



## POQUOSON CITY PUBLIC SCHOOLS

500 City Hall Avenue, Poquoson, Virginia 23662 (757) 868-3055 Fax (757) 868-3107

October 21, 2016

Mr. J. Randall Wheeler  
City Manager  
City of Poquoson  
500 City Hall Avenue  
Poquoson, VA 23662

Dear Mr. Wheeler:

On behalf of Poquoson City Public Schools, I respectfully request authorization to re-appropriate the balance of FY2016 local operating funds, in the amount of \$27,124 to FY2017.

If the request for re-appropriation is approved, I am recommending to the School Board to use the funds to enhance the safety and security of our schools and address technology needs.

PCPS was awarded a State School Security Grant for FY2017 totaling \$49,815. The grant requires that PCPS provide \$12,454 in matching funds. Part of the \$27,124 will be used to match the State School Security Grant, and \$2,062 will be used for the required match fund to the State Technology Grant. The remaining \$12,608 will be used to purchase technology that was not funded by the State grant.

Thank you again for your continued support of our school division. Please let me know if you require any additional information.

Sincerely,

Jennifer Parish, Ed.D.  
Superintendent

cc: School Board Chairman  
Tara Woodruff, Executive Director of Finance



**CITY OF POQUOSON**

500 City Hall Avenue, Poquoson, Virginia 23662-1996

City Manager's Office

(757)868-3000 Fax (757)868-3101

November 14, 2016

**TO:** Poquoson City Council

**FROM:** City Manager

**SUBJECT:** Resolution Authorizing The School Division To Enter Into Contracts For Appropriated Fiscal Year 2017 Capital Improvements Projects

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Presented for your consideration is a resolution authorizing the School Division to enter into contracts for school projects that were approved and appropriated in the City's FY 2017 Capital Improvements Program.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE SCHOOL DIVISION TO ENTER INTO CONTRACTS FOR APPROPRIATED FY17 CIP PROJECTS**

**WHEREAS**, the City approves and appropriates capital improvement funds to Poquoson City Public Schools necessary to carry out its capital improvement plan; and

**WHEREAS**, the City has appropriated FY17 funds for High School Track 08-SCH-106, Primary School HVAC 10-SCH-107 and High School HVAC 11-SCH-006; and

**WHEREAS**, Poquoson City Public Schools has adopted the City of Poquoson Purchasing Manual as a guide for purchasing within the Division; and

**WHEREAS**, all schools and departments are required to adhere to the Code of Virginia pertaining to the Virginia Public Procurement Act as enacted by the General Assembly; and

**WHEREAS**, all goods and services must be purchased in accordance with provisions set forth by City and School Board procurement and administrative policies and procedures.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Poquoson, Virginia:

**Section 1:** That the School Board is hereby authorized to enter into contracts for School Division FY17 CIP projects (08-SCH-106, HVAC 10-SCH-107, HVAC 11-SCH-006) in accordance with procurement policies and guidelines for the City of Poquoson and Poquoson City Public Schools.

**Section 2:** That the School Board may not authorize any expenditure in excess of the amounts appropriated for each project approved and appropriated in the FY17 CIP.

**Section 3:** That once the School Division enters a contract, the City will process all payments in accordance with the City's policies and procedures.

**Section 4:** That this resolution shall become effective immediately upon adoption.

**ADOPTED:** \_\_\_\_\_

**TESTE:** \_\_\_\_\_  
City Clerk