

**Board of Directors - Staff Communications**

Staff members wishing to initiate communication with the Board regarding WESD 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 leadership team member.

Staff members receiving requests from Board members for information regarding WESD business shall immediately apprise the superintendent, receive approval of any written response and file a copy of the response with the superintendent and the appropriate leadership team member.