

Date: October 21, 2016

For ACTION _____

For INFORMATION _____

Board Agenda: Yes _____
No _____

FROM: Michael R. Herbstman, Director of Budget and Financial Systems

THROUGH: Alvin L. Crawley, Ed.D., Superintendent of Schools
Stacey B. Johnson, Chief Financial Officer

TO: The Honorable Karen A. Graf, 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 April 21, 2016 by the School Board as an interim measure to appoint select personnel to carry on certain financial functions with the transition of the Chief Financial Officer.

This resolution authorizes the Superintendent to newly appoint the Accounting Director and Director of Budget and Financial Systems as Agents of the School Board for the limited purpose of examining, approving, and ordering payment of financial obligations of the Board.

With the exception of removing the Chief Financial Officer until such individual is named, all other terms remain unchanged from the Resolution to Adopt the Delegation of Authority for Financial Functions approved April 21, 2016 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 Public School Board approve the following organizational arrangements:

1. Authorize the Superintendent to appoint Michael Covington (Accounting Director) and Michael Herbstman (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 Sharon Lewis (Director of Procurement) as Purchasing Agent and Christopher Guy (Purchasing 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 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.