

ADMINISTRATIVE PROCEDURES REVIEW PROCESS

Procedures

1. Contact the Communications Coordinator when a new or revised Administrative Procedure needs to be drafted.
 - 1.1. The original Word version of the Administrative Procedure will be provided for the requested change(s) to be made and returned to the Administration Office.
2. A draft version is brought forward to the next Administrative Council meeting for initial comments and feedback.
3. Once the draft is finalized:
 - 3.1. If the changes are housekeeping in nature to reflect current practice, the revised Administrative Procedure is posted to the website and portal.
 - 3.2. If the changes are more substantial in nature, or a new Administrative Procedure is being introduced, the Communications Coordinator will upload a copy to the GSSD Portal outlining the feedback window. Notification will be provided in the Friday File of the new or revised Administrative Procedure.
 - 3.2.1. A time frame of three (3) weeks is provided and feedback is to be forwarded to info@gssd.ca.
 - 3.2.2. The draft version is shared with internal stakeholders, including CUPE 5123, CUPE 4784, DPEA and the Good Spirit Teachers' Association.
 - 3.2.3. Principals are to share draft versions with their respective School Community Council.
4. Upon completion of the feedback time period, the draft is brought back to the Administrative Council for final review and approval. In the event that feedback was provided by an identified individual or group, follow-up will be provided by a member of the Administrative Council.
5. Once final approval is granted, the Administrative Procedure is posted to the website and internal staff portal as appropriate.
6. Notification of the updated Administrative Procedure(s):
 - 6.1. The Communications Coordinator will post notice in the next edition of the Friday File to advise of the Administrative Procedure(s) effective date.

- 6.2. The Communications Coordinator will notify internal stakeholders of the Administrative Procedure(s) effective date.
- 6.3. The updated Administrative Procedure(s) will be brought forward to the Board of Education at the next regularly scheduled Board Meeting and will be outlined in the next From Board Report, available on the Division website.
- 6.4. Principals will be responsible for advising School Community Councils of changes to the Administrative Procedures Manual.
- 6.5. It is the responsibility of Principals and Department Managers to advise staff members in their area of responsibility.

Updated: February 2018, May 2025