



ADMINISTRATIVE PROCEDURE DEVELOPMENT

Background

Board Policy 1: Board Mandate, Mission, Vision, Values, and Goals identifies the mandate of the Board as providing students with a welcoming, caring, respectful, and safe learning environment. In carrying out the directives of the Board of Trustees and the Minister of Education, the Superintendent is responsible for developing and distributing Administrative Procedures. Administrative Procedures support the Board's responsibility to provide a complete offering of educational opportunities delivered within the context of Catholic teachings and traditions. The Superintendent shall be guided by ensuring adherence to the requirements necessary to provide a Catholic education and compliance with Board policy, the *Education Act*, and provincial or federal legislation.

Procedure

1. Draft administrative procedures will first be reviewed by the Senior Administrative Leadership Team. The Senior Administrative Leadership Team may choose to gather feedback on any new administrative procedure from individuals or groups as they see fit.
2. The draft procedure will also be forwarded to the ATA Local 5 as well as CUPE Presidents for information.
3. All new administrative procedures will be discussed and vetted through the Senior Administrative Leadership Team and will be reviewed by the Learning Leadership Team.
4. All feedback will be reviewed by the Senior Administrative Leadership Team.
5. The final approved Administrative Procedure is reported as information to the Board.
6. The Superintendent shall ensure that Administrative Procedures are periodically reviewed by the Senior Administrative Leadership Team in order to determine if the procedures remain relevant and continue to address operational needs.
7. The Superintendent has delegated to the Principal the authority to undertake an immediate administrative action in the absence of administrative procedure or guideline.

References: *Holy Spirit Board Policy 7C & 10*
Sections 33, 222, Education Act