

# HANOVER PUBLIC SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: SCHOOL BOARD/  
ADMINISTRATION  
COMMUNICATIONS

ADOPTED: November 25, 2013

REVISED:

012. SCHOOL BOARD/ADMINISTRATION COMMUNICATIONS

Section 1. Protocol

This policy sets forth the communication protocol Board members and district administration members are to follow in carrying out the public service they provide the Hanover Public School District. The policy is intended to ensure timely and accurate communications regarding school district matters.

Section 2. Handling Controversial School-Related Developments

The Superintendent or designee will advise the Board President and all other Board members as soon as practicable on school or school-related developments that are controversial, sensitive to press reaction, involve public safety, or have legal implication. Likewise, with regard to such developments which may first come to the attention of a Board member, that Board member will promptly advise the Board President and the Superintendent.

Section 3. Initiation Of Communications

All Board members' official communications with district administration are to be initiated with or through the Superintendent or appropriate Administration Liaison. The Superintendent will designate the Administration Liaison responsible for each Committee of the School Board. The District Administration will advise the Superintendent of communications with Board members involving school-related matters.

Section 4. Requests For District Information

All Board members' requests for district information regarding School Board business will be directed to and through the Superintendent. It will be the Superintendent's responsibility to ensure the timely provision of the requested information. Should fulfilling a Board member's request require significant use of staff time or cost to the district, the Superintendent may seek Board approval prior to taking action on the request. This provision is not intended to prevent the administration from fulfilling its obligations to provide timely information under Pennsylvania's Right-to-Know law, but rather to manage the resource impact of information requests in a reasonable manner. Any information produced pursuant to a Board member's request is to be distributed to all Board members in a timely fashion.

Section 5. Meeting Agendas

The Board President or Committee Chair, in collaboration with the Superintendent, shall establish the meeting agenda prior to the scheduled meeting. Subsequent to the publication of the agenda, new agenda items may be introduced at the meeting only

Pol. 006

Pol. 911	<p>if determined to be an urgent matter by the Superintendent or Board President. The Superintendent is responsible for providing to Board members pertinent information about agenda items prior to the scheduled meeting.</p> <p>Section 6. <u>Official Communications With Press</u></p> <p>The Superintendent or designee is responsible for official communications with the press regarding district matters. The Board President or designee is responsible for communicating with the press regarding School Board business.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 006, 911</p>
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