



**POLICY**

**Policy on the Development, Maintenance and Evaluation of Policies and Procedures.**

<p><del>_____</del> Title: <b>Development and Management of Board Policies and Administrative Procedures</b></p> <p>Policy Number: _____</p>	<p>Policy No.: <del>_____</del> 2032</p> <p>Effective Date: <b>2020 Nov. 10</b></p>
<p>Department: <del>Director's Services – Corporate Services</del> Policy</p> <p>Owner: _____</p>	<p><u>Director's Services – Board Services</u></p>
<p>Effective Date: _____</p>	<p><u>2020 Nov 10</u></p>
<p>Amendment Dates: _____</p>	
<p>EIE Review Date: _____</p>	
<p>Reference(s): <del>Development and Management of Board Policies and Administrative Procedures</del> Procedure</p>	<ul style="list-style-type: none"> <li>• <i>The Education Act, RSO 1990, c E.2</i></li> <li>• TVDSB Procedure on the Development, Maintenance Evaluation of Policies and Procedures (TVDSB Procedure 2032a)</li> </ul>

Administered By: ~~Director's Services – Corporate Services~~

Amendment Date(s): \_\_\_\_\_

Resources:

**1. The Intent**

1.1. This policy complies with the responsibilities of school boards as outlined in the Education Act, Section 169 (i), which includes to:

1.1.1. Develop and maintain policies and organizational structures that:

1.1.1.1. Promote student achievement and well-being, ensure effective stewardship of the board's resources and deliver effective and appropriate education programs to its pupils;

1.1.1.2. Encourage pupils to pursue their educational goals and

1.1.2. Monitor and evaluate the effectiveness of policies developed by the board in 1.1.1 and the efficiency of the implementation of those policies.

**2. Definitions** (Note: throughout this document, all defined terms will be capitalized to indicate they have a procedure-specific definition)

2.1. **Administrative Procedures** refers to specific actions that third-party vendors and staff must take at various levels of the organization to operationalize TVDSB Policy. For this document, Administrative Procedures include Independent Administrative Procedures.

2.2. **Develop(s), Developed** or **Development** refers to the creation of a new policy or procedure

2.3. **Draft Governing Document** refers to a draft policy or procedure that is currently being Developed or Maintained.

2.4. **Independent Procedure** refers to procedures without a corresponding TVDSB Policy.

2.5. **Interest Holder** refers to a parent, caregiver, Thames Valley District School Board (TVDSB) staff member, TVDSB volunteer, member of the community, TVDSB Committees, or an organization that has interests in the Development or Maintenance of TVDSB governing documents that should be considered.

2.6. **Maintain, Maintained** or **Maintenance** refers to a policy or procedure being

reviewed and potentially undergoing revisions.

2.7. Policy Statements refer to statements of principles, values, and/or intent that outline expectations for consistent decision-making and action by TVDSB.

Policy Working Committee (PWC) is a committee of the TVDSB Board of Trustees is responsible for ~~the establishment, development~~ Developing, Maintaining and ~~monitoring~~ recommending the adoption of TVDSB policy.

~~1.1.2.8. Policies shall be focused statements of the Board's intent, governing principles or the desired result related to a specific subject. and reviewing Procedures.~~

### ~~Definitions~~

2.9. Resources refers to other documents referenced within a governing document, required to operationalize or include additional information regarding the subject of the governing document.

~~1.2. TVDSB Policy or Policies: Policy direction through statements of the refers to a document adopted by the Board of Trustees that supportincludes: the learning, achievementintent, definitions, objective, role 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, Policy Statement(s), and monitoring and review criteria, all of which guide the governance and will not replace the existing policy until final approval is received.~~

~~1.3.2.10. **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. framework of the board.~~

~~**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.~~

### 3. Policies established by the Objective

3.1. This policy will state the principles, broad objectives and those responsible for TVDSB Policy and Administrative Procedure Development, Maintenance and Evaluation process.

### 4. Responsibilities

4.1. This policy applies to all TVDSB Trustees, Staff, and Interest Holders engaging in the policy Development or Maintenance process.

4.4.4.2. The **TVDSB Board of Trustees** are responsible for:

4.2.1. ~~ensure support of the~~ Recommending policies for Development or Maintenance to the Policy Working Committee;

4.2.2. Approving or rescinding TVDSB Policy as recommended by the Policy Working Committee and

4.2.3. Delegating the creation and implementation of Administrative Procedures to the Director of Education to operationalized Board Policies.

