



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

**Policy Name: Board Operation and Policy Development
and Management**

Policy Code: B-1.1

Section: Board and Community

Established: January 22, 1998

Revised or

Reviewed: November 4, 2004, February 26, 2009, January 28, 2010, May 27, 2010,
April 23, 2015, May 26, 2020, October 25, 2022

1. POLICY STATEMENT

The Board of Trustees of the Kawartha Pine Ridge District School Board is a corporate body charged with setting policy within its jurisdiction to govern education and its administration. The Board shall conduct its business in accordance with the requirements of the provincial statutes and the policies established by the Board of Trustees.

2. OBJECTIVE

The objective of this policy is to establish governing principles and framework for developing, implementing and reviewing Board policies.

3. DEFINITIONS

Administrative Regulation

A document issued through the Director of Education, governing the implementation of a Board policy, or required to coordinate and control certain aspects of system operations.

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Board of Trustees

The elected governance branch of the Board.

Policy

A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

4. APPLICATION

This policy applies to all employees involved in development, review and revision of the Board's policies.

5. RESPONSIBILITY

The Board of Trustees is responsible for establishing and approving Board policies.

The Director of Education is responsible for the implementation of policy throughout the system, for reporting to the Board of Trustees on how its policies are being carried out and for advising the Board of Trustees on the need for policy change. The Director of Education is authorized to issue administrative regulations to implement this policy.

6. POLICY**6.1 General**

Policies are the fundamental rules governing the Board of Trustees' deliberations, procedures and decision-making in relation to the organization of the Board, the operation of the Board, as well as Board and committee meetings; they are the general principles setting forth strategic direction for the system and guide administration, staff and the Board in delivery of sound academic, business, human resources and administrative practices.

6.2 Requirements

Policies must:

6.2.1 conform to the Education Act and the Regulations of the Province of Ontario, and other relevant acts or regulations governing the system's operations;

6.2.2 be reflective of the principles set out in the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act, Board Policy B-3.2, Equity, Diversity and Inclusion and Board Policy B-3.3, Human Rights: Code-Based Discrimination and Harassment (to be approved);

6.2.3 reflect the goals, intent and specific direction of the Board;

6.2.4 support the strategic plan of the Board;

6.2.5 be focused statements in clear, concise language; and

6.2.6 be relevant to the current and/or future operation of the system.

6.3 Policy Approval

- 6.3.1 The Director of Education or designate shall ensure that all policies are reviewed for appropriate format prior to consideration for approval by the Board of Trustees.
- 6.3.2 Administrative Council shall review all policies prior to presentation to committees.
- 6.3.3 Draft policy may be proposed through a Board committee to the Board of Trustees or by administration directly to the Board of Trustees if the topic of the proposed policy is not included in the mandate of a standing committee.
- 6.3.4 The Board may seek input from school councils on Board policies as referenced in Board Policy B-6.1, School Councils, and Board Policy B-6.2, School Councils' Associations.
- 6.3.5 Final approval is made the Board of Trustees.

6.4 Policy Distribution

The Director of Education shall be responsible for the development and electronic posting of policies to the Board's website.

6.5 Policy Review

The normal review period shall be five years. Policies named for review will include those that are affected by new directions from the Ministry of Education, those with changes recommended by administration, those with recommended changes by committees of the Board and those that reflect new practices or procedures.

A trustee or a member of senior administration, may recommend to the Board of Trustees, or the Board of Trustees may direct a committee, to conduct a review of a particular policy at any time.

6.6 Administrative Regulations

Administrative Regulations:

- 6.6.1 are the procedural guidelines developed by administration supporting the intent of Board defined policy,
- 6.6.2 are the step-by-step procedures outlining specific requirements encouraging precise execution of policies by administration,

6.6.3 require approval for all revisions by Administrative Council, and

6.6.4 include discretionary action of the Director of Education, or designate, which are not part of the Board's policy.

7. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[B-3.2, Equity, Diversity and Inclusion](#)

[B-3.3, Human Rights: Code-Based Discrimination and Harassment](#)

[B-6.1, School Councils](#)

[B-6.2, School Councils' Associations](#)

Administrative Regulations:

[B-1.1.1, Policy and Administrative Regulation Development and Management](#)

[B-3.3.1, Human Rights: Code-Based Discrimination and Harassment](#)

8. REFERENCE DOCUMENTS

Legislation:

Accessibility for Ontarians with Disabilities Act

Education Act, subsection 169.1 (1)(d) and (e)

Human Rights Code