



# BOARD RESOLUTION PROCESS

Presented by:  
**Ketra Montgomery**  
Contract Compliance Specialist  
Procurement Department

# What is a Board Resolution?



- The Superintendent's Report to the Board;
- A formal request to the Board to procure goods and/or services over a specific dollar threshold in accordance with Missouri State Statutes;
- An account for school governance functions driven by the Missouri Department of Elementary and Secondary Education (DESE).



# When Should a Resolution be Submitted?

- For goods and services with a value of \$5,000 or greater; i.e: *purchasing books, PD, site licenses, etc. ;*
- Accepting Funds / Grants / Donations from an outside entity / organizations; i.e: *United Way donate \$5000 to XYZ school; Water filling station gifted by H2O Zone, etc.;*
- Requesting Community Partnerships in schools / District – MOUs, Agency Agreements: i.e: *Create-A-Scholar provides tutoring services;*
- Adopting new curriculum, policy or program; i.e: *Bus routes, Advanced Algebra for 5<sup>th</sup> grade; etc.*

# Who's Involved in the Resolution Process



**Chief of Staff: Dr. Rose Howard**

**Requestor**

**Deputy/Department Head**

**Legal**

**Procurement: Ketra Montgomery**

**Budget /Grants MGMT**

**Submitter**

**CFO: Angie Banks**

**Board Office: Ruth Lewis**

**Superintendent**

**Board**



# Who's Involved in the Resolution Process

## ► Chief of Staff: Dr. Rose Howard

- Oversees the entire Resolution Process
- Works Closely with Deputies /Department Heads to ensure resolutions are accurate and meet the Agenda
- Ensure compliance with Transformation Plan
- Reviews Resolutions

## ► Procurement: Ketra Montgomery

- Provides review of submitted Resolutions
- Ensure resolutions comply with Procurement standards
- Send BoardDocs entry notifications

## ► Board Office: Ruth Lewis

- Assigns BoardDocs usernames and passwords
- Develops the Board Resolution Prep Due Date Calendar based upon the scheduled Board meeting dates
- Provides additional review and feedback of Board Resolutions as they are entered into BoardDocs
- Assign Board Resolution Numbers
- Works with Superintendent to set the Consent Agenda



# Preparing Your Resolution

## What You'll Need:

- The Resolution Prep Due Date Calendar:
- The Resolution Template
- 
- Supporting Documentation
- Funding Information





# The Calendar

## BOARD RESOLUTION PREP DUE DATE CALENDAR

MEETING: [SEPTEMBER 10, 2019](#)

At this meeting the Board will VOTE on the September 10, 2019 items and receive a 1st read of the October 8, 2019 meeting items of which you are submitting under this notice.

**REMINDER:** Proposed resolutions that require funding for the requested service MUST be entered into BusinessPlus. The requisition number and/or contract number MUST be listed on the hardcopy resolution before forwarding to the [KMontgomeryBoardResolutions](#) Folder. The requisition number and/or the contract number signifies the dollars have been encumbered. Resolutions are subject to return (with a copy to the Deputy) if the requisition number and/or contract number is not listed.

RESOLUTION PREP AND BOARD DOCS ENTRIES		TIMELINES				
1	Deputy/Designee initiates the Board Resolution Development Prep Meeting.	Mon 8/5	Tues 8/6			
2	Departments email completed hardcopy resolution and required supporting documentation, if applicable (Vendor Performance Report, MOU Performance Standard Report, Sole Source Form, Quote(s), BID Summary, etc.) to the <a href="#">KMontgomeryBoardResolutions</a> Folder.	Wed 8/7 (by 6:00PM)				
3	Contract Compliance Specialist forwards proposed resolutions and supporting documentations to the Chief of Staff.	Thurs 8/8 (by 4:45PM)				
4	Procurement and the Chief of Staff Review Contract Compliance Specialist and the Chief of Staff. <i>(In some cases, resolutions submitted under Academics will undergo a review by Procurement's Sr. Analyst.)</i>	Fri 8/9	Mon 8/12	Tues 8/13	Wed 8/14	
5	Email approved notifications to submitters for BoardDocs entry Contract Compliance Specialist to forward.	Thurs 8/15	Fri 8/16 (by 4:00PM)			
6	Submitters to enter approved resolution(s) into BoardDocs.	Mon 8/19 (by 4:45PM)				
7	CFO to conduct general review of BoardDocs entries.	Tues 8/20	Wed 8/21			
8	Deputies to affirm approved BoardDocs entries.	Thurs 8/22	Fri 8/23			



# Timeline from Submission to Approval

Procurement and legal review standard processing timelines are noted below. Long-term negotiated contracts, such as food service, BusinessPlus, Ricoh, construction, may have extended days.

