

Contract Approvals

Purpose

This procedure outlines the types of contracts that require advance Board approval through the Action Agenda, advance Board approval through the Consent Agenda or those that the Superintendent may sign and execute prior to Board approval.

Scope

This procedure applies to the Board of Directors, the Superintendent, the Executive Assistant to the Superintendent, and those in the district responsible for managing contracts

Procedure

1. SIGNATORY OF DISTRICT CONTRACTS

The Superintendent is the only authorized signatory of contract.

2. CONTRACTS REQUIRING ADVANCE BOARD APPROVAL THROUGH THE ACTION AGENDA

The following contracts are to be listed individually on the Board Agenda for consideration prior to signing:

- (a) New contracts that commit the Valley School District to payments in excess of \$10,000.00 (ten-thousand).
- (b) Superintendent's contract.
- (c) Contracts which create debt.

3. CONTRACTS REQUIRING ADVANCE BOARD APPROVAL THROUGH THE CONSENT AGENDA

The following contracts may be placed on the consent agenda, but shall be listed individually in the minutes of the Board meeting. Any contract placed on the Consent Agenda may be pulled by any Board member for discussion and individual action.

Contracts for all teachers may be grouped together as 'teacher contracts'. In that event, an attachment showing each contract amount shall be attached to the minutes, along with a blank copy of the teacher contract.

- (a) Contracts committing the district to payment less than \$10,000.00 which, in the Superintendent's judgment do not need special notice or discussion.
- (b) Employee contracts.
- (c) Teacher contracts.
- (d) Routine Supplemental contracts (coaching, tech support, etc.).
- (e) Dell Master Lease Agreement and contracts of a similar nature.

4. CONTRACTS THAT THE SUPERINTENDENT MAY SIGN AND EXECUTE PRIOR TO BOARD APPROVAL

When a contract such as those listed below (bulleted list) 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 Friday following such action.
- (b) The Superintendent ensures that the contract is included in routine reports at the next public Board meeting following the action.
- (c) The Superintendent ensures that the contract is mentioned in the Board Minutes of the meeting in which it was reported.
 - Routine leases and rental agreements (propane, copier, software).
 - Student teaching agreements with universities.
 - Routine curriculum provider agreements (Rosetta Stone etc.).
 - CVA Inter-local Agreement and Partner Districts.
 - Interagency agreements for Measure of Student Progress (MSP), High School Proficiency Exam (HSPE) testing.
 - Inter-district Transportation Cooperative Contract Member Agreements.
 - Modifications to the Dell Master Lease Agreement.

The listings above represent a sampling of the types of contracts under each category. If in doubt, any contract that falls outside the parameters listed above shall be placed as an action item on the next Board Agenda and it shall be determined by the Board, upon recommendation of the Superintendent, whether future revisions or renewals of such contract may be placed in another authorization category.

Supporting Documentation

N/A

Document History

Action:	Date:
New	July 20, 2011
Revised	
Revised	
Revised	