

# **Oak Ridge Schools**

## **Office of the Superintendent**



### **Administrative Procedure 5.108**

### **Supervision – Superintendent’s Staff**

### **Committee**

## **Superintendent's Staff Committee**

The Superintendent's Staff Committee will meet regularly throughout the school year. A schedule of the meetings will be sent at the beginning of each year.

The purpose and intent of the committee is to meet, discuss, and answer questions relating to the school district: ex. budget, school system operations, calendar, etc. (individual school concerns should be resolved at the school level).

School Administration recognizes the importance of and is committed to providing a process to maintain open communication between staff and administration. In order to maintain and promote professionalism, the following guidelines will be followed when submitting questions for the Superintendent's Staff Committee.

1. Each school will have a designated staff member that is selected by the Principal to serve as the Superintendent's Staff Committee representative. Each representative will serve a three-year term.
2. School representatives are to provide staff a monthly reminder of the opportunity to submit questions.
3. All staff questions are to be submitted to the building representative.
4. The building representative will meet with the building principal to review submitted staff questions and determine which questions are building specific and which questions are systemwide questions.
5. Building level questions will remain at the building level to be answered by the building principal and to be shared within that building.
6. Staff questions deemed to be a systemwide question will be submitted via email to the Superintendent's Office to be answered by the appropriate central office administrator.
7. Following the meeting of the Superintendent's Staff Committee, the Superintendent's office will send each building representative the completed questions and answers for the representative to distribute to staff in their buildings. This document should not be modified prior to sending to staff.

### **Question Guidelines:**

1. Questions must be submitted in writing and contain the name of the staff member submitting the question.
2. Questions must be professional pertaining to current practices, procedures or policies.
3. Questions may not be about a specific person or department.
4. Questions that are deemed to be unprofessional, unkind or have the potential to negatively affect system culture will not be publicly addressed.

The intent of these guidelines is to maintain an open line of communication while promoting a positive work culture and maintaining consistency in recognizing the current organizational order.