



DATE: January 31, 2012

TO: Board of Trustees

FROM: Edgar Schmidt, Superintendent of Schools

SUBJECT: Selection of Trustee for the Policy Review Committee

ORIGINATOR: Tash Taylor, Director Executive and Board Relations

RESOURCE STAFF: Anne Sherwood

REFERENCE: Board Policy [CH.BP](#) - Policy Development and Review

ISSUE

With the resignation of Trustee Cleary, at the January 17, 2012 board meeting from the Policy Review Committee, the Board must select a Trustee to serve with Trustees Janz and MacKenzie on the Policy Review Committee.

RECOMMENDATION

That the Board select a Trustee to serve as the third Trustee member of the Policy Review Committee.

ATTACHMENT

Attachment I Excerpt from Trustees' Manual - Policy Review Committee

AS:mmf

Policy Review Committee

Purpose

The Policy Review Committee consists of three Trustees who are responsible for assisting the Board in reviewing Board policy by ensuring that Board policies submitted for Board approval are developed and reviewed in accordance with the Board's policy on policy development and review (Reference: Board Policy [CH.BP](#) - Policy Development and Review). The committee will:

- recommend an annual plan for policy reviews to Board
- review and recommend to Board for approval those policies recommended by the Superintendent of Schools that meet the Board's criteria for policy development and review. (Reference: Board Policy [CH.BP](#) - Policy Development and Review)
- review the Trustees' Manual a minimum of every three years and make recommendation for changes to the Conference Committee.

Terms of Reference

(from Board Policy [CH.BP](#) - Policy Development and Review)

Criteria for Statements of Board Policy

- a. All statements of Board policy SHALL:
 - i. conform to the *School Act* and regulations set down by Alberta Education;
 - ii. be within the scope of the Board's authority.
- b. All statements of Board policy SHOULD:
 - i. create a framework within which the Superintendent of Schools can discharge assigned responsibilities;
 - ii. be capable of implementation, review and evaluation;
 - iii. be limited to a single policy topic and written in clear and concise language so that interpretation may be made without difficulty by staff, parents and the general community.

Policy Review

- a. The Board's Policy Review Committee shall be responsible for overseeing the policy review process in accordance with the following requirements:
 - each proposed new or revised policy statement shall be reviewed in accordance with the above criteria for a statement of Board policy

- each policy statement shall be reviewed a minimum of every seven (7) years or as required.
 - stakeholders shall be provided with appropriate opportunity for consultation and involvement in the development and or review of policy statements.
- b. The development of new policy or revision to existing policy may be initiated by the Board and or the Superintendent of Schools.
- c. The Superintendent of Schools shall be responsible for drafting proposed recommendations of policy and submitting them to the Policy Review Committee for review in accordance with the criteria for Board Policy statements and recommendation to Board.
- d. Each recommended policy change shall be considered by the Board three separate times before the policy is finally approved. Not more than two readings may be given at any one meeting unless the Trustees present at the meeting unanimously agree.