



Date: March 20, 2024 **Agenda Item:** 8.9

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Shawna Warren, Superintendent

Governance Policy: [Board Policy: 240 Policy Development](#)
[Board Policy 700: Superintendent of Schools](#)

Assurance Domain: Student Growth & Achievement
Teaching & Leading
Learning Supports
Governance
Local & Societal

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):

- Building Effective Relationships
- Modeling Commitment to Professional Learning
- Visionary Leadership
- Leading Learning
- Ensuring First Nations, Métis, and Inuit Education for All Students
- School Authority Operations and Resources
- Supporting Effective Governance

Subject: **Administrative Procedure 205: Developing Administrative Procedures**

Purpose:

For information.

Background:

Administrative Procedures (APs) define and legislate operational best-practice approaches in order to effectively administer Board policy across the Division. The Superintendent expects that all staff are familiar with the Division's administrative procedures. With the passage of time and with emerging needs, administrative procedures may require creation or review. Regular review of Administrative Procedures, with the opportunity for input by the appropriate stakeholders, leads to effective operations within the school system.

Administrative Procedure 205: Developing Administrative Procedures was up for regular review. The Administrative Procedure has been amended to ensure it captures the procedures for the review and development of APs to ensure best practices to effectively administer Board policy and foster effective operations.



Administration is prepared to respond to questions at the March 20, 2024, Public Board meeting.

Attachment(s):

1. Administrative Procedure 205: Developing Administrative Procedures - Tracked Changes

Administrative Procedure 205

Developing Administrative Procedures

Responsible Administrator: Superintendent

PURPOSE

Administrative procedures define and legislate operational best-practice approaches in order to effectively administer Board policy across the Division.

The Superintendent expects that all staff are familiar with the Division's administrative procedures.

With the passage of time and with emerging needs, administrative procedures may require creation or review.

Regular review of Administrative Procedures, with opportunity for input by the appropriate stakeholders, leads to effective operations within the school system.

PROCESS

Senior Executive will be responsible for the development **or amendment** of Administrative Procedures relative to their areas of responsibility.

PROCEDURE

1. Administrative Procedure review and development will occur on a regularly scheduled basis and in accordance with the review and development of related policies.
2. Draft Administrative Procedures will be forwarded to the Senior Executive for review and provided to the Board as information.
3. Where applicable, draft Administrative Procedures will be forwarded to the Leadership Team and/or Administrators' Council for feedback **to ensure alignment of procedures with Division practices.**
4. Revisions to the draft Administrative Procedure will be completed by the appropriate Senior Executive and forwarded to the Superintendent for final approval.
5. ~~The Executive Assistant to the Superintendent will distribute the final approved draft and ensure its placement on the Division website.~~ **Draft administrative procedures are reviewed and approved by the Superintendent and become effective as of the date of approval.**
6. **Any decisions or amendments arising from a review of administrative procedures shall be communicated expeditiously to all affected stakeholders.**

References:

Board Policy:
240 Policy Development

700 Superintendent of Schools

~~300 School Based Decision Making~~

History

2020 Jan 29 Initial Approval

2024 March 6 Amendment