

POLICY AND 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 and communicate the Board's values, beliefs and expectations. Policies provide direction and guidelines for the action of the Board, Superintendent, staff, students, electors and other agencies. 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 of the [School Act](#) and provincial as well as federal legislation.

Board policies shall provide an appropriate balance between the responsibility of the Board to govern and the Superintendent to administer.

The Board shall adhere to the following steps in policy making:

1. 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.

2. Development

The Board may develop the policy itself or delegate the responsibility for its development to the Superintendent.

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 and Superintendent relationship. The Superintendent is responsible for the implementation of all other policies.

4. Evaluation

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 its policies following a schedule that results in all policies in the Board Policy Handbook being reviewed at least once in a Board's term of office.

Policy 10

Specifically

Need identified:

1. Any Trustee, employee, parent, student or other community member may make suggestions regarding the possible development of a policy or the need for policy revisions on any matter by presenting a proposal for a policy or revisions, in writing, to the Superintendent. The proposal shall contain a brief statement of purpose or rationale.

Policy development/revision:

2. The Superintendent will inform the Advisory Committee of the request for policy development/revision. The Advisory Committee will determine the action, if any, to be taken, and may include convening a working group or ad hoc committee.
3. In accordance with the letter of understanding signed December 9, 2020 between the Board and the Prince George District Teachers' Association, the Prince George District Teachers' Association will be provided opportunity for input on new and revisions to Policies and Regulations which impact teachers prior to final adoption.
4. New policy, major policy revisions, and minor revisions will be presented to the Advisory Committee for comments and suggestions on the policy draft.
5. When appropriate, the Superintendent shall seek legal advice on any policy matter.

Policy approval/implementation:

6. Once considerations are satisfied at the Advisory Committee, the policy will be recommended to the Board for approval.
7. The Board will determine whether further information or consultation is required for minor revisions to policies which do not substantively impact the policy, including housekeeping revisions.
8. New policy, major policy revisions, and minor revisions requiring further consultation will be distributed for feedback on the policy draft for 60 days.
9. Consultation feedback will be forwarded to the Advisory Committee prior to final policy recommendation to the Board

Other:

10. Only those policies which are adopted and recorded in the minutes constitute the official policies of the Board.

Policy 10

11. 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.
12. The Board, at their discretion, may adopt a policy which has not followed the policy development and revision process.
13. If the Board adopts a motion which has continuing applicability the Board shall seek means to include the direction of such motion as part of an existing policy or to develop a free-standing policy to reflect the direction contained in the motion.
14. 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.
15. 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.
16. The Superintendent must inform the Board of any substantive changes to administrative procedures as an information item in a Board agenda.
17. The Board shall evaluate administrative procedures to determine their capacity to carry out the intention and spirit of the relevant policy.
18. The Board may request the Superintendent to change an administrative procedure to a draft Board policy and will in such an instance provide the rationale for same.
19. The Superintendent shall arrange for all Board policies and administrative procedures and subsequent revisions to be posted on the District's website, in a timely manner, for staff and public access.
20. The Board shall review and revise its policies on a rotational basis which provides for all policies being reviewed at least once per term of office.

Legal Reference: *School Act* Section 65, 74 and 85

Related Policies:

Policy 8 – Board Committees

Policy 11 – Board Delegation of Authority

Related Administrative Procedures:

AP 120 – Policy and Procedures Dissemination

AP 121 – Development and Review of Administrative Procedures

Approved: 2022.06.22

POLICY DEVELOPMENT AND REVISION PROCESS

