

ROSEMEAD SCHOOL DISTRICT
Rosemead, California

**RESOLUTION NO. 20-21/05,
CERTIFICATION OF SIGNATURES FOR DISTRICT BUSINESS DOCUMENTS
ON BEHALF OF THE BOARD OF TRUSTEES**

WHEREAS, signature certifications for the Rosemead School District, County of Los Angeles must be filed with the Los Angeles County Office of Education (LACOE) in accordance with the provisions of Education Code Section 42633; and

WHEREAS, the Board of Trustees of the Rosemead School District must authorize designed District officials to sign business documents on behalf of the Board of Trustees;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Rosemead School District hereby authorizes the following District officials to sign documents on behalf of the Board of Trustees effective December 18, 2020:

The **Superintendent, Assistant Superintendent of Administrative Services, and Assistant Superintendent of Educational Services** are authorized to sign the following documents:

- All Warrants
- All Checks
- All Contracts
- All Notices
- Other Legal Documents

The **Director of Fiscal Services** is authorized to sign the following documents:

- "A" and "B" Warrants
- Applications for Disaster Assistance under Section 7 of Public Law 81-874
- Applications to and Reports for the Federal Department of Health, Education and Welfare, pursuant to Title I of Public Law 81-874 (identification of parents employed by the Federal Government on federally owned property)
- Applications with State, County and local jurisdictions
- Checks on the Nutrition Services (Food Services), Clearing, Revolving Cash Fund, and Payroll Cash Fund Accounts
- Consultants Service Agreements
- Contracts and Agreements
- Liability Claims Bank Accounts
- Mandated Cost Claims
- Payrolls and Related Documents
- Resolving Fund Warrants
- Temporary Transfer of Funds
- Catering and Banquet Event Contracts
- Credit Applications

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- Purchase Orders and Maintenance Agreements
- Reservation Confirmations
- Solicitation of Bids and Invitations for Prequalifications
- Solicitation/Invitations of Rate Quotes for Services and Products

The **Director of Nutrition and Wellness** is authorized to sign the following documents:

- Checks on the Cafeteria Account
- Contracts/Reports/Forms for Nutrition Services

All of the following are approved to sign-off on invoices for “service/product verification” prior to routing for Superintendent or Assistant Superintendent’s “payment approval” – involves the review of invoices and verification of services/products received:

- Coordinator of Accountability, Assessment, and Special Projects
- Coordinator of Child Development, Preschool, and After School Programs
- Coordinator of Special Education and Student Support Services
- Network Administrator
- Principals
- Assistant Principal
- Co-Lead Multi-Skilled Maintenance Person

BE IT FURTHER RESOLVED, that the Superintendent, Assistant Superintendent of Administrative Services, and the Assistant Superintendent of Educational Services are authorized to sign all of the above said documents on behalf of the Board of Trustees.

BE IT FURTHER RESOLVED, that all documents listed above having a substantial impact on the programs and resources of the District shall be presented to the Board of Trustees either for prior approval or for ratification by the designated signatories.

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APPROVED AND ADOPTED this 17th day of December, 2020 by the Board of Trustees of the Rosemead School District.


Roll Call Vote:

Ayes 5 Nays 0 Abstain 0 Absent 0

**Board of Trustees of the Rosemead School District
of Los Angeles County, State of California**



Diane Benitez, President



Nancy Armenta, Clerk



Ronald Esquivel, Trustee



Veronica Peña, Trustee



John Quintanilla, Trustee

12/17/2020

Date

CERTIFICATION OF THE PRESIDENT OF THE BOARD OF TRUSTEES

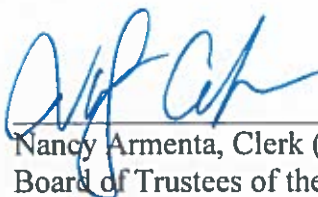
I, Diane Benitez, President of the Board of Trustees of the Rosemead School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Board of Trustees at its meeting held on 17th day of December, 2020, in the State of California, County of Los Angeles.



Diane Benitez, President
Board of Trustees of the Rosemead School District

CERTIFICATION OF THE CLERK OF THE BOARD OF TRUSTEES

I, Nancy Armenta, Clerk (or Secretary to the Board) of the Board of Trustees of the Rosemead School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Board of Trustees at its meeting held on 17th day of December, 2020, in the State of California, County of Los Angeles.



Nancy Armenta, Clerk (or Secretary to the Board)
Board of Trustees of the Rosemead School District