



Memorandum

Date: November 30, 2018
To: Board of Education
From: Kevin Kaardal, Superintendent of Schools/CEO
Action: **2018-2019 Senior Management Team Workplan**

1.0 ISSUE STATEMENT

The 2018-2019 Senior Management Team Workplan is being provided to the Board of Education for approval to fulfill the requirements as stated in Board Policy 210 – Superintendent of Schools/CEO Role Description, item 2.2 (attached as "Appendix A").

2.0 RELEVANT BOARD MOTION/DIRECTION

Board Policy 210 – Superintendent of Schools/CEO Role Description states:

"2.2 Additionally, in September of each year, the Superintendent will prepare for the Board's consideration, a list of specific projects that have been identified for inclusion in the senior management team's workplan for the upcoming school year. This list will be presented to the General Affairs Committee and then referred to the Board for approval."

The Board's Coordinating Committee recommended that the senior management team's workplan be forwarded to the General Affairs Committee after the election of the new Board.

3.0 BACKGROUND

The following are the major projects the senior management team has committed to work on this year:

Leading Learning

- Effective implementation of the new Graduation Years Program including the development in collaboration with the community of a CAPSTONE Project (formerly MAP)
- Complete the prototyping of Enhancing Student Learning Framework practices including: School/Community Learning Plans, Learning Forums, School Visits, Report to the Board of Education, Superintendent's Report on Achievement and the District's Learning Plan
- Complete a review of the prototypes and adjust next year's Enhancing Student Learning Framework
- Complete Collaborative Learning Services prototyping in time for budget development
- Complete planning and consultations for the expansion of French Immersion Programs for the Westside Family of Schools
- Monitor the progress of the implementation of the reconfiguration of grades for the Westside Family of Schools
- Continue to work on a strong grad transition plan for each of our learners
- Complete a Level 1 Career Program Review

- Complete a Level 3 Distributed Learning Program Review
- Develop the District's 3rd Aboriginal (Indigenous) Education Enhancement Agreement
- Establish a coherent leadership framework aligned with the Board of Education's Strategic Directions
- Support professional learning about the pedagogical core/learning focus

Management/Other

- Continue recruiting for teaching and administrative positions to meet the District's organizational needs
- Support the new Board of Education through a series of Trustees/Board Orientations
- Prepare for bargaining – select a Committee and establish objectives with the Board of Education
- Complete a productive round of local collective bargaining with CUPE Local 3523 and COTA
- Continue to refine the School-Based Team Process regarding identifying students as Exceptional Educational Needs and Severe Behavior Problems (Contract Language)
- Complete the District's Cyber Security Initiative
- Complete the District's review of FOIPPA practices related to closed circuit TV
- Complete and publish in Public, Staff or Administration the District's Administrative Procedures
- Support the management demands of the International Education Department by recruiting and hiring a District Principal or Associate Director

Leadership Development

- Continue to support the Leadership Team meeting model that divides our work into two half day monthly meetings. One focuses on Leading Learning and the other on Leading through Management. Topics are jointly developed by representative committees.
- Work with the Board of Education to plan professional development that supports their work
- Continue supporting and refining the District's Coaching, Coaching Training, Mentorship Coaching new Principals/Vice-Principals and Leadership Series

Sustainability/Operations

- Support the work of the Secretary-Treasurer, the Planning and Facilities Committee and the Board of Education in the revision of the Long-Term Facility Plan
- Develop a plan within the Long-Term Facility Plan that supports the maintenance and eventual replacement of Rutland Middle School
- Continue to lobby government to meet the priorities set out in the Long-Term Facility Plan including building both a Westside Family of Schools Secondary School and a Central Family of Schools Secondary School
- Review busing for French Immersion programs on the Westside Family of Schools

Community Partner/Engagement

- Support Health Promotion in all schools with a strong focus on Mental Health
- Prepare Board for District engagement/consultation on Strategic Plan
- Review and adjust District catchment areas
- Human Rights Committee: continue to support safe inclusive work places and schools
- Refine School Community Learning Forums – explore how to have more students participate in sharing their learning
- Engage the Indigenous Community to develop the District's 3rd Aboriginal (Indigenous) Education Enhancement Agreement

4.0 STAFF RECOMMENDATION

THAT: The General Affairs Committee recommends to the Board of Education:

THAT: The Board of Education approve the 2018-2019 Senior Management Team Workplan, as attached to the Agenda and presented at the December 5, 2018 General Affairs Committee Meeting.

