

Higley Unified School District Governing Board, Superintendent and District Administration Communication Protocols

HUSD Governing Board and Superintendency Communication Agreements:

Beginning in 2021, the HUSD Governing Board, HUSD Superintendent, and cabinet leadership team met to create the communication practices, which were reviewed and revised in 2024. Together they discussed and outlined the working relationship and clarified the expectations for the team. This summary is an outline of the process and protocols and will serve as a working document for the understanding of these procedures going forward.

HUSD Meeting Norms:

In HUSD we conduct our meetings in a professional, collegial, and respectful atmosphere. The Governing Board and all district administration will hold themselves to the following expectations:

- Be on time.
- Be present and participate.
- Silence cell phones and if emergency calls need to be taken leave the room.
- Avoid personal use of electronic devices during board meetings.
- Listen attentively with openness and respect for those speaking.
- Voice concerns as we go, being real and authentic with others in a respectful way.



Governing Board and Superintendent Communications

Shared Agreements:

- The superintendent and board members will treat each other and staff with respect.
- Superintendent will acknowledge receipt of feedback shared by board members.
- Superintendent will respect and acknowledge the perspective of board members as representatives of the community.
- Board members will direct questions or concerns to the superintendent.
- Board members will remain impartial and share both positive and negative feedback about the district with the superintendent.
- Board members will adhere to Board Policy KE and KEB and refer questions and concerns to the superintendent.
- Board members and staff will maintain strict confidentiality in all matters discussed in executive session; matters for which confidentiality has been granted by statutes, federal or state regulations, case law or policy, including but not limited to student records and discipline of individual students, private personnel information and privileged information that could cost the District money, support or public confidence. (Board Policy BBA).
- Board members and the superintendent will serve as ambassadors for their district, emphasizing the positive aspects of the district.
- The Governing Board secretary or superintendent will let Board members know about upcoming events.
- Board members are encouraged to attend as many school events (sporting events, fine arts events, community events) as a spectator as their time permits.
- Board members wishing to visit a school will work with the Governing Board secretary regarding the best time to visit and will be expected to follow all campus guidelines for visitors.
- All communication with the news media for the purposes of seeking or arranging news coverage, providing official statements on behalf the district, or responding to requests from the news media shall be channeled through the office of the superintendent. (Board Policy KDDA)

Governing Board/Superintendent Roles and Responsibilities

GOVERNING BOARD	SUPERINTENDENT
Sets the Direction <ul style="list-style-type: none"> • Vision, Mission, Goals/Initiatives 	Executes the Direction <ul style="list-style-type: none"> • Accomplishes goals
Establishes the Structure <ul style="list-style-type: none"> • Approves policy • Reviews procedures 	Implements Structure <ul style="list-style-type: none"> • Policy development and recommendations • Writes and implements procedures and guidelines
Provides Support <ul style="list-style-type: none"> • Approves a budget that supports goals • Approves staffing to support goals 	Operationalizes Support <ul style="list-style-type: none"> • Develops a budget to support goals • Hires staff to accomplish goals
Ensures Accountability <ul style="list-style-type: none"> • Regularly reviews budget vs. actual expenses • Reviews academic performance 	Monitors Accountability <ul style="list-style-type: none"> • Adjusts to meet operational and academic district goals • Responsible for district performance
Act as Community Leaders <ul style="list-style-type: none"> • Communicates and advocates in support of the district within the community • Provides feedback to the superintendent 	Serves as Leader of the District <ul style="list-style-type: none"> • Maintains communication internally with staff and externally with community leaders
<ul style="list-style-type: none"> • Hiring/Evaluation of Superintendent 	<ul style="list-style-type: none"> • Recommends hiring of district staff

Communication Protocols

1. The Governing Board will receive the following communications from the superintendent.
 - a. Daily: text messages and/or emails on emergencies or important updates
 - b. Weekly: status reports (unless there is a holiday break)
2. If board members plan to attend community meetings as a board member, the superintendent's office should be notified.
3. Questions from the community regarding district operations, emergency communication and/or concerns or feedback received should be directed to Superintendent and/or the Board Secretary. (Policy KE and KEB)
4. Individual board members can confirm with the superintendent that complaints are addressed.
5. The Superintendent will notify the Governing Board in the event of an emergency within the district as soon as possible.
6. Have access to the same information:
 - a. Board meeting packets and supporting documentation prior to meetings (usually at least five days prior to a scheduled meeting).
 - b. One member's request for additional information results in all members receiving or having the same access to the information, this includes legal advice.
 - c. Special communications are provided to all board members.

Board Meeting Preparation and Processes

Current Board Agenda Items

1. The Board president will meet with the superintendent approximately seven (7) days in advance of the meeting to review and approve the draft agenda.
2. The Board meeting agenda will be shared with the Governing Board per Board Policy BEDBA.
 - a. Board members will call or email the Governing Board secretary with questions about agenda items or supporting materials before the scheduled board meeting.
 - i. Any questions received will be collected and answered in writing and will be shared with the whole Board prior to the scheduled Governing Board meeting when time permits.

- ii. Questions and answers will also be posted on the website for the public.
 - iii. Any board member may ask to have an item pulled from the consent agenda to allow for discussion or individual consideration. The board members will notify the superintendent in advance of the meeting of the intent to pull an item from the consent agenda and what additional information may be required. Pulled consent items will be moved to action items for discussion and a roll call vote.
3. Board members will come to the meeting prepared to discuss items on the agenda.

Board Meeting Protocols

1. The board president will ensure that only one person speaks at a time and that each member has an equal opportunity to participate.
2. Board members will model the behaviors expected of students, staff and community members.
3. Procedures for public comment are clear and available at the meeting site.
4. Board members' responses to public comment should comply with Board Policy BEDH and the Open Meeting Law.
5. The superintendent will provide clarifying information to board member questions.
6. Issues, not people, will be discussed during meetings.
7. Board members will listen respectfully to each other and staff and will not engage in sidebar conversations.
8. Superintendent, Governing Board secretary, and all Board members have the responsibility to comply with Open Meeting Law.
 - a. Members will use "point of order" to interrupt and to return the focus to the agenda.
9. Members will refrain from making long, unnecessary speeches, that do not move the discussion forward.
10. All board members are afforded the opportunity to request future agenda items.
 - a. Future agenda items should move the district forward and be relevant to the priorities of the district as a whole. When requesting future agenda items board members will consider the following:
 - i. Is the item to celebrate a success?
 - ii. Is the item a policy decision?
 - iii. Is the item something that requires board action?
 - iv. Is the item needed to ensure accountability?

- b. Requested future agenda items will be made during a board meeting or directly to the Superintendent or Board President.
- c. Requested future items that the superintendent expects will take significant time or resources can be referred to the whole board who will vote on whether to pursue the request.

After Board Meeting Protocols

1. Board members and staff should support (not undermine) the decision of the board.
2. Board members and staff will abide by confidentiality laws of executive sessions.
3. The superintendent will ensure that all documents, records, reports, etc., are processed and maintained in accordance with applicable laws, regulations, policies, etc.