



BOARD POLICY ON CONTRACTS

1. Purpose This policy outlines the process for evaluating, approving, and managing vendor contracts at John Adams Academy to ensure fiscal responsibility, legal compliance, risk mitigation, and operational efficiency. It applies to all vendor contracts.

2. Scope This policy covers all vendor contracts, defining approval thresholds, required provisions, and storage requirements. Contracts for employment, real estate, or intergovernmental agreements may require additional review under separate policies.

3. Approval Process and Thresholds Contracts are approved based on total value, including potential renewals:

- **Up to \$25,000:** Approved by the campus principal who must verify required provision and document approval, unless the contract impacts the entire campus, in which case the superintendent's cabinet will approve.
- **Over \$25,000:** Approved and signed by the Board of Directors (signature may be delegated).
- Large contracts, and contracts of significance will be reviewed by outside counsel prior to board approval.

4. Required Contract Provisions

All contracts must include:

- Mutual indemnification for negligence or misconduct.
- Termination for any reason with a 30-day notice period.
- Vendor compliance with minimum insurance requirements, including current Certificate of Insurance naming John Adams Academy as additional insured.
- Limited contact with scholars; agreement to completion of LiveScan background check and TB testing, when applicable.
- Governance by California law with venue in California.
- Duration of one year or less (renewals follow the same process).

Approvers must verify and document these provisions. Vendors should, when possible, sign the Academy's standard vendor contract to ensure these protections.

The Superintendent is authorized by the board to grant exemptions to these required provisions.

Academica will review contracts and provide ongoing training to campus principals and the superintendent's cabinet, as needed.

5. Contract Storage and Management All executed contracts and supporting documents must be stored in contract management software (ie. ContractSafe) within five business days. Access is restricted to authorized personnel for tracking and management.

6. Policy Review and Amendments The policy will be reviewed annually by the Board or as needed; amendments require Board approval.