

**Board of Education Agreements**  
**Millburn Community Consolidated School District #24**  
**(Millburn CCSD #24)**

**Effective January 22, 2018**

**As a member of the Board of Education of Millburn CCSD #24, I commit to:**

**Mission, Vision, Goals, Policies:**

- 1) Know and effectively articulate the Millburn 24 mission statement, strategic plan, policies and programs:  
*Millburn CCSD #24 exists to create a culture of learning that inspires and empowers students to enrich our community.*
- 2) Clarify the district's purpose by actively participating in assessing Millburn CCSD #24 performance and setting its' strategic goals and objectives.
- 3) Participate in the creation and maintenance of board policies.

**Board/Superintendent/Administration/Staff relations:**

- 1) Participate in hiring and periodic evaluation of Millburn CCSD #24's superintendent.
  - i) All board members shall take a professional development training session on Superintendent Evaluation within the first year of being on the board.
- 2) Contact the superintendent with agenda questions prior to the board meeting when possible.
  - i) Unless unavoidable, the superintendent and board members will not be presented with unexpected information.
- 3) Contact the principal prior to any school visit made as a school board member.
- 4) Do not communicate directly with school personnel in any official capacity about district Business other than the superintendent, unless delegated as the board's spokesperson.

**Board Member Relations:**

- 1) Encourage and respect the free expression of opinion by my fellow board members, honoring differences of opinion or perspective.
- 2) Be reasonably accessible to other board members.
- 3) Share resources and talents with the organization.

- 4) Conflicts between board members will be handled directly and respectfully between the parties and not with other board members.
- 5) Agree that in the event, for whatever reason, if I can no longer fulfill my duties and responsibilities as a Millburn CCSD #24 board member, I will immediately notify the board president and Superintendent and arrange to transfer any outstanding responsibilities to other members of the board.
- 6) Participate in new board member orientation.

### **Meetings and agendas:**

- 1) Attend and participate in scheduled board meetings and make reasonable efforts to be present at emergency board meetings, if necessary.
  - i) Notifying both the Superintendent and the Board President of an absence or delay in attendance by email if there is 24 hours notice, by text if it is a day-of notification.
  - ii) Remote meeting attendance shall be limited to only three meetings per year and only for the regular meeting time, not closed session.
- 2) Prepare for board meetings having read the agenda and reviewing all related information.
- 3) Suggest topics for future agendas only during the designated portion of a board meeting, unless the agenda item is identified later in the meeting.
  - i) Whenever possible, items requiring board action will be placed on the agenda to be discussed during at least one Committee of the Whole meeting preceding the Board of Education meeting.
- 4) Meetings of the board are held in public, not open-forum town-hall meetings, and therefore are a time for the board to listen and learn from each other, taking public input into consideration, but not a time to engage with the public.
  - i) There is one Public Comment opportunity at the beginning of each meeting, limited to five minutes per person and requiring sign-in prior to the start of the meeting.

### **Community engagement:**

- 1) Represent Millburn CCSD #24 to the community through active engagement.
  - i) Attend as many district events as possible
- 2) Be familiar with the organizational chart, and, if dealing one-on-one with a concern of a parent or resident, direct the person to the teacher or staff member most appropriate to address the issue.
  - i) Contact the superintendent if approached in public with an issue or concern.
- 3) Do not respond, as a BOE member to, or comment on, matters before the board or other district business on Facebook or other social media.
  - i) BOE members shall refrain from creating district-referenced social media accounts without the prior approval of the board.

## **Ethics:**

- 1) Avoid conflicts of interest.
- 2) Avoid all direct political campaign intervention (such as supporting or opposing candidates for public office) in a member's official capacity as a member of the Millburn CCSD #24 BOE.
- 3) Maintain confidentiality of all closed session Millburn CCSD #24 board meetings
- 4) Acknowledge that the superintendent is the spokesperson for the district, and the Board President is spokesperson for the BOE in all media related matters.
  - i) Understand that no individual board member other than the board president has the authority to act or speak on behalf of the board without the consent of the board.
- 5) Board Email: be judicious in the use of board email with the understanding that most emails are subject to the Freedom of Information Act and as such can be made public.
  - i) In compliance with the Open Meetings Act, will not "reply to all" to district emails.
- 6) Support the board in its decisions by abiding by the decisions of the majority, while retaining the right to seek changes in such decisions through ethical and constructive channels.

## **Financial accountability:**

- 1) Accept responsibility for Millburn CCSD #24 financial accountability.
  - i) Know the Millburn CCSD #24 budget and be active in reviewing, approving, and monitoring process.
  - ii) Review, question and approve expenditures in a fiscally responsible manner.

## **Millburn CCSD #24 agrees to provide each member of the board with the following:**

- 1) Ample notice of all meetings
- 2) Minutes of all board meetings
- 3) Relevant information to conduct his or her job as a board member
- 4) To the extent allowed by law, indemnification from liability for a board member's reasonable and necessary actions.
  - i) Directors' and Officers' liability, D&O insurance liability coverage
- 5) Respect for his or her time
- 6) The use of his or her talent effectively
- 7) The requisite training to fulfill his/her duties effectively