

Community Relations

Communications with the Public

The Ledyard Board of Education believes it is important to inform the public about school curriculum, programs, and activities so citizens can participate in these programs. Concurrently, the school staff, administration, and the Board should be aware of the community's goals and concerns for its children so that they may be given consideration in curriculum, program, and activity revisions.

To this end, the Board supports and encourages various means such as publications, the District's website, press releases, open houses, and other public events to disseminate school district information and to hear from the community.

News of Board of Education Meetings and Activities

The scheduling of regular and special Board meetings and Board committee meetings shall be announced per the guidance in Policy 9321 – *Time, Place and Notification of Meetings*.

Minutes of Board meetings, including the minutes of Board committee meetings, shall be available in unapproved form within 7 days after the conclusion of the meeting. A written record of all Board votes shall be available within 48 hours after a Board meeting. These time requirements shall exclude Saturdays, Sundays, legal holidays, and any other day on which the Central Office is closed. The minutes and voting records shall be posted in the Central Office.

It should be made clear to anyone wishing to review the meeting minutes that they are unofficial until formally approved by the Board or committee, as appropriate.

Responsibilities of Board Members and School Personnel

Staff members shall be kept informed of community relations efforts, and staff support and participation in such efforts shall be sought.

Communications with the public will be a concurrent responsibility of the Board and the Superintendent. The Superintendent will work with the members of the Board to conduct an active and comprehensive program throughout the school district and community for the prompt dissemination of information about decisions made at all Board meetings. Releases to the news media and brief summaries of Board meeting actions prepared for distribution to staff members and parents/guardians are regarded as appropriate methods of disseminating information.

The Board believes in the widest possible dissemination of news concerning the school and shall cooperate fully with members of the news media to ensure that news coverage is complete, balanced, and accurate.

Releases of information to the news media relative to Board action shall only be made with the approval of the Board Chairperson or the delegated agent of the Board.

It is the responsibility of each Board member, as well as each employee of the District, to exercise care when answering questions about the public schools. Individuals should answer questions only when they have full and complete understanding of the point about which they have been asked. If the employee or Board member is not prepared to answer accurately and fully, he/she should refer the inquirer to a staff member who would have the appropriate information.

All school personnel and Board members are encouraged to be informed on Board of Education policy and school policies and programs in order that they may better advance public understanding of the schools.

Related Policies:

1112 – News Media Relationships

1120 – Public Participation at Board of Education Meetings

1140 – Distribution of Materials to and by Students

1250 – Visits to the Schools

1312 – Public Complaints

1340 – Access to School Procedures, Materials and Records

9321 – Time, Place, Notification of Meetings

9326 – Minutes

Legal Reference:

Connecticut General Statutes

1-200. Definitions.

1-225. Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.

10-218. Officers. Meetings.

10-220. Duties of boards of education.

10-221. Boards of education to prescribe rules, policies and procedures.

Policy adopted : August 3, 2005

LEDYARD PUBLIC SCHOOLS
Ledyard, Connecticut