



Policy 8

Policy Making

The Board is responsible for the development of the educational goals and policies in keeping with the requirements of provincial legislation and the beliefs and values of the communities it serves. In order to meet its responsibility, the Board shall establish and maintain written policies that provide effective guidelines for the actions of the Board, the Local School Board Committees and the Superintendent.

The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide community based education in compliance with *The School Act*, *the Northland School Division Act* and 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 to utilize the professional training and experience in the administration of the Division.

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

Planning	The Board in cooperation with the Superintendent shall assess the need for a policy and identify the critical attributes of such a policy
Development	The Board may develop the policy itself or could delegate the responsibility for development to the Superintendent or a committee of the Board
Implementation	The implementation of the policy is an administrative responsibility
Evaluation	The Board, in cooperation with the Superintendent, shall evaluate each policy in a timely manner in order to determine whether or not it is meeting its intended purpose

Specifically:

1. Any person or party may present a proposal for a policy in writing to the Superintendent. The proposal shall contain a brief statement of the purpose and rationale for the proposed change.



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2. The Superintendent will present the proposal to the appropriate standing committee of the Board, for initial consideration. The standing committee will review the proposal, prepare comments and circulate these to the Board for information.
3. The Board will give each proposal for policy development three readings in public session as follows:
 - 3.1 First Reading

The Board will consider the material and comments provided by the standing committee and will determine the manner and timeline for receiving input from interested parties. In most cases the material presented to the Board would be circulated for a thirty-day period to all Local School Board Committees, Divisional office staff, all school staffs and the Northland Local of the Alberta Teachers' Association for consideration and reaction. The circulation period may be waived in emergency situations or when a policy requires updating to address collective agreements.
 - 3.2 Second Reading

The policy proposal is discussed further by the Board after taking into consideration any input received and any amendments arising from input and comments received. The Board shall consider the information and reaction provided and will either approve the proposed policy in principle or will reject it.
 - 3.3 Third Reading

The Board shall give final approval of the policy after it has been given approval in principle.
4. No more than two readings of any policy proposal may be given at any one meeting of the Board unless all the trustees are present and unanimously agree to give the policy a third reading.



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5. The Superintendent is responsible for communicating Board policies within the Division; for monitoring Division policies on an ongoing basis; for reporting the outcomes of policy decisions to the Board; and for making recommendations to the Board for revision.
6. The Board shall ensure that each policy has a specified date by which the policy must be evaluated in order to determine if it brought about the intended result, is still necessary and is to be maintained or deleted.

Legal Reference: Section 60, School Act – RSA 2000