



# **POLICY #9**

## **BOARD AND SUPERINTENDENT/CEO**

### **RELATIONSHIP**

The Superintendent/CEO, as Chief Executive Officer (CEO) of the Board of Trustees, shall be responsible for the management, under the Board's policies, of all sectors of the school system. See the *Board Governance Decision-Making Matrix* (p. 27), for a detailed delineation of the Superintendent/CEO's areas of authority and responsibility.

The Board is responsible for the adoption and monitoring of the Division-wide strategic plan.

The Board's sole official connection to the operational organization, its achievements and conduct will be through the Superintendent/CEO.

- 9.1** The Superintendent/CEO will take the necessary measures to ensure the Board is informed, supported and protected in its work.
- 9.2** The Superintendent/CEO is accountable to the Board. The Superintendent/CEO shall have the authority to delegate to other Division personnel the exercise of some powers and the discharge of some duties imposed upon the Superintendent/CEO by Board policies or by vote of the Board. The delegation of power or duty does not, however, relieve the Superintendent/CEO of responsibility for the action taken under such delegation.
- 9.3** The Board of Trustees delegates to the Superintendent/CEO, in accordance with Section 52 of The Public Schools Act, staffing authority.
- 9.4** Notwithstanding the expectation that all staff and executive perform their duties and responsibilities with honesty and integrity while complying with all applicable laws and regulations, the Superintendent/CEO is responsible to have in place a Whistleblower procedure for the purpose of raising any concerns regarding questionable financial or operational matters.

This procedure will ensure that any person raising such concern, the Whistleblower, will be protected from reprisal or victimization for raising the concern in good faith.

- 9.5** The employment agreement between the Board and the Superintendent/CEO is in the form of a written contract.
- 9.6** Only authorized decisions of the Board are binding on the Superintendent/CEO. Official directives to the Superintendent/CEO shall be through written policy. The Superintendent/CEO is authorized to establish further administrative procedures, make all decisions, and take all actions within the policy parameters established by the Board.



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- 9.7** Decisions and instructions from individual Trustees are not binding on the Superintendent/CEO. Reporting to individual Trustees is not binding on the Superintendent/CEO. In the case of Board members or committees requesting information or assistance without Board authorization, the Superintendent/CEO may refuse requests that, in the opinion of the Superintendent/CEO, require significant amounts of staff time or funds, or are disruptive to the goals of the Division. The Trustee may refer a request to the full Board of Trustees for the Board's consideration.
- 9.8** The Superintendent/CEO is responsible for the actions of the staff of Brandon School Division, therefore the Board or individual Trustees will never give instructions to people who report directly or indirectly to the Superintendent/CEO.
- 9.9** The Board and individual Trustees shall refrain from evaluating, either formally or informally, any staff other than the Superintendent/CEO.
- 9.10 Superintendent/CEO Evaluation**
- i. The evaluation of the Superintendent/CEO shall be carried out by the Board and/or its committee. The evaluation shall be based on established criteria and guidelines which are known to both the Superintendent/CEO and the Board.
  - ii. The Superintendent/CEO shall be formally evaluated annually for the first two years and in the second year of each Board's term thereafter during the month of April or May, or more often at the discretion of the Board, or through mutual agreement.
  - iii. The results of the evaluations shall be shared with the Superintendent/CEO by the Board.



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#### *Board Governance Decision-Making Matrix*

<b>Superintendent/CEO – has authority to decide &amp; act</b>	<b>Superintendent/CEO – has authority to decide and act and the responsibility to inform the Board</b>	<b>Board has the responsibility and authority to decide and act. Superintendent/CEO may recommend</b>
<ul style="list-style-type: none"> <li>• Employ staff as delegated in the PSA (52)</li> <li>• Administer collective agreements</li> <li>• Grant applications</li> <li>• Implementation of Board Policy</li> <li>• Evaluate staff</li> <li>• Employ appropriate means to provide for continuous and candid reports by staff of accomplishments in the pursuit of the goals and objectives guided by the vision statement and implemented by the Board Annual Work Plan.</li> <li>• Professional development</li> <li>• Student overnight travel</li> <li>• Setting staffing levels based on budget.</li> </ul>	<ul style="list-style-type: none"> <li>• Student suspensions up to six weeks</li> <li>• Administrative procedures</li> <li>• Any budget changes in excess of \$100,000 or involving FTE positions that would also impact future budgets.</li> <li>• Evaluate programs</li> <li>• Emergency school closures</li> <li>• Crisis situations (e.g. lockdown with immediate notification via email)</li> <li>• Superintendent/CEO professional development</li> <li>• Acceptance of resignations</li> <li>• Student out of province travel</li> <li>• Staff leaves of absence</li> <li>• Ongoing staffing reports.</li> <li>• Changes to the administrative organization chart with exception of Superintendent/CEO and Secretary-Treasurer.</li> <li>• Agreements with outside bodies.</li> <li>• Scholarship approvals.</li> <li>• All other responsibilities not explicitly stated elsewhere in this matrix.</li> </ul>	<ul style="list-style-type: none"> <li>• Policy development and approval</li> <li>• Student expulsion</li> <li>• Student out of country travel</li> <li>• Employee compensation and benefits as per collective agreements and unionized out of scope and senior administration contracts.</li> <li>• Approval of budget</li> <li>• Special levies</li> <li>• Appeals</li> <li>• Corporate sponsorship</li> <li>• New programming</li> <li>• School calendar</li> <li>• Hiring and assignment of the Superintendent/CEO, and the Secretary-Treasurer, as outlined in the PSA (51 and 53)</li> <li>• Hiring and assignment of the Assistant Superintendent(s), and the Assistant Secretary-Treasurer, as outlined in the PSA (52), with minority Board representation on hiring committee</li> <li>• Hiring and assignment of Principals with minority Board representation on hiring committee</li> <li>• Teacher termination as outlined in the PSA (92)</li> <li>• Changes the administrative organization chart which involve the Superintendent/CEO and Secretary-Treasurer</li> <li>• Tenders within budget which exceed the threshold of \$50,000</li> <li>• Over budget expenditures</li> <li>• Hiring additional staff outside formula</li> <li>• Division-wide strategic planning</li> </ul>



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		<ul style="list-style-type: none"><li>• Evaluation of Superintendent/CEO</li><li>• Catchment area changes</li><li>• Renaming and naming of schools</li><li>• School closure</li></ul>
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**Reference:**

Policy 2 – Board Governance Model

Policy 4 – Role and Responsibilities of the School Board

Legal Reference: *The Public Schools Act*