



Appendix A
Manual of Administrative Procedures Monitoring Record
2017/2018

Section Number	Name of Section	Responsibility	Next Review
1.A	Foundations 1.A.10 – 1.A.60	Principals and Vice-Principals	2020
1.B	Students 1.B.10 – 1.B.70	Principals and Vice-Principals	2020
2.A	Human Resources 2.A.10 – 2.A.105	Superintendent of Human Resources	2020
3.A	Instruction & Learning 3.A.10 – 3.A.35	Superintendent of Educational Services	2020
3.B	Student Services 3.B.10 – 3.B.40	Student Services Administrator	2020
4.0	Community Engagement 4.10 – 4.30	Facilities Manager	2020
5.0	Business Administration 5.10 – 5.60	Secretary-Treasurer	2020
6.0	Facilities 6.10 – 6.40	Facilities Manager	2020
7.0	Transportation & Vehicles 7.20 – 7.40	Facilities Manager	2020
8.0	Safe Schools 8.10 – 8.60	School Admin & Superintendent of HR	2020

- ❖ *All Admin Procedures will be reviewed over the course of three years.*
- ❖ *Policies that need to be revised as a result of change in operation or legislation will be done as required.*