

DATE: June 21, 2022

TO: Board of Trustees

FROM: Policy Review Committee: Trustee Nelson, Trustee Sawyer (chair), Trustee Sumar

SUBJECT: Policy Review Committee 2021-2022 Work Plan Summary

ORIGINATOR: Karen Mills, Director Board and Superintendent Relations

RESOURCE STAFF: Kelsey Duebel, Nancy Petersen

REFERENCE: [Trustees' Handbook](#), Section 6.1.3 - Board Committees, Policy Review Committee

ISSUE

The Policy Review Committee (PRC) is responsible for developing and presenting to the Board of Trustees (the Board) an annual work plan. This report summarizes the committee's accomplishments over the 2021-2022 school year.

BACKGROUND

The Board approved the membership of the Trustee Policy Review Committee at the October 26, 2021, Board meeting to assist the Board in the review, revision and development of Board policy by ensuring that Board policies submitted for Board approval are in accordance with Board Policy CH.BP Framework for Policy Development and Review. The [PRC 2021-2022 work plan](#) was approved at the December 14, 2021, Board meeting.

CURRENT SITUATION

As this was the first year of the current Board's term, the committee began by familiarizing itself with the Board's policies as well as the policy development and review processes. Over the course of the year, the committee has undertaken the following work to accomplish its goals as set out in its 2021-2022 work plan.

Completion of New Policy Development and Review and Revision of Existing Policies

- **Development and suspension of Board Policy CI.BP Vaccination Policy for Trustees.** The PRC led the development of this policy to support safe learning and working environments by outlining expectations to ensure Trustees were vaccinated or participating in rapid testing, in alignment with provincial direction and the Division's administrative regulation for staff vaccination requirements. As the pandemic evolved and provincial direction shifted, the PRC recommended to suspend this policy. The Board suspended the policy on March 22, 2022.
- **Review and update of Board Policy CO.BP Fiscal Oversight and Accountability.** This policy required an administrative update to align with the *Education Act*. While reviewing the policy, the PRC identified additional opportunities to revise the policy. These revisions improved the policy in a range of ways, including clarifying the intent, values and language in the policy and reflecting more efficient practices.

- **Annual review of Board Policy HG.BP Student Behaviour and Conduct.** An annual review of this policy is required by Section 33 of the *Education Act*. The PRC recommended no changes to the policy this year given the substantive nature of the changes made to the policy in the previous year's annual review, the potential to overburden stakeholders with frequent rounds of engagement and the opportunity for the collection of extended student demographic data to inform a more fulsome review of the policy in the upcoming years.

Progress on New Policy Development and Review of Existing Policies

- **Review of Board Policy AB.BP Appeals and development of a dispute resolution policy.** Board Policy AB.BP Appeals requires revisions to align with the *Education Act*. In addition, Section 41 of the *Education Act* requires the Board to establish a dispute resolution policy. The PRC engaged in several fulsome discussions over the course of this school year to consider potential revisions to Board Policy AB.BP Appeals and the development of a new dispute resolution policy. It is anticipated that a first draft addressing these areas of policy will be put forward for first reading by the Board in fall 2022.
- **Scan of Board policies through the lens of anti-racism and equity.** The Division's [2021-2022 Anti-racism and Equity Action Plan](#) includes the commitment to continue to update Board policies through the lens of anti-racism and equity. A scan of all Board policies has been conducted to identify and prioritize policies in need of review through the lens of anti-racism, equity and reconciliation in alignment with [Board Policy HAAB.BP Anti-racism and Equity](#). Based on this year's review, a plan is under development to support the ongoing review and updating of Board policies through an anti-racist lens over the remainder of the Board's term.
- **Formation of an advisory committee to inform the development of a new policy on renaming schools** (which is anticipated to also involve an update to Board Policy EA.BP Infrastructure Planning Principles). A rapid environmental scan was conducted to learn from up-to-date policies and practices for school and public spaces renaming within other educational institutions and communities across Canada. Recruitment for the advisory committee was initiated in June and will be completed by July 2022, with committee work commencing in fall 2022.
- **Review of policies related to the school year calendar and scheduling** (i.e., Board Policy GCA.BP Approval of the School Year Calendar, Board Policy GD.BP Instructional Time and Board Policy GE.BP Organization for Instruction). The PRC engaged in a guided conversation to consider the current calendar policies and opportunities for clarification, improvement and modernization. Public feedback on diverse days of significance in the school calendar was collected through the Division Feedback Survey, which will inform the review and update of calendar policies in the next school year.

