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# Board Cover Memorandum

**To** Board of Education

**From** Sondra Aguilera, Acting Superintendent  
Lisa Grant-Dawson, Chief Business Officer  
DeCarlos Kaigler, Chief Financial Officer

**Meeting Date** September 28, 2022

**Subject** Authorizing a Change of Signatories for Various District Accounts  
Resolution No. 2223-0054

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**Ask of the Board** Adoption by Board of Education of Resolution No. 2223-0054 Providing Authorized Signatories, as named, on District Accounts stated herein

**Background** The District has various accounts at different banks as well as at the county offices. Due to the change in the governing and/or administrative leadership of the District, the existing authorized signatories for these accounts need to be updated. This Resolution will provide a change in the signatories for Named District Accounts. Signatory cards will be forwarded as appropriate.

**Attachment(s)** Resolution No. 2223-0054

**RESOLUTION OF THE  
BOARD OF EDUCATION OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT**

**Resolution No. 2223-0054**

**Verified Signatories for Named District Funds and Accounts as of September 29, 2022**

**WHEREAS**, Education Code section 42632 requires that each order drawn on the funds of a school district be signed by at least a majority of the governing board of the district, or by a person or persons authorized by the governing board to sign orders in its name;

**WHEREAS**, Education Code section 42633 requires the governing board of each school district to be responsible for filing or causing to be filed with the county superintendent of schools the verified signature of each person, including members of the governing board, authorized to sign orders in its name;

**WHEREAS**, such a filing shall be updated at least annually, but as often as required due to any changes in staffing or applicable assignment;

**WHEREAS**, Board Resolution No. 31370, dated September 4, 1985, established the Oakland Unified School District Cafeteria Account with the Union Bank of California ("Cafeteria Account") for the purpose of depositing receipts from the sale of food at the District's cafeterias;

**WHEREAS**, Board Resolution No. 1213-0036, adopted October 24, 2012, established the Oakland Unified School District Fresh Produce Market Account with the Union Bank of California ("Fresh Produce Market Account") for the purpose of deposits into and disbursements from the Fresh Produce Market Account;

**WHEREAS**, Education Code section 41017 authorizes the establishment of a bank clearing account for depositing miscellaneous receipts and for withdrawing such receipts for payment into the county treasury;

**WHEREAS**, the District requires such a bank account for the purpose of depositing fees from parents/guardians of children attending the District's Child Development Centers;

**WHEREAS**, Resolution No. 31372, dated September 4, 1985, authorized Union Bank of California to be the depository of funds for this purpose ("Child Development Clearing Account");

**WHEREAS**, Resolution No. 31371, dated September 4, 1985, established the Oakland Unified School District Revolving Fund ("Revolving Fund Account");

**WHEREAS**, the Revolving Fund Account has the sum of one hundred fifty thousand dollars (\$150,000) to cover costs of materials and services to meet special needs and to provide for payroll adjustments when appropriate;

**WHEREAS**, the Board wishes to comply with the request of the Alameda County Treasurer to maintain a separate bank account for the payroll direct deposit;

**WHEREAS**, a payroll direct deposit account has been established at the Alameda County Treasury (“Payroll Direct Deposit Account”);

**WHEREAS**, the Board wishes to comply with the request of the Alameda County Treasurer to maintain a separate bank account for the deposit and payment of payroll taxes;

**WHEREAS**, a payroll tax and deposit bank account has been established at the California Bank and Trust (“Payroll Tax and Deposit Bank Account”) in the amount of one hundred dollars (\$100);

**WHEREAS**, the Board established the Oakland Unified School District Workers’ Compensation Account with the Bank of America (“Workers’ Compensation Account”) for the purpose of paying District Workers’ Compensation Plan costs;

**WHEREAS**, Government Code section 16429.1 created a Local Agency Investment Fund (“LAIF”) in the State Treasury for the deposit of monies of a local agency for purposes of investment by the State Treasurer;

**WHEREAS**, the Board does hereby find that the deposit and withdrawal of monies in the LAIF for the General Account #75-01-016 and the Bond Account in accordance with provisions of Government Code section 16429 .1 for the purpose of investment as stated therein as in the best interests of the District;

**WHEREAS**, the Board has authorized the deposit and withdrawal of monies in the LAIF for the General Account #75-01-016 the Bond Account in the State Treasury in accordance with provisions of Government Code section 16429.1 for the purpose of investment as stated therein; and

**WHEREAS**, the Board established the Oakland Unified School District Business Investment Account with the Union Bank of California (“Business Investment Account”) for the purpose of depositing anticipated health plan costs in an interest- b e a r i n g account.

