

Recommendation to Update Signatories on Parent and Student Accounts

BACKGROUND/ ANALYSIS

Currently, the parent and student accounts have signatories that do not match the staff working at the school. The only parent account signatories are Ruben Duenas and Diana Gamez, meaning no one on site at the school can sign the checks. The student account has three appropriate people assigned as signatories, Ruben Duenas (COO), Dr. Kevin Myers (EA) and Joseph Arreola (Coordinator of School Culture and Climate). However, a former employee, Kirk Takeyama, is still listed as a signatory.

RECOMMENDATION

We would like to make the following updates to the parent account:

- Add *Kevin Myers* as a signatory.
- Add *Daniel Rios* as a signatory.
- Leave *Ruben Duenas* as a signatory.
- Remove *Diana Gamez* as a signatory.

We would like to make the following updates to the student account:

- Leave *Ruben Duenas* as a signatory.
- Leave *Kevin Myers* as a signatory.
- Leave *Joseph Arreola* as a signatory.
- Remove *Kirk Takeyama* as a signatory.