



GOVERNING COUNCIL COMMUNICATION POLICY

This policy was approved by the Governing Council on July 29, 2015.

Purpose

As required by law, the Governing Council conducts its business in public. In addition to holding open, public meetings, this policy describes the expectations and procedures used by the Governing Council to inform the MPCS community of its activities.

Governing Council Website

The Governing Council section of the MPCS website shall be the primary means of distribution of information. The website shall contain announcements of upcoming regular meetings as well as all public documents from the Council in accordance with the existing policies and bylaws. In addition to the Governing Council section of the MPCS website, a separate repository of all original documents and working documents shall be maintained by the Council as well as a working electronic repository such as Dropbox. All documents in this repository shall be viewable by anyone using a specific URL address, but modifiable only by members of the Council. The URL for public viewing of this repository will be posted on the Council section of the MPCS website. Each document in the repository shall have only one Council member designated as the owner and editor of that document.

Council Meeting Summary

Within ten (10) days subsequent to a regular meeting of the Council, the secretary or their designee, will provide a written summary of parts of the meeting for electronic distribution.

Council Meeting Minutes

Within sixty (60) days subsequent to a regular meeting of the Council, the secretary, or their designee, shall provide signed, written minutes of the meeting for electronic distribution.

Governing Council Packet

Council Representatives shall provide written reports to the secretary no less than five (5) days prior to scheduled meetings. Prior to each regular meeting of the Council, an agenda and any written reports shall be made available in electronic format not less than 48 hours prior to the scheduled meeting.

Email to Council Representatives

Members of MPCS community may contact the individual Council Representatives by email using the email address published on the Governing Council's section of the MPCS website. Each Council Representative shall be provided a MPCS email address, which may be forwarded to the representative's personal email account as desired. Council Representatives shall acknowledge receipt of such email within seven (7) days, or as soon as practical if the representative is traveling away from home. Email to Council Representatives is not a substitute for following the "Conflict Resolution Process" policy as stated in this document.

Conflict Resolution Process

MPCS supports voluntary resolution of conflicts, problems, and concerns between two parties regardless of their positions or roles. Notwithstanding, the Governing Council recognizes that sometimes it must intervene to assist in conflict resolution. The Governing Council welcomes and expects that significant conflicts will be brought to its attention. In the event of a conflict brought to the attention of the Governing Council, the Council President or a selected Council Representative shall:

- 1) Determine if the appropriate conflict resolution process has been followed (see Parent Communication Policy, Employee Communication Policy, Employee Handbook, Parent Handbook). The Governing Council shall only address a conflict that has been addressed under the appropriate conflict resolution policy.
 - 2) Review the particular conflict(s) as requested and as permitted by law, and address the conflict appropriately, which may include one or all of the following:
 - Remand the conflict back to the Directors, with a directive to find a reasonable and quick resolution.
 - Remand the conflict back to the two parties, with the Directors mediating the conflict.
 - Determine whether a Conflict Resolution Committee shall be formed to mediate the conflict and render a decision to resolve the conflict.
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POLICY HISTORY

Original: approved by the GC on June 2, 2015.

Approved by the GC on July 29, 2015.