

**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

