

ADMINISTRATIVE PROCEDURE A1 - ADMINISTRATIVE PROCEDURE DEVELOPMENT



The Red River Valley School Division Board of Trustees have delegated authority to the Superintendent/CEO to direct the operations of the school division through the Red River Valley 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 #11 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.

Areas of Responsibility in the Administrative Procedure Manual

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

- A - Superintendent/CEO
- B - Secretary-Treasurer
- C - Superintendent/CEO
- D - Superintendent/CEO
- E - Human Resources Officer
- F - Assistant Superintendent
- G - Superintendent/CEO
- H - Superintendent/CEO
- I - Transportation Supervisor

Cross Reference:

Adoption Date: August 24, 2023

Amendment Date:

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Process for Development and Amendment of Administrative Procedures:

1. The position 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 position adds to Department Manager meeting agenda for review.
3. Senior Administration makes decision as to approval of the AP; if there is no consensus, the final decision lies with the Superintendent/CEO.
4. Superintendent/CEO reports to Board any significant changes to APs (as per Board Policy #11).
5. Secretary-Treasurer updates AP Index if required (if an AP is added, removed, or if the name of the AP has changed).
6. Senior Administration posts approved AP to Red River Valley School Division website.

Cross Reference:		
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