



Board of Education Agreements and Protocols

Peru Elementary School District 124

Adopted December 18, 2018

The following agreements and protocols were developed to assist and remind Board members of the effective processes that have been successful for the Peru Elementary School District 124 Board of Education. The third page includes the Code of Conduct for Members of School Boards, as provided by the Illinois Association of School Boards.

1. Board Member Rights, Roles and Responsibilities

- 1.1 Board members will respect and follow the Code of Conduct for Members of School Boards by the Illinois Association of Schools Boards and attached to this document.
- 1.2 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.
- 1.3 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.
- 1.4 Board members will review all information communicated by the Superintendent and shared with the Board prior to its meetings.
- 1.5 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.
- 1.6 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.

2. Confidentiality

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

3. Developing the Meeting Agenda

- 3.1 Prior to any deadline, Board members who wish to have an item placed on the agenda will contact either the Board President or the Superintendent.
- 3.2 As needed prior to the Board meeting, the Board President will confer with the Superintendent as needed with the development of the agenda.

4. Questions Regarding the Agenda

- 4.1 Whenever possible, Board members will contact the Superintendent with any questions on the agenda or other meeting materials prior to the Board meeting.
- 4.2 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.

5. Communication Via E-mail, Text Messaging and Other Electronic Communications

- 5.1 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.

- 5.2 To ensure compliance with the Open Meetings Act, Board members will not “reply all” to informational communications from the Superintendent or others.
 - 5.3 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.
 - 5.4 The Superintendent will be the primary conduit of communication to the Board and will provide informational updates as needed between meetings of the Board.
6. Communication with Employees
 - 6.1 The Board of Education views its “one employee” as the Superintendent and directs all communications with district employees through the Superintendent or designee.
 - 6.2 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.
 - 6.3 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.
7. Communication with Parents and the Community
 - 7.1 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.
 - 7.2 Board members will direct a parent or community member to the proper staff member or to the Superintendent.
 - 7.3 If necessary, Board members hearing concerns of this nature will clarify that one Board member has no individual authority to resolve an issue.
 - 7.4 After hearing the concern, Board members will contact the Superintendent so that there is awareness of the issue within the district.
8. Communication with the News Media
 - 8.1 The Board President is the spokesperson for the Board to the media.
 - 8.2 The Superintendent is the spokesperson for the school district to the media.

Code of Conduct

for members of school boards

As a member of my local school board, I will do my utmost to represent the public interest in education by adhering to the following standards and principles:

1. I will represent all school district constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
2. I will avoid any conflict of interest or the appearance of impropriety which could result from my position, and will not use my board membership for personal gain or publicity.
3. I will recognize that a board member has no legal authority as an individual and that decisions can be made only by a majority vote at a board meeting.
4. I will take no private action that might compromise the board or administration and will respect the confidentiality of privileged information.
5. I will abide by majority decisions of the board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. I will encourage and respect the free expression of opinion by my fellow board members and will participate in board discussions in an open, honest and respectful manner, honoring differences of opinion or perspective.
7. I will prepare for, attend and actively participate in school board meetings.
8. I will be sufficiently informed about and prepared to act on the specific issues before the board, and remain reasonably knowledgeable about local, state, national, and global education issues.
9. I will respectfully listen to those who communicate with the board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community.
10. I will strive for a positive working relationship with the superintendent, respecting the superintendent's authority to advise the board, implement board policy, and administer the district.
11. I will model continuous learning and work to ensure good governance by taking advantage of board member development opportunities, such as those sponsored by my state and national school board associations, and encourage my fellow board members to do the same.
12. I will strive to keep my board focused on its primary work of clarifying the district purpose, direction and goals, and monitoring district performance.



*Lighting The Way To Excellence
In School Governance*