

**LA CAÑADA UNIFIED SCHOOL DISTRICT  
RESOLUTION 5-17-18  
SIGNATURE AUTHORIZATION AND FEDERAL EDUCATION TITLES**

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

THAT Wendy K. Sinnette, Superintendent; Anais Wenn, Assistant Superintendent; Mark Evans, Assistant Superintendent; and Jamie Lewsadder, Chief Technology Officer be authorized to sign all contracts approved by the Governing Board;

THAT Wendy K. Sinnette, Superintendent; Anais Wenn, Assistant Superintendent; Mark Evans, Assistant Superintendent; Jamie Lewsadder, Chief Technology Officer and Gretchen Bergstrom, 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, Assistant Superintendent; Gretchen Bergstrom, Director of Fiscal Services; Raquel Mutuc, Accounting Technician; or Jackie Ong, 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; Anais Wenn, Assistant Superintendent; Mark Evans, Assistant Superintendent; and Jamie Lewsadder, Chief Technology 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 Gretchen Bergstrom, Director of Fiscal Services.

THAT Wendy K. Sinnette, Superintendent; Anais Wenn, Assistant Superintendent, Mark Evans, Assistant Superintendent; Jamie Lewsadder, Chief Technology Officer or Gretchen Bergstrom, 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; Anais Wenn, Assistant Superintendent; Mark Evans, Assistant Superintendent; and Jamie Lewsadder, Chief Technology Officer be authorized to sign student teacher contracts;

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

THAT Wendy K. Sinnette, Superintendent; Anais Wenn, Assistant Superintendent; Mark Evans, Assistant Superintendent; and Jamie Lewsadder, Chief Technology Officer or Gretchen Bergstrom, 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, Anais Wenn, Mark Evans, and Jamie Lewsadder are hereby designated as Authorized Agents in all matters pertaining to approved projects under the above Titles and Agencies.

ADOPTED this 5th day of December, 2017, by the Governing Board of the La Cañada Unified School District.

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President of the Governing Board