

## **GENEVA C.U.S.D. 304 Board of Education Working Agreements**

- A. The board regards the creation of a vision and direction for the district to be a primary responsibility.
- B. The superintendent is accountable only to the full board of education.
- C. No board member or subset of the board of education has the authority to act or speak on behalf of the board without consent by the board.
- D. The board and the superintendent have the right to expect performance, candor and honesty from one another.
- E. The relationship between the superintendent and any individual member of the board of education is collegial, not hierarchical.
- F. Board members represent the entire district community, not specific groups.
- G. Board members must respect the confidentiality of the executive session.
- H. The board as a whole, and each member, must accept responsibility for board process and effectiveness.
- I. Board members will refrain from advising staff in operational areas.
- J. The board will abide by the chain of command when handling a concern or complaint from a community member.
  - 1. When hearing a concern or complaint from a community member, board members will listen carefully, remembering they are only hearing one side of the story.
  - 2. 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. (chain of command)
  - 3. Board members will clarify that one board member has no individual authority to fix a problem.
  - 4. Board members will contact the superintendent if they think this is an issue of concern.
- K. The superintendent will inform the entire board of significant issues brought

forward.

- L. When a board member requests information, the superintendent, or his designee, will provide the request and response to all board members.
- M. The board and superintendent will, when possible, abide by the “No Surprises” rule.
- N. When appropriate, board members will explain the reason behind a vote.
- O. Board members will weigh the amount of staff time needed to answer a question against the importance of having the answer.
- P. The board will utilize committees and taskforces to assist with their governance. Board members will be assigned by the president, considering desire, expertise, and fair participation of all.
- Q. If a board member cannot attend a liaison assignment or other meetings as a board representative, every effort should be made to find a substitute or advise the board president.

Approved 10/12/2010

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