

Sunrise School Division Decision-Making Matrix

The Board has the responsibility and authority to decide and act	The Superintendent may recommend. The Board has the responsibility and authority to decide and act.	The Superintendent has authority to decide and act and the responsibility to inform the Board.	The Superintendent has authority to decide and act.
<ul style="list-style-type: none"> • Policy development and approval [#6] • Hiring Superintendent [CBB] and Secretary-Treasurer [CDBA] • Evaluation and termination of the Superintendent [#9.8, CDA] • Budget approval [#2.5, 3.2] • Set special levies [#3.2] • Authorization of audit [PSA 41(14)] • Appointment of auditor [PSA 41 (8.1)] [#3.2, 17] • Over budget expenditures • Ratification of all Employee Collective Agreements [#3.2] • Strategic planning • Board priorities [Policy intro] • Communication with community [#3.5, 7.9] • Appeals from community [#3.5] • Appeals from employees [GBK] 	<ul style="list-style-type: none"> • Educational goals/priorities • New programming or initiatives • School calendar • Hiring and assignment of senior administration/supervisory position as [PSA 52(1)a] • Setting staffing levels • Teacher termination as [PSA (92)] • Termination of non-union management and administration employees hired by the board [PSA 52(1)b] • Hiring additional staff outside budget approved formula • Leave of absence [(PSA section 48-(5))] • Employee compensation and benefits • Divisional Financial Summary Report • Changes to the administrative organization chart • Unresolved grievances that come to the board • Corporate sponsorship over \$5,000 • New initiatives and administrative procedures which could be sensitive, controversial that may result in public concern • Student expulsion • Out of country student field trips • Student overnight travel • Major building usage change 	<ul style="list-style-type: none"> • Hire and evaluate staff in accordance with PSA • Administer collective agreements • Implement Board policy • Develop an annual reporting template for Board meetings. • Administrative procedures [#6.6, 9.4, CHA] • Communication with families, community and schools [#15.5] • Terminations for employees hired by the Superintendent and in accordance with the collective agreements and relevant legislation • Day to day sensitive, controversial issues that may result in public concern • Student suspensions up to six weeks • Evaluate programs • Emergency school closures • Crisis situation (e.g., Lockdown with immediate notification via e-mail) • Staff out of province travel • Student out of province travel • Staff leaves of absence • Year-end staffing reports • Grievances 	<ul style="list-style-type: none"> • New grant applications • Professional development • Superintendent professional development • Acceptance of resignations • All other day-to-day operational needs of the division.