

EDMONTON PUBLIC SCHOOLS

May 24, 2005

TO: Board of Trustees

FROM: Trustee B. Esslinger, Planning and Policy Committee
Trustee D. Fleming, Planning and Policy Committee, Chair
Trustee K. Gibson, Planning and Policy Committee

SUBJECT: Policy Review Process for 2005-2006

RESOURCE
STAFF: Anne Sherwood

RECOMMENDATION

That the process and timelines for the review of policies older than five years in 2005-2006 as outlined in Appendix I and II be approved.

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This is the first year following a change to both the board's policy CH.BP - Policy Development and Review (Appendix III) and the terms of reference for the Planning and Policy Committee (Appendix IV). The proposed review process attempts to address the new requirements for:

- a) the committee to recommend an annual plan for policy reviews
- b) stakeholders to be provided an appropriate opportunity for consultation and involvement
- c) all policies to have three readings at board prior to approval.

These new requirements were identified in response to the board's desire to ensure its policies are kept current (reviewed every five years) and reflect the values of the community (stakeholders are informed about the reviews and have an opportunity to provide comment). The three readings of policy at board will give the board the opportunity to reflect on the recommendations and provide further direction to the administration as required before approving board policy.

The Planning and Policy Committee recognized that in order for the administration to assist the board in carrying out this work, the reviews need to be planned for in conjunction with the annual budget and planning cycle. Accordingly, in January, administrators were provided the listing of the 36 policies, along with corresponding administrative regulations, older than 5 years, falling within their area of responsibility to consider and plan for their review in their budget and work plans for 2005-2006. They were asked to provide back to the Planning and Policy Committee, their initial thoughts on:

- the degree of cross department collaboration and targeted stakeholder consultation that may be required, (It should be noted that in addition to any targeted stakeholder consultation, all policies scheduled for review will be posted to the district website and comment will be invited and considered by the administration in its review. noted in Appendix II as Internet.)
- an indication of any complicating or related issues which may need to be addressed, and
- the degree of revision they believe to be required.

The Planning and Policy Committee has reviewed the administration's assessment of the policies to be scheduled for review and is recommending that the board approve the process and timelines for the review of policies older than five years in 2005-2006 as outlined in Appendix I and II.

Decision Units have taken these assignments into consideration when developing their work plans for 2005-2006. All policy reviews will be assigned a management activity report system (MARS) number, which is the system used for scheduling of reports on board agendas. This will enable a timeline to be established for each policy in terms of stakeholder input, bringing a recommendation to the Planning and Policy Committee and the recommendation to board and the three readings of the policy prior to approval.

All policies will be posted to the district's website with an open invitation for comment or response. An electronic response form will be developed to facilitate both stakeholder input and the collection and compilation of the same. A notice and invitation to provide comment on policies scheduled for review will be provided to key communicators, school councils, staff associations and unions. In addition, some policies with direct impact on a particular stakeholder group will have targeted consultation.

AS:mmf

APPENDIX I - Policy Review Process 2005-2006

APPENDIX II - Policies and Corresponding Administrative Regulations Older than 5 Years for 2005-2006

APPENDIX III- Board Policy CH.BP – Policy Development and Review

APPENDIX IV- Planning and Policy Committee Terms of Reference

POLICY REVIEW PROCESS 2005-2006

May 25, 2005	Policy reviews (Appendix II) assigned to the appropriate administrators.
June 17, 2005	Administrators add their assigned policy reviews to the Management Activity Reporting System to enable tracking and scheduling of the resulting recommendation reports to board.
August 26, 2005	Timeline for stakeholder input, policy review by the planning and policy committee and recommendation to board confirmed.
September 1, 2005.	All policies scheduled for review in 2005-2006 and corresponding administrative regulations will be posted to the district website along with a response date for stakeholder input. Notice of the postings and an invitation for input will be provided to staff associations and unions, school councils, and key communicators.
September 1, 2005 - May 31, 2006	Monthly updates to policy review postings on the internet and invitation to stakeholders to provide comment on those policies under review.
As Needed	Planning and Policy Committee Meetings will be scheduled as needed to review and determine recommendations to board with respect to policy revisions, rescissions or affirmations.

