

## How we work together

**No surprises:** We agree to ask the Board Chair or the Superintendent to place an item on an upcoming agenda to allow board members and staff to engage with the topic. The Board commits to only amending a meeting agenda, during a meeting, to add items where district operations necessitate a board decision.

**Follow the chain of command:** When a member receives an informal complaint, direct the person to solve the problem at the lowest level, which for policy issues is the Board. While members support constituents in the complaint process, they will be mindful to avoid hearing the substance of the issue and will refer complainants to district [Policy KL](#) when appropriate. Members will keep the Superintendent informed of potential formal complaints.

**Own the collective decision-making process:** The Board is committed to hearing all points of view, but once the Board makes a majority decision, all members should respect the decision.

**Exemplify the governance role:** The Board governs through regularly reviewed policies prioritizing student needs, complying with the law, and involving the affected parties in development and revisions. We will consistently maintain and apply District policies while being aware of and recognizing any situation's potential uniqueness.

**Vision Directed Leadership:** The Board will set clear goals for themselves and the Superintendent. The Board and Superintendent will set clear goals for the District.

**Assessment and Evaluation:** Objectively evaluate the Superintendent's performance and provide constructive feedback. Regularly conduct a board self-assessment/evaluation of the Board's performance. Annually establish professional development goals for the Board. Commit to participate in Board professional development.

## How we meet

**Utilize input:** The Superintendent should make recommendations, proposals, or suggestions on matters before the Board.

**The Board acts only as a body:** Individual Board members do not have authority. Only the Board as a whole has authority.

**Respectful meetings:** We agree to avoid words and actions that negatively impact an individual, the Board, or the District. We agree that we can disagree and will do so using common courtesy and respect for others. The Board will not react to impromptu complaints on the spot but will assure any individual(s) that the School District will follow up appropriately.

**Be prepared:** We agree to read all materials and seek clarification and information as needed before the Board meeting. Members will voice significant concerns about a proposal to the Superintendent or Board Chair in advance when possible.

**Avoid marathon Board meetings:** Members will make points as concisely as possible; speeches at Board meetings will be minimal. If a Board member does not have enough information to decide based on the information provided in the meeting agenda and attachments, the member should notify the Superintendent or Board Chair before the meeting. We agree to move to the question when the discussion is repetitive.

**Executive/closed sessions:** These will be held only for legally appropriate subjects. Board members will uphold confidentiality on all matters arising from the Board meeting in executive session.

**Agenda Development:** The Board Chair, Vice Chair, and one rotating member will meet at least one week before the Board meeting to prepare the agenda for the next meeting, work session, and executive session if applicable. The Board Secretary will email the draft agenda to the Board members following the agenda planning meeting. If the agenda is changed following the email, the Superintendent will communicate the change(s) via a follow-up email. Board members should contact the Chair to place an item on the agenda. Meeting materials will be available (email, hard copy, etc.) to the members approximately a week prior to the Board meeting. The consent agenda will include routine items all members agree to approve, such as personnel actions and annual appointments.

**Work Study Session Topics:** Work study sessions are intended to present background or in-depth information. The Board will meet annually to determine topics of interest aligned to District priorities. Additional required district reporting may also take place during work study sessions. The Board secretary will prepare and maintain the Board Presentations Calendar, which is updated monthly and emailed to members.

## How we communicate

**Board-Superintendent Communication:** The Superintendent will proactively inform the Board of important district activities and emergent issues. Routine matters will be communicated via email, while urgent or crises will use text messaging. Board members should avoid "reply all" and respect the chain of command by directing inquiries and concerns to the Superintendent. The Superintendent will take direction from the Board, not individual members.

**Communication between Board and District patrons:** To ensure that Board conversations and deliberations do not occur by email, the Board Chair should respond on behalf of the whole Board, with all Board members included in responses. The Board Chair may consult with the Superintendent and Vice Chair before responding. Responding to individual emails without copying the full Board is acceptable as

long as the Board member clarifies the opinions are their own.

In certain situations, and after consultation with the Superintendent, the Chair may prefer to delegate the response to the Communications Director or the District's attorney. Responses to community communications should occur within 72 hours of receipt. The chair will delegate if they are unable to meet this deadline. Use good judgment when replying to individual emails; confer with the Board Chair when in doubt.

**Communication between Board and legal counsel:** Legal counsel is responsible to the whole Board. The Board Chair or Superintendent will refer questions to legal counsel as necessary. Any legal opinion sought involving the Superintendent's employment or performance must be made to the Board Chair, with notice provided to other members. A Board member may request a legal opinion on different matters after consultation with the Board Chair.

**Communication between Board and the media:** While all members of the Board have the right to speak with the media, members must speak with a unified voice and after consultation with the Board Chair or Superintendent. When discussing Board decisions, policies, or individual views, Board members may speak in their individual capacity, provided they make it clear they are not speaking on behalf of the entire Board. Issues of a controversial nature should be referred to the Superintendent and the District Communications Director. In problems involving personnel matters, appeals, or other issues involving legal counsel, members **will** refer the media directly to the Superintendent, who may then consult with the District counsel.

**School visits:** Official school visits by Board members shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Board members will coordinate with the Board secretary 24 hours in advance and provide the estimated amount of time expected for the visit (~~not to exceed 1 1/2 hours~~), as well as the purpose. The Board secretary will notify the principal as soon as possible, prior to school visits. ~~The Board secretary will inform the other Board members of the request and attempt to coordinate the requested visit so that two to three Board members are able to attend the requested visit. If no other Board members are able to attend, then the Board secretary, superintendent, and/or school principal shall arrange for a second person of their choosing to attend the visit. This does not include officially scheduled Board events organized by the superintendent.~~

In order to maintain a safe and secure environment conducive to learning and conducting business, we agree to prohibit the possession, use, display or distribution of weapons or any item that could be construed as a weapon on school property, in school vehicles, or at any school-sponsored activity.

Adopted: September 19, 2024

Revised: September 18, 2025