

### **POLICY FORMATION 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. 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 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 legislation. Further, while reserving unto itself the authority and responsibility to determine and adopt policies, the Board encourages interested groups and individuals to participate in the policy making process.

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 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 delegate the responsibility for development to a Policy Committee.

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

Policy development and approval will occur over a series of regular Board meetings where direction and/or opportunities for a consultation process may be provided, with review and possible amendment as follows:

1. A proposal to adopt, amend or rescind a policy may be initiated by individual members of the Board or by the Superintendent. The proposal, excluding Bylaws, must be tabled for initial consideration at a regular meeting of the Board. At this meeting, the Board will provide sixty (60) days notice of its intention to consider and vote on the proposal at a subsequent regular meeting.
2. To be adopted, the proposal must be approved by a majority of the trustees present.
3. Proposed policies, amendments or deletions will be presented to the Board in the following sequence:
  - 3.1 As policy is being developed, reviewed and proposed, an information item will be presented at a regular Board meeting. The Board will provide sixty (60) days' notice that it intends to consider and vote on the proposal at a subsequent regular meeting.
  - 3.2 Interested persons or groups may submit suggestions.
  - 3.3 At a subsequent regular meeting, comments will normally be solicited from the Superintendent or designate. Board members may offer their reaction and provide directions for any redrafting of the proposed policy.
  - 3.4 At a regular meeting at least sixty (60) days after the proposal was introduced, the Board will vote on the policy proposal.
4. When appropriate, the Superintendent shall seek legal advice on the intent and the wording of the policy.
5. Adoption of a policy statement shall 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 District. Such decisions carry the weight of policy until such time as specific written policy is developed.
7. The Board may request the Superintendent to change an administrative procedure to a draft Board policy and will provide the rationale for same.
8. 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 District; these must be in accordance with Board policies.
9. The Board may also repeal 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. The Superintendent must inform the Board of any changes to administrative procedures.
11. All Board policies and administrative procedures shall be posted on the District's website.
12. The Board shall review each policy annually.

Legal Reference: *Sections 65, 85 School Act*