

School Administration 3101 Division Level Administrative Meetings	Administrative Application	
	Last Reviewed /Approved on:	September 17, 2026
	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), Division Leadership, 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 four (4) 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 Executive Council representatives 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. Division Leadership attend these meetings for the morning.
 - vii. The Business Meeting will be held virtually in the afternoon.
 - b. 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 Superintendent responsible for planning.

c. Virtual Touch-Base Meetings

These virtual meetings occur four (4) to six (6) times per year to address important information that needs to be processed in a timely manner.

- i. Meetings are less than one hour.
- ii. If there are insufficient agenda items, the meeting will be cancelled.

d. Catholic Leaders' Annual System Seminar (CLASS)

Generally, these meetings occur annually in August with the central mission to bring Principals, Vice Principals, Division Leadership 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 morning only.
- ii. All schools provided with half-day acting administrator's allowance in the morning only.
- iii. Principals return to their schools to for the virtual Business Meeting in the afternoon.

Note: Schools that **do not** have a Vice Principal will engage a substitute for the morning and acting administration charges will apply for the morning as well.

b. 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.