



Halton District School Board

II. POLICY TYPE: EXECUTIVE LIMITATIONS

POLICY TITLE: EXECUTIVE CONSTRAINT

The Director of Education shall not cause or allow any practice, activity, decision or organizational circumstance, which is either imprudent, unethical or illegal.



The Halton District School Board is committed to providing the highest quality education which prepares our students for success as responsible, participating citizens of the global community.



Halton District School Board

II. POLICY TYPE: EXECUTIVE LIMITATIONS

A. POLICY TITLE: RELATIONSHIPS

Dealings with individuals and groups will not be inhumane, unfair, disrespectful or undignified.

Accordingly the Director of Education may not knowingly:

- Operate without communication guidelines in place to deal with trustee, staff, volunteer, parent and community inquiries as visually expressed in Process for Public Concerns (appendix A).
- Fail to promote universal equality.
- Fail to acquaint staff with their rights under this policy.
- Fail to be in compliance with applicable legislation.
- Prevent the public from appealing to the Board when it is alleged that Board policy has been violated or does not adequately address an issue.
- Fail to ensure and address in a timely manner, a safe, healthy and respectful environment for learning and working, that recognizes the rights and dignity of all.
- Fail to comply with the Board’s Health and Safety Statement.
- Permit any form of harassment of any employee, volunteer, student, family or community member while on school district related business.
- Fail to acquaint the public when required, and the staff of their rights under this policy.

Accordingly, for staff, the Director of Education may not:

- Operate without human resource procedures, including performance appraisals, job expectations and responsibilities, job authority for staff, the effective handling of grievances, and protection against wrongful conditions, nor operate outside of collective agreements and terms of employment.
- Fail to develop a plan to provide for the ongoing professional development of all staff.
- Fail to recognize and foster the contributions of individuals and groups.

MONITORING:

Method(s) **Internal Report**

Frequency **Annually**

Month **October**



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Halton District School Board

II. POLICY TYPE: EXECUTIVE LIMITATIONS

B. *POLICY TITLE:* BUDGETING/FINANCIAL PLANNING

Budgeting for any fiscal year or the remaining part of any fiscal year shall not deviate materially from Board *Strategic Outcomes* priorities, shall not risk fiscal jeopardy, nor fail to show a generally acceptable level of foresight.

Accordingly, the Director of Education may not cause or allow budgeting which:

1. Deviates from legislative requirements.
2. Fails to:
 - forecast revenues and expenditures in order to achieve a balanced budget;
 - identify audit controls, and planning assumptions,
 - inform the Board, through the budgeting process, the commitment of funds from one envelope to another, and justification of use.
3. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received.
4. Uses any reserves without prior approval of the Board.
5. Provides less than \$500,000 per annum for Board prerogatives, such as costs of fiscal audit, and Board legal fees, as well as provision for not less than \$20,000 for Board/Leadership Team development, Board and committee meetings.
6. Fails to clearly separate classroom and non-classroom expenditures.

MONITORING:

Method(s) **Internal Report**

Frequency **Annually**

Month **June**



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II. POLICY TYPE: EXECUTIVE LIMITATIONS

C. *POLICY TITLE:* FINANCIAL CONDITION

With respect to the actual, ongoing condition of the Halton District School Board's financial health, the Director of Education may not cause nor allow the development of fiscal jeopardy nor a material deviation of actual expenditures from Board priorities as established in *Strategic Outcomes* policies.

Accordingly the Director of Education may not:

1. Expend more funds in the fiscal year to date than have been received in cash flow, cash advances, or are provided for in the authorized lines of credit or authorized over draft amounts.
2. Use any Reserves without prior Board approval.
3. Fail to settle payroll and debts in a timely manner.
4. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
5. Acquire, encumber or dispose of real property without prior Board approval.
6. Make a single purchase or commitment not approved through the budget process of greater than \$50,000.00.

MONITORING:

Method(s) **Internal/External Reports**

Frequency **Quarterly**

Month *to be determined*



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II. POLICY TYPE: EXECUTIVE LIMITATIONS

D. *POLICY TITLE:* EMERGENCY EXECUTIVE SUCCESSION

In order to protect the Board from sudden loss of chief executive services, the Director of Education may not have fewer than two other designees familiar with Board and chief executive issues and processes.

MONITORING:

Method(s) **Internal Report**

Frequency **Annually**

Month **September**



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Halton District School Board

II. POLICY TYPE: EXECUTIVE LIMITATIONS

E. POLICY TITLE: ASSET PROTECTION

The Director of Education may not allow assets to be unprotected nor unnecessarily risked.

Accordingly, the Director of Education may not:

1. Fail to insure against theft and casualty losses to at least replacement value.
2. Allow plant and equipment to experience improper wear and tear nor insufficient maintenance to meet health and safety standards.
3. Unnecessarily expose the organization, its board or staff to claims of liability or loss.
4. Make any purchase:
 - a) wherein normally prudent protection has not been given against conflict of interest;
 - b) of more than \$50,000 without having obtained comparative prices for items of comparable quality; however, the Director of Education may authorize an expenditure above this amount without obtaining comparable prices in emergency situations, to minimize system impact. The Board shall be informed of this expenditure at the earliest opportunity;
5. Receive, process or disburse funds under controls which are insufficient to meet the board-appointed auditor's standards.
6. Invest or hold operating capital in insecure instruments, in contravention of the Education Act.
7. Acquire, encumber or dispose of real property without Board approval.
8. Enter into any financial agreements of more than 5 years without Board approval.
9. Exceed more than five years without tendering audit services.
10. Fail to protect corporate information and files from loss or significant damage.
11. Fail to maintain an inventory of significant capital property of the Board, as necessary for insurance purposes.

