

**AP 2.03**

**Category: Charter Board Governance and Operations**

## **Policy and Procedures Dissemination**

### **BACKGROUND & RATIONALE**

The CAPE Charter Board believes in a system that is transparent, accountable, responsive, accessible, and collaborative. The CAPE Charter Board supports initiatives that reflect and enhance these beliefs.

### **Definition**

1. **Stakeholder:** a staff member, Board member, parent, community member, consultant, and student.

### **PROCEDURE**

2. The Superintendent will ensure that structures are in place to facilitate the dissemination of policies and procedures as well as reports, plans, general information, celebrations, and more to all stakeholders.
3. Structures that are absolutely required are:
  - website
4. Documents that must be posted are:
  - Policy Manual
  - Procedures Manual
  - Annual Education Results Report (AERR)
  - Education Plan
  - Charter
  - Audited Financial Statement
  - Budget
  - Communication Plan
  - Engagement Plan
  - any other document that the Superintendent deems appropriate
5. Documents may also be disseminated via other means such as Google Docs, e-mails, and hard copies.
6. The Superintendent or designate will maintain a current website and ensure that all relevant information is available to all stakeholders in a timely manner.
7. It is the responsibility of Superintendent or the principal to convey to and interpret policy and administrative procedures to the staff.
8. It is the responsibility of the principal to orient new staff members with regard to policies and procedures of particular significance to the staff member.

**CAPE-Centre for Academic and Personal Excellence  
Administrative Procedures Manual**

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**References:**

*Policy 2.16*

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