



The Prairie Rose School Division will operate legally, ethically, and prudently within Board policy. The Superintendent/CEO shall provide the board with continuous and candid reports and 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 the Prairie Rose School Division, the *Public Schools Act*, the *Safe Schools Charter of Manitoba*, the *Education Administration Act*, or any other federal, provincial or municipal law.

Superintendent – has authority to decide, act, and delegate.	Superintendent – has authority to act but must inform the Board.	Board decision – Superintendent may recommend.
<ul style="list-style-type: none"> • Board Policy Implementation • Collective Agreement Administration • Preparation and Management of Divisional Operational Budget • Staff Evaluations – Teachers, Clinicians, and Divisional and School-Based Support Staff • Principal Evaluations • Senior Administration Evaluations • Attendance Officer Appointment • Employee and Public Requests and Complaints • Employ appropriate means to provide for continuous and candid reports by staff of accomplishments in the pursuit of the goals and objectives guided by the vision statement. 	<ul style="list-style-type: none"> • Administrative Procedure Manual – New Procedures, Revision of Procedures • School Division Planning and Reporting – Manitoba Education and Advanced Learning • Strategic Plan and Divisional Priorities Implementation • Annual Finance Department Activity and Reporting Plan • Annual Capital D and Facility Project Plans • Categorical Grant – Application of Funding • Grant Applications – Educational/ Operational • Professional Development Activities • Program Evaluations – Divisional and Provincial • Emergency School Closures • Crisis Response Situations (immediate email notification) • Superintendent Professional Development • Staff Hiring – Teachers, Clinicians, and School and Divisional Support Staff • Job Descriptions • Staff Suspensions and Administrative Leaves • Staff Transfers/Reassignments • Resignation Acceptance (including outside contract periods) • Student Suspensions (Up to Six Weeks) • Student/Staff Overnight Travel/Field Trips 	<ul style="list-style-type: none"> • Strategic Plan and Divisional Priorities • Policy Development and Policy Revisions • Annual Divisional Operational Budget and Special Levy Approval • Organization Chart • Employee Compensation and Benefits – Collective Agreements • School Division Calendar • Hiring of Senior Administrators • Hiring and Assignment of School Principals/Vice Principals • Hiring of Additional Staff Outside of Approved Budget • Employee Termination • Student Expulsion • Staffing Allocations • Appeals – Students, Parents, Employee • New Educational Programs • Support staff extended leaves of 5 days or longer • Professional staff leaves beyond 2 days • Student Travel – Out of Province/Country • Approve tendered contracts or contractors as per the <i>Public Schools Act and PRSD</i>. • Corporate sponsorship • Over-expenditure of budget • Decisions outside of policy