

MEDICINE HAT SCHOOL DISTRICT NO. 76

SECRETARY TREASURER – ROLES AND RESPONSIBILITIES

BACKGROUND

The Secretary Treasurer is an executive officer of the District, concerned chiefly with the business management aspect of the District operation, with specific responsibility for budget control and the operation and maintenance of facilities.

POLICY

The Secretary Treasurer is directly responsible to the Superintendent and through them, accountable to the Board of Trustees.

Business Management is a service that contributes to effective education through the application of sound business principles and practices, keeping in mind at all times the ultimate aim of education, which is to provide the best educational opportunity to all young people.

GUIDELINES

1. General

- 1.1 Arrange for and attend all Board, committee, or public meetings concerning the School Board, prepare agenda and provide all reference material.
- 1.2 Maintain minutes of all meetings.
- 1.3 Prepare notices to and from the Board and its committees.
- 1.4 Prepare and execute contracts, leases, or agreements and arrange for safe keeping of all official records and documents.
- 1.5 Prepare administrative and financial reports and returns as required by the School Act or as requested.
- 1.6 Provide leadership in making business affairs contribute to educational efficiency and progress.
- 1.7 Assist with educational initiatives and programs in the public interest, within the limits of available financial resources.
- 1.8 Obtain opinions or interpretations of the School Act.
- 1.9 Advise the Board on administration or financial matters as required.
- 1.10 Arrange for election of Trustees or representatives.
- 1.11 Prepare money by-laws or other non-financial by-laws and arrange for the conduct of public referendum.
- 1.12 Administer and supervise the business and financial staff for purposes of efficiently performing the District's business.

1.13 Liaise with the administration authorities, public bodies or individual members of the public, to the end that the best obtainable education be offered in the schools of the District.

1.14 Other duties as assigned by the Superintendent from time to time.

2. Business Management

2.1 Organize and manage all business affairs of the Board in accordance with the School Act, District policy and administrative procedures.

2.2 Establish and maintain proper and adequate business and financial records, as required.

2.3 Prepare and submit annual budgets.

2.4 Plan, advise, and make recommendations to the Superintendent on all aspects of business administration and on any matters likely to significantly impact present or future responsibilities of the District or of its employees.

2.5 Prepare specifications and call tenders for supply of goods, equipment, and service in accordance with District policy and administrative procedures, and where required, review, summarize and report to the Board.

2.6 Approve all purchase requirements and initiate purchase action as necessary in accordance with budget and capital requirements.

2.7 Prepare routine administrative reports and statistics required by Alberta Education, Alberta Infrastructure or other authorities.

2.8 Assist the Superintendent in liaison between Board and administrative personnel to ensure maximum efficiency of the school system and the best educational facilities obtainable.

2.9 Prepare and provide quarterly budget updates to the Board.

3. Personnel Management

3.1 Assist in negotiation of contracts and labour relations.

3.2 Supervise, monitor and evaluate business and financial personnel as needed.

3.3 Fulfill contractual responsibilities under both Collective and employee agreements.

4. Property Management

4.1 Oversee jointly with the Superintendent the work of the Administrators of Facilities and Information Technology.

4.2 Assist in planning and development of future building requirements.

4.3 Ensure that the physical property of the District is adequately insured.

4.4 Provide for appraisals and inventories of property.

4.5 Prepare estimates of capital requirements for by-law purposes and be responsible for administrative detail pertaining to preparation of referendum and by-laws.

5. Transportation

- 5.1 Plan and establish bus routes as required for the needs of students in accordance with the provisions of the transportation policy.
- 5.2 Provide for sufficient funds in the budget to cover the cost of providing adequate services.

6. Public Relations

- 6.1 Within their area of responsibility, interpret and advise on Board policies to the public and municipal authorities.
- 6.2 Liaison with other government bodies, agencies, and organizations involved in education.

7. Personal Development

- 7.1 Reading current Educational and Business Management material.
- 7.2 Participates in ASBOA and related school affiliations/associations.
- 7.3 Attendance at Educational and Business Management conferences, courses and seminars.

