

# YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> <b>Governance/Board</b>	<i>Policy Number</i> <b>110</b>
<i>Former Policy #</i> <b>812</b>	<i>Page</i> <b>1 of 5</b>
<i>Original Approved Date</i>	<i>Subsequent Approval Dates</i>
<b>January 26<sup>th</sup>, 1993</b>	<b>November 12<sup>th</sup> 2002 February 3<sup>rd</sup>, 2009 October 28, 2014</b>

## POLICY TITLE      **COMMUNICATION: TRUSTEE/ADMINISTRATION**

### SECTION A

#### 1. PURPOSE

The York Catholic District School Board is a Catholic Learning Community of collaborative partners. An integral component of collaboration is effective interaction characterized by timely and appropriate communication between Trustees, Senior Administration and School Administration about issues relating to or impacting on staff, schools and the community. The purpose of the Communication: Trustee/Administration policy 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 matters of concern 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 policy be implemented and maintained among Trustees, Senior Administrators and School Administration to ensure mutual awareness of important matters.

#### 3. PARAMETERS

- 3.1 Communication between Senior Administration and/or School Administration and Trustees shall contain accurate and up-to-date information that is accessible, timely, clear and transparent.
- 3.2 Wherever practical and possible, communication between Senior Administration and/or School Administration and Trustees shall occur prior to communication with stakeholders, in electronic format preceded by a telephone call. Such timely notice will enable Trustees to respond accurately to matters of concern or to attend, and promote awareness of activities and/or events.

- 3.3 Timely and regular communication between Senior Administration and/or School Administration and Trustees upholds the Board's vision of collaboration and shared leadership.
- 3.4 Ongoing and respectful communication between Senior Administration and/or School Administration and Trustees shall serve to establish and maintain positive relationships enabling all partners of the Board to be proactive when promoting programs, services, activities and initiatives of the Board and schools or when addressing issues, concerns and/or matters that may impact the Board or schools.

#### **4. RESPONSIBILITIES**

##### **4.1 Board of Trustees**

- 4.1.1 To seek information from the Director of Education or appropriate Superintendent on matters related to a school or school community.
- 4.1.2 To communicate with Superintendents on a regular basis.
- 4.1.3 To respond to invitations from a school to special events.

##### **4.2 Director of Education**

- 4.2.1 To oversee compliance with the Communication: Trustee/Administration policy.
- 4.2.2 To advise the Board on matters requiring the attention, understanding and sensitivity of the Board.

##### **4.3 Superintendents of Education**

- 4.3.1 To maintain ongoing communication with Trustees.
- 4.3.2 To meet with the Trustee(s), on an annual basis, to discuss individual Trustee communication needs, establish preferred communication methods and ensure compliance of such methods.
- 4.3.3 To notify the local Trustee of school related activities or events including, but not limited to:
  - 4.3.3.1 School/Student Achievements;
  - 4.3.3.2 School/Student Celebrations and or Special Events;
  - 4.3.3.3 Injuries requiring medical services;
  - 4.3.3.4 Safety issues, i.e., bomb threats, health issues, evacuations, facility concerns/hazards;
  - 4.3.3.5 Bereavements of staff, students or parents;
  - 4.3.3.6 Safe school concerns, e.g., bullying, violent acts, police involvement;
  - 4.3.3.7 Unresolved school issue(s) e.g., a parental concern(s);
  - 4.3.3.8 Catholic School Council concerns;
  - 4.3.3.9 Community concerns, e.g., busing, boundaries;
  - 4.3.3.10 Suspensions over 5 days (Elementary);
  - 4.3.3.11 Operational matter(s) that may have a considerable impact on a school community; and,
  - 4.3.3.12 Any communication sent to parents/guardians.

