



SWAN VALLEY SCHOOL DIVISION

5. Board/CEO Relationship

Preamble

The governance model utilized by Swan Valley School Division delegates the day to day operation of the organization to the Superintendent/CEO. The Board directs and constrains the Superintendent/CEO through policy. If the organization is to function effectively and efficiently it is important that the Board and CEO have a clear understanding about the role each has as it relates to the organization. The decision making matrix provides this clear direction.

| Superintendent has complete authority to act | Superintendent has authority but must inform the Board | Board decision; Superintendent may recommend |
|---|---|--|
| <ul style="list-style-type: none"> ▪ Evaluate staff ▪ Evaluate programs ▪ Administer collective agreements ▪ Implement and approve professional development ▪ Implementation of Board Policy ▪ Implement and approve staff leaves up to 5 days ▪ Student overnight travel ▪ Appoint Attendance Officer ▪ Corporate sponsorship (under \$5,000) | <ul style="list-style-type: none"> ▪ Evaluate principals ▪ Staff hiring (non-administrative) ▪ Student suspensions (up to 6 weeks) ▪ Grant applications ▪ Crisis situation (e-mail e.g. lockdown) ▪ Emergency school closures ▪ Superintendent PD (out of province) ▪ Changes/additions to Administrative procedures ▪ Acceptance of resignations ▪ Extension of medical leave ▪ Maternity/parental leaves ▪ Staff extended leaves (beyond 5 days) ▪ Student/staff out of province/country travel ▪ Corporate sponsorship (\$5,001-\$9,999) ▪ Transportation | <ul style="list-style-type: none"> ▪ Policy Development and approval ▪ Employee termination ▪ Student expulsion ▪ Employee compensation/benefits ▪ Approval of budget ▪ Setting staffing levels ▪ Special levies ▪ Appeals to the Board ▪ New programming ▪ Over-expenditure of budget ▪ School calendar ▪ Hiring additional staff outside of formula ▪ Hiring and assignment of principals and/or senior administration ▪ Change the administrative organization chart ▪ Approve tendered contracts or contractors ▪ Corporate sponsorship (over \$10,000) ▪ Instances outside of matrix (so it can be assigned to the correct column) |