



PORTAGE LA PRAIRIE SCHOOL DIVISION

“Dedicated to the Pursuit of Excellence”

BOARD POLICY #11 Board and Superintendent/CEO Limitations/Decision Making Matrix

The Portage la Prairie School Division operates legally, ethically, prudently, and in accordance with Board policies. Within their dually shared Senior Administrative responsibilities to the Board, the Superintendent/Secretary-Treasurer/CEO provides the board with continuous reports.

Decisions made at the Board and Senior Administration level incorporate all aspects of the Portage la Prairie School Division Policy Manual, *The Public Schools Act (PSA)*, *The Safe Schools Charter of Manitoba*, *The Education Administration Act*, and any other federal, provincial, or municipal law.

Board Decision – In consultation with Superintendent/Secretary-Treasurer/CEO	Superintendent/Secretary-Treasurer/CEO – has the authority to decide and act and must inform the Board	Superintendent/Secretary-Treasurer/CEO – has the authority to decide, act and delegate
<ul style="list-style-type: none"> • Identify Divisional Priorities • Policy development and approval • Hiring and Evaluation of Superintendent /Secretary-Treasurer/CEO • Selection and Appointment of School Principals/Vice-Principals • Employee Compensation and Benefits – Collective Agreements, Senior Administration and Non-Unionized employment contracts • Approve the budget and special levy • Receive and adjudicate appeals from Students, Parents, the Public, and Employees • Teacher terminations as outlined in the PSA (92) 	<ul style="list-style-type: none"> • Share information relevant to developing Divisional priorities • Report significant revisions, additions, or deletions to administrative procedures, including topics that may be controversial that the Superintendent/Secretary-Treasurer/CEO deems central to the work of the Trustees • Staff suspensions and administrative leaves • Professional development for senior administration • Evaluate all Divisional programs and report on student data • Emergency school closures • Serious Incidents (bus accidents/chemical spills/lockdown etc.) and Public Health Situations • New programming and the elimination of existing programming • Suspension Report 	<ul style="list-style-type: none"> • Administer Collective Agreements • Implement Board Policy • Administrative Procedures • Personnel- Approval of Employment Recommendations, Transfers/Reassignments/Leaves, Resignation/Redeployment, (Professional Staff, Support Staff, and Non-Unionized Staff) • Supervise and evaluate staff • Plan and develop Educational Systems that align with Division Priorities • Manage all matters relative to labour relations • Suspend students for up to six weeks (Regulation 92/2013 (8)) • Preparation and management of the Divisional Operational Budget • Workplace Safety and Health Operations and Safety Complaints • Communication with Parents/Guardians, Stakeholders and the Media • Professional Development Programs • Orientations – New Employee/Newly Elected Board of Trustees



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Board Decision – In consultation with Superintendent/Secretary-Treasurer/CEO

Superintendent/Secretary-Treasurer/CEO – has the authority to decide and act and must inform the Board

Superintendent/Secretary-Treasurer/CEO – has the authority to decide, act and delegate

- Approve the Division organizational chart
- Approve tenders over the provincial threshold as outlined in the PSA (70)
- Approve over-budget expenditures (including additional staffing)
- Approve annual audited financial statements
- Approve acquiring or disposing of divisional land and buildings
- Approve student travel out of province over four days and International travel
- Build community relationships by attending relevant meetings and sharing board messages
- Provide the public with direction when they have concerns
- Approve student expulsions
- Corporate sponsorships

- Staffing levels
- Staff requests for leaves outside of the collective agreement
- Set the Division’s facility management goals, action plans and procedures
- Approve 5-Year Capital Plan
- School Calendar
- Personnel Investigations
- Public and Employee Concerns and Complaints
- Legislation Changes and Divisional Actions
- Financial Reports
- Divisional grant applications