**4.4. School Administration**

- 4.4.1 To maintain ongoing communication with their Superintendent and School Trustee(s) on matters which impact the school and/or the community.
- 4.4.2 To meet with the Trustee(s), on an annual basis, to discuss individual Trustee needs, establish preferred communication methods and ensure compliance of such methods.
- 4.4.3 To inform the appropriate Superintendent of Schools in a timely manner on issues (as noted in 4.3).
- 4.4.4 To provide the Trustee(s) with copies (preferably electronically) of newsletters, Catholic School Council (CSC) minutes, community letters, etc. on an ongoing basis and in a timely manner.
- 4.4.5 To inform and invite the local Trustee(s) to all events at the school which are open to parents/community.
- 4.4.6 To extend an invitation to the Director of Education and local Trustee(s) when there is an opportunity for the inclusion of a message and/or letter of congratulations in a school program/publication.
- 4.4.7 To post all school communication shared with the parent community on the school website.

**5. DEFINITIONS**

- 5.1 **School Administration**  
For the purpose of this policy, School Administration refers to Principals and Vice Principals who have direct supervisory responsibilities for a group of employees.
- 5.2 **Senior Administration**  
For the purpose of this policy Senior Administration refers to all Superintendents, Senior Managers and Managers who have direct supervisory responsibilities for a group of employees.

**6. CROSS REFERENCES**

- YCDSB Policy 103           Communication: Public Relations
- YCDSB Policy 108       Investigation of Complaints against Senior Administration or Trustees
- YCDSB Policy 415       Disposition of Complaints about Staff

<b>Approval by Board</b>	<u>February 3, 2009</u> <i>Date</i>
<b>Effective Date</b>	<u>February 3, 2009</u> <i>Date</i>
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<b>Review Date</b>	<u>October 2019</u> <i>Date</i>

**POLICY TITLE: COMMUNICATION: TRUSTEE/ADMINISTRATION**

**SECTION B: GUIDELINES**

1. York Catholic District School Board recognizes the key role of effective communication in supporting the Board's mission to educate and inspire all students to reach their full potential in a safe and caring environment. The following guidelines will support Trustees, Senior Administration and School Administrators in their efforts to have concerns addressed and resolved.

**1. TRUSTEE**

- 1.1 When a concern is received from a parent the Trustee will:
  - 1.1.1 Invite the parent/guardian to define the issue and express their concerns.
  - 1.1.2 Inquire if the parent/guardian has discussed the issue with School or Board Personnel (Teacher and/or Administration), depending on the nature of the issue.
    - 1.1.2.1 If the parent/guardian has not contacted School or Board personnel, provide the appropriate contact.
    - 1.1.2.2 Contact the Superintendent of Education and/or other Board personnel, to apprise them of the parent/guardian's issue, where possible.
- 1.2 If the issue is not resolved, the Trustee will bring the matter to the appropriate Superintendent on behalf of the Parent, who will oversee the resolution of the issue and report back to the Trustee.
- 1.3 At any time in the process, the Trustee may consult with the Director of Education regarding the resolution of an issue.
- 1.4 When a concern is received about a policy or procedure, Trustees may refer the concern to the Director of Education and/or the Executive Committee of the Board for appropriate action. If the matter has Board-wide implications, the Trustee may ask that the matter be put on the Policy Committee agenda for discussion.

**2. SENIOR ADMINISTRATION**

- 2.1 Senior Administration will address and subsequently update the local Trustee(s), in a timely manner, about any matter that has been brought to their attention by the Trustee(s).
- 2.2 Senior Administration will advise the Director and Trustee(s), in a timely manner, of any matter having an impact on the Board, on local schools or on the school community.

### **3. SCHOOL ADMINISTRATORS**

- 3.1 School Administrators will advise the appropriate Superintendent, in a timely manner, of any matter having an impact on the local school or school community.
  
- 3.2 School Administrators will, whenever practical and possible, communicate with the Trustee prior to communication with stakeholders, in electronic format or by telephone call. School Administrators will copy the local Trustee(s) on any written communication (i.e., letters, emails, etc.) sent to parents/guardians outlined within the parameters of this policy, if written communication is the vehicle utilized to disseminate the information. This includes, but is not limited to, synrevoice messages, newsletters and school calendars, invitations to attend school events and/or activities, CSC minutes, letters related to safety issues, bereavements, transportation, etc. In instances where the school situation is urgent or time sensitive, school administrators will call the local Trustee(s) in advance of disseminating any communication.