



AP #101 - Administrative Procedures Development and Revision Protocol

Prairie Rose School Division

Developing lifelong learners for responsible global citizenship

General Administration

Procedure Manual

Policy Ref: 2, 3, 6

The role of the Superintendent/CEO requires that the Superintendent/CEO develop and keep current an Administrative Procedure Manual and develop and maintain consultative processes for the establishment and review of such procedures.

PROCEDURES

- 1) Administrative procedures will be continually reviewed through the Superintendent/CEO's office to ensure procedures are kept current and that they effectively facilitate the Superintendent/CEO carrying out the policies and/or directions of the Board, the requirements of the Minister, and all provincial legislation.
- 2) The Superintendent/CEO will keep the Board informed about all new administrative procedures being developed or about all current administrative procedures being reviewed through information updates in the Board agenda.
- 3) A review of a specific administrative procedure may be initiated at any time by a formal request from a Board members, school principal, employee groups, Parent Advisory Councils, and Student Councils. The request for such a review shall detail the issues and concerns associated with the administrative procedures and, if possible, offer suggestions for revision.
- 4) Where no administrative procedure is in effect, administrators, both at the school and divisional levels, make decisions that are in the best interests of education in Prairie Rose School Division. The need for such administrative procedures will be addressed by the Superintendent/CEO.

The steps that will be taken in considering recommended changes to an administrative procedure are as follows:

- 1) The group most affected by any administrative procedure change would be the first group provided opportunity to review such recommendations. For example, if a suggestion were made for a change to a financial administrative procedure, the Secretary Treasurer would be the first person to respond to the recommendation. The Secretary Treasurer's input and expertise would be paramount to the Superintendent/CEO's decision to effect the recommended change to the manual and would include the identification of any accountability issues, which led to the development of the administrative procedure in question.
- 2) As part of the review process, the group most affected by the recommended change will recommend other groups that should have input into the proposed change; particularly those stakeholders who have prerequisite background to supply valuable commentary on the suggested change.
- 3) Input into decisions does not always have to be in the form of a face-to-face meeting, but can be facilitated through email. The intent is to ensure that the process is expedient yet thorough and recognizes Board, Ministerial or legislative requirements placed on the Superintendent/CEO.
- 4) In the event that the recommendation for change does not primarily impact one segment of the organization, the Superintendent/CEO will meet the senior administration team and consider who should be invited to have input into the proposed recommendations.
- 5) 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 Board directives, legislative changes, or new directives from the Department of Education, formal consultation may not be initiated.



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- 6) The above steps facilitate recommendations being made to the Superintendent/CEO relative to changes, additions, or deletions to the Administrative Procedures Manual. The final decision regarding the recommendation lies with the Superintendent/CEO.

Any decisions arising from a review of administrative procedures will be communicated expeditiously to all affected stakeholder by the Superintendent/CEO.

Any changes made to the Administrative Procedures will be included as information in the Board agenda.