MONITORING:

Method(s) **Internal/External Report**

Frequency **Annually**

Month **November**



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Halton District School Board

II. POLICY TYPE: EXECUTIVE LIMITATIONS

F. POLICY TITLE: COMPENSATION AND BENEFITS

With respect to employment, compensation and benefits to employees, external consultants, contract workers, the Director of Education may not cause or allow jeopardy to fiscal integrity or public image.

Accordingly, the Director of Education may not:

1. Change the Director of Education's own compensation and benefits.
2. Promise or imply guaranteed employment.
3. Enter into the union or non-union negotiation process without having established parameters approved by the Board.

Accordingly, with regard to unionized employees, the Director of Education may not violate collective bargaining agreements.

Accordingly, with regard to non-unionized employees and/or external consultants, the Director of Education may not:

4. Establish current compensation and benefits which:
 - Deviate materially from the geographic or professional market for the skills employed.
 - Create obligations over a longer term than revenues can be safely projected, in no event longer than five years.
 - Without Board approval, exceed the appropriate envelope for each designated non-unionized employee group.

MONITORING:

Method(s) **Internal Report**

Frequency **Annually**

Month **October**



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Halton District School Board

II. POLICY TYPE: EXECUTIVE LIMITATIONS

G. POLICY TITLE: COMMUNICATION AND COUNSEL TO THE BOARD

The Director of Education shall not fail to provide information and counsel to the Halton District School Board.

Accordingly, the Director of Education may not:

1. Neglect to submit monitoring data required by the Board (see Policy IV C) in a timely, accurate and understandable fashion, directly addressing provisions of the Board policies being monitored.
2. Let the Board be unaware of relevant trends, anticipated adverse media coverage, significant external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
3. Fail to provide a mechanism for official board, officer or committee communications.
4. Fail to deal with the board as a whole except when
 - (a) responding to individual requests for information
 - (b) responding to officers or committees duly charged by the Board.
5. Fail to report in a timely manner an actual or anticipated non-compliance with any policy of the Board.
6. Give information to the Board which is not clearly identified as either “Information for Decision Making”, “Incidental Information Only”, or “Monitoring Information”.

MONITORING:

Method(s) **Internal Report**

Frequency **Annually**

Month **February**



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Halton District School Board

II. POLICY TYPE: EXECUTIVE LIMITATIONS

H. POLICY TITLE: NEGOTIATING TEAMS

All negotiating teams are the responsibility of the Director of Education and all members of negotiating teams are accountable to the Director of Education.

No member of a negotiating team may discuss any aspect of the bargaining process, outside of the negotiating team, without authorization of the Director of Education. The Director may remove any member of a negotiating team who, in the opinion of the Director, violates this policy.

However, the Director of Education may not:

1. Undertake negotiations with any employee group bargaining unit (except Supervisory Officers, Principals and Vice Principals) without obtaining clear parameters for settlement from the Board;
2. Fail to update the Board regularly on the progress of negotiations, clearly informing the Board of all issues of contention;
3. Make major changes to any parameters established by the Board without authorization from the Board;
4. Fail to provide sufficient staff support and expertise to the negotiating teams.

At any time during the bargaining process, the Director of Education, through the Chair, shall request that one or more trustees attend a particular bargaining session as observers.

Trustees invited to attend any bargaining session or meeting of the negotiating team are bound by all principles of this policy.

MONITORING:

Method(s) **Internal Report**

Frequency **Annually**

Month **May**



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Halton District School Board

II. POLICY TYPE: EXECUTIVE LIMITATIONS

I. POLICY TITLE: PERSONNEL DECISIONS

The Director of Education is responsible for the process of recruiting individuals to be Supervisory Officers of the Board. The Director may not fail to invite, through the Chair, Trustees (number to be determined by the Director) to participate in the hiring process as advisors to the Director. The Director will make a recommendation to the Board concerning the hiring and assignment of Supervisory Officers who will not be hired, assigned or reassigned without the approval of the Board.

The Director of Education is responsible for the process of recruiting individuals to be vice-principals, principals and consultants. The Director will make recommendations to the Board concerning the hiring and assignment of vice-principals, principals and consultants who will not be hired, assigned or reassigned without the approval of the Board.

MONITORING:

Method(s) **Internal Report**

Frequency **Annually**

Month **June**



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Halton District School Board

II. POLICY TYPE: EXECUTIVE LIMITATIONS

J. POLICY TITLE: ACCOMMODATION / CAPITAL PLANNING

Accommodation/Capital Planning shall not deviate materially from the approved Capital Plan.

1. Accordingly the Director of Education may not:
2. Sell or dispose of property, facilities without board approval
3. Purchase property or facilities without prior board approval
4. Tender for the construction of new schools/facilities without prior board approval
5. Tender for renovations in excess of \$500,000 without prior board approval
6. Implement changes as outlined in the Capital Strategic Plan (Boundary or Program changes) without prior board approval.

MONITORING:

Method(s) **Internal / External Report**

Frequency **Annually**

Month **June**



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