

## 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 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. This plan does not restrict communication between the administration and other employees relative to the daily operation of the school division.

This plan will be called the Communication Forum. The structure will be as follows:

1. The Superintendent and Deputy Superintendent will conduct the meetings. The Deputy Superintendent will serve as moderator for all meetings, maintain record of membership and attendance, keep and disseminate minutes of each meeting, and perform other duties which would serve to fulfill the purpose of the Forum.
2. Membership of the forum shall consist of the Superintendent, Deputy Superintendent, and elected representatives from each employee group as follows:
  - a. Teachers – 4 (one from each school)
  - b. Paraprofessionals – 1
  - c. Clerical – 1
  - d. Transportation (Drivers & Aides) -- 1
  - e. Custodial & Maintenance – 1
  - f. Food Service Workers – 1

Before October of each school year, the immediate supervisor for each employee group named above will convene a meeting of the members of the group for the purpose of electing a representative and an alternate for the Forum. This may occur in combination with another meeting. Representatives may serve only in a five-year span.

3. The Chairman of the School Board will appoint one School Board member to attend each of the Forum meetings.
4. The procedure for the Forum will be as follows:
  - a. The Forum will meet in October, December, and February of each year on the first Wednesday following the School Board Meeting, or on an alternate date within that same month.

- b. Representatives will bring to the Forum salary and working condition concerns that are consensus items for the group represented.
- c. Concerns presented will be recorded in the minutes, along with any response provided by the administration.
- d. Minutes of each meeting will be shared with the School Board, administration, and each representative to the Forum. Representatives will further disseminate the minutes to the members of the employee group each represents.

Adopted: December 11, 1995  
Amended: September 17, 2012  
Amended: October 15, 2018

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