



SEVEN OAKS SCHOOL DIVISION

Board Policy #11 Board and Superintendent Relationship, Evaluation and Contingency Plan

The Superintendent is employed as Chief Executive Officer under a written contract with the Board and will be responsible for the management, under the Board's policies, of all sectors of the school system. The Board's sole official connection to the operations of the Seven Oaks School Division, its achievements, and conduct of staff and students will be through the Superintendent. The Superintendent will take the necessary measures to ensure that the Board is fully informed, supported and protected in its work.

The Superintendent will work collaboratively with the Board, individual trustees, senior administration, government stakeholders, community, parents, guardians, staff, and students to best serve the needs of all students.

The Superintendent is directly accountable to the Board. The Superintendent will have the authority to delegate to other School Division personnel the exercise of some powers and the discharge of some duties imposed upon the Superintendent by Board policies or by resolution of the Board. The Superintendent is responsible for the action taken under such delegation.

Official directives to the Superintendent will be through Board motion. The Superintendent is authorized to establish administrative procedures, make all decisions, and take all actions within the policy parameters established by the Board.

Decisions and instructions from individual trustees are not binding on the Superintendent. In the case of trustees or committees requesting information or assistance without Board authorization, the Superintendent may refuse requests that, in the opinion of the Superintendent, require significant amounts of staff time or funds, or are disruptive to the goals of the School Division. Trustees may refer a formal request to the Board for consideration.

The Superintendent is responsible for the actions of the staff of the School Division. The Board or individual trustees do not provide direction to people who report directly or indirectly to the Superintendent and will refrain from evaluating, either formally or informally, any staff other than the Superintendent.

Date Approved:

Date Reviewed:

Date Revised:

Page
1 of 2



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Superintendent Evaluation

- The evaluation of the Superintendent will be carried out by the Board and/or a committee so directed by the Board. The evaluation will be based on established criteria and guidelines which are known in advance to both the Superintendent and the Board. The Superintendent will be formally evaluated annually.
- The results of the evaluation will be provided in writing to the Superintendent within 30 days of the completion of the evaluation.

Contingency Planning

In order to protect the Board and the School Division from the sudden loss of CEO services, the Superintendent will ensure that at least one other School Division senior administrator is familiar with matters of the Board and Superintendent, including the principles of policy leadership and good governance. In this manner, the Board will ensure that provisions are in place to allow for the timely continuation of senior administrative services in the event of a crisis resulting in the Superintendent being unable to fulfill their duties. Similarly, it is incumbent upon the Superintendent to develop and maintain up-to-date plans for dealing with foreseeable loss that may impact school or School Division operations. The review of these plans will be conducted and reported to the Board by the Superintendent as part of the School Division's risk management strategy.

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Page
2 of 2