

## Board Meeting Agenda Item Executive Summary

*Supt.'s Office Use Only*

Board Meeting 5-6-08

Agenda PH

Item No. \_\_\_\_\_

<b>Board Meeting Date:</b>	May 6, 2008
<b>Submitted By:</b>	W. Daniel Boyd, Jr., Superintendent
<b>Item Description:</b>	Public Hearing -- Proposed Amendments to Bylaw 0149.3, <i>Board-Staff Communication</i> , and to Policies 1112, 3112 and 4112, <i>Board-Staff Communications</i>

**Purpose and Explanation:**

On April 1, 2008, the Board approved the First Reading of Bylaw 0149.3 and Policies 1112 (Administration), 3112 (Instructional) and 4112 (Support Staff).

The amendments would require that any staff member who responds in writing or via email to a question from a Board member concerning district business send a copy of the response to all the other Board members and to the Superintendent, including a copy of the original question. This process will promote open communications between staff members, the Superintendent and Board members.

As a reminder, Board Policy 7540.05, *Electronic Mail*, states that “[w]hen available the District’s e-mail system must be used by employees for any official District e-mail communication.”

<b>Funding Source (Description):</b>	<b>Amount:</b>
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<b>Staff Attorney Review &amp; Approval</b>  <i>(For Contracts Only)</i>	Date: _____  Initial: _____	ADDITIONAL INFORMATION  Yes: _____ No: _____
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1   0149.3       **Board-Staff Communications**

2                   The Board desires to maintain open channels of communication between  
3                   itself and the staff. The basic line of communication, with regard to  
4                   District business, shall be through the Superintendent, unless otherwise  
5                   authorized by the Superintendent.

6                   A.       Staff Communications to the Board

7                   All school-related communications from staff members to the  
8                   Board or its committees shall be submitted through the  
9                   Superintendent. When responding in writing or via email to  
10                  questions or other queries received from Board members, staff  
11                  members shall send a copy of the response to all other Board  
12                  members and to the Superintendent, including a copy of the  
13                  original question or query. This procedure is not intended to deny  
14                  any staff member his/her constitutional right of free speech or the  
15                  right to appeal to or otherwise address the Board on important  
16                  matters through established procedures.

17                  B.       Board Communications to Staff

18                  All official communications, policies, and directives of the Board of  
19                  interest and concern to the staff shall be communicated through  
20                  the Superintendent, who shall also keep staff informed of the  
21                  Board's concerns and actions.

22                  C.       Social Interaction

23                  Both staff and Board members share an interest in the schools  
24                  and in education generally, and it is to be expected that when they  
25                  interact at social affairs and other functions, they will informally  
26                  discuss such matters as educational trends, issues, and  
27                  innovations, and general activities of the District. However, since  
28                  individual Board members are not authorized to act on behalf of  
29                  the Board unless in open public session or when specifically  
30                  vested with such authority, Board members shall not discuss  
31                  individual personalities, personnel grievances, or other complaints  
32                  with members of the staff. Instead, staff members should be  
33                  advised to use the procedures established in Board policy or the  
34                  collective bargaining agreement to have their concerns,  
35                  complaints, or grievances addressed.

1                   D.     Requests for Information

2                           1.     Outside of a Board Meeting:

3                                   Board members may contact the Superintendent with  
4                                   requests for information. The Superintendent will direct the  
5                                   request to the appropriate staff person(s) for response. If  
6                                   the request is determined to be too demanding, the  
7                                   Superintendent will notify the Board member. The request  
8                                   may then be submitted by the Board member to the Board  
9                                   for consideration at a regularly scheduled meeting.

10                           2.     During a Board Meeting:

11                                   Board members will present request(s) at a regular Board  
12                                   meeting for any information that requires more than  
13                                   minimal staff time or expenditure of funds to compile. A  
14                                   majority of the Board shall be required to support such  
15                                   requests. If it later appears that an extraordinary amount of  
16                                   time will be required, the Superintendent shall advise the  
17                                   Board at its next meeting, and the Board shall determine  
18                                   whether or not the information is necessary.

19                           This policy is not intended to restrict the right of any person to obtain  
20                           public records in accordance with law.

21     Adopted: 7/17/07

22     Revised:



**THE SCHOOL BOARD OF  
ALACHUA COUNTY**

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1                    legal meeting of the Board or vested with special authority by Board  
2                    action, administrators and Board members should not discuss  
3                    personalities, personnel grievances, or complaints. Such matters should  
4                    be addressed in accordance with the procedures established in Board  
5                    policies and administrative procedures.

6 | F.S. 1001.42, 1012.23

7 | [Adopted: 7/17/07](#)

8 | [Revised:](#)



