



Santa Barbara
SCHOOL DISTRICTS

720 Santa Barbara Street, Santa Barbara, CA 93101
Phone (805) 963-4338, Fax (805) 963-5685

Date: September 1, 2009
To: Dr. J. Brian Sarvis, Superintendent
From: Eric D. Smith, Deputy Superintendent of Business Services
Subject: Approval of Resolution Number 2009/10-03 Delegation of Governing Board Powers/Duties Authorizing Cash and Budget Transfers per Education Code Section 35161 and Updated Authorized Signature Forms

Action Item

Background:

The Santa Barbara County Education Office (SBCEO) requires that districts update the authorized signature forms on file with School Business Advisory Services (SBAS). SBAS uses these forms to verify information and validate signatures on various documents audited by the SBCEO.

Districts are also required to adopt a resolution designating district employees authorized to make cash and budget transfers between and within district funds as necessary for the payment of obligations of the district. Staff recommends the following district employees be designated: J. Brian Sarvis, superintendent, Eric D. Smith, deputy superintendent of business services, and Meg Jetté, director of fiscal services.

Issue:

The board last approved the authorized signature forms in September of 2008. SBCEO requires the districts to provide updated information as new board members take office and key personnel changes occur.

Recommendation:

That the board approve Resolution No. 2009/10-03 Delegation of Governing Board Powers/Duties and the Submission of Updated Authorized Signature Forms to the Santa Barbara County Education Office.

Attachment(s)?	<input checked="" type="checkbox"/>	Yes (if so, please attach)	<input type="checkbox"/>	No	<input type="checkbox"/>	Powerpoint	<input type="checkbox"/>	Ovrhead	<input type="checkbox"/>	Consultant
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Adams Elementary School	Harding Elementary School	Peabody Charter School	Goleta Valley Junior High School	Dos Pueblos High School
Cesar Chavez Charter School	McKinley Elementary School	Roosevelt Elementary School	La Colina Junior High School	La Cuesta Continuation High School
Cleveland Elementary School	Monroe Elementary School	Santa Barbara Charter School	La Cumbre Junior High School	San Marcos High School
Franklin Elementary School	Open Alternative School	Santa Barbara Community Academy	Santa Barbara Junior High School	Santa Barbara High School
		Washington Elementary School		

Authorized Signatures

District Personnel Approved by the Board to Act as District Agents

Reference: Education Code Sections 42632, 42633, 17604 (K-12 Districts)

Education Code Sections 85232, 85233, 81655 (Community College Districts)

District: Santa Barbara School Districts

1. _____ Vendor Prelists Contracts Payroll Prelists
Signature
J. Brian Sarvis/Superintendent
Typed Name/Title

2. _____ Vendor Prelists Contracts Payroll Prelists
Signature
Eric D. Smith/Deputy Superintendent
Typed Name/Title

3. _____ Vendor Prelists Contracts Payroll Prelists
Signature
Meg Jette/Director of Fiscal Services
Typed Name/Title

4. _____ Vendor Prelists Contracts Payroll Prelists
Signature

Typed Name/Title

5. _____ Vendor Prelists Contracts Payroll Prelists
Signature

Typed Name/Title

6. _____ Vendor Prelists Contracts Payroll Prelists
Signature

Typed Name/Title

7. _____ Vendor Prelists Contracts Payroll Prelists
Signature

Typed Name/Title

I certify that the signatures shown on this page are the verified signatures of district personnel approved by the board to act as agents of the governing board.

Board Clerk/Secretary

Date

SANTA BARBARA SCHOOL DISTRICTS
DELEGATION OF GOVERNING BOARD POWERS/DUTIES
RESOLUTION NO. 09/10-03

(Authority to make cash and budget transfers per Education Code § 35161)

WHEREAS, Education Code Section 35161 provides that "the Governing Board of any school district may execute any powers delegated by law to it or to the district of which it is the Governing Board, and shall discharge any duty imposed by law upon it or upon the district of which it is the Governing Board....."; and,

WHEREAS, Education Code Section 35161 further provides that the Governing Board "may delegate to an officer or employee of the district any of those powers or duties. The Governing Board, however, retains ultimate responsibility over the performance of those powers or duties so delegated "; and,

WHEREAS, the Governing Board of the Santa Barbara School Districts recognizes that while the authority provided in Education Code Section 35161 authorizes the Board to delegate any of its powers and duties, the Governing Board retains the ultimate responsibility over the performance of these powers and duties; and,

WHEREAS, the governing board further recognizes that where other Education Code provisions authorize a delegation of authority for a specific purpose, but impose restrictions on such delegated authority, these restrictions must be observed;

NOW, THEREFORE, BE IT RESOLVED that in accordance with the authority provided in Education Code Sections 35161 and 35110-35113, including the requirements to annually publish the amounts transferred to each District from the combined Districts special reserve as set forth in Education Code Section 35161 (d), the governing board of the Santa Barbara School Districts hereby delegates authority to the District Officers named below, the authority to make cash and budget transfers between and within district funds as necessary for the payment of obligations of the districts effective from the date this resolution is passed through the year-end accrual phase without submitting the transfers as part of a specific board resolution.

J. Brian Sarvis, Superintendent
Authorized District Employee/Officer

Eric D. Smith, deputy supt. of business services
Authorized District Employee/Officer

Meg Jetté, director of fiscal services
Authorized District Employee/Officer

Passed and Adopted this _____ day of _____, 2009

Ayes:
Noes:
Absent:
Abstain:

Board Clerk/Secretary Signature