

SOUTHERN FULTON SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: CONTACT WITH
ADMINISTRATIVE AND
PROFESSIONAL STAFF

ADOPTED: June 19, 2012

REVISED:

003.1. CONTACT WITH ADMINISTRATIVE AND PROFESSIONAL STAFF

Section 1. Purpose

The Board desires to ensure that the Superintendent, Assistant Superintendent, and other administrative staff members take direction from a majority of the full Board, and that their time in performing their essential functions is not limited or compromised by having to address concerns or follow instructions of individual Board members. In addition, the Board recognizes that its appointed professional staff generally charge for services rendered and that it is not in the best interest of the taxpayers of the school district that costs and expenses of professional staff persons be incurred except with respect to matters directed or approved by a majority of the full Board in executive session or at a public meeting.

Section 2. Authority

It is hereby declared to be the policy of this Board that individual Board members shall not direct the activities of administrative or professional staff members except upon approval by the Board President and/or the majority of the Board. To more fully accomplish the goals of this policy, administrative and professional staff members are advised not to take direction from or to spend time at the request of individual Board members except upon approval of the Board President or upon official action by a majority of the full Board in executive session or at a public meeting.

It is not the intention of this policy, and this policy shall not be construed to restrict or limit the statutory rights of any individual Board member.

Section 3. Dissemination Of Information

The Board recognizes the need for each individual Board member to receive complete, accurate and timely information from the Superintendent, business office and other members of the administration concerning district-related matters, regardless of whether it is anticipated by the administration that the Board will or should take action on any such matter.

If a Board member requests information in addition to the normal flow of information needed to conduct regularly scheduled meetings and deliberations, the request must be made through the Board President.

Section 4. Staff Communications

The Board, through the Superintendent, will maintain open channels of communication between the Board and the staff.

Board communications to staff - All official communications, policies and directives of staff interest and concern will be communicated to staff members through the Superintendent; and the Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's concerns and actions.

Staff communications to Board - All communications or reports to the Board or any Board committee from principals, supervisors, teachers, or other staff members shall be submitted through the Superintendent. This necessary procedure shall not be construed as denying the right of any employee to appeal to the Board administrative decisions on important matters, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed in accordance with the Board's policy on complaints and grievances. Staff members are also reminded that Board meetings are public meetings. As such, they provide an excellent opportunity to observe firsthand the Board's deliberations on problems of staff concern.

Section 5. Board Members' Visits To School

Board members' visits to school shall be regarded as informal expressions of interest in school affairs and not as inspections or visits for supervisory or administrative purposes. Official visits by Board members will be carried on only under Board authorization and with the full knowledge of staff, including advance notice to the Superintendent, principals and other supervisors.

Board members who visit schools of their own volition or by invitation have no more authority than any other citizen. Board members have authority only in regularly called meetings of the Board or when delegated specific tasks by Board action. Such visits should be made in accordance with the following guidelines:

- a. Board members will sign in at the office and obtain the appropriate visitor's pass.
- b. Board members may exert no authority while on such visits; they will function solely as observers.

<p>Pol. 907</p>	<p>c. Such visits will be for the purpose of becoming acquainted with school programs, personnel, operation, and facilities.</p> <p>d. A Board member will not give directions to personnel during the visit. If a school visit leaves a Board member with a concern, this concern should be addressed through appropriate channels, i.e., discussed with the Superintendent.</p> <p>e. A Board member may also visit a school as a parent/guardian, and in such instances shall follow the Board policy. In those instances, the Board member should make it clear that s/he is visiting as a parent/guardian and not as a member of the Board.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 301, 407, 508, 510, 511, 1001, 1081</p> <p>Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.</p> <p>Public Officials and Employee Ethics Act – 65 Pa. C.S.A. Sec. 1101 et seq.</p> <p>Board Policy – 000, 006, 007, 326, 907</p>
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