

POLICY 18

HIRING OF THE CHIEF EXECUTIVE OFFICER

Upon notification by the Chief Executive Officer of his/her intention to retire/resign, the Board will commence the following processes to fill the vacated position.

- a) The Committee of the Whole will draft a list of expectations. The out-going CEO may be included.
 - create a "statement of NEED(s)" for the future of Livingstone Range School Division;
 - create a list of desired "personal qualifications";
 - create a list of desired "academic qualifications";
 - revisit the Board's Vision, Values, Mission and Guiding Principles to apply them to the above statement / lists.
- b) Enlist the assistance, services and expertise of an "external Human Resources Consultant".
- c) The Committee of the Whole will work collaboratively with the external Human Resources Consultant in the review of qualifications and applications and in interviews with prospective candidates.
- d) The Committee of the Whole will discuss their analysis of prospective candidates, concluding with recommendations and rationale for their selection.
- e) The Board will act upon these discussions and recommendations to hire the most qualified and suitable candidate.

Approval Date: September 08, 2009
Renumbered BP 18 September 14, 2010 (Previously BP 17)
Reviewed: April, 2013, January 2020, April 2023, October 2024
Updated: February 2025

Appendix A:

Superintendent Contract Negotiations

The negotiations take place in a special meeting, in camera, between the Board and the Superintendent. The Superintendent, the Chair and Vice Chair negotiate. The Chair and Vice Chair liaise with the Board. The Secretary Treasurer works on behalf of the Board to bring them information.

Process:

Superintendent makes a presentation to the board with their proposal.

The Chair sets the method that will be used during the Board's discussion of the proposal, and explains it at a planning meeting prior to negotiations.

The Board discusses the proposal. The Chair and Vice Chair continue to liaise during negotiations.

The Board makes the final decision regarding the Memorandum of Agreement and the Chair signs on their behalf.

The Memorandum of Agreement is given to the Secretary Treasurer and the contract is created/amended.

The lawyers finalize the contract.

The Superintendent and Chair sign the final contract.