

Protocols for Board/Superintendent Communication

As a team, the Board and Superintendent, we recognize the importance of clear, transparent and timely communication. In accordance with Michigan School Code 380.1229 and CSPA Board Policy 1210, the Board of Education employs the superintendent as the chief executive officer and is responsible for “development, supervision, and operation of the school program and facilities.” We recognize that the superintendent is the only employee of the district who reports to seven board members. It is expected the superintendent provide necessary information to the board as requested following the outlined protocol:

Data to Support Communication Protocol:

On **February 11, 2019**, the Board and superintendent outlined communication priorities and protocols. The below plan highlights and codifies agreed-upon communication commitments:

Superintendent to Board of Education

The superintendent is committing to the following communication protocols:

1. No surprises (if some issue/items surfaces, the superintendent will make every effort to inform the Board)
2. Monthly board meetings
3. Biannual governance team retreats/work sessions (committee of the whole)
4. Biannual superintendent/board member one-on-one interview to gage progress
5. Weekly written updates
6. Electronic communications in a timely manner when items of importance arise
7. Phone calls on urgent items
8. Responses to board member’s questions (response to all members)
9. All media calls filtered through superintendent’s office (if press calls a board member, a note is sent to President/Superintendent then out to all board members)
10. Planning meetings and/or agendas with Board President’s input and approval
11. If a concern arises around communication protocols, the superintendent will work with the board member and/or president

Monitoring of Success:

Monthly check in (informally) with board members. If necessary, standing board agenda item to review progress and success of communication protocols.

Board of Education Members to Superintendent

Board of Education members are committing to the following communication protocols:

1. No surprises (if some issue/item surfaces, the board members will call, email or text the superintendent)
2. Communication will be directed to the superintendent and if information is requested, the superintendent will engage support staff
3. A reasonable amount of time will be given to process questions and responses (depending on the question and request, 1-3 business days). Every effort will be made to process the request as soon as possible
4. Only board items acted upon and passed with a majority of the board reflect the work of CSPA and provide staff with board direction. Dialogue and discussion that occur during board of education meeting time should not be considered the will of the board.
5. On board matters, the Board President serves as the spokesperson for the board.
6. Abstention from a vote will follow Michigan School Code 380.1203 Conflict of Interest law.
7. Board members agree that they represent constituents and refer any questions/concerns they hear to the superintendent to address and provide follow-up.
8. Committed to maintaining fidelity to fellow board members, CSPA board policies and governance team standards will be followed when communicating with constituents, staff and media.

Monitoring of success:

Monthly check in (informally) with board members and superintendent. If necessary, standing board agenda items to review progress and success of communication protocols.