

**Section B: School Board Governance and Operations****BHC BOARD RELATIONSHIPS AND COMMUNICATIONS WITH STAFF**

A clear understanding of responsibilities and relationships between and among the Board and school personnel is essential for a smoothly running and efficient school. It should be remembered that the Board, school administrators, teachers, and all others responsible for any phase of the work of the school have a common and basic responsibility—the welfare of the children in the schools. This responsibility must guide all of the Board's considerations and decisions.

**RELATIONSHIPS****Board and Director**

The relationship of the Board and the Director can best be described as one of teamwork. They must function cooperatively as some of their functions are not readily separable. However, the primary functions are separable and should be clearly understood by each. The Board is the governing body of the school and has the responsibility for adopting policies and providing for the care and management of the school.

The Director is the ex officio secretary of the Board and the chief administrative officer. The Director is responsible for the day to day administration of the school and for ensuring that the operations of the school conform to Board policies and applicable law. The Board recognizes this and wishes to make this clear to all staff members and to all citizens.

All communications or reports to the Board, or to any committee of the Board, from supervisors, teachers, or other employees shall be submitted through the Director.

**Board and Teachers and other School Employees**

The relationship of the teacher to the Board is indirect. The teacher is directly responsible to the Director and then the Director to the Board.

Other school employees, depending on their position, are directly responsible to the supervisor to whom the employee reports, and the supervisor reports to the Director, and then the Director to the Board.

Direct access between employees and the Board may be obtained through channels established for grievances or through applicable Board policies.

**BOARD COMMUNICATIONS WITH STAFF**

The Board will communicate regularly with school staff on matters of current interest and importance to the school community at such times and through such methods as the Board deems appropriate.

Acceptable methods include periodic newsletters, postings or notices on the school website or social media, minutes of Board meetings, Board workshops, and/or opportunities for staff to serve as representatives on advisory committees to the Board.

Individual employees and employee organizations are expected to utilize communication channels established through Board policies, administrative procedures, and collective bargaining agreements and not to circumvent the chain of command and their direct supervisors.

Communications with staff are the responsibility of the Board as a whole. Individual board members should refrain from initiating communications or conversations with staff members on their own.

Legal Reference: 20-A MRS §§ 1(28); 1001(21); 1051; 13201-13202

Cross Reference: BEDH – Public Participation at Board Meetings  
KEB – Complaints about School Personnel

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