

BOARD
MEMORANDUM

Date: March 23, 2022
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Lisa Lacroix, Associate Superintendent, Human Resources
Subject: Policy 700 – Superintendent of Schools

Purpose:

For approval. Motion required.

Motion:

- a) That the Board of Trustees approve Policy 700 – *Superintendent of Schools* as presented at the March 23, 2022, Public Board meeting.

Background:

During the 2018-2019 school year, the Division completed a comprehensive Board Policy Review. The Education Committee (Policy Committee) had oversight of the review process, which saw 129 policies and 14 Board Regulations condense to 43 policies.

Administration has updated Policy 700 – *Superintendent of Schools* to clearly define and establish expectations of the Superintendent. The Board Delegation of Authority has been removed from Policy 700 and Policy 701 – Board Delegation of Authority has been created to clearly identify the duties delegated to the Superintendent.

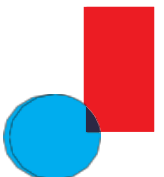
The Policy Committee reviewed Policy 700 – *Superintendent of Schools* at their March 9, 2022, committee meeting and have recommended it come to the Public Board meeting for approval.

Administration is prepared to respond to questions at the March 23, 2022, Public Board meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent

Attachment



Superintendent of Schools

EFFECTIVE: March 27, 2019

REVISED: January 2022

REVIEW: 2023-2024

1.0 POLICY

The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the Division and is accountable to the Board of Trustees for the conduct and operations of the Division. All authority delegated to the staff of the Division is delegated through the Superintendent.

The Superintendent plays a critical collaborative role in supporting the leadership of the Board by advising, informing, and supporting the Board by recommending actions to address current and emerging issues in alignment with the mission, vision, and value statements of the Division

Specific Areas of Responsibility:

1.0 Student Welfare

- 1.1 Ensures each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- 1.2 Ensures the accommodation, safety and welfare of students while participating in school programs or while being transported to and from school programs on transportation provided by the Division.
- 1.3 Ensures the learning environment accommodates all Division students.

2.0 Educational Leadership

- 2.1 Provides leadership in all matters related to education in the Division
- 2.2 Implements education policies established by the Minister and the Board.
- 2.3 Provides leadership to foster conditions necessary for student learning and success.
- 2.4 Ensures leadership is a shared responsibility of everyone within the organization and builds leadership capacity.

3.0 Fiscal Responsibility

- 3.1 Ensures the fiscal management of the Division by the Associate Superintendent, Corporate Services, is in accordance with the terms and conditions of any funding received by the Board under the Education Act or any other application Act or Regulation.
- 3.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 3.3 Directs the development of and monitors the budget for the Division.

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4.0 Personnel Management

- 4.1 Has overall authority and responsibility for all personnel related matters, except the development of mandates for collective bargaining and those personnel matters precluded by legislation, collective agreement or Board policy.
- 4.2 Ensures the coordination and integration of human resources within the Division.

5.0 Policy/Administrative Procedure

- 5.1 Provides leadership in the planning, development, implementation and evaluation of Board policies.
- 5.2 Develops and keeps up-to-date Administrative Procedures consistent with Board policy and provincial policies, regulations and procedures.

6.0 Superintendent/Board Relations

- 6.1 Establishes and maintains positive, professional working relations with the Board.
- 6.2 Respects and honors the Board's role and responsibilities and facilitates the implementation of that role as defined by Board policy.
- 6.3 Provides the information which the Board requires to perform its role.

7.0 Strategic Planning and Reporting

- 7.1 Ensures the strategic planning process is developed for:
 - 7.1.1 The Education Plan;
 - 7.1.2 Division goals;
 - 7.1.3 Budget;
 - 7.1.4 Facility plans;
 - 7.1.5 Technology plans;
 - 7.1.6 Transportation plans.
- 7.2 Implements plans as approved by the Board.
- 7.3 Involves the Board in the establishment of strategic priorities and key results early in the process, with final Board approval.

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8.0 Communications and Community Relations

- 8.1 Takes actions to ensure open, transparent, positive internal and external communications are developed and maintained.
- 8.2 Keeps the Board updated through the provision of monitoring reports.
- 8.3 Ensures parents have a high level of satisfaction with the services provided and the responsiveness of the Division.
- 8.4 Participates actively in school-based activities in to enhance and support the Division's core beliefs and principles.
- 8.5 Acts as, or designates, the head of the organization for the purposes of the Freedom of Information and Protection of Privacy.

