


HISTORY: Draft September, 2002 Adopted October 15, 2002; Redraft Oct 29/08; Approved May 12/09		POLICY TITLE: COMMUNICATION PROTOCOLS FOR TRUSTEES	POLICY NO. 115 Page 1 of 2
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POLICY

The Board of Education is committed to the principle of open, two (2)-way communication between Trustees, staff, parents, students and community members.

REGULATIONS

1. Communication by Telephone, Facsimile, Electronic Mail or Voice Mail
 - 1.1 When something of importance occurs in the School District which is considered to be such that immediate press coverage is a strong possibility and/or that public reaction will involve immediate contact with Trustees, every attempt will be made by the person receiving the information to ensure that the Superintendent receives the information as soon as possible. The Superintendent is responsible for ensuring that all Trustees receive a brief outline of the matter as expeditiously as possible.
 - 1.2 If the information originates with senior management, a brief report on action taken or contemplated by administration will be developed by management. Directions concerning this type of communication and the appropriate media shall generally be given by the Superintendent or designate.
 - 1.3 Information or issues which are important to a particular school or community will be communicated first with the Trustee in that zone.
 - 1.4 If a Trustee becomes aware of an issue or receives a complaint, the Trustee shall advise the originator of the complaint of the Communications, Concerns and Complaints Policy No. 206 and, if deemed that the issue is of significant importance, advise the immediate supervisor or Principal, if appropriate, or the Superintendent, of the issue. The Trustee shall not attempt to resolve the issue but may follow up with the originator to see if the problem has been addressed.
 - 1.5 Individual Trustee concerns about senior management will be addressed to the Superintendent.

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2. Requests for Information

- 2.1 If the information requested by a Trustee is for information, only, and will not require a significant amount of work, that request should be addressed to the individual responsible. Information provided may be copied to all trustees.
- 2.2 Requests for information that may require significant staff time and effort will be addressed to the Superintendent, who may bring the issue to the Board for Board direction.

3. Coordinating Packages

- 3.1 Generally on the Wednesdays preceding the week in which no Board meeting is scheduled, and at such other times as may be considered appropriate, a Coordinating Package will be delivered (paper or electronic) to all Trustees. The package shall include items of information such as correspondence, memoranda and publications that would not warrant the attention of the Board but would assist Trustees in fulfilling their role by being better informed on educational issues and matters pertaining to the School District.
- 3.2 Confidential items regarding personnel and property issues will be placed in Confidential Coordinating Packages and circulated to Trustees and senior management, only.

4. Agenda Packages

- 4.1 Generally on the Wednesday immediately preceding a Board meeting, an agenda package will be delivered to all trustees. The Package will include the agendas for closed and open Board meetings and attachments, as needed, for all action items on the Agenda.
- 4.2 Copies of the Closed Agenda and attachments will be delivered to all Trustees and senior staff. Copies of the open Agenda will be circulated to all work sites. Attachments for the Open meeting will also be provided to the KLTF, KLPVPA, CUPE, the media and the DPAC. Copies of correspondence addressed to the Board will be attached to the appropriate agenda or Coordinating Package.
- 4.3 Copies of correspondence addressed to the Board Chair will be circulated to all Trustees, either in Coordinating or in agenda packages.