



Appendix A
Manual of Administrative Procedures Monitoring Record
2018/2019

Section Number	Name of Section	Responsibility	Next Review
1.A	Foundations 1.A.80 – 1.A.120	Principals and Vice-Principals	2021
1.B	Students 1.B.80 – 1.B.150	Principals and Vice-Principals	2021
2.A	Human Resources 2.A.110 – 2.A.165	Superintendent of Human Resources	2021
3.A	Instruction & Learning 3.A.40 – 3.A.66	Superintendent of Educational Services	2021
3.B	Student Services 3.B.50 – 3.B.100	Student Services Administrator	2021
4.0	Community Engagement 4.10 – 4.30	Facilities Manager	2021
5.0	Business Administration 5.70 – 5.120	Secretary-Treasurer	2021
6.0	Facilities 6.45 – 6.80	Facilities Manager	2021
7.0	Transportation & Vehicles 7.20 – 7.40	Facilities Manager	N/A
8.0	Safe Schools 8.70 – 8.100	School Admin & Superintendent of HR	2021

- ❖ *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.*