Greater Essex County District School Board

Policy: Framework for Foundational Documents

Reference No: P-GV-11

Policy Statement:
The Board is dedicated to establishing a consistent approach to effective, transparent, and supportive systems of governance and management. The development and implementation of the Foundational Documents demonstrate the organization's dedication to public accountability and compliance.

Definitions:
Foundational Documents: include all Policies, Ministry Directives, Operational Procedures and Internal Departmental Operational Procedures that guide the organization.

Policy: a statement of intent, governing principles or position adopted by the Board of Trustees that provides a framework for governance. Policies are posted on the board's website.

Ministry Directive: a formal instruction or order issued by a government minister or ministry, which provides binding rules, policies, or operational requirements for government entities, agencies, or individuals under the ministry's authority. Ministry Directives are posted on the board's website.

Operational Procedure: outline responsibilities and specific actions required of staff members at various levels of the organization which inform, guide and support interactions or activities with entities outside of the organization. These Operational Procedures are posted on the board's website.

Internal Departmental Operational Procedures: outline responsibilities and specific actions required of staff members at various levels of the organization. Internal Departmental Operational Procedures are posted on MyGEC (staff intranet).

Purpose:
Foundational Documents of the Greater Essex County School Board have a significant impact on the entire organization, as well as its students, families, and communities. It is the responsibility of the Board of Trustees to develop, review, and oversee the implementation of policies in support of legislative requirements under subsection 169.1 (1)(d) and (e) of the Education Act which require the Board:

- To develop and maintain policies and organizational structures that promote its educational goals;
- To monitor and evaluate the effectiveness of policies developed by the Board.

These foundational documents should provide the necessary direction and support to achieve the board's Vision, Mission, Strategic Priorities and shall comply with the Education Act, regulations, and other statutory requirements.

Application and Scope:
The need for new or review of Board Policies may be identified by the Board, a Board committee, a trustee through notice of motion, direction from the Ministry or through the Director of Education.

The final determination that a topic needs to be addressed in a Board Policy is made by the Policy and Bylaw Committee, upon the recommendation of Director's Council, or as directed by the Board of Trustees.

Policy Guidelines:
Criteria for Developing Foundational Documents:
Board Foundational Documents will be:

a) Consistent with the Board's Strategic Plan
b) Developed through an appropriate consultation process, where appropriate
c) Clearly written, easily understood, and in language that is inclusive
d) Readily available and accessible on the board website or MyGEC, as appropriate
e) Current and up to date; and
f) Successful in achieving the intended purpose.

Roles and Responsibilities:
The Director of Education shall:

- Oversee compliance with Board Policies, Ministry Directives, Operational Procedures and Internal Departmental Operational Procedures.
- Develop Ministry Directives, Operational Procedures and Internal Departmental Operational Procedures as deemed necessary for the effective operation of the board.
- Designate members of Director's Council to be responsible for the development and/or review, implementation, and compliance of Board Policies, Ministry Directives, Operational Procedures and Internal Departmental Operational Procedures and changes in provincial legislation, as defined by their current portfolios.

Director's Council shall:

- Provide recommendations to the Policy and Bylaw Committee regarding policy development and/or review and revision.
- Be responsible for the development and/or review, implementation and compliance of Board Policies, Ministry Directives, Operational Procedures and Internal Departmental Operational Procedures and changes in provincial legislation, as defined by current portfolios.
- Approve Ministry Directives, Operational Procedures and Internal Departmental Operational Procedures (new or revised) for system use.
- Rescind Operational Procedures and Internal Departmental Operational Procedures, as required.

The Policy and Bylaw Committee shall:

- Receive reports with recommendations from Director's Council regarding policy development and/or review and revisions.
- Review and provide input regarding all new and revised board policies.
- Ensure that new and revised policies are subject to system review, as required or

appropriate.
- Make recommendations to the Board of Trustees regarding the approval of new or revised board policies.
- Make recommendations to the Board of Trustees regarding the rescinding of board policies.

The Board of Trustees shall:
- Delegate to the Director of Education the authority to develop and operationalize procedures to address all issues other than topics related to Board governance and the Board of Trustees/Director of Education relationship.
- Approve new and revised Board Policy, per the recommendation of the Policy and Bylaw Committee.
- Approve the rescinding of Board Policy, per the recommendation of the Policy and Bylaw Committee. They may subsequently delegate the Director of Education authority over this topic. The Director of Education may choose to develop procedures relative to this topic.

Director's Office shall:
- Provide administrative support to the Policy and Bylaw Committee.
- Maintain a central repository of both current and historical Board Policies, Ministry Directives, Operational Procedures and Internal Departmental Operational Procedures, as per the board's record retention schedule.
- Post approved Policies, Ministry Directives and Operational Procedures on the board website and post Internal Departmental Operational Procedures on the (MyGEC).
- Facilitate the review cycle and system review process.

Managers/Supervisors/School Administrators shall:
- At the school/worksite level, support the implementation, and compliance with Board Policies, Ministry Directives, Operational Procedures and Internal Departmental Operational Procedures.

Board Employees shall:
- Comply with Board Policies, Ministry Directives, Operational Procedures and Internal Departmental Operational Procedures.

Third Party Providers shall:
- Comply with Board Policies, Ministry Directives, Operational Procedures and Internal Departmental Operational Procedures in all interactions with the board, and when on board property.

Reporting Requirement:
A policy review cycle of every five years has been established to ensure regular review of Greater Essex County District School Board policies, unless otherwise required by system need or legislation.

Reference:
Education Act, R.S.O. 1990, c. E.2.