



# **Board Report Manual**

a

**Procedures & Preparation Primer**

**April 2006**

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## ☆ Introduction ☆

This Board Report Manual (“Manual”) is being issued in accordance with Board Rule Sec. 2-29. The Board’s Secretary, in consultation with the General Counsel, Chief Executive Officer and the Chief Purchasing Officer, shall make additions and modifications to this Manual from time to time. In such instances, this Manual may either be reissued in its entirety or, if a reprinting is not warranted, replacement pages may be distributed for sections that have been modified. The templates contained in Appendix C may be revised and re-issued by the Law Department at any time. This Manual is available on the Chicago Public Schools’ Website at <http://www.csc.cps.k12.il.us/purchasing/index.php@tab=4.htm>

Questions about information contained in this Manual may be directed to the persons listed below, depending on subject matter:

<u>Chief Education Office:</u>	David Beltran, Administrative Coordinator ☎ 553-1478 FAX 553-1399
<u>Budget Office:</u>	Tyra Newell, Deputy Budget Director ☎ 553-2560 FAX 553-2561
<u>Business Diversity:</u>	LaVerne Hall, Director of Office of Business Diversity ☎ 553-3645 FAX 553-2981
<u>Purchasing Department:</u>	Opal Walls, Deputy Purchasing Officer ☎ 553-2648 FAX 553-2251 <a href="http://www.csc.cps.k12.il.us/purchasing/index.php@tab=0.htm">http://www.csc.cps.k12.il.us/purchasing/index.php@tab=0.htm</a>
<u>Law Department:</u>	Joanne Murphy, Associate General Counsel ☎ 553-1700 FAX 553-1703 Jaculin Jerman Milovich, Senior Assistant General Counsel ☎ 553-1700 FAX 553-1703
<u>Chief Executive Office:</u>	Mary Raschke, Manager of Administrative Communications ☎ 553-1507 FAX 553-1501
<u>Board Office:</u>	Estela Beltran, Board Secretary ☎ 553-1600 FAX 553-1601

**Note:** Board Rules and Policies referenced herein may be subsequently modified. Where any Board Rule number or Policy number is cited, please refer to the most recent version.

## ☆ Glossary of Key Terms ☆

**Approving Departments:** The various departments that must review and approve a Board report before it can be submitted to the Board for consideration and action.

**Board Report:** A Board report is a vehicle used to obtain Board approval on a specific action, rule or policy. There are three types of Board reports. They are: Board action reports, Board policies and Board rules.

**Board Action Report:** A Board report that proposes a specific course of action for the Board to take including, but not limited to: approval to purchase biddable and non-biddable items and amendments to the same; approval of options to renew and amendments; or approval of transactions involving property and amendments. Board action reports are usually classified as: **PR** (Procurement), **MS** (Misc.), **OP** (Operations), **ED** (Education), **RS** (Resolution), **IG** (Inspector General), **EX** (Executive), **AR** (Attorney General).

**Board Policy:** A Board report that sets forth a general course of action adopted by the Board or states the Board's relation to a particular issue, topic or in response to a statutory or legal mandate. Board policies are usually classified as: **PO**.

**Board Rule:** A principle or regulation adopted by the Board to prescribe or govern the conduct of the Board, Board members, officers, employees and departments. The Law Department is the sole department permitted to present Board Rules. Board Rule reports are usually classified as: **RU**.

**Guidelines:** A Department's or Office's specific procedures or plans for implementation of a policy or specific course of action. Guidelines are not Board reports and may not require Board approval. However, most guidelines relate to and reference a specific Board approved policy.

**Originating Department:** The Department that is seeking Board action or approval to contract with a vendor for goods and/or services and which initiates the Board report and is responsible for the reports routing for approval.

**Ratification Board Report:** A Board report that requests or seeks approval or authorization to pay a vendor for goods that have been received and services that have already begun. ***Ratification Board reports may be subject to rejection by the Board.***

**School-Based Board Report:** A Board report originated by an individual school that seeks a specific Board action or approval or authorization to pay a vendor for certain goods or services.

**User Department:** The department that will be the beneficiary of a Board action or that will receive the goods and/or services sought in a Board report.

## ☆ Deadline Schedule for Board Reports ☆

- Board reports and all accompanying certifications must be fully completed, signed and delivered to the Board Office no later than 5:00 p.m. 22 *calendar days prior* to that month's Board meeting.

If the 22nd day falls on a weekend or holiday, then the due date shall be on the next business day. Board reports delivered after the deadline, or Board reports delivered but not fully signed or delivered without all required certifications, will be considered late and may *not* be eligible for placement on the agenda for that month's Board meeting.

Board meetings are normally held on the 4<sup>th</sup> Wednesday of every month. However, November and December meetings are held on the 3<sup>rd</sup> Wednesday of the month due to the holidays. The Board Office issues a yearly calendar of Board meetings and a schedule of Board report deadline dates.

***All Board meeting dates and Board report deadlines are subject to change.***

**Note:** The approving departments (Office of Business Diversity, Purchasing) have established internal submission deadlines for Board reports, which will precede the Board Office deadline by as much as ***one month***.

**Note:** To view the current deadline dates schedule, please go to:

[http://www.csc.cps.k12.il.us/purchasing/uploadedfiles/home/board\\_report\\_schedule.pdf](http://www.csc.cps.k12.il.us/purchasing/uploadedfiles/home/board_report_schedule.pdf)

# ☆ Approval Process for Conducting Business ☆

## APPROVAL PROCESS

Type & Amount of Procurement/Matter	Competitive Process Required	Prior Approval Required	Contract Required	Legal Review Required	Signature Authority	Follow-up Informative Monthly Report to the Board Required
Biddable Item \$10,000 and under	No	No	No - Purchase Order only	No	All principals and department heads	No
Biddable Item \$10,001 and above	Yes - Level 1 process (advised Bid Solicitation)	Yes - Board Approval (Board Report)	Yes	Yes	Board President	No
Non-biddable Item \$25,000 and under	No	No	No - Purchase Order Only	No	All principals and department heads	No
Non-biddable Item between \$25,001 and \$75,000	Yes - Level 3 process (3 price quotations)	Yes - CPO Approval	Yes	Yes	Chief Purchasing Officer (CPO)	Yes - by CPO
Non-biddable Item between \$75,001 and \$250,000	Yes - Level 2 process (3 written proposals with price quotes)	Yes - Board Approval (Board Report)	Yes	Yes	Board President	No
Non-biddable Item \$250,001 and above	Yes - Level 1 process (advised RFP/RFC solicitation)	Yes - Board Approval (Board Report)	Yes	Yes	Board President	No
Option to Renew a Biddable Item \$10,001 and over (option must be reflected in Contract)	No	Approval (Board Report)	Yes	Yes	Board President	No
Option to Renew or mutually agreed to renewal of a Non-Biddable Item between \$25,001 and \$75,000	No	Yes - CPO Approval	Yes	Yes	CPO	Yes - by CPO
Option to Renew or mutually agreed to renewal of a Non-Biddable Item \$75,001 and over	No	Yes - Board Approval (Board Report)	Yes	Yes	Board President	No
Amendment to Contract for Biddable Items for any reason	No	Approval (Board Report)	Yes	Yes	Board President	No
Amendment to Contract for Non-Biddable Items (any dollar amount) with no financial implications	No	Yes - CPO Approval	Yes	Yes	CPO	Yes - by CPO
Amendment to Contract for Non-Biddable Items \$75,000 and under with financial implications that do not make original contract amount exceed \$75,000	No	Yes - CPO Approval	Yes	Yes	CPO	Yes - by CPO
Amendment to Contract for Non-Biddable Items \$75,000 and under with financial implications making original contract dollar amount exceed \$75,000	No	Yes - Board Approval (Board Report)	Yes	Yes	Board President	No

# ☆ Approval Process for Conducting Business ☆

## APPROVAL PROCESS

Type & Amount of Procurement/Matter	Competitive Process Required	Prior Approval Required Yes - Board Approval (Board Report) Yes - CFO Approval	Contract Required Yes Only if grantor requires	Legal Review Required Yes Yes, if a contract is required	Signature Authority Board President Chief Financial Officer (CFO) CFO	Follow-up Informative Monthly Report to the Board Required No Yes - by CFO for all grants exceeding \$50,000 Yes - by CFO for all refunds exceeding \$5,000
Amendment to Contract for Non-Biddable Items over \$75,000 with financial implications	No	Yes - Board Approval (Board Report)	Yes	Yes	Board President	No
Acceptance of Grant, Donation or Gift	No	Yes - CFO Approval	Only if grantor requires	Yes, if a contract is required	Chief Financial Officer (CFO)	Yes - by CFO for all grants exceeding \$50,000
Refund of unspent grant, gift or donation (any dollar amount)	No	Yes - CFO Approval	No	No	CFO	Yes - by CFO for all refunds exceeding \$5,000
Property License/Lease where Board is Licensor/Landlord regardless of dollar amount and term is less than 10 years (except for Leases/Licenses at 125 S. Clark St.)	No	Yes - COO Approval Yes - Board Approval (Board Report)	Yes	Yes	Chief Operating Officer (COO)	Yes - by COO
All Property Licenses or Leases at 125 S. Clark St.	No	Yes - Board Approval (Board Report)	Yes	Yes	Board President	No
Property License/Lease where Board is Tenant or Licensee \$75,000 and under, and term is less than 10 years	No	Yes - COO Approval Yes - Board Approval (Board Report)	Yes	Yes	COO	Yes - by COO
Property License/Lease where Board is Tenant or Licensee \$75,001 and above	No	Yes - Board Approval (Board Report)	Yes	Yes	Board President	No
Intergovernmental Agreement that has no financial impact on the Board	No	Yes - CEO Approval	Yes	Yes	Chief Executive Officer (CEO)	Yes - by CEO
Intergovernmental Agreement that has a financial impact on the Board regardless of dollar amount	No	Yes - Board Approval (Board Report)	Yes	Yes	Board President	No
Miscellaneous agreements that have no financial impact on the Board	No	Yes - CEO Approval	Yes	Yes	CEO	Yes - by CEO
Educational agreements over \$25,000 and up to \$75,000, including payment of tuition, and all other educational agreements that have no financial impact on the Board	No	Yes - CEO Approval Yes - Board Approval (Board Report)	Yes	Yes	Chief Education Officer (CEdO)	Yes - by CEdO
Educational agreements \$75,001 and above	No	Yes - Board Approval (Board Report)	Yes	Yes	Board President	No
Right of Entry, Access Agreements, Zoning and Tax Requests/Appeals, and other governmental petitions and requests, and other legal matters that have no direct financial impact on the Board	No	Yes - GC Approval	Yes	Yes	General Counsel (GC)	Yes - by GC

# ☆ Approvals and Signatures ☆ for Board Action Reports

Each Board action report receives an alpha classification based on the type of Board action being requested. The following is a sampling of how Board reports are normally classified (variations may apply):

- PR:** Purchase of Biddable and Non-biddable Goods and Services Resulting from Competitive and Non-Competitive Solicitations
- OP:** Capital Improvement Program matters; Real Estate matters
- ED:** Grant Acceptances; School Calendar; Authority for School Travel; Educational Program Agreement
- EX:** Matters of the Chief Executive Office; Personnel Actions
- IG:** Matters of the Office of Inspector General
- AR:** Matters Recommended by the General Counsel
- MS:** School Name Changes

The Board report classification will determine the signature and approval routing requirements as outlined in the chart below.

	<b>Budget*</b>	<b>COO</b>	<b>CEdO</b>	<b>CPO</b>	<b>CFO</b>	<b>LAW</b>	<b>CEO</b>
<b>PR</b> <i>Procurement Over \$75K</i>	<i>Approve</i>	<i>N/A</i>	<i>Programmatic Approval* (if applicable)</i>	<i>Approve &amp; Sign</i>	<i>Approve &amp; Sign</i>	<i>Approve &amp; Sign</i>	<i>Approve &amp; Sign</i>
<b>OP</b> <i>Operations</i>	<i>Approve</i>	<i>Approve &amp; Sign</i>	<i>N/A</i>	<i>N/A</i>	<i>Approve &amp; Sign</i>	<i>Approve &amp; Sign</i>	<i>Approve &amp; Sign</i>
<b>ED</b> <i>Education Over \$75K</i>	<i>Approve</i>	<i>N/A</i>	<i>Approve &amp; Sign</i>	<i>Approve &amp; Initial</i>	<i>Approve &amp; Sign</i>	<i>Approve &amp; Sign</i>	<i>Approve &amp; Sign</i>
<b>EX</b> <i>Executive</i>	<i>Approve</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>Approve &amp; Sign</i>	<i>Approve &amp; Sign</i>	<i>Approve &amp; Sign</i>
<b>IG</b> <i>Inspector General</i>	<i>Approve</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>Approve &amp; Sign</i>	<i>Approve &amp; Sign</i>	<i>N/A</i>
<b>AR</b> <i>General Counsel</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>Approve &amp; Sign</i>	<i>Approve &amp; Sign</i>	<i>N/A</i>
<b>MS</b> <i>Misc.</i>	<i>N/A</i>	<i>N/A</i>	<i>Approve &amp; Sign</i>	<i>N/A</i>	<i>Approve &amp; Sign</i>	<i>Approve &amp; Sign</i>	<i>Approve &amp; Sign</i>

\*Programmatic Approval Preceeds Budget Approval



## ☆ Preparation for Approval Routing ☆

☞ Preparation for Chief Officer approval for those matters delegated to such officers shall be established by such officers. Contact the office for their specific approval process.

☞ Preparation of those matters requiring Board approval (a Board report) are as follows:

The originating department shall establish a routing folder for each Board report containing the following items:

- ☞ Board report (both hard copy and disc copy)
- ☞ Board report Routing Review Checklist  
(With programmatic approval, if applicable)
- ☞ Accountability Certification
- ☞ Ratification Endorsement, if applicable
- ☞ Relevant back-up materials (*e.g.* vendor proposals, correspondence and info about previous service)

☞ A copy of the Board Report Routing Review Checklist is included in this Manual (See Appendix A) and an electronic copy is available at

[http://www.csc.cps.k12.il.us/purchasing/uploadedfiles/board\\_reports/routchek.pdf](http://www.csc.cps.k12.il.us/purchasing/uploadedfiles/board_reports/routchek.pdf)

The top portion of the Checklist must be completed by the department/school originating the Board report prior to routing. The Accountability Certification and, if applicable, Ratification Endorsement must be completed and signed as described in this Manual. The applicable programmatic approval must be obtained by the user/originating department/school before routing can commence.

To begin circulating a Board report for signature, deliver the routing folder to the Budget Office and, at the same time, deliver a copy of the Board report to the Law Department for pre-review. Thereafter, the routing procedures and approval/signature chart set out in the next sections of this Manual are to be followed to ensure that Board reports receive all required approvals and are fully executed.

Schools will send their Board reports to the Area Instructional Officer for review and approval. The Area Instruction Office will forward the Board report to the Chief Education Officer who, upon approval, will submit to the Budget Office for processing.

**Note:** Please take into account the internal deadlines established by both the originating and approving departments in planning for the timely approval of a Board report or a notification form from an appropriate Chief Officer.

