

GUIDANCE REGARDING REPORTING REQUIREMENTS ON CONTRACTS EXCEEDING \$25,000

The School Code was amended in January of 2008 to add requirements concerning reports on contracts exceeding \$25,000, beginning with FY 08, in conjunction with submission of the Annual Statement of Affairs [105 ILCS 5/10-17].

The new provisions, effective for FY 08, include the following requirements:

1. 'A school board must list on the district's Internet website, if any, all contracts over \$25,000 and any contract that the school board enters into with an exclusive bargaining representative.'

Compliance with this requirement can be achieved if, all contracts exceeding \$25,000, including personal service contracts and agreements with an exclusive bargaining representative, are posted in a list on the district website. Subsequent to the initial posting, as such contracts exceeding \$25,000 are awarded by the school board, they should be added to the list.

2. 'Each year, in conjunction with the submission of the Statement of Affairs to the State Board of Education prior to December 1, provided for in Section 10 17, each school district shall submit to the State Board of Education an annual report on all contracts over \$25,000 awarded by the school district during the previous fiscal year. The report shall include at least the following:

- (1) the total number of all contracts awarded by the school district;
- (2) the total value of all contracts awarded;
- (3) the number of contracts awarded to minority owned businesses, female owned businesses, and businesses owned by persons with disabilities, as defined in the Business Enterprise for Minorities, Females and Persons with Disabilities Act, and locally owned businesses; and
- (4) the total value of contracts awarded to minority owned businesses, female owned businesses, and businesses owned by persons with disabilities, as defined in the Business Enterprise for Minorities, Females and Persons with Disabilities Act, and locally owned businesses.

The report shall be made available to the public, including publication on the school district's Internet website, if any.' [105 ILCS 5/10-20.44]

The following guidance is provided to help in compliance with this requirement.

Contracts to be counted for the report include those contracts awarded during the relevant fiscal year (FY 08 for the report due on December 1, 2008) in an amount exceeding \$25,000 over the life of the contract... Multiple year contracts should be included in a report only in the year in which they are awarded.

Contracts to be excluded from the report submitted to ISBE would include: (1) collective bargaining agreements with district employee groups; and (2) personal services contracts with individual district employees.

means a severe physical or mental disability that: (a) results from: amputation, arthritis, autism, blindness, burn injury, cancer, cerebral palsy, cystic fibrosis, deafness, head injury, heart disease, hemiplegia, hemophilia, respiratory or pulmonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, musculoskeletal disorders, neurological disorders, including stroke and epilepsy, paraplegia, quadriplegia and other spinal cord conditions, sickle cell anemia, specific learning disabilities, or end stage renal failure disease; and (b) substantially limits one or more of the person's major life activities. Another disability or combination of disabilities may also be considered as a severe disability for the purposes of item (a) if it is determined by an evaluation of rehabilitation potential to cause a comparable degree of substantial functional limitation similar to the specific list of disabilities listed in this definition. (30 ILCS 575/2)

Gallatin County CUSD #7

2 contracts over \$ 25,000

Wabash Valley Service Company	\$ 61,706.00
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Prairie Farms Dairy	34,100.00
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