



## DISTRICT 25 BOARD OF EDUCATION AGREEMENTS

### Board & Superintendent Communication Expectations

#### Board of Education Expectations for the Superintendent:

1. Proactively communicate openly and professionally with the Board.
2. Send regular communication to the Board weekly via email.
3. Notify Board via a one-way text as soon as possible for:
  - o School emergency (lockdown, fire, bus accident, etc.)
  - o Student/Staff emergency (arrest, serious injury, death)
4. Share board packets and supporting documentation six (6) calendar days before the scheduled board meeting.
5. Share regular monthly expenditure reports.
6. Give all board members the same information, including individual member requests.
7. Be respectful toward all board members and mindful of their time.
8. Reasonable requests for additional information be satisfied in a timely manner.
9. No surprises to demonstrate respect for all participants and the process.

#### Superintendent Expectations for the Board of Education:

1. Proactively communicate openly and professionally with the Superintendent.
2. Direction is only given when a majority of the board agrees to give direction.
3. Be respectful toward the superintendent and staff and mindful of their time.
4. Be prepared before each meeting by reviewing the board packet and any supporting materials.
5. Board members will contact the Superintendent with questions about agenda items or supporting materials the day prior to a scheduled meeting.
6. If an individual board member request regarding an agenda item takes more than 30 minutes to address, the Superintendent may seek board consensus at an open meeting to proceed.
7. No surprises to demonstrate respect for all participants and the process.



## Board Protocols

### 1. Placing items on the agenda

- Board President and Superintendent collaborate to finalize the agenda 1 week before a meeting.
- Board members may request agenda items 7 days before the finalization of the agenda.
- The requesting member must explain the item's relevance to the primary work of the board and will be placed under "Future Topics."
- The board will decide by consensus if the item is promoted to an agenda item.

### 2. Responding to Community Input

- Listen, acknowledge, and direct citizens to the appropriate district contact, in addition to keeping the Superintendent informed.

### 3. Speaking with One Voice

- Communicating with the media: The Board President, in consultation with the Superintendent, speaks for the board; the Superintendent, in consultation with the President, speaks for the district.
- Communicating with the public: The Board President, in consultation with the Superintendent, speaks for the board; the Superintendent, in consultation with the President, speaks for the district.
- A board member and superintendent's communication should share support for the board majority position.

### 4. Visiting Campus(es)

- Open door. As a courtesy, in advance notify the Superintendent.
- Adhere to district/building security procedures.

### 5. Participating during Public Forum

- Board members attend as citizens unless authorized to represent the board.

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## POLICY REFERENCE

[2:80-E Exhibit | Board Member Oath and Code of Conduct](#)

[2:240 | Board Policy Development](#)

[2:240-E2 Exhibit | Developing Local Policy](#)

[2:240-E3 Exhibit | District 25 Policy Development Procedures](#)