

ROSEMEAD SCHOOL DISTRICT
Rosemead, California

**RESOLUTION NO. 23-24/03,
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 designated 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 12, 2023:

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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December 12, 2023**

- 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 Human Resources
- 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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Certification of Signatures
Members, Board of Trustees
December 12, 2023**

APPROVED AND ADOPTED this 12th day of December, 2023 by the Board of Trustees of the Rosemead School District.

Roll Call Vote:

Ayes 5 Nays 0 Abstain 0 Absent 0

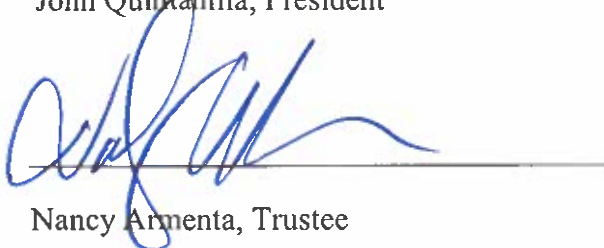
**Board of Trustees of the Rosemead School District
of Los Angeles County, State of California**



John Quintanilla, President



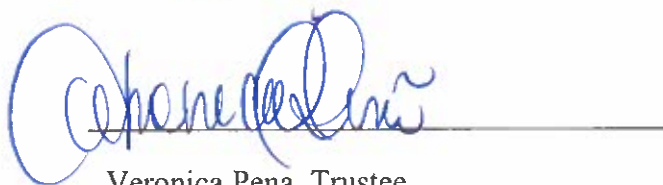
Diane Benitez, Clerk



Nancy Armenta, Trustee



Ronald Esquivel, Trustee



Veronica Pena, Trustee

12/12/2023

Date

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Certification of Signatures
Members, Board of Trustees
December 12, 2023

CERTIFICATION OF THE PRESIDENT OF THE BOARD OF TRUSTEES

I, John Quintanilla, 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 12th day of December, 2023, in the State of California, County of Los Angeles.



John Quintanilla, President
Board of Trustees of the Rosemead School District

CERTIFICATION OF THE CLERK OF THE BOARD OF TRUSTEES

I, Diane Benitez, 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 12th day of December, 2023, in the State of California, County of Los Angeles.



Diane Benitez, Clerk (or Secretary to the Board)
Board of Trustees of the Rosemead School District

ROSEMEAD SCHOOL DISTRICT


CERTIFICATION OF SIGNATURES

As 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 district. These certifications are made in accordance with the provisions of the Education Code (K-12 Districts) sections 35143, 42632, and 42633.


If persons authorized to sign orders as shown in Section II 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.

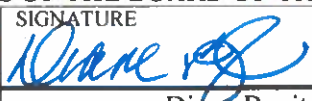
These approved signatures are valid for the period of December 13, 2023 to December 13, 2024 in accordance with Board of Trustees approval dated December 12, 2023.


Resolution No. 23-24/03, 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: 
Diane Benitez, Clerk/Secretary of the Board of Trustees

SECTION I – SIGNATURES OF MEMBERS OF THE BOARD OF TRUSTEES

SIGNATURE 	INITIALS JQ
TYPED NAME: John Quintanilla	
Title: President of the Board of Trustees	

SIGNATURE 	INITIALS DB
TYPED NAME: Diane Benitez	
Title: Clerk of the Board of Trustees	

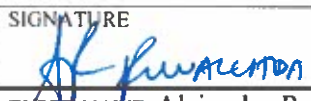
SIGNATURE 	INITIALS NA
TYPED NAME: Nancy Armenta	
Title: Member of the Board of Trustees	

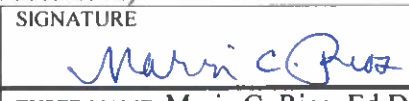
SIGNATURE 	INITIALS RE
TYPED NAME: Ronald Esquivel	
Title: Member of the Board of Trustees	

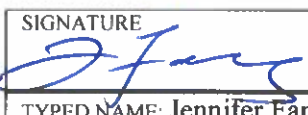
SIGNATURE 	INITIALS VP
TYPED NAME: Veronica Pena	
Title: Member of the Board of Trustees	

SECTION II – SIGNATURES OF DISTRICT OFFICE CABINET MEMBERS

(Authorized to sign all documents)

SIGNATURE 	INITIALS AR
TYPED NAME: Alejandro Ruvalcaba, Ph.D.	
Title: Superintendent	



SIGNATURE 	INITIALS MR
TYPED NAME: Maria C. 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
 2024 Calendar Year**

SECTION III – SIGNATURES OF DISTRICT OFFICE DIRECTORS

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

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

SIGNATURE 	INITIALS 
TYPED NAME: John Rivera	
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 2023 calendar 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, Cafeteria Fund 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)