

# DRAFT COMMUNICATION PRACTICES

## BOARD/SUPERINTENDENT COMMUNICATIONS

### 1. Director Questions and Information Requests

- a. All questions and requests should be directed to the Superintendent who will delegate to cabinet and staff as appropriate.
- b. Directors are welcome to call, text, or email the superintendent.
- c. Directors will copy the superintendent's admin assistant on emails to the superintendent.
- d. The superintendent will respond to individual director questions and information requests within two business days with a blind copy to the other directors.
- e. If the information requested requires, in the opinion of the Superintendent, significant amount of staff time to produce, the superintendent may consult the Board President.

### 2. Director Meetings with the Superintendent

- a. The superintendent's administrative assistant will schedule monthly one-on-one meetings with the superintendent and each director.
- b. Directors are welcome to request additional meetings.

### 3. Superintendent Updates

- a. The Superintendent will provide regular Superintendent Updates
- b. If a formal memo is required for a specific issue, they will be included in weekly updates.
- c. Legal or time-sensitive memos will be sent under separate cover.

### 4. Avoidance of Surprises

- a. The Superintendent will strive to alert Board Directors in a timely manner if a significant issue is developing (understanding that sometimes the media/social media becomes aware of issues prior to District leadership)

### 5. Board Meeting Preparation

- a. The Superintendent will provide as much information as possible the Friday before a board meeting.
- b. Board members will send questions and concerns about issues on the agenda to the superintendent prior to the public meeting so staff can respond in advance or be prepared to respond during the meeting (understanding questions may come up through the course of discussion in a meeting).

## BOARD/COMMUNITY COMMUNICATIONS

### 1. Emails to Director(s)

- a. **General Emails (general or director-specific concerns, feedback, gratitude, etc.)**

- i. If the email was sent to the entire board, the board secretary will give a general reply, copying all directors and blind copying [boeseecretary@dcsdk12.org](mailto:boeseecretary@dcsdk12.org) and the superintendent.
    - ii. If the email is addressed (in whole or in part) to the superintendent, the superintendent will respond and blind copy the board directors and [boeseecretary@dcsdk12.org](mailto:boeseecretary@dcsdk12.org).
    - iii. Individual director responses should be blind copied to [boeseecretary@dcsdk12.org](mailto:boeseecretary@dcsdk12.org) and may be blind copied to the other directors.
  - b. **Emails with a Specific Concern** (a parent or staff member concern, for example)
    - i. Any director can forward to the Superintendent with a CC to the Superintendent's Admin Assistant and a BCC the other board Directors (so they know it has been passed along) and [boeseecretary@dcsdk12.org](mailto:boeseecretary@dcsdk12.org).
    - ii. The Superintendent will respond to the issue as appropriate or refer the individual to the correct place in the organization per policy KE and BCC all board directors so they know the issue is being addressed.
    - iii. If a director would like to know more about the resolution for referred issues, please let the superintendent know.
  - c. **Threatening or concerning emails should be forwarded to the Superintendent AND the Director of Safety & Security as soon as possible.**

## 2. Emails from a Director to all Directors

- a. Directors **DO NOT REPLY ALL** to all Directors (Sunshine Law)

## 3. Text Messages

- a. Directors should not text more than one other Director (Sunshine Law)
- b. The Superintendent or BOE Assistant Secretary will text directors individually rather than in a group when possible.

## 4. Board of Education Weekly Correspondence

- a. Based on emails sent to [boeseecretary@dcsdk12.org](mailto:boeseecretary@dcsdk12.org).
- b. The Weekly Correspondence document will be emailed to Directors at the end of each week.