



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, Secretary-Treasurer/CFO and Deputy Superintendent of Schools.

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 Chairperson, and the Chairperson of the Board of Education.

2. Scope of Functions

- 2.1 The Executive Staff Management Committee shall meet, as required, to:
 - Conduct the evaluation on the performance of the Superintendent of Schools/CEO pursuant to Policy 215 – Superintendent of Schools/CEO Evaluation, using Form F215 – Superintendent of Schools Evaluation. (The Superintendent of Schools/CEO is responsible for conducting the evaluation of the Deputy Superintendent of Schools and Secretary-Treasurer/CFO.)
 - 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, Secretary-Treasurer/CFO and Deputy Superintendent on an annual basis.
 - Negotiate the compensation package pursuant to the Employment Contract for the Superintendent of Schools/CEO, Secretary-Treasurer/CFO and Deputy Superintendent.
 - Develop a process for filling the vacancy for the Superintendent of Schools/CEO, Secretary-Treasurer/CFO and Deputy Superintendent positions.



Section One: Board of Education

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- Develop the terms of the new Employment Contract for the Superintendent of Schools/CEO, Secretary-Treasurer/CFO and Deputy Superintendent.
 - 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, Secretary-Treasurer/CFO and Deputy Superintendent.

AMENDMENT

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;

School Act Sec 15

Related Documents: Policy 140, Policy 176