



# **LaGrange Highlands School District 106**

## **Board Agreements and Expectations**

July 7, 2021

## LaGrange Highlands SD 106 Board Agreements

1. **We will always assume positive intent and hold ourselves and each other accountable with that same positive intent.**
2. **Placing items on the agenda**
  - The Board President, Vice President and Superintendent confer monthly regarding the upcoming board meeting agenda. This pre-board meeting occurs at least one week prior to the scheduled board meeting.
    - Any board member desiring to have an item considered for an upcoming board agenda should contact the Board President or Superintendent prior to the monthly pre-board meeting.
3. **Asking questions about upcoming agenda items**
  - A board member who has a question regarding an upcoming agenda item should contact the Superintendent with the inquiry **no later than 24 hours prior to the meeting date** when the agenda will be utilized.
  - The Superintendent will provide a list of pertinent questions posed by a board member(s) related to the upcoming meeting agenda. The Superintendent will also provide a list of responses to each question.
4. **Communicating with members**
  - Compliance to the Open Meetings Act (OMA) and adherence to board policy.
5. **Communicating with staff**
  - A board member desiring to contact a staff member may contact a central office administrator/specialist (i.e., Chief Business Officer) or a principal;
    - The inquiring board member, the central office administrator/specialist, and/or the principal should "cc" the Superintendent.
  - There is no expectation of privacy between a board member and the staff member to whom the board member desires to contact.
6. **Visiting the campus**
  - If board member(s) wants to visit a school in official board capacity, they will inform the Superintendent, who will inform the board member who should be contacted to arrange the visit.
  - Each visiting board member should follow district and school security measures/procedures.
7. **Community Concerns**
  - Listen to the citizen.
  - Acknowledge the concern(s) of the citizen.
  - Refer the individual sharing a concern(s) to established board policy such as the Chain of Command.
  - Contact the Superintendent and/or Administration (providing a "heads-up

- communication), if appropriate, and share the concern(s) presented by the citizen.
- [Upon the citizen concluding/exhausting all necessary steps - per policy] If the outcome of the citizen concern is unsatisfactory, the Superintendent will provide follow-up assistance to the concerned citizen.
- The board member who was approached by the concerned citizen will follow-up with the citizen.
- Encourage board meeting attendance and board committee meeting attendance.

#### **8. Emailed Concerns**

- All complaints received via the board email address will entail the Board President or Superintendent exclusively, responding to the presented concern.
- The full Board will receive any emailed concern issued to the Board email address.

#### **9. Social Media Concerns**

- Provide a "heads-up" communication to the Superintendent regarding any misinformation posted on a social media platform.
- Board members recognize that while we may be giving our individual opinion or stating a fact on social media, it has the potential to impact the entire board.

#### **10. Communicating with the media**

- The Board President, in consultation with the Superintendent, serves as the spokesperson of the Board with the media.
  - If the Board President is not available, the Vice President fulfills this duty.
- The Superintendent, in consultation with the Board President, serves as the spokesperson of the District with the media;
  - If the Superintendent is not available, the Board President fulfills this duty.

#### **11. Communicating with the public**

- The Superintendent, in consultation/collaboration with the Board President, serves as the spokesperson of the Board with the public.

#### **12. Orienting new members**

- Conference with the Superintendent, Recording Secretary, and the Board President (if requested)
- Conference with the Central Office Leadership Team on Mandated board training sessions
- IASB Professional Development

#### **13. Conducting Closed Sessions**

- What is discussed/occurs in closed session stays in closed session.

#### **14. Participating during public forums**

- Adhere to board policy.

## Communication Expectations

### This Board expects:

1. A regular communication from the superintendent every week via email.
2. To be notified by text and/or email as soon as possible for:
  - School emergency (lock down, fire, etc.)
  - Student emergency (arrest, serious injury, death)
  - Staff emergency (arrest, serious injury, death)
  - Bus emergency

*\*The classification of "serious injury" that warrants Board contact is at the discretion of the Superintendent.*
3. To receive board packets and supporting documentation **four (4) calendar days** before the scheduled board meeting.
4. To receive regular monthly expenditure reports.
5. That all board members will receive the same information.
  - One member's request for additional information results in all members receiving or having the same access to the information. ("One Knows/Gets, All Know/Get")
6. That board members will treat each other and staff with respect.
7. That the superintendent and staff will treat all board members with respect.
8. That reasonable requests for additional information will be satisfied in a timely manner.
9. That there will be no surprises. No one gets surprised at any time - in the meeting or between meetings. The truth of no surprises is respect for all participants and the process.
10. Sufficient information/data relative to prepping for a Board vote will be provided by the Superintendent/Staff with no undo pressure or pressing time restraints.
  - The Board reserves the right to delay a vote if the Board agrees that the resources/material provided are insufficient in aiding the Board to arrive at a point where a vote can be taken with sufficient knowledge on the agenda item.

### This Superintendent expects:

1. Requests for additions to the agenda will go to the Superintendent and/or Board President.
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 board packets and supporting documentation before the board meeting.
5. That board members will contact the Superintendent with questions about agenda items or supporting materials at least 24 hours before the scheduled board meeting.
6. That there will be no surprises. No one gets surprised at any time - in the meeting or between meetings. The truth of no surprises is respect for all participants and the process.
7. Open dialogue is welcome and expected.