

**ESCE BOARD POLICY**  
**SECTION 2: GOVERNANCE POLICIES**  
**Title: Administration Committee**

**2-1-3**

**Background**

The Board of the ESCE created an Administration Committee for the following reasons:

- to facilitate dialog between the Board, Executive Director and the principals on a regular basis on potentially significant operational issues
- to ensure that the Board's position is communicated effectively to members of the committee that are not at Board meetings
- to enable the Board to more proactively provide input into what might become significant decisions
- to provide a direct access to the Board for principals
- to take a joint(society/school) leadership position that is visible to staff, parents and community members; and
- To enable the Board to provide regular and direct support to administrative staff who are often on the forefront of implementing decisions and getting feedback.

**Committee Organization**

1. Composition: The membership shall consist of the ESCE Executive Director, and the ECS's principals. The committee will engage resource persons in the execution of its duties, as required. This includes the Service Learning coordinator, the Curriculum Coordinator, Assistant Principals, Business Managers, Board Members and members of the school's ILTs.
2. Officers: The principals and Executive Director shall chair the meetings on a rotating basis. The committee shall appoint its own secretary and reporter.
3. Meetings:
  - The committee shall normally meet monthly, or as deemed necessary, at one of the schools.
  - Additional meetings may be called by any member.
  - Agendas for the meetings are set by the chairperson, in consultation with committee members. Each committee member may add items to the agenda. Agendas should be distributed prior to the meeting in order to allow committee members to prepare for the meeting.

**Mandate**

The committee shall execute Board policy, make decisions and initiate recommendations concerning operational and planning matters that affect the whole system or have system implications, such as:

- Development of the school plan especially as it relates to the program
  - Strategic planning
  - curriculum matters –
    - planning and support for development and monitoring of Christian curriculum
      - this could include:
        - training in the CDM

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- facilitating regular grade and subject area meetings
  - could include the organization of all school meetings
- evaluate applications for funding of curriculum projects
- coordinating the school's involvement with PACS
- SSSS
- Presentations and celebrations of curriculum projects, student and teacher portfolios to ILTs, teachers, the Board, and the Society
  - Promote awareness of Christian Curriculum to the members of ESCE.
  - Monitor and report overall student Christian curriculum competencies
- Provide leadership and support in ensuring that the classroom environment and school communities reflect the Vision and Mission of ESCE
- standardization of school procedures (school calendar)
- capital budgets and any questions that arise concerning operating budgets
- funding for "out of district" PD
- operational procedures/policy especially as they relate to whole school issues. For example:
  - bussing
  - grade level fee calculation
  - issues concerning identity
  - promotion and advertising
  - enrolments
  - etc.
- maintenance and improvement of facilities

The following limitations should be observed:

- decisions involving expenditures of funds in excess of budget
- decisions must be in accordance with the ESCE Vision and Mission statement

**Business of the Committee**

1. Ensures reports and recommendations from various committees are coordinated with those of other committees as required.
2. Deals with matters that are forwarded to this committee by other committees and Board, and EPS.
3. Deals with issues placed on agenda by request from a committee member
4. The admin committee will report to the board monthly through the Executive Director's report and the principal's report.

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**Principal Communication and Board Contact**

1. One Principal will be present at board meetings. They will attend on a rotating basis.
2. The principal that is scheduled to attend the board meeting will attend the executive meeting of that month at the request of the chair.
3. Principals will provide monthly reports to the board.