

**ANGLOPHONE SOUTH DISTRICT EDUCATION COUNCIL**

**POLICY TYPE:** Council- Staff Relationship

**POLICY NO:** C-SR 1.0

**POLICY TITLE:** Council-Superintendent Delegation

**PAGE:** 1 of 1

The Council's sole connection to the operational organization is the Superintendent, functioning as the Chief Executive Officer.

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**Adopted: November 13, 2013**

**Revised:**

**Review Method: Council Self-Assessment**

**Review Frequency: Annual – December 14, 2016**

**ANGLOPHONE SOUTH DISTRICT EDUCATION COUNCIL**

**POLICY TYPE:** Council- Staff Relationship

**POLICY NO:** C-SR 1.1

**POLICY TITLE:** Unity of Control

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Only officially passed motions of the Council are binding on the Superintendent.

1. Decisions or instructions of individual board members, officers, or committees are not binding on the superintendent except in rare instances when the board has specifically authorized such exercises of authority.
2. In the case of council members or committees requesting information or assistance without board authorization the superintendent can refer requests that require, in the superintendent's opinion, a material amount of staff time or funds, or are disruptive to the Council as a whole for authorization.
3. Only the council acting as a body can employ, terminate, discipline, or change the conditions of employment of the superintendent.

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**ANGLOPHONE SOUTH DISTRICT EDUCATION COUNCIL**

**POLICY TYPE:** Council- Staff Relationship

**POLICY NO:** C-SR 1.2

**POLICY TITLE:** Accountability of the Superintendent

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The superintendent is the council's only link to the operational achievements and conduct, so that all authority and accountability of staff, as far as the council is concerned, is considered the authority and accountability of the superintendent.

1. The council will not give instruction to persons who report directly or indirectly to the superintendent.
2. The council will refrain from evaluating any staff other than the superintendent.
3. The council will review superintendent performance as identical to organizational performance, so that organizational accomplishment of council stated Ends and compliance with Executive Limitations will be viewed as successful superintendent performance. Therefore, the superintendent's job contributions shall be accomplishment of the Ends while maintaining compliance with the Executive Limitations.

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**ANGLOPHONE SOUTH DISTRICT EDUCATION COUNCIL**

**POLICY TYPE:** Council- Staff Relationship

**POLICY NO:** C-SR 1.3

**POLICY TITLE:** Delegation to the Superintendent

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The Council will instruct the Superintendent through written policies that prescribe the organizational ends to be achieved and describe organizational situations and actions to be avoided. The Council will support any reasonable interpretation of those policies by the Superintendent.

Accordingly:

1. The Council will develop policies instructing the Superintendent to achieve defined end results for identified recipients at a specified cost. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called *Ends* policies and will be detailed in the Annual District Education Plan.
2. The Council will develop policies that limit the latitude the Superintendent may exercise in choosing the organization means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called *Executive Limitations* policies.
3. As long as the Superintendent uses any reasonable interpretation of the Council's *Ends & Executive Limitations* policies, the Superintendent is authorized to establish all further policies, make all decisions, establish all practices and develop all activities the Superintendent deems appropriate to achieve the Council's *Ends* policies.
4. The Council may change its *Ends & Executive Limitations* policies at any time, thereby shifting the boundary between Council and Superintendent domains. By doing so, the Council changes the latitude of choice given to the Superintendent. However, as long as any Council-specified delegation of authority is in place, the Council will respect and support any reasonable interpretation of its policies.

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**ANGLOPHONE SOUTH DISTRICT EDUCATION COUNCIL**

**POLICY TYPE:** Council- Staff Relationship

**POLICY NO:** C-SR 1.4

**POLICY TITLE:** Monitoring Superintendent Performance  
And Annual Evaluation

**PAGE:** 1 of 2

The Council will view Superintendent performance as being identical to organizational performance. Superintendent job performance will be monitored systematically against the only Superintendent job expectations: reasonable progress toward organizational accomplishment of the Council's ENDS policies and organizational operation as set out in the District Improvement Plan within the boundaries established in the Council's Executive Limitations policies.

