



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.

<b>Superintendent/CEO – has authority to decide, act, and delegate.</b>	<b>Superintendent/CEO – has authority to act but must inform the Board.</b>	<b>Board Decision – Superintendent/CEO may recommend.</b>
<ul style="list-style-type: none"> <li>● Board Policy Implementation</li> <li>● PRSD Administration Office Operations</li> <li>● Student Achievement Data - Collection and Reports</li> <li>● Middle Years and High School Athletic Programs</li> <li>● PRTA and CUPE Collective Agreement Administration</li> <li>● Annual Operational Budget – Preparation and Management</li> <li>● Workplace Safety and Health Operations and Safety Complaints</li> <li>● Mental Health and Wellness Programs – Employee and Students</li> <li>● Communication with Parents/Guardians and Stakeholders</li> <li>● Performance Evaluations – Professional and Support Staff, Non-Unionized Support Staff members</li> <li>● Professional Development Programs</li> <li>● Attendance Officer Appointment</li> <li>● Orientations – New Employee/Newly Elected Board of Trustees</li> </ul>	<ul style="list-style-type: none"> <li>● Strategic Plan and Divisional Priorities Implementation</li> <li>● Kindergarten to Grade 12 Continuous Improvement Plans</li> <li>● Administrative Procedure Manual – New Procedures, Revision of Procedures</li> <li>● Community Reports – PRSD and School-Based</li> <li>● Grant Applications – Educational/ Operational</li> <li>● Professional Development Activities</li> <li>● Program Evaluations – Divisional and Provincial</li> <li>● Pilot Projects and New Educational Initiatives</li> <li>● Personnel – Approval of Employment Recommendations, Transfers/Reassignments, Leaves, Resignation, (Professional Staff, Support Staff, and Non-Unionized Support Staff)</li> <li>● Job Descriptions</li> <li>● Student Conduct - Suspensions (Up to Six Weeks)</li> <li>● Student/Staff Overnight Travel/Field Trips</li> <li>● Emergency School Closures</li> <li>● Public Health and Crisis Response Situations</li> <li>● Personnel Investigations – Harassment</li> <li>● Public and Employee Concerns and Complaints</li> <li>● Monthly Financial Report</li> <li>● Accessibility Legislation and Divisional Actions</li> <li>● Redeployment of Employees - Emergencies</li> </ul>	<ul style="list-style-type: none"> <li>● Policy Development and Policy Revisions</li> <li>● Strategic Plan and Divisional Priorities</li> <li>● Annual Divisional Operational Budget</li> <li>● Organization Chart</li> <li>● Employee Compensation and Benefits – Collective Agreements, Senior Administration Employment Contracts</li> <li>● Annual Capital D and Facility Project Plans</li> <li>● School Division Calendar</li> <li>● Selection and Appointment of Senior Administration Supervisors/Managers</li> <li>● Selection and Appointment of School Principals/Vice Principals</li> <li>● Approval of Additional Staff/Major Expense Expenditures Outside of Approved Budget</li> <li>● Student Expulsion</li> <li>● Employee Termination of Employment</li> <li>● Staffing Guidelines and Formulas</li> <li>● Appeals – Students, Parents, Employee</li> <li>● Student Travel – Out of Province</li> <li>● Approve tendered contracts or contractors as per the <i>Public Schools Act and PRSD</i>.</li> <li>● Corporate sponsorship</li> <li>● Decision-based Public Concerns/Delegations</li> </ul>