

## Policy 8 POLICY MAKING

---

The Board of Trustees is responsible for the development of policies that adhere to *The Education Act*, provincial legislation and reflect the values of Catholic education. The Board shall establish and maintain written policies that provide effective guidelines for the actions of the Board, the Superintendent, and the operation of the Division. The Superintendent of Schools then establishes procedures that schools and central office must follow to achieve Board policies.

Board policies provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to guide the Division and to utilize the professional training, experience and expertise in the administration of the Division.

1. The Board, in cooperation with the Superintendent, shall determine the need for a policy and identify the critical attributes.
  - 1.1 The Board may develop the policy itself or delegate the responsibility to the Superintendent.
  - 1.2 The implementation of the policy is an administrative responsibility.
  - 1.3 The Board, in cooperation with the Superintendent, shall periodically evaluate each policy to determine whether or not it is meeting its intended purpose.
2. Any person or party may present a written proposal for a policy to the Superintendent. The proposal shall contain a brief statement of purpose or proposed change.
  - 2.1 The Superintendent will present the proposal to the Board for initial consideration.
  - 2.2 The Board shall determine the need for policy development and provide direction for desired policy.
3. Prior to the adoption of any policy, the Superintendent shall ensure that it is legal, affordable, feasible, enforceable, and consistent with Board philosophy.
4. The Board will give each proposal for policy development three readings in public session as follows:
  - 4.1 First Reading – The policy proposal is presented and discussed by the Board. The Board may determine the manner and timeline for receiving input from interested parties;
  - 4.2 Second Reading – The policy proposal is discussed further by the Board taking into consideration any input received and any amendments arising from such input; and
  - 4.3 Third Reading – Final approval of the policy.

- 4.4 No more than two readings of any policy proposal may be given at any one meeting of the Board unless all the trustees are present and unanimously agree to give the policy a third reading.
- 4.5 Upon final approval by the Board, a policy amendment, or policy affirmation does not require three readings, and will become part of the minutes of the Board;
- 4.6 The Board shall review each policy statement once every three years.
- 5. The Superintendent is responsible for communicating Board policies to schools, staff and school councils in the Division; for monitoring policies on an ongoing basis; for reporting the outcomes of policy decisions to the Board; and for making recommendations for revisions to the Board.
- 6. The Superintendent shall develop administrative procedures, if applicable, to support the Board policies.
- 7. The Board has delegated to the Superintendent the authority to undertake an immediate administrative action in the absence of Board policy or guidelines

Reviewed/Revised: February 2014                      February 2019                      January 2020                      September 2024

Approved: June 23, 2014 Next                      April 22, 2021                      September 26, 2024