



## General Board and Senior Administration Constraints / Decision-making Matrix

The Pine Creek School Division will operate legally, ethically, prudently, and in respect of Board policies. The Board is committed to regular evaluation of all operations and encourages involvement of its community in its decision-making process. The Superintendent and Secretary-Treasurer, within their dually shared Senior Administrative responsibilities to the Board, shall provide the board with continuous and candid reports.

Decisions made at the Senior Administration level will incorporate all aspects of the Governance Manual, *The Public Schools Act (PSA)*, *The Safe Schools Charter of Manitoba*, *The Education Administration Act*, or any other federal, provincial or municipal law, and will not cause, allow, or fail to take reasonable measures to prevent any practice, activity, decision, or organization circumstance which is imprudent, illegal, or in violation of commonly accepted business practices and ethics.

The following decision-making matrix outlines the general Board and Senior Administration constraints:

<p><b>The Superintendent and/or the Secretary-Treasurer have the authority to decide &amp; act.</b></p>	<p><b>The Superintendent and/or the Secretary-Treasurer have the authority to decide and act and must inform the Board.</b></p>	<p><b>The Board has the responsibility and the authority to decide and act. The Superintendent and the Secretary-Treasurer may make recommendations.</b></p>
<ul style="list-style-type: none"> <li>• Develops and implements Administrative Procedures.</li> <li>• Administer collective agreements</li> <li>• Execution of Action Plan</li> <li>• Divisional staff professional development requirements</li> <li>• Administer collective agreements</li> <li>• Department reporting requirements</li> <li>• Suspend students up to six weeks</li> <li>• Supervise and evaluate employees</li> <li>• Approve professional development requests</li> <li>• Plan and develop educational systems that align with divisional goals</li> <li>• Manage all matters relative to labour relations</li> <li>• Carry out tasks delineated in individual job descriptions of Senior Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Report significant revisions, additions, or deletions to administrative procedures that are:                             <ul style="list-style-type: none"> <li>• New; may cause public concern; have controversial changes.</li> </ul> </li> <li>• Within the operating budget, develop a plan for major renovations and construction costs (Capital D)</li> <li>• Recruit and employ staff</li> <li>• Approve overnight travel for students</li> <li>• Approve out of province travel for staff</li> <li>• Evaluate all division programs</li> <li>• Close schools during emergency situations</li> <li>• Make declarations of crisis situations</li> <li>• Accept employee resignations</li> <li>• Approve and oversee educational programming and pilot projects</li> <li>• Plan professional development for Senior Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and approve division policy</li> <li>• Approve student expulsions</li> <li>• Engage in the process of bargaining for collective agreements</li> <li>• Approve employee compensation and benefits</li> <li>• Approve annual operational budget and special levy</li> <li>• Approve tenders in excess of provincial threshold as outlined in the PSA (70)</li> <li>• Approve division staffing formulas</li> <li>• Receive and adjudicate appeals delineated in the governance manual that are brought to the Boards' attention</li> <li>• Approval of corporate sponsorship</li> <li>• Approve the division's school calendar annually</li> <li>• Hire and assign personnel to senior administration and supervisory positions, as outlined in the PSA (52) and (53)</li> <li>• Terminate teacher contracts, as outlined in the PSA (92)</li> <li>• Approve the division organizational chart</li> <li>• Approve allocation of surplus</li> <li>• Develop the divisional strategic plan</li> <li>• Approve out-of-province travel for students</li> <li>• Approve staff requests for leaves of absence outside of collective agreements</li> </ul>