

Policy References	Policy Development Tracking
<p>External: Education Act: Sections, 85, 87</p> <p>Internal: BP 11 – Board Delegation of Authority</p>	<p>Adopted: June 28, 2011</p> <p>Amended: June 26, 2018</p>

The Board is responsible for the development of 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 actions of the Board, the Director, staff, students, electors and other agencies. Board policies constitute the will of the Board in determining how the Division will be operated.

Specifically

1. General Principles of Policy Development

- 1.1 The Board shall ensure compliance with The Education Act and other provincial legislation when developing policy.
- 1.2 The Board shall ensure that requirements necessary to provide public education are taken into consideration when developing policy.
- 1.3 Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines for the Division and opportunity for the Director to exercise professional training and experience in the administration of the Division.

2. Stages of Policy Development

2.1 Board Policy Development: Initiation and Preliminary Planning

- 2.1.1 The Board, in cooperation with the Director, shall assess the need for policy and identify critical policy attributes required for development.
- 2.1.2 Suggestions or recommendations for new or existing policy may be made to the Director at any time.
 - 2.1.2.1 Suggestions or recommendations for policy development shall be submitted to the Director in writing, and include a brief statement of purpose or rationale.
- 2.1.3 Any trustee, elector, School Community Council, or staff member may initiate suggestions or recommendations for new or existing policy.
- 2.1.4 Requests for new policy or amendments to existing policy originating from schools will be forwarded to the Director through the Principal.
- 2.1.5 Policy development or revision may also be initiated through public consultation, survey, needs assessments or policy evaluation.

2.2 Board Policy Development

- 2.2.1 The Board may develop policy or delegate this responsibility to the Director.

2.2.2 Draft proposals may be developed in consultation with advisory committees, School Community Councils, employee groups, administrative staff and outside agencies and consultants.

2.2.2.1 The engagement of outside agencies or consultants shall require prior Board approval if anticipated involvement costs exceed approved budget allocations.

2.2.3 When appropriate, the Board or Director shall seek legal advice on the intent or wording of a policy.

2.2.4 The Board may seek additional input into proposed changes in policy or drafts.

2.3 Board Policy Approval and Implementation

2.3.1 The final draft of policy or amendments shall be presented to the Board for consideration and approval.

2.3.2 Only those policies adopted and recorded in the minutes constitute the official policies of the Board.

2.3.3 In the absence of existing policy, the Board may make decisions by motion on matters affecting the administration, management and operation of the Division. Such decisions carry the weight of policy until further policy is developed.

2.3.4 The Board is responsible for implementation of policies governing its own processes.

2.3.5 The Board and Director share responsibility for implementation of policies addressing the Board/Director relationship.

2.3.6 The Director is responsible for the implementation of all other Board policy.

2.4 Board Policy Evaluation

Through an annual review, the Board, in cooperation with the Director, shall evaluate each Board policy in order to determine if it continues to meet its intended purpose.

3. Board Policy/Administrative Procedure Relationship

3.1 The Board may request the Director to change an Administrative Procedure to a draft Board policy. In so doing, the Board will provide rationale.

3.2 The Director must inform the Board of any substantive changes to Administrative Procedures.

3.3 The Board may delete a Board policy and delegate related authority to the Director. In most instances of this nature, the Director will develop an Administrative Procedure in place of deleted Board policy.

3.4 The Director must develop administrative procedures 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.

3.4.1 Administrative procedures developed by the Director must work in accordance with Board policy.

4. Publication of Board Policy

4.1 The Director shall arrange for all Board policies and administrative procedures to be posted on the Division website in a timely manner for staff and public access.