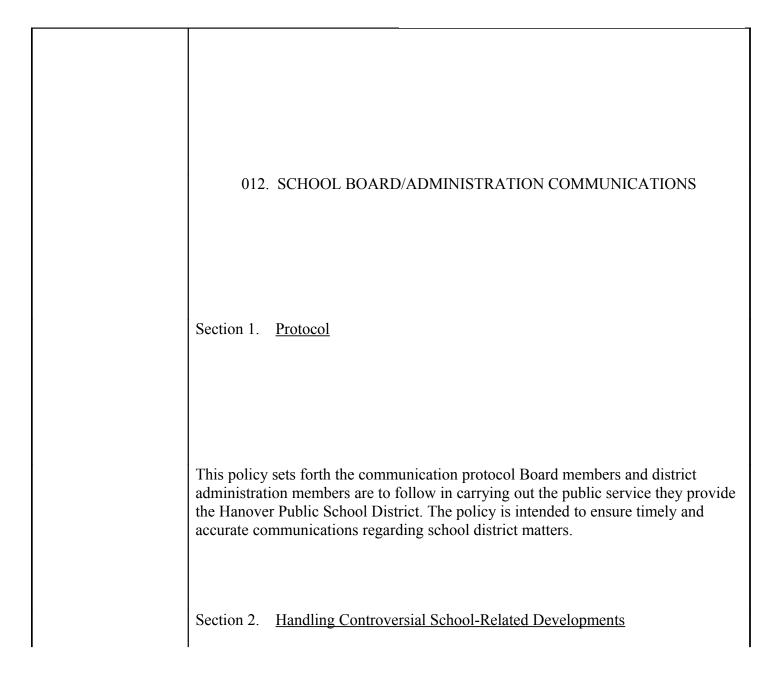
HANOVER PUBLIC SCHOOL DISTRICT

- SECTION: LOCAL BOARD PROCEDURES
- TITLE: SCHOOL BOARD/ ADMINISTRATION COMMUNICATIONS
- ADOPTED: November 25, 2013

REVISED:



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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
Pol. 006	The Board President or Committee Chair, in collaboration with the Superintendent,

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

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	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.
	Section 6. Official Communications With Press
Pol. 911	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.
	References:
	School Code – 24 P.S. Sec. 510
	Board Policy – 006, 911