

DRAFT
Dixon Public Schools 170
Board Agreements
Approved ~~8.10.2023~~

1. **Agenda development**
 - a. No later than one week prior to the Board meeting, board members who wish to have an item placed on the agenda will contact the superintendent and/or the board president.
 - b. Prior to the board meeting, the superintendent will confer with the board president and vice president on the agenda.

2. **Asking questions about items on upcoming meeting agendas**
 - a. Whenever possible, board members will contact the superintendent with any questions on the agenda prior to the board meeting.
 - b. When emailing district-level staff with questions, board members will “cc” the superintendent.
 - c. Board members will “cc” the board president on all questions emailed to the superintendent and/or district-level staff.
 - 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**
 - a. Board members will be judicious in their communication and understand that most emails and texts 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.
 - c. Board members will not communicate with more than one other board member at a time stating their thoughts or opinions.
 - d. Board member questions and the Superintendent responses will be included in the Superintendent newsletter to keep all board members informed.

4. **Communicating with staff**
 - a. Board members will communicate directly with the superintendent and district-level staff.
 - b. Board members will treat all staff members with respect.
 - c. 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. Board members planning on visiting a school (as a board member) will contact the superintendent and building principal prior to their visit.

6. **Concerns from the community and staff (“Customer” concerns)**

- 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 direct a community member or staff member with a concern to the most appropriate person in the district 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 contact the superintendent and the board president, if they think this is an issue of concern.

7. Communicating with the media

- a. With consultation and consensus of the board and superintendent, the board president is the spokesperson for the board to the media.
- b. With consultation and consensus of the board, 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. Special Meetings~~

- ~~a. Adhere to board policy~~

10. Board member responsibility

- a. 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.
- b. No individual board member has the authority to act or speak on behalf of the board without the consent of the board.
- c. Prior to a vote, board members have an obligation to express their opinions and respect others' opinions.

11. 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 more than 30 minutes of staff time to prepare the information, the request will go to the full board for consensus.
- 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.")

12. Advance Notification

- a. Ask questions or request information in advance whenever possible – in the meeting or between meetings.

13. Board meetings

- a. The board president will make the final response to public comment during the meeting.
- b. Board members will model the behaviors expected of students, staff, and community members.
- c. Issues, not people, will be attacked during meetings.
- d. Members will listen respectfully to each other and staff (no side conversations).

Revised on 12/2/2020

Approved on 12/16/2020

Revised on 8/10/2023

Approved on 8/16/2023

ADD DATES