

BBBA Board Member Duties

7/1/22

A. COMMUNICATION:

1. Communication among Board Members/Superintendent:

- a. The Superintendent will communicate with all Board members regularly via Board Update email.
- b. When a Board member has information or data to share with the other Board members and/or staff, that Board member will provide the information or data to the Superintendent who will distribute.
- c. Board members may attend events/activities for the community, but should refrain from gathering as a quorum or discussing board business except during called board meetings.
- d. The preferred form of communication among Board members and the Superintendent is via email.
 - (1) Board members/Superintendent should make every effort to check email daily.
 - (2) When email is sent to the entire Board, Board members should be "blind copied" so as to avoid inadvertent "reply all." The text of the email should note that all Board members are being "blind copied."
 - (3) All email communication will comply with the Georgia Open Record Act, O.C.G.A. § 50-18-70 et. seq. and the Georgia Open Meeting Act, O.C.G.A. § 50-14-1 et. seq.
 - (4) All questions and/or comments should be submitted to the Superintendent and Board Chair via email.

2. Communication with the News Media:

- a. Board members will be kept informed of incidents and district positions/statements.
- b. Communication by Board members to the news media should be helpful to the District and not harmful.
- c. The Board Chair is the official spokesperson for the Board of Education.
- d. The official spokesperson for the District is the Superintendent or his/her designee (Superintendent delegates to the Communications Department as appropriate).

3. Communication with Staff:

- a. The Superintendent is the only employee that reports directly to the Board of Education.
- b. Board Members may always contact the Superintendent.
- c. Board members should not attend staff meetings and/or staff trainings unless invited.
- d. When Board members are approached with community/constituent/parent concerns, they should refer the issue to the Chief Leadership Officer and the appropriate Level Assistant Superintendent.
 - (1) Community members, constituents, and parents with concerns should be encouraged to follow the appropriate chain of command.

B. SCHOOL VISITS:

1. All school visits should be conducted for a specific purpose.
2. Board members may visit schools when invited by school or district staff.
3. Board members may visit schools by making arrangements with district or school administrators in advance.
4. Board members must follow visitor procedures.
5. Board members should avoid participating in student meetings without invitation from school staff.
6. Board members may attend parent/teacher association, foundation, or other organization meetings when invited by a staff member.

7. This policy does not preclude a Board member from attending school functions as a parent should his/her child attend that school.

This document should be communicated to schools.

Approved: 10/27/11

Revised and Re-coded: 5/17/12 (previously coded as Board Policy BP)

Revised and Re-coded: 1/25/13 (previously coded as Board Policy BH[1])

Revised: 7/25/16; 7/1/22