



Memo No. 24-007

TO: Trustees
Student Trustees

FROM: Pino Buffone, Director of Education and Secretary of the Board
Michele Giroux, Executive Officer, Corporate Services

DATE: 02 February 2024

RE: Minor Policy Revisions (Tier 1)

On 31 May 2022, the Board approved revisions to [Policy P.001.GOV Policy Development and Management](#), which included the delegation of authority to the Director of Education for minor revisions (known as Tier 1 Policy Review) to policies (section 3.3) that do not alter any substantive provision, term, intent, or right contained within a policy.

Minor revisions (Tier 1) specifically include:

- correcting inconsistencies;
- modernizing and using gender neutral language;
- harmonizing definitions;
- establishing consistency in reference to spelling, capitalization, and punctuation;
- revisions to ensure alignment with, and references to language in statutes, regulations, policy memorandums, or other regulatory directives, and/or
- inserting, adding, or deleting reference documents.

In accordance with Policy P.001.GOV Policy Development and Management, the following policies fall under the purview of Tier 1 revisions and have been amended as set out below.

Policy	Summary of Revisions
P 025 GOV - Board Member Conflict of Interest (Appendix A)	<ul style="list-style-type: none"> ● Using the new Board approved template ● Adding a link to the online Declaration of Interest form
P 044 CUR - Supervised Alternative Learning (Appendix B)	<ul style="list-style-type: none"> ● Using the new Board approved template ● Aligning the use of “Board” vs. “District” ● Correcting the reference to the SAL procedure ● Using gender-neutral language
P 057 FIN - Acquisition of Major Services (Appendix C)	<ul style="list-style-type: none"> ● Using the new Board approved template ● Modernizing the language by: <ul style="list-style-type: none"> ○ removing “guidelines” from the

	<ul style="list-style-type: none"> ○ “Rationale” as guidelines are optional replacing “from time to time” with “occasionally” ○ replacing the “Superintendent of Finance” with the “Associate Director of Operations”
<p><u>P 072 CUR - Requests to Conduct Non-Board Initiated Research in Schools</u> (Appendix D)</p>	<ul style="list-style-type: none"> ● Using the new Board approved template ● Aligning the language used in 3.2 d with the Guidelines For Conducting Non-Board-Initiated Research and/or Evaluation Projects
<p><u>P 099 HR - Employee Recognition</u> (Appendix E)</p>	<ul style="list-style-type: none"> ● Using the new Board approved template ● Aligning the use of “Board” vs. “District” ● Replacing “Employee Recognition Plan” with “Employee Recognition Program”
<p><u>P 109 CUR - Prior Learning Assessment and Recognition in Secondary Schools</u> (Appendix F)</p>	<ul style="list-style-type: none"> ● Using the new Board approved template ● Moving the reference to PPM 129 to the Rationale of the policy ● Using gender-neutral language ● Correcting position titles ● Updating the Reference Documents

It is worth noting that the authorization to the Director of Education to make minor revisions to a policy does not preclude the Board from recommending future Tier 2 or 3 reviews within the five-year policy review cycle. If you have any questions about the changes made to these policies, please contact Michele Giroux, Executive Officer, Corporate Services.

Attachment

cc Senior Staff
 Manager of Board Services
 Corporate Records

- Appendix A: P 025 GOV - Board Member Conflict of Interest (Marked-up)
- Appendix B: P 044 CUR - Supervised Alternative Learning (Marked-up)
- Appendix C: P 057 FIN - Acquisition of Major Services (Marked-up)
- Appendix D: P 072 CUR - Requests to Conduct Non-Board Initiated Research in Schools (Marked-up)
- Appendix E: P 099 HR - Employee Recognition (Marked-up)
- Appendix F: P 109 CUR - Prior Learning Assessment and Recognition in Secondary Schools (Marked-up)