

The Board of Education, in the interest of clarifying the roles of the Board, individual Board members, and the administration, and to establish appropriate lines of communications according to such roles, adopts the following principles:

I. COMMUNICATION BETWEEN THE BOARD AND ADMINISTRATION

The work of the district is best pursued when information is shared among the Board members and the superintendent.

The authority of the Board lies with the Board as a whole, and not with individual members of the Board.

Individual Board members should avoid direct involvement in administrative matters, but rather should refer them to the administration.

The superintendent is the point person for all communications and distribution of information between the Board and the administration.

Administrative priorities are established between the Board as a whole and the superintendent, and implemented by the superintendent.

The Board's objectives and concerns should be communicated from the Board to the administration exclusively through the superintendent.

It is the superintendent's job to prioritize and implement the Board's objectives and concerns.

If the administration is to pursue the Board's priorities efficiently, its attention and resources must not be diverted by individual Board members without the assent of the entire Board and the knowledge of the superintendent.

It is the superintendent's responsibility to bring administrative problems and concerns to the attention of the Board.

Individual members of the Board should not communicate directly with assistant superintendents, directors, or principals about school business except through, or with the involvement of, the superintendent.

Communications from assistant superintendents, directors, and principals to the Board or to individual members of the Board should go through the superintendent or should involve the superintendent.

Individual members of the Board should avoid direct communications with assistant superintendents, directors, or principals.

Assistant superintendents, directors, and principals shall summarize in a memorandum to the superintendent the substance of any discussions of school business that take place with individual Board members.

II. BOARD MEMBERS' COMMUNICATIONS WITH PARENTS, EMPLOYEES, AND OTHER CONSTITUENTS

Board duties involve both "legislative" and "adjudicative" functions, and their ability to communicate with constituents differs depending on the nature of the matter to be addressed.

Board duties usually involve legislative functions, in which the Board determines overall directions and policies, or makes rules, in areas of school district business such as financial and budgetary policies, curricular and academic policies, employment and personnel policies, disciplinary policies, etc.

The Board and individual Board members may and should be open to discussions with employees, parents, and other constituents at any time concerning current or proposed policy matters or actions by the Board in establishing such policies and overall direction of the school district.

Board duties also encompass adjudicative functions in which the Board must review administrative decisions, or make final determinations, concerning the rights and obligations of individual students or employees, including disciplinary or employment matters that will or may become the subject of a hearing before the Board. Such adjudicative matters may be addressed only to the Board as a whole by interested parties in the context of a Board meeting convened to hear such matters.

Individual Board members should strictly avoid involvement in any discussions concerning such adjudicative matters, regardless of whether such discussions are with persons who have a direct interest in the outcome of such matters, and regardless of whether such discussion is sought before, during, or after Board adjudication.

With respect to parents, employees, or other constituents who approach an individual Board member with issues of their individual concern -- including student academic, extra-curricular, or disciplinary matters, or employee performance or disciplinary matters -- Board members are to direct such persons to the appropriate administrator or the superintendent for resolution, rather than becoming directly involved in such matters themselves.

If a parent, employee, or other constituent has pursued an issue through the administration, including with the superintendent, and remains dissatisfied, he/she or an individual Board member may request that the superintendent place the matter on the agenda for a meeting of the Board, and the Board, in its discretion, may decide whether it wishes to consider the matter.