

BOARD/STAFF COMMUNICATIONS

Code **BHC** Issued **11/02**

Purpose: To establish the basic structure for board communications with staff members.

The board intends to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the director.

Staff communications to the board

The director, assistant director, teachers or other staff members will submit all communications or reports to the board or any board committee through the director.

This necessary procedure will not be construed as denying the right of any employee to appeal to the board from administrative decisions, provided such appeal is in accordance with the board's policy on complaints and grievances.

Staff members are also reminded that board meetings are public meetings. As such, they provide an excellent opportunity to observe first hand the board's deliberations on problems of staff concern.

Board communications to the staff

The board will make all official communications, policies and directives of staff interest and concern to the staff through the director. The director will employ such media as are appropriate (e.g. director's notes) to keep the staff informed of the board's problems, concerns and actions.

Visits to schools

Board members should make official visits to the center only under board authorization and with the full knowledge of staff including the director.

Board members may make informal visits to the center after making arrangements for visitations through the director. Such visits will be regarded as informal expressions of interest in center affairs and not as "inspections" or visits for supervisory or administrative purposes.

Social interaction

Staff and board members share a keen interest in the center and in education generally. Therefore, it is expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, innovations and general center problems.

However, staff members are reminded that individual board members have no special authority unless they are convened at a legal meeting of the board or vested with special authority by board action. Therefore, discussion by either party of personalities or personal grievances will be considered as evidence of unethical conduct.

Adopted 11/25/02