



## Board Protocols

### 1. Placing items on the agenda

- The Board President and Superintendent confer to generate the agenda for an upcoming meeting 1 week prior to the meeting (when the agenda will be utilized).
  - A board member desiring to request inclusion of an item(s) on the upcoming meeting agenda or a subsequent (i.e., not immediate) agenda should confer with the Superintendent **no later than 7 calendar days** prior to the agenda-generating meeting between the Board President and the Superintendent. The requested agenda item(s) will be placed on the appropriate agenda under the heading “Future Topics,” for discussion only.
    - The requested agenda item(s) should be related to the primary work of the board involving clarifying the district purpose, direction and goals, and monitoring district performance.
  - At the board meeting, the board member who requested that the item(s) be placed on the agenda will be asked to explain the rationale for agenda placement as well as to justify the link between the agenda item and the work of the Board.
  - Following board discussion, the Board (via consensus of the majority) will determine if the agenda item(s) will advance to a subsequent meeting agenda as an action item.

### 2. Asking questions about the agenda

- A board member with questions about the agenda for an upcoming meeting should contact the Superintendent **no later than** the day



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prior to the board meeting (when the agenda will be utilized). The Superintendent will respond accordingly to all board members.

- Individual board members will self-monitor to ensure one person's request for information does not divert an inappropriate amount of time from staff efforts to achieve district goals. If the superintendent determines that a request for information may require more than 30 minutes to fulfill, the Superintendent may bring the request to the Board for consensus to proceed.

### **3. No Surprises**

- The meaning of “no surprises” is that no one [i.e., the Superintendent and a board member(s)] gets surprised at any time—in the meeting, or between meetings. The truth of “no surprises” is respect for all participants and the process.
- All board members agree to communicate proactively, honestly, and professionally.
- Open communication with the Superintendent should occur at all times.
- Respect should occur among all board members, mutually between the Board and the Superintendent, and with any guest.

### **4. Engage the Community**

- Responding to Concerns
  - Listen.
  - Acknowledge the concern.
  - Board members will direct the citizen to the person in the district most appropriate and able to help the citizen resolve their concern.
  - Based on severity of the concerns, the board member should inform the Superintendent of the matter.



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### **5. Speaking with One Voice**

- Communicating with the Media
  - The Board President, in consultation with the Superintendent, serves as the spokesperson for the Board with the media.
  - The Superintendent, in consultation with the Board President, serves as the spokesperson for the district with the media.
- Communicating with the Public
  - The Board President, in consultation with the Superintendent, serves as the spokesperson for the Board with the public.
  - The Superintendent, in consultation with the Board President, serves as the spokesperson for the district with the public.

### **6. Participating during Public Forum**

- Board members attending public forums do so as a citizen and not in a board member capacity—unless the Board via a vote/consensus of the majority otherwise authorizes a member to officially represent the Board.

### **7. Directives to the Superintendent**

- Direction is only given at board meetings when a majority of the Board agrees to give direction.