Rolling River School Division

BOARD POLICY #11 DECISION-MAKING MATRIX

The following matrix outlines general decision-making and delegation responsibilities.

Superintendent – has authority to decide, delegate & act	Superintendent – has authority to act & delegate but must inform Board	Board decision – may ask for input/recommend from Superintendent

• Implement Board Policy
• Develop and implement Administrative Procedures
• Hire employees as delegated in the PSA (52)
• Supervise and evaluate employees
• Administer collective agreements
• Approve employee leave requests based on established criteria and legislation.
• Approve Administrative leaves
• Evaluate school programs
• Respond to employee and public requests and concerns
• Monitor strategic and operations plans, goals, and objectives.
	• Develop Annual Action Plan
	• Administrative procedures that are:
	  ▪ New
	  ▪ Controversial
	    ▪ May cause public concern
	    ▪ Crisis situations (e.g., lockdowns)
	• Emergency school closures
	• Employ School and Divisional Administrators
	• Evaluate School Administrators
	• Employee Extended and Unpaid Leaves of Absence over 5 days
	• Employee requests for leaves outside of collective agreement
	• Employee Resignations
	• Superintendent professional development (out of province)
	• Divisional Grants
	• Suspend students up to six weeks (Regulation 92/2013 (8))
	• Student overnight travel
		• Develop and approve Policy
		• Divisional Strategic / Action Plan
		• Board of Trustees community engagement plan
		• Approve Budget
		• Over-expenditure of the budget
		• Approve staffing levels
		• Support Staff compensation and benefits
		• Recruitment and selection of Superintendent and Secretary-Treasurer
		• Employee termination
		• Approve tendered Capital contracts
		• Corporate Sponsorship
		• New school programs
		• School calendar
		• Student expulsion Approve Budget
		• Out of province student field trip travel
		• Appeals to the Board