

SCHOOL DISTRICT 54
(Bulkley Valley)
ADMINISTRATIVE PROCEDURES

BOARD READING FILE - CORRESPONDENCE

The Secretary-Treasurer's office is the official venue for communications to the Board and any communication for the Board's consideration should be sent to this office. Correspondence is at times sent to the Board directly and at other times to individual trustees. Even when correspondence is addressed to an individual trustee the contents may be more appropriately addressed by the corporate Board. The intended outcomes of these processes are: to ensure Board correspondence is acknowledged in a timely fashion, the corporate Board is aware of the public input provided and where required, a corporate response is provided in a timely manner.

Where correspondence is addressed to the Board or its contents are more appropriately addressed by the corporate Board the following processes shall be adhered to.

1. Communications of a general or informative nature will be referenced in the board meeting reading file;
2. Where non-routine correspondence is received that may require a formal Board response, that correspondence shall be reviewed by senior staff in conjunction with the Board Chair and considered for placement on the agenda of the next regular board operations committee meeting together with any recommendation for Board action the Superintendent deems appropriate. This correspondence will be noted on the agenda as "Correspondence for Action". Alternatively, if the correspondence considered should not be deemed for action, the communication should be directed to the board reading file;
3. Where an individual trustee receives correspondence that in the trustee's judgement is more appropriately a corporate Board matter, the correspondence will be directed to the Secretary-Treasurer who will acknowledge the correspondence, and act in accordance with article 1. or 2. above.

Adopted May 24, 2022