


<b>Administrative Procedures 100</b>		
<b>Decision Making</b>		
		<b>Adopted:</b> June 28, 2011 <b>Amended:</b> June 12, 2013
	<b>External References:</b> • Education Act: Sections 109, 110, 116, 175, 231	<b>Internal References:</b>

**Background**

This administrative procedure establishes the authority, responsibility and accountability for decision making in each major area of the Division’s operation.

The Board has delegated to the Director the authority and responsibility to manage the operations of the Division effectively.

The Director delegates to the staff of the Division the authority and responsibility to manage the operations of the Division in the areas to which they have been appointed.

The Director is accountable to the Board and all staff members are accountable to the Board through the Director.

**Definitions**

Division Office refers to decisions made by the Director or designate including Superintendents and Supervisors.

These decisions are made in consultation with the Board, School Community Councils, principals, teachers, coordinators, consultants, managers and support staff of the Division.

School refers to those decisions made by the Principal in consultation with teachers, parents, students, School Community Councils and support staff of the Division.

**Procedures**

Decision Matrix

		<b>Division Office</b>	<b>School Office</b>
1.	Budget		
1.1	School Operations		
1.1.1	Administration of salary rates	✓	
1.1.2	Service levels and standards	✓	
1.1.3	Allocation of funds	✓	

		<b>Division Office</b>	<b>School</b>
1.1.4	Raising of revenues (e.g. rentals, utilities)	✓	✓
1.1.5	Deployment and expenditure of school funds		✓
1.1.6	Expenditure of non-public funds		✓
1.2	Capital		
1.2.1	Identification of major capital projects	✓	✓
1.2.2	Confirmation of Division priorities	✓	
1.2.3	Allocation and deployment of funds to capital projects	✓	
1.2.4	Allocation of funds for new equipment	✓	✓
1.2.5	Deployment of funds for new equipment	✓	✓
2.	Facilities		
2.1	Planning/Capital Developments; Overall Division plan for space utilization	✓	
2.2	Cleaning and Maintenance		
2.2.1	Provision of maintenance services	✓	
2.2.2	Prioritization of maintenance requests	✓	✓
2.2.3	Supervision of cleaning services	✓	✓
2.2.4	Resolution of unusual or emergency requirements	✓	✓
2.3	Rental		
2.3.1	Rental of school facility		✓
3.	Transportation		
3.1	Students	✓	✓
3.2	Curricular and extra-curricular travel		✓
4.	Safety		
4.1	Implementation of safety standards of operations	✓	✓
4.2	Monitor implementation of standards	✓	✓
5.	Personnel (School and Division)		
5.1	Allocation of staff levels to schools	✓	
5.2	Establishment of personnel practices	✓	
5.3	Recruitment of staff	✓	✓
5.4	Selection of staff from applicants	✓	✓
5.5	Appointment of staff	✓	✓

		Division Office	School Office
5.6	Deployment of staff within school		✓
5.7	Implementation of evaluation criteria as defined standards set by Board	✓	
5.8	Reassignment of staff within Division	✓	
5.9	Provision of staff development activities	✓	✓
<b>6. Programs</b>			
6.1	What Students Will Learn		
6.1.1	Division wide (goals); student outcomes	✓	
6.1.2	Program outcomes	✓	✓
6.1.3	Personalized learning goals		✓
6.1.4	Locally-developed programs	✓	✓
6.1.5	Program modifications (special needs)		✓
6.1.6	Internet use	✓	✓
6.2	How Students Will Learn		
6.2.1	Design and delivery of programs	✓	✓
6.2.2	Student assessment and reporting		✓
6.2.3	Organization and grouping		✓
6.2.4	Large scale assessment planning	✓	
6.2.5	Facilities modification planning	✓	✓
6.2.6	Special needs program modification	✓	✓
6.2.7	Locally determined option	✓	✓
6.3	Program Support		
6.3.1	Staff development	✓	✓
6.3.2	Staff development support services	✓	
6.3.3	Program development and implementation	✓	✓
6.3.4	Program support	✓	
6.3.5	School improvement planning		✓
6.3.6	School initiated planning and accreditation		✓
6.3.7	Accreditation support	✓	
6.3.8	Student special needs screening/identification and special class placement	✓	✓
6.3.9	Students with special needs support services	✓	✓
6.4	Program Evaluation		
6.4.1	General program effectiveness	✓	
6.4.2	School program effectiveness	✓	✓

		<b>Division Office</b>	<b>School</b>
7.	School Operations		
7.1	Student Governance	✓	✓
7.2	Admission of Students	✓	✓
7.3	Class Size		✓
7.4	Hours of Operation	✓	✓
7.5	Student Supervision and Safety		✓
7.6	Community Consultation	✓	✓
7.7	Student Records		✓
7.8	Administration of Medication		✓