

**BOARD-EMPLOYEE COMMUNICATIONS**

The Board desires to maintain open channels of communication between itself and the employees. The basic line of communication will, however, be through the Superintendent of Schools.

Staff Communications to The Board

All communications or reports to the Board or any Board committee from the principal, supervisors, teachers or other employee members shall be submitted through the Superintendent.

Board Communications to Staff

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

Visits to School

It is the desire of the Gilmanton School District to have Board members spend time during the school day in the Gilmanton School. This offers a first hand observation of all that is happening in the building including District initiatives that the Board is considering during each budget cycle.

Board members should sign in at the office and pick up a visitor badge.

Board members should feel welcome to visit classrooms and other student activities that they are invited to view. In addition, Board members should feel welcome asking the Principal for classes and activities that they might observe.

Board members should avoid staff meetings and/or gatherings unless previously invited in order to respect the staff's ability to carry out the business of the Gilmanton School in a confidential and professional manner.

Board members are encouraged to share their experiences and impressions with the entire Board through a regularly scheduled agenda item at each Board meeting.

Social Interaction

Staff and Board members share a keen interest in the school and in education, generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues and innovations and general District problems. However, employees are reminded that individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action. Therefore, discussions of personalities or personnel grievances by either party will be considered unethical conduct.

1<sup>st</sup> reading: January 21, 2003

2<sup>nd</sup> reading: February 10, 2003

Adopted: February 10, 2003

## **SCHOOL ADMINISTRATIVE UNIT 79**

**BHD**

### **COMMUNICATION WITH PUBLIC**

It shall be the Policy of Gilmanton School Board to work to maintain positive public relations in which they will keep the community informed about its school and students. The Board shall foster community involvement in the School District through utilization of community resources in the instructional programs and Board business.

Adopted: July 8, 1986, December 12, 1994

Updated: September 27, 1999

Reviewed: February 10, 2003

**Gilmanton School District Policy**

**INTERNET COMMUNICATIONS**

Internet communication shall be understood to encompass any form of communication, which occurs by use of the Internet, including but not limited to e-mail and “instant messaging” (IM).

**INTERNET COMMUNICATION BETWEEN BOARD MEMBERS OR  
BETWEEN ADMINISTRATION AND BOARD MEMBERS**

While Internet communication is useful for promptly conveying information and for coordinating administrative matters, Board members shall avoid any discussion of Board matters on-line and no Board decisions shall be made on-line.

**INTERNET COMMUNICATION BETWEEN BOARD MEMBERS  
AND THE PUBLIC**

The Board will not consider any Internet communication from the public to any single Board member or to any group of Board members to be official (written) communication with the Board. The Board will accept as official communication only communication which is written on paper and which hard copy is delivered (by any means, except electronically) to the Board or to the administration.

Any individual Board member receiving an Internet communication alone shall consider it to be informal (unwritten) communication like any other informal communication received in speaking to constituents in person or over the telephone. That individual Board member may respond to or dispose of the Internet communication in any way he/she deems fit.

Any Internet communication received by more than one Board member shall be transmitted by all the recipients of the communication (or by the Board chair only if he/she is also a recipient) to the Superintendent, whose responsibility it then becomes to respond to the communication appropriately. This response shall be as timely as possible and it should advise the sender of the above policy.

1<sup>st</sup> Reading: January 12, 2004  
2<sup>nd</sup> Reading: January 26, 2004  
Adopted: January 26, 2004