

ADMINISTRATIVE PROCEDURE DEVELOPMENT AND REVIEW

Background

The Division believes when there is a need to develop a new administrative procedure (AP) to guide decisions and actions, extensive consultation with appropriate stakeholders may be required, while other procedures deemed by the Superintendent to be of a routine nature may be created through discussion with the department officials involved. Furthermore, there is a need for annual review of AP's to ensure effective operations within the school system.

Procedures

1. The development or review of a specific AP may be initiated at any time by the Superintendent or by a formal request from the Board.
2. The Board will be informed of all new AP's or of any with significant changes.
3. APs will be developed and written by the department and uniquely numbered and named by the Executive Assistant - Business.
4. All division leaders will be responsible for ensuring that AP's applicable to their department are reviewed on an annual basis, during a January to March timeframe.
5. The Superintendent, or a Division Office administrator with direct responsibility for the department, and/or a school-based administrator selected by the Superintendent will carry out the development or review.
6. A new or revised AP will be reviewed by the:
 - a) appropriate Assistant Superintendent/Secretary-Treasurer and Division Leader;
 - b) Executive Assistant - Business; and
 - c) Superintendent and Assistant Superintendents/Secretary-Treasurer and, if appropriate, school administrators.
7. When revisions are complete the Superintendent will approve the document, then ensure (if significant changes are made) that it is included on the next Board meeting agenda as an information item.
8. Following Superintendency approval, the AP will be posted to the Division website.
9. The Superintendent will ensure staff in the relevant department, division leaders and school administrators will be informed of the new/revised AP as soon as it is added to the website.
10. Previous versions of Administrative Procedures will be retained as per the Division's records management procedures.

Reference: 52, 53, 122 Education Act

Amended: March 2023