



Turtle River School Division

Board Policy #10 Board and Senior Administration Relationship, Evaluation and Contingency Planning

The Board views itself as having two employees, namely the Superintendent and the Secretary-Treasurer. The Superintendent is the educational leader of the Division and CEO responsible for the overall operation of the Division. The Secretary-Treasurer is the CFO responsible for financial and operational leadership. These two Senior Administrators work together in a dual track system, under the direction of Board policies and in accordance with the duties assigned to each position as outlined in their respective job descriptions. Senior Administration is the conduit by which the Board connects with and directs the organization through its policies.

Relationship

The following outlines the relationship between the Board and Senior Administration, each according to their board-approved designated job responsibilities.

- Senior Administration is expected to take necessary measures to ensure the Board is informed, supported and protected in its work.
- The Superintendent and Secretary-Treasurer are individually accountable to the Board. They may delegate to other Division personnel the exercise of any powers and the discharge of any duties imposed upon them by Board policies or Board resolution, however, the delegation of power or duty does not relieve them of responsibility for the action taken under such delegation.
- The employment agreements between the Board and Senior Administration are in the form of written contracts.
- Only authorized decisions of the Board are binding on Senior Administration. Official directives to Senior Administration are through written policy or Board resolution. Senior Administration is authorized to establish further administrative procedures, make all decisions, and take all actions within the policy parameters established by the Board.
- Whereas decisions and instructions from the Board are binding on Senior Administration, decisions and instructions from individual trustees are not. In the case of trustees or committees requesting information or assistance without Board authorization, Senior Administration may refuse requests that, in their

opinion, 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.

- Senior Administration is responsible for the actions of Division staff; therefore, the Board does not provide direction to staff other than to Senior Administration.
- The Board and individual trustees refrain from evaluating, either formally or informally, any staff other than the Superintendent and Secretary-Treasurer. Evaluation of Senior Administration occurs through established processes and procedures.

Evaluation of Senior Administration

The Board is committed to the evaluation of the performance of Senior Administration.

Sound evaluations increase the effectiveness of the Senior Administration, assure the Board that governance policies are carried out and serve as a stimulus for on-going communication and growth.

Evaluations focus on the degree to which:

- Board goals and objectives are carried out; and
- Responsibilities as outlined in job descriptions for the Superintendent and Secretary-Treasurer are met.

Evaluations are conducted annually, in a format agreed upon by Senior Administration and the Board.

Contingency Planning

In order to protect the Board and the Division from the sudden loss of senior administrative services, each senior administrator ensures that the other is familiar with all relevant issues including the principles of policy leadership and good governance. In this manner, the Board safeguards the timely continuation of senior administrative services should either administrator be unable to fulfil their duties. Similarly, it is incumbent upon Senior Administration 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 Senior Administration as part of the Division's risk management strategy.