



**THE PUBLIC SCHOOLS OF BROOKLINE**  
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V. JAMES MARINI  
INTERIM SUPERINTENDENT OF SCHOOLS

MARY ELLEN NORMEN  
DEPUTY SUPERINTENDENT FOR ADMINISTRATION & FINANCE

TO: Jim Marini, Interim Superintendent  
Suzanne Federspiel, School Committee Chair  
David Pearlman, SC Policy Sub Committee Chair  
Mariah Nobrega, SC Finance Sub Committee Chair  
Helen Charlupski, SC Capital Sub Committee Chair  
FROM: Mary Ellen Normen, Deputy Superintendent for Administration and Finance  
DATE: May 20, 2021  
RE: Authorized Signature Policy during vacancy of the Deputy Supt. for Administration & Finance

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Please request the School Committee vote the following prior to June 30 to be available as needed during the Deputy Superintendent for Administration and Finance personnel transition.

**Warrants:** On a weekly basis, there is a need for accounts payable batches to be reviewed and signed. The policy states "Alternate Signatures: The Superintendent will sign Payroll Warrant and accounts payable batches/Warrants should there be a vacancy, or the School Business Administrator be absent."

**Motion:** School Committee designates Donna Chisholm, Budget Analyst/AP Manager to be the authorized signature for Accounts Payable batches/warrant during the vacancy of the School Business Administrator.

**Payroll:** If a payroll warrant is presented for signature current policy is in effect, "*The School Committee shall designate the School Committee Finance Sub Committee Chair as the one member who will sign the payroll;*" Currently, the payroll warrant is only signed by the Town Administrator designee.

**Contracts:** Follows current policy requirements and amend "*2) The School Committee shall vote and sign all contracts \$100,000 or greater. The School Business Administrator shall be authorized to sign all contracts less than \$100,000 for services, materials, supplies, and equipment establishing a binding financial obligation by the school department provided that: (a) funds are available to pay for the purchase; (b) it PUBLIC SCHOOLS OF BROOKLINE POLICY MANUAL has been demonstrated, in the original request or otherwise, that the goods or services are relevant to the department's purpose and function; and (c) the all signatures required under section 1 above have been obtained.*"

**Motion:** School Committee designates the Superintendent to be the authorized signature for all contracts after all legal and policy requirements are met until the School Business Administrator position is appointed and filled.

**Electronic Signatures:** Maintain current amendment of electronic signatures until the Town discontinues the practice or authorization.

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<https://www.brookline.k12.ma.us/site/handlers/filedownload.ashx?moduleinstanceid=3565&dataid=5744&FileName=PSB%20Authorized%20Signature%20Policy%20Voted%205.4.17.pdf>

PUBLIC SCHOOLS OF BROOKLINE POLICY MANUAL

**SECTION D**  
**FISCAL MANAGEMENT**

***10. Authorized Signatures:***

(Voted 3/20/78, #78-84; 6/19/78, #78-295; 2/21/82, #82-533; 5/4/17; #17-51)

The School Committee shall designate by vote one member who will sign the payroll and accounts payable warrants presented by the School Business Administrator. Said vote shall be provided to the Town Comptroller and Town Treasurer.

The School Committee shall designate the School Business Administrator to serve as the financial agent and shall authorize the School Business Administrator to sign all payroll, contracts, and warrants.

The Town Treasurer, who also serves as the School Department Treasurer, signs all checks drawn against funds under the control or responsibility of the School Department and/or School Committee. No other signature is valid unless allowed by statute.

Payroll Warrant:

Except as otherwise outlined by statute, the employee serving in the School Business Administrator role shall be authorized to sign payroll warrants presented for approval by the Town Payroll Director.

The School Committee shall designate the School Committee Finance Sub Committee Chair as the one member who will sign the payroll; presented by the School Business Administrator.

Contracts and Accounts Payable Warrant:

Contracts and Orders for Services, Supplies, Materials, and Equipment:

The School Committee establishes a binding financial obligation of the School Department as follows:

- 1) Legal and Fiscal Review:
  - a) Superintendent/Deputy Superintendent/Principals/Department Heads/Budget Managers shall be authorized to sign attesting to goods or services being relevant to the duties and responsibilities of the department attached to a requisition, thereby requesting a contract or purchase order;
  - b) The signature of the Town Chief Procurement Officer attesting to procurement laws being followed shall be required on all purchase orders and contracts; and
  - c) Town Counsel's signature attesting to form shall be required for all contracts whose value is over \$100,000.
- 2) The School Committee shall vote and sign all contracts \$100,000 or greater. The School Business Administrator shall be authorized to sign all contracts less than \$100,000 for services, materials, supplies, and equipment establishing a binding financial obligation by the school department provided that: (a) funds are available to pay for the purchase; (b) it

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has been demonstrated, in the original request or otherwise, that the goods or services are relevant to the department's purpose and function; and (c) the all signatures required under section 1 above have been obtained.

### Warrant:

The School Business Administrator shall be authorized to sign all accounts payable batches.

The School Committee shall designate the School Committee Finance Sub Committee Chair as the one member who will sign the accounts payable batches/Warrants for non-Capital Improvement Plan Funds; presented by the School Business Administrator.

### Capital Improvement Projects:

The School Committee shall designate the School Committee Capital Sub Committee Chair as the one member who will sign for Capital Improvement Project accounts payable batches/Warrants; presented by the School Business Administrator.

### Alternate Signatures:

The Superintendent will sign Payroll Warrant and accounts payable batches/Warrants should there be a vacancy, or the School Business Administrator be absent.

The School Committee shall vote to designate an alternate signatory should there be a vacancy or absence of the School Committee Finance Sub Committee Chair or the School Committee Capital Sub Committee Chair.

Notice to Town Comptroller of absence and transfer of this signature authority will be sent by the School Business Administrator.

LEGAL REF.: M.G.L. 41:41; 41:52; 41:56