



**LANGLEY
CHRISTIAN
SCHOOL**

1010 Executive Director / Head of Schools

Policy Type: Board Policy Manual
 Applies To: Head of School, Board Directors
 Approved By: LCS Board
 Policy Reviewed: every 2 years
 Adopted: 08 2019
 Revisions:

1. PURPOSE:

These guidelines outlined in this policy describe in general the linkages between the executive director of the Society (Head of Schools) and the Board. Other specifics outlining the role of executive director are included as part of the Head of Schools contract.

2. ROLE & RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR/HEAD OF SCHOOLS & THE BOARD

- (a) The Board is the only body accountable to the LCS Society and as such, is ultimately responsible for the operation of the schools. However, the Board recognizes that being accountable for the operation of the LCS Society does not mean that they are the persons actually performing the work. The Board's obligation to its ownership will be fulfilled by ensuring its goals and objectives:
- are clearly articulated in a strategic plan.
 - are assigned to someone for action in accordance with Board policy.
 - are monitored to ensure they are fulfilled in accordance with Board policy.
- (b) In fulfilling its obligation to its ownership, the Board will appoint a Head of Schools as an executive director of the Society who is the single link between the Board and the staff. The Head of Schools is accountable for the operations of the schools. As defined in the Bylaws, the Head of Schools is the only employee of Langley Christian School directly hired, evaluated and supervised by the Board.
- (c) The Board recognizes that the Head of Schools is granted administrative authority to operate in the school within the parameters of the Independent School Act, Regulations and Inspectors Orders, the Constitution and Bylaws of the LCS Society, the Core Values of LCS as stated in the current strategic plan and Board policy. The Head of Schools is expected to develop operational procedures for the day-to-day application of Board policy that are consistent with the above documents.
- (d) The Head of Schools is expected to apply Board policy in the operation of LCS.
- (e) The Head of Schools is expected to attend all Board meetings and keep the Board informed with all information necessary to facilitate governance and policy making. Where an item may involve a real or perceived conflict of interest, the Head of Schools shall excuse oneself (BD100.006).

- (f) The Board shall not take action on any items relating to school operations without providing opportunity for the involvement of the Head of Schools in such a decision. It is expected that the Head of Schools will participate in these opportunities at the Board Executive Committee. Such an action may constitute breach of contract between the Board and the Head of Schools.
- (g) As long as the Head of Schools uses any reasonable interpretation of the Board's stated goals and objectives, and policies, the Head of Schools is authorized to establish all further policies, make all decisions, take all actions, establish all practices, and develop all activities.
- (h) The Board will view the Head of Schools' performance as identical to organizational performance, so the organizational accomplishment of its strategic plan, board-stated goals and objectives, will be viewed as Head of Schools performance.
- (i) The Board will develop a vision for the school, from which the Head of Schools will take responsibility for the development of a strategic plan. The Board will monitor the success of the initiatives developed to achieve the plan.

3. HEAD OF SCHOOLS EVALUATION GUIDELINES

- (a) The HOS will be evaluated annually by the Board Executive Committee through any process mutually decided and communicated to the Board Directors.
- (b) The HOS will be evaluated and receive feedback from the Board in the following domain areas:
 - o Ethical leadership
 - o Administrative & organizational capacity
 - o Establishing a culture of effective teaching & learning
 - o Supervision & cultivation of leadership
 - o Board development & strategic planning
 - o Building community partnerships & relationships
 - o Communication
- (c) Additionally, the Board may provide evaluative feedback on progress measured against a strategic plan, Board priorities or goals, when they have been communicated well in advance through a consultative process.
- (d) The Board Chair will communicate to the Society when a satisfactory evaluation has been completed no later than the next society meeting or annual general meeting.
- (e) Evaluation documents will be sent directly to the Board Chair and may not be shared publicly, or disclose individual Board Directors' assessments.
- (f) Annual review cycle
 - o Year one: Informal full board written review + self-evaluation
 - o Year two: Executive Committee, peer evaluation + self-evaluation
 - o Year three: Formal full board performance review

- (g) The formal performance review may collect data from internal and external sources consisting of the SLT, Board Directors, stakeholder focus groups, and other groups the Board deems relevant for a specific evaluation category where the group's feedback would be justifiably relevant.

4. COMPENSATION & BENEFITS

- (a) The Head of Schools may not change one's compensation and benefits without approval of the Board Executive Committee.
- (b) The Board Executive Committee will establish material compensation and benefits which are fair and equitable compared to the professional market in the general region of employment for the skills and responsibilities employed in similar organizations.
- (c) A wage review shall be conducted by the Board Executive at a minimum interval of every 3 years.

5. CONTINUITY OF SUCCESSION

- (a) In order to protect the organization from sudden loss of the executive director's services, the Head of Schools may not have fewer than two other members of the SLT familiar with operational practices and procedures:
 - Director of Finance
 - High School Principal
- (b) In the event of a conflict of interest situation or an investigation of professional misconduct involving the Head of Schools, the Board Chair will appoint a member of the SLT as a designate to temporarily act in the role of executive director.

6. LIMITATIONS

- (a) The Head of Schools may not authorize any new program or course, or cancel or change any policy, program or course without consultation with the administrative team.
- (b) The Head of Schools may not authorize any new program or course, or cancel or change any policy, program or course if the action is incompatible with the purposes of the Society set forth in the Constitution, or incompatible with the Mission and/or Board strategic plan.
- (c) The Head of Schools may not create, modify, change or delete any operations policy without notifying the Board Policy Review Committee. Additions or changes to policies considering governance (BD100-BD400) may only be carried out through a resolution of the Board.

Reviewed 07 2023