



# Operating Procedure Governing Style

## Guiding Principle

The authority of the Trustee is invested only in the Board not in the individual.

## Process for handling issues for the public

- A) If Trustees wish more information on any issues regardless of meeting dates, he or she may contact any member of the Executive
- B) Trustees may receive contact from time to time from individuals in the community. When this occurs, the following process is suggested:
  - 1) Refer the citizen to the appropriate manager for the issue, ie; school principal, transportation manager, etc.
  - 2) Employees should be referred to their appropriate supervisor
  - 3) The Trustee may call the Director of Education on behalf of the citizen who will then investigate or delegate the matter appropriately
  - 4) The Trustee may contact the Board Chair or Vice-Chair, particularly on matters that may require policy revisions and are not operational

Adopted: October 10, 2006  
Reaffirmed: January 14, 2014  
Reaffirmed: May 10, 2016