

## **POLICY MAKING**

Policy development is a key responsibility of the Board. Policies establish directions for the Division, assign authority and establish controls that make Board governance and management possible. Policies are the means by which the Board, Superintendent and Division staff are accountable to the community as a whole. 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 legislation. Further, the Board believes that the development and review of policies are enhanced when the process allows for the ongoing participation of staff.

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 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 to a Board committee. The process for the development and review of policies should allow for the participation of interested and concerned groups and individuals as appropriate to their circumstances.

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 all other policies.

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. The Board may request the Superintendent to change an administrative procedure to a draft Board policy, and will provide the rationale for same.
2. Policies adopted by the Board shall be attached to the minutes of the meeting at which they were adopted.
3. The Superintendent must develop administrative procedures as specified in Policy 12 and may develop such other procedures as deemed necessary for the effective operation of the Division; these must be in accordance with Board policies.
4. 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.
5. All Board policies shall be posted on the Division's website and distributed electronically to all principals and central office staff.
6. The Board shall review each policy at least once in a four-year term.

Legal Reference: Section 60, 61, School Act

**Adopted: August 2004**  
**Revised: December 2009**  
**March 2013**  
**May 2014**  
**Reviewed**  
**and Reaffirmed: March 2014**