

The Red River Valley School Board (Board) believes the formulation, adoption, and monitoring of policies is a key governance activity by which to provide guidance and direction for the operation of the division. Policies are written to reflect the Vision, Mission, Belief Statements and Priorities of the Board related to the operation of the division while providing latitude for administrative decision making.

Strong governance policies:

- Illustrate the relationship between core values and the actions of the division;
- Eliminate overlapping policies;
- Allow for easy maintenance;
- Provide for assurance of compliance;
- Set a clear framework for operations within the division;
- Clarify accountability;
- Specify results the Board wants to achieve;
- Define authority and responsibility;
- Outline processes and operations of the Board itself;
- Outline how the Board is connected to the management of the division.

Policy Development and Amendment

Board governance policies are developed or amended in accordance with the following:

- Policies are sufficiently detailed in scope and content so as to clearly convey the intent of the Board;
- The Board monitors progress toward the achievement of goals through the regular assessment of policy compliance and reports received from Senior Administration;
- Policies are regularly evaluated and amended as required for continued relevance toward the achievement of Board outcomes;
- Openness is valued and the Board welcomes suggestions for improvements. Recommendations for consideration of policy development or amendment may be the result of ongoing monitoring or come from a Board Committee, Trustees, Senior Administration or the public;
- The impact on stakeholders (e.g. staff, parents, etc.) is considered when developing or amending policies and input is sought from such stakeholders when deemed appropriate by the Board;
- Board resolutions direct the work of Senior Administration in making recommendations to the Board for policy action. The resolution may identify the issue to be addressed, anticipated outcomes, values and rationale for the proposed policy development;
- Policy development and review activities are assigned to the Board Policy Committee;

Cross Reference:

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- Senior Administration may conduct research and consult with a variety of individuals who are in a position to assist in the development of the new policy;
- Policies are drafted by Senior Administration for discussion by the Policy Committee;
- As a final step before approving a new or revised policy, the Board considers the following three questions:
 - Does this policy communicate clearly the purpose of the Board?
 - Does this policy define the Board's instructions to Senior Administration in such a way as to allow the Senior Administration an acceptable range of implementation?
 - How will this policy be monitored?
- Each policy document includes cross references to Board and Administrative Operating Procedures and the date adopted, last revised or last reviewed if there were no revisions;
- Board policies may be supplemented by Board Operating Procedures;
- New policies and policy revisions are approved in accordance with the *Procedural By-Law*.

Policy Review

To maintain a strong and relevant school system, policies are reviewed on a regular basis in an effort to ensure compliance with regulatory requirements, consistency with current community values and the educational needs of all students are met. Senior Administration is responsible for monitoring changes to regulatory requirements and assessing the impact on Board policies. Trustees are responsible for monitoring community values and assessing the impact on Board policies.

Policies are reviewed at least every 2 years.

Policy Dissemination

The Secretary-Treasurer ensures up to date policies are available on the division web site. Once a policy is developed or modified and approved by the Board, the Secretary-Treasurer ensures all staff impacted are advised of the new policy.

Administrative Procedures

Administrative procedures are the delegated responsibility of Senior Administration and may be developed, altered and modified without prior approval of the Board, except in those areas specifically identified in *Policy #11 Decision Making Matrix*. The Board is informed of revisions, additions, or deletions to administrative procedures that are:

- New;
- Controversial;
- May result in public concern.

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