



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement

2121.10 – Board Communication

Approved on June 20, 2016 | Revised February 7, 2022

In order to establish clear channels of communication between Board members and district staff the Board of Education adopts the following practices:

I. Board Requests

Any Board member may submit a request to the superintendent for information regarding any issue of pertinence to the Board, including constituent concerns. The Superintendent, or their designee, is responsible for compiling the appropriate information and responding to the request. If the Superintendent feels the information may be of interest to the entire Board, they may elect to provide a response to the entire Board, and not just the person making the request.

Out of respect for both the chain of command and roles and responsibilities of Board members and the Superintendent, Board members shall refrain from making direct requests to other staff members, including teachers, building principals, and other district staff.

II. Committee Work

The chairs of various Board committees often need to work closely with cabinet level personnel. Therefore, in their capacity as committee chairs, Board members may directly communicate with cabinet level, or similar supervisory staff. This communication should only relate to the active work of the committees. In addition, all such communications should be copied to the Superintendent or their designee.

III. Exception for Inconsequential Requests

This policy is meant to allow the Superintendent and their direct staff to more carefully manage the workload of employees and allow for better management of requests to both staff members time and efforts. Nothing in this policy should be construed as a prohibition on Board members from casually communicating with various staff members or making inconsequential requests with the understanding that all formal requests should be directed through the office of the Superintendent. If a Board member wishes to make an inconsequential request (for example asking a building principal what time a program starts) they should also carbon copy the superintendent, allowing them to be informed as to the nature and frequency of such requests.

IV. Exemption for Leadership Communication

It is understood that in certain situations the Superintendent may request meetings or engage in communication with the leadership (President, Vice-President, or Secretary) of the Board of Education regarding matters not yet before the full board. It is also understood the Superintendent and other cabinet level officials may need to

communicate with other Board Members in their capacity as Committee Chairs regarding matters pertinent to their respective committees. Furthermore, multiple Board Policies require the Superintendent to communicate with the Board President in emergency situations. Nothing in this policy shall be construed as placing limits on those communications.

V. Accountability

The Superintendent shall ultimately be the one accountable for providing the Board with accurate and timely information needed for the Board to conduct their business. Board members have an expectation that requests will receive a reply or acknowledgement in a timely manner of 5 business days or less, either with the requested information or an update as to when the requested information may be available.