Light of Christ RCSSD #16
Board Governance Policy No. 150

BOARD COMMUNICATIONS

Communication is a major function of the Board of Education. It is important for the Board to link with its stakeholders to ensure that the school division reflects community values and expectations. Equally important is the function of reporting to the public to maintain openness and accountability to the community.

Channels of communication are also necessary to allow for community initiative in communicating with the Board.

It is the responsibility of the Board to provide means of communication that not only leads to an informed public, but an engaged public. Equally important is to ensure that the information that the public receives from the Board is consistent.

Procedures

1. Board / Staff Communication
    a. The Director of Education is the Chief Executive Officer of the Board. The Director is responsible to the Board for every aspect of the school system. Accordingly all communications regarding the operations of the school division are to come to the Board through the Director.
    b. Recommendations regarding any aspect of the school system originating in the in-school administrative group, in semi- autonomous bodies, or at the supervisory level, are to be dealt with by the Director and passed to the Board with the Director's recommendation attached.
    c. In-school Administration and Senior Administrative staff are considered as advisors to the Director who may accept or reject the advice they give but will, when requested to do so, pass on to the Board their suggestions together with his or her recommendations.

2. Communicating With the Board
    a. Members of the public may communicate officially with the Board by appearing before the Board as a delegation according to Board Governance Policy 120, Procedure 4.
        i. Members of the public may also correspond in writing. Correspondence received is to be included on the agenda of the next regular meeting of the Board. A written response is to be provided following the Board meeting.

3. Channels of Communication

a. The Board supports the concept of school-based decision-making. It believes that most matters can be dealt with in the quickest and most efficient manner at the school level. Electors, parents, and members of the public are to be directed to contact the teacher and/or principal at the local school level.

b. In cases where satisfactory resolution is not achieved at the school level, the appropriate channel is to contact the appropriate administrative officer at the Board Office. If resolution is not achieved at this level, the next step is to contact the Director of Education.

c. General school division issues are to be resolved by contacting the appropriate administrative officer at the Board Office. If resolution is not achieved the next step is to contact the Director of Education.

d. If satisfactory resolution is not achieved at the level of the Director, the next step is to communicate in writing with the Board.

4. Board / Media Communication

a. The Chairperson is to represent the Board to outside parties by stating positions consistent with Board policy, resolution, and procedures.

b. The Director of Education is authorized to speak for the Board on behalf of the Chairperson and Board.

c. All media contacts are to be directed to the Chairperson or Director of Education.

5. Public Consultation

a. The Board in fulfilling its mandate is committed to various forms of public consultation. Formal structures which the Board employs in communicating and consulting with its publics are:

i. School Community Councils

ii. Board Meetings

iii. Special Meetings of Electors

b. In addition to the formal structures the Board is to engage in public consultation as needed using various forms such as:

i. Public Information Meetings

ii. Public Forums

iii. Focus Groups and other means