POLICIES AND CORRESPONDING ADMINISTRATIVE REGULATIONS OLDER THAN 5 YEARS FOR 2005-2006

CODE	TYPE	TITLE	YEAR	INPUT	DEGREE REVISION
1.	AE.BP	District Mission	1999	Extensive – other departments, principals, school staffs, staff unions and associations, key communicators, student advisory group	Major/Minor dependent on stakeholder input
2.	DG.BP	Appointment of Principal Banker	1997	Internet	Minor - (affirm)
3.	DIC.BP	Financial Reports and Statements	1997	Internet	Minor - (affirm)
4.	DIE.BP	Auditor	1997	Internet	Minor - (affirm)
5.	DJ.BP	Purchasing	1996	Internet	Minor - (affirm) – complies with government purchasing practices
6.	EEA.AR	Transportation Services	1997	Curriculum Programs, Special Education, Budget Services, Finance, Leadership Services	Major
7.	EEA.BP	Student Transportation Services	1990	Internet	Minor
8.	FECA.AR	Identification of a Building as a Historic Resource	1998	Internet	Minor - (affirm)
9.	FECA.BP	Identification of a Building as a Historic Resource	1998	Internet	Minor - (affirm)
10.	FED.BP	Capital Projects	1997	Internet	Minor – (drafted)
11.	FEE.BR	Site Acquisition and Disposal	1990	City of Edmonton, UDI, EFCL, Key Communicators, Edmonton Sports Councils - - contingent on review of Joint Use Agreement	Major/Minor – subject to consultation
12.	FF.AR	Naming of Schools	1996	Internet	Minor - (affirm)
13.	FF.BP	Naming of Schools	1996	Internet	Minor - (affirm)
14.	FO.BP	Energy Conservation	1997	Internet	Minor – (drafted)
15.	GBB.BP*	Community Funded Personnel	1977	Staff unions and associations, school community, teachers, principals, general counsel, Alberta Education, Personnel Recruitment, Staffing and Staff Relations, curriculum and programs special needs	Major/minor –depends on consultation – contentious issue – impacts on collective agreements and school politics
16.	GBE.AR	Staff and Students with HIV Infection-AIDS	1992	Public health, workplace health and safety	Major – incorporate all blood borne pathogens
17.	GBE.BR	Staff and Students with HIV Infection-	1992	Public health, workplace health and safety,	Major –incorporate all blood borne

			AIDS		principals and staff responsible for student health	pathogens, capture intent of new legislation -- recode under new GBE.BP -- Health and Safety of Staff and Students
18.	GGC.BP	BP	Staff Performance	1999	Staff unions and association, general counsel, personnel	Minor/affirm
19.	GGC.AR	AR	Staff Performance	2001	Staff unions and association, general counsel, personnel	Minor - (affirm)
20.	GIC.BP	BP	Employee Assistance	1996	Internet	Minor - (affirm)
21.	GJD.BP	BP	Administrative Recognition	1968	Internet	Minor -- clarify terminology -- examine need for administrative regulation
22.	GLB.BP	BP	Recognition of Employees	1985	Board administration, superintendent's office, staff unions and associations	Major -- need to examine cost implications of any changes
23.	HCA.BR	BR	School Year Calendar	1992	Internet	Delete -- incorporate and make consistent with HCA.BP/AR, HE.BP, HEA.AR and GBCD.AR
24.	HGA.BP	BP	Basic Instructional Program	1998	Internet	Minor - (affirm) -- no changes foreseen
25.	HGDJ.AR	AR	Participation in Athletic Activities	1998	Internet	Minor -- align with HICA.AR re: field trips
26.	HGDJ.BP	BP	Participation in Athletic Activities	1998	Internet	Minor - (affirm)
27.	HGE.BR	BR	Continuing Education	1988	Internet -- survey results re: provision of continuing education	Minor -- wording and order changes, change to policy statement/admin reg
28.	HI.BP	BP	Instructional and Learning Resources	1998	Internet	Minor - (affirm) -- no changes foreseen
29.	HIAA.BP	BP	Health Instruction Materials	1998	Consulting Services	Minor -- grouping of like issues
30.	HKB.BP	BP	Homework	1998	Internet	Minor - (affirm) -- no changes foreseen
31.	HKB.BR	BR	Homework	1994	Internet	Delete -- board regulation is redundant given policy
32.	IEC.AR	AR	Student Admission to the District	1994	Student Information, Planning, Leadership Services	
33.	IEC.BR	BR	Student Admission to the District	1994	Student Information, Planning, Leadership Services	Minor
34.	IED.BP	BP	Student Attendance	1996	Internet	Minor - (affirm)

