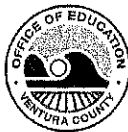


VENTURA  
COUNTY



Office of  
Education

# MEMORANDUM

STANLEY C. MANTOOTH, COUNTY SUPERINTENDENT • 5189 VERDUGO WAY, CAMARILLO, CA 93012

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Date: April 23, 2018

To: Chief Business Official

From: Cynthia Bridges, Director   
School Business and Advisory Services

Subject: CERTIFICATION OF SIGNATURES

## AUTHORIZED SIGNATURES

Annually at the beginning of each fiscal year, or after any reorganization or staff change, school districts need to declare the agent(s) authorized to sign orders, checks, contracts, documents, etc. A statement of authorized agent(s) along with a verified signature must be filed with School Business and Advisory Services as any changes occur.

If you have any questions, please contact me at (805) 383-1980.

\_\_\_\_\_ SCHOOL DISTRICT  
**CERTIFICATION OF SIGNATURES**

I, \_\_\_\_\_, Secretary to the Board of Education of the School District of Ventura County, California certify that the signatures shown below are the verified signatures of the members of the Governing Board of the above-named school district (Part 1). Verified signatures of the person or persons authorized to sign orders drawn on the funds of the school district, Notices of Employment, Contracts, etc., appear in Part 2. These certifications are made in accordance with the provisions of Education Code Sections indicated.\* If those authorized to sign orders shown in Part 2 are unable to do so, the law requires the signatures of the majority of the Governing Board.

These approved signatures will be considered valid for the period of \_\_\_\_\_ to \_\_\_\_\_.

Date of Board Action: \_\_\_\_\_ Signature: \_\_\_\_\_  
Secretary of the Board

**PART I**

Signatures of Members of the Board

Signature: _____	Signature: _____
Print/Type: _____	Print/Type: _____
President of the Board of Education	Member of the Board of Education

Signature: _____	Signature: _____
Print/Type: _____	Print/Type: _____
Clerk of the Board of Education	Member of the Board of Education

Signature: _____	Signature: _____
Print/Type: _____	Print/Type: _____
Member of the Board of Education	Member of the Board of Education

Signature: \_\_\_\_\_  
Print/Type: \_\_\_\_\_  
Member of the Board of Education

\*K-12 Districts

42632

42633

## EXAMPLE - GOVERNING BOARD ACTIONS

### Advance indefinite action for 2018-19 to be taken before July 1, 2018:

“As a result of financial uncertainties, negotiations, legislation, and other factors, the governing board hereby declares that all management, confidential, and other unrepresented employee compensation is declared indefinite for 2018-19.”

### Subsequent example action:

1. The following could be used when the board is subsequently acting on all unrepresented employees:

“As a follow-up to governing board action taken (earlier date), the governing board hereby approves compensation increases, effective July 1, 2018, for all unrepresented employees, including the superintendent and associate / assistant superintendents.”

2. The following could be used if only some, but not all unrepresented employees are subsequently acted upon:

“As a follow-up to governing board action taken (earlier date), the governing board hereby approves a compensation increase effective July 1, 2018, for classified management and confidential employees. Certificated management, superintendent and associate / assistant superintendents, and other unrepresented compensation is still declared indefinite.”