

SPRING VALLEY C.C.S.D. 99  
BOARD WORKING AGREEMENTS  
Adopted April 2025

This document reflects the Board of Education's ongoing discussions in regards to memorialize successful past practices and to continue a culture of effective board governance. The Board and the Superintendent constitute a leadership team with all working toward effective governance, responsible management, supportive interaction, respectful communication, and establishment of clear direction.

**Section I: Role and Responsibilities**

1. Identify community values and stakeholder expectations
2. Clarify the district direction and goals through a strategic plan
3. Adopt, approve, and ensure implementation of policies
4. Operate openly within the framework of the Board meetings. Limit closed session time
5. Encourage collective decision-making and respect diverse viewpoints
6. Determine how to measure goals and what information is required for understandable reporting
7. Adopt formal procedures to monitor and evaluate district programs
8. Use monitoring parameters and financial performance guidelines to budget for district spending and revenue
9. Respect/understand the differences between the roles of Board Members and the Superintendent
10. Provide opportunities for our community (parents, staff, students, tax payers) involvement
11. When a Board member is a district parent, they will interact with staff, like any other parent. Staff will view them as a Board member first. The role of Board member will remain completely separate from the role of a parent.

**Section II: Working Agreements & Communication**

1. The Board of Education is a group of seven equal members
2. The Superintendent is accountable to the full Board, not to individual members. Direction to the Superintendent is only given at a Board of Education meeting and when a majority of the Board agrees to give direction.
3. All board of Education members will respect the difference between the Board members and between Board and Superintendent/staff roles.
4. The Board oversees one employee, the Superintendent. The Board does not direct or oversee other district staff.
5. Expectations for the Superintendent should be clear and concise.
6. The Superintendent will share and support leadership with all individual Board of Education members.
7. When individual Board Members request information, email the Superintendent and copy the Board President. A response will be provided to all Board members.
8. Board members who have items for the agenda will email the Superintendent and the Board president, six-days prior to the Board meeting. If the request is difficult to prepare, the Superintendent may place the request as a discussion item on the following meeting agenda.
9. When possible, any requests on information contained in a Board packet should be made prior to a meeting to allow staff time to prepare an answer. If requests are not made in advance, questions may not be answered. In this event the superintendent will facilitate a response after the meeting in a timely manner
10. Board members will include the Superintendent in any pertinent conversations or questions with district staff by copying the Superintendent in the email.
11. If decorum is not maintained during a meeting, the Board President will attempt to reestablish decorum using the gavel to quiet all present, move to the next agenda item, or call for a recess. If Board discussions are not exhibiting respectful behavior, any Board member may make a motion for a recess.
12. External Correspondence
  - a) When the Board is contacted (ex.: in person, via email, social media, etc...), the Board President will respond to the individual. Individual Board members may reply to the individual to acknowledge the inquiry; however, they should not respond to the content of the inquiry.
  - b) When the Board and the Superintendent are contacted, the Superintendent will respond to the individual. Individual Board members may reply to the individual to acknowledge the inquiry; however, they should not respond to the content of the inquiry.
  - c) When the Superintendent receives an external communication regarding a specific Board member, the Superintendent will contact that Board member for clarification of the issue before any further action.
  - d) If a Board member feels an inquiry or comment received (or observed) from any communication medium (email, social media, etc.) requires a response, an email should be sent to the superintendent with a copy to the Board president making them aware of the issue. It will be the responsibility of the superintendent to determine a response.
13. When a board member wished to visit a school, the Superintendent should be notified in advance. Members are encouraged to attend school events.

14. A comprehensive email update from the Superintendent to the Board is share via email on a weekly basis. The Superintendent will send an immediate text or email in emergency or urgent situations.
15. The Board will receive meeting packets 5-days prior to a meeting.
16. The Board president or the superintendent is the designated liaison to the Board attorney, depending on the issue. In the president's absence the vice-president assumes this responsibility. All questions for the board attorney should be collected the liaison. The attorney's response will be shared with all board members.
17. Board members will use only their District email account when communicating on District business.
  - a) Most electronic communication is subject to the Freedom of Information Act and 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 or text other members thoughts or opinions on any school business.
  - d) Board members will not post online rebuttals/responses/corrections to district-related social media posts. Members may only post general district items on their personal sites.

### **Section III: Individual Board Member Expectations & Relationships**

1. All board members are to be respectful of each other. Each brings a different expertise and has good intentions.
2. Demonstrate professionalism and responsible behavior including appropriate body language, facial expressions and tone of voice. Sincerely listen to understand the viewpoints of others.
3. Attend meetings well prepared for district business. Visit BoardBook and look over packet.
4. Solve issues through collaboration. Members retain the right to seek change ethically and constructively. Members may disagree with a decision, yet will support the board's decision by abiding by the will of the majority.

### **Section IV: Working Together the Superintendent and all Members of the Board**

1. The Board Employs and evaluates only the superintendent . Hold them accountable for district performance and compliance with board policies.
2. Board members must act in the best interest of all students and stakeholders.
3. Respect the confidentiality of the closed session.
4. Build trust through open and honest communication.
5. Board members will contact the superintendent if they believe there is an urgent matter.
6. Board members may email or text superintendent after regular business hours; however, there is no expectation that the superintendent will respond until business hours resume.
7. Direct the superintendent to speak on behalf of the District for media requests.
8. Redirect a concerned parent or community member to the following chain of command; teacher, principal, Superintendent. Community members may also address the Board of Education during the agenda item "Public Comment" during a Board of Education meeting.
9. The board does not interact with the public during the Public Comments portion of the meeting. The Board president will notify the individual making comments of the Board's approach. If further clarification is needed the board president will direct the speaker to the superintendent.
10. Inform the superintendent via email or phone call if a Board member is aware of any individual(s) planning to address the Board of Education at a meeting.
11. There will be no surprises. Respect all participants and the established processes.

### **Section V: Board of Education Meeting Protocols**

1. Robert's Rules of order will be observed as a guide to facilitate Board of Education meetings.
2. The Board will encourage community involvement by allowing staff and community members to speak at a designated time during the meeting.
3. All persons attending the meeting will be treated fairly and equally.
4. When someone speaks to the Board, members will listen carefully and then direct the Superintendent to help or further direct him/her to the appropriate person, if needed.
5. During discussions the President directs conversations so all have equitable opportunity to speak and be heard.
6. Members will wait to speak until others have finished speaking. No side discussions while others are speaking. Refrain from cellphone use. The president will call on members with raised hands, to determine the order.
7. Make best efforts to stay on topic and encourage fellow board members to do so.
8. Policies and protocols related to board meetings will be reviewed and revised as needed but at least annually.