

Board-Staff Communication

Guidelines for Board Directors to Staff: Board Directors should communicate directly with the Superintendent, Chief of Staff and Board Liaison (Jody Talkington); and Core Team Members and the Chief of Police.

- All emails to the Superintendent and Core Members should include a cc to Curtiss Sarikey and Jody Talkington; unless the information includes confidential personal or legal matters.
- Board Director communication to and from non-Core Members should always go through the Superintendent and Core Team Members who supervises that employee.
- Board Director communication to and from principals should always go through the Network Superintendent and include Sondra Aguilera, Senior Chief Academic Officer

Guideline for Staff Communication to Board Directors: These guidelines will be modified as needed.

When communicating with Directors, please:

- **Email:** Always CC your direct supervisor, the Superintendent, the Chief of Staff and Jody Talkington, Senior Director of Strategic Projects (Board liaison).
- **Phone calls:** Notify your supervisor about all conversations with Board Directors; Report back to the Superintendent promptly on conversations needing clarification.
- **Office hours:** Schedule optional office hours with Directors regarding topics being presented at Board meetings 1-2 weeks prior to the Board meetings to ensure questions are answered.