

# Virginia Department of Education

Authorization of Signature in Absence of Division Superintendent  
Suffolk City Public Schools

The School Board of the Country, City, or Town of Suffolk City at a meeting held on \_\_\_\_\_ by duly recorded vote approved and authorized the person(s) listed below to sign all Virginia Department of Education reports, documents, requisitions, and other official correspondence in the absence of the Division Superintendent.

**Dr. Okema Branch**

Chief Academic Officer

Chief Academic Officer

Signature:

**Signature on File**

Authorization Approved

through: **June 30, 2025**

Extended

through: **December 31, 2025**

**Dr. Rodney Brown**

Chief

Chief of Administrative Services

Signature:

**Signature on File**

Authorization Approved

through: **June 30, 2025**

Extended

through: **December 31, 2025**

This is to certify that the signature authorization action was approved and incorporated in the minutes of said School Board on the aforementioned date.

\_\_\_\_\_  
Signature of Division Superintendent

Dr. John B. Gordon III

Printed Name of Division Superintendent

\_\_\_\_\_  
Signature of School Board Chair

Heather Howell

Printed Name of School Board Chair

Seal of Clerk of the School Board

\_\_\_\_\_  
Signature of Clerk of the School Board

Tarshia L. Gardner

Printed Name of Clerk of the School Board

Date: \_\_\_\_\_

Mail to: Virginia Department of Education  
Educational Applications  
22nd Floor  
P.O.Box 2120  
Richmond, VA 23218-2120