

CUSD 308

Board Agreements

Created July 11, 2016; reviewed June 18, 2022

1. **Agenda development**

- a. Board members who wish to have an item placed on the agenda will contact the board president and superintendent.
- 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 board president or superintendent with questions on the agenda prior to the board meeting.
- b. When emailing cabinet members with questions, board members will “cc” the superintendent.
- c. Subject to their discretion, board members will “cc” the board president on questions emailed to the superintendent and/or the cabinet members.
- 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 via email**

- a. Board members will be judicious in their use of email and understand that most emails 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.

4. **Communicating with staff**

- a. Board members will treat all staff members with respect.
- b. 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. When visiting a school as a board member, board members will check in with building principal beforehand.

6. **Concerns from the community and staff**

- 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 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 call the superintendent 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. Speaking with one voice

- a. Board members understand the importance of speaking with one clear voice to the superintendent.
- 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. No individual board member other than the board president, per board policy, has the authority to act or speak on behalf of the board without the consent of the board or the board president.

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 an excessive amount of staff time to prepare, the superintendent will confer with the board president, who will discuss with the requesting board member. The item may go before the whole board for approval if necessary.
- 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. Social Media

- a. 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.
- b. When promoting official district business and activities, personal use of social media should be limited to directly sharing links from the district media platforms, without personal editorial or opinion.

- c. Board members will not post rebuttals/responses/corrections to district-related social media posts. Board members may post general district-related posts on their personal social media sites.

12. No Surprises

- a. Board members will inform superintendent immediately if they see anything of concern on social media.

13. Board meetings

- a. Board members will model the behaviors expected of students, staff, and community members.**
- b. Issues, not people, will be attacked during meetings.
- c. Members will listen respectfully to each other and staff
- d. Board members have an obligation to express their opinions and respect others' opinions.
- e. If a discussion on an item is deemed to be in need of it, there will be a 10-minute check-in. If no decision is reached within those 10 minutes, the item will be tabled.
- f. The board president will facilitate discussion and keep the meeting moving.
- g. Individual board members will self-monitor to ensure they are not dominating the conversation and that they are allowing all members to participate.