



Northeastern Catholic District School Board

TRANSFER OF PRINCIPAL/VICE-PRINCIPAL

Administrative Procedure Number: APP001

POLICY STATEMENT

The Northeastern Catholic District School Board is committed to ensuring that our Catholic schools are led by qualified Principals and Vice-Principals who possess the skills, competencies, and personal leadership resources identified in the Ontario Leadership Framework. It is the desire of the NCDSB to provide Principals and/or Vice-Principals with the opportunity for professional and career growth so that our schools are constantly evolving learning environments that promote and sustain student achievement, academic success and spiritual development.

REFERENCES

Education Act, Regulation 612, School Councils and Parent Involvement Committees
The Ontario Leadership Framework, 2013
NCDSB Policy P-10 Transfer of Principal/Vice-Principal

DEFINITIONS

Nil.

PROCEDURES

1.0 GENERAL PROVISIONS

- 1.1 A request for transfer from a Principal/Vice-Principal shall be forwarded to the Director of Education no later than the end of January.
- 1.2 The Director of Education will consult with Catholic School Councils as per Regulation 612, s.19(4) in January of every school year. This consultation process will allow for feedback on the Principal Profile for the school.
- 1.3 Care shall be taken to minimize undue disruption to the school system through a large number of transfers in any one school year.
- 1.4 Principals/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:
 - i) Timmins, Iroquois Falls
 - ii) Cochrane, Iroquois Falls
 - iii) Kapuskasing
 - iv) Kirkland Lake, Englehart

- v) Englehart, New Liskeard, Cobalt
- vi) Moosonee

2.0 COMMUNICATION STRATEGIES

- 2.1 Supervisory Officers will engage in leadership discussions with Principals/Vice-Principals at least one time annually, to review proposed transfers.
- 2.2 Supervisory Officers will consult with the Director of Education on proposed transfers.
- 2.3 The Director of Education will present transfers to the Board of Trustees by May every school year.
- 2.4 The Director of Education will communicate transfers with all stakeholders in a timely manner.

3.0 TRAVEL ALLOWANCE

- 3.1 A Principal/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 work place if the distance travelled in a single direction is 45 km or more, as determined by the Board.
- 3.2 The monthly allowance shall not exceed four hundred dollars (\$400.00) and shall only be paid for every month of active employment/travel of the school year from September to June, up to an annual maximum of four thousand dollars (\$4,000.00).
- 3.3 Pro-rating of the monthly allowance shall occur when the number of school days that the Principal/Vice-Principal reports to work is less than sixteen (16) school days in a single month.
- 3.4 Notwithstanding the above, special circumstances concerning a school or a Principal/Vice-Principal may warrant exceptions to these provisions, and nothing shall prohibit the transfer of a Principal/Vice-Principal at times when to do so would be in the best interests of the students, the schools, the system and/or the Principal/Vice-Principal.

4.0 TRANSITION REQUIREMENTS

- 4.1 Principals/Vice-Principals are required to collaborate with incoming/outgoing principals/vice-principals to ensure a seamless transition of information and attend to all requisite transfer of responsibilities.
- 4.2 The final transition timelines for exit/entry of school and related operational matters shall be July 15 of every school year.

5.0 RELATED FORMS AND LETTERS

Nil.

Director of Education: *Tricia Stefanie Weltz*
Date: August 2021



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