

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Governance/Board	<i>Policy Number</i> 110
<i>Former Policy #</i> 812	<i>Page</i> 1 of 3
<i>Original Approved Date</i> January 26th, 1993	<i>Subsequent Approval Dates</i> November 12th 2002 February 3rd, 2009

POLICY TITLE COMMUNICATION PROTOCOL: TRUSTEE/ADMINISTRATION

SECTION A

1. PURPOSE

The York Catholic District School Board is committed to its vision of a Catholic Learning Community of collaborative partners. An integral component of collaboration is a protocol of effective interaction characterized by open, timely and appropriate communication among trustees, senior administration and school administrators about important matters or issues relating to or impacting on staff, schools and the community. The purpose of the communication protocol is to provide direction to trustees and administration for maintaining effective interaction in order to avoid confusion, miscommunication or lack of awareness, and to provide guidance for responding to issues and complaints in a consistent, fair and reasonable manner.

2. POLICY STATEMENT

It is the policy of the York Catholic District School Board that an efficient communication protocol be implemented and maintained among trustees, senior administrators and school administrators to ensure mutual awareness on important matters.

3. RESPONSIBILITIES

3.1 Director of Education or designate:

To establish administrative measures necessary for compliance with this policy.

To advise the chairperson/vice chairperson of the Board on matters requiring the attention, understanding and sensitivity of the Board.

3.2 Superintendents of Education:

To maintain ongoing communication with trustees;

To notify the local trustee of:

- a) an unresolved school issue e. g. a parental concern;
- b) Catholic School Council concerns;
- c) school related incidents including:
 - Injuries requiring medical services
 - safety issues, i.e. bomb threats, health issues, evacuations;
 - bereavements of staff, students or parents;
 - safe school concerns, e.g. bullying, violent acts, police involvement;
- d) community concerns, e.g. busing, boundaries;
- e) suspensions over 5 days (elementary);
- f) a letter addressing any incident/concern being sent home.

3.3 School Administrators:

To maintain ongoing communication with their superintendent and school trustee on matters that impact the school and the community;

To inform the superintendent of schools in a timely manner on issues (as noted above);

To provide school trustee with copies (preferably electronically) of newsletters, Catholic School Council minutes, community letters etc. on an ongoing and timely basis; and

To inform and invite the local trustee to all events at the school which are open to parents/community.

3.4 Trustees:

To seek information from the Director of Education or designate or school superintendent on matters related to a school or school community.

To communicate with superintendents on a regular basis including the resolution of complaints.

To respond to invitations from a school to special events.

4. CROSS REFERENCES

YCDSB Policy #108 - Investigation of Complaints against Senior Administration or Trustees
YCDSB Policy #415 - Disposition of Complaints about Staff

