"Together We Learn"

Section One: Board of Education

175 – EXECUTIVE STAFF MANAGEMENT COMMITTEE

Introduction

The Executive Staff Management Committee is an internal committee of the Board of Education and shall deal with all matters pertaining to the Superintendent of Schools/CEO.

Policy

1. Membership

1.1 The Executive Staff Management Committee is comprised of two Trustees elected at the inaugural or annual meeting by the Board, with one Trustee elected as the Committee Chair, and the Chair of the Board of Education.

2. Scope of Functions

2.1 The Executive Staff Management Committee shall meet four or more times per year, to:

- Conduct the evaluation on the performance of the Superintendent of Schools/CEO pursuant to Policy 215 – Superintendent of Schools/CEO Evaluation. (The Superintendent of Schools/CEO is responsible for conducting the evaluation of senior staff.)
- Conduct the Annual Review of Performance of the Superintendent of Schools/CEO to be based on a survey that is administered to all Trustees, the Deputy Superintendent of Schools, the Secretary-Treasurer/CFO and the Assistant Superintendents, as outlined in Policy 215 – Superintendent of Schools/CEO Evaluation.
- Review the Employment Contract of the Superintendent of Schools/CEO and compensation, annually.
- Negotiate the compensation package pursuant to the Employment Contract for the Superintendent of Schools/CEO.
- Develop a process for filling the vacancy for the Superintendent of Schools/CEO.
- Develop the terms of the new Employment Contract for the Superintendent of Schools/CEO.
- Report on progress of the Senior Management Team Workplan and Superintendent of Schools/CEO's Professional Goals and Objectives.
- Address any other matters referred to the Committee by the Board of Education.

2.2 The Executive Staff Management Committee will review and evaluate all policies directly pertaining to the Superintendent of Schools/CEO.

Date Agreed: April 23, 1980
Date Amended: April 27, 1994; January 28, 1998;

Date Reviewed/Amended: November 13, 2002
Date Amended: January 24, 2007, November 26, 2014;
April 12, 2017; April 14, 2021; September 29, 2021;
November 13, 2024;
School Act Sec 15
Related Documents: Policy 140, Policy 176