

Business

Contract Authorization

All contracts which bind this District to any kind of legal obligation are covered by this policy.

District employees/agents will not sign any contract on behalf of the District except as provided by this policy.

1. Business Contract

- a. Contracts that require the signature of "owner" such as architectural services, property lease agreements and construction contracts will be signed by the School Board President after such has been authorized by the School Board.
- b. Bids that have been considered and approved by the School Board (including approval by virtue of adoption of the annual budget) for such matters as audit services, banking services, food services, money transport and waste removal may be signed by the Chief Financial Officer.
- c. Contracts for services that relate to routine business operations such as collection agency services, air quality testing, microfiche processing and publication of School Board proceedings may be signed by the Chief Financial Officer.
- d. Facility use agreements may be signed by the appropriate School Administrator provided such use conforms to established regulations.

2. Labor Relations/Litigated Matters

- a. The Chief Human Resources Officer or Director of Employee Relations may sign tentative agreements with labor unions representing District personnel. Such tentative agreements must be within the authority established by the School Board and are subject to the final approval of the School Board.
- b. The Chief Human Resources Officer or Director of Employee Relations may sign settlements of grievances and matters pending before the Wisconsin Employment Relations Commission within the authority established by the School Board's Grievance Committee.

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- c. Settlement of litigated matters may be signed by the attorney(s) representing the District after approval by the School Board.
3. Personnel Matters
 - a. The Chief Human Resources Officer or Director of Employee Relations or Supervisors of Employee Relations may sign agreements with the Racine Education Association in regard to teachers when it is deemed appropriate to waive or modify certain labor agreement assignment or transfer language on an individual, non-precedent setting basis.
 - b. The Chief Human Resources Officer or Director of Employee Relations or Supervisors of Employee Relations may sign agreements with unions representing support staff when it is deemed appropriate to waive or modify certain assignment or transfer language on an individual, non-precedent setting basis.
4. Personal Service Contracts
 - a. Personal Service contracts may be signed by the appropriate administrator designated by the Superintendent of Schools. Such amount will not exceed ten thousand dollars (\$10,000.00) per contract and must be from a fund budgeted by the School Board for such services.
 - b. Amounts more than ten thousand dollars (\$10,000.00) may be signed by the Superintendent of Schools or designee provided funds have been budgeted by the School Board for such services.
5. Building Level Contracts
 - a. Directing Building Principals may sign contracts pertaining to their building only, provided building fund accounts have been authorized for such contracts.
 - b. Managers of grants and entitlements may sign contracts pertaining to their programs only, provided that grant or entitlement fund accounts have been authorized for such contracts, and the amount is less than \$10,000.

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6. Other Contracts

- a. The Superintendent of Schools or designee may sign contracts not covered by any of the above categories after approval of the School Board.
- b. In emergency situations, the Superintendent of Schools may act on behalf of the School Board as provided by School Board policy.
- c. The signatory of a public works contract shall ensure that such contract includes all language that is required by Wisconsin Statute 779.14. Additionally, the signatory shall ensure that no contracts include prohibited provisions under Wisconsin Statute 118.12.

Legal References: Wisconsin Statutes § 779.14; § 118.12(4)-(5)

Administrative Regulation adopted:	July 1, 1996
Administrative Regulation revised:	March 16, 1998
Administrative Regulation revised:	November 20, 2000
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Administrative Regulation modified:	May 20, 2013