

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"> • Hire and evaluate staff • Administer collective agreements and benefit statements • Implementation of Board Policy • Evaluate principals • 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 • Administer transportation procedures as guided by Board policy 	<ul style="list-style-type: none"> • Student suspensions up to six weeks • Grant applications • Administrative procedure • Professional development (including out of Province PD) • Student overnight travel • Evaluate programs • Emergency school closures • Crisis situation (e.g. lockdown with immediate notification via e-mail) • Support staff leaves up to 5 days • Staff hiring • Superintendent professional development • Acceptance of resignations • Staff out of province travel • Suspension of support staff members • Administrative Plan • Professional staff leaves up to 1 day under 4.03 of the Collective Agreement 	<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 • Support staff extended leaves of 5 days or longer • Professional staff 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 • Transportation Policy

Reference:

Policy 2 – Board Governance Model

Policy 4 - Divisional Goals and Success Indicators

Policy 9 – Board and Superintendent Relationship

Policy 15 – Finances

Date Adopted: June 23, 2015

Date Amended: