MEMORANDUM TO:  Directors of Education  
Secretary Treasurers of School Authorities  
FROM:  Kevin Costante  
Deputy Minister  
DATE:  October 8, 2010  
SUBJECT:  Appointment and Suspension or Dismissal of Supervisory Officers  

I am writing to remind you that under the Education Act boards are required to inform the Minister of Education in writing of the appointment or removal of supervisory officers, including directors of education.

- Under subsection 285(2) of the Act, a board shall not appoint a person as a supervisory officer until it has informed the Minister in writing of the proposed appointment and the area of responsibility to be assigned, and the Minister has confirmed the person’s eligibility.
- Section 287 of the Act addresses the suspension or dismissal of a supervisory officer. Subsection 287(1) provides that a board may suspend or dismiss for neglect of duty, misconduct, or inefficiency in accordance with the regulations. Subsection 287(2) requires boards to notify both the supervisory officer and the Minister of the reasons for the suspension or dismissal.

In your role as secretary to the board, please share this with the chair of your board at the next available opportunity. I encourage boards to ensure they have the appropriate policies and procedures in place so that these requirements are fulfilled in a timely manner. To assist you, the Regional Offices will send you an updated version of Supervisory Officers: Guide to Certification, Appointment and Termination Legislation and Procedures shortly.

Original signed by  
Kevin Costante