

Bartlett City Board of Education		1013
Descriptor Term: BOARD – STAFF COMMUNICATIONS	Descriptor Code: Board Operations	Issue Date: 12/02/2013
	Rescinds:	Revised:

1 The Board desires to maintain open channels of communication between itself and the
2 Superintendent and Executive Staff. The basic line of communication will, however, be
3 through the Superintendent.

4 **Staff Communications to the Board**

5 All communications or reports to the Board or any Board committee from principals,
6 supervisors, teachers, or other staff members shall be submitted through the
7 Superintendent. This necessary procedure shall not be construed as denying the right of
8 any employee to appeal to the Board from administrative decisions or important matters,
9 provided that the Superintendent shall have been notified of the forthcoming appeal and
10 that it is processed in accordance with the Board's policy on complaints and grievances.
11 Staff members are also reminded that Board meetings are public meetings. As such, they
12 provide an excellent opportunity to observe at first hand the Board's deliberations on
13 problems of staff concern.

14 **Board Communications to Staff**

15 All official communications, requests for information, suggestions, and concerns will be
16 communicated to staff members through the Superintendent or Executive Staff,
17 depending on the request. Any problem of a serious nature shall be directed to the
18 Superintendent. The Superintendent will employ all such media as are appropriate to
19 keep staff fully informed of the Board's problems, concerns, and actions. The
20 Superintendent shall annually provide Board members with a list and primary duties of
21 the Superintendent's Executive Staff designated to directly communicate with and
22 respond to Board members' requests.

23 **Visits to Schools**

24 Visits to the schools will be made whenever, in the judgment of the Board, such visits are
25 necessary. Official visits by Board members will be carried on only under Board
26 authorization and with the full knowledge of staff, including the Superintendent, principals,
27 and other supervisors. Individual Board members interested in visiting schools will inform
28 the principal of such visits and make arrangement for visitations. Individual Board
29 members' visits shall be regarded as informal expressions of interest in school affairs and
30 not as "inspections" or visits for supervisory or administrative purposes.