8. Professional Qualifications

- 8.1 Ability to work effectively and cooperatively with District personnel and partner groups.
- 8.2 Commitment to strategic planning.
- 8.3 Philosophy where leadership is seen as a function, not a position.
- 8.4 Knowledge about current trends in education.
- 8.5 Skill in introducing, supporting, and supervising change.
- 8.6 Professional designation such as C.A., C.G.A., C.M.A. preferred.

9. Personal Qualifications

- 9.1 Excellent human relations skills.
- 9.2 Strong communication skills – speaking, listening, writing.
- 9.3 Guided by vision, mission, values and beliefs of the District.
- 9.4 Promote excellence as a standard for the operation of the District.

Approved:
January 24, 2017

SECTION 500

POLICY 510

MEDICINE HAT SCHOOL DISTRICT NO. 76

STAFF SELECTION, ASSIGNMENT, AND EVALUATION AND TERMINATION OF PROFESSIONAL STAFF

BACKGROUND

The Board [of Trustees](#) recognizes that a systematic process for the selection, assignment, [and](#) evaluation ~~and termination~~ of teachers is important for a successful ~~d~~ District.

POLICY

The Board expects a current process for the selection of teachers, assignment ~~and~~ evaluation ~~and termination~~ in line with industry and legal standards.

GUIDELINES

1. Schools deserve the highest level of performance from teachers.
2. Teachers are considered competent and are expected to remain current and maintain their competence.

Approved:
June 19, 2012

Reviewed:
January 9, 2017

REFERENCES

[Procedure 510 P 001: Selection and Appointment of Professional Staff](#)
[Procedure 510 P 002: Substitute Teachers](#)
[Procedure 510 P 003: Reduction in Professional Staff](#)
[Procedure 510 P 004: Voluntary Retirement Plan](#)
[Procedure 510 P 005: Personnel Records](#)
[Procedure 510 P 006: Hiring Process](#)

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MEDICINE HAT SCHOOL DISTRICT NO. 76**SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF****BACKGROUND**

The Board of Trustees believes that the public's trust accorded education in general, and the jurisdiction's educational services in particular, are preserved, if not enhanced, by the conduct and performance of its professional staff. The Board of Trustees, in meeting its responsibility, may need to suspend or dismiss professional staff.

POLICY

The Board expects professional staff to provide satisfactory service; seek to improve their level of performance; and conduct themselves in a manner which will encourage greater public respect for education and for the teaching profession.

The Board authorizes the Superintendent to suspend a teacher, whose presence in their opinion, jeopardizes the welfare or safety of student.

GUIDELINES AND PROCEDURES**Suspension:**

1. The Board authorizes the Superintendent to suspend a teacher from the performance of the teacher's duties without prior notice if the Superintendent is of the opinion that the welfare of the students is threatened by the presence of the teacher (*Section 105 of the School Act*). The Superintendent will:
 - 1.1 inform the employee of the suspension in writing and advise the Board of the suspension within 24 hours of imposing the suspension; and
 - 1.2 provide the Board with a report at the next scheduled in camera meeting of the Board;
 - 1.3 forward a copy of the notice of suspension of a teacher, along with a written statement of the alleged facts, to the Minister of Education
2. The suspended teacher, may appeal to the Board of Trustees and/or the Board of Reference (*Section 105 of the School Act*).
3. The Board may suspend from their duties, any teacher who has been served with a notice of termination of contract or of a designation (*Section 107 of the School Act*).
4. The Board may suspend a teacher from the performance of their duties where the Superintendent has reasonable grounds for believing that the teacher has been guilty of gross misconduct, neglect of duty or refusal or neglect to obey a lawful order of the Board (*Section 105 of the School Act*).

Dismissal of Instructional Staff:

1. Where in the opinion of the Superintendent there is reasonable ground(s) to believe that the presence of a teacher or a teacher designated to an administrative position is:

- 1.1 detrimental to the health and/or safety of students and/or employees; or
- 1.2 detrimental to the educational welfare of the students; or
- 1.3 detrimental to the safe and efficient operation of the property and/or equipment; or
- 1.4 that the teacher has been guilty of gross misconduct, neglect of duty or refusal or neglect to obey a lawful order of the Board; or
- 1.5 where the Superintendent has determined that the performance of a teacher is unsatisfactory

the Superintendent may recommend to the Board the termination of the contract of employment or designation.

