

## Board Policy 10

### Policy Making

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Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Division will be operated. Policies provide effective direction and guidelines for the action of the Board, Superintendent, staff, students, electors and other agencies. Policies also serve as sources of information and guidelines to all who may be interested in or connected with the operation of the Division. 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 as well as federal legislation. Further, the Board believes that the development and review of policies are enhanced when the process allows for the meaningful involvement of staff and other interested groups and persons.

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

The Board has adopted the RCA (Roles, Clarification and Accountability) Model (ASBA) for Policy/Policy Development.

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

1. Planning

The 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 Board will normally develop the outline of the policy to be developed and/or delegate the responsibility for development to the Policy Committee; or
- The Board may develop the Policy itself.

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 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. Requests to consider the development of a new policy or to revise an existing policy will be directed to the Board Chair.
2. When appropriate, the Superintendent shall seek legal advice on the intent and the wording of the policy.
3. When tasked with the revision or development of a policy, the Policy Committee may seek input from stakeholders when deemed appropriate.
4. The Policy Committee will make a recommendation to the Board. The Committee's recommendation shall be placed on the agenda of a regular Board meeting.
5. Proposed policy and amendments that change the original intent of an existing policy shall be ratified in accordance with the following schedule:

- 5.1 Draft Policy Proposal
  - 5.1.1 The Committee presents the draft proposal as an action item;
  - 5.1.2 The Board may amend the proposed policy; and
  - 5.1.3 The draft proposal is circulated if appropriate to stakeholders for reaction and recommendation.
- 5.2 Draft Policy With Amendments
  - 5.2.1 The Committee presents the proposed policy with appropriate changes as an action item;
  - 5.2.2 The Board discusses the proposal and may make further amendments; and
  - 5.2.3 If major changes are made to the draft policy with amendments, the revised draft is circulated if appropriate to stakeholders for reaction and recommendation.
- 5.3 Final Policy
  - 5.3.1 The Committee presents proposed policy as an action item;
  - 5.3.2 The Board approves or rejects the proposed policy, and any amendments; and
  - 5.3.3 If the proposed policy is rejected, the Board may direct further development.
- 6. Only those policies which are adopted and recorded in the minutes constitute the official policies of the Board.
- 7. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the administration, management, and operation of the Division. Such decisions carry the weight of policy until such time as specific written policy is developed.
- 8. The Board may direct the Superintendent to change an administrative procedure to a draft Board policy.

9. The Superintendent must develop administrative procedures as specified in Policy 11 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 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 must inform the Board of any changes to administrative procedures.
12. The Superintendent shall arrange for all Board policies and administrative procedures and subsequent revisions to be posted on the Division's website, in a timely manner, for staff and public access.
13. The Board, through the Policy Committee, shall review each policy annually, or as directed by the Board.

Reference: Sections 60, 61, 113 School Act