

#1666229

**Board Superintendent/CEO, Secretary-Treasurer/CFO Relationship**

**Appendix A – General Board and Administration Constraints**

The St. James-Assiniboia 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 of the public in decision-making. The Superintendent/CEO 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 St. James-Assiniboia 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.

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**Decision-Making Matrix**

<p><b>Superintendent/CEO &amp; Secretary-Treasurer/CFO – has authority to decide and act</b></p>	<p><b>Superintendent/CEO &amp; Secretary-Treasurer/CFO – has authority to decide and act and the responsibility to inform the Board</b></p>	<p><b>Board has the responsibility and authority to decide and act. Superintendent/CEO may recommend.</b></p>
<ul style="list-style-type: none"> <li>• Employ staff as delegated in the PSA (52)</li> <li>• Administer collective agreements</li> <li>• Implementation of Board Policy</li> <li>• Evaluate staff</li> <li>• 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 vision statement</li> <li>• Administrative procedure</li> <li>• Corporate sponsorship (\$5,000 and under)</li> <li>• Grant applications that will not require division resources</li> <li>• Staff PD Travel</li> </ul>	<ul style="list-style-type: none"> <li>• Student suspensions of more than 5 days</li> <li>• Administrative procedure                             <ul style="list-style-type: none"> <li>• New</li> <li>• Controversial changes</li> <li>• That may result in public concern</li> </ul> </li> <li>• Professional development</li> <li>• Student overnight travel</li> <li>• Evaluate programs</li> <li>• Emergency school closures</li> <li>• Crisis situation (e.g. lockdown with immediate notification via e-mail)</li> <li>• Support staff leaves up to 5 days</li> <li>• Superintendent professional development</li> <li>• Acceptance of resignations</li> <li>• Student out of province travel</li> </ul>	<ul style="list-style-type: none"> <li>• Policy development and approval</li> <li>• Student expulsion</li> <li>• Employee compensation and benefits</li> <li>• Approval of budget</li> <li>• Setting staffing levels</li> <li>• Special levies</li> <li>• Appeals</li> <li>• Corporate sponsorship (over \$10,000)</li> <li>• New programming</li> <li>• School calendar</li> <li>• Hiring and assignment of senior administration and supervisory positions as outlined in the PSA (52 and 53)</li> <li>• Teacher termination as outlined in the PSA (92)</li> <li>• Change the administrative organization chart</li> <li>• Expenditures within budget which exceed the threshold of \$50,000</li> </ul>

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	<ul style="list-style-type: none"> <li>• Staff leaves of absence</li> <li>• Year-end staffing reports</li> <li>• Corporate sponsorship (\$5,001 - \$9,999)</li> <li>• MTS PD Summary</li> </ul>	<ul style="list-style-type: none"> <li>• Expenditures which exceed budget</li> <li>• Hiring additional staff outside formula</li> <li>• Division-wide strategic planning</li> <li>• Out of country student field trips</li> </ul>

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