



## **Banning Lewis Ranch Academy (BLRA) BLRABODPOL - School Board Communication**

**Scope and Purpose:** Good communication is a key element of the BLRA school board’s representation and understanding of the schools and parents needs when setting the general direction of policies for the school. The purpose of the BLRA Board of Directors (“Board”) Communication Policy is to codify the Board’s communication principles, and describe how the principles are met through the activities of the Board. This policy includes the following sections:

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| <b>BLRABODPOL - School Board Communication</b>               |
| <b>Section 1 Roles and Responsibilities</b>                  |
| <b>Section 2 School Board Member Contact Information</b>     |
| <b>Section 3 Board Use of Email</b>                          |
| <b>Section 3.1 Board Public Email Account</b>                |
| <b>Section 3.2 Board Individual Email Accounts</b>           |
| <b>Section 4 Board Member Personal Use of Social Media</b>   |
| <b>Appendix A: Response Template with Special Meeting</b>    |
| <b>Appendix B: Response Template without Special Meeting</b> |

### **SECTION 1 ROLES AND RESPONSIBILITIES**

The Board is responsible for establishing the Communication Policy and has the sole authority to amend it.

The Board President speaks on behalf of the Board. The Board Vice President will speak on behalf of the Board in the absence of the President. The Board President may delegate this role, as required, to any other Board member. Board members can speak on behalf of the Board with the prior approval of the Board. If Board Members are speaking to the media or other parties but not acting on behalf of the Board, they should make it clear that they are doing so in a capacity other than as a Board Member and that the information being provided is not information that the Board Member is aware of only because he or she is a Board Member.

### **SECTION 2 SCHOOL BOARD MEMBER CONTACT INFORMATION**

Names and titles of Board members will be provided on the BLRA website, under the School Board section. This section of the website will also list the email contact information for the public Board email address

### **SECTION 3 BOARD USE OF EMAIL**

The Board use of email is required to efficiently execute the business of the school. Due to legal restrictions on this type of communication strict guidelines must be adhered to in order to remain compliant with all applicable laws. Under no circumstances shall the Board membership conduct communications through email that violates the Colorado Sunshine Law.

### **SECTION 3.1 BOARD USE OF PUBLIC EMAIL**

- The Board shall maintain a public email address which will be published to the school community and serve as the primary means for the school community to contact the Board outside of public meetings
- The Board Secretary shall monitor all incoming messages to the email account.
  - If an incoming email may be addressed through policy, the Board Secretary may respond to the email with the applicable policy reference.
  - If an incoming email may not be directly addressed with policy the Board Secretary or any other Director may request a special meeting to address the email. If a special meeting is requested the Board Secretary shall respond to the email with the template response contained in Appendix A.
  - If an incoming mail may not be directly addressed with policy and the Board membership has not requested a special meeting the Board Secretary shall respond to the email with the template response contained in Appendix B.

### **SECTION 3.2 BOARD MEMBER INDIVIDUAL EMAIL ACCOUNTS**

- Individual email accounts may be created for each Board Member
- Individual Board Member email accounts are not intended for external communications and should not be provided to the school community
  - Exceptions would include community members serving on Board committees or subcommittees
- To ensure the most efficient dissemination of Board incoming communications an auto forward rule from the Public Board email account to the individual Board Member email accounts may be established.
- Individual Board Member email accounts may be linked or synchronized to privately owned devices including computers and phones
- Due to the potential for protected or sensitive information being forwarded to the individual Board Member email accounts if a privately owned device is linked to the account the following guidelines apply to these devices:
- Directors will accept all security configurations from the email server when connecting their privately owned device to the corporate email server
- Directors acknowledge that by storing or accessing public information with their privately owned device their device may become subject to legal proceedings

- The corporation is not responsible for any loss, damage, or fees associated with loss of use as a result of legal action.
- Devices will be password or otherwise protected from unauthorized access
- Directors will notify the Board Membership of any theft, loss, or unauthorized access to a privately owned device which has been linked to their individual Board Member email account

#### **SECTION 4 BOARD MEMBER PERSONAL USE OF SOCIAL MEDIA**

The Board acknowledges that some Board Members may use social media tools for personal or professional use in their capacity other than as a Board Member. Board Members will ensure that their online activity does not conflict with the Code of Conduct or this Communication Policy. Board Members will not affiliate themselves with the BLRA Board on any social media account profiles to avoid being identified as a spokesperson for the Board. Board Members may forward documents through social media that are publicly available; however, in accordance with Board policy, may not comment on them. Board Members who use social media tools for personal use will consider how it may affect BLRA and other Board Members, recognizing that social media content is pervasive, often permanent and in many cases out of personal control once posted. Board Members will ensure that no material is posted to their personal pages or sites that could jeopardize the reputation of BLRA or the Board.

