

# Board and Superintendent Agreements

## Communications Agreements

The board expects:

1. A regular communication from the superintendent via email.
2. To be notified by email or phone as soon as possible for:
  - a. School emergency (lock down, fire ...)
  - b. Student emergency (arrest, injury, death ...)
  - c. Staff emergency (arrest, injury, death ...)
3. To receive eMeeting notification on the Thursday before the scheduled board meeting.
4. That the superintendent will make every effort to ensure that board members have adequate time for consideration of important issues.
5. That reasonable requests for additional information will be satisfied in a timely manner.
6. That all board members will receive the same information to the extent that it is deemed relevant and/or appropriate.
7. That board members will treat each other and staff with respect.
8. That the superintendent and staff will treat all board members with respect.
9. No surprises!

The superintendent expects:

1. That requests for additions to the agenda will be received no later than the Monday of the week prior to the meeting.
2. That direction is only given at board meetings when a majority of the board agrees to give direction.
3. That board members will be respectful toward staff and be respectful of staff's time.
4. That board members will read all supporting documentation before the board meeting.
5. That board members will call the superintendent or the bookkeeper with questions about the agenda items or supporting materials during regular office hours or after 6 p.m. just before the scheduled board meeting.
6. No surprises!

## Agenda Agreements

1. Anyone may request that items be placed on the agenda in the manner specified in board policy.
2. The board president will review and approve the draft agenda with the superintendent no later than the Wednesday of the week prior to the scheduled board meeting.
3. A consent agenda will be used for items not requiring discussion.
4. 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 by the Monday morning of the board meeting of the intent to pull and item off of the consent agenda, and will identify what additional information may be required. (No surprises!)
5. Pulled consent agenda items will be discussed after the consent agenda vote.

## Meeting Preparation Agreements

1. Board members will come to the meeting prepared to discuss items on the agenda.
2. Board members will notify the superintendent prior to the board meeting about positive and negative comments received from the community regarding the district or specific agenda items.
3. Board members will give the superintendent time to research clarifying questions about agenda items and not spring surprises at the board meeting.

## During the Meeting Agreements

1. Meeting agendas are available to the public at the meeting site and on the district's web site.
2. Procedures for public comment are clear and available at the meeting site and on the district's web site.
3. 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 ask a clarifying question.
4. The board president will ensure that only one person speaks at a time and that each member has an equal opportunity to participate.
5. The public only has a right to participate in the meeting during the designated public comment time.
6. Board members will model the behaviors expected of students, staff and community members.
7. Issues, not people, will be attacked during meetings.
8. Members will listen respectfully to each other and staff (no side conversations!)
9. The superintendent and the board share the responsibility to monitor for compliance with Open Meeting Laws and policy.
10. Board members will refrain from taking a position on an issue until all relevant information is presented.
11. The focus of board meetings will be board work and not administrative/staff work.
  - 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?
12. Members will not make long, unnecessary speeches.

## Meeting Conduct Agreements

1. Board members will support the decisions of the board.
2. Board members and staff will maintain the confidentiality of matters discussed in executive sessions.
3. The superintendent and the board 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 as a spectator as their time permits.
2. Board members wishing to visit a school shall:
  - a. Check with the superintendent or principals about the best time to visit.
  - b. Check in with the principal upon arrival.
  - c. Follow campus guidelines for visitors (sign-in, guest badge, etc.).
  - d. Respect staff time and allow staff to perform their duties.
  - e. Not evaluate staff.
  - f. Not give direction to any staff or students.
  - g. Not accept gifts or favors from any district employee.
3. When *meeting* with teachers of their own children, *board members will notify the building administration in advance of the meeting, and make it clear to the teacher that they are acting as parents rather than board members.*
4. If a board member observes an issue on a campus that needs administrative follow-up, the concerns will be communicated to the superintendent or principal.

### Board/Community Relations Agreements

1. Board members will serve as ambassadors for their district, emphasizing the positive aspects of the district.
2. The superintendent will serve as the spokesperson for the district with the media.
3. The Board President will serve as the spokesperson for the board with the media.
4. Complaints received from staff or the community will be directed through the appropriate chain of command, or to the superintendent.
  - a. Complaints should be in writing and processed per policy.
  - b. The board is the last stop in the complaint process.
  - c. ~~Board members~~ have no authority to solve problems.

  
Board President \_\_\_\_\_ Date \_\_\_\_\_

 3/9/15  
Superintendent \_\_\_\_\_ Date \_\_\_\_\_

 3/9/15  
Board Member \_\_\_\_\_ Date \_\_\_\_\_

 4/13/15  
Board Member \_\_\_\_\_ Date \_\_\_\_\_

 3/9/15  
Board Member \_\_\_\_\_ Date \_\_\_\_\_

 4-13-15  
Board Member \_\_\_\_\_ Date \_\_\_\_\_

  
Board Member \_\_\_\_\_ Date \_\_\_\_\_