

Skokie School District 73½

Revised August 1, 2016

Board/Superintendent Communication Expectations

This board expects:

1. To be notified by text alerting board members to an e-mail, or phone, by the superintendent or designee, as appropriate, as soon as possible for
 - a. School emergency (lock down, fire, ...)
 - b. Bus accident
 - c. Student emergency (arrest, injury, death)
 - d. Staff emergency (arrest, injury, death)
2. To receive board packets and supporting documentation on the Friday before the Tuesday scheduled board meeting.
3. To receive regular monthly expenditure reports.
4. That all board members will receive the same information.
 - a. One member's request for additional information results in all members receiving or having the same access to the information.
 - b. Special communications are done for all board members.
5. That board members will treat each other and staff with respect.
6. That the superintendent and staff will treat all board members with respect.
7. That reasonable requests for additional information will be satisfied in a timely manner. However, should the superintendent determine that a request for information may require more than 30 minutes for her staff to fulfill, she may bring that request to the board for a consensus that she should proceed.
8. No surprises!
9. That there will be an agenda item on the Committee of the Whole agenda asking for possible agenda topics for the following board meeting.
10. That when there is a Strategic Plan presentation, that answers to the previously agreed-upon questions will be addressed.

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Board/Superintendent Communication Expectations

This superintendent expects:

1. That requests for additions to the agenda will be received at least seven days before the meeting by contacting the superintendent and/or board president.
2. That direction is only given at board meetings when a majority of the board agrees to give direction.
3. That board members will be respectful toward staff and be respectful of staff's time.
4. That board members will read all supporting documentation before the board meeting.
5. That board members will contact the superintendent with questions about agenda items or supporting materials at least one day before the scheduled board meeting if possible.
6. That the board of the whole will vote to put an item on a future agenda if the request will take more than 30 minutes to fulfill. (Significant staff time would be expended by preparing the agenda item and could impact meeting previously approved goals.)
7. No surprises!