

Mt Pulaski CUSD 23

Board Protocols and Communication Expectations

9/01/2026

The Role of the Board

1. The board will seek always to:

- govern with a focus on the future, on results, and on continuous improvement;
- encourage collective decision making and diversity in viewpoints;
- respect the distinction between board and superintendent/staff roles, and
- pursue rigorous and continual improvement in its ability to define community values
- and its vision of the future.

Agenda and Preparation

2. Preparing the Agenda

- Who coordinates on the agenda and how is the content determined? **Board President and superintendent coordinate on agenda.**

3. Placing items on the agenda

- Requests for additions to the agenda will go to **board president** and will be received at least **7** days before the meeting. Last minute additions can be made, but consideration should be made to limit last minute additions.
- If a board member's request to place an item on the agenda is estimated to take more than **30** minutes of staff time to prepare the information, the request will go to the full board for consensus.

4. Asking questions about the agenda

- Board members will contact **superintendent** with questions about agenda items or supporting materials at least **48 hours** before the scheduled board meeting.

Point to Consider

Board members understand that even if they ask questions **prior** to the meeting, they have a right to ask those questions **at** the meeting as well

5. Requests for additional information

- Board members will receive the same information. One member's request for additional information results in all members receiving or having the same access to the information.

- b. If a board member's request for information is estimated to take more than 30 minutes of staff time to prepare the information, the request will go to the full board for consensus.

6. Preparation

- a. Board members will receive board packets and supporting documentation on Friday before the scheduled board meeting.
- b. Board members will read all board packets and supporting documentation before the board meeting.

During the Meeting

7. Consent Agenda

- a. How is the consent agenda used? Consent agenda is used so that many routine items can be voted on with one vote instead of numerous separate votes.
- b. Can items be pulled off of the consent agenda? What is your process? If an item is pulled from the consent agenda, that item will be voted on separately, while the remaining items will be voted on as usual.

8. Conducting closed sessions

- a. Board members respect the confidentiality of privileged information and will not divulge conversations, discussions, or deliberations that take place during a closed session meeting.
- b. Board members understand that divulging closed session information not only damages the relationship of the team, but has the potential for far reaching consequences which may impact district operations.

9. Public Participation at Board Meetings

- a. We understand that board meetings are a meeting of the board held in public, not open-forum town-hall meetings.
- b. Each speaker will be limited to 3 minutes.
- c. Procedures for public comment will be clear and available at the meeting site.
- d. The board president will welcome any guests and review the public comment procedures.

10. Board Member Participation

- a. Board members have an obligation to express their opinions and respect others' opinions.
- b. Board members will model the behaviors expected of students, staff, and community members.
- c. Members will listen respectfully to each other and staff (no side conversations).
- d. Board members will speak professionally and keep discussions at board meetings relevant and focused.

After the Meeting

11. Decisions of the Board

- a. Majority of board decisions will be supported by all board members, prevailing or not, while allowing for individual perspectives.

12. Direction to the Superintendent

- a. Board members understand the importance of speaking with one clear voice to the superintendent.
- b. Direction will only be given to the Superintendent at board meetings when the majority of the board agrees to give that direction.

Board/ Community Relations

13. Communicating with the media

- a. The board president serves as the spokesperson for the Board with the media.
- b. The superintendent serves as the spokesperson for the district with the media.

14. Visiting the campus(es)

- a. In their capacity as a board member, a board member desiring to visit a campus(es) should contact the Superintendent in advance.
- b. Board members wishing to visit a school in official Board capacity shall follow all district and campus guidelines for visit. During these visits, board members will not evaluate staff or give any direction to staff or students.
- c. Board members are encouraged to attend school events (sporting events, fine arts events, community events) *as a spectator* as their time permits.

15. Responding to suggestions and concerns

GENERAL

- a. When hearing a concern or complaint from a community member or staff member, board members will listen carefully, remembering they are only hearing one side of the story.
- b. Board members will direct a community member or staff member with a concern to the most appropriate person in the district to help them resolve their concern. (chain of command)
- c. Board members will clarify that one board member has no individual authority to fix a problem.
- d. If necessary, board members will communicate the issue to the Superintendent.

Board/ Superintendent Relations and Communication Expectations

16. Board members will:

- a. Receive regular communication from the Superintendent every Friday, except the Friday following the monthly board meeting, via email.
 1. Board members will be notified via text as soon as possible for:
 - (a.) School emergency (lockdown, fire, etc.)

- (b.) Bus accident
 - (c.) Student emergency (arrest, serious injury, death)
 - (d.) Staff emergency (arrest, serious injury, death)
 - b. Receive regular monthly expenditure reports.
 - c. Adhere to the Open Meetings Act.
- 17. Regarding board business, board members will filter questions through the superintendent. He or she may then instruct board members to communicate with other staff.**
- 18. The superintendent, staff, and board members will treat each other with mutual professional respect.**
- 19. Reasonable requests for additional information will be satisfied in a timely manner.**
- 20. No Surprises**
- a. There will be no surprises. No one gets surprised at any time – in the meeting or between meetings.
- 21. Board members communication**
- a. Board members will be judicious in their use of email and understand that emails and texts related to board business are subject to the Freedom of Information Act and as such can be made public.
 - b. In compliance with the Open Meetings Act, board members will not “reply all” to any district emails.
 - c. Board members will not email other board members stating their thoughts or opinions.

Social Media

22. Social Media

- a. Board members recognize that while we may be giving our individual opinion or stating a fact on social media, it has the potential to impact the entire board.
- b. When promoting official district business and activities, personal use of social media should be limited to directly sharing links from the district media platforms, without personal editorial or opinion.
- c. Board members will not post rebuttals/responses/corrections to district-related social media posts.