

September 11, 2020

To: Superintendent's Executive and Academic Cabinets
Principals, Directors, Supervisors

From: Dr. Ian Saltzman, Superintendent

Regarding: Delegation of Authority

Exercising my administrative authority, as delegated by the Board of Directors under RCW 28A.150.230, 28A.400.030, School Board Policies and other applicable authorities, and except as otherwise provided by the board, I hereby delegate and sub-delegate authority to school district administrators and employees as defined in the attached Exhibits A and B as provided herein. Such delegation is in alignment with specific delegations enumerated in district policy and procedure.

Administrative Organization (Policy 5200 and Procedure 5200P)

In the absence of the superintendent, delegation of authority is assigned in the order specified in Procedure 5200P, unless stated otherwise in an amending memorandum.

Duties of Administrative Personnel (Policy 5212 and Procedure 5212P)

Administrative personnel are delegated authority to carry out the duties necessary for the day-to-day administration of the responsibilities they are assigned as defined in Policy 5212 as follows:

"As authorized by the superintendent, administrative personnel shall have full responsibility for the day-to-day administration of the area to which they are assigned. All administrative personnel shall carry out the policies of the board and all rules and regulations of the district affecting the educational program and their specific area of assignment."

Each administrator's duties shall include but not be limited to:

1. *Planning for the improvement of programs housed in the building, department, or office for which he or she is responsible;*
2. *Evaluating that program regularly;*
3. *Recommending to the superintendent, through the appropriate administrative channels, budgetary, program, personnel and other changes that will enhance the program;*
4. *Advising the superintendent, through the appropriate administrative channels, of the impact of proposed policies or other administrative actions on the program for which he or she is responsible;*
5. *Evaluating the performance of those employees reporting directly to him or her;*
6. *Assisting his or her colleagues and subordinates to improve their performance;*
7. *Promoting effective working relationships with students, staff and patrons of the district;*
8. *Establishing appropriate annual goals and objectives; and*
9. *Accepting such other duties and responsibilities as may be assigned by the superintendent or designee.*

Authorization of Signatures (Policy 1332 and Procedure 1332P)

In accordance with statute, the board must approve all inter-local agreements, sole source declarations over \$150,000, and public works contracts (building, repair and/or construction) in excess of \$300,000. The chief financial officer is the auditing officer for the district and is authorized to certify voucher or invoice claims against the district.

- **Any contract, lease or agreement that indemnifies another party must be approved by the superintendent or deputy superintendent.**
- Administrators with budget responsibility are authorized to approve purchase requisitions, the cumulative amount of which are not to exceed the approved budget capacity for which each is authorized.
- Directors and principals are authorized to sign contracts or leases for equipment, supplies, materials, and services for amounts less than \$10,000, and agreements that do not exceed 12 months.
- Regional superintendents and executive directors are authorized to sign contracts or leases, within their area of responsibility, not in excess of \$100,000, and not to exceed 36 months, unless otherwise limited by law; except that the executive director of facilities and operations, chief information officer, and chief financial officer may exceed these amounts as noted below.
- The deputy superintendent, chief academic officer, chief financial officer, chief information officer, and executive director of facilities and operations are authorized to sign contracts or leases, within their area of responsibility, that obligate the district beyond the current fiscal year for amounts less than \$500,000, unless otherwise limited by law. The executive director of facilities and operations is authorized to sign contracts over \$500,000, but not to exceed the board-approved project amounts, unless otherwise limited by law.
- The chief financial officer is authorized to administer disbursement of district funds pursuant to district purchase orders, invoice vouchers, imprest checking accounts, procurement cards, or other similar instruments.

Online Programs and Alternative Learning Experience (Policies 2114, 2214 and Procedures 2114P and 2214P)

The deputy superintendent and, under the deputy's supervision, the principal of Sequoia High School, are authorized to administer Online Learning and Alternative Learning Programs.

Non-Discrimination on the Basis of Sex in Educational Programs and Activities and Title IX (Policy 2152, Procedure 2152P, and 3205P)

The executive director of human resources is authorized to administer the process for annual evaluation, periodic surveys, annual notice and complaint procedures, as required by law. The director of certificated staffing has been designated to serve as Title IX compliance officer.

Selection and Adoption of Instructional Materials (Policy 2311 and Procedure 2311P)

The chief academic officer is authorized to administer the selection process for core instructional materials. Teachers or professional staff may review for selection instructional materials used to supplement, but not supplant, core instructional materials. The responsibility to approve or deny use of supplemental materials is delegated to the content-area curriculum director or school administrator with input from the content-area curriculum director. Teachers or professional staff may select instructional materials for temporary one-time use to enrich, but not supplant, core instructional materials. Library materials for each school may be selected by the teacher-librarian.

