

# **River Trails SD 26**

## **Board/Superintendent Communications Expectations**

### **This board expects:**

1. To receive regular communication from the superintendent every Friday via email.
2. To be notified by text and/or email as soon as possible for:
  - a. School emergency (lockdown, fire, etc.)
  - b. Bus accident with injuries
  - c. Student emergency (arrest, injury, death)
  - d. Staff emergency (arrest, injury, death)
  - e. Other emergencies at superintendent's discretion
  - f. Administration hiring
3. To receive board packets and supporting documentation 48 hours before the scheduled board/committee meeting. Communicate to the BOE with any additions to the board packet.
4. To receive regular bi-monthly expenditure reports.
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 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.
9. That email received to the board email address to which the board president or superintendent have replied, will be forwarded to all board members from the Board President.
10. That the superintendent will bring suggestions for improvement to the board.
11. The Board President or designee will meet with the superintendent to review all board meeting agendas.
12. Action items should first appear as Discussion items at least one meeting prior to action, except in extenuating circumstances or when approvals are perfunctory in nature (ex: resolving that we are a school district).

Approved: June 9, 2026

Revised: October 17, 2023, August 30, 2023, November 9, 2019

Original: December 11, 2017

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### **This superintendent expects:**

1. Requests for additions to the agenda will go to the superintendent or board president, and will be received no later than the Thursday prior to a board 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 the board members will read the Superintendent Friday update and respond accordingly.
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