

Procedure - The Board-Superintendent Relationship

The following communications procedures are established:

A. Staff Communications to the Board

All official reports to the board 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. All staff are entitled to communicate directly with the board via email, in person, phone or the public comment process.

B. Board Communications to Staff

All official communications, 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 principals of the various schools. Such visits will be regarded as expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. 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.

Board members may visit the schools of students they have guardianship responsibility for without prior authorization, but in doing so, they may not exercise any privileges afforded them as a member of the Board or discuss any official business.

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. Board members are expected to maintain the confidentiality standards of the district.

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Olympia School District
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Revised Dates: