

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: BHC</b>
<b>DATE OF ADOPTION: OCTOBER 7, 2013</b>	<b>PAGE 1 OF 2</b>

## **BOARD/STAFF COMMUNICATIONS**

The Dover School Board desires an open and collaborative relationship with all members of the Dover School Community.

Local and state rules and customs, along with state law, have set up certain boundaries governing the interaction between and amongst School Board Members, the Superintendent, Administrators, and Staff Members.

The following outline shall govern certain types of communications throughout the District:

**COMMUNICATION:** Is defined as any contact in person or by telephone, email, or other electronic device. It is further defined as debate and dialogue on issues related to education.

**GENERAL STATEMENT:** The Dover School Board encourages open dialogue and respectful debate between and amongst Board members and District staff. It encourages the sharing of views concerning diverse topics and issues which include, but are not limited to, education philosophy, District curricula, school policies, facility needs, and innovations and reforms in education.

### **LIMITATIONS**

**SUPERINTENDENT/BOARD COMMUNICATION:**

The Superintendent shall follow all policies or rules that have been approved by the School Board and execute all directives adopted by the Board regardless of the Superintendent's personal or professional position. (Footnote #1)

The Superintendent may take issue with a member or members of the School Board, publically or privately, concerning the actions, statements, or positions taken by any individual member or group of members. Once an affirmative vote of the School Board has been taken on any issue, the Superintendent is expected to carry out the change or order. Any Board member requesting information from the administration shall forward a request to the superintendent's office. If responding to the request appears to require more than 120 minutes of administrative time or if the request creates concerns over conflicts with pre-existing Board projects/requests, the Superintendent may forward the request to the School Board for approval and prioritization. All information provided to any Board member pursuant to a request for information shall be shared with the entire School Board.

Any complaints/concerns regarding the Superintendent, School Board decisions/practices, or the interactions between the School Board and the City of Dover shall be directed to the Chair of the School Board.

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**SCHOOL BOARD/EMPLOYEE COMMUNICATION:**

The Board recognizes the Superintendent as the employer of all District personnel. All employees work for the Superintendent of School. A School Board member or members shall not direct, order, or make a request of any employee of the School District in any work related matter.

Board members shall forward all constituent complaints regarding an employee or other personnel matters solely to the Superintendent.

Board members shall only discuss personnel matters with the Superintendent or in the presence of the Superintendent.

**STAFF/SCHOOL BOARD:**

All District employees shall use the chain of command to discuss issues related to their employment, including but not limited to, compensation, payroll, evaluations, discipline, work load, insurance, and work environment.

All District staff shall refrain from contacting any member of the School Board regarding any grievance hearing or other personnel matter that may be adjudicated by the Board.

**SCHOOL BOARD/ADMINISTRATORS:**

School Board members shall provide reasonable notice to a building principal before visiting a school building. (Footnote #2)

Footnote #1: Said policies, rules, and directives shall not conflict with the Dover City Charter, Dover School Board By-laws, Administrative Rules of the Department of Education, and/or State/Federal laws.

Footnote #2: No notice is required for a School Board member frequenting a building in the role of a parent or guardian, or in the role of a committee person appointed by the Board.