



Board-Superintendent Communication Protocol

Effective communication is the cornerstone of any successful educational institution, and in the dynamic relationship between a school board and its superintendent, it becomes paramount. This communication protocol serves as a framework to ensure that the lines of dialogue remain open, transparent, and efficient, enabling the collaborative pursuit of educational excellence. To enhance teamwork between the board and superintendent, we do hereby publicly commit ourselves collectively and individually to the following communication protocol:

General Principles

1. **Open-Honest:** All communication between board members and the superintendent should be characterized by openness and honesty. Information must be shared transparently and candidly, free from hidden agendas or misleading statements, to build trust and maintain a cooperative working relationship.
2. **Courtesy and Professionalism:** Communication between the board and superintendent should be conducted with respect, kindness, and grace, even when addressing differences of opinion or challenging issues, to ensure a positive and constructive working environment.
3. **Timely:** All parties commit to providing information, feedback, and responses promptly, recognizing that delays can hinder decision-making and operational efficiency within the educational institution.
4. **Apolitical:** It is vital to keep divisive politics out of communication, focusing solely on the best interests of the educational institution, its students, and its mission. Avoiding partisan or personal biases ensures that decisions are made for the benefit of the entire school community.
5. **Focused and on Topic:** Communication should stay focused and relevant to the matter at hand. Parties agree to avoid tangential discussions and to keep on topic during meetings and correspondence, thereby maintaining productivity and clarity in their exchanges.
6. **Accessible:** Communication should be accessible to all recipients, regardless of their familiarity with educational jargon or specialized terminology. Using plain language and adapting the communication to the appropriate audience ensures that everyone can understand and participate in the discussion effectively, fostering inclusivity and comprehension among stakeholders.

Routine Communication

7. **Friday Highlights:** The superintendent will regularly share with the board important updates or achievements at the end of each workweek. This practice promotes consistent information sharing and informs the board of significant developments within the district.
8. **One-on-One Phone Calls:** The superintendent will maintain a practice of regular one-on-one phone calls with board members. These calls provide a dedicated space for private, focused discussions on critical matters, promoting a deeper understanding and resolution of specific issues.

9. **Superintendent Accessible, if Needed:** While it is essential that board members value and protect the superintendent’s time and attention, if the need arises, the superintendent will make an effort to be available for urgent matters or inquiries, recognizing the importance of responsiveness in maintaining the efficiency and effectiveness of the leadership team.
10. **Text Message or Email to Set Up a Phone Call:** Text messages or emails will be used to arrange one-on-one phone calls. This method simplifies the process of scheduling and coordination, streamlining the communication flow between board members and the superintendent.

Emergencies

11. **Urgent or Emergency Calls:** Direct phone calls between board members and the superintendent will be reserved for emergencies. If a member of the leadership team receives a phone call without prior notice, they should consider the call urgent and should answer immediately or as soon as possible.

Rena Scalabrin, Zone 1

Marisa Bayouth-Real, Zone 2

Kari Fleisher, Zone 3

Mike Wantland, Zone 4

Sandy Tyrer, Zone 5

Michele Aeder, Zone 6

Joe Carr, Zone 7

Tyler Reed, Superintendent

Date