



AP 121 – REVIEW OF ADMINISTRATIVE PROCEDURES

BACKGROUND

A regular review of administrative procedures, with opportunity for input by the appropriate stakeholders, leads to effective operations within the school division.

PROCEDURES

1. A review of administrative procedures will be carried out through the director as needed.
 - 1.1 This review will ensure that each administrative procedure meets the following criteria:
 - Will be reviewed and edited to ensure it is up to date.
 - Is consistent with the division’s strategic plan.
 - Ensures clear consistent direction for central office and school administration.
2. An administrative procedure review with substantive edits shall solicit input from a variety of stakeholders that may include trustees, employees, and school community councils.
3. Minor (housekeeping) edits will not solicit input.
4. A review of a specific administrative procedure may be initiated at any time by a formal request from the board, a school community council, a school administrator, or an employee who is personally affected by that procedure. This review may also be initiated in response to legislative changes or school system needs. The request for such a review shall detail the issues and concerns associated with the administrative procedure and, if possible, offer suggestions for revision.
5. The director will determine an appropriate process for reviewing an administrative procedure. (see appendix A).
6. Any decisions arising from a review of administrative procedures will be communicated in a timely manner to all affected stakeholders.
7. Changes and formatting to any administrative procedures shall be made and tracked by the executive assistant to the board and chief financial officer.

Reference: Policy 10 – Board Delegation of Authority
Date Last Revised: December 2, 2024



APPENDIX A - REVIEW OF ADMINISTRATIVE PROCEDURES

For New Administrative Procedures:

1. The idea for new administrative procedures is brought to executive council.
2. If approved by executive council, then the administrative procedure is drafted and taken to administrative council for input.
3. Once administrative council has finalized the draft, it is given to the executive assistant to the chief financial officer to format in the proper template.
4. The executive assistant to the chief financial officer sends out the final draft to the stakeholders impacted by the change for feedback. The timeline for stakeholders to provide feedback is recommended to be 30 days.
5. The feedback and administrative procedure is then taken back to administrative council for final approval.
6. Once approved, the administrative procedure is placed in the board file as an information item.
7. The administrative procedure is formally adopted, assigned a number and placed in the administrative procedure manual by the executive assistant to the board and chief financial officer.
8. After the procedure is formally adopted the owner(s) will present the procedure at an upcoming leadership meeting to ensure all leaders are aware of the final edits.

For Significant Changes to Administrative Procedures:

1. Follow Steps 1-6 above.
2. The changed procedure is updated in the manual by the executive assistant to the board and chief financial officer.

For Housekeeping Changes to Administrative Procedures:

1. Procedures brought to administrative council for information and input.
2. Changes are shared with the executive assistant to the board and chief financial officer and posted.
3. The director will inform the board once a year of all housekeeping changes.

For Deleting an Existing Administrative Procedure:

1. Present reasons for deleting the procedure to executive council.
2. Once approved for deletion by executive council, the administrative procedure is taken to administrative council for input.
3. The executive assistant to the chief financial officer sends out the administrative procedure to be deleted to the stakeholders impacted. The timeline for stakeholders to provide feedback is recommended to be 30 days.
4. Once feedback is received, the owner of the administrative procedure takes it to administrative council for review.
5. The owner notifies the executive assistant to the board and chief financial officer to delete the procedure.
6. Include in board file as an information item when deleted.