

**Gavin SD 37**  
**School Board Agreements**  
(Adopted – August 23, 2016)

**1. Agenda development**

- a. Board members who wish to have an item placed on the agenda will contact the Board President.
- b. Prior to the board meeting, the Board President will confer with Superintendent on the agenda.

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

- a. Whenever possible, board members will contact the Superintendent with any questions on the agenda prior to the board meeting.
- b. When emailing the business manager with questions, board members will “cc” the superintendent.
- c. Board members will “cc” the board president on all questions emailed to the superintendent and/or the business manager.
- d. Board members understand that although they are asking the question(s) prior to the meeting, they have a right to ask the question(s) at the meeting as well.

**3. Board members’ communication via email**

- a. Board members will be judicious in their use of email and understand that most emails 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 email.
- c. Board members will not email other board members stating their thoughts or opinions.

**4. Communicating with staff**

- a. Board members will communicate directly only with the superintendent and/or business manager.
- b. Board members will treat all staff members with respect.
- c. Board members communicating with other staff in their role as parents will remember the neon sign that reads “BOARD MEMBER” and will not overstep their parent role.

**5. Visiting campuses**

- a. Board members planning on visiting a school (as a board member) will call the superintendent prior to their visit.

6. **Concerns from the community and staff (“Customer” concerns)**
  - a. When hearing a concern 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 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 handling concerns in this manner will clarify that one board member has no individual authority to fix a problem.
  - d. Board members will call the superintendent if they think this is an issue of concern.
  
7. **Communicating with the media**
  - a. The School Board President is the spokesperson for the board to the media.
  - b. The Superintendent is the spokesperson for the district.
  
8. **Closed session meetings**
  - 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 to divulge closed session information not only damages the relationship of the team, but has the potential for far reaching consequences which may impact future district operations.
  
9. **Speaking with one voice**
  - a. Board members understand the importance of speaking with one clear voice to both the superintendent and the community.
  - b. 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.
  - c. No individual board member other than the board president, per board policy, has the authority to act or speak on behalf of the board without the consent of the board.
  
10. **Board member request for information**
  - a. Individual board members will self-monitor to ensure one person's request for information does not divert an inappropriate amount of time from staff efforts to achieve district goals.
  - b. If one board member's request 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.
  - c. One member's request for additional information results in all members receiving or having the same access to the information. (“One gets, all gets.”)
  
11. **No Surprises**
  - a. No one (superintendent or board members) gets surprised at any time – in the meeting or between meetings.
  - b. The truth of no surprises is respect for all participants and the process.
  - c. Board members will inform superintendent immediately if they see anything of concern on social media.

**12. Board meetings**

- a. Only the School Board President will respond to public comment during the meeting.
- b. Board members will model the behaviors expected of students, staff, and community members.
- c. Issues, not people, will be attacked during meetings.
- d. Members will listen respectfully to each other and staff (no side conversations).
- e. Board members have an obligation to express their opinions and respect others' opinions.