

SEVEN OAKS SCHOOL DIVISION

Board Policy #12 Decision-Making Matrix

Superintendent has complete authority to:	Superintendent has authority but must inform the board of:	Board Decisions; Superintendent may make recommendations:
<ul style="list-style-type: none"> • Supervise, coach, develop and evaluate all staff • Administer and ensure the quality of all programs • Administer collective agreements • Organize professional development • Implement Board Policies • Approve staff leaves as per collective agreements • Develop and administer Administrative Procedures • Act as spokesperson for the division on educational matters or appoint a designated spokesperson on specific issues • Manage the budget as approved by the board with authority to make transfers within budget and allocate non-budgeted revenue 	<ul style="list-style-type: none"> • Staff hiring (teachers/non-teaching staff) as per the PSA • Hiring within salary range • Implementation of the annual divisional plan • School calendar • Setting staffing levels • Changes to programming • Manage Crisis situations (notify Board Chair) • Catchment area changes • All new Administrative Procedures which may be controversial or unusual • Budget changes over \$100,000 or involving FTEs in future budgets • Acceptance of resignations including outside of contract period • Changes to the organization chart • Emergency school closures • Student out-of-province travel • Student suspensions (up to 6 weeks) • Student overnight travel • Staff extended leaves in emergent or extenuating circumstances 	<ul style="list-style-type: none"> • Policy development and approval • Development and approval of annual divisional plan • Development and approval of budget • Approval of Financial Statements • Approval of 5-year capital plans • Approval of tenders exceeding \$50,000 • Naming (and renaming) of schools and Division facilities • Hiring of the Superintendent • Evaluation of the Superintendent • Board evaluation • Approval of hiring and assignment of all administrators, principals and directors upon recommendation of the Superintendent • Global compensation/benefits • Appointment of Auditor • Appeals to the Board • Student Expulsion • Staff extended leaves