



Niagara Catholic District School Board

**ESTABLISHMENT AND CYCLICAL  
REVIEW OF POLICIES POLICY**

**ADMINISTRATIVE OPERATIONAL PROCEDURES**

100 – Board

Policy No 100.5

Adopted Date: October 27, 1998

Latest Reviewed/Revised Date: February 25, 2020

The development of a new Board governance Policy will be at the direction of the Board or the Director of Education as required by law or regulations. The development and review of policies will be initiated by the Board, Policy Committee or the Director of Education. The Director of Education may delegate the development or revision of governance Policy Statements and/or the issuance of operational Administrative Procedures to appropriate members of Senior Administrative Council and staff.

The establishment of new Policies as well as the cyclical review of existing Policies will adhere to the following process:

1. The draft of a new Policy or changes to an existing Policy will be reviewed by Senior Administrative Council.
2. The draft Policy will be forwarded to the Policy Committee.
3. The Policy Committee may recommend that the draft Policy be vetted to various stakeholder groups or that it be returned to staff for further study.
4. Once recommended by the Policy Committee for vetting, the draft Policy will then be distributed to stakeholder groups as identified in these Administrative Procedures. Once the vetting process has been completed, Senior Administrative Council will consider the recommendations from the vetting process as part of the design of the final draft Policy to the Policy Committee. Once approved by the Director of Education, the final draft Policy will be submitted to the Policy Committee for review and consideration as a recommendation to the Committee of the Whole. At the Policy Committee, the lead member of Senior Administrative Council will provide a summary of the feedback received during the vetting process and any changes made to the draft Policy. Once approved by the Policy Committee, the final draft will be forwarded to the Committee of the Whole as a recommendation for consideration at the next Committee of the Whole meeting.
5. Once reviewed and approved by the Committee of the Whole, the final draft will be forwarded to the Board as a recommendation for consideration at the next Board Meeting.
6. The Director of Education will issue and be accountable to the Board for the operational Administrative Procedures, if necessary, to implement the Policy, ensure it is posted on the Board website and brought to the attention of staff for compliance. Once approved by the Board, the governance Policy and if necessary the operational Administrative Procedures will be reviewed with the appropriate administrative staff, who will then review the Policy and operational Administrative Procedures with staff for implementation as of the date of the Board approved Policy.

## VETTING PROCESS

As determined by the Policy Committee, a draft Policy may be vetted with all or any of the following individuals or groups:

- Trustees
- Director of Education
- Superintendents
- Administrators
- Principals/Vice-Principals
- Student Achievement Department
- OECTA Elementary
- OECTA Secondary
- OECTA Occasional Teachers
- CUPE Administrators
- Principals'/Vice-Principals' Association
- Staff
- Catholic School Councils
- Alliance Committee
- Parent Involvement Committee
- Special Education Advisory Committee
- The Bishop
- Pastors
- Board Solicitors
- Student Senates
- Others as identified by the Policy Committee
- Supporters of Catholic education in Niagara through on-line submission

## VETTING TIMELINE

The timeline for vetting will generally be six (6) weeks to ensure an opportunity for placement on the agendas of staff meetings, Catholic School Councils, Alliance, Parent Involvement and Special Education Advisory Committee meetings of the Niagara Catholic District School Board.

As part of the Vetting Process, all draft Policies will be placed on the Board website for feedback from members of the Niagara Catholic community.

<b>Adopted Date:</b>	<b>October 27, 1998</b>
<b>Revision History:</b>	<b>June 26, 2001</b> <b>September 19, 2001</b> <b>April 27, 2010</b> <b>May 24, 2016</b> <b>February 25, 2020</b>