

POLICY DEVELOPMENT, REVISION, ADOPTION AND REPEAL

The governance of public education within the jurisdiction of the Board of Education is directed and guided by the policies of the Board.

Policy development is a key responsibility of the Board and policies provide effective direction and guidance for the actions of the Board, senior leadership, staff, students, partners, and the community. Policies also communicate the Board's values, beliefs and expectations. Adoption of new Board policies, and revision or repeal of existing policies, are the sole responsibility of the Board.

The development of administrative procedures, in support of the implementation of policy and operational matters are the responsibility of the Superintendent.

In the absence of Board policy, in emergent matters, the Superintendent may act at their discretion and then advise the Board.

Policy Development Process

1. Policy Planning and 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 Committee recommendation or provincial government requirements.
- 1.2. Any Trustee, Rightsholder, employee, parent, student or a member of the district community may make suggestions regarding the possible development of a policy or the need for policy revisions on any matter, by presenting a proposal for a policy or revisions, in writing, to the Secretary Treasurer. The proposal shall contain a brief statement of purpose or rationale.
- 1.3. A policy proposal must be tabled for initial consideration at a meeting of the Board and then may be referred to the Policy Advisory Committee for further review.

2. Policy Development

- 2.1. The Board is responsible for the development of all policy.
- 2.2. 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.
- 2.3. When appropriate, the Superintendent or Secretary Treasurer shall seek legal or expert advice on any policy matter.
- 2.4. The Board may refer new policy or policy revisions to the Policy Advisory Committee for comment and suggestion on the policy draft prior to further consultation.

Policy 1.6

3. Consultation

3.1. For new policy drafts, major policy revisions, and minor revisions requiring broad consultation, the Board will seek the input of Rightsholders, interested and affected parties and public within the district. Such policy shall be presented at a Board Meeting, and authorized for consultation, depending on the nature of the policy, utilizing one or both of the mechanisms below.

3.1.1. Public Notice and Comment – The policy may be circulated for comment and feedback, with the timelines coinciding with the dates for preparation of a subsequent Board Meeting Agenda.

3.1.2. Review by an existing committee – The policy may be presented to an existing committee for discussion and advice.

3.2. In accordance with the letter of understanding signed December 9, 2020 between the Board and the Prince George District Teachers' Association, the Prince George District Teachers' Association will be provided opportunity for input on new and revisions to Policies and Regulations which impact teachers prior to final adoption.

3.3. The Board may make amendments to policy without public notice and comment in cases where the changes are of a minor housekeeping nature, or the amendment does not substantively impact the policy.

4. Policy 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.

4.1.1. Should the extent of feedback be such that the Board feels the policy would benefit from further input, the policy may be referred to the Policy Advisory Committee.

4.2. Minor updates that are factual changes, including district information and titles of individuals, organizations or legislation, etc. that do not change the intent of the policy may be presented directly to the Board for immediate approval.

4.3. The Board, at their discretion, may adopt a policy which has not followed this process.

4.4. Policies that are no longer current, or do not reflect current legislation or Ministry policy, shall be repealed by the Board in accordance with 1.3 above.

5. Policy Implementation

5.1. The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies relating to the Board and Superintendent relationship. The Superintendent is responsible for the implementation of all other policies.

Policy 1.6

6. Evaluation

- 6.1. The Board, in cooperation with the Superintendent, shall evaluate each policy in a timely manner in order to determine if it is meeting its intended purpose. The Board shall review its policies following a schedule that results in all policies being reviewed at least once in the Board's term of office.

7. Publication of Board Policy

- 7.1. All current Board policies and administrative procedures will be posted on the District's website, in a timely manner, for staff and public access.

Legislative References: School Act Sections 65.2.a and 85.2.a
Collective Agreement References: PGTA Letter December 9, 2020
Approved: 2024.11.12