



GENESEEO COMMUNITY UNIT SCHOOL DISTRICT #228  
BOARD AND SUPERINTENDENT COMMUNICATION  
PROTOCOLS

In an effort to define the communication structure of the District regarding directing Board of Education Members' questions and comments appropriately, please consider the following:

**A Board Member has a question or comment about a matter regarding the District:**

The Board Member should direct the question or comment to the Superintendent. If it is a simple matter of clarification or interpretation of an issue, the Board member may contact a Building Administrator, but should carbon copy the Superintendent or let the Superintendent know of the phone call or conversation between the Board Member the Building Administrator.

**A Board Member wishes to contact the Superintendent regarding a matter:**

The Board Member may send an email to the Superintendent directly. The Superintendent will answer, and depending upon the type of question, will reply to all Board Members with the answer.

If the Board Member wishes to call the Superintendent by phone, a call may be placed to the Main Office number (309-945-0450) or directly to Natalie Hauge, Administrative Assistant at (309) 945-0417. All calls to the Superintendent will be directed through Mrs. Hauge.

**The Superintendent wishes to communicate with Members of the Board of Education:**

The Superintendent will work to keep the Board abreast of information that he and the Board would deem pertinent and relevant.

The Superintendent will attempt to communicate through email and other digital means where possible. When necessary, he will use regular postal mail. When phone call or in-person visits result in information to one Board Member that is of a nature that should go to all Board Members, the Superintendent will follow up with a summary or response appropriate for all Board Members.

**Confidential School and/or Student Information Is Shared at a Board Meeting:**

Breaches of confidentiality erode trust. Discussion in Closed Session must remain Closed from all members of the public, unless the full Board of Education votes to release minutes of said Session. Care must be taken when discussions occur at home with spouse and children or at other public venues. Student and Staff privacy issues should be treated as important and with the sensitivity and respect they deserve.

The Board of Education shall not discuss matters of personnel outside of Closed Session when a quorum of the Board of Education is present. As much as possible, these conversations should occur when all members of the Board are present.

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I have read and agree to the aforementioned procedures for communication.

\_\_\_\_\_ Name

\_\_\_\_\_ Date