



**SCHOOL
DISTRICT**

Preparing children for an ever changing world

504 N. Third Ave. / PO Box 28
Rockaway Beach, OR 97136

Phone: 503-355-2222
Fax: 503-355-3434

www.nknsd.org

Neah-Kah-Nie School Board-Superintendent Operating Protocol

To enhance teamwork among members of the board and between the board and the administration, we, the members of the school district senior leadership team (board members and superintendent) do hereby publicly commit ourselves collectively and individually to the following operating protocol:

1. **Children come first.** The board will represent the best interests and needs of all the children in our district.
2. **No surprises.** Issues that are unexpected to the board or the superintendent will be the exception, not the rule. The leadership team recognizes that “good,” “timely,” “open,” and “consistent” communication regarding school district issues, that is compliant with district policy, is extremely important and key to ensuring there are no surprises at a board meeting. We agree to ask the board chair or the superintendent to place an item on the agenda instead of bringing it up unexpectedly at the meeting. We will strive to anticipate issues that may become important or are sensitive to our school district and district stakeholders. **Policies BDDC and BG.**
3. **Follow the chain of command.** The last stop, not the first, will be the board. We agree to follow the chain of command and insist that others do so. While the board is eager to listen to its constituents and staff, each inquiry must be referred to the person who can properly and expeditiously address the issue. Board requests that will likely require considerable time or have political implications are to be directed to the superintendent and not staff members. All personnel complaints and criticisms received by the board or its members will be directed to the superintendent. **Policies BG, CC, CCA, CCB, KL.**
4. **Exemplify the governance role.** The leadership team will support the policies our district currently has in place. We will continue to regularly study and review policies for effectiveness and appropriately engage key stakeholders in policy processes. We will maintain and apply district policies consistently while recognizing the uniqueness of any given situation. The leadership team will support decisions made by the board and/or the administrative team once a decision is made. **Policies BF, BBF, and BFC.**
5. **Board self-assessment and goal setting.** The board will examine their performance by regularly conducting a self-evaluation and will set clear goals for themselves and plan professional development to improve their governance practice. The board and superintendent will collaboratively set clear goals for the superintendent and district.
6. **Utilize CEO input.** The superintendent is the chief executive officer of the leadership team and should make recommendations, proposals, or suggestions on most matters that come before the board. **Policy CB.**
7. **Board acts only as a body.** 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. The board chair will communicate the position of the board on controversial issues. When board members serve on various school committees their role shall be defined by the board as silent observer or active participant. **Policies BBA, BBAA, BCB.**
8. **Follow meeting protocols.** Conduct at board meetings is very important. We desire to have a legacy of a well-functioning, effective board. We agree to avoid words and actions that create a

August 29, 2025

negative impression on an individual, the board, or the district. We will be open-minded and willing to “deeply listen” to all speakers and presenters. We agree that we can disagree and will do so using courtesy and respect for others. We will not react to impromptu complaints on the spot but will assure any individual(s) that the school district will follow up. **Policies BBF, BDDH.**

- 9. Avoid marathon board meetings.** To be efficient and effective, long board meetings must be avoided. Points will be made succinctly; speeches at board business meetings will be minimal. The board will not play to the audience. We agree to speak to the issues on the agenda and attend to our fellow board members. If a board member believes they do not have enough information or has questions, either the superintendent or the board chair will be called before the meeting. If the board feels members need additional time to discuss complex topics, the chair will call a work session. **Policy BDD.**

- 10. Executive/closed sessions** will be held only for appropriate subjects. Executive sessions will be held only when specific needs arise. Board members will be extremely sensitive to the legal ramifications of their meetings and comments. **Policy BDC.**

Renae Scalabrin, Zone 1

Marisa Bayouth-Real, Zone 2

Randy Schultz, Zone 3

Don Allgeier, Zone 4

Sandy Tyrer, Zone 5

Michele Aeder, Zone 6

Joe Carr, Zone 7

Tyler Reed, Superintendent

Date