

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.
- (2) Confer with the Board President as to when to put the request on an open meeting agenda.
- (3) Inform the request's sender approximately when the request will be presented to the Board.
- (4) Collect information about the request, including the factual context, and determine the impact of granting or not granting the request considering that the District gives priority in the allocation of resources, including funds, time, personnel, and facilities, to the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work.
- (5) Prepare an evaluation of the request and a recommendation.
- (6) Include the evaluation and recommendation in the appropriate Board meeting packet.

Reviewed: February 11, 2008