

# AUBURN SCHOOL DISTRICT CONTRACT PROCESS

## Steps

### 1 PRE CONTRACT PLANNING: COLLABORATION W/BUILDING AND DISTRICT ADMINISTRATOR

- Curriculum, Instruction, Assessment Committee (CIA) Approval for Curriculum
- District Technology Review Committee (DTR) Approval for Technology
- ASB contract approval by Students, reviewed by ASB Advisor

### 2 CONTRACT CREATION

Details are reviewed and approved (initialed) by contract originator.

#### Items to Review:

- Will the contract provider be collecting any personal data? This will require a Data Privacy Agreement.
- Will the contract amount exceed \$1,000,000? See Business Office to determine long term lease/Installment requirements.

#### Subscription Based Technology Agreements (SBITA) Look For:

- **Termination for Convenience Clause** – either party may cancel the agreement in writing for any reason.
- **Price Factor** – Price may be variable based on undetermined factors (enrollment, budget, etc.).

### 3 DEPT OF TECHNOLOGY - DATA PRIVACY AGREEMENT (DPA)

Is data sharing a part of the contract?

#### YES:

- Data Privacy Agreement submitted to, or developed with Gavin Lees, Asst. Director – Instructional Technology.
- Gavin Lees, Asst. Director – Instructional Technology to log, review, and approve. Forward DPA to Cindi Blansfield, Associate Superintendent of Business & Operations for signature.

**NO:** Skip to next step...Forward contract to building administrator for review. Contract then routes to district administrator for review.

### 4 CONTRACT REVIEW (BUILDING ADMINISTRATOR)

Contract is reviewed by building administrator (If OK, then initial next to signature line)

### 5 CONTRACT REVIEW (DISTRICT ADMINISTRATOR)

Contract is reviewed by principal supervisor (If OK, then initial next to signature line)

### 6 CONTRACT APPROVAL

Contract with associated terms of use/agreement are forwarded to Cindi Blansfield, Associate Superintendent of Business and Operations, with a copy to Natalie Williams for final review/approval (signature).



Business Office to log all contracts that have been submitted and approved.

Contact Natalie Williams for contract status.

### 7 SIGNED CONTRACT RETURNED TO ORIGINATOR

Signed contract returned to contract originator. Please begin processing financial components, if applicable.

- Are budget accounts funded in Skyward? See Business Office for help.
- Attach a copy of the proposal/quote/agreement to the Purchase Request in Skyward.

**NOTE:** The originator is the primary record holder for the contract. The originator is responsible for adherence to records retention requirements.



By resolution, the School Board has authorized the Superintendent and the Associate Superintendent of Business and Operations to enter into contracts on behalf of the District. These individuals are licensed and bonded to perform this function which protects from personal liability when conducting business on behalf of the District.

Contracts process may be conducted manually or electronically according to ASD School Board Policy 6035.

# Contracts Process Frequently Asked Questions

Revised 10/24/24

## 1. What components should be in a contract?

**Answer:**

- **Offer:** There must be a clear and definite offer to do something.
- **Acceptance:** Only what is offered can be accepted, without changes or conditions.
- **Intention of Legal Consequences:** Both parties must intend to enter into a legally binding agreement.
- **Consideration:** Each party must exchange something of value (consideration), where one party promises to do something in return for a benefit from the other.

## 2. What is the difference between a contract and a service agreement?

**Answer:**

**Contract:** A formal, legally binding agreement in which both parties exchange something of value (e.g., services for monetary compensation).

**Service Agreement:** A less formal arrangement, often not legally enforceable, where one party provides services to another, and compensation may not always be involved.

## 3. How are building-based contracts handled?

**Answer:** All contracts must include the components outlined above. The lead person (teacher, principal, or administrator) should review the contract to ensure:

- The terms are as intended.
- All deliverables can be met.

If the contract is acceptable, the lead administrator should initial and date next to the signature line.

**NOTE: For contracts with data-sharing components:** Send the contract to the Department of Technology for review, followed by the Business Office for legal review (e.g., confidentiality, indemnification, etc.).

## 4. How are Associated Student Body (ASB) contracts handled?

**Answer:** ASB contracts follow the same process as other contracts. The ASB advisor will be the lead reviewer and once approved, will forward the contract to the Technology or Business Office as necessary. ASB students are involved in managing the student body funds and activities by:

- Initiating or proposing activities
- Reviewing proposals
- Budget Approval
- Collaborating with Advisors/Administrators
- Monitoring contract compliance

## 5. Why is the contract review process important?

**Answer:** A system of checks and balances ensures that:

- The contract accurately reflects the work to be done and is legally binding.
- It protects both individuals and the district.
- Commits the district to contractual terms, which are primarily financial in nature.

Additionally, by resolution, the School Board has authorized the Superintendent and the Assistant Superintendent of Business and Operations to execute, acknowledge, and deliver district documents as needed. These individuals are licensed and bonded, protecting them from personal liability when conducting business on behalf of the district.

## 6. What are common types of contracts schools handle?

**Answer:**

The most common contracts in schools are ASB-related, which should be reviewed by the ASB Coordinator or Principal before being sent to the district office. Other examples include contracts for:

- Purchased Services
- Curriculum pilots.
- Assemblies or guest speakers.
- Fundraising.
- Staff retreats and professional development presenters.

## 7. Are there any exceptions to sending contracts to the business office?

**Answer:**

- **Capital Projects Contracts** are handled by the Capital Projects department and reviewed by legal representatives for that department.
- **Contracts for PTA and Boosters** are separate from district contracts and do not go through the business office.

## 8. Examples of service agreements and their differences from contracts?

**Answer:**

Examples of current service agreements include:

- Copy Machine Service/Repair
- Security System Service/Repair
- Armored Car Services
- IT Technical Support/Service

**NOTE:** Service agreements and contracts are typically supported by purchase orders to process compensation related to the materials and services provided.