**RESOLUTION**

**Resolution by the Boone County Board of Education to approve the Delegation of Contract Approvals for the District**

**Delegation of District Contract Approvals**

**Guidelines to determine approval level necessary for contracts.**

***Board Meeting Agenda Approval:*** Board approval is needed if any of the following criteria is met. Consult with the respective Assistant Superintendent or designee for determination.

* Contracts exceeding $30,000.  Must follow procurement bid process.
* Contracts obligating the Board, financially and/or by performance, exceeding a year.
  + Examples copier maintenance contract, contracts with options to renew.
* Contracts that may have a higher risk in some aspect or is of an unusual nature.
* Contracts that require parent authorization for student participation in a significant activity.
  + Example:  test to stay agreement is at no cost, charter bus service.
* Contracts that may be susceptible to public scrutiny, not of conventional business contracts, i.e. ARP ESSER spending.
* Contracts for services from a licensed professional, i.e. attorney, architect, engineer, CPA, insurance broker, etc., or if a contract is recommended by a licensed professional.
* Conveyance of real property (i.e. Land, easements)

*\*Contracts must be routed through the MUNIS contract approval process.*

***Superintendent Approval:***  Other contracts not meeting the criteria above may require review and approval at the district level. Consult with the respective Assistant Superintendent or designee for determination.

* Software and Technology Related Purchases
* Tools Utilized to Facilitate Instruction
* Grant Expenditures
* Curriculum Resources
* Ancillary Services (Transportation, Food Services, etc.)
* Facility and Maintenance Operations

*\*Contracts must be routed through the MUNIS contract approval process.*

***Principal Approval:*** Other agreements and contracts that are school specific representing a single transaction may not need District level approval and therefore would ***not be required*** to go through the MUNIS contract approval process. If there is uncertainty about whether a contract needs District Level approval, consult with the respective Assistant Superintendent or designee for determination.

* Related to student extra or co-curricular activities.
* Related to a student assemblies.
* Related to after school events such as dances, etc.

*\*Contracts are* ***NOT*** *required to be routed through the MUNIS contract approval process*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Board Chairperson Date