

AP 425 - Administrators' Association - Appendix A

PHILOSOPHY

The Board of Education believes in the value of an Administrators' Association within Palliser Regional School Division No. 26. To help fulfill this commitment the Superintendent will provide opportunity for school and Central Office senior administrators to meet together throughout the school year to achieve a number of important purposes, such as:

1. to provide a forum for discussion of topical issues of concern to administrators, as well as the school system generally;
2. to communicate information from the Board, Superintendent, Associate Superintendents, central office personnel, directly to school administrators and indirectly, as applicable, to school staffs, School Council members, students and community members;
3. to advise the Board, through the Superintendent, concerning topical matters, the formulation and implementation of policy, and/or administrative procedures, etc.;
4. to facilitate the implementation of the Principal Quality Practice Guidelines;
5. to provide a vehicle for professional development activity and sharing and exploring of best practices and/or current research for administrators;
6. to help foster a sense of community and common purpose among administrators of the division;
7. to provide support and mentorship for all school-based administrators.

The Board recognizes that the Administrators' Association will operate on the basis of guidelines established by its membership which are reviewed annually.

PROCEDURES

GUIDELINES

This Association is endorsed by the Board of Education, Palliser Regional School Division No. 26. Its guidelines were approved by members of the Administrators' Association at a regular meeting held Tuesday, May 13, 2008.

1. Aims and Objectives

The primary purpose of this Association is to work towards maintaining the highest quality education system possible by:

1. Serving as a model of collaborative leadership
2. Coordinating the work of administrators
3. Expanding strategies for enhancing the quality of teaching and student learning
4. Providing access to in-service training for administrators

5. Formulating and presenting Association recommendations to the Board or Senior Administration or schools on educational matters
6. Facilitating communication within the Division

2. Membership

1. School Level: Principals
Vice-Principals
2. Superintendent, Associate Superintendents and other Central Office personnel as predetermined by the Superintendent and Administrators' Association chairperson.

3. Attendance at Meetings

1. It is expected that each school will be represented by the principal and vice-principal (if there is one designated).
2. It is expected that Central Office will be represented as determined by the Superintendent.
3. Where deemed appropriate by the Superintendent of Schools and Administrators' Association Executive, Central Office personnel will be invited to attend.

4. Meetings

1. Regular meetings shall be held (at least 6) from August to June.
2. The schedule of meetings will be set prior to the commencement of the upcoming school year; at that time the spring meeting will be set.
3. Meetings will allow for morning meetings regarding Central Office business coordinated by the Superintendent and afternoon meetings coordinated by the elected chair of the Administrators' Group.
4. A combined Board/Leadership team/Admin Association professional development symposium may be held.

5. Agenda/Structure

1. An agenda and reports will be forwarded to members (Principals, Vice-Principals and senior administrators) a minimum of three business days in advance of each meeting.
2. Members may forward agenda items to the respective chairs, Superintendent of Schools or Administrator elected chair, five business days prior to the meeting.
3. Other than emergent items, no new items will be added to the agenda after the submission deadline or on the meeting date.
4. It is the responsibility of the members to ensure that they bring all necessary meeting materials to the meeting (Administrators' Association binder).
5. The morning meeting will commence at 9:00 a.m. and conclude by 12:00 noon and will be chaired by the Superintendent or designate. He will be responsible for time keeping.
6. The afternoon meeting will commence at 12:45 p.m. and conclude by 3:30 p.m. and will be chaired by the elected administrator representative.
7. If either meeting needs to be extended, a vote will be taken establishing the new end time.

8. Should the morning session conclude before noon the afternoon session may begin early.

6. Minutes

The minutes of all meetings will be recorded by the Executive Assistant to the Superintendent of Schools and a copy distributed to each member within a week after the meeting. Minutes should include:

1. names of those in attendance,
2. topics of the agenda accompanied by a brief outline of the information provided and discussion that took place,
3. decisions made, and
4. any actions persons are required to perform.

7. Decision Making

1. Recommendations at meetings will be made by consensus as much as possible. The recommendation made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
2. If the consensus of those present at an Association meeting is that an issue is best resolved by a vote, a motion will be made with the outcome reported to the Superintendent.
3. Prior to a vote being conducted, as per Robert's Rules of Order, a discussion shall occur.
4. Voting to amend the guidelines will occur at the spring meeting providing that there has been proper notice of motion, as per 11(a) to amend.
5. A two-thirds majority vote at the spring meeting will amend the guidelines.

8. Table Officers of the Association

1. Chairperson
2. Vice Chairperson
3. Treasurer
4. One Facilitator/Representative from each Division:
 1. Division I (K-3)
 2. Division II (4-6)
 3. Division III (7-9)
 4. Division IV (10-12)

9. Election of Officers

1. Officers will serve for a term of one school year.
2. Elected positions should be held by the same person for no more than 2 consecutive terms.
3. The role of Vice Chair will ascend to the Chair after one year.
4. The term of office shall be August to August, elections being conducted at the second last spring meeting. The final meeting to be conducted as a transitional meeting.
5. In the event the Chair is unable to fulfill their role, the Vice-Chair will assume those

6. duties. In the event any other positions are vacated, they will be filled by election at the next upcoming meeting

10. Ad Hoc Committees

1. As decided by the Association.

11. Amendments to the Guidelines

These guidelines will be reviewed and adopted, with or without amendments, at each spring meeting. These guidelines may be amended as follows:

1. Notice of motion presented at the meeting prior to the spring meeting.
2. By a two-thirds majority vote.

12. Dues

1. Dues shall be paid by regular members.
2. Dues shall be set at the first meeting of the year.
3. An Ad Hoc committee will establish the policy concerning dues and their expenditure, to be approved by the Association at the first meeting of the school year.

