

Date: April 6, 2017

For ACTION     X      
For INFORMATION             
Board Agenda: Yes   X    
                  No           

**FROM:** Michael R. Herbstman, Chief Financial Officer  
**THROUGH:** Alvin L. Crawley, Ed.D., Superintendent of Schools  
**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 also have additional provisions for the delegation of School Board authority.

The attached resolution revises the resolution, approved January 12, 2017, by the School Board to designate the Interim Chief Financial Officer as Agent and the Accounting Director and Director of Budget and Financial Systems as Deputy Agents of the School Board for the limited purpose of examining, approving, and ordering payment of financial obligations of the Board.

This resolution authorizes the Superintendent to designate the newly appointed Chief Financial Officer as Agent and the Accounting Director and Assistant Director of Budget and Fiscal Compliance as Deputy Agents of the School Board for the limited purpose of examining, approving, and ordering payment of financial obligations of the Board.

In addition, it authorizes the Superintendent to designate the Chief Financial Officer and Director of Procurement as Purchasing Agents of the School Board as well as the Procurement Manager 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.

With the exception of designating the authority delineated above to the Chief Financial Officer, the Assistant Director of Budget and Fiscal Compliance and the Procurement Manager, all other terms remain unchanged from the Resolution to Adopt the Delegation of Authority for Financial Functions approved January 12, 2017 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 R. Herbstman, 703-619-8098

## **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 R. Herbstman (Chief Financial Officer) as Agent and Michael Covington (Accounting Director) and Robert Easley (Assistant Director of Budget and Fiscal Compliance) as Deputy Agents of the School Board to examine, approve, and order payment of financial obligations of the Board.
2. Authorize the Superintendent to appoint Michael R. Herbstman (Chief Financial Officer) and Sharon Lewis (Director of Procurement) as Purchasing Agents of the School Board as well as Meloni Hurley (Procurement Manager) 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 Clarence Stukes (Chief Operating Officer) and David Rose (Director of Transportation) 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.