

<b>EASTERN TOWNSHIPS SCHOOL BOARD</b>	<i>Title:</i> <b>PROCEDURE FOR THE DEVELOPMENT OF BOARD POLICIES</b>	
<i>Source:</i> <b>Communications Advisory Committee Secretary General</b>	<b>Received May 22, 2001 Resolution ETSB01-05-95</b>	<i>Reference Number:</i> <b>P020-1</b>

### **PURPOSE**

The purpose of this procedure is to establish guiding principles and a clear process for the development of Board policies, to ensure that the participants in our students' education (i.e. parents, commissioners, unions and associations, and administrators) can effectively provide feedback on these important documents.

### **PRINCIPLES**

1. All the participants will receive the information needed in order to present relevant feedback.
2. The information sent out will specify clearly the subject of the participation/consultation, the timeline, as well as the director responsible for the policy (the « Director »).
3. The participants will have four to six weeks from the date of receipt of the information to send their comments to the Director. In the event of unforeseen circumstances or circumstances beyond its control, the Board reserves the right to adjust the timeline.
4. The Council of Commissioners will normally be sent the proposed policy with a regular mailing of Council of Commissioners' Agendas and Minutes.
5. The participants will present their comments and recommendations in writing. The Board will assume that a participant that does not respond in writing to the Director within the time limit agrees with the content of the policy.
6. Once the policy has been adopted, the participants will be informed, in writing, by the Council, of the results of the participation/consultation and will be sent, at the same time, a copy of the adopted policy.

# PROCESS

## DEVELOPMENT

**MANDATE**

DIRECTOR

SENIOR ADMINISTRATORS

MANAGEMENT TABLE

COUNCIL OF COMMISSIONERS  
ADVISORY COMMITTEE

TEACHERS ADVISORY COUNCIL  
(If educational policy)

SENIOR ADMINISTRATORS

## CONSULTATION

SPECIAL EDUCATION  
ADVISORY COMMITTEE

PARENTS' COMMITTEE

ASSOCIATIONS AND UNIONS  
(ETASA/ATA, SPPCSE, TRUSS)

DIRECTOR

## INFORMATION

SENIOR ADMINISTRATORS

MANAGEMENT TABLE

COUNCIL OF COMMISSIONERS  
ADVISORY COMMITTEE

## ADOPTION

COUNCIL OF COMMISSIONERS ADVISORY  
COMMITTEE (C) DIRECTOR

COUNCIL OF COMMISSIONERS

