



AP 1-100 – REVIEW OF ADMINISTRATIVE PROCEDURES

BACKGROUND

The role of the Superintendent requires that the Superintendent develop and keep current an Administrative Procedures Manual and develop and maintain consultative processes for the establishment and review of such procedures.

PROCEDURES

1. A review of all 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 such procedures have on those directly affected. This annual review of administrative procedures shall include an opportunity for broad based input.
2. In addition to this process, a review of a specific administrative procedure may be initiated at any time by a formal request from a Parent Advisory Council, a school administrator or an employee who is affected by that procedure. The request for such a review shall detail the issues and concerns associated with the administrative procedure and, if possible, offer suggestions for revision. The Superintendent invites suggestions for additions, deletions or edits to the Administrative Procedures Manual from staff provided such recommendations are made to the Superintendent via the formal routes of established communication within the Division. It is envisioned that such a process would ensure that lines of authority are respected while providing avenues for response. 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 legislative, Board and Ministerial directives.
3. Steps to be followed in considering recommended changes are:
 - 3.1. The group most affected by any recommendation for change should be first provided the opportunity to review such recommendations. For example if a suggestion were made for a change to the business operations of the jurisdiction it would be appropriate that the Secretary-Treasurer be provided the first opportunity to respond to such a recommendation. The Secretary-Treasurer's input and expertise would be paramount to the Superintendent's decision whether to effect the recommended change to the manual and would include the identification of any accountability issues, which led to the development of the administrative procedure in question.
 - 3.2. As part of their review, the group most affected by the recommended change will recommend other groups that should have input into the proposed change. They are well positioned to know which of the other stakeholders have the prerequisite background to supply valuable commentary on the suggested change, and thereby ensure that the process is not "bogged down" with input from stakeholders with minimal levels of interest or expertise.
 - 3.3. Input into decisions does not always have to be in the form of a face-to-face meeting but can be garnered through email. The intent is to ensure that the process is expedient yet thorough and recognizes Board, Ministerial or legislative requirements placed on the Superintendent.



- 3.4. In the event that the recommendation for change does not primarily impact one segment of the organization, central office senior administration will meet and consider who should be invited to have input into the proposed recommendation.
 - 3.5. There will be situations where input into decisions to revise, delete or add administrative procedures will be limited or non-existent. For example; if there are Board directives, legislative changes or new directives from the Department of Education, formal consultation may not be initiated.
 - 3.6. The above steps facilitate recommendations being made to the Superintendent relative to changes, additions, or deletions to this Administrative Procedures Manual. The final decision regarding the recommendation lies with the Superintendent.
4. Any decision(s) arising from a review of administrative procedures will be communicated expeditiously to all affected stakeholders by the Superintendent. Any changes made to the Administrative Procedures will be included as information in the Board agenda.

Reference:

Board Policies 9 and 11

Adopted:

August 2009