

THAMES VALLEY DISTRICT SCHOOL BOARD

POLICY WORKING COMMITTEE

January 28, 2020
Governor Simcoe

MEMBERS

L. Pizzolato C. Rahman
M. Ruddock (Chair) B. Smith
A. Morell (ex-officio)

ADMINISTRATION AND OTHERS

M. Fisher A. Marlowe
S. Smith A. Chahbar

Regrets: J. Bennett

1. **Approval of the Agenda**

The meeting was called to order at 3:00 p.m. The agenda was approved on motion.

2. **Conflicts of Interest - None declared.**

3. **Committee Report of the Previous Meeting**

The minutes of the 2019 November 29 meeting were provided for information.

4. **Tracking Sheet**

The tracking sheet was reviewed.

5. **New Draft Policies/Procedures**

a. **Conflict of Interest and Nepotism Policy**

Superintendent L. Griffith-Jones joined the meeting to present for feedback the Conflict of Interest and Nepotism Policy and Procedure noting they were newly created to meet an identified need. Consultation completed was described.

The policy was reviewed by the committee. Questions of clarification were answered by L. Griffith-Jones.

Discussion considered the need to have a separate policy for volunteers. It was determined the policy should cover both volunteers and employees, but that consideration be given to having separate procedures for employees and volunteers.

The following motion was moved and CARRIED:

THAT Conflict of Interest and Nepotism Policy be posted for public input for 60 days.

There was a request that the Home and School Association and the Thames Valley Parent Involvement Committee be specifically asked for input.

b. **Conflict of Interest and Nepotism Procedure**

The procedure was reviewed by the committee. Again, there was a suggestion the procedure be separated out for volunteers and employees.

Questions of clarification were answered by L. Griffith-Jones. Suggested revisions were captured by L. Griffith-Jones.

L. Griffith-Jones advised the procedure would be posted for 60 days public input.

c. Equitable Recruitment, Selection and Promotion of Staff Policy

Superintendent L. Nicholls and Manager B. Martin joined the meeting. Together with Diversity and Equity Coordinator A. Marlowe, they presented for information and input the Equitable Recruitment, Selection and Promotion of Staff Policy and the Equitable Recruitment and Selection of Staff Procedure.

L. Nicholls advised the policy and procedure were revised to provide more robust language. Key amendments to the policy were described.

Questions of clarification were answered by L. Nicholls. Suggested revisions were captured by B. Martin.

The following motion was moved and CARRIED:

THAT the Equitable Recruitment, Selection and Promotion of Staff Policy be posted for public input for 30 days.

d. Equitable Recruitment and Selection of Staff Procedure

The procedure was reviewed by the committee. Questions of clarification were answered by L. Nicholls. Suggested revisions were captured by B. Martin.

L. Nicholls advised the procedure would be posted for 30 days public input.

6. Existing Policies/Procedures Under Revision

a. Procedures for the Supervision of Support Staff (3001d)

Manager J. Tozer joined the meeting. L. Nicholls and J. Tozer presented for information and feedback the *Procedures for the Supervision of Support Staff* procedure. J. Tozer advised on the consultation completed with the union groups. J. Tozer summarized the revisions to the procedure.

Feedback was received from the committee. Questions of clarification were answered by J. Tozer and L. Nicholls. It was confirmed the policy is not under review.

Suggested revisions were captured by J. Tozer. The procedure moves to Administrative Council for final approval.

7. Policies/Procedures Following Public Input

a. Development and Management of Board Policies and Administrative Procedures Policy

Trustee Morell presented for information and input the final draft of the *Development and Management of Board Policies and Administrative Procedures* Policy (PWC-1).

Suggested edits to the policy were captured by B. Williams.

The following recommendation was moved and CARRIED:

THAT Development and Management of Board Policies and Administrative Procedures Policy be approved.

b. Development and Management of Board Policies and Administrative Procedures Procedure

B. Williams presented for information the final draft of the *Development and Management of Board Policies and Administrative Procedures* Procedure. Changes made as a result of the content of the Policy were outlined. Suggested edits were captured by B. Williams.

The procedure returns to Administrative Council for final approval.