4.2.4. Monitoring and Evaluating the effectiveness of TVDSB Policies.

4.3. The **Director of Education** or **designate** are responsible for:

4.3.1. Keeping Trustees informed of issues that would benefit from a policy to govern implementation and

4.3.2. Manages the day-to-day work of the TVDSB staff Developing and Maintaining policy.

4.3.2.1. **TVDSB Staff** are responsible for:

4.3.2.1.1. Researching, drafting reports and providing professional advice on elements to be included in policies;

4.3.2.1.2. Communicating the adoption of new or revised policies and procedures to relevant members of the TVDSB Community;

4.3.2.1.3. Drafting policies and procedures;

4.3.2.1.4. Developing administrative procedures to operationalize TVDSB Policy and

4.3.2.1.5. Developing independent procedures to document workflows that are not connected with a TVDSB Policy.

4.4. Interest Holders are responsible for offering feedback on proposed policies and, where applicable, procedures.

## 5. Policy Statements on Policy Development and Maintenance

5.1. All TVDSB Policy will:

~~1.4.1.~~5.1.1. Support the TVDSB's Mission, Vision, ~~beliefs~~ and Multi-Year Strategic Plan;

~~1.4.2.~~5.1.2. Guide the Director and staff in implementing the ~~policy~~policies of the Board;

~~• Provide direction~~the values of TVDSB and ~~consistency in day to day services;~~ and 5.1.3. inform ~~parents/guardians, students,~~the actions taken by staff and ~~community~~in day-to-day operations;

~~• Inform Interest Holders~~ what they can expect from ~~being members of the Thames Valley education system.~~

~~1.5.~~

~~1.6. The Board of Trustees is responsible for:-~~

- ~~• 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.~~

~~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;~~

~~1.6.1.~~5.1.4. the TVDSB as staff ~~are involved in researching, drafting reports and providing professional advice on elements to be included in the~~policy~~conduct their work~~;

- ~~• 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.~~

## ~~Development and Management of Board Policies and Administrative Procedures Policy~~

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

~~1.6.2-5.1.5. all policies will~~ Be written in plain language, ~~written clearly, free of jargon or technical words and use inclusive language; and;~~

~~5.1.6. all policies will be reviewed~~ Be Developed and Maintained with research and informed by data;

- ~~• Be Maintained and updated~~ 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.~~

~~1.6.3-5.1.7. New policies developed and the review of~~ and remain current policy, by the Policy Working Committee and final approval by the Board of Trustees are to have the following components: with TVDSB operational processes and

- ~~• policy title, Ministry of Education Memoranda, other related Acts and related references (i.e. TVDSB Policy, Administrative Procedure, Independent Procedure);~~

~~5.1.8. detailed description of the policy requirement~~ Be measured and evaluated on their Policy Statements' effectiveness in accomplishing their objectives.

