

## **POLICY MAKING**

The Board is responsible for the development of the educational goals and policies in keeping with the requirements of provincial legislation and the values of the Catholic community. In order to meet its responsibility, the Board shall establish and maintain written policies that express its philosophical beliefs in the support of Catholic education and provide effective guidelines for the actions of the Board and the Superintendent.

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

Board policies shall provide an appropriate balance between the responsibility of the Board to develop and communicate the broad guidelines to guide the division and to provide the opportunity to utilize the professional training and experience of the administrative staff.

### **The Board expects policies to:**

1. Contribute to the development and maintenance of a positive culture.
2. Define areas of responsibility.
3. Establish limits of authority.
4. Provide for consistent decision-making.
5. Create performance expectations.
6. Anticipate situations that may arise.
7. Be stated in positive, straightforward, clear sentences.
8. Reflect updated legal responsibilities as stipulated through revisions to Government Regulations and the School Act.

### **The Board shall adhere to the following stages in its approach to policy making:**

1. Planning
  - 1.1 The Board in cooperation with the Superintendent shall assess the need for policy and identify the critical attributes of such a policy.
2. Development
  - 2.1 The Board may develop the policy itself or can delegate the responsibility for development to the Superintendent or a committee.

### 3. Approval for New Policies

- 3.1. First Reading – The policy is presented by the Superintendent at a public meeting and discussed. The policy will be distributed for feedback if required.
- 3.2. Second Reading – The policy is again presented by the Superintendent at a public meeting in original or amended form and is open for discussion by the Board. The policy will be distributed for feedback if required.
- 3.3. Third Reading – The policy in its final form is given approval.
- 3.4. Not more than two (2) readings of a policy shall be held at any one (1) meeting.

### 4. Implementation

- 4.1 The Board is responsible for the implementation of policies which govern the Board. The Board and Superintendent share the responsibility for implementation of policies pertaining to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of the remaining policies.

### 5. Review

- 5.1 The Board, in cooperation with the Superintendent shall review each policy on a yearly basis in order to determine whether or not it is meeting its intended purpose. The Board shall maintain the right to review and/or amend a policy more than once a year.

### **Specifically**

For the review of any policy, the Board shall direct the Superintendent to provide information on the following:

1. Upon review, does the policy require amendment?
2. Nature of / reason for the amendment.
3. Other implications or considerations.

**Legal Reference: Section 60 (1)(a), School Act**