

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 Board President as to when to put the request on an open meeting agenda.
- _____ 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.
- _____ Determine if the request is for procurement purposes and evaluate whether an intergovernmental agreement would be exempt under 105 ILCS 5/10-20.21.
- _____ Prepare an evaluation of the request and a recommendation that takes into account the Board’s priorities in the allocation of resources, including funds, time, personnel, and facilities, to the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work.
- _____ Consult the Board attorney for a legal review of the proposed intergovernmental agreement.
- _____ Include the evaluation and recommendation in the appropriate Board meeting packet.

Approved: ~~January 23, 2008~~
Revised: January 11, 2021