1.0 SMHS Communications Policy

1.1 Internal Communications

Most communications between the board and school take place during board meetings and are formalized via board policy. The school president then delegates policy execution to the appropriate member of the school staff. Board meetings are public and meeting minutes shall be published as directed by the bylaws, Article II, paragraph 3.5.

When timely resolution is required, communications may occur between the board chair or vice chair and the school president or the president’s predetermined designee. The chair and president will then present the resolution during the next regular board meeting.

The board chair may authorize a board member who is a committee co-chair, or other board member, to represent the board to the school in a specifically assigned area.

Employees of St. Mary’s High School (SMHS) can petition board action by submitting an agenda item to the school president who then presents the request to the board chair for consideration by the board.

1.2 External Communications

Policies serve to communicate the board’s direction and actions for the Corporation. Policies are readily available to the public via the SMHS website.

Only the SMHS board chair shall speak externally on behalf of the board. Unless specifically authorized by the board chair, board members shall not speak on behalf of the board.

Only the SMHS school president shall speak externally on behalf of the Corporation. Unless specifically authorized by the school president, employees shall not speak on behalf of the school.

2.0 Policy Details

High level details will be in the SMHS Communications Procedure (1108.1).

3.0 Policy Scope

This policy applies to the SMHS board of directors, the Corporation’s president and all employees (faculty and staff) of the Corporation.
# 4.0 Policy Changes

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