

Administrative Procedure 510

Business Administration

AUTHORITY FOR CONTRACTS

BACKGROUND

The Charter Board is responsible for the school's governance. It has the legal authority to enter into contracts and agreements on behalf of the charter school under the *Education Act*.

The Charter Board delegates to the Superintendent and to the Secretary-Treasurer or Treasurer to the Board the authority to enter into operational contracts and agreements necessary for the efficient and effective operation of the school, within the limits established by Board policy and approved budgets.

The Superintendent is responsible for administering this Administrative Procedure.

PROCEDURES

1. Board Authority
 - 1.1 The Charter Board retains ultimate authority to approve, authorize, or ratify all contracts and agreements that are material, strategic, or outside of approved budgets or Board-approved plans.
2. Delegated Authority
 - 2.1 The Superintendent and the Secretary-Treasurer or Treasurer to the Board, acting within their delegated authority and in accordance with Board policy, have authority to:
 - 2.1.1 Enter into and execute operational contracts and agreements;
 - 2.1.2 Negotiate contract terms; and
 - 2.1.3 Approve expenditures within the limits of the Board-approved budget.
3. Joint Signing Authority
 - 3.1 All contracts and agreements that create financial or legal obligations for the school must be signed by the Superintendent and the Secretary-Treasurer or Treasurer to the Board unless otherwise authorized by Board resolution.
4. Disclosure and Oversight
 - 4.1 All material contracts and agreements must be disclosed to the Charter Board in a timely manner.
 - 4.2 Where the nature, risk, or financial impact of an agreement warrants, the Board shall direct that independent legal counsel be consulted before execution.
5. Compliance
 - 5.1 All contracts must comply with:
 - 5.1.1 The *Education Act*;
 - 5.1.2 Applicable regulations;
 - 5.1.3 Board policy; and
 - 5.1.4 Approved budgets and financial controls.

Legal Reference: *Education Act*
Date of Adoption: April 12, 1999
Date of Revision: February 27, 2014; September 13, 2016; October 23, 2019; June 9, 2022; January 30, 2026
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