



Palliser Regional Schools

Palliser Centre

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TRUSTEE PROTOCOL
BOARD OF TRUSTEES

POLICY TITLE	TRUSTEE PROTOCOL
POLICY HOLDER	Board of Trustees Palliser Regional Schools
ORIGINAL DATE	
REVIEW DATE	
REVISED DATE	
NEXT REVIEW	

Policy Statement:

Trustees are expected to be representatives of Palliser School Division and responsive to the needs of the School Division. As such trustees may need to interact with students, parents, employees, constituents, and various communities, and become and stay informed. The following is to provide Trustees with guidance in the fulfilment of their duties.

Board Action:

In the instance where a concern is brought forward the following will guide the Trustees. The Trustee will first need to gain sufficient knowledge of the concern in order to deal with the situation, refer the individual and/or declare conflict of interest.

- **Community Member** – the Trustee should suggest that contact be made with the Superintendent, Principal or other Senior Administrator (if known). If the community member is not prepared to do the follow-up, it would be appropriate to suggest contact with the Board Chair and/or Board. If the community member is not prepared to take further action, the Trustee should inform the Principal, Board Chair and/or Board and Superintendent about the concern, maintaining whatever discretion and confidentiality deemed appropriate.
- **Student/Parent**- the Trustee, in the following order, should suggest that contact be made with the Teacher, Principal, Senior Administrator, Superintendent and Board Chair and /or Board regarding the concern. If the student/parent is not prepared to take further action, the Trustee should inform the Board Chair and/ or Board, and Superintendent about the concern maintaining whatever discretion and confidentiality deemed appropriate.
- **Employee** – The Trustee, in the following order, should suggest that contact be made with the Principal, Senior Administrator, Superintendent, Board Chair and/ or Board regarding the concern. If the employee is not prepared to take further action, the Trustee should



inform the Board Chair and/ or Board and Superintendent about the concern, maintaining whatever discretion and confidentiality deemed appropriate.

The Trustee has the obligation to bring items to the attention of the appropriate official. The notifications should also be provided to the Superintendent.

By virtue of providing the notification, it must be understood that the Trustee is not providing direction to the employee. The Trustee shall ask the individual to contact him/her again if the matter has not been resolved within a reasonable time period.

Scope and Limitations:

Trustees are prohibited from discussing confidential matters such as personnel, land, labor and legal and any other matters that are deemed or held in camera.

Superintendent will inform the Board and/or Board Chair of any matters that should come to the Board attention.

Information and Monitoring Requirements:

Board Chair/Superintendent will inform the Board/Trustees of the outcome and /or the resolution of the concern.

1ST DRAFT