

**AMEND BOARD REPORT 99-1027-PO1
POLICY FOR THE PRESENTATION OF MATTERS FOR BOARD APPROVAL**

THE GENERAL COUNSEL RECOMMENDS THE FOLLOWING:

SUBJECT: Policy for the Presentation of Matters for Board Approval (Board Reports)

ISSUES: This policy is being established pursuant to Board Rule 2-29 in order to 1) ensure that the Members of the Board are given full and complete information so they can adequately assess the matters presented to them for approval, 2) ensure compliance with all Board Rules, and specifically compliance with the requirement for written contracts set out in Board Rules 2-5.1 and ~~5-29.1~~, 3) reduce, to the maximum extent possible, the number of requests for the Board to ratify actions taken without required prior Board approval, and 4) institute accountability controls.

PRESENT POLICY: None.

BOARD RULES: The policy and procedures described herein have been designed to ensure compliance with the following ~~new or revised~~ amended Board Rules which were adopted at the ~~June 23, 1999~~ September 22, 2004 Board meeting; with an effective date of November 1, 2004;

~~New Board Rules:~~

- ~~2-5.1 Required Contracts~~
- ~~5-4.1 Requests for Proposals and/or Qualifications~~
- ~~5-10.2 Expenditures Pre-Qualified Vendors~~
- ~~5-29 Grants, Gifts, Donations~~
- ~~5-30 Prohibition Against Stringing~~

~~Amended Board Rules:~~

- ~~2.5 President and Secretary to Execute Leases and Contracts~~
- ~~5.4 Bid Policy~~
- ~~5-10.1 Expenditures Personal Service/Consultant~~

Amended Board Rules:

- 2-5 President and Secretary to Execute Leases and Contracts
- 2-5.1 Required Contracts
- 2-27 Delegation of Board Authority
- 5-4 Bid Policy
- 5-4.1 Requests for Bids, Proposals, and/or Qualifications
- 5-5 Method of Awarding Contracts
- 5-6 Deposits, Bid Bonds, Performance Bonds
- 5-7 Procedure for Level One Solicitations
- 5-8 Schedule of Bids/Proposals for Level One Solicitations
- 5-9 Rejection of Bids/Proposals
- 5-13.1 Purchase of Instructional Materials, Equipment and Supplies
- 5-21 Bonding of Lunchroom Managers - Insurance of Lunchroom Funds
- 5-22 Sale of Refreshments at Stadia
- 5-29 Grants, Gifts, Donations

IMPLEMENTATION OVERVIEW: To facilitate the transition to the new procedures and requirements set out in this policy and to the Board Rules specified above, the ~~Law Department, Purchasing Department in conjunction with the Law Department, Office of Management and Budget and the Board's Secretary jointly conducted training sessions during the month of October, 2004,~~ for Central Office staff, Principals and Region Education Area Instructional Officers. Eight two-hour training sessions were conducted for Central Office Staff in July, August and September 1999 to which all departments were invited and encouraged to attend. Training sessions for Principals and Region Education Officers were conducted in each of the six Regions during August 1999. All persons attending the training sessions received a copy of the The Board Report Policy Handbook, an instructional guide which outlines the Board Reporting

process and procedures and explains preparation and approval requirements, has been revised and is available in a pdf format on the following website:

<http://www.csc.cps.k12.il.us/purchasing/board.reports.html>.

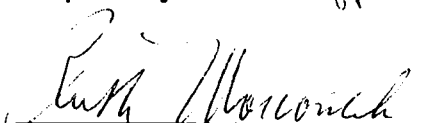
Further, all certification and endorsement forms required under this policy, as well as Board Report templates, ~~were will be distributed and disc copies were made available on the website.~~

RECOMMENDATIONS: The following procedures are effective with the adoption of this policy:

- I. A fully executed *Accountability Certification* form shall accompany all Board Reports except Board Resolutions and Policy Board Reports;
- II. A fully executed *Ratification Endorsement* form shall accompany all Board Reports which request the Board to ratify an action taken without required prior Board approval;
- III. Fully executed Board Reports and Certification/Endorsement forms are due in the Board Office no later than ~~12 noon~~ 5:00 p.m. on the 22nd day prior to each month's Board Meeting;
- IV. Board Reports must specify the timeframe in which contracts will be signed for applicable Board transactions, in compliance with Board Rules 2-5.1 and ~~5.10.4~~, and if not so signed, Board authority will automatically rescind;
- V. The Board's Secretary, in consultation with the General Counsel and the Chief Purchasing Officer, shall ~~issue a Board Report Policy Handbook and issue revisions from time to time~~ update the Board Report Policy Handbook on the website as necessary; and
- VI. The Board's Secretary, in consultation with the General Counsel and the Chief Purchasing Officer, shall ~~issue~~ update the *Accountability Certification* form and the *Ratification Endorsement* form and ~~issue revisions from time to time~~ on the website as necessary.

FINANCIAL REVIEW: The implementation of this policy will incur no additional cost to the Board.

Respectfully Submitted: 


Ruth Moscovitch
General Counsel