REGULATION 1164

DECISION-MAKING:
AUTHORITY, RESPONSIBILITY and ACCOUNTABILITY

Background

The regulations define the responsibility and accountability for the making of the decisions in each major area of the District’s operation—budget, facilities, personnel, program.

“Central Office” refers to those decisions made by respective department heads upon consultation with district department members, school principals and representatives of the unions and associations (as appropriate).

“School” refers to those decisions made by the school principal upon consultation with teachers, parents, support staff and students (as appropriate).

Regulations

1. BUDGET

The Board of Trustees establishes the District’s operating and capital budgets through a process of formal consultation with the Greater Victoria School District community:

A. Operating
   1. Administration of salary rates ✓
   2. Service levels and standards ✓
   3. Allocation of funds ✓
   4. Raise revenues (e.g. rentals, utilities) ✓
   5. Deployment and expenditure of school funds ✓
   6. Expenditure of non-public funds ✓
B. **Capital**
   1. Identification of major capital projects ✓
   2. Confirmation of district priorities ✓
   3. Allocation and deployment of funds to capital projects ✓
   4. Allocation of funds for new equipment ✓
   5. Deployment of funds for new equipment ✓

2. **FACILITIES**

   A. **Planning/Capital Developments**
      1. Based on program needs, learning standards and educational specifications. ✓
      2. Develop to ensure suitability, flexibility and efficiency within schools. ✓
      3. Overall district plan for space utilization. ✓

   B. **Maintenance**
      1. Provision of maintenance services. ✓
      2. Supervisor determines priorities based on school input. ✓

   C. **Operations**
      1. Daily operations of the school; principal and supervisor ensure school’s cleaning requirements are met. ✓ ✓
      2. Resolution of unusual or emergency requirements. ✓ ✓

   D. **Custodians/Janitors**
      1. Selection, training ✓
      2. Evaluation ✓ ✓
      3. Deployment ✓

   E. **Transportation**
      1. Ensure equity of service ✓
      2. Provide cartage and mail delivery ✓

   F. **Safety**
      1. Implementation of safety standards of operations ✓ ✓
      2. Monitors implementation of standards ✓
3. **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 Board ✓
8. Reassignment of staff within district ✓
9. Provision of staff development activities ✓

4. **PROGRAMS—What students will learn**

1. Exit or significant outcomes (goals) ✓
2. Program outcomes for Primary, Intermediate, Graduation ✓
3. Personalized learning goals ✓
4. Program, Course/subject objectives ✓ ✓
5. Locally-developed programs ✓
6. Program modifications (special needs) ✓

**How students will learn:**

1. Design and delivery of programs ✓
2. Student assessment and reporting ✓
3. Organization and grouping ✓
4. Facilities modification planning ✓
5. Special needs program modification ✓
6. District/regionalized programs ✓

**Program Support:**

1. Staff development ✓
2. Staff development support services ✓
3. Program development and implementation ✓
4. Program development and implementation support ✓
5. School initiated planning and accreditation ✓
6. S.I.P. and accreditation support ✓
7. Student special needs screening/identification and special class placement ✓
8. Student special needs support services ✓

**Program Evaluation:**

1. General program effectiveness ✓
2. School program effectiveness ✓