# ☆ Departmental Review Criteria ☆ for Board Action Reports

Once a Board report has been approved by Budget, the originating department shall forward the routing folder to the next approving department. **At the same time, the originating department must forward a copy to the Law Department so that it can be reviewed for legal format prior to final sign-off.** In order for a department to approve and sign a Board report, the following reviews and evaluations are performed (see Page 17 for School-Based Board report process):

1

## ***Budget Office Reviews and Evaluates:***

- ▶ Proper use of funds in review of description/purpose
- ▶ Availability of funds for the matter described in the Board report

2

## ***General Counsel Reviews and Evaluates:***

- ▶ Correct and complete disclosures have been made
- ▶ Sufficient details reported for Board to make an informed decision
- ▶ Compliance with Board Rules and Policies
- ▶ Proper form for reporting to the Board
- ▶ Accountability Certification valid and complete, and, as required, Ratification Endorsement valid and complete

3

## ***Director of Business Diversity Reviews and Evaluates***

- ▶ Compliance with Affirmative Action M/WBE Plan
- ▶ Compliance with all required signatures and certifications

4

## ***Chief Purchasing Officer Reviews and Evaluates:***

- ▶ Proper vendor selection method
- ▶ Result of debarment status review
- ▶ Proper programmatic approvals

5

## ***Chief Financial Officer Reviews and Evaluates:***

- ▶ Approved as to appropriations and expenditures

6

## ***General Counsel Sign-Off as to Appropriate Legal Form:***

- ▶ Final Review as to legal form

7

## ***Chief Executive Officer Reviews and Evaluates:***

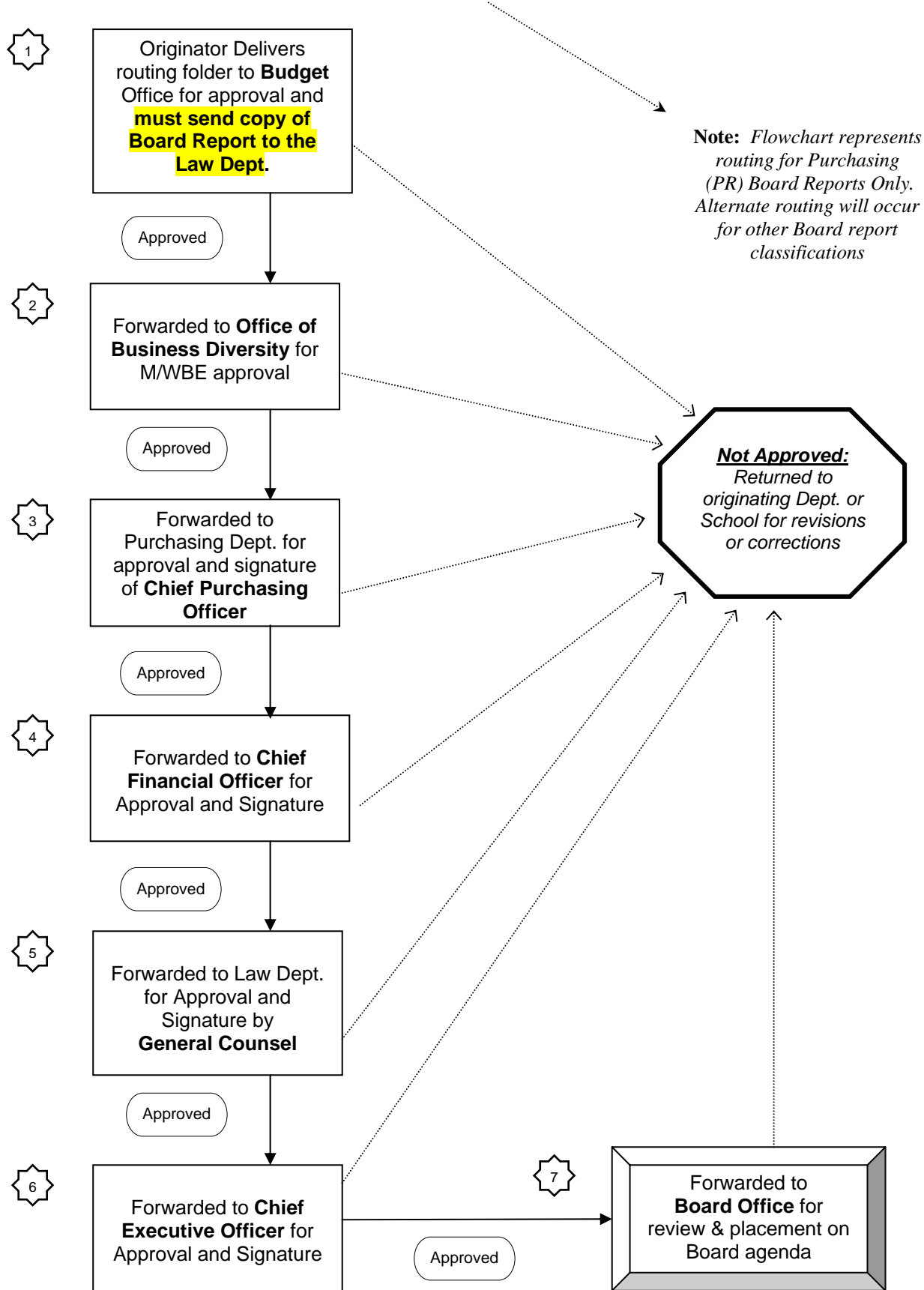
- ▶ Content Review and final approval of matter

8

## ***Board Office Reviews and Evaluates:***

- ▶ Content meets the goals and policies set by the Board
- ▶ Contains all required signatures and Certifications

# ☆ Routing Flow Chart for Board Action Reports ☆



**Note:** Flowchart represents routing for Purchasing (PR) Board Reports Only. Alternate routing will occur for other Board report classifications

## ☆ Accountability Certification ☆

- ☞ **All** Board Action reports must be accompanied by a fully completed and signed Accountability Certification.

The purpose of this Certification is to ensure that all required disclosures and compliance obligations have been met by the originating department. The Chief Officer for the department originating the Board report must complete and initial each individual statement on the certification form attesting that all information is true and correct. The Chief Officer for the originating department shall then sign the Accountability Certification.

In every instance, the *Chief Officer* of the department originating the Board report is responsible for the accuracy of the information certified as being correct. At the school level, the Principal and Area Instructional Officer shall initial the form as originators.

- ☞ A copy of the Accountability Certification form is included in this Manual (See Appendix A) and an electronic copy is available at [http://www.csc.cps.k12.il.us/purchasing/uploadedfiles/board\\_reports/acctcert.pdf](http://www.csc.cps.k12.il.us/purchasing/uploadedfiles/board_reports/acctcert.pdf)

## ☆ Ratification Endorsement ☆

- Board reports that request the Board to ratify an action must be accompanied by a fully completed and signed Ratification Endorsement. Requests for Board ratification are strongly discouraged and, if made, are subject to rejection by the Board.

A ratification Board report becomes necessary when a department/school has taken an action requiring Board approval before actual Board approval. All ratification actions must be presented to the Board for approval, regardless of dollar amount. Requests for Board ratification are permissible only in limited circumstances, such as:

- 1 Emergencies as specified under Board Rule 5-4.
- 2 Capital Improvement Program bid awards and change orders.

All requests for ratification require the *Chief Officer* for the originating department to complete and sign a Ratification Endorsement. At the school level the Principal, Area Instructional Officer and the Chief Education Officer shall sign.

- A copy of the Ratification Endorsement form is included in this Manual (See *Appendix A*) and an electronic copy is available at [http://www.csc.cps.k12.il.us/purchasing/uploadedfiles/board\\_reports/rendorse.pdf](http://www.csc.cps.k12.il.us/purchasing/uploadedfiles/board_reports/rendorse.pdf)

**Note:** A Board report that requests or seeks approval/authorization for payment for goods/services already received or performed is equivalent to a request for ratification.

**REQUESTS FOR RATIFICATION  
ARE SUBJECT TO REJECTION BY THE BOARD**

## ☆ Programmatic Approval ☆

Board reports must be accompanied by evidence of programmatic approval, where required on the Board Report Routing Review Checklist. Programmatic approval signifies that the purchase or transaction is consistent with the Board's goals and objectives.

A Board report requesting approval for any of the following requires the corresponding programmatic approval:

Board Report Subject Matter	Programmatic Approval By
Hiring non-educational consultant	<input checked="" type="checkbox"/> Chief Administrative Officer
Hiring educational consultant	<input checked="" type="checkbox"/> Chief Education Officer
Buying educational software and computer training	<input checked="" type="checkbox"/> Chief Information Officer
Buying administrative software	<input checked="" type="checkbox"/> Chief Information Officer
Buying computer hardware and technical equipment	<input checked="" type="checkbox"/> Chief Information Officer
Receiving donation of computers or technical equipment	<input checked="" type="checkbox"/> Chief Information Officer
Licensing/leasing school property	<input checked="" type="checkbox"/> Chief Operating Officer

If the originating department is a probationary school, then approval of the Chief Research Evaluation and Accountability Officer is also required.

**Note:** The user department originating the Board report is responsible for obtaining programmatic approval for the matter described before routing Board report. For school-based board reports the Chief Education Office will be responsible for obtaining the proper programmatic approvals prior to routing Board report.

**Note:** Each department which issues programmatic approval will designate an individual responsible for responding to requests for such approval and establishing request and submission procedures.

## ☆ Contract Requirement ☆

- Board Rules require that a contract must be signed for all purchases, sales, services and transactions where expenditures for biddable items exceed \$10,000 per user group/school, per vendor, per year and all non-biddable items (including consulting services) where expenditures exceed \$25,000 per user group/school, per vendor, per year.

Each Board report or notification form from a Chief Officer approving such matter shall be made available to the General Counsel and shall specify a time period, by which a contract will be signed. If the contract is not signed within the specified time period, the approval granted in the Board report or notification form will automatically rescind unless extended by the General Counsel.

In order to avoid the automatic rescission of Board or Chief Officer approval for a transaction, it is recommended that the originating department contact the Law Department as early as possible to begin the contracting process, but in no event less than **60 days** before the matter is planned to be presented for Board or Chief Officer approval.

### Caution

No goods or materials may be received, nor services rendered or work commenced, nor payments made prior to the execution of a written contract. See Board Rule 2-5.1.

### Caution

Contract 'stringing' is prohibited under Board Rule 5-30. This means no department/school may avoid obtaining prior Board approval for a matter by dividing expenditures under several contracts/POs where each amount falls below the level requiring prior Board approval, but the total combined amount exceeds the level.

# ☆ Biddable Items vs. Non-Biddable Items ☆

## **THERE ARE 2 TYPES OF EXPENDITURES:**

**BIDDABLE ITEMS:** All biddable items \$10,001 and over must be bid pursuant to law and require Board approval and a contract. The bid solicitation must be issued by the Department of Procurement and Contracts.

**NON-BIDDABLE ITEMS:** All non-biddable Items \$25,001 and over must be appropriately secured in accordance with Purchasing Department guidelines and require either approval from the Chief Purchasing Officer or the Board depending on the dollar amount, and a contract is required in all cases.

## **EXAMPLES OF THE 2 TYPES OF EXPENDITURES:**

**BIDDABLE ITEMS:** In general, biddable items, pursuant to Illinois law (the “Bidding Statute”), include all supplies (commodities), materials and work, and private carriers for transportation of students (bus vendors).

### **Examples of biddable items:**

Aluminum padlocks	Janitorial products
Appliances	Laminated foam trays
Backpacks	Landscaping services
Bib aprons	Lektriers
Bus vendors	Lunchroom equipment
Caps and gowns	Musical instruments
Concrete, fencing and asphalt	Office supplies
Construction projects	Paper towels/toilet paper
Cooking equipment	Plastic Liners
Cosmetology equipment	Portable lifts
Detergents, cleaners	Portable x-ray machines
Diplomas, certificates	Science lab supplies
Dishwashers	Smallwares
Drafting equipment	Sports and band uniforms
Drinking cups	Student & teacher planners, binders
Driver simulator systems	Trash compactors
Equipment purchases	Vacuum cleaners
Exterior maintenance equipment	Window suppliers
Furniture	
Gymnasium equipment	



## ☆ Biddable Items vs. Non-Biddable Items ☆

**NON-BIDDABLE ITEMS:** The Bidding Statute specifically sets forth 14 general types of expenditures which are not subject to the Bidding Statute (in other words, non-biddable items) are as follows:

1. Services of individuals possessing a high degree of professional skill (consultants and other professional services).
2. Printing of finance committee reports and department reports.
3. Printing or engraving of bonds, tax warrants, and other evidences of indebtedness.
4. Perishable foods and beverages.
5. Materials and work which has already been awarded pursuant to a formal bid solicitation, but due to unforeseen circumstances, must be revised by not more than 10% of the original contract amount.
6. Maintenance, servicing or repair of equipment with the manufacturer or authorized service agent.
7. Data processing equipment, software or services and telecommunications and interconnect equipment, software or services.
8. Duplicating machines and supplies.
9. Natural gas when the cost is less than that offered by the public utility.
10. Previously owned equipment (used equipment).
11. Repair, maintenance, remodeling, renovation or construction of a single project involving and expenditure not to exceed \$20,000 and not involving a change or increase in the size, type or extent of an existing facility.
12. Goods or services procured from another governmental agency.
13. Goods or services which are economically procurable from only one source, such as magazines, books, periodicals, pamphlets and reports, and utility services such as water, light, heat, telephone and telegraph.
14. Emergency expenditures (require  $\frac{3}{4}$  approval from the Board).

### **Examples of non-biddable items:**

Appraisers	Insurance policies
Architects/designers	Intergovernmental agreements with City, Park District, CHA
Audit services	Magazine subscriptions
Banking services	Membership services
Catering services	Nursing services and other medical services
Computer subscriptions	Occupational therapy
Computers	Private, alternative and safe schools
Consulting services	Records management
Court reporters	Security systems
Educational services, college courses, tuition payments	Software and maintenance
Employee benefits and administrative Services	Temporary personnel services
Environmental consultants	Textbooks
External partners	Training services
Financial planning services	Tutors/mentors
Hearing Officers	Yearbooks
Hotel space usage	

## ☆ Competitive Procurement Process ☆

All purchases for biddable items and non-biddable Items shall be awarded pursuant to a competitive process in accordance with the following procedures:

- 1) Level One: All biddable items \$10,001 and above shall be awarded pursuant to a duly advertised bid solicitation issued by the Chief Purchasing Officer, in accordance with the precepts of formal sealed bids to the lowest, responsive, responsible bidder, considering conformity with specifications and terms of delivery, quality and serviceability; all non-biddable Items \$250,001 and above shall be awarded pursuant to a duly advertised request for proposals/qualifications issued by the Chief Purchasing Officer or any other form of competitive solicitation that is issued in accordance with Federal, State or other agency purchasing guidelines, as deemed appropriate by the Chief Purchasing Officer;
- 2) Level Two: All non-biddable Items between \$75,001 and \$250,000 shall be awarded pursuant to a process whereby at least three (3) written proposals with price quotes are submitted to and evaluated by the Chief Purchasing Officer and are awarded to the most responsible and responsive proposer with competitive pricing, or any other form of competitive solicitation that is issued in accordance with Federal, State or other agency purchasing guidelines, as deemed appropriate by the Chief Purchasing Officer; or
- 3) Level Three: All non-biddable Items between \$25,001 and \$75,000 shall be awarded pursuant to a process whereby at least three price quotations (written or verbal) are submitted to and evaluated by the Chief Purchasing Officer and awarded to the most responsible and responsive proposer with competitive pricing or any other form of competitive solicitation that is issued in accordance with Federal, State or other agency purchasing guidelines, as deemed appropriate by the Chief Purchasing Officer.

The following matters do not require a competitive vendor selection process: leases, licenses, educational matters (such as payment of tuition), emergency matters, and other matters as may be approved by the General Counsel.

