

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 and for compliance with the School 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:

1. Planning
The Board and/or the Policy Committee, 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 employee, separate school resident, 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 a Trustee of the Board and/or the Superintendent. The proposal shall contain a brief statement of purpose or rationale.

- 1.1 The Superintendent shall present the proposal to the Board for initial consideration. Should the Board determine the need for policy development or revision, the Board will direct the Superintendent to initiate the development process.
2. Policy development or revision may also be initiated by the board committee and/or a Trustee of 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.
4. 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.
5. The formal adoption of policies, and any amendments to existing policies, shall be subject to approval of three readings and recorded in the minutes of the Board meeting.
6. New or revised policies will become effective on the date of Board approval unless otherwise indicated in the Board motion.
7. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the Division. Such decisions carry the weight of policy until such time as specific written policy is developed.
8. The Board may direct the Superintendent to rewrite an administrative procedure as a draft Board policy and will provide the rationale for same.
9. 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 and be posted on the Division’s website.
10. 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.
11. The Superintendent must inform the Board in a Board agenda of any changes to administrative procedures.
12. All Board policies shall be posted on the Division’s website and an electronic notification will be forwarded to principals and Division office staff.
13. The Board shall review each policy annually.
14. Each Board policy shall be stamped with its creation, last revised, and last reviewed dates.

Legal Reference: Section 60, 61, School Act