

File: DGA - AUTHORIZED SIGNATURES

Scope

This policy applies to all members of the Framingham School Committee

Policy Statement

The School Committee is responsible for ensuring the signing of all bills, payrolls, warrants, special education contracts, leases, collective bargaining agreements, and any other legal document entered into by the School Committee on behalf of the district.

All bills, payrolls and warrants shall be signed by one (1) member of the School Committee.

The School Committee will designate a primary signer, a deputy signer and three alternates, to carry out this responsibility.

All special education contracts shall be signed by four (4) members of the School Committee.

The contract shall not contain information that would allow the student to be identified.

All leases, collective bargaining agreements, and any other legal document entered into by the School Committee on behalf of the district shall be signed by four (4) members of the School Committee. Forms, applications and documents that do not legally require signatures of a majority of the School Committee and can be signed by the Chair are exempt from the requirements of this policy. School Committee members will be informed of all such documents after they have been signed and will be afforded the opportunity to review such documents upon request.

Correspondence drafted on behalf of the School Committee is exempt from the requirements of this policy.

This policy does not preclude more than the prescribed number of signatures on any of the documents herein noted.

LEGAL REF.: M.G.L. [41:52](#); [41:56](#)

School Committee Date Accepted: 3/12/2018