



# PALISADES CHARTER HIGH SCHOOL

*Empowering Educational Excellence.*

## CHIEF BUSINESS OFFICER

### COVER SHEET FOR AGENDA ITEMS

**August 20, 2024**

#### TOPIC/ AGENDA ITEM:

VI. FINANCE

E. 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.

Authorized signers on the current form are outdated. The CBO recommends we make the following revisions to authorized signers: **Remove** Juan Pablo Herrera, Christopher Lee, and Monica Ianessa; **Add** Jeff Roepel, Tyler Farrell, Joseph Lin with 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.

#### CHIEF BUSINESS OFFICER'S RECOMMENDATION:

The Chief Business Officer recommends that the Board approve the revised Certificate of Signatures Form, dated August 20, 2024.

#### RECOMMENDED MOTION:

“To approve the updated Certificate of Signatures (Form 503-804) for 2024-2025.”

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Joseph Lin  
Chief Business Officer