**NOW, THEREFORE, BE IT RESOLVED**, unless otherwise noted herein, each order drawn on the funds of the District held in the custody or care of the Alameda County Superintendent of Schools shall bear the verified signatures of either (i) Superintendent Kyla Johnson-Trammell and one of the individuals listed below or (ii) any two of the individuals listed below:

*Gary D. Yee, President OUSD Board of Directors*

*Curtiss Sarikey, Chief of Staff*

*Preston Thomas, Chief Systems & Services Officer*

*Sandra Aguilera, Chief Academic Officer*

*Lisa Grant-Dawson, Chief Business Officer*

*DeCarlos Kaigler, Chief Financial Officer*

*Ryan Nguyen, Controller, Accounting*

*Department*

**BE IT FURTHER RESOLVED**, deposits receipts from the sale of food and other actions related to the Cafeteria Account shall bear the verified signatures of either (i) Superintendent Kyla Johnson-Trammell and one of the individuals listed below or (ii) any two of the individuals listed below:

*Gary D. Yee, President OUSD Board of Directors*

*Curtiss Sarikey, Chief of Staff*

*Preston Thomas, Chief Systems & Services Officer*  
*Sondra Aguilera, Chief Academic Officer*  
*Lisa Grant-Dawson, Chief Business Officer*  
*DeCarlos Kaigler, Chief Financial Officer*  
*Ryan Nguyen, Controller, Accounting Department*  
*Amy Glodde, Interim Executive Director, Nutrition Service*

**BE IT FURTHER RESOLVED**, deposits into and disbursements from the Fresh Produce Market Account shall bear the verified signatures of either (i) Superintendent Kyla Johnson-Trammell and one of the individuals listed below or (ii) any two of the individuals listed below:

*Gary D. Yee, President OUSD Board of Directors*  
*Curtiss Sarikey, Chief of Staff*  
*Preston Thomas, Chief Systems & Services Officer*  
*Sondra Aguilera, Chief Academic Officer*  
*Lisa Grant-Dawson, Chief Business Officer*  
*DeCarlos Kaigler, Chief Financial Officer*  
*Ryan Nguyen, Controller, Accounting Department*  
*Amy Glodde, Interim Executive Director, Nutrition Services*

**BE IT FURTHER RESOLVED**, all checks, drafts, orders, receipts, and other instruments drawn, accepted, or given for payment on the Child Development Clearing Account on behalf of the District shall bear the verified signatures of either (i) Superintendent Kyla Johnson-Trammell and one of the individuals listed below or (ii) any two of the individuals listed below:

*Gary D. Yee, President OUSD Board of Directors*  
*Curtiss Sarikey, Chief of Staff*  
*Preston Thomas, Chief Systems & Services Officer*  
*Sondra Aguilera, Chief Academic Officer*  
*Lisa Grant-Dawson, Chief Business Officer*  
*DeCarlos Kaigler, Chief Financial Officer*  
*Ryan Nguyen, Controller, Accounting Department*  
*Christie Herrera, Executive Director, Early Childhood Education*

**BE IT FURTHER RESOLVED**, all checks, drafts, orders, receipts, and other instruments drawn, accepted, or given for payment on the Revolving Fund Account in excess of \$10,000 on behalf of the District shall bear the verified signatures of either (i) Superintendent Kyla Johnson-Trammell and one of the individuals listed below or (ii) any two of the individuals listed below:

*Gary D. Yee, President OUSD Board of Directors*  
*Curtiss Sarikey, Chief of Staff*  
*Preston Thomas, Chief Systems & Services Officer*  
*Sondra Aguilera, Chief Academic Officer*  
*Lisa Grant-Dawson, Chief Business Officer*  
*DeCarlos Kaigler, Chief Financial Officer*  
*Ryan Nguyen, Controller, Accounting Department*

**BE IT FURTHER RESOLVED**, all checks, drafts, orders, receipts, and other instruments drawn, accepted, or given for payment on the Payroll Direct Deposit Account shall bear the verified signatures of either (i)

Superintendent Kyla Johnson-Trammell and one of the individuals listed below or (ii) any two of the individuals listed below:

*Gary D. Yee, President OUSD Board of Directors*  
*Curtiss Sarikey, Chief of Staff*  
*Preston Thomas, Chief Systems & Services Officer*  
*Sondra Aguilera, Chief Academic Officer*  
*Lisa Grant-Dawson, Chief Business Officer*  
*DeCarlos Kaigler, Chief Financial Officer*  
*Ryan Nguyen, Controller, Accounting Department*  
*Nicole Caldwell, Payroll Director, Accounting Department*

**BE IT FURTHER RESOLVED**, all checks, drafts, orders, receipts and other instruments drawn, accepted or given for payment on Payroll Tax and Deposit Bank Account shall bear the verified signatures of either (i) Superintendent Kyla Johnson-Trammell and one of the individuals listed below or (ii) any two of the individuals listed below:

*Gary D. Yee, President OUSD Board of Directors*  
*Curtiss Sarikey, Chief of Staff*  
*Preston Thomas, Chief Systems & Services Officer*  
*Sondra Aguilera, Chief Academic Officer*  
*Lisa Grant-Dawson, Chief Business Officer*  
*DeCarlos Kaigler, Chief Financial Officer*  
*Ryan Nguyen, Controller, Accounting Department*  
*Nicole Caldwell, Payroll Director, Accounting Department*

**BE IT FURTHER RESOLVED**, disbursements in excess of \$10,000 from the Workers' Compensation Account shall bear the verified signatures of either (i) Superintendent Kyla Johnson-Trammell and one of the individuals listed below or (ii) any two of the individuals listed below:

