

MISD TRUSTEE

CONSTITUENT SERVICE FLOWCHART

**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

NO

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

**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

YES

**PARENT/STAKEHOLDER INQUIRY OR
CONCERN ADDRESSED/RESOLVED.**

- 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**

