



POLICY 1.60 POLICY DEVELOPMENT AND CURRENCY

The Board of Education considers that a major governance responsibility of the Board is the development of policy to provide direction and guidance for the District.

The Board has the sole authority to develop, amend, approve and rescind policies through Board resolution. Policies shall be consistent with the *School Act* and its regulations and ministerial orders, other provincial and federal legislation and the strategic direction for the district.

The Board recognizes that it is the responsibility of the Superintendent to ensure that appropriate administrative procedures are developed to support the implementation of policy, communicate expectations for the system and provide guidance regarding general operational matters.

GUIDELINES

1. Policy Initiation

- 1.1. The need for a new policy or revisions to existing policy may be identified by the Board, the Superintendent, Secretary-Treasurer, or as a result of a Board Standing or Ad Hoc Committee recommendation or as a result of provincial government requirements.
- 1.2. Rightsholders, any person within the boundaries of the school district, or any member of a partner group, such as parents, teachers, staff, or administrators may make written suggestions or recommendations to the Superintendent for policies to be developed or amended.

2. Policy Revisions and Development

- 2.1. It is the Board's responsibility to initiate any revisions and new policy by referral to the Policy Committee at a regular Board meeting.
- 2.2. It is the responsibility of the Superintendent and Secretary-Treasurer to support the Board by obtaining necessary information, outlining policy alternatives and the preparation of draft policy. When appropriate, the Superintendent or Secretary-Treasurer may seek legal or expert advice regarding the wording of policy.
- 2.3. The Board will establish a Policy Committee to provide general advice and feedback regarding policy revision and new policy during the drafting process.

- 2.3.1. A sub-committee of the Policy committee, with appropriate representation, may be struck for a time-limited purpose, to provide detailed feedback and advice regarding the policy matter.

3. Consultation

- 3.1. The Board welcomes input with respect to revised and draft policy.
- 3.2. New policy, or revisions to existing policy, shall be presented at a regular Board meeting, and authorized for consultation.
 - 3.2.1. Review By an Existing Committee – The policy may be referred to an existing committee for discussion and advice; and
 - 3.2.2. Public Notice and Comment – The policy will be circulated for a thirty-day period for comment and feedback.

4. Adoption

- 4.1. Subsequent to the consultation period, the policy shall be brought forward to a Board meeting, with the feedback summarized.
- 4.2. The Board may amend the policy based on comments and suggestions received and adopt the policy.
- 4.3. Should the extent of feedback be such that the Board feels the policy would benefit from further input, the policy may be referred to the policy committee for further review.
- 4.4. The Board has the authority to make amendments to policy without public consultation in cases where the changes are of a minor housekeeping nature, or the amendment does not affect the general intent of the policy.

5. Policy Implementation

- 5.1. It is the Superintendent's responsibility to oversee the implementation of Board policy. To do so, the Superintendent will ensure distribution of the policy and, where necessary, issue Administrative Procedures.

6. Policy Publication

- 6.1. Board policies will be kept up to date in electronic format and published on the District website.

7. Keeping Policy Current

- 7.1. The Board will review governance policies at least once, within the Board's term of office.
- 7.2. The Superintendent, Secretary-Treasurer or the Policy Committee will call the Board's attention to any policies that are out of date or, for other reasons, appear to need revision.

8. Absence Of Policy

- 8.1. In the absence of Board policy, the Superintendent may act at their discretion.
- 8.2. The decision shall be subject to a review by the Board at its next regular meeting.
- 8.3. The Superintendent will inform the Board of a potential need for policy development.

9. Suspension of policy

- 9.1. The operation of any Board policy, or a portion thereof, may be suspended in a specific instance, by a majority vote of Board members present at any regular or special meeting.