TRUSTEE RECEIVES INQUIRY OR CONCERN FROM PARENT OR STAKEHOLDER

HAS THE PARENT OR STAKEHOLDER TRIED ADDRESSING THE ISSUE AT THE SCHOOL OR DEPARTMENT LEVEL?

YES → TRUSTEE FORWARDS INQUIRY TO SUPERINTENDENT. SUPERINTENDENT DIRECTS APPROPRIATE STAFF MEMBER TO SEEK A RESOLUTION.

NO → TRUSTEE DIRECTS PARENT OR STAKEHOLDER TO CONTACT INDIVIDUAL OVER AREA OF CONCERN AT SCHOOL OR DEPARTMENT LEVEL.

WAS THE INQUIRY OR CONCERN BROUGHT FORWARD BY THE PARENT OR STAKEHOLDER ADDRESSED OR RESOLVED?

NO → PARENT/STAKEHOLDER INQUIRY OR CONCERN ADRESSED/RESOLVED.

YES →

1. REFERRED TO SUPERINTENDENT - NO NEED FOR TRUSTEE NOTIFICATION
2. REFERRED TO SUPERINTENDENT - NOTIFICATION TO TRUSTEE THAT ISSUE WAS ADDRESSED
3. REFERRED TO SUPERINTENDENT - NOTIFICATION TO TRUSTEE THAT ISSUE WAS ADDRESSED WITH ADDITIONAL DETAILS REGARDING OUTCOME

*SUPERINTENDENT DETERMINES IF ENTIRE BOARD SHOULD BE NOTIFIED