

# School District 50: Haida Gwaii/Queen Charlotte

**Policy Subject:** EXECUTIVE LIMITATIONS

**Date Passed:** November 28, 1998

**Date Amended:** NA

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Policy No. 4.0

Date Approved: November 28, 1998

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## 4.1 General Constraints

The Chief Executive Officer shall not allow the school district to operate illegally, unethically, imprudently, or in contravention of Board policies.

Consequently:

4.1.1 The Chief Executive Officer shall not engage in or knowingly 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.

## 4.2 Relationships

The Chief Executive Officer shall not treat or tolerate the treatment of students, parents, staff and the community in contravention of the Board policy. The Chief Executive Officer shall not tolerate any form of harassment, sexual or otherwise, of any employee, volunteer, student, family or community member interacting within the school district.

Consequently, the Chief Executive Officer shall not:

4.2.1 Fail to take reasonable steps to maintain a safe, healthy and respectful

environment for learning and working.

4.2.2 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.

4.2.3 Ignore or allow others to ignore the contractual obligations of the district.

4.2.4 Operate without fair and consistent procedures for hiring, disciplining and recommending termination of staff.

Neglect to involve students, parents, staff and the community in monitoring performance and setting direction at the district and individual school levels.

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

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

### 4.3 Programs and Services

The Chief Executive Officer shall not approve programs and services which do not support and enhance the intellectual, social, and career development of students.

Consequently, the Chief Executive Officer shall not:

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

4.3.2 Tolerate practices which:

- (a) conflict with provincial and/or local policy;
- (b) are not consistent with sound educational practice;
- (c) jeopardize the safety and/or well-being of students.

4.3.3 Authorize special education programs and services which do not:

- (a) utilize the best qualified staff available;

- (b) operate in the most enabling, age-appropriate and normal environment;
- (c) comply with the policies of the Ministry of Education.

#### 4.3.4 Approve assessment and evaluation practices which do not:

- (a) ensure achievement of provincial and local goals;
- (b) foster an effective and efficient school system;
- (c) involve the participants;
- (d) provide for self-evaluation;
- (e) solicit feedback from appropriate sources;
- (f) promote growth and improvement.

#### 4.3.5 Hire or retain staff without the competence and commitment to provide quality services which achieve and comply with Board Policies.

### 4.4 Finances

The Chief Executive Officer shall not jeopardize the financial health and stability of the school district or the effective, efficient use of the financial resources.

Consequently, the Chief Executive Officer shall not:

4.4.1 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.

4.4.2 Prepare budgets which contain insufficient detail to enable reasonably accurate projection of revenue and expenses, separation of capital and operational items, and cash flow.

4.4.3 Prepare a district budget and approve school budgets which neglect provincial and district goals and requirements.

4.4.4 Permit expenditures to exceed revenues at the end of the fiscal year, unless otherwise authorized by the Board.

Fail to inform the Board in a timely manner of any material deviation from the

approved budget.

Budget insufficient funds for Board meetings, Board and Trustee development, Trustee indemnities and allowances, fiscal audits and legal fees.

4.4.7 Change his or her own compensation, benefits or other terms of employment without Board approval.

4.4.8 Promise or imply employment which cannot be terminated with notice.

4.4.9 Establish compensation and benefits which deviate materially from identified market standards for the skills employed in similar types of service sectors.

#### 4.5 Assets

The Chief Executive Officer shall not fail to protect and maintain, and shall not unnecessarily risk, the assets of the school district.

Consequently, the Chief Executive Officer shall not:

4.5.1 Fail to insure against theft, casualty, and liability losses to Board members, staff or the organization itself in accordance with provincial legislation and policy.

4.5.2 Allow uninsured personnel access to material amounts of funds.

4.5.3 Fail to provide a program of regular and preventative maintenance.

4.5.4 Unnecessarily expose the organization, the Board or staff to claims of liability.

4.5.5 Receive, process or disburse funds under controls which are insufficient to meet the Board-appointed auditor's standards.

4.5.6 Invest or hold funds in insecure instruments.

4.5.7 Acquire, encumber or dispose of real property without Board approval.

4.5.8 Fail to maintain an accurate record of District assets.

#### 4.6 Communications with the Board

The Chief Executive Officer shall not fail to keep the Board informed.

Consequently, the Chief Executive Officer shall not:

4.6.1 Fail to submit the required monitoring data in a timely, accurate and understandable fashion, directly addressing provisions of the Board policies being monitored.

4.6.2 Let the Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly changes in the assumptions upon which any Board policy was established.

4.6.3 Fail to marshal as many staff and external points of view, issues and options as the Board requires to make informed choices.

4.6.4 Present information in unnecessarily complex or lengthy form.

Issue information known to be inaccurate or an unfair representation of the district's operations.

4.6.6 Fail to provide a mechanism for official Board, representative or committee communications.

4.6.7 Fail to deal with the Board as a whole except when fulfilling individual requests for information or responding to representatives or committees duly charged by the Board.

4.6.8 Fail to report in a timely manner an actual or anticipated non-compliance with any policy of the Board, including an actual or anticipated non-compliance by a Trustee or the Board itself.

Fail to assist the Board in formulating policies by offering options and implications

rather than recommendations.