

**Antioch CCSD 34**  
**Board Agreements**  
**July 11, 2017**

**Unity of Purpose**

We affirm the unique role of public education, whereby each community collectively pools its resources for the common good through the education of its students. Therefore, we seek to uphold and improve public education for our community.

- We build trust and move the district forward.
- We are an effective team.
- We understand our individual jobs and collective responsibilities.
- We are a team with a common, focused direction.
- We create a district culture that supports positive change.
- We maintain a positive district culture regardless of board member or staff turnover.

*Please refer to the PRESS Policy Reference Manual:*

*2:20 Powers and Duties of the School Board*

*2:80-E Board member Code of Conduct*

**Concerns from the community and staff (“Customer” concerns)**

- Board members will listen carefully, remembering they are only hearing one side of the story.
- 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.
- Board members handling concerns in this manner will clarify that one board member has no individual authority to fix a problem.
- Board members will call the superintendent if they think this is an issue of concern.

**Abiding by the majority decisions of the board**

- Board members have an obligation to express their opinions and respect others’ opinions.
- Board members understand the importance of speaking with one clear voice to both the superintendent and the community.
- 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.
- No individual board member other than the board president has the authority to act or speak on behalf of the board without the consent of the board.

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#### **Asking questions about items on upcoming meeting agendas**

- Whenever possible, board members will contact the superintendent and cc the board president with any questions on the agenda prior to the board meeting.
- 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.

#### **No Surprises**

- No one (superintendent or board members) gets surprised at any time – in the meeting or between meetings.
- The truth of no surprises is respect for all participants and the process.

#### **Use of email/texts**

- Board members will be judicious in their use of email and texts during a board meeting, and understand that most emails and texts are subject to the Freedom of Information Act and as such can be made public.
- In compliance with the Open Meetings Act, Board members will not “reply to all” to any district email.
- Board members will not email other board members stating their thoughts or opinions. (See policy 2:140)
- Board members receiving email from constituents may choose to reply or not. If they reply, they will thank the sender for the email and explain that this email reply has been “cc’d” to the superintendent who will respond to the email and “cc” the board members. The board president will also be “cc’d” on the email. The superintendent will follow up in his weekly update with a resolution of the email.
- If the board president has received an email, she will cc the email to the board members with her response.

#### **Closed session meetings**

- Board members respect the confidentiality of privileged information and will not divulge conversations, discussions, or deliberations that take place during a closed session meeting.
- 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.

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#### **Board member request for information**

- 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.
- If one board member's request is estimated to take more than 20 minutes of staff time to prepare the information, the request may go to the full board for consensus.
- One member's request for additional information results in all members receiving or having the same access to the information. ("One gets, all gets.")

#### **Board member behavior**

- When a board member is operating out of his/her role as a board member:
  - The board president or a fellow board member may address the issue in private and without fear of recrimination.

#### **Board meeting protocol**

- The board will be consistent in upholding its policies.
- During a roll call vote, the order of voting will rotate

#### **Visiting campuses**

- Board members who plan on visiting a school in their role as a board member will call the superintendent prior to their visit.

#### **Behavioral Expectations**

- Start with the common belief that everyone has good intentions.
- Create a safe environment for the productive exchange of ideas.
- Sincerely listen and seek to understand the viewpoints of others.
- Solve problems through a collaborative process where all participants support the decision and actively work toward its implementation.