



## Turtle River School Division

### Board Policy #11 Decision-Making Matrix

The Superintendent and/or Secretary-Treasurer have authority to decide and act.	The Superintendent and/or Secretary-Treasurer have authority to decide and act and the responsibility to inform the board.	The Board has the responsibility and the authority to decide and act. The Superintendent and/or the Secretary –Treasurer may make recommendations.
<ul style="list-style-type: none"> <li>• Administer collective agreements</li> <li>• Supervise and evaluate employees</li> <li>• Manage all matters relative to labour relations</li> <li>• Development and management of Administrative Procedures that support Board policies</li> <li>• Plan and develop educational systems that align with Divisional goals</li> <li>• Approve staff leaves up to 3 days</li> <li>• Authorize expenditures within budget</li> <li>• Carry out tasks outlined in individual job descriptions of Senior Administration</li> <li>• Approve overnight travel for students</li> </ul>	<ul style="list-style-type: none"> <li>• Recruit and hire staff</li> <li>• Accept employee resignations including outside the contract period</li> <li>• Place an employee on a paid leave or suspension</li> <li>• Develop staff job descriptions</li> <li>• Determine emergency school closures</li> <li>• Make declarations of crisis situations</li> <li>• Manage day-to-day sensitive or controversial issues that may result in public concern.</li> <li>• Report significant revisions, additions or deletions to Administrative Procedures that senior Administration deem central to the work of trustees or those that may cause public concern</li> <li>• Administer student suspension of up to six weeks</li> <li>• Approve and oversee educational programming and pilot projects</li> <li>• Provide year-end staffing reports</li> <li>• Handle grievances</li> <li>• Develop and administer an Operational Plan in support of the Board’s Division Strategic Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and approve division policy</li> <li>• In response to community input, set strategic direction through a Division Strategic Plan</li> <li>• Approve student expulsions</li> <li>• Approve annual operational budget and special levy</li> <li>• Engage in the process of bargaining and determination of benefits for non-teaching staff</li> <li>• Approve tenders in excess of provincial threshold as outlined in the PSA (70)</li> <li>• Hire and assign personnel to senior administration and supervisory positions, as outlined in the PSA (52) and (53)</li> <li>• Terminate a teachers’ contract, as outlined in the PSA (92)</li> <li>• Authorize audit and appointment of auditor PSA (41)</li> <li>• Approve staff extended leaves beyond 3 days</li> <li>• Approve out-of-province and out-of-country student trips.</li> <li>• Ratify all employee collective agreements</li> <li>• Hear appeals to the Board</li> <li>• Set staffing levels</li> <li>• Approve new programming and the elimination of existing programming</li> <li>• Set the school calendar</li> </ul>