

ATTACHMENT NO. IX - B: Board Evaluation Instrument Review

Suggested motion: Approve the modified Board Agreements and Board – Superintendent Communication Expectations

Recommended action: Approve the motion

It is recommended that the Board approve the Board Agreements and Board-Superintendent Communication protocols. At the Board retreat which was led by IASB, Laura Martinez led the Board through activities to support the roles of board members as well as the expectations and communications the Board will use when conducting business. The previous agreements were modified with input from the Board to reflect the protocols that will be used to conduct district business.

# North Boone CUSD 200

## Board Agreements

January 24, 2024

### 1. Agenda development

- a. Board members who wish to have an item placed on the agenda will email the superintendent and cc the board president. They will determine if an item should go to committee before being put on a regular board meeting agenda.
- b. Prior to the meeting, the board president and superintendent will confer on the agenda.

### 2. Asking questions about items on upcoming meeting agendas

- a. Whenever possible, board members will contact the superintendent or business manager with any questions on the agenda prior to the board meeting.

### 3. Visiting campuses

- a. Board members who plan on visiting a school as a board member will contact (call or email) the superintendent prior to making arrangements.

### 4. “No Surprises”

- a. No one (superintendent or board members) gets surprised at any time – in the meeting or between meetings.

### 5. Requesting information

- a. One member’s request for additional information results in all members receiving or having the same access to the information. (“One gets, all get.”)

### 6. New board member orientation

- a. The superintendent will organize new board member orientation.
- b. The superintendent will organize a process for informing potential new candidates as well as newly elected members.

### 7. Meetings of the board

- a. One board member per month will be assigned to review the bills.

### 8. Use of email

- a. Board members may reply to the Superintendent but will not “reply all” to any group emails.
- b. Board members will not email other board members stating their thoughts or opinions.
- c. Board members will be judicious in their use of email and understand that most emails are subject to the Freedom of Information Act and can be made public.

### 9. Communication with other board members

- a. Board members agree to communicate effectively within board rules and guidelines as outlined in the PRESS policies.

### 10. Communication with staff and administrators

# North Boone CUSD 200

## Board Agreements

January 24, 2024

- a. Board members will be careful not to overstep their role when they communicate with staff and administrators.
- b. Board members who are parents will remember not to overstep their role when communicating with staff and administration about issues related to their children.

### **11. Dealing with concerns from the community and staff/Responding to complaints**

- a. Board members will not make individual promises but rather direct complaints through the proper chain of command.

### **12. Communication with the media**

- a. All communications with the media should be directed to the Superintendent, Board President or appropriate designee.
- b. When possible, communications with the media regarding a collective board stance will be approved by a majority.

### **13. Participation during public forums**

- a. Individual board members are free to share their stance on an issue during a public forum but they should be clear that what they state is only their opinion.
- b. Board members are welcome to take part in public forums but they should remember that their role is to communicate and listen rather than to direct the conversation.

### **14. Behavior regarding closed session meetings**

- a. Board members will respect the confidentiality of closed session.

### **15. Speaking with one voice**

- a. Board members have the right to disagree with the decision of the board, but will support the board in its decision by abiding by the will of the majority.

### **16. Annual workshops/self-evaluation**

- a. In board member election years, the board and superintendent will participate in a board self-evaluation workshop. In non-election years, the board will decide whether to participate in a board self-evaluation workshop.

### **17. Board president**

- a. The board president will assume the role as outlined by the IASB.
- b. Decisions made on behalf of the board will include input from the board.

### **18. Behavioral expectations**

- a. The board president is responsible for leading a respectful and efficient board meeting.
- b. The board will listen to, seek to understand, and respect all viewpoints and individuals.

# **North Boone CUSD 200**

## **Board-Superintendent Communication Expectations**

January 24, 2024

### **This board expects:**

1. To receive regular communication from the superintendent every week via email.
2. To be notified as soon as possible for emergencies. For example:
  - a. School emergency (lock down, fire, etc.)
  - b. Bus accident
  - c. Student emergency (arrest, injury, death)
  - d. Staff emergency (arrest, injury, death)
3. To be notified by email for information that is not an emergency.
4. To receive School Messenger messages sent by the district.
5. To receive board packets and supporting documentation on Thursdays before the scheduled board meeting on Tuesdays.
6. To receive regular monthly expenditure reports.
7. That all board members will receive the same information. That is, one member's request for additional information results in all members receiving or having the same access to the information.
8. That board members will treat each other and staff with respect.
9. That the superintendent and staff will treat all board members with respect.
10. That reasonable requests for additional information will be satisfied in a timely manner.
11. That there will be no surprises!

# **North Boone CUSD 200**

## **Board/ Superintendent Communication Expectations**

January 24, 2024

### **This superintendent expects:**

1. That requests for discussion items for the agenda will be received at least one week prior to the board meeting.
2. That the board of the whole will vote to put an item on a future agenda before significant staff time is expended when preparing the agenda item would impact meeting previously approved goals.
3. That direction is only given at board meetings when a majority of the board votes to give direction.
4. That board members will be respectful toward staff and be respectful of staff's time.
5. That board members will read all supporting documentation before the board meeting.
6. That board members will call the business manager with questions about agenda items or supporting materials relating to finances by noon on the Tuesday of the board meeting.
7. That board members will call the superintendent with all other questions about agenda items or supporting materials by noon on the Tuesday of the board meeting.
8. That there will be no surprises!