

Hinsdale THSD 86

Board Protocols

Revised December 15, 2022

Unity of purpose

We affirm the unique role of public education, whereby our 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 want to build trust and move the district forward.

We want to become an effective team.

We want to understand our individual jobs and collective responsibilities.

We want to be a team with a common, focused direction.

We want to create a district culture that supports positive change.

We want to perpetuate a positive district culture that survives in the face of board member and staff turnover.

[2:20 Powers and Duties of the Board of Education; Indemnification](#)

[2:80 Board Member Oath and Conduct](#)

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.
 - The board president will be copied on the request.
- 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 as a future agenda item.
- One member's request for additional information results in all members receiving or having the same access to the information. ("One gets, all get.")
 - If three or more board members ask questions on the same topic to the administration, the answers will be aggregated and shared with the full board by the superintendent.
- If board members receive new and / or valuable information that they determine the whole board would benefit to know, they will appropriately email all board members directly, noting that they should not "reply all" with feedback.

[2:130 Board-Superintendent Relationship](#)

[2:140 Communications To and From the Board](#)

Asking questions about items on upcoming meeting agendas

- Board members will contact the superintendent with any questions on the agenda prior to the board meeting.
 - If three or more board members ask questions on the same topic to the administration, the answers will be aggregated and shared with the full board by the superintendent.
- 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.

Concerns from the community and staff ("Customer" concerns)

- Board members will listen carefully, remembering they are only hearing one perspective 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 inform the superintendent if they think this is an issue of concern.

[2:140 Communications To and From the Board](#)

[2:260 Uniform Grievance Procedure](#)

[2:230 Public Participation at Board of Education Meetings and Petitions to the Board](#)

[3:30 Chain of Command](#)

[3:30 E - District Administration Organizational Chart](#)

Meetings of the Board

- Board meetings are meetings of the board held in public, not open-forum town-hall meetings. Board members will not engage the public during public comment.
- The Board President will explain the process and cite policy relating to public comment.
- We will keep this in mind as we conduct our meetings, allowing the public to provide input at the time allotted on the agenda to ensure the multiple voices of the community inform board deliberations.
- When the board deliberates, it will be a time for the board to listen and learn from each other, taking the public input into consideration; not a time to re-engage with the public.
- We will consistently abide by our formal processes relating to this issue so that all persons are treated fairly and equally.
- We will review our policies relating to board meeting management (e.g., time limits on input from members of the public), revising or re-affirming them as appropriate.

[2:200 Types of Board of Education Meetings](#)

[2:220 Board of Education Meeting Procedure](#)

Meeting efficiency

- It is the board president's role to facilitate the meeting.
- If the president feels that the discussion is becoming repetitive or lengthy, they will suggest, subject to board approval, a time limit in which to end the discussion.
- Once the time limit has been reached, they will confirm the desire of the board to either continue the discussion or to move to the next agenda item.

Abiding by majority decisions

- Board members are encouraged 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.
- The superintendent is accountable only to the full board of education.
- 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.

[2:80 Board Member Oath and Conduct](#)

Communicating with staff

- In keeping with [Foundational Principle #3](#), The Board Employs a Superintendent, board members will communicate directly only with the superintendent except when acting in their role as a parent.

Visiting campuses

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

Email

- Board members will use their district email address when conducting district business.
- Email directed to the Board as a whole will have an auto-generated response.
- Board members understand that when they respond to an email they do not speak for the Board.
- Emails sent to boe@hinsdale86.org will automatically be forwarded to all seven current board members and copied to the superintendent and director of communications. Emails containing the term "FOIA" will automatically be forwarded to the district's FOIA officer. The board recording secretary owns and has access to the boe@hinsdale86.org gmail account.