# ☆ School-Based Board Action Reports ☆

## [Approval Routing Requirements]

☞ The originating school shall establish a routing folder for each Board report containing the following items:

- ☞ Draft Board report (both hard copy and disc copy)
- ☞ Board Report Routing Review Checklist (with top portion completed/ Programmatic Approval, if applicable)
- ☞ Relevant Back-Up Materials (e.g. Summary report of school test scores; Attendance/Demographic data; Previous Service; Educational Outcomes)

☞ A copy of the Board Report Routing Review Checklist is included in this Manual (See Appendix A) and an electronic version is available at

[http://www.csc.cps.k12.il.us/purchasing/uploadedfiles/board\\_reports/routchek.pdf](http://www.csc.cps.k12.il.us/purchasing/uploadedfiles/board_reports/routchek.pdf)

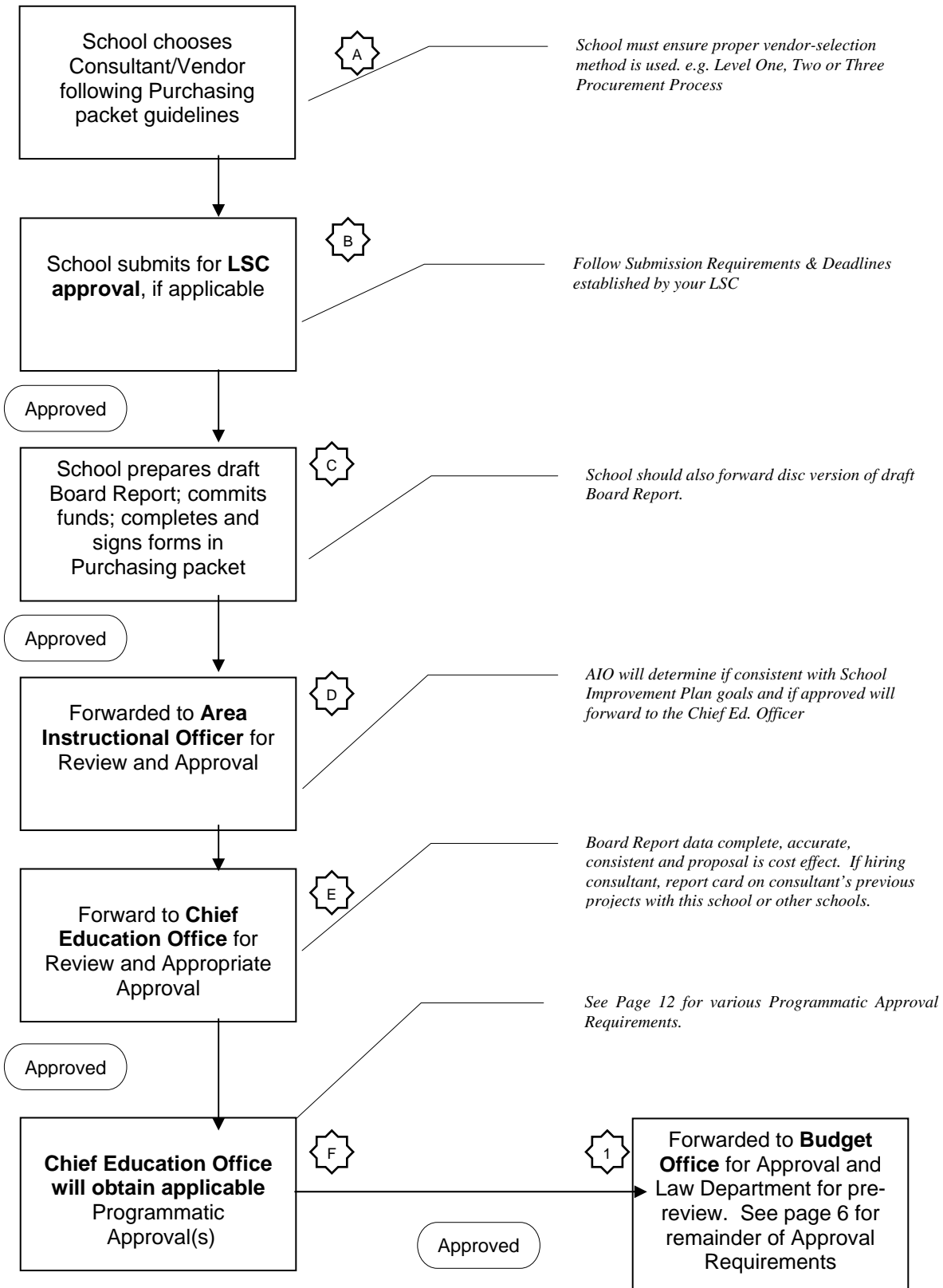
The top portion of the Checklist must be completed by the department/school originating the Board report prior to routing with proper programmatic approval, if applicable.

Once a Board report has received the required LSC approval, the school shall forward the Board report routing folder including all items listed above to its Area Instructional Officer no later than **10 weeks prior** to the Board meeting at which the school would like the matter to be considered. If approved, it will be forwarded by the designee to the Chief Education Officer for programmatic approval. All School-Based Board reports require the approval of the Area Instructional Officer and the Chief Education Officer BEFORE Central Office approval routing may begin.

The Accountability Certification, and, if applicable, Ratification Endorsement, for a school-based Board report will be completed and signed by the Principal and Area Instructional Officer. The Accountability Certification will be signed by the Chief Education Officer.

# ☆ School-Based Board Action Reports ☆

## [Approval Flow Chart]



# ☆ General User Instructions ☆

[Multiple Action Board Reports]

As a general rule, a single stand-alone Board report is required for each matter that requires Board approval. For instance, a request to rescind a Board Report should be a stand-alone Board report and should not be combined with a request for Board approval of a new matter. However, multiple action Board reports are permissible in the following circumstances:

- ① Where there is one transaction involving one vendor, but multiple contracts. For instance, many software vendors require that a software maintenance agreement be signed coincident with the signing of a software license agreement. In this instance, separate Board Reports for each agreement are not necessary because both agreements are related to the same transaction and a single vendor.
- ② Where there is one finite project involving multiple vendors who will provide the same service but are under separate contracts. For instance, if a department needs to retain 7 trainers to conduct a seminar, all 7 consultant trainers who will be providing training for this seminar can be identified on one Board report providing they are providing identical services.

When a multiple action Board report is permissible, the originating department must ensure that all matters, all vendors and all user departments/schools are fully disclosed and identified on the Board report.

**Note:** Under Board Rule 2-28, for multiple action Board reports, the Board has the right to strike (or decline approval of) any single item/matter without voiding the remainder of the Board report.

**Note:** A Board report is not required for acceptance of grants. See Board Rule 5-29 included herein.

# ☆ General User Instructions ☆

[Budget/Financial Information]

In order for the Budget Office to review Board reports in a timely manner, the originating department must ensure that funds have been pre-committed for the matter and that the following information appears in the financial section of the Board report when funds will be expended:

1. Name of **organizational unit** being charged for the services
2. Correct **budget classification** to be charged in the following sequence: Unit, Fund, Project, Program, Object
3. Identify the **fiscal year** of funds to be used; i.e., FY2006, FY2007
4. Indicate **requisition (IM) number** of funds committed for the services/ goods
5. Identify **source of funds**; i.e., Fund 210 – Education Fund



## Sample Financial Section of Board Report when Expending Money:

Charge To: Office of Management and Budget  
Budget Classification: 0210-210-000-1106-5410    \$100,000 (FY2006)  
Requisition No: IM 0123456  
Fund 210 – Education Fund

When the Board report anticipates that funds will be *received*, not expended, the financial section only needs to identify the amount and the appropriate fund which should be credited.



## Sample Financial Section of Board Report when Receiving Money:

Credit \$100,000 to: Building Fund

**Note:** Please ensure that the funds indicated in the financial section match the funds identified in the description section of the Board report.

# ☆ Amendments ☆

[Approved Board Action Reports]

- ☪ In the event further Board action is required on a matter previously approved by the Board, a Board report may be amended by adding a statement explaining the reason for the amendment and 'red-lining' the additions (by underline) and deletions (by strike-through).

However, amendments can only be utilized in limited circumstances such as to correct inaccuracies and/or approve additional terms. Examples include:

- YES → To add funding/compensation for the *current* contract term
- YES → To add or expand scope of services for the *current* contract term
- YES → To add or correct a vendor's name
- YES → To include additional user departments/schools
- YES → To extend the contract term providing no new funding is required

Examples of when an amendment can NOT be used:

- NO → To obtain Board approval to renew or extend an agreement. (An Extend or Renew Board report should be prepared - See template in Appendix C)
- NO → To effectuate a change which eliminates the purpose for the original Board report (Original Board report should be rescinded and new Board report prepared for the new purpose/basis)

When an amended Board report receives Board approval, the amended version alone (not in combination with the original version) establishes the approval granted by the Board. Therefore, when making amendments, do not remove/delete the Board authority originally granted. Unless otherwise advised by the Law Department, all Board report amendments will require a corresponding written amendment to the existing contract.

**Note:** Amendment Board reports require the same certification forms, routing and approvals as do Board reports for new matters.

☆ Sample Amendments ☆  
[Approved Board Action Reports]



**Sample Red-Lined Name Correction Amendment:**

“Approve entering into an agreement with ~~Abernathy Brothers, LLC~~ Abernathy, Kincaid and Epstien, Inc., who will provide carpet cleaning services.”

*Add and underline the correct Company Name*

*Strike the incorrect Company Name*



**Sample Red-lined Funding Change Amendment:** (Additional Cost of \$100,000)

Charge To: Office of Early Childhood Education  
\$100,000 + \$100,000 = \$200,000

Budget Classification: FY2006 FY2007  
0952-210-364-7933-5400 \$100,000 + \$100,000 = \$200,000

Source of Funds: 210 – General Education Funds

*Do not delete original funding authority; rather insert additional funding*

*Identify and underline the total combined funding amount*



**Sample Statement Explaining Reason For Amendment:**

“This Board Report is being amended to expand the scope of services and increase the contract dollar amount by \$100,000 for a total expenditure not to exceed \$200,000.”

*Detail funding increase in Financial Section*

*Detail expanded Scope of Services in Description Section*



## ☆ Rescission of a Board Report ☆

- ☪ In the event a Board report is approved by the Board but it is later determined the matter will not be acted upon, the originating department may initiate a Board report to rescind the Board approval previously granted or, if the Board report required a written contract, the originating department may direct the *General Counsel* to rescind the Board report in part or in full on the *General Counsel's* monthly report on Board report rescissions.

**Note:** A rescission Board report template is included in [Appendix C](#).

## ☆ Board Report Best Practice Suggestions ☆

- Use the current and correct templates available on the CPS website and follow the directions for completing the templates. Remove and brackets and insert the requested information.
- Obtain Board approval before the start of the original or renewal term.
- Describe the vendor using the same term consistently throughout the board report.
- If there are multiple vendors on a board report, number them.
- Include the reference to Board Rule 5-4.1. Be accurate in your use of the statement.
- Verify that the financials and compensation are accurate and consistent in the first paragraph of the board report, the compensation section, and the financial section.
- Follow the correct procedure for an amended board report. Keep all your drafts and mark-ups in routing folder.
- There should be no time gap with a renewal board report. Renewal terms should begin on the date following the expiration of the original term. Start working on your renewal at least three months before the original term expires.
- Proofread the board report before you submit it.
- Do not attempt to avoid the rules by stringing. No stringing allowed.
- Confirm the vendor name(s) and vendor number(s) as listed on the Board Report are correct and active in the Oracle System.

## ☆ Board Policy Approval Process ☆

A Board policy is a Board report which sets forth a general course of action(s) adopted by the Board or states the Board's intentions in relation to a particular issue, topic or in response to a statutory or legal mandate. Final authority for approval of a policy rests with the Board.

There is no competitive process or contract required for policy Board reports. Therefore, it is unnecessary to submit a policy Board report to the Purchasing Department or to follow Purchasing Department deadlines when presenting a policy to the Board.

### **Step 1:**

Notify the Chief Executive Office designee and the Law Department designee that your department intends to present a policy Board report for approval.

- Current CEO office designee: Lisa Scruggs, 553-1520, [lscruggs@cps.k12.il.us](mailto:lscruggs@cps.k12.il.us)
- Current Law Department designee: Jaculin Jerman Milovich, 553-1700, [jjerman@cps.k12.il.us](mailto:jjerman@cps.k12.il.us)

Notification should be provided in writing **at least 7 weeks** before the policy is to be presented to the Board. Notification should also include a brief description of the proposed policy and a copy of the proposed policy, if available.

### **Step 2:**

Work with the CEO office designee and the Law Department designee to refine and finalize draft of the policy.

### **Step 3:**

Once finalized, the proposed policy will be circulated to the appropriate CPS departments for approval and signature by the Law Department and the CEO's office.

The deadline for policy Board reports is the same as the one for Board action reports. They should be fully completed and delivered to the Law Department and Chief Executive Office no later than 5:00 p.m., 22 calendar days prior to that month's Board meeting.

### **Step 4:**

The CEO's office will forward the proposed policy to the Board office for review and placement on the Board meeting agenda. The originating department and user department (if not the same as the originating department) should be prepared to answer questions from the Board or to provide a briefing on the proposed policy.

# ☆ Guidelines Approval Process ☆

Guidelines present a CPS department's or Office's specific procedures or plans for implementation of a policy or specific course of action. Guidelines are not Board Reports and may not require Board approval. However, most guidelines relate to and reference a specific Board approved policy.

All guidelines must be presented to and approved by the Chief Executive Officer and final authority for approval rests with the Chief Executive Officer. The guidelines should be reviewed and approved as to legal form by the General Counsel.

## **Step 1:**

Notify the CEO's office designee and the Law Department designee that your department intends to present guidelines for approval.

- Current CEO office designee: Lisa Scruggs, 553-1520 and [lscruggs@cps.k12.il.us](mailto:lscruggs@cps.k12.il.us)
- Current Law Department designee: Jaculin Jerman, 553-1700 and [jjerman@cps.k12.il.us](mailto:jjerman@cps.k12.il.us)

If the guidelines relate to a specific Board policy, the guidelines should be submitted to the CEO's office within sixty (60) days after the adoption of the Board Policy. Notification should also include a brief description of the proposed guidelines and a copy of the proposed guidelines, if available.

## **Step 2:**

Work with the CEO office designee and the Law Department to refine and finalize the draft of the guidelines.

## **Step 4:**

Law department will review the guidelines. Upon approval and signature, the proposed guidelines will be sent to the CEO's office.

## **Step 5:**

Once approved by the CEO, a copy of the guidelines will be returned to the originating department for distribution and use. The originating department should forward a hard copy and an electronic copy to the Board Secretary.

# ☆ Reinforcement Training System ☆

The reinforcement training system is a system of regular quarterly training intended to provide a concrete, incentive-based system to reinforce Board report deadlines and processes. The system will offer department point persons with regular training and opportunities to improve practice and planning.

The principle components of the training system are:

- Quarterly training for all departments
- Monitoring of each department's compliance with Board report procedures
- Regular reminders and planning reinforcement

## **Quarterly Training**

Training will be provided on a quarterly basis for all departments and will be mandatory unless:

- During the preceding quarter, the department has not submitted any Board reports after the established deadline.
- During the preceding quarter, the department has not submitted any Board reports seeking ratification.
- After review of the specific reasons for submission of a late or ratification Board report, the department is excused by the Board or the CEO's office.

Mandatory training for the first quarter of the year will be held in April. Additional training will be scheduled for July, October and January of the following year.

## **Monitoring**




Each department's submission of Board reports will be tracked on a monthly basis. Information will be kept on whether Board reports were submitted by the deadline and whether any ratification requests were submitted. At the end of three months, each department will be notified as to whether it will be required to send a representative to mandatory training.

