

**Date:** August 27, 2025 **Agenda Item:** 8.4

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Shawna Warren, Superintendent

**Subject:** **Administrative Procedure 201: Organizational Structure**

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**Background:**

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values and the effective operation of the Division ([AP 205 Developing Administrative Procedures](#)).

Administrative Procedures are reviewed and developed on a regularly scheduled basis.

In alignment with this framework, *Administrative Procedure 201: Organizational Structure* has been developed to guide the internal reporting relationships and structural hierarchy within the Division. This replaces Policy 215: Organization Chart, which was rescinded by the Board on June 18, 2025, following a multi-stage review and recommendation process by the Policy Committee.

This transition supports the Division's continued implementation of the G-Tech model, which distinguishes governance from administration by emphasizing that operational matters be managed through administrative procedures, while the Board remains focused on strategic direction and student success.

**Status & Relationship to Superintendent Leadership Quality Standard (SLQS):**

This report aligns with the [SLQS](#) in the following way:

- |                    |  |
|--------------------|--|
| <b>COMPETENCY:</b> | (6) School Authority Operations and Resources  |
| <b>INDICATORS:</b> | b. ensuring effective alignment of the school authority's human resources to achieve the school authority's education plan;                                  |
|                    | c. delegating responsibility to staff, where appropriate, to enhance operational efficiency and effectiveness;   |
|                    | e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts; and                                 |
|                    | h. implementing programs and procedures for the effective management of human resources in support of mentorship, capacity building and succession planning. |

<b>COMPETENCY:</b>	(7) Supporting Effective Governance
<b>INDICATORS:</b>	d. ensuring that the board's plans, resource allocations, strategies and procedures lead to the achievement of its goals and priorities; and g. implementing board policies and supporting the regular review and evaluation of their impact.

**Governance Implications:**Education Act

## Board responsibilities

33(1) A board, as a partner in education, has the responsibility to

(b) be accountable and provide assurances to students, parents, the community and the Minister for student achievement of learning outcomes,

## Accountability of board

67(1) A board shall develop and implement a reporting and accountability system on any matter the Minister prescribes.

(2) A board shall disseminate any information in the reports and accounts produced under the reporting and accountability system it develops under subsection (1) to students, parents, electors or the Minister in the manner the Minister prescribes.

(3) A board shall use any information in the reports and accounts produced under the reporting and accountability system it develops under subsection (1) in the manner the Minister prescribes.

Board Policy 2: Role of the Board

## Assurance and Accountability

The Board shall be accountable and provide assurances to students, parents, the community and the Minister for student achievement of learning outcomes.

Administrative Procedure 205: Developing Administrative Procedures

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division.

Administration is prepared to respond to questions at the August 27, 2025, Public Board meeting.

**Attachment(s) and/or link(s):**

1. [Administrative Procedure 201: Organizational Structure](#)
2. [2025/2026 Organizational Chart](#)



## 201: Organizational Structure

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**Responsible Administrator: Superintendent**

### **PURPOSE**

The Superintendent recognizes the importance of establishing a clear organizational structure.

### **PROCEDURE**

1. The Superintendent shall annually ensure an organizational structure exists to facilitate the efficient and effective operation of the Division.
2. The structure shall provide clarity in outlining the working, communication and reporting relationships.
3. The Superintendent shall ensure that the organizational structure is shared as prudent to do so.

### **References**

Download Organizational Chart

Education Act Sections 33, 52, 53, 68, 197, 204, 222, 225

Policy 11: Superintendent of Schools

AP221: Focused and Effective Communication

### **History**

2025 Jun 18 Initial Approval

## Organizational Structure 2025-2026

