

Louisiana Special School District Board/Superintendent Communication Plan

Purpose: The protocols outlined below are agreements between the Board of Supervisors (“the Board”) and the Superintendent of the Louisiana Special School District (“the SSD”) to foster open, transparent, productive, and efficient communication in support of SSD’s operations. These agreements are a complement to the Board’s by-laws and to Louisiana Revised Statutes 17:1945 *et seq.* These agreements are not intended to supersede or replace the Board’s by-laws or the statutory provisions governing the SSD.

The actions of the Board and the Superintendent should be reflective of their separate roles in the overall leadership of the SSD, and this communication plan seeks to promote effective communication in furtherance of the objectives of the SSD. The Board serves as the SSD’s governing authority, and the Superintendent serves as the Board’s executive to implement the Board’s will.

Protocols: In order to promote open and effective communication between the Board and the Superintendent:

Superintendent – The Superintendent is committed to the following communication protocols:

1. No surprises (as policy issues/items surface, the Superintendent will inform the Board);
2. Quarterly board meetings;
3. Coordination of annual Board retreat/work session;
4. Semi-annual Superintendent/Board member one-on-one meetings;
5. Weekly written updates;
6. Electronic communications in a timely manner when items of importance arise;
7. Phone calls on urgent items;
8. Timely responses to Board members’ questions (responses sent to all members);
9. Timely responses to all media requests;
10. Planning meetings and/or agendas with the President’s input and approval; and,
11. If a concern arises around communication protocols, the Superintendent will work with affected Board members and/or President.

Board – The Board is committed to the following communication protocols:

1. No surprises (as operational issues/items surface, Board members will inform the Superintendent);
2. All Board member communications will be directed to the Superintendent, and if information is requested, the Superintendent will engage support staff;
3. Only Board items acted upon and passed with a majority of the Board reflect the will of the Board and provide staff with direction (discussions that occur outside of or during Board meetings shall not be considered the will of the Board);
4. The President serves as the spokesperson for the Board on relevant matters;

5. Timely referral of all media requests to the President and the Superintendent then to all Board members;
6. Timely referral of any questions or concerns about SSD operations to the Superintendent for follow-up; and,
7. If a concern arises around communication protocols, the affected Board member will work with the Superintendent and, if necessary, the President.

Board Meetings – The Board and the Superintendent are committed to the following meeting planning protocols:

1. The President will meet with the Superintendent to set the agenda for Board meetings;
2. Agendas will be sent in draft form to Board members as soon as the agenda is set;
3. Board members may request to the President that an item be added to the agenda at least two weeks prior to a scheduled meeting;
4. The complete meeting packet, including backup materials and presentations to be made, will be shared with Board members in an accessible format no later than the Wednesday before a scheduled Board meeting;
5. Should materials need additional time or edits need to be made, the Superintendent will communicate this in advance to the extent practicable and will provide updated information as soon as it is available;
6. Board members will review materials in advance and send questions as soon as practicable to the Superintendent and/or President;
7. Board members will ask questions at public Board meetings so that the Board may engage in public discussion, deliberation, and decision-making, to the extent allowed by law and Board policy; and,
8. Questions or concerns raised by constituents at Board meetings will be reviewed by the Superintendent, who will engage in necessary follow-up activities and inform the Board of those activities.

Community Engagement – The Board and the Superintendent are committed to the following community engagement protocols:

1. Recognizing that the Board has an obligation to be accessible to the public and assist citizens with questions, suggestions, or complaints, Board members will not involve themselves in administrative matters or management and will refer such matters to the Superintendent;
2. The Superintendent, or his or her designee, shall respond to all constituent request as soon as practicable and within three (3) business days of receipt;
3. Correspondence directed to the generic Board email account and/or correspondence generically addressed to the Board shall be forwarded to the President and any response from the Superintendent will be completed in coordination with the President; and,
4. The Superintendent, or his or her designee, will copy Board members on constituent responses and provide summaries of issues to the Board.