

ADMINISTRATIVE ORGANIZATION:  
LINE AND STAFF RELATIONS

BKB (R)

The Board directs the Superintendent to establish clear working relationships for all personnel in the District and to inform District personnel of these relationships. [See BKA (E)]

INTERNAL  
COMMUNICATIONS

Each division leader shall be responsible for coordinating all memos and directives sent from their division to campuses and departments. Each division shall have its specific requirements listed with the Superintendent.

Any directive regarding a change in operating procedure shall be brought to the Executive Staff for review prior to distribution.

BOARD/STAFF  
COMMUNICATIONS

In order to better communicate and share concerns, any communication, whether oral or written, between a Board member and staff member shall be reported to the Superintendent in writing within forty-eight (48) hours of the communication. The written communication to the Superintendent shall contain the name of the Board member and the concern expressed. The purpose of this regulation is not to discourage or prohibit contact between staff and the Board members, but to coordinate all concerns and possible remedies for concerns. This regulation does not require staff to gain prior approval before talking with Board members, disclose casual or personal conversation, or report contact at publicly called meetings.

INVITATIONS TO  
BOARD MEMBERS

All invitations to Board members to any school event or activity shall be routed through the Superintendent's Office. A copy shall be sent to the Superintendent's Office to be placed on the Board Activity Calendar. Sufficient time shall be allowed for the invitations to be routed. This regulation shall apply to all staff who sponsor clubs and organizations that are a part of the North East School District.

ISSUE DATE: 7/21/98
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