The following motion was moved and carried:

That the *Development and Management of Board Policies and Administrative Procedures* Procedure be provided to the Board for information (PWC-2).

8. Other Business

None.

9. Date and Time of Next Meeting

The next meeting is scheduled for 2020 February 25.

10. Adjournment

On motion, the meeting adjourned at 4:00 p.m.

RECOMMENDATIONS:

THAT *Development and Management of Board Policies and Administrative Procedures* Policy be approved.

MEAGAN RUDDOCK
Committee Chair

**POLICY**

Title:	Development and Management of Board Policies and Administrative Procedures	Policy No.: 2032 Effective Date: 2020 Feb. 25
Department:	Director's Services – Corporate Services	
Reference(s):	<i>Development and Management of Board Policies and Administrative Procedures Procedure</i>	

Preamble (Source:OPSBA Guide to Good Governance)

A key responsibility of any school board is to develop and adopt policies that are based on the board's vision and that provide a framework for implementation of the vision. Research indicates that "growth in student achievement and well-being is encouraged when elected boards of trustees focus on board policy and concern themselves with ensuring the district mission and vision drive the district's improvement efforts."

The Education Act requires ***boards to develop and maintain policies and organizational structures that promote the board's goals and encourage pupils to pursue their educational goals.***

It is the ***responsibility of the board to monitor and evaluate how efficiently the board's policies are implemented and how effective they are in achieving the board's goals.***

Policies will cover such matters as student support services, instructional material, administration of schools, staffing, transportation, accommodation reviews, facilities and equipment, etc. It is through policy that the board informs the public, the administration, and other staff of its intent. All policies should align with the board's vision and goals.

A policy is a principle or rule that guides decisions that will achieve the organization's goals. It articulates what must be done and the rationale for it but does not deal with how it is to be done.

A procedure, or a protocol, is usually administrative, and provides the details of how policies are to be implemented.

As elected representatives, boards are expected to develop policies in an open and accountable way.

The process for developing policies may vary depending on the size of the board. Boards may choose to begin policy development at the committee level, in a standing committee, or a

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special purpose ad hoc committee. Boards may also simply choose to use the committee of the whole board for this purpose. Generally, administrative staff are assigned to support committee members with the information and material they need. Board members rely on the director of education and senior staff for expertise and advice to help them reach informed decisions.

It is recommended that, as part of the policy development process, boards consult on draft policies before approving and implementing them. Some boards post draft policies to their website and provide a four to six-week window for public input. For some policies, consultation will come before beginning to draft the policy as well.

Policy Statement

One of the most important responsibilities of the Board of Trustees is the establishment, development and monitoring of TVDSB policy.

Policies shall be focused statements of the Board's intent, governing principles or the desired result related to a specific subject.

The Board of Trustees is responsible for:

- defining the mandate of the Board to support student achievement and well-being which is supported by the TVDSB mission, vision and beliefs and the Multi- Strategic Plan;
- setting policy that governs the operation of the TVDSB;
- recommending policies for development and review to the Policy Working Committee; and
- approving all new and revised policies recommended for consideration by the Policy Working Committee.

Policies established by the Board of Trustees:

- ensure support of our mission, vision, beliefs and strategic plan;
- guide the Director and his/her staff in implementing the policy of the Board;
- provide direction and consistency in day to day services; and
- inform parents/guardians, students, staff and community what they can expect from being members of the Thames Valley education system.

All members of our community play an important role in the development of effective policy. While only trustees have the authority (through the Education Act) to develop and approve policy, the process works best when:

- the Director keeps trustees informed of issues that would benefit from a policy to govern implementation;
- staff are involved in researching, drafting reports and providing professional advice on elements to be included in the policy;
- parents/guardians, staff, students and community members have the opportunity to offer feedback on proposed policy direction;
- those directly affected by the policy have an opportunity to comment on its impact; and

- trustees adopt a transparent policy approval process.

For policies to be meaningful they must be must be, well-informed, concise, relevant and responsive. Therefore in order for policies to be well-understood:

- all policies will be written in plain language, written clearly, free of jargon or technical words and use inclusive language; and
- all policies will be reviewed at least once every five to seven years.

