



Administrative Procedure 1001

Administrative Procedure Development

Board Governance Policy Cross Reference: [1](#), [2](#), [3](#), [9](#), [11](#), [12](#), [13](#), [14](#), [15](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

[The Public Schools Act](#)

[The Education Administration Act](#)

[Brandon School Division Board Policy Manual](#)

Date Adopted: September 2018

Amended:

The Brandon School Division Board of Trustees have delegated authority to the Superintendent/Chief Executive Officer to direct the operations of the school division through the Brandon School Division Administrative Procedures Manual. The development of two distinct documents (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 #9 as requiring Board approval.

A review of all Administrative Procedures will be carried out through the Superintendent/CEO and Senior Administration on an annual 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.

Senior Administration Areas of Responsibility in the Administrative Procedure Manual

The Senior Administrator is responsible for ensuring the system is in compliance with the Administrative Procedures they oversee.

Series 1000 – Superintendent/CEO

Series 2000 – Superintendent/CEO

Series 3000 – Secretary-Treasurer

Series 4000 – Assistant Superintendent – Student Services

Series 5000 – Director of Human Resources

Series 6000 – Assistant Superintendent – Curriculum and Continuous Improvement

Series 7000 – Secretary-Treasurer

Series 8000 – Secretary-Treasurer

Senior Administration Process for Development and Amendment of Administrative Procedures:

1. The Senior Administrator who oversees the specific section of the Administrative Procedures Manual will lead the process of developing or revising any Administrative Procedures (AP) in that section.
2. The Senior Administrator adds to Senior Administration meeting agenda for review.
3. Senior Administration determines if the AP changes impact school operations; if so, the AP needs to be vetted through Divisional Leadership Team (DLT).
4. If required, the Senior Administrator puts forward for inclusion on DLT agenda for review and feedback.
5. The Senior Administrator adds to Senior Administration meeting agenda in order to review DLT feedback.
6. Senior Administration makes decision as to approval of the AP; if there is no consensus, the final decision lies with the Superintendent/CEO.
7. Superintendent/CEO reports to Board any significant changes to APs (as per Board Policy #9).
8. Senior Administrator updates AP Index if required (if an AP is added, removed, or if the name of the AP has changed).
9. Senior Administrator updates AP Record of Revisions (tracking revisions for Board reporting).
10. Senior Administrator posts approved AP to Brandon School Division website.