## **Reminders/Planning Reinforcement**

To assist departments with Board report development, a new system of reminders and planning reinforcement will be instituted. The reminders will include electronic reminders sent to Board report contact persons and senior staff based on the Chief Executive Office's master Board report calendar, as well as reminders at senior staff and cabinet meetings.

## ☆ APPENDIX A: Forms ☆

The following forms are to be completed, as applicable, prior to routing a Board Report for approval:

-  Routing Review Checklist
-  Accountability Certification
-  Ratification Endorsement

Board Report Type: (PR, OP, ED, EX, IG, AR OR MS) \_\_\_\_\_

Date of Board Meeting: \_\_\_\_\_

**BOARD REPORT ROUTING REVIEW CHECKLIST**

Title of Board Report: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Term of Agreement: \_\_\_\_\_ Contract Amount: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
Department/School Signature Title Phone Date

<u>YES</u>	<u>NO</u>	<u>N/A</u>		<u>AIO Approval (Where applicable)</u>
___	___	___	Accountability Certification Completed and Attached	
___	___	___	Ratification Endorsement Completed and Attached	
___	___	___	Reviewed By Local School Council (Signature _____ Date _____)	
___	___	___	Programmatic Approvals Included (CAO; CEO; CIO; COO Signature _____)	
___	___	___	Vendor Scope, Deliverables, Schedule, Cost Details and Disclosure Form Included	
___	___	___	Consistent with School Improvement Plan Goals	

**Budget Review:** (Applicable for PR, OP, ED, EX and IG Board Reports)

<u>Yes</u>	<u>NO</u>	<u>N/A</u>	
___	___	___	Funding is Available in the referenced Budget Classification

\_\_\_\_\_  
Director of Budget (Signature) Date

M/WBE Proposal Approved by OBD: YES \_\_\_ / DATE: \_\_\_\_\_; NO \_\_\_ / Status of Negotiation: \_\_\_\_\_.

\_\_\_\_\_  
Office of Business Diversity (Signature) Date

Request is the result of a: \_\_\_ Level 1 Procurement Process \_\_\_ Level 2 Procurement Process \_\_\_ Level 3 Procurement Process

\_\_\_\_\_  
Purchasing (Signature) Date

**Law Department:**

<u>YES</u>	<u>NO</u>	
___	___	Report is in correct legal form

\_\_\_\_\_  
Signature Title Date

**ACCOUNTABILITY CERTIFICATION**

Board Report Title: \_\_\_\_\_

---

**The Board Report originator(s) should initial to certify each item and the Chief Officer for the department originating this Board Report must initial each item and sign below to confirm that all information has been verified.**

1. As required by Section 2-27 of the Rules of the Board, this Board Report and any attachments disclose all information relevant to the matter described in this Board Report, including (check to indicate that disclosure has been made):  
Sufficient background information to apprise the Board fully regarding the matter.  
The term and duration of any agreement described in the Board Report.  
Total anticipated costs for the current year and any subsequent years where expenditures are anticipated.

(Originator(s) Initial(s)) \_\_\_\_\_ (Chief Initial) \_\_\_\_\_

2. This Board Report (check where applicable) anticipates does not anticipate, doing business with a vendor/service provider/consultant. To the extent this Board Report anticipates doing business with a vendor/service provider/consultant, as required by Section 2-27, 5-4 and 5-4.1 of the Rules of the Board, the vendor/service provider/consultant described in the Board Report was selected based upon (check where applicable) Level 1 Procurement Process or Level 2 Procurement Process Level 3 Procurement Process

(Originator(s) Initial(s)) \_\_\_\_\_ (Chief Initial) \_\_\_\_\_

3. This Board Report (check where applicable) anticipates does not anticipate, the signing of a contract. To the extent this Board Report anticipates a contract, the contract documenting the transaction described in the Board Report (check where applicable) has been executed by the vendor and is available for signature by the Board, will be submitted to the Board for signature within the timeframe specified on this Board Report. I acknowledge Board Rule 2-5.1 which prohibits making payments or receiving goods/services until a contract is signed.

(Originator(s) Initial(s)) \_\_\_\_\_ (Chief Initial) \_\_\_\_\_

4. This Board Report (check where applicable) anticipates does not anticipate, expenditures. As required by Section 2-27 of the Rules of the Board, to the extent this Board Report anticipates expenditures the matter described in the Board Report is within approved budgetary appropriations and is a permissible expenditure under the terms of any applicable Grant or funding source.

(Originator(s) Initial(s)) \_\_\_\_\_ (Chief Initial) \_\_\_\_\_

5. This Board Report (check where applicable) includes does not include, a request for approval to renew, extend or amend an existing agreement.

(Originator(s) Initial(s)) \_\_\_\_\_ (Chief Initial) \_\_\_\_\_

6. This Board Report (check where applicable) anticipates does not anticipate, approval of expenditures for change orders. As required by the Illinois Criminal Code, 720 ILCS 5/33E-9, if requesting approval of expenditures for change orders (check where applicable), the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed, or the change is germane to the original contract as signed (i.e. the original contract and the change order authorized the purchase of the same type of goods/services), or although neither of the preceding alternatives is applicable, the change is in the best interest of the Board and is not intended to violate any legal requirement.

(Originator(s) Initial(s)) \_\_\_\_\_ (Chief Initial) \_\_\_\_\_

**All information described herein and on the Board Report is true and correct:**

\_\_\_\_\_  
**Chief Officer for Originating Department**



*RATIFICATION ENDORSEMENT*

Board Report Title: \_\_\_\_\_

Originating Department: \_\_\_\_\_

Chief Officer for Department: \_\_\_\_\_

*The Chief Officer for the department originating a Ratification Board Report is required to endorse the request for Board Ratification and provide all information requested herein to enable the Board to assess whether there is a valid basis for the request.*

1. Specify reason(s) why ratification is being requested in lieu of prior approval.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Specify what good faith efforts were taken to ensure that this matter would be timely presented to the Board for consideration.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Specify whether or not it was foreseeable that the reasons described in section 1 would result in the matter not being timely presented to the Board for prior approval.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Based on all the above stated reasons, I hereby endorse the request for the Board to ratify the matter described in the Board Report identified above.*

\_\_\_\_\_  
*Principal*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Area Instructional Officer*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Chief or Officer for Originating Department*

\_\_\_\_\_  
*Date*

## ☆ APPENDIX B: Selected Board Rules ☆

The Board Rules listed below are applicable to the preparation of Board Reports and are included for easy reference. Board Rules are modified from time to time, so consult the complete set Rules for the most up-to-date version at:

[http://www.cps.k12.il.us/AboutCPS/Board/Board\\_Rules/board\\_rules.html](http://www.cps.k12.il.us/AboutCPS/Board/Board_Rules/board_rules.html)

BR § 2-1	Regular Meetings
BR § 2-5	President & Secretary to Execute Leases and Contracts
BR § 2-5.1	Required Contracts
BR § 2-27	Delegation of Board Authority
BR § 2-28	Line Item Veto
BR § 2-29	Reporting to the Board
BR § 5-4	Bid Policy
BR § 5-4.1	Requests for Bids, Proposals and/or Qualifications
BR § 5-5	Method of Awarding Contracts
BR § 5-7	Procedure for Level One Solicitations for Biddable Items
BR § 5-8	Schedule of Bids for Level One Solicitations for Biddable Items
BR § 5-9	Rejection of Bids/Proposals
BR § 5-10	Expenditures for all Items Which are not Required to be Awarded Through a Competitive Bid Solicitation Process
BR § 5-29	Grants, Gifts, Donations
BR § 5-30	Prohibition Against Stringing

**Sec. 2-1. Regular Meetings.** Regular meetings of the Board of Education shall be held in the Board of Education Chamber, 125 South Clark Street, 5<sup>th</sup> Floor, Chicago, Illinois, on even months and on odd months at attendance centers designated by the Board. Board meetings shall take place on the fourth Wednesday of each month, unless otherwise ordered or unless the fourth Wednesday shall fall on a legal or school holiday, in which event such regular meeting shall be held on the proceeding or next succeeding business day wherever possible. (Amended 03-14-79; 07-23-80; 11-19-86; 11-28-90; 10-27-98)

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**Sec. 2-5. President and Secretary to Execute Leases and Contracts.** Except as otherwise provided in these Rules, the President and Secretary of the Board of Education shall sign and execute all contracts duly authorized by order, resolution, or direction of the Board of Education and shall sign and execute leases of school property or property required for school purposes duly authorized by order, resolution, or direction of the Board of Education, and which have been approved as to legal form by the General Counsel. The Board may, at its discretion, authorize and designate a signatory for leases and contracts under certain specified dollar amounts and for ancillary documents that serve to administer or effectuate a contract or lease. In the case of absence, disability or refusal of the President to sign and execute any contract or lease, the contract or lease may be executed by any member of the Board. When so signed, executed, and approved, such contracts and leases shall be deemed to be duly executed by the Board of Education. (Amended 03-23-94; 01-24-96; 06-23-99; 09-22-04 (Effective 11/1/04))

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**Sec. 2-5.1. Required Contracts.** Except as otherwise provided in these Rules, all expenditures for apparatus, equipment, supplies, services, repairs, goods, wares, materials, work and merchandise of any kind or description, exceeding \$10,000 which must be awarded through the competitive bid solicitation process pursuant to Board Rule 5-4 ("Biddable Items"), and for those expenditures for supplies, materials, non-personal services, personal and consulting services or other work exceeding \$25,000 which are not required to be awarded through the competitive bid solicitation process pursuant to Board Rule 5-4 ("Non-biddable Items"), either individually or collectively for consecutive purchases from the same vendor/service provider of the same item or service by the same user department/school, and all other transactional matters requiring contracts, leases, licenses or intergovernmental agreements shall be evidenced by a written document approved as to legal form by the General Counsel and signed by the Board, or other officers as specified in Section 2-27 of these Rules, and the other party.

No goods or materials, apparatus, equipment, supplies, wares of merchandise may be received, nor may services, repairs, or work commence nor leaseholds created, nor may payments be made regarding any of the foregoing prior to execution of a written document for same in accordance with Board Rule 2-5. (Adopted 06-23-99; Amended 07-28-99; 09-26-01; 09-22-04 (Effective 11/1/04))

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**Sec. 2-27. Delegation of Board Authority.**

*a. Manner and Effect of Delegation of Authority.* With the exception of those powers and authority exclusively reserved to the Board by the Illinois School Code, as it exists now, or as it may be hereafter amended, the Board may delegate its authority by Board Rule, Board Policy, Board Resolution, Board Report or other Board action. Where the Board has delegated authority to an Officer or his/her designee, that Officer or his/her designee may take all actions consistent with the delegation without further Board action or authority and the action shall be binding upon the Board at the time the Officer acts.

b. *Authority Not Specifically Delegated.* The Board reserves to itself all authority and power it has not specifically delegated to another under these Rules, in a Board policy, resolution or report or by other Board action.

c. *Authority over Departments and Delegated Authority.* The Chief Executive Officer, the Chief Operating Officer, the Chief Education Officer, the Chief Purchasing Officer, the Chief Financial Officer and the General Counsel, have the authority to supervise their respective Departments, including all employees within their departments, and to take all actions delegated to them by Board Rule, Policy, Resolution, Board Report or other Board action. Said Officers may delegate their authority to employees within their Departments, including any authority delegated to them by the Board.

d. *Delegation of Authority to Act.* The Board hereby delegates the following specific authority to the following Officers or their respective designees with respect to making and executing certain agreements, which authority may be exercised without prior Board action or approval. All authority exercised by the Officers pursuant to this Rule shall be reported to the Board on a monthly basis. All of the actions/purchases authorized and taken below shall only be for matters that are presented timely to such officer for future action/purchase. Any and all requests for ratification of an action/purchase already taken which are required to have prior Board approval and/or approval from the respective officers, shall be submitted to the Board for approval or denial, regardless of the dollar amount.

1. The Chief Executive Officer has the authority to authorize and execute any and all intergovernmental agreements and other miscellaneous types of agreement that have no financial impact on the Board, subject to approval as to legal form by the General Counsel.
2. The Chief Operating Officer has the authority to authorize and execute any and all real property leases/licenses where the Board is the landlord/licensor, with a term less than ten (10) years, regardless of the dollar amount, subject to approval as to legal form by the General Counsel (except for leases/licenses at 125 S. Clark Street, Chicago, Illinois, which require prior Board approval); and has the authority to authorize and execute all real property leases/licenses where the Board is the tenant/licensee, the term is less than ten (10) years, and the dollar amount for the term of the lease/license is \$75,000 or under, subject to approval as to legal form by the General Counsel.
3. The Chief Education Officer has the authority to authorize and execute any and all educational and/or programmatic agreements, including payment of tuition, that have a financial impact on the Board between \$25,001 and \$75,000, subject to approval as to legal form by the General Counsel.
4. The Chief Financial Officer has the authority to accept any and all grants, donations and gifts of any dollar amount; to refund any unspent dollars from grants, donations or gifts. The Chief Financial Officer together with the head of the department receiving the grant, donation or gift have the authority to jointly execute any and all grant, donation or gift acceptance agreements and amendments related thereto required by any grantor, donor or giftor, including agreements to indemnify the grantor with respect to performance of the grant, subject to approval as to legal form by the General Counsel; and also to provide such additional information, assurances and certifications as are necessary in connection with such grant. For grants, gifts and donations and refunds of same, the Chief Financial Officer shall report to the Board on a monthly basis all grants, gifts and donations received in excess of \$50,000, and all refunds of unspent grants, gifts or donations in excess of \$5,000.

5. The Chief Purchasing Officer has the authority, subject to approval as to legal form by the General Counsel, to authorize and execute any and all of the following purchasing agreements, provided such purchases are made in accordance with the Board Rules set forth in Chapter V:
  - a) Non-biddable Items (as defined in Section 5-4) that cost between \$25,001 and \$75,000;
  - b) Options to renew and/or mutually-agreed-to renewals of Non-biddable Items that cost between \$25,001 and \$75,000;
  - c) Amendments to Contracts of any dollar amount for Non-biddable Items, which amendments have no additional financial implications; and
  - d) Amendments to Contracts for Non-biddable Items initially costing \$75,000 and under, which amendments do not increase the total obligation to more than \$75,000.
  
6. The General Counsel has the authority to authorize and execute any and all agreements and documents regarding the following:
  - a. access and right of entry to property which may include indemnification;
  - b. indemnification related to agreements for the purchase, sale, use, occupancy, license or lease of real estate;
  - c. zoning, taxes and other governmental petitions and requests; and,
  - d. other legal matters having no direct financial impact on the Board.

