

ADMINISTRATIVE COUNCIL

Background

The Division shall recognize a committee designated as the Administrative Council which shall provide a communication link for division office and school-based administrators.

The Administrative Council shall be comprised of division office and school-based administrators.

Teachers may be invited to attend meetings and participate in activities.

Trustees may attend as directed by the Board.

The Livingstone Range School Division Administrative Council shall endeavour to enhance the quality of educational programs and services in the Division schools by:

- a. providing the means by which administrators can share information and ideas.
- b. providing direct contact between the Superintendent(s) and administrators with respect to policies and procedures.
- c. providing professional development experiences and in service training for administrators.
- d. discussing, developing, or formulating professional and administrative policies and procedures.
- e. fostering an environment for collaborative planning.

Procedures

1. The Council will normally meet once a month during the school year. 2. When necessary, the Superintendent may call a special meeting.
3. The regular monthly meetings shall be chaired by Principals on a rotational basis.
4. An agenda shall be forwarded electronically to each member in advance of each meeting. Agenda items may be submitted to the Superintendent by any member of the council.
5. School Administrators will serve as Chair and Recording Secretary on a rotational basis. The Recording Secretary will keep a record of decisions and actions required which shall be forwarded to the Superintendent for distribution to all Admin Council members.
6. The Division will reimburse members of the Administrative Council travelling to these meetings, at a rate-per-kilometre as approved by the Board and reviewed annually. The

Division will arrange and meet the costs of a meal for full day meetings. Travel shall be coordinated to minimize costs.

December, 2003

Updates: July 2012, October 2017, January 2020

References

Section 33, 52, 53, 197, 202, 203, 204, 222 Education Act