

IV. Communication

A. Board members agree to communicate directly with the Superintendent and/or members of the Superintendent's Leadership Team when a question arises, or when a serious concern is voiced by a staff member, student, parent, or other community member.. To ensure optimal communication on substantive issues, Board members shall copy the Superintendent and Board Office Manager on their emails to the Superintendent's Leadership Team, and staff will do the same in replies.

For administrative, or scheduling issues, it is acceptable to email without copying other parties. Board members will not direct staff work and board members should share if an information request is time sensitive, especially if it relates to an action item on a board meeting agenda, an executive session, or a public meeting the board is participating in .

Recognizing that Board members may have full-time professional responsibilities in addition to their board service, staff will take into account that board members need adequate time to review materials before a board meeting, work session or executive session and that materials should not arrive or be changed late in the process.

B. When receiving communications from Board members, the Superintendent and staff will confirm receipt of the email or other form or communication and indicate how and when a response will be made

C. Board members will apply the racial equity lens tool to communications with constituents. Board members often field complaints or concerns from individuals and will actively listen and empathize with constituents. Board members may hear more from communities and individuals who already have a lot of social capital in our system. Board members should proactively engage with historically underrepresented communities/constituents to broaden their understanding of the entire system.

D. The Board and staff should operate on a "no surprises" basis. A high level of communication between board members and senior staff is appropriate, desired, and beneficial.

E. Board members are requested to communicate directly with the Board Chair or Board Vice Chair(s) when concerns arise about other Board members. If there are concerns about District staff, board members should address that with the Superintendent and Board leadership. When disagreeing with other Board members, Board members and staff should maintain a respectful dialogue in their communications. Board members retain the right to express individual opinions in a variety of settings, and when doing so, will clearly state that the opinion is his/hers and not that of the Board unless they are speaking of action that the Board has already taken

F. Specific personnel complaints submitted to the Board or individual Board members should be referred to the Superintendent or designee.

G. From time to time, the Board may be required to make findings of fact that can be appealed to another government agency (i.e., personnel matters or charter school application hearings). In these situations, no Board member will discuss the substance of the matter with any

person(s) directly involved in the issue, other than PPS staff, outside the formal hearing and deliberation process.

V. Requests for Information or Decision making

A. Information Requests of Staff

1. When a Board member has an information request of staff (but does not require any particular decision to be made), the Board member should feel free to communicate their request to any member of the Superintendent's Leadership team and the Board Office Manager. The Superintendent or his/her designee should be copied on any written requests to keep him/her apprised of issues of concern to the Board. If the information request is unrelated to a future Board action or decision, the timing of the fulfillment is at the discretion of the Superintendent and should not interfere with other staff work. Staff will respond to Board members requests and provide options for information fulfillment if the request is time consuming

B. Providing Documents to Board for Review in Advance of Meetings. The Board Chair and Vice-Chair(s) in consultation with the Superintendent will establish the agenda and major business agenda items for full Board meetings approximately 10 days prior to the Board meeting.

C. Notes from agenda setting meetings are sent out to the entire Board by the Board office. Board agendas are made up of action and discussion items, with reports from the Student Representative and Superintendent.

D. The majority of items that require Board action are first reviewed in a Board Committee meeting, an executive session, or a Board meeting.

E. Staff and the Superintendent will have the Board book, and any supporting documentation, available at least four days prior to the Board meeting except under extenuating circumstances.

F. In order for Board members to be adequately prepared for staff presentations and to take action on an agenda item, the Board office will provide meeting materials to all Board members on the Thursday prior to a Board meeting.

G. If a PowerPoint presentation will be given by staff during a Board meeting, it will be included in the Board packet as well, with the understanding that there may be changes at the final Board presentation and any changes will be noted for the Board. Copies of final materials and presentations will be posted as part of the meeting materials.

H. For contracts listed in the Business Consent Agenda, staff will provide memos for each and the actual contract will be available electronically. These will be posted as part of the meeting materials four days in advance of the meeting.

I. If staff is unable to answer a question that comes up during Board discussion, the Board office will note the question and provide follow up to the Board.