Initiation of Review of Existing Policies and Deferral to 2022-2023 School Year

- **Review of Board Policy HC.BP Student Accommodation and Board Policy HEC.BP Student Admission to the District.** The PRC familiarized itself with these policies and decided to defer their review and update to the following school year, after the Board has gained first-hand experience of the pre-enrolment and enrolment periods in the 2021-2022 school year. This knowledge will help to more accurately inform the review of these policies.
- **Review of Board Policy HFA.BP Sexual Orientation and Gender Identity.** Division staff responsible for the implementation of this policy were consulted on potential revisions to this policy. Staff indicated that this policy is highly valuable and functional in its current state and that no major revisions are required; however, feedback did indicate that there is the opportunity to review and update some language in the policy. Given the low level nature of potential revisions to this policy (i.e., minor language updates), continued review is deferred to the following school year.

KEY POINTS

- Completed policy development and review during the 2021-2022 school year involved:
 - The development and suspension of Board Policy CI.BP COVID-19 Vaccination Policy for Trustees.
 - The review and update of Board Policy CO.BP Fiscal Oversight and Accountability.
 - The annual review of Board Policy HG.BP Student Behaviour and Conduct.
- Progress on policy development and review in the 2021-2022 school year involved progress on:
 - The review of Board Policy AB.BP Appeals and development of a dispute resolution policy.
 - A scan of all Board policies through the lens of anti-racism, equity and reconciliation.
 - Formation of an advisory committee to inform the development of a school renaming policy.
 - The review of policies related to the school year calendar and scheduling.
- Reviews of Board Policy HC.BP Student Accommodation, Board Policy HEC.BP Student Admission to the District and Board Policy HFA.BP Sexual Orientation and Gender Identity were initiated and deferred to the 2022-2023 school year.

ATTACHMENTS and APPENDICES

APPENDIX I [Policy Review Committee Terms of Reference \(Trustees' Handbook, p. 49\)](#)

JS:kd

- Communicate the work of the committee with the public and increase awareness of our Division realities
- Develop/implement advocacy strategy
- Conduct regular progress/effectiveness reviews

6.1.3 Policy Review Committee

(Revised Terms of Reference approved [June 17, 2014, Board meeting](#))

Purpose

The Policy Review Committee is responsible for assisting the Board in reviewing Board policy by ensuring that Board policies submitted for Board approval are developed and reviewed in accordance with the Board Policy [CH.BP Framework for Policy Development and Review](#).

Composition

The committee will consist of three Trustees, from among which a chair will be selected. The chair is responsible for leading the discussion at each meeting and formally reporting back to the Board about the committee's activities.

The Superintendent of Schools will assign a member of the Administration to support the work of the committee. Additional resources may be involved as requested by the Superintendent and/or designate.

Terms of Reference

The committee will:

- recommend an annual plan for policy reviews to the Board that will address the complete review of all Board policy over the Board's term and accommodate the need for any emergent reviews;
- fulfill the annual plan for policy reviews by working with the support of the Superintendent of Schools/designate and Administration subject matter experts to review, consolidate and develop policy using the standard framework for process, content development, structure and format outlined in Board Policy [CH.BP - Framework for Policy Development and Review](#)
- recommend to Board for approval those policies that meet the Board's policy criteria as outlined in Board Policy [CH.BP - Framework for Policy Development and Review](#)

NOTE: On January 31, 2012, the Board approved the following motion: *That the Board undertake a full review of all its policies and update them using a standard framework for process, content development, structure and format. That the review process and standard framework be developed by the Policy Review Committee and recommended to the Board for approval.*

6.2 ASBA Issues and Resolutions Committee

Purpose

To advise and assist the Board in presenting issues and resolutions to the Alberta School Boards Association Zone and General Meetings.

Composition

The Board assigns three Trustees to the committee:

- the Board Chair (or Vice-Chair if the Chair already sits on the provincial Board of Directors)