35.	IG.AR	AR	Student Behaviour and Conduct	1998	Social Work Consultants	Minor – add reference to resources available.
36.	IG.BP	BP	Student Behaviour and Conduct	1999	Internet	Major/Minor – check against revisions to School Amendment Act (Ch. 30)
37.	IGD.AR	AR	Student Suspension and Expulsion	1998	Internet	Minor – coord. With IG.BP
38.	IGD.BP	BP	Student Suspension and Expulsion	1998	Internet	Minor - (affirm)
39.	INB.AR	AR	School Assessed Fees	1996	School staff, parents, community, Curriculum, Planning, Leadership Services	Major/Minor – determined by review
40.	INB.BP	BP	School Assessed Fees	1996	Leadership, Curriculum, Planning	Minor – coord. With INB.AR
41.	JA.BP	BP	Parent and Community Involvement	1998	Key Communicators/School Councils -	Minor - (affirm)
42.	JAA.AR	AR	Educational Partnerships and Sponsorships	1997	Financial Services, Internal Audit, Communications	Major/minor – determined by review
43.	JAA.BP	BP	Educational Partnerships and Sponsorships	1997	Financial Services, Internal Audit, Communications	Major/minor – determined by review
44.	JBB.BP	BP	School Sponsored Educational Displays	1989	General Counsel, FOIP Head/Coordinator - principals	Major/minor – determined by review – clarify types of displays this would apply to.
45.	JBC.BP	BP	News Media Relations	1989	Internet	Minor - (affirm)
46.	JG.AR	AR	Community Use of District Buildings	1998	Part of Joint Use Agreement Process -	Major/minor – determined by review
47.	JG.BP	BP	Community Use of District Buildings	1997	Internet	Minor - (affirm) – general principles valid
48.	JH.AR	AR	Public Gifts	1997	Leadership Services, Schools	Minor – ensure comply with federal government requirements
49.	JH.BP	BP	Public Gifts	1997	Internet	Minor - (affirm)

Edmonton Public Schools Board Policies and Regulations

CODE: CH.BP

TOPIC: Policy Development and Review

EFFECTIVE DATE: 14-09-2004

ISSUE DATE: 15-09-2004

REVIEW DATE: 09-2009

Board policies establish direction and guide the desired operation of the Edmonton Public Schools. Policies reflect the values trustees bring as representatives of the community to a specific issue. In its interest to represent community values, the board welcomes the involvement of school, district and community members in the policy development process.

1. Board policy may be initiated by a board motion in response to a request from a trustee, the administration or the community.
2. Only those statements approved by the board as policy shall be recorded as board policy.
3. 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 Learning;
 - 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.
4. Policy Review
 - a. The board's Planning and Policy Committee shall be responsible for overseeing the policy review process in accordance with the following requirements:
 - i. Each policy statement shall be reviewed a minimum of every five (5)

years.

- ii. Stakeholders shall be provided with appropriate opportunity for consultation and involvement in the development and or review of policy statements.

- b. The superintendent of schools shall make recommendations to board for the revision, rescission, and-or reclassification of existing board policies identified through the review process.

- c. Each recommended policy, revised policy, or policy affirmation shall receive three distinct separate readings by the board 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 to give the policy a third reading.

Reference(s):

JA.BP - Parent and Community Involvement

School Act

**PLANNING AND POLICY COMMITTEE
TERMS OF REFERENCE**

The Planning and Policy Committee consists of three trustees elected annually at the Organizational Board meeting. The purpose of the Planning and Policy Committee as stated in the Trustees' Manual is:

- To recommend an annual plan for policy reviews to board and oversee the policy review process in accordance with board policy. (Reference: CH.BP – Policy Development and Review)
- To identify and recommend to conference committee issues which require board discussion, resolution, further monitoring, policy review, revision or development.
- To review the Trustees' Manual a minimum of every three years and make recommendation for changes to the Conference Committee.