

PROCEDURE NO: 110
TITLE: Reviewing, Drafting, and Implementing Administrative Procedures

EFFECTIVE DATE: November 27, 2023
REVISED DATE:

REVIEW YEAR:

Procedure

REVIEWING, DRAFTING, AND IMPLEMENTING ADMINISTRATIVE PROCEDURES

Background

The Superintendent and the senior administration team review, draft, and implement administrative procedures to ensure the appropriate operationalization of board policies, departmental and divisional initiatives, and provincial legislation.

Procedures

1. Accessing Administrative Procedures
 - a. The Superintendent will ensure that all administrative procedures are available on the Division website so that all trustees, employees, students, parents, and general public have access to every administrative procedure.
2. Reviewing of Administrative Procedures
 - a. A rotating review of administrative procedures will be carried out through the Office of the Superintendent on an annual basis to ensure procedures are kept current and that they effectively facilitate the Superintendent carrying out the will of the Board and the requirements of the Minister and provincial legislation and that this review take into consideration the impact of such procedures have on those directly affected.
 - b. The rotating review of administrative procedures will coincide with the cyclical review of board policies.
 - c. In addition to this process, a review of specific administrative procedure may be initiated at any time by a formal request from a school administrator, operational manager, or an employee who is affected by that procedure.
 - i. The request for such a review shall detail the issues and concerns associated with the administrative procedure and, if possible, offer suggestions for revision.
 - ii. The Superintendent invites suggestions for additions, deletions, or edits to administrative procedures from staff provided such recommendations are made to the Superintendent via the formal routes of established communication within the Division.
 1. It is envisioned that such a process would ensure that lines of authority are respected while providing avenues for response.
 - iii. In addition, an appropriate balance can be maintained between sensitivity to the needs of those impacted by a specific procedure while ensuring that the

Superintendent and through him/her, the Division is able to respond in an accountable manner to board, ministerial, and legislative directives.

- d. Steps to be followed in considering recommended changes:
 - i. The senior administration team shall be involved in all reviews to ensure all operational aspects are considered.
 - ii. Each procedure is to be consistent with board policies, administrative procedures, and the Division's strategic priorities and plan.
 - iii. The group most affected by any recommendation for change is to be first provided the opportunity to review such recommendations.
- e. If the recommendation for change does not primarily impact one or more segments of the Division, the senior administration team will consider who is to be invited to have input into the proposed recommendation.

3. Drafting of Administrative Procedures

- a. The senior administration team is responsible for the drafting of new administrative procedures for their corresponding portfolios and in alignment with the categories of board policies:
 - i. 100 Governance – Superintendent
 - ii. 200 Curriculum & Instruction – Assistant Superintendent Curriculum & Instruction
 - iii. 300 Student Services – Assistant Superintendent Student Services
 - iv. 400 Human Resources – Secretary Treasurer
 - v. 500 Finance & Operations – Secretary Treasurer
- b. Once drafted, members of the senior administration team will seek feedback and input from school administrators and/or operational managers, employee groups, and anyone else that may be affected by the new administrative procedure.
- c. If the new administrative procedure does not primarily impact one or more segments of the Division, the senior administration team will consider who in the Division will be solicited for feedback.
- d. After feedback has been received, and revisions have been made to the draft administrative procedure, the new administrative procedure will be reviewed by the senior administration team.
- e. The final decision regarding the approval and implementation of new administrative procedures lies with the Superintendent.
- f. All new administrative procedures will be communicated to all who will be affected by the new administrative procedure.
- g. Any new administrative procedures, once approved by the Superintendent, will be included as information to the Board.

4. Implementing Administrative Procedures

- a. The final decision regarding changes to existing administrative procedures, or the approval of new administrative procedures, lies with the Superintendent.

- b. Any changes to existing administrative procedure, or the introduction of new administrative procedure will be communicated to all who will be affected by the change by the Superintendent.
 - c. Any changes made to existing administrative procedures, or the introduction of new administrative procedures, will be included as information to the Board.
5. Redaction of Existing Administrative Procedures
- a. If, through the review of existing administrative procedures, the Superintendent or senior administration team identify a procedure that is no longer relevant, related to board policy, ministerial and divisional initiatives, or provincial legislation, it will be redacted and removed from use.
 - b. The final decision regarding the redaction of an administrative procedure lies with the Superintendent.
 - c. Any redaction of an administrative procedure will be included as information to the Board.