

POLICY 4211

STAFF COMMUNICATIONS TO THE SCHOOL BOARD

An orderly and expeditious process of communication from staff members to the School Board is expected.

Communications and reports to the Board from principals, other administrators and supervisors, teachers, or other staff members shall be submitted through the Superintendent of Schools when Board action is requested or expected. This is not to be interpreted to preclude any employee in the District from contacting an individual Board member with a concern.

The Superintendent may direct staff members to provide accurate, objective information concerning their specific area of responsibility in response to a request from the Board. In accordance with Board policy, advance information and recommendations on matters requiring action shall be supplied to all Board members for study before action is taken.

The established channels of communication shall be used for normal reporting, i.e, the individual staff member reporting through his/her immediate supervisor, but this procedure shall not deny the right of any employee to appeal administrative decisions through the normal communication channels, the employee complaint policy, or grievance procedures outlined in applicable employee labor agreements.

CROSS REF.: 1720 Complaints About School Personnel
4270 General Employee Complaints
Employee Handbook
District Organizational Chart

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: December 28, 1990

REVISED: June 27, 2000
March 28, 2017

RULE 4211

GUIDELINES FOR STAFF COMMUNICATIONS
TO THE SCHOOL BOARD

1. Administrators and other staff members providing formal or informal reports or other information in response to the Board's request should provide complete, accurate information regarding their specific area of responsibility.
2. Principals and other administrators will be encouraged to share reports, brochures, programs, newspapers, parent bulletins, and other information of interest to Board members, by submitting sufficient copies of such material to the Superintendent of School's Office for dissemination through information packets regularly provided to Board members.
3. Requests for information by individual Board members should be limited to easily and quickly retrievable information. Requests requiring research or report preparation shall be compiled upon majority vote of the Board.