

COMMUNICATIONS WITH STAFF

The Governing Board recognizes that the district staff members carry full responsibilities. The Board, therefore, shall aim to keep communication with staff to a minimum in order to support staff in fulfilling their duties. The Board also recognizes the importance of remaining informed and gaining clear answers to questions, as well as the necessity for sharing concerns, questions, or complaints from others with staff members, and shall communicate with staff to this end.

Information requests

In general, Board Member information requests shall be directed by Board Members to the Superintendent. If needed information is directly related to a department, then the Cabinet administrator for the involved department may be contacted directly. When Board Members request readily accessible information, it shall be provided at the time of the request or as part of the next Friday Board update. If the information is not readily available in time for the next Friday Board update, then the update shall note the request and the date on which Board Members can expect to receive it.

If Board Members make time-consuming requests that may pull Cabinet administrators or their staff from their responsibilities for a significant period of time, these requests shall be forwarded to the Superintendent, who will work with the requesting Board member to determine a reasonable response. If necessary, a request shall be taken to the Board President or the Board as a whole for consideration.

All information shared with one Board Member shall be shared with all Board Members.

Complaints or Requests from Staff or Public

At times Board Members may receive concerns, complaints, or requests for information from staff members or the public. Board Members shall refer the person to the staff member most closely connected to the matter at hand for resolution. Alternatively, Board Members may refer the matter to the Superintendent, who will then refer the matter to the appropriate staff member for resolution. The staff member who received the complaint/request shall give feedback to the Board regarding the status and resolution.

Adopted: February 28, 2007

(Replaces: BB 9680 Correspondence from the Public)

(Revised: 1984)

(Revised: 1978)

(Adopted: 1964)