

**Paterson Public Schools
Paterson, New Jersey**

Standard Operating Procedure

Subject: Creation and/or Review of Contracts	Effective Date:	Page: 1 of 3
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I. Purpose.

To establish uniform procedures for creation and/or review of contracts by the Legal Department.

II. Authority.

The State District Superintendent.

III. Terms and Conditions.

1. Any contract, agreement, memorandum of understanding, undertaking or promise, whether or not it involves the exchange of money, (referred to as a "contract" or collectively as "contractual relationships") between the Paterson Public School District (the "District") and a contracting third party or parties (the "3rd Party"), shall require review and approval by the Legal Department.
2. All requests for Legal Department review of any contractual relationship must come from a Department supervisor or above, with the prior consent of the Department Director, Assistant Superintendent or Chief, and shall be initiated, in writing, by the Department representative to the Legal Department, to the "Attention of the General Counsel". The writing should include the name and legal address of the 3rd Party, the proposed term of the contract, the payment (if any) involved, and the general outlines of the contract between the parties.

3. The request for legal review of any contractual relationship should permit the Legal Department sufficient time to review the request, generally at least 5 business days for the initial review/draft.
4. The Department representative, in communicating with the 3rd Party, should make it clear that it is the practice of the District to use its own form of contract.
5. The Legal Department will thereafter contact the Department representative who submitted the request in order to discuss the specific terms of the proposed contractual relationship. Based upon that discussion, the Legal Department will draft a contract that reflects the terms of the contract. Should the 3rd Party insist upon submitting its own form of contract for Legal Department review, the Legal Department shall review such contract and make revisions as necessary to comply with District requirements.
6. Once the Legal Department has finished its drafting/review of the contract, it will be returned to the Department representative for submission to the 3rd Party. The Legal Department will participate in the negotiations with the 3rd Party if required. Any further changes to the contract, prior to finalization, must be reviewed and approved by the Legal Department.
7. The Department representative is responsible for forwarding the finalized contract to the 3rd Party for signature, and for returning the signed contract with a completed Board Resolution Form (the "Board Resolution Form") for Legal Department sign-off. The completed Board Resolution Form must identify the parties to the contract, the start and end dates of the contract and, if the District is required to issue payments, the Board Resolution Form should also specify an account number and a "not to exceed" dollar value for disbursements.
8. The Legal Department shall then submit the contract and Board Resolution Form to the Business Office for approval and, if payment is required, for certification of funds in the specified account. The Business Office shall then submit the contract and Board Resolution Form to the

Superintendent's Office for approval and execution prior to its inclusion on the Board agenda.

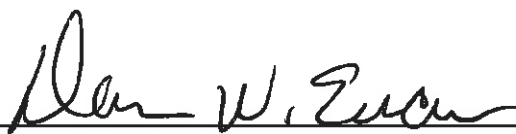
9. The Board Secretary will send individual copies of the executed contract, and its accompanying Board Resolution Form, to the Legal Department and the Department representative for their files.

IV. Reporting Procedures.

Cabinet Officers and Department Directors shall ensure that staffs comply with the terms of this SOP.

V. Dissemination.

Cabinet Officers, Chiefs and Department Directors will disseminate this SOP to their staffs. Assistant Superintendents will disseminate this SOP to Building Administrators in their assigned Units, and Building Administrators will disseminate this SOP to appropriate school staff.

 1/16/14

Dr. Donnie W. Evans
State District Superintendent