

SEU BOARD RESOLUTION ON THE SEU'S POLICY FOR THE RETENTION OF FIRMS AND INDIVIDUALS PROVIDING PROFESSIONAL SERVICES TO THE SEU BOARD

The SEU Board will not retain any firms or individuals to provide professional services for the SEU, for example, legal services or financial advisory services, with first obtaining and approving a written letter of engagement prior to the start of the services. The letter of engagement shall describe the scope of work and, if feasible, identify the anticipated total cost of the services. There should be a cap on the total cost of the services, where possible. The letter of engagement should identify the individuals who will perform the services, and the hourly rates to be charged, if the SEU agrees to the engagement on an hourly fee basis. If the matter is to be billed in some manner other than by hourly rates, the rate structure must be placed in writing in the letter of engagement, and receive the Board's approval. Professional service providers should be informed that the SEU does not pay interest on past due balances, and expenses included on bills to the SEU are to be charged to their actual cost. Hourly rates are not to be increased during the course of the engagement without the SEU's prior approval. Legal services are to be performed under the general supervision of the SEU's legal counsel. Matters must be billed monthly unless expressly agreed otherwise. In any event, the frequency of billing must be agreed upon in the letter of engagement. Bills for professional services should be presented to the Board and the SEU's legal counsel for review prior to payment. An exception to the requirement that all professional service bills be presented and reviewed by the Board shall be when the fee for a specific project or task has been pre-approved by the Board and that the task has been completed in accordance with the letter of engagement; under these conditions the Executive Director is authorized to make payments. Any services that a firm or individual proposes to perform beyond the scope of the letter of agreement must be approved in advance by the SEU Board pursuant to a new letter of engagement. The letter of engagement must recite that the firm and/or individual understands that a) any expansion of the scope of work must be approved in advance by the SEU Board, b) no individual Board member or members may authorize an expansion of the scope of work, and c) any expansion of the scope of work must be approved in advance by the Board pursuant to a new letter of engagement.

Adopted: December 22, 2010 (175007)

Amended: March 20, 2014