



**CHIEF BUSINESS OFFICER**

**COVER SHEET FOR AGENDA ITEMS**

**April 18, 2023**

**TOPIC/ AGENDA ITEM:**

**XII. FINANCE**

C. 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 has expired and the Los Angeles County Office of Education has asked us to revise the form. The guidance they provided stated that 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, June 30, 2025.

**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 the revised Certificate of Signatures Form, dated April 18, 2023.

**RECOMMENDED MOTION:**

"To approve the updated Certificate of Signatures (Form 503-804) for 2021-2025."

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Juan Pablo Herrera  
Chief Business Officer

# Palisades Charter High School

DISTRICT

## CERTIFICATION OF SIGNATURES

As clerk/secretary to the governing board of the above named 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 district. These certifications are made in accordance with the provisions of Education Code Sections:

**K-12 Districts:** 35143, 42632, and 42633

**Community College Districts:** 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 are 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: July 1, 2021 to June 30, 2025

In accordance with governing board approval dated April 18, 20 23.

Signature \_\_\_\_\_

Clerk (Secretary) of the Board

Typed Name David Pickard

Clerk (Secretary) of the Board

**NOTE:** Please TYPE name under signature.

### Column 1

Signatures of Members of the Governing Board

SIGNATURE	INITIALS
TYPED NAME	
Sara Margiotta	
President of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
David Pickard	
Clerk/Secretary of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	

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

### 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	INITIALS
TYPED NAME	
Pamela Magee	
TITLE Executive Director/Principal	
SIGNATURE	INITIALS
TYPED NAME	
Juan Pablo Herrera	
TITLE Chief Business Officer	
SIGNATURE	INITIALS
TYPED NAME	
Monica Iannessa	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	

Number of Signatures required:

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