

Monitoring of Policies and Administrative Procedures Administrative Procedure

AP 100.4

Department: Superintendent of Schools
Section: Board Governance

The following steps will be followed in monitoring and reviewing policies and administrative procedures, under the direction of the Superintendent of Schools.

Policy revisions will be considered by the appropriate standing committee, with any revisions recommended to the Board.

Revisions to administrative procedures will be considered by the Superintendent of Schools for action, follow-up, and approval.

Monitor Procedure

- Annually, the Superintendent of Schools and Directors examine all of the policies and administrative procedures in their respective departments.
- Providing there have not been any concerns, implementation issues, or changes in legislation raised during the preceding year for a particular policy or administrative procedure, a report will be made to the appropriate standing committee that the policy or administrative procedure has been monitored.
- Committee minutes are to include said report referencing specific policy and administrative procedure titles and numbers.
- Each standing committee will report to the Board on its monitoring of policies.
- The Board Secretary will be responsible to track the monitoring process and to maintain a "Policy and Administrative Procedure Status Report".

Review Procedure

If there have been any concerns, implementation issues, or changes in legislation of a significant nature raised pertaining to a particular policy or administrative procedure, the following procedure will occur:

- a review with staff in the respective departments.
- forward to appropriate union and non-union employee groups, school advisory councils and parent/guardian school organizations for input on policies and administrative procedures that affect them directly.
- the union and non-union employee groups, school advisory councils and parent/guardian school organizations will be given at least two months' notice to submit their input on the policies and administrative procedures being reviewed.
- after receiving input from the respective groups, the Superintendent of Schools and each Director will consider their findings and conclusions with the Regional Leadership Team (consisting of the Superintendent and the Directors) and then with the appropriate standing committees.
- if revisions to policies are required, recommendations will come to the Board from the standing committees.
- if revisions to administrative procedures are required, recommendations will come to the Superintendent of Schools from the Director.

In any given year, a standing committee may decide to implement a review of a policy.

Monitoring

- The Superintendent of Schools is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

Superintendent Approved: July 23/03

Ref: BP 100.4

Monitoring Date: Annually

Revised: June 3/09, May 4/11, October 9/12, October 16/14; October 5/17; October 5/17