

POLICY 10: POLICY MAKING

POLICY MAKING

The Board is responsible for the development of educational goals and policies in keeping with the requirements of government legislation and the values of the electorate. In order to meet its responsibility, the Board shall establish and maintain written policies which express its philosophical beliefs in support of public education and provide effective direction and guidelines for the action of the Board, the Superintendent, staff, students, electors and other agencies. Board policies constitute the will of the Board in determining how the Division will be operated.

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 Education Act and provincial legislation.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to guide the Division and to provide the opportunity for the Superintendent to exercise professional judgement and experience through the development of Administrative Procedures in alignment with Board Policy to guide the administration of the Division.

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 could delegate the responsibility for development to the Superintendent or a committee. When responsibility for development is delegated, alternatives considered or to be considered must be included in the report to the Board to facilitate the choice of the best alternative.

3. Implementation

The implementation of the policy is an administrative responsibility.

4. Evaluation

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

Specifically

1. Any Trustee, employee, taxpayer, parent or student of the Division may make suggestions regarding the possible development of a policy on any matter, by presenting a proposal for a policy in writing to the Superintendent. The proposal shall contain a brief statement of purpose or rationale.

2. Policy may also be initiated by the results of a public consultation or survey, needs assessment, or policy evaluation.
3. The Superintendent shall present the proposal to the Board for initial consideration. Should the Board determine the need for policy development, the Board will direct the topic to an individual or The Policy Review and Development Committee to prepare a draft policy for further Board consideration.
4. Proposed policies are to be presented to the Board as draft policies.
5. Proposed policies which are 'accepted as information' by the Board shall be posted on the division website for a period of two weeks for the purpose of gathering feedback to be submitted to the Policy Review and Development Committee.
6. The Policy Review and Development Committee will submit the final draft policy to the Board for final approval.
7. Once the policy has received final approval by the Board, it will be posted on the district website and will be flagged as "new" for a period of at least 30 days.
8. In instances where the policy has been drafted as the result of legal agreements or where the modifications are minor and do not affect the intent of the policy, modifications are presented directly to the Board of Trustees for approval as housekeeping.
9. All suggestions must proceed through the policy making process as outlined in the protocols.
10. The Board shall have the right to unilaterally establish policy which addresses monetary or payment matters.
11. The Superintendent is responsible for communicating policies within the Division; for monitoring Division policies on an ongoing basis; and for making recommendations to the Board for revision.
12. The approval of a policy statement for inclusion in this handbook suspends any previously adopted policy relating to the issues covered in the approved policy statement.
13. The Board shall review each policy annually.
14. The Superintendent shall develop administrative procedures, as specified in Policy 11: Board Delegation of Authority. These Administrative Procedures must be in accordance with Board policies.
15. The Superintendent may suspend a policy, but at the first opportunity they shall report to the Board the reasons for suspension and the recommended amendments. The Board may ratify the suspension or it may reinstate the policy. When it is expedient the Superintendent may make the decision in consultation with the Board Chair.

Legal Reference:

Section 33,51,52,53,222 Education Act

Board Procedures Regulation

History:

Prepared: September 2003

Amended: March 2020