

Lake Bluff ESD 65
Superintendent and Board Communication Protocols
June 18, 2025

Board expectations:

1. To receive regular communication from the superintendent weekly via email.
2. To be notified as soon as possible for emergencies. If superintendent is not available, a designee will notify the board. Text messages are quickest. If a lot of information needs to be conveyed, an email will be sent.
3. To receive board packets and supporting documentation on the Thursday before the Tuesday board meeting.
4. To receive regular monthly expenditure reports.
5. All board members will receive the same information. That is, one member's request for additional information results in all members receiving or having the same access to the information.
6. To be informed of the good and the bad.
7. The superintendent and staff will treat all board members with respect.
8. Reasonable requests for additional information will be satisfied in a timely manner.
9. That there will be no surprises.
10. To receive information related to agenda items as far in advance as possible.

Superintendent expectations:

1. That the board becomes aware of its board culture. The little things make a big difference.
2. That the board respect the superintendent's work/life balance.
3. To work with board president and vice president on agenda, taking other board members' requests for additions into account.
4. Board members will call the superintendent or board president with questions about agenda items. The more in advance, the better (ideally by 3:00 on the Monday before a Tuesday board meeting), but questions are always welcome.
5. The board follows its agenda and established meeting procedures.
6. That the board of the whole will consent to put an item on a future agenda if the item will require significant staff time. The superintendent will inform the board if a request will take a lot of time and effort.
7. That direction is only given at board meetings when a majority of the board consents to give direction.
8. That board members will be respectful toward staff and be respectful of staff's time.
9. That board members will read the agenda and all supporting documentation before the board meeting.
10. That there will be no surprises.
11. That board members give the superintendent the freedom to answer a question with "I'm not sure," with the understanding that the superintendent will find out and get back to them.
12. That the board is direct with the superintendent. If something isn't working, let the superintendent know.