

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name: Communications	
Procedure No. 4112-00-01	Eff. Date: 9/22/2010
Implements Board Policy (ies) <u>4112-Board Employee Communications</u>	Last Reviewed: <u>9/22/2010</u>

1. Background

Describe relevant background to the implementation of the policy.

The Board of Education maintains open channels of communication between itself and the employees. The line of communication for employees will be through the Superintendent.

2. Responsibilities

Title: Paul McDole, Director of Human Resources	
Address: 2651 Burnet Ave., Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945
Describe responsibilities:	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

- Staff Communications to the Board
- Board Communications to Staff
- Public Discussion of District Matters

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.		
2.		
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.