



Preparing Every  
Student for Success in  
College, Career and Life

CENTER FOR EDUCATIONAL EXCELLENCE  
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Chad E. Gestson, Ed.D.  
Superintendent

Sherry Celaya  
Chief Financial Officer

Linda Abril

Date: January 12, 2018

Alhambra

To: Administrators and Administrative Assistants

Bioscience

From: Sherry Celaya, Chief Financial Officer 

Bostrom

Subject: New Procedures Related to Submission  
Review and Approval of Contractual Agreements

Trevor G. Browne

Our District currently does not have well established, clearly defined procedures or timelines related to the review and approval of our contractual agreements. This lack of clarity has caused problems and has resulted in some less than desirable customer experiences.

Camelback

Our Governing Board has delegated authority to the Superintendent, Chief Financial Officer and Director of Purchasing to approve and sign contracts on behalf of the Board. No other individual within the District has the legal authority to bind the District through agreements. Even with this delegation of authority, our Governing Board still requires review and approval of many agreements at Board meetings. It is also important that agreements have the appropriate level of legal review to protect our students, staff, Governing Board and district resources.

Central

Cesar Chavez

In an effort to improve our contractual relationships and customer experiences, we have developed processes and timelines related to the submission, review and approval of contractual agreements.

Desiderata

It is also important that all of our activities align to our Districts' strategic plan. In many instances, we have discovered that requests for agreements have come directly to our office from teachers and support staff without administrative review and approval. These new processes and timelines will require the appropriate level of administrative review and approval prior to being submitted to the Governing Board for review and approval.

Betty H. Fairfax

Franklin

Beginning January 16, 2018, the enclosed checklist must be completed prior to submitting any contracts to Finance for review and approval. Also enclosed, is the projected timeline that is required to allow for adequate review and negotiation of contracts.

Carl Hayden

I truly appreciate your assistance with this very important matter.

Maryvale

Please feel free to contact me with any of your questions or concerns.

Metro Tech

North

Phoenix Coding

South Mountain