



Saratoga Union School District

Adopted by the Board of Trustees 4.10.12

Board Protocol: Communication with Staff and Administrators

Purpose of protocol

- To establish procedures to handle communication between the board, staff, and administration so that all board members have access to the same information while respecting the Brown Act.
- To establish procedures to formally acknowledge participants in Board Meeting Spotlights.
- To establish procedures to formally acknowledge work done by staff and administration that goes above and beyond the scope of normal duties.

Protocol

Communication:

Requests for specific information made by a Board member to staff or administrators should be made through the Superintendent. In order to insure that the information is shared in a consistent manner, the Superintendent will distribute the information to all Board members.

If a Board member wishes to provide information to the other Board members on a specific topic, the information should be sent to the Superintendent so that he/she can distribute it to the entire Board.

A Board member who is a parent at a school has the ability to discuss any matters or concerns regarding his/her individual child. However, when a board member is present at a school site, it is important to remember that individual board members do not create directives on policy or budgetary matters. The Board, as a whole, makes those decisions.

Acknowledgement:

If the Board determines that an individual or group has performed work that is above and beyond the scope of their normal duties, an acknowledgment in appreciation of this accomplishment can be sent to this individual or group. The Board President will make the decision and delegate it to the Board Secretary. The Board Secretary will send correspondence to convey outstanding effort on the part of staff or administration, on behalf of the Board. The Board Secretary will then inform the Board and Superintendent of the completed correspondence.

The Board Secretary will send an acknowledgement for all Spotlights that are done at Board Meetings. To the extent possible, this correspondence should be sent to the students directly or to the person in charge of the group of students that were part of that Spotlight. If appropriate, the site principal should receive a copy of the acknowledgment so that it may be shared with staff. Board Secretary will then inform the Board and Superintendent of the completed correspondence.