



Board Agreements and Protocols

Cass School District 63 Board of Education

Approved Tuesday, May 20, 2025

The following Board Agreements and Protocols were developed by the Board of Education and Superintendent as a means to memorialize successful past practices and to continue a culture of effective Board governance in Cass School District 63.

I. Roles and Responsibilities (Board Policy 2:10, 2:20, 2:80, 2:130, 3:40)

- A. Board members will respect and follow the Code of Conduct for Members of School Boards by the Illinois Association of Schools Boards, as well as the Board Member Oath and Conduct per Board Policy.
- B. Board members understand the importance of maintaining a positive Board culture and serve on the Board in support of public education and for the students in the district.
- C. Board members understand the importance of effective school governance, recognize that their collective authority is only present at a legally called meeting of the Board, and that the role of day-to-day management of the school district is the responsibility of the Superintendent and not of the Board.
- D. Board members will review all information communicated by the Superintendent and shared with the Board prior to its meetings.
- E. Board members recognize that each member has a right to speak and be heard at a legally called meeting, as well as a right to vote his or her individual conscience.
- F. Board members recognize that each member has a right to disagree with the decision of the Board but will support the Board by abiding by the will of the majority.

II. Respect for Confidentiality

- A. Board members understand that they will have access to information which requires the strictest standards of confidentiality.
- B. Board members respect the confidentiality of this privileged information and will not divulge conversations, discussions, or deliberations that take place during closed session.

III. Meeting Agenda and Related Questions (Board Policy 2:220)

- A. Prior to any specified deadline, Board members who wish to have an item placed on the agenda will contact either the Board President or the Superintendent.
- B. As needed prior to the Board meeting, the Board President and Superintendent will confer regarding the development of the agenda.
- C. Whenever possible, Board members will contact the Superintendent with any questions on the agenda or other meeting materials prior to the Board meeting.
- D. Board members understand that although they are encouraged to ask questions prior to the meeting, they retain the right to ask the questions at the meeting as well.

IV. Communication Via E-mail, Text and Electronic Communications (Board Policy 2:140)

- A. Board members will be judicious in their use of email, text and other electronic messaging, and understand that communications of this nature are subject to the Freedom of Information Act and as such can be made public.
- B. To ensure compliance with the Open Meetings Act, Board members will not "reply all" to informational communications from the Superintendent or others.
- C. Board members will not use any electronic communications to hold any discussion of any kind that could violate the Open Meetings Act, or the goal of transparency to our taxpayers and local community.
- D. The Superintendent will be the primary conduit of communication to the Board and will provide informational updates as needed between meetings of the Board.
- E. Board businesses should be discussed between members at legally called meetings.



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V. Communication with Employees (Board Policy 2:140, 8:110)

- A. The Board of Education views its "one employee" as the Superintendent and directs all communications with district employees through the Superintendent or designee.
- B. In the event an employee communicates directly with a member of the Board, unless otherwise necessary, the Board member will redirect that employee to the proper staff member or to the Superintendent.
- C. In the event a Board member is also a parent in the district, that Board member should communicate and interact with staff as appropriate for any other parent, keeping in mind that staff will view the individual as a Board member first. The role of the Board member should remain completely separate from the role of the parent.

VI. Communication with Parents and the Community (Board Policy 8:95, 8:110)

- A. When hearing a concern from a parent or community member, Board members will listen carefully, remembering they are only hearing one side of the story.
- B. Board members will direct a parent or community member to the proper staff member or to the Superintendent.
- C. If necessary, Board members hearing concerns of this nature will clarify that one Board member has no individual authority to resolve an issue.
- D. After hearing the concern, Board members will contact the Superintendent so that there is awareness of the issue within the district.

VII. Communication with the News Media (Board Policy 8:10)

- A. The Board President is the spokesperson for the Board to the media.
- B. The Superintendent is the spokesperson for the school district to the media.