Christ The Redeemer
CATHOLIC SCHOOLS

Business Administration	Drafting of Administrative Procedures	BUS #01

Revised: **August 2025**

Background

The Board's Policy on [Delegation of Authority](#), delegates all matters to the Superintendent. As long as the Superintendent uses any reasonable interpretation of the desired outcomes and parameters for division operation policies, the Superintendent is authorized to establish all further administrative procedures, make all decisions, take all actions, establish all practices, and develop all activities.

Procedures for the Development of New Administrative Procedures

1. The Superintendent, Associate Superintendents, or their designates, shall draft all Administrative Procedures.
2. Administrative Procedures shall be reviewed at regular meetings of the Senior Administrative team.
3. When appropriate, Administrative Procedures should be reviewed at regular meetings of the site-based administrators, Ward Committee meetings, Policy Development and Review Committee meetings, and regular Board meetings.
4. All Administrative Procedures are finalized and approved by the Superintendent.

Procedures for the Review of Existing Administrative Procedures

1. Each Administrative Procedure shall be reviewed, at a minimum, every three (3) years at a regular meeting of the Senior Administrative team as per the attached schedule.
2. If substantive changes are made to an Administrative Procedure, the process used to develop a new Administrative Procedure shall be enacted to review the Administrative Procedure.

SCHEDULE FOR REVIEWING ADMINISTRATIVE PROCEDURES

2025-2026	2026-2027	2027-2028	2028-2029
BUS #01	BUS #13	STU #23	Cycle begins again from 2025-2026
BUS #02	GEN #09	GEN #19	
BUS #03	PER #10	PER #27	
BUS #04	PER #11	PER #28	
BUS #05	STU #09	STU #26	
BUS #06	STU #10	STU #27	
GEN #01	BUS #14	GEN #20	
INS #01	GEN #10	PER #29	
PER #01	GEN #11	PER #30	
STU #01	PER #12	STU #28	
BUS #07	PER #14	STU #29	
GEN #02	STU #11	PER #31	
INS #02	BUS #15	PER #32	
PER #02	GEN #12	PER #33	
STU #02	PER #15	PER #34	
BUS #08/08A	PER #16	GEN #21	
GEN #03	STU #13	GEN #22	
INS #03	STU #14	PER #35	
PER #03	BUS #16	STU #30	
STU #03	GEN #13	STU #31	
BUS #09	PER #17	STU #32	
GEN #04	PER #18	PER #36	
INS #04	STU #15	PER #37	
PER #04	STU #16	GEN #23	
STU #04	BUS #17	GEN #24	
BUS #10	GEN #15	PER #38	
GEN #05	PER #19	PER #39	
INS #05	PER #20	STU #33	
PER #05	STU #17	STU #34	
STU #05	STU #18	PER #40	
GEN #06	BUS #18	PER #41	
INS #06	PER #21	GEN #25	
PER #06	PER #22	GEN #26	
PER #07	STU #19	STU #35	
STU #06	STU #20	STU #36	
BUS #11	BUS #19	PER #42	
GEN #07	GEN #17	PER #43	
INS #07	PER #23	GEN #27	
STU #07	PER #24	STU #37	
BUS #12	STU #22	STU #38	
GEN #08	GEN #18	STU #39	
PER #09	PER #25	PER #44	
STU #08	PER #26	PER #45	