9.0 Leadership Practices

- 9.1 Practices leadership with integrity while carrying out the directives of the Board and the Minister.
- 9.2 Develops and maintains positive and effective relationships with provincial and regional government departments and external agencies.
- 9.3 Builds a positive and innovative culture based on trust, honesty and respect.



Superintendent of Schools

EFFECTIVE: April 24, 2019

REVISED: ~~March 25, 2020~~ January 2022 REVIEW: 2023-20234

1.0 POLICY

The Superintendent ~~is the/CEO, as~~ Chief Executive Officer of the Board of Trustees and Chief Education Officer of the Division, ~~and is responsible to the Board of Trustees for the conduct and operations of the Division. All authority delegated to the staff of the Division is delegated through the Superintendent. lead and supervise the operation of the school system, and is accountable, in that undertaking, to the Board of Trustees.~~

The Superintendent plays a critical collaborative role in supporting the leadership of the Board by advising, informing, and supporting the Board by recommending actions to address current and emerging issues in alignment with the mission, vision and value statement of the Division.

Specific Areas of Responsibility:

2.0 GUIDELINES

1.0 Student Welfare

1.1 Ensures each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

1.2 Ensures the accommodation, safety and welfare of students while participating in school programs or while being transported to and from school programs on transportation provided by the Division.

1.3 Ensures the learning environment accommodates all Division Students.~~2.1 Pursuant to 1.0 of this policy, the Board of Trustees delegates to the Superintendent/CEO full responsibility for the total operation of the school system including the power to do, or sub-delegate the authority to do, any act or thing or exercise any power that the Board of Trustees may or is required to do or exercise except for those powers which, in accordance with Section 52(4) of the Education Act, cannot be delegated~~

2.02 Educational Leadership

2.1 Provides leadership in all matters related to education in the Division.

2.2 Implements education policies established by the Minister and the Board.

2.3 Provides leadership to foster conditions necessary for student learning and success.

References: *Education Act: Section 52, 222, 223, 224*

Freedom of Information and Protection of Privacy Act

(4) _____ Delegation of Power

_____ Section 222 (4); (5) _____ Superintendent of Schools

_____ Section 223 _____ Term of Appointment

_____ Section 224 _____ Regulation

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EFFECTIVE: April 24, 2019

REVISED: ~~March 25, 2020~~ January 2022 REVIEW: 2023-20234

- 2.4 Ensures leadership is a shared responsibility of everyone within the organization and builds leadership capacity.
- 3.0 Fiscal Responsibility
 - 3.1 Ensures the fiscal management of the Division by the Associate Superintendent, Corporate Services, is in accordance with the terms and conditions of any funding received by the Board under the Education Act or any other application Act or Regulation.
 - 3.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
 - 3.3 Directs the development of and monitors the budget for the Division.
- 4.0 Personnel Management
 - 4.1 Has overall authority and responsibility for all personnel related matters, except the development of mandates for collective bargaining and those personnel matters precluded by legislation, collective agreement or Board policy.
 - 4.2 Ensures the coordination and integration of human resources within the Division.
- 5.0 Policy/Administrative Procedure
 - 5.1 Provides leadership in the planning, development, implementation and evaluation of Board policies.
 - 5.2 Develops and keeps up-to-date Administrative Procedures consistent with Board policy and provincial policies, regulations and procedures.
- 6.0 Superintendent/Board Relations
 - 6.1 Establishes and maintains positive, professional working relations with the Board.
 - 6.2 Respects and honors the Board's role and responsibilities and facilitates the implementation of that role as defined by Board policy.
 - 6.3 Provides the information which the Board requires to perform its role.
- 7.0 Strategic Planning and Reporting

References: *Education Act: Section 52, 222, 223, 224*
Freedom of Information and Protection of Privacy Act
 (4) _____ Delegation of Power
 _____ Section 222 (4); (5) Superintendent of Schools
 _____ Section 223 Term of Appointment
 _____ Section 224 Regulation

