
POLICY DEVELOPMENT
- POLICY -

The primary instrument of local governance within a school district is Board policy. The Board of Education recognizes that its major responsibility is the establishment of sound policies to guide the administration of the district.

The Board will utilize a committee of the whole, the policy committee, as the vehicle for making recommendations on policies to the Board. Policy committee meetings will be held in public, unless the policy committee, by a majority vote, determines that it is in the public interest to discuss all or part of a particular policy in-camera. Verbal or written input on policies under development is welcome from members of the public or representatives of stakeholder groups.

The Vice-chair of the board will chair the policy committee. In the absence of the Vice-chair, the Board Chair will designate another trustee to act as chair of the policy committee.

First, second, and third readings by the Board shall take place at the regularly scheduled Board meetings.

- REGULATION -

1. ADOPTION OF NEW POLICIES

A five-stage process will be followed in order to ensure the orderly development of new policies. Normally, new policies are adopted after three readings by the Board and new regulations are approved after the third and final reading of the policy.

2. POLICY DEVELOPMENT FRAMEWORK

The Board will discuss and/or give first/second, and third and final reading to policies at its regular meetings.

2.1 Stage 1 – Initiation

Members of the public, students, employees, or trustees wishing to present a policy proposal will provide a copy of the proposal to the Superintendent of Schools and the Secretary-Treasurer at least five working days before the policy committee meeting at which the proposal is to be discussed.

2.2 Stage 2 – Development

The policy committee will review the proposal and either approve it for drafting or reject it. Discussion of an approved proposal at the policy committee meeting should explore alternatives and provide feedback to the Superintendent or designate for incorporation into a draft policy for circulation to stakeholder groups. The Superintendent or designate should research each proposal to determine its educational impact, budgetary effect, and the relationship of the proposal with existing plans, policies, legislation, and case law. Following this process a draft will be presented to the policy committee.

The Board should then discuss and vote on the first reading of the proposed policy, upon the recommendation of the policy committee.

The draft policy will then be circulated to all groups that may, in the opinion of the Board, have an interest in the policy, for reaction and feedback.

2.3 Stage 3 – Refinement

Feedback to the draft policy will be considered by the policy committee at its next meeting. The policy committee will then recommend second reading of the policy, incorporating any required changes to the draft. The Board should then discuss and vote on the second reading of the draft policy.

If revised, the policy will be circulated again to give stakeholder groups another opportunity to provide input. If unchanged, the opportunity would be available for groups to provide input to the committee regarding the existing draft.

The policy committee will review this input prior to recommending that the Board give third reading and adoption of the final version of the policy. The Board should then discuss and vote on the third and final reading of the draft policy and its regulations.

The new policy and regulations, if any, are then distributed to all policy book holders.

2.4 Stage 4 – Implementation

Policy implementation is normally a responsibility of school and district administration. Programs, procedures or directives, consistent with the new or modified policy, may be developed by the Superintendent or designate as part of the implementation process.

2.5 Stage 5 – Review

The effectiveness of all Board policies should be evaluated periodically by the policy committee.

3. CHANGES OR REVISIONS TO EXISTING POLICIES OR DRAFTS

Changes in regulations or minor changes to existing policies may occur in one reading by the Board.

Significant changes in existing policies should follow the process for the development of new policies. Under unusual circumstances, the Board may temporarily approve a policy with one reading to meet emergency conditions; however, the normal process would follow before the policy will be considered permanent.

Additionally, when policy revisions are required by changes in legislation or negotiated agreements, the Board may approve such changes in one reading without undertaking the normal development process.

Amendments to a draft policy, at any stage in the development process, do not necessitate the repetition of any reading or stage, unless the Board determines that the amendments need further input or study.