

# ROLLING RIVER SCHOOL DIVISION POLICY

## Communication Protocol for Trustees

BGB/P

Effective Board communication with schools is integral to the division's organization and effective operation. Therefore, the Board of Trustees supports a communication protocol that will:

- Encourage effective and appropriate informal and formal lines of communication between the Trustees and schools and their communities.
- Incorporate policy and regulation whenever possible to help bring clarity of process and understanding to issues and questions.
- Recognize that there cannot be a formula that will cover all eventualities and that the "spirit" of a communication protocol and common sense should be the guiding principle.

### **Index Regulation**

**Date Adopted:** May 19, 2005

**Date Revised:** November 3, 2010

**Date Reaffirmed:** January 14, 2015

# ROLLING RIVER SCHOOL DIVISION REGULATION

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### **Protocol for Communication between Trustees, Superintendent, and School Administration**

- It is generally accepted/expected that communication between trustees and school administration will occur through the Superintendent's department.
- School Principals will meet and communicate regularly with the Superintendent's department.
- Trustees will contact the Superintendent or Board Chair for information, clarification and discussion of policy concerns or issues.
- School Administrators are encouraged to contact the Superintendent for information, clarification and discussion of policy concerns or issues.
- When appropriate, in the judgment of the trustee, he/she will contact the Superintendent to make him/her aware of any difficult situation or issue they have been apprised of.

### **Protocol for Communication between Trustees and Community Members**

- It is generally expected that communication between trustees and community members will occur in a variety of settings outside of division organized activities.
- Trustees will have a good knowledge of the division vision, Action Plan, programming, finances, etc. so that they are able to answer community member questions.
- If there are questions trustees are unable to answer they will direct the community member to their local School Principal, Department Supervisor, or Superintendent as appropriate.
- If a trustee receives a complaint from a resident he/she will refer them to policy KLD "Resolving Complaints", then, if appropriate, contact the Superintendent to make him/her aware of the situation.

### **Protocol for Trustee Attendance to Parent Advisory Council and Parent Council Meetings**

- Parent Advisory Councils and Parent Councils will make formal requests to the Board of Trustees (c/o the Superintendent's department) when requesting trustee attendance at meetings.
- Requests received will be placed on the agenda of the next regular meeting of the Board.

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- Two trustees will be selected to attend the Parent Advisory Council or Parent Council meeting.
- Trustees will report to the collective Board after having attended the meeting.
- Trustees may choose to attend only selected portions of the meeting as needed.

### Protocol for Trustee Visits to Schools

- A calendar of school events (concerts, etc.) will be maintained. Schools will direct invitations to the Board Office.
- This calendar will be updated and shared with trustees regularly.
- Trustees will advise the Executive Assistant at the Division Office if they will/can attend and the school will be advised.
- Trustees wishing to visit a school shall call the Superintendent (or designate) who will arrange a school visit.
- Tours of schools will be offered to trustees, at intervals determined by Board interest.

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