

**THSD 113**  
**Board/Superintendent Communications Expectations**  
January 9, 2020

**Board/Superintendent Expectations**

**This board expects:**

1. To receive regular communication from the superintendent.
2. That individual responses to superintendent communication will be addressed within a week and shared with the entire board when applicable. (“One gets, all get.”)
3. That board members will send requests for a potential meeting agendas item to the Board President and Superintendent. If necessary, the request will be brought to the Board for discussion in the Superintendent’s report within the next two Board meetings.
4. That the Superintendent will follow the process of working with the Board President to put on the agenda any item that is needed to do the job (e.g., support, resources, etc.).
5. To be notified by text as soon as possible for:
  - a. School emergency (lockdown, fire, etc.)
  - b. Bus accident
  - c. Student emergency (arrest, injury, death)
  - d. Staff emergency (arrest, injury, death)
  - e. Any significant incident
6. To receive board packets and supporting documentation at least five days before the scheduled Board meeting.
7. To receive regular monthly expenditure reports.
8. That Board members will treat each other and staff with respect and remember when talking to staff that they are always Board members.
9. That the Superintendent and staff will treat all Board members with respect.
10. That reasonable requests for information will be satisfied in a timely manner.
11. That there will be no surprises in the meeting or between meetings to show respect for all participants and the process.
12. That individual Board members will not direct the Superintendent or staff. Direction is provided by a majority of the Board.

# Board/Superintendent Communications

## **This Superintendent expects:**

1. That Board members will send requests for a potential meeting agenda item to the board president and superintendent.
2. That Board members will contact the Superintendent with questions about the board packet, agenda items or supporting materials as soon as possible and no later than 9 a.m. on the morning of the scheduled Board meeting in order to receive a timely response.
3. That direction is only given at board meetings when a majority of the Board agrees to give direction. Individual Board members cannot direct the superintendent or district staff.
4. Any communication from a Board member, connected to Board business, to staff or administrators will go through the Superintendent and copied to the Board President.
5. That any communication to the Board or individual Board members will be forwarded to the Superintendent and Board President for a response by the Superintendent.
6. That Board members will be respectful toward staff and be respectful of staff's time and recognize that even when Board members are also parents they are always Board members when communicating to staff.
7. That Board requests for information will allow time for the Superintendent to gather the information in a reasonable timeframe.
8. That Board members will read all Board packets and supporting documentation before the Board meeting.
9. That there will be no surprises in the meeting or between meetings to show respect for all participants and the process.
10. That questions asked prior to the Board meeting may be brought up at the Board table.
11. That inquiries received from stakeholders will be directed through the appropriate chain of command by the Superintendent. Board members will direct the stakeholders to the Superintendent via email and copy the Board President.
  - a. Board members will listen carefully, remembering they are only hearing one side of the story and inform the person that they will forward the inquiry to the superintendent via email and copy the board president.
  - b. Board members have no individual authority to solve problems.
  - c. Board members can ensure that inquiries are addressed.