

MEMO

TO: Board of Education
CC: Central Office Administrators
FROM: Sarah Riss
DATE: December 9, 2015
RE: BOE Policy Subcommittee Item of Consideration

Following are an item of consideration and recommendations from the BOE Policy Subcommittee. The subcommittee is requesting that these changes be approved during the December 14th board meeting to expedite implementation. Please feel free to contact one of the committee members with any questions.

WEBSTER GROVES SCHOOL DISTRICT
BOARD OF EDUCATION ITEM OF CONSIDERATION

DATE: December 9, 2015

TOPIC/PROPOSAL:

Approval of proposed policy changes recommended by the Board Policy Subcommittee
Policies: DGA and DK.

BACKGROUND INFORMATION:

The Board Policy Subcommittee has reviewed the policy changes recommended by MSBA, Doug Copeland, and Diane Moore. A copy of the proposed changes are attached for your review. These were shared during the December 14, 2015 Board of Education meeting.

INSTRUCTIONAL IMPACT/RATIONALE:

The proposed policy changes will improve the current practices for signing checks and processing payments while still maintaining strong internal controls.

CSIP/DISTRICT GOAL ADDRESSED: All

FISCAL NOTE: NA

ADMINISTRATIVE RECOMMENDATION:

- Action Requested: ____
- Information: X__
- Proposed Motion for Approval (if applicable):

I move that the Board of Education approve the recommended changes in policies DGA and DK as recommended by the Board Policy Subcommittee.

PREPARED BY: Sarah Booth Riss

Motion: _____ **Second:** _____

Board Vote: ____ (yes) ____ (no) ____ (abstain) ____ (Consent Agenda)

REFERENCE COPY

FILE: DGA
Critical

AUTHORIZED SIGNATURES

The Webster Groves School District Board of Education takes its legal and financial responsibilities seriously. The superintendent or designee is directed to create internal controls to ensure that contracts, checks and other official documents are accurate, authorized and signed by the appropriate persons and that necessary actions are taken to prevent mistakes, fraud, embezzlement and district liability.

In general, the superintendent or designee may sign documents on behalf of the district or the Board as long as the document is accurate, has been adequately approved by the Board when necessary and is in the best interest of the district. However, when the law or Board policy requires others to sign documents on behalf of the Board or the district, those persons are the only persons who may sign the document.

Contracts

A contract is a binding, written agreement between the district and an individual or entity. In accordance with law, a contract with the district must be approved by a majority of the whole Board. After the Board has approved the contract, the Board president, Board secretary and superintendent or superintendent's designee have the authority to sign the contract on behalf of the district unless state or federal law requires a specific person to do so.

Employment Contracts

In accordance with law, a contract and the employment of a person must be approved by a majority of the whole Board. In addition, employment contracts for certificated personnel must be signed by the Board president and attested to by the Board secretary.

Checks

✓ In accordance with law, bills must be approved by a majority of the whole Board. Once the bills are approved, ~~The president, vice president~~ president and treasurer of the Board shall sign all checks issued by the school district. The Board strictly prohibits any person from signing a blank check.

Federal and State Grants, Funds or Programs

Unless otherwise specified in the federal or state grant or contract, the superintendent or designee has the authority to sign necessary assurances and compliance documents on behalf of the Board. Before signing, the superintendent or designee will verify that the assurances and documents are accurate. All documents will be made available to the Board upon the request of any Board member.

Special Education Mediation and Settlement Agreements

The person(s) designated by the Board in policy IGBA may sign and legally bind the district in mediation and settlement agreements regarding services provided to students with disabilities.

Construction Change Orders

The person(s) designated by the Board in policy FEF as the district's personal representative(s) may sign change orders within the limits set in Board policy.

