



B O A R D
MEMORANDUM

Date: June 22, 2022
To: Board of Trustees
From: Shawna Warren, Acting Superintendent
Originator(s): Policy Committee
Subject: Policy 215 – Organization Chart

Purpose:

For approval. Motion required.

Motion:

That the Board of Trustees approve Policy 215 – *Organization Chart* as presented at the June 22, 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 condensed to 43 policies. A Policy Tracker was created to schedule a regular review of all policies under the responsible administrator.

Administration has reviewed and updated Policy 215 – *Organization Chart* as part of its review of policies during the 2021-2022 school year.

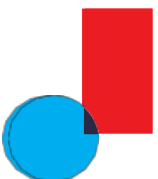
The Policy Committee reviewed Policy 215 – *Organization Chart* at their June 15, 2022, committee meeting and has recommended it to the Public Board meeting for approval.

Administration is prepared to respond to questions at the June 22, 2022, Public Board meeting.

Sincerely,

Shawna Warren, M.Ed
Acting Superintendent

Attachment





Organization Chart

EFFECTIVE: March 27, 2019

REVISED: June 22, 2022

REVIEW: 2025-2026

1.0 POLICY

The Board of Trustees, which is responsible for providing high quality educational programs for students, acknowledges the necessity of discharging this responsibility through a well-ordered administrative and management structure.

2.0 GUIDELINES

- 2.1 The Superintendent of Schools, as the Chief Executive and Educational Officer for the division, is responsible for the effective functioning of an appropriate administrative and management structure within the budget guidelines established by the Board.
- 2.2 The Board expects the Superintendent to keep the management structure current and able to respond to the changing needs of the school system.
- 2.3 To this end, the Superintendent may re-organize lines of authority and revise the Organizational Chart, subject to Board approval. Any permanent changes to the Organization Chart shall be implemented only upon Board approval.
- 2.4 Additional staff positions may be added on a temporary basis, from time to time, as required and as approved by the Superintendent, and as advised to the Board.
- 2.5 All division employees are accountable to the Superintendent. The Superintendent is accountable to the Board of Trustees.

