



MEMORANDUM

March 8, 2022
Regular Board Meeting

TO Board of Trustees

FROM Lorraine Stewart, Board Chair
Anne Montgomery, Board Vice-Chair

ORIGINATOR Shauna Boyce, Superintendent

RESOURCE Policy Review Committee

GOVERNANCE POLICY Board Policy 2: Role of the Board
Board Policy 11: Board Delegation of Authority
Board Policy 12: Role of the Superintendent

ADDITIONAL REFERENCE BP 2: Governance and Organization
BP 12: Section 5. Policy
Education Act

SUBJECT **REVISED BOARD POLICY 10: POLICY FORMATION AND REVIEW**

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

That the Board of Trustees approves the Revised Board Policy 10: Policy Formation and Review, as recommended by the Policy Review Committee and presented at the Regular Meeting of March 8, 2022.

BACKGROUND

The Board of Trustees is responsible to review Board Policies on an ongoing basis in order to adhere to the requirements necessary to provide excellence in public education and comply with the Education Act and provincial, as well as federal, legislation. The following revised policy is in support of this responsibility.

REPORT SUMMARY

On January 14, 2022, the Policy Review Committee met and discussed updates to Board Policy 10: Policy Formation and Review.

Key Changes to Board Policy 10 include:

- The addition of the Policy Review Committee information found in the Revised Board Policy 8: Board Committees, also presented March 8, 2022
- Clarity in language and formatting. (i.e. Article 6, regarding stakeholder feedback)
- Clarity regarding forming new policies, revising and / or amending current policies, as well as the process for amalgamating and rescinding policies.

The draft policy was reviewed and discussed at the February 18, 2022, Governance and Planning Session to ensure all necessary revisions were addressed.

The Policy Committee would be pleased to respond to any questions.

LS:kz



Parkland School Division Board Policy 10

POLICY FORMATION AND REVIEW

In accordance with the *Education Act* and the *Board Procedures Regulation*, policy formation and review constitute an essential method by which the Board exercises its governance of the operation of the school system. The Board acknowledges the desirability of consultation and the study of reports in the development of policy, and requires that the input of those who will be affected be requested and considered.

The Board demonstrates the belief in the establishment and review of policy, that reflects its values and perspectives, and shall adhere to the following stages in its approach to new policy formation and review:

Planning

The Board, in consultation with the Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

Development

The Board may develop the policy itself or delegate the responsibility for policy development to the Superintendent.

Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies relating to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of the other policies through operational procedures.

Review

The Board, in consultation with the Superintendent, shall review each policy in a timely manner in order to determine if it is meeting its intended purpose.

New Policy Formation:

1. Policy needs may be identified by the Board's Policy Review Committee, by a Trustee, by the Superintendent, by any individual or group, or as required through legislative or regulatory requirements.
2. The Board shall review the identified problem, issue or need to determine whether or not there is to be a review or formation of policy.
3. If there is a determination by the Board to review or develop policy, the Superintendent shall be directed by motion of the Board to draft a policy proposal.
4. Proposals for policies that are deemed by the Board to be new in scope are to include:
 - 4.1. Background (as applicable);
 - 4.2. Legal implications;

- 4.3. Costs;
 - 4.4. Impact on persons affected;
 - 4.5. Legislative or collective agreement references;
 - 4.6. Samples of similar policies, where possible; and
 - 4.7. Policy recommendation.
5. The draft policy shall be submitted to the Board for first reading and discussion. The Board may:
 - 5.1. Reject or approve the proposal and direct a reconsideration; or
 - 5.2. Approve the draft policy, in principle, for stakeholder consideration with the intent on receiving feedback.
 6. If the policy is deemed by the Board to require stakeholder feedback, then the policy shall be posted on the Division website and distributed, as deemed necessary by the Board, with a request for feedback within a designated time-frame:
 - 6.1. To parents through school councils;
 - 6.2. To Principals;
 - 6.3. To the Alberta Teachers' Association (ATA) Local #10;
 - 6.4. To the Central Alberta Association of Municipal and School Employees (CAAMSE) Local #1;
 - 6.5. To the International Union of Operating Engineers (IUOE) Local #955;
 - 6.6. To the Non-Union Group (NUG); and
 - 6.7. To any group or organization considered by the Board as essential or consequential for reaction.
 7. The Superintendent shall undertake any redrafting necessary:
 - 7.1. The redrafted policy shall be submitted to the Board for a second reading, discussion and possible amendment; and
 - 7.2. Received written reactions shall be provided to the Board in support of proposed changes.
 8. The Board may approve the policy as amended or direct the Superintendent to further revise the policy prior to a third and final reading.
 9. When the Board approves a policy, that policy shall be recorded in the minutes of the Board meeting.
 10. Policies shall be effective immediately upon adoption unless a specific effective date is provided in the motion to adopt;
 - 10.1. All policies shall specify the most current date of Board approval or review.

