



Policy Development and Review Schedule

The Board of Trustees of the Pine Creek School Division believes the formulation, adoption, and monitoring of policies is a key governance activity by which to provide guidance and direction for the operation of the Division. Policies are written to reflect the vision, mission, belief statements and goals of the Board related to the operation of the Division while providing latitude for administrative decision making.

Policy Development and Amendment

Board governance policies are developed or amended in accordance with the following:

- Policy development and review activities are conducted by the Policy Committee.
- Policies are approved or amended by a majority vote by the Board. Notice of the motion is given at least one meeting before the vote is taken.
- Policies are sufficiently detailed in scope and content so as to clearly convey the intent of the Board.
- The Board monitors progress toward the achievement of goals through the regular assessment of policy compliance.
- Policies are regularly evaluated and amended as required for continued relevance toward the achievement of Board outcomes.
- Openness is valued and the Board welcomes suggestions for improvements. Recommendations for consideration of policy development or amendment may come from a Board Committee, Trustees, Senior Administration or the public.
- The impact on stakeholders (e.g. staff, parents, etc) is considered when developing or amending policies and input is sought from such stakeholders when deemed appropriate by the Board.
- Board resolutions direct the work of Senior Administration in making recommendations to the Board for policy action.
- The date adopted or last revised is included in the written policy.

As a final step before approving a new or revised policy, the Board considers the following three questions:

- Does this policy communicate clearly the purpose of the Board?
- Does this policy define the Board's instructions to Senior Administration in such a way as to allow the Senior Administration an acceptable range of implementation?
- How will this policy be monitored?



Administrative Procedures

Administrative procedures are the delegated responsibility of Senior Administration and may be developed, altered and modified without prior approval of the Board, except in those areas specifically identified in the Decision-Making Matrix. The Board is informed of revisions, additions, or deletions to administrative procedures deemed by Senior Administration to be central to the work of Trustees.

Policy Review

To maintain a strong and relevant school system, policies are reviewed on a regular basis in an effort to ensure compliance with regulatory requirements, consistency with current community values and the educational needs of all students are met. Senior Administration is responsible for monitoring changes to regulatory requirements and assessing the impact on Board policies. Trustees are responsible for monitoring community values and assessing the impact on Board policies.

All policies are reviewed at least annually by the Policy Committee, additions and modifications are approved by the Board.

Policy Dissemination

Official copies of Board policies are maintained by the Secretary-Treasurer. Board policies are open to all stakeholders. The Office of the Secretary-Treasurer ensures up-to-date policies are available on the Division web site and available in alternative formats upon request.