*Gary D. Yee, President OUSD Board of Directors*  
*Curtiss Sarikey, Chief of Staff*  
*Preston Thomas, Chief Systems & Services Officer*  
*Sondra Aguilera, Chief Academic Officer*  
*Lisa Grant-Dawson, Chief Business Officer*  
*DeCarlos Kaigler, Chief Financial Officer*  
*Ryan Nguyen, Controller, Accounting Department*  
*Rebecca Littlejohn, Risk Management Officer*

**BE IT FURTHER RESOLVED**, deposits into or withdrawals from the LAIF for the benefit of or on behalf of the District shall bear the verified signatures of either (i) Superintendent Kyla Johnson-Trammell and one of the individuals listed below or (ii) any two of the individuals listed below:

*Gary D. Yee, President OUSD Board of Directors*  
*Curtiss Sarikey, Chief of Staff*  
*Preston Thomas, Chief Systems & Services Officer*  
*Sondra Aguilera, Chief Academic Officer*  
*Lisa Grant-Dawson, Chief Business Officer*  
*DeCarlos Kaigler, Chief Financial Officer*  
*Ryan Nguyen, Controller, Accounting Department*

**BE IT FURTHER RESOLVED**, disbursements from the Business Investment Account shall bear the verified signatures of either (i) Superintendent Kyla Johnson-Trammell and one of the individuals listed below or (ii) any two of the individuals listed below:

*Gary D. Yee, President OUSD Board of Directors*  
*Curtiss Sarikey, Chief of Staff*  
*Preston Thomas, Chief Systems & Services Officer*  
*Sondra Aguilera, Chief Academic Officer*  
*Lisa Grant-Dawson, Chief Business Officer*  
*DeCarlos Kaigler, Chief Financial Officer*  
*Ryan Nguyen, Controller, Accounting Department*

**BE IT FURTHER RESOLVED**, the attached list of signatures constitutes the verified signatures for the individuals named in this Resolution and the Superintendent or designee is directed to file the same with the county superintendent of schools as provided for under Education Code Section 42633; and with financial institutions as may be required;

**BE IT FURTHER RESOLVED**, this Resolution supersedes all previous resolutions regarding the required and authorized signatories for one or more of the following:

- funds deposited with or in the custody or care of the Alameda County Superintendent of Schools
- Cafeteria Account
- Fresh Produce Market Account
- Child Development Clearing Account
- Revolving Fund Account
- Payroll Direct Deposit Account
- Payroll Tax and Deposit Bank Account
- Workers' Compensation Account
- LAIF
- Business Investment Account

; and

**BE IT FURTHER RESOLVED**; this Resolution is effective September 29, 2022.

**PASSED AND ADOPTED** on September 28, 2022, by the Governing Board of the Oakland Unified School District by the following vote:

PREFERENTIAL AYE: None

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: Student Director Samantha Pal, Student Director Linh Le

PREFERENTIAL RECUSED: None

AYES: Kyra Mungia, Clifford Thompson, Aimee Eng, Vice President Benjamin "Sam" Davis, President Gary Yee

NOES: None

:

ABSTAINED: VanCedric Williams

RECUSED: None

ABSENT: Mike Hutchinson

**CERTIFICATION**

We hereby certify that the foregoing is a full, true, and correct copy of a Resolution passed at the Regular Meeting of the Governing Board of the Oakland Unified School District held on September 28, 2022.

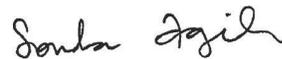
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**OAKLAND UNIFIED SCHOOL DISTRICT**



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Gary D. Yee  
President, Governing Board




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Sondra Aguilera  
Acting Superintendent and Secretary, Governing Board

**Attached List of Verified Signatures**

<u>s/</u> Signature	<u>Gary D. Yee</u> Name	<u>Governing Board President</u> Title
<u>s/</u> Signature	<u>Kyla Johnson Tramell</u> Name	<u>Superintendent and Secretary, Governing Board</u> Title
<u>s/</u> Signature	<u>Lisa Grant-Dawson</u> Name	<u>Chief Business Officer</u> Title
<u>s/</u> Signature	<u>Sondra Aguilera</u> Name	<u>Chief Academic Officer</u> Title
<u>s/</u> Signature	<u>Curtiss Sarikey</u> Name	<u>Chief of Staff</u> Title
<u>s/</u> Signature	<u>Preston Thomas</u> Name	<u>Chief Systems &amp; Services Officer</u> Title
<u>s/</u> Signature	<u>Ryan Nguyen</u> Name	<u>Controller</u> Title
<u>s/</u> Signature	<u>DeCarlos Kaigler</u> Name	<u>Chief Financial Officer</u> Title
<u>s/</u> Signature	<u>Christie Herrera</u> Name	<u>Executive Director, Early Childhood Education</u> Title
<u>s/</u> Signature	<u>Nicole Caldwell</u> Name	<u>Payroll Director</u> Title
<u>s/</u> Signature	<u>Rebecca Littlejohn</u> Name	<u>Risk Management Officer</u> Title

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s/  
Signature

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Amy Glodde  
Name

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Interim Executive Director, Nutrition Services  
Title