Lyons Township High School
District 204 Board Norms and Protocols

Board of Education Webpage:
https://www.lths.net/board-of-education1122

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II. Emergency Contact Information:

In an emergency, if the superintendent cannot be reached, Dr. Leslie Owens, Director of Student Services (lowens@lths.net) will have the authority to make decisions in the superintendent's absence.

III. Board Norms:

An established set of mutually agreed-upon guidelines/principles that guide how participants will treat, and be with, each other in "deep dialogue."[1] A standard of social behavior typical or expected of a group.[2"]

1. Be Respectful: treat each **Board member, the Superintendent, Staff**, and all individuals with respect.
2. No intentional surprises: The intent of no intentional surprises, either in meetings or in between meetings, is reaffirming respect for all participants and the process
3. Maintain confidentiality
4. Acknowledge assumptions
5. Respect silence
6. Foster a safe space for vulnerability and learning
7. Assume positive intent
8. Be aware of and allow for the difference between impact and intent
9. Ensure that if an individual board member receives information, all Board members receive the same information (i.e., "one gets all get")

Source: *[1] The Little Book of Racial Healing, Coming to the Table for Truth-Telling, Liberation, and Transformation, Thomas Norman DeWolf, Jodie Geddes, 120 Pages, January 1, 2019. [2]Google Definition.*

IV. Board Protocols:

The official procedure or system of rules governing affairs of state or diplomatic occasions.[2]

A. General Communications Expectations and Responsibilities

Expectation	Superintendent Responsibility	Board Responsibility
1. One-to-One Communication Regarding District Business		Best practice is that board members will have discussions at the board table in open session during a regularly scheduled board meeting. However, in rare circumstances, a board member may discuss district business in person or by telephone or email **with only one other board member at a time**.
2. Use of electronic communication		Board members will be judicious in their use of electronic communication with respect to district business and understand that most electronic communication is subject to the Freedom of Information Act and as such can be made public. In compliance with the Open Meetings Act, board members will not "reply to all" to any district email.
3. Weekly Emails	Provide the Board with regular communication via weekly email updates.	Board will read regular communication from the superintendent every week via email. No action is necessary, but questions, if any, will be sent directly to the superintendent.
4. Notification of an Emergency or Serious Event	At superintendent's discretion, board will be notified via email/text as soon as possible for: ● School emergency (lockdown, fire, etc.) ● Bus accident ● Student emergency (arrest, injury, death) ● Staff emergency (arrest, injury, death)	Boards members will not reply all or respond to text message in any form.
5. Notification of an Email	Notify the Board with a text when attention is required regarding an email.	Board to review email within an appropriate timeframe and will not reply to text message.
6. General Email Communication	Superintendent will BCC board members and will include the reminder to NOT "reply all" in email communications when sending an email to the entire Board.	Individual board members will not "reply all" when responding to e-mails from the Superintendent, Board President, or other board members.
7. Non-Agenda Related Additional Information Request	In the event an individual board member requests information, the Superintendent will provide the requested information and/or response to all board members. (i.e., "one gets, all get")	Individual board members will not "reply all" when responding to e-mails from the Superintendent, Board President, or other board members.

B. Community Interactions and Communication

Expectation	Superintendent Responsibility	Board Responsibility
1. Presence / Engagement as Board Representative at Public Events or Committees	Superintendent will ensure staff properly organizes and notifies the board of community events so that all board members can attend.	At official community events, designated Board member attendees serve as ambassadors for the district, emphasizing the positive aspects of the district. Board member attendance will be limited to 2 board members when appropriate.
2. Public Facing Board Spokesperson		According to Board Policy 2:110, the Board President shall serve as, or appoint, the Board's official spokesperson to the media.
3. Managing Community Comments, Concerns, Complaints to Individual Board Members While in Public (Remember: Parent Hat / Community Member Hat vs. Board Member Hat)	Superintendent will then share with the appropriate administrator or staff member.	1. Clarify your presence at event as either a parent or community member not Board member. 2. Listen carefully, remembering you are only hearing one side of the story and ask if they have followed chain of command for their comment, concern or complaint. 3. Remind that individual Board members have no individual authority to solve problems and that appropriate chain of command should be followed. **Teacher => Principal => Superintendent** Board Members need to Discipline themselves to refer Community concerns through The chain of command 4. Notify Superintendent of complaints, issues, etc. brought to your attention.
4. Social Media		• Board members recognize that while we may be giving our individual opinion or stating a fact on social media, it has the potential to impact the entire board. • Board members will refrain from inappropriate conduct in making public statements on Facebook and social networking sites and will refrain from any disparagement of fellow board members and not undermine/criticize board decisions. • Board members will not post rebuttals/responses/corrections to district-related social media posts.

