

Title: Policy to define standard guidelines for board communication and actions

Control Information

| Control Item | Details |
|---------------------|---------------------------------------|
| Owner/Curator | BCS Board Secretary/BCS Administrator |
| Policy # | Policy0026b |
| Supersedes | Policy0026a |
| File Location | www.bethanycharter.org |
| Board approval date | 2/3/2021 |

Revision History

| Revision | Date | Revision Description | Originator |
|-----------------|-------------|-----------------------------|-------------------|
| A | May 6, 2004 | Initial release | K. Buchheit |
| B | Feb 3, 2021 | Revision | K. Buchheit |

1.1. Objective:

The objective of this policy is the following

1. Understanding board responsibilities in relation to individual responsibilities.
2. Define protocol for board members representing the actions of the board.
3. Define protocol for board actions and communications with staff.
4. Define protocol for board actions and communications with the community.
5. Define protocol for board executive meeting confidentiality.

1.2. Board responsibilities in relationship to individual responsibilities.

Our organizational structure of 5 board members adds complexity to management structure of the school. Individual actions and statements can easily be misinterpreted to represent Board opinion. Board members take on legal responsibility for the running of the Bethany Charter School. Among those responsibilities is Board Members are not to expose the school to liability issues with individual actions and statements. Board members as individuals should not make statements on behalf of the Board beyond items that have been voted on by the Board.

1.3. Board Member representation of the actions of the board

Board Members are responsible to represent the decisions of the board without regard to personal opinion. Board Members are responsible to implement the decisions of the board fully even though they may have opposed the decision.

1.4. Board Member protocol for Board actions and communications with staff.

Once again our organizational structure of 5 Board Members is a factor for the staff in understanding direction and prioritizing requests from the Board. Recognizing this the School Administrator is the primary liaison with the staff. The Board Members are required to go through the Board on issues that expose the school to liability to ensure actions are agreed upon and liability shared. Request for actions that could disrupt current priorities for staff are to be communicated through the School Administrator.

1.5. Confidentiality of Board executive sessions

Discussions in executive session are confidential. Personnel performance and monetary compensation of employees is confidential. Complaints against community members are confidential. Student information is confidential.