Golf School District 67
LEARNING TODAY... LEADING TOMORROW

Board and Superintendent Expectations & Protocols

At Golf School District 67, we are dedicated to creating an educational environment that empowers our students for lifelong success. Our Strategic Plan serves as a roadmap to achieve this vision, focusing on key areas such as curriculum enhancement, community engagement, and infrastructure improvement. By aligning our goals with the needs of our students, parents, and community members, we strive to create a dynamic and supportive learning environment that fosters excellence and innovation.

Mission Statement

We embrace being a diverse community of learners who are dedicated to building an inclusive environment focused on Growth, Equity, and Success to inspire Global citizenship.

Core Values

- District 67 is an inclusive community that promotes equity, embraces diversity, and enhances learning.
- We offer the potential for all students to achieve high levels of academic and social-emotional growth.
- Our district creates a nurturing learning environment that respects the rights and dignity of all of its students and staff.
- District 67 has dedicated and passionate staff who inspire high-quality teaching and learning.
- We creatively utilize resources to ensure fiscal responsibility.

Our Pillars

Growth

Promoting a culture of learning and growth

Unity

Giving all students what they need and when they need it

Global Citizenship

Preparing students to be contributors and leaders in our global society

Stewardship

Maintaining the fiscal health of the district for long-term sustainability

About the Board of Educaiton

The Board of Education is the policy and decision-making body for the District. Members are community members serving an elected term. The school board is responsible for hiring and evaluating the superintendent.

Board of Education members exemplify citizen ownership and decision-making in the schools. They volunteer hundreds of hours and an immeasurable amount of energy to ensure that schools provide the best education for their students.

By employing the Superintendent to provide professional expertise in the day-to-day operations of the district, the Superintendent collaborates with the Board of Education to develop an effective governance and leadership team, serving as the chief administrative officer for our district. Board members are representatives of the people, elected to govern the school district and entrusted to ensure our schools educate our students in a way that allows each to realize their full potential, and responsibly allocate our resources with the long-term fiscal health of the district as a priority.

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This document was approved during the November 13, 2025, Regular Board Meeting.

I. Communication and Information Flow

This category covers how information is shared between the superintendent, the board, and the community to ensure transparency and timely awareness.

Protocol/Expectation	Detail
Regular Communication	Superintendent to provide regular weekly email communication to the board (except the week of a board meeting). The Board expects the Superintendent to keep them fully informed through open and honest communication.
Emergency Notification	Board to be notified by text or phone or email as soon as possible for school/bus accidents, or student/staff emergencies (lockdown, injury, arrest, death).
Board Packet Timing	Board packets and supporting documentation to be received five days before the scheduled board meeting.
"No Surprises" Rule	No one (superintendent or board member) should be surprised at any time—in or between meetings. This is framed as a matter of respect for all participants and the process.
Information Equity ("One Gets, All Get")	All board members must receive the same information. Any request for additional information by one member results in all members receiving it or having equal access.
Board Member Requests for Info	Individual board members should self-monitor to ensure their requests don't divert excessive staff time. If a request is significant, the superintendent will consult with the Board President about the request. They may decide to bring the request to the board for consensus before proceeding.
Board Member Pre-Meeting Questions	Board members should call or email the superintendent with questions about agenda items at least 48 hours before the meeting, whenever possible. They retain the right to ask the question at the meeting, acknowledging it may require a subsequent answer.
Board Member Reading	Board members are expected to read all board packets and supporting documentation before the meeting.

II. Board Meetings and Deliberation

These protocols focus on the structure, conduct, and preparation for official board meetings.

Protocol/Expectation	Detail
Deliberation Perception	To combat the perception that discussion doesn't happen, board members may state appreciation for information provided instead of just asking clarifying questions. The Board President may also connect an action item to a prior meeting's discussion.
Meetings in Public	The Board of Education meetings are meetings in public, not public meetings. It is not the Board's practice to engage with the public during meetings.
Written Statements (Spokesperson)	The Board President, as spokesperson, and the superintendent draft statements. It was suggested the drafts of these statements be sent to the board for timely feedback as appropriate.
Consent Agenda	A Consent Agenda includes items that are routinely approved by the Board with a single motion, such as: minutes, destruction of closed session recordings, employment matters, and financial reports. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the Consent Agenda at the request of any board member. Those items will be discussed later in the meeting.
Agenda Additions	Requests for agenda additions go to the Board President and/or Superintendent **at least four days** before the meeting. The board as a whole must agree to place an item on a future agenda before significant staff time is expended.
Closed Session	Board members must stay within the parameters of the Open Meetings Act and the permitted exception identified in the motion. **Confidentiality** of all closed session discussions must be maintained.

III. Public Interaction and Community Concerns

This section addresses the board's protocol for engaging with the public, both at meetings and via direct communication.

Protocol / Expectation	Detail
Public Participation at Meetings	The Board President will give an opening statement on how public comment is handled. The board must follow **Policy 2:230** (Public Participation) and **Policy 8:30** (Visitors). The **chain of command** should be shared, and a policy/handout provided. Remember: it's a board meeting held in public, not a public meeting.
Handling Community/Staff Concerns	Board members will **listen carefully** (knowing they're only hearing one side) and then direct the person to the appropriate district personnel via the **Chain of Command**. Clarify that a single board member has no individual authority to fix a problem. The board member should call the superintendent if they think it's a significant concern.
Responding to Community Email	Board members should use a generic response, copy the superintendent, and forward the email to them (e.g., "Thank you for your email. I have included the superintendent in this response as she is the best person to assist you...").
Visiting Schools	Board members must call the superintendent **prior** to visiting a school in their capacity as a board member.
Official Spokespersons	The **Board President** is the spokesperson for the board to the media (per policy). The **Superintendent** is the spokesperson for the district.

IV. Board Conduct and Governance

These protocols define the internal working relationship, adherence to board decisions, and professional behavior.

Protocol	Detail
Speaking With One Voice	Board members must ultimately **support the decision of the majority** and speak with one clear voice to the community and the superintendent, even if they personally disagree. No single board member has authority to act or speak for the board without its consent.
Open and Honest Communication	Board members should model open, honest communication that sets a standard for transparency and professionalism in the district.
Respect	Board members are expected to treat each other and staff with **respect**. The superintendent and staff are expected to treat all board members with **respect**. Board members should be respectful of staff's time. Board members should listen and direct their attention to the person who is speaking during the meeting. All board members are expected to exercise non-judgement and patience with each other as opinions are expressed.
Confidentiality	Board members recognize the importance of maintaining the confidentiality of information acquired as part of their official duties. The responsibility of the Board includes being privy to closed sessions and confidential information, that confidentiality must be maintained.
Superintendent Direction	Direction to the superintendent or staff is only given at board meetings when a **majority** of the board agrees to give that direction.
Committee Roles	Board members on committees (e.g., the referendum committee) support the process, which is led by the superintendent. Any material changes to committee roles will be reported to the board.
Professional Development	Board members will support on-going professional development and model life-long learning.

V. Email and Digital Communication

Specific guidelines for board members' use of email to ensure compliance with legal acts.

Account Use	Board members will use their **district email account** for all district emails.
Open Meetings Act Compliance	Board members **will not "reply to all"** to any district email. Board members **will not email other board members** stating their thoughts or opinions to avoid violating the Open Meetings Act.
Public Record Awareness	Board members will be **judicious** in their use of email, understanding that most emails are subject to the **Freedom of Information Act (FOIA)** and can be made public.