

ROWLAND UNIFIED SCHOOL DISTRICT

December 13, 2018

RESOLUTION NO AS-18-19:06

At a regular meeting of the Board of Education of Rowland Unified School District that was held on December 13, 2018, it was moved by _____, seconded by _____, and carried to adopt the following resolution:

IT IS HEREBY RESOLVED that the following persons are empowered and authorized, on behalf of Rowland Unified School District, to execute and sign warrants, checks, orders for salary payment, contracts, agreements, notices of employment, and other related documents and actions:

- Julie S. Mitchell, Superintendent of Schools;
- Alejandro Flores, Assistant Superintendent, Administrative Services Division;
- Matilde Zamora, Assistant Superintendent, Educational Services Division;
- Dennis Bixler, Assistant Superintendent, Human Resources Division;
- Aubrey Craig, Director, Fiscal Services; and
- Others, as noted

IT IS FURTHER RESOLVED that if none of these persons is able to do so, the signatures of a majority of the Board will be required for certain of the following documents and/or actions:

- A. Commercial warrants and orders for salary payment on behalf of the Governing Board on the funds of the school district maintained in the County Treasury, including the signature of Aubrey Craig, Director of Fiscal Services.
- B. Checks and orders on behalf of the Governing Board on specific accounts maintained in various banks, as follows:

<u>ACCOUNT & LOCATION</u>	<u>BANK</u>	<u>SIGNATURES REQUIRED</u>
<u>General Fund Accounts</u>		
Cash Clearing Account	Cathay Bank	One required: Julie Mitchell or Alejandro Flores or Aubrey Craig (County, Payee only)
Cash Clearing Account Nogales High School	Cathay Bank	Two required: Julie Mitchell or Alejandro Flores and Aubrey Craig or Yousef Nasouf
Revolving Cash Fund	Cathay Bank	One required: Julie Mitchell or Aubrey Craig

<u>ACCOUNT & LOCATION</u>	<u>BANK</u>	<u>SIGNATURES REQUIRED</u>
<u>Cafeteria Account</u>		
Checking Account	Cathay Bank	Two required: Alejandro Flores <u>or</u> Aubrey Craig <u>and</u> Maria Davila <u>or</u> Adriana Lopez
<u>Adult Education Program</u>		
Checking Account	Cathay Bank	Two required: George Bettar <u>and</u> Alejandro Flores <u>or</u> Aubrey Craig
<u>Student Body Accounts</u>		
Rowland Unified School District Combined Student Bodies Account (Alvarado, Giano, Telesis, and Santana)	Cathay Bank (Savings)	One required: Alejandro Flores <u>or</u> Aubrey Craig
Rowland Unified School District Combined Student Bodies Account (Alvarado, Giano, Telesis, and Santana)	Cathay Bank (Checking)	Two required: Julie Mitchell <u>or</u> Alejandro Flores <u>and</u> Aubrey Craig
Nogales High School Associated Student Body Account	Cathay Bank (Savings)	One required: Alejandro Flores <u>or</u> Aubrey Craig
Nogales High School Associated Student Body Account	Cathay Bank (Checking)	Two required: Julie Mitchell <u>or</u> Alejandro Flores <u>and</u> Aubrey Craig
Rowland High School Associated Student Body Account	Cathay Bank (Savings)	One required: Alejandro Flores <u>or</u> Aubrey Craig
Rowland High School Associated Student Body Account	Cathay Bank (Checking)	Two required: Julie Mitchell <u>or</u> Alejandro Flores <u>and</u> Aubrey Craig
<u>Student Activities Accounts</u>		
Rowland Unified Student Activities – Elementary Schools	Cathay Bank (Savings)	One required: Alejandro Flores <u>or</u> Aubrey Craig
Rowland Unified Student Activities – Elementary Schools	Cathay Bank (Checking)	Two required: Julie Mitchell <u>or</u> Alejandro Flores <u>and</u> Aubrey Craig

ACCOUNT & LOCATION

BANK

SIGNATURES REQUIRED

Other Accounts

Oswalt Apple One Program

Promerica Bank
(Checking)

Two required:
Julie Mitchell or Alejandro Flores
and Aubrey Craig or Jason Garcia

- C. Payroll related documents on behalf of the Governing Board, including the signature of Aubrey Craig, Director of Fiscal Services.
- D. All contracts and/or agreements executed on behalf of the Governing Board, subject to approval or ratification by the Board of Education.
- E. Purchase orders against the General, Building, Deferred Maintenance, Child Development, and State School Building Funds on behalf of the Governing Board, including the signatures of Rosana McLeod, Director of Purchasing Services; or Christopher Ferraro, Interim Director of Facilities, Maintenance, Operations, and Construction; or Alejandro Flores, Assistant Superintendent of Administrative Services.
- F. Purchase orders against the Cafeteria Account on behalf of the Governing Board, including the signature of Maria Davila, Director of Nutrition Services.
- G. Vehicle registration forms and vehicle verification forms with the Department of Motor Vehicles, the California Highway Patrol, and other related agencies, including the signature of Alejandro Flores, Assistant Superintendent of Administrative Services, or Aubrey Craig, Director of Fiscal Services
- H. All credential applications, including statement of need for provisional credentials in conformance with California law.
- I. All contract amendments on behalf of the District for the purpose of carrying out the provision of the Tax Sheltered Annuity program, including the signature of Aubrey Craig, Director of Fiscal Services.
- J. Authorized purchase of surplus property by Rosana McLeod, Director of Purchasing Services, under the Federal Surplus Personal Property Program.
- K. Purchase of designated items through the Department of General Services of the State of California, including the signature of Rosana McLeod, Director of Purchasing Services.
- L. State, County, and other governmental agency reports and application, including the signatures of:

Maria Davila

for Nutrition Services

Alejandro Flores

for New Construction, School Housing, and related Insurance Claims

Kevin Despard	for	Testing, Pupil Records, and other documents related to Child Welfare and Attendance
Rebecca Rodriguez	for	State and District Adopted Textbooks
Rosana McLeod	for	Notices of Completion
Aubrey Craig or Gurmeet Kaur	for	Vouchers on PeopleSoft System

M. Commercial Warrants on behalf of the Governing Board on the funds of the school district maintained in the County Treasury, including the signature of Aubrey Craig, Director of Fiscal Services, or Alejandro Flores, Assistant Superintendent of Administrative Services.

PASSED AND ADOPTED by the Board of Education of the Rowland Unified School District this 16th day of August 2018 at Rowland Heights, County of Los Angeles, State of California.

_____ Ayes _____ Noes _____ Absences _____ Abstentions

Clerk, Board of Education