

TRUSTEE COMMUNICATION PROTOCOL

Principle: Trustees act as individuals, members of the Governance Team, and parents. There are implications for each role in communication.

Protocol:

1. To ensure clear, concise communication, Trustees shall communicate directly to the Superintendent any district- or school-related concern they have as individuals, or that has been raised by a community member. The Superintendent will determine to whom the concern needs to be directed for resolution. The Superintendent will report on the action that was taken.
2. If a concern involves a Trustee's child(ren), the Trustee then serves in the capacity of parent and will follow the Kentfield School District Communication Policy.
3. Individual Trustees should not give directives to the Superintendent. Directives should come only from the Board of Trustees.
4. Trustees must be mindful that the Board of Trustees speaks with one voice. While individual opinions are honored, any school related issue(s) can only be communicated as a Board and not lobbied by individual members.
5. Questions for district staff about items on a Board Meeting agenda should be directed to the Superintendent for assignment. Alternatively in rare cases, Trustees may email district staff directly with questions, and copy the Superintendent.
6. If a community member contacts a Trustee with a concern that would benefit from being heard by the entire Board, the Trustee

will explain the procedure for bringing a topic to the Board's attention.

7. If a community member contacts a Trustee with a staff-related issue, the Trustee will redirect the community member to the Kent or Bacich Communication Protocol on the district website.
8. During each regularly scheduled Board Meeting, the Board will identify items to highlight in the next week's newsletter and in the board meeting minutes. Any Trustee may call for a highlight to be drafted at the meeting. All others will be drafted by the Superintendent after the meeting and sent to the Board prior to publication to check for inaccuracies, which should be communicated to the Superintendent.
9. If communication is to be signed by the entire Board, it will be circulated to the Trustees for review and comment prior to distribution.
10. Trustees shall exercise caution to ensure that electronic communications are not used as a means for the Board to discuss, deliberate, or vote outside of an agenda board meeting. Trustees will use the "reply all" function in electronic communication cautiously.
11. Trustees shall not use personal social media accounts to communicate Board business.