

POLICY 140: Communication Protocol for Trustees

The Board of Education of School District No. 8 (Kootenay Lake) will foster a positive environment of communication to enhance trust and build relationships in order to support the district vision, strategic goals and the community of learners.

Guidelines

1. Board communications will:

- reflect the key messages, positions, intents, goals and objectives of the strategic plan and Board decisions.
- contribute to positive relationships.
- support the enhancement of trust and relationships across the district.
- be inclusive and designed to meet the differing needs of rights holders and partners in terms of content and timelines.

2. The Board of Education will extend non-partisan formal letters of acknowledgements or congratulations to elected public officials for events of significance.

3. Digital communication will not be used for deliberation and debate regarding Board decisions outside of convened Board meetings and as aligned to Policy 130: Code of Conduct and Policy 120: Board Meeting Procedures.

4. Communication with staff will be aligned to business hours (8:00 - 4:00 PM, Monday to Friday) unless it is urgent in nature.

5. When an event occurs in the School District which is of significant public interest, the Superintendent will provide a brief synopsis of the situation in a timely manner.

6. Speaking on Behalf of the Board

6.1. 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 governance are to be directed to the Board Chair and inquiries regarding operations are to be directed to the Superintendent of Schools.

7. Trustee Inquiries

Related Legislation: Nil

Related Contract Article: Nil

Adopted: October 15, 2002

Amended: May 12, 2009 - June 12, 2018 - May 28, 2019 - October 8, 2024

7.1. All requests for information regarding governance matters will be directed to the Board Chair. Requests for information regarding operational matters will be directed to the Superintendent. All responses will be copied to all trustees.

7.2. Requests for information that may require significant staff time and effort may be referred to the Board for Board direction.

8. Trustee Communication Equipment

8.1. Equipment provided to Trustees will remain the property of the school district and will be returned to the school district upon completion of the Trustee's term of office.

8.2. The school district will provide Trustees with a laptop computer and necessary supplies. Other equipment needs will require Board approval through the budget process.

8.3. All trustee computers will be formatted with a complete suite of productivity tools and will be preconfigured to securely connect to the school district's wireless networks and computing services. The installation, set-up, maintenance and operational costs are the responsibility of the school district.

8.4. Trustees will receive \$600.00 per year to help offset external communication fees associated with their responsibilities.

8.5. At the end of the Trustee's term of office, the Trustee may purchase equipment at the fair value as determined by the Secretary-Treasurer.

8.6. To ensure compliance with Board contracts and security practices, all Board licensed software and service connectivity will be removed from equipment at the end of the term before any purchased equipment is transferred to the trustee.