



POLICY #3

BOARD POLICY DEVELOPMENT, IMPLEMENTATION AND REVIEW

3.1 Policy Development

The Board of School Trustees believes that one of its primary governance functions is to develop policy in accordance with local educational requirements, provincial legislation and relevant national legislation.

The Board's goal in establishing policy is to provide direction and guidance in the educational foundations of vision, mission and strategic goals and in the overall operation of the School Division.

Policies may be recommended to the Board of School Trustees by the Superintendent/CEO and Committees of the Board.

When a committee of the Board or a special committee is considering the development or revision of policy which directly affects a group of staff members, parents, and /or other groups, the committee should consider prior to recommending the policy or policy revision to the Board the need for appropriate input from these groups. If the committee deems it advisable that such input would be beneficial to the development or implementation of the policy then the committee should allow the time and the opportunity for the appropriate groups to be consulted.

Once a policy has been approved by the Board, procedures and exhibits (if needed) shall be developed by the Superintendent/CEO and provided to the Board for review.

Motions at meetings or actions of the Board that seem to change, add to, or delete policy of the Division should be noted by the Secretary-Treasurer. These motions or actions should be presented to the Board at the next meeting for consideration of adoption into the Policy Manual.

3.2 Policy Adoption

A simple majority vote by the Board shall be required to add, delete, or modify a policy statement in the Policy Manual. Notice of motion shall be given at least one meeting before the vote is taken.

3.3 Policy Implementation

The Board of Trustees requires and expects that its governing policies be implemented within each school site, administrative unit and department.



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The Board of Trustees authorizes the Superintendent/CEO, through policy and corresponding position description, to oversee and monitor implementation of the Board's policies process. Within this process the Superintendent/CEO is responsible to ensure that an implementation plan is established for approved Policy.

3.4 Policy Review and Revision

The Board of Trustees of the Brandon School Division believes that in order to maintain a strong and relevant school system, it needs to review Divisional policies on a continual basis in an effort to ensure that policies are compliant with federal and provincial laws, consistent with community values and meet the educational needs of all students.

The Board shall review all policies annually. The role of the Board and its committees shall be to determine the need for new policies and review current policies.

3.5 Administrative Procedures

Administrative procedures are the delegated responsibility of the Superintendent/CEO and may be developed, altered and modified without prior approval of the Board, except in those areas specifically identified through Board policy as requiring Board approval.

Reference:

Introduction
Policy 1 – Values, Vision and Mission
Policy 2 – Board Governance Model & Process
Policy 6 – Board Operations
Policy 7 – Board Member Code of Conduct
Policy 9 – Board and Superintendent/CEO Relationship

Date of Approval:
September 11, 2017

Date of Amendment: