

## **REGULATION #2601.1 COMMUNICATIONS WITH TRUSTEES**

---

### **1. COMMUNICATION BY TELEPHONE, FACSIMILE, ELECTRONIC MAIL OR VOICE MAIL**

When something of importance occurs in the School District No. 36 (Surrey), which is considered to be such that immediate press coverage is a strong possibility and/or that public reaction will involve immediate contact with trustees, every attempt will be made to ensure that all trustees receive as expeditiously as possible a brief outline of the matter as well as a brief report on action taken or contemplated by management. Directions concerning this type of communication and the appropriate media shall generally be given by the superintendent or the secretary-treasurer.

### **2. TRUSTEES' INFORMATION BULLETIN**

Generally on Mondays, preceding Thursdays on which no board meeting is scheduled, and at such other times as may be considered appropriate, a Trustees' Information Bulletin (TIB) will be delivered to all trustees. The TIB shall include items of information such as correspondence, memoranda and publications that would not warrant the attention of the board but would assist trustees in fulfilling their role by being better informed on educational issues and matters pertaining to the school district.

Distribution list of staff receiving copies of the TIB shall be determined by the superintendent or the secretary-treasurer and may be revised from time to time.

Items regarding personnel within the TIB should be considered confidential in nature and remain so.

*Revised: 2000-03-28  
1993-01-04  
1985-01-10*