



Signing Authorities for Short Term Agreements

Board Received: January 30, 2017 Review Date: February 2021

Accountability

1. Frequency of Reports – As needed
2. Criteria for Success – Agreements are within budget limits
– Board liability exposure is reduced from improperly signed agreements

Procedures

1. In addition to “Bylaw 13 – Signing Authorities of the Board”, certain situations exist where school administrators may be requested to enter into agreements with organizations to facilitate school management. Permission to sign certain short term agreements is extended to school administrators under certain conditions following proper review of the documents by Senior Administration. All documents for review must be submitted to the Superintendent of Business a minimum of 30 days prior to the event.
2. Out of classroom trips and tours requiring agreements with operators of facilities.
 - 2.1 School Administrators’ Authority
School administrators wishing to approve out of classroom trips and tours requiring agreements with operators of facilities will be permitted to sign agreements for excursions:
 - a) lasting not more than three days;
 - b) subject to limits of available budgets and within any applicable fund raising criteria;
 - c) provided all conditions of Policy SO15-Out of Classroom Field Trips and Excursions are followed.
 - 2.2 Teachers do not have signing authority for these agreements.
3. Lease or Rental of Offsite Facilities for Special Occasions
 - 3.1 School Administrators’ Authority
School administrators wishing to approve rental of offsite facilities for graduation exercises, etc. will be permitted to sign lease agreements:
 - a) for periods of one to five days;
 - b) subject to limits of available budgets and within any applicable fund raising criteria.
 - 3.2 Teachers do not have signing authority for these agreements.
4. Lease or Rental of Offsite Facilities for Program Use
 - 4.1 Senior Administrators’ Authority
 - a) School administrators wishing to approve rental of offsite facilities for programs are required to complete an inspection of the premises by authorized Board staff according to “Pre-Lease Requirements”. (Appendix A attached.)

- b) Lease agreements will be signed by the authorities listed in Bylaw 13, only after school administrators have demonstrated available operational and maintenance budgets.
 - 4.2 Principals and Teachers do not have signing authority for these agreements.
- 5. Funding Agreements with Charitable or Other Organizations for School Fundraising
 - 5.1 Senior Administrators' Authority
 - a) School administrators wishing to work with external agencies for the purpose of school fundraising or to accept donations to the school are to submit all applications to the office of the Superintendent of Business for review and approval.
 - b) Funding agreements will be signed by the authorities listed in Bylaw 13, only after school administrators have demonstrated all conditions of relevant Board policy or procedures are complied with including:
 - F3 Capital Related Fundraising and Community Donations,
 - F106 Receipt of Charitable Donations.
 - 5.2 Principals and Teachers do not have signing authority for these agreements.
- 6. Contracts with Outside Organizations for Goods or Services
 - 6.1 Senior Administrators' / Senior Support Staff Authority.
 - 6.2 Agreements for system-wide services or goods, such as Requests for Quotations, Invitations to Tender, Request for Proposals or competitive bids for copiers, postage meters, office equipment/furniture, computers, consumable supplies, catering services, auto leases are reviewed by the Superintendent of Business and signed according to Bylaw 13.
 - 6.3 Principals and Teachers do not have signing authority for these agreements.
- 7. Contracts with Outside Organizations for Goods and Services not listed above are not to be signed until reviewed and approved by Senior Administration.



Grand Erie District School Board
Pre-Lease Requirements for Off-Site Locations

Appendix A

Section A

School	Program	Principal

Section B

Check Before Proceeding		Approved By:	
		Division Manager – Operations and Health & Safety Call 281136	
1	Is Current Use of Property Appropriate For Educational Site? State Current Use:		
2	MOE and MOL Regulations Met or Exceeded		
3	Compliance With Municipal Bylaws		
4	Washrooms Appropriate for Male and Female staff and students		
5	Zoning Appropriate for Education Purposes		

Section C

		Fill in Required Information if Available	
1	Address of proposed program site		
2	Landlord mailing address		
3	Landlord telephone Number		
4	How much space (square footage) is being rented?		
5	Term of Rental (eg. September to August)		
6	Amount of monthly rent and HST		
7	Who is Responsible for:	Landlord	Tenant
	(a) Utilities		
	(b) Snow Clearing		
	(c) Grass Cutting		
	(d) Daily Cleaning		
	(e) Maintenance		
	(f) Furniture		
8	Insurance Requirements are Met by both the Landlord and the Tenant		
9	Is transportation (public or Board) available		

Submit completed forms to : Executive Assistant to the Superintendent of Business