(Adopted 03-27-91; Amended 03-23-94; 10-25-95; 01-24-96; 02-23-00; 07-26-00; 09-22-04 (Effective 11/1/04); Rescinded and Adopted New 08-24-05; Amended 10-26-05)



**Sec. 2-28. Line Item Veto.** For any Board Report requesting authority for multiple actions/ items/transactions, the Board shall have the right, at its discretion, to strike or decline approval for any one or more action/item/transaction identified on such Board Report without voiding the remainder of the Board Report. (Adopted 06-23-99)



**Sec. 2-29. Reporting to the Board.** The Board shall adopt a policy for reporting matters to, and obtaining authority and/or approval from, the Board. (Adopted 06-23-99)



**Sec. 5-4. Bid Policy.**

a. All contracts for supplies, materials or work involving an expenditure in excess of \$10,000.00 shall be awarded through the recommendations of the Chief Purchasing Officer in accordance with the precepts of formal sealed competitive bids to the lowest, responsive, responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability after due advertisement all such materials and work shall hereinafter be deemed "Biddable Items".

b. The following types of contracts are not required to be awarded by formal sealed bid (all such materials and work shall hereinafter be deemed "Non-biddable Items"):

i) contracts which by their nature are not adapted to award by competitive bidding, such as contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;

ii) contracts for the printing or engraving of bonds, tax warrants and other evidences of indebtedness;

iii) contracts for utility services such as water, light, heat, telephone or telegraph;

iv) contracts for the purchase of perishable foods and perishable beverages;

v) contracts for materials and work which have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised causing expenditures not in excess of \$10,000 or 10% of the contract price, whichever is less;

vi) contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;

vii) purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;

viii) contracts for duplicating machines and supplies;

ix) contracts for the purchases of natural gas when the cost is less than that offered by a public utility;

x) purchases of equipment previously owned by some entity other than the district itself;

xi) contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$20,000 and not involving a change or increase in the size, type, or extent of an existing facility;

xii) contracts for goods or services procured from another governmental agency;

xiii) contracts for goods and services which are economically procurable from only one source, such as the purchase of magazines, books, periodicals, pamphlets and reports, and

xiv) except where funds are expended in an emergency and such emergency expenditure is subsequently approved by  $\frac{3}{4}$  of the members of the Board. An emergency shall be determined in the judgment of the Chief Executive Officer or the Chief Purchasing Officer when it is necessary to make repairs and alterations, and purchase equipment services or supplies as a result of an unforeseen combination of circumstances which call for immediate action as a result of fire, accident, threat to the safety, security or well being of students or staff, or other conditions and such action is necessary to protect the property of the Board or the

occupants of its buildings, or to prevent interference with school sessions or to protect the safety, security or well being of students and staff. (Amended 12-27-67; 09-28-79; 10-28-81; 11-19-86; 3-24-94; 01-24-96; 6-23-99; 09-22-04 (Effective 11/1/04))

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**Sec. 5-4.1. Request for Bids, Proposals and/or Qualifications.**

a. The public canvassing of solicitations of bids, requests for proposals and qualifications for contracts and purchases shall be authorized and managed by the Chief Purchasing Officer. All bid solicitations, which convert to binding contracts upon execution, shall be approved as to legal form by the General Counsel prior to the publication of such solicitation. The Chief Purchasing Officer shall establish requirements regarding the publication of any and all solicitations of bids, and requests for proposals and qualifications.

b. All purchases for Biddable Items and Non-biddable Items shall be awarded pursuant to a competitive process in accordance with the following procedures:

1) Level One: All Biddable Items \$10,001 and above shall be awarded pursuant to a duly advertised bid solicitation issued by the Chief Purchasing Officer, in accordance with the precepts of formal sealed bids to the lowest, responsive, responsible bidder, considering conformity with specifications and terms of delivery, quality and serviceability; all Non-biddable Items \$250,001 and above shall be awarded pursuant to a duly advertised request for proposals/qualifications issued by the Chief Purchasing Officer or any other form of competitive solicitation that is issued in accordance with Federal, State or other agency purchasing guidelines, as deemed appropriate by the Chief Purchasing Officer;

2) Level Two: All Non-biddable Items between \$75,001 and \$250,000 shall be awarded pursuant to a process whereby at least three (3) written proposals with price quotes are submitted to and evaluated by the Chief Purchasing Officer and are awarded to the most responsible and responsive proposer with competitive pricing, or any other form of competitive solicitation that is issued in accordance with Federal, State or other agency purchasing guidelines, as deemed appropriate by the Chief Purchasing Officer;

3) Level Three: All Non-biddable Items between \$25,001 and \$75,000 shall be awarded pursuant to a process whereby at least three price quotations (written or verbal) are submitted to and evaluated by the Chief Purchasing Officer and awarded to the most responsible and responsive proposer with competitive pricing or any other form of competitive solicitation that is issued in accordance with Federal, State or other agency purchasing guidelines, as deemed appropriate by the Chief Purchasing Officer. (Adopted 06-23-99; Amended 09-26-01; 09-22-04 (Effective 11/1/04))

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**Sec. 5-5. Method of Awarding Contracts.** No person or business entity shall be awarded a contract if that person or business entity has been convicted of bribery or attempting to bribe a public officer or employee of the Board of Education of the City of Chicago, the State of Illinois, or any other public entity, in that officer or employee's official capacity; nor has been convicted of agreement or collusion among bidders or prospective bidders in restraint of freedom of competition by agreement to bid a fixed price, or otherwise; or has made an admission of guilt of such conduct described above which is a matter of record but has not been prosecuted for such conduct. Ineligibility under this section shall continue for three years following such conviction or admission. For purposes of this section, where an official, agent or employee of a business entity has committed such conduct described above on behalf of such an entity and

pursuant to the direction or authorization of a responsible official thereof, the business entity shall be chargeable with the conduct. (Amended 11-15-78; 09-28-79; 01-24-96; 08-28-96; 02-23-00; 09-22-04 (Effective 11/1/04))

●—————●

**Sec. 5-7. Procedure for Level One Solicitations for Biddable Items.** Except as may otherwise be provided by the Board, when Level One solicitations for Biddable Items are taken, as many bids shall be secured as practicable, basing the solicitation upon a list of prospective bidders that are qualified to provide supplies, materials or work or services. At least one public notice is to be made at least 10 days before the bid due date in a newspaper published in the district and shall simultaneously be posted on a readily accessible bulletin board in the Office of the Chief Purchasing Officer. Each bidder receiving a copy of the solicitation must receive at least 3 days notice of the time and place of the opening of all such bids. All bids must be sealed by the bidder and must be opened by the Chief Purchasing Officer or his/her designee at a public bid opening at which the contents of the bids must be announced.

If the stated bid opening day falls upon a holiday as established by the Rules of the Board, the time for receipt and opening of bids shall automatically be continued to the next following business day at the same hour. (Amended 02-28-68; 11-24-71; 10-28-81; 11-19-86; 01-24-96; 10-27-98; 09-22-04 (Effective 11/1/04))

●—————●

**Sec. 5-8. Schedule of Bids for Level One Solicitations for Biddable Items.** Whenever the bids are scheduled, a copy of said schedule shall be posted in the Office of the Chief Purchasing Officer not later than four days following the day on which bids are opened. A schedule of bids certified by the Chief Purchasing Officer, shall also be forwarded to the Secretary of the Board of Education who shall file the same in a safe place and properly preserve them as part of the official records of the Board of Education. (Amended 03-23-94; 01-24-96; 09-22-04 (Effective 11/1/04))

●—————●

**Sec. 5-9. Rejection of Bids/Proposals.** The Board or the Chief Purchasing Officer shall have the right to reject any or all bids or proposals. (Amended 03-24-94; 01-24-96; 09-22-04 (Effective 11/1/04))

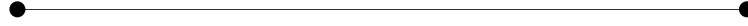
●—————●

**Sec. 5-10. Expenditures for all Items Which are not Required to be Awarded Through a Competitive Bid Solicitation Process.** Upon requisition duly signed or authorized by the General Superintendent of Schools, the Chief Purchasing Officer, the Chief Fiscal Officer or the General Counsel, as appropriate for their respective areas of responsibilities, expenditures for supplies, materials, non-personal services, personal and consulting services or other work which are not required to be awarded through the competitive bid solicitation process pursuant to Board Rule 5-4, up to \$25,000.00 may be made by purchase order charging appropriated funds. Such commitments of less than \$25,000.00 (except real estate) shall be reported to the Board on a monthly basis. Board approval shall be first obtained for all such commitments in excess of \$25,000.

Pursuant to Section 5-12 of these Rules, expenditures under \$25,000 shall be included in the Chief Purchasing Officer's monthly report. (Amended 05-12-82; 09-07-82; 05-09-84; 07-31-91; 01-24-96; 02-23-00; 09-26-01)



**Sec. 5-29. Grants, Gifts, Donations.** The Chief Financial Officer shall authorize the acceptance of all grants/gifts and donations and the refund of any grants/gifts or donations of money. The Chief Financial Officer shall provide to the Board a monthly report as to all such acceptances that exceed \$50,000 and as to all refunds that exceed \$5,000, including an explanation of all such refunds. (Adopted 06-23-99; Amended 09-22-04 (Effective 11/1/04))



**Sec. 5-30. Prohibition Against Stringing.** Where the Board is required to approve expenditures which exceed a specified sum, it shall be prohibited to divide or string such expenditure(s) under several contracts or purchase orders, the amount for each falling below the amount which requires prior Board approval. (Adopted 06-23-99)

## ☆ APPEDIX C: Templates/User Instructions ☆

To assist originating departments in preparing Board reports, templates for the most frequently used Board reports are included in this Manual and are also available on the Chicago Public Schools Website at:

<http://www.csc.cps.k12.il.us/purchasing/index.php@tab=4&id=55.htm>

Templates are intended to assist departments/schools in understanding the relevant type of information that should appear on a Board report and the proper form for reporting to the Board. User instructions accompany each template and explain when, and when not, to use a certain type of Board report to present a matter to the Board for approval.

Departments/schools may request the Law and Purchasing Departments to establish Board report templates for matters which are unique to that department/school. The following templates are included in Appendix C:

- ▶ Purchase of Goods (T1)
- ▶ Consulting Services (T2)
- ▶ Option to Renew or Extend (T3)
- ▶ Termination of an Agreement (T4)
- ▶ Software License (T5)
- ▶ License Agreement for Use of a School Facility (T6)
- ▶ Space Rental/Catering Services (T7)
- ▶ Approve Student Participation and/or School Travel (T8)
- ▶ School Name Change (T9)
- ▶ Lease Agreement (Board as Landlord) (T10)
- ▶ Lease Agreement (Board as Tenant) (T11)
- ▶ Purchase of Land (T12)
- ▶ Sale of Land (T13)
- ▶ Pre-Qualification of Vendors (T14)
- ▶ Ratification of Consulting Services (T15)
- ▶ Ratification of Purchase of Goods (T16)
- ▶ Approve Payment (Consulting) (T17)
- ▶ Approve Payment (Goods) (T18)
- ▶ Rescission (T19)
- ▶ Special On-Loan Leave (T20)
- ▶ Intergovernmental Agreement (T21)
- ▶ Approve Tuition Payments (T22)

**PURCHASE OF GOODS**

- Use only for the purchase of goods.
- This type of Board Report must be initiated through the Purchasing Department.
- The information in [Brackets] indicates where information is required. You must remove the [Brackets] after you fill in appropriate information.
- This Template is designed to provide assistance in preparing this type of Board Report. Please include all relevant information regarding this matter even if not shown on template.
- All Board Reports must be in Arial 10 pt. Font with 1-inch borders on all four sides of the page.

**APPROVE ENTERING INTO AN AGREEMENT WITH [name of vendor]  
FOR THE PURCHASE OF [type of goods to be purchased]**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve entering into an agreement with [name of Vendor] for the purchase of [type of goods to be purchased] for [name of department or school receiving the goods] at a cost not to exceed [\$]. Vendor was selected on a competitive basis pursuant to Board Rule 5-4.1. A written agreement for this purchase is currently being negotiated. No goods may be ordered or received and no payment shall be made to Vendor prior to the execution of the written agreement. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 90 days of the date of this Board Report. Information pertinent to this agreement is stated below.

**VENDOR:** [Vendor's name]  
[Address]  
[Phone]  
[Contact Person]  
[Vendor #]

**USER:** [Name of Department/School]  
[Address]  
[Contact Person]  
[Phone]

**TERM:** The term of this agreement shall commence on [exact date or "the date the agreement is signed"] and shall end [exact date or "# of months thereafter"]. This agreement shall have [#] options to renew for periods of [#] each. [If there is an option(s), insert information regarding costs for option period(s)]

**EARLY TERMINATION RIGHT:** The Board shall have the right to terminate this agreement with 30 days written notice.

**DESCRIPTION OF PURCHASE:**

Goods:  
Quantity:  
Unit Price:  
Total Cost Not to Exceed:

**OUTCOMES:** This purchase will result in [Describe reason for this purchase].

**COMPENSATION:** Vendor shall be paid in accordance with the unit prices contained in the agreement; not to exceed the sum of [\$].

**AUTHORIZATION:** Authorize the General Counsel to include other relevant terms and conditions in the written agreement. Authorize the President and Secretary to execute the agreement. Authorize [title] to execute all ancillary documents required to administer or effectuate this agreement.

**AFFIRMATIVE ACTION:** [Language to be provided by Affirmative Action]

**LSC REVIEW:** ["Local School Council approval is not applicable to this report" or "This action was approved by the LSC for [name] School on (date)"]

**FINANCIAL:** Charge to [name of department]: [\$]                      Fiscal Year: [yr.]  
Budget Classification: [#]    Source of Funds: [name and #]  
Requisition Number: [#]

**GENERAL CONDITIONS:**

Inspector General – Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

Conflicts – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their terms of office.

Indebtedness – The Board’s Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics – The Board’s Ethics Code adopted June 23, 2004 (04-0623-PO4), as amended from time to time, shall be incorporated into and made a part of the agreement.

Contingent Liability – The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

**Approved for Consideration:**

**Approved:**

\_\_\_\_\_  
**Heather A. Obora**  
**Chief Purchasing Officer**

\_\_\_\_\_  
**Arne Duncan**  
**Chief Executive Officer**

**Within Appropriation:**

\_\_\_\_\_  
**John Maiorca**  
**Chief Financial Officer**

**Approved as to legal form:**

\_\_\_\_\_  
**Patrick J. Rocks**  
**General Counsel**

**AGREEMENT FOR CONSULTING SERVICES**

- Use for all consulting services or other services (such as teacher training).
- A signed written contract is required before any services can be rendered.
- This Board Report must be initiated through the Purchasing Department.
- Scope of services should be concise, but thorough.
- Deliverables require from Consultant must be identified.
- The anticipated outcome(s) or goal(s) of the Consultant's services must be identified.
- The information in [Brackets] indicates where information is required. You must remove the [Brackets] after you fill in the appropriate information.
- This template is designed to provide assistance in preparing this type of Board Report. Please include all relevant information regarding this matter even if not shown on the template.
- All Board Reports must be typed in Arial 10 pt. Font with 1-inch borders on all four sides of the page.

**APPROVE ENTERING INTO AN AGREEMENT WITH [Name of Consultant]  
FOR CONSULTING SERVICES**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve entering into an agreement with [name of Consultant] to provide consulting services to [name of department receiving the services] at a cost not to exceed [\$]. Consultant was selected on a competitive basis pursuant to Board Rule 5-4.1. [Statement regarding Consultant's past business with the Board, if any.] A written agreement for Consultant's services is currently being negotiated. No services shall be provided by Consultant and no payment shall be made to Consultant prior to the execution of the written agreement. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 90 days of the date of this Board Report. Information pertinent to this agreement is stated below.

**CONSULTANT:** [Consultant's name]  
[Address]  
[Phone]  
[Vendor #]

**USER:** [Name of Department/School]  
[Address]  
[Contact person]  
[Phone]

**TERM:** The term of this agreement shall commence on [exact date or "the date the agreement is signed"] and shall end [exact date or "# of months thereafter"]. This agreement shall have [#] options to renew for periods of [#] each. [If there is an option(s), insert information regarding costs for option period(s).]

**EARLY TERMINATION RIGHT:** The Board shall have the right to terminate this agreement with 30 days written notice.

**SCOPE OF SERVICES:** [Describe services to be rendered by Consultant]

**DELIVERABLES:** [Describe or list deliverables to be provided by Consultant]

**OUTCOMES:** Consultant's services will result in [Describe anticipated outcomes from the services being provided]

**COMPENSATION:** Consultant shall be paid as follows: [hourly rate of \$ or equal monthly payments, etc.], not to exceed the sum of [\$].

