



BOARD ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure</i> Policy Development and Review	<i>Administrative Procedure Number</i> 101
<i>Directional Policy</i> Governance, Vision, and Strategic Priorities	

Title of Administrative Procedure:

Policy Development and Review

Date Approved:

October 5, 2021

Projected Review Date:

October, 2026

Directional Policy Alignment:

This Administrative Procedure aligns with the Governance, Vision, and Strategic Priorities Directional Policy – 100 by establishing a consistent process for the development, implementation and monitoring of directional policies and administrative procedures, and by respecting the distinct roles and responsibilities of the board of trustees and staff. The Peterborough Victoria Northumberland and Clarington Catholic District School Board is responsible for establishing, developing, reviewing, evaluating, revising, and approving all policies to ensure consistency of operation and decision-making across all areas of the Board’s jurisdiction.

Alignment with Multi-Year Strategic Plan:

Policy Development is a foundation of good governance and aligns with the multi-year strategic plan and its goal to build a community that accompanies, creating a culture of faith, hope, and love, to ensure equity and well-being.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

This administrative procedure sets out a process and framework for policy and administrative procedure development and review which shall provide for thoroughness and consistency in approach, formulation, and format.

Directional policies provide overall direction, foundational statements and signal the major intentions and priorities of the Board. Directional Policies signal long-term institutional commitments to student achievement and well-being, to values, and to fairness. Directional Policies will be developed under the guidelines of the [Framework for Policy Development](#) using the approved Directional Policy template (Appendix A).

Administrative procedures are the mechanism to implement the directional policies and are specific, detailed, and focused. They are a prescribed course of action for specific circumstances providing guideline for decision-making in support of directional policy. Administrative Procedures will be developed under the guidelines of the [Framework for Policy Development](#) using the approved Administrative Procedure template (Appendix B).

Responsibilities:

The Board of Trustees is responsible for:

- Defining, articulating and directing the PVNC Catholic District School Board mandate to support student achievement and well-being in a Catholic learning community supported by the Multi-Year Strategic Plan
- Setting direction and policy that governs the PVNC Catholic District School Board
- Reviewing and considering for approval all new and revised policies recommended for consideration by the Policy Development Committee
- Understanding and communicating with members of the community the content of all Board policies
- Assigning responsibility to the Director of Education for operationalizing and managing ongoing policy of the Board.
- Monitoring and holding the Director of Education accountable respecting the implementation and operation details of all Board Policies.

The Director of Education is responsible for:

- Implementation and operational details of all Board policies
- Ensuring that senior administration and designated staff are responsible for the content and implementation of Board procedure

Superintendents of Schools and System Portfolios and Managers are responsible for:

- Researching and authoring new or revised Board policies with a representative and integrated team for consideration by the Administrative Council and the Policy Development Committee
- Providing input to ensure a policy captures the specific and relevant concerns that may arise from their family of schools and/or their particular portfolios, for example, Human Resources, Special Education, Equity.
- Seeking input from stakeholders on relevant board policies
- Adhering to the instructions contained in Board policy and administrative procedures.

Principals and Vice-Principals and Managers are responsible for:

- Leading their school communities and departments in communicating, understanding, implementing and adhering to board policies and administrative procedures.

Progress Indicators:

- Consistent use of the Framework for Policy Development in the development of board policy
- Consistent use of the template for development of Administrative Procedures that are specific, detailed and focused to support the implementation of policies

References:

- [PVNCCDSB Framework for Policy Development.](#)
- [PVNCCDSB Vision and Multi-Year Strategic Plan.](#)
- [Ontario Catholic Graduate Expectations, 2011. Institute for Catholic Education.](#)
- [The Ontario Catholic Leadership Framework, 2013](#)
- [The School Board's Role as Policymaker, OESC Trustee Professional Learning, Module 7](#)
- [Good Governance: A Guide for Trustees, School Boards, Directors of Education and Communities. Ontario Education Services Corporation](#)