



Book	Policy Manual
Section	ALL EMPLOYEES
Title	Contract Authorization
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Purpose

Contracts are necessary devices in conducting business. The Springfield School District ("District") operates using many contracts with vendors, service providers, organizations, government and private entities. Without contracts it would be impossible to operate the District.

Definition

Contract:

1. A non-confidential agreement between two (2) or more parties, especially one that is written and enforceable by law.
2. The writing or document containing such an agreement

Authority

The Board of School Directors ("Board") is the exclusive governing body of the District and is responsible for the oversight and approval of all contracts entered into by or in the name of the District.

All contracts entered into on behalf of the District valued at more than \$100 require review and approval. Special attention should be dedicated to contracts that involve events, topics, or conditions, which are not considered normal everyday functions. Some contracts involve relatively small sums of money or involve events or activities, which occur periodically or on a regular basis ("routine activities").

For purposes of this policy, the following shall be considered examples of routine activities. This list is not all-inclusive but represents a sampling of routine activities. The Board authorizes the Superintendent, the Executive Director of Operations or their designee (for specific items) preliminary approval authority for contracts valued between \$100 and \$5,000 for routine activities. The Board shall ratify these contracts in a public meeting as soon as possible following such approval.

1. Proms.

2. Yearbook.
3. Student photographs.
4. Dance bands.
5. Law enforcement officers used at dances and events.
6. Referees for sporting events.
7. Field trips to museums, zoo, and other cultural institutions.
8. Fundraising initiatives.
9. Booster group banquets.
10. Booster group deals such as fundraisers and sports gear.
11. Athletic supplies.

12. Activities and items within the Superintendent's or Executive Director's jurisdiction.

Any function or activity that expends District funds and that is authorized by the Superintendent or Executive Director of Operations without prior Board approval must be part of and funded by the approved District budget. It is the practice of the District that all proposed contracts in excess of \$5,000 and all multi-year contracts shall be brought to the Board before execution for approval.

Any proposed contract to be executed by any employee(s) of the District shall first be reviewed by the Superintendent, Executive Director of Operations, or their designee and submitted to the Board for approval. Contracts may be approved only by the Board and only by an appropriate affirmative majority vote at a duly noticed and conducted public meeting.

The Board must approve variances of contract values in excess of five percent (5%) of the original approved cost. The Board must approve any contract containing terms that expose the District to a potential financial liability, even if the contract does not involve budgeted District funds.

Contracts for commitments involving specific significant valued budgeted items (such as books) not in their final form at the time of presentation for approval by the Board can be executed by the Superintendent or Executive Director of Operations after Board approval, contract finalization, and review by the Superintendent or Executive Director of Operations.

The Superintendent or Executive Director of Operations shall have signatory power for the Board once contracts are approved and conditions are established by the Board.

District entities subject to this policy include, but are not limited to:

1. Springfield School District.
2. Springfield High School.
3. ET Richardson Middle School.
4. Scenic Hills Elementary School.
5. Harvey Sabold Elementary School.
6. Springfield Literacy Center.

7. All athletic fields and properties owned by the District.
8. Equipment and facilities owned or leased by the District.
9. Any other physical or material item which is the charge of or under control of the District.
10. Activities or events that are exclusive of everyday District functions.
11. All future District entities.

All present and new employees and agents shall be made aware of this policy. Employees and agents of the district shall sign the appropriate document acknowledging that they have read and understand this policy. Documentation that every employee and agent of the district has read this policy shall be kept on record by the Human Resources Department in designated files of the employees or agents.

District employees who fail to abide by the conditions of this policy are subject to disciplinary action up to and including termination. Employees of the District who violate this policy are responsible for and will be held accountable for their actions. In the event of a judgment due to improper action by an employee, the District reserves the right to hold the employee financially responsible for his/her action(s), including legal fees, costs, and expenses.

Disclaimers:

This policy is superseded by all current federal and state laws and mandates.

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