

Huron-Superior Catholic District School Board

POLICY TITLE: GOVERNANCE PROCESS

Approved: Nov. 5, 2003

Amended: Oct. 18, 2017

**POLICY NO: 2003[A] GENERAL GOVERNANCE
COMMITMENT**

Page: 1 of 17

POLICY

The Huron-Superior Catholic District School Board will govern with a faith-filled strategic perspective continually improving its process and capability to express Our Mission, on behalf of the Catholic community:

**Rooted in Jesus Christ,
we are a Catholic learning community
called and committed to develop
the full potential of each child and
to nurture a personal relationship with Jesus
that will inspire Catholic leadership.**

*Dedicated to excellence in education and the desire
to live the values of Jesus, we strive to:*

- † *affirm the sacredness of life and respect for all creation*
- † *reverence the dignity of each person as a Child of God*
- † *provide an enduring education that reflects the essence of our Catholic traditions*
- † *proclaim Christ's message throughout the curriculum*
- † *celebrate God's love in prayer, at Eucharist and in all sacramental moments of life*
- † *create sacred learning environments*
- † *cultivate enriching opportunities that will deepen faith*

*Guided by the Spirit on our journey, together with family and Church, we mutually invite, encourage
and support one another in our efforts to transform the world.*

ADOPTED

Regular Meeting of the Board November 5/03

Motion B-108

Regular Meeting of the Board November 19/08

Motion B-80

Regular Meeting of the Board May 11, 2011

Motion B-60

Regular Meeting of the Board May 15, 2013

Motion B-53

Regular Meeting of the Board October 18, 2017

Motion B-178

DISTRIBUTION

i) Trustees

ii) Administration

iii) Principals

iv) Teaching Personnel

v) OECTA

Huron-Superior Catholic District School Board

POLICY TITLE: GOVERNANCE PROCESS
POLICY NO: 2003[B] GOVERNING STYLE

Approved: Nov. 5, 2003
Amended: Oct. 18, 2017

POLICY

The Board will govern with a style that emphasizes:

- **outward vision** rather than an internal preoccupation,
- **strategic leadership** more than administrative detail,
- **clear distinction** of Board and Director of Education roles,
- **collective** rather than individual decisions, and
- **learning from the past** with a focus on the future.

More specifically, the Board will:

1. Deliberate in many voices, and govern in one.
2. Operate in all ways mindful of the above policy statement.
3. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, adherence to its policies, respect of roles, speaking with one voice, and ensuring the continual improvement of Board processes.
4. Provide orientation to new members about the Board's governance process.
5. Provide opportunities for periodic Board discussion of process improvement.
6. Direct and inspire the organization with thoughtful establishment of the broadest organizational policies reflecting the Board's values and vision. The Board's major focus will be on the Multi-Year Strategic Plan, ***not*** on the administrative means of attaining those AIMS/ENDS.
7. Cultivate a sense of group responsibility. The Board of Trustees will be responsible for excellence in governing. The Board will be the approver of policy.
8. Monitor and discuss, with respect to the Policy Statement, the Board's process and performance at each meeting.

ADOPTED Regular Meeting - November 5, 2003
Motion B-109
Regular Meeting – May 11, 2011
Motion B-60
Regular Meeting – May 15, 2013
Motion B-53
Regular Meeting – October 18, 2017
Motion B-178

DISTRIBUTION
i) Trustees
ii) Administration
iii) Principals
iv) Teaching Personnel
v) C.U.P.E.

Huron-Superior Catholic District School Board

POLICY TITLE: GOVERNANCE PROCESS

Approved: Nov. 5, 2003

Amended: Oct. 18, 2017

POLICY NO: 2003[C] BOARD JOB DESCRIPTION

POLICY

The work of the Board is to serve as trustees for the Catholic Community in determining and demanding appropriate organizational performance.

