

POLICY MAKING AND REVIEW

Policy development is a key responsibility of the board. Policies constitute the will of the board in determining how the district will be operated and communicate the board's values, beliefs and expectations. Policies provide 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 district. 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.

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 board may choose to utilize the Policy Committee in the closed Committee of the Whole in carrying out its policy role.

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

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 may develop the policy itself or delegate the responsibility for its development to the superintendent.

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. The board shall review its policies following a schedule that results in all policies in the Board Policy Handbook being reviewed at least once in a board term of office.

Specifically

1. Any trustee, employee, parent, student or other community member 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 including the option of referring the matter to the Policy Committee agenda of the Committee of the Whole.
3. When appropriate, the superintendent shall seek legal advice on any policy matter.
4. Policy drafts shall be brought by the Committee of the Whole 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 the board.
7. Once comments have been considered 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. If the board adopts a motion which has continuing applicability the board shall seek means to include the direction of such motion as part of an existing policy or to develop a free-standing policy to reflect the direction contained in the motion.
11. The board may request the superintendent to change an administrative procedure to a draft board policy and will in such an instance provide the rationale for same.
12. 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.
13. 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.

14. The superintendent must inform the board of any substantive changes to administrative procedures as an information item in a board agenda.
15. 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.
16. The board shall review and revise its policies on a rotational basis which provides for all policies being reviewed at least once per term of office.

Legal Reference Sections 65, 74, 85 *School Act*

Adopted: September 2019