

Background

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

- to facilitate dialog between the Board, Executive Director and the leadership team on a regular basis on potentially significant operational issues
- to ensure that the Board's position is communicated effectively to members of the leadership team 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 the leadership team
- 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 the leadership team 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 (as the representative of the board), and the ECS's leadership team as assigned by the principal(s). The committee will engage resource persons in the execution of its duties, as required. This includes other , Business Managers, Board Members other school leaders, and staff.
2. Officers: The principal(s) shall chair the meetings. The committee shall appoint its own reporter.
3. Meetings:
 - The committee shall normally meet twice per month, 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 policy, 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
 - o Strategic planning
 - o curriculum matters –
 - planning and support for development and monitoring of Christian curriculum
 - this could include:
 - o training as it related to Teaching for Transformation
 - o 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 PCCE
 - SSSS
 - Telling the ECS story
 - 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 school communities and school culture reflects the Vision and Mission of ESCE
- Development of educational initiatives (i.e. technology implementation, formational learning experiences)
- standardization of school procedures (school calendar)
- capital budgets and any questions that arise concerning operating budgets
- funding for;
 - Christian curriculum development PD
 - Christian conferences
- 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 every other month through the Executive Director's report and the principal's report.

Principal Communication and Board Contact

1. One Principal will be present at board meetings. They will attend on a rotating basis.
2. Principals will provide reports to the board every other month.