



PALISADES

CHARTER HIGH SCHOOL

CHIEF BUSINESS OFFICER

COVER SHEET FOR AGENDA ITEMS

October 12, 2021

TOPIC/ AGENDA ITEM:

XII. GOVERNANCE

D. Form 503-804 Certificate of Signatures

PERSONNEL INVOLVED:

Board of Trustees, Executive Director/Principal, CBO, Administrative team

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The purpose of this action is to approve the revised Certificate of Signature for PCHS. The Certificate of Signatures (Form 503-804) confirms that the Board of Trustees authorizes certain individuals to sign Orders for Salary or Commercial Payments, Notices of Employment, or Contracts. Currently, the following individuals are authorized to sign warrants/checks/payments: Pamela Magee, Juan Pablo Herrera, Christopher Lee, Monica Ianessa.

The current form on file is expiring and the Los Angeles County Office of Education has asked us to revise the form. The guidance they provided stated that rather than revising the form annually, the school may coincide the form with the school's Charter petition period (06/30/2025).

The CBO recommends we maintain the same signors and revise the form to include an expiration date that coincides with the Charter petition period.

IMPACT ON SCHOOL MISSION, VISION OR GOALS, (IF ANY):

The action requested of the Board today will ensure fiscal compliance.

OPTIONS OR SOLUTIONS:

The expectation is that the board approve the revised Certificate of Signatures Form.

CHIEF BUSINESS OFFICER'S RECOMMENDATION:

The Chief Business Officer recommends that the Board approve revised Certificate of Signatures Form.

RECOMMENDED MOTION:

"To approve the updated Certificate of Signatures Form for 2021-2025."

Juan Pablo Herrera
Chief Business Officer

CHARTER SCHOOL NAME

CERTIFICATION OF SIGNATURES

As clerk/secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections:

K-12 Schools: 35143, 42632, and 42633

Community College Districts: 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: _____ to _____

In accordance with governing board approval dated _____, 20_____.

Signature _____
Clerk (Secretary) of the Board

NOTE: Please TYPE name under signature.

Column 1

Signatures of Members of the Governing Board

SIGNATURE
TYPED NAME
President of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Clerk/Secretary of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education

Column 2

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE
SIGNATURE
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SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS	ORDERS FOR COMMERCIAL PAYMENTS
NOTICES OF EMPLOYMENT	CONTRACTS