Policy Review and/or Amendment:

11. Policy statements that are superseded by superior legislation, or new Board policies, shall be automatically declared invalid.
12. Policies shall be presented to the Board for review at least once within a four (4) year term of the Board;

- 12.1. The review process shall be initiated by the Superintendent or the Board.
- 13. At the completion of the review, the Board may decide to:
 - 13.1. Reaffirm the policy by motion and simple majority at a regular Board meeting;
 - 13.2. Rescind the policy by motion and simple majority at a regular Board meeting;
 - 13.3. Recommend non-substantial amendments to the policy; or
 - 13.4. Recommend substantial amendments to the policy;
 - 13.4.1. Substantial changes are those that are deemed to significantly change the intent of the policy (for instance: electoral boundary review).
- 14. Policy amendments, relating to legislative changes, new information, organization or syntax that are deemed by the Board to be non-substantial, may be amended by a simple majority vote to approve the amendments, as per 13.1.
- 15. A substantial change to a Board Policy shall typically follow the process for new policy formation; however
 - 15.1. As deemed necessary, the Board reserves the right to implement, by motion approval, an atypical process for planning, development, implementation or review of Board policy.

Rescinding of Board Policy:

- 16. The Board, upon rescinding a policy, may subsequently delegate the Policy’s matter to the Superintendent;
 - 16.1. The Superintendent may then develop an administrative procedure relative to this matter.
- 17. Any policy that is amalgamated into another policy shall be considered to be automatically rescinded by the process of approval for policy amalgamation.

Publication:

- 18. The Superintendent shall arrange for all Board policies and administrative procedures and subsequent revisions to be posted on the Division’s website, in a timely manner, for staff and public access.
 - 18.1. The Superintendent shall inform the Board in a timely manner, of any substantial changes to administrative procedures.

Reference: Education Act: 33, 41, 42, 62, 76	Approved: (signature)
	Date Approved: March 8, 2022
Cross-Reference: Board Policy: 11	Reviewed or Revised: March, 2022 September, 2019

References shall be automatically updated as required and prudent to do so.



Parkland School Division

Board Policy 10

POLICY FORMATION AND REVIEW

In accordance with the *Education Act* and the *Board Procedures Regulation*, ~~Board Policies~~ policy formation and review constitute ~~the basic~~ an essential method by which the Board exercises its ~~leadership in~~ governance of the operation of the school system. ~~The study and evaluation of reports concerning the execution of its Board Policies will constitute a basic method by which the Board exercises its control over the operation of the school system.~~ The Board acknowledges the desirability of consultation and the study of reports in the development of policy, and requires that the input of those who will be affected be requested and considered.

~~The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with the Education Act and provincial as well as federal legislation.~~

~~Board policies shall distinguish between the responsibility of the Board to develop the broad guidelines to guide the Division and of the Superintendent to exercise professional judgment in the administration of the Division.~~

The Board ~~believes demonstrates the belief~~ in the establishment and review of policy, that reflects its values and perspectives, and shall adhere to the following stages in its approach to new policy formation and review:

Planning

The Board, in consultation with the Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

Development

The Board may develop the policy itself or delegate the responsibility for policy development to the Superintendent.

Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies relating to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of the other policies ~~through operational procedures.~~

Review

The Board, in consultation with the Superintendent, shall review each policy in a timely manner in order to determine if it is meeting its intended purpose.

New Policy Formation:

1. Policy needs may be identified by ~~the Board's Policy Review Committee, by the Board a Trustee,~~ by the Superintendent, by any individual or group, ~~or as well as required~~ through legislative or regulatory requirements.

