Subject: Contracts

Effective Date: TBD Upon Board Approval

Approved By: Board of Directors

Policy: 4001.1

As specified by law, the power to contract is invested in the Board of Directors. However, in order to ensure the smooth running of the school, the Board delegates the power to enter into contracts on behalf of the school to the following designees provided the conditions below are met:

- Superintendent*
- Assistant Superintendent of Business
- Assistant Superintendent of Administrative Operations
- Assistant Superintendent of Facilities & IT
- Assistant Superintendent of Personnel
- Director of Business

1. The designee will have the authority to sign contracts up to $50,000 without prior Board approval. **
2. All contracts over $50,000 must be approved by the Board prior to execution by the designee. **
3. All contracts between $10,000 and $49,999 must be presented to and subsequently ratified by the Board subsequent to the designee's execution of contract. **
4. All contracts between school and outside agencies shall conform to standards required by law and shall be prepared under the direction of the designee.
5. In addition to complying with all conditions herein, all contracts involving federal grants or other federal programs shall also fully comply with all applicable federal procurement guidelines related to such programs.
6. The school upholds state nondiscrimination laws. All contracts made by the school shall contain a nondiscrimination clause in accordance with law.
7. The school shall not enter into a contract that prohibits a school employee from disparaging the goods or services of the contracting party.

8. When dual signatures are required, the signatories cannot be related parties.
9. All contracts must be reviewed by either legal counsel or staff who have received proper contracts training prior to any contract being signed/executed.
10. All leases and/or purchases for buildings must be reviewed and initialed by legal counsel prior to execution.

* The Superintendent will not sign contracts between Springs Charter Schools, River Springs Charter School, Empire Springs Charter School, Harbor Springs Charter School, Vista Springs Charter School, and/or Pacific Springs Charter School.

** All bond contracts that remain within the previously set board-approved expenditures may be signed by a designee and not ratified, nor approved, by the Governing Board. In return, the Business and Facilities Departments will collaborate and present a bond expenditure update at each regularly scheduled board meeting. The updates will include: original budget by site, current expenditures by major category and site, remaining funds by site, and percent complete by site.