



ROSEMEAD
School District
BOARD OF TRUSTEES

AUG 5 2021

✓ Approved
Denied
Tabled
Received

Printed : 8/2/2021 6:08 PM PT

Regular Meeting**08/05/2021 06:30 PM**6:30 P.M. – CALL TO ORDER/OPEN/PUBLIC
SESSION (ZOOM)After the Completion of Public Comments –
CLOSED SESSION (ZOOM)

7:30 P.M. – OPEN/PUBLIC SESSION (ZOOM)

XXIV. 4. ACTION - Resolution No. 21-22/03, Certification of Signatures for District Business Documents on Behalf of the Board of Trustees, Effective August 6, 2021

Quick Summary / Abstract

Resolution No. 21-22/03, Certification of Signatures for District Business Documents on Behalf of the Board of Trustees, Effective August 6, 2021

Moved by _____ Seconded by _____ Vote _____

From

Alejandro Ruvalcaba, Superintendent

Subject

Resolution No. 21-22/03, Certification of Signatures, Effective August 6, 2021

Background

Pursuant to Education Code Sections 35143, 42632, and 42633 each order drawn on the funds of a school district shall be signed by at least a majority of the members of the Governing Board of the district, or by a person(s) authorized by the Governing Board to sign orders in its name. No person other than an officer or designated administrators of the district shall be authorized to sign orders.

In order to conduct the daily business of the District, individual officers, as identified by the Board of Trustees action, must be authorized to sign warrants, checks, contracts, notices or other legal documents. If persons authorized to sign such documents are unavailable for any reason to do so, the law requires that a majority of the Board of Trustees sign in their place for the particular document.

The subsequent Certification of Signatures form is required by the Los Angeles County Office of Education to be used to process the District's paper work associated with warrants, checks, contracts, notices or other legal documents. This form indicates which administrators have been approved by the Board of Trustees to sign the documents indicated.

Analysis

The following Administrators are authorized to sign orders and contracts on behalf of the Rosemead School District and all five schools (Encinita, Janson, Muscatel, Savannah, and Shuey) include:

- Superintendent;
- Assistant Superintendent of Administrative Services;
- Assistant Superintendent of Educational Services;
- Director, Fiscal Services; and
- Director, Nutrition and Wellness

The above District Administrators are currently the only administrators authorized to sign orders for the Rosemead School District after Board approval, as authorized signatures, with one signature required.

Budget Impact

There is none.

Superintendent's Recommendation

Approve.

Supporting Documents

[Reso 21-22-03 Certification of Signatures Reso](#)
[Reso 21-22-03 Certification of Signatures Form NEW](#)

Created on 8/2/2021 at 3:23 PM PT by Cynthia Bracamonte
Last Modified on 8/2/2021 at 3:26 PM PT by Cynthia Bracamonte

ROSEMEAD SCHOOL DISTRICT
Rosemead, California

RESOLUTION NO. 21-22/03
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 August 6, 2021:

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

**Resolution No. 21-22/03
Certification of Signatures
Members, Board of Trustees
August 5, 2021**

- 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 Men

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.

**Resolution No. 21-22/03
Certification of Signatures
Members, Board of Trustees
August 5, 2021**

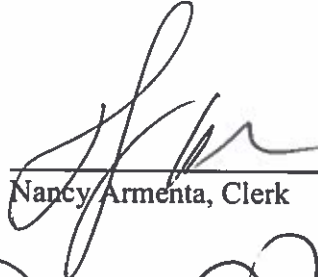
APPROVED AND ADOPTED this 5th day of August, 2021 by the Board of Trustees of the Rosemead School District.

Roll Call Vote:

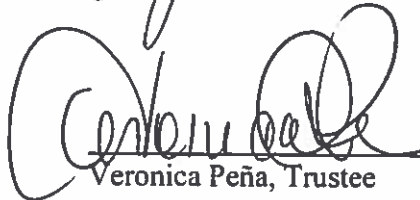
Ayes 5 Nays 0 Abstain 0 Absent 0

**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

August 5, 2021
Date

**Resolution No. 21-22/03
Certification of Signatures
Members, Board of Trustees
August 5, 2021**

CERTIFICATION OF THE PRESIDENT OF THE BOARD OF TRUSTEES

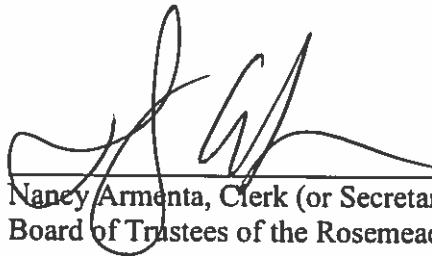
I, Diane Benitez, President of the Board of Trustees of the Rosemead School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Board of Trustees at its meeting held on 5th day of August, 2020, in the State of California, County of Los Angeles.



