

Board Operation 2-1

Delegation of Authority

Policy

The *School Act* allows for the Board of Education to delegate certain of its responsibilities and powers to others. The board authorizes the superintendent of schools to do any act or thing or to exercise any power that the board may do, or is required to do, or may exercise, except those matters which, in accordance with the *School Act*, cannot be delegated.

Guidelines and Procedures

This delegation of authority to the superintendent of schools specifically includes:

1. 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;
2. the ability to enact administrative procedures, practices or regulations required to carry out this authority; and also
3. the ability to sub-delegate this authority and responsibility as required.

Notwithstanding the above, the Board of Education reserves to itself the authority to make decisions on specific matters requiring board approval. This reserved authority of the board is set out in legislation and board policies, as amended from time to time. Further, any new provincial, regional or local initiatives must be initially brought to the board for discussion and determination of decision-making authority. Specifically:

1. The superintendent of schools is delegated the authority 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*, any governing collective agreement and in a reasonable manner. The decision shall be appealable as provided for in any statute or collective agreement.

2. The superintendent of schools is delegated the authority to hear student disciplinary matters involving suspension or expulsion of students.
3. The superintendent of schools is delegated the authority to hear appeals regarding the placement of students in educational programs and or the development of a student's Individual Education Plan (IEP).
4. The superintendent of schools is delegated the authority to develop administrative procedures as needed to provide direction and consistency in management and decision making. The board may direct the superintendent to develop an administrative procedure in a certain area. The administrative procedures established shall be consistent with provincial policies and procedures and with School District No. 71 (Comox Valley) Guiding Principles.

Administrative procedures will be established in the following areas:

- a. Board Support
- b. Administration
- c. General Business
- d. Human Resources
- e. Students
- f. Instruction
- g. Properties

Administrative procedures developed by the superintendent of schools shall be presented to the Board of Education for informational purposes as part of the superintendent report at a regular board meeting prior to implementation. If a board member wishes to further discuss or clarify the intent of any administrative procedure they may request it be placed as an agenda item under Board Business.