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By-Law BLA

DELEGATION OF POWERS BY THE COUNCIL TO THE DIRECTOR GENERAL

1. Reference

In accordance with the Education Act, (A.201) The director general shall assist the council of commissioners and the executive committee in the exercise of their functions and powers. He is responsible for the day-to-day management of the activities and resources of the school board. He shall see that the decisions of the council of commissioners and of the executive committee are carried out and shall perform the duties that they assign to him. (A.174) The council of commissioners may, by by-law, delegate some of its functions and powers to the director general.

2. Application

The Director General may, at his discretion and within the framework of the administrative team available to him and as permitted by law, further delegate any of the powers herein delegated to him.

At the request of Council, the Director General will render account of any of the acts carried out, or proposed to be implemented, by virtue of this delegation.

No act carried out by virtue of the present delegation may involve expenditures not foreseen in the budget or not authorized by the Ministry of Education or other public agencies. Expenditures not foreseen in the budget must be approved by the Council beforehand.

3. General Delegations

- 3.1. Preparing agreements with the Ministry of Education for adoption by council.
- 3.2. Preparing the School Board Strategic Plan for Success (SBSPS) for adoption by the Council of Commissioners.
- 3.3. Regular reporting on the results of the SBSPS and preparing the Annual Results Report.
- 3.4. Ensuring each school and centre has a Management & Educational Success Agreement (MESA) in place as approved by each governing board that links to the SBSPS.
- 3.5. Ensuring governing boards, principals, and centre directors know and understand their responsibilities with regards to planning, evaluation, and reports.
- 3.6. In agreement with the Chair, acting as spokesperson on public matters and issuing of communiques or news releases.
- 3.7. Concluding agreements for cafeteria services.
- 3.8. Authorizing the closing of School Board buildings in any emergency situation and reporting same to commissioners.
- 3.9. Appointment of the school board "RORC" (Responsables de l'observation des règles contractuelles).

4. Financial Matters

The following powers are delegated:

- 4.1. Administration, application and reporting in respect of the Act Respecting Contracting by Public Bodies.
- 4.2. Administration, application and reporting in respect of the Act Respecting Workforce Management and Control Within Government Departments (LGCE).
- 4.3. Calling for and opening of bids and/or tenders and offers for professional services.
- 4.4. Approving tenders and awarding of contracts to the maximum prescribed in the laws.
- 4.5. Approving and awarding purchase orders for capital and general board operations.
- 4.6. Approving out-of-court settlements under \$10,000.
- 4.7. Approving accounts for payment and reporting accounts over \$1000 to the Council of Commissioners.
- 4.8. Concluding tuition fee agreements with other boards.
- 4.9. Applying to Government departments or public agencies for supplementary grants for new programs and services.

5. Human Resource Matters

The following powers are delegated:

- 5.1. Preparing staffing projections.
- 5.2. Hiring of all levels of employees in accordance with Policy GBA “Recruitment, Selection & Hiring at New Frontiers”.
- 5.3. Assigning qualified teachers, professionals, and support staff.
- 5.4. Hiring of interim principals, interim vice-principals, and interim directors of services.
- 5.5. Reporting of teacher allocations.
- 5.6. Implementing regulations and policies (LAP) for administrators.
- 5.7. Implementing collective and local agreements for teachers, professionals and support staff.
- 5.8. Receiving employee resignations.
- 5.9. Recommending permanent teaching diplomas.
- 5.10. Reassigning and transferring of all administrative staff in consultation with the Human Resources Standing Committee.
- 5.11. Acting on behalf of Council to suspend with or without pay, or dismiss, support staff, professionals, teachers, and administrators according to the collective agreements or regulations in place.

6. Student Services

The following powers are delegated:

- 6.1. Representing the Board on joint committees concerned with school health, social and public security services (ABAV Law) and psychological and psychiatric services.
- 6.2. Coordinating, evaluating and implementing special programs and educational services for students with special needs.
- 6.3. Coordinating the intervention of outside professional services.
- 6.4. Integration of students with special needs, where applicable.
- 6.5. Authorizing and signing interboard agreements and agreements with private schools for regular and special services for students.
- 6.6. Concluding agreements with services concerned with school health, social and public security services.

7. Educational Services – Youth & Adult

The following powers are delegated:

- 7.1. Development of educational priorities.
- 7.2. Development of educational policies.
- 7.3. Promoting realistic standards of instruction.
- 7.4. Planning, organizing and evaluating the course of study.
- 7.5. Promoting teacher in-service education.
- 7.6. Performance appraisals of pedagogical and support staff.
- 7.7. Concluding agreements with external organizations and/or the private sector for the provision of adult and/or vocational educational services.
- 7.8. Applying to public agencies for the provision of services other than educational services.
- 7.9. Developing partnerships for international student programming.

8. Transportation

The following powers are delegated:

- 8.1. Administration of the Board's transportation services.

9. Legal Services

The following powers are delegated:

- 9.1. Contracting of required legal counsel and services.

10. Limitations to Delegated Powers

The Director General will not exercise his delegated powers in a situation that has a direct impact on a member of his or her family. In such a situation, decisions will be delegated to the appropriate director by the Chairman, Vice-Chairman, or the Executive Committee in accordance with this stated order of availability, and such delegation will be reported to Council.