Monitoring Process for
AVRSB Board Policies and Administrative Procedures

Definitions

Monitoring: All BPs and APs are examined each year by the Directors responsible and the Superintendent to determine if any changes are required.

Reviewing: If it is determined through the monitoring process that changes are necessary, a review process will be undertaken. Resulting revisions to policies are recommended to the Board and revisions to administrative procedures are recommended to the Superintendent.

Monitoring/Reviewing

Annually, the Superintendent and the Directors will monitor all BPs and APs for their respective departments (with the help of their supervisory staff) to ensure they still reflect the Board's values/beliefs and expectations and that they remain relevant and practical.

Proof of the monitoring process will be brought forward to the appropriate standing committees where each standing committee will have direct input into monitoring the Board Policies that fall under their mandate.

Each standing committee will make subsequent recommendations to the Board regarding policy changes.

Revisions to administrative procedures will be considered by the Superintendent for action, follow-up and approval.

If it is determined through the monitoring process that changes to a BP or an AP are required and a review is necessary, input will be sought from members of the respective standing committees, staff within the respective departments and school administrators. For those BPs and APs that directly affect them, appropriate unions, staff groups, SACs and PTAs, etc., will be given two months in which to submit their input.

After receiving input from all groups involved, the Superintendent and each Director will consider their findings and conclusions with the Regional Leadership Team and then with the appropriate standing committees.

In the case of a policy change, the standing committee will recommend to the Board.

In the case of an administrative procedure change, the Superintendent will approve.