

POLICY 140: Communication Protocol for Trustees

The Board of Education of School District No. 8 (Kootenay Lake) and its administration value an environment of open communication.

Guidelines

1. Speaking on Behalf of the Board

- 1.1. The Board Chair or trustee designate will act as the spokesperson for the Board. The Superintendent of Schools or designate will act as spokesperson for the school district. Inquiries from the media regarding policies are to be directed to the Board Chair and inquiries regarding programs or services are to be directed to the Superintendent of Schools.

2. Trustee Inquiries

- 2.1. All requests for information regarding Governance shall be directed to the Board Chair. Requests for information regarding Operation shall be directed to the Superintendent. Responses will be copied to all trustees.
- 2.2. Requests for information that may require significant staff time and effort may be referred to the Board for Board direction.

3. Correspondence

- 3.1. Correspondence addressed to the Board of Education or the Board Chair will officially be received by the Board of Education. Correspondence received at least one week prior to a monthly Board meeting, will be officially received at the following regular open or closed meeting of the Board. The Agenda Review Committee may determine placement on an appropriate Board agenda.
- 3.2. Correspondence received after the one week prior deadline but prior to the regularly scheduled Board meeting, and is deemed urgent or emergent by the Board Chair and District Staff, may be considered for late placement on the Board agenda; otherwise the correspondence will be considered for the following month's agenda.
- 3.3. Correspondence addressed to a trustee or a group of trustees is under the control of the said trustee(s) and does not constitute correspondence addressed to the Board. The individual trustee(s) have the option to bring the correspondence formally to the Board for receipt or consideration.
- 3.4. A trustee may, at any time, request the Agenda Setting Committee consider any correspondence for placement on an agenda. A trustee also has the option, to make a Notice of Motion at the time of meeting that the correspondence be brought forward at the next meeting of the Board for discussion or action. If action is recommended, the trustee must put forth in the Notice of Motion what action is to be considered.

Related Legislation: Nil
Related Contract Article: Nil
Adopted: October 15, 2002
Amended: May 12, 2009
Amended: June 12, 2018
May 28, 2019

4. Notification of Significant Events

- 4.1. When an event occurs in the School District which is of significant public interest, the Superintendent shall immediately contact trustees and provide a brief synopsis of the situation.