

# **Dixon Public Schools 170**

## **Board Agreements**

**Approved on September 18, 2019**

### **1. Agenda development**

- a. A week prior to the Board meeting, board members who wish to have an item placed on the agenda will contact the superintendent and/or the board president.
- b. Prior to the board meeting, the superintendent will confer with the board president on the agenda.

### **2. Asking questions about items on upcoming meeting agendas**

- a. Whenever possible, board members will contact the superintendent with any questions on the agenda prior to the board meeting.
- b. When emailing the business manager with questions, board members will “cc” the superintendent.
- c. Board members will “cc” the board president on all questions emailed to the superintendent and/or the business manager.
- d. 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.

### **3. Board members’ communication**

- a. Board members will be judicious in their communication and understand that most emails and texts are subject to the Freedom of Information Act and as such can be made public.
- b. In compliance with the Open Meetings Act, Board members will not “reply all” to any district email.
- c. Board members will not communicate with more than one other board member at a time stating their thoughts or opinions.
- d. Board member questions and the Superintendent responses will be included in the Superintendent newsletter to keep all board members informed.

### **4. Communicating with staff**

- a. Board members will communicate directly with the superintendent, business manager, assistant superintendent, or director of buildings and grounds.
- b. Board members will treat all staff members with respect.
- c. Board members communicating with other staff in their role as parents will remember the neon sign that reads “BOARD MEMBER” and will not overstep their parent role.

### **5. Visiting campuses**

- a. Board members planning on visiting a school (as a board member) will call the superintendent and building principal prior to their visit.

### **6. Concerns from the community and staff (“Customer” concerns)**

- a. When hearing a concern from a community member or staff member, board members will listen carefully, remembering they are only hearing one side of the story.

- b. Board members will direct a community member or staff member with a concern to the most appropriate person in the district 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 contact the superintendent and the board president, if they think this is an issue of concern.

**7. Communicating with the media**

- a. The board president is the spokesperson for the board to the media.
- b. The superintendent is the spokesperson for the district.

**8. 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.

**9. Board member responsibility**

- a. Board members have the right to disagree with the decision of the board but will support the board in its decision by abiding by the will of the majority.
- b. No individual board member has the authority to act or speak on behalf of the board without the consent of the board.
- c. Board members have an obligation to express their opinions and respect others' opinions.

**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, 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.")

**11. No Surprises**

- a. No one (superintendent or board members) gets surprised at any time – in the meeting or between meetings.

**12. Board meetings**

- a. The board president will make the final response to public comment during the meeting.
- b. Board members will model the behaviors expected of students, staff, and community members.
- c. Issues, not people, will be attacked during meetings.
- d. Members will listen respectfully to each other and staff (no side conversations).

Revised on 7/30/2019