

**CRANFORD PUBLIC SCHOOLS  
CRANFORD, NEW JERSEY**

**ADMINISTRATIVE REGULATION**

**BOARD EMPLOYEE RELATIONS**

The Superintendent of Schools recognizes that there are occasions when Board members may need direct contact with administrative or teaching staff members in order to be better informed in the pursuance of their Board responsibilities. This can take the form of visits to a particular school or meetings on specific subjects with a building administrator or teacher(s). In order to facilitate direct communication without undermining the authority of any administrator, one (or more) of the following procedures are to be used:

1. The Board member should contact the Superintendent of Schools who will provide Board members with professional advice on the resources necessary to enhance their knowledge or solve the problem.
2. The Superintendent of Schools will be responsible for planning any meetings or visits necessary to accomplish the above. Time and place to be as convenient as possible to all participants.
3. Board members are welcome to contact principals, department supervisors, teachers, etc., directly with the understanding that the Board member will then keep the Superintendent of Schools informed of the visit or contact, as a courtesy.
4. Administrators and other personnel shall report such unplanned contact (as described in #3) to the, Superintendent of Schools as a courtesy.

Regulation Placed in Effect: October 1, 1989  
Revised: April 14, 1997  
Revised: