

York Catholic District School Board

HOW WE MAKE POLICY

Trustees of the York Catholic District School Board endeavour to ensure that the Board is governed by policies that are effective, concise and relevant. **Board Policy 101 – META Policy: Policy Management and Governance** provides direction for policy activity.

HOW IS POLICY MANAGED WITHIN THE BOARD?

A Policy Review Committee comprised of five trustees and support staff has the responsibility for reviewing and recommending policy direction within the Board. The mandate of this Committee is:

- To serve as a liaison between the Board and administration on policy matters;
- To provide input and direction on Board policy;
- To review draft policy;
- To ensure that appropriate stakeholder input is sought during policy formation; and
- To bring recommendations for policy approval, development or termination to the Board.

A Superintendent of Education is responsible for the management of policy matters within the Board.

The Policy Review Committee meets six times per school year.

HOW POLICY IS DEVELOPED AND/OR REVIEWED

Creating or reviewing a policy of the Board can be a lengthy process in order to ensure that it is as effective, concise and relevant as possible, and that the Board's internal and external stakeholders have an opportunity to provide input into the development. Depending on the issue, it may take several months to move through the various stages before being presented to the Board for approval.

The following is a summary of the approval process for draft policy:

1. A draft policy is created in response to:
 - a. The need for a revision to a current policy. For example, legislation guiding a policy has changed or the policy as written no longer reflects the current reality.
 - b. The need for a new policy resulting from new legislation or an identified need within the Board.
2. During the development process, staff gather information that will guide and clarify the purpose and intent of the policy, and how the policy will impact on the schools and organization.
3. A draft policy is then created and presented to the Policy Review Committee for review and discussion.
4. Following any amendments to the draft by the Policy Review Committee, it is distributed for consultation to various stakeholders. A draft policy may be posted on the Board's website for input. Typically one month is given for input.
5. The draft policy is revised, reflecting changes as a result of the consultation process, and brought back to the Policy Review Committee for final review.
6. If no further amendments are required, the draft policy is referred to the Board for approval.
7. The approved policy is posted on the Board's website under Policies and Procedures.

WHEN/HOW IS INPUT RECEIVED ON A DRAFT POLICY?

Input is an important part of the Board’s approval process in providing valuable feedback on policies and related procedures. Input provides the Board with a broader understanding of the issues surrounding the draft document.

Input may be obtained from the following:

- Board staff
- OECTA
- CUPE
- Board Committees
- Catholic School Councils
- York Catholic Parent Involvement Committee
- External agencies (as required)
- Web-site invitation (on occasion)
- Students (YSCPC)

Input on draft policy should be forwarded to the Superintendent of Education responsible for Policy Management.

Inquiries related to policy matters within the York Catholic District School Board may be directed to:

Charles McCarthy, Superintendent of Education: Policy Management ext. 3100
Maggie Corner, Administrator, Director’s Office ext. 3615