

ROUTING, REVIEW AND SIGNATURE PROCESS FOR ALL EDUCATION RELATED BOARD REPORTS

1. **CHIEF EDUCATION OFFICE – 5TH Floor**

Hosanna Mahaley, Chief of Staff of the Chief Education Officers, signs off on programmatic approval forms

Dr. Barbara Eason-Watkins, Chief Education Officer signs off on programmatic approval forms

2. **BUDGET DEPARTMENT – 13th Floor**

Raquel Burgos, logs the board reports

Budget Analyst reviews the board reports to see if information is correct

Karen Bertucci, Deputy Budget Director makes sure that there is enough money in the budget and classifications are correct

Pedro Martinez, Budget Director approves the board reports

3. **OFFICE OF BUSINESS DIVERSITY – 16th Floor**

Cynthia Dunn, logs in and reviews the board reports

Compliance Officers provide Affirmative Action Language for the board reports

Laverne Hall, Director reviews and approves Affirmative Action Language in all board reports

4. **PURCHASING DEPARTMENT – 10th Floor**

Marianne Walisiak, Manager logs in and reviews the board reports

Procurement Review Committee reviews all non-competitive procurements

Heather A. Obora, Chief Purchasing Officer approves the board reports

5. **FINANCE DEPARTMENT – 14th Floor**

Norma Ghaben, Secretary logs the board reports

Daryl Okrzesik, Controller reviews the board reports

John Maiorca, Chief Finance Officer approves the board reports

6. **LAW DEPARTMENT – 7th Floor**

Barbara White logs the board reports

Joanne Murphy/Jaculin Jerman, Attorney reviews and edits the board reports

Patrick J. Rocks, General Counsel approves the board reports

7. **CEO DEPARTMENT – 5th Floor**

Mary Rashke, Manager of Administrative Communication logs and reviews the board reports

Brandi Turco, Chief of Staff reviews the board reports

Arne Duncan, Chief Executive Officer approves the board reports

BOARD OFFICE

Finally, the Board Reports are forwarded to the Board Office for review, approval and placement on the Board Agenda.