

2.4.1 Letters to the Board

Background Information

Letters to the Board can at times contain sensitive information. In order to avoid miscommunication the following is a policy for handling letters. All formal communication between Society members and the ESCE Board will be written and subject to this policy. Informal discussions, not binding on either side, can be dealt with as they occur.

Policy

1. All letters pertaining to ESCE Board activities will be sent directly to the Board. The Board will decide which committee will be asked to prepare a written response. If the matter is highly confidential it will be referred to the Executive Committee rather than the whole Board. If it is easily resolved the Executive will make a recommendation to the Board. If the letter contains difficult issues the Executive shall decide who or which committee will deal with the letter. If the letter contains serious allegations, it shall not be read to the full Board until the Executive Committee decides that the full Board should hear the letter.
2. If a letter has been sent directly to a committee then the committee chair will ensure that the letter is forwarded to the Board Executive before dealing with it.
3. If a letter raises an issue regarding an individual, consent from the author will be obtained before discussing the issue with that individual. The letter will not be dealt with if consent is not given.
4. If a letter contains sensitive information or charges against teachers or an assistant principal, the Board will forward the letter to the Principal with the approval of the author. Without approval the Board will not discuss or pass on the letter. The Principal will deal with all issues pertaining to teaching and support staff.
5. The Board, in discussion with the Principals, will address letters concerning issues where the Principals do not adhere to the Vision and Mission statement of the ESCE.
6. All letters addressed to the board will receive a response from the Board.
7. From time to time board members or a board member may be cc'd on a letter sent to the administration of one of the schools. In cases such as these the board member may at their discretion ask the sender of the letter if they wish that the whole board be made aware of the issue. If it has been determined and confirmed that the sender of the letter intended or wishes for the board to be aware of the letter, they will be advised to forward the letter/email to the board. Board members should not share the contents of the letter with anyone not included in the original distribution of the letter. At the discretion of the board member they may also simply inform the principal that they did receive a copy of the letter. If such a letter is then received, addressed to the entire board, the letter will be dealt with according to the policy.

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Formerly: [2.5.1 Letters to the Board](#)