

**School District U-46**  
**Board Agreements**  
**January 23, 2021**

**These Board Agreements are aspirational in nature and intended as a guide for Board members in adhering to the Board's Code of Conduct and each Board member's Oath of Office (Board policies 2.128 and 2.129). The Agreements are not to be construed as binding or limiting any Board member's First Amendment right to speak.**

**1. 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.

- a. We want to build trust and move the district forward.
- b. We want to become an effective team.
- c. We want to understand our individual roles and collective responsibilities.
- d. We want to provide the district with a common, focused direction.
- e. We want to create a district culture that supports positive change.
- f. We want to perpetuate a positive district culture that survives in the face of Board member and staff turnover.

*Please refer to policy 2.128, School Board Member Code of Conduct*

**2. Board Member Protocol**

In order to be a more effective team we will:

- a. Debate and discuss the issues respectfully.
- b. Allow each person to finish speaking without interruption.
- c. Raise our hand to signal to the Board President that we wish to speak.
- d. Understand that the Board President will facilitate the discussion by acknowledging people who wish to speak and not allowing interruptions.
- e. Engage in open and honest communication.
- f. Allow the Board president to bring a discussion to closure when he/she feels that there has been appropriate and thorough input from all.
- g. Be willing to move forward in our Board work in the best interests of the district.

**School District U-46**  
**Board Agreements**  
**January 23, 2021**

**3. No Surprises**

- a. Questions or concerns should be brought forward as soon as they arise so that others may be apprised and responses (if necessary) can be prepared.
- b. The truth of no surprises is respect for all participants and the process.

**4. Speaking with one voice**

- a. Board members have an obligation to express their opinions and respect others' right to their opinions.
- b. 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.
- c. Board members understand the importance of speaking with one clear voice to both the superintendent and the community.
- d. No individual Board member other than the Board President has the authority to act or speak on behalf of the Board without the consent of the Board.
- e. It is up to individual Board members to decide whether to respond to emails from the public. If they choose to do so, the above items (4a-4d) apply and should be considered. Email correspondence should acknowledge concerns without offering specific solutions and note that issues or problems are being communicated to Administration as appropriate.

**5. Affirmation of the governance model**

- a. Board members affirm the role of school Board members in their district as explained in IASB's Six Foundational Principles of Effective Governance. These principles are the cornerstone of their beliefs about the governance process.

**6. Placing Items on the Board Agenda**

- a. Board members may suggest future topics for the agenda during a "New Business" portion of a meeting. When possible, board members will first contact the board president and superintendent with their intent to make a suggestion.
- b. If there are a majority of Board members interested in pursuing the agenda item, the item will be placed on a future agenda. This will give staff time to research the topic so that Board members have sufficient information for an informed decision.

**7. Orientation of New Board Members**

- a. New board members will receive orientation, as provided in policy 2.120.

**School District U-46**  
**Board Agreements**  
**January 23, 2021**

**8. Board Member Roles and Responsibilities**

- a. When Board members become aware of events or activities in the District that are in violation of Board policy or that could be harmful to the District, they should bring those concerns to the Superintendent. The Superintendent will investigate and provide feedback to the entire Board on how the issue was resolved.
- b. If a Board member has a concern with another Board member, that Board member will call the other Board member to discuss the concern, or discuss the concern with the Board president or Board vice president.
- c. Board members will carefully consider what they post on social media before they post it, avoiding statements that might be volatile.
- d. Board members will not evaluate staff in public.
- e. Board members with concerns regarding adherence to the board agreements may bring up said concerns at a board meeting and reference the board agreement(s) in question.
- f. Board members acting as parents will follow the *Communication Guidelines for Parents and Guardians*.
- g. Board members planning on visiting a school as a board member will inform the superintendent prior to their visit.

**9. Closed Session**

- 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. This includes confidential information shared with the board between board meetings.
- b. Board members understand that divulging closed session information and confidential information not only damages the relationship of the team, but has the potential for far-reaching consequences which may impact future district operations.

**School District U-46**  
**Board Agreements**  
**January 23, 2021**

To streamline communication between the Board and Superintendent and clarify our protocols, the following process is recommended.  
 Examples are illustrative and not provided as exhaustive or limits.

**Board-Staff Communications**

Level	Requests	Process	First Point of Contact
1 – Information	Routine, readily available information, quick response, copy of report that has already been generated.  <b>Example:</b> Copy of elementary report card, copy of presentation, etc.	Request may be made directly to the appropriate Superintendent’s Cabinet member. If the request is made by email, please copy the Assistant to the CEO for Board Matters. Note: If request is by phone, in person, or other-there is no need to inform the Superintendent, (the Cabinet member will inform the Superintendent). Information will be provided to all Board members via Memorandum.	Superintendent’s Cabinet Member or Superintendent
2 – Constituent	Parent, community, business/vendor request, or other concern, complaint, problem or praise, who have followed the chain-of-command.  <b>Example:</b> Concern about a specific disciplinary matter, grading practice, etc.	Call or email the Superintendent directly once constituent has followed chain-of-command. The Superintendent will forward to appropriate staff for resolution and follow published Communication Guidelines. Indicate if the Board desires a follow up, which will be provided to all Board members via Memorandum.	Superintendent
3 – Research	Reports, or any request for analysis, or any other request that requires less than 20 minutes of staff time to generate a new document.  <b>Example:</b> Hiring process, disciplinary data, or test scores; update on programs or initiatives; etc.	Request must be made in writing; could be via email, directly to the Superintendent who will coordinate with the appropriate Staff member, taking into consideration prioritization with normal duties. Special Note: if a level 3 request is sent directly to a Staff member, the Cabinet member should respond to the Board member that “the Superintendent has asked that all Level 3 requests come through him” and therefore, the request will be forwarded to the Superintendent. The Superintendent’s response will be provided to all Board members. If the request contains a legal issue, include the Chief Legal Officer on correspondence.	Superintendent
4 – Policy Research and/or Recommendation	Analysis of current/future policy or issue requiring Board attention and all Level 3 requests requiring more than 20 minutes of staff time.  <b>Example:</b> Proposal for a new policy on cyber bullying, recommendation for new start times.	Request must be made to the Board President for review and appropriate direction to Superintendent. There will be a discussion with all Board members and with the Superintendent to decide on the level of Board interest before request is sent to staff. If the request contains a legal issue, include the Chief Legal Officer on correspondence.	Board President