



Policies and Administrative Procedures Development, Review, and Distribution

Background

Kee Tas Kee Now Tribal Council Education Authority (KTCEA) has been delegated the responsibility for the operation of a Kindergarten to Grade 12 education authority by Loon River First Nation; Lubicon Lake Band; Peerless Trout First Nation; Whitefish Lake First Nation; and Woodland Cree First Nation (the “member First Nations”). Policies have been created under the authority of KTCEA Board of Directors.

The Superintendent is responsible for developing, reviewing, implementing and disseminating KTCEA Policies as required, which also includes maintaining the Board Policy Handbook. Regular review of these documents, with opportunities for input from appropriate stakeholders, leads to effective operations within the Education Authority.

The Superintendent is responsible for development, review, and distribution of the Administrative Procedures & Policies. Regular review of these documents, with opportunities for input from appropriate stakeholders, leads to effective operations within the Education Authority.

Guidelines

KTCEA Board policies are designed to provide a clear and effective framework for the overall operation of the KTCEA Education Authority.

This Administrative Procedures is designed to provide a clear and effective framework for Administrative Procedure review in KTC Education Authority.

The Administrative Procedures, Appendices and Forms describe the requirements for responsibilities, identification and preparation, distribution, review, approval, issuance and electronic storage of Administrative Procedure documents

When Board Policies and Board Policy Handbooks are updated, the updates must be communicated in a manner that ensures that all “stakeholders” of KTCEA are apprised of changes.

When Administrative Procedures Manuals are updated, the updates must be communicated in a manner that ensures that all “stakeholders” of KTCEA are apprised of changes.

#	Procedure	Roles & Responsibilities
1.	The Superintendent will ensure that the Board Policy Handbook will be available on the KTCEA web page so that all board members, employees, students, parents, and the general public have ready access to all Board Policies & Procedures.	Superintendent's Office
2.	The Superintendent will ensure that the Administrative Procedures will be available on the KTCEA web page so that all	Superintendent Communications

	board members, employees, students, parents, and the general public have ready access to all KTCEA procedures and policies.	
3.	Policy updates will be developed and approved through the Policy Subcommittee, endorsed by the Superintendent, and subsequently be presented for approval at a duly convened Board Meeting.	Policy Subcommittee Superintendent Board
4.	All administrative procedures shall be approved through the Office of the Superintendent.	Superintendent's Office
5.	A review of the Administrative Procedures is completed as identified in each administrative procedure.	All Branch Directors
6.	<p>6.1 Development or review of a specific Administrative Procedure and related documents may be initiated at any time by the Department responsible for the related Administrative Procedure. These will be brought forward to the Superintendent for review and approval.</p> <p>6.2 The Superintendent brings the final version of the Administrative Procedure to the Board as information.</p>	Directors Superintendent Superintendent
5.	Whenever there are newly approved or updated Administrative Procedures or Policies it will be communicated to all staff across the organization by way of email, and/or other appropriate measures to ensure that each staff member has access to updates.	Superintendent's Office
6.	Any approved new/revised Administrative Procedure document(s) or policy documents will be posted on the Education Authority's website	Superintendent's Office
7.	The Principal, Directors and supervisors are responsible for ensuring that all staff know, understand, and adhere to the Administrative Procedures and policies.	Branch Directors Principal Supervisors

Definitions:

Administrative Procedures: Descriptions of administrative processes implemented by the Superintendent, aligned with Board policies. They describe the "works" of the organization; relationships, decision-making flexibility, limitations and constraints, and consequences.

Policies: Value-laden statements of a Board's vision or goals that give direction to staff about expected ends or outcomes in the Board's pursuit of its mission. They are general authorizations and instructions typically delegated to the Superintendent for implementation. The Board expresses its mission defined within the parameters of its legislated mandate.

Stakeholders include KTCEA Board members, KTCEA employees, KTCEA students, and any contractors of KTCEA who would be affected by this Administrative Procedure.

References:

KTCEA Policy Manual

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Superintendent's Office.