C. Preparation for Board Meetings Expectations and Responsibilities

Expectation	Superintendent Responsibility	Board Responsibility
1. Board Meeting Packets	Superintendent will email the Board the board meeting packets and supporting documentation at least three business days before the scheduled board meeting. Superintendent will provide a link to a google planning calendar in weekly updates for board members to review upcoming agenda items.	Board will receive board packets and supporting documentation three business days before the scheduled board meeting and will read all documents prior to the board meeting.
2. Consent Agenda		A consent agenda will be used for items not requiring discussion. Any board member may ask to have an item pulled from the consent agenda to allow for discussion or individual consideration. The board member will notify the Superintendent **and** Board President by 3:00pm on the day of the meeting of the intent to pull an item off the consent agenda, and/or what additional information may be required. The Superintendent will email the full board with the request and any additional context. Pulled consent items will be discussed after the consent agenda vote.
3. Questions about the Agenda / Board Packet	Superintendent will provide requested information regarding reasonable requests in a timely manner.	Board members will contact the Superintendent with questions about agenda items or supporting materials at least 24 hours before the scheduled board meeting, when possible.
4. Additions to the Agenda/ Board Packet	The Board President and/or Superintendent will query the entire board to determine the full board interest in the proposed agenda topic. If the topic is determined to be an interest of the majority of the board, the Superintendent will place the item in the planning calendar of an upcoming meeting and note this in update.	Board members may request that items be placed on future agendas by emailing the Board President and Superintendent. The majority of the Board will agree to put an item on a future agenda before significant staff time is expended.

Preparation for Board Meetings Expectations and Responsibilities - Continued

5. Additional Information Request	Superintendent will provide requested information regarding reasonable requests in a timely manner.	Board members will give the superintendent time to research clarifying questions and not spring surprises at the board meeting. 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.
6. Monthly Reports	Superintendent will send Expenditures Report prior to the 2nd Board meeting of the month.	Review regular monthly expenditure reports.

D. During the Board Meeting Expectations and Responsibilities

Expectation	Board Responsibility
1. Agenda	The board's agenda is an expression of what the board understands its work to be and how it intends to pursue that work. Typically, the agenda is a cooperative effort of the board president and superintendent. Note: Meeting agendas are available to the public per the Open Meetings Act.
2. Showing Up Prepared and On-Time	Superintendent, Staff and Board members will be on time and come to the meeting prepared to discuss items on the agenda.
3. Meeting Process / Structure	Meetings of the board are held in public but are not open-forum town-hall meetings. Cell phones will not be used during the board meeting. **Public Comment:** Time is made available at the beginning and end of the meeting. allowing the public to provide input at the time allotted on the agenda to ensure that multiple voices of the community are heard. ● The public has a right to participate in the meeting only during the designated public comment time. ● Individuals that would like to address the board must adhere to Board Policy 2:230. ● Procedures for public comment are clear and available at the meeting site. **Meeting Process:** ● The board president will welcome any guests and review the public comment procedures. ● The board president will thank the public and agree that the practice of the board is not to respond to public comment. ● The board president will ensure that only one person speaks at a time and that each member has an equal opportunity to participate. ● Board members will model the behaviors expected of students, staff, and community members. ● Members have an obligation to express their opinions and respect other opinions. ● Members will listen respectfully to each other and staff (no side conversations!). ● Members will refrain from taking a position on an issue until all relevant information is presented. ● Members will not make long, unnecessary speeches. ● Board members and staff will support and not undermine the majority decisions of the board.

E. After the Board Meeting Expectations and Responsibilities

Expectation	Superintendent Responsibility	Board Responsibility
1. Action(s) as a result of Board Meeting	Superintendent will ensure requested action is clear prior to engaging staff time.	The Board will provide direction to the Superintendent at board meetings only when a majority of the board agrees to clear direction.
2. Upholding Board Decisions	Board members, superintendent, and staff will support and not undermine the majority decisions of the board.	
3. Confidentiality of Privileged Information	Board members and staff will respect the confidentiality of privileged information and will not divulge conversations, discussions, or deliberations that take place during a closed session meeting.	

F. School Site Visits

Board members are encouraged to attend school events (sporting events, fine arts events, community events) as spectators as their time permits.

Expectation	Superintendent Responsibility	Board Responsibility
1. Attending School Events	Superintendent will inform Board of opportunities to attend school events as spectators – non-official Board Capacity	
2. Issue that Requires Administrative Follow-Up	Superintendent will follow-up with Board member on how issue was resolved/addressed.	If a board member observes an issue on a campus that needs administrative follow-up, the concerns will be communicated to the superintendent.
3. Visiting the School as a Parent of a Student	N/A	When visiting with teachers of their own children, board members will make it clear that they are acting as parents rather than board members.
4. Visiting the School in Official Board Capacity		Board members wishing to visit the school in official board capacity shall: • Discuss with the superintendent purpose (official capacity) and the best time to visit. • Respect staff time and allow staff to perform their duties. • Not evaluate staff. • Not give direction to any staff or students • Not accept gifts (other than nominal tokens) or favors from any district employee.

Signature Page

The Lyons Township High School District 204 Board of Education approved these Norms and Protocols at the January 20, 2026 Regular Action Meeting

President, Tim Albores

Vice President, Jill Beda Daniels

Secretary, Gioia Giannotti Frye

Board Member, Christine Kozelka Campbell

Board Member, Kari Dillon

Board Member Shawn Kennedy

Board Member Elias Lopez