



## AP 121 – REVIEW OF ADMINISTRATIVE PROCEDURES

### BACKGROUND

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

### PROCEDURES

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1. A review of administrative procedures will be carried out through the director on an annual basis.
  - 1.1 This review will ensure that each administrative procedure meets the following criteria:
    - Administrative procedures will be reviewed annually to ensure they are up to date.
    - Each procedure is the responsibility of administration as delegated by the board or as defined by legislation.
    - Each procedure is consistent with the division’s strategic plan.
    - Each ultimately ensures clear consistent direction for central and school administration.
2. The annual review of substantive issues within administrative procedures shall solicit input from a variety of stakeholders that may include: trustees, employees , and school community councils. ‘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 community 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 will 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 and formatting to any administrative procedures shall be made and tracked by the executive assistant to the board and chief financial officer.

Reference: Policy 10 – Board Delegation of Authority  
Date Last Revised: January 9, 2023



## APPENDIX A - REVIEW OF ADMINISTRATIVE PROCEDURES

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### **For New Administrative Procedures:**

1. Idea for new administrative procedures (AP) is brought to executive council.
2. If approved by executive council, then the administrative procedures is drafted and taken to administrative council for input.
3. Once administrative council has finalized the draft is given to the executive assistant to the chief financial officer to format in the proper template.
4. Author of the AP 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 AP then taken back to administrative council for final approval.
6. Once approved, AP placed in the board file as an information item.
7. AP formally adopted, assigned a number and placed in the administrative procedure manual by the executive assistant to the board and chief financial officer.

### **For Significant Changes to Administrative Procedures:**

1. Follow Steps 1-6 above.
7. Changed procedure updated in manual by executive assistant to the board and chief financial officer.

### **For Housekeeping Changes to Administrative Procedures:**

1. Procedures brought to administrative council for information and input.
2. Changes given to executive assistant to the board and chief financial officer and posted.
3. Inform board once a year of all housekeeping changes.

### **For Deleting an Existing Administrative Procedure:**

1. Present reasons for deleting the procedure to executive council
2. Upon approval of executive council, taken to administrative council for input.
3. Author of procedure sends out to stakeholders impacted by the change for input.
4. Once input is received, take to administrative council to review stakeholder feedback.
5. Notify executive assistant to the board and chief financial officer to delete the procedure.
6. Include in board file as an information item when housekeeping changes are identified.