

# 109 DEVELOPMENT AND REVIEW OF ADMINISTRATIVE PROCEDURES/HANDBOOKS

## Beliefs

MESC believes that a regular review of administrative procedures, with opportunity for input by stakeholders, leads to effective operations within the Commission.

## Procedures

1. A review of all administrative procedures will be carried out through the Office of the Superintendent on an annual basis.
2. Reviews will ensure that each administrative procedure meets the following criteria:
  - 2.1. Each procedure is the responsibility of administration as delegated by the Board or as defined by the Maskwacis Law,
  - 2.2. Each procedure is consistent with the Commission's strategic direction outlined in the Strategic Plan,
  - 2.3. Each procedure reflects an empowered organizational structure, and
  - 2.4. Each procedure ultimately ensures clear and consistent direction for the Commission and site administration.
  - 2.5. The annual review of administrative procedures shall solicit input from the Board, Elders Circle, Parent Councils, Youth Council, Associate Superintendents and their team, and School Administration and their staff.
3. Development or review of a specific administrative procedure may be initiated at any time by a formal request from the Board, Elders Circle, Parent Councils, Youth Council, Associate Superintendents and their team, and School Administration, or a staff member where that individual is personally affected by the procedure.
4. The request for development or review shall detail the issues and concerns associated with the administrative procedure and, if possible in the case of review, offer suggestions for revision.
5. The Superintendent shall determine an appropriate process for reviewing a specific administrative procedure when requested to ensure that fair and reasonable consideration is given to the request. It is expected that in most instances the Superintendent or a Commission administrator with direct responsibility in that area and a site-based administrator selected by the Superintendent will carry out such a review.

6. Any decisions arising from a review of administrative procedures will be communicated expeditiously to all affected stakeholders.

Reference:

Maskwacis Education Law