

# Board/Superintendent Communication Expectations

## THIS BOARD EXPECTS:

1. That board members will redirect inquiries from CCS staff members and stakeholders to the superintendent, and the superintendent will keep the board informed of subsequent follow-up
2. A regular communication from the superintendent on a monthly basis.
3. To be notified via email and phone (if necessary) as soon as possible for:
  1. School emergency (lock down, fire, etc.)
  2. Student emergency (arrest, injury, death, etc.)
  3. Staff emergency (arrest, injury, death, etc.)
  4. To receive board documents, via Board Notes, the Wednesday before the scheduled board meeting.
4. That all board members will receive the same information:
  1. One member's request for additional information results in all members receiving or having the same access to the information.
  2. Special communications are done for all board members.
  3. That board members will treat each other and staff with respect.
5. That the superintendent and staff will treat all board members with respect.
6. That reasonable requests for additional information will be satisfied in a timely manner.
7. No surprises!

One knows;  
All know

## THIS SUPERINTENDENT EXPECTS:

1. That board members will inform the superintendent when they are visiting the schools.
2. That requests for additions to the agenda will be received at least seven (7) days before the meeting.
3. That direction is given when a majority of the board\* votes to give direction, or when there is a clear consensus from the board directing the superintendent.
4. That board members will be respectful toward staff and be respectful of staff's time.
5. That board members will read all supporting documentation before the board meeting.
6. That board members will contact Superintendent or Board President with questions about agenda items or supporting materials by noon, Friday, after they receive Board Notes.
7. No surprises!

**\*Majority is defined as 3 or more board members**