

REGULATION

WILLINGBORO TOWNSHIP BOARD OF EDUCATION

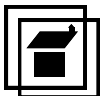
ADMINISTRATION

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BOARD-SUPERINTENDENT RELATIONS

R 1210 BOARD-SUPERINTENDENT RELATIONS

- A. The Superintendent shall promptly inform the Board of a serious incident.
1. A serious incident is defined as an occurrence or event which may have a tendency to reflect adversely upon the school system or may involve or create an active public interest.
 2. The Principal or administrator should call the Superintendent's office with pertinent information as soon as possible, dictate a short report to the Superintendent's secretary, and then discuss the incident with the Superintendent.
 3. The Principal or administrator should forward a report of the incident to the Superintendent as soon as possible after the incident which may be disseminated to the Board of Education.
 4. The essential ingredient is speed of communication after the incident.
- B. Communication with the Board of Education will be through the Superintendent.
1. All requests from the Board of Education and/or its members to staff personnel are to be processed through the Superintendent.
 2. Matters pertaining to the financial aspect of the district and/or budget are to be processed through the School Business Administrator/Board Secretary in the same manner as stated above.
 3. The only exception will be in those situations where Board members have been assigned a specific task by Board direction or working with a Board committee.
 4. All reasonable requests will be responded to within a reasonable period of time. As a guideline it is suggested that a reasonable period of time is ten (10) working days.
 5. Written communications will be sent to the Superintendent for his approval and transmission to the Board member or Board of Education.



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