

NATOMAS UNIFIED SCHOOL DISTRICT

Resolution No. 21-01

IN THE MATTER OF: Update Certification of Signatures 2020-21

The following RESOLUTION was duly passed by the Board of Trustees of the Natomas Unified School District, at a regular meeting held on the 20th of January 2021 by the following roll call vote:

Jag Bains	_____
Micah Grant	_____
Ericka Harden	_____
Susan Heredia	_____
Lisa Kaplan	_____

Signed and approved by me after its passage:

Susan Heredia, President

Attest:

Ericka Harden, Clerk

WHEREAS, Verified signatures of the person or persons authorized to sign orders drawn on the funds of the school district, Notices of Employment, Contracts, etc., are the Superintendent and those listed in Part 2. These certifications are made in accordance with the provisions of Education Code. If those authorized to sign orders are unable to do so, the law requires the signatures of the majority of the Board of Trustees.

NOW, THEREFORE, IT IS HEREBY RESOLVED, THAT these approved signatures will be considered valid beginning January 20, 2021.

**NATOMAS UNIFIED SCHOOL DISTRICT
AUTHORIZED SIGNATURES for 2020-21**

SIGNATURE _____ <div style="text-align: center;">Chris Evans Superintendent</div>	
_____ <div style="text-align: center;">Javetta Cleveland Deputy Superintendent</div>	_____ <div style="text-align: center;">William C. Young CBO/Deputy Superintendent</div>
_____ <div style="text-align: center;">Angela Herrera Chief Academic Officer</div>	_____ <div style="text-align: center;">Doug Orr Associate Superintendent</div>
<p><i>(Chris Evans, Javetta Cleveland, William C. Young, Angela Herrera and Doug Orr)</i> AUTHORIZED TO SIGN: All documents illustrated below & pages to follow:</p>	

(Kamaljit Pannu, Amreek Singh) Acceptance of Employee Letters of Resignation Certificated Leave Requests Classified Leave Requests Certificated Employment Contracts Classified Employee Contracts (Contracts: Kamaljit Pannu)	OFFICE OF THE CHIEF ACADEMIC OFFICER (CAO) HUMAN RESOURCES - CAO Notices of Employment Notices of Release (NOR) see below: NOR from Probationary Employment NOR from Temporary Employment Personnel Action Forms Purchase Requisitions
SIGNATURE _____ <div style="text-align: center;">Kamaljit Pannu, Assistant Superintendent</div>	
SIGNATURE _____ <div style="text-align: center;">Amreek Singh, Executive Director</div>	

**OFFICE OF THE CHIEF ACADEMIC OFFICER (CAO)
STUDENT SUPPORT - CAO**

(Carol Swanson, Shea Borges, Corrie Buckmaster)

AUTHORIZED TO SIGN:

Budget Transfers
Federal Fund Applications and Reports

Purchase Requisitions
State Fund Applications and Reports
Personnel Action Forms

***Categorical Expenditure Reports*

SIGNATURE _____

Carol Swanson, Associate Superintendent, Student Support

SIGNATURE _____

***Shea Borges, Assistant Superintendent, CAO*

SIGNATURE _____

***Corrie Buckmaster, Executive Director, CAO*

*Director (vacant), **Kelly Findlay*

AUTHORIZED TO SIGN:

Business & Financial Services

***Budget Transfer Approval*
***Categorical Expenditure Reports*
Child Nutrition Reports
Child Nutrition Fund
***Clearing Account**
***Collection Reports*
Contracts
***Funds, All Board Approved*
***General Ledger Entry Approval*
Inter-fund and Intra-fund Transfers
Personnel Action Forms
Purchase Requisitions
Purchase Orders

***Retirement Forms*
**Revolving Cash Fund*
***Salary Payments*
***Scholarship Accounts **
State Required Attendance Reports
***Student Checking**
***Student Savings**
***Suspense Account - General Fund**
***Tax Shelter Annuity Forms*
***Deferred Comp. Forms*
TRANS Funds (Draws & Repayments)
***Warrants*

**2nd signature required*

SIGNATURE _____

(VACANT), Director, Budget & Accounting

SIGNATURE _____

***Kelly Findlay, Coordinator, Financial Services*

(Doug Orr) **AUTHORIZED TO SIGN:**

**Maintenance, Operations,
Transportation, Nutrition Services,
Warehousing**

Contracts
Notice of Completion

Purchase Requisitions
Personnel Action Forms

SIGNATURE _____
Doug Orr, Associate Superintendent

(Lalanya Rothenberger) **AUTHORIZED TO SIGN:**

Facilities and Strategic Planning

Bid Requirements
Board Authorized Amendments to Design
& Professional Services Contracts
Board Authorized Construction Change Orders
Board Approved Contracts for Facilities Projects
(CDE) CA Department of Education/Facilities Planning
(DGS) Department of General Services
Division Site & Plan Review Applications
& Correspondence
Personnel Action Forms
Purchase Requisitions

(DSA) Division of the State Architect
Planning, Project Closeout
Documents & Correspondence
Notices of Completion
(DTSC) Dept. of Toxic Substances Control
Site Review & Documentation Forms
(OPSC) Office of Public School Construction
(SAB) State Allocation Board
Funding Eligibility
& Application Documents
State School Building Fund
Authorizations

SIGNATURE _____
Lalanya Rothenberger, Executive Director

(Corrie Buckmaster, _____) **AUTHORIZED TO SIGN:**

California State Preschool Program Contracts and Transactions

SIGNATURE _____
Corrie Buckmaster, Executive Director

SIGNATURE _____
(VACANT), Director Budget and Accounting

(Pauline Lopez) **AUTHORIZED TO SIGN:**

Purchase Requisitions less than \$5,000

SIGNATURE _____
Pauline Lopez, Purchasing Coordinator

AUTHORIZE THE FOLLOWING STAFF MEMBERS:

To sign orders for legally authorized expenses on funds of the District, on forms prescribed by Sacramento County Office of Education (SCOE).

Chris Evans
District Superintendent

Javetta Cleveland
Deputy Superintendent

William C. Young
CBO/Deputy Superintendent

Angela Herrera
Chief Academic Officer

Doug Orr
Associate Superintendent

Carol Swanson
Associate Superintendent

Kamaljit Pannu
Assistant Superintendent

Shea Borges
Assistant Superintendent

Amreek Singh
Executive Director

Corrie Buckmaster
Executive Director

Lalanya Rothenberger
Executive Director

(VACANT) Budget & Finance
Director

Kelly Findlay
Coordinator III

Pauline Lopez
Purchasing Coordinator