

Rantoul City Schools SD 137 Board Protocols

September 18, 2025

✓ Placing items on the agenda

- The Board President, Vice President, and Superintendent will confer to generate the agenda used for an upcoming board meeting. This agenda-generating meeting will occur the Friday immediately preceding the board meeting where the agenda will be utilized.
 - A board member desiring to have an item considered as an agenda item should contact the Board President or Vice President after reflecting on the connection of the desired agenda item and the agenda-qualifying criteria [i.e., how the topic focuses on the primary work of clarifying the district purpose, direction and goals, and monitoring district performance (Item 12 of the Code of Conduct)].
 - A board member desiring to have an item considered as an agenda item should contact the Board President or Vice President and submit an email or written communique specifying the desired agenda item one (1) week prior to the board meeting where the agenda will be utilized.
 - The item will be placed on the upcoming board meeting agenda under the agenda heading of “New Business” with the requesting board member explaining the relevance of the requested topic to the agenda-qualifying criteria (Item 12 of the Code of Conduct) used for agenda placement (at the appropriate time on the agenda).
 - Consensus of the majority will determine advancement and inclusion of the requested agenda item as an action item on the agenda for the meeting next month (or a specified, subsequent meeting).

✓ Asking questions about the agenda

- Contact the Superintendent regarding a question on the agenda for an upcoming meeting.

✓ Communicating with members

- Adhere to the Open Meetings Act.

✓ Communicating with staff

- [In the capacity of a board member] Contact the Superintendent who will reply accordingly.

✓ Communicating with the media

- The Board President serves as the spokesperson for the board with the media.
- The Superintendent serves as the spokesperson for the district with media.
 - Matters involving safety, personnel, and controversial issues will warrant dialogue between the Board President and Superintendent prior to any communication being issued to the media.

✓ **Communicating with the public**

- The Board President serves as the spokesperson for the board with the public.
- The Superintendent serves as the spokesperson for the district with the public.
 - Matters involving safety, personnel, and controversial issues will warrant dialogue between the Board President and Superintendent prior to any communication being issued to the public.

✓ **Visiting the campus**

- Follow District/building security procedures.
- [When visiting a campus in the capacity of a Board member] Initiate advance communication with the Principal and/or the Superintendent prior to a campus visit.

✓ **Responding to concerns**

GENERAL CONCERNS

- Listen to the concern of the citizen.
- Inform the citizen of the applicable board policy [i.e., Chain of Command].
- Based on the severity of the concern, relay the concern to the Superintendent.

EMAIL/TEXT

- Reply to acknowledge receipt of the email/text.
- Forward the email/text to the Superintendent.
- The Superintendent will reply to the citizen.
- Board members will be informed of the general issue (with anonymity of all involved parties, including the board member who received the email/text) and the outcome/resolution (per the reply of the Superintendent).
 - A board member must NOT “Reply All” to the communicate of the Superintendent (lest an Open Meetings Act violation is committed).

✓ **Orienting new members**

- The Superintendent will confer with each new board member.
- Each new board member will be presented with details for all mandated training requirements.
- Each new board member will receive access to all board policies.
- Each new board member will undergo a review of board processes/procedures.

✓ **Conducting closed sessions**

- What is discussed/shared in closed session stays in closed session.