To distinguish the Board's own unique work from the work of its staff, the Board will concentrate its efforts on the following:

1. providing the link between the organization and the people of the Huron-Superior Catholic District School Board who have ownership of the public Catholic education system.
2. ensuring clarity of values and vision in written governing policies which, at the broadest levels, address:
 - a. Governance Process: This describes how the board conceives, carries out and monitors its own task (Accountability: Board of Trustees).
 - b. Board: Director Relationship: This describes how power is delegated, and its proper use monitored; and outlines the authority and accountability of the Director of Education. (Accountability: Board of Trustees).
 - c. Multi-Year Strategic Plan: This sets out the objectives for the year. (Accountability: Director of Education).
 - d. Executive Limitations: These place constraints on executive authority (e.g. needing to adhere to policies and to maintain a balanced budget). (Accountability: Director of Education).

ADOPTED

Regular Meeting - November 5, 2003

Motion B-110

Regular Meeting – May 11, 2011

Motion B-60

Regular Meeting – May 15, 2013

Motin B-53

Regular Meeting – October 18, 2017

Motion B-178

DISTRIBUTION

- i) Trustees
 - ii) Administration
 - iii) Principals
 - iv) Teaching Personnel
 - v) C.U.P.E.
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Huron-Superior Catholic District School Board

POLICY TITLE: GOVERNANCE PROCESS
POLICY NO: 2003[D] CHAIRPERSON'S ROLE

Approved: Nov. 5, 2003
Amended: Oct. 18, 2017

POLICY

The chairperson safeguards the integrity of the Board's process and represents the Board of Trustees to outside parties.

Accordingly,

1. The Chair's role is to assure that the Board's behaviour is in compliance with its own rules and those legitimately imposed upon it from outside the organization.
 - a. Meeting discussion content will be only those issues which, according to Board policy, clearly belong to the Board to decide, not to the Director of Education.
 - b. Deliberation will be fair, open, and thorough but also timely, orderly, and kept to the point.

 2. The Chair has authority to make decisions that fall within Board policies on *GOVERNANCE PROCESS and BOARD: DIRECTOR RELATIONSHIP*, except where the Board specifically delegates portions of this authority to another individual or committee(s). The Chair is authorized to use any reasonable interpretation of the provisions in these policies.
 - a. The Chair is empowered to chair Board meetings, with all the commonly accepted responsibility of that position, and in accordance with the procedural by-laws of the Huron-Superior Catholic District School Board.
 - b. The Chair has no individual authority to make decisions about policies created by the Board within *STRATEGIC OUTCOMES and EXECUTIVE LIMITATIONS* policy areas. Therefore, the Chair may not supervise or direct the Director of Education, or staff.
 - c. The Chair is the designated spokesperson and shall represent the Board to outside parties in announcing Board-stated positions and in stating Chair decisions and interpretations within the area delegated to the Chair.
 - d. The Chair may delegate this authority but remains accountable for its use.
 - e. The Chair and/or Vice Chair, in consultation with the Director of Education, shall be responsible for the preparation of the meeting agendas, and may include other items identified by the Board.
 - f. The Chair ensures that members of the Board have the information needed for informed discussion of the agenda items;
 - g. The Chair conveys the decisions of the Board to the Board's Director of Education;
 - h. The Chair provides leadership to the Board in maintaining the Board's focus on a Multi-Year Strategic Plan established under section 169.1;
 - i. The Chair provides leadership to the Board in maintaining the Board's focus on the Board's Mission, and
 - j. The Chair assumes such responsibilities as may be specified by the Board.
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ADOPTED Regular Meeting - November 5, 2003
Motion B-111
Regular Meeting – May 11, 2011
Motion B-60
Regular Meeting – May 15, 2013
Motion B-53
Regular Meeting – October 18, 2017
Motion B-178

DISTRIBUTION
i) Trustees
ii) Administration
iii) Principals
iv) Teaching Personnel
v) C.U.P.E.

Huron-Superior Catholic District School Board

POLICY TITLE: GOVERNANCE PROCESS

Approved: Nov. 5, 2003

Reviewed: Oct. 18, 2017

POLICY NO: 2003[E] BOARD COMMITTEE PRINCIPLES

POLICY

Board committees, from time to time, may be established to complete certain tasks – particularly the task of gathering information and generating options. Board committees exist only to assist the Board in its work, and never to involve itself in the responsibilities of staff.

