
When are Contracts Needed?

All contracts **MUST** be Board Approved, per Education Code [EC17604].

All contracts **MUST** be signed by a Board authorized personnel: Superintendent, Assistant Superintendent Business Services, Assistant Superintendent Human Resources, Director of Fiscal Support Services, or Assistant Director of Fiscal Support Services.

“Contracts are not a legal obligation against the district unless approved or ratified by the governing board. This applies to **ALL** contracts, regardless of the dollar amount or the time period of the contract.” (OCDE)

The types of contracts most commonly used are Independent Contractor Agreements, Consultant Agreements, Memorandum of Understandings, and Software License Agreements.

Contracts must be submitted when services fall into one or more of the categories listed below:

- ✓ Consultant, contractor, or third party is left alone with a student(s) or left unsupervised while on campus.
- ✓ Consultant, contractor, or third party have electronic or other access to student privacy information.
- ✓ Consultant, contractor, or third party is receiving financial compensation for services.
- ✓ Services rendered have risk factors that may cause personal injury; property damage; and/or death.
- ✓ Services provided by an outside company or organization.

All **volunteers**, visitors and guests to IUSD sites are required to check in through the Raptor System at the school office. The school must furnish them with identification to wear while on campus. Contracts are not required for volunteers, visitors and guests.

Work Flow Process

