

## BOARD-STAFF COMMUNICATIONS

The Board of Education recognizes the necessity for establishing and maintaining formal communication networks with its employees. It also recognizes the difficulty of achieving clear lines of communication to all employees. Consequently, all employees are invited to attend Board of Education meetings in the evenings on a regular basis.

Employees are always welcome to stop by the Board of Education office to discuss a school matter with appropriate administrative personnel.

The Superintendent of Schools periodically initiates administrative memos. Two copies of administrative memos are sent to each administrative unit the school system. Each supervisor has the responsibility for filing administrative memos numerically and to keep such file available to all employees.

Source: Board of Education Minutes

Dates: 02/25/82, 11/10/83