



POLICY 107

Board Policy & Development

One of the Board's primary functions is the establishment and monitoring of policy. The Board believes that its policies are detailed expressions of intent and must be based upon the Board's own statements of Vision, Mission and Values (Educational Excellence, Culture, Community, Sustainability, Growth). Board policies also reflect our community's views, as represented by the members and formal publication of Board policy as necessary, so that the community may hold the Board accountable.

Policies guide the actions of the school leaders, who act on the Board's behalf in monitoring the implementation of policies and administrative procedures.

Process for New Policy Development

1) Identify Need

Any member of the MSR Community may suggest that a new policy, or revision to an existing policy, is required. A need for a new or revised policy may also come about during regular board or committee policy reviews.

2) Approval of Concept

A proposal for a new policy, or revision to an existing policy, will be considered by the Governance Committee. Following an assessment of need, the Governance Committee may recommend that policy development proceed.

3) Drafting

The Governance Committee Chair, in consultation with the governance committee and/or any external sources (in order to draft a policy following best practices below), will create a draft of the policy for review and approval.

4) Approval of Policy

Following the draft creation of the policy, the Governance Committee will review and provide any feedback before final approval, after which it will be presented to the board for approval via vote. The policy will be entered into the policy library, and will take effect immediately upon approval by the board.

Criteria for Policy – Best Practices

The following are considered the criteria for exemplary Board policies:

- Policies prioritize enhancing student learning.
- Policies are consistent with the Board's statements of Vision, Mission and Values.
- Policies are clearly written and are easily understood by those who reference them.
- Policies are precise enough to give guidance, but broad enough to allow appropriate discretionary action.
- Policies are readily available and accessible to anyone who wishes to reference them.
- Policies are reviewed annually and kept current and up to date
- Policies are deemed to be effective after regular review.

Process for Policy Implementation

Following Board adoption of a policy, the school leaders assume responsibility for implementing the policy. The process of implementation will include the development of any written administrative procedures, communication with affected groups, determination of any immediate actions required by the policy, and the establishment of long-term plans. The school leaders will inform the Board of any changes to the administrative procedures, which are not subject to approval/adoption by the Board.

A program of regular evaluation of the effectiveness of policies shall be undertaken by the school leadership, who will report findings to the Board from time-to-time.