



POLICY 102

Executive Limitations

Constraints on executive authority (Head of School, hereby denoted as HOS) which establish the prudence and ethical boundaries within which all executive activity and decisions must take place.

EL1. Treatment of Individuals

With respect to all students and their families, paid staff and volunteers, applicants and potential applicants, contractors and consultants, and the community at large, the HOS may not cause or permit conditions, procedures or decisions that are unsafe, unnecessarily intrusive, inequitable, unlawful, unethical, discriminatory, harassing or that fail to provide appropriate confidentiality and privacy.

EL2. Interactions with Board Members

With respect to board members, the HOS may not take, or permit to be taken, any directive from any person other than the Board acting as a whole. While the HOS may need to refer or consult with individual board members, no directives given by individual board members may be followed.

EL3. Conflicts of Interest

The HOS may not act in such a way that might discredit the reputation and good standing of the Montessori School of Regina (MSR). The HOS may not permit a conflict or the appearance of a conflict between the HOS and the interests of the MSR community, or the HOS' fiduciary responsibilities to MSR. Nor may the HOS fail to disclose their involvements with other organizations, with vendors or any other associations that might produce a conflict or the appearance of a conflict.

EL4. Compensation and Benefits

The HOS may not cause or permit jeopardy to MSR or its fiscal integrity or public image with respect to employment, compensation and benefits to, and the treatment of paid and volunteer staff (including but not limited to employees, consultants and independent contractors). Nor may the HOS make decisions regarding employment,

compensation and benefits to, and the treatment of paid and volunteer staff (including but not limited to employees, consultants and independent contractors), without the Board's approval, in cases where there is an apparent conflict of interest.

EL5. Financial Planning/Budgeting

The HOS may not cause or permit the financial planning for any fiscal year to

- a) deviate materially (materiality to be determined by the Finance Committee in discussions with the HOS) from the Board's Ends Statement, or fail to consider short-term and long-term objectives,
- b) risk fiscal jeopardy, or
- c) fail to be derived from a minimum of a five-year plan.

Further, the HOS may not fail to provide financial updates to the Board on a monthly basis.

EL6. Financial Conditions and Activities

With respect to actual, ongoing operational financial activities of MSR, the HOS may not cause or permit

- a) the development of fiscal jeopardy
- b) actual expenditures or allocations to deviate significantly from the Ends Statement
- c) borrowing from restricted fund allocations
- d) deviation from standard financial practices, or
- e) deviation from the current budget without Board approval.

EL7. Family Support Fund Policy

The HOS may not fail to have a written financial assistance family support fund policy pursuant to which any financial relief that is granted by MSR is administered. The HOS need not actively communicate or promote this bursary policy to the MSR community.

EL8. Protection from Sudden Loss

In order to protect MSR from sudden loss of HOS, there must be no fewer than one administrator familiar with MSR policies and procedures on staff at all times.

EL9. Asset Protection

The HOS may not permit the assets of MSR to be unprotected, inadequately maintained, or unnecessarily risked.

EL10. Communication and Support to the Board

The HOS may not permit the Board to be uninformed or unsupported in its work. Nor may the HOS fail to provide monthly (or more frequent as necessary) HOS Reports to the Board.

EL11. Contracts

The HOS may not enter into any contract that

- a) is not in the best interests of MSR, financial or otherwise, or
- b) significantly deviates from the Ends Statement, or
- c) requires Board approval in accordance with MSR's Contract Policy