**REIMBURSABLE EXPENSES:** Consultant shall be reimbursed for the following expenses: [list]. The total compensation amount reflected herein is inclusive of all reimbursable expenses. [If there are no reimbursable expenses, just state "None"]

**AUTHORIZATION:** Authorize the General Counsel to include other relevant terms and conditions in the written agreement. Authorize the President and Secretary to execute the agreement. Authorize [title] to execute all ancillary documents required to administer or effectuate this agreement.

**AFFIRMATIVE ACTION:** [Language to be provided by Affirmative Action]

**LSC REVIEW:** ["Local School Council approval is not applicable to this report" or "This action was approved by the LSC for [name] School on (date)"]

**FINANCIAL:** Charge to [name of department]: [\$]  
Budget Classification: [#]  
Requisition Number: [#]

Fiscal Year: [yr.]  
Source of Funds: [name and #]

**GENERAL CONDITIONS:**

Inspector General – Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

Conflicts – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their terms of office.

Indebtedness – The Board’s Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics – The Board’s Ethics Code adopted June 23, 2004 (04-0623-PO4), as amended from time to time, shall be incorporated into and made a part of the agreement.

Contingent Liability – The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

**Approved for Consideration:**

**Approved:**

\_\_\_\_\_  
**Heather A. Obora**  
**Chief Purchasing Officer**

\_\_\_\_\_  
**Arne Duncan**  
**Chief Executive Officer**

**Within Appropriation:**

\_\_\_\_\_  
**John Maiorca**  
**Chief Financial Officer**

**Approved as to legal form:**

\_\_\_\_\_  
**Patrick J. Rocks**  
**General Counsel**



**OPTION TO RENEW OR EXTEND**

- Use for an option to renew or extend an existing contract.
- Do not amend an existing Board Report to exercise an option to renew or extend.
- Reference the information regarding the existing contract.
- Reference the specific dates for the renewal period and the costs associated only with the renewal period.
- A written document evidencing the renewal is required.
- The information in [Brackets] indicates where information is required. You must remove the [Brackets] after you fill in the appropriate information.
- This template is designed to provide assistance in preparing this type of Board Report. Please include all relevant information.
- All Board Reports must be typed in Arial 10 pt. Font with 1-inch borders on all four sides of the page.

**APPROVE EXERCISING THE OPTION TO [RENEW OR EXTEND] THE AGREEMENT  
WITH [name of Consultant/Vendor]**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve exercising the option to [renew or extend] the agreement with [name of Consultant/Vendor] to provide [consulting services or purchase of goods] to [name of department or school receiving the services] at a cost for the option period not to exceed [\$]. A written document exercising this option is currently being negotiated. No payment shall be made to Consultant/Vendor during the option period prior to the execution of the written document. The authority granted herein shall automatically rescind in the event a written document is not executed within 90 days of the date of this Board Report. Information pertinent to this option is stated below.

**CONSULTANT:**

[Consultant's/Vendor's name]

[Address]

[Phone]

[Vendor #]

**USER:**

[Name of Department/School]

[Address]

[Contact person]

[Phone]

**ORIGINAL AGREEMENT:** The original Agreement (authorized by Board Report [#]) in the amount of \$\_\_\_\_\_ is for a term commencing [insert date] and ending [insert date], with the Board having [#] option(s) to renew/extend for [#] year term(s). The original agreement was awarded on a competitive basis pursuant to Board Rule 5-4.1.

**OPTION PERIOD:** The term of this agreement is being extended for [#] year(s) commencing [date] and ending [date].

**OPTION PERIODS REMAINING:** ["There are no option periods remaining" or "There is (are) [#] option period(s) for [# of years] remaining."]

**SCOPE OF SERVICES:** [Describe services to be rendered by Consultant during the option period. If the same, insert "continue;" if different, state what services are new for the option period.]

**DELIVERABLES:** [Describe or list deliverables to be provided by Consultant during the option period. If they are the same as in original agreement, use the phrase "Consultant will continue to provide \_\_\_\_\_"].

**OUTCOMES:** Consultant's services will result in [Describe anticipated outcomes from the services to be provided during the option period.]

**COMPENSATION:** Consultant shall be paid during this option period as follows: [hourly rate of \$ or one lump sum, etc.], not to exceed the sum of [\$].

**AUTHORIZATION:** Authorize the General Counsel to include other relevant terms and conditions in the written option document. Authorize the President and Secretary to execute the option document. Authorize [title] to execute all ancillary documents required to administer or effectuate this option agreement.

**AFFIRMATIVE ACTION:** [Language to be provided by Affirmative Action]

**LSC REVIEW:** ["Local School Council approval is not applicable to this report" or "This action was approved by the LSC for [name] School on (date)"]

**FINANCIAL:** Charge to [name of department]: [\$]  
Budget Classification: [#]  
Requisition Number: [#]

Fiscal Year: [yr.]  
Source of Funds: [name and #]

**GENERAL CONDITIONS:**

Inspector General – Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

Conflicts – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board member during the one year period following expiration or other termination of their terms of office.

Indebtedness – The Board’s Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics – The Board’s Ethics Code adopted June 23, 2004 (04-0623-PO4), as amended from time to time, shall be incorporated into and made a part of the agreement.

Contingent Liability – The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

**Approved for Consideration:**

**Approved:**

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**Heather A. Obora**  
**Chief Purchasing Officer**

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**Arne Duncan**  
**Chief Executive Officer**

**Within Appropriation:**

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**John Maiorca**  
**Chief Financial Officer**

**Approved as to legal form:**

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**Patrick J. Rocks**  
**General Counsel**

**TERMINATION OF AN AGREEMENT**

- Use only when an existing agreement is being terminated.
- Call the Law Department before you take any action to terminate agreement.
- The information in [Brackets] indicates where information is required. You must remove the [Brackets] after you fill in the appropriate information.
- This template is designed to provide assistance in preparing this type of Board Report. Please include all relevant information regarding this matter even if not shown on the template.
- All Board Reports must be typed in Arial 10 pt. Font with 1-inch borders on all four sides of the page.

[Bd. Meeting Date]

**APPROVE THE TERMINATION OF THE AGREEMENT WITH [name of consultant/vendor]  
FOR [consultant services or other]**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve the termination of the agreement dated [date] with [name of consultant/vendor] to provide [consulting services or other] to [name of department or school receiving the services]. A written termination agreement for [consultant's or vendor's] services is currently being negotiated. No further services shall be provided by [consultant or vendor] as of [date] and no payments shall be made for services rendered after said date. Information pertinent to this termination is stated below.

**CONSULTANT/  
VENDOR:**

[Consultant/Vendor Name]  
[Address]  
[Phone]  
[Vendor #]

**USER:**

[Name of Department/School]  
[Address]  
[Contact Person]  
[Phone]

**TERMINATION RIGHT:** This agreement is being terminated pursuant to paragraph [#] of the agreement for the following reason: [describe reason]. A notice of termination was sent to [consultant or vendor] on [date].

**AUTHORIZATION: [if necessary]** Authorize the General Counsel to include other relevant terms and conditions in the written termination agreement. Authorize the President and Secretary to execute the termination agreement.

**AFFIRMATIVE ACTION:** Not Applicable.

**LSC REVIEW:** Not Applicable.

**FINANCIAL:** No additional cost to the Board at this time.

**Approved for Consideration:**

**Approved:**

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**Heather A. Obora**  
**Chief Purchasing Officer**  
**[or other applicable Chief]**

---

**Arne Duncan**  
**Chief Executive Officer**

**Within Appropriation:**

---

**John Maiorca**  
**Chief Financial Officer**

**Approved as to legal form:**

---

**Patrick J. Rocks**  
**General Counsel**

**SOFTWARE LICENSE**

- Use only for software license and maintenance agreements.
- A written license agreement is required prior to receiving or using the software.
- This Board Report must be initiated through the Purchasing Department.
- The information in [Brackets] indicates where information is required. You must remove the [Brackets] after you fill in the appropriate information.
- All Board Reports must be in Arial 10 pt. Font with 1-inch borders on all four sides of the page.

**APPROVE ENTERING INTO A SOFTWARE LICENSE AGREEMENT WITH  
[name of entity]**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve entering into a software license agreement with [name of entity] for [insert name(s) of software products] to be used by [name of department or school] at a cost not to exceed [\$]. Software licensor was selected on a competitive basis pursuant to Board Rule 5-4.1. A written license agreement for such software products is currently being negotiated. Software upgrades and "bug fixes" ["will" or "will not"] be provided free of charge for [insert term for free upgrades and bug fixes]. Thereafter, the Board must pay an annual maintenance fee for such upgrades and bug fixes. No use of the software shall begin and no payment shall be made to software Licensor prior to the execution of the written license agreement. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 90 days of the date of this Board Report. Information pertinent to this agreement is stated below.

**SOFTWARE**

**LICENSOR:** [Name]  
[Address]  
[Phone]  
[Contact Person]  
[Vendor #]

**USER:** [Name of Department/School]  
[Address]  
[Contact Person]  
[Phone]

**TERM:** The term of this software license agreement shall commence on [exact date or "the date the agreement is signed"] and shall end [exact date or "# of months thereafter"]. The Board shall have [#] options to renew this agreement for periods of [#] each. [If there is an option(s), insert information regarding costs for option period(s)]

**USE OF SOFTWARE:** [Describe use of the software]

**OUTCOMES:** [Describe anticipated outcomes from the use of the software]

**LICENSE FEE:** Software Licensor shall be paid a lump sum in the amount of [\$].

**MAINTENANCE FEE:** After [insert term of free upgrades and maintenance] future upgrades and bug fixes will be subject to an annual maintenance fee of [\$].

**AUTHORIZATION:** Authorize the General Counsel to include other relevant terms and conditions in the written license agreement. Authorize the President and Secretary to execute the license agreement. Authorize [title] to execute all ancillary documents required to administer or effectuate this license agreement.

**AFFIRMATIVE ACTION:** [Language to be provided by Affirmative Action]

**LSC REVIEW:** ["Local School Council approval is not applicable to this report" or "This action was approved by the LSC for [insert name] School on (date)"]

**FINANCIAL:** Charge to [name of department]: [\$]  
Budget Classification: [#]  
Requisition Number: [#]

Fiscal Year: [yr.]  
Source of Funds: [name and #]

**GENERAL CONDITIONS:**

Inspector General – Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

Conflicts – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their terms of office.

Indebtedness – The Board’s Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics – The Board’s Ethics Code adopted June 23, 2004 (04-0623-PO4), as amended from time to time, shall be incorporated into and made a part of the agreement.

Contingent Liability – The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

**Approved for Consideration:**

**Approved:**

\_\_\_\_\_  
**Heather A. Obora**  
**Chief Purchasing Officer**

\_\_\_\_\_  
**Arne Duncan**  
**Chief Executive Officer**

**Within Appropriation:**

\_\_\_\_\_  
**John Maiorca**  
**Chief Financial Officer**

**Approved as to legal form:**

\_\_\_\_\_  
**Patrick J. Rocks**  
**General Counsel**



**LICENSE AGREEMENT (for use of a school facility, including parking lots)**

- Use only for license agreements for a facility (e.g., auditorium, parking lots).
- This Board Report requires prior approval of the Director of Real Estate and must be initiated by the Real Estate Department.
- The term of the license agreement cannot begin prior to the execution of a signed license agreement.
- The information in [Brackets] indicates where information is required. You must remove the [Brackets] after you fill in the appropriate information.
- This template is designed to provide assistance in preparing this type of Board Report. Please include all relevant information regarding this matter even if not shown on the template.
- All Board Reports must be typed in Arial 10 pt. Font with 1-inch borders on all four sides of the page.

**APPROVE ENTERING INTO A LICENSE AGREEMENT WITH [name of entity]  
FOR THE USE OF [parking lot or other facility]**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve entering into a license agreement with [name of entity] for the use of [parking lot or other facility] at [name of department or school]. A written license agreement for such use is currently being negotiated. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 90 days of the date of this Board Report. Information pertinent to this agreement is stated below.

**LICENSEE:** [Name]  
[Address]  
[Phone]  
[Vendor #]

**PREMISES:** [Name of Department/School and facility to be used]  
[Address]  
[Contact person]  
[Phone]

**TERM:** The term of this license agreement shall commence on [exact date or "the date the agreement is signed"] and shall end [exact date or "# of months thereafter"]. This agreement shall have [#] options to renew for periods of [#] each. [If there is an option(s), insert information regarding costs for option period(s)]

**EARLY TERMINATION RIGHT:** [Describe: i.e., after 1<sup>st</sup> year, 30 days notice, etc.]

**USE:** [Describe]

**LICENSE FEE:** Licensee shall pay a [monthly, yearly] license fee as follows: [Describe]

**OPERATION & MAINTENANCE:** [Detail who has obligation to maintain the premises]

**INSURANCE:** [Check with Risk Management for insurance requirements of Licensee]

**AUTHORIZATION:** Authorize the General Counsel to include other relevant terms and conditions in the written license agreement. Authorize the President and Secretary to execute the license agreement. Authorize [title] to execute all ancillary documents required to administer or effectuate this license agreement.

**AFFIRMATIVE ACTION:** Exempt.

**LSC REVIEW:** ["Local School Council approval is not applicable to this report" or "This action was approved by the LSC for [name] School on (date)"]

**FINANCIAL:** Credit to [name of department]: [\$]  
Budget Classification: [#]

**GENERAL CONDITIONS:**

Inspector General – Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

Conflicts – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one-year period following expiration or other termination of their terms of office.

Indebtedness – The Board's Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics – The Board's Ethics Code adopted June 23, 2004 (04-0623-PO4), as amended from time to time, shall be incorporated into and made a part of the agreement.

Contingent Liability – The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

**Approved for Consideration:**

**Approved:**

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**Sean P. Murphy**  
**Chief Operating Officer**

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**Arne Duncan**  
**Chief Executive Officer**

**Within Appropriation:**

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**John Maiorca**  
**Chief Financial Officer**

**Approved as to legal form:**

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**Patrick J. Rocks**  
**General Counsel**

**APPROVAL FOR SHORT TERM SPACE RENTAL/CATERING SERVICES**

- Use when a school or department is renting a facility (i.e., hotel, banquet hall) for a short term (usually 1 to 3 days).
- Include the actual date and times of the event or conference.
- Include scope of the rental, including rooms and catering services.
- The information in [Brackets] indicates where information is required. You must remove the [Brackets] after you fill in the appropriate information.
- This template is designed to provide assistance in preparing this type of Board Report. Please include all relevant information regarding this matter even if not shown on the template.
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**APPROVE ENTERING INTO AN AGREEMENT WITH [name of facility]  
FOR [CATERING SERVICES AND SPACE RENTAL]**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve entering into an agreement with [name of facility] for [catering services and space rental] for [name of department or school] at a cost not to exceed [Dollar amount]. Provider was selected on a competitive basis pursuant to Board Rule 5-4.1. A written agreement for such use is currently being negotiated. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 90 days of the date of this Board Report. Information pertinent to this agreement is stated below.

**PROVIDER:** [Name]  
[Address]  
[Phone]  
[Contact Person]  
[Vendor #]

**USER:** [Name of Department/School]  
[Address]  
[Contact Person]  
[Phone]

**DATE OF EVENT/CONFERENCE:** The event/conference shall occur on [insert date(s)] from [insert time of day]

**SCOPE OF AGREEMENT:** [State/describe facilities that Provider will make available for this event]

**PURPOSE OF EVENT/CONFERENCE:** [State purposes]

**COST:** The cost of the services and space provided by Provider shall not exceed the sum of [Dollar amount].

**AUTHORIZATION:** Authorize the General Counsel to include other relevant terms and conditions in the written agreement. Authorize the President and Secretary to execute the agreement. Authorize [title] to execute all ancillary documents required to administer or effectuate this agreement.

