



St. Charles District 303 Board Agreements

Board Meeting Norms

- The Board is a governing body. The Board understands and respects the distinct role of the Board and staff.
- The Board and Superintendent presume the positive intent of Board members, staff, and the community. Be cognizant of how questions are phrased.
- The Board agenda is developed to ensure the meeting is run efficiently.
- The Board adheres to the topics of the agenda. Board discussion is for the business purpose of seeking clarity, furthering the understanding, and being prepared to take action.
- After a motion on an important or controversial agenda item has been made and seconded, Board members are encouraged to share their perspectives on how they intend to vote, in order to provide transparency to the community.
- There are no side conversations or interrupting of other Board members during open and closed session meetings.
- Board members come prepared for each meeting.
- Board members are given an adequate opportunity to participate in discussion and decision-making.
- Board members will contact the Superintendent with agenda questions prior to the meeting (Friday at 1:00pm, at the latest). This will allow staff the time necessary to research the information. Additional questions may still be presented during the Board meeting as necessary.
- Board members will state their position concisely and summarize. If another Board member has already captured the position on a subject, he/she will state that without repeating.
- The Board's treatment of all persons is courteous, dignified, and fair. There is a respectful atmosphere throughout the entire meeting.

- The Board president's role is to facilitate the meeting by monitoring the discussion. Based on the norms, the Board president will check in with Board members to invite any new comments or to move forward to the next item. The Board president will enforce the agreed-upon norms.
- Electronic devices may be out during Board meetings, but should not be a distraction and should not be used for Board business.

Board Operating Principles

- Establish priorities and keep district resources focused on student learning.
- Set Policies. Procedures are informational items only.
- Approve the budget.
- Listen to and represent the community.
- Be an advocate and champion of the St. Charles Community Unit School District 303 and public education.
- Be supportive of students, staff, and administration.
- Support participation and involvement in decision-making in a collegial way.
- The Board speaks with one voice. Board members who are in the minority agree to support Board decisions when action is taken.

The Role of the Board is not to:

- Do the work of the District
- Carry out policies or micromanage
- Create surprises
- Abdicate Board responsibilities
- Press narrow personal agendas
- Make promises as an individual Board member

The Role of the Superintendent is not to:

- Vote on any topic or issue presented to the Board
- Create surprises
- Abdicate Superintendent responsibilities
- Advocate for personal agendas
- Make promises to individual Board members

Roles and Responsibilities of the Board and Superintendent

- The School Board directs the Superintendent in his or her charge of the administration of the District by delegating its authority to operate the District and provide leadership to staff.
- The Board employs and evaluates the Superintendent and holds him or her responsible for the operation of the District in accordance with established goals, a strategic plan, policies, State and federal law.
- The Board-Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and Superintendent.
- The Board considers the recommendations of the Superintendent as the District's Chief Executive Officer.
- The Board adopts policies necessary to provide general direction for the District and to encourage the achievement of District goals.
- The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's Operations.
- Board members will not take individual action that might compromise the Board or District.
- No surprises by the Superintendent or Board members.

Board/Superintendent Communication Expectations

1. As stated in [School Board Policy 2:140 - Communications To and From the Board](#), there is no expectation of privacy for any communication sent to the Board or its members, whether sent by email, text, or other means.
2. As stated in [School Board Policy 2:140 - Communications To and From the Board](#), if contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations.
3. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office.
4. The Superintendent will provide a Weekly Update every Friday. Information needing the Board's response will be highlighted in yellow.
5. Per [School Board Policy 2:140 - Communications To and From The Board](#), If an email is sent to the whole Board by a community member and it is focused on the operation of District 303, the Superintendent and/or designees will respond to the community member and cc all Board members. The executive assistant will track all communications, which will also be reported to the Board regularly.
6. If an email is sent to the whole Board and it pertains specifically to the Board or Board members, the Board president will respond to the individual community member and cc the Superintendent and executive assistant. The Superintendent or executive assistant will then forward the response to the full Board.
7. The Superintendent will notify Board members of the following school emergencies by text, regardless of the time of day or location of the incident, if involving staff or students:
 - a. Weather delays and school closure
 - b. Student/staff emergency, death, significant injury, and act of violence
 - c. School active shooter, lockdown, fire, etc.
 - d. Serious bus accident

The Superintendent will text the Board any emergency notification prior to a media release. Weekly updates will include other non-emergent info.

8. The regular Board meeting packets and supporting documentation will be posted five days prior to the scheduled Monday Board meeting.
9. The Superintendent will meet with the Board President and Vice-President to review and discuss the Board meeting agenda on the Monday two weeks prior to the Board Meeting. The packet will be electronically posted for Board review five days prior to the Board meeting. It is the responsibility of the Board to review the packet.

- a. Questions regarding the Board Packet will be emailed to the Superintendent and the executive assistant by Friday at 1:00 pm. Staff will work to answer questions and send a response to the Board by noon on Monday. This will allow the Board ample time to review responses.
10. All questions or requests for information will be responded to within 72 hours of the business work week. If the information requires more than 72 hours to gather, the Board will be informed.
11. All Board members will receive the same information. If one Board member requests additional information, the administration will send the same information to the whole Board. This applies to any request made via email, phone, and text. Any Board emails sent to the Superintendent will be scanned and sent to the whole Board in the Weekly Update to support the mantra of “what is good for one is good for all”.
12. If a member of the media calls or emails the Board or individual Board members, the Board member(s) will inform the Superintendent and executive assistant. The Superintendent and designee will also add any needed support in answering questions.
13. The Superintendent will ensure Board members are well informed in a timely manner - NO SURPRISES.

Superintendent Expectations:

1. Direction to the Superintendent is only given at Board meetings by the majority of the Board.
2. Any questions, comments, or concerns are to be sent to the Superintendent and cc the executive assistant to the Superintendent. The Board President should also be cc'd in terms of significant courtesy items. The Superintendent will direct the information to the appropriate cabinet member(s) for a response.
3. Board members will not communicate directly with cabinet members, principals, or any staff members through email, phone calls, or text messages in their official capacity. It is appropriate for Board members to advocate for and celebrate staff via email, with a cc to the Superintendent and executive assistant.
4. Board members are respectful toward the staff and of the staff's time.
5. Requests for placing items on the agenda will be sent to the Superintendent, Board President, and executive assistant. The Board President, Vice-President, and Superintendent will determine which upcoming meeting the agenda item will be added to.
6. Board members provide timely feedback and a summative evaluation of the Superintendent's performance according to the evaluation process timeline.
7. Board members will ensure the Superintendent receives information, direction, and questions in a timely manner - No surprises.
8. The Superintendent or designee is responsible for all hiring processes.