



**Windsor Essex Catholic District School Board
Policy Development Project
Sample Worksheet for Policy Development**

This worksheet is a useful device to send out with the agenda and back-up materials when a policy discussion is scheduled. The worksheet also can be used during board discussion for jotting down key points on which the board reaches agreement.

A. Topic

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B. Why Policy is Needed

C. Controlling Factors (provincial law, budget limitations, etc.)

D. Key Points to be Covered in Policy

E. Position Board May Take on Each

Adapted from NSBA
School Administrator's Guide to Policy Development