

Subject: Board Authorization Policy

Effective Date: September 10, 2009

Approved By: Board of Directors

Policy:

The Board may authorize the Executive Director or designee to use the Board President's signature stamp to process pre-approved Board contracts, invoices and teacher stipends. Check registers with invoices over \$3000, not approved by the Board, must be signed by the Board President, or the designee, in the school's Main Office.

The Board may authorize the Executive Director or designee to apply an electronic signature or stamped signature for checks generated by the school office. Authorization to sign checks will be given on the basis of customary payroll and regular monthly expenses to the school, approved contract transactions, and specific direction of the board. Transactions will be presented in summary form to the Board President at least three days prior to each Board Meeting, and must be ratified by the Board.

Procedure:

1. The Executive Director will present all contract information to the Board for approval prior to entering any agreements.
2. The Executive Director or designee will be given the authority to stamp final documents on behalf of the Board President, only if the monthly expenditure or contract is approved at the Board level, and ratified at the Board meeting.
3. The Executive Director or designee will have the authority to approve stipends for teachers based on the following criteria: school improvement projects and assignments, including teaching, tutoring, or curriculum development, and set up of learning centers.
4. The Executive Director will present a compilation of all Board President stamped approvals to the Board for review at least three days prior to the Board meeting. The transaction summary will be presented for ratification at each Board meeting. Ratifications will be placed on the consent agenda unless otherwise indicated.

Original Policy 06/04/02

Revised Policy 09/10/09