



4008.1 Contracts Policy

Effective Date: June 7, 2019

Approved by: Board of Directors

Policy:

As specified by law, the power to contract is invested in the Board of Directors. However, in order to ensure the smooth running of the schools, the Board delegates the power to enter into contracts on behalf of the schools to the Executive Director provided the conditions below are met:

1. The designee will have the authority to sign contracts up to \$50,000 without prior Board approval.
2. All contracts over \$50,000 must be approved by the Board prior to execution by the designee.
3. All contracts between \$10,000 and \$49,999 must be presented to and subsequently ratified by the Board subsequent to the designee's execution of contract.
4. All contracts between schools and outside agencies shall conform to standards required by law and shall be prepared under the direction of the designee.
5. In addition to complying with all conditions herein, all contracts involving federal grants or other federal programs shall also fully comply with all applicable federal procurement guidelines related to such programs.
6. The schools uphold state nondiscrimination laws. All contracts made by the schools shall contain a nondiscrimination clause in accordance with law.
7. The schools shall not enter into a contract that prohibits a school employee from disparaging the goods or services of the contracting party.
8. When dual signatures are required, the signatories cannot be related parties.
9. All contracts must be reviewed by either legal counsel or staff who have received proper contract training prior to any contract being signed/executed.
10. All leases and/or purchases for buildings must be reviewed and initialed by legal counsel prior to execution.

* The Executive Director will not sign contracts/(MOU) between JCS, Inc. Schools (JCS, JCS-MO, JCS-PH, JCS-PV, JCS-CC, JCS-MZ).

Original Policy 06/07/2019