

## **Title: Policy to Define Standard Guidelines for Board Communication and Actions**

### **Control Information**

<b>Control Item</b>	<b>Details</b>
Owner/Curator	Mark Hazelton
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Consult and Notify	ICP, ED

### **Revision History**

<b>Revision</b>	<b>Date</b>	<b>Revision Description</b>	<b>Originator</b>
A	7/1/2008	Initial Release	M. Hazelton
B	7/17/2014	Number and format revision, revision	Melissa Harris

## **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.**

The MCCS organizational structure of many Board members adds complexity to management structure of the school. Individual actions and statements can easily be misinterpreted to represent Board opinion. Board members take on legal responsibility for the Muddy Creek Charter School. Board members as individuals should not make statements on behalf of the Board beyond items that have been voted on by the Board. Board members should be careful not to create liabilities for the school by individual actions. 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.

## **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.**

The organizational structure of multiple Board members is a factor for the staff in understanding direction and prioritizing requests from the Board. Because of this, the Board appoints the task of communicating Board requests and decisions to the Executive Director and Head Teacher. The Executive Director and Head Teacher will be the primary interface between the Board and staff. Request for actions that could disrupt current priorities for staff are to be communicated through the appointed primary interface. It is the responsibility of the Executive Director and Head Teacher to accurately communicate Board requests and decisions, and inform the Board of any staff concerns related to the content communicated.

## **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.