

## **Board-Superintendent Relationship**

### **BOARD-SUPERINTENDENT RELATIONS AND BOARD-STAFF COMMUNICATION**

#### **Communications**

In order to perform their responsibilities, Board members must be familiar with the operations within the schools and the school district administration. Effective communication is key to the development of a well-governed and effectively operated school district.

In order to achieve effective communication between the superintendent and the Board of Directors the following needs to occur:

1. Board members and the superintendent shall comply with the established Standard Operating Procedures.
2. The Board president shall have an in-person conference with the superintendent a minimum of twice a month to plan the school Board meeting agendas and work/study sessions as well as discuss other pertinent school district matters.
3. Board members shall have an in-person conference with the superintendent a minimum of once a month to review the school Board meeting agenda as well as discuss other pertinent school district matters.
4. Board members and the superintendent shall read all pertinent written communication (e.g. Board meeting material, work/study session materials, Board Briefs, correspondence, etc.) and respond when appropriate in a timely manner.
5. The Board will follow their established plan associated with the superintendent's evaluation.
6. The Board will plan and conduct on an annual basis a Board Self-Evaluation.

The following communication procedures are established:

#### **A. Staff Communication to the Board**

All communication or reports to the Board or individual Board members from principals, supervisors, teachers, or other staff members shall be submitted through the superintendent. This will not deny any staff member's right to appeal to the Board regarding administrative decisions, provided that the superintendent will have been notified of the forthcoming appeal and that it is processed according to the applicable procedures on complaints and grievances.

#### **B. Board Communication to Staff**

All official communication, policies, and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's priorities, concerns and actions.

**C. Visits to Schools**

Individual Board members interested in visiting schools or classrooms will make arrangements for visitations through the superintendent's office. Such visits will be regarded as expressions of interest in school affairs.

**D. Social Interaction**

Staff and Board members share a keen interest in the schools and in education. When they meet at social affairs and other functions, informal discussion on such matters as educational trends, issues, and innovations can be anticipated. Discussions of personalities or staff grievances are not appropriate. Formal discussions and decisions will occur at public meetings.

**Date: 05.01.03**

**Revised: 03.15.13**