

Date: September 13, 2018

For ACTION     X      
For INFORMATION             
Board Agenda: Yes   X    
                  No           

**FROM:** Michael Covington, Director of Accounting

**THROUGH:** Gregory C. Hutchings, Jr., Ed.D., Superintendent of Schools  
Michael R. Herbstman, Chief Financial Officer

**TO:** The Honorable Ramee A. Gentry, Chair, and Members of the Alexandria City School Board

**TOPIC:** Delegation of Authority for Financial Functions

**BACKGROUND:** The Code of Virginia allows School Boards to delegate their authority to specific staff members as Agents of the School Board to perform certain financial functions. ACPS policies, including Policy DA-Management of Funds, and Policy DJF-Purchasing Authority, and Policy FEG-Supervision of Construction, also have provisions for the delegation of School Board authority.

**SUMMARY:** The attached resolution modifies an earlier resolution approved by the School Board on January 25, 2018 in order for the new Superintendent to recommend the appropriate agents to fulfill specific financial duties and remove former employees from the earlier resolution. Below is the complete list of recommended changes from the January 25, 2018 Resolution.

1. Remove all former employees as agents.
2. Elevate the Director of Accounting and Director of Budget and Financial Systems from Deputy Agents to Agents to examine, approve, and order payment of financial obligations of the Board.
3. Elevate the Acting Director of Procurement from Deputy Purchasing Agent to Purchasing Agent.
4. Designate the Director of Accounting as a Deputy Purchasing Agent.
5. Designate the Director of Operations Coordination as an additional Agent of the School Board for the limited purpose of signing titles and registration documents for the sale or purchase of School Board vehicles.

All other terms remain unchanged from the Resolution to Adopt Delegation of Authority approved January 25, 2018 by the School Board.

Adoption of this resolution will provide appropriate authorizations to ACPS staff to perform their duties in financial management and procurement. Upon adoption, this delegation of authority will become effective immediately.

**RECOMMENDATION:** The Superintendent recommends adoption of the attached resolution.

**IMPACT:** The appropriate legal authority will be delegated to ACPS staff accordingly.

**CONTACT PERSON:** Michael Covington, 703-619-8145

## **Motion to Adopt the Delegation of Authority for Financial Functions**

Madam Chair, I move that the Alexandria City School Board approve the following organizational arrangements:

1. Authorize the Superintendent to appoint Michael Covington (Director of Accounting) and Dominic Turner (Director of Budget and Financial Systems) as Agents of the School Board to examine, approve, and order payment of financial obligations of the Board.
2. Authorize the Superintendent to appoint Meloni Hurley (Acting Director of Procurement) as Purchasing Agent of the School Board and Michael Covington (Director of Accounting) as Deputy Purchasing Agent of the School Board to enter into contracts for the purchase or lease of goods or services (professional and nonprofessional) and construction in accordance with the requirements and limits set forth in School Board Policy DJA-Purchasing Authority and Policy FEG-Supervision of Construction.
3. Authorize the Superintendent to appoint Mignon Anthony (Chief Operating Officer), Charles Stone (Director of Transportation) and Anita Cordova (Director of Operations Coordination) as Agents of the School Board for the limited purpose of signing titles and registration documents for the sale or purchase of School Board vehicles.

The Superintendent is also granted the authority to appoint the Superintendent's designee, as approved by the School Board, to act as an Agent of the School Board for any of these functions in the absence of the Superintendent or persons named above.