

109 DEVELOPMENT, REVIEW AND DISSEMINATION OF POLICY, ADMINISTRATIVE PROCEDURES AND HANDBOOKS

Belief

The Maskwacis Education Schools Commission (MESC) follows cultural and traditional teachings of the Maskwacis Cree, in particular Wahkohtowin. Wahkohtowin is the belief that all things are related and connected, that all of existence has spirit and that living in a good way requires us to maintain good relationships with each other and other aspects of existence. We recognize that respect for mother earth, elders, youth, and the Treaties are paramount to planning ahead and making decisions for future generations.

MESC believes that Board Policy and Administrative Procedures should be developed to provide guidance for staff to fulfill the day to day operations. MESC believes that a regular review of Board Policy, Administrative Procedures and Handbooks with opportunity for input by stakeholders, leads to effective operations within the Commission.

Definitions

Board Policy: Under the Policy Governance model, Board Policy outlines the high-level principles and directives developed by the Board to guide the organization's purpose, values, priorities, and outcomes. Policies focus on the "what" and "why," not the "how," and set clear expectations for the Superintendent.

Administrative Procedure: Administrative procedures are formal directives developed by the Superintendent to guide decision-making and ensure fairness, consistency, and accountability. They align with Board policies and MESC core values, translating the Board's direction into broad, actionable guidance for daily operations.

Handbook: A handbook is a practical resource created by Associate Superintendents, with support from Directors and Principals, to provide clear guidance to staff, students, or families. Handbooks align with Board policies and

Administrative Procedures but do not create new directives. They translate formal expectations into accessible, user-friendly language.

Procedures

1. The review of all Board policies will be coordinated through the Office of the Superintendent, based on the Board's established monitoring schedule and identified governance priorities.
2. Administrative Procedure development and review will meet the following criteria:
 - 2.1. Administrative Procedures are the responsibility of the Superintendent as delegated by the Board or as defined by the Maskwacis Law,
 - 2.2. Administrative Procedures must be consistent with the Commission's strategic direction outlined in the Strategic Plan,
 - 2.3. Each procedure ultimately ensures clear and consistent direction for the Commission's leaders and staff, and
 - 2.4. The review of administrative procedures may solicit input from the Board, Elders Circle, Parent Councils, Youth Council, Associate Superintendents and their team, and School Administration and their staff. The appropriate group will be included based on the impact that procedure has on said group.
 - 2.5. Administrative Procedures shall provide general guidance for decision-making. Detailed step-by-step operational instructions, task checklists, or highly prescriptive practices are not appropriate for Administrative Procedures and shall instead be documented in handbooks, protocols, or implementation guides.
3. The development and review of Administrative Procedures will be carried out as per the "[AP Review Schedule](#)".
 - 3.1. The Superintendent, Associate Superintendents, and Directors are responsible for reviewing the Administrative Procedures assigned to their employee group by the first Monday of each month.
 - 3.2. Administrative Procedures assigned to Principals will be reviewed and discussed during monthly Principal meetings. Principals must read the assigned AP(s) prior to the meeting to ensure informed discussion.

- 3.3. Suggested amendments must be added to the designated Google Doc version of the AP as comments (not as direct edits).
 - 3.4. The creation of copies of Administrative Procedures (digital or printed) is prohibited to maintain version control and ensure staff are always referencing the most current version available.
4. A request to develop a new Administrative Procedure or to review an existing one outside of the regular review schedule may be initiated at any time by the Board, Elders Circle, Parent Advisory Committees, Student Leadership, Associate Superintendents and their teams, School Administration, or a staff member directly affected by the procedure.
5. The written request for development or review of an Administrative Procedure shall be submitted to the Superintendent and must include:
 - 5.1. A clear rationale and the issues or concerns associated with the existing or proposed administrative procedure.
 - 5.2. Any documentation, data, or incidents that support the need for the proposed development or revision.
 - 5.3. Identification of affected employee groups, departments, or stakeholders who should be consulted during the review process.
 - 5.4. Suggestions for revision (in the case of a review).
 - 5.5. Description of how the proposed changes support MESC's strategic direction, Maskwacis Education Law, an/or MESC Board of Governors Policies.
 - 5.6. Indication of any urgent timelines, proposed deadlines, or operational windows for implementation, if applicable.
 - 5.7. Confirmation that relevant colleagues or team members have been consulted prior to submission, if applicable.
6. The Superintendent shall determine an appropriate process for reviewing a specific administrative procedure when requested, ensuring fair and reasonable consideration is given to the request.
 - 6.1. In most instances, the Superintendent or a designated administrator with direct responsibility in that area, along with a site-based administrator selected by the Superintendent, will carry out such a review.
 - 6.2. Following the review, any proposed revisions will be submitted to the Superintendent for final approval. Once approved, updated procedures

will be shared with affected staff and posted to the Commission website.

7. The development and review of Handbooks will meet the following criteria:
 - 7.1. Handbooks are the responsibility of an Associate Superintendent as delegated by the Superintendent,
 - 7.2. Handbooks must be consistent with the Commission's Board Policy, Administrative Procedures and the strategic direction outlined in the Strategic Plan,
 - 7.3. Each Handbook ultimately ensures clear and consistent direction for the Commission's leaders and staff, and
 - 7.4. The review of Handbooks shall solicit input from directors and staff affected by the Handbook.
 - 7.5. Handbooks should be reviewed annually.
8. The Superintendent will ensure that the Board Policies, Administrative Procedures and Handbooks are available on the Commission website so that all Board members, staff members, students, parents, and the general public have ready access to all Board Policies and Administrative Procedures.
 - 8.1. Each document will include a revision date to ensure transparency and version control.
9. It shall be the responsibility of the Associate Superintendents to:
 - 9.1. Convey to and interpret policy and administrative procedures in their respective staffs.
 - 9.2. Ensure all revised policies, administrative procedures, and handbooks are communicated to affected staff in a timely and effective manner, using appropriate channels such as email updates, staff meetings, and intranet postings. Associate Superintendents shall also monitor the implementation and application of updated Administrative Procedures to ensure consistency and compliance across departments and schools.

References:

Maskwacis Education Law

BMD: Global Board-Management Delegation

BMD-3: Delegation to the Superintendent

BMD-4: Monitoring Superintendent Performance