This policy applies to committees which are formed by Board action, whether or not it is called a committee and regardless whether the group includes non-Board members. It does not apply to committees formed under the authority of the Director of Education.

Accordingly,

- The scope of the committee’s mandate, context, and budget limitations must be clear.
- No committee will be created for the purpose of helping, advising, instructing, or exercising authority over any aspect of organization that has been delegated to the Director of Education.
- Board committees cannot exercise authority over staff. Because the Director of Education works for the entire Board of Trustees, the Director will not be required to obtain approval of a Board committee before an executive action. In keeping with the Board’s broader focus, Board committees will normally not have direct dealings with current staff operations.
- Committees, other than those legislated, should last only as long as the job the committee had to do, but no longer.

ADOPTED Regular Meeting - November 5, 2003
Motion B-112

REVIEWED Regular Meeting – May 11, 2011
(Unchanged)

REVIEWED Regular Meeting – May 15, 2013
(Unchanged)

REVIEWED Regular Meeting – October 18, 2017

DISTRIBUTION

- i) Trustees
- ii) Administration
- iii) Principals
- iv) Teaching Personnel
- v) C.U.P.E.

Huron-Superior Catholic District School Board

**POLICY TITLE: GOVERNANCE PROCESS
COMMITTEE STRUCTURE**

**Approved: Nov. 5, 2003
Amended: Oct. 18, 2017**

POLICY NO: 2003[F] COMMITTEE STRUCTURE

POLICY

A committee is a board committee only if its existence and charge come from the Board, regardless whether board members sit on the committee. The only standing board committees are the following:

Legislated Committees:

- Special Education Advisory Committee (Reg. 464/97)
- Audit Committee (Reg. 361/10)
- Supervised Alternative Learning Committee (Reg. 374/10)
- Parent Involvement Committee (Reg. 612/00)

Standing Committees:

- Suspension Appeals Committee
- Transportation Consortium
- Director's Performance Appraisal Committee
- Policy Committee

Other:

- Ad-Hoc Committee, as required.
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ADOPTED Regular Meeting - November 5, 2003
Motion B-113

AMENDED Regular Meeting – May 11, 2011
Motion B-60

AMENDED Regular Meeting – March 21, 2012
Motion B-23

REVIEWED Regular Meeting – May 15, 2013
(Unchanged)

AMENDED Regular Meeting – October 18, 2017
Motion B-178

DISTRIBUTION

- i) Trustees
 - ii) Administration
 - iii) Principals
 - iv) Teaching Personnel
 - v) C.U.P.E.
-

Huron-Superior Catholic District School Board

POLICY TITLE: GOVERNANCE PROCESS
POLICY NO: 2003[G] BOARD MEMBERS'
CODE OF CONDUCT

Approved: Nov. 5, 2003
Amended: May 15, 2013

POLICY

The Mission of the Huron-Superior Catholic District School Board (the "Board") is to be committed to develop the full potential of each child and to nurture a personal relationship with Jesus that will inspire Catholic leadership.

1. *Catholic Faith, Community and Culture*

Each Huron-Superior Catholic District School Board Trustee ("Trustee") shall, within the duties prescribed in the *Education Act*, its Regulations and other applicable legislation, and reflecting a ministry within the Church:

- a) Acknowledge that Catholic schools are an expression of the teaching mission of the Church.
- b) Provide an example to the Catholic Community that reflects the teaching of the Church.
- c) Provide the best possible Catholic education according to the programs approved by the Canadian Conference of Catholic Bishops and the provincial Minister of Education.
- d) Recognize and rigorously defend the constitutional right of Catholic education and the democratic and corporate authority of the Board.
- e) Respect the confidentiality of the Board.
- f) Ensure the affairs of the Board are conducted with openness, justice and compassion.
- g) Work to improve personal knowledge of current Catholic educational research and practices.
- h) Affirm a strong sense of Christian Catholic Community.
- i) Provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic Education in Canada.

2. *Integrity and Dignity of Office*

Trustees occupy positions of public trust and confidence. They are expected to discharge their duties and responsibilities in a professional and ethical manner, consistent with Gospel Values, the teachings of the Catholic church, the *Education Act* and Regulations, the *Municipal Freedom of Information and Protection of Privacy Act* and Regulations, the *Municipal Conflict of Interest Act*, the Board's By-Laws and Policies and any other Act or Regulation that may be applicable to the Trustees' duties.