To support the policy focus of the Board of Trustees, through the Policy Working Committee, a process for the establishment, development and monitoring of TVDSB policy is guided by the *Development and Management of Board Policies and Administrative Procedures Procedure*.

The key components of the process are:

- policy development and review can be initiated by a Trustee through the Director of Education or by a Board motion to refer to Policy Working Committee;
- ensuring the appropriate balance between Trustees' responsibility to develop and monitor policy and for the Director of Education to exercise professional judgment in how best to attain the policy objective; and
- discussions, deliberations and research undertaken in support of developing a new policy, or amending an existing policy, can involve various levels of research activities, community input, etc., as deemed appropriate by and as directed by the Board of Trustees at its discretion through the Policy Working Committee.

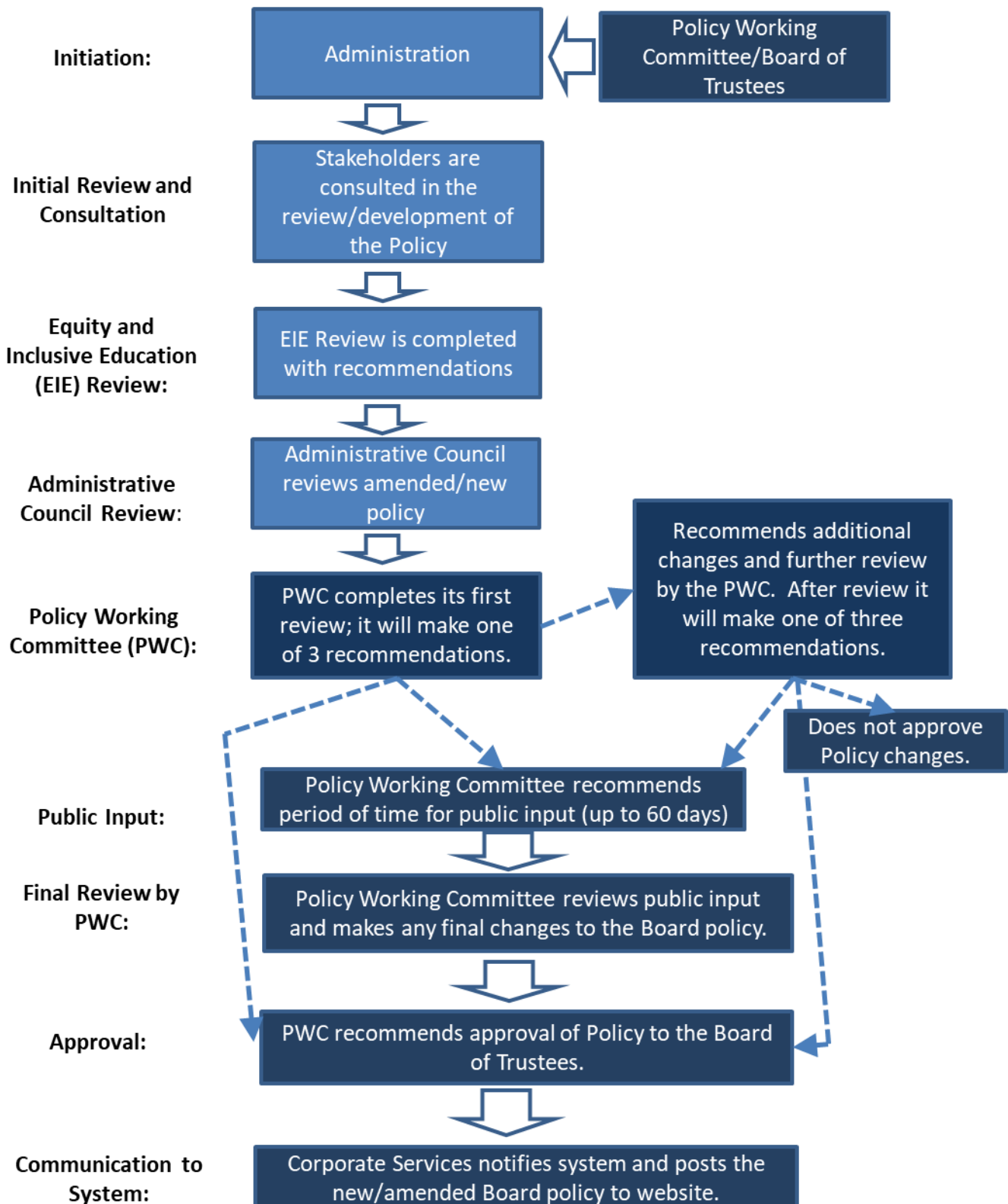
New policies developed and the review of current policy, by the Policy Working Committee and final approval by the Board of Trustees are to have the following components:

