

Date: October 23, 2024 **Agenda Item:** 8.10
To: Board of Trustees
From: Shawna Warren, Superintendent
Originator(s): Shawna Warren, Superintendent
Subject: **Administrative Procedure 205: Developing Administrative Procedures**

Background:

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division ([AP 205 Developing Administrative Procedures](#)).

Administrative Procedures are reviewed and developed on a regularly scheduled basis.

Administrative Procedure 205: Developing Administrative Procedures was up for regular review. Minor amendments were made to the Administrative Procedure while maintaining the core procedures and responsibilities.

This Administrative Procedure (AP) is to provide clear, written directives approved by the Superintendent for implementing Board policies, the Division's Vision, Mission, and Values and ensuring efficient Division operations. Regular review and development of these procedures, with input from relevant stakeholders, help address emerging needs and promote effective school system operations. Senior Executive members are responsible for developing or amending APs, which are reviewed by the leadership team to ensure alignment with Division practices. Once approved by the Superintendent, the APs are implemented and any changes are communicated promptly to all affected stakeholders.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLOS](#) in the following way:

COMPETENCY: (6) School Authority Operations and Resources
INDICATORS: c. delegating responsibility to staff, where appropriate, to enhance operational efficiency and effectiveness.

COMPETENCY: (7) Supporting Effective Governance
INDICATORS: g. implementing board policies and supporting the regular review and evaluation of their impact.

Governance Implications:**Education Act**

Board responsibilities

33(1) A board, as a partner in education, has the responsibility to

(h) establish and maintain governance and organizational structures that promote student well-being and success, and monitor and evaluate their effectiveness.

Board Procedures Regulation (Education Act - Alberta Regulation 82/2019)

Policies and procedures

4 The board must

(b) monitor and evaluate the effectiveness of the established policies and procedures on a regular basis.

Policy 105: Vision, Mission and Values

Vision

Sturgeon Public School Division: where, through a well-rounded education, students are motivated and supported to pursue their unique path to future success.

Mission

Working together as a team of trustees, parents, community, staff and students, we create safe, respectful and collaborative learning environments where students are prepared to meet and excel at the challenges presented by the global community.

Policy 240: Policy Development

2.4 The Superintendent is responsible for developing the specific implementation steps required to operationalize a Board Policy.

2.4.1 Administrative Procedures are not subject to Board approval but are available to the Board for information at the time of Policy approval and thereafter on an ongoing basis. The Board expects that Administrative Procedures will be developed by obtaining any necessary technical advice, stakeholder input, and legal opinions.

Policy 700: Superintendent of Schools

The Superintendent of Schools provides the Board with information, advice, and support required for the fulfillment of its governance role. The Superintendent plays a critical and collaborative role in supporting the leadership of the Board by advising, informing, and supporting the Board to address current and emerging issues.

Policy 701: Board Delegation of Authority

1.1 In accordance with Section 52(1) of the Education Act, the Board authorizes the Superintendent of Schools to do any act, or thing, or exercise any power that the Board, may or is required to do or exercise, except those matters which, in accordance with Section 52(4) of the Education Act, cannot be delegated.

[Administrative Procedure 205: Developing Administrative Procedures](#)

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division.

Administration is prepared to respond to questions at the October 23, 2024, Public Board meeting.

Attachment(s):

1. Administrative Procedure 205: Developing Administrative Procedures - [Website Version](#)
2. Administrative Procedure 205: Developing Administrative Procedures - Tracked Changes



205: Developing Administrative Procedures

Responsible Administrator: Superintendent

PURPOSE

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of 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 and/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. 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:

- 105 Vision, Mission and Values
- 240 Policy Development
- 700 Superintendent of Schools
- 701 Board Delegation of Authority

History

- 2020 Jan 29 Initial Approval
- 2024 Mar 06 Amended
- 2024 Oct 03 Amended

Administrative Procedures II. School Board Governance and Operations

AP205: Developing Administrative Procedures

Responsible Administrator: Superintendent

PURPOSE

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division.

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

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References:

Board Policy:

[100 Vision, Mission and Values](#)

240 Policy Development

700 Superintendent of Schools

[701 Board Delegation of Authority](#)

History

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