

() Required
(X) Local
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BOARD-STAFF COMMUNICATIONS

The Board of Education wishes to maintain open communication with the staff. The basic line of communication will be through the Superintendent of Schools.

All official communications, policies and directives involving employees of the district will be communicated to staff members through the superintendent. The Superintendent will develop appropriate methods to keep the staff informed of the board's activities and concerns.

Board members can maintain open communications with the staff when it comes to exchanging ideas and views regarding school issues providing the topic does not involve confidential information of any District employee or student, or collective bargaining.

It is recognized that a board member as an individual has the same right as other residents of the district to visit schools according to the provisions of Policy 5300.65.

A board member may be appointed by vote of the full board to conduct specific business in his/her official capacity as a board member at a school according to the following procedure:

1. Authority must be given to the individual board member for a specific task to be performed within a specific period of time.
2. This authority must be given by vote of the board and will be expressed in writing to the individual board member.
3. The individual board member will arrange with the superintendent to visit the school and complete the assigned task.
4. When arriving at a school, the authorized board member must report immediately to the principal and present the written authorization from the board to conduct official business in the school.
5. At the conclusion of the appointed task, the board member must immediately leave the school.

Specific board authority in writing must be given to a board member for every individual visit with any employee of the school district when the board member is doing so in his/her official capacity.

Adoption date: November 18, 2015