**Adopted:** Approval February 3, 2009

**Revised:**

Revision 1 - 20 March, 2012 – Revised for individual board member email accounts

Revision 2 - April 2017 – updated and added social media

**File:** BLRA Board Communications Policy Rev1.doc

CROSS REF.:

## **Appendix A: RESPONSE TEMPLATE WITH SPECIAL MEETING**

Thank you for sending a message to the Banning Lewis Ranch Academy Board of Directors.

Your message is accessible by all of the Board of Directors for review. Due to the nature of your message, a special meeting has been called to discuss your concern(s). We would like to invite you to the meeting so that you can discuss your message directly with the Board of Directors and to provide any clarifying information as necessary to the Board.

Given the governance structure of the Banning Lewis Ranch Academy Board of Directors, the majority of a quorum of Directors present is needed to provide a formal reply. Once a decision is made, a formal reply will be sent to you in the same manner that the Banning Lewis Ranch Academy received your initial comment, idea, or suggestion.

Please understand that certain areas, such as those areas involving personnel issues and issues involving security are addressed in executive session in accordance with Colorado law. If such executive session occurs, you will be briefed regarding what you may or may not say about the executive session after its conclusion. This is in no way to prohibit free speech, but to conform to legal mandates. Violation of such legal mandates may bring forth legal action(s) with civil and/or criminal remedies. Generally, no direct personnel or security matters that are discussed in executive session are to be released.

The Banning Lewis Ranch Academy Board of Director's special meeting will be held on XX XXX 20XX at X:XX x.x. MST in [Location of meeting].

Additionally, the Banning Lewis Ranch Academy Board of Director's regularly scheduled meetings are conducted the third Tuesday of each month. The next meeting date is XX XXX 20XX at 6:00 p.m. MST in the Banning Lewis Ranch Academy Library.

We look forward to seeing you there!

Sincerely,  
Your BLRA Board  
(List individual Board Member names)

## **APPENDIX B: RESPONSE TEMPLATE WITHOUT SPECIAL MEETING**

Thank you for sending a message to the Banning Lewis Ranch Academy Board of Directors.

Your message is accessible by all of the Board of Directors for review. Your message will also be brought up as a discussion item during the next Banning Lewis Ranch Academy Board of Director's regularly scheduled meeting. We would like to invite you to the meeting so that you can discuss your message directly with the Board of Directors and to provide any clarifying information as necessary to the Board.

Given the governance structure of the Banning Lewis Ranch Academy Board of Directors, the majority of a quorum of Directors present is needed to provide a formal reply. Once a decision is made, a formal reply will be sent to you in the same manner that the Banning Lewis Ranch Academy received your initial comment, idea, or suggestion.

Please understand that certain areas, such as those areas involving personnel issues and issues involving security are addressed in executive session in accordance with Colorado law. If such executive session occurs, you will be briefed regarding what you may or may not say about the executive session after its conclusion. This is in no way to prohibit free speech, but to conform to legal mandates. Violation of such legal mandates may bring forth legal action(s) with civil and/or criminal remedies. Generally, no direct personnel or security matters that are discussed in executive session are to be released.

The Banning Lewis Ranch Academy Board of Director's regularly scheduled meetings are conducted the third Tuesday of each month. The next meeting date is XX XXX 20XX at 6:00 p.m. MST in the Banning Lewis Ranch Academy Library.

If your email was received within forty-eight hours of the next scheduled Board meeting it cannot be formally added to the agenda until the following scheduled meeting. However, as always, you are welcome to attend the meeting and sign up for public comment to discuss your message.

We look forward to seeing you there!

Sincerely,  
Your BLRA Board  
(List individual Board Member names)