



Policy 10

Board Delegation Of Authority

The *School Act* allows for the Board to delegate certain of its responsibilities and powers to others.

1. The Board authorizes the Superintendent to do any act to exercise any power that the Board may do, or is required to do, or may exercise, except those matters which in accordance with section 61 (2) of the *School Act*, cannot be delegated. This delegation of authority to the Superintendent specifically:
 - 1.1 Includes any authority or responsibility set out in the *School Act* and regulations as well as authority or responsibility set out in other legislation or regulations;
 - 1.2 Includes the ability to enact Administrative Procedures, practices or regulations required to carry out this authority; and also
 - 1.3 Includes the ability to sub-delegate this authority and responsibility as required.

Notwithstanding the above, the Board reserves to itself the authority to make decisions, on specific matters requiring Board approval. This reserved authority of the Board is set out in Board policies, as amended from time to time.

Further, the Board requires that any new provincial, regional or local initiatives must be initially brought to the Board for discussion and determination of decision- making authority.

2. The Superintendent is authorized to suspend a teacher from the performance of the teacher's duties or to terminate the services of a teacher. The suspension or termination shall be conducted in accordance with the requirements of the *School Act*, and the decision shall not be appealable to the Board.
3. The Superintendent is delegated the authority to develop Administrative Procedures that are consistent with provincial policies and procedures for the following program areas:
 - 3.1 Locally Developed / Acquired and Authorized Junior and Senior High School Complementary Courses
 - 3.2 Special Education



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- 3.3 Services for Students and Children
 - 3.4 Home Education
 - 3.5 Early Childhood Services
 - 3.6 Outreach Programs
 - 3.7 Integrated Occupational Programs
 - 3.8 Off-Campus Education
 - 3.9 English as a Second Language
 - 3.10 Guidance and Counseling
 - 3.11 School-Based Decision Making
 - 3.12 School Authority Accountability
 - 3.13 Teacher Growth, Supervision and Evaluation
4. The Superintendent is delegated the authority to deal with appeals in accordance with the requirements of the *School Act* with the exception of the following which will be delegated to the Personnel and Education Committee of the Northland Board or another body.
- 4.1 Placement of a student in a special education program
 - 4.2 The expulsion of a student
 - 4.3 The amount and payment of fees and costs
5. The Superintendent is delegated the responsibility for developing role descriptions and staffing below the senior levels in the Division.
6. The Superintendent is delegated the authority to develop Administrative Procedures in those operational and administrative areas of the Division that the Northland Board has not chosen to retain for itself.
- 6.1 The Superintendent is required to develop an administrative procedure to fulfill Board obligations created by any federal legislation or provincial legislation other than the *School Act*.



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7. The Local School Board Committee is delegated the authority to develop the overall policy under which the Local School Lunch Program Association will operate within the school facility. It is to be understood that such policies will be consistent with those of the Northland Board and the Administrative Procedures established for the Division.
8. The Personnel and Education Committee is delegated the authority to serve as the Northland Board's Appeal Committee for those matters not expressly retained by the Northland Board, or delegated to the Superintendent or another body.
9. The Northland Board has delegated its signing authority to individuals holding designated positions in the Division and in accordance with the following:
 - 9.1 Cheques for specified items shall be under signature plate.
 - 9.1.1 All cheques prepared to accommodate provincial and federal regulations will be under signature plate.
 - 9.1.2 All electronic transactions issued to Chartered Banks/Trust Companies, that are prepared to accommodate direct deposit of payroll earnings, and Accounts Payable Vendors, will be under signature plate.
 - 9.1.3 Electronic transfers shall be pre-approved by the Assistant Secretary-Treasurer.
 - 9.1.4 All Accounts Payable submissions shall be approved by the Department Head or Principal and included as a standing agenda item for review and ratification by the Northland Board.
 - 9.2 Positions designated to sign contracts are as follows:
 - 9.2.1 Superintendent for contracts with individual teachers.
 - 9.2.2 Human Resources Department upon the recommendation of the Principal for school instructional assistants.
 - 9.2.3 Human Resources for hiring of central office support staff.
 - 9.2.4 Secretary-Treasurer and Board Chairman for corporate contracts.



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- 9.2.5 Secretary-Treasurer and Board Chairman for contracts with the Alberta Teachers' Association.
 - 9.2.6 Secretary-Treasurer for contracts to purchase supplies and materials.
 - 9.2.7 Human Resources Department upon the recommendation of the principal for support staff, caretakers and bus drivers.
10. The Superintendent is delegated the authority to maintain a comprehensive and efficient system of personnel records.

Legal Reference: Sections 123, 61, 105, School Act – RSA 2000
Section 11, Northland School Act