

Lake Bluff ESD 65

Board Protocols

June 18, 2025

Agenda Protocols

1. All board members may request that items be placed on the agenda by contacting the board president or superintendent.
2. The board president and vice president will approve the draft agenda.
3. The board president, vice president, and superintendent will meet to review the agenda prior to each board meeting.
4. A consent agenda will be used for items not requiring discussion.
5. Any board member may ask to have an item pulled from the consent agenda to allow for discussion or individual consideration.
6. Pulled consent items will be discussed after the consent agenda vote.

Meeting Preparation Protocols

1. Board members will come to the meeting prepared to discuss items on the agenda.
2. Board members will notify the superintendent about positive and negative comments received from the community about the district or specific agenda items.
3. Board members will give the superintendent time to research clarifying questions about agenda items. Ideally, board members will ask their questions by 3:00 p.m. on the Monday before a Tuesday board meeting.

During the Meeting Protocols

1. Meeting agendas are available to the public
 - a. Online (website)
 - b. At the district office
 - c. Through the media that has requested the agendas
2. Procedures for public comment are clear and available at the meeting site.
3. The board and administration will not generally respond immediately at meetings to public comment. If necessary, only the board president will respond to public comment during the meeting.
 - a. The board president may recognize the superintendent for factual information.
4. The board president will ensure that only one person speaks at a time and that each member has an equal opportunity to participate.
5. The public has a right to participate in the meeting only during the designated public comment time.
6. Board members will model the behaviors expected of students, staff and community members.
7. Issues, not people, will be attacked during meetings.

8. Board members will not spring surprises at the board meeting.
9. Members will listen respectfully to each other and staff (no side conversations!).
10. Monitor for compliance with law (OMA) and policy.
 - a. Superintendent, assistant, and all board members have responsibility.
 - b. Use “point of order” to interrupt and get meeting back on track.
11. Refrain from taking a position on an issue until all information is presented.
12. The focus of board meetings will be board work and not administrative/staff work.
 - a. Is the item to celebrate a success?
 - b. Is the item a policy decision?
 - c. Is the item something that requires board action?
 - d. Is the item needed to ensure accountability?
13. Members will use time during meetings to introduce information that is concise and not repetitive.

After Board Meeting Protocols

1. Board members and staff will support (or stay silent – not undermine) the decision of the board. (“Speak with one voice.”)
2. Board members and staff will abide by confidentiality laws of closed sessions.
3. Ensure that all documents, records, reports, etc., are processed and maintained in accordance with applicable laws, regulations, policies, etc.

Site Visit Protocols

1. Board members are encouraged to attend school events (sporting events, fine arts events, community events) *as a spectator* as their time permits.
2. Board members wishing to visit a school shall:
 - a. Check with the superintendent about the best time to visit
 - b. Check in with the principal upon arrival
 - c. Follow campus guidelines for visitors (sign in, guest badge, escort, etc.)
 - d. Respect staff time and allow staff to perform their duties
 - e. Not evaluate staff
 - f. Not give direction to any staff or students
 - g. Not accept gifts (other than nominal tokens) or favors from any district employee
3. When visiting with teachers of their own children, board members will make it clear that they are acting as parents rather than board members.
4. If a board member observes an issue on a campus that needs administrative follow-up, the concerns will be communicated to the superintendent.

Board/Community Communication

1. Board members will serve as ambassadors for their district, emphasizing the positive aspects of the district.
2. The superintendent will serve as the spokesperson for the district with the media.
3. The board president will serve as the spokesperson for the board with the media.
4. Complaints received from staff or the community will be directed through the appropriate chain of command, or to the superintendent.
 - a. The board is the last stop in the complaint process.
 - b. Board members have no authority to solve problems.
 - c. Board members will call the superintendent with a “heads up” if appropriate.