

Title: Standard Guidelines for Board Communication and Actions.

Control Information

Control Item	Details
Owner/Curator	Kathy Tate
Policy #	SJS1001
Supersedes	None
File Location	
Board approval date	

Revision History

Revision	Date	Revision Description	Originator
A		Initial Release	Kathy Tate

1. Policy to define standard guidelines for board communication and actions.

1.1. Objective:

The objective of this policy is the following

1. Understanding board responsibilities in relation to individual responsibilities.
2. Define protocol for board members representing the actions of the board.
3. Define protocol for board actions and communications with staff.
4. Define protocol for board actions and communications with the community.
5. Define protocol for board executive meeting confidentiality.

1.2. Board responsibilities in relationship to individual responsibilities

Our organizational structure adds complexity to management structure of the school. We do not have a superintendent to insulate board members from staff. Individual actions and statements can easily be misinterpreted to represent board opinion. Board members take on legal responsibility for the running of the Sheridan Japanese Charter School. Among those responsibilities is board members are not to expose the school to liability issues with individual actions and statements. Board members as individuals should not make statements on behalf of the board beyond items that have been voted on by the board.

1.3. Board member representation of the actions of the board

Board members are responsible to represent the decisions of the board without regard to personal opinion. Board members are responsible to implement the decisions of the board fully even though they may have opposed the decision.

1.4. Board member protocol for board actions and communications with staff

Once again our organizational structure is a factor for the staff in understanding direction and prioritizing requests from the board. Recognizing this, the board will appoint a primary interface with the staff. The board members are required to go through the board on issues that expose the school to liability to ensure actions are agreed upon and liability shared. Request for actions that could disrupt current priorities for staff are to be communicated through the appointed primary interface.

1.5. Confidentiality of board executive sessions

Discussions in executive session are confidential. Personnel performance of employees is confidential. Complaints against community members are confidential.

END OF POLICY

Legal Reference(s):

ORS 192.610 to 192.690