TURTLE MOUNTAIN SCHOOL DIV	ISION
SECTION L: SENIOR ADMINISTRA	ATION

PROCEDURE L-2

EVALUATION OF THE SECRETARY-TREASURER

PROCEDURES:

- Prior to the regular Board meeting in April, the Superintendent/CEO will receive the Secretary a) Treasurer's prior composite, goals status report and a new evaluation form.
 - b) The Superintendent/CEO will then complete the evaluation form prior to the May Board meeting, and will review the evaluation with the Secretary-Treasurer prior to the end of May. Through this discussion goals for the following year will be established.
- 2. The completed evaluation will become part of the Secretary-Treasurer's personnel file.

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APPENDIX FORM A

EVALUATION OF THE SECRETARY TREASURER:

Cross Reference: Policy L – 2 (Evaluation of the Secretary-Treasurer)

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EVAL	UAT	ION	RAT	INGS:
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3 - E	xcee	ds job	requirements 2 - Meets job requir	rements 1- N	leeds im	proveme	nt		
* When selecting 1 - comments must be provided									
1.	Financial leadership:								
	a.	Ass	et management and maintenance:						
		i) E	insures adequate and proper maintenance o	f building and grounds.	3	2	1		
		ii) N	laintains capital equipment database.		3	2	1		
	b.	Rev	iews, maintains, ensures payments on Divisi	on accounts.	3	2	1		
	C.	Rev	ews and reports regularly on school funds a	nd school financial proced	dures. 3	2	1		
	e.	Effe	ctively supervises payroll and benefits perso	nnel.	3	2	1		
2.			II financial and legal matters as stipulated manner.	d in the Public Schools	Act are	signed 2	in a 1	timely	and
3.	Con	itrols a	nd maintains the official records of the Divisi	on.	3	2	1		
4.	a. inter	Effectively supervises the accounts/purchasing personnel as well as delegates and monitors rnal control procedures over expenditures. 3 2 1							
	b.	Coo	rdinates all procedures and contractual arr	angements related to te		leasing	and	purcha	sing.
	C.	Prep	pares the following appropriately:		3	2	1		
		i)	Financial Statements		3	2	1		
		ii)	Reports		3	2	1		
		iii)	Appropriate budget allocations and appropri	ate information	3	2	1		
5.	Bud	get Pr	esentation to the Board						
	i)	Provid	es ample information to enable the Board to	make decisions.	3	2	1		
			rs budget allocations and where req ntendent/CEO and the Board.	uired takes appropriat	te actio 3	n and/c 2	or a 1	dvises	the
6. 7.	Ensi	ures th	at the property and liability insurance progra	ms are administered corr	ectly. 3	2	1		

			ITAIN SCHOOL DIVISION ENIOR ADMINISTRATION			Pro	CEDURE L - 2
7.	Follo	ws, w	hen elections or bi-elections are held, the Local Authorities Election Act a	nd the 3	Public 2	Sch	ools Act.
8.	Subm	nits re	ports as required to the Department of Education, Citizenship and Youth.	3	2	1	
9.	Partic	cipate	s as an active member of the Manitoba Association of School Board Office	ials. 3	2	1	
Con	nments	s and	Recommendations:				
Boa	rd Cor	mmur	ication				
1.	At	tends	meetings as required.	3	2	1	
2.	Ensi	ures t	the following are completed appropriately, timely and according to policy.				
	i)	Prov	vide agendas and minutes for the following meetings:	3	2	1	
		a) b) c) d) e)	Board Operation Committee Education Specific Special Budget				
	ii)	Rep	orts on Division's matters that fall under the jurisdiction of this position.	3	2	1	
3.	a.	Prov	vide information promptly to the Board on topics relating to negotiation.	3	2	1	
	b.	Prov	vide information promptly to the Board relating to budget and planning.	3	2	1	
4.			nformation or direction promptly to trustees related to policy, procedure of this position.	re and 3	other 2	points 1	under the
5.	Ensu	ires th	ne Board is informed of the correspondence.	3	2	1	
Con	nment	s and	Recommendations:				
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Con	nmunio	cation					

Cross Reference: Policy L - 2 (Evaluation of the Secretary-Treasurer) Page 3 of 4

3 5 6		Mountain School Division L: Senior Administration			PROCEDURE L-2		
1.	Rep	resenting the division and relating to the financial aspects of the Division.					
	a.	Attends meetings and conferences.	3	2	1		
	b.	Liaises with government officials, agencies and business.	3	2	1		
2.	Ens Act	ures the Freedom of Information and Protection of Privacy Act (FIPPA) and to (PHIA) are followed in the Division.	he Pers	onal He	ealth Information 1		
3.	a.	Explains all policies under the Secretary-Treasurer's jurisdiction to staff.	3	2	1		
	b.	Reviews policies with staff on a regular basis.	3	2	ì		
Com	ment	s and Recommendations:					
Hum	ian R	<u>elations</u>					
1.	Dea	ls with the following with consideration and tact:					
	a.	Superintendent/CEO	3	2	1		
	b.	Division Employees	3	2	1		
	C.	Stakeholders	3	2	Ĩ		
2	Оре	rates well within a CEO system	3	2	Ĵ		
General Comments and Recommendations:							
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Cross Reference: Policy L - 2 (Evaluation of the Secretary-Treasurer) Page 4 of 4