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To: Board of Education Members

From: Dr. Mary B. Pfeiffer, District Administrator

*MP*

RE: Changes to 4000 Series of NEOLA Board Policies

Date: May 29, 2014

Attached are tracked changes suggested at the May 20, 2014 Board of Education meeting to three NEOLA Board policies.

OFFICIAL BOARD-STAFF COMMUNICATIONS

The Board of Education has a legitimate interest in maintaining order by channeling employee communications to the School Board through the chain of command to the District Administrator. Employees are expected to follow the established chain of communication as described in this policy.

A. Staff Communications to the Board Related to Performance

All communications from staff members related to the performance of their job duties or responsibilities to the Board or its committees shall be submitted through the District Administrator. This procedure is not intended to deny any staff member the right to appeal to the Board on important matters through established procedures.

B. Board Communications to Staff

All official communications, policies, and directives of the Board of staff interest and concern to the staff will be communicated through the District Administrator, who shall also keep staff members fully informed of the Board's ~~problems~~, concerns, and actions.

C. Social Interaction

~~Both staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the District. However, since individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action, discussions between staff and Board members related to the performance of job duties or responsibilities are inappropriate violations of the chain of command.~~

Garcetti v. Ceballos, 547 U.S. 410 (2006)  
Samuelson v. LaPorte Comm. Sch. Dist., 526 F.3d 1046 (7th Cir. 2008)

**VOLUNTEERS**

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the support staff responsible for the conduct of those programs and activities.

The District Administrator shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

The District Administrator is to inform each volunteer that s/he:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;
- B. upon acceptance as a volunteer, will agree to verification that a satisfactory background check has been conducted through appropriate State agencies. The Neenah Joint School District (NJSD) will conduct a criminal background check on any volunteer supporting student opportunities if the volunteer will be working in a minimally NJSD employee supervised area with children or working with children with no direct NJSD employee supervision.

USE OF TOBACCO BY SUPPORT STAFF

The Board of Education is committed to providing students, staff, and visitors with a tobacco-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. Further, providing a tobacco-free environment is consistent with the role-modeling responsibilities of teachers and staff to our students. The Board also recognizes, however, the right of individuals under State law to use lawful products, including tobacco, during non-working hours off District premises.

Accordingly, the Board prohibits the use of tobacco in any form including, but not limited to, cigarettes, e-cigarettes, cigars, snuff, and chewing tobacco on District premises, in District vehicles, within any ~~indoor~~ facility owned or leased or contracted for by the District, and used to provide education or library services to children, and at all District-sponsored events.

111.321, Wis. Stats.  
120.12(20), Wis. Stats.  
20 U.S.C. 6081 et seq.  
20 U.S.C. 7182

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