<input type="checkbox"/> Renewals	45 business days (Contract/Agency Agreement/MOU)
<input type="checkbox"/> New Contracts	60 business days
<input type="checkbox"/> New Agency Agreements/MOUs	45 business days
<input type="checkbox"/> RFPs	60-90 business days

**Reminder: Your planning starts prior to these days. The Board Resolution Prep Calendar should drive your planning.**





# The Board Resolution Template

## Major Sections to Complete:

- ▶ From: (Deputy/Director)
- ▶ Action to be Approved
- ▶ Subject
- ▶ Background
- ▶ Transformation Plan Pillar/Goal
- ▶ Funding Source
- ▶ Requisition Number
- ▶ Requester
- ▶ Department
- ▶ Deputy/Director



# The Board Resolution Template



<b>Date:</b>	August 22, 2019	<b>Action:</b>	<input checked="" type="checkbox"/>
<b>To:</b>	Dr. Kelvin R. Adams, Superintendent		
<b>From:</b>			
<b>Action to be Approved:</b>	Select One	<b>Other Transaction Descriptors:</b>	
		(i.e.: Sole Source, Ratification)	
Select One			
Select One			

**SUBJECT** The subject must include: 1) Action to be Approved (see above), 2) The Vendor's Name, 3) Period of Service, 4) List Names of participating schools, 5) How many students receiving services, and 6) The Cost of the Transaction and 7) the Transformation Plan's Pillar(s) and Goal(s) – EXAMPLE: To approve a sole source contract with Public Financial Management (PFM) to provide financial consulting services for the period of September 1, 2018 through June 30, 2019 at a cost not to exceed \$105,000.00. The service will include the development of a District's five year financial plan modeling tool to support strategic planning. This service supports Pillar 1: Excellent Schools, Goal 1C: Financial Sustainability. :



**BACKGROUND:** The background must include but not limited to answers to support the following questions: 1) How are schools/programs selected? 2) How will this service/product impact students? 3) What data points are used to determine the need for the service/product? 4) What are the expected outcomes? and 5) How will outcomes be measured? If allocated space isn't sufficient, use another sheet as your attachment. Type answers under questions.

<b>Transformation Plan Pillar(s):</b>	Select Here	<b>Transformation Plan Goal(s):</b>	Select Here
<b>Transformation Plan Pillar(s):</b>	Select Here	<b>Transformation Plan Goal(s):</b>	Select Here

**FUNDING SOURCE:** (ex: Fund: 110, Function: 1151, Object: 641101, Location: 1860, Project: 000000, FY: 00)

(Complete Fund Source: 110-1151-641101-1860-000000-00)



# Board Resolution Worksheet Submission Destination

- ▶ Completed Board Resolution Worksheets and all supporting documentation must be emailed to folder by the date identified on the BOARD RESOLUTION PREP DUE DATE CALENDER (SEE Row 2 / Column 1 under Timelines on calendar):
  - ▶ [kmontgomeryboardresolutions@slps.org](mailto:kmontgomeryboardresolutions@slps.org)
- ▶ If you are directed to make revisions to your resolution, REVISIONS should be emailed to:
  - ▶ [REVISIONSKMONTGOMERY@SLPS.ORG](mailto:REVISIONSKMONTGOMERY@SLPS.ORG)



# WHAT HAPPENS AFTER THE RESOLUTION IS SUBMITTED TO THE EMAIL FOLDER

Chief of Staff & Procurement conducts a review of the submissions – (2–4 days);

During the review, if corrections and/or additional documentation are needed, an email notification will be sent to the Requestor with the requested changes. (1–2 days);

A return deadline date and time for revisions are included in the email. (1 day)

## **Resolutions may be returned if:**

- Legal review is needed

- Supporting Documentation isn't supplied i.e: quote, vendor performance report, etc.

- Funding source not completed/or identified

If the resolution doesn't require any changes and is ready to move forward, a **BOARDDOCS ENTRY NOTIFICATION IS SENT (1–2 Days).**



# BoardDocs Entry

- ▶ Everyone do not have access to enter resolutions into BoardDocs;
  - *(Please see your Dept. Head for who has access to enter on your behalf)*
- ▶ Once you receive a BoardDocs entry notification, enter your resolution quickly;
- ▶ An additional review of resolutions will be conducted;
- ▶ A board resolution number is assigned;
- ▶ Item is placed on the Consent Agenda;
- ▶ Any questions you have regarding BoardDocs, contact Ms. Ruth Lewis in the Board Office at [ruth.lewis@slps.org](mailto:ruth.lewis@slps.org) or via phone at 314-345-2304



# COMPLETED BOARD RESOLUTION

## ▶ SUPT'S APPROVAL

- For resolutions between the \$5K and \$14,999 Threshold: The Superintendent, at his discretion, will remove the items from the Consent Agenda,
- These resolutions are usually returned to Draft Folder in BoardDocs,
- The Board Office emails a notification to Deputy/Department Head alerting of the approval

## ▶ BOARD APPROVAL

- For resolutions \$15,000 and Greater Threshold:
- These resolutions are assigned a Board Resolution number and placed on the Consent Agenda;
- 2 Reads are required:
  - 1<sup>st</sup> Read – The Board Reviews the resolution
  - 2<sup>nd</sup> Read – The Board Approves the resolution





# To View Approved Board Resolutions

To access BoardDocs Public Site for the District, use the following link:

- ▶ <https://go.boarddocs.com/mo/stlps/Board.nsf/Public>

Or:

You can access via the District's website:

- Select District Info;  
Click the link: Board of Education of the City of St. Louis;
- Scroll to the bottom of the page and follow the phrase:  
*"Meeting information is available via BoardDocs by clicking [HERE](#)".*
- Note: BoardDocs full functionality only works in Google Chrome

# Questions?:

