

**Windsor Essex Catholic District School Board
Policy Development Project**

Sample Worksheet for Policy Development

This worksheet is a useful device to send out with the agenda and back-up materials when a policy discussion is scheduled. The worksheet also can be used during board discussion for jotting down key points on which the board reaches agreement.

- A. Topic _____

- B. Why Policy is Needed _____

- C. Controlling Factors (provincial law, budget limitations, etc.)

- D. Key Points to be Covered in Policy

- E. Position Board May Take on Each

