Policy 10

POLICY MAKING

The Board is responsible for providing the Division's students with a complete offering of learning opportunities delivered within the context of Catholic teachings and traditions. In order to meet its responsibility, the Board shall establish and maintain written policies and requires the Superintendent to keep current written administrative procedures that express its philosophical beliefs in support of Catholic education and provide effective guidelines for action.

The Board shall be guided in its approach to policy development by ensuring adherence to the requirements necessary to provide a Catholic education in compliance with provincial legislation.

Board policies are statements which set forth the purpose and prescribe in general terms the organization and program of a school system. They create a framework within which the Superintendent and his staff can discharge their assigned duties with positive direction. A policy provides a standard, in terms of goals and objectives, against which to measure the performance of the school system. In stating the community's basic goals and direction for the school system, policies are to foster stability and continuity.

Policies must be consistent with each other and give long-range direction to decision-making. They are to be of such nature as to ensure to a considerable extent that there will be clarity and consistency in Board decisions and in operational procedures.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop and communicate the broad guidelines and direction for the Division and to assign authority to the Superintendent for the administrative operations of the Division.
The Board shall adhere to the following stages in its approach to policy development:

1. Planning

   The Board, in cooperation with the Superintendent as a result of its own monitoring activities or on the suggestion of others, shall assess the need for a policy and identify the critical attributes of such a policy.

2. Development

   The Board may develop the policy itself or delegate the authority for its development to the Superintendent or a Board committee.

3. Implementation

   The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share responsibility for the 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 if it is achieving its intended purpose.

Specifically

1. Any trustee, employee, taxpayer, parent, student or School Council of the Division may make suggestions regarding the possible development of a policy or the need for policy revisions on any matter, by presenting a proposal for a policy or revisions in writing to the Superintendent or Board Chair. The proposal shall contain a brief statement of purpose or rationale.

2. The Chair will inform the Board of the request for policy development/ revision. Policy development or revision may also be initiated by the results of a public consultation, survey, needs assessment, or policy evaluation. The Board Committee of the Whole is designated to review current policies, carefully consider policy alternatives, and initiate new policies prior to presenting policy and policy changes to the Board.

3. When developing policy, input is welcomed from those affected by the policy. Input may also be requested from government, community leaders, other Boards or agencies, and contractors. Placing the focus of decision-making and policy making on the Board does not imply the exclusion of meaningful opinion and input from staff members, parents and members of the community.

4. Policy adoption or revision requires first, second, and third readings at regular meetings of the Board and is to be publicized as widely as possible during the following procedure:

   First Reading

   > The policy and rationale are presented, with a recommendation from administration, and the Policy Development and Revision Committee. The policy is then referred to all stakeholder groups for input.

   Second Reading

   > A draft of the policy is presented to the Board, along with the Policy Development and Revision Committee's response to suggestions made between first and second Board readings of the policy. During the second reading direction is given regarding final wording of the policy.

   Third Reading

   > The final draft of the policy is presented for approval.

6. Policy, when formally adopted by the Board, shall be recorded in the minutes of the Board meeting. Only those policies so adopted and recorded shall be regarded as official Board policy.

7. New or revised policies will become effective on the date of Board approval unless otherwise indicated in the Board motion.

8. Any policy of the Board may be rescinded at any regular Board meeting following a Notice of Motion being given at least two regular Board meetings previous to the meeting where the motion to rescind will be voted upon. The Motion to rescind shall be decided by a two-thirds majority (four out of five trustees) vote of the Board.

9. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the Division.

10. The Board may direct the Superintendent to rewrite an administrative procedure as a draft Board policy and will provide the rationale for same.

11. The Superintendent must develop administrative procedures as specified in Board 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.

12. The Board may also delete a policy and subsequently delegate to the Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure relative to this matter.

13. The Superintendent must inform the Board as an information item on the Non-Action Agenda of any changes to administrative procedures.

14. All Board policies shall be posted on the Division's website and distributed electronically to all Division staff.

15. The Board shall review each policy annually.

16. The Superintendent is responsible for alerting the Board when proposed motions may conflict with existing policies.

Reference: Section 51, 52, 53, 54, 222 Education Act

First Reading: March 11, 2008
Second Reading: March 11, 2008
Third Reading: April 08, 2008

First reading   June 9, 2020
Second reading   September 8, 2020
Third Reading   September 8, 2020