

CONFIDENTIAL

NOTICE OF INTENT TO APPOINT THE SUPERINTENDENT OF SCHOOLS

**School Act, Sections 113 and 114
Superintendent of Schools Regulation A.R. 178/2003 AS AMENDED**

Please complete this form and provide it to the Registrar along with a letter from the chair of the board and a dated copy of the board resolution. This resolution must be worded appropriately to protect the identity of the candidate when requesting initial approval by the Minister for appointment of the Superintendent of Schools.

Jurisdiction name: _____

Name of the candidate for Superintendent of Schools: _____

Alberta Teaching Certificate Number: _____

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

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

Superintendent of Schools' home phone and cell phone numbers upon appointment:
home: _____ cell: _____

Section 1: Superintendent of Schools' Qualifications

The qualifications of the candidate for Superintendent of Schools meet the requirements of the *Superintendent of Schools Regulation*. Yes No

Section 2: Selection Process

Please indicate if the position of Superintendent of Schools was advertised in a major newspaper: Yes No

If the position was not advertised, please provide a rationale.

Has the candidate provided the board with a Criminal Record Information Disclosure and a Child Welfare Record Check? Yes No

If no, please provide a rationale.

Please provide a brief rationale for the board's choice of candidate and include a listing of selection criteria applied.

(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 3: Contract of Employment

The Contract of Employment (Contract) is consistent with Sections 3 and 4 of the *Superintendent of Schools Regulation*.

The Contract between the candidate for Superintendent of Schools and the board complies with the *School Act*, and with the *Superintendent of Schools Regulation*. This includes the following:

- the term of the Contract does not exceed the maximum 5 years;
- provisions for renewal of the Contract, if any, comply with Section 114 of the *School Act*; and
- the severance allowance is consistent with Section 4 of the *Superintendent of Schools Regulation*.

The Contract between the candidate for Superintendent of Schools and the board provides reasonable annual remunerations, benefits and 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.

The Contract includes:

- performance evaluation criteria and processes; and
- at minimum, provision for regular, written evaluation of the Superintendent of Schools' performance.

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 act 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