



MOOSONEE DISTRICT SCHOOL AREA BOARD

BOARD GOVERNANCE POLICY

Motion	2015-02-021
Adopted	February 24, 2015
Last Revised	
Review Date	

BOARD POLICY DEVELOPMENT AND REVIEW

1. PURPOSE

This governance policy clarifies the intent, governing principles, and process for the development and review of Board policies. It also describes administrative procedures that guide practices and activities in Moosonee District School Area Board.

2. DEFINITIONS

Policy: A Board policy is a statement of intent, governing principles, or Board expectations adopted by the Board in public and intended to guide future actions. Policies are a set of organizational statements, values, and principles, adopted by the Moosonee District School Area Board. Policies provide vision and direction and a framework for the effective operation of the Board.

Administrative Procedure: An administrative procedure is a prescribed course of action by which the supervisory officer or designate 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.

Practice: A practice is a recommended action that guides the handling of routine situations.

3. POLICY

- 3.1 Carefully developed and well-constituted policy statements provide a framework for decision-making and guidelines for the effective operation of the system.
- 3.2 By giving final approval to all Board policies, trustees ensure that decisions reflect Board values and are implemented consistently.

4. POLICY IDENTIFICATION

The identification of the need for a Board policy or the review or revision of an existing Board Policy may be initiated by trustees, the public (parents, students, or community), the Ministry of Education, other governments (federal, provincial or municipal) or Board employees.

5. POLICY DEVELOPMENT AND/OR REVIEW

- 5.1 The plan to develop or review a policy shall be presented to the Board by the supervisory officer and shall include the purpose for the policy to be developed or reviewed, the impact on the overall operation of the Board, the key areas to be addressed, the identification of who needs to be involved in the process, and the time lines for the completion of the process.
- 5.2 The supervisory officer or designate shall facilitate the preparation of a draft of the policy.
- 5.3 The revised draft policy shall be reviewed by the Policy Committee prior to submission to the Board for discussion and final approval.
- 5.4 If adopted, the policy becomes official.
- 5.5 All policies must be coded and included in the Policy Manual.
- 5.6 Those responsible must develop action plans and procedures to implement the policy.
- 5.7 Constituents who have identified the need for development or review of a policy will be notified of the policy once it has been adopted by the Board.

6. ROLE OF THE POLICY COMMITTEE

- 6.1 The Board will annually establish a Policy Committee. The Policy Committee will consist of one trustee, the supervisory officer, the secretary-treasurer, and vice-principal.
- 6.2 The Policy Committee will review annually the status of all policies. The Committee will consider policies for review or development, and establish appropriate time lines for such.
- 6.3 The Policy Committee shall consider all requests for policy initiation, review, or revision.

7. EXTENUATING CIRCUMSTANCES

Where circumstances arise which, in the opinion of the Board require action in the best interest of the overall management of the school system, the Board may, with the support of the majority of trustees, alter the details of a Board policy.

8. BOARD EXPECTATIONS

- 8.1 The supervisory officer or designate is authorized to issue administrative procedures to implement Board policy and is responsible for the implementation of the procedures.

- 8.2 The supervisory officer may also develop such other independent procedures as deemed necessary for the effective operation of the district. All administrative procedures must be consistent with Board policies.
- 8.3 Policies will include a template to insert the dates that policies were adopted, last revised, and the relevant Board motion.
- 8.4 Policies will include a list of legal references and cross-references to any applicable Board documents, such as related administrative procedures.
- 8.5 Policies will be expressed in simple, straightforward language and avoid acronyms.

REFERENCE DOCUMENTS

Legal:

Education Act, Section 169.1-171 Duties and Powers of Boards
Education Act, Section 282 Chief Executive Officer

Board:

Board Governance Policies
Board Multi-Year Plan
Administrative Procedures