



Board Policy BBI:
Board-Staff Relations

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CLEAN VERSION

The purpose of this policy is to establish clear guidelines governing relations and communications between staff members and the Board of Education. Staff members include district employees, contractors, and vendors. Effective communication between staff and the Board is essential to maintaining a productive and professional educational environment while ensuring compliance with the chain of command. For most matters, the primary line of communication between staff and the Board will be through the Superintendent.

A. Staff Communications to the Board

Unless otherwise specified, staff communications to the Board must be coordinated through the Superintendent. This ensures the chain of command is followed and that the Superintendent is informed of matters requiring the Board's attention. Official district business will not be conducted between staff and Board members except as directed by the Superintendent or as outlined below.

District staff have the right to appeal administrative decisions to the Board of Education. Instructions for filing a complaint or grievance are outlined in policies GAE (2): Complaints and Grievances, Certified Employees, and GAE (3): Complaints and Grievances, Non-Certified Employees.

District staff are encouraged to report suspected fraud, waste, theft, abuse, noncompliance, or unethical behavior to the Board of Education. The whistleblower process is outlined in policy GAGC: Employee Ethics and its associated regulation.

As members of the public, district staff are also eligible to participate in Community Input Sessions of the Board. Instructions for speaking at a board meeting are outlined in policy BCBI: Public Participation in Board Meetings.

B. Board Communications to Staff

Unless otherwise specified, Board members must direct questions, concerns, or requests for information to the Superintendent rather than communicating directly with staff members. Board members are prohibited from giving directions or tasks directly to staff members without the Superintendent's prior approval. This ensures that all requests are addressed through proper channels and do not interfere with daily operations.

As a practical matter, board members are expected to have direct interaction and communication with staff working in the Board Office. However, these staff members are supervised by and report to the Chief of Staff, not the Board or the Board Chair.

In emergency situations, Board members may communicate directly with staff as necessary to ensure the safety and wellbeing of students, staff, or property. The Superintendent must be notified of such communication as soon as possible.

C. Guidelines for Board Member Visits to Schools

The Superintendent is responsible for monitoring daily school operations. However, Board members may benefit from knowledge and understanding gained during a school visit.

Without prior notice, Board members may visit schools during open houses and other times specially arranged for the general public. If a Board member desires to visit a school outside of these times, these visits must be coordinated through the Superintendent.

Board members must recognize that their presence at a school could be subject to a variety of interpretations by school employees and the public. Therefore, the following guidelines have been developed to govern school visits:

1. The Board member will not interrupt classes or other activities.
2. The Board member will not visit or observe classes without the principal's approval.
3. The Board member will not evaluate teachers or other district staff.
4. The Board member will not make commitments on behalf of the Board or the District.

D. Enforcement

This policy will be enforced in accordance with policy BH: Board Code of Ethics.

References