

Date: September 24, 2025 **Agenda Item:** 8.4

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Shawna Warren, Superintendent

Subject: **Administrative Procedure 200: Process for Policy Work**

Background:

Administrative Procedure 200: Process for Policy Work was originally developed to provide a step-by-step framework for policy development within Sturgeon Public Schools. At the time of its creation, Board Policy 9: Policy Development was narrower in scope and the AP served as a supporting document to clarify roles and responsibilities for both the Board and Administration.

Since then, Policy 9 has been comprehensively rewritten and updated (September 2025). The revised policy now clearly outlines the entire process for policy development, review, consultation, approval and rescission. This includes initiation, planning, stakeholder engagement, accountability and reporting. The level of detail now contained in Policy 9 eliminates the need for a companion administrative procedure.

Rationale for Rescission:

- Redundancy: The majority of content in AP200 duplicates what is already stated in Policy 9.
- Clarity of Governance vs. Administration: Policy 9 now fully establishes the governance framework for policy development. Retaining AP200 risks confusion between Board authority and administrative procedure.
- Efficiency: Removing AP200 reduces duplication and ensures a single, authoritative source, Policy 9, for guiding policy work.
- Consistency: References to AP200 within Policy 9 were updated to clarify that the Superintendent will coordinate the administrative processes required for stakeholder engagement and consultation.

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

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

COMPETENCY: (6) School Authority Operations and Resources
INDICATORS: e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts.

COMPETENCY:**INDICATORS:**

(7) Supporting Effective Governance

- f. supporting the board in the fulfilment of its governance functions in the fiduciary, strategic and generative realms;
- g. implementing board policies and supporting the regular review and evaluation of their impact; and
- k. supporting the board in its engagement with the school community to develop a vision of a preferred future for student success.

Governance Implications:**Board Procedures Regulation**

Policies and procedures

4 The board must

- (a) establish policies and procedures governing the conduct of meetings of the board and the administration and business of the board, and
- (b) monitor and evaluate the effectiveness of the established policies and procedures on a regular basis.

Policy 2: Role of the Board

Governance and Organization

28. Monitor the development, revision and implementation of policy.

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 September 24, 2025, Public Board meeting.

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

1. Administrative Procedure 200: Process for Policy Work



200: Process for Policy Work

Responsible Administrator: Superintendent

PURPOSE

A process for policy development is required in order for Sturgeon Public Schools to ensure an effective and efficient governance the public trust that is public education.

PROCEDURE

1. The requirement to revise or create a new policy is identified by the Board of Trustees or the Superintendent.
2. Administration researches legal or regulatory information to the proposed revisions or new policy.
3. Administration develops a draft document of the policy for review.
4. The draft policy and/or revisions are recommended to the Board for consideration and direction.
5. Administration forwards the revised or new draft policy to appropriate stakeholders for input, as directed by the Board.
6. Input from appropriate stakeholders is considered and a final version is drafted.
 - 6.1 Administration reviews any input collected.
 - 6.2 Administration develops the final draft.

6.3 The final draft is forwarded to the Board of Trustees for discussion and direction.

References:

Policy 9: Policy Development

History

2020 Jan 29 Initial Approval

Administrative Procedures II. School Board Governance and Operations