

#14 Board Policy Development

BOARD POLICY

Board Approval: February 26, 2019
Effective Date: March 1, 2019
Amendment Dates: N/A
Review Dates: March 1, 2021

PURPOSE

The Board believes the development and review of all policies shall reflect the values and principles of the HLG community. The School Act requires that the Board establish policies respecting the provision of educational programs and services affecting student learning. The purpose of this Policy is to outline the processes that will be followed in the development and review of Board Policy.

DEFINITIONS

Board – The Boards of Governors / Directors of HLG

Chief Executive Officer (CEO) – the head of operations of HLG

HLG – Headwater Learning Group, the term for three independent charitable organizations: Calgary Academy Society, Headwater Learning Foundation and Headwater Learning Solutions Foundation

Board Policy – a statement of intent, governing principles, and expectations regarding specific areas of Board responsibility, formally adopted by the Board and intended to guide future actions

Representatives – directors, employees, service providers and contractors of HLG

School Act – provincial legislation governing kindergarten to grade 12 education in Alberta

Stakeholders – representatives, students, parents, community members or individuals who share a common interest in HLG

Student – student enrolled in Calgary Academy

GUIDELINES

- All Board Policy shall meet the following criteria:
 - conformity with the School Act and the regulations, policies and Ministerial orders under the authority of the School Act, and other relevant provincial and federal legislation;
 - consistency with other Board Policy;
 - capable of being implemented, reviewed and evaluated; and
 - developed and reviewed with appropriate Stakeholder engagement with due consideration for the contentiousness of the Board Policy topic and its impact on Student learning and community wellness.
- All Board Policy shall be written in a clear and consistent manner. All Board Policy shall have the following sections as appropriate:
 - Purpose:** a statement indicating the intent and rationale for the Board Policy;
 - Definitions:** terminology used specific to the understanding of the Board Policy;

- c) **Guidelines:** specific expectations to be followed in the Board Policy;
 - d) **References:** a list of legal references pertinent to the Board Policy; and
 - e) **Cross-references:** a list of other documentation referred to in or relevant to the Board Policy.
3. Board Policy development or revision may be initiated as a result of:
 - a) legislative changes, public consultation, needs assessment, or Board Policy evaluation;
 - b) an employee of HLG submitting a proposal for new Board Policy or Board Policy revisions using the Policy Initiation Form or Policy Revision Form;
 - c) Board motion to develop or revise Board Policy; or
 - d) CEO recommendation followed by Board approval.
 4. The CEO will draft or revise Board Policy upon direction of the Board and will present feedback from Stakeholders and seek legal advice where appropriate.
 5. Only those Board Policies, which are adopted and recorded in the Board meeting minutes, constitute the official policies of the Board.
 6. In the absence of existing policy document, the Board may make decisions by resolution on matters governing the administration, management and operation of HLG. Such decisions carry the weight of Board Policy.
 7. The Board shall be responsible for establishing Board Policy, which will govern the Board's own operations.
 8. The CEO shall be responsible for implementing Board Policy through the establishment of procedures and processes, and assignment of responsibilities as needed. The CEO shall report to the Board on the implementation of Board Policy on a regular basis.
 9. All approved Board Policies are subject to review every two years.
 10. The CEO shall ensure that all approved Board Policies are available and accessible to Representatives, Stakeholders and the public on the school website.
 11. The Board directs the CEO to use collaborative processes, where possible, for the development or amendment of Board Policy.

REFERENCES

School Act, RSA 2000, c. S-3, as amended

CROSS REFERENCES

Board Policy – Role of the Board

Board Policy – Role of the CEO

Procedure – Policy and Procedure Development