



Policy 2.16
Charter Board Governance and Operations

Policy and Procedures Dissemination

BACKGROUND

The CAPE Charter Board believes in a system that is transparent, accountable, responsive, accessible, and collaborative. The CAPE Charter Board supports initiatives that reflect and enhance these beliefs.

POLICY STATEMENT

The CAPE Charter Board is committed to the sharing of policies and procedures with all CAPE stakeholders, others public education environments and the community.

DEFINITIONS

1. **Stakeholder** - a staff member, board member, parent, community member, consultant, student and a person with an interest or concern in the school.
2. **Transparent** - action, method, or procedure that lacks hidden agendas and conditions.
3. **Accountable** - answerable for one's conduct, discharge of assigned responsibilities, or performance.
4. **Responsive** - quick to respond or react appropriately or sympathetically.
5. **Accessible** - able to be reached.
6. **Collaborative** - working together for a particular purpose.
7. **Policy** - a set of ideas or plans that is used as a basis for making decisions.
8. **Procedure** - an established or official way of doing something.

GUIDELINES

9. CAPE Charter Board charges the Superintendent or designate with ensuring that structures are in place to facilitate the dissemination of policies and procedures to all stakeholders.
10. The principal or designate is to monitor the dissemination process so that current and relevant information is readily available to all stakeholders.
11. The principal or designate is to ensure that the shared policies and procedures are understood by providing explanations and comments whenever needed.
12. Means of dissemination include paper, electronic via e-mails or websites, and oral.

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

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References:

Education Act

Charter Schools Regulation

CAPE Policy 2.01

Adopted: March 14, 2013

Motion: 2013-3-14-9

Reviewed: August 2018

Reviewed: October 2021