5.0 APPENDIX

A. Board Policy 210 – Superintendent of Schools/CEO Role Description



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APPENDIX A

School District No. 23 (Central Okanagan)

Policies And Procedures

Section Two: School District Administration

210 – SUPERINTENDENT OF SCHOOLS/CEO ROLE DESCRIPTION

Introduction

The Superintendent is the Chief Executive Officer of the School District and is accountable to the Board of Education.

The Superintendent is also required to carry out certain tasks for the Minister and Ministry of Education pursuant to, but not limited to, the School Act and Regulations.

Policy

1. The Primary Responsibilities of the Superintendent are to:

- 1.1 **Improve Education:** Educational program planning, implementation, and evaluation.
- 1.2 **Keep a Future Focus:** Vision, broad perspective, and strategic planning.
- 1.3 **Cultivate Board Relations:** Good working relations with Trustees and the Board.
- 1.4 **Deploy Human Resources:** Recruitment, assignment, supervision and evaluation of staff.
- 1.5 **Utilize Financial & Capital Assets Prudently:** Draft budget preparation, implementation of the approved budget, effective business administration and management of capital assets.
- 1.6 **Establish Good Public Relations:** High standards of communication, and congenial relations with partner groups and the community.
- 1.7 **Be a Principled Administrator:** A fair, judicious, and ethical Superintendent.
- 1.8 **Be an Exemplary Leader:** Evidence of creativity, decisiveness, and effective problem solving.
- 1.9 **Attend to Personal Wellness:** Set and achieve annual goals to ensure the maintenance of personal health.

2. Additional Specific Duties of the Superintendent are to:

- 2.1 The Superintendent will, in September of each year, prepare for the Board's consideration, objectives relating to the annual goals. The report will also include recommendations for the improvement of educational and operational services in



Section Two: School District Administration

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the District, along with a report on the achievement of the previous year's goals. These goals and recommendations will be presented to the General Affairs Committee and then referred to the Board for approval.

Objectives should, where possible, be measurable and have clear time lines.

- 2.2 Additionally, in September of each year, the Superintendent will prepare for the Board's consideration, a list of specific projects that have been identified for inclusion in the senior management team's workplan for the upcoming school year. This list will be presented to the General Affairs Committee and then referred to the Board for approval.
- 2.3 Prepare the Board's annual draft budget pursuant to Board Policy and Ministry Directives, and implement the budget approved by the Board and the Ministry.
- 2.4 Provide information to the Board, in a timely manner, on developing or continuing sensitive issues.
- 2.5 Ensure coverage by a senior district staff member as a liaison and resource person to all Board Committees.
- 2.6 Perform duties as may be assigned from time to time by the Board or the Minister of Education.

3. Evaluation of the Superintendent's Performance:

- 3.1 The Board will carry out the evaluation of the Superintendent's performance pursuant to his/her employment contract, and Board Policy 210 - Superintendent of Schools/CEO Role Description, and Policy 215 - Superintendent of Schools/CEO Evaluation.

Date Agreed: April 23, 1980

Date Amended: April 25, 1989; May 9, 1990; September 11, 1991;
December 14, 1994; September 25, 2002;

Date Reviewed/Amended: November 13, 2002

Date Amended: October 27, 2004; January 24, 2007;

April 10, 2013; November 26, 2014; April 12, 2017

Related Documents: School Act Sec. 22, Regulation 6,
Policy 215, Form F215