

**Dixon PSD 170**  
**Board-Superintendent Communication Expectations**  
**April 22, 2026**

**Board expectations:**

1. To receive regular communication from the superintendent weekly via emailed newsletter.
2. To be notified as soon as possible for emergencies via text message.
3. To receive board packets and supporting documentation on the Friday before the scheduled Wednesday board meeting.
4. To receive regular monthly expenditure reports.
5. All board members will receive the same information. That is, one member's request for additional information results in all members receiving the information.
6. To be informed of the good and the bad and the in-between.
7. The superintendent will treat all board members with respect.
8. Reasonable requests for additional information will be satisfied in a timely manner.
9. That there will be no surprises.

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**Superintendent expectations:**

1. Board members will contact the board president or superintendent with requests for additions to the agenda.
2. Board members will contact the superintendent or administrators with questions about agenda items, and will cc the board president and superintendent.
3. Board members will ask their questions ahead of time as much as possible.
4. That a majority of the board will consent to put an item on a future agenda if the item will require significant staff time.
5. That direction is only given at board meetings when a majority of the board consents to give direction.
6. That board members will be respectful toward staff and be respectful of staff's time.
7. That board members will read the agenda and all supporting documentation before the board meeting.
8. That there will be no surprises.