

School Division Administration 3200 Review and Development of Administrative Applications	Administrative Application	
	Last Reviewed / Approved on:	August 14, 2024
	References:	The Education Act, 1995 Section 85 The School Division Administration Regulations Section 45 Policy 12 – Role of the Director
	Status:	Operational

Preamble

It is the responsibility of the Director of Education to develop and keep current administrative applications and develop and maintain consultative processes for the establishment and review of such applications.

Application

1. The Director shall develop procedures whereby a broad review of administrative applications be conducted every two years or as required.
2. Executive Council members are responsible for implementing, reviewing and monitoring the effectiveness of selected administrative applications related to their role descriptions. The Executive Council member assigned to such responsibility shall bring forward issues related to areas of assigned responsibility and shall propose edits, deletions or additions of the administrative application(s) where warranted to ensure administrative applications are effective, current, legal and operational.
3. A review of specific administrative applications may also be initiated at any time by a formal request from the Board, Catholic School Community Council, School Based Administrator, employee and/or stakeholder who is personally affected by that administrative application. The request for such a review shall be communicated to the respective Executive Council member detailing the issues and concerns associated with the administrative application and offer suggestions for revision.
4. The Director shall determine an appropriate process for reviewing a specific administrative application when a request to do so is received and will ensure that fair and reasonable consideration is given to the request; such a review will be carried out by the Director and/or Division Leader with direct responsibility in that area.
 - a. Executive Council may be requested to review revisions to an administrative application or a draft administrative application when substantive changes are contemplated.
 - b. Central Office Personnel, School Based Administrators, Teachers, CUPE, Education Support Professionals or other stakeholders may be solicited for input on administrative applications.

5. Any decisions arising from a review of an administrative application shall be communicated expeditiously to all affected stakeholders. Approved changes made to administrative applications will be updated on the school division website.
6. All requests for the development, review or deletion of administrative applications shall follow the process outlined in *Appendix A, Process for Review and Development of Administrative Applications*.

Series of Administrative Applications

- 1000 – Philosophic and Foundational Commitments
- 2000 – Board Governance and Operations
- 3000 – School Division Administration
- 4000 – Fiscal Management
- 5000 – Support Services
- 6000 – Facilities
- 7000 – Personnel and Employee Relations
- 7900 – Staff COVID-19 Absence Guidelines
- 8000 – Curriculum and Instruction
- 9000 – Students
- 10000 – Safety and Emergency Measures
- 11000 – School, Community and Home Relations
- 12000 – Educational Agency Relations

Appendix A

Process for Review and Development of Administrative Applications

1. New Administrative Applications

- a. A request for development of a new administrative application shall be communicated to the applicable Executive Council member.
- b. The proposed administrative application is reviewed by Executive Council and if deemed necessary to develop, the new administrative application is drafted by Executive Council member responsible for that function. The drafted administrative application may be further reviewed by affected stakeholders such as Coordinators or Consultants for input prior to, and if required, a final draft is sent out to stakeholders most affected by the change.
 - i. Naming and Numbering Administrative Applications
Administrative applications are named and numbered according to series and sub-series. It is suggested that the following conventions be used when a new administrative application is being drafted:
 - (1) "x300" Series The "300" sub-series has been reserved for new administrative application development. Before the administrative application is assigned a place in the regular series and sub-series sets, an administrative application numbered "x300", "x310, x320, etc." is recognized as new or proposed administrative application.
- c. Once Executive Council has finalized the draft, it is given to the respective Executive Assistant/Administrative Assistant to format in the proper template.
- d. The Executive Council member responsible for the development of the new administrative application sends out the final draft to the stakeholders most affected by the change and will request feedback. The recommended timeline for feedback is within thirty (30) days.
- e. The feedback and the final draft of the administrative application is taken back to Executive Council for final review and approval.
- f. If the new administrative application is approved by Executive Council, the administrative application (with approval date) will be emailed to the Executive Assistant to the CFO to record and upload to the school division website.

2. Revisions to Administrative Applications

- a. A request to revise an administrative application shall be communicated to Executive Council to review the proposed revisions.
- b. If changes are significant in nature, please follow steps under *New Administrative Applications*.
- c. If the revisions are approved by Executive Council, the revised version (with approval date) will be emailed to the Executive Assistant to the CFO to record and upload to the school division website.

Appendix A
Process for Review and Development of Administrative Applications

3. Deletion of Existing Administrative Applications

- a. A request to delete an administrative application shall be communicated to the respective member of Executive Council.
- b. The Executive Council member responsible for the administrative application will send out a request for input from stakeholders impacted by the deletion of the administrative application, if required.
- c. Once input is received, Executive Council reviews stakeholder feedback.
- d. If deletion of the administrative application is approved by Executive Council, EC will notify Executive Assistant to the CFO to record and remove from the website.
 - i. The deleted version will be filed.