

CONFIDENTIAL

NOTICE OF INTENT TO REAPPOINT THE SUPERINTENDENT OF SCHOOLS
School Act, Section 114,
Superintendent of Schools Regulation A.R. 178/2003 AS AMENDED

Not less than 6 months before the existing Contract of Employment ends, the chair of the school board must complete this form and provide it to the Registrar along with a letter from the chair and a dated copy of the board resolution, requesting the Minister's approval of reappointment of the Superintendent of Schools. Refer to the accompanying "Guidelines for the Reappointment of the Superintendent of Schools" when completing this form which is to be returned to the Registrar.

Jurisdiction name: _____

Name of the Superintendent of Schools to be reappointed: _____

Term of the reappointment, from _____ to _____
month/day/year month/day/year

Superintendent of Schools' e-mail address upon reappointment: _____

Superintendent of Schools' home phone and cell phone numbers upon reappointment:

home: _____ cell: _____

Section 1

The Contract of Employment (Contract) between the Superintendent of Schools and the board complies with the *School Act*, and the *Superintendent of Schools Regulation*, which includes:

- the maximum term of the Contract is 5 years; and
- the provisions for renewal of the Contract, if any, comply with Section 114 of the *School Act*, and the *Superintendent of Schools Regulation*.

Section 2, Part A

The board has conducted regular, written evaluations of the Superintendent of Schools. The board is satisfied that the Superintendent of Schools' performance has fulfilled and continues to fulfil the board's requirements. Please provide summary statements in support of the board's evaluation of the Superintendent of Schools.

(Use an addendum page if necessary)

Pursuant to Section 77 of the *School Act*, the Minister may publish information the Minister has requested in writing.

Please complete and return this form to:

The Registrar, Teacher Development and Certification
Alberta Education, 10044-108 Street, NW, Edmonton, Alberta, T5J 5E6

Section 2, Part B

As reflected by the school board's *Annual Education Results Report* submitted to the Minister by the jurisdiction during the term of the Superintendent of Schools' employment, the board is satisfied that the Superintendent of Schools has carried out the duties required under Section 113 of the *School Act*.

In addition, please indicate highlights or shortcomings of the Superintendent of Schools' performance.

(Use an addendum page if necessary)

Section 3

Under Section 3 of the *Superintendent of Schools Regulation*, the Minister's approval of the reappointment is required.

The Contract of Employment includes:

- performance evaluation criteria and processes;
- at minimum, provision for the regular, written evaluation of the Superintendent of Schools' performance; and
- reasonable annual remunerations, benefits and all other compensation (if any) provisions, in the amount of:
 - \$ _____ one year's salary (basic annual salary rate);
 - \$ _____ annual benefits;
 - \$ _____ allowances;
 - \$ _____ expenses;
 - \$ _____ performance bonuses; and
 - \$ _____ other monetary incentives

in accordance with Section 148(b) of the *School Act*.

The Contract is in compliance with Section 4 of the *Superintendent of Schools Regulation*. The amount of \$ _____ is the estimated cost of the severance allowance, if any.

I certify that:

- a) in the opinion of the board, the remuneration, benefits and non-monetary compensations, severance allowance, if any, provided for in the Contract of Employment are reasonable and in keeping with public expectations that the board acted in a financially responsible manner; and
- b) to the best of my knowledge, the information in this form is accurate and the stated conditions have been met.

_____ Chair of the Board

_____ Date

Guidelines for the Reappointment of the Superintendent of Schools

Not less than 6 months before the existing Contract of Employment with the Superintendent of Schools ends, a board shall give notice in writing to the Minister and to the Superintendent of Schools, of its intent to reappoint the Superintendent of Schools, subject to the prior approval of the Minister.

The chair of the board shall write to the Minister requesting prior written approval to reappoint. The letter shall be supported by:

- a copy of the board resolution requesting the Minister's prior written approval; and
- a completed "Notice of Intent to Reappoint the Superintendent of Schools", Form 5.

Unless the Minister informs the board or Superintendent of Schools otherwise, the school board's *Annual Education Results Report* shall serve as the report required of the Superintendent of Schools under Section 113(6) of the *School Act* (unless the Superintendent of Schools notifies the Minister in writing that the school board's *Annual Education Results Report* does not reflect the Superintendent of Schools' performance of duties and provides a separate report).

Prior approval of the Minister to reappoint the Superintendent of Schools is contingent on demonstrated satisfactory discharge of responsibilities as reflected in annual reports and as attested to by the board. (Please see Section 2, Part B of this form.)

Notwithstanding the attestation of the chair of the board, the Minister may review the school board's *Annual Education Results Report* and request further information or clarification from the board or Superintendent of Schools prior to considering the approval of reappointment of the Superintendent of Schools.

The Minister will respond in writing to a request for reappointment within one month of receipt of the request by the Registrar.

In the event a board wishes to reappoint the Superintendent of Schools, but the Minister is not prepared to approve the reappointment, the board or Superintendent of Schools may write the Minister to request a review of the relevant documentation, or to request a meeting in person with the Minister. The Minister will inform the board and Superintendent of Schools in writing of the Minister's decision. The Minister's decision is final.

The Minister's decision not to approve the reappointment of the Superintendent of Schools requires that the board commence the process to recruit a new Superintendent of Schools.