- 2. Where the Superintendent intends to recommend termination, the Superintendent shall advise the teacher in writing of:
 - 2.1 the reasons;
 - 2.2 the date, time and site at which the recommendation will be presented to the Board; and
 - 2.3 the teacher's right to be present and to make representation, either personally and/or through counsel, prior to the Board's determination of the recommendation.
- 3. Upon receiving the Superintendent's recommendations to terminate the contract of employment or designation, the Board shall convene a meeting to:
 - 3.1 receive the evidence leading to the recommendation for the termination;
 - 3.2 provide the teacher with the opportunity to make representation, either personally or through counsel; and having considered the information placed before it, shall render a decision.

Approved:
January 9, 2017

REFERENCES

Policy 516: Administrative Appointments
Policy 520: Teacher Growth, Supervision and Evaluation
Policy 525: Administrator Growth, Supervision and Evaluation
School Act: Sections 61, 105, 107

MEDICINE HAT SCHOOL DISTRICT NO. 76**ASSIGNED TIME FOR SCHOOL-BASED PROFESSIONAL STAFF REQUIREMENTS****BACKGROUND**

In order to implement the educational policies and programs of the District, ~~the Board of Trustees has always employed, in addition to others, a cadre of professional staff.~~ The role of the professional staff ~~member in the District~~ has included both instructional and non-instructional responsibilities.

~~Instructional duties and responsibilities have accounted for the major portion of teachers' workloads. However, working with students on out of class, extra-curricular activities, such as student council, yearbook, intramural sports, coaching, directing, club supervision, and school newspaper, has always been recognized as a significant non-instructional responsibility of teachers employed by this District.~~

POLICY

The Board of Trustees authorizes the Superintendent to assign sufficient professional personnel to schools for the purpose of carrying out instructional and non-instructional duties deemed necessary to implement the educational programs and policies of the District. The Superintendent may exercise a measure of discretion in the assignment of personnel. In assigning staff and determining the number of students in a classroom, consideration will be given to:

- the safety and supervision of students,
- the integrity of the program of studies,
- maintaining a learning environment based on best practice as determined by current research,
- the number of students the equipment and facilities can support, and,
- the nature and needs of students in the classes.

GUIDELINES

1. Each full-time teacher will be assigned 1600 minutes per week which is to include both instructional duties and non-instructional duties. The instructional time for each full-time teacher will be around 1400 minutes per week but may vary as warranted by local circumstances and as determined by the principal of the school. In instances of unusual assignments individual teachers would be consulted by the principal on the disposition of the remaining 200 minutes/week of assigned time.
2. Supervising and advising in the school's extra-curricular program which may include but not limited to ~~could consist of~~ activities such as coaching, yearbook, school newspaper,

club supervision, musical or drama directing, is a responsibility to be shared by all staff members at that school.

3. ~~School administration time will be allocated on the basis of pupil enrollment. The allocation may be adjusted as needed and to meet unusual circumstances.~~

4. ~~The normal class size in the School District will range from 20 students to 30 students, but may vary as warranted by local circumstances and as determined by the principal of the school in consultation with the superintendent.~~

**Approved & Adopted:
September 7, 2004**

**Revised:
~~May 2, 2006~~**

**Revised:
~~June 19, 2012~~
January 9, 2017**

MEDICINE HAT SCHOOL DISTRICT NO. 76

CYBER SPACE AND TECHNOLOGY USAGE PROTOCOL

BACKGROUND

All employees and Board of Trustees hold a position of trust with students and the public and will be held accountable for their actions to expose students only to appropriate material or communications.

POLICY

The Board of Trustees believes the responsibility for professional behaviour regarding Cyber Space and Technology Usage rests with all employees.

GUIDELINES

Administration shall establish procedures to provide staff direction regarding the following:

1. Cyber Bullying
2. Employee Use of Technology.

2.1 Social Media

**Approved & Adopted:
April 21, 2009**

**Revised:
January 9, 2017**

REFERENCES

Procedure 570 P 001: Cyber bullying
Procedure 570 P 002: Employee Use of Technology