

CUSD 201
Board Agreements
Revised February 18, 2014

1. Behavioral expectations

- a) Board members will start with the common belief that everyone has good intentions.
- b) Board members will create a safe environment for the productive exchange of ideas.
- c) Board members will sincerely listen and seek to understand the viewpoints of others.
- d) Board members will solve problems through a collaborative process where all participants support the decision and actively work toward its implementation.

2. Board expectations of the superintendent

- a) The superintendent will provide regular communication every week via email.
- b) The superintendent will notify board members minimally by email, for serious issues by text, as soon as possible for:
 - 1) School emergency (lock down, fire)
 - 2) Bus accident
 - 3) Student emergency (arrest, injury involving transport, death)
 - 4) Staff emergency (arrest, injury, death)
- c) The superintendent and staff will treat all board members with respect.

3. Concerns from the community and staff (“Customer” concerns)

- a) Board members will be respectful and listen carefully, remembering they are only hearing one side of the story.
- b) Board members will then direct that person to the person in the district most appropriate (Chain of Command) who is able to help them resolve their concern.
- c) Board members handling concerns in this manner will clarify that one board member has no individual authority to fix a problem.
- d) Board members will take no private action that might compromise the board or administration.
- e) Board members will call the superintendent if they think this is an issue of concern. The call to the superintendent is to inform him of the issue, not a direction for him to take specific action.

4. Communications to and from the board

- a) Board members will follow policy 2:140 and will monitor their conversation with the public, being cognizant of public perception.

5. No surprises!

- a) No one (superintendent or board member) gets surprised at any time – in the meeting or between meetings.
- b) The truth of no surprises is respect. Each board member and superintendent must respect all the other participants and the processes the board team shares.

6. Agenda development

- a) Board members wishing to have an item placed on a future meeting agenda will contact the superintendent and the board president five days prior to the board meeting.
- b) Board members will receive the completed board packet and supporting documentation via Board Docs on Friday prior to the scheduled meeting.
- c) Board members will be informed via email when items, specifically identified by section and content, are added or updated after the initial posting of the board meeting packet.

7. Asking questions about items on upcoming meeting agendas

- a) Whenever possible, board members will call or email either the superintendent or, if appropriate, the business manager before noon on the day of the meeting with questions. If board members email the business manager with a question, they will “cc” the superintendent.
- b) Board members understand that although they are asking the question(s) prior to the meeting, they have a right to ask the question(s) at the meeting as well.

8. Board member request for information

- a) 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.
- b) If one board member's request is estimated to take more than 30 minutes of staff time to prepare the information, the request will go to the full board for consensus.
- c) One member's request for additional information results in all members receiving or having the same access to the information. (“One gets, all gets.”)

9. Board meeting protocol

- a) Role of board president
 - 1) The board president will facilitate and preside over the meeting.
 - 2) Board members will respect the president's role and comply with her authority.
- b) Board member interaction
 - 1) Board members will treat each other and staff with respect.
 - 2) Board members will not interrupt each other.
 - 3) Board members will indicate to the president a desire to speak using a hand gesture or eye contact.

- 4) Board members will not correct each other publically.
 - 5) Board members will seek clarification from the superintendent if a fact is in question.
 - 6) Board members will refrain from private conversations while someone else is speaking.
 - 7) A board member may express his/her concern to another board member via a phone call or private meeting.
- c) Board member participation
- 1) Board members will come to every board meeting prepared, having read the agenda and all supporting documents.
 - 2) Board members will discuss and debate items on the agenda, while being concise and succinct when stating their opinion.
 - 3) Board members will refrain from “bird-walking” (straying from the topic).
 - 4) Board members will be aware of the amount of time they are talking.
 - 5) Board members will refrain from rehashing the conversation or re-stating their opinion.
- d) Board members will exercise good judgment when using their cell phones.
- e) Questions will be directed to the superintendent and not to another staff or community member in the audience.

10. Closed session meetings

- a) Board members respect the confidentiality of privileged information and will not divulge conversations, discussions, or deliberations that take place during a closed session meeting.
- b) Board members understand that to divulge closed session information not only damages the relationship of the team, but has the potential for far reaching consequences which may impact future district operations.

11. Speaking with one voice

- a) No board member or subset of the board of education has the authority to act or speak on behalf of the board without the consent of the board.
- b) The relationship between the superintendent and any individual board member is collegial, not hierarchical, based on mutual respect for their complimentary roles.
- c) The superintendent is accountable only to the full board of education.
- d) The board and the superintendent have the right to expect performance, candor, and honesty from one another.

12. Media communications

- a) Per board policy, the board president is the spokesperson for the board.
- b) The superintendent is the spokesperson for the district.

13. Visiting campuses

- a) Board members will call the superintendent if they wish to visit one of the schools prior to their visit.
- b) Board members do not need to call ahead if they are going to their child's school and/or have been invited to visit.