


MEMORANDUM

TO: Superintendents, Supervisory Union/Supervisory District Boards
FROM: Daniel M. French, Ed.D., Secretary 
SUBJECT: Temporary Delegation of Superintendent Signatory Authority
DATE: June 24, 2022

Purpose

Occasions arise where a superintendent may be unable to perform his/her responsibilities as the signatory authority. This memo describes the process the supervisory union or supervisory district (SU/SD) board should use to temporarily delegate that authority.

Procedure for Temporarily Delegating Superintendent Signatory Authority

This procedure should be followed in such cases where a superintendent is unable to perform his/her responsibilities as the signatory authority for purposes of executing routine financial matters and contracts necessary to maintain business continuity of the district, or member districts in the case of a supervisory union. This may occur in a transition period between superintendents or for other reasons such as accident or illness. Under these circumstances, that authority temporarily may be delegated by the SU/SD board to another licensed administrator within the SU/SD using the following process:

1. The Supervisory Union or Supervisory District Board should formally take action to temporarily delegate the superintendent's signatory authority to another licensed administrator within the SU/SD. This delegation may be general or limited to specific types of documents.
2. The current superintendent or chair of the SU/SD board should submit notification via email to the secretary of education outlining the name and license type of the individual the board wishes to designate as the interim signatory authority for the SU/SD, the scope of that authority, and the start and end date of that authority.
3. The secretary will ensure relevant Agency of Education (AOE) divisions and teams are notified of the change, and that AOE's Grants Management System (GMS) is updated accordingly.
4. When the temporary signatory authority designation is no longer needed or if it needs to be extended beyond the original request, the SU/SD board chair or superintendent should email the secretary of education notification of the change. The secretary will follow the same process as item three (3) above in informing relevant parties within the AOE.