2. The Board shall review the identified problem, issue or need to determine whether or not there is to be a review or formation of policy.
3. If there is a determination by the Board to review or develop policy, the Superintendent shall be directed by motion of the Board to draft a policy proposal.
4. ~~New Policy proposals are to include~~ Proposals for policies that are deemed by the Board to be new in scope are to include:
 - 4.1. Background (as applicable);
 - 4.2. Legal implications;
 - 4.3. Costs;
 - 4.4. Impact on persons affected;
 - 4.5. Legislative or collective agreement references;
 - 4.6. Samples of similar policies, where possible; and
 - 4.7. Policy recommendation.
5. The draft policy shall be submitted to the Board for first reading and discussion. The Board may:
 - 5.1. Reject or approve the proposal and direct a reconsideration; or
 - 5.2. Approve the draft policy, in principle, for ~~reaction~~ stakeholder consideration with the intent on receiving feedback.
6. If the policy ~~is approved for reaction~~ is deemed by the Board to require stakeholder feedback, then the policy shall be posted on the Division website and distributed, as deemed necessary by the Board, with a request for feedback within a designated time-frame: ~~to parents through school councils, Principals, the Alberta Teachers' Association Local 10 (ATA), the Central Alberta Association of Municipal and School Employees (CAAMSE), the International Union of Operating Engineers (IUOE), and the Non-Union Group with a request for reaction within a designated time-frame.~~
 - 6.1. ~~To~~ parents through school councils;
 - 6.2. To Principals;
 - 6.3. To the Alberta Teachers' Association (ATA) Local #10 (ATA);
 - 6.4. To the Central Alberta Association of Municipal and School Employees (CAAMSE) Local #1;
 - 6.5. To the International Union of Operating Engineers (IUOE) Local #955; ~~and~~
 - 6.6. To the Non-Union Group (NUG); ~~and with a request for reaction within a designated time-frame.~~
 - 6.7. To any group or organization considered by the Board as essential or consequential for reaction.
7. ~~The Board may establish a policy advisory committee to examine the policy and make recommendations to the Board.~~
7. [Former 8] The Superintendent shall undertake any redrafting necessary:
 - 7.1. [Former 8.1] The redrafted policy shall be submitted to the Board for a second reading, discussion and possible amendment; and

- 7.2. [Former 8.2] Received written reactions shall be provided to the Board in support of proposed changes.
8. [Former 9] The Board may approve the policy as amended or direct the Superintendent to further revise the policy prior to a third and final reading.
9. [Former 10] When the Board approves a policy, that policy shall be recorded in the minutes of the Board meeting.
10. [Former 11] ~~Only those written statements so adopted and so recorded shall be regarded as official policy of the Board.~~
10. [Former 12] Policies shall be effective immediately upon adoption unless a specific effective date is provided in the motion to adopt;
 - 10.1. [Former 12.1] All policies shall specify the **most current** date of Board approval **or review**.

Policy Review and/or Amendment:

11. [Former 13] Policy statements that are superseded by superior legislation, or new Board policies, shall be automatically declared invalid.
12. [Former 14] Policies shall be presented to the Board for review at least once within a four (4) year term of the Board;
 - 12.1. [Former 14.1] The review process shall be initiated by the Superintendent or the Board.
13. [Former 15] At the completion of the review, the Board may decide to:
 - 13.1. [Former 15.1] Reaffirm the policy by motion and simple majority at a regular Board meeting;
 - 13.2. [Former 15.2] Rescind the policy by motion and simple majority at a regular Board meeting;
 - 13.3. [Former 15.3] Recommend non-substantial amendments to the policy; or
 - 13.4. [Former 15.4] Recommend substantial amendments to the policy;
 - 13.4.1. [Former 15.4.1] Substantial changes are those that are deemed to significantly change the intent of the policy (for instance: electoral boundary review).

~~Non-substantial changes to Board Policies:~~

14. [Former 17] Policy amendments, relating to legislative changes, new information, organization or syntax that are deemed by the Board to be non-substantial, may be amended by a simple majority vote to approve the amendments, as per ~~15.1~~ 13.1.

Substantial changes to Board Policies:

15. [Former 18] A substantial change to a Board Policy shall **typically** follow the process for new policy formation; **however**
 - 15.1. **As deemed necessary, the Board reserves the right to implement, by motion approval, an atypical process for planning, development, implementation or review of Board policy.**

Rescinding of Board Policy:

- 16. [Former 16] The Board, upon rescinding a policy, may subsequently delegate the Policy’s matter to the Superintendent;
 - 16.1. [Former 16.1] The Superintendent may then develop an administrative procedure relative to this matter.
- 17. Any policy that is amalgamated into another policy shall be considered to be automatically rescinded by the process of approval for policy amalgamation.

Substantial changes to Board Policies:

Publication:

- 18. [Former 19] The Superintendent shall arrange for all Board policies and administrative procedures and subsequent revisions to be posted on the Division’s website, in a timely manner, for staff and public access.
 - 18.1. [Former 19.1] The Superintendent shall inform the Board in a timely manner, of any substantial changes to administrative procedures.

Reference: Education Act: 33, 41, 42, 62, 76	Approved: (Signature)
	Date Approved: November 5, 2019 March 8, 2022
Cross-Reference: Board Policy: 11	Reviewed or March, 2017 March, 2022
	Revised: September, 2019
	September, 2010

References shall be automatically updated as required and prudent to do so.



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The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with the Education Act and provincial as well as federal legislation.

Board policies shall distinguish between the responsibility of the Board to develop the broad guidelines to guide the Division and of the Superintendent to exercise professional judgment in the administration of the Division.

The Board believes in the establishment and review of policy that reflects its values and perspectives and shall adhere to the following stages in its approach to new policy formation and review:

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Publication:

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