



ADMINISTRATIVE PROCEDURE 306

PROCEDURE MAKING

BACKGROUND

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

PROCEDURE

1. A review of administrative procedure will be carried out through the Executive Council on an annual basis.
 - 1.1 This review will ensure that each administrative procedure meets the following criteria:
 - Administrative procedure will be reviewed annually to ensure they are up to date.
 - Each procedure is the responsibility of administration as delegated by the Director as defined by legislation.
 - Each procedure is consistent with the division's strategic direction
 - Each ultimately ensures clear consistent direction for central and school administration.
2. The annual review resulting in substantive changes within administrative procedure shall solicit input from trustees, teachers, central office personnel, school councils, and/or 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 Director of Education 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 procedure will be communicated expeditiously to all affected stakeholders.
6. Changes and formatting to any administrative procedure shall be made and tracked by the assistant to the director.



APPENDIX A - REVIEW OF ADMINISTRATIVE PROCEDURES

For New Administrative Procedure:

1. Idea for new administrative procedure (AP) is brought to the Director of Education.
2. If approved by the Director, then the administrative procedure is drafted and taken to executive council for input.
3. Once executive council has reviewed the draft, it is given to the Assistant to the Director to format in the proper template.
4. Author of the procedure sends out the final draft to stakeholders impacted by the change for feedback. Timeline for stakeholders to provide feedback is recommended to be 30 days.
5. Feedback and procedure are then taken back to the Director for final approval.
6. Once approved, the procedure is placed in the board file as an information item.
7. Administrative procedure formally adopted, assigned a number and placed in the administrative procedure manual by the assistant to the director.

For Significant Changes to Administrative Procedures:

1. Follow Steps 1-6 above.
2. Changed procedure updated in manual by Assistant to the Director.

For Housekeeping Changes to Administrative Procedures:

1. Procedure brought to executive council for information and input.
2. Changes given to assistant to the director and posted.
3. Director reports housekeeping changes to the Board.

For Deleting an Existing Administrative Procedure:

1. Present reasons for deleting the procedure to the Director, and receive approval.
2. Notify Assistant to the Director to delete the procedure.
3. The Director of Education reports the deletion of the procedure to the Board.

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Education in a Culture of Excellence