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| <p>School Administration 3101</p> <hr/> <p>Division Level Administrative Meetings</p> | Administrative Application | |
| | Last Reviewed /Approved on: | February 4, 2019 |
| | References: | Administrative Application 7410 – Duties of the Principal Policy 12 – Role of the Director |
| | Status: | Operational |

Application

1. Large group, division level meetings involving School-Based Administrators (SBA), Coordinators, and the Senior Leadership Team (SLT) shall be in the morning of Day 4. This time should be designated administrative time.
2. There are four (4) types of division level meetings with school-based administrators:
 - a. School Based Administrators' Meetings
Generally, these meetings occur four (4) to five (5) times throughout the school year. The meetings are based on the following premises:
 - i. To address the key agenda of SBAs in large group or area groupings.
 - ii. Joint planning is completed by Superintendents and SBA representatives.
 - iii. Once completed a detailed agenda is forwarded, including purpose and process of agenda item.
 - iv. Emphasis on administrative/management information and learning.
 - v. SBA and SLT items are scheduled based on priority and time sensitive needs.
 - vi. Vice-principals and Coordinators attend these meetings for the morning.
 - b. Director's Meetings
Generally these meetings occur in December and are based on the following premises:
 - i. The purpose is to gather all principals, vice-principals, and CEC personnel to celebrate and acknowledge the progress and achievements that have been made.
 - c. High School Function Meetings
These meetings occur seven (7) to nine (9) times throughout the school year and are determined prior to the upcoming school year. The meetings are based on the following premises:
 - i. Agenda items are submitted to the School Superintendent.

d. Elementary Administrator Meetings

Generally, these meetings are held any Day 4 and occur approximately three (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 an SBA planning committee representative for submission.
3. There are varieties of SBA 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 meetings)

- i. all schools will engage one substitute for the morning
- ii. all schools provided with half-day acting administration in the morning
- iii. Director's meeting - Substitutes and acting administrator's allowance are not provided since the meeting is typically less than half a day (LINC Agreement 4.5.1)