

## RSU #63

- a. **NEPN/NSBA Code:** BHC
- b. **Title:** Board Communications and Relationships with Staff
- c. **Author:**
- d. **Replaces Policy:**
- e. **Date Approved:** 01/27/2025 RSU #63
- f. **Date Previously Approved:** 03/28/2022
- g. **Policy Expiration:** Review as Needed
- h. **Responsible for Review:** Superintendent/Policy Committee
- i. **Date Reviewed:** 11/13/2024 Superintendent  
01/06/2025 Policy Committee
- j. **Reference:** Maine School Management Sample Policy BHC
  - Legal Reference:** 20-A MRSA §§ 1(28); 1001(21); 1051; 13201-13202
  - Cross Reference:** Policy BEDH – Public Participation at Board Meetings  
Policy KE – Public Concerns and Complaints
- k. **Narrative:**

A clear understanding of responsibilities and relationships between and among the RSU #63 Board of Directors (the Board) and school personnel is essential for a well-run and efficient school system. The Board, superintendent, other RSU #63 administrators, teachers, and all others-staff responsible for any phase of work of RSU #63 (the District) have a common and basic responsibility – the welfare and education of the children in the schools. These responsibilities must guide the Board’s consideration and decisions. It is understood that staff members and their children may interact with and have friendships with the families of students outside of school. This policy is not intended to prohibit such interactions and friendships, provided that professional boundaries are maintained at all times.

### I. Board of Directors and Superintendent

- A. The relationship between the Board and the superintendent is best 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 legislative body of the District. The Board exercises its mandated management through the formation of policies for the District’s operation.
- B. The Superintendent is the ex officio secretary of the Board and the chief administrative officer. The superintendent is responsible for the day-to-day administration of the District and for ensuring that the operations of the school unit 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.
- C. All communications or reports to the Board, or to any committee of the Board, from principals, supervisors, teachers, or other employees will be submitted through the Superintendent.

## **II. Board and Other RSU 63 Administrators**

- A.** RSU #63 administrators have no direct administrative relations with the Board. Their relations to the Board are through the superintendent, for the Board recognizes that the superintendent is the person to whom it must look for professional leadership within the schools. A spirit of cooperation and mutual helpfulness must prevail between the superintendent and the administrators if the best results are to be realized. For instance, the administrators and the superintendent must cooperate in the selection of school staff because they are in the best position to know the kind of person needed for a particular type of service in the school. Administrators must make recommendations to the superintendent and not to the Board. At all times Administrators must remember that all matters which require Board action must be presented to the Board by the superintendent.

## **III. Board and Teachers**

- A.** The relationship of a teacher to the Board is indirect. A teacher is directly responsible to the principal and through them to the superintendent, and then to the Board.
- B.** Other school employees, depending on their position, are directly responsible to the administrator or to the supervisor to whom the employee reports, and through the administrator or supervisor to the superintendent, and then to the Board.
- C.** Direct access between employees and the Board may be obtained through channels established for grievances or through applicable Board policies.

## **IV. Board Communication with Staff**

- A.** 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.
  - a.** Methods to consider might include periodic newsletters, postings, or notices on the RSU #63 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, etc.
- B.** 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.
- C.** Communications with staff are the responsibility of the Board as a whole. The intent of the Board is to effectively, professionally, and respectfully communicate with the staff to ensure a positive working relationship and environment. This type of communication shall provide an atmosphere of growth and development between the board and all the staff while upholding the core values of RSU #63.