Northeastern Catholic District School Board

POLICY DEVELOPMENT AND APPROVAL

Administrative Procedure Number: APT016

POLICY STATEMENT

The Northeastern Catholic District School Board is committed to establishing policies that are grounded in Catholic values and that provide clear direction for the governance of the school system. Board policies are intended to support student achievement and well-being, ensure the responsible stewardship of resources, and enable the effective delivery of high-quality Catholic education programs. These policies form the foundation for the Board's operations and administrative decision-making.

REFERENCES

NCDSB Policy

T-16 Policy Development and Approval

DEFINITIONS

Nil.

PROCEDURES

1.0 POLICY DEVELOPMENT

1.1 Under normal procedures, any new policy, policy amendment or exception to an existing policy will be referred to the appropriate staff and/or department before presentation to the Policy Committee.

1.2 The Secretary of the Board will oversee the preparation of draft proposals for the consideration of the Policy Committee and subsequent Board approval.

1.3 Policies will be reviewed on a three-year rotation, or as needed, to ensure relevance and revision as required by new legislation or Ministry regulations.

2.0 POLICY COMMITTEE

2.1 The Policy Committee will be comprised of Trustees, Chief Executive Officer / Secretary of the Board, and the recording secretary.

2.2 Supervisory Officers and/or Principals may be invited by the Chief Executive Officer to attend Policy Committee meetings, as required.

2.3 The Policy Committee will meet to review all policies submitted prior to going for Board approval.

2.4 A schedule of meetings will be provided on an annual basis.

3.0 AMENDMENTS

3.1 The need for an amendment can be identified by staff or Trustee. The policy and/or regulations are presented to appropriate administrative staff for comment.

3.2 The Chief Executive Officer will provide a draft revision to the appropriate staff members who work with the policy on a daily basis.

3.3 The final draft revision is presented to the Policy Committee.

3.4 The final draft is presented for approval to the Board at a regular meeting.

4.0 NEW POLICIES

4.1 The need for a new policy can be identified by staff or Trustee.

4.2 The need for a new policy is reported by the Chief Executive Officer to the appropriate supervisory officer and a decision is made as to who should be involved in the development of the policy.

4.3 A draft is presented to the Chief Executive Officer.

4.4 A draft is presented to the Policy Committee.

4.5 A draft is presented to the Board for comment and first reading and posting on the website for consultation for a period of two weeks.

4.6 A final draft is presented to the Policy Committee if revisions are required.

4.7 A final draft is presented for approval to the Board at a regular meeting.

4.8 The policy shall be numbered sequentially by category. The authority for the policy is indicated on the policy by the year and Board approval motion number (for example, 23-204).

4.9 NCDSB Policies are divided into the following categories:

Section B Business Administration & Finance
Section C Community Relations
Section E Education, Schools & Students
Section F Facilities, Equipment & Plant
Section H Health & Safety

Section I Information & Communication Technology
Section P Personnel & Employee Relations
Section T Trustees

5.0 POLICY APPROVAL

5.1 Every policy of the NCDSB, or amendment thereto, shall receive three (3) readings.

5.2 A maximum of two (2) readings can be received at any one meeting of the Northeastern Catholic District School Board.

5.3 The adoption of a new policy requires a majority vote of all members, present, at the time of the Board Meeting.

5.4 Amendments or exceptions to existing policies requires approval of 2/3 majority of the members present or a 2/3 quorum.

6.0 DISTRIBUTION

6.1 All new and amended policies will be posted on the website and sent electronically to all policy holders.

6.2 Schools and Departments may also maintain a hard copy binder, at their own discretion. Maintenance of the binder will be required accordingly.

6.3 A hard copy Policy binder will be maintained by the Executive Assistant to the Chief Executive Officer and stored in the office of the Chief Executive Officer.

7.0 PROCEDURE DEVELOPMENT

7.1 An administrative procedure is a protocol for the implementation of a specific policy.

7.2 The Chief Executive Officer will review administrative procedures in accordance with the policy review cycle.

7.3 The Chief Executive Officer will consult with the appropriate staff on the review of administrative procedures.

7.4 For the development, review, or revision of administrative procedures that are directly linked to school operations, principals will be invited to participate in a working group.

7.5 The Chief Executive Officer is responsible to approve all administrative procedures prior to distribution to the system.

7.6 Upon an administrative procedure being adopted, amended, and approved by the Chief Executive Officer, the administrative procedure will be communicated to the field in a timely manner by the Executive Assistant to the Chief Executive Officer.

7.7 A hard copy Procedures binder will be maintained by the Executive Assistant to the Chief Executive Officer and stored in the office of the Chief Executive Officer.

7.8 Administrative procedures are divided into the following categories based on generic school board functions and numbered sequentially:

Business Administration and Finance	APBxxx
Community Relations	APCxxx
Education, Schools and Students	APExxx
Facilities, Equipment and Plant	APFxxx
Health and Safety	APHxxx
Information & Communication Technology	APIxxx
Personnel and Employee Relations	APPxxx
Trustees	APTxxx

8.0 RELATED FORMS AND DOCUMENTS

TEMPLATE: Policy Template

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