



## **Board-Superintendent Communication Protocols**

### **Superintendent-Board**

- The board received weekly updates from the superintendent via email. If one board members requests information from the superintendent, that information will be provided to all board members in the next weekly update.

### **Board-Superintendent**

- The superintendent meets with board members 1:1 monthly. Between meetings, board members can call, text or email the superintendent with questions.
- Board members can request future agenda items in two ways:
  - Add the item during the “board member request for future agenda items” on each regular meeting agenda
  - Email requests for future agenda items to the board president and superintendent

### **Emergency Communication**

- The superintendent will notify board members by text if emergency issues happen.
- If the superintendent is not available, the superintendent will assess a member of Cabinet to be the point of contact for the board.

### **Before the Board Meeting**

- The superintendent and board president meet approximately 10 days ahead of the meeting for agenda development.
- The board receives the board packet on Friday before each board meeting
- If board members have a question about the agenda or backup materials, they can contact the superintendent at least 24 hours in advance of the meeting.
- If a member wishes to remove something from the consent agenda, they should notify the superintendent at least 24 hours prior to the meeting.
- Items pulled from the consent agenda are discussed immediately following the consent agenda vote.

### **During the Board Meeting**

- The procedures for public comment are clear and available to the public.
- Each speaker has 3 minutes for their comments.
- Board members understand the rules of order and meeting procedures.
- Board members will refrain from distracting behaviors, i.e. side conversations, cell phone usage, etc.



### **After the Board Meeting**

- Board members who have questions about the meeting or issues presented during the call to the public should call the superintendent for clarification.
- The board is familiar with the statutes that apply to executive sessions.

### **With the Community**

- The board will refer all concerns and complaints to the superintendent for follow-up.
- Board members will not attempt to solve problems and will refer to the chain of command.
- The board understands it is the last stop in the complaint process, not the first.

### **Site Visits**

- Board members are invited to attend Campus Visits with the superintendent.
- The Campus Visits are coordinated through the superintendent's office.
- If there is a reason a board member plans to visit a school site, notify the superintendent of the date, time and reason for the visit.



### **Board-Superintendent Shared Agreements**

1. The superintendent and board members will treat each other and staff with respect and discussions are issue-based only.
2. The superintendent will acknowledge receipt of feedback shared by board members and confirm issue will be addressed.
3. The superintendent will respect and acknowledge the perspective of board members as representatives of the community.
4. Board members will direct questions or concerns to the superintendent.
5. Board members will remain impartial and share both positive and negative feedback about the district with the superintendent.
6. Board members will reserve judgment and refrain from investigating concerns instead deferring to the chain of command.
7. Board members and the superintendent support, not surprise one another.
8. Board members will read their board packets and come to the meeting prepared to discuss items on the agenda.
9. Board members will notify the superintendent before the meeting about positive and negative comments received from the community on specific agenda items.
10. Board members will give the superintendent time to research clarifying questions about agenda items.
11. Board members will serve as ambassadors for their district, emphasizing the positive aspects of the district.
12. If board members plan to attend MUSD community events/meetings, the superintendent's office should be notified.
13. Complaints received from staff, or the community will be directed through the appropriate chain of command, per board policy KE and KEB, and shared with the superintendent. Anonymous complaints will not be heard.
14. Board members are encouraged to attend as many school events (sporting events, fine arts events, community events) as spectators as their time permits.
15. Board members wishing to visit a school will contact the superintendent. While visiting a site board members will:
  - a. follow campus guidelines for visitors (sign-in, guest badge, escort, etc.)
  - b. respect staff time and allow staff to perform their duties.
  - c. not evaluate staff.
  - d. not give direction to any staff or students.
  - e. not accept gifts (other than nominal tokens) or favors from any district employee.
16. When visiting with teachers of their own children, board members will make it clear that they are acting as parents rather than board members.