![Nanaimo Ladysmith Public Schools logo]

NANAIMO LADYSMITH PUBLIC SCHOOLS
BUSINESS COMMITTEE
ACTION SHEET

DATE: October 9, 2024
TO: Business Committee
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: Policy Framework

Recommended Motion:

The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the Policy framework presented by the Policy Committee subject to Board approval of individual policies.

Background:

On December 20, 2023 the Board passed the following motion with respect to the Policy Book of the Board and the workplan of the Policy Committee:

> That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the addition of a general Policy review to its Workplan with the intention of rationalizing and aligning the Board's Policy Manual.

This memo is intended to provide the Board an update on the motion and a Policy framework and workplan for the Board's consideration. It is worthwhile to reiterate that there are no specific policy changes being proposed at this time. However, the implication of approving the recommended motion is that additional policies will be created, subject to Board approval and consultation as any other policy would require.

Discussion:

The Policy Committee has met a number of times to discuss the Policy framework pursuant to the motion of the Board.

There have been four focuses of the work to date:

1. Aligning the Policy Book and the Administrative Procedure Book;
2. Creating sufficient policy areas and using plain language;
3. Addressing redundancy and contradictory policies; and
4. Planning the scope and sequence of the work.

Policy and Administrative Procedure Alignment

The main focus of the work has been to organize the Policy Book with the currently existing administrative procedures. While it is acknowledged that the Superintendent is responsible for the creation of administrative procedures ("AP") it is recommended that APs fall under a policy heading. Upon completion of the revised Policy Book, the APs will be presented directly under policies.

In some cases creating alignment has highlighted the need for additional policies to be created, and in some cases for some policies to be deleted or melded with previously existing policies. Further, there are a number of potential APs for consideration by the Superintendent.

Please note that with respect to core values in section 1, there are no aligned administrative procedures as the values are intended to align with the Board's strategic plan and appropriate administrative procedures are embedded in other sections of the proposed structure.

Policy Areas and Plain Language

The policy book is recommended to be expanded to 7 sections (from 4 policy areas and 5 AP areas). Further, the sections are recommended to have plain language names and introductory paragraphs (not currently drafted). Upon completion, the Policy Book as presented on the District's website will provide Policies and their associated APs. For instance, the Board's commitment to Continuous Improvement of Assessment and Instruction will align with associated APs.

Also, it should be noted that a number of APs are currently being reviewed by staff to determine whether they will be edited, merged or deleted. Given this the Board can anticipate significant changes from the current draft. However, as APs are the purview of the Superintendent the Policy Committee has been careful not to attempt any drafting, editing etc. with the exception of a few suggestions of APs for contemplation.

Finally, each area is envisioned to have an introductory paragraph that is intended to provide a brief overview for our community with respect to the section.

Policy Areas

The current policy headings are as follows:

1. Foundation and Direction;
2. Governance and Management;
3. Operational Expectations; and
4. Bylaws

The current Administrative Procedure headings are as follows:

1. General Administration;
2. Instructional Programs;
3. Students;
4. Personnel and Employee Relations; and
5. Business Affairs.

The proposed areas for the revised policy book are as follows:

1. Our Core Values;
2. How We Lead and Make Decisions;
3. How we Plan to Support Schools and Ensure Alignment
4. The People Who Work Here;
5. Learners and Their Families;
6. Safety and Wellbeing; and
7. Working with the Organizations Around Us

Overview: How the Policy Framework is Organized

1. Each section covers a group of related policies.

   For example, SECTION 600: Safety and Wellness contains within it three related policies:
   - 601 Emergency and Risk Management
   - 602 Student Conduct, Safety and Wellness
   - 603 Employee Safety and Wellness

2. Sections are numbered by the hundreds in ascending order from 100-700. There are 7 sections.
3. The hundreds place of each policy corresponds to its parent section.
4. The ones place of each policy corresponds to its ranking in the sequence of policies within that section.

   For example, if given policy **6**03, you would know that it falls under SECTION **600**.
   You would also know that policy 60**3** is the third policy listed under SECTION 600.

5. Some, but not all, policies have APs nested under them. In the list below, policies that have APs nested under them are marked with a clickable arrow ▶, which when clicked reveals the APs nested under them.

   For example, policy 215 Election By-Law contains within it two related APs:
   - 215.1AP Election Campaign Guidelines
   - 215.2AP School Board Employees Seeking Election to and Serving Public Office

6. The first three digits of each AP correspond to its parent policy.
7. The number after the decimal point in the AP's name corresponds to the AP's ranking in the sequence of APs that fall under that parent policy.
8. Each AP ends in "AP" to signal to the reader quickly and easily that they are viewing an AP.

   For example, if given AP **215**.2AP, you would know that it falls under policy **215**.
   You would also know that AP 215.**2AP** is the second AP listed under policy 215.

