

## PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

<b>POLICY ITEM: Evaluation of the Chief Financial Officer</b>	<b>CODE: AFC</b>
<b>LEGAL STATUS: Board Motion # 235.06, #160.23</b>	<b>DATE APPROVED: 23 Oct 06, 28 Jan 13, 21 Aug 23</b>

**Background:** The evaluation of the Chief Financial Officer presumes that there is a mutual trust and respect relationship between the Chief Financial Officer, Director of Education and the Board of Education. In the evaluation process all persons involved conduct themselves according to the principle of love laid out in the teaching of Jesus Christ.

Evaluation of the Chief Financial Officer proceeds on three assumptions:

1. The school division deserves the best leadership that can be provided;
2. The Chief Financial Officer requires feedback from the school division that they serve;
3. The Chief Financial Officer is willing and able to improve their leadership skills.

**POLICY:** **The Chief Financial Officer shall fulfil the duties and responsibilities as approved by the Board of Education (Appendix A) and thereby provide effective fiscal leadership for the school division. Furthermore, the Director of Education shall conduct at least one formal evaluation of the Chief Financial Officer at least once during each 4 year term of a new Board of Education.**

- Guidelines:**
1. The Director of Education and Chief Financial Officer shall apply this policy with respect, love, confidentiality, objectivity, and consistency. They shall act ethically, fairly, respectfully and with due regard to their limitations. The Director of Education shall ensure their observations have accuracy, validity and reliability.
  2. The Director of Education is responsible to co-ordinate and lead in the evaluation process.
  3. The Director of Education will complete the evaluation of the Chief Financial Officer in the first year and then every 4 years thereafter.
  4. The Board of Education will approve of the format and sequence of the evaluation process.
  5. The evaluation process should:
    - 5.1 Enhance the effectiveness of the Chief Financial Officer.
    - 5.2 Assure the Director of Education that the Board of Education policies are being carried out.
    - 5.3 Clarify for the Chief Financial Officer and individual board members the responsibilities the Board and the Director of Education rely on the Chief Financial Officer to fulfil.

- 5.4 Strengthen the effective working relationship between the Board of Education, Chief Financial Officer and the Director of Education.
6. The Board of Education or Director of Education reserves the right to review the Chief Financial Officer's performance at regular intervals.
  7. The evaluation results may be used to plan a program of professional development for the Chief Financial Officer.
  8. The evaluation results will be used by the Director of Education and Chief Financial Officer to co-operatively set future job targets by which the Chief Financial Officer's performance will be measured.
  9. The Board of Education will provide an annual opportunity for the review of the contract. The Chief Financial Officer may, by the end of November each year, request the Board Staff Liaison Committee to review contract items. The Board Staff Liaison Committee will report their recommendations to the full Board at the next Board meeting for the final approval.



PRINCE ALBERT  
ROMAN CATHOLIC Est. 1887  
SEPARATE SCHOOL DIVISION No.6  
*Learning for life through Catholic Education*

*The Chief Financial Officer is directly responsible to the Director of Education. The position is responsible for all functions relating to the budgeting, accounting, finance, payroll, purchasing, accounts payable/receivable, facilities, and transportation. Generally, the Chief Financial Officer is responsible to complete, organize, plan, direct, and control the financial policies and affairs of the school division as determined by the Board of Education and stipulated in The Education Act. The CFO is an integral part of the senior administrative leadership team, delivering measurable results aligned with the Board of Education's mission, vision and strategic directions.*

**The Chief Financial Officer shall:**

Without restricting the generality of the foregoing, the Chief Financial Officer shall have the following responsibilities:

**Catholicity**

- Promote the aims and objectives of Catholic education generally and of the Prince Albert R.C.S.S. Division #6 specifically.

**Financial**

- Determine financial needs and capabilities and initiate the development of short and long-term fiscal policies.

**Specific Areas of Responsibility of the Chief Financial Officer:**

**1) Student Welfare Administration and Leadership**

- a) Ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours.
- b) Ensures the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided by the Division.

- c) Works with Facilities Manager to ensure that the facilities adequately accommodate division students.
- d) Implements education policies established by the Minister and the Board.
- e) Performs all other duties assigned by the Director of Education.

## **2) Director/Board Relations**

- a) Establishes and maintains positive, professional working relationship with the Director. Reports directly to the Director.
- b) Respects and honours the Board's role and responsibilities, and facilitates the implementation of that role as defined in Board policy.
- c) Provides the information which the Director and Board require to perform its role.

