

## **Contract Approval**

### **Purpose**

This policy defines how the Valley School District Board of Directors delegates authority to execute contracts to the Superintendent.

### **Scope**

This policy applies to the School Board, Superintendent, the Executive Assistant to the Superintendent, and those in the district responsible for managing contracts.

### **Policy**

1. In general, the Valley School District Board of Directors assumes to itself the authority to enter contracts via specific action during a public board meeting. However, the board delegates some authority directly to the Superintendent to enter contracts prior to board action in addition to the authority to manage the contract approval process. The Board delegates its authority in three categories as follows:
  - (a) Contracts that must be approved in advance by specific board action on the action agenda of a public board meeting.
  - (b) Contracts that must be approved in advance by specific board action on the consent agenda of a public board meeting.
  - (c) Contracts that may be entered by the Superintendent without advance approval by the Board.
2. **CONTRACTS REQUIRING ADVANCE BOARD APPROVAL THROUGH THE ACTION AGENDA**

All new contracts that commit the Valley School District to payment in excess of \$10,000 must be approved by the Board in advance. The action item for such contract must appear on the Action Agenda of a public board meeting. After Board approval, the Superintendent is authorized to sign and execute the contract.
3. **CONTRACTS REQUIRING ADVANCE BOARD APPROVAL THROUGH THE CONSENT AGENDA**
  - 3.1. The Superintendent may seek board approval through action on the Consent Agenda of contracts meeting the following conditions:
    - (a) Contracts committing the district to payment less than \$10,000 which, in the Superintendent's judgment do not need special notice or discussion on the Action Agenda.
    - (b) Routine contract renewals.
    - (c) Other contracts of a routine nature (for example, an HVAC maintenance contract with an existing vendor to provide service to a new building).
4. **CONTRACTS THAT THE SUPERINTENDENT MAY SIGN AND EXECUTE PRIOR TO BOARD APPROVAL**

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- 4.1. When a contract under \$10,000 is of a time-sensitive routine nature, the Superintendent may sign and execute the contract without prior board approval under the following conditions:
- (a) The Superintendent communicates his or her action to the Board by the Friday following such action.
  - (b) The contract is included in routine reports at the next public board meeting following the action.

## **5. EXCEPTION TO SECTION 2**

Due to the nature and timing of “fixed-forward fuel pricing” commitments, once the board has approved a Resolution authorizing such agreements, the actual agreement for each commitment may be executed by the Superintendent. Such agreements will be reported to the Board following the procedure outlined in section 4.1.

### **Related Procedures**

1421P1-Contract Approval

### **Policy Cross References**

1420-Agenda

1633-Specific Duties and Responsibilities (of the Superintendent)

### **Policy Legal References**

RCW 28A.320.035-Contracting Out-Board’s powers and duties-Goods and services

RCW 28A.320.040-Bylaws for board and school government

### **Management Resources**

N/A

### **Policy History**

<b>Action:</b>	<b>Date:</b>
Approved by the Board	June 15, 2011
Revised	January 16, 2013
Revised	
Revised	