

Policy 3 – Policy Making

Initial Approval:	September 4, 2018		
References:	The Education Act, 1995, Sections 85, 87; The School Division Administration Regulations, 2017, Part 8		
Date Revised:		Motion:	13381

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Division will operate. Policies provide effective direction and guidelines for the action of the Board, Director, 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 Division. 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 Education Act, 1995* and provincial as well as 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 where appropriate.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines that guide the Division and the opportunity for the Director 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 Director, shall assess the need for a policy and identify the critical attributes of each policy to be developed.

2. Development

The Board may develop the policy itself or delegate the responsibility for its development to the Director.

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 other policies.

4. Evaluation

The Board, in cooperation with the Director, shall review adherence to each policy in a timely manner in order to determine compliance, currency and if it is meeting its intended purpose.

Specifically,

1. If the Board requests that a new policy be drafted or an existing policy be reviewed for possible amendment, the Director shall develop a draft policy review process.
2. When appropriate, the Director or Board shall seek legal advice.
3. The Board may seek additional input into proposed changes in policy, or drafts, whenever it is deemed appropriate.
4. The final draft of the policy or amendments shall be presented to the Board for its consideration and approval.
5. Only those policies which are adopted and recorded in the minutes constitute the official policies of the Board.
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. Such decisions carry the weight of policy until such time as specific written policy is developed.
7. The Board may request the Director to change an administrative application to address Board policy. In doing so, the Board will provide rationale.
8. The Director must develop administrative applications 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.
9. The Board may also delete a policy and subsequently delegate the Director authority over this area. The Director may choose to then develop an administrative application relative to this matter.
10. The Director must inform the Board in a timely manner of any changes to administrative applications.
11. The Director shall arrange for all Board policies and administrative applications and subsequent revisions to be posted on the Division’s website, in a timely manner, for staff and public access.
12. The Board shall review its policies annually.