

## **SD 42 POLICY: 2500**

### **BOARD POLICY DEVELOPMENT**

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The Board of Education (“Board”) of School District No. 42 (Maple Ridge-Pitt Meadows) believes that the establishment and evaluation of school district policy is a key responsibility of the Board. The Board’s policies are statements expressing the underlying philosophical basis, the values and core beliefs of the Board on an educational, business or related matter; and may also provide specific direction on rules for carrying out the philosophical intent and developing its goals.

The objective of the Board is to establish policies which provide direction and guidance in the operation of the school district and to assist the Superintendent of Schools to set parameters by which administration can develop administrative procedures. Policies will generally be broad enough to allow discretionary action, yet specific enough to provide clear direction to those responsible for implementing policy decisions 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 School Act and provincial legislation. Further, while reserving unto itself the authority and responsibility to determine and adopt policies, the Board encourages interested groups and individuals to participate in the policy making process.

The Board delegates the responsibility for the review of existing policies for currency and relevancy and the development of new policies to the Board Policy Development Committee (“Committee”). The Committee shall be comprised of two Board appointed Trustees, the Superintendent and the Secretary Treasurer. The Committee is empowered to add other persons to the committee on a specific policy basis in order to ensure appropriate expertise and experience is available.

On a specific policy basis the Board reserves the right to modify the policy development process outlined in this policy.

The Board’s policy making process consists of the following stages:

#### **1. INITIATION**

The need for a policy statement in a particular area may be identified as a result of an issue arising from one of many sources, and a decision made by the Board or the Superintendent on the need for a policy statement. In addition, policy revision may be dictated as a result of a regular re-examination of existing policy.

## **2. DEVELOPMENT**

It is the responsibility of the Board Policy Development Committee to consider the issue in question, obtain necessary information, explore policy alternatives and draft the proposed policy. Frequently this will involve preliminary Board consideration of policy alternatives and draft policy statements. At times there may also be a need to explore policy alternatives with constituent groups.

The Committee will consider the effects on the various groups of people, including students, staff, senior management, trustees and the community at large, and for that reason, the Committee work involves appropriate consultation with interested parties before policy recommendations are made to the whole Board.

When appropriate, the Superintendent or Secretary Treasurer shall seek legal advice on the intent and the wording of the policy.

## **4. REFINEMENT**

Consultation on the proposed policy is undertaken as appropriate, and the necessary revisions are made.

The Committee will determine appropriate timelines for each consultation process including the strategies for conducting the consultation process. Consultation may include written notification of the affected parties as well as other forms of processes which may include the use of meetings, focus groups, and written or oral presentations by interested parties.

Upon completion of the proposed draft policy the Committee will present it to the Board for information.

Following a Board determined public input period, the Committee will again consider feedback prior to making its final recommendation to the Board for policy adoption.

## **5. FINALIZATION**

In this stage, the Board formally adopts the policy as proposed or revised and the effects of the policy will be immediate unless specified differently.

Upon completion of the work of the Committee, the policy either new or revised will be recommended to the Board for adoption. The recommendation for adoption shall be made no less than two meetings following its initial presentation to the Board. Adoption of a policy statement shall be by Board motion.

## **POLICY IMPLEMENTATION**

It is the Superintendent's responsibility as Chief Executive Officer of the Board to implement Board policy. To do so, the Superintendent will ensure distribution of the policy and, where necessary, issue administrative procedures and meet with affected groups to ensure understanding of Board intent.

## **POLICY EVALUATION**

The quality of policy and the extent of its implementation should be systematically evaluated. The Superintendent is responsible for ensuring that policy is evaluated within one year of policy formulation and thereafter on regular basis as part of the review and revision process.

## **POLICY PUBLICATION**

The Board's policy manual will be kept up to date in electronic format by the Office of the Secretary Treasurer. Appropriate notification of new policies and revised existing policies will also form part of the publication process.

## **ABSENCE OF POLICY**

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.

**APPROVED: December 8, 2010**

**REVISED: October 9, 2013**