



Appendix A
Manual of Administrative Procedures Monitoring Record
2019/2020

Section Number	Name of Section	Responsibility	Next Review
1.A	Foundations 1.A.130 – 1.A.170	Principals and Vice-Principals	2022
1.B	Students 1.B.155 – 1.B.210	Principals and Vice-Principals	2022
2.A	Human Resources 2.A.170 – 2.A.215	Superintendent of Human Resources	2022
3.A	Instruction & Learning 3.A.67 – 3.A.80	Superintendent of Educational Services	2022
3.B	Student Services 3.B.110 – 3.B.130	Student Services Administrator	2022
4.0	Community Engagement 4.10 – 4.30	Facilities Manager	2022
5.0	Business Administration 5.130 – 5.180	Secretary-Treasurer	2022
6.0	Facilities 6.85 – 6.95	Facilities Manager	2022
7.0	Transportation & Vehicles 7.20 – 7.40	Facilities Manager	N/A
8.0	Safe Schools 8.110 – 8.160	School Admin & Superintendent of HR	2022

- ❖ *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.*