

Policy 10

POLICY MAKING

The Board believes that its policy role is a primary means of exercising District responsibilities. The policy development process must therefore ensure that the Board's intent is expressed effectively, established on the basis of appropriate information, and systematically reviewed for impact.

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. The Board believes in the establishment and review of policy which reflects its philosophy, values and goals.

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

The policy development process shall ensure that:

- Trustees act on adequate information.
- Policies are consistent with legislation or provincial directions.
- New policies, or policy changes, are examined through a lens of diversity and equity.
- Opportunity is provided for groups significantly affected by policies to provide opinion or reaction to proposals either directly or through appropriate representation.

Policy development shall proceed through the stages identified in the appendix to this policy.

1. Initiation

The need for policy in a particular area may be identified as the result of an issue arising from one of many sources, and a decision to have a specific proposal developed is then made by the Board or Superintendent. Drafting of a policy is normally the Superintendent's responsibility.

2. Review and Approval

The Board will formally consider a policy at a Board meeting, and may adopt it at that meeting, or delay adoption in the event that further information or consultation is required.

3. Consultation and Revision

Where necessary, consultation will take place prior to formal consideration by the Board and/or before final adoption.

4. 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 Board-Superintendent relationship. The Superintendent is responsible for the implementation of the other policies. Such implementation may include, in addition to distribution of the policy, the issuing of administrative procedures, meetings with affected groups, or elaborating program development and establishment of long-term plans.

5. Evaluation

The quality of a policy and extent of its implementation may need to be evaluated. The evaluation may consist of a statement to the Board that the policy is functioning, a more extensive administrative report, or an "outside" evaluation, as is appropriate. 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 trustee, employee, taxpayer, parent, student or Parent Advisory Council of the District 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 or designate may draft amendments to an existing policy or a new policy as the case may be.
3. When appropriate, the Superintendent shall seek legal advice on the intent and the wording of the policy.
4. Policy drafts are brought by the Superintendent to the Board for consideration and possible approval.
5. The Board will determine whether further information or consultation is required.
6. If further consultation is required, comments and suggestions on the policy draft will be reviewed by the Superintendent and/or designate(s).
7. Once stakeholder and rightsholder comments have been taken into account, and any information needs satisfied (if so determined) the policy will be recommended to the Board for approval.
8. Only those policies which are adopted and recorded in the minutes constitute the official policies of the Board.

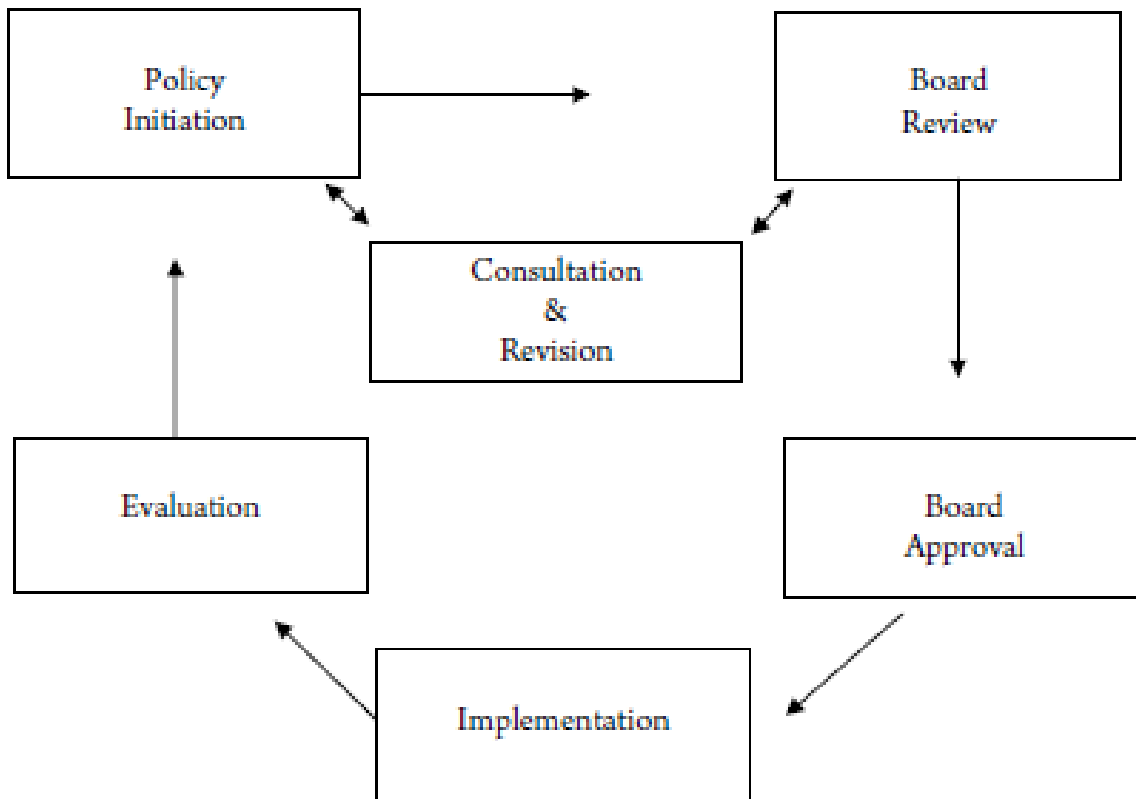
9. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the administration, management and operation of the District. Such decisions carry the weight of policy until such time as specific written policy is developed.
10. The Board may request the Superintendent to change an administrative procedure to a draft Board policy and will provide the rationale for same.
11. 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 District. These must be in accordance with Board policies.
12. 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.
13. The Superintendent must inform the Board of any substantive changes to administrative procedures.
14. The Superintendent shall arrange for all Board policies and administrative procedures and subsequent revisions to be posted on the District’s website, in a timely manner, for staff and public access.
15. The Board shall review its policies on a rotational basis.

Legal Reference: Sections 65, 74, 85 School Act

Revised: June 2022

Policy 10 – Appendix

POLICY DEVELOPMENT PROCESS



Legal Reference: Sections 65, 74, 85 School Act