



## ADMINISTRATIVE RECOMMENDATIONS FOR:

### Open Communication with the School Board

#### Procedure:

- Anyone may complete a Commendation/Concern for School Board (CSB) form.
- Once completed you may place your form in the locked School Board Communication box located next to the front door of the entrance of the school. If you are unable to do so, you may also mail your CSB form to the school office addressed as:  
**School Board Executive Committee**  
**19575 Sebastian Way**  
**Oregon City, OR 97045**
- The School Board executive committee will then review all CSB forms received and decide whether each concern is a matter for the school board or something to be addressed by an administrator.

#### *Concerns for the School Board:*

*1. Concerns will be routed to the school board forum that the executive committee deems most appropriate for each concern. The executive committee will also determine when the concern will be scheduled.*

*2. Possible forums to deal with concerns include, but are not limited to:*

*(a) General session: things that are not sensitive or confidential in nature are dealt with.*

*(b) Executive session: things that are sensitive or confidential in nature are dealt with. Most often these items name a specific person or persons.*

*Concerns for administration will be delivered to the respective administrator for his/her attention.*

*3. The executive committee will respond to the person who initiated the CSB to inform them of the committee's action.*

*4. If the School Board requests additional information they may place the concern on the school board meeting agenda (General or Executive – see above). When a concern is to be addressed in a session, the school board may request you to be present and speak to the matter when appears in the agenda.*

*Note: The school Board “only has a voice when it is in session”. This means that if you chose to discuss a concern with an individual school board member, when the school board is not in session, no binding decision can be made.*