- policy title, Ministry of Education Memoranda, other related Acts and related references (i.e. TVDSB Policy, Administrative Procedure, Independent Procedure);
- detailed description of the policy requirement and focus;
- policy statement that defines the intent, direction and specific requirements of the Board of Trustees with the level of detail dependent on the scope of the policy; and
- identification of key performance indicators, outcomes, measures or specific strategies the Board wishes to be implemented within the context of the policy.

Process

The Policy Working Committee engages in the following process to review, obtain feedback on and approve Board policies. Associated procedures are attached to Board policies, where applicable, for information.

POLICY REVIEW



First Review

This review occurs when the Policy Working Committee is developing a new policy or revisions to an existing policy for the first time.

The Policy Working Committee will make one of the following recommendations:

- request changes be made and schedule the policy for ongoing review; or/and
- circulate the policy as a working document for up to 60 days during; or
- in exceptional circumstances, recommend the policy receive immediate final approval.

Second Review

This review occurs after a draft policy has been circulated as determined during the first review. Any feedback and proposed wording changes are brought forward at this time.

The Policy the Working Committee will make one of the following recommendations:

- request changes be made and schedule the policy for an ongoing second review; or
- that the policy receive final approval; or
- in exceptional circumstances, not approve policy changes.

Definitions

Policies: Policy direction *through statements* of the Board of Trustees that support the learning, achievement and well-being of students and staff members. Policies outline the rationale for those beliefs and the responsibilities of staff members at various levels of the organization.

Draft Policies: A draft policy may be circulated to the system in order to obtain additional feedback. Draft policies do not become the official policy of the Board and will not replace the existing policy until final approval is received.

Administrative Procedures: Procedures outline how a policy or operational matter is to be implemented. Some, but not all, procedures are associated with a Board policy. Administrative procedures outline specific actions that must be taken by staff members at various levels of the organization. Administrative procedures may also include specific responsibilities.

Supporting Documents are aligned with Board policies and/or Administrative procedures and provide additional information about implementation. Supporting documents include, but are not limited to, external resource documents, forms, guidelines, presentations, protocols, templates and system communications.



PROCEDURE

Title:	Development and Management of Board Policies and Administrative Procedures	Policy No.: 2032a
		Effective Date: 2020 Feb. 3
Department:	Director's Services – Corporate Services	
Reference(s):	<i>Development and Management of Board Policies and Administrative Procedures</i>	
	Procedure	
	Retention Schedule	

1.0 Definitions

Board Policy

A Board policy is a statement or belief of the Board of Trustees supporting the strategic commitments of the Board. Policies may include a rationale for the statement.

Administrative Procedure

An Administrative procedure outlines how a Board policy or operational matter is to be implemented. An Administrative procedure outlines specific actions that must be taken by staff members at various levels of the organization. An Administrative procedure may include other specific responsibilities for individuals or groups including, but not limited to Trustees, students, School Councils, community partners, and parent(s)/guardian(s).

Some, but not all Administrative procedures are associated with a Board policy. Those not associated with a Board policy are referred to as Independent Administrative procedures. For the purposes of this document, Administrative procedures are inclusive of Independent Administrative procedures.

Supporting Documents

Supporting documents are aligned with Board policies and/or Administrative procedures and provide additional information about implementation. Supporting documents include, but are not limited to, external resource documents, forms, guidelines, presentations, protocols, system communication.

Consultation

Consultation refers to face- to-face meetings or direct invitations for feedback from specific stakeholders.

Public Input

Public input is a general invitation for feedback that is posted to the board website.

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Review Cycle

The review cycle is the period of time established for the regular review of Board policies and Administrative procedures. It is defined in the *Development and Management of Board Policies and Administrative Procedures* policy aligned with this procedure.