**AFFIRMATIVE ACTION:** Exempt.

**LSC REVIEW:** ["Local School Council approval is not applicable to this report" or "This action was approved by the LSC for [name] School on (date)"]

**FINANCIAL:** Charge to [name of department]: [\$] [FY\_\_\_\_]  
Budget Classification: [#]  
Source of Funds: [specify]

**GENERAL CONDITIONS:**

Inspector General – Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

Conflicts – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one-year period following expiration or other termination of their terms of office.

Indebtedness – The Board’s Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics – The Board’s Ethics Code adopted June 23, 2004 (04-0623-PO4), as amended from time to time, shall be incorporated into and made a part of the agreement.

Contingent Liability – The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

**Approved for Consideration:**

**Approved:**

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**Heather A. Obora**  
**Chief Purchasing Officer**

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**Arne Duncan**  
**Chief Executive Officer**

**Within Appropriation:**

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**John Maiorca**  
**Chief Financial Officer**

**Approved as to legal form:**

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**Patrick J. Rocks**  
**General Counsel**

**APPROVAL FOR PARTICIPATION AND TRAVEL**

- Use when a school, students, departments or employees are going to participate in a program (such as a Learning program or a trip) where expenditure is required.
- Include travel information, if applicable.
- If using a tour group operator, a signed written agreement is required.
- Indicate the anticipated outcome(s) or goal(s) of the participation in this program.
- The information in [Brackets] indicates where information is required. You must remove the [Brackets] after you fill in the appropriate information.
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Indebtedness – The Board’s Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of any agreement.

Ethics – The Board’s Ethics Code adopted June 23, 2004 (04-0623-PO4), as amended from time to time, shall be incorporated into and made a part of any agreement.

Contingent Liability – Any agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

**Approved for Consideration:**

**Approved:**

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**Barbara Eason-Watkins**  
**Chief Education Officer**

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**Arne Duncan**  
**Chief Executive Officer**

**Within Appropriation:**

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**John Maiorca**  
**Chief Financial Officer**

**Approved as to legal form:**

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**Patrick J. Rocks**  
**General Counsel**

**RENAMING OF A SCHOOL**

- Use only for the renaming of an existing school.
- Local School Council approval is required.
- Renaming of school Board Reports are submitted one year, in March, with the approved name change-taking place in September of the next school year.
- The information in [Brackets] indicates where information is required. You must remove the [Brackets] after you fill in the appropriate information.
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**APPROVE THE RENAMING OF THE CURRENT [name] SCHOOL TO [new name]**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve the renaming of the current [name] school located at [address] to [new name].

**DESCRIPTION:** Presently, this facility is known as [name] school located at [address]. The Local School Council desires a name change for [reason]. The Local School Council recommends, in order of preference, the following proposed name changes:

1. [name]
2. [name]
3. [name]

**AFFIRMATIVE ACTION:** Not applicable.

**LSC REVIEW:** The Local School Council of the [current name] school approved this action on [date].

**FINANCIAL:** No cost to the Board at this time.

**Approved for Consideration:**

**Approved:**

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**Barbara Eason-Watkins**  
Chief Education Officer

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**Arne Duncan**  
Chief Executive Officer

**Within Appropriation:**

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**John Maiorca**  
Chief Financial Officer

**Approved as to legal form:**

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**Patrick J. Rocks**  
General Counsel

**LEASE AGREEMENT (Board as Landlord)**

- Use only when an outside party is renting a Board Report (i.e., a classroom in a school on a regular basis) - For rentals of a short period, use the Usage Permit issued by the Real Estate Department.
- This Board Report requires prior approval of the Director of Real Estate and must be initiated by Real Estate Department.
- The information in [Brackets] indicates where information is required. You must remove the [Brackets] after you fill in appropriate information.
- This template is designed to provide assistance in preparing this type of Board Report. Please include all relevant information regarding this matter even if not shown on the template.
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**APPROVE ENTERING INTO A LEASE AGREEMENT WITH [name of tenant]  
(BOARD AS LANDLORD)**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve entering into a lease agreement with [name of Tenant] for [identify premises]. A written lease agreement is currently being negotiated. The Tenant shall not take possession of the premises nor shall any leasehold estate be created prior to the execution of the written lease agreement. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 90 days of the date of this Board Report. Information pertinent to this lease agreement is stated below.

**TENANT:** [Tenant's name]  
[Address]  
[Phone]

**LANDLORD:** Board of Education of the City of Chicago

**PREMISES:** [Describe]

**USE:** [Describe use]

**TERM:** The term of this lease agreement shall commence on [exact date or "the date the agreement is signed"] and shall end [exact date or "# of months thereafter"]. The Tenant shall have [insert #] options to renew this lease agreement for periods of [#] each. [If there is an option(s), insert information regarding rent for option period(s)]

**EARLY TERMINATION RIGHT:** [Describe: i.e., 120 days notice, after 1st year of term, etc.]

**RENT:** The annual rent for the initial term of the lease shall be [\$], payable in monthly installments of [\$].

**ADDITIONAL RENT:** Tenant shall pay for [list items]

**IMPROVEMENTS TO PREMISES:** [Describe whether Tenant has any rights to improve the property]

**INSURANCE/INDEMNIFICATION:** [List]

**AUTHORIZATION:** Authorize the General Counsel to include other relevant terms and conditions in the written lease agreement. Authorize the President and Secretary to execute the lease agreement. Authorize the General Counsel to execute all ancillary documents required to administer or effectuate this lease agreement.

**AFFIRMATIVE ACTION:** Exempt.

**LSC REVIEW:** ["Local School Council approval is not applicable to this report" or "This action was approved by the LSC for [name] School on (date)"]

**FINANCIAL:** Credit to [name of department]: [\$]  
Budget Classification: [#]

**GENERAL CONDITIONS:**

Inspector General - Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

Conflicts - The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one-year period following expiration or other termination of their terms of office.

Ethics - The Board's Ethics Code adopted June 23, 2004 (04-0623-PO4), as amended from time to time, shall be incorporated into and made a part of the agreement.

**Approved for Consideration:**

**Approved:**

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**Sean P. Murphy**  
**Chief Operating Officer**

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**Arne Duncan**  
**Chief Executive Officer**

**Within Appropriation:**

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**John Maiorca**  
**Chief Financial Officer**

**Approved as to legal form:**

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**Patrick J. Rocks**  
**General Counsel**

**LEASE AGREEMENT (Board as Tenant)**

- Use only when the Board is renting space or property from an outside party.
- This Board Report requires prior approval of the Director of Real Estate and must be initiated by the Real Estate Department.
- The information in [Brackets] indicates where information is required. You must remove the [Brackets] after you fill in the appropriate information.
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**APPROVE ENTERING INTO A LEASE AGREEMENT WITH [name of landlord]  
(BOARD AS TENANT)**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve entering into a lease agreement with [name of Landlord] for [identify premises]. A written lease agreement is currently being negotiated. The Board shall not take possession of the premises nor shall any leasehold estate be created prior to the execution of the written lease agreement. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 90 days of the date of this Board Report. Information pertinent to this lease agreement is stated below.

**LANDLORD:** [Landlord's name]  
[Address]  
[Phone]

**TENANT:** Board of Education of the City of Chicago

**PREMISES:** [Describe]

**USE:** [Describe use]

**TERM:** The term of this lease agreement shall commence on [exact date or "the date the agreement is signed"] and shall end [exact date or "# of months thereafter"]. The Board shall have [#] options to renew this lease agreement for periods of [#] each. [If there is an option(s), insert information regarding rent for option period(s)]

**EARLY TERMINATION RIGHT:** [Describe: i.e., 90 days notice, after 1st year of lease, etc.]

**RENT:** The annual rent for the initial term of the lease shall be [\$], payable in monthly installments of [\$].

**ADDITIONAL RENT:** The Board shall pay for [list items]

**IMPROVEMENTS TO PREMISES:** [Describe whether the Board has any rights to improve the property]

**INSURANCE/INDEMNIFICATION:** [List]

**AUTHORIZATION:** Authorize the General Counsel to include other relevant terms and conditions in the written lease agreement. Authorize the President and Secretary to execute the lease agreement. Authorize the General Counsel to execute all ancillary documents required to administer or effectuate this lease agreement.

**AFFIRMATIVE ACTION:** Exempt.

**LSC REVIEW:** ["Local School Council approval is not applicable to this report" or "This action was approved by the LSC for [name] School on (date)"]

**FINANCIAL:** Charge to [name of department]: [\$]                      Fiscal Year: [yr.]  
Budget Classification: [#]    Source of Funds: [name and #]  
Requisition Number [#]

**GENERAL CONDITIONS:**

Inspector General - Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.



Conflicts - The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one-year period following expiration or other termination of their terms of office.

Indebtedness - The Board's Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics - The Board's Ethics Code adopted June 23, 2004 (04-0623-PO4), as amended from time to time, shall be incorporated into and made a part of the agreement.

Contingent Liability - The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

**Approved for Consideration:**

**Approved:**

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**Sean P. Murphy**  
**Chief Operating Officer**

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**Arne Duncan**  
**Chief Executive Officer**

**Within Appropriation:**

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**John Maiorca**  
**Chief Financial Officer**

**Approved as to legal form:**

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**Patrick J. Rocks**  
**General Counsel**

**PURCHASE OF LAND**

- Use only for the purchase of real estate.
- This Board Report requires prior approval of the Director of Real Estate and must be initiated by the Real Estate Department.
- The information in [Brackets] indicates where information is required. You must remove the [Brackets] after you fill in the appropriate information.
- This template is designed to provide assistance in preparing this type of Board Report. Please include all relevant information regarding this matter even if not shown on the template.
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**Approved for Consideration:**

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**Sean P. Murphy**  
**Chief Operating Officer**

**Within Appropriation:**

---

**John Maiorca**  
**Chief Financial Officer**

**Approved as to legal form:**

---

**Patrick J. Rocks**  
**General Counsel**

**Approved:**

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**Arne Duncan**  
**Chief Executive Officer**

**SALE OF LAND**

- Use only for the sale of real estate.
- This Board Report requires prior approval of the Director of Real Estate and must be initiated by the Real Estate Department.
- The information in [Brackets] indicates where information is required. You must remove the [Brackets] after you fill in the appropriate information.
- This template is designed to provide assistance in preparing this type of Board Report. Please include all relevant information regarding this matter even if not shown on the template.
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**DISPOSITION OF BIDS RECEIVED FOR THE SALE OF LAND  
LOCATED AT [address]**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

That the Chicago Board of Education recommends to the Committee on Housing and Real Estate of the City Council of the City of Chicago that the bid submitted by [name] in the amount of [\$], be accepted for the sale of the land at [address], consisting of approximately [#] square feet, as further described herein. A written agreement for this sale of land is currently being negotiated. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 120 days of the date of this Board Report. Information pertinent to this agreement is stated below.

**BID INFORMATION:** The Board of Education advertised a notice of intended sale of the land located at [address]. The closing bid date was [date]. Bids were received in the Department of Purchasing and opened on the same date.

**APPRAISAL:** An appraisal was made for this property indicating a fair market value as follows:

Market Value:

Date:

**RECOMMENDED BID:** After review of the appraisal and the bids, the Chief Operating Officer recommends that the bid of [\$] submitted by the following be accepted:

Name:

Address:

Original Bid Price:

Renegotiated Bid Price:

Deposit:

**AUTHORIZATION:** Authorize the General Counsel to include other relevant terms and conditions in the sale agreement. Authorize the President and Secretary to execute the agreement. Authorize the General Counsel to execute all ancillary documents required to administer or effectuate this agreement.

**AFFIRMATIVE ACTION:** Exempt.

**LSC REVIEW:** Local School Council approval is not applicable to this transaction.

**FINANCIAL:** No cost to the Board at this time.

**GENERAL CONDITIONS:**

Inspector General – Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

Conflicts – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one-year period following expiration or other termination of their terms of office.

Ethics – The Board's Ethics Code adopted June 23, 2004 (04-0623-PO4), as amended from time to time, shall be incorporated into and made a part of the agreement.

**Approved for Consideration:**

---

**Sean P. Murphy**  
**Chief Operating Officer**

**Within Appropriation:**

---

**John Maiorca**  
**Chief Financial Officer**

**Approved as to legal form:**

---

**Patrick J. Rocks**  
**General Counsel**

**Approved:**

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**Arne Duncan**  
**Chief Executive Officer**

**PRE-QUALIFICATION OF VENDORS**

- Use only when a pool of vendors have been pre-qualified pursuant to a Request for Qualification issued through the Purchasing Department.
- This type of Board Report requires prior approval of the Chief Purchasing Officer and must be initiated by the Purchasing Department.
- All pre-qualified vendors must enter into a written master agreement.
- Board Report must identify how the pre-qualified pool will be used and by whom.
- The information in [Brackets] indicates where information is required. You must remove the [Brackets] after you fill in the appropriate information.
- This template is designed to provide assistance in preparing this type of Board Report. Please include all relevant information regarding this matter even if not shown on the template.
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Indebtedness – The Board’s Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics – The Board’s Ethics Code adopted June 23, 2004 (04-0623-PO4), as amended from time to time, shall be incorporated into and made a part of the agreement.

Contingent Liability – The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

**Approved for Consideration:**

**Approved:**

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**Heather A. Obora**  
**Chief Purchasing Officer**

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**Arne Duncan**  
**Chief Executive Officer**

**Within Appropriation:**

---

**John Maiorca**  
**Chief Financial Officer**

**Approved as to legal form:**

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**Patrick J. Rocks**  
**General Counsel**

**RATIFICATION OF CONSULTING SERVICES**

- Use only if consultant's services began prior to Board approval but not been completed.
- A Ratification Endorsement form must accompany this Board Report.
- A written agreement is still required even though Consultant has begun services.
- The information in [Brackets] indicates where information is required. You must remove the [Brackets] after you fill in the appropriate information.
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**GENERAL CONDITIONS:**

Inspector General - Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

Conflicts - The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one- year period following expiration or other termination of their terms of office.

Indebtedness - The Board's Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics – The Board’s Ethics Code adopted June 23, 2004 (04-0623-PO4), as amended from time to time, shall be incorporated into and made a part of the agreement.

Contingent Liability - The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

**Approved for Consideration:**

**Approved:**

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**Heather A. Obora**  
**Chief Purchasing Officer**

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**Arne Duncan**  
**Chief Executive Officer**

**Within Appropriation:**

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**John Maiorca**  
**Chief Financial Officer**

**Approved as to legal form:**

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**Patrick J. Rocks**  
**General Counsel**

**RATIFICATION OF THE PURCHASE OF GOODS**

- Use only if goods have been ordered but not received prior to Board approval.
- A Ratification Endorsement form must accompany this Board Report.
- A written agreement will still be required if goods have been ordered and not delivered, in part or in whole.
- The information in [Brackets] indicates where information is required. You must remove the [Brackets] after you fill in the appropriate information.
- This template is designed to provide assistance in preparing this type of Board Report. Please include all relevant information regarding this matter even if not shown on the template.
- All Board Reports must be typed in Arial 10 pt. Font with 1-inch borders on all four sides of the page.

