



## POLICY AND ADMINISTRATIVE PROCEDURE REVIEW AND DEVELOPMENT

Boards create policies and policy handbooks in order to ensure that the collective will is carried out within the parameters set out in the Education Act and other relevant provincial and federal legislation.

An Administrative Procedures Manual supplements the Board Policy Handbook. Administrative Procedures are provided to school staff by the Superintendent and provide detailed direction for day to day operations.

The ASBA consultants provide support and guidance in developing and reviewing board policies based on a specifically developed model of reference. The process allows for a great deal of input so that policies meet the specific operational needs of the board. Consultation further provides support and guidance in developing complementary administrative procedures designed to ensure the Boards will is reflected in day to day operations.

### What is the purpose of a Policy and Administrative Procedure Review and Development?

- Determine if a policy is still applicable or if it is more suited as an administrative procedure
- Determine whether the purpose and goal of the policy is still relevant
- Determine if changes are required to improve the effectiveness or clarity of the policy and/or procedures
- To ensure review of board policies and administrative procedures is ongoing and current with changes in legislation.

Policies and procedures are living documents that should grow and adapt with an organization. Regular review of policies and procedures keeps your organization current with legislation, regulations, technology, and industry. Policy review ensures that your policies are consistent, effective, and outline best practices.

This service will take approximately two months, beginning with a full day workshop

Rate: \$250/hour (includes travel, accommodations, meals & administrative costs)

***Contact us today for more information or to book your upcoming Workshop!***