APPENDIX

2008-2009

1. Annual dues were set at \$20.00 and the Association supported a one-time automated payroll deduction for this purpose.

2. Table Officers of the Association

Chairperson – Wayne Tate
Vice-Chairperson – Shane Cranston
Treasurer – Janice Loitz
One Facilitator/Representative from each Division:
Division I (K-3) – Michael Shain
Division II (4-6) – Allen Sorge
III (7-9) – Sharon McNiven
IV (10-12) – Ron DeMaere

3. The Association supported a recommendation that the amount spent on retiree gifts be set at \$20 per year of service in the Association, to a maximum of \$300.00 per person. It was also agreed that previous admin. service with jurisdictions that formed Palliser (County of Lethbridge, Vulcan County, Barons Consolidated), plus the years that current Calgary administrators have in their current school administrator role previous to joining Palliser, would be recognized. In the event that the Administrators'

Association is short of funds to recognize retirees in any current year, administrators will make an additional contribution to fund the gifts.

4. Nathan Sillito facilitated a book study of Todd Whitaker's What Great Principals Do Differently.
5. The Association's Guidelines were amended on Thursday, May 28, 2009.

2009-2010

1. Table Officers of the Association
 - Chairperson – Wayne Tate
 - Vice-Chairperson – Shane Cranston
 - Treasurer – Ron DeMaere
 - One Facilitator/Representative from each Division:
 - Division I (K-3) – Michael Shain
 - Division II (4-6) – Jim Piot
 - III (7-9) – Les Greeno
 - IV (10-12) – Derrick Mohamed
2. Annual dues were set at \$20.00 and the Association supported a one-time automated payroll deduction for this purpose.
3. The division breakout groups undertook the study of Stephen Covey's The Speed of Trust.
4. The Association Guidelines were adopted without amendment on Wednesday, May 26, 2010.
5. Five members who are leaving the Association were acknowledged at our final meeting. The account balance is likely to have been exhausted (or even overdrawn) with the purchases made for these departing administrators.
6. Meeting Dates were established for next year as follows:

September 8, 2010	Kate Andrews High School, Coaldale
October 20, 2010	Menno Simons Christian School, Calgary
November 17, 2010	Coalhurst Elementary, Coalhurst
January 5, 2011	Masters' Academy and College, Calgary
February 16, 2011	R.I. Baker Middle School, Coaldale
March 23, 2011	Jennie Emery Elementary School, Coaldale
April 20, 2011	Champion School, Champion
June 1, 2011	Sunnyside School, Sunnyside

2010-2011

1. Table Officers of the Association

Chairperson – Shane Cranston

Vice-Chairperson – Harry Fritschy

Treasurer – Ron DeMaere

Facilitator/Representative from each Division:

Division I (K-3) – Dave Fender and Sherrie Shuttleworth

Division II (4-6) – Jim Piot

Division II (7-9) -- Broc Higginson

Division IV (10-12) – Ken Garinger

2011-2012

1. Table Officers of the Association

Chairperson – Harry Fritschy

Vice-Chairperson – Joanne Takasaki

Treasurer – Deryk Hamilton

Facilitator/Representative from each Division:

Division I (K-3) – Dave Fender and Sherrie Shuttleworth

Division II (4-6) – Les Greeno

Division II (7-9) -- Broc Higginson

Division IV (10-12) – Ken Garinger

2012-2013

1. Table Officers of the Association

Chairperson – Joanne Takasaki

Vice-Chairperson – Linda Dyck

Treasurer –

Facilitator/Representative from each Division:

Division I (K-3) – Dawn Ronne and Jason Prebushewski

Division II (4-6) – Les Greeno

Division II (7-9) -- Broc Higginson

Division IV (10-12) – Ken Garinger

2013-2014

1. Table Officers of the Association

Chairperson – Linda Dyck

Vice-Chairperson – Dawn Ronne

Treasurer – Terri-Lynn Duncan

Facilitator/Representative from each Division:

Division I (K-3) – Shari Rogerson

Division II (4-6) – Jody Beagle

Division II (7-9) – Jason Kupery

Division IV (10-12) – Ryan Brennan

2014-2015

1. Table Officers of the Association

Chairperson – Nathan Sillito

Vice-Chairperson – Janice Loitz

Treasurer – Terri-Lynn Duncan

Facilitator/Representative from each Division:

Division I (K-3) – Shari Rogerson

Division II (4-6) – Linda Dyck

Division II (7-9) – Jason Kupery and Jason Prebushuski

Division IV (10-12) – Tracy Inaba