

Hope Chinese Charter School Policy

Adopted: 1/14/2014

Revised: _____

COMMUNICATION PROTOCOL

Objective:

1. For board members:

- a). Understanding board responsibilities in relation to individual responsibilities.
- b). Define protocol for board members representing the actions of the board.
- c). Define protocol for board actions and communications with staff.
- d). Define protocol for board actions and communication with the community.
- e). Define protocol for board executive session confidentiality.

1. BOARD

a. Board responsibilities in relation to individual responsibilities:

Individual actions and statements can easily be misinterpreted to represent board opinion. Board members take on the legal responsibility for running of Hope Chinese Charter School. Among those responsibilities is not to expose the school to liability issues with individual actions and statements on behalf of the board beyond items that have been voted on by the board.

b. Board members representing the actions of the board:

Board members are responsible to represent the decisions of the board without regard to personal opinion. Board members are responsible to implement the decisions of the board even though they may have opposed the decision.

c. Board actions and communications with staff:

Our organizational structure of a small board is a factor for understanding direction and prioritizing requests from the board. Recognizing this, the board will appoint a primary interface person to consult with the Principal and appointed volunteers. The board members are required to go through the board on issues that expose the school to liability to ensure the actions are agreed upon and liability shared. Requests for actions that could disrupt the current priorities and activity of staff are to be communicated through the appointed primary interface.

d. Board actions and communication with the community:

Board members will advise the Principal upon his/her request. Board will refer the individual staff member, parent, visitor to the Principal to address issues of an academic nature. If community member (parent, staff member or visitor) approaches or emails a board member, the board member will refer to the grievance policy and procedure. Decisions and action of the board will occur after after all avenues to resolve a situation has been given an opportunity to work.

e. Board executive session confidentiality:

Discussions in executive session are confidential.

Personnel performance of employees is confidential.

Complaints against community members are confidential.

Student records are confidential.

Property purchase and lease negotiations discussions are confidential