

## **Policy Development**

Policy development is a key responsibility of the board. Policies constitute the will of the board in determining how the district will be operated. 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 district. Adoption of new board policies or revision of existing policies is solely the responsibility of the board.

The board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with the School Act and other provincial legislation. Further, the board believes that the development and review of policies are enhanced when the process allows for the meaningful involvement of staff and other interested groups and persons.

Board policies shall provide an appropriate balance between the responsibility of the board to develop the broad guidelines to guide the district and the opportunity for the superintendent to exercise professional judgment in the administration of the district.

The board shall adhere to the following stages in its approach to policy making:

- **Planning**

The board, in cooperation with the superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

- **Development**

The board may develop the policy itself or could delegate the responsibility for development to the superintendent. The process for the development and review of policies will allow for the participation of interested and concerned groups and individuals as appropriate to their circumstances.

- **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 administrative procedures as outlined in the [Board Delegation of Authority Policy #11](#).

- **Evaluation**

The board, in cooperation with the superintendent, shall evaluate each policy in a timely manner in order to determine whether or not it is meeting its intended purpose.

Specifically, policy development and approval will occur over a series of regular board meetings where direction and/or opportunities for a consultation process may be provided, with review and possible amendment as follows:

- Proposals to adopt, amend, or rescind a policy shall be initiated by notice of motion at a regular board meeting. Such notice of motion will be accompanied by relevant background information and, as appropriate, recommendations for a consultative process which may include staff groups; or, school and community representatives.

- At a subsequent meeting trustees, staff, or other groups, as appropriate, may offer input and reactions towards a draft policy. In addition, the draft policy will be circulated to the educational community, including all administrators and managers, employee groups, parent advisory councils, and the Mission District Parent's Advisory Council for review and comment, using the [Draft Policy Response](#) form.
- Once input and reactions have been received, the board will give direction on a timeline for a final draft policy to be brought forward to a regular board meeting for:
  - Final adoption, or;
  - Referral for additional amendments with adoption at a future meeting.
- When appropriate, the superintendent shall seek legal advice on the intent and the wording of the policy.
- Adoption of a policy statement shall be by board motion.
- In the absence of existing policy, the board may make decisions, by resolution, on matters affecting the administration, management, and operation of the district. Such decisions carry the weight of policy until such time as specific written policy is developed.
- The board may request the superintendent to change an administrative procedure to a draft board policy, and will provide the rationale for the same.
- The board may also repeal 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.
- All board policies and administrative procedures shall be posted on the district's website and distributed electronically to all principals and central office staff.
- The board shall review each policy as and when required.

**Date of Board Approval: September 2008**

*Legal Reference: School Act, Section 85*

*Cross Reference: [Board Delegation of Authority Policy #11](#)*