

VIRTUAL LEARNING ACADEMY OF ST. CLAIR COUNTY

BOARD POLICY

SUBJECT: CONTRACTS AND PURCHASING

PURPOSE

The purpose of this policy is to implement the requirements of the Public School Academy Contract (the "Contract") between the Virtual Learning Academy of St. Clair County (the "Academy") and the St. Clair County RESA (the "District") and the requirements of state and federal law relative to the contracting and purchasing practices of the Academy.

POLICY

Academy will comply with the requirements of state and federal law and the Contract when making hiring and personnel decisions. To the extent not inconsistent with the law and/or the Contract, the Academy shall abide by the following regulations:

1. **Contracts:** The authority to approve all contracts or agreements entered into on behalf of the Academy, as permitted by law and the Contract, remains within the sole discretion and exclusive authority of the Board of Trustees of the Academy (the "Board"). The Board may delegate to a Board designee the authority to negotiate tentative contracts and agreements on behalf of the Academy. Tentative contracts and agreements entered into on the behalf of the Academy must be executed by the Board President, Vice-President or Secretary/Treasurer.

2. **Purchases:** All purchases made on behalf of the District are subject to Board approval. The Board President or designee shall be the sole purchasing agent for the Academy. All purchases that exceed 50% of the state competitive bid threshold per item or group of items purchased in a single transaction must be pre-approved by the Board.

3. **Bidding:** The Academy shall receive competitive bids prior to the procurement of any supplies, materials, and/or equipment consistent with the requirements of the state competitive bid threshold per item or group of items purchased in a single transaction. This maximum amount shall be adjusted annually to comply with the minimum requirements of Section 623a of the Revised School Code. With all things being equal, award of procurement shall be given to that bidder with the lowest price, consistent with quality and delivery.

4. **Insurance:** All independent contractors and consultants contracted by the Academy shall have in effect general and professional liability and worker's disability compensation insurance coverage. Such insurance shall provide bodily injury and property damage limits of liability of not less than Five Hundred Thousand and 00/100 (\$500,000.00) Dollars per occurrence per claim and One Million and 00/100 (\$1,000,000.00) Dollars in the aggregate.

Date: June 17, 2009

Board Approved.