

POLICY 10

POLICY MAKING

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Division will be operated and communicate the Board's values, beliefs and expectations. 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 Division. Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

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 that express its philosophical beliefs in support of Catholic education and provide effective guidelines for the actions of the Board and Superintendent.

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

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:

Planning

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

Development

The Board may develop the policy itself or delegate the authority for its development to the Superintendent or an ad hoc Board committee. Depending on the nature of the policy, the Board may obtain input from Division stakeholders during policy development.

Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for the implementation of policies relating to the Board/Superintendent relationship. The Superintendent is responsible for the implementation of all other policies.

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. Prior to the adoption of any policy, the Board shall direct the Superintendent to provide information, if applicable, with regard to:
 - 1.1 Legal implications;
 - 1.2 Affordability;
 - 1.3 Acceptability;
 - 1.4 Feasibility;
 - 1.5 Consistency with the philosophy and directions of the Board;
 - 1.6 Enforceability.
2. The need for a new or revised policy can be initiated by any individual or group and communicated to the Superintendent for consideration.
3. The Board may request the Superintendent to change an Administrative Procedure to a draft Board policy, and will provide the rationale for it.
4. Where appropriate, and in accordance with the Collective Agreement, the Board shall obtain input from the Teacher-Board Advisory Committee before finalizing new policies and/or policy changes.
5. 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.
6. The Superintendent shall arrange for all Board policies to be posted on the Division's website and distributed electronically to all Principals and Division Office staff.
7. The Superintendent is responsible 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.
8. The Superintendent shall 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; these must be in accordance with Board policies.
9. The Board may direct the Superintendent to change a Board policy to an Administrative Procedure. As with other Administrative Procedures, these procedures may then be modified at the Superintendent's discretion.

10. The Board may also delete 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.

Legal Reference: Section 33, 51, 52, 53, 222 Education Act
Board Procedures Regulation
Collective Agreements