



Christ the Teacher Catholic Schools **Board Policy**

Policy Title: Policy Making

Code: BP 10

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Division will operate. Policies provide effective direction and guidelines for the action of the Board, Director/CEO, 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 Division. 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 Education Act, 1995 and provincial as well as federal legislation. The Board shall also ensure policy reflects the mission of Catholic education and the mission and values of Christ the Teacher Catholic School Division by developing policy that is guided by Gospel values and Church Teachings. 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 where appropriate.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to guide the Division and the opportunity for the Director/CEO to exercise professional judgment in the administration of the Division.

The Board recognizes that policies, to be effective, must be reviewed regularly and changed in keeping with existing circumstances. This policy provides for a review of all the existing policies of the Board. Once a policy has been approved or amended by the Board, all former policies or Board motions that are superseded in whole or in part by the new policy or amendment, shall be considered revoked.

Specifically,

1. The Board shall ensure that the policies it develops are compliant with relevant legislation or regulations, Catholic Church teachings, and consistent with existing Board policies or agreements.
2. The Board is responsible for the implementation of policies governing its own processes. The Board and Director share the responsibility for implementation of policies relating to the Board/Director relationship. The Board has delegated to the Director the authority to develop procedures to guide administrative actions.
3. Any Board member, by a carried motion, may initiate the process leading to the preparation or amendment of policy. The initiation motion shall include at least the main concerns that are to

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be addressed in the subsequent policy statement. The Board shall ensure that the necessary data is gathered to understand the issue and assure the integrity of the resultant policy statement. This data may be provided by the Director, or a Board Task Force. Policy development or amendment may be initiated by:

- 3.1 Board member motion;
 - 3.2 General consensus of Board members;
 - 3.3 Administrative recommendation;
 - 3.4 Stakeholders;
 - 3.5 Needs assessment;
 - 3.6 Policy review;
 - 3.7 Legislative change; or
 - 3.8 Policy violation.
4. The process for developing or amending policies shall be determined by the Board and may include communication strategies and public participation, as determined appropriate by the Board.
 5. Every new policy of the Board shall have three distinct separate readings and opportunities for Board members to debate before the policy is finally passed.
 - 5.1 The first reading involves introduction of a new policy. Before second reading, when relevant, the Director shall report to the Board on the general impact, cost and ease of implementation of the proposed policy.
 - 5.2 When appropriate, the Director shall seek legal advice on the intent and wording of the policy.
 - 5.3 It is at the stage of third reading where policies are approved.
 - 5.4 No more than two (2) readings of a new policy shall be given at any one meeting unless the Board members present at the meeting unanimously agree to give the policy a third reading.
 - 5.5 Existing policy requiring amendments or edits may be approved by Board motion, at the discretion of the Board.
 6. Unless an effective date in the future is specifically stated to allow for orderly implementation, all policies shall be effective upon adoption.
 7. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the administration, management and operation of the Division. Such decisions carry the weight of policy until such time as specific written policy is developed.
 8. The Board may request the Director to change an administrative procedure to a draft Board policy. In so doing, the Board will provide rationale.

9. The Director must develop administrative procedures as specified in Policy 11 and may develop such other procedures as deemed necessary for the effective operation of the Division; these must be in accordance with Board policies.
10. The Board may also delete a policy and subsequently delegate the Director authority over this area. The Director may choose to then develop an administrative procedure relative to this matter.
11. The Director shall arrange for all Board policies and administrative procedures and subsequent revisions to be posted on the Division's website, in a timely manner, for staff and public access.
12. The Board shall review each policy over a three-year cycle as noted in the Board Annual Work Plan, or as needed, to determine whether or not a policy is relevant and that the policy is meeting its intended purpose.

Reference: Sections 74, 85, 87, 103, 109 Education Act

Date Issued: November, 2007

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March 22, 2010
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