

# DERRY TOWNSHIP SCHOOL DISTRICT

## BOARD OPERATIONS GUIDELINE

APPROVED: November 19, 2012

REVISED: July 16, 2018  
November 7, 2022  
October 10, 2023  
November 20, 2023

### 005-BOG-3. BOARD RELATIONS

#### Requests for Information by Board Members

Board Member requests for information regarding committee issues shall be directed to the appropriate Board Committee Chairperson and Board President. The Committee Chairperson in coordination with the superintendent or his designee will prioritize the request and provide a response by the next Board meeting. An appropriate response may be that the request is not a top priority and will be addressed at a future date. Any questions regarding an upcoming vote will be considered a top priority. All responses will be shared with the full Board.

Board Member request for information regarding District operations shall be directed to the superintendent. The superintendent will review and prioritize the questions. Urgent issues should be directed to the superintendent via email. Board members should not send questions directly to any member of the District administration. Administrators will direct Board level issues and questions through the superintendent. Board members shall strive to respond to colleagues with emails or returned calls within a 24-hour period.

#### Communication with Community Members

Board members are encouraged to actively communicate to the various district stakeholders that the board has established board communications practices. All board members shall strive to follow those practices in a uniform fashion.

School board members hold a significant responsibility to the community and must maintain a professional and unbiased image while serving as School Director. The School Board must encourage and protect communications from parents, guardians and citizens when correspondence is sent to members of the Board. Community correspondence is defined as any question, comment, or concern regarding district matters which may be authored by a parent, guardian or citizen. The delivery method of stated correspondence includes, but is not limited to, web-based communication portal, district email, paper and/or electronic documents which have been obtained through the position of School Director. In accordance with applicable Board policy, the Board shall not disclose information prohibited by law. It is advisable and expected that School Board members will refrain from posting community correspondence and information regarding district related matters on their personal social media accounts. Board members meeting this expectation can avoid the potential misinterpretation or misrepresentation of official district positions and decisions. Additionally, upholding this practice promotes transparency, integrity, and ensures that district communication remains clear and consistent.

The goal of this guideline is to foster a positive, cohesive and confidential relationship between the Board, the district, and the community it serves.

In the event a district stakeholder communicates to the board as a whole through the district website all-board e-mail contact, the board president or his/her designee shall respond on behalf of the board.

Community Members will be encouraged to utilize the District's Contact Us Page on the website to share concerns or general comments about District programs. The superintendent will provide the Board with a monthly report recording all concerns/comments submitted via the District's Contact Us Page.. A summary report will be included on the agenda at the first meeting of every month.

Only one member of the Board will communicate with the media on behalf of the Board. If other members of the Board elect to communicate with the media they shall indicate to the media that their thoughts and opinion do not represent the viewpoint of the entire Board. When a statement is issued on behalf of the Board, the final statement shall be sent to the administration from the Board president.

#### Communication with District Solicitor

District communication by individual Board members with the District Solicitor about District matters is discouraged. Board members wishing to communicate directly with the District Solicitor shall first contact the superintendent or his/her designee (so long as the designee is a member of the administrative team) or the Board President and request an opportunity to speak with the Solicitor. In an effort to minimize the number Board communications with the Solicitor, board members should be prepared to confirm that their request is related to District matters have not previously been addressed by the Solicitor. However, Board members are not required to disclose specific information about their request. The Superintendent, designee, or Board President will notify the Solicitor. In case of matters concerning the superintendent, communications shall be channeled through the Board President The Business Manager shall monitor the legal invoices.