

School District Organization

Administrative Procedure - Checklist for Handling Intergovernmental Agreement Requests

The Superintendent completes this checklist whenever the District receives a request to enter into an intergovernmental agreement. ¹

- ☐ Acknowledge the receipt of the request to the sender.
- ☐ Confer with the Board President as to when to put the request on an open meeting agenda as a discussion and/or action item.
- ☐ Inform the request's sender of approximately when the request will be presented to the Board.
- ☐ Investigate the factual context and the impact of granting or not granting the request.
- ☐ Determine if the request is for procurement purposes and evaluate whether an intergovernmental agreement would be exempt under 105 ILCS 5/10-20.21.
- ☐ Prepare an evaluation of the request and a recommendation that takes into account the Board's priorities in the allocation of resources, including funds, time, personnel, facilities, and the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. ²
- ☐ Consult the Board Attorney for a legal review of the proposed intergovernmental agreement.
- ☐ Include the evaluation and recommendation in the appropriate Board meeting packet.

¹ If the pre-existing process for handling requests to enter into an intergovernmental agreement is that the board receives all requests, use the following alternative:

Whenever the Board, having received a request to enter into an intergovernmental agreement, requests the Superintendent to provide an evaluation and recommendation, the Superintendent will:

² This language is from sample policy 6:15, *School Accountability*. Some issues for consideration include: (1) space availability, (2) teacher-student ratio, (3) available resources, (4) costs, (5) effect on Evidence-Based Funding, transportation reimbursement, and special education reimbursement, (6) rival gang factors and other safety concerns, and (7) current levels of school performance.

³ Required *only* if the district has a website that is maintained by a full-time staff member; if not, this column may be omitted. ⁵ ILCS 120/2.02(b).