



## Policy 10

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Wiyasowiwina kositahk

### Policy Development

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Authority will be operated. Policies provide effective direction and guidelines for the action of the Board, Superintendent, staff, students, and other affected parties. Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with provincial and federal legislation. The Board believes that the development and review of policies are enhanced when the process allows for the meaningful involvement of staff and other interested persons.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to guide the Authority and the opportunity for the Superintendent to exercise professional judgement in the administration of the Authority.

This policy shall apply to all policy development within the Board. In the absence of existing policy, the Board may make decisions, by (ordinary or special) resolution, on matters affecting the administration, management, and operation of the Authority. Such decisions carry the weight of policy until such time as specific written policy is developed.

The Board shall adhere to the following stages in its approach to policy making:

#### 1. Planning

The Board, in cooperation with the Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

#### 2. Development

The Board may develop the policy itself or delegate the responsibility for its development to the Superintendent or a committee of the Board.

#### 3. Approval

The Chairperson shall take care to ensure all Board Members understand the rationale for a new policy or a policy change prior to motion for approval.

#### 4. Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for

implementation of policies relating to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of other policies.

## 5. Evaluation

The Board, in cooperation with the Superintendent, shall evaluate policies on a regular basis to determine if policies are meeting their intended purpose.

### New Policy Formation:

1. Policy needs may be identified by the Board's Policy Committee, by a Board Member, by the Superintendent, by any individual or group, or required through legislative or regulatory requirements.
2. The Board shall review the identified problem, issue or need to determine whether or not there is to be a review or formation of policy.
3. If there is a determination by the Board to review or develop policy, the Superintendent shall be directed by motion of the Board to draft a policy proposal.
4. Proposals for policies that are deemed by the Board to be new in scope are to include:
  - 4.1. Background (as applicable);
  - 4.2. Legal implications;
  - 4.3. Costs;
  - 4.4. Impact on persons affected;
  - 4.5. Legislative or agreement references;
  - 4.6. Samples of similar policies, where possible; and
  - 4.7. Policy recommendation.
5. New policies require three readings to be approved. No more than two readings shall occur in any one Regular Board Meeting.
  - 5.1. Second and final reading, which shall be the final approval step, shall occur not sooner than one Regular Board Meeting after first reading unless there is unanimous agreement of a quorum of the Directors of the Board present that second reading should immediately follow the first reading.
6. The draft policy shall be submitted to the Board for first reading and discussion. The Board may:
  - 6.1. Reject or approve the proposal and direct a reconsideration; or
  - 6.2. Approve the draft policy, in principle, for stakeholder consideration with the intent on receiving feedback.
7. If the policy is deemed by the Board to require stakeholder feedback, then the policy shall be posted on the Division website and distributed, as deemed necessary by the Board, with a request for feedback within a designated timeframe:
  - 7.1. To parents through school parent advisory councils;
  - 7.2. To Principals;
  - 7.3. To Staff
  - 7.4. To Elders
  - 7.5. To Chief and Councils

- 7.6. To any group or organization considered by the Board as an essential or consequential for reaction.
  8. The Superintendent shall undertake any redrafting necessary:
    - 8.1. The redrafted policy shall be submitted to the Board for a second reading, discussion and possible amendment; and
    - 8.2. Received written reactions shall be provided to the Board in support of proposed changes.
  9. The Board may approve the policy as amended or direct the Superintendent to further revise the policy prior to a third and final reading.
  10. When the Board approves a policy, that policy shall be recorded in the minutes of the Board meeting.
  11. Policies shall be effective immediately upon adoption unless a specific effective date is provided in the motion to adopt;
    - 11.1. All policies shall specify the most current date of Board approval or review.
- Policy Review and/or Amendment:
12. Policy statements that are superseded by ~~superior~~ legislation, or new Board policies, shall be automatically declared invalid.
  13. Policies shall be presented to the Board for review on an annual basis. The schedule for review will be determined by the Board Policy Committee at the beginning of each school year.
  14. At the completion of the review, the Board may decide to:
    - 14.1. Reaffirm the policy by motion and simple majority at a regular Board meeting;
    - 14.2. Rescind the policy by motion and simple majority at a regular Board meeting;
    - 14.3. Recommend non-substantial amendments to the policy; or
    - 14.4. Recommend substantial amendments to the policy;
      - 14.4.1. Substantial changes are those that are deemed to significantly change the intent of the policy.
  15. Policy amendments, relating to governmental, legislative or policy changes, new information, organization or syntax that are deemed by the Board to be non-substantial, may be amended by a simple majority vote to approve the amendments, as per 14.1.
  16. A substantial change to a Board Policy shall typically follow the process for new policy formation; however,
    - 16.1. As deemed necessary, the Board reserves the right to implement, by motion approval, an atypical process for planning, development, implementation or review of Board policy.

Rescinding of Board Policy:

17. The Board, upon rescinding a policy, may subsequently delegate the Policy's matter to the Superintendent;

17.1. The Superintendent may then develop an administrative procedure relative to this matter.

18. Any policy that is amalgamated into another policy shall be considered to be automatically rescinded by the process of approval for policy amalgamation.

### **Suspension of Policies**

19. Policies serve as guidelines for the successful and efficient functioning of KTCEA and its schools. However, emergency conditions, such as but not limited to, dangerous weather conditions, may require temporary suspension of a KTCEA policy.

20. This applies to KTCEA policies and does not apply to regular policies based on contractual agreements or to policies based on Federal, Provincial or other laws and regulations, including the Articles of Association of Kee Tas Kee Now Tribal Council Education Authority Ltd.

21. To deal with an emergency, a KTCEA Policy may be suspended by a simple majority vote of KTCEA Board Members present at a regular or special meeting.

22. The motion shall indicate the length of and reasons for policy suspension, for example, suspending calendar day because of weather.

23. In exceptional circumstances and emergencies related to public safety and health, the Board grants authority to the Board Chairperson, or the Chief of the affected First Nation in consultation with the Superintendent, to suspend a KTCEA policy if it is required in the best interest of the community.

### **Administration in the Absence of Policy**

Situations may arise from time to time where there may not be a policy to guide the Superintendent's actions. To ensure the continued welfare of students, staff, the community, and KTCEA, the Board authorizes the Superintendent to make decisions or take action as necessary in cases where there is an absence of policy.

The Superintendent shall:

24. Consider the matter and, if possible, consult with the KTCEA Chairperson and/or Vice Chairperson.

25. Determine an appropriate course of immediate action and communicate it to those immediately affected.

26. Provide an oral report to the KTCEA Chairperson as soon as is practical.

27. Provide an oral or written report to the Board at the next regularly scheduled meeting, detailing the circumstances and the determined course of action; and,

28. Recommend appropriate development of a KTCEA Policy to handle similar future situations or events.

## Publication

29. The Superintendent shall arrange for all Board policies and administrative procedures and subsequent revisions to be posted on the Division's website, in a timely manner, for staff and public access.

29.1. The Superintendent shall inform the Board in a timely manner, of any substantial changes to administrative procedures.