Accordingly:

1. Monitoring determines the degree to which Council policies are being met. Information not formally presented as monitoring data and that does not contribute directly to this purpose is not considered monitoring data.
2. The Council will acquire monitoring data on Ends and Executive Limitations policies by one or more of two methods, by:
  - a. Internal report – in which the Superintendent discloses information and certifies compliance to Council;
  - b. External Report – in which the Superintendent's interpretation and justification for the interpretation is provided to an external source such as an auditor or inspector who has been engaged by the Council or Superintendent to provide information on appropriate measures, standards or achievement and/or to audit or review district performance against these standards for the purposes of monitoring.
  - c. Council Self-Assessment, in which the whole Council formally assesses compliance with the appropriate policy criteria.
3. In every case, the standard for compliance shall be whether the Superintendent has reasonably interpreted the Council policy being monitored and determination of whether reasonable progress is being made toward achieving the Council's Ends

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policies. The Council will make the final determination as to whether a Superintendent's interpretation is reasonable and whether reasonable progress is being made.

4. All policies that instruct the Superintendent will be monitored on schedule and by a method chosen by Council. The Council may monitor any policy at any time by any method, but as a rule, will depend upon the decided method and frequency.
5. Each May/June the Council will conduct a formal evaluation of the Superintendent. A sub-committee may be formed to lead this process. The evaluation will be based upon data collected during the year from the monitoring of Council policies on Ends and Executive Limitations. The Council will review the evaluation document and process in closed session.

The evaluation document will consist of:

- a. A written self-reflection document by the Superintendent, reflecting on the year gone by in relation to the Council's policies on Ends and Executive Limitations, and considering accomplishments and challenges.
- b. The results of the evaluation summary will be made available to the Superintendent by the Chair of the District Education Council and the Chair of the Evaluation Committee. These results will also be available to the District Education Council in private session where a determination will be made on the appropriate performance level.
- c. Once a determination has been made on performance level, the Council will consult in private session with the Director of Human Resources to address salary recommendations according to the provincial pay band.
- d. The Council will finalize a motion for the public session that states the overall finding on superintendent performance and salary recommendations.

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**ANGLOPHONE SOUTH DISTRICT EDUCATION COUNCIL**

**POLICY TYPE:** Council- Staff Relationship

**POLICY NO:** C-SR 1.5

**POLICY TITLE:** Reappointment of the Superintendent

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Superintendents are appointed for a five year term. At the end of the term, the contract is over and the relationship between the District Education Council and the Superintendent ends. The DEC may, at the discretion of the DEC, reappoint the Superintendent. If the DEC chooses to reappoint the Superintendent, it shall be for a five year term. Reappointments do not require written approval from the **Minister**; rather, the approval of the reappointment is done by DEC motion. When the DEC is deciding whether it will reappoint the Superintendent, the DEC will consider the following:

1. Review the duties of the Superintendent to determine whether he or she has fulfilled his or her duties.
2. Review the Superintendent's past performance reviews.
3. Review the District's progression during the Superintendent's term and the direction in which the District is heading in relation to the District Improvement Plan.

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**ANGLOPHONE SOUTH DISTRICT EDUCATION COUNCIL**

**POLICY TYPE:** Council- Staff Relationship

**POLICY NO:** C-SR 6

**POLICY TITLE:** Reappointment of the Superintendent

**PAGE:** 1 of 1

Superintendents are appointed for a five year term. At the end of the term, the contract is over and the relationship between the District Education Council and the Superintendent ends. The DEC may, at the discretion of the DEC, reappoint the Superintendent. If the DEC chooses to reappoint the Superintendent, it shall be for a five year term. Reappointments do not require written approval from the Minister of Education; rather, the approval of the reappointment is done by DEC motion. When the DEC is deciding whether it will reappoint the Superintendent, the DEC will consider the following:

1. Review the duties of the Superintendent to determine whether he or she has fulfilled his or her duties.
2. Review the Superintendent's past performance reviews.
3. Review the District's progression during the Superintendent's term and the direction in which the District is heading in relation to the District Education Plan.
4. The DEC may consult with Management Staff at the District Office and other stakeholders for pertinent information concerning the fulfillment of the Superintendent's duties.
5. If the decision is not to reappoint the Superintendent, or if the Superintendent does not accept a reappointment, the DEC has the authority to recommend that the Superintendent be considered for a position in the District. This placement would be subject to all hiring policies of the District.

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