Field Trips (Policy 2320 and Procedure 2320P)

The deputy and assistant superintendents, and under their supervision, principals, are authorized to approve student field trips in compliance with board policy and procedures.

Education for Homeless Students (Policy 3115 and Procedure 3115P)

The director of categorical programs shall serve as the homeless liaison and is authorized to administer programs that support homeless students served by the district.

Nonresident Students (Policy 3141 and Procedure 3141P)

The deputy and regional superintendents, in conjunction with the building principals, are authorized to approve applications for nonresident student transfers.

Corrective Actions (Policies 3300, 3309, 3310, 3313, 3314, 3321, 3322, 3323 and Procedures 3310P, 3314P, 3321P and 3323P)

The deputy and regional superintendents are authorized to administer district procedures related to student conduct.

Student Safety (Policy 3420 and Procedure 3420P)

The deputy superintendent and director of maintenance, safety & security are authorized to administer the student safety program.

Comprehensive Safe Schools Plans (Policy 3430 and Procedure 3430P)

The deputy superintendent is authorized to administer a districtwide emergency plan containing comprehensive safe school plans for each school.

Title I Part A Parental Involvement (Policy 4215 and Procedure 4215P)

The chief academic officer and, under the chief academic officer's supervision, the director of categorical programs, are authorized to administer the district's Title I Parent Involvement Program.

Non-School Use of Buildings, Grounds and Equipment (Policy 4333 and Procedure 4333P)

The executive director of facilities and operations is authorized to approve the non-school use of buildings, grounds and equipment. The director of athletics is authorized to approve the non-school use of Everett Memorial Stadium facilities.

Public Records Custodian (Policy 4340 and Procedure 4340P)

The building principal will serve as the public records custodian for each school and shall be responsible for the maintenance of district records in accordance with district policy. The superintendent designates general counsel as the district's public records officer.

Affirmative Action and Non-Discrimination (Policy 5010 and Procedure 5010P)

The executive director of human resources is authorized to administer the district Affirmative Action Plan. The director of classified staffing has been designated to serve as affirmative action officer.

Assignment, Reassignment and Transfer (Policy 5210 and Procedure 5210P)

The executive director of human resources is authorized to administer the assignment, reassignment, or transfer of employees in accordance with board policy, procedure, and applicable collective bargaining agreements.

Technology Security (Policy 5225 and Procedure 5225P)

The chief information officer and the chief financial officer are authorized to administer the safeguards necessary to ensure the security of district systems, records or data for which they are individually responsible, and which may be accessible through the use of technology.

Evaluation of Staff (Policy 5250 and Procedures 5250.1 and 5250.2)

The executive director of human resources is authorized to administer the process for annual employee evaluations. Administrators assigned subordinate staff are authorized to evaluate, annually, the performance of those employees reporting directly to them.

Shared Leave Program (Policy 5406 and Procedure 5406P)

The executive director of human resources is authorized to administer the Shared Leave Program.

Substitute Employment (Policy 5410 and Procedure 5410P)

The executive director of human resources is authorized to administer the procedures by which the district employs, assigns and compensates non-represented substitute, temporary and casual employees to meet the needs of the district.

Budget Implementation (Policy 6000 and Procedure 6000P)

The chief financial officer is authorized to administer the operating budget.

Capital Projects Administration and Oversight (Policy 6000 and Procedure 6000P)

The chief information officer is authorized to budget, administer, and expend technology-related capital projects funds provided by bond and levy revenue sources in accordance with the board-approved budget and strategic priorities. The executive director of facilities and operations is authorized to budget, administer, and expend for all other capital projects, regardless of source of funds, in accordance with the board-approved budget and strategic priorities. The executive director of facilities and operations shall be responsible for the accounting of all capital project funds. The chief financial officer shall provide oversight for all capital project fund expenditures as well as revenue from bond sales and other capital projects fund revenue sources.

Construction Change Orders

The executive director of facilities and operations is authorized to sign change orders on formally bid public works projects up to the amount of 5% for new construction and 12% for modernization. Change orders for other public works projects may be signed by the person who signed the original contract.

Transfers Between Budget Classifications (Policy 6000 and Procedure 6000P)

The chief financial officer is authorized to administer transfers between budget classifications.

Gifts to the District (Policy 6114 and Procedure 6114P)

Administrative personnel are authorized to administer the acceptance of gifts as follows:

- Gifts less than \$2,500 may be approved by the principal or program director.
- Gifts of greater than \$2,500, but less than \$5,000, may be approved by the deputy, chief academic officer or regional superintendents.
- Gifts of technology equipment must be approved by the chief information officer.
- Gifts of playground equipment must be approved by the director of maintenance, safety and security.

