



OFFICE OF THE SUPERINTENDENT

Marie N. Feagins, Ed.D.
Memphis-Shelby County Schools
160 S. Hollywood St., Memphis, TN 38112
scsk12.org

MEMORANDUM

DATE: October 3, 2024
TO: All MSCS Employees; Current and Potential Vendors
RE: Delegation of Superintendent's Signature Authority Pursuant to SCBE Policy 2012

Policy 2012 of the Shelby County Board of Education ("Board"), "Contract Requirements, Approval and Signatory Authority," states in relevant part that all written contracts less than or equal to Ninety-Nine Thousand Nine Hundred Ninety-Nine Dollars (\$99,999) shall be approved and signed by the Superintendent and/or designee, unless exemptions apply, and therefore authorizes the Superintendent to designate certain categories of employees to sign on the School District's behalf certain contracts that do not require the Board's approval.\*

Effective immediately, the Superintendent hereby designates the following categories of employees to execute contracts and memoranda of understanding (MOUs) on behalf of the Board in the following amounts as follows:

Table with 3 columns: Contract/MOU Amount Threshold, Designated Contract/MOU Signatories, and Explanation. It details two categories: \$0 - \$3,500 (Senior Leader) and \$3,501 - \$99,999 (Superintendent).

This memorandum replaces and supersedes any prior signature delegation memoranda. The Superintendent retains the authority to execute any contract or MOU with a value less than or equal to \$99,999. This memorandum is not intended to forego the requirement for legal review of contracts and other legal documents by the Office of the General Counsel prior to signature. All delegations are subject to periodic review and may be revoked or amended upon written notice or changes in personnel.

Dr. Marie N. Feagins, Ed.D.
Superintendent
Memphis-Shelby County Schools

\*See MSCS Policy 2012 for a list of contracts requiring Board approval.