   It should be noted that in addition when on the website the policies will be a different colour than APs. Further, the intention is to ensure that during a website refresh that policies and aps will be searchable (and downloadable as a cohesive book).

SECTION 100: Our Core Values
- 101 ~~1.3~~ Continuous Improvement of Assessment and Instruction (update in progress)
- 102 ~~1.4~~ Syeyutsus Reconciliation Framework
- 103 ~~2.9~~ Aboriginal Education (update in progress)
- 104 ~~1.5~~ Environmental Stewardship
- 105 ~~2.10~~ JEDI (update in progress)

SECTION 200: How We Lead and Make Decisions
- 201 ~~1.2~~ Strategic Plan Policy
- 202 ~~2.1~~ Role of the Board and Delegation (merge current Policies 2.1, 2.11 and 2.2)
- 203 ~~2.12~~ Monitoring Board Performance
- 204 ~~2.18~~ Trustee Remuneration and Professional Development
- 205 ~~2.3~~ Trustee Code of Conduct
- 206 ~~2.3.1P~~ Resolution of Conflict Procedure
- 207 ~~2.3.2P~~ Enforcement of the Trustee Code of Conduct Procedure

- 208 ~~2.5~~ Board Committees Representation and Annual Workplan
- 209 ~~2.6~~ Board Meeting Procedures
- 210 ~~2.7~~ Policy Development
- 211 ~~2.17~~ Public Participation
- 212 ~~3.6~~ Communication with Board (may not be required to merge with Superintendent Policy)
- 213 ~~2.15~~ Trustee Onboarding and Criminal Record Check
- 214 ~~4.5~~ Trustee Variation By-Law
- 215 ~~4.4~~ Trustee Elections By-Law No. 2
- 216 ~~2.13~~ Role of Superintendent and Monitoring
- 217 ~~***~~ Role of Secretary-Treasurer (new)
- 218 ~~2.4~~ Role of Chair and Vice-Chair

SECTION 300: How We Plan to Support Schools and Ensure Alignment
- 301 ~~3.8~~ Transportation to and From School
- 302 ~~***~~ Planning and Property (new)
- 303 ~~2.21~~ Financial Planning
- 304 ~~2.16~~ Accumulated Surplus
- 305 ~~3.10~~ Privacy and Records
- 306 ~~4.6~~ Business Company By-Law
- 307 ~~2.19~~ Naming of School Facilities

SECTION 400: The People Who Work Here
- 401 ~~***~~ Personnel Practices (new)
- 402 ~~4.2~~ Indemnity By-Law
- 403 ~~***~~ Board Recognition (new)
- 404 ~~***~~ Employee Standards of Conduct (new)

SECTION 500: Learners and Their Families
- 501 ~~***~~ School Operations (new)
- 502 ~~4.1~~ Appeal By-Law
- 503 ~~***~~ Personalization of Learning Opportunities (new)
- 504 ~~***~~ Fees (new)
- 505 ~~***~~ Catchment Areas, Enrolment and Access to Education (new)

SECTION 600: Safety and Wellness (new)
- 601 ~~***~~ Emergency and Risk Management (new)
- 602 ~~***~~ Student Conduct, Safety and Wellness (new)
- 603 ~~***~~ Employee Safety and Wellness (new)

SECTION 700: Working with the Organizations Around Us
- 701 ~~***~~ Child Care (new)
- 702 ~~2.20~~ Participation in Regional Growth and Planning
- 703 ~~***~~ Interagency Collaboration (new)
- 704 ~~***~~ Communities in our Schools (new)

In addition, at this time there are a number of APs that will likely be deleted.

Deletions:

AP 215 - School Community Relations (redundant)
AP 222 - Curriculum Advisory Body (we do not do this)
AP 245 - Displays of Student Work (not necessary)

Addressing Redundant and/or Contradictory Policies
It is likely apparent that the exercise above has resulted in the need for additional policies. However, a number of policies will be merged. The Role of Board policy is a good example. Further, nesting the policies that specifically address the authority of the Superintendent in a single policy would assist future Boards in understanding these roles and how they relate without having to be aware of too many policies.

Ultimately, a Policy Book that goes unread or unfollowed (just like APs) should be avoided.

Finally, as individual policies are reviewed the intention would be to review their names for plain language considerations. However, this memo does not envision any specific changes to policy titles at this time.

Scope and Sequence

The intention, if the Board is supportive of the direction, is to tackle sections on an individual basis starting with the "Our Core Values". Notably, a number of the policies in this proposed section are already on the Policy Committee's workplan. This includes (Inclusion/JEDI), Aboriginal Education and Continuous Improvement of Assessment and Instruction.

Conclusion

It should be noted that the recommended motion does not contain a consultation recommendation. This is because the intent of the motion is not to change any substantive aspect of policy but rather the approval of the structure. The Board may want to consider consultation on this matter as well.