

Community Relations

Administration and School Relations with the Board

Purpose

Maintain open channels of communication between the Board of Education and staff members through the Superintendent of Schools.

Statement of Policy

This policy sets a professional standard regarding school visitations and communiqués.

Scope

Positive school/community/board relations are of paramount importance in maintaining two-way channels of communication either by visits or written communication. All parties should recognize that both the community's and the school system's needs and accomplishments must be related to each other in a professional and dignified manner.

Standards

1. All communications or reports from administrators, teachers or any other staff members to the Board of Education or its sub-committees shall be submitted through the Superintendent.
 - This procedure shall not be construed as denying the right of any employee to appeal to the Superintendent for a hearing with the Board of Education, where such right is otherwise provided by policy, contract, or law.
2. The Superintendent will employ such media as are appropriate to keep staff fully informed of the Board of Education's actions, concerns, and problems.
3. Official visits by individual Board members will take place only with the authorization of the Board of Education. All other visits by an individual Board member shall be regarded as an informal expression of interest in school affairs, shall be subject to Board policies and procedures, and not as an "inspection" or visit for supervisory or administrative purposes.

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4. Staff and Board of Education members share a mutual interest in schools and education. Should they meet in a social setting, matters such as educational trends, issues, innovations and district problems in general might be discussed. However, the following will be considered as evidence of unethical conduct:
- discussion regarding district personnel
 - discussion regarding personnel grievances or other employee hearings
 - discussion regarding student/parent complaints or hearings
 - discussion regarding privileged or confidential information including student and employee records
 - discussion regarding executive session information
 - discussion regarding evaluations

In addition, Board members must be aware of their obligations under the Freedom of Information Act. Accordingly, whenever a quorum of the membership of the Board (or a quorum of the membership of a Board subcommittee, as may be the case) is present outside of duly noticed meetings, the members should avoid having discussions on any matter over which the Board has supervision, control, or jurisdiction.

5. Individual Board members hold no authority except when acting as part of the Board of Education (or its subcommittees) legally in session or when discharging an assignment by the Board, and shall at all times maintain the attitudes and actions that will ensure the integrity of the Board.

Legal References: Connecticut General Statutes

1-200	Freedom of Information Act. Definitions.
10-220	Duties of Board of Education.
10-240	Control of Schools.
10-241	Powers of School Districts.

Policy adopted:	May 7, 2001	NEW MILFORD PUBLIC SCHOOLS
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