

M\_\_\_\_. \_\_\_\_\_ introduced the following resolution and moved its passage:

**RESOLUTION NO. \_\_\_\_**  
**DESIGNATING BOARD'S AUTHORIZED REPRESENTATIVE**  
**FOR SECURITY IMPROVEMENTS PROJECT AND DELEGATING AUTHORITY**  
**TO CONDUCT BUSINESS RELATED TO THE PROJECT, INCLUDING**  
**CHANGE ORDER AUTHORITY**

The Superintendent requests designation as the Board's authorized representative for the Security Improvements Project and delegation of authority to conduct business related to the Project, including change order authority.

**Background:**

1. It is in the best interest of the Board of Education to designate an authorized representative to make decisions on behalf of the Board, and the Superintendent or her designee is the appropriate person to serve as its authorized representative to make decisions related to the improvements included in the Project, as well as participating in the selection process for professionals to provide services for the Project, between Board meetings or to determine that a special meeting should be requested to make a Project decision by the Board.
2. During construction of the Project, there will be changes to the work to be performed by the contractor(s) awarded construction contracts for the Project that may result in changes to the contract sum and/or time for performance of one or more construction contracts, and these changes may be documented by field work orders before final pricing and scope of work is determined, so that work can proceed without delay, and/or change orders prepared by the Board's Design Professional.
3. Changes to the contract sum must be documented in writing and approved and executed on behalf of the Board, as Owner of the Project. The Superintendent recommends the following levels of authority for change order approval for the Security Improvements Project, which will allow her to work with the Assistant Superintendent, Treasurer, Director of Facilities, and Design Professional expeditiously when changes are needed and allow the Project to progress without delay:

Designated Individual	Field Work Order and Change Order Authority
	Add Amount
Director of Facilities	\$0.00 to \$5,000.00
Treasurer (with initials from Director of Facilities)	\$5,000.01 to \$10,000.00
Assistant Superintendent (with initials from Director of Facilities and Treasurer)	\$10,000.01 to \$25,000.00
Board of Education (with initials from Assistant Superintendent, Treasurer, and Director of Facilities)	(\$25,000.01-plus)
	Deduct Amount
Treasurer (with initials from Director of Facilities)	(\$0.01 to \$5,000.00)
Assistant Superintendent (with initials from Treasurer and Director of Facilities)	(\$5,000.01 to \$10,000.00)
Board of Education (with initials from Assistant Superintendent, Treasurer, and Director of Facilities)	(\$10,000.01-plus)

4. It is in the Board's best interest to authorize its Superintendent and Treasurer to conduct such other business related to the Project as is required between Board meetings, including, but not limited to, approval of additional bid packages for work on the Project, signature on behalf of the Board for approvals and agreements for services and work

related to the Project (so long as such items have been included in the project budget approved by the Board for any individual improvement), establishment of bank accounts required for the Project, obtaining required insurance for the Project, placement of advertisements for bids for services and work related to the Project, the solicitation of proposals and quotations for services and work related to the Project, entering contracts for such services, payment of fees related to the Project, and all other related business activities without the necessity of bringing each item before the Board for approval.

The Big Walnut Local School District Board resolves as follows:

1. The Superintendent is designated as the Board's authorized representative for reviewing issues requiring a decision between Board meetings and to make decisions on behalf of the Board or to request a special meeting for the required decision by the Board as a whole, including meeting with other governmental agencies to review issues related to the Project and to negotiate the terms required for improvements.
2. The Superintendent, Assistant Superintendent, and Treasurer, in consultation with each other and the Director of Facilities, are authorized to conduct whatever business related to the Project is required between Board meetings, including, but not limited to, approving additional bid packages for work on the Project, signing approvals and agreements for services and/or work in connection with the Project on behalf of the Board, placement of advertisements or posting of notices for bids or proposals for services and work related to the Project, the solicitation of proposals and quotations for services and work related to the Project, entering contracts for such services, payment of fees related to the Project, reviewing change orders for work under current construction contracts, and all other related business activities, including procurement of insurance coverage and establishment of banking accounts required for the Project.
3. The authority to approve and sign changes to the Project on behalf of the Board is delegated as follows:

Designated Individual	Field Work Order and Change Order Authority
	Add Amount
Director of Facilities	\$0.00 to \$5,000.00
Treasurer (with initials from Director of Facilities)	\$5,000.01 to \$10,000.00
Assistant Superintendent (with initials from Director of Facilities and Treasurer)	\$10,000.01 to \$25,000.00
Board of Education (with initials from Assistant Superintendent, Treasurer, and Director of Facilities)	(\$25,000.01-plus)
	Deduct Amount
Treasurer (with initials from Director of Facilities)	(\$0.01 to \$5,000.00)
Assistant Superintendent (with initials from Treasurer and Director of Facilities)	(\$5,000.01 to \$10,000.00)
Board of Education (with initials from Assistant Superintendent, Treasurer, and Director of Facilities)	(\$10,000.01-plus)

4. The Design Professional for the Project will maintain a record of all changes related to the Project and will provide a report of changes pending and resolved to the Board on a monthly basis.

M\_\_\_\_. \_\_\_\_\_ seconded the motion and, after discussion, a roll call vote was taken and the resolution passed.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_