

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 121</b>
	<b>Administrative Procedures Development and Review</b>
Page 1 of 4	APPROVED: September 1, 2013 AMENDED/REVIEWED: September 2019
LEGAL REFERENCE:	Section 52, 53, 222 Education Act

**Background**

It is the mandate of the Superintendent to develop administrative procedures as needed to provide direction and consistency in management and decision making, and the Superintendent may develop such other procedures as deemed necessary for the effective operation of the Division.

The development of administrative procedures is generally preferred to be done in consultation with principals, Division leadership, and, where appropriate, Division staff. Procedures shall be consistent with legal requirements, Alberta Government policies and procedures and Board policies.

The Superintendent or designates are responsible for monitoring procedures on an ongoing basis.

**Procedures**

1. Review of Administrative Procedures
  - 1.1 Annually each Assistant Superintendent and the Secretary-Treasurer shall review those Administrative Procedures relating to their area of responsibility and make recommendations for changes to the Superintendent.
  - 1.2 Staff and Division leadership can make recommendations for changes to the Administrative Procedures at any time to the Superintendent, the Assistant Superintendents, or the Secretary-Treasurer as applicable.
  - 1.3 Before or on July 31 of each year, the Senior Executive Team will establish an Administrative Procedure Review Plan.
  
2. Resources for Administrative Procedures
  - 2.1 In considering the development of Administrative Procedures the responsible individual is to consider the policies and procedures of other school Divisions that may be considered best practices for school Divisions.
  - 2.2 Consultation in the development of Administrative Procedures may also include provincial groups representing school Divisions, such as the Alberta School Boards Association, the Public School Boards Association of Alberta, the College of Alberta School Superintendents, or the Association of School Business Officials of Alberta.

3. Technical Amendments

Technical Amendments represent changes to existing Administrative Procedures that do not change the nature or purpose of the Procedures. The focus for a Technical Amendment is to

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ensure compliance with legislation or Board policies, correct errors, or make updates based on timeliness of information (stale-dated). They do not substantively change the Administrative Procedure and would not generally need full consultation.

### 3.1 Technical Amendment Process

- 3.1.1 Recommendations for amendments will be brought to the Senior Executive Team for discussion, or through the Administrative Procedure Review Plan.
- 3.1.2 Where the recommendation is agreed to as a technical amendment, through the direction of the Superintendent, the changes will be made.
- 3.1.3 Where necessary, legal advice will be obtained.
- 3.1.4 The Superintendent or designate will draft the change to the Administrative Procedure.
- 3.1.5 The Superintendent will electronically distribute to the Board for information.
- 3.1.6 When determined by the Superintendent, the Superintendent or designate will distribute the amended Administrative Procedure to Division staff, update the website and provide any other communication as needed.

## 4. Substantive Amendments

Substantive Amendments are those changes to existing Administrative Procedures that include amalgamation or separation of existing Procedures, or amendments that change the nature or purpose of the Procedure. Substantive Amendments would generally be preferred to proceed in full consultation with principals, Division leadership, and, as appropriate, Division staff. Adoption of new or the deletion of Procedures represent a substantive amendment.

### 4.1 Substantive Amendment Process

- 4.1.1 Recommendations for amendments will be brought to the Senior Executive Team for discussion, or through the Administrative Procedures Review Plan.
- 4.1.2 Where the recommendation is agreed to as a Substantive Amendment, through the direction of the Superintendent, consultation will commence.
- 4.1.3 A process of consultation will be established by the Superintendent or designate for timelines and may include any of the following stakeholders:
  - 4.1.3.1 Division Leadership.
  - 4.1.3.2 Principals.
  - 4.1.3.3 Division Staff.

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4.1.3.4 Staff Associations.

4.1.3.5 Parents.

4.1.3.6 Students.

4.1.3.7 Community.

4.1.3.8 Others as needed.

4.1.4 Where necessary, legal advice will be obtained prior to communication with appropriate stakeholders.

4.1.5 The Superintendent or designate will draft the changes to the Administrative Procedure.

4.1.6 Upon approval for distribution from the Superintendent, the Superintendent or designate will communicate to the identified stakeholders for feedback.

4.1.6.1 At minimum, ten (10) business days will be considered a default period for appropriate responses.

4.1.7 Feedback provided will be brought to the Senior Executive Team for consideration. Where the feedback is adopted and considered to substantively change the original document, further consultation may be determined by the Superintendent.

4.1.8 The Superintendent or designate will electronically distribute to the Board for information.

4.1.9 When determined by the Superintendent, the Superintendent or designate will distribute the amended Procedure to Division staff, update the website and provide any other communication as needed.

## 5. Emergent or Immediate Amendments

Emergent or Immediate amendments, including new or deletion of Administrative Procedures, may be necessary to address the needs of the organization or ensure the safety of students, staff or the community.

### 5.1 Emergent or Immediate Amendment Process

5.1.1 Recommendations for amendments will be brought to the Senior Executive Team for discussion or directly to the Superintendent.

5.1.2 Where it is deemed needed by the Superintendent to make changes to the Administrative Procedure, the changes will be enacted immediately.

5.1.3 Where necessary, legal advice will be obtained.

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- 5.1.4 The Superintendent or designate will draft the change to the Administrative Procedure.
- 5.1.5 When determined by the Superintendent, the Superintendent or designate will distribute the amended Procedure to Division staff, update the website and provide any other communication as needed.
- 5.1.6 The Superintendent will electronically distribute to the Board for information.
- 5.1.7 Where the change would be otherwise considered a Substantive Amendment, when reasonable, a process will occur to engage in a consultation, feedback and adoption process as outlined under the Substantive Amendment procedure.

**Document**

[Form 121-1 New or Amendment of Admin Procedures Summary](#)