

Board-Staff Communications:
Communication Plan with Employees

This plan is designed to provide a mechanism by which groups of employees may address concerns about salary and working conditions in an orderly manner to the school board and administration.

This plan does not limit the opportunities for informal communication nor prevent any employee from communicating individually or through a duly elected or appointed representative with the administration or the school board concerning any matter of interest. The policy does not restrict communication between the administration and other employees in administrative or supervisory matter necessary for the daily operation of the school system.

The plan will be called the Communication Forum.

The structure will be as follows:

1. A chairman and a two member committee will be appointed by the Superintendent to conduct the meetings. The chairman will serve as moderator for all meetings, maintain attendance record of membership, disseminate minutes of each meeting, and perform other duties which would serve to fulfill the purpose of the Forum.
2. The membership of the forum shall consist of three members appointed by the Superintendent and elected representatives from each employee group as follows:

School Bus Driver – 1
Teacher – 5 (one from each school)
Custodial and Maintenance – 1
Administrative and Supervisory – 1
Teacher Aides – 1
Clerical – 1
Westmoreland Education Association – 1

Before October each school year, the immediate supervisor will call the members of each group named above to a meeting at which the representative for the forum will be elected. This may be accomplished at the regular fall meeting for the group.

3. The School Board Chairman will appoint a School Board Member to attend each of the Forum Meetings.
4. The procedure for the Forum will be as follows:
 - a. Employee groups will elect representatives in September of each year. A representative may serve only once each five years.

- b. The Forum will meet in October, December, February, and April of each year on the first Wednesday following the School Board Meeting in that month.
- c. Representatives will bring to the meeting items from their employee group which has been designated by the group as a group concern.
- d. A compiled list of employee concerns will be prepared after the December meeting and presented to the School Board in January.
- e. The forum will meet again February and April to designate any new concerns which need to be brought to the attention of the board and administration.

Adopted: December 11, 1995
Amended: September 17, 2012