



Board of Directors Business Meeting  
Agenda Action Item

**Item Title**

FIRST READING OF REVISED POLICY 6957 - CHANGE ORDERS

**Department**

Legal

**Board Meeting Date**

June 26, 2025

**Background**

It was recently brought to the District's attention that Policy 6957 conflicted with current practices. Based on the state auditor's recommendation, the Purchasing Department has been advised to update the policy to reflect the \$200,000 threshold, which aligns with the amount the auditor uses when reviewing change orders.

**Current Consideration**

By updating Policy 6957, the District is establishing a clear and consistent process for the review and approval of construction change orders. This revision not only enhances transparency and accountability but also ensures alignment with state audit standards. Ultimately, it helps maintain the District's compliance with regulatory expectations and supports more effective project oversight.

**Fiscal Implication**

None.

**Recommendation**

The General Counsel on behalf of the Director of Purchasing recommends the Board of Directors review the draft of revised Policy 6957 and provide feedback before a second reading.

**Strategic Benchmark**

Operations

**Approved By**

General Counsel, Malik Gbenro

inse**CHANGE ORDERS**

PURPOSE STATEMENT

To establish a clear process for reviewing and approving construction change orders, including defined authorization limits for the Superintendent and board president, ensuring transparency, accountability, and timely decision-making during construction projects.

Change orders which arise during construction shall be individually considered by the school board provided, however, that for each project the school board ~~may hereby grants~~ the superintendent authority to authorize change orders provided that the total cost of all change orders approved does not exceed ~~ten-twenty (2+0)~~ percent or \$200,000 of the approved total construction cost of the project. The superintendent shall advise the school board of all change orders executed in such cases.

In the event change order requests exceed ~~ten-twenty (2+0)~~ percent of the total construction cost of the project or \$200,000, and must be considered between school board meetings due to exigent circumstances, the president of the ~~S~~school ~~B~~board may provide interim authorization for the change order. The school board shall take formal action on such requests at the next ~~S~~school ~~B~~board meeting.

**Adoption Date: 7/27/2000**  
**Revised Date: xx/xx/2025**