



# Official Policy of Ogden Preparatory Academy

## 1. School Board Operations

### 1.11.POL School Board Communication Policy

Effective/Revision Date:

Page 1 of 3

#### 1. Purpose and Objective

- a. Ogden Preparatory Academy (the “School”) values the input and insights of its stakeholders and other interested parties, and believes that effective communication strengthens the role of the School’s Board of Directors (the “Board”) as an active, informed, and engaged body.
- b. To facilitate communication, this Policy outlines the procedures for communicating with the Board and its members.
- c. The Board will oversee this Policy and will periodically review it and recommend any changes. The Board can modify this Policy unilaterally at any time without notice.

#### 2. Communications to the Board

- a. Stakeholders and other interested parties can communicate with the Board as a whole or any individual member of the Board or any Committee of the Board via the following channels:
  - i. Email: [board@ogdenprep.org](mailto:board@ogdenprep.org)
  - ii. Mail:  
Ogden Preparatory Academy  
Attn: Board Chair  
1435 Lincoln Avenue  
Ogden UT 84404
  - iii. Board Meetings: Each Board meeting has an opportunity for public input. Any stakeholder or other interested party may address the Board.
- b. Stakeholders wishing to communicate regarding a concern with a teacher or any staff member of OPA shall follow the procedures outlined in the 8.06.POL Grievance Policy (Parents).
- c. Staff wishing to communicate regarding a concern shall follow the procedures outlined in 6.09.POL Grievance Policy (Staff).

#### 3. Roles and Responsibilities

- a. The Board has designated the Board Chair as its agent to receive and review written communications addressed to the Board, any of its Committees, or any Board member or group of members. The Board Chair may communicate with the sender for any clarification.

#### **4. Procedures**

- a. Any individual Board member receiving communication from a stakeholder shall forward the communication to the Board Chair. As an initial matter, the Board Chair will determine whether the communication is a proper communication for the Board.
- b. The Board Chair will forward communications not related to the duties and responsibilities of the Board to the appropriate School Administrator.
- c. Separately, the Board has established a Grievance Policy to clarify the process for which concerns can be addressed. The Board Chair shall direct stakeholders to the grievance policy as applicable.
- d. The Board Chair will maintain a log and copies of all communications, which any Board member may review upon request.
- e. The Board Chair will bring items of discussion to the Board during a work session, open Board meeting, or a Board Executive Session as needed.
- f. The Board Chair will prepare a response to the stakeholder or other interested party.
- g. The Board Chair may delegate specific communication to a Board member.

#### **5. Legal Authority**

- a. Members of the Board shall have authority only when acting as a Board legally in an Open Meeting. The Board shall not be bound by any statement, commitment, or action on the part of individual members except when such is granted by resolution of the Board. The Board may not engage or vote on any matter that is not on the Board meeting agenda.

#### Document History

#### Legal References

Policy # Policy Title	
Effective/Revision Date:	Page 2 of 3

Policy # Policy Title	
Effective/Revision Date:	Page 3 of 3