BUILDING RELATIONSHIPS WITH TOMORROW'S LEADERS

WE ARE SD81

Schiller Park School District 81
Board Protocols

Established August 9th, 2025

1. Board member expectations

a. Board members will assume positive intent.
b. Board members will treat each other with respect and be open and honest with each other and with the superintendent.
c. Board members will speak professionally and keep discussions at board meetings relevant and focused.

2. Concerns from the community and staff

a. Board members will listen carefully, remembering they are only hearing one side of the story.
b. 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.
c. Board members handling concerns in this manner will clarify that one board member has no individual authority to fix a problem.
d. Board members will call the superintendent if they think there is an issue of concern.

3. Speaking with one voice

a. No individual board member other than the board president, per board policy, has the authority to act or speak on behalf of the board without the consent of the board.
b. Board members have an obligation to express their opinions and respect others' opinions at the board table.
c. Board members understand the importance of speaking with one clear voice to the superintendent.
d. 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.

4. Communicating with the media

a. The board president (or designee) is the spokesperson for the board to the media.
b. The superintendent (or designee) is the spokesperson for the district to the media.

5. Closed session meetings

a. Board members respect the confidentiality of privileged information and will not divulge conversations, discussions, or deliberations that take place during a closed session meeting.
b. Board members understand that to divulge closed session information not only damages the relationship of the team, but has the potential for far reaching consequences which may impact future district operations.

6. Use of electronic communication

a. 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.
b. In compliance with the Open Meetings Act, Board members will not "reply to all" to any district email.

c. A board member may discuss district business in person or by telephone or email with only one other board member at a time.

7. Social Media

a. 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.

b. When promoting official district business and activities, personal use of social media should be limited to directly sharing links from the district media platforms, without personal editorial or opinion.

c. Board members will not post rebuttals/responses/corrections to district-related social media posts.

8. Request for information

a. When an individual board member requests information, it will be provided to all board members. ("One gets, all get.")

b. 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.

9. Board meetings

a. Public Comment - We understand that board meetings are meeting of the board held in public, not open-forum town-hall meetings. 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 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 can address the board with a 3 minute time limit.
- Procedures for public comment are clear and available at the meeting site.
- The board president will welcome any guests and review the public comment procedures.
- Only the board president will respond to public comment during the meeting.
- The board president may recognize the superintendent for factual information.

10. School Visits

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

b. Board members wishing to visit a school in official Board capacity shall:

- Discuss with the superintendent purpose (official capacity) and the best time to visit
- As a courtesy, notify the building principal of your visit
- Check in with the office staff upon arrival
- Follow campus guidelines for visitors (sign in, guest badge, escort, etc.)
- 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

c. When visiting with teachers of their own children, board members will make it clear that they are acting as parents rather than board members.

d. If a board member observes an issue on a campus, the concern will be communicated to the superintendent.

11. No Surprises

No one (superintendent or board members) gets surprised at any time – in the meeting or between meetings.