



The policies within this document reflect the requirements of the Board and reflect federal, provincial, municipal, and local legislation and priorities as outlined in the legislation and regulations governing education.

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 • 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 • Annual Capital D and Facility Project Plans • School Division Calendar • Hiring of Senior Administrators • Hiring and Assignment of School Principals/Vice Principals • Approval of Additional Staff Outside of Approved Budget • Employee Termination • Student Expulsion • Staffing Allocations • Appeals – Students, Parents, Employee • Pilot Projects and New Educational Programs • Support staff extended leaves of 5 days or longer • Professional staff leaves beyond 2 days • Student Travel – Out of Province • 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