



Policy 13 – Decision-Making Matrix

Date Adopted: June 23, 2010

Reviewed: February 10, 2021

<u>Superintendent has complete authority to act</u>	<u>Superintendent has authority but must inform Board</u>	<u>Board Decision; Superintendent may recommend</u>	<u>Superintendent must get Prior Board approval</u>
<ul style="list-style-type: none"> - Evaluate staff - Evaluate programs - Administer collective agreements - Professional development - Implementation of Board Policy - Earned staff leaves - Unpaid staff leaves (up to 5 days) 	<ul style="list-style-type: none"> - Evaluate principals - Staff hiring (non-administrative) - Student suspensions - Grant applications - Crisis situation Example: Lockdown (immediate notification via email) - Corporate sponsorship - Emergency school closures - Student overnight travel - Superintendent PD (out of province) - Administrative Procedures 	<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 	<ul style="list-style-type: none"> - New programming - Staff extended leaves (beyond 5 unpaid days) - Over-expenditure of budget - Student and staff out-of-province extra-curricular travel - School calendar - Hiring additional staff outside formula - Hiring and assignment of Principals and/or Senior Administration - Change the administrative organization chart - Approve tendered contracts or contractors.