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3. Civil Behaviour:

Trustees must:

- Respect and comply with all applicable federal, provincial and municipal laws.
- Demonstrate honesty and integrity.
- Respect differences in people, their ideas and their opinions.
- Treat one another with dignity and respect at all times, and especially when there is disagreement.
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability.
- Respect the rights of others.

In performing their duties as Trustees, and in all matters of communication including email, telephone and face-to-face meetings with staff, parents and other stakeholders, appropriate language and professionalism are expected. Trustees are bound to uphold and abide by all pertinent Board Policies.

Subject to the duty of a Trustee under section 218.1(e) of the *Education Act* to uphold the implementation of any Board resolution after it is passed by the Board, a Trustee may comment on, or disagree with, a decision taken by the Board. A Trustee may not make disparaging remarks about another Trustee or a group of Trustees in expressing such comment or disagreement or speculate on the motives of a Trustee or a group of Trustees, or staff.

Section 207(3) of the *Education Act* addresses the exclusion of persons from Board meetings. It provides: "The presiding officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting."

4. Duties:

All Trustees are expected to comply with the following duties of Board Members as set out in section 218.1 of the *Education Act*.

A member of the Board shall,

- a) Carry out his or her responsibilities in a manner that assists the Board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including but not limited to the Board's duties under section 169.1.
- b) Attend and participate in meetings of the Board, including meetings of board committees of which he or she is a member.
- c) Consult with parents, students and supporters of the Board on the Board's multi-year strategic plan under Section 169.1(1)(f).
- d) Use appropriate communication protocols to bring concerns of parents, students and supporters of the Board to the attention of the Board.
- e) Uphold the implementation of any Board resolution after it is passed by the board.
- f) Entrust the day-to-day operations and management of the Board to its staff through the Board's Director of Education.
- g) Maintain focus on student achievement and well-being through the development of policies.
- h) Comply with the Board's Code of Conduct.

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5. Upholding Decisions

Trustees must understand their role as a corporate body and the expectation that as such they may deliberate with many voices but must act as one. Trustees must:

- a) Accept that authority rests with the Board and that they have no individual authority other than that delegated by the Board.
- b) Uphold the implementation of any Board resolution after it is passed by the Board.
- c) Comply with Board policies and procedures.
- d) Refrain from speaking on behalf of the Board unless authorized to do so.

6. Avoidance of Personal Advantage and Conflict of Interest

All Trustees are expected to comply with the provisions of the Municipal Conflict of Interest Act, which requires that Trustees declare and disclose the general nature of the interest for all direct and indirect pecuniary conflicts of interest and abstain from discussing and voting on these matters.

Where a Trustee, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, or any other conflict of interest in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the Trustee shall:

- a) Prior to any consideration of the matter of the meeting, declare a conflict of interest and state the general nature thereof.
- b) Not take part in the discussion of, or vote on any question in respect of the matter.
- c) Not discuss the issue with any other person.
- d) Not attempt in any way whether before, during or after the meeting to influence the voting on such question.
- e) Leave the meeting or the part of the meeting during which the matter is under consideration, and have the fact that he/she left the room recorded in the minutes.

Where the interest of the Trustee has not been declared by reason of the Trustee's absence from the meeting, the Trustee shall declare the interest and otherwise comply with the above requirements of the first meeting of the Board attended by the Trustee after the meeting referred to above.

No Trustee shall use his or her position, authority or influence for personal, financial or material gain or personal business purposes or for the personal, financial or material gain or business purposes of a relative, friend and/or business associate. Every Trustee shall uphold and enhance all Board business operations by:

- a) Maintaining an unimpeachable standard of integrity in all their relationships, both inside and outside the Board.
- b) Fostering the highest standard of professional competence amongst those for whom they are responsible.
- c) Complying with and being seen to comply the letter and spirit of the laws of Canada and Province of Ontario, as well as contractual obligations applicable to the Board.
- d) Rejecting and denouncing any business practice that is improper or inappropriate or may appear to be improper or inappropriate.

