

# **Skokie School District 73½ Board of Education**

October 27, 2020

## **Board Protocols**

### **Agenda Protocols**

1. Anyone may request that items be placed on the agenda by contacting the superintendent and board president seven days prior to the meeting.
2. The board president will confer with the superintendent to review and approve the draft agenda.
3. A consent agenda will be used for items not requiring discussion.
4. Any board member may ask to have an item pulled from the consent agenda to allow for discussion or individual consideration. The board member will notify the superintendent one day prior to the meeting of the intent to pull an item off of consent and if additional information may be required. (No surprises!)
5. Pulled consent items will be discussed before the consent agenda vote.

### **Meeting Preparation Protocols**

1. Board members will come to the meeting prepared to discuss items on the agenda.
2. Board members will notify the superintendent about positive and negative comments received from the community about the district or specific agenda items.
3. Whenever possible, board members will call the superintendent with questions about the agenda or supporting materials at least one day prior to the board meeting in order to give the superintendent time to research clarifying questions about agenda items. Board members understand that although they are asking the question prior to the meeting, they have a right to ask the question at the meeting as well.
4. Board members will check board emails regularly.
5. Board members will respond to board emails in a timely manner.

### **During the Meeting Protocols**

1. Meeting agendas are available to the public
  - a. At the meeting site
  - b. On-line (website)
2. Procedures for public comment are clear and available at the meeting site.
3. Only the board president will respond to public comment during the meeting.
  - a. The board president may recognize the superintendent for factual information.
4. The board president will ensure that only one person speaks at a time and that each member has an equal opportunity to participate.
5. The public only has a right to participate in the meeting during the designated public comment time.
6. Board members will model the behaviors expected of students, staff and community members.
7. Issues, not people, will be addressed during meetings.
8. Members will listen respectfully to each other and staff (no side conversations!).
9. Monitor for compliance with law (OMA) and policy.
  - a. Superintendent, assistant, and all board members have responsibility.
  - b. Use "point of order" to interrupt and get meeting back on track.
10. Refrain from taking a position on an issue until all relevant information is presented.
11. The focus of board meetings will be board work and not administrative/staff work.
  - a. Is the item to celebrate a success?
  - b. Is the item a policy decision?
  - c. Is the item something that requires board action?
  - d. Is the item needed to ensure accountability/monitoring?
12. Members will not make long, unnecessary speeches.

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### **After Board Meeting Protocols**

1. 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.
2. Board members will abide by confidentiality laws of closed sessions.
3. Ensure that all documents, records, reports, etc., are processed and maintained in accordance with applicable laws, regulations, policies, etc.
4. Board members will check board emails regularly.
5. Board members will respond to board emails in a timely manner.

### **Site Visit Protocols**

1. Board members are encouraged to attend school events (sporting events, fine arts events, community events) as a spectator as their time permits.
2. Board members wishing to visit a school in their role as a board member shall:
  - a. Check with the superintendent about the best time to visit
  - b. Check in with the principal upon arrival
  - c. Follow campus guidelines for visitors (sign in, guest badge, escort, etc.)
  - d. Respect staff time and allow staff to perform their duties
  - e. Not evaluate staff
  - f. Not give direction to any staff or students
  - g. Not accept gifts (other than nominal tokens) or favors from any district employee
3. When visiting with any district personnel, board members will make it clear that they are acting as parents rather than board members.
4. If a board member observes an issue on a campus that needs administrative follow-up, the concerns will be communicated to the superintendent.

### **Board/Community Communication**

1. Board members will serve as ambassadors for their district, emphasizing the positive aspects of the district.
2. Community meetings that impact board actions should be organized by staff and properly noticed so that all board members can attend.
3. The superintendent will serve as the spokesperson for the district with the media.
4. The board president will serve as the spokesperson for the board with the media.
5. Complaints or concerns received from community members or staff members will be handled as outlined below:
  - a. Board members will listen carefully, remembering they are only hearing one side of the story.
  - b. Board members will then direct that person to the person in the district most appropriate (Chain of Command) who is able to help them resolve their concern.
  - c. Board members have no individual authority to fix a problem.
  - d. Board members will notify the superintendent.
6. When email correspondence addressed to the Board is received, it will be acknowledged by the secretary to the Board and the Board President (or designee) will follow up with a response to the involved party.