




ANGLOPHONE WEST SCHOOL DISTRICT

Anglophone West School District District Education Council Governance Policy

Section 1 – Council – Staff Relations


- ❖ ASD-W-CSR 1.0 – Authority of the Superintendent
- ❖ ASD-W-CSR 1.1 – Unity of Control
- ❖ ASD-W-CSR 1.2 – Delegation to the Superintendent
- ❖ ASD-W-CSR 1.3 – Monitoring District Performance
- ❖ ASD-W-CSR 1.4 – Annual Summative Evaluation of the Superintendent

 <p>ANGLOPHONE WEST SCHOOL DISTRICT</p>	<h2>GOVERNANCE POLICIES</h2>
Policy Type	Council – Staff Relations
Policy Name	Authority of the Superintendent
Policy Number	ASD-W-CSR 1.0
Effective Date: September 20 2012	Revised: March 30, 2023

<p><u>Policy:</u></p> <p>The Superintendent is the Chief Executive Officer and the Council’s official link to the district’s achievement and conduct.</p> <p>All Council authority for staff is delegated through the Superintendent. Therefore, the Council does not hire, direct, or evaluate any other district employee.</p> <p>The Superintendent is accountable to the District Education Council as a corporate body for the operation and performance of the district.</p>
<p><u>Accordingly:</u></p> <ol style="list-style-type: none"> 1. The Council shall instruct the Superintendent through written policies and shall delegate interpretation and implementation of these policies to the Superintendent. 2. The duties of the Superintendent are defined as per Section 48 of the Education Act.

Monitoring:


<u>Method(s)</u>	<u>Frequency</u>	<u>Month</u>
Council Self-evaluation	Once per year	March

 <p>ANGLOPHONE WEST SCHOOL DISTRICT</p>	<h2>GOVERNANCE POLICIES</h2>
Policy Type	Council – Staff Relations
Policy Name	Unity of Control
Policy Number	ASD-W-CSR 1.1
Effective Date: September 20 2012	Revised: March 30, 2023

<p><u>Policy:</u></p> <p>The Council directs the Superintendent through official Council actions.</p>
<p><u>Accordingly:</u></p> <ol style="list-style-type: none"> 1. All decisions of the Council will be made by a formal recorded vote to avoid any uncertainty about whether direction has been given. 2. The Superintendent is not bound to follow direction or instruction provided by any individual Councillor unless that person has been officially designated by the Council to exercise specific authority. 3. If a Councilors or Sub-committee requests information or assistance which the Superintendent determines will require a significant amount of staff time or resources the Superintendent may refuse the request and ask that the Councillor or Sub-committee refer the request to the Council as a whole for authorization.

Monitoring:


<u>Method(s)</u>	<u>Frequency</u>	<u>Month</u>
Council Self-evaluation	Once per year	March

 <p>ANGLOPHONE WEST SCHOOL DISTRICT</p>	<h2>GOVERNANCE POLICIES</h2>
Policy Type	Council – Staff Relations
Policy Name	Delegation to the Superintendent
Policy Number	ASD-W-CSR 1.2
Effective Date: September 20 2012	Revised: March 30, 2023

<p><u>Policy:</u></p> <p>The Council will instruct the Superintendent through written policies that prescribe the district ends to be achieved, describe the situations / actions to be avoided, while allowing the Superintendent to use any reasonable interpretation of these policies.</p>
<p><u>Accordingly:</u></p> <ol style="list-style-type: none"> 1. The Council will develop and annually review Ends Results policies instructing the Superintendent to achieve the defined results for students. 2. The Council will develop and annually review Executive Limitation policies that limit the latitude the Superintendent may exercise in operating the district or achieving Ends. 3. Subject to the approval of the District Plan and the District Expenditure Plan, the Superintendent is authorized to establish all district policies, make all decisions, take all actions, establish all practices, and pursue all activities in order to accomplish the Ends established by the DEC. 4. The Council may make changes to its Ends Results and Executive Limitations policies at any time thereby shifting the expectations and boundaries of the Superintendent. The Council will respect and support any reasonable interpretation of its policies during this transition.

