



Date: September 27, 2023 **Agenda Item:** 10.6

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Lisa Lacroix, Associate Superintendent, Human Resources

Governance Policy: [Policy 705 - Associate Superintendent Corporate Services](#)

Additional Reference: [Policy 215 - Organization Chart](#)
[Education Act](#)

Assurance Domain: Governance

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):

School Division Operations and Resources
Supporting Effective Governance

Subject: **Policy 705 - Associate Superintendent Corporate Services**

Purpose:

For approval. Motion required.

Recommended Motion:

THAT the Board of Trustees approve *Policy 705 - Associate Superintendent Corporate Services* be rescinded as presented at the September 27, 2023, Public Board meeting.

Background:

On January 30, 2019, the Board of Trustees approved the creation of Policy 705 - Associate Superintendent Business and Corporate Services. Policy 705 was renamed Associate Superintendent Corporate Services at the March 25, 2020, Public Board meeting.

The Education Act clearly defines the duties and the role of the Secretary and Treasurer of the Board. The Board shall appoint one person to act as a secretary and a treasurer or one person to act as secretary-treasurer. In the Sturgeon Public School Division, the role of secretary-treasurer falls under the Associate Superintendent, Corporate Services.

Administration will create a job description for the Associate Superintendent, Corporate Services that will contain all of the items in Policy 705 except the reporting of the Technology Services Department. Technology Services was moved under the Deputy Superintendent, Education Services.



Creating a job description instead of having a policy will be in alignment with the Associate Superintendent, Human Resources and the Deputy Superintendent, Education Services.

Administration is prepared to respond to questions at the September 27, 2023, Public Board meeting.

Attachment(s):

Not applicable.



705: Associate Superintendent Corporate Services

1.0 POLICY

The Associate Superintendent Corporate Services is an Executive Officer of the Board within the Board's administrative organizational structure. The Associate Superintendent Corporate Services is responsible for the overall management of the Division's business and financial affairs, as well as oversight and supervision of the Departments of Financial Services, Facilities Services, Informational Technology Services and Transportation Services. The Associate Superintendent is responsible for the development, execution and reporting of the Sturgeon Public Schools budget, as well as the management and monitoring of all corporate and business services for the Division.

2.0 GUIDELINES

Executive Secretary to the Board

The specific duties and responsibilities of the Associate Superintendent Corporate Services are outlined below in detail and shall be attached to the employment contract.

2.1 Executive Secretary of the Board

2.1.1 Arrange for and attend all Board, committee or public meetings concerning the Board. In consultation with the Superintendent prepare the agenda and provide all the necessary reference materials.

2.1.2 Keep a full and accurate record of all the meetings.

2.1.3 Prepare notices to and from board members and committees.

2.1.4 Be responsible for the preparation and execution of contracts (other than employment contracts), loans or agreements and arrange for safe keeping of all official records and documents.

2.1.5 Be a signing authority of the Board together with the Superintendent or Chairperson of the Board.

2.1.6 Obtain legal opinions or interpretation of the Education Act and other applicable legislation.

2.1.7 Prepare such administrative and financial reports as requested by the Board and/or Superintendent and prepare and submit to Alberta Education all reports, returns, claim forms, and all other information as may be required by the School Act and other legislation.

2.1.8 Arrange for the election of trustees.

2.1.9 Prepare money bylaws and other non-financial bylaws and arrange for the conduct of public referenda.

2.1.10 Administer and supervise the Board office for purposes of efficiently performing the Board's business.

2.2 **Business Management**

Supervise the Director of Financial Services and either directly or through delegation:

2.2.1 Organize and manage all business affairs of the Board in accordance with the Education Act and Board policy.

2.2.2 Establish and maintain proper and adequate records and accounting procedures to record in detail all money and credit transactions.

2.2.3 Prepare reports, including recommendations, on policies and procedures with regard to budget preparation and control, inventory management, financial management, purchasing, accounting, insurance, pupil transportation, technology, building and grounds maintenance, and other similar administrative and financial matters.

2.2.4 Supervise the collection, safekeeping and distribution of all funds.

2.2.5 Arrange for the internal auditing of school accounts.

2.2.6 Act as budget control officer.

2.2.7 In consultation with the Superintendent, prepare and present the annual operation and capital budgets for Board consideration, administer the funds provided in the approved budgets, and prepare quarterly financial reports for the information of the Board and the superintendent.

2.2.8 Prepare all financial and statistical reports and statements for submission to Alberta Education regarding grants and other revenues.

2.2.9 Plan, advise and recommend on all aspects of business administration and on any matters likely to affect present or future responsibilities of the Board or of its employees.

2.2.10 Prepare specifications and call tenders for supply of goods, equipment, in accordance with Board policy and Alberta Education regulations. Where required, review, summarize and report to the Board on such matters.

2.2.11 Approve purchase requirements and initiate purchase actions as necessary in accordance with budget and capital requirements.

2.2.12 Train and supervise business office staff and allocate their duties for the most efficient operations of the business office.

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

2.2.14 Confer frequently and freely with the Superintendent on all matters of concern regarding the operation of the Board's business affairs.

2.3 Personnel Management

2.3.1 Participate in the hiring of the Director of Financial Services, the Director of Facilities, the Coordinator of Transportation, the Director of Technology and the employees who report to them and school personnel who have responsibility for financial recording and reporting functions.

2.3.2 With the Associate Superintendent Human Resources, coordinate the Board's activities in the area of negotiation of contracts and labor relations.

2.3.3 Maintain proper records on all personnel and provide liaison on all matters affecting their employment and welfare, in accordance with the Education Act and other statutory requirements, as well as Board policy, salary agreements and labor contracts.

2.4 Property Management

Supervise the Director of Facilities and either directly or through delegation:

2.4.1 Be responsible for and provide for physical control and maintenance of all property owned by the Board and services to this end.

2.4.2 Be conversant with the financial requirements of school facilities with regards to the construction, renovation or upgrading of school buildings.

2.4.3 Assist with the financial planning of future building construction and renovation and be responsible for the oversight of these projects.

2.4.4 Maintain close liaison with the board's designated insurance agent ensuring that adequate insurance coverage is maintained on all insurable assets of the Board.

2.4.5 Provide for appraisals and inventories of board property.

2.5 Student Transportation

Supervise the Manager of Transportation and either directly or through delegation:

2.5.1 Direct and supervise the Division student transportation system and/or plan, establish and coordinate bus routes as required for the needs of students in accordance with the provisions of the Board transportation policies.

2.5.2 Establish funding and budget for transportation services.

2.5.3 Ensure that all school buses are properly licensed, mechanically safe and in good running order to promote student safety.

2.6 Public Relations and Other Duties

2.6.1 Within his/her area of responsibility, interpret and advise on Board policies to the public and municipal authorities.

2.6.2 Liaise with other government bodies, agencies and organizations involved in education.

2.6.3 In concert with the Director Special Projects/Initiatives, work with the local press and other media sources to ensure that the total operation of the Division is presented factually and fairly to the electors and general public.

2.6.4 Assist site-based teams in the development of budgets and accounting at the school level.

2.6.5 Act as the Designated Coordinator for the purpose of the Freedom of Information and Protection of Privacy Act and is responsible for the overall management of access to information and the protection of privacy.

2.6.6 Other duties as assigned from time to time.

References:

Policy: 215 Organizational Chart

History

2019 Jan 30 Initial Approval

2020 Mar 25 Amended

2021 Oct 27 Reviewed

