

EDMONTON PUBLIC SCHOOLS

January 30, 2001

TO: Board of Trustees

FROM: Trustee G. Gibeault, Planning and Policy Committee
Trustee S. Hansen, Planning and Policy Committee
Trustee J. Melnychuk, Planning and Policy Committee

SUBJECT: Protocol for Trustee Recognition at School or Public Events

ORIGINATORS: K. Dropko, Administrative Assistant to the Superintendent
S. Stiles, Assistant to the Superintendent

RESOURCE
PERSON: Michelle Gurney, Anne Sherwood, Victor Tanti

RECOMMENDATION

1. That board policy JBD.BP – Protocol for Trustee Recognition at School or Public Events (Appendix I) be approved.
2. That administrative regulation JBD.AR – Protocol for Trustee Recognition at School or Public Events (Appendix II) be received as information.

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The Alberta School Boards Association has developed a campaign to raise awareness of the role school boards play in our public education system. Trustee attendance and recognition at public and school events is one way in which school boards can become more visible to stakeholders and the public-at-large.

The attached Protocol for Trustee Recognition (Appendix III) was developed by the ASBA to provide a guideline for province-wide trustee recognition. It is based on a review of existing protocols within a few school divisions, as well as the protocol standards of the provincial and federal governments. The ASBA is also in the process of getting trustees added to the province's protocol listing.

The ASBA has recommended school boards customize or adopt "as is" their proposed protocol standards within their own jurisdictions. Trustee Dean, as the board's liaison for the ASBA public awareness campaign, brought the ASBA's suggested protocol for the introduction of trustees at functions to conference committee on November 14, 2000 and requested that it be referred to the Planning and Policy Committee for review and to bring back a recommendation on protocol for the district.

The district has an existing protocol advisory (Appendix IV) which is available to event organizers on request from Communications and the Board Office. It is also included in the district's on-line Guide to Reporting Procedures (G.A.R.P.) available on the intranet. However, many people are unaware of the existence of this resource and unaware of the board's expectations for trustee recognition. It is recommended that the district's protocol advisory be revised to incorporate the ASBA suggestions and that it be approved as an administrative regulation. As an administrative regulation, the protocol will be readily accessible to school event organizers. In addition, it is recommended that the board approve a policy on its protocol expectations to highlight the importance and awareness of protocol within the district.

The proposed board policy (Appendix I) incorporates the ASBA's rationale for the protocol for trustee recognition at school and public events as a means of raising the profile of and the importance of public education. It also makes clear that the board expects, as elected officials, trustees should be recognized at public events in the same way that other elected officials are recognized.

The proposed administrative regulations (Appendix II) provide principals, staff and event organizers with information on the protocol as well as specific procedures to follow when arranging events where all trustees or a board representative should be present. In addition, the regulation provides for the protocol to be shared with non-district event organizers when trustees are requested to attend external functions.

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Appendix I: Proposed board policy JBD.BP – Protocol for Trustee Recognition at School or Public Events

Appendix II: Proposed administrative regulation JBD.BP – Protocol for Trustee Recognition at School or Public Events

Appendix III: The ASBA's Protocol for Trustee Recognition

Appendix IV: District Protocol for School-hosted Events