POLICY MAKING

Policy development is a key responsibility of the Board. Policies establish directions for the Division, assign authority and establish controls that make Board governance and management possible. Policies are the means by which the Board ensures accountability to the community. Adoption of new Board policies or revision 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 legislation. Further, the Board believes it is important to regularly review policies to ensure currency.

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

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

1. Planning
   The Board shall assess the need for a policy and identify the critical attributes of such a policy.

2. Development
   The Board may develop the policy itself or delegate the authority for its development to the Superintendent or a Board committee.

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

4. Evaluation
   The Board shall evaluate each policy in a timely manner in order to determine if it is achieving its intended purpose.

Specifically

1. Any trustee, employee, taxpayer, parent, student or School Council of the Division 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 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. The Board will determine the action to be taken.

3. If necessary, the Superintendent or designate will draft amendments to an existing policy or a new policy as the case may be.

4. When developing policy, input will be sought from those affected by the policy. Input may also be requested from government, community leaders, other Boards or agencies, and contractors.

5. When appropriate, the Superintendent shall seek legal advice on the intent and wording of the policy.

6. Once stakeholder comments have been taken into account, the policy will be recommended to the Board for final approval.

7. The formal adoption of policies shall be recorded in the minutes of the Board meeting.

8. Each adopted policy shall be numbered and titled for the appropriate location in the Board Policy Handbook.

9. The Superintendent shall develop administrative procedures as specified in Policy 11 – Board Delegation of Authority and may develop such other procedures as deemed necessary for the effective operation of the Division; these must be in accordance with Board policies.

10. The Board may request the Superintendent to change an administrative procedure so that it is appropriately aligned with a new or revised Board policy, and will provide the rationale for same. The Board may also delete a policy and subsequently delegate the Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure relative to this matter.

11. The Superintendent shall arrange for all Board policies and administrative procedures to be posted on the Division’s website for staff and public access and to be distributed electronically to all Principals and Administrative staff.

12. The Superintendent shall inform the Board of changes to Administrative Procedures.

13. The Board shall review each policy during its four year term, and as part of its self-evaluation.

Legal Reference: Section 60, 61, 113 School Act
Cross Reference: Policy 11 – Board Delegation of Authority