



Regina Roman Catholic Separate School Division # 81

School Administration 3101 Division Level Administrative Meetings	Administrative Application	
	Effective:	January 27, 2015
	References:	ER-1 Treatment of Students and Parents/Guardians ER-2 Treatment of Staff and Volunteers
	Status:	Operational

Application

1. Large group, division level meetings involving school-based administrators and senior administration shall be in the morning of Day 4. This time should be designated administrative time.
2. There are four types of division level meetings with school-based administrators:
 - a. School Based Administrators' Meetings
Generally, these meetings occur 4 to 5 times throughout the school year. The meetings are based on the following premises:
 - i. To address the key agenda of school-based administrators in large group or area groupings.
 - ii. Joint planning is completed by superintendents and school-based administrative representatives from each area.
 - iii. Once completed a detailed agenda is forwarded, including purpose and process of agenda item.
 - iv. Emphasis on administrative/management information and learning.
 - v. School-Based Administrators' and senior administration items are scheduled based on priority and time sensitive needs.
 - vi. Vice-principals attend these meetings for the morning.
 - b. Director's Meetings
Generally these meetings occur at the start of the school year, December, and June of the school year. The meetings are based on the following premises:
 - i. The purpose is to gather all principals and vice-principals to deal with Division directions, climate, and budget.
 - c. High School Function Meetings
These meetings occur 7 to 9 times throughout the school year and are determined prior to the upcoming school year. The meetings are based on the following premises:



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- i. Agenda items are submitted to the senior administrator.
- d. Elementary Administrator Meetings
Generally, these meetings are held any Day 4 and occur approximately 3 times per year. The meetings are based on the following premises:
 - i. The purpose for the Elementary Function is to address specific topics that affect Elementary Schools. Schools will meet in their cluster groups when it is deemed necessary. Topics will be forwarded to the cluster group representative for submission.
3. There are varieties of school based administrator meetings that are invitational. These involve specific professional development and problem-solving groupings.
4. The organizational structure for these meetings is reviewed annually.
5. Substitutes
 - a. Full-day meeting (SBA):
 - i. all schools will engage one substitute for the entire day
 - ii. all schools provided with half-day acting admin in the morning only
 - iii. principals remain at the meeting in the afternoon
 - iv. vice-principals return to the schools for the afternoon with substitute in place, however, no acting-administration

Note: Schools that **do not** have a vice-principal will engage a substitute for the entire day and acting administration charges will apply for the full day as well.
 - b. Half-day meeting (Elementary Administrators and/or Director meetings)
 - i. all schools will engage one substitute for the morning
 - ii. all schools provided with half-day acting administration in the morning