

**Willamette Education  
Service District**

Code: **BG**  
Adopted: 6/08/10  
Readopted: 8/23/11

**Board of Directors - Staff Communications**

The Board desires to maintain open channels of communication between itself and the staff. The Board also desires that concerns and issues be dealt with at the lowest possible level in the agency. If the issue is not resolved at the first level, the employee is encouraged to follow the complaint process as outlined in Board policy GBM - Staff Complaints and GBM-AR.

**Staff Communications to the Board**

All formal communications or reports to the Board or any Board committee from principals, teachers or other staff members will be submitted through the Superintendent. This procedure does not restrict protected labor relations communications of bargaining unit members. All staff members are invited to Board meetings, which provide an opportunity to observe the Board's deliberations on matters of staff concern. Any employee may address the Board during the public comment section about issues that are neither part of an administrative procedure, such as the discipline of an employee, nor disruptive to the operation of the WESD. Staff should expect the Board to inquire how the issue has been dealt with by the appropriate supervisors prior to being brought to the Board. Staff must be aware that administration may need to investigate any allegation of misconduct or liability issues brought to the attention of the Board.

**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 Programs**

Program 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.

END OF POLICY

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**Legal Reference(s):**

[ORS 334.125\(7\)](#)

[OAR 581-024-0245](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

Lebanon Education Association/OEA v. Lebanon Community School District, 22 PECBR 323 (2008).

**Cross Reference(s):**

GBD - Board/Staff Communications

KK - Visitors to ESD Facilities