

11. General Board and Administration Constraints / Decision-making Matrix

The Western School Division will not operate illegally, unethically, imprudently, or in contravention of Board policies. The Board is committed to regular evaluation of all operations and encourages involvement in decision making by the public. The Superintendent shall provide the board with continuous and candid reports and will not cause, allow, or fail to take reasonable measures to prevent any practice, activity, decision, or organization circumstance which is imprudent, illegal, in violation of commonly accepted business practices and ethics, or is contrary to the *Board Policy Manual* of the Western School Division, *The Public Schools Act*, *The Safe Schools Charter of Manitoba*, *The Education Administration Act*, or any other federal, provincial or municipal law. The following decision-making matrix outlines the General Board and Administration Constraints.

Superintendent – has authority to decide and act	Superintendent – has authority to act but must inform Board	Board decision – Superintendent may recommend
<ul style="list-style-type: none"> • Evaluate staff • Administer collective agreements and benefit statements • Implementation of Board Policy • Employ appropriate means to provide for continuous and candid reports by staff of accomplishments in the pursuit of the goals and objectives guided by the mission statement • Student in-province travel • Support staff leaves up to 5 days 	<ul style="list-style-type: none"> • Student suspensions up to six weeks • Grant applications in excess of \$50,000 • Creation of and changes to administrative procedures • Significant staff professional development (including out of Province PD) • Divisional program evaluations • Emergency school closures • Crisis situation (e.g. lockdown with immediate notification via e-mail) • Staff hiring (excluding principals and/or senior administration) • Superintendent professional development • Acceptance of resignations • Staff out of province travel • Suspension of staff members • Implement Board Priorities Plan through the administrative planning • WESTTA leaves up to 1 day under 4.03 of the Collective Agreement • Administration of transportation procedures • Support staff extended leaves of 5 days or longer 	<ul style="list-style-type: none"> • Policy development and approval • Employee termination • Student expulsion • Employee compensation and benefits • Approval of budget • Setting staffing levels • Special levies • Appeals • New programming • Board Priority Plan • WESTTA leaves 2 days and beyond under 4.03 of the Collective Agreement • Student out-of-province travel • School calendar • Hiring and assignment of principals and/or senior administration • Change the administrative organization chart • Approve tendered contracts or contractors which exceed the threshold of \$50,000 • Corporate sponsorship • Over-expenditure of budget • Hiring additional staff outside formula

Date Adopted: June 23, 2015

Date Amended: October 24, 2022

Reference:

Policy 2 – Board Governance Model	Policy 4 - Divisional Goals and Success Indicators
Policy 5 – Board Operations	Policy 7 – Annual Planning Cycle
Policy 8 – Policy Development and Amendment and Review Schedule	Policy 9 – Board and Superintendent Relationship
Policy 10 – Board and Superintendent Evaluation	Policy 12 – Learning Environment, Programs and Services
Policy 13 – Safe Schools	Policy 14 – Community Engagement
Policy 15 – Finances	Policy 16 – Contingency Planning
Policy 18 - Assets	

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