

**Prospect Heights SD 23**  
**Board/Superintendent Communications Expectations**  
May 10, 2025 (reviewed)

**Board/Superintendent Expectations**

**This board expects:**

1. To receive updated documents (“School Scene,” “Friday 411,” and “Monday Memo”) from the superintendent via email.
2. To be notified by text, alerting board members to the type of emergency and of an email as soon as possible for:
  - a. School emergency (lockdown, fire, etc.)
  - b. Bus accident
  - c. Student emergency (arrest, injury, death)
  - d. Staff emergency (arrest, injury, death)The superintendent or designee will phone (rather than email) board members at his discretion.
3. To receive board packets and supporting documentation by Friday before the scheduled Thursday board meeting.
4. To receive weekly expenditure reports from the Assistant Superintendent for Business and Operations.
5. That all board members will receive the same information.
  - a. One member’s request for additional information results in all members receiving or having the same access to the information. (“One gets, all get.”)
6. That board members will treat each other and staff with respect.
7. That the superintendent and staff will treat all board members with respect.
8. That reasonable requests for additional information will be satisfied in a timely manner.
9. That there will be no surprises. No one gets surprised at any time – in the meeting or between meetings. The truth of no surprises is respect for all participants and the process.

**Also see Board Agreements**

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May 10, 2025 (reviewed)  
**Board/Superintendent Communications**

**This superintendent expects:**

1. Requests for additions to the agenda will go to the board president and/or superintendent and will be received at least 8 days before the meeting. The board of the whole will agree to put an item on a future agenda before significant staff time is expended.
2. That direction is only given at board meetings when a majority of the board agrees to give direction.
3. That board members will be respectful toward staff and be respectful of staff's time.
4. That board members will read all board packets and supporting documentation before the board meeting.
5. That board members will direct questions about agenda items or supporting materials to the contact person by the Tuesday before the scheduled Thursday board meeting. Board members with questions after the Tuesday deadline are encouraged to contact the superintendent, but understand they may not receive answers at the board meeting.
6. That there will be no surprises. No one gets surprised at any time – in the meeting or between meetings. The truth of no surprises is respect for all participants and the process.

**Also see Board Agreements**