



Policy 13 – General Executive Constraint/ Decision–Making Matrix

Date Adopted: January 2006

Date Amended: December 2007; January 2009; December 2010; February 2011; February 2012; February 2013; February 2014; September 2015; April 2016; February 2017; January 2018; May 2019

Date Reviewed: December 2019

The Evergreen School Division will not operate illegally, unethically, imprudently, or in contravention of Board policies. The Superintendent/CEO will not cause, allow, or fail to take reasonable measures to prevent any practice, activity, decision, or organization circumstance which is imprudent, illegal, in violation of commonly accepted business practices and ethics, or is contrary to the *Board Policy Manual* of Evergreen School Division, *The Public Schools Act*, *The Safe Schools Charter of Manitoba*, *The Education Administration Act*, or any other federal, provincial or municipal law. The following decision-making matrix outlines the General Executive Constraints.

<i>Superintendent has complete authority to act</i>	<i>Superintendent has authority but must inform Board</i>	<i>Board Decision; Superintendent may recommend</i>
<ul style="list-style-type: none"> ◆ Evaluate staff ◆ Evaluate programs ◆ Administer collective agreements ◆ Professional development ◆ Implementation of Board Policy and Administrative Procedures ◆ Staff Leaves within Administrative Procedure 2.A.55 ◆ Expenditures within budget ◆ Administrative Procedures ◆ Alternative Student Programming (on and off campus) ◆ Staff out of province travel 	<ul style="list-style-type: none"> ◆ Evaluate principals ◆ Staff Hiring ◆ Student suspensions (up to 6 weeks) ◆ Extended Leaves in emergent or extenuating circumstances ◆ Grant applications ◆ Significant changes to programming ◆ Programs which may cause public concern ◆ Crisis situation (i.e. lockdown) inform Board ◆ Approve urgent school of choice applications ◆ Corporate sponsorship ◆ Emergency School closures ◆ Student overnight travel ◆ Administrative Procedures which are: <ul style="list-style-type: none"> • new • controversial ◆ Acceptance of Resignations including outside contract period ◆ Extension of Medical Leave ◆ Maternity/Paternity Leaves ◆ Change the administrative organization chart ◆ School Calendar 	<ul style="list-style-type: none"> ◆ Policy Development and Approval ◆ Employee termination ◆ Student Expulsion (and warnings) ◆ Employee Compensation/Benefits ◆ Approval of budget ◆ Setting staffing levels ◆ Special levies ◆ Appeals to the Board ◆ Staff Extended leaves outside Administrative Procedure 2.A.55 ◆ Over-expenditure of budget ◆ Student out of province travel ◆ Hiring additional staff outside budget ◆ Hiring Senior Administration ◆ Approve tenders as per PSA