

DELEGATION OF AUTHORITY/EXECUTIVE LIMITATIONS

The Board shall appoint the Superintendent/CEO to manage all matters pertaining to the school division as per Board policy.

Accordingly the Board shall:

- Delegate to the Superintendent/CEO the authority and responsibility to manage the operations of the School Division.
- Hold the Superintendent/CEO accountable for the achievement of Divisional goals and compliance with Divisional policies and directions.
- Instruct the Superintendent/CEO through decisions made by the Board as a whole.
- Maintain that officially passed motions of the Board are binding on the Superintendent/CEO.
- Maintain that decisions or instructions of individual Board members are not binding except in rare instances when the Board has specifically authorized such exercise of authority.

Executive Limitations

The Turtle Mountain 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 Turtle Mountain 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.

Cross Reference:

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Executive Constraint/Decision-Making Matrix

The Superintendent/CEO may not deviate from the following decision-making matrix:

Superintendent/CEO has the complete authority to act	Superintendent/CEO has authority but must inform the Board	Board decision; Superintendent/CEO may recommend
<ul style="list-style-type: none"> • Implementation of Board policy • Curriculum implementation and support • Staff evaluation • Administration and interpretation of collective agreements and personal services contracts • Student overnight travel • Approve and implement staff professional development • Transportation of students • Student Services programming • Media relations (Superintendent/CEO and/or Board chair) • Facilities project approval within facility budget 	<ul style="list-style-type: none"> • Implementation of Strategic Plan • Staff resignations • Staff leaves of absence beyond 5 days • Staff hiring • Staff suspension • Student suspension up to 6 weeks • Grant applications • Critical incident • Emergency school closures • Superintendent/CEO PD out of province/country • Development and revision of administrative procedures • Student/staff out of province/country travel • Budget administration 	<ul style="list-style-type: none"> • Final level of appeal in any area • Policy development and approval • Employee termination • Student Expulsion • Employee compensation/benefits • Budget development and approval • Special levy • Requests for budget over-expenditure • School Calendar • Hiring additional staff outside of J-1 • Development and approval of strategic plan • Determination of student attendance area • Hiring and evaluation of Superintendent/CEO • Negotiation of collective agreements/personal services contracts • Facility project approval outside of budget

Turtle Mountain School Division

Senior Administration Monitoring Reports to the Board of Trustees

Superintendent/CEO	
Report	Date/Frequency
Board report	Monthly
Staff Hiring report	Monthly
Suspension report	Monthly
Division plan progress report	January/June
Division plan for following year (as part of multi-year plan)	June
Administrative procedures	As Developed
Superintendent/CEO evaluation report	May
Division newsletter	Fall/Winter/Spring
Grade 12 standards test reports	September as available
Grade 3 Assessment	February
Grade 7/8 Assessment	June
Graduation Rate Report	September
Tell Them From Me Reports	As administered
Grant Reports	As submitted/received
ICT Plan	June
Home Schooling	November
Grad Survey Data	September
International Students	September
Secretary-Treasurer	
Listing of cheques and direct deposits a/p	Monthly
Human resource changes if any	Monthly
Attendance report	Monthly
Substitute teachers summary report	Quarterly
Substitute support Summary report	Quarterly
Professional development report	Quarterly
Budget adjustments (Policy D-2)	Bi-Monthly
Operations and maintenance changes if any	Monthly
Transportation changes if any	Monthly
Reserve Funds (Policy D-4)	Quarterly
School summary statements, Policy D-9	Monthly
Presentation of PSAB Statements	May
Presentation of Year End Statements	October
3-year Capital "D" plan	December
5-year Capital Plan (PSFB)	May
School of choice Report	November
1 st Budget deliberation Package	January
2 nd Budget deliberation Package	February
Procedure/administration policies	As developed
Presentation of "FRAME" budget	March
Cash flow report	Monthly
School funds (PSAB) (Policy D-8)	By June 30
School funds (Year -end) (Policy D-8)	By November 30

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Projected financial statements (Policy D-9)	Bi-monthly (minimum)
Assistant Superintendent/CEO	
Board report	Monthly
Student services progress report	January/June
Benchmark assessment data	April/May
Level 2 & 3 funding report	November/June
Categorical grant progress reports	September/February
Report card data	August/September
Student services year-end report	August
Wellness fair report	May
Student services plan	June
Supervisor of Operations	
Operations and maintenance report	Bi-monthly
Supervisor of Transportation	
Transportation report	Bi-monthly
Bus routes, drivers, route sizes, pick-ups	Bi-monthly

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