

## **Board Staff Communications**

### **Staff Communication with Public and Board of Directors**

Contact with the public is always a high priority for those that work for the district, and staff are instructed to respond to public inquiries with the consultation of their supervisor unless the response is a simple and routine matter, does not take them away from their duties or create an additional workload, and is consistent Board policy. In cases that concern student or personnel performance, administrative procedure or practice, or complaints regarding the organization or operations of the district, staff are directed by policy and state and/or federal statute to communicate through their school principal, and if the workload impact is more than minor, in concert with or through the superintendent.

### **Staff Communications to the Board**

All formal communications or reports to the Board or any Board committee from staff members will be submitted through the superintendent. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the district. In addition, this procedure does not restrict protected labor relations communications of bargaining unit members. Staff members are invited to Board meetings, which provide an opportunity to observe the Board's deliberations on matters of staff concern.

### **Board Communications to Staff**

All official Board communications, policies and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will provide appropriate communication to keep staff fully informed of the Board's priorities, concerns and actions.

### **Visits to Schools**

School visits by Board members will 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 members will be carried on only under Board authorization and with the full knowledge of staff, including the superintendent, principals and other supervisors.

### **Information Gathering and School Observations**

1. During the orientation of new Board members, changes within the district, its operations, its curriculum, its instructional structure, and its facilities will be discussed with all Board members as well as new Board members. Because no such presentation can be all inclusive, it is understood that Board members, with the concurrence of the Board as a body, may want additional information to review as individual members. Such requests will be made in a timely manner, and will be presented

to the whole body rather than only to the individual so that the whole Board can benefit from the request. Building and/or district administrative staff will be responsible for coordinating and following up on such information requests.

2. All visitations to schools and instructionally related activities by Board members are to be made and coordinated with school building administrators. These are to be scheduled through school offices well in advance so that both the Board member(s) and the school can benefit from such visits. Special care is to be given so that instructional time is not degraded by such visits. A follow-up consultation with the school administrator for understanding, interpretation, and follow-up information gathering is required.
3. Nothing in this section is design to otherwise restrict Board members access to school personnel. Occasional queries of, and contact with, school staff are permitted and encouraged, as long as such contact is ordinary rather than investigative. When contacting staff, Board members are asked to respect the time and commitment of the worker, and to avoid making requests of the worker that would increase the employee's work load.
4. Board member's access to students is restricted, however, because when not convened as a body politic, Board members are only district patrons with no recognized authority when visiting a school or a classroom. This restriction ensures the district's responsibility to protect students' rights under state and federal law.
5. Order of Visitation and Information Gathering
  - a. Board member inform deputy superintendent and/or superintendent;
  - b. Deputy superintendent and or superintendent to principal and/or building administrator;
  - c. Principal and/or building administrator to teacher;
  - d. Teacher to parent and/or student.