7. **Lobbying**

On occasion, lobbyists may attempt to communicate with Trustees for the purpose of influencing Trustees with respect to the procurement of goods and services and the awarding of contracts. Trustees must report such inquiries to the Director of Education. Trustees must not communicate with a lobbyist during a procurement process and must not use their influence to gain nor advance the interests of any particular party during a procurement process.

8. **Respect for Confidentiality**

All Trustees acknowledge that, as part of their duties to the Board they may be privy to private, confidential and/or legal privileged financial, business and/or commercial information belonging to the Board that may provide financial, business, commercial or competitive advantage, and that they may be privy to private and confidential student and personnel information, and/or legal matters and opinions. Such information may include, but is not limited to, information relating to the Board's organizational structure, operations, business plans, technical projects, business costs, research data results, inventions, trade secrets or other work produced, developed by or for the Board.

A Trustee's duty of confidentiality with respect to private and confidential financial, business and/or commercial information, personnel information, student information, and legal matters and opinions survives his or her term as Trustee.

9. **Board Resources**

All Trustees shall comply with Board Policies and Procedural Guidelines regarding the use of Board resources, including information technology resources.

10. **Guidelines for Gifts and Hospitality**

Moderate hospitality and gifts are an accepted courtesy of a business relationship. However, the recipients should not allow themselves to reach a position whereby they might be influenced in making a business decision as a consequence of accepting such hospitality.

Trustees should not use their position for improper gain or benefit, nor under any circumstances accept gifts from vendors or contractors of more than \$25.00.

11. **Enforcement of Code of Conduct and the Municipal Conflict of Interest Act**

A breach of this Code of Conduct by a trustee will be dealt with as per the provisions of the Education Act, *Section 218.3*.

<u>ADOPTED</u>	Regular Meeting - November 5, 2003		<u>DISTRIBUTION</u>
	Motion B-114	i)	Trustees
<u>AMENDED</u>	Regular Meeting – May 11, 2011	ii)	Administration
	Motion B-60	iii)	Principals
<u>AMENDED</u>	Regular Meeting – May 15, 2013	iv)	Teaching Personnel
	Motion B-53	v)	C.U.P.E.
<u>AMENDED</u>	Regular Meeting – October 18, 2017		
	Motion B-178		

Huron-Superior Catholic District School Board

POLICY TITLE:	GOVERNANCE PROCESS	Approved:	Nov. 5, 2003
POLICY NO:	2003[H] DIRECTOR OF EDUCATION AND ACCOUNTABILITY	Reviewed:	May 11, 2011
		Amended:	Oct. 18, 2017

POLICY

The Director of Education, as chief executive officer, is accountable to the Board acting as a corporate body. The Board will instruct the Director of Education through written policies, delegating interpretation and implementation to the Director of Education. The Board's sole official connection to the operating organization, its achievement, and conduct will be through the Director of Education.

As the Board's single official link to the operating organization, the Director of Education's performance will be considered to be synonymous with operational performance.

Consequently, the Director of Education's job contributions can be stated as performance in two areas:

1. Organizational accomplishment of *The Multi-Year Strategic Plan*.
2. Organizational operation within the boundaries of prudence and ethics established in Board policies and *Executive Limitations*.

Note: According to the Education Act:

169.1(1) Every board shall,

- (h) monitor and evaluate the performance of the board's director of Education, or supervisory officer acting as the board's director of education, in meeting:
 - (i) his or her duties under this Act or any policy, guideline or regulation made under this Act, including duties under the plan refer to in clause (f) and
 - (ii) any other duties assigned by the board. 2009, c.25, s.15; c.5, s3(1).

279. Every district school board shall, subject to the regulations, employ a supervisory officer as director of education and such other supervisory officers as it considers necessary to supervise all aspects of the programs under its jurisdiction.

283.(1) Chief Executive officer – A board shall not appoint or employ a person as a director of education unless the person is a supervisory officer who qualified as such as a teacher.

(1.1) Same – A director of education is the chief education officer and the chief executive officer of the board by which he or she is employed.

