
POLICY MAKING

Policy development is the responsibility of the Board. Policies constitute the will of the Board in determining how the Division will be operated. Policies provide effective direction, information, and guidelines for the action of the Board, Superintendent, staff, students, electors, and other agencies. Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

Board policies will 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 will be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with the *Education Act* and provincial legislation. Further, while reserving the authority and responsibility to determine and adopt policies, the Board may collaborate with the community to carry out this responsibility. Obtaining comments from a broad base of stakeholders in the Division community is seen to be essential to ensure the adequacy, suitability, and effectiveness of Board policies in ensuring that students have the opportunity to meet the standards of education set by the Minister.

The following stages will guide the Board in its approach to policy making:

1. Needs Assessment

- 1.1 The Board, in cooperation with the Superintendent, will assess the need for a policy, as a result of research-based practice, monitoring activities, or on the suggestion of stakeholders, and identify the critical attributes of each policy to be developed.

2. Development

- 2.1 The Board may develop the policy or may delegate the responsibility to the Superintendent.

3. Implementation

- 3.1 The Board is responsible for the implementation of policies governing its own processes.
- 3.2 The Board and Superintendent share responsibility for the implementation of all other policies.

4. Evaluation

- 4.1 The Board, in cooperation with the Superintendent, will evaluate each policy in a timely manner to determine whether or not it is meeting its intended purpose.

Specifically

1. When the need for a new or revised Board policy is established, the Superintendent will prepare a draft policy. A draft policy will be taken to a Board Policy Committee meeting for consideration.

2. In the solicitation of comments with respect to a draft policy, drafts may be circulated to all schools, School Councils, employee groups, and stakeholders deemed appropriate by the Board Policy Committee. Comments will be reviewed by the Board Policy Committee and accepted as information in the process of the adoption of the policy.
3. When appropriate, the Superintendent will seek legal advice on the intent and wording of the policy.
4. When a policy requires additional commentary from staff or the public, the Superintendent may form an ad hoc committee to carry out this function. The composition, duration, and frequency of meetings of the ad hoc committee are left to the discretion of the Superintendent.
5. The Board will deal with policy issues at Policy Committee meetings and the subsequent adoption of any new policy or policy revision will take place at a regular Board meeting. Adoption of a policy will be by Board motion.
6. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the administration, management, and operation of the Division.
7. The Superintendent must 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.
8. The Board may request the Superintendent to change an administrative procedure to a draft Board policy, and will provide the rationale for same.
9. 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.
10. All Board policies will be posted on the Division’s website and notification of any changes sent to trustees, all principals, and central office staff.
11. When a Board policy requires the principal to develop a school action plan, it must align with the *Education Act*, Regulations, Board policies and administrative procedures. School action plans will be submitted to the Superintendent for review.
12. The Board will review each policy on a Board approved schedule that states a minimum of two (2) years for a policy review.

Legal Reference: Section 33, 51, 52, 53, 222 Education Act

Approved: November 2005

Amended: June 1, 2011, January 13, 2016, March 21, 2018, March 11, 2020; October 25, 2023