

Book	SCS Policy Manual
Section	B - GOVERNANCE AND OPERATIONS
Title	Board-Staff Communications
Code	BG-R
Status	Active
Adopted	March 11, 2019

The purpose of this regulation is to clarify procedures and protocols for communications between the Board, individual Board members, and the Superintendent and staff, in order to ensure efficiencies for all parties. Under Policy BBAA, individual School Board members have authority to act only when the Board is convened in a meeting or when an individual member has been authorized by the Board to represent the School Board, while the day-to-day operations of the School Board are vested in the Superintendent.

1. Board Communications with Staff

School Board members are encouraged to communicate with the Superintendent to discuss matters of school division business and this regulation is not intended to discourage such communications with the Superintendent. However, the School Board shall direct all requests for reports, studies and information by staff only to the Superintendent in all matters for which the Superintendent is responsible. Individual School Board members do not have the authority to commission staff reports or order the Superintendent to task staff to prepare reports. The Superintendent will only honor such requests after the Board as a corporate body approves such requests (by consensus or vote) at a Board meeting, or with the approval of the Board Chair.

The Board Chair shall communicate with the Superintendent as to any requests the Chair approves to arrive at a reasonable due date for such reports, studies or information. Board members shall keep the Board Chair informed of expected upcoming requests so that the Chair can keep the Superintendent apprised of such requests.

2. Staff Communications with Board

All communications or reports to the School Board or any of its subcommittees from principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Board from administrative decisions on personnel or complaint matters, provided that the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Board's policy on grievances or complaints. Staff members are also reminded that Board meetings are public meetings. As such, they provide an excellent opportunity to observe firsthand the Board's deliberations on problems of staff concern.

3. Communications Between Individual Staff Members and Individual Board Members

Except where expressly authorized by Board action or by the Superintendent, or necessitated by the legal duties related to positions held by Board officers, individual employees other than the Superintendent are not expected to engage in work-related tasks directly with, or at the direction of, individual Board members. For this reason, if an individual Board member contacts an employee in connection with the employee's assigned duties and responsibilities, the employee is expected to involve his/her immediate supervisor and the Superintendent in establishing an appropriate response to the Board member's inquiry.

4. Board Involvement in Personnel or Student Matters

When individual Board members receive a communication about a personnel or student matter, the Board member should inform the patron that as an individual Board member he or she cannot investigate such matters but will communicate with the Superintendent so that the appropriate staff can investigate and take appropriate action, which may ultimately involve a recommendation for the School Board's consideration. The Board member should refrain from obtaining detailed factual information about any personnel or student matter until such matter is before the Board or its authorized committee. A School Board member is required to be impartial so that when the matter comes to the School Board, an individual Board member does not have a real or perceived conflict of interest and is not required to recuse himself/herself. A Board member can inform the patron that the matter or concern has been referred to the Superintendent as required by law and School Board policy.

5. Campaign Protocols

School Board members should refrain from using the Board position for personal or partisan gain and avoid any conflict of interest or the appearance of impropriety. An individual Board member should refrain from speaking from the dais in a manner which gives the appearance of campaigning. An individual Board member has no authority to request of school administration or staff to distribute campaign literature/materials or interrupt the instructional day in order to address faculty or staff. The principal of the building is the person in charge of the building and determines what contact is appropriate in accordance with School Board policy.

ISSUED: March 11, 2019