

**NEW SALEM/WENDELL SCHOOL COMMITTEE**  
**SCHOOL COMMITTEE-STAFF COMMUNICATIONS**

The School Committee seeks to maintain open channels of communication between itself and the staff. While it does not directly supervise the staff, the School Committee is responsible for the well-being of the school and the District; therefore the Committee needs to be well-informed via effective communication within the school and District.

In most instances, the primary line of official communication for the School Committee will be through the Superintendent.

**Staff Communications to the School Committee and Individual Members**

All **official** communications or reports to the full Committee or any of its subcommittees from the principal, teachers, or other staff members will be submitted through the Superintendent or with the Superintendent's consent (i.e. any communications that deal with official financial, policy, programmatic or personnel issues that are typically the domain of the administration or full Committee). Staff has the right to provide information upon request of the Committee or in the context of a public meeting. Staff members, as employees, have the right to appeal to the Committee for administrative decisions on important matters, except those matters that are outside the Committee's legal authority, provided that the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Committee's policy on complaints and grievances.

The principal, teachers, and staff may communicate with individual members of the Committee. The content and form of communications may vary and can include information of interest to a Committee member to help him/her better understand the school and its activities, challenges, and successes. Such communication will be considered informational in nature only and should not interfere with contractual or supervisory conditions.

**School Committee and Individual Member Communications to Staff**

The School Committee and its sub-committees shall deliver all official communications, policies, and directives of staff interest and concern through, or with the consent of, the Superintendent. The Superintendent will develop appropriate methods to keep staff fully informed of the Committee's decisions, thoughts and actions.

School Committee members may, on an individual basis, communicate with staff about specific issues that are pertinent to the activities of the Committee, a sub-committee, or a project. Such communication will be considered unofficial and should not interfere with contractual or supervisory conditions.

### **Visits to Schools**

Individual School Committee members may visit the school under a number of circumstances in addition to the primary activity of attending School Committee or sub-committee meetings. These may include but are not limited to participation in meetings not affiliated with the School Committee, social or school events, or as needed given a member's role as parent/guardian, community member, volunteer, etc. Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes.

Official visits by the full Committee or its sub-committees will be carried on only under Committee authorization, in coordination with the Superintendent.

SOURCE: MASC

**NOTE: The coding of this statement indicates that the identical sample policy is filed in the G (Personnel) section.**

First reading: 03-01-07

Second reading, first vote: 04-05-07

Final vote: 10-04-07