2.0 Responsibilities

The Board of Trustees is responsible for:

- Approving new and revised Board policies, per the recommendations of the Policy Working Committee.
- Approving the rescinding of a Board policy, per the recommendation of the Policy Working Committee.
- Entrusting the implementation and operationalization of Board policies to the Director of Education.

It is understood the Board of Trustees may refer the review or development of a Board policy to the Policy Working Committee.

The Policy Working Committee is responsible for:

- Reviewing all new and revised Board policies.
- Establishing the period of up to 60 days for public input for new Board policies and for Board policies under review.
- Reviewing public input pertaining to Board policy.
- Making recommendations to the Board of Trustees regarding the approval of new or revised Board policies.
- Making recommendations to the Board of Trustees regarding the rescinding of a Board policy.
- Providing feedback to the Administrative procedure holder, as appropriate, on new and revised Administrative procedures, per the review cycle.

The Director of Education is responsible for:

- Operationalizing all Board policies through Administrative procedures.
- Designating senior staff members to be responsible for the content, review, and implementation of Board policies and Administrative procedures.

Administrative Procedure Holder is responsible for:

- The content and implementation of Board policies and Administrative procedures.
- Reviewing Board policies and their related Administrative procedures per the established review cycle.
- The development of new Administrative procedures and related Board policies for consideration, as required.
- Ensuring the Board policy and/or Administrative procedure aligns with the Education Act, Ministry directives, or other legislation as applicable.

- Engaging in a consultation process, per section 3.2 of this procedure, when a Board policy and/or Administrative procedure is being developed or an existing Board policy and/or Administrative procedure is under review.

Administrative Council is responsible for:

- Ensuring the Administrative procedure holder has completed a proper consultation process.
- Reviewing new or existing Board policies and Administrative procedures.
- Approving Administrative procedures.
- Rescinding Administrative procedures, as required.

The Diversity and Equity Coordinator is responsible for:

- Establishing and overseeing an Equity and Inclusive Education (EIE) review process.
- Providing support to the Policy Working Committee with respect to equity and inclusion considerations.

Corporate Services is responsible for:

- Maintaining a central repository of both current and historical Board policies and Administrative procedures per the Retention Schedule (effective 2018 January 1).
- Posting approved Board policies and Administrative procedures to the board website.
- Facilitating the public input process.
- Providing administrative support to the Policy Working Committee.

3.0 Board Policy and Administrative Procedure Review and Approval Process

3.1 Initial Review

Corporate Services maintains the most recently approved versions of Board policies and Administrative procedures. The Administrative procedure holder must ensure they are working from the most recently approved version.

Any proposed changes to the Board policy or Administrative procedure must be tracked (i.e., red is content to be deleted, blue is new content, green is content that is to be moved within the document).

New Board policies and Administrative procedures will not have any tracked changes.

Revised or new Board policies and Administrative procedures must use the current template, available through Corporate Services.

Where a Board policy and/or Administrative procedure requires substantive changes, the Board policy and/or Administrative procedure may be rescinded and replaced with a new Board policy and/or Administrative procedure. The Administrative procedure holder is required to consult with Corporate Services in this regard.

3.2 Consultation

Stakeholders are to be consulted in the review of existing Board policies and Administrative procedures and in the development of new Board policies and Administrative procedures.

Stakeholders will vary depending on the nature of the Board policy and/or Administrative Procedure. They may include any one or combination of the following, as appropriate and not limited to: legal counsel, Board advisory committees, school administrators, employee/labour groups, department leads/committees, administrative/board working groups, relevant community members and organizations, School Councils, student groups, and parent groups.

3.3 Equity and Inclusive Education (EIE) Review

An EIE review is completed under the direction of the Diversity and Equity Coordinator.

All new Board policies and Administrative procedures must be submitted to the Diversity and Equity Coordinator for review.

Existing Board policies and Administrative procedures under review will require an EIE review per the established review cycle, or as requested by the Administrative procedure holder.

Any feedback, specific to equity and inclusivity, provided through the EIE review and not incorporated in the final approved Board policy or Administrative procedure shall be reported back to the Diversity and Equity Coordinator along with the rationale. Information will be shared with the EIE Committee.

