

BOARD-SUPERINTENDENT COMMUNICATIONS

Our board expects to: [OBJ]

1. Receive regular communication from the superintendent weekly and as needed.
2. Have access to the same information:
 - a. One member's request for additional information results in all members receiving or having the same access to the information.
 - b. Special communications are done for all board members.

Shared Agreements:

- The superintendent and board members will treat each other and staff with respect.
- Superintendent will acknowledge receipt of feedback shared by board members and confirm issues will be addressed.
- Superintendent will respect and acknowledge the perspective of board members as representatives of the community.
- Support, not surprises!

EMERGENCY COMMUNICATION PROTOCOLS

OUR BOARD EXPECTS TO:

1. Be notified as soon as possible via text and/or email for:
 - a. School emergency (lock down, fire)
 - b. Student emergency (arrest, injury, big fight, death)
 - c. Staff emergency (arrest, injury, death)
2. Know who to contact when the superintendent cannot be reached during an emergency and if the designated staff member will have the authority to make decisions in the superintendent's absence. If unable to contact the superintendent, the person to contact is the board secretary.

THE BOARD SHOULD HAVE AN UNDERSTANDING OF:

- a. Emergency management plans - superintendent
- b. Under what circumstances would an emergency board meeting be called
- c. How will board members be contacted/notified about an emergency meeting



SUPERINTENDENT-BOARD COMMUNICATIONS

The superintendent expects:

1. Questions regarding district operations and/or concerns or feedback received should be directed to the superintendent.
2. Consistent 1-1 meetings with all board members.

Shared Agreements:

- The superintendent and board members will be respectful toward staff and board members will be respectful of staff's time.
- Direction is only given at board meetings when a majority of the board votes to give direction.
- Board members will remain impartial and share both positive and negative feedback about the district with the superintendent.
- Board members will reserve judgement and refrain from investigating concerns instead deferring to chain of command.
- Support, not surprises!

BOARD AGENDA AGREEMENTS

Current Board Agenda Items:

1. The board president will meet with the superintendent two weeks in advance of the meeting to review and approve the draft agenda. As is possible, board members will receive the agenda and supporting documents one week before the meeting.
2. A consent agenda will be used for items not requiring discussion.
3. Any board member may ask to have an item pulled from the consent agenda to allow for discussion or individual consideration. The board member will notify the superintendent no later than Monday morning before the meeting that they intend to pull an item off of consent. They will also communicate what additional information may be required.
4. Pulled consent items will be discussed immediately after approval of the consent agenda.

Future Board Agenda Items:



1. While the board president and superintendent work together to create board agendas, all board members are afforded the opportunity to request agenda items.
2. When requesting agenda items, the focus of board meetings will be board work and not administrative/staff work. (See provided agenda rubric for more information)
 - a. Is the item to celebrate a success?
 - b. Is the item a policy decision?
 - c. Is the item something that requires board action?
 - d. Is the item needed to ensure accountability?
3. Requests for future agenda items will be made during agenda item XIII.1: Requests for Future Agenda Items per policy BEDB.
4. Requested agenda items will be tracked by the superintendent.
5. If there is concern about the timeliness or relevancy of a requested agenda item, board members will share that concern with the superintendent. The superintendent or member of the board may request to have the item come before the board for a vote regarding its inclusion on a future agenda.

BOARD MEMBER MEETING PREPARATION AGREEMENTS

1. Board members will call the superintendent with questions about agenda items or supporting materials by Monday morning before the scheduled board meeting.
2. Board members will come to the meeting prepared to discuss items on the agenda.
3. Board members will notify the superintendent before the meeting about positive and negative comments received from the community on specific agenda items.
4. Board members will give the superintendent time to research clarifying questions about agenda items.

DURING THE MEETING AGREEMENTS

1. The board president will ensure that only one person speaks at a time and that each member has an equal opportunity to participate.
2. Board members will model the behaviors expected of students, staff and community members.
3. Procedures for public comment are clear and available at the meeting site.
4. Only the board president will respond to public comment during the meeting.
 - a. The board president may recognize the superintendent for factual information.
 - b. The board president may recognize a board member to respond to a personal attack. Individuals who are personally attacked can but are not required to respond.



5. The superintendent will provide clarifying information to board member questions.
 - a. Board may direct questions to staff presenting to the board. Questions for other staff (present or not) will first be directed to the superintendent who will either respond or recognize the appropriate person to respond.
6. Issues, not people, will be discussed during meetings.
7. Members will listen respectfully to each other and staff (no side conversations!)
8. Monitor for compliance with law (OML) and policy:
 - a. Superintendent, board administrative assistant, and all board members have responsibility.
 - b. Use “point of order” to interrupt and get meeting back on track.
9. Members will refrain from actions that do not move discussion forward.

AFTER BOARD MEETING AGREEMENTS

1. Board members and staff will support (or stay silent – not undermine) the decision of the board.
2. Board members and staff will abide by confidentiality laws of executive sessions.
3. The superintendent will ensure that all documents, records, reports, etc., are processed and maintained in accordance with applicable laws, regulations, policies, etc.

SITE VISIT AGREEMENTS

1. Board members are encouraged to attend as many school events (sporting events, fine arts events, community events) as a spectator as their time permits.
2. Board members wishing to visit a school will:
 - a. Check with the superintendent about the best time to visit
 - b. Follow campus guidelines for visitors (sign in, guest badge, escort, etc.)
 - c. Respect staff time and allow staff to perform their duties
 - d. Not evaluate staff
 - e. Not give direction to any staff or students
 - f. Not accept gifts (other than nominal tokens) or favors from any district employee
3. When visiting the school or staff of their own children, board members will make it clear what role they are fulfilling. Board visits should be coordinated with the superintendent’s office.
4. If a board member observes an issue on a campus that needs administrative follow-up, the concerns will be communicated to the superintendent.



BOARD & COMMUNITY COMMUNICATIONS

1. Board members will serve as ambassadors for their district, emphasizing the positive aspects of the district.
2. If multiple board members attend community meetings, the superintendent's office should be notified in order to post a "soft posting". This means that while there may be multiple board members present, no discussion of district business will take place.
3. Official notice is needed when both a quorum of board members will be present and there will be discussion on district matters. This includes professional development sessions and study/work sessions. See policy for your specific posting agreements.
4. When speaking at a community event or in public as a board member, it should be noted that you are not speaking on behalf of the board or district. Board members represent the board and district only when explicitly asked to do so by the board/ superintendent.
5. Complaints received from staff, or the community will be directed through the appropriate chain of command, per board policy KE and KEB and shared with the superintendent.

THE BOARD RECOGNIZES:

- a. It is the last stop in the complaint process.
- b. Individual Board members have no authority to solve problems.
- c. Individual board members can confirm with the superintendent that complaints are addressed.

