



Board Relationship with the Superintendent and Secretary-Treasurer

The Board of Trustees for the Pine Creek School Division has two employees, namely the Superintendent and the Secretary-Treasurer. The Superintendent is the educational leader of the Division responsible for the overall operation of the Division. The Secretary-Treasurer is the chief fiscal officer responsible for financial and operational leadership. These two Senior Administrators work together in a dual track system, under the direction of the Board governance policies and in accordance with the duties assigned to each position as outlined in their respective job descriptions, to provide general supervision of all schools and personnel in the Division. Senior Administration is the means by which the Board connects with the operational organization.

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. The delegation of power or duty does not, however, 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 a 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 binding. Reporting to individual Trustees is not binding on Senior Administration. In the case of Board members 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.



- Senior Administration is responsible for the actions of Division staff; therefore, the Board or individual Trustees never give instructions to people who report directly or indirectly 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, assures the Board that governance policies are carried out and serve as a stimulus to on-going communication.

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.