

Paterson Public Schools Paterson, New Jersey

Standard Operating Procedure

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Board Resolution(s)/Requisition(s) Process	November 25, 2013	1 of 1

I. Purpose:

To establish standard operating procedures for submitting board resolution(s) and completion of the requisition(s) process.

II. Authority:

The State District Superintendent

III. Terms and Conditions

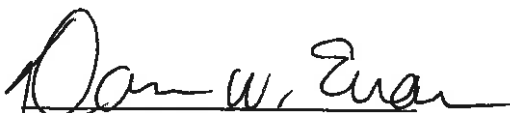
- a. Board Resolutions will be submitted on a five (5) part document through the proper channels clearly outlined on the form along with the Board Program Summary sheet and any relevant documentation; contracts generated for Board Resolutions must be reviewed by legal counsel before submission for board approval
- b. The Board Resolution will be submitted to the Superintendent's office to be included on the board agenda by the established cutoff date
- c. Individual and/or department submitting the Board Resolution must attend the appropriate committee meeting; i.e. Curriculum and Instruction, Legal, Business, etc. for discussion of the Board Resolution
- d. The Board Resolution will be reviewed during the board workshop meeting and submitted for approval or denial at the regular board meeting
- e. Deputy Superintendent's office will disseminate to Cabinet members Board agenda approvals/denials the day after the Board meeting
- f. When the resolution is approved and it requires a requisition, this must be done immediately with the Board Resolution number and approval date included on the requisition
- g. Individual/Department(s) will monitor the requisition process to ensure work commences

IV. Reporting Procedures:

All board resolutions and/or requisitions will be submitted to the Superintendent's Cabinet.

V. Dissemination:

All Superintendent's Cabinet members and all District administrators (principals, program directors, supervisors, etc.)



Dr. Donnie W. Evans

State District Superintendent