

## Schiller Park School District 81-Essential Board Process Procedures.

- ✓ **Placing items on the agenda**
  - Board members to call the Board President
  - Superintendent to put on following month agenda
- ✓ **Participating during public forums**
  - Public address
  - Use sign-in Form
  - One Voice
  - Listen mode only
  - No answers before the Board has had a chance to reflect on the proper response
- ✓ **Asking agenda questions**
  - Call Board President
  - Call Board President or ask during open session
  - Monday for Wednesday
  - Board agreed to **NO SURPRISE RULE!!**
- ✓ **Communicating with members**
  - Principal's Report
  - School Calendar
  - School district emails (one-way communication only)
- ✓ **Communicating with staff**
  - No direct staff communication
  - Go through Board President to communicate with Superintendent/Staff
  - Board has one employee
- ✓ **Visiting campuses**
  - Open Policy
  - Follow Protocol
- ✓ **Responding to complaints**
  - Business card – chain of command on the back of card
  - Listen, investigate, follow-up (letter and old business agenda)
  - Refer complaint to chain of command (staff and community)
- ✓ **Communicating with the media**
  - District legal counsel produces talking points
- ✓ **Communicating with the public**
  - Any questions
  - Individual questions
  - Website
- ✓ **Orienting new members**
  - Kim/Superintendent provides information
  - IASB Training/ Teambuilding
- ✓ **Conducting closed sessions**
  - What is discussed in closed session stays in closed session
- ✓ **Celebrating our success**
  - Invite Public and print communications and Examples of Excellence

Signature \_\_\_\_\_

Date \_\_\_\_\_