



## **PROCEDURE MAKING**

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 procedures will be carried out through the Executive Council on a regular basis.
  - 1.1 This review will ensure that each administrative procedure meets the following criteria:
    - Administrative procedures will be reviewed to ensure they are up to date.
    - Each procedure is the responsibility of administration as delegated by the Director.
    - Each procedure is consistent with the division's strategic direction.
    - Each procedure ultimately ensures clear consistent direction for central and school administration.
  2. The review resulting in substantive changes within an administrative procedure may solicit input from teachers, Division 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 an 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**

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**For New Administrative Procedure:**

1. Idea for a 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 up to 30 days.
5. Feedback and the 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. If the proposed changes to the administrative procedure are only an update to reflect the current practice, feedback from stakeholders would not be necessary.
3. 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 approved by the Director of Education.
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. The Director of Education reports the deletion of the procedure to the Board.
3. Procedure deleted in the Administrative Procedure Handbook by the Assistant to the Director.

*Education in a Culture of Excellence*

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