

**BOARD MEMO**

Date: October 24, 2019  
For ACTION  X   
For INFORMATION  X   
Board Agenda: Yes  x   
No    

**FROM:** Gregory C. Hutchings, Jr., Ed.D., Superintendent of Schools

**TO:** The Honorable Cindy Anderson, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** Appoint Designees of the Division Superintendent

**ACPS 2020 STRATEGIC PLAN GOAL:**

Goal 6: Effective and Efficient Operations

**SY 2019-2020 FOCUS AREA:**

Focus Area 5: Strategic Plan

**FY 2020 BUDGET PRIORITY:**

Leadership and Professional Development

Communications and Customer Service for Internal Stakeholders

**SUMMARY:** On January 7, 2019, the Board approved Dr. Terri Mazingo as designee in the absence of the superintendent. At this time, the superintendent would like to add Dr. Stephen Wilkins, Chief Human Resources Officer as a designee in the absence of the superintendent.

**BACKGROUND:** Local school boards may designate other personnel to sign or authorize Department of Education documents in the absence of the division superintendent. There is no restriction on the period of time that an individual can be approved as a designee. The Department of Education must be notified of such board action and the authorized signature must be on file in the Department before requests for reimbursements or other official actions that would normally require the division superintendent's signature can be processed.

If the person(s) authorized to sign Department documents should change at any time, the Web form must be updated to reflect the change(s), and a new "Authorization of Signatures" form signed, seal affixed, and mailed to the Department of Education.

**RECOMMENDATION:**

The Superintendent recommends that the School Board approve the appointment of Dr. Wilkins as an additional designee.

**IMPACT:**

There will already be two designees approved in case one of them is not able to serve as designee at a particular time.

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**ATTACHMENTS:**

None

**CONTACT:**

Dr. Gregory C. Hutchings, Jr.

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