



# SCHOOL DISTRICT 10 ARROW LAKES POLICY MANUAL

## 131 - Executive Limitations

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### 1.0 General

1.1 The Superintendent/Secretary-Treasurer as Chief Executive Officer shall not allow the school district to operate illegally, unethically, imprudently, or in contravention of Board policies. Consequently:

1.1.1 The Superintendent/Secretary-Treasurer shall not cause or allow any practice, activity, decision or organizational circumstance which is either, unlawful, in violation of commonly accepted sound professional and business ethics, imprudent, or in contravention of Board policies.

### 2.0 Relationships

2.1 The Superintendent/Secretary-Treasurer shall not treat or tolerate the treatment of students, parents, staff and the public in a way which is unreasonable, unfair, undignified or in contravention of Board policies. Consequently, the Superintendent/Secretary Treasurer shall not:

2.1.1 Fail to maintain a safe, healthy and respectful environment for learning and working.

2.1.2 Permit decisions on assigning, promoting, evaluating, or disciplining students or staff to be based on criteria other than those necessary to ensure effective and efficient student learning.

2.1.3 Operate without fair and consistent procedures for hiring and terminating staff.

2.1.4 Operate without procedures for handling complaints about the environment for learning and working, decisions of staff, or the education of students.

2.1.5 Tolerate any form of harassment of any employee, volunteer, student, family or community member while on school district related business.

2.1.6 Prevent or unreasonably delay appeals to the Board by students, parents, staff and community when established avenues in policy, regulation and contractual agreements have been exhausted.

2.1.7 Fail to communicate the conduct expected and the rights assured under this policy.

### 3.0 Programs and Services

3.1 The Superintendent/Secretary-Treasurer shall not permit programs and services which do not support achievement of District Goals – Policy 121. Consequently, the Superintendent/Secretary-Treasurer shall not:

3.1.1 Permit schools to offer courses which have not been approved by the Ministry of Education or the Board.

- 3.1.2 Permit educational programs, teaching methods and assessment and evaluation practices which do not:
  - 3.1.4.1 ensure achievement of provincial goals and local Goals policies;
  - 3.1.4.2 foster an effective and efficient school system;
  - 3.1.4.3 provide opportunities, where appropriate and feasible, for the involvement of students, staff, parents, and community;
  - 3.1.4.4 provide for self-evaluation;
  - 3.1.4.5 solicit feedback from appropriate sources;
  - 3.1.4.6 promote growth and improvement.
- 3.1.3 Hire or retain staff without the qualifications, competence and commitment to provide effective and efficient programs and services.

#### 4.0 Finances

- 4.1 The Superintendent/Secretary-Treasurer shall not jeopardize the financial health and stability of the school district. Consequently, the Superintendent/Secretary-Treasurer shall not:
  - 4.1.1 Permit expenditures to exceed revenues at the end of the fiscal year, unless otherwise authorized by the Board.
  - 4.1.2 Change his or her own compensation, benefits or other terms of employment without Board approval.
  - 4.1.3 Promise or imply employment which cannot be terminated with notice.
  - 4.1.4 Establish compensation and benefits which deviate from Public Sector Employers Council guidelines, except where necessary to provide pay equity and meet challenges of recruitment and retention of employees.

#### 5.0 Budgeting

- 5.1 The Superintendent/Secretary-Treasurer in preparation of annual budgets shall not neglect the Board's Goals policies, risk financial integrity, nor fail to demonstrate an acceptable level of foresight. Consequently, the Superintendent/Secretary-Treasurer shall not:
  - 5.1.1 Prepare a district budget and approve school budgets which neglect Board policies.
  - 5.1.2 Fail to provide opportunities for input from students, parents, staff and the community in the development of the budgets of the district and each school.
  - 5.1.3 Prepare budgets which contain insufficient detail to enable reasonably accurate projection of revenue and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
  - 5.1.4 Fail to inform the Board in a timely manner of any material deviation from the approved or anticipated budget, including an appropriate action plan.
  - 5.1.5 Budget insufficient funds for Board meetings, communications and development, and fiscal audits.

#### 6.0 Assets

- 6.1 The Superintendent/Secretary-Treasurer shall not fail to protect and maintain, and shall not unnecessarily risk, the assets of the school district. Consequently, the Superintendent/Secretary-Treasurer shall not:

- 6.1.1 Fail to insure against theft, casualty, and liability losses to Board members, staff or the organization itself in accordance with provincial legislation and policy.
- 6.1.2 Allow uninsured personnel access to material amounts of funds.
- 6.1.3 Fail to provide a program of regular and preventative maintenance.
- 6.1.4 Unnecessarily expose the organization, the Board or staff to claims of liability.
- 6.1.5 Receive, process or disburse funds under controls which are insufficient to meet the Board-appointed auditor's standards.
- 6.1.6 Invest or hold funds in insecure instruments.
- 6.1.7 Acquire, encumber or dispose of real property without Board approval. This shall include determination of the following:
  - 6.1.7.1 site selection;
  - 6.1.7.2 partnering selection;
  - 6.1.7.3 budget allocation;
  - 6.1.7.4 development concept.
- 6.1.8 Fail to consider the protection of the cultural, heritage and environmental assets of the school district.

## 7.0 Communications with and Support to the Board

- 7.1 The Superintendent/Secretary Treasurer shall not fail to keep the Board informed and supported in its work. Consequently, the Superintendent/Secretary-Treasurer shall not:
  - 7.1.1 Fail to assist the Board in formulating policies, offering options and implications.
  - 7.1.2 Fail to submit the required monitoring data in a timely, accurate and understandable fashion, directly addressing provisions of the Board policies being monitored.
  - 7.1.3 Fail to report in a timely manner:
    - 7.1.3.1 actual or anticipated noncompliance with any policy of the Board;
    - 7.1.3.2 relevant trends;
    - 7.1.3.3 anticipated adverse media coverage;
    - 7.1.3.4 material external and internal changes which have implications for Board policy.
  - 7.1.4 Fail to marshal as many staff and external points of view, issues and options as the Board requires to make informed choices.
  - 7.1.5 Present information in unnecessarily complex or length form.
  - 7.1.6 Issue information known to be inaccurate or an unfair representation of the districts operations.
  - 7.1.7 Fail to provide a mechanism for official Board, representative or committee communications.
  - 7.1.8 Fail to deal with the Board as a whole except when fulfilling individual requests for information or responding to representatives or task groups duly charged by the Board.

## 8.0 Long Term Planning

- 8.1 The Superintendent/Secretary-Treasurer shall not fail to plan in a long-term and strategic manner to ensure that the Board's Goals priorities are being addressed. Consequently, the Superintendent/Secretary-Treasurer shall not:

- 8.1.1 Fail to ensure opportunities for the participation of students, staff, parents and the community in the development of school and district plans.
- 8.1.2 Operate without a strategic communication plan.

9.0 Executive Succession

- 9.1 The Superintendent/Secretary-Treasurer shall not fail to provide executive services to the Board. Consequently, the Superintendent/Secretary-Treasurer shall not:
  - 9.1.1 Fail to ensure that a plan is in place for executive succession.