



Book	Policies and Procedures
Section	6000 SERIES - MANAGEMENT SUPPORT
Title	Authorization to Enter Contracts
Code	6226P
Status	Active
Last Revised	March 24, 2021

Only authorized signers may enter into contracts on behalf of the District. Any contract signed in contravention of the requirements stated in this policy shall be, at the District's option, null and void and of no further effect. District employees and staff members who knowingly enter into unauthorized agreements may be held personally liable and subject to discipline, up to and including termination. Limited signature authority to enter into contracts, as is consistent and within the scope of approved budgets, is strictly limited as provided below.

1. Employment Contracts

Employment contracts are generally used to govern the employment of licensed staff members and administrators pursuant to Board Policies 5050 and 5110. Following School Board approval of such action, employment contracts may be entered into by:

- a. Assistant Superintendent of Human Resources
- b. Executive Director of Human Resources

2. Settlement Agreements and Contracts

Settlement agreements and contracts are generally used to resolve and/or settle various claims that might arise between the District and third parties and/or District personnel. To the extent consistent with Board Policy 5670P, settlement agreements and contracts may be entered into by:

- a. Assistant Superintendent of Human Resources
- b. Executive Director of Capital Planning and Construction (for construction-related claims)
- c. Chief of Student Support
- d. Executive Director of Business Services (for insurance claims)

3. Purchase (Procurement) Contracts

Purchase (procurement) contracts govern agreements between the District and sellers whereby the District may purchase goods for District use. Authorization and control of requisition and purchase order procedures are generally governed by Board Policies 6210, 6210P, 6212, and 6212P. Expenditure voucher certification and approval is governed by Board Policies 6215 and 6215P. To the extent consistent with the aforementioned Board Policies, purchase (procurement) contracts may be entered into by:

- a. Director of Transportation
- b. School Principals
- c. Chief of Secondary Schools
- d. Chief of Elementary Schools
- e. Chief of School Improvement
- f. Chief of Curriculum, Instruction, and Assessment
- g. Chief Technology Officer
- h. Facilities and Operations Manager
- a. Executive Director of Capital Planning and Construction
- j. Nutrition Services/Warehouse Manager

4. Service Contracts

Service contracts govern agreements between the District and vendors whereby the District may purchase or secure services for the District's benefit. Service contracts may be entered into by:

- a. Executive Director of Business Services
- b. Chief of Student Support
- c. Chief of Secondary Schools
- d. Chief of Elementary Schools
- e. Chief of School Improvement
- f. Chief Technology Officer
- g. Facilities and Operations Manager
- h. Executive Director of Capital Planning and Construction
- a. Nutrition Services/Warehouse Manager
- j. Director of Transportation

5. Construction Contracts

Construction contracts are generally used to govern the construction of new District facilities, or for additions, remodeling, renovation, maintenance, or repairs to existing District facilities. To the extent consistent with Board Policy 6950, and following School Board approval of such action, construction contracts may be entered into by:

- a. Executive Director of Capital Planning and Construction

6. Real Property Contracts

Real property contracts govern the terms by which the District may purchase or lease real property for development of new District facilities, use of existing facilities for District purposes, and for other District uses, and may sell surplus property. To the extent consistent with Board Policies 6882, 6882P, 6905, and 6112, and following School Board approval, real property contracts may be entered into by:

- a. Superintendent (or Superintendent's designee)
- b. Chief Financial Officer

7. Intergovernmental Agreements

Intergovernmental agreements are used to facilitate cooperative programs with other units of local government, when in the economic, administrative, and/or education interest of the District. The provisions above notwithstanding, the authority to enter into intergovernmental agreements is strictly limited to the School Board and its designees, pursuant to Board Policy 6260 and Chapter 39.34 RCW.

All contracts or leases that obligate the District beyond the current fiscal year must be signed by either the Superintendent; Deputy Superintendent; the Chief Financial Officer; or an Executive Director.

Unless prepared or approved by the District's legal counsel, any contract, lease, or agreement that indemnifies another party must be reviewed by the District's risk manager and approved by the Superintendent or Deputy Superintendent.