



POLICY DEVELOPMENT SYSTEM

The Board of Trustees of the Portage la Prairie School Division adopts the policy development identification system of the National School Boards Association (N.S.B.A.).

Regular or Ongoing Review of Policies Motions at meetings, or actions of the Board, that seem to change, add to or delete policy of the Division will be noted by the Superintendent's Department. These motions or actions will be reviewed by the appropriate committee and presented to the Board at a subsequent meeting for consideration of adoption into the **Policy Manual**.

Trustees or Senior Administration may make suggestions at any Board meeting for a modification of the **Policy Manual**.

Any person may suggest to the Board changes in the **Policy Manual** by filling in the form **Request for Change to Policy Manual**. (See BE-E).

Policy Drafts The administrative staff will be responsible for recasting group consensus about policy recommendations into acceptable written form for further deliberation and/or action by the Board.

If the Board deems modifications are necessary and beneficial, a Motion of Intent to modify the **Policy Manual** shall be made and the vote on the modification shall be made at a subsequent meeting.

Systematic Review of Policies Entire sections of the **Policy Manual** will be systematically reviewed by Board Committees on a 4-year rotation basis, as follows:

Year 1 -	Review of Sections A, B, E
Year 2 -	Review of Sections K, D, J
Year 3 -	Review of Sections G, C, H
Year 4 -	Review of Sections I, L, F

Section:

Section A: Foundations and Basic Commitments
Section B: School Board Governance and Operations
Section C: General Division/School Administration
Section D: Fiscal Management
Section E: Operations (Property and Transportation)
Section F: Facilities Development
Section G: Personnel
Section H: Negotiations
Section I: Instructional Program
Section J: Students
Section K: School/Community Relations
Section L: Relations with Education Agencies

Committee Responsible:

Administration, Personnel, and Public Relations
Whole Board
Whole Board
Business and Finance
Operations
Operations
Administration, Personnel, and Public Relations
Business and Finance
Curriculum, Program, and Instruction
Curriculum, Program, and Instruction
Administration, Personnel, and Public Relations
Administration, Personnel, and Public Relations

See also: BED