## **3) Financial/Fiscal Duties**

- a) Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received by the Board under the Education Act or any other applicable Act or regulation.
- b) Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- c) Responsible for advising or obtaining advice for the Director of Education on the financial affairs of the Division.
- d) In consultation with the Director of Education, responsible for arranging and providing notice for all Board meetings, including committee and public meetings, and for recording of the minutes.
- e) Responsible for the correspondence of the Board, including filing and archives of information pertaining to the operation of the Division, and for agreements, made by or on behalf of the Board, including insurance.
- f) Responsible for preparing and conducting public notices and proceedings required for the operation of the Division.
- g) Responsible for advising or obtaining advice for the Director of Education on the interpretation of legislation and regulations affecting the operation of the Division.
- h) Facilitate Board correspondence with municipalities, City of Prince Albert, and other school authorities.
- i) Responsible for establishing and maintaining proper and adequate records of accounts, and for properly recording therein all financial affairs of the Division.
- j) Responsible for receiving all monies and for making all disbursements, including payroll, and ensuring that all receipts and disbursements are in accordance with legislation, by-laws, regulations and budget provisions.
- k) Responsible for preparation, in consultation with other executive staff, budget estimates, spring and fall adjusted budgeting, year-end financial statements for presentation to the Auditor, and quarterly interim financial reports as may be required for the operation of the Division.
- l) Remediate all deficiencies identified in the Audit Report and Management Letter in a timely fashion and prepare follow up report for the Board or recommend to the Board deletions of any Auditor recommendations which are deemed impractical to implement.

- m) Annually prepare budget principles and central allocation rates for Board consideration.
- n) Monitor and identify for the Director of Education any instances where school based funds are not expended as per approved budgets and where school generated funds are not accounted for.
- o) Responsible for pricing and purchasing goods, as required by the Division, and ensuring that purchases are in accordance with legislation, regulations, Board policy and budget.
- p) Annually prepare for the Board's consideration a report of the state of all reserve accounts including restricted and non-restricted operating reserves.
- q) Ensure generally accepted accounting principles are being followed, adequate internal financial controls exist and are being followed and staff and contracted personnel are being paid appropriately.
- r) Ensure Division compliance with all Ministry of Education fiscal requirements and deadlines.
- s) Prepare for the Board's information and review budget assumptions and risks related to achievement of the Board's identified goals.
- t) Ensure alignment of the draft and final budget with the CIF Plan or identify where priorities are inadequately or not resourced.
- u) Monitor and make recommendations relative to the adoption of Administrative Procedures related to all fiscal matters in order to ensure fiscal accountability and that recognized accounting practices are followed.
- v) Review and present interim financial reports which include:
  - i) The current status of budget assumptions
  - ii) Actual Period to Date information
- w) Forecast of yearly operating results to end of year variances of forecast revenues and expenditures to the annual budget along with explanations of significant variances.
- x) Regularly clarify for principals/designates the procedures to be followed in preparing reports, establishing budget needs and monitoring school based funds including but not limited to school generated funds
- y) Deliverables include and not limited to:
  - i) Annual Audited Financial Statements and management letter
  - ii) Interim Financial reports
  - iii) Annual budget
  - iv) Monthly year-to-date reports

#### **4) Personnel Management**

- a) Responsible for personnel-related issues directed by the Director of Education, except the development of mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.
- b) Supervise the Catholic Education Centre staff assigned to payroll, accounts receivable and other associated roles within business and financial operations of the school division
- c) Monitor and improve the performance of staff as directed by the Director of Education.
- d) Responsible for assisting and advising or obtaining advice for the Board in matters of collective bargaining and labour relations.

- e) Responsible for maintaining all required personnel records, including business management in connection with the employment of instructional staff.
- f) Deliverables include and not limited to:
  - i) Evaluation reports of personnel under direct supervision

**5) Continuous Improvement Planning and Reporting**

- a) Support the Continuous Improvement Planning process including the development of Division goals, budget, facilities and transportation plans and implement plans as approved.
- b) Involve and/or report to the Board where appropriate defined in Board Policy and Administrative Procedures.

**6) Organizational Management**

- a) Demonstrate effective organization skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines.
- b) Report to the Director of Education with respect to matters identified in and required by the Ministry of Education.

**7) Transportation**

- a) Responsible for planning and estimating transportation requirements and budgets in consultation with the Director and Superintendents.
- b) Responsible for overseeing the operation and maintenance of the Division's transportation system.
- c) Responsible for advising or obtaining advice for the Director on the operation of the Division's transportation system.
- d) Deliverables include and not limited to:
  - i) Transportation accountability report

**8) Property Management**

- a) Responsible for planning and estimating building and property requirements including budget requirements in consultation with the Director and Facilities Manager.
- b) Responsible for overseeing the administration of the physical plant operation, and maintenance of the Division's property.
- c) Responsible for maintaining appropriate inventory, liability insurance, the draft and final 3 year Capital Plan, building leases, and insurance coverage on the Division's property.
- d) Responsible for advising or obtaining advice for the Director on the management of the Division's property.
- e) Prepare an annual revenue (source) and expenditure (application) report on each Capital Projects.
- f) Annual preparation of PMR and Block Expenditure Plan and final costs reports.
- g) Deliverables include and not limited to:
  - i) 3 year capital plan
  - ii) Annual source and application report for capital projects

- iii) Annual preparation of IMR, PMR and Block Expenditure Plan and final costs reports
- iv) Insurance

**9) Record Management**

- a) Responsible for serving in the role as coordinator as outlined in the Freedom of Information and Protection of Privacy Act (FOIPP).
- b) Responsible for record management in Prince Albert Catholic School Division Office in compliance with all legislative and administrative procedure requirements.
- c) Deliverables include and not limited to:
  - i) Documents and ease of access of current records
  - ii) Compliance