

Policy Number and Name: 309 Policy Making

Policy Section: 300 Board Governance

Effective Date: November 23, 2023

Revised Date:

Purpose:

The Board is responsible for the development of policies in keeping with the requirements of government legislation and the values of the electorate.

Policy:

To meet its responsibility, the Board shall establish and maintain written policies that express its philosophical beliefs in support of public education and provide effective direction and guidelines for the action of the Board, the Director, staff, students, electors, and other agencies. Board policies constitute the will of the Board in overseeing how the Division will operate. Board policy differs from operational policy that provides direction on the administrative operations and procedures of the Division under the direction of the Director.

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, 1995* and Education Regulations and other provincial and federal legislation. Further, the Board believes that the development and review of policies are enhanced when the process allows for the meaningful involvement of staff and other interested groups and persons.

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 Director to exercise professional training and experience 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 Director, shall assess the need for a policy and identify the critical attributes of each policy to be developed.
 - a) Parent groups, teachers, administrators, school community councils, student councils, Trustees, and others interested in the educational system are invited to submit suggestions or recommendations regarding new or existing policy at any time. Such suggestions or recommendations shall be submitted in writing to the Director and include a brief statement of purpose or rationale.
- 2) Development - The Board may develop the policy itself or delegate the responsibility for its development to the Director.
 - a) Normally, requests for new policy or amendments to existing policy originating from schools will be directed through the Principal to the Director.

- b) Policy development or revision may also be initiated by the results of a public consultation, survey, needs assessment, or policy evaluation.
 - c) The Director or designate shall be responsible to assign a member of the administrative staff to prepare a proposal.
 - d) The Director shall present the proposal to the Board for initial consideration. Should the Board determine the need for policy development or revision, the Board will have the Director initiate the development process. Once a final draft has been completed, feedback will be sought with stakeholders impacted by the change. Timeline for stakeholder feedback is recommended to be thirty (30) days.
 - e) The final draft of the policy or amendments shall be presented to the Board for its consideration and approval.
 - f) Only those policies that are adopted and recorded in the minutes constitute the official policies of the Board.
- 3) Implementation - The Board is responsible for the implementation of policies governing its own processes. The Board and Director share the responsibility for implementation of policies relating to the Board-Director relationship. The Director is responsible for the implementation of the administrative and operational policies.
- a) In approving policy, the Board will always work from the broadest, most general statement of policy, and will proceed to develop progressively more specific policies until it is satisfied that it has achieved the degrees of definition necessary in the policy area under consideration.
 - b) The Director is responsible for communicating Board policies and administrative procedures within the Division; for monitoring policies and procedures on an ongoing basis; for reporting the outcomes of policy decisions to the Board; and for making recommendations to the Board for revision.
 - c) The Director must develop administrative procedures as specified in the Policy – 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.
- 4) Evaluation - The Board, in cooperation with the Director, shall review adherence to each policy in a timely manner to determine compliance, currency, and if it is meeting its intended purpose.
- a) The Board may provide direction to the Director to change a Board policy to an administrative procedure. As with other administrative procedures, these procedures may then be modified at the Director's discretion.
 - b) The Board shall review each policy during its term as part of its self-evaluation.

References:

The Education Act, 1995, Sections 85, 87

The School Division Administration Regulations, 2017, Part 8