

DELEGATION OF AUTHORITY TO SUPERINTENDENT/PRESIDENT

BP 1240

Maintenance of Records

The Superintendent/President is delegated the authority and directed to maintain accurate and complete records required by state law, federal and state agencies or departments, or the Office of the County Superintendent of Schools, including the proper accounting of any and all funds that come under the control of the Governing Board and the proper accounting of student attendance.

Action in Emergency

The Superintendent/President is delegated the authority to act on behalf of the Board in an emergency for the protection of life, health, and safety of individuals and the protection of property.

Power to Contract

The Superintendent/President or such persons as the Superintendent/President may designate are delegated the power to enter into contracts for and on behalf of the District whenever the power to so contract is invested in the Board by the Education Code. Such contracts include, but are not limited to, purchase of supplies and equipment, personal service contracts, leases and rentals, banking agreements, vendor service agreements, and personnel matters when such contracts do not exceed the dollar or time limits established in the Education Code or other laws pertaining to the taking of competitive bids. The Superintendent/President or such persons as the Superintendent/President may designate are further delegated the power to amend the terms and conditions of any contractual arrangement provided the total expenditure of funds and period of the contract shall be valid or constitute an enforceable obligation against the District unless and until such contract has been approved and ratified by the Board. Said approval or ratification shall be evidenced by a motion of the Board duly passed and adopted. All transactions herein authorized involving an expenditure by the District for the purchase of supplies, materials, apparatus, and equipment shall be reviewed by the Board every sixty (60) days.

Accept Resignations

The Superintendent/President is delegated the authority to accept written resignations from any employee of the District and to fix the time when the resignation takes effect, which shall not be later than the close of the academic year during which the resignation has been received by the Superintendent/President.

Legal Reference: Education Code Sections 72400, 72413, 81655, 81656, 81658 and 87730.

Adopted: February 1, 1988