

8. Policy Development and Amendment and Review Schedule



The formulation and adoption of written policies constitutes the basic method by which the Board exercises its leadership in the operation of the school system. By adhering to the designated governance model, the Board ensures that the policy is the basis for action and decision making within the school division. Any consideration of policy will first involve the careful consideration of the division's mission and beliefs. The Board will then consider how the proposed policy or policy amendments and wording will impact or reflect these foundations.

The Board will identify issues that might require policy development or amendment and specify the issue(s) to be addressed. Openness is valued and the Board welcomes suggestions for improvements to Board policies. Recommendations for consideration of policy development or amendment may come to the Board from the Superintendent, any Board committee, Trustees, division personnel, or from the public. Often the need for policy amendments will emerge through the regular policy monitoring processes of the Board.

School boards develop four types of policy:

- Specified results the Board wants to achieve
- Defined authority and responsibility
- The processes and operations of the Board itself
- How the Board is connected to the management of the school division

Administrative procedures are the delegated responsibility of the Superintendent and may be developed, altered and modified without prior approval of the Board, except in those areas specifically identified through Board policy as requiring Board approval.

8.1 Policy Amendment and Development

At any point in the policy process, the Board may request from the Superintendent, additional information in order to develop more complete knowledge and a better understanding of specific policy issues, to support effective Board monitoring, and to develop better policy.

- i. All policy is written.
- ii. Governance policy statements define and clearly state Board expectations.
- iii. The Board monitors divisional progress toward the achievement of student outcomes and other goals through the regular assessment of policy compliance.
- iv. Policy which is deemed by the Board to be no longer relevant toward the achievement of Board outcomes is evaluated and amended appropriately. The decision to amend or develop policy will be made by Board motion.
- v. If the Board determines that policy development or amendment is required, Trustees may identify their own anticipated outcomes, values and rationale for the proposed policy development or amendment.
- vi. The Board will, by Board motion, identify the outcomes and values that the governance policy development or amendment will address and the proposed timelines for the work involved.
- vii. The Board resolutions will inform the work of the Superintendent in making recommendations to the Board for policy action.

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- viii. Every policy will have an active date (date adopted) and a date it was last reviewed or revised (date last amended).

Policies are developed depending on responses to the following three questions:

- Does this policy communicate clearly the purposes of the Board?
- Does this policy define the Board's instructions to the Superintendent in such a way as to allow the Superintendent an acceptable range of implementation?
- How will this policy be monitored?

8.2 Policy Review

The Western School Division believes that ongoing evaluation of policies is essential since changing needs, conditions, and objectives may render a policy inadequate or outdated, requiring revision or replacement. It is imperative, therefore, that policy review take place on a regular basis.

The Secretary-Treasurer is responsible for the annual review of the minutes in order to incorporate any changes in policy made by the Board during the year. The Board is responsible for the regular review of the *Board Policy Manual*.

All policies will be reviewed every 2 years.

8.3 Policy Dissemination

The Board deems it advisable that an up-to-date policy manual be on the Western School Division web site and available to all stakeholders:

The *Board Policy Manual* is open to inspection. A printed copy of the manual will be available for this purpose in the division office.

The official copy of the *Board Policy Manual* is the one maintained by the Secretary-Treasurer, who is also responsible to keep all policy manuals in the division current. The Secretary-Treasurer will update the web site and send notification to Administrative Council members.

Reference:

Policy 2 – Mission and Belief Statements

Policy 3 – Board Governance Model

Policy 4 – Division Goals and Success Indicators

Policy 5 – Board Operations

Policy 6 – Trustee Code of Conduct, Member Ethics and Conflict of Interest

Policy 9 – Board and Superintendent Relationship

Policy 11 – General Administration Constraints and Decision-making Matrix

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