

BOARD RELATIONSHIPS AND COMMUNICATIONS WITH STAFF

A clear understanding of responsibilities and relationships between and among the Board and school personnel is essential for a smoothly running and efficient school system. It should be remembered that the Board, school administrators, teachers, and all others responsible for any phase of the work of CRCS have a common and basic responsibility--the welfare of the children in the school. This responsibility must guide all of our considerations and decisions.

RELATIONSHIPS

Board and Executive Director:

The relationship of the Board and the Executive Director can best be described as one of team-work. They must function cooperatively as some of their functions are not readily separable. However, the primary functions are separable and should be clearly understood by each. The Board is the legislative body of the school unit. It exercises its control over the schools through the formation of policies and the adoption of rules and regulations.

The Executive Director is the chief administrative officer responsible for the day to day administration of the school unit and for ensuring that the operations of the school unit conform to Board policies and applicable law.. The Board of Directors recognizes that the Executive Director is the chief executive officer in the school system and wishes to make this clear to all staff members and to all citizens.

All communications or reports to the Board, or to any committee of the Board, from the school principals, supervisors, teachers, or other employees shall be submitted through the Executive Director. Nothing in this paragraph, however, shall be construed as denying the right of any employee to appeal to the Board from the decision of the Executive Director as outlined in other policies. **Board and Principal:**

The school principal has no direct administrative relations with the Board. Principal relations to the Board are through the Executive Director. The Principal is directly responsible to the Executive Director; for the Board recognizes that the Executive Director is the person to whom it must look for professional leadership within the school system. The school principal is the person who must implement building leadership by putting into practice the policies of the Board. The Principal is likewise held responsible for bringing issues to the Executive Director's attention. A spirit of cooperation and mutual helpfulness must prevail between the Executive Director and the Principal if the best results are to be realized. For instance, the Principal and the Executive Director must cooperate in the selection of the school staff for the Principal is in the best position to know the kind of person needed for a particular type of service in his school. However, the Principal must make recommendations to the Executive Director and not to the Board. At all times the Principal must remember that all matters which require Board action must be presented to the Board by the Executive Director.

Board and Teachers and other School Employees:

The relationship of the teacher to the Board is indirect. The teacher is directly responsible to the Principal and through that building leader to the Executive Director, and then to the Board.

Other school employees, depending on the position, are directly responsible to the supervisor to whom the employee reports, and through the Principal or supervisor to the Executive Director, and then to the Board.

Direct access between employees and the Board may be obtained through channels established for grievances or through other Board policies.

BOARD COMMUNICATION WITH STAFF

The Board will communicate regularly with school staff on matters of current interest and importance to the school community at such times and through such methods as the Board deems appropriate. Examples include postings of notices and minutes on the website, Board workshops, surveys, and/or opportunities for staff to serve as representatives on advisory committees.

Board members have no authority as individuals, and members and staff keep this in mind when considering methods of communication. Communications with staff are the responsibility of the Board as a whole. Individual Board members should refrain from initiating communications or conversations with staff members on their own. Individual employees and employee organizations are expected to utilize communication channels established through Board policies, administrative procedures, and agreements and not to circumvent the chain of command or their direct supervisor.

Efficient school system policies are developed out of the needs of the schools; therefore, we as a Board recognize the value of administrators, teachers, and staff in formulating effective policies.

Adopted: 8/29/2012

Second reading and adoption: April 17, 2023

Cross Reference: KE - Feedback and Complaints