

COMMUNICATION PROTOCOL
FOR
SUPERINTENDENT/CABINET AND GOVERNING BOARD MEMBERS

(Established February 2007; revised March 2008; revised August 2009; revised August 24, 2010, February 25, 2014)

We will maintain an atmosphere of respect for one another, and attempt, at all times, to work together as a team, in order to operate as advocates for our students, parents and our District.

Superintendent/Cabinet to Governing Board Communication

1. The Superintendent will update the Governing Board Members through bi-weekly *Superintendent Updates* (except during times of less frequent news, i.e., winter, spring and summer breaks); as well as through email updates and phone calls as necessary by the Superintendent as well as the Executive Assistant and Cabinet Members, individual meetings and the use of a Board autodial.

- The *Update* is aligned with the Superintendent's Evaluation and is written to keep Governing Board Members apprised of ongoing progress regarding goal areas as well as various areas of the job description.

2. It is important that Board Members read the *Update* to stay current on upcoming calendar events, ongoing District happenings and areas of potential concern.

3. The Superintendent or designee will notify the Board Members as soon as possible regarding incidents that are deemed as school or community emergencies (i.e., lockdowns). This is one part of "no surprises" (i.e., questions asked and comments made at the Governing Board Meeting or in any public meeting, rumors of which Administration and/or Board may need to be aware in the community, information about emergencies, and on-going District business.)

4. The Superintendent will make every attempt to provide electronically by email, internet download or other electronic media, the Governing Board agenda and supporting information to Board Members by the Friday prior to the Board meeting.

5. Superintendent/Cabinet will, as much as possible, maintain the practice of "no surprises."

Governing Board to Superintendent/Cabinet Communication

1. Board Members are to contact the Superintendent or Cabinet with any questions or thoughts about the information in the *Update*.

2. Board Members with questions on agenda items should make every attempt to call the Superintendent or appropriate Cabinet Member on Monday or early on Tuesday with the question to be asked. This does not preclude the Member from asking the question at the Board meeting, but it does allow Administration the time to research the question and provide answers at the meeting.

3. Board Members with questions or concerns about any school or District operations shall contact the Superintendent or appropriate Cabinet member rather than going directly to the staff members (see organization chart).

4. The Superintendent shall be called if the question involves a task or request for information. The task/information requested should be within the sphere of current Board work or the Strategic Plan. Given the limited resources and time staff has available, Board Member requests for information or tasks requiring extensive staff time to compile and complete will be brought to Agenda Review for direction prior to the staff doing the work. All Board Members will be copied on the completed task.

5. Governing Board Members will, as much as possible, maintain the practice of “no surprises.”

6. Governing Board members who are not in adherence with Governing Board to Superintendent/Cabinet Communication (numbers 1-5 above) are in violation of this protocol. As such, the violation will be reported to both the Superintendent and the Governing Board President as soon as possible. The Governing Board President and Superintendent will address violations of this protocol privately with the offending Governing Board member.

Committees

The Cave Creek Unified School District has actively engaged stakeholders in the decision making process by involving them in a variety of committees.

1. Superintendent Committees - Superintendent Committees will be called when there is a need for input on a specific and desired task/goal at hand.

- When a determination is made for creation of a new Superintendent's Committee, the Superintendent will seek input and guidance from Governing Board members prior to the call.
- A Call for Committee process has been established. The Call is announced at a Board Meeting, is posted on the website under a Committees link, and is announced through school newsletters and the local media.
- The committee is filled with volunteers and designees from the various representative stakeholder groups.
- To encourage maximum dialogue of committee members and to ensure a representation of community input, it has been recommended by the Superintendent and the Governing Board that:
 - Cabinet Members not chair the committees, and
 - Governing Board Members may attend committee meetings as observers only.
- So that the Board Members are informed regarding committee progress, ongoing committee minutes will be available through postings on the website. In addition, the Superintendent will include updates as deemed necessary in the *Superintendent's Update*, and chairs will be asked to make presentations at Work Study Sessions prior to recommendations for Board action.

2. Governing Board Committees - Governing Board Committees may be called as desired by the Board. Open Meeting Laws must be followed.