

Kent School District No. 415  
Kent, Washington

**Resolution No. 1533  
Revised Protocol Guidelines**

WHEREAS, each school year the board develops guidelines under which they will conduct the school district business, and

WHEREAS, the Protocol Guidelines were originally adopted in 1992 and revised and readopted in 1999 to add number 15. The Protocol Guidelines were also revised and readopted in 2003, 2004, 2006, 2008, 2010, and 2012 as new board members were either elected or appointed, reaffirmed in 2014, and updated and readopted in 2016 to include new superintendent Dr. Calvin J. Watts.

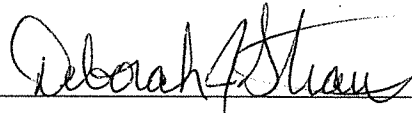
NOW THEREFORE, BE IT RESOLVED that the Kent School Board of Directors accepts the following protocol guidelines:

**PROTOCOL GUIDELINES**

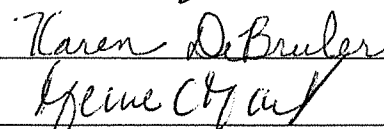
The Kent School Board will emphasize policymaking, planning, and advocacy for the benefit of children. To support a partnership in responsibility and teamwork, the board and the administration agreed to the following protocol guidelines.

1. The board will consider research, best practices, and public input in its decision-making process.
2. The superintendent is the chief executive officer and should recommend, propose, and suggest on most matters before the board.
3. Individual board members do not have authority. Only the board as a whole has authority. We agree that a board member will not take individual action.
4. Once the board reaches a decision, all board members will support that decision.
5. While the board is eager to listen to its constituents and staff, each inquiry is to be referred to the person who can properly and expeditiously address the issue. We agree to follow the chain of command in accordance with established board policy and procedure. Board members will copy KentBoard on all electronic communication.
6. The board will encourage others to present their own issues, problems, or proposals.
7. The board will promptly address individual issues that hinder the board's effectiveness.
8. The board president or designee will be the official spokesperson for the board.
9. Communications between the central office administrators and the school board are encouraged. Board requests are to be directed to the superintendent.
10. The board or its individual members agree to direct all personnel complaints and criticisms directly to the superintendent.
11. Board meetings are where the board does its work in public. We agree to speak to the issues on the agenda and attend to our fellow board members. Facts and the information needed from the administration will be referred through the superintendent.
12. Board meetings are for decision-making, action, and votes. Board discussions should be concise and pertinent to the issue. If a board member needs more information or has questions, either the superintendent or the board president is to be called before the meeting.
13. Executive sessions will be held only when specific needs arise. The board must be sensitive to the legal ramifications of these meetings.
14. We agree to ask the board president or the superintendent to place an item on the agenda instead of bringing it up unexpectedly at the meeting.
15. Reports to the board will focus primarily on accountability to the Board and District Goals.

ADOPTED this 24<sup>th</sup> day of January 2018.

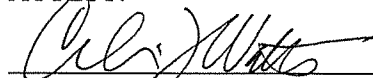
  
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Board of Directors  
Kent School District No. 415

ATTEST:

  
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Dr. Calvin J. Watts  
Secretary to the Board