

Board Operations 1 – 5

Policy Formation and Review

The primary function of the Board of Education, School District No. 71 (Comox Valley) is to establish a governance framework that clearly articulates how it will exercise its leadership to govern the affairs of the school district. 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 district. Adoption of new board policies or revision of existing policies is solely the responsibility of the board.

Policy development and revision is a function of the Board of Education. Policies and their related regulations provide a guide and direction for the effective operation of the district by setting guiding principles, establishing board procedures that are open and visible, and clarifying roles and responsibilities. The board believes that systematic ongoing review of its policies enhances operational effectiveness and helps to create organization flexibility and adaptability to changing circumstances.

The Board of Education is responsible for the development and implementation of policies governing its own process. While reserving unto itself the authority and responsibility to determine and adopt policies, the board desires to collaborate, where appropriate, with the community to carry out this responsibility.

Other references: Board Procedural Bylaw – Section 7
Regulation

A. Policy Formation and Revision

1. The creation of any new policy must come at either the direction of the Board of Education or through a need identified by senior management as a result of the ongoing revision and review of policy. Board policies shall not be developed that infringe on the delegated authority of management as established under Board Policy 2-1 – *Delegation of Authority*.
2. Should any external agency or partner group wish to suggest a district policy, the request for the development of that policy should be in writing to the Board of Education. The request should be a brief statement of philosophy and direction which would enable the board to understand the need and adjustments required to district practice if the new policy was adopted. The board may refer the request to the superintendent of schools to consider the development of an administrative procedure, rather than a board policy.

3. The board shall use, where applicable, the following four stages in its approach to policy making:

Planning

The board, in cooperation with the superintendent, 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.

Development

The board, through the Policy Committee, may develop the policy itself or may delegate the responsibility for development to the superintendent. The process for the development and review of policies will allow for the participation of interested and concerned groups and individuals as appropriate to their circumstances.

Implementation

The board is responsible for the implementation of policies governing its own processes. The superintendent is responsible for the implementation of all policies.

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.

B. Policy Manual

1. The policy manual shall contain approved board policies, regulations and by-laws.
2. The school district web page shall contain the most up-to-date version of the board policy manual. It is the responsibility of the secretary treasurer to ensure that all approved and or updated policies are placed on the district web page as early as possible following the policy approval.
3. It is the responsibility of the supervisor at each site to ensure staff under their direction are advised of changes to the board policy manual and administrative procedures approved by the superintendent of schools.