

Book Policy Manual
Section 000 Local Board Procedures
Title School Board/Administration Communication Policy
Code 007
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Purpose

This policy sets forth the communication protocol School Board members and School District Administration members are to follow in carrying out the public service they provide the Upper St. Clair School District. The policy is intended to ensure timely and accurate communications regarding School District matters.

Guidelines

1. The Superintendent, or the Superintendent's designee, will advise the 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 implications. Likewise, with regard to such developments which may first come to the attention of a Board member, that Board member will promptly advise the President and the Superintendent of Schools.
2. All Board members' official communications with School 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 School District Administration will advise the Superintendent of communications with Board members involving school-related matters.
3. All Board members' requests for School 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 members' 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 obligation to provide timely information under Pennsylvania's "Right to Know" laws, 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.

4. The Board President or Committee Chair, in collaboration with the Superintendent of Schools, 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 if determined to be an "urgent" matter by the Superintendent or President of the Board. The Superintendent is responsible for providing to Board members pertinent information about agenda items prior to the scheduled meeting.
5. The Superintendent of Schools, or designee, is responsible for official communications with the press regarding School District matters. The President of the Board, or designee, is responsible for communicating with the press regarding official School Board business.

Replaces Policy 2007 - School Board/Administration Communication Policy adopted September 27, 2004