

Administrative Procedures Manual

Introduction

The Board of Trustees of the Interlake School Division is dedicated to its goal of ensuring student achievement and success. The Board governs through making informed decisions, setting broad goals, and developing statements of action, or Board Governance Policies, based on the values of the school division and provincial requirements. The Board of Trustees determines the need for policy, ensures that policy is developed, and that policy is followed. ISD Board Governance Policies can be found at www.interlakesd.ca under the Board tab.

The role of Senior Administration is to execute policy within the spirit and intent of the Board's Governance model to achieve the goals of the school division. Board Governance Policies of the Interlake School Division Board of Trustees are supplemented by Administrative Procedures by which the Superintendent/CEO, the educational leader of the school division, directs the everyday operations of the school division. Administrative Procedures are the delegated responsibility of the Superintendent/CEO and may be developed, altered, and modified without prior approval of the Board, except in those areas specifically identified through Board Governance Policy as requiring Board approval. Administrative Procedures are organized into nine separate series and can be found and at www.interlakesd.ca under the About Us tab.

The development of these two separate documents reinforces the distinction between the governance responsibility of the Board and the administrative/managerial duties of the Superintendent/CEO within the Board's Governance model.

In summary, the Board will focus its energy on effective governance, setting broad goals, and ensuring that the Board Governance Policies are current, relevant, and complied with. Regular monitoring of Board Governance Policies ensures that Senior Administration is achieving the goals established by the Board and holds the Superintendent/CEO responsible and accountable for implementing all Administrative Procedures.