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(2) Idem – The chief executive officer of a board shall, within policies established by the board, develop and maintain an effective organization and the programs required to implement such policies.

Additional duties of director of education

283.1 (1) In addition to his or her other duties under this Act, the director of education shall.

- (a) Annually review with the board the multi-year plan developed under 169.1(1)(f);
- (b) Ensure that the multi-year plan developed under clause 169.1(f) establishes the board's priorities and identifies specific measures and resources that will be applied in achieving those priorities and in carrying out its duties under this Act, in particular, its responsibility for student achievement as set out in section 169.1.
- (c) Implement and monitor the implementation of the multi-year plan developed under clause 169.1(f).
- (d) Report periodically to the board on the implementation of the multi-year plan development under clause 169.1 (f)
- (e) Act as secretary of the board.
- (f) Immediately upon discovery bring to the attention of the board any act or omission by the board that in the opinion of the director of education may result in or has resulted in a contravention of this Act or any policy, guideline or regulation made under this Act.
- (g) If a board does not respond in a satisfactory manner to an act or omission brought to its attention under clause (f), advise the Deputy Minister of the Ministry of the act or omission, 2009 c.25, s.47.

ADOPTED Regular Meeting - November 5, 2003

Motion B-115

REVIEWED Regular Meeting – May 11, 2011

(Unchanged)

REVISED Regular Meeting - May 15, 2013

Motion B-53

REVISED Regular Meeting - October 18, 2017

Motion B-178

DISTRIBUTION

- i) Trustees
 - ii) Administration
 - iii) Principals
 - iv) Teaching Personnel
 - v) C.U.P.E.
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Huron-Superior Catholic District School Board

POLICY TITLE:	GOVERNANCE PROCESS	Approved:	Nov. 5, 2003
POLICY NO:	2003[I] EVALUATION OF THE PERFORMANCE OF THE DIRECTOR OF EDUCATION	Amended:	Oct. 18, 2017

POLICY

RATIONALE:

An effective performance review provides a mutual learning opportunity to provide feedback to the Director of Education in a process which strengthens the organization and benefits students.

The Ministry of Education has directed that school Boards conduct an evaluation of the performance of the Director of Education (Education Act 169.1(1)).

It is the policy of the Huron-Superior Catholic District School Board to:

1. Ensure accountability for the effective leadership and management of the school system and the effective implementation of its Multi-Year Strategic Plan.
2. Provide the Director of Education with concrete feedback from the elected board of his/her performance to be used as a basis for his/her personal development in the role.

GUIDING PRINCIPLES:

The Huron-Superior Catholic District School Board supports the following guiding principles for the Performance Review process of the Director of Education:

1. Be in compliance with the Ministry of Education requirements.
2. Be in compliance with the director's contract terms.
3. Be completed annually.
4. Be mutually agreed by the Board and the Director of Education.
5. Be based on the mutual agreement on the following:
 - a) What will be assessed based on the Job Description for the Director of Education and the board's Multi-Year Strategic Plan
 - b) What specific evidence (data) will be collected
 - c) Who will be involved in the collection of data and how it will be collected
 - d) Agreement that all data will be shared with the Director of Education and that FOIPOIP rules will apply to the collection of data for evaluation purposes.

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- e) A written report at the end of the review period approved by the Board that is objective, based on the agreed evidence (data) gathered and includes area(s) for focus and/or improvement in the next year.
- f) An effective agreed upon process for discussing and resolving any disagreement between the Board of Trustees and the Director on the process or the written report
- g) Confidentiality.

<u>ADOPTED</u>	Regular Meeting - November 5, 2003 Motion B-116		<u>DISTRIBUTION</u>
<u>AMENDED</u>	Regular Meeting – May 11, 2011 Motion B-60	i)	Trustees
<u>AMENDED</u>	Regular Meeting – May 15, 2013	ii)	Administration
<u>AMENDED</u>	Regular Meeting – October 18, 2017 Motion B-178	iii)	Principals
		iv)	Teaching Personnel
		v)	C.U.P.E.

