

<p><b>ELK ISLAND CATHOLIC S.R.D. NO. 41</b></p> <p><b>LEGAL REFERENCES:</b> <i>School Act</i>, Section 44</p> <p><b>CROSS REFERENCE:</b> BBA, School Board Powers and Duties</p>	<p><b>CODE:</b> BFA - Policy</p> <p><b>TITLE:</b> Policy Development Process</p> <p><b>ADOPTION DATE:</b> January 20, 1999</p> <p><b>REVISION DATE:</b> November 22, 2000</p>
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**The Board is responsible to determine, establish and adopt policies as the method by which it exercises its leadership in the operation of the Division.**

**The Board encourages interested groups and persons to identify policy issues and needs and to participate in certain stages of the policy development process.**

**All policies shall be written, clearly defined and based on the Board's Mission Statement, Beliefs and Values.**

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1. Proposals for policy may be presented by any person or party and shall be provided in writing to the Superintendent. The proposal shall consist of a brief statement of purpose or proposed change.
2. The Superintendent will present the proposal to the Board for initial consideration. Should the Board determine the need for policy development, the Superintendent will prepare a draft statement for the Board.
3. The Board will give each proposal for policy development three readings in public session as follows:

- 3.1 First Reading: The policy proposal is presented and discussed by the Board. The Board may determine the manner and timeline for receiving input from interested parties.
- 3.2 Second Reading: The policy proposal is discussed further by the Board taking into consideration any input received and any amendments arising from such input.
- 3.3 Third Reading: Final approval of the policy statement.
- 4. No more than two readings of any policy proposal may be given at any one meeting of the Board unless trustees present at the meeting unanimously agree to give the policy a third reading.

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- 5. The Board may, from time to time, establish appropriate mechanisms for receiving input on policy proposals from interested parties and persons.
- 6. The Superintendent will be responsible to develop guidelines and procedures for the efficient and effective implementation of Division policies. The Board will approve the guidelines and procedures for the implementation of those policies which govern the Board's own actions. In unique circumstances, the Board may approve guidelines and procedures for other policies.
- 7. The Superintendent is responsible for monitoring Division policies on an ongoing basis; for reporting the outcomes of policy decisions to the Board; and for making recommendations to the Board for revision.