

## Administrative Procedure 110 – Appendix

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### DECISION MAKING MATRIX

The following matrix defines authority – responsibility and accountability in each major area of the Division’s operations.

	Division Office	School
Budget		
1. Operating		
1.1 Administration of salary rates	✓	
1.2 Service levels and standards	✓	
1.3 Allocation of funds	✓	
1.4 Raise revenues (e.g. rentals, utilities)	✓	
1.5 Deployment and expenditure of school funds		✓
1.6 Expenditure of non-public funds		✓
Personnel		
1. Allocation of staff levels to schools	✓	
2. Establishment of personnel practices	✓	
3. Recruitment of staff	✓	✓
4. Selection of staff from applicants	✓	✓
5. Appointment of staff	✓	✓
6. Deployment of staff within school		✓
7. Implementation of evaluation criteria as defined standards set by the Division	✓	
8. Reassignment of staff within Division	✓	
9. Provision of staff development activities	✓	✓
10. Harassment and violence	✓	✓

	<b>Division Office</b>	<b>School</b>
School Operations		
1. Student governance	✓	✓
2. Admission of students (and international)	✓	✓
3. Class size	✓	✓
4. Hours of operation	✓	✓
5. Student supervision and safety	✓	✓
6. Community consultation	✓	✓
7. Student records	✓	✓
8. Administration of medication	✓	✓
9. Protective services	✓	✓
10. Access to schools		✓
11. Student assessment	✓	
12. Student awards	✓	
13. Advertising/corporate sponsorship	✓	✓
14. Internet use	✓	
15. Learning activities outside of school		✓
16. Student fees/scholarships		✓
17. Student conduct (including bullying)	✓	✓
18. Student/parent complaints and grievances	✓	✓
19. Discipline	✓	✓

Reference: Sections 108, 109, 110, 116, 175, 231 Education Act