



TRANSFER OF PRINCIPALS/SUPERVISORS OR VICE-PRINCIPALS

POLICY #: B-18

AUTHORITY: 01-342 / 06-156 / 08-177

POLICY STATEMENT

It is the desire of the Board to provide principals/supervisors or vice-principals with a greater depth of knowledge, broader experience and new challenges in leadership for the betterment of our Catholic school communities; and

It is the desire of the Board to provide principals/supervisors or vice-principals with the opportunity for professional and career growth and job satisfaction that may result from a change of assignment; and

It is the desire of the Board to allow school personnel as well as students to benefit from individual principals'/supervisors' or vice-principals' different kinds of leadership and areas of discipline; and

It is the desire of the Board to make the most effective use of its human resources.

It is the policy of the Northeastern Catholic District School Board that a review of the placement of principals/supervisors or vice-principals be conducted on a yearly basis.

POLICY REGULATIONS

1. Transfers of principals/supervisors or vice-principals shall take into consideration the following factors:
 - the needs of the children in the school;
 - the needs of the individual school;
 - the personal career needs of the principal/supervisors or vice-principal; and
 - the general needs of the system.
2. The Director of Education shall present, for approval by the Board, the results of the annual review on or before the first regular public meeting in the month of May.
3. The Director of Education or designate will discuss the proposed transfer with the principals/supervisors or vice-principals concerned prior to the recommendation for transfer to the Board.

4. Catholic School Councils will be consulted as per Regulation 612 before a transfer of a school principal/supervisor or vice-principal is finalized.
5. A request for transfer from a principal/supervisor or vice-principal shall be forwarded to the Director of Education prior to the beginning of the month of March.
6. Care shall be taken to prevent undue disruption to the school system through a large number of transfers in any one school year.
7. Principals/supervisors or vice principals are subject to transfer within the Board. Ideally, a transfer which results in a relocation to another region within the board will be done by mutual consent. The following divisions shall constitute the regions:
 - Timmins, Iroquois Falls
 - Cochrane and Iroquois Falls
 - Kapuskasing
 - Kirkland Lake, Englehart
 - Englehart, New Liskeard and Cobalt
8. Principals/supervisors or vice-principal whose transfer is initiated by the Board shall be entitled to a monthly travel allowance for the use of their own vehicle to travel from their residence to their respective place of work if the distance traveled in a single direction is 45 km or more as determined by the Board.

The monthly allowance shall not exceed four hundred dollars (\$400.00) and shall only be paid for every month of active employment of the school year from September to June up to an annual maximum of four thousand dollars (\$4,000.00). Pro-rating of the monthly allowance shall occur when the number of school days that the principal/supervisor or vice-principal reports to work is less than sixteen (16) school days in a single month.

9. Notwithstanding the above, special circumstances concerning a school or a principal/supervisor or vice-principal may warrant exceptions to these regulations, and nothing shall prohibit the transfer of principals/supervisors or vice principals at times when to do so would be in the best interests of the students, the schools, the system and/or the principal/supervisor or vice-principal, subject to ratification by the Board.