

DEVELOPMENT AND REVIEW OF ADMINISTRATIVE PROCEDURES

Background

The Superintendent has been given responsibility for implementation and review of the Administrative Procedures (AP) Manual. Regular review of administrative procedures, with opportunities for input from appropriate stakeholders, leads to effective operations with the Division.

Procedures

1. A review of all administrative procedures shall be conducted through the Office of the Superintendent. (see AP 120)
 - 1.1 Annually, each school division department will review the relevant APs and update them as necessary.
2. This review will provide opportunities for input from stakeholders as appropriate.
3. Reviews shall ensure that each administrative procedure meets the following criteria:
 - 3.1 Each procedure is the responsibility of administration as delegated by the Board or as defined by legislation.
 - 3.2 Each procedure is consistent with Board Policy.
 - 3.3 Each procedure is consistent in format and structure.
 - 3.4 Each procedure ensures clear and consistent direction for the Division.
4. Development or review of a specific administrative procedure may be initiated by any stakeholder at any time through a formal request to the Superintendent or Secretary-Treasurer.
 - 4.1 The request will be expected to detail the issues and concerns associated with the Administrative Procedure and if possible, offer suggestions for revision.
 - 4.2 The Administrative Procedure Amendment/Deletion/Addition Form (Form 121-1) shall be used to facilitate this process.
 - 4.3 Upon receiving a formal request for review, the Superintendent or Secretary-Treasurer will determine the appropriate process for developing and reviewing the specific Administrative Procedure to ensure that reasonable consideration is given to the request.
5. All newly developed administrative procedures and changes based on reviews of current administrative procedures shall be communicated expeditiously to all stakeholders.

Adopted/Revised/Reviewed: JUN 2016/NOV 2019/JUL 2023/MAR 2026

Reference: *Education Act* sections 52, 53, 222

Board Policy 10 – Policy Making

Board Policy 11 – board Delegation of Authority

Board Policy 12 – Role of the Superintendent

Administrative Procedure 120 - Policy and Procedures Dissemination

Administrative Procedure Form 121-1 Administrative Procedure Feedback

Administrative Procedure 150 - Division Communications

Administrative Procedure 185 - Records Management