

ADMINISTRATORS' ASSOCIATION

Background

The High Prairie School Division (HPSD) recognizes the importance of involving administrators in the operations of the school system. HPSD believes that this can be facilitated by the existence of an Administrators' Association.

Procedures

1. General

There shall be an Administrators' Association for HPSD.

2. Purpose of the Administrators' Association

- 2.1. To work towards maintaining the highest quality education system possible by:
 - 2.1.1. discussing issues/concerns as they pertain to principals and the management of schools and school personnel;
 - 2.1.2. providing a forum for discussion of topical issues of concern to administrators, as well as the school system generally;
 - 2.1.3. communicating information from the Board, Superintendent, and/or Assistant Superintendents to school staff, school councils, students, and community members;
 - 2.1.4. advising the Board, through the Superintendent, concerning topical matters, the formulation and implementation of policy, and/or administration procedures, etc;
 - 2.1.5. helping to foster a sense of community and common purpose among administrators;
 - 2.1.6. providing support, mentorship, and collaboration for all administrators;
 - 2.1.7. providing access to in-serve training for administrators;
 - 2.1.8. formulating and presenting Association recommendations to Senior Administration or schools on educational matters; and
 - 2.1.9. facilitating communication within HPSD.

3. Membership of the Association

- 3.1. Membership shall consist of:
 - 3.1.1. All Principals and Vice-Principals in HPSD schools; and
 - 3.1.2. Executive Council.

4. Attendance

- 4.1. The members of the Association should attend all meetings wherever possible.
- 4.2. Trustees may attend upon invitation.
 - 4.2.1. The Association President in consultation with the Superintendent will extend invitations.
- 4.3. Educational Specialists or others may attend when requested.

5. Election of Officers

- 5.1. Elections shall take place at the last regular meeting of each school year.
- 5.2. The term of office shall be one school year.
 - 5.2.1. Principals or Vice-Principals shall hold the executive positions in the Association.
 - 5.2.2. The Superintendent shall be deemed an ex-officio member of the executive of the Association.
- 5.3. Officers of the Association shall be:
 - 5.3.1. President; and
 - 5.3.2. Secretary.

6. Meetings

- 6.1. Regular meetings shall be held virtually, in person, or in hybrid 3 or 4 times per year.
- 6.2. The schedule of meetings will be set prior to the commencement of the upcoming school year.
- 6.3. An agenda and reports will be forwarded to the Secretary elect by the date set by the President.
- 6.4. Minutes will be posted appropriately within two weeks of the meeting.

References

Education Act Section 53