PORTAGE LA PRAIRIE SCHOOL DIVISION
"Dedicated to the Pursuit of Excellence"

BOARD POLICY #10 Board and Superintendent Relationship, Evaluation and Contingency Planning

The Superintendent is employed as Chief Executive Officer under a written contract with the Board and shall 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 School Division, its achievements, and conduct of staff and students will be through the Superintendent. The Superintendent shall take the necessary measures to ensure that the Board is fully informed, supported and protected in its work.

The Superintendent shall 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 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 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 shall 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 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 shall refrain from evaluating, either formally or informally, any staff other than the Superintendent.

Superintendent Evaluation
- The evaluation of the Superintendent shall be carried out by the Board and/or a committee so directed by the Board. The evaluation shall be based on established criteria and guidelines which are known in advance to both the Superintendent and the Board.
- The Superintendent shall be formally evaluated annually.
- The results of the evaluation shall 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 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.