



Preparing Today's Learner for Tomorrow

Administrative Procedure 1010

Administrative Procedure Development

Board Governance Policy Cross Reference: [1, 2, 3, 4, 9, 10](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

[Interlake School Division Board Governance Policy](#)

[Public Schools Act](#)

[Education Administration Act](#)

The Interlake School Division Board of Trustees has delegated authority to the Superintendent/CEO to direct the operations of the school division through the Interlake School Division Administrative Procedures Manual. The development of two distinct documents (Board Governance Policy Manual and Administrative Procedures Manual) reinforces the distinction between the governance responsibility of the Board and the administrative/leadership duties of the Superintendent/CEO within the Board's governance model.

Administrative procedures may be developed, altered and modified without prior approval of the Board, except in those areas specifically identified through Board Policy as requiring Board approval. The Interlake School Division Administrative Procedures must be consistent with the [Board Governance Policy](#).

The Superintendent/CEO is responsible for the development and revision of the Administrative Procedures Manual and to develop and maintain consultative processes for the establishment and review of such procedures.

Administrative Procedure Review

A review of all administrative procedures will be carried out through the Superintendent's Department on a regular basis to ensure that these procedures are kept current and that they effectively link to the policy directives of the Board, the Minister of Education and the requirements of provincial legislation. This review must also take into consideration the impact of such procedures on those directly affected.

In addition to this internal review process, a review of a specific administrative procedure may be initiated at any time by a formal request from the Interlake School Division Principals, a Parent Advisory Council, an employee group that is affected by that procedure or an advisory committee established by the Superintendent/CEO. The request for such a review shall detail the issues and concerns associated with the administrative procedure and, if possible, offer suggestions for revision.

The Superintendent/CEO invites suggestions for additions, deletions or edits to the Administrative Procedures Manual from staff provided such recommendations are made to the Superintendent/CEO via the formal routes of established communication within the Division. It is envisioned that such a process would ensure that lines of authority are respected while providing avenues for response. In addition, an appropriate balance can be maintained between sensitivity to the needs of those impacted by a specific procedure while ensuring that the Division is able to respond in an accountable manner to legislative, Board and Ministerial directives.

Steps to be followed in considering recommended changes are:

1. The group most affected by any recommendation for change should be first provided the opportunity to review such recommendations. The Superintendent/CEO should consider the response from the individual or group prior to making a final decision.
Examples:
 - If a recommendation was being made for a change to the business operations of the Division, it would be appropriate that the Secretary-Treasurer be provided the opportunity to respond to such a recommendation.
 - If a recommendation was being made for changes to the teacher evaluation procedures, the Interlake Teachers' Association should be consulted on recommended changes.
2. Input into decisions does not always have to be in the form of a face-to-face meeting but can be garnered through correspondence. The intent is to ensure that the process is expedient, yet thorough, and recognizes Board, Ministerial and/or legislative requirements placed on the Superintendent/CEO.
3. In the event that the recommendation for change does not primarily impact one segment of the organization, senior administration will meet and consider who should be invited to have input into the proposed recommendation.
4. There will be situations where input into decisions to revise, delete or add administrative procedures will be limited or non-existent. For example; if there are legislative changes or new directives from the Department of Education, formal consultation may not be initiated.
5. All revisions/additions/deletions to administrative procedures will be reviewed at regularly scheduled Administrative Council meetings.
6. The final decision regarding the recommendation lies with the Superintendent/CEO.

The Superintendent/CEO will communicate any decision(s) arising from a revision, addition or deletion to administrative procedures to all affected stakeholders in a timely fashion.

Changes made to the Administrative Procedures Manual will be reported to the Board of Trustees as per the agreed upon administrative procedures monitoring report.

The Superintendent/CEO may at his/her discretion seek the approval of the Board of Trustees on the addition/deletion/revision of an administrative procedure.