Superintendent of Schools

EFFECTIVE: April 24, 2019

REVISED: ~~March 25, 2020~~ January 2022 REVIEW: 2023-20234

- 7.1 Ensures the strategic planning process is developed for:
 - 7.1.1 The Education Plan;
 - 7.1.2 Division goals;
 - 7.1.3 Budget;
 - 7.1.4 Facility plans;
 - 7.1.5 Technology plans;
 - 7.1.6 Transportation plans.
- 7.2 Implements plans as approved by the Board.
- 7.3 Involves the Board in the establishment of strategic priorities and key results early in the process, with final Board approval.
- 8.0 Communications and Community Relations
 - 8.1 Takes actions to ensure open, transparent, positive internal and external communications are developed and maintained.
 - 8.2 Keeps the Board updated through the provision of monitoring reports.
 - 8.3 Ensures parents have a high level of satisfaction with the services provided and the responsiveness of the Division.
 - 8.4 Participates actively in school-based activities in to enhance and support the Division's core beliefs and principles.
 - 8.5 Acts as, or designates, the head of the organization for the purposes of the Freedom of Information and Protection of Privacy.
- 9.0 Leadership Practices
 - 9.1 Practices leadership with integrity while carrying out the directives of the Board and the Minister.
 - 9.2 Develops and maintains positive and effective relationships with provincial and regional government departments and external agencies.
 - 9.3 Builds a positive and innovative culture based on trust, honesty and respect.

References:	<i>Education Act: Section 52, 222, 223, 224</i>
	<i>Freedom of Information and Protection of Privacy Act</i>
(4) _____	Delegation of Power
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Notwithstanding Clause 2.1, the Board of Trustees delegates to the Superintendent/CEO only:

~~2.2.1 the authority to suspend the services of a teacher including, without limitation, the authority under Section 213 (2) of the Education Act to suspend a teacher from the performance of the teacher's duties without prior notice if the Superintendent/CEO is of the opinion that the welfare of students is threatened by the presence of the teacher; and~~

~~2.2.2 the power to terminate the services of teacher~~

~~2.3 A decision of the Superintendent/CEO to suspend or terminate the services of a teacher is not appealable to the Board of Trustees.~~

~~2.4 With respect to the powers specified in 2.2 above, the Board of Trustees requires the Superintendent/CEO to:~~

~~2.4.1 advise the Board of Trustees forthwith in writing of any suspension directed pursuant to such delegated authority~~

~~2.4.2 advise the affected teacher forthwith in writing of the reasons for the suspension of the teacher and~~

~~2.4.3 forward a copy of the notice of suspension together with a written statement of the facts alleged, to the Board of Trustees and to the Minister.~~

~~2.5 With respect to the powers specified in 2.2 above, the Board of Trustees requires the Superintendent/CEO to:~~

~~2.5.1 advise the Board of Trustees forthwith in writing of any termination made pursuant to such delegated power; and~~

~~2.5.2 provide the affected teacher with written notice of any termination made pursuant to such delegated authority in accordance with the requirements of the Education Act.~~

3.0 GENERAL ROLE

~~3.1 The Superintendent/CEO shall be directly responsible and accountable to the Board of Trustees. He/she will work with, assist and advise the Board of Trustees on matters arising in all areas of Board jurisdiction and will provide the information necessary for sound decision-~~

References: *Education Act: Section 52, 222, 223, 224*

Freedom of Information and Protection of Privacy Act

(4) _____ Delegation of Power

_____ Section 222 (4); (5) _____ Superintendent of Schools

_____ Section 223 _____ Term of Appointment

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~~making. He/she has the responsibility of recommending to the Board of Trustees appropriate policies for governing the operation of the system and for implementing and acting within the policies adopted by the Board. The Superintendent/CEO is responsible for the development, delivery and maintenance of an educational program which ensures optimum educational opportunity for all students in the jurisdiction. Authority may be delegated by the Superintendent/CEO to other system personnel, but the Superintendent/CEO shall be accountable for the tasks performed and the results achieved.~~

~~3.2 — Without limiting the scope of responsibility, the Board of Trustees directs attention to the key result areas identified in the current job description for the Superintendent/CEO and the duties as outlined in the Education Act, Section 222 (4) and (5).~~

~~3.3 — The appointment of the Superintendent/CEO shall conform to the requirements of the Education Act and Ministerial Regulations with respect to notification and qualifications.~~

References:	<i>Education Act: Section 52, 222, 223, 224</i>
	<i>Freedom of Information and Protection of Privacy Act</i>
(4) _____	Delegation of Power
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_____	Section 223 Term of Appointment
_____	Section 224 Regulation