

## **Superintendent's Proposal**

### **912-8Sp1 – Approval of Revisions to Board of Education Policy - P3610**

**Article: Business and Non-Instructional Operations**

**Section: Purchasing**

**Sub-section: Personal Service Contractors**

#### **REQUESTED ACTION:**

*That the Board of Education of the San Francisco Unified School District approve revisions to existing Board Policy P3610—Personal Service Contractors/Consultants in order to align the District's current processes with best practices among school districts, including increasing the amount of the Superintendent's delegated authority to administratively approve K Resolutions.*

#### **BACKGROUND:**

The Board has raised frequent concerns about the K Resolution approval process. Two of the most pressing challenges to the current system are the frequency of retroactive K Resolutions submitted for approval and that fact that the current process hinders the efficient delivery of services to students at our school sites.

In response to the Board's concerns, a cross-functional team of staff conducted an in-depth study of the K Reso process and the procedures for approving personal service/consultant contracts and surveyed current best practices among other school districts.

Staff has already implemented several changes to the K Resolution approval process designed to address the issues of retroactivity and the appropriateness of the funding source. We now recommend amending P 3610 to address the concern about more efficient delivery of services to school sites and how to align our current practices with those of other school districts throughout the state.

#### **PROPOSED CHANGES TO POLICY:**

Effective immediately, staff proposes an increase from \$8,000 to \$25,000 in the Superintendent's delegated authority to administratively approve K Resolutions without prior Board approval. Effective July 1, 2010, staff proposes increasing the Superintendent's authority to administratively approve K Resolutions to the statutory limit which currently is \$76,700. All administratively approved K Resolutions will be reported to the Budget Committee within 30 days of approval.

The revised policy also mandates that with limited exceptions, the K Resolution must be submitted to the Board office at the same time the contract is submitted to the Contract Compliance Office. This change will decrease the delay in payment to contractors.

All consultants will be required to provide evidence liability insurance unless the Superintendent's designee determines that the nature of the consultant's services do not subject District students, employees or property to undue risk.

All contracts with individuals who have more than limited contact with students must include a copy of the consultant's Department of Justice fingerprint clearance.

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**12/8/09**

**1/12/10**