Grant Applications

The Deputy superintendent, chief academic officer, and regional superintendents are authorized to administer applications for grants aligned with the district strategic plan, board policies and procedures, and district programs as follows:

- Administrators with program and budget authority are authorized to apply for federal, state and local governmental grants that are commonly administered through the U.S. Department of Education, OSPI, ESD 189, Snohomish County, or similar agencies.
- Principals are authorized to approve grant applications that support school-based programs up to \$5,000, subject to deputy or regional superintendent approval.
- Regional superintendents and executive directors are authorized to approve grant applications for districtwide grants or matching grants that support school-based programs up to \$10,000.
- The deputy superintendent and chief academic officer are authorized to approve instructional and school-based grant applications up to \$300,000.
- The executive director of facilities and operations is authorized to approve grant applications which support building and site improvements up to \$300,000.

Investment of Funds (Policy 6120)

The chief financial officer is authorized, in consultation with and after giving due consideration to the advice of the county treasurer, to direct the treasurer to invest district moneys which are not needed for current obligations in any district fund. Such investments must be made with the objective of producing the greatest return, consistent with prudent practice.

Travel Authorization (Policy 6213 and Procedure 6213P)

District administrators with supervisory responsibility are authorized to administer the approval of travel within Washington State. All out-of-state travel shall be approved by the superintendent.

Bids and Contracts (Policy 6220 and Procedure 6220P)

The chief financial officer and the procurement supervisor are authorized to establish and direct bidding and contract awarding procedures for all purchases of furniture, equipment and supplies, and for all public works projects for which each is separately authorizing. The executive director of facilities and operations and the director of facilities and planning are authorized to administer the development of quote or bid documents to support improvement to district building facilities and land.

Risk Management and Liability Insurance (Policies 6500, 6530 and Procedures 6500P and 6530P) The chief financial officer is authorized to administer the risk management and liability insurance programs.

Insurance – Workers' Compensation Program (Policy 6530 and Procedure 6530P)

The executive director of human resources and the chief financial officer are authorized to jointly administer the Workers Compensation Program. District and site safety committees, as required by the Department of Labor and Industries, shall be coordinated with the administrator who is authorized to administer student safety programs and the comprehensive safe school plans.

Transportation (Policy 6600 and Procedure 6600P) The chief financial officer and transportation supervisor are authorized to administer the scheduling of all student transportation,

including the determination of routes and bus stops, as well as overseeing the transportation program.

Food and Beverage Nutritional Standards (Policy 6700 and Procedure 6700P)

The chief financial officer and the director of food and nutrition services are authorized to administer free and reduced-price meal programs, nutritional standards and portion size, as well as the overall food services program.

State Environmental Policy Act (Policy 6890)

The executive director of facilities and operations is authorized to be the official representative when the district acts on its own behalf as lead agency.

Construction Phase (Policy 6955)

The executive director of facilities and operations is authorized to administer site and building construction projects.

Appointing Authority and Position Control

The executive director of human resources and the chief financial officer are individually and jointly authorized to establish and monitor position control, and to recommend appointment of salaried or hourly employees where such positions do not exceed approved staff allocation and budget capacity defined in the annual operating budget. The deputy superintendent or chief academic officer or their designees, as provided in Exhibit B, are authorized to recommend appointment of salaried or hourly employees within categorical programs where such positions do not exceed approved staff allocation and budget capacity defined in the annual operating budget or actual categorical grant award. Appointment recommendations which exceed approved staff allocation and budget authority of an administrator must be approved in advance by the superintendent.

Duration and Limitations

All of the foregoing authorizations and delegations are infinite in duration, but may be limited, amended temporarily or permanently, or revoked by the superintendent at any time, either orally or in writing. This delegation of authority supersedes all prior delegations, whether made in writing or orally. This delegation of authority does not relieve, unless explicitly provided here, district administrators of responsibility assigned via position descriptions/postings, annual goals, and various other assignment of duties by the superintendent.

Attachments

Exhibit A – Superintendent's Delegation of Authority Memorandum
Exhibit B – Staff Increase Approval Protocol

Key References

RCW 28A.150.230 – District school directors' responsibilities
RCW 28A.320.010 – Corporate powers
RCW 28A.400.030 – Superintendent's duties

Policy 1000 – Legal status and operation – *"The board directs and delegates authority to the superintendent to manage the day-to-day operations of the district according to its strategic plan, approved policies and procedures, and the federal and state laws and regulations."*