



## Policy 10 - POLICY MAKING

### Preamble

On December 16, 2015, the Foundations for the Future Charter Academy (FFCA) Board adopted the G-TEC (Governance Through Engagement and Collaboration) Policy Model. There are four dominant themes in this model: Engagement, Collaboration, Role Clarity, and Assurance/Accountability. The model is grounded in relationships and involves a synergy of these themes. The model provides an overall general framework for policy making focused on transforming the Board's will into reality while ensuring compliance with legal requirements and respecting individual Board culture / autonomy (a blend of provincial mandate and local needs).

Policies create the framework within which the organization operates. The FFCA Board (the "Board") understands that one of its key responsibilities is the development of policies which provide direction for the operation of FFCA.

The Board will ensure that the membership of FFCA and those affected by its policies will be given the opportunity to provide feedback on all policies during the approval/review/rescindment process.

Adoption of new Board policies or revision/rescindment of existing policies is solely the responsibility of the Board.

The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with the *School Act* and provincial as well as federal legislation.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to guide FFCA and the opportunity for the Superintendent to exercise professional judgment in the administration of FFCA.

The Board believes in the establishment and review of policy which reflects its values and perspectives.

The Board shall adhere to the following stages in its approach to policy making:

1. Planning

The FFCA Board, in cooperation with the Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

2. Development

The FFCA Board may develop the policy itself or delegate the responsibility for its development to the Superintendent or a committee (standing or ad hoc).

### 3. Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies relating to the FFCA Board-Superintendent relationship. The Superintendent is responsible for the implementation of the other policies.

### 4. Evaluation

The Board, in cooperation with the Superintendent, shall evaluate each policy in a timely manner in order to determine if it is meeting its intended purpose.

## **Specifically**

1. Any Director, staff member, Society member, student or School Council may make suggestions regarding the possible development of a policy or the need for policy revisions on any matter by presenting a proposal for a policy or revisions/rescindments, in writing, to the Superintendent. The proposal shall contain a brief statement of purpose or rationale.
2. The Superintendent will inform the Board of the request for policy development/revision/rescindment. The Board will determine the action to be taken.
3. If necessary, the Board may refer to a committee or to the Superintendent to draft amendments to an existing policy, draft a new policy, or evaluate rescindment of a policy as the case may be. The Board, committee, or the Superintendent may meet with stakeholders as part of the development/rescindment process.
4. When appropriate, the Board, committee, or the Superintendent may seek legal advice on the intent and the wording of the policy, or on the ramifications of rescinding a policy. Committees seeking legal advice will submit the request via the Committee Chair to the Executive Committee to engage legal counsel.
5. If the request was referred to the Superintendent, draft amendments or a recommendation for rescindment is then brought by the Superintendent to the Executive Committee for review and the Executive Committee will include its recommendation for first reading in its committee report.
6. If the request was referred to a committee, the committee will bring the policy draft or rescindment to the Board in its committee report as a recommendation for first reading.
7. If accepted in principle by the FFCA Board at first reading, the proposed policy, or policy amendment, or policy rescindment will be referred to:
  - 7.1 campus administrators for feedback from campus staff
  - 7.2 School Councils for feedback from parents;
  - 7.3 other groups and individuals as deemed necessary, and
  - 7.4 posted to the FFCA website
8. Comments and/or suggestions must be received by the Superintendent within 14 days of the reading or by a deadline of at least 14 days after the reading if otherwise specified by the Board at the time of the reading.

- 8.1 These comments and alterations, or comments regarding the proposed rescindment of a policy, will be shared with the FFCA Board through the Executive Committee report at the time of the next reading.
9. After second reading, the proposed policy, or policy amendments, or policy rescindment may then be moved immediately for third reading (final approval). If it is not moved through third reading, it will be redistributed for further feedback according to the steps outlined in Item 7 above.
  10. The Board may, under emergent circumstances, approve a new policy, amend an existing policy, or rescind a policy without the customary three readings at any Regular or Emergency Public Board Meeting. An emergent circumstance is a situation for which the Board deems that the consequences would be irreversible/irreparable if the a new or amended policy were not in effect, or if an existing policy continues to be in effect, within the timeframe specified in Item 8 above.
  11. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the administration, management and operation of the School. Such decisions carry the weight of policy until such time as specific written policy is developed.
  12. Only those policies and resolutions which are adopted and recorded in the minutes constitute the official policies of the Board.
  13. The Superintendent shall develop Administrative Procedures as deemed necessary for the effective operation of FFCA. These must be in accordance with Board policies.
  14. The Board may request the Superintendent to change an Administrative Procedure to a draft Board policy and will provide the rationale for same.
  15. The Board may rescind a policy at any time, or move an Administrative Procedure into policy in accordance with Items 7 through 10 above. Where a policy is rescinded, the Superintendent may choose to develop an Administrative Procedure relative to this matter. The Superintendent must inform the Board of any substantive changes to Administrative Procedures.
  16. The Superintendent shall arrange for all Board policies, Administrative Procedures, and subsequent revisions to be posted on the School's website within two weeks of final approval, for staff and public access.
  17. The Board shall review its policies on a three-year rotational basis unless otherwise specified within the policy or by legislation.

*Approved:* February 17, 2016, *Revised:* November 22, 2017

*Legal Reference:* Section 45.1, 60, 113 School Act  
Section 12 Charter Schools Regulation  
Section 9 Societies Act