

DEVELOPMENT AND REVIEW OF ADMINISTRATIVE PROCEDURES

Background

The Secretary Treasurer has been given responsibility for implementation and review of the Administrative Procedures Manual. Regular review of administrative procedures, with opportunities for input from appropriate stakeholders, leads to effective operations with the District.

Procedures

1. A review of all administrative procedures shall be conducted through the Office of the Secretary Treasurer.
2. This review will provide opportunities for input from stakeholders as appropriate.
3. Reviews shall ensure that each administrative procedure meets the following criteria:
 - 3.1 Each procedure is the responsibility of administration as delegated by the Board or as defined by legislation;
 - 3.2 Each procedure is consistent with Board Policy;
 - 3.3 Each procedure is consistent with other Administrative Procedures;
 - 3.4 Each procedure is consistent with the District's Strategic Plan; and
 - 3.5 Each procedure ensures clear and consistent direction for the District.
4. All newly developed administrative procedures and changes based on reviews of current administrative procedures shall be communicated expeditiously to all stakeholders.

Reference: Sections 8, 22, 65, 85 School Act
School Regulation 265/89

Effective: September 24, 2018