

Date: October 25, 2018

For ACTION X
For INFORMATION _____
Board Agenda: Yes X No

FROM: Dominic B. Turner, Acting Chief Financial Officer

THROUGH: Gregory C. Hutchings, Jr., 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 modifies an earlier resolution approved by the School Board on September 13, 2018. The purpose of this revision is to designate new Agents to enter into contracts for the purchase or lease of goods or services (professional and nonprofessional) and construction. The Deputy Purchasing Agent of the School Board, generally, the Procurement Manager, will be named at a later date.

All other terms remain unchanged from the Resolution to Adopt Delegation of Authority approved September 13, 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.

CONTACT PERSON: Dominic Turner, 703-619-8141

Motion to Adopt Delegation of Authority

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

Authorize the Superintendent to appoint Dominic B. Turner (Acting Chief Financial Officer) and David Banks (Director of Procurement) as Purchasing Agents 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 FEG-Supervision of Construction.

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.