Facsimile Signatures

The Board provides authorization for the signatures to be affixed to the checks in facsimile, provided the officer has a manual signature that has been certified under oath on file with the Missouri Secretary of State. However, prior to the mailing or delivery of any check with a facsimile signature, the check ledger on which such check appears shall be approved by both the Treasurer and the President *or vice president.* ~~the person whose facsimile signature is being used must have the authority to sign the document on which the signature is affixed.~~ Prior to using the facsimile signature, the individual who affixes the signature on the document is responsible for verifying the accuracy of the document signed and the authority of the person whose signature is used.

Signature stamps and other facsimile signature devices will be kept locked or otherwise secured from unauthorized use and will only be used on approved documents by persons authorized by the superintendent or the Board. An individual must receive specific approval from the person whose signature is being used prior to affixing it to a particular document unless it is a contract or payment that has received prior approval by the Board.

When an individual uses another person's facsimile signature, the individual must document the date it was used, the document(s) it was used on, the amount of the contract or check, if applicable, and the reason a facsimile signature was used instead of the actual signature. The individual using the signature and one other district employee must sign this documentation, verifying that the facsimile signature was appropriately used. The documentation will be provided to the person whose facsimile signature was used at least monthly so that person may verify that the signature is being used correctly.

Electronic Signatures

To the extent allowed by law, individuals authorized to sign documents on behalf of the district may sign those documents electronically. Unlike facsimile signatures, which are designed to be used by persons other than the individual whose signature is needed, an electronic signature is intended to

REFERENCE COPY

FILE: DGA
Critical

be used only by the individual signing the document in situations where the document is electronic or it is inconvenient to sign a document manually. Only the individual whose signature is being used or a person directly supervised by that person who has been given explicit permission to use the signature on that particular document may sign a document with an electronic signature.

Consequences

The Board strictly prohibits any misuse of facsimile signatures or electronic signatures and the use of forged signatures. The Board further prohibits any employee or Board member from knowingly signing an unauthorized or inaccurate document on behalf of the district or the Board. Employees will be disciplined and may be terminated for any violation of this policy or for impropriety involving official documents and signatures. Board members may be removed from any appointed position or committee and reprimanded. The superintendent or designee is directed to contact law enforcement or other legal authorities to report any potential criminal activity.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 09/13/1993

Revised: 06/08/1998;

Cross Refs: BCB, Board Officers
BCC, Appointed Board Officials
FEF, Construction Contracts Bidding and Awards
GCD, Professional Staff Recruiting and Hiring
IGBA, Programs for Students with Disabilities

Legal Refs: §§ 105.273 - .276, 162.301, .959, .961, 165.021, .091, 105.273 - .276, 168.101, .108,
432.200 - .295, RSMo.
Electronic Signatures in Global and National Commerce Act, 15 U.S.C. §§ 7001 -
7006

Webster Groves School District, St. Louis, Missouri

DRAFT

Policy DK Payment Process

All moneys received by the school district shall be disbursed only for the purposes for which they are levied, collected or received. No check will be drawn or order for payment issued unless there is sufficient money in the proper fund for payment. The district will only pay for goods or services that are purchased in accordance with district policies and procedures, that are authorized by the appropriate district staff and for which district employees have verified that the district received the goods as ordered or that the services were provided as directed.

The superintendent or designee will prepare and present to the Board each month a list of bills for approval of a warrant authorizing payment from district funds. Such lists will be supported by appropriate documentation as determined by district policy or procedures (such as invoices, approved purchase orders and reimbursement forms) or shall be in accordance with salaries and salary schedules approved by the Board.

Checks will be signed by the treasurer and president of the Board pursuant to approval by the Board of Education. A majority of the Board must vote to approve a bill or issue a warrant. However, payments for materials or services that are necessary for normal business operations shall be released each week. The Board provides authorization for the signatures to be affixed to the checks in facsimile, provided the officer has a manual signature that has been certified under oath on file with the Missouri Secretary of State. The identity and amounts of such payments shall be provided to the Board at the next regular meeting following payment.

Each check shall show the legal identification of the district by name and address and include the depository or investment account upon which the check is drawn. It shall also specify the amount to be paid; to whom, from what funds and for what purpose payment is made; the date of the payment; and the number of the check.