

DERRY TOWNSHIP SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED: November 19, 2012

REVISED: July 16, 2018

005-BOG-3. BOARD RELATIONS

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.

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. The report will include the administrator responsible for responding, time taken to respond and the action taken. 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.

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 or 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. Board members are not expected to disclose specific information about their request, but may be asked to confirm that it is related to District matters. The Superintendent, designee, or Board President will notify the Solicitor. In case of matters concerning the superintendent, communications shall be channeled through the Board Secretary. The Board Secretary shall monitor the legal invoices.