

Norwood School Committee Protocols (updated 06/15/22)

For the purpose of enhancing teamwork among members of the School Committee and between our School Committee and administration, we, the members of the Norwood School Committee, do hereby publicly commit ourselves, collectively and individually, to the following in the conduct of our business.

Section One: School Committee Roles & Responsibilities

1. Acknowledge that individual School Committee members do not have authority. Only the School Committee as a whole has authority. We agree that an individual School Committee member will not take unilateral action. Furthermore, we recognize that when School Committee members attend meetings of other committees or boards as liaisons from the School Committee, they will be speaking as individuals and not for the Committee.
2. Create a yearlong agenda based on district goals, with the understanding that the agenda will evolve as the year progresses, We will solicit committee input on future agenda items at each meeting.
3. Recognize that School Committee meetings are business meetings held in public, not public meetings. Deliberations will be limited to members of the committee unless the chair recognizes another speaker. We will hold the same expectations for all speakers at our meeting, whether they be committee members or not.
4. Consider research, best practice, public input, and financial impacts in our decision making. We will base our decisions on available facts, vote our convictions, avoid bias, and uphold and support the decisions of the majority of the School Committee once a decision is made,
5. Strive to hold efficient, effective meetings and plan to complete our entire meeting, including any executive session, by 10:30pm. Presentations will be 20 minutes or less unless the presenter(s) receive permission for extended time, in advance, from the chair.
6. Represent the needs, interests, and achievement of all students in the district and place these above all else in the decisions we make.

Section Two: Members Code of Conduct

1. Lead by example and work to build trust. We will demonstrate mutual respect between and among Committee members, the Superintendent, and staff by treating everyone with dignity and respect even in times of disagreement. We will debate issues, not one another.
2. Avoid words and actions that create a negative impression of an individual, the School Committee, or the district.
3. Conduct business through a set agenda, and members will be well-prepared to discuss agenda items. Members are encouraged to request, through the Superintendent, any information they feel they need in order to carry out their responsibilities. The Superintendent will ensure that all information is distributed equally and consistently to all committee members well in advance of the meeting.
4. Honor the confidentiality of privileged information and of executive session discussions.
5. Uphold all of the policies and procedures of the School Committee with regard to conflict of interest law, ethics laws, and harassment as outlined in the School Committee Policies.

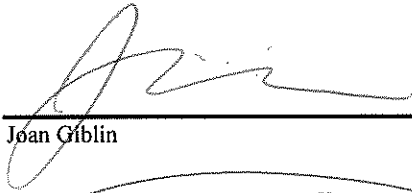
Section Three: Communication & Conduct with Others Boards

1. Refer constituent or faculty/staff concerns and complaints to the appropriate person within the district chain of communication.
2. Encourage communication between staff and the School Committee. School Committee requests or questions of staff are to be directed to the Superintendent.
3. Communicate with constituents and other boards in accordance with our policies [BDB]. All email communication conducted as a School Committee member should be done to and from an official Norwood Public Schools email address, so that email records can be legally collected and stored.
4. Work collaboratively with town officials to improve our schools and actively seek ways to enlist their support for our efforts.

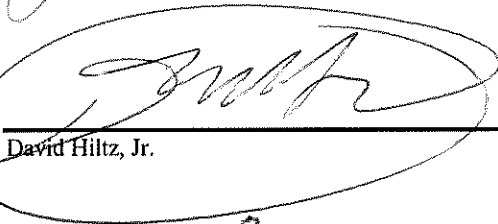
Section Four: Enforcement of and Posting

1. This document will be posted in the shared drive, on the School Committee website, and in the School Committee Room to be displayed publicly.
2. Affirm the importance of honoring our norms and beliefs.
3. If policies are not being followed and/or a member fails to uphold these norms, other members agree to respectfully address the transgression, if needed, the committee can take further action including but not limited to a discussion in executive session, a censure vote, and other steps as outlined in the School Committee Policies to effectively address the issue.
4. As this is a living document, and as we, as a Committee, are constantly trying to improve, we will revisit these protocols at least annually. We will re-approve this document annually at the reorganization meeting each June.

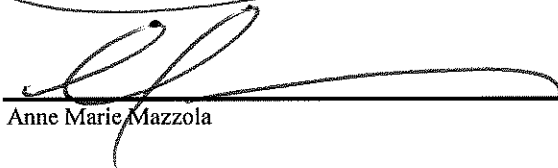
Section Five: Signatures



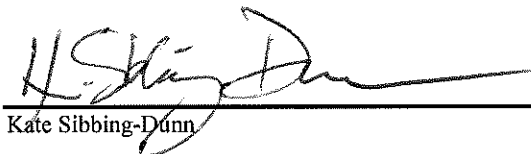
Joan Giblin




David Hiltz, Jr.



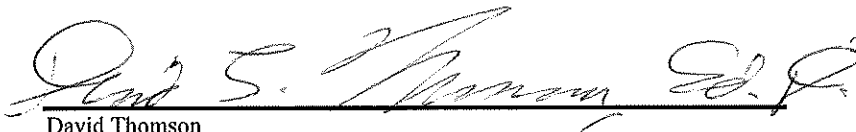
Anne Marie Mazzola



Kate Sibbing-Dunn



Teresa Stewart



David Thomson