Review of Administrative Procedures

Administrative Procedure 2.A.030

Board Governance Policy Cross Reference:
Legal Reference:
Date Adopted: November, 2012
Date Amended: November, 2013; April 2019
Date Reviewed: October 2020

Background

A regular review of administrative procedures, with opportunity for input by the appropriate stakeholders, leads to effective operations within the school district.

Procedures

1. A review of administrative procedures will be carried out through the Superintendent on a 3 year rotation.
   1.1 This review will ensure that each Administrative Procedure meets the following criteria:
   - A minimum of 1/3 of the Administrative Procedures contained within each section will be reviewed annually.
   - Each procedure shall be in accordance with legislation.
   - Each procedure reflects an empowered organizational structure.
   - Each ultimately ensures clear, consistent direction for central and school administration.

2. The annual review of substantive issues within administrative procedures may solicit input from trustees, teachers, school board office personnel, school councils and administrators. ‘Housekeeping’ issues shall be dealt with on an ‘as needed’ basis.

3. Review of a specific administrative procedure may be initiated at any time by a formal request from the Board, a school council, a school administrator or an employee who is personally affected by that procedure. This review may also be initiated in response to legislative changes or school system needs. The request for such a review shall detail the issues and concerns associated with the administrative procedure and, if possible, offer suggestions for revision.

4. The Superintendent shall determine an appropriate process for reviewing a specific administrative procedure when requested to ensure that fair and reasonable consideration is given to the request. (See Appendix A)

5. Any decisions arising from a review of administrative procedures will be communicated expeditiously to all affected stakeholders.

6. Changes to any Administrative Procedures shall be made and tracked by the Assistant to the Superintendents.

Appendix A – Review of Administrative Procedures

For New Administrative Procedures:

1. Idea for new Administrative Procedure is brought to senior administration.
2. If approved by senior administration, then the Administrative Procedure is drafted.
3. Once drafted, it is given to the Assistant to the Superintendent to be formatted in the proper template.
4. The procedure is reviewed and final approval is given by senior administration before being assigned a number and placed in the Administrative Procedural Manual by the Assistant to the Superintendents.

For Significant Changes to Administrative Procedures:

1. Follow steps 1 – 3 above.
2. Changed procedure is updated in manual by Assistant to the Superintendents.

For Housekeeping Changes to Administrative Procedures:

1. Procedures brought to senior administration for information and input.
2. Changes given to the Assistant to the Superintendent, updated and placed in manual.

For Deleting an Existing Administrative Procedure:

1. Present reasons for deleting the procedure to the Superintendent of Human Resources and Policy.
2. Once input is received on the deletion from stakeholders, a decision is made whether to delete or not.
3. If deleting, notify the Assistant to the Superintendents to delete the procedure.
4. Keep track of deletions on administrative procedure tracking form. (Appendix A.1)

Appendix B – Administrative Procedures (Tracking Changes)

Number	Admin. Proc. Title	Change	Date of Change	Posted to Website