
Policy 10

POLICY DEVELOPMENT

Policy development is a key responsibility of the Board. Policies communicate the Board's values, beliefs, and expectations, providing direction and guidelines for the District's operation.

Definitions

- **Policy:** A policy is a broad, value-based directive established by the Board to guide the organization. Policies articulate the Board's expectations, values, and strategic direction, providing a framework within which the Superintendent and staff operate. They are designed to ensure consistency, accountability, and alignment with the Board's vision and goals.
- **Administrative Procedure:** An administrative procedure is a detailed, operational guideline developed by the Superintendent to implement Board policies. These procedures outline the specific steps and processes required to achieve the objectives set forth in the policies. They are intended to provide clarity and direction for staff in their day-to-day activities, ensuring that the Board's policies are executed effectively and efficiently.

Policy Development Process

1. Planning:

- The Board, in cooperation with the Superintendent or Designate, shall assess the need for a policy and identify the critical attributes of each policy to be developed.
- Policies may be created or updated to ensure compliance with legislation, regulations and legislative mandate, or to address a policy direction need that has been identified.

2. Development and Approval:

- At the direction of the Board, the Superintendent or Designate will draft amendments to an existing policy or develop a new policy.
- After the Board reviews a draft policy, it might refer it to the Policy and Governance Committee for feedback. The Committee will then provide input to the Superintendent or Designate, who will inform the Board if another draft is needed or recommend the policy for final approval.
- Only those policies which are adopted and recorded in the Board meeting minutes constitute the official policies of the Board.

3. Implementation:

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

4. Evaluation and Review:

- The Board, in cooperation with the Superintendent, shall evaluate each policy in a timely manner in order to determine if it is meeting its intended purpose.
- The Board shall review all policies at least once in a four-year term and to ensure that compliance with legislation, regulations and legislative mandate is maintained

Administrative Procedures

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 District. These must be in accordance with Board policies.

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.

The Superintendent must inform the Board of any changes to administrative procedures.

Legal Reference: Sections 65, 74, 85 School Act

Adopted: Sept 24, 2018

Amended: October 28, 2024