

**LA CAÑADA UNIFIED SCHOOL DISTRICT  
RESOLUTION 8-15-16  
SIGNATURE AUTHORIZATION AND FEDERAL EDUCATION TITLES**

The Governing Board of the La Cañada Unified School District does hereby resolve:

THAT Wendy K. Sinnette, Superintendent, Jeff Davis, Assistant Superintendent, Anais Wenn, Assistant Superintendent and Mark Evans, Chief Business and Operations Officer be authorized to sign all contracts approved by the Governing Board;

THAT Wendy K. Sinnette, Superintendent, Jeff Davis, Assistant Superintendent, Anais Wenn, Assistant Superintendent, Mark Evans, Chief Business and Operations Officer; Diane Clinton, Director of Fiscal Services, or Theresa Jimenez, Payroll Technician be authorized to sign Central Payroll Systems forms, Personnel Service reports and Notices of Employment;

THAT Mark Evans, Chief Business and Operations Officer; Diane Clinton, Director of Fiscal Services, or Jackie Ong, as Accounting Technician, be authorized to sign orders regarding commercial warrants , and having such use constitute signature approval of orders for payment.

THAT Wendy K. Sinnette, Superintendent, Jeff Davis, Assistant Superintendent, and Anais Wenn, Assistant Superintendent and Mark Evans, Chief Business and Operations Officer be authorized to sign "B" Warrants with the provision that all "B" Warrants (non-salary) in an amount of One Thousand Dollars (\$1,000.00) or more shall require two signatures; one of which may then be Diane Clinton, Director of Fiscal Services.

THAT Wendy K. Sinnette, Superintendent, Jeff Davis, Assistant Superintendent, Anais Wenn, Assistant Superintendent, Mark Evans, Chief Business and Operations Officer or Diane Clinton, Director of Fiscal Services be authorized to sign checks drawn on the Accounts Receivable Holding Account, the Revolving/Petty Cash Account, and the Cafeteria Account, with two signatures required for an amount of One Thousand Dollars (\$1,000.00) or more;

THAT Wendy K. Sinnette, Superintendent, Jeff Davis, Assistant Superintendent, Anais Wenn, Assistant Superintendent and Mark Evans, Chief Business and Operations Officer be authorized to sign student teacher contracts;

THAT Wendy K. Sinnette, Superintendent, Jeff Davis, Assistant Superintendent, Anais Wenn, Assistant Superintendent and Mark Evans, Chief Business and Operations Officer be authorized to sign all contractual agreements for Early Retirement approved by the Governing Board;

THAT Wendy K. Sinnette, Superintendent, Jeff Davis, Assistant Superintendent, Anais Wenn, Assistant Superintendent, Mark Evans, Chief Business and Operations Officer or Diane Clinton, Director of Fiscal Services be authorized as duly designated and authorized representatives to prepare, file and sign necessary documents, reports and applications and to make the representations and commitments involved on behalf of the District in all matters pertaining to Federal (including Public Law 874), State, and Local Grants, as approved by the Governing Board.

THAT the La Cañada Unified School District Governing Board hereby authorizes the preparation and filing of the necessary reports, records, documents and requests for payment in all matters pertaining to projects included in the Consolidated Application SDE100, and any grants from the Federal Offices of Education, Health and Welfare; and that Wendy K. Sinnette, Jeff Davis, Anais Wenn, and Mark Evans are hereby designated as Authorized Agents in all matters pertaining to approved projects under the above Titles and Agencies.

ADOPTED this 1st day of December, 2015, by the Governing Board of the La Cañada Unified School District.

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President to the Governing Board