

DATE: November 29, 2011

TO: Board of Trustees

FROM: Edgar Schmidt, Superintendent of Schools

SUBJECT: District Policy Review (Trustee Request #115)

RESOURCE STAFF: Bruce Coggles, David Fraser, Ron MacNeil, Jamie Pallett, Mark Liguori, Tanni Parker, Anne Sherwood, Brian Smith, Tash Taylor

ISSUE

The following information was a Request for Information (#115): Provide an analysis of what would be required for the District to undertake a full review of all its policies with the intent of determining which policies may be redundant, may need revision, or could be consolidated or retracted. Analysis could include timelines and roles for the Board and Administration.

BACKGROUND

It is the Board's responsibility to ensure that all policies are current and responsive to the current educational, social, economic, and political contexts the District finds itself in. Currently, the District does not have a standard for the creation of Policy. This has created inconsistencies in both structure and format in our policies.

CURRENT SITUATION

The current District policy manual has 84 policies, 120 administrative regulations, and one Board regulation. The structure of current policies are highly variable in the current policy manual, ranging from brief, philosophical statements, to much more detailed and prescriptive practice descriptions.

Good policy governance practice establishes an overarching policy that defines how policy is developed and written. Board policy (CH.BP) does exist in the current manual and it is scheduled for review. The review of CH.BP also provides an opportunity to do a thorough examination of all Board policies to provide for greater consistency of structure, to remove redundancies, and to consolidate related policies. A comprehensive review of all policies could also improve coherence and alignment with the District's vision, mission and priorities. A proposed program and schedule for review is provided (Appendix I).

KEY POINTS

- Board policy "Policy Review and Development" CH.BP is slated for review in the current school year.
- Board policies are written with variable structures and content.
- The Board has established a new vision, mission and priorities to which a full review of policy structures and coherence could create greater organizational alignment.

ATTACHMENTS & APPENDICES

APPENDIX I Full Policy Review Project
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Full Policy Review Project

The full review would be undertaken through a project management approach. The Policy Review Committee of the Board would act as the project steering committee responsible for determining the sequence, timing and presentation of policy recommendations for Board approval. The Administration would provide policy development support and expertise, including collection and analysis of input provided. The Policy Review Committee and the Board provide quality assurance.

Purpose

- To create coherence and consistency across all District policies

Scope of Project

- Establish or renew the overarching policy development policy (CH.BP)
- Review all policies for consistency and coherence based upon consistent a policy framework and set of procedures

Projected Timeline

- At a rate of one policy review per week, a minimum of two and a half school years would be required

Resources Required

- To achieve the proposed timeline, a minimum 1.5 to 2.0 FTE staff members would be assigned to the policy review project for the entire time period.
- Approximate costs per year - \$230,000
- Cross department expertise and input would be required on an as needed basis depending on the policy under review.

Risks

- Variable policy structures could unintentionally lead to conflicting or contradictory policy approvals.

Benefits

- Opportunity to create greater coherence across policy categories.

Quality Assurance

- Policy Review Committee and the Board provide final approvals when policies meet the overarching framework requirements