

Orland SD 135
Board/ Superintendent Communication Expectations
Established April 4, 2022

This board expects:

- To receive regular communication from the superintendent every week via email.
- To be notified by text as soon as possible for:
 - School emergency (lockdown, fire, etc.)
 - Bus accident
 - Student emergency (arrest, injury, death)
 - Staff emergency (arrest, injury, death)
- To receive board packets and supporting documentation **4** days before the scheduled board meeting.
- Committee meeting summaries will be sent via email as soon as possible after committee meetings.
- To receive regular monthly expenditure reports.
- That all board members will receive the same information.
 - One member's request for additional information results in all members receiving or having the same access to the information. ("One gets, all get.")
- That board members will treat each other and staff with respect.
- That the superintendent and staff will treat all board members with respect.
- That reasonable requests for additional information will be satisfied in a timely manner.
- That there will be no surprises. No one gets surprised at any time – in the meeting or between meetings. The truth of no surprises is respect for all participants and the process.

This superintendent expects:

- Requests for additions to the agenda will go to the board president, and will be received at least **5** days before the meeting. The board of the whole will agree to put an item on a future agenda before significant staff time is expended.
- That direction is only given at board meetings when a majority of the board agrees to give direction.
- That board members will be respectful toward staff and be respectful of staff's time.
- That board members will read all board packets and supporting documentation before the board meeting.
- That board members will contact superintendent with questions about agenda items or supporting materials *as soon as possible* before the scheduled board meeting.
- That there will be no surprises. No one gets surprised at any time – in the meeting or between meetings. The truth of no surprises is respect for all participants and the process.