

# Protocols Worksheet

(How we do business)

Issue	Is this a concern?
<i>Board room layout</i>	
<i>Seating arrangement at the board table</i>	
<i>Placement of the superintendent and staff in the board room</i>	
<i>Developing the board meeting agenda</i>	
<i>Structure of the board agenda</i>	
<i>Placing something on the board agenda</i>	
<i>Getting questions answered about items on the agenda before a meeting</i>	
<i>Public input at board meetings</i>	
<i>Deliberation at board meetings</i>	
<i>Informal board reports at board meetings</i>	
<i>Allowing the majority vote to set the direction for the school district</i>	
<i>Reaction when not in the majority</i>	
<i>Bringing agenda items back for further discussion</i>	
<i>Explaining "no" votes</i>	
<i>Length of meetings</i>	
<i>Sharing expertise on issues</i>	
<i>Bringing up new ideas</i>	
<i>Sharing expertise on issues</i>	
<i>Bringing up new ideas</i>	
<i>Requesting information from staff</i>	
<i>Individual board member requests for information</i>	
<i>Individual board member requests for action</i>	
<i>Handling complaints from the community</i>	
<i>Handling complaints from the staff</i>	
<i>Handling complaints from board members</i>	
<i>Addressing concerns of the community</i>	
<i>Use of committees</i>	
<i>Use of work sessions</i>	
<i>Confidentiality</i>	
<i>Board member role in public</i>	
<i>Board/board communications</i>	
<i>Board/superintendent communications</i>	
<i>Board/staff communications</i>	
<i>Visiting schools</i>	
<i>Self-evaluation of governance team effectiveness</i>	
<i>Handling of e-mail</i>	
<i>Superintendent evaluation</i>	
<i>Goal setting and planning</i>	

**How should we handle the concerns?**

- Do we need a written protocol?
- Do we need a policy?