

FLOWCHART OF PROCEDURE FOR DEVELOPMENT OF POLICIES

Students, Parents, Staff, Community

Bring Policy Proposal to

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Superintendent of Human Resources and Policy Development

Board of Trustees

Bring Policy Proposal to

1

Director of Education

Policy Working Subcommittee

Established by the Director, a Subcommittee of Executive Council members will coordinate staff efforts in the policy process.

Subcommittee works with appropriate departments to draft a scoping document for the proposed policy.



Executive Council

Upon approval for consideration, draft policy to be posted on board website for at least one (1) month (wherever possible) for comments by parents, school councils, and members of the community.

Stakeholders directly affected receive draft policy to provide feedback. Diocesan officials invited to comment.

Should Executive Council not approve proceeding with the proposal, the Board of Trustees will be advised as per procedure.



Director of Education

Presents the draft policy and board report to the Board of Trustees for approval in principle and final approval. As per Policy A:01, section 4.8: The report shall include results of consultation process.



Board of Trustees

Receive the draft policy accompanied by a board report for approval in principle. The consultation process will continue until the following public Board meeting where the Board of Trustees will receive a board report, the draft policy for final approval and accompanying administrative procedure for information.



Receives Final Approval

Copies of the approved policy and administrative procedure will be posted on the board's website and electronically forwarded to schools and stakeholders.

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