**RATIFY AN AGREEMENT WITH [name of vendor]  
FOR THE PURCHASE OF [type of goods to be provided]**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Ratify an agreement with [name of Vendor] for the purchase of [type of goods to be purchased] for [name of department or school receiving the goods] at a cost not to exceed [\$]. This purchase was obtained without prior Board approval. Vendor was selected on a competitive basis pursuant to Board Rule 5-4.1. No payment shall be made to Vendor prior to the execution of the written agreement. A written agreement for this purchase is currently being negotiated. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 90 days of the date of this Board Report. Information pertinent to this agreement is stated below.

**VENDOR:** [Vendor's name]  
[Address]  
[Phone]  
[Vendor #]

**USER:** [Name of Department/School]  
[Address]  
[Contact person]  
[Phone]

**TERM:** The term of this agreement shall commence on [exact date or "the date the agreement is signed"] and shall end [exact date or "# of months thereafter"]. This agreement shall have [#] options to renew for periods of [#] each. [If there is an option(s), insert information regarding costs for option period(s)]

**DESCRIPTION OF PURCHASE:**

Goods:  
Quantity:  
Unit Price:  
Total Cost Not to Exceed:

**OUTCOMES:** This purchase will result in [Describe reason for this purchase].

**COMPENSATION:** Vendor shall be paid in accordance with the unit prices contained in the agreement; not to exceed the sum of [\$].

**AUTHORIZATION:** Authorize the General Counsel to include other relevant terms and conditions in the written agreement. Authorize the President and Secretary to execute the agreement. Authorize [title] to execute all ancillary documents required to administer or effectuate this agreement.

**AFFIRMATIVE ACTION:** [Language to be provided by Affirmative Action]

**LSC REVIEW:** ["Local School Council approval is not applicable to this report" or "This action was approved by the LSC for [name] School on (date)"]

**FINANCIAL:** Charge to [name of department]: [\$]  
Budget Classification: [#]  
Requisition Number: [#]

Fiscal Year: [yr.]  
Source of Funds: [name and #]

**GENERAL CONDITIONS:**

Inspector General – Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

Conflicts – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one-year period following expiration or other termination of their terms of office.

Indebtedness – The Board’s Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics – The Board’s Ethics Code adopted June 23, 2004 (04-0623-PO4), as amended from time to time, shall be incorporated into and made a part of the agreement.

Contingent Liability – The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

**Approved for Consideration:**

**Approved:**

\_\_\_\_\_  
**Heather A. Obora**  
**Chief Purchasing Officer**

\_\_\_\_\_  
**Arne Duncan**  
**Chief Executive Officer**

**Within Appropriation:**

\_\_\_\_\_  
**John Maiorca**  
**Chief Financial Officer**

**Approved as to legal form:**

\_\_\_\_\_  
**Patrick J. Rocks**  
**General Counsel**



**APPROVE PAYMENT FOR CONSULTING SERVICES**

- Use only if consultant's services are completed.
- A Ratification Endorsement form must accompany this Board Report.
- The information in [Brackets] indicates where information is required. You must remove the [Brackets] after you fill in the appropriate information.
- This template is designed to provide assistance in preparing this type of Board Report. Please include all relevant information regarding this matter even if not shown on the template.
- All Board Reports must be typed in Arial 10 pt. Font with 1-inch borders on all four sides of the page.

**APPROVE PAYMENT TO [name of consultant]  
FOR CONSULTING SERVICES**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve payment to [name of Consultant] who provided consulting services to [name of department receiving the services] from [date began] to [date ended] in the amount of [\$]. These services were rendered without prior Board approval and all services have been completed. Consultant was selected on a competitive basis pursuant to Board Rule 5-4.1.

**CONSULTANT:** [Consultant's name]  
[Address]  
[Phone]  
[Vendor #]

**USER:** [Name of Department/School]  
[Address]  
[Contact Person]  
[Phone]

**SCOPE OF SERVICES:** [Describe services rendered by Consultant]

**DELIVERABLES:** [Describe or list deliverables that were provided by Consultant]

**OUTCOMES:** [Describe outcomes from the services that were provided]

**COMPENSATION:** Consultant shall be paid the sum of [\$].

**AFFIRMATIVE ACTION:** [Language to be provided by Affirmative Action]

**LSC REVIEW:** ["Local School Council approval is not applicable to this report" or "This action was approved by the LSC for [name] School on (date)"]

**FINANCIAL:** Charge to [name of department]: [\$]                      Fiscal Year: [yr.]  
Budget Classification: [#]    Source of Funds: [name and #]  
Requisition Number: [#]

**Approved for Consideration:**

**Approved:**

\_\_\_\_\_  
**Heather A. Obora**  
**Chief Purchasing Officer**

\_\_\_\_\_  
**Arne Duncan**  
**Chief Executive Officer**

**Within Appropriation:**

\_\_\_\_\_  
**John Maiorca**  
**Chief Financial Officer**

**Approved as to legal form:**

\_\_\_\_\_  
**Patrick J. Rocks**  
**General Counsel**

**APPROVE PAYMENT FOR THE PURCHASE OF GOODS**

- Use only if goods have been received prior to Board approval.
- A Ratification Endorsement from must accompany this Board Report.
- Reference the Purchase Order number or other document used to order these goods.
- The information in [Brackets] indicates where information is required. You must remove the [Brackets] after you fill in the appropriate information.
- This template is designed to provide assistance in preparing this type of Board Report. Please include all relevant information regarding this matter even if not shown on the template.
- All Board Reports must be typed in Arial 10 pt. Font with 1-inch borders on all four sides of the page.

**APPROVE PAYMENT TO [name of vendor]  
FOR THE PURCHASE OF [type of goods purchased]**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve payment to [name of Vendor] for the purchase of [type of goods purchased] for [name of department or school receiving the goods] in the amount of [\$]. This purchase was ordered without prior Board approval and all goods have been received. Vendor was selected on a competitive basis pursuant to Board Rule 5-4.1. Purchase Order [#] was issued for this purchase.

**VENDOR:** [Vendor's name]  
[Address]  
[Phone]  
[Vendor #]

**USER:** [Name of Department/School]  
[Address]  
[Contact Person]  
[Phone]

**DESCRIPTION OF PURCHASE:**

Goods:  
Quantity:  
Unit Price:  
Total Cost:

**AFFIRMATIVE ACTION:** [Language to be provided by Affirmative Action]

**LSC REVIEW:** ["Local School Council approval is not applicable to this report" or "This action was approved by the LSC for [name] School on (date)"]

**FINANCIAL:** Charge to [name of department]: [\$]                      Fiscal Year: [yr.]  
Budget Classification: [#]    Source of Funds: [name and #]  
Requisition Number: [#]

**Approved for Consideration:**

**Approved:**

\_\_\_\_\_  
**Heather A. Obora**  
Chief Purchasing Officer

\_\_\_\_\_  
**Arne Duncan**  
Chief Executive Officer

**Within Appropriation:**

\_\_\_\_\_  
**John Maiorca**  
Chief Financial Officer

**Approved as to legal form:**

\_\_\_\_\_  
**Patrick J. Rocks**  
General Counsel

**RESCISSION**

- Use only when rescinding a Board Report for reasons other than failure to enter into a contract.
- Use only when the authority granted in the original Board Report is not going to be acted upon.
- The information in [Brackets] indicates where information is required. You must remove the [Brackets] after you fill in the appropriate information.
- This template is designed to provide assistance in preparing this type of Board Report. Please include all relevant information regarding this matter even if not shown on the template.
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**RESCIND BOARD REPORT [#]**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Rescind Board Report [#] for the following reason: [state reason].

**AFFIRMATIVE ACTION:** Not applicable.

**LSC REVIEW:** ["Local School Council approval is not applicable to this report" or "This action was approved by the LSC for [name] School on (date)"]

**FINANCIAL:** No cost to the Board at this time.

**Approved for Consideration:**

**Approved:**

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**Heather A. Obora**  
**Chief Purchasing Officer**  
**[or other appropriate Chief]**

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**Arne Duncan**  
**Chief Executive Officer**

**Approved as to legal form:**

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**Patrick J. Rocks**  
**General Counsel**

**SPECIAL ON-LOAN LEAVE**

- Use only for special on-loan leave for a teacher or employee of the Board.
- The information in [Brackets] indicates where information is required. You must remove the [Brackets] after you fill in the appropriate information.
- This template is designed to provide assistance in preparing this type of Board Report. Please include all relevant information regarding this matter even if not shown on the template.
- All Board Reports must be typed in Arial 10 pt. Font with 1-inch borders on all four sides of the page.

**APPROVE SPECIAL ON-LOAN LEAVE FOR  
[insert name of teacher or employee]**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve Special On-Loan Leave of Absence for [insert name of teacher or employee] to enable [him/her] to work with [insert name of Institution] ("Institution") as a [insert type of work]. The Institution shall provide the Board with a written guarantee to reimburse the Board for the full salary, benefits, pension payments and related expenses that the Board pays to [insert name of teacher or employee] during the term of the leave. Information pertinent to this leave is stated below.

**INSTITUTION:** [Institution's name]  
[Address]  
[Phone]  
[Contact Person]  
[Vendor #]

**USER:** Department of Human Resources  
125 S. Clark Street, 2<sup>nd</sup> Floor  
Ascencion Juarez, Chief Human Resources Officer  
773/553-1070

**TERM:** The term of this leave and reimbursement period ["will begin" or "began"] [insert date] and will end [insert date]. Subject to Board approval, this leave may be extended for up to a twelve (12) month period under the same terms and conditions contained herein

**SCOPE OF DUTIES:** The [teacher's or employee's] duties will involve [Describe duties].

**AFFIRMATIVE ACTION:** Not applicable.

**LSC REVIEW:** Not applicable.

**FINANCIAL:** The Board will pay [teacher's or employee's name] full salary, benefits, pension payments and related expenses and the Institution will reimburse the Board for these expenditures after receiving the Board's quarterly invoices.

**BUDGET CLASSIFICATION:** [insert number]

**GENERAL CONDITIONS:**

Inspector General – Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

Ethics – The Board's Ethics Code adopted June 23, 2004 (04-0623-PO4), as amended from time to time, shall be incorporated into and made a part of the agreement.



**Approved for Consideration:**

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**Barbara Eason-Watkins  
Chief Education Officer**

**Within Appropriation:**

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**John Maiorca  
Chief Financial Officer**

**Approved as to legal form:**

---

**Patrick J. Rocks  
General Counsel**

**Approved:**

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**Arne Duncan  
Chief Executive Officer**

**INTERGOVERNMENTAL AGREEMENT**

- Use only for intergovernmental agreements with City, Park District, CHA
- The information in [Brackets] indicates where information is required. You must remove the [Brackets] after you fill in the appropriate information.
- This template is designed to provide assistance in preparing this type of Board Report. Please include all relevant information regarding this matter even if not shown on the template.
- All Board Reports must be typed in Arial 10 pt. Font with 1-inch borders on all four sides of the page.

**APPROVE ENTERING INTO AN INTERGOVERNMENTAL AGREEMENT WITH [NAME OF GOVERNMENTAL ENTITY] RELATING TO THE [DESCRIBE PROJECT/PROGRAM]**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve entering into an Intergovernmental Agreement with the [Name of Governmental Entity] to [describe purpose of agreement]. [Brief description of project/program] A written agreement is currently being negotiated. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 120 days of the date of this Board Report. Information pertinent to this agreement is stated below.

**AGENCY:** [Name of Governmental Agency]  
[Address]  
[Contact Person]  
[Phone]

**USER:** [Name of Department]  
[Address]  
[Contact Person]  
[Phone]

**[PROJECT/PROGRAM] DESCRIPTION:** [Describe project/program that is subject of IGA].

**TERM:** The term of this agreement shall commence on [exact date or "the date the agreement is signed"] and shall end [exact date or "# of months thereafter"]. This agreement shall have [#] options to renew for periods of [#] each. [If there is an option(s), insert information regarding costs/financial obligations for option period(s).]

**RESPONSIBILITIES OF PARTIES:** [Provide description of responsibilities of each party and any joint responsibilities.]

**CONTRIBUTION:** [Describe financial contribution of each party.]

**AUTHORIZATION:** Authorize the General Counsel to include other relevant terms and conditions in the written agreement. Authorize the President and Secretary to execute the agreement. Authorize the [title] to execute all ancillary documents required to administer or effectuate this agreement.

**AFFIRMATIVE ACTION:** Exempt

**LSC REVIEW:** Local School Council approval is not applicable to this report.

**FINANCIAL:** Charge to Department of Human Resources: \$[\_\_\_\_\_] Fiscal Year: [\_\_\_\_]  
Budget Classification: [\_\_\_\_\_  
Source of Funds: [\_\_\_\_\_]

**GENERAL CONDITIONS:**

Inspector General – Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

Conflicts – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their terms of office.

[Bd. Meeting Date]

Indebtedness – The Board’s Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics – The Board’s Ethics Code adopted June 23, 2004 (04-0623-PO4), as amended from time to time, shall be incorporated into and made a part of the agreement.

Contingent Liability – The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

**Approved for Consideration:**

**Approved:**

---

**Heather A. Obora**  
**Chief Purchasing Officer**

---

**Arne Duncan**  
**Chief Executive Officer**

**Within Appropriation:**

---

**John Maiorca**  
**Chief Financial Officer**

**Approved as to legal form:**

---

**Patrick J. Rocks**  
**General Counsel**

**APPROVE TUITION PAYMENTS**

- Use only for tuition payments.
- The information in [Brackets] indicates where information is required. You must remove the [Brackets] after you fill in the appropriate information.
- This template is designed to provide assistance in preparing this type of Board Report. Please include all relevant information regarding this matter even if not shown on the template.
- All Board Reports must be typed in Arial 10 pt. Font with 1-inch borders on all four sides of the page.

**AUTHORIZE TUITION PAYMENTS TO [NAME OF UNIVERSITY] FOR [TYPE OF COURSES/PROGRAM]**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Authorize tuition payments to [Name of University] for a [Type of Program/Courses] at a cost not to exceed [\$]. University was selected based on their [describe basis for selection and past experience with Board, if any]. No written agreement is required for tuition payments. Information pertinent to this program is stated below.

**UNIVERSITY:** [University]  
[Address]  
[Contact Person]  
[Phone]  
[Vendor #]

**USER:** [Name of Department/School]  
[Address]  
[Contact Person]  
[Phone]

**PAYMENT PERIOD:** Tuition payments are authorized for university courses scheduled from [exact date] through [exact date].

**PROGRAM DESCRIPTION:** [Describe program or courses to be provided by University].

**PARTICIPANTS:** [Describe participants in program and tuition reimbursement provisions, if any].

**OUTCOMES:** This program will result in [describe anticipated outcomes from the courses/program being provided].

**COMPENSATION:** Tuition payments to University during the payment period shall not exceed [\$].

**AUTHORIZATION:** The [title] is authorized to direct payments to be made to the University as necessary.

**AFFIRMATIVE ACTION:** [Language to be provided by Affirmative Action].

**LSC REVIEW:** ["Local School Council approval is not applicable to this report" or "This action was approved by the LSC for [name] school on (date)].

**FINANCIAL:** Charge to: [Name of Department]: [\$]                      Fiscal Year: [year]  
Budget Classification: [#]    Source of Funds: [Name and #]

**GENERAL CONDITIONS:**

Inspector General – Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

Conflicts – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their terms of office.

Indebtedness – The Board's Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics – The Board’s Ethics Code adopted June 23, 2004 (04-0623-PO4), as amended from time to time, shall be incorporated into and made a part of the agreement.

Contingent Liability – The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

**Approved for Consideration:**

**Approved:**

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**Barbara Eason-Watkins  
Chief Education Officer**

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**Arne Duncan  
Chief Executive Officer**

**Within Appropriation:**

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**John Maiorca  
Chief Financial Officer**

**Approve as to legal form:**

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**Patrick J. Rocks  
General Counsel**