



POLICY

Title:	Development and Management of Board Policies and Administrative Procedures	Policy No.: 2032 Effective Date: 2020 Nov. 10
Department:	Director's Services – Corporate Services	
Reference(s):	<i>Development and Management of Board Policies and Administrative Procedures</i> Procedure	

The Board of Trustees is responsible for 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.

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.

Administered By:	Director's Services – Corporate Services
Amendment Date(s):	

Policies established by the Board of Trustees:

- ensure support of the TVDSB's mission, vision, beliefs and strategic plan;
- guide the Director and 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.

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;
- 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, 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.

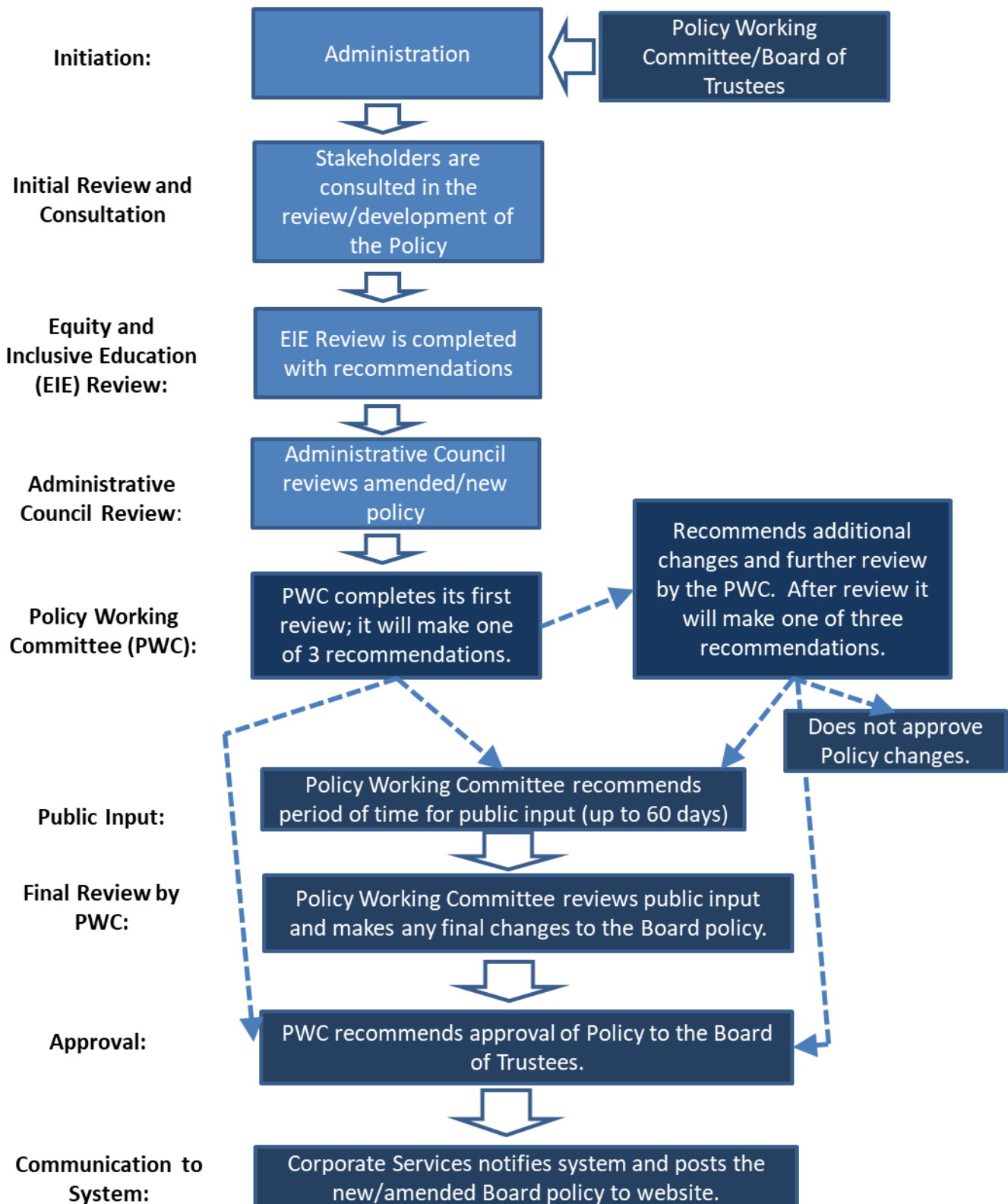
New policies developed and the review of current policy, by the Policy Working Committee and final approval by the Board of Trustees are to have the following components:

- 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.