



ADMINISTRATIVE MEMORANDUM

BOARD STAFF COMMUNICATIONS

| 2006.2

Employees are encouraged to share with the Board their ideas regarding issues and educational programs in the District. In accordance with Policy 2006, all communication channels between the Board and District staff shall be utilized for the purpose of promoting close and cooperative action for the ongoing improvement of the educational program and the mutual benefit of the District and the community. This administrative memorandum establishes procedures and guidelines for staff communications with the Board.

This administrative memorandum shall not conflict with staff participation in the development of educational and personnel policies as employees may appeal any action or decision of the Superintendent to the Board.

Correspondence to Elected or Appointed Officials

All correspondences addressed to federal, state, or local elected or appointed officials, including Red Clay Board of Education members, shall be forwarded to the Superintendent for approval at least 5 days prior to the expected release date of the correspondence.

All formal requests for information must be directed to the Superintendent.

Upon request, the Superintendent will provide Board members with information about any particular area of District operations, unless the request will entail the preparation of a report or compilation of material not readily available and/or involving significant staff time. As established in Board policy, requests that will entail the preparation of a report or compilation of material not readily available and/or involving significant staff time require the Board's approval.

Board communications with District administration will be channeled through the Superintendent or the Superintendent's designee, and not through subordinate administrators, except when such communication involves only a factual inquiry that will not require administrative action or the compilation of information not readily available.

As established in Board policy, Board members are expected to inform the Superintendent as early as possible of any District-related issues or problems of which they become aware and to refer to the Superintendent all appeals, complaints, and other communications regarding District administration. If a Board member contacts an employee directly (rather than bringing the matter to the Superintendent's attention), the employee must forward the communication to the Superintendent.

The Superintendent, and staff specifically authorized by the Superintendent to communicate with the Board on substantive matters (Superintendent's Cabinet level), should communicate with all Board members, not selected members, and not with the Board President alone. If an employee receives a message from a Board member, the employee must copy the entire Board, and the Superintendent, on the response.

Staff Input in Decision Making

Channels for the communication of ideas and suggestions regarding operation of the schools will be developed by the Superintendent and representatives of employee groups. Staff should use the established communication channels to exchange ideas with the Board.

Questions about the information contained in this administrative memorandum should be directed to the Superintendent.