

Board Meeting Agenda Item Executive Summary

Supt.'s Office Use Only

Board Meeting 5-20-08

Agenda Action

Item No. H. 1.

Board Meeting Date:	May 20, 2008
Submitted By:	W. Daniel Boyd, Jr., Superintendent
Item Description:	Amendments to Bylaw 0149.3, <i>Board-Staff Communication</i> , and to Policies 1112, 3112 and 4112, <i>Board-Staff Communications</i> -- Second Reading

Purpose and Explanation:

Bylaw 0149.3 and Policies 1112 (Administration), 3112 (Instructional Staff) and 4112 (Support Staff) were adopted by the Board on July 17, 2007. The First Reading for the proposed amendment to the Bylaw and Policies was held on April 1, 2008 and a Public Hearing was held on May 6, 2008.

The amendments would require that any staff member who responds in writing or via email to a question from a Board member 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.”

Recommended Action: The Superintendent recommends that the Board amend Bylaw 0149.3, *Board-Staff Communication*, and Policies 1112, 3112 and 4112, *Board-Staff Communications*, as presented.

Funding Source (Description):	Amount:		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid black; padding: 5px;"> Staff Attorney Review & Approval <i>(For Contracts Only)</i> </td> <td style="width: 50%; border: 1px solid black; padding: 5px;"> Date: Initial: </td> </tr> </table>	Staff Attorney Review & Approval <i>(For Contracts Only)</i>	Date: Initial:	<p style="text-align: center; margin: 0;">ADDITIONAL INFORMATION</p> <p style="margin: 0;">Yes: _____ No: _____</p>
Staff Attorney Review & Approval <i>(For Contracts Only)</i>	Date: Initial:		

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: _____

