



BOARD RESOLUTION TEMPLATE

DATE:		TO:	Dr. Keisha Scarlett, Superintendent
FROM:		DEPT:	

VENDOR TYPE:	
CONTRACT YEAR:	

***If in the final year, the business owner must be prepared to submit an RFP or find a COOP vendor**

ACTION TO BE APPROVED:		
SELECT ONE: (Action Category)		
OTHER DESCRIPTION:		

SAMPLE SUBJECT SECTION:

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 or departments, **5)** How many students receive services., **6)** Cost of the transaction, **7)** The Transformation Plan 4.0 Pillars and Goals

To approve a contract with ABC Company, to provide goods and services to schools and central office staff for the period of July 1, 20xx to June 30, 20xx at a cost not to exceed \$XXX,XXX. The Services 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.

ENTER YOUR BOARD RESOLUTION SUBJECT HERE:



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TRANSFORMATION PLAN 4.0:

Pillar:	
Goal:	
Pillar:	
Goal:	

BACKGROUND SECTION:

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?

5) How will outcomes be measured?

FUNDING SOURCE EXAMPLE: e.g., 110-1151-641101-1860-000000-00

FUNDING SOURCE 1:

FUND	FUNCTION	OBJECT	LOCATION	PROJECT	FISCAL YR
AMOUNTS			REQUISITION		

FUNDING SOURCE 2:

FUND	FUNCTION	OBJECT	LOCATION	PROJECT	FISCAL YR
AMOUNTS			REQUISITION		

VENDOR:		VENDOR #:	
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SELECT ONE:	
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