

Kent School District No. 415  
Kent, Washington

**Resolution No. 1600  
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; updated and readopted in 2016 to include the new superintendent; readopted in 2018 to include newly elected or appointed board members; and readopted in 2022 to reflect changes in superintendent and newly elected board directors.

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

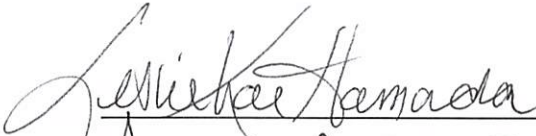
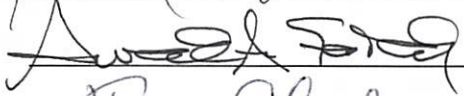
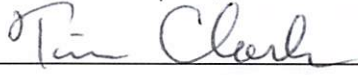
**PROTOCOL GUIDELINES**

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 the district's core values of equity, excellence, and community; research; best practices; and public input, when appropriate, in its decision-making process.
2. The superintendent is the chief executive officer and should recommend, propose, and suggest on operational and community matters before the board.
3. Individual board members do not have independent authority to make board decisions or make individual commitments.
4. Once the board reaches a decision, all board members will support the decision of the majority.
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 ensure that electronic communications containing information impacting duties of the board will copy Kent Board.
6. The board will encourage stakeholders to present their own issues, problems, or proposals.
7. The board president or designee will be the official spokesperson for the board.
8. Although communications between the central office administrators and the school board are encouraged, board requests are to be directed to the superintendent.
9. The board or its individual members agree to direct all personnel complaints and criticisms directly to the superintendent.


10. Board meetings are where the board does its work in public. We agree to speak to the issues on the agenda. Facts and the information needed from the administration will be referred through the superintendent.
11. 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 contacted before the meeting.
12. Executive sessions will be held only when specific needs arise. The board must be sensitive to the legal ramifications of these meetings.
13. We agree to follow the process of adding items to the agenda, instead of bringing it up unexpectedly.
14. Reports to the board will focus primarily on accountability to the Board and District Goals.
15. Per RCW [28A.343.400](#) and Policy [1733](#), board directors will receive compensation for conducting business on behalf of Kent School District. Any director may waive all or any portion of his or her compensation.

ADOPTED this 9<sup>th</sup> day of March 2022.

  
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Board of Directors  
Kent School District No. 415

ATTEST:

  
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Mr. Israel Vela  
Interim Secretary to the Board