Monitoring:

Method(s)	Frequency	Month
Council Self-evaluation	Once per year	March


	<h2>GOVERNANCE POLICIES</h2>
Policy Type	Council – Staff Relations
Policy Name	Monitoring District Performance
Policy Number	ASD-W-CSR 1.3
Effective Date: September 20 2012	Revised: March 30, 2023

<p><u>Policy:</u></p> <p>To ensure accountability, the Council requires regular monitoring reports on policies which delegate or provide direction to the Superintendent. These reports provide information on the Superintendent’s interpretation of the policy and evidence of the district performance in achieving outcomes.</p>
<p><u>Accordingly:</u></p> <ol style="list-style-type: none"> 1. The purpose of monitoring is to determine the degree to which the district is in compliance with the policies established by the Council. Monitoring reports must focus on outcomes rather than means. Reports must contain data or evidence which will allow the Council to determine compliance efficiently and effectively. 2. The Council may monitor their policies in one of three ways: <ul style="list-style-type: none"> • <u>Internal Report</u> – Documentation prepared by the Superintendent which outlines the interpretation of the policy and justification for the interpretation, the means of measuring achievement citing objective standards or measures whenever possible, data or other evidence which supports the Superintendent’s declaration of compliance or non-compliance. If the Superintendent reports a finding of non-compliance, the report should also include a proposed plan and timeline for bringing the district into compliance. • <u>External Report</u> – An external report contains the Superintendent’s interpretation and justification for the interpretation. The report includes information from 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 the district’s performance against these standards for the purposes of monitoring. • <u>Direct Council Inspection</u> – The Council may ask the Superintendent to provide his/her interpretation and justification and make arrangements to inspect documents, activities or circumstances for evidence of compliance or non-compliance.

3. The Council must accept “any reasonable interpretation” and cannot review interpretation or outcomes against what they individually or as a Council would consider most reasonable.
4. The Council will establish a monitoring schedule in September of each year but may choose to monitor any policy by any method at any time.

Monitoring:

<u>Method(s)</u>	<u>Frequency</u>	<u>Month</u>
Council Self-evaluation	Once per year	March

 <p>ANGLOPHONE WEST SCHOOL DISTRICT</p>	<h2>GOVERNANCE POLICIES</h2>
Policy Type	Council – Staff Relations
Policy Name	Annual Summative Evaluation of the Superintendent
Policy Number	ASD-W-CSR 1.4
Effective Date: September 20 2012	Revised: March 30, 2023

<p><u>Policy:</u></p> <p>The Council shall conduct a formal, summative evaluation of the Superintendent, in June of each year.</p>
<p><u>Accordingly:</u></p> <p>Whereas the Council will view the Superintendent’s performance as being identical to the performance of the Anglophone West School District, the Council shall each May/June conduct a formal evaluation of the Superintendent in accordance with Section 36.9 (5) (e) of the Education Act. The evaluation will be based upon data collected during the year from the monitoring of the Council’s Ends Results and Executive Limitations policies. An Evaluation Sub-committee may be formed to conduct the evaluation. The following process will be followed:</p> <ul style="list-style-type: none"> • Prepare a written evaluation document. • Review the evaluation section of the district review with the Superintendent during an in-camera meeting. • Require the Superintendent to prepare an action plan to address any concerns found in the district performance evaluation. • Base any recommendation regarding remuneration (found within existing provincial guidelines) on the district evaluation and the Superintendent’s action plan. Human Resources should be consulted prior to making any salary recommendation. • Once the Council has approved the evaluation, a motion will be made / recorded in a public DEC meeting indicating the finalization of the evaluation. • A copy of the evaluation will be provided to the Superintendent and a copy will be submitted to District Human Resources for inclusion in the Superintendent’s personnel file.

Monitoring:

Method(s)	Frequency	Month
Council Self-evaluation	Once per year	May/June