



Background

On occasion, the Calgary Girls Charter School requires third party services to maintain and improve School facilities and programs. To this end, the Calgary Girls Charter School enters into agreements, contracts, or leases.

Procedures

1. Approval of third party agreements must reflect the requirements of the Education Act and/or Regulations that govern the operation of Charter Schools in regard to authority for signing of contracts and agreements.
2. An annual review and needs assessment will be conducted by the Superintendent and Secretary-Treasurer in consultation with appropriate personnel, to determine the School's needs for third party services as identified in this administrative procedure.
 - 2.1 The Superintendent and Secretary-Treasurer will select a service provider who best meets the identified need(s).
 - 2.2 Costs will be an important consideration as will the ability to meet the School's needs and expectations.
3. In every instance where a third party is contracted, there will be an agreement which specifies the:
 - 3.1 Scope of work;
 - 3.2 Timeline of the work; and
 - 3.3 Agreed upon remuneration.

Reference:

Education Act s. 52, 53, 54, 222