

# Westmont CUSD 201

## Board Protocols

September 16, 2021

### **Unity of purpose**

We affirm the unique role of public education, whereby each community collectively pools its resources for the common good through the education of its students. Therefore, we seek to uphold and improve public education for our community.

- We want to build trust and move the district forward.
- We want to become an effective team.
- We want to understand our individual jobs and collective responsibilities.
- We want to be a team with a common, focused direction.
- We want to create a district culture that supports positive change.
- We want to perpetuate a positive district culture that survives in the face of board member and staff turnover.

*Please refer to the IASB Policy Reference Manual:*

*2:20 Powers and Duties of the School Board*

*2:80-E Board member Code of Conduct*

### **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 will support the will of the majority and support the superintendent toward implementation.

### **2. 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 the day before the meeting with questions. Questions sent the day of the meeting may not be answered. If board members email the business manager with a question, they will “cc” the superintendent and board president. Questions sent to the superintendent from board members, will “cc” the board president.
- b) Responses from superintendent and business manager will be shared with all board members.
- c) 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.
- d) One member’s request for additional information results in all members receiving or having the same access to the information. (“One gets, all get.”)

### **3. Media communications**

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

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Revised: February 18, 2014; February 25, 2016; May 21, 2019; January 12, 2021

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### **4. 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 the superintendent of the issue, not as direction to take specific action.

### **5. 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 member will receive the board packet with supporting documentation via Board Docs on the Friday prior to the scheduled meeting. Areas not complete will be noted.
- c) Board members will be informed when items, specifically identified by section and content, are added or updated after the initial posting of the board meeting packet.

### **6. 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.

### **7. Visiting campuses**

- a) Board members will call the superintendent if they wish to visit 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.

### **8. 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.
- b) Social media is not a communication tool to be used by the board.

### **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 their authority.
- b) Board member interaction

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- 1) Board members will treat each other and staff with respect.
- 2) Board members will allow others to speak and not interrupt each other.
- 3) Board members will refrain from private conversations while someone else is speaking.
- c) Board member participation
  - 1) Board members will discuss and debate items on the agenda, while being concise and succinct when stating their opinion.
  - 2) Board members will read all supporting documentation and come prepared for the board meeting.
- d) Board members will exercise good judgment when determining whether to use their cell phones.
- e) Questions will not be directed to staff or community members in the audience.

#### **10. 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, at the discretion of the superintendent, 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 get.")

#### **11. 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.

#### **12. Board expectations of the superintendent**

- a) The superintendent will provide regular communication every Friday via email.
- b) The superintendent will notify board members by text alerting them to an email 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.

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