

AVON MAITLAND DISTRICT SCHOOL BOARD

BOARD POLICY #4

DELEGATION OF AUTHORITY

Legal References: *Education Act and Regulations; Policy/Program Memoranda; Bill 3, Sabrina's Law, 2005; Child and Family Services Act; Employment Standards Act; Labour Relations Act; Municipal Freedom of Information and Protection of Privacy Act; Occupational Health and Safety Act; Ontarians with Disabilities Act; Pay Equity Act, Bill 177*

Avon Maitland District School Board is allowed to delegate certain of its responsibilities and powers to others. Avon Maitland District School Board delegates to the director of education the right to do any act or thing or exercise any power that the board may or is required to do or exercise except those matters, which in accordance with Ontario legislation, cannot be delegated.

The board also reserves to itself the authority to make decisions on specific matters requiring board approval in accordance with board policies. Further, the board requires that any new provincial legislation or major initiatives must be initially brought to the board for discussion and determination of decision-making authority.

As an example, the director of education is authorized to appoint staff within the staff complements and salary ranges approved in collective agreements and the annual board budget.

Avon Maitland District School Board delegates to the director of education the authority to develop administrative procedures in the following major categories:

1. **General Administration**

The general administration procedures deal with system planning matters that affect the whole board, issues that affect both students and staff members, and community involvement.

2. **Educational Programs and Materials**

These procedures describe school organization, the curriculum, instructional strategies, and curriculum resources.

3. **Students**

These procedures deal with all student matters. Some examples are school attendance, student welfare and safety, supervision, emergency plans, discipline, student evaluation, reporting to parents, and awards.

4. Personnel and Employee Relations (teaching and non-teaching)

These procedures provide for such matters as the hiring, promotion, disciplining (including dismissal) of employees, employee records, health and safety, benefits and assistance, professional development, performance appraisal, professional misconduct, and recognition.

Decisions on recommendations for the termination of the employment of a teacher on review status as a result of unsatisfactory performance appraisals shall be made by the Board in accordance with Part X.2 Teacher Performance Appraisal of the *Education Act*

5. Business Administration

Business administration procedures relate to budgeting, purchasing, audits, the management and maintenance of all board facilities and property, and student transportation.

Avon Maitland District School Board specifically delegates to the director of education the authority and responsibility to develop administrative procedures that are consistent with provincial legislation.