

POLICY MAKING

The Board is responsible for the development of policies in keeping with the requirements of government legislation and the values of the electorate. In order to meet its responsibility, the Board shall establish and maintain written policies which express its philosophical beliefs in support of public education and provide effective direction and guidelines for the action of the Board, the Director, staff, students, electors and other agencies. Board policies constitute the will of the Board in determining how the Division will be operated.

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 other provincial legislation.

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

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

1. Planning

The Board, in cooperation with the Director, 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 could delegate the responsibility for development to the Policy Committee or the Director.

3. Implementation

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 Director is responsible for the implementation of all other policies.

4. Evaluation

The Board, in cooperation with the Director, shall evaluate each policy in a timely manner in order to determine whether or not it is meeting its intended purpose.

Specifically

1. Initial suggestions for policy development may emanate from:

- 1.1 Trustees;
 - 1.2 School Community Councils;
 - 1.3 Administrators;
 - 1.4 Interested groups and individuals within our Division;
 - 1.5 Staff and/or students.
2. Each suggested policy issue must first be made to the Board, channeled through its Director, and secondly it's Policy Committee.
 3. The Director presents the concept or draft proposal to the Board in writing for its consideration and action.
 4. At all times, there must be concern for the legality of all proposed policies and, where advisable, steps must be taken to ensure that policy is congruent with existing laws, statutes and regulations of senior government. These steps would include consultation with the Board solicitor and/or the Saskatchewan School Boards Association solicitor.
 5. If approved by the Board, the policy draft may be distributed to the following people, as deemed advisable by the Board and the Director, in keeping with the intent and spirit of this policy:
 - 5.1 Professional staff (out-of-scope);
 - 5.2 Professional staff (in-scope) through the President of the Northern Areas Teachers' Association;
 - 5.3 Support staff;
 - 5.4 Student representatives (where appropriate);
 - 5.5 School Community Councils;
 - 5.6 Parent representatives;
 - 5.7 Others as deemed advisable by the Board.
 6. The Board requires that responses to its request for constituent input to draft policy or policy revision be made, in writing, within fourteen (14) days of said request, unless otherwise arranged. This step is necessary to ensure that Board decision and action may be taken on the said policy item(s) at the next meeting.
 7. The Board makes their final decision by resolution at a public meeting.
 8. Only those policies which are adopted and recorded in the minutes constitute the official policies of the Board.
 9. 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.

10. The Board may request the Director to change an administrative procedure to a draft Board policy. In so doing, the Board will provide rationale.
11. 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.
12. The Board may also delete a policy and subsequently delegate the Director authority over this area. The Director would normally then choose to develop an administrative procedure relative to this matter.
13. The Director must inform the Board of any changes to administrative procedures.
14. 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.
15. Board policies will be reviewed annually. Revisions will be made, if necessary, to meet changing needs and to assure effectiveness through simplicity and clarity.

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