

## **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.

- Acknowledge the receipt of the request to the sender.
- Confer with the School 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 approximately when the request will be presented to the Board.
- Investigate the factual context and the impact of granting or not granting the request.
- Prepare an evaluation of the request and a recommendation that takes into account the Board's priority in the allocating resources, including funds, time, personnel, and facilities, is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work.
- Include the evaluation and recommendation in the appropriate Board meeting packet.