strategic plan approved by the Board.
2. Individual board members do not have authority. Only the Board as a whole has authority. We agree that an individual board member will not take unilateral action. Once a final decision has been made on a proposal by board vote/action, board members and the superintendent will publicly support the decision, individually and collectively.
3. As elected officials, the Board commits to acting and performing at a high standard of integrity, civility, and respect by agreeing to avoid words and actions that negatively impact an individual, the Board, or the district. While we encourage discussing differing points of view and opinions, we will do it with care and courtesy.
4. The Board will approve and monitor the strategic plan, and the superintendent will execute the strategic plan and manage the Central Kitsap School District as per Policy 1620 and 1620P.
5. Board members are expected to read and study material received prior to the board meeting and will contact the superintendent with agenda questions prior to the meeting (Monday at 4:00 p.m. at the latest). Responses and answers to those questions will be shared with all members of the school board as per Policy 1711.
6. No surprises. The board will speak to the issues on the agenda, not engage in inappropriate debate. Should a board member have a new topic to discuss, or a grievance or other concerns, that board member is to confer with the superintendent and board president, where consideration will be given to placing the matter on the agenda for future discussion.
7. As elected officials, all board members, when in executive session, shall abide by and honor the confidentiality of the discussions as per RCW 42.30.110 and Policies 1410 and 1711. Board members will refer to RCW 42.23.070 paragraph 4, supported by the Attorney General's Opinion 2017 Number Five on OPMA public meetings, confidentiality, ethics, municipalities, and crimes.
8. The board will use an equity lens and consider research, best practice, student, staff, and public input, and financial impacts in their decision making. The Board will participate in equity training in accordance with state law. (Chapter 28A.345 RCW)
9. The board agrees to follow the chain of command and will encourage others to follow the board policy on complaint procedures and present their concerns, problems, or proposals to the person at the lowest level, who can properly and expeditiously address their issue as per Policy 4220.
10. Positive relationships between staff and the Board are encouraged. However, Board requests of staff are to be directed to the superintendent first, to respect the job responsibilities of the

staff. Board members will communicate with school principals (and copy the superintendent) to arrange visits to schools and classrooms.

11. The Board commits to continuous improvement and building positive relationships through an annual self-assessment, board retreats, training, and networking opportunities.
12. The Board agrees that the board president or designee will be the spokesperson for the Board in public, and the board president may appoint a board member to be a communication lead for the Board to respond on behalf of the Board, as a whole. If board members receive communication individually from community members, board members are authorized to respond directly on their behalf, not representing the Board.
13. As elected officials, individual Board member's private social media accounts can be perceived as statements and beliefs of the Board of Directors and District leadership. Board members are encouraged to post a statement on their private social media accounts annually that their comments, re-postings, photographs, or other messages do not reflect the opinions or beliefs of the Central Kitsap School District Board of Directors or the Central Kitsap School District.