

Adopted: April 16, 2015

Revised:

HARBOR CITY INTERNATIONAL SCHOOL POLICY No. 7.2.1 BOARD APPROVAL OF VENDOR CONTRACTS

I. PURPOSE

The purpose of this policy is to ensure that all vendor contracts are approved by the Board.

II. DEFINITION

A “vendor” is any person, business, or contractor that does business with HCIS. It does not refer to people who are directly employed by HCIS.

III. POLICY STATEMENT

- A.** The Board of Harbor City International School is responsible for policy matters related to the operation of the school, including budgeting, curriculum programming, personnel, and operating procedures. To ensure that the school operates in a fiscally prudent manner, within its budget and within applicable laws, all vendor contracts shall be presented to the Board for its approval. Absent a specific delegation as outlined in II.B. below, no contract shall be effective absent approval by a majority of the Board.
- B.** The Board of HCIS may delegate authority to the Executive Director to enter into certain vendor contracts. The delegation must be specific and may be for an amount no more than \$5,000.
- C.** The Executive Director may also approve purchases made by staff for up to \$5,000 without first seeking Board approval.

Legal Reference: Minn. Stat. §124D.10 (Charter School Law)