

**MOOSE FACTORY ISLAND
DISTRICT SCHOOL AREA BOARD**

BOARD POLICY NO. GOV-06	
Approved	September 2, 2014
Last Revised	
Board Motion	14-09-131

POLICY DEVELOPMENT AND REVIEW

1. PURPOSE

This governance policy clarifies the intent and governing principles for the development and review of Board policies. It also describes the variety of documents that guide all activities within Moose Factory Island District School Area Board.

2. DEFINITIONS

Board Policies: Board policies are statements of intent, governing principles, or end results adopted by the Board in public and intended to guide future actions. They provide vision and direction for all activities within Moose Factory Island District School Area Board and directions for how the Board itself is to function. They address non-delegable matters such as policy-making, selection of the supervisory officer, and the performance appraisal of the supervisory officer. Board policies provide a framework for the effective operation of the school authority board and a support for consistent decision-making by the supervisory officer and staff.

Governance By-Laws: The Governance By-Laws establish rules for Board governance such as the order of procedure, duties of officers, establishment of regular and special committees, protocol for delegations, and rules for electronic meetings.

Administrative Procedure: An administrative procedure is a prescribed course of action by which the supervisory officer directs the staff. Administrative procedures supplement Board policy and must be consistent with Board values, policies, and priorities. A guideline or implementation handbook may also serve as an administrative procedure or support such a procedure.

Guideline: A guideline is an administrative instruction issued by the supervisory officer or designate which prescribes a specific course of action to be taken in a given situation, or provides additional detail about the implementation of an administrative procedure.

Implementation Handbook: An implementation handbook is a collection of administrative instructions issued by the supervisory officer or designate which consolidates implementation for staff and others in a particular field. For example, the supervisory officer might issue a Special Education Handbook or a School Council Handbook. A handbook may also be a similar collection issued by a principal for the school staff, students, and parents.

Protocol: A protocol is a document which sets out the rules for interaction between the Board of trustees or the staff and outside agencies. For example, a protocol is an effective way of establishing linkages and formalizing relationships between school authority board personnel and community agencies that deliver prevention and intervention programs. A Police Protocol confirms working relationships between a school authority board and police services.

3. POLICY

POLICY DEVELOPMENT

- 3.1 Board policies provide an appropriate balance between the responsibility of the Board to develop directing principles for the system, and the opportunity for the supervisory officer to exercise professional judgement in the administration of the school authority board.
- 3.2 The Board shall establish policies to guide the actions of the supervisory officer and staff. These policies shall be broad enough to allow flexibility in dealing with diverse situations at appropriate expense, while ensuring consistency across the system.
- 3.3 Policy may be developed for the following purposes:
 - a) to give substance to the Board's Vision, Mission, and Values Policy and Strategic Directions;
 - b) to make a public statement by which the Board can be held accountable;
 - c) to comply with legislated requirements; and/or
 - d) to set broad parameters for the supervisory officer to establish administrative procedures.
- 3.4 Policies shall be consistent with the Board's Vision, Mission and Values Policy and Strategic Directions.
- 3.5 Policies shall be readily available and accessible to Board employees, students, and the public.

POLICY REVIEW

- 3.6 The Board, with the assistance of the supervisory officer, shall periodically measure the effectiveness of Board policies and their implementation, and shall develop a review process that includes a process for revising Board policy as required.
- 3.7 The supervisory officer is responsible for ensuring that any policy revisions made by the Board are announced and made available.
- 3.8 Once a policy has been approved or amended by the Board, all former policies or Board motions that are superseded in whole or in part by the new policy or amendment shall be considered revoked.

4. BOARD EXPECTATIONS

- 4.1 The supervisory officer or designate ensures that Board policies are written according to Board direction and that they come to the Board for approval.
- 4.2 The supervisory officer is authorized to issue administrative procedures to implement Board policy and is responsible for the implementation of the procedures.
- 4.3 The supervisory officer may also develop such other independent procedures as deemed necessary for the effective operation of the school authority board. All administrative procedures must be consistent with Board policies.
- 4.4 The Board may also delete a policy and subsequently delegate the supervisory officer authority over this area. The supervisory officer may choose to develop an administrative procedure relative to the matter that has been delegated.
- 4.5 Policies shall be current and up to date. Policies will include a template to insert the dates that policies were adopted, last revised, and the next regular review date.
- 4.6 Policies will include a list of legal references and cross-references to any applicable Board documents, such as related administrative procedures.
- 4.7 Policies will be expressed in simple, straightforward language and avoid acronyms.

REFERENCE DOCUMENTS***Legal References:***

Education Act: sections 169.1-171 Duties and Powers of Boards

Education Act: S 283 Chief Executive Officer

Education Act: S 286 Duties of Supervisory Officers

Board References:

Board Governance Policies

Board Governance By-Laws

Administrative Procedures

Strategic Directions and Key Priorities

