

# DEVELOPMENT AND REVIEW OF ADMINISTRATIVE PROCEDURES

## Background

The Superintendent and the Secretary Treasurer have been given responsibility for implementation and review of the Administrative Procedures Manual. Regular review of administrative procedures, with opportunities for input from appropriate stakeholders, leads to effective operations with the District.

## Procedures

1. Any review of administrative procedures shall be conducted through the Offices of either the Superintendent or the Secretary Treasurer.
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 with other Administrative Procedures;
  - 3.4 Each procedure is consistent with the District's strategic direction as outlined in the Three-Year Education Plan; and
  - 3.5 Each procedure ensures clear and consistent direction for the District.
4. Development or review of a specific administrative procedure may be initiated by any stakeholder at any time through a formal request to either the Superintendent or the 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 Feedback Form](#) (Form 121-1) shall be used to facilitate this process.
5. All newly developed administrative procedures and changes based on reviews of current administrative procedures shall be communicated expeditiously to all stakeholders.
6. Upon receiving a formal request for review, the Superintendent or the 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.

6.1 It is expected that in most instances such a review will be carried out by the Superintendent or the Secretary Treasurer, a District Office administrator with direct responsibility in that area, and a Principal selected by the Superintendent.

Reference: Sections 8, 22, 65, 85 School Act  
School Regulation 265/89

Approved: August 15, 2021  
Revised: