

### **Board/Staff Communications**

Staff members wishing to initiate communication with the Board regarding WESD business and affairs may do so during the public comment periods established at the start and end of each WESD Board meeting. These opportunities are limited to three minutes in duration, and are available without the need for prior notification to the Board or WESD administration. Staff wishing to present an issue or topic that, because of its depth requires more time or the presentation of materials, must collaborate with the Superintendent and Board Leadership. This collaboration allows the staff request to be included in the agenda building process and relevant materials can be provided to the Board as part of the advance packet.

Board members requesting information on agency business from WESD staff will share the request with the superintendent. Staff members receiving such requests for information from Board members will apprise the superintendent of the request. Unless the request is specific to a complaint filed against the superintendent, a copy of the response to the Board member(s) will be provided to the superintendent to assure transparent and responsive communication with the Board.

Board members receiving questions, concerns or complaints (except those complaints specifically against the superintendent) will communicate directly with the superintendent about the issue raised. The superintendent will review and appropriately respond to the issue, notifying the Board of the action taken/resolution.