

Administrative Procedure 110

DEVELOPMENT AND REVIEW OF ADMINISTRATIVE PROCEDURES

BACKGROUND

The Superintendent is responsible for the implementation and review of the Administrative Procedures Manual. The 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 Superintendent.
 - 1.1. The original Word version of the administrative procedure will be provided for the requested change(s) to be made and returned to the District Education Support Centre.
2. Reviews shall ensure that each administrative procedure meets the following criteria:
 - 2.1. Each procedure is the responsibility of administration as delegated by the Board or as defined by legislation.
 - 2.2. Each procedure is consistent with Board policy.
 - 2.3. Each procedure is consistent with other administrative procedures.
 - 2.4. Each procedure is consistent with the District's strategic direction as outlined in the Strategic Plan.
 - 2.5. Each procedure ensures clear and consistent direction for the District.
3. A draft version is brought forward to the next Senior Leadership Team meeting for initial comments and feedback.
4. Once the draft is finalized:
 - 4.1. If the changes are housekeeping in nature, or a new administrative procedure is being introduced, the Manager of Executive Services will forward a copy to the SD83 Communication channel on Teams, Policy Committee members, DPAC, Education Directions Committee members, and members of Quelmúcw Education Council.
 - 4.1.1. A time frame of three (3) weeks is provided.
 - 4.1.2. The draft version is forwarded to the Assistant Superintendent for dissemination to various Union representatives.
 - 4.1.3. Principals and Department Managers are to ensure a draft copy is available to staff members in their area of responsibility.

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- 4.1.4. Principals are to share draft versions with their respective Parent Advisory Council.
5. Upon completion of the feedback period, the draft is brought back to the Senior Leadership Team for final review and approval. The Superintendent will bring forth the finalized versions to the Policy Committee for their information.
6. One final approval is granted, the administrative procedure is posted to the website and to a Teams channel for staff.
 - 6.1. The finalized version is forwarded to the Assistant Superintendent to advise various Union Representatives to notify them of the date when the administrative procedure becomes effective.