

School Administration 3101 Division Level Administrative Meetings	Administrative Application	
	Last Reviewed /Approved on:	August 14, 2024
	References:	LINC Agreement 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 Executive Council shall be in the morning on the school Day designated by the division at the beginning of each year for administrative time.
2. There are five (5) types of division level meetings with school-based administrators:
 - a. School Based Administrators' (SBA) Meetings
Generally, these meetings occur four (4) to six (6) times throughout the school year. The meetings are based on the following premise:
 - i. To address the key agenda of SBA 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 Executive Council items are scheduled based on priority and time sensitive needs.
 - vi. Vice Principals and Coordinators attend these meetings for the morning.
 - b. Director's Meeting
Generally these meetings occur annually in December and are based on the following premise:
 - 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 Administrator Meetings

These meetings occur four (4) to five (5) times throughout the school year and are determined prior to the upcoming school year. The meetings are based on the following premise:

- i. Agenda items are submitted to the Area Superintendent.
- d. Elementary Administrator Meetings
Generally, these meetings are held on the designated administrative time school Day and occur approximately two (2) times per year. The meetings are based on the following premise:
- i. The purpose 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.
- e. Catholic Leaders' Annual System Seminar (CLASS)
Generally, these meetings occur annually in August with the central mission to bring Principals, Vice Principals and Coordinators together with a focus on the following five goals:
- i. To facilitate a Christ-centered and faith-based culture within our Catholic School Division.
 - ii. To support each of our Catholic administrative leaders in a continuous renewal of their faith-based commitment to emphasizing our system priorities and vision within their Catholic communities.
 - iii. To provide administrators the opportunity to engage in strategic planning discussions and professional development activities by focusing upon their needs as Catholic educational leaders.
 - iv. To enhance the process of team building through professional participation and social interaction
 - v. To focus all Catholic system leaders on their responsibility of ensuring a strong, sustainable, vibrant, and faith-filled educational community.

Please refer to the LINC Agreement for remuneration of participants. Acting Admin is only provided for schools who do not have a vice principal.

3. There are a variety 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 administrator's allowance 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 Administrator, High School Administrator)

- i. All meetings listed above will be done in a virtual setting (i.e., MS Teams)
- ii. Substitutes and acting administrator's allowance will not be provided unless approved by the Area Superintendent for Elementary Administrator or High School Administrator meetings only.

c. Less Than Half-Day Meetings

- i. Substitutes and acting administrator's allowance are not provided since these meetings are typically less than half a day.