

## **BOARD – STAFF COMMUNICATIONS**

The Holdenville Board of Education desires to maintain open channels of communication between itself and the staff. The basic line of formal communication will, however, be through the prescribed chain of command through the superintendent.

### Staff Communications to the Board

Formal communications or reports to the board or any board committee from principals, supervisors, teachers, or other staff members shall be submitted through the superintendent. This necessary procedure shall not be construed as denying the right of any employee to appeal to the board from administrative decisions on important matters, provided that the superintendent shall have been notified of the forthcoming appeal and that it is processed in accordance with the board's policy on complaints. Staff members are also reminded the board meetings are public meetings. As such, they provide an excellent opportunity to observe at first hand the board's deliberations on problems of staff concern. Any employee or group of employees, desiring to address the board must direct their communications to the board through the superintendent, and not to individual board members. All such communication must be in writing

### Board Communications to Staff

Official communications, policies, and directives of staff interest and concern will be communicated to staff members through the superintendent, and the superintendent will employ all such media as are appropriate to keep staff fully informed of the board's problems, concerns, and actions.

### Visits to Schools

Individual board members interested in visiting schools or classrooms should inform the superintendent of such visits and make arrangements for visitations through the principals of the various schools. Board members should recognize that such visits may be disruptive so they should act solely in the best interests of the district when making such arrangements. Official visits by board members will be carried on only under board authorization and with the full knowledge of staff, including the superintendent, principals, and other supervisors.

Social Interaction

Staff and board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations and general school district problems. However, staff and board members are reminded that individual board members have no special authority except when they are convened at a legal meeting of the board or vested with special authority by board action.

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