

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Division will be operated. Policies provide effective direction and guidelines for the action of the Board, Superintendent, 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*, and provincial as well as federal legislation. 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.

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 Superintendent to exercise professional judgment in the administration of the Division.

This policy shall apply to all policy development within the Board. 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.

Process:

The Board shall adhere to the following stages in its approach to policy making:

1. Planning:

The Board, in cooperation with the Superintendent or designate, 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 development to the Superintendent or designate. Draft policy is to be reviewed by the Policy Committee prior to circulation to the Board. When appropriate, the Superintendent or designate shall seek legal advice on the intent and the wording of the policy.

The Board acknowledges that in certain circumstances, stakeholders affected by a proposed policy may be involved in policy development.

The Board agrees to inform in writing the representatives of The Alberta Teachers' Association (ATA) Local No. 22 of proposed changes to policy and regulations which directly affect the working conditions of teachers. In order for the Board to consider any proposed changes from the ATA Local No. 22, these proposed changes must be received

within 30 consecutive days.

Upon receipt of the proposed new policy, or revised existing policy, or recommendation for deletion of a policy or the recommendation for a policy to remain in force, the Board may take one of the following steps:

- A. Adopt the policy as proposed
- B. Adopt the policy with modifications
- C. Adopt the policy after circulation to education partners and consideration of suggested modifications
- D. Refer the policy back to the Policy Committee of the Board with suggestions for further consideration

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

All Board policies shall be posted on the Division's website and distributed electronically to all School Administrators and Regional Services Administrators. School Administrators and Regional Services Administrators are to advise staff of any changes. Any changes to the policy will be posted promptly. The official electronic version of the Policy will be available to the public on the Division's web site.

4. Evaluation

The Policy Committee, in cooperation with the Superintendent or designate, shall review policies as required to assess relevance. It is the duty and responsibility of all employees to bring to the attention of the Superintendent or designate any policies or regulations that are no longer relevant.

Development of Administrative Procedures

The Board may delete or suspend 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.

The development of Administrative Procedures regarding a policy is the responsibility of the Superintendent or designate. The Administrative Procedures will be reviewed by the Superintendent in consultation with Regional Services Administrators.

Trustees may bring concerns regarding Administrative Procedures to the attention of the Superintendent. The Superintendent or designate, as requested, will review the Administrative Procedures with the Board. All changes in Administrative Procedures will be placed on the subsequent Board Meeting Agenda as information items.

Reference:

Education Act
Board Procedures Regulation
AP 10-03 Administrative Procedures, Forms and Handbooks