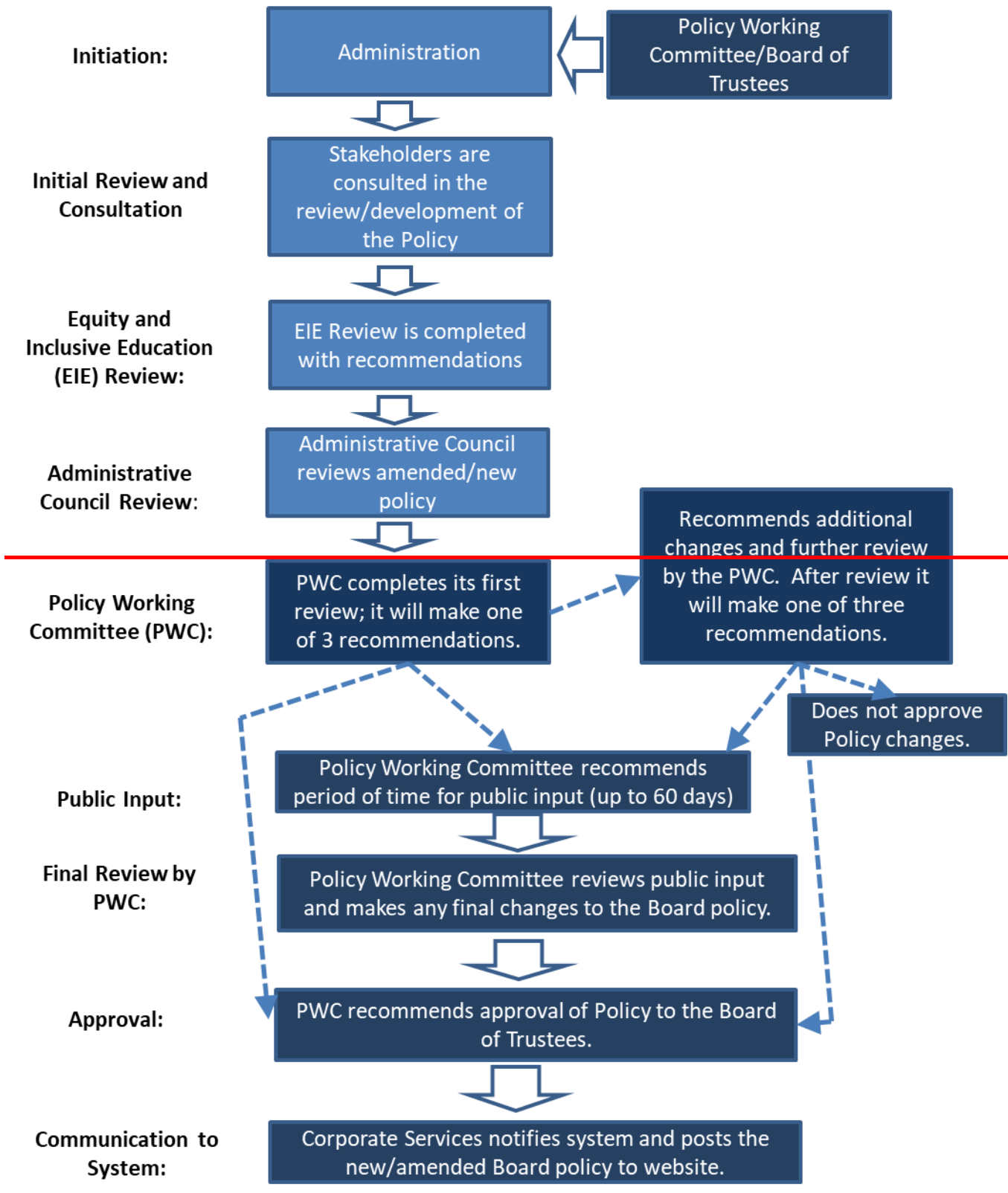
- ~~• Monitoring and focus;~~
- ~~• policy statement that defines the intent, direction and specific requirements of the Board of Trustees with the level of detail dependent on the scope of the policy; and~~
- ~~• identification of key performance indicators, outcomes, measures or specific strategies the Board wishes to be implemented within the context of the policy.~~

## ~~Process~~

~~2.6. The Evaluation for 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. 2032~~

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## POLICY REVIEW





### ~~First Review~~

~~This review occurs when To evaluate the Policy Working Committee is developing a new effectiveness of this policy or revisions to an existing policy for, staff will track the first number of items on the work plan that are accomplished on 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 qualitative 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.~~

~~2.1.~~

~~2.2.~~

~~2.3-6.1. from the committee.~~

## Policy on the Development, Maintenance and Evaluation of Policies and Procedures.

Policy Number:	2032
Policy Owner:	Director's Services – Board Services
Effective Date:	2020 Nov 10
Amendment Dates:	
EIE Review Date:	
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- 5.1.2. Guide the Director and staff in implementing the policies of the Board;
- 5.1.3. Provide the values of TVDSB and inform the actions taken by staff in day-to-day operations;
- 5.1.4. Inform Interest Holders what they can expect from the TVDSB as staff conduct their work;
- 5.1.5. Be written in plain language;
- 5.1.6. Be Developed and Maintained with research and informed by data;
- 5.1.7. Be Maintained and updated at least every five to seven years and remain current with TVDSB operational processes and
- 5.1.8. Be measured and evaluated on their Policy Statements' effectiveness in accomplishing their objectives.

## **6. Monitoring and Evaluation for Policy 2032**

- 6.1. To evaluate the effectiveness of this policy, staff will track the number of items on the work plan that are accomplished on time and receive qualitative feedback from the committee.