3.4 Administrative Council Review

Following the initial review, consultation process, and EIE review the Administrative procedure holder submits the new or revised Board policy and/or Administrative procedure to Administrative Council for review.

The report to Administrative Council will include:

- A report form;
- The Board policy or Administrative procedure under review (revised Board policies and Administrative procedures must be tracked (i.e., red is content to be deleted, blue is new content, green is content that is to be moved within the document));
- If applicable, any Board policy or Administrative procedure recommended for rescinding;
- The completed *Policy and Procedure Review Form*; and
- The EIE review report.

Administrative Council may:

- Approve Administrative procedures when it determines there were only housekeeping changes; or
- Determine the Administrative procedure undergo further consultation and/or public input for up to 60 days; and/or
- Recommend the Administrative procedure be submitted to the Policy Working Committee for their review and feedback.
- All Board policies must be submitted to the Policy Working Committee for review and recommendation to the Board for approval.

3.5 Policy Working Committee Review

Where recommended by Administrative Council, the Administrative procedure holder will submit a report to Corporate Services for the next Policy Working Committee meeting.

The report to the Policy Working Committee will include:

A report form;

- The Board policy and/or Administrative procedure under review (revised Board policies and Administrative procedures must be tracked (i.e., red is content to be deleted, blue is new content, green is content that is to be moved within the document));
- The completed *Policy and Procedure Review Form*; and
- The EIE review report.

The Policy Working Committee may:

- Recommend the Board policy be returned to Administration for further review; or recommend the Board policy, with or without additional edits, be posted for up to 60 days of public input; or
- In exceptional circumstances, recommend the policy receive immediate final approval.
- Provide input on the Administrative procedure.

3.6 Public Input

All Board policies will be posted for public input for a period as determined by the Policy Working Committee.

Administrative procedures may also be posted for public input on the direction of Administrative Council.

The Administrative procedure holder will submit to Corporate Services:

- The new Board policy and/or Administrative procedure; or
- The marked up copy of the revised Board policy and/or Administrative procedure along with the clean copy as both will be posted.

Corporate Services will:

- Prepare and post, to the board website, the Board policy and/or Administrative procedure under review and an electronic form to accept input.
- Notify stakeholders of the public input opportunity.

- Notify the Administrative procedure holder of the dates for public input and provide a link to the form so they may monitor the public input received.

The day count for public input includes calendar days, excluding March break (9 days), summer (July-August), and the 2-week Christmas break.

3.7 Final Review and Approval

Following public input and/or review by the Policy Working Committee the Administrative procedure holder will return a final report to Administrative Council.

The final report to Administrative Council will include:

- A report form outlining additional edits, if any, resulting from public input or the review of the Policy Working Committee;
- A plan for communication to the system;
- The Board policy and/or Administrative procedure under review (revised Board policies and Administrative procedures must be tracked (i.e., red is content to be deleted, blue is new content, green is content that is to be moved within the document)); and
- The final clean copy of the Board policy and/or Administrative procedure.

Administrative Council may:

- Approve the new Administrative procedure, with or without additional edits.
- Recommend the Board policy, with or without additional edits, be submitted to the Policy Working Committee for final review and approval.

Following the recommendation of Administrative Council, the Administrative procedure holder will return a final report to the Policy Working Committee recommending the approval of the Board policy and providing the Administrative procedure for information.

The Policy Working Committee may:

- Recommend the Board policy, with or without additional edits, be approved by the Board of Trustees; or
- Request changes be made and schedule the policy for additional review; or
- In exceptional circumstances, not approve policy changes.

The recommendation for approval of the Board policy will be provided through the report of the Policy Working Committee to the Board of Trustees.

3.8 Posting to Website

It is the responsibility of the Administrative procedure holder to submit a clean copy (word format) of the approved Board policy and/or Administrative procedure to Corporate Services for posting to the board website.

3.9 Communication to System and Implementation

Corporate Services will notify the system of the new/amended Board policy and/or Administrative procedure.

It is the responsibility of the Administrative procedure holder to establish a communication plan, beyond the email notification provided through Corporate Services, to ensure Administrative procedures are implemented.