



AMENDED TRUSTEE SCHOOL LIAISON – RATIONALE, PURPOSE & PARAMETERS

(Approved by Board Motion, September 27, 2023 Regular (Public) Board Meeting)

While a Trustee serves the communities they are elected to represent, a Trustee's primary role is to act as a member of the corporate Board.

The *School Act* gives no individual authority to an individual Trustee. As a member of the corporate Board, Trustees are accountable to the public for collective decisions of the Board, and for the delivery and quality of education services.

Trustees must always be guided by the Trustee Code of Conduct including confidentiality and the Oath of Office.

Trustees must represent the best interests of the entire School District. This representation must supersede any conflicting loyalty such as that to advocacy or interest groups, other Boards or staff, or as a user of the School District's services.

Liaison assignments for individual Trustees provides an opportunity for increased communication between Trustees and school communities. Schools within the School District are divided between Trustees to ensure the Trustees have knowledge of their electoral area liaison schools and the programs and initiatives that are achieving the School District's goals.

The rationale, purposes and parameters of Trustees, being the liaison between the Board and assigned schools, is provided as follows:

1. To provide the Board with an opportunity to have a 'face' and a presence at each school:
 - The Superintendent of Schools will ask School Principals to engage Trustees in their schools as appropriate.
 - School Principals will request or invite their Trustee Liaison to school activities.
 - The Trustee Liaison can also contact their School Principal to arrange a school visit.
 - The Trustee Liaison must not speak on behalf of the Board. The Board communication policy and procedures must be followed.
 - Trustees can show appreciation and support and help celebrate student, staff, and community successes. Parents, caregivers, and community members are then aware of their Trustee Liaison contact.
 - School visits provide an opportunity for Trustees to become acquainted with or knowledgeable about schools and can help facilitate communication between the school community and the Board by listening to members of the school community as decisions or strategic goals by the Board are put into practice in the school community.
 - When the Trustee Liaison hears any emerging issues at assigned schools or sites, it is their responsibility to advise the Superintendent for immediate handling.

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2. The role of the Trustee Liaison is not intended to undermine or supersede the role of the School Principal, PAC Chair or other staff. A Trustee Liaison does not interfere with:
 - The day-to-day operations of the school;
 - The defined process for resolution of parent/caregiver concerns is outlined in CMSD82 Policy 1070: Concerns by Parents/Guardians; or,
 - Through other processes for discussing concerns by the school or district staff.
3. Trustees must respect the Chief Executive Officer's (Superintendent of Schools) responsibility for the day-to-day administration of the School District. Trustees must refer complaints or criticisms received to the Superintendent of Schools, who will inform the appropriate individual(s). Complaints and criticisms from parents, staff or the public for the Superintendent of Schools should be forwarded to the Executive Assistant to the Superintendent (250-638-4401) for the Superintendent's handling.
4. Trustees must *not* attempt to exercise individual authority over the organization except as explicitly set forth in Board policies. Trustees will recognize that they *do not* direct staff.
5. Attendance at school events by the Trustee Liaison would vary in detail from school to school, and this would be clearly defined through discussion with the School Principal, and possibly other school groups, as is deemed appropriate by the principal.
6. Trustees will be clear, that as an individual Trustee, they have no authority. Issues or questions will be dealt with through usual processes. If the issue is in the area of the Board's governance role and responsibility, it can be brought to the Board for consideration.
7. Should a Trustee wish to visit a school that is not included within their specific school assignment, they may do so with an *invitation* from that school's Principal. Such a request should be initiated by contacting the Superintendent of Schools.
8. In summary, the role of Trustee Liaison is intended to strengthen the bond and further communications between schools and the Board in a manner that demonstrates the work of Boards while clearly respecting the role and authority of school administrators and staff.

Trustee Liaison Checklist:

- Become familiar with and adhere to the Trustee Code of Conduct.
- Ensure clarity and understanding of the Trustee Liaison role. Liaison school visits should be with a purpose or intent.
- Contact the School Principal ahead of time to arrange a visit, where possible. Do not drop by the school uninvited.

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Trustee Liaison Checklist: *(continued)*

- Be cautious about interrupting the learning environment. Staff will understand that they do not need to interrupt their day-to-day activities when a Trustee visits their school.
- When first appointed, the Trustee Liaison is encouraged to introduce themselves to the school administration and staff.
- The Trustee Liaison will be provided with a CMSD82 visitor badge/lanyard which should be worn at all times when visiting a school.
- The Trustee Liaison must ensure they sign in and sign out at the school’s main office in adherence to the School Visitor Safety Protocol.
- The School Principal will ensure the Trustee Liaison receives a copy of the school newsletter and/or bulletins.
- Trustees will attempt to visit each liaison school at least two-three times in the school year.
- Where possible, the Trustee Liaison will take part in activities at other schools throughout the district by *invitation or as requested*.
- Attend school PAC meetings *when invited*. The Superintendent’s Office will contact the school PAC Chair with the Trustee Liaison appointments. The PAC Chair will contact the Trustee Liaison for their availability for PAC meetings.

I, _____, acknowledge I have read and will abide by the Trustee Liaison rationale, purpose and parameters.

Trustee Signature

Date