



Mountain View School Division

BOARD POLICY #6 – POLICY DEVELOPMENT, AMENDMENTS AND REVIEW SCHEDULE

A primary role of the Board is the development, amendment and monitoring of policy.

Strong governance policies:

- Illustrate the relationship between core values and the actions of the school division;
- Eliminate overlapping policies;
- Allow for easy maintenance;
- Provide for assurance of compliance;
- Set a clear framework for operations within the school division;
- Clarify accountability;
- Specify results the Board wants to achieve;
- Define authority and responsibility;
- Outline processes and operations of the Board itself; and
- Outline how the Board is connected to the management of the school division.

A. Identify areas for which Board policy is required

Policy is integral to the efficient and effective operation of Mountain View School Division. The Board determines policy requirements through consultation with Senior Administration and other stakeholders as required. The Board of Trustees sees the development of policy as providing effective parameters and broad guidelines for the action of the Board of Trustees and Senior Administration.

Recommendation for consideration of policy development or amendment may come to the Board through the monitoring process, any Board committee, Trustees, the Superintendent/CEO, division personnel or from the public.

Once the Board determines that policy development is required, Trustees may identify their own anticipated outcomes, values and rationale for the proposed policy development. The Board will, by Board motion, identify the values and rationale for the proposed policy development and assign the policy for development to the Policy committee. Policy development and/or amendment may include communication strategies and public participation as determined by the Board of Trustees.

1. Process for development of policy

- a. The development of the new policy is assigned, by Board motion, to the Policy committee.
- b. Senior Administration will create a draft policy based on the Trustees' values and rationale for the proposed policy.
- c. The draft policy is reviewed and where necessary revised by the Policy committee.
- d. The draft policy is brought to the full Board for review, revisions and approval.

| Cross Reference: | | | |
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B. Monitor and review policy

The Board of Trustees monitors the effectiveness of policy on an ongoing basis through monitoring reports via the Superintendent/CEO report as detailed in Board Procedures – Monitoring Reports.

MVSD believes that in order to maintain a strong and relevant school system, it needs to review division policies on a continual basis in an effort to ensure that policies are compliant with federal and provincial laws, consistent with community values and meet the educational needs of all students. Therefore, policies will be reviewed on an annual basis by the Policy Committee. Review of policy will involve consideration of Division foundations: Vision, Mission and Values.

Expectations and authority shall be carefully stated in order not to conflict with the authority delegated by the Board of Trustees to the Superintendent/CEO (see Board Policy #8 – Board and Superintendent/CEO Limitations/Decision-Making Matrix).

C. Approve policy which meets criteria identified by the Board

All policies must be approved by the Board of Trustees. As a final step before approving a new or revised policy, the Board considers the following three questions:

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

Each policy will contain a section that includes cross reference, Board approval date, review date, revision date and page numbering system.

Once the policy has been approved, it becomes the role of Senior Administration to develop and implement processes/procedures, which will allow the policy to take effect.

Administrative procedures are the delegated responsibility of the Superintendent/CEO 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. Senior Administration will provide to the Board for information any new administrative procedures and any revisions, additions or deletions deemed to be central to the work of the trustees.

D. Policy dissemination

The Board deems that an up-to-date policy manual be located on the MVSD website and available to all stakeholders.

Once a policy has been developed and/or modified and approved by the Board of Trustees by a majority vote, the developed or revised policy will be distributed to all staff via division e-mail, placed on the division website and a hard copy will be maintained by the Superintendent/CEO.

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