

POLICY 1.5 POLICY DEVELOPMENT

Formulating policy is one of the most important responsibilities of the Board of Education and critical to good governance. The Board has the sole authority to develop, amend, approve and repeal policies to provide direction and guidance for the District, consistent with the *School Act* and its regulations and ministerial orders, Haida Law and other provincial and federal legislation.

The Board authorizes the Superintendent to establish Administrative Procedures to provide direction regarding the implementation of policy and general operational matters.

Policy Development Process

1. Policy Initiation
 - 1.1. The need for a new policy or revisions to existing policy may be identified by the Board, the Superintendent, Secretary-Treasurer, or as a result of a Board Standing or Working Committee recommendation or provincial government requirements.
 - 1.2. A member of the community at large, rightsholders or any member of a partner group, such as parents, teachers, staff, or administrators can suggest a policy be developed or amended.
 - 1.3. Requests will be considered the Board.
2. Policy Development
 - 2.1. It is the responsibility of the Superintendent and Secretary-Treasurer to support the Board in policy development by obtaining necessary information, outlining policy alternatives and the preparation of draft policy. When appropriate, the Superintendent or Secretary-Treasurer may seek legal or expert advice on the intent and the wording of policy.
3. Consultation
 - 3.1. The Board welcomes input with respect to the development and revision of its policies.
 - 3.2. New policy, or revisions to existing policy, shall be presented at a Board Meeting, and authorized for public notice and comment.
 - 3.2.1. The circulation period will coincide with the dates for preparation of the subsequent Board agenda.



4. Adoption

- 4.1. Subsequent to the consultation period, the policy shall be brought forward to a Board meeting, with the feedback summarized, for any further discussion and final approval.
- 4.2. Should the extent of feedback be such that the Board feels the policy would benefit from further input, the policy may be referred to senior staff for refinement.
- 4.3. The Board has the authority to make amendments to policy without public consultation in cases where the changes are of a minor housekeeping nature, or the amendment does not affect the general intent of the policy.

5. Policy Implementation

- 5.1. It is the Superintendent's responsibility as Chief Executive Officer to oversee the implementation of Board policy. To do so, the Superintendent will ensure distribution of the policy and, where necessary, issue Administrative Procedures.

6. Policy Publication

- 6.1. Board policies will be kept up to date in electronic format and published on the District website.

7. Policy Currency

- 7.1. The Superintendent and/or Secretary-Treasurer shall be responsible for calling the Board's attention to any policies that are out of date or, for other reasons, appear to need revision.
- 7.2. The Board will review governance policies at least once, within the Board's term of office.