Huron-Superior Catholic District School Board

POLICY TITLE: GOVERNANCE PROCESS
POLICY NO: 2003[J] DEVELOPMENT AND CYCLICAL REVIEW OF POLICIES

Approved: March 21, 2012
Amended: Oct. 18, 2017

POLICY

The Huron-Superior Catholic District School Board, in order to fulfill its duties and responsibilities, reserves to itself the function of developing and cyclically reviewing Policies for those to whom it delegates authority. The Board believes that the establishment of clear policies, which are legally and legislatively compliant, and consistent with its Mission, current needs and expectations, will enable all members of our Catholic learning community to achieve individual and collective goals.

- The Director of Education, as Chief Executive Officer, is accountable to the Board for the implementation of Board-approved Policy and shall issue Procedural Guidelines in support of policies, where such guidelines are relevant.
- The policies of the Board shall be congruent with and supportive of, the Education Act and Regulations of the Province of Ontario, all laws and statutes, of the Mission Statement of the Board, and reflect the teachings of the Catholic Church.
- The process of developing policies and the cyclical review of all policies will include timely consultation with individuals and groups as deemed appropriate to a particular policy. Policies shall be reviewed on a cyclical basis of every five (5) years, or as needed to reflect legislation or organizational changes. Policy development and review will occur as per the procedural guidelines in support of this policy.
- A Policy Committee will be established annually (Standing Committee as per Policy 2003-F). Its membership will include:
 - Chair of the Board
 - 2 Trustees
 - Director of Education
 - Other staff as designated by the Director

ADOPTED Regular Meeting – March 21, 2012
Motion B-23

AMENDED Regular Meeting – October 18, 2017
Motion B-178

DISTRIBUTION

- i) Trustees
- ii) Administration
- iii) Principals
- iv) Teaching Personnel
- v) C.U.P.E.



**DEVELOPMENT AND CYCLICAL REVIEW OF POLICIES
POLICY PROCEDURAL GUIDELINES**

The development and review of all policies shall be initiated by the Board or the Director of Education.

The Director of Education may delegate the development or revision of Policies and Procedural Guidelines to appropriate members of Administrative Council and staff.

The development of new Policies and Procedural Guidelines as well as the cyclical review of existing Policies and Procedural Guidelines will adhere to the following process:

- The draft Policy will be reviewed by Administrative Council for input.
- Once approved by the Director of Education, the draft Policy will then be forwarded to the Policy Committee for input and information.

Stage 1

- Draft policy brought to Policy Committee for review
- Committee determines whether policy needs to be sent out for consultation

Stage 2

- Policy sent out for consultation and reviewed by Policy Committee after consultation period

Stage 3

- Policy brought to the Board for approval

If the Policy Committee determines that a policy does not need to be sent out for consultation, then the draft policy can go from Stage 1 to Stage 3

- Once approved, the Director of Education, or designate, will distribute and communicate the Policy to the system.
- The Director of Education will issue Procedural Guidelines if necessary in support of the policy.

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VETTING

A draft policy may be vetted with any or all of the following individuals or groups:

Trustees	Principals/Vice-Principals
Director of Education	Non-unionized staff
Superintendents	Catholic School Councils Chairs
OECTA	Catholic Principals Council
CUPE	Student Supercouncil
OSSTF	Parent Involvement Committee
Managers/Supervisors	Special Education Advisory Committee (SEAC)
Bishop/Pastors	Program Staff
Board Solicitor	Public via Board website
Others	

The Policies of the Board are to be reviewed on a five-year cycle unless otherwise directed by the Director of Education or the Board of Trustees.

The review or development of Policy is to be guided by the following criteria:

- The Policy facilitates the achievement of the Board's Mission as a Catholic School Board
- The Policy contributes to the Board's strong and positive Catholic educational presence in the communities it serves and the province of Ontario
- The Policy is within the scope of the Board's authority as granted by provincial and federal statute
- The Policy is consistent with and complementary to Catholic teachings
- The Policy is clearly written, easily understood, and in language that is inclusive
- The Policy is directly related to a clear and legitimate purpose
- The Policy is consistent with the Board's Equity and Inclusive Education Policy
- The Policy is consistent with the Board's Accessibility Standards Policy
- The Policy is appropriate, fair, and wise for the needs of today and tomorrow.