

Date: January 25, 2018

For ACTION X
For INFORMATION
Board Agenda: Yes X
 No

FROM: Michael R. Herbstman, Chief Financial Officer
THROUGH: Lois F. Berlin, Ed.D., Interim 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, 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.

The attached resolution modifies an earlier resolution approved by the School Board on June 22, 2017. The purpose of this revision is to designate a new Deputy Agent to examine, approve, and order payment of financial obligations of the Board. While the Director of Budget and Financial Systems position was vacant, the authorization was given to the Assistant Director of Budget and Fiscal Compliance. Now that the position has been filled, this resolution reverts authority back to the Director.

In addition, this revision designates new Agents for the limited purpose of signing titles and registration documents for the sale or purchase of School Board vehicles. While the Chief Operating Officer and Director of Transportation positions were vacant, authorization was given to the Director of Educational Facilities and the Transportation Coordinator. Now that these positions have been filled, this resolution reverts authority back to the senior staff members.

All other terms remain unchanged from the Resolution to Adopt Delegation of Authority approved June 22, 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 (Director of Accounting) and Dominic Turner (Director of Budget and Financial Systems) 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 Mignon Anthony (Chief Operating Officer) and Charles Stone (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.