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 5th day of August, 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

ROSEMEAD SCHOOL DISTRICT

CERTIFICATION OF SIGNATURES

As the Superintendent of Schools and clerk/secretary to the Rosemead School District Board of Trustees, I certify that the signatures shown below in Section I, are the verified signatures of the members of the Board of Trustees. I certify that the signatures as shown in Section II & III are the verified signatures of the person or persons authorized to sign notices of employment, contracts, and orders drawn on the funds of the office. These certifications are made in accordance with the provisions of the Education Code (K-12 Districts) sections 35143, 42632, and 42633.


If office personnel authorized to sign documents, as specified, are unable to do so, the law requires the signatures of the majority of the Board of Trustees. Required signatures: 1, for orders of salary payments, commercial payments, notices of employment, and contracts.


These approved signatures are valid for the period of August 6, 2021 to December 14, 2021 in accordance with Board of Trustees approval date of August 5, 2021


Resolution No. 21-22/03, Certification of Signatures for District Business Documents on Behalf of the Board of Trustees is attached to this Certification of Signatures with special instructions.

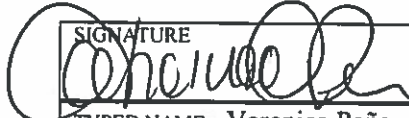
Signature: 
Nancy Armenta, Clerk/Secretary of the Board of Trustees

SECTION I – SIGNATURES OF MEMBERS OF THE BOARD OF TRUSTEES

| | |
|--|----------------|
| SIGNATURE  | INITIALS DB |
| TYPED NAME: Diane Benitez | |
| Title: Board President | |

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|---|----------------|
| SIGNATURE  | INITIALS NA |
| TYPED NAME: Nancy Armenta | |
| Title: Board Clerk | |

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|--|----------------|
| SIGNATURE  | INITIALS RE |
| TYPED NAME: Ronald Esquivel | |
| Title: Board Trustee | |


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|---|----------------|
| SIGNATURE  | INITIALS VP |
| TYPED NAME: Veronica Peña | |
| Title: Board Trustee | |


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|--|----------------|
| SIGNATURE  | INITIALS JQ |
| TYPED NAME: John Quintanilla | |
| Title: Board Trustee | |

SECTION II – SIGNATURES OF DISTRICT OFFICE CABINET MEMBERS

(authorized to sign all documents)

| | |
|--|----------------|
| SIGNATURE  | INITIALS AR |
| TYPED NAME: Alejandro Ruvalcaba | |
| Title: Superintendent | |

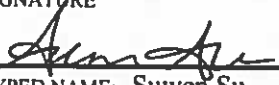

| | |
|---|----------------|
| SIGNATURE  | INITIALS MR |
| TYPED NAME: Maria Rios, Ed.D. | |
| Title: Assistant Superintendent, Administrative Services | |



| | |
|--|----------------|
| SIGNATURE  | INITIALS JF |
| TYPED NAME: Jennifer Fang, Ph.D. | |
| Title: Assistant Superintendent, Educational Services | |

**Rosemead School District
Certification of Signatures
2021 Calendar Year**

SECTION III – SIGNATURES OF DISTRICT OFFICE DIRECTORS

(authorized to sign warrants, orders for salary payment, and contracts)

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|--|---|
| SIGNATURE  | INITIALS  |
| TYPED NAME: Suwen Su | |
| Title: Director, Fiscal Services | |

| | |
|---|---|
| SIGNATURE  | INITIALS  |
| TYPED NAME: Stella Ndahura | |
| Title: Director, Nutrition & Wellness | |

The Superintendent recommends that the Board of Trustees approve the following persons to sign warrants, orders for salary payments, contracts and official documents as specified for the Rosemead School District Board of Trustees for the 2020-2021 school year.

Annually, it is necessary to secure authorization for specified individuals to sign warrants, orders for salary payments, notices of employment, and contracts. This is in accordance with the provisions of Education Code Sections 35143, 42632, and 42633 as required by K-12 Districts.

For operational clarification, those documents appropriate for or requiring the Superintendent's signature, any Assistant Superintendent may sign only in the absence of the Superintendent, or as authorized by the Superintendent.

Section I – Signatures of Members of the Board of Trustees

1. *Board Trustees* (All official documents authorized by the Board of Trustees)

Section II – Signatures of District Office Cabinet Members

1. *Superintendent* (All Documents)
2. *Assistant Superintendent of Administrative Services* (All Documents)
3. *Assistant Superintendent of Educational Services* (All Documents)

Section III – Signatures of District Office Directors

1. *Director of Fiscal Services* (All Commercial Warrants, Liability Claims Bank Account, Clearing Bank Account, Revolving Cash Bank Account, Nutrition Services Bank Account, Selected Federal/State Forms/Reports, Mandated Cost Claims)
2. *Director of Nutrition & Wellness* (All Nutrition Services related Contracts/Reports/Forms, Cafeteria Fund Bank Account)