

# Multnomah Education Service District

Code: **BG-AR**

Revised/Reviewed: 2/4/81; 9/20/05; 10/19/10

## **Board-Staff Communications**

Staff members wishing to initiate communication with the Board regarding MESD business and affairs, other than copies of general-distribution announcements primarily directed at other clients, shall obtain approval of the Superintendent prior to such contact and shall file a copy of any written materials involved with the Superintendent and the appropriate Cabinet member.

Staff members receiving requests from Board members for information regarding MESD business shall immediately apprise the Superintendent, review with, and receive approval of, the Superintendent of any written response and file copy of same with the Superintendent and the appropriate Cabinet member.