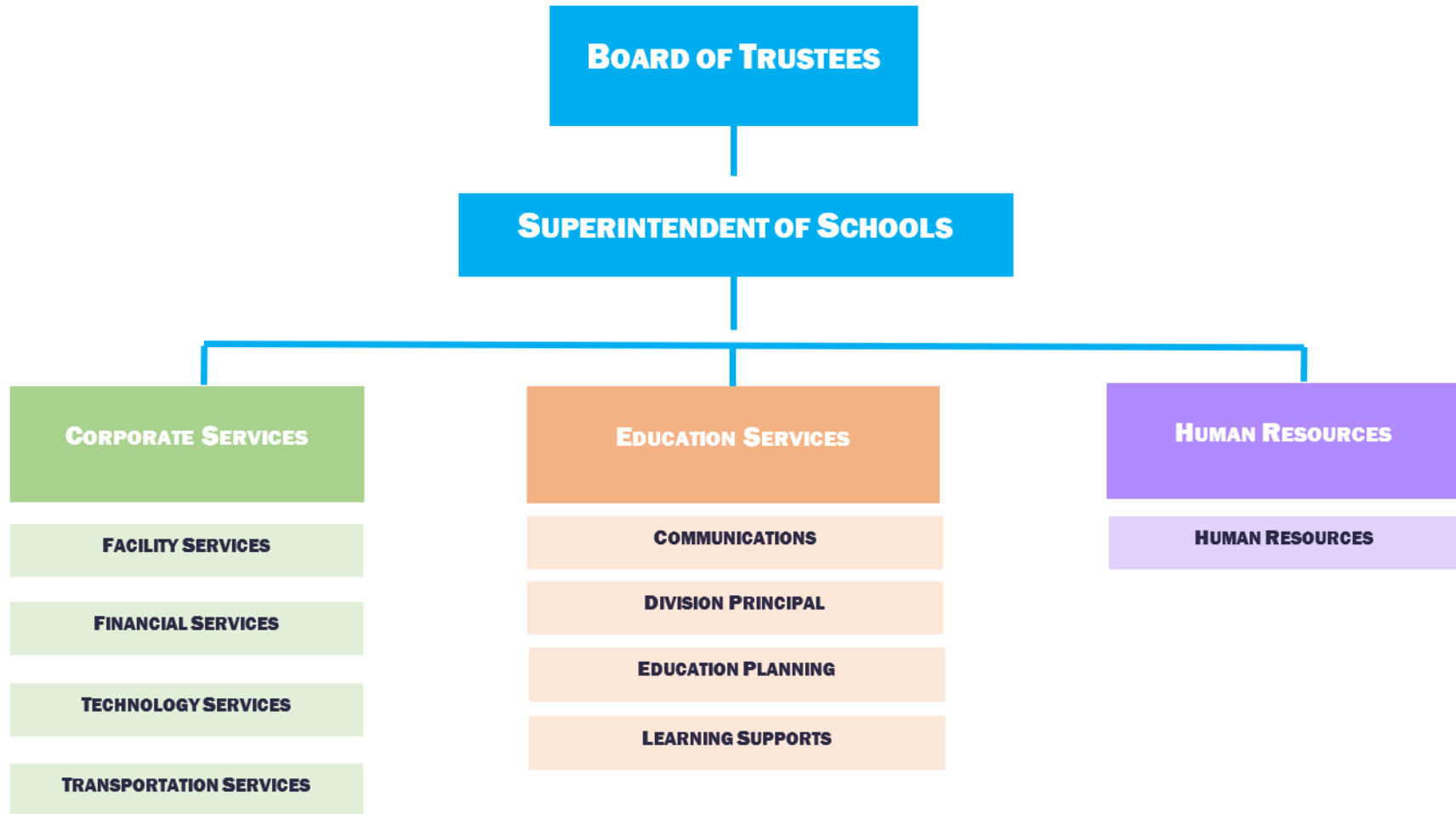
References: Education Act Section 222

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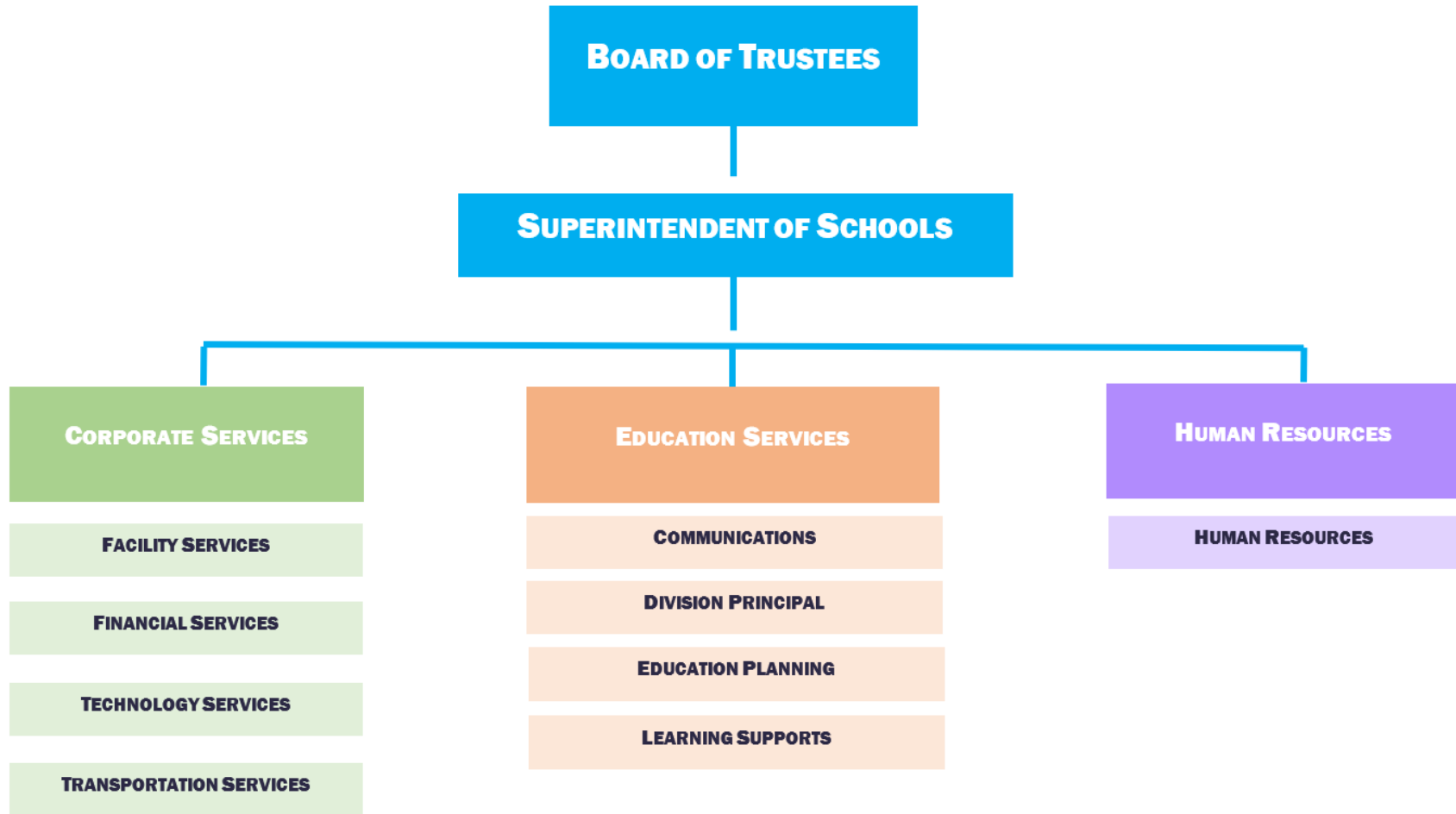
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