

## **BOARD/EMPLOYEE COMMUNICATIONS**

The school board desires to maintain open communication between itself and the employee. The basic line of communication will be through the superintendent of schools.

### Staff Communication(s) to the Board

All communications or reports to the board, or any board advisory committee, from building administrators, supervisors, teachers, or other employees, shall be submitted through the superintendent and/or his/her designee.

Communications related to personnel-related matters and staff complaints or grievances are to be communicated in accordance with relevant Board policies and regulations and in accordance with existing collective bargaining agreements so as not to compromise the ability of the board to act as a final arbiter at the district level.

This policy will not be construed as denying the right of any employee to address the school board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the district. Staff members are also reminded that board meetings are public meetings.

### Board Communication(s) to Staff

All official communications policies, and/or directives of employee interest and concern, may be communicated to employees through the superintendent and/or designee. Board members shall not initiate or listen to discussions of personnel-related matters, staff complaints or grievances, other than in accordance with established board policies and regulations, or in accordance with existing collective bargaining agreements.

### Visits to Schools

An individual board member interested in visiting a school or classroom will inform the building administrator of such visits. Such visits shall be regarded as informal expressions of interest in school affairs and not as “inspections” or visits for supervisory or administrative purposes. Official visits by board member(s) will be carried on only under board authorization and with the full knowledge of the superintendent of schools and building administrator.

### Board Member Requests for Information

Board member requests for information from staff members shall first be made to the Superintendent. The superintendent or designee has the responsibility of sharing such requested information with all board members at the same time, or as quickly thereafter as practical. Depending on the nature of the information and/or the volume of requests, the superintendent shall seek the



advice of the board chair and/or the approval of a majority of the full board prior to trying to fulfill the request(s) if in his/her discretion the requests are unduly burdensome. Requests for information shall be made in such a manner that does not compromise or potentially compromise the ability of a board member, or the entire board, to act as an objective arbiter at the district level.

Adopted 1999  
Reviewed 2012

