

ADMINISTRATIVE TRANSITION SUPPORT

Background

When school based administration teams transition and change schools it is important for continued and future school success to have the newly formed administrative teams engage in opportunities for team building, collaboration, and planning.

It is recognized that staff transitions impact both the schools that transitioning staff are currently in and the schools they are transitioning to. All staff have duties and obligations in their current school that must be fulfilled.

It is recognized that coordinated, collaborative time may require some financial support to be effective and support both schools and newly formed leadership teams.

The Assistant Superintendent, Employee Services is responsible for the administration of this administrative procedure.

Procedures

- Transitioning administrative teams are expected to put forth a transition plan which may include a request for funding to support that plan. Contact the Assistant Superintendent, Employee Services with your requests.
- A transition fund has been allocated to support new admin teams in FSD (see Appendix)
- Timelines for transition plans are between mid-May and the end of August of the current year.
- Transition plans may include requests for release time or off-campus retreat time.

Transition plans may include opportunities for the following:

- Prioritizing school goals and reviewing School Education Plans
- Team building and coordinating Leadership Team responsibilities
- One on one meetings with staff (IPGP exits)
- Reviewing school programs
- Promoting a positive school start-up with staff in coordination of the above

Administrative Procedure 434 - Appendix

ADMINISTRATIVE TRANSITION SUPPORT

Name of Administrator:

School:

Professional Development Activity:

Location of Activity:

Date of Activity:

	Projected Budget	Actual Costs (to be completed after attendance)	Source of Funding**
<i>Example:</i> Cost of Registration	\$500	\$500	1) \$300 4) \$200
<i>Example:</i> Travel	\$200		2) \$200
Cost of Registration	\$	\$	
Guest Teacher Costs	\$	\$	
Travel	\$	\$	
Hotel	\$	\$	
Meals	\$	\$	
Supplies/Resources	\$	\$	
TOTAL	\$	\$	
Total Amount requested from the Administrative Transition Support Fund:			\$

****Sources of Funding can be any one of, or a combination of, the following:**

- 1) FSD Annual \$500 Admin PD Allocation
- 2) Personal ATA PD Funds
- 3) Grant (please provide details)
- 4) Request for Funding from the Administrative Transition Support Fund
- 5) Other

Please provide an explanation of how this above noted request will support the following:

IPGP:

School Goals:

Programming:

Have you been directed by a member of the Exec Team to pursue this opportunity?

If so, by whom and why?

Date Application submitted to Assistant Superintendent, Employee Services:

Signature:

OFFICE USE ONLY:		
Application Approved	Yes	No
Signature: Assistant Superintendent, Learning Services		

❖ *A finalized copy of this form, showing “Actual Costs” must be submitted along with receipts, for reimbursement.*