

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

RESOLUTION NO. 2324-22
DELEGATION OF AUTHORITY

WHEREAS, Education Code § 35161 authorizes the Board of Trustees to delegate to an officer or employee of the District any of the powers and duties delegated to the Board or the district of which it is the governing board; and

WHEREAS, Education Code § 17604 authorizes the Board to delegate the power to contract limited to time, money, or subject matter or to delegate a blanket authorization in advance of its exercise; and

WHEREAS, Education Code § 17605 authorizes the Board to delegate the authority to purchase supplies, materials, apparatus, equipment, and services; and

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approves the following effective December 6, 2023, until rescinded by the Board:

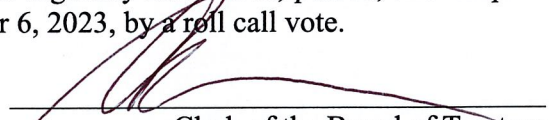
1. Delegate to the Superintendent or his designee the authority to sign and approve:
 - a. claims for professional dues reimbursements for certificated and classified administrators; and
 - b. renewals of routine agreements with the County of Orange related to donated space and with the Orange County Department of Education related to the use of the District's facilities.
2. Delegate to the Superintendent, or specifically authorized cabinet-level administrators, the authority to sign and approve attendance at professional conferences, conventions, and workshops within the State of California for certificated and classified personnel as provided in Board Policy 3350, *Travel Expenses*.
3. Delegate to the Superintendent; Deputy Superintendent, Business and Support Services; Assistant Superintendent, Fiscal Services, the authority to sign and approve the following items:
 - a. routine maintenance, repair, and service agreements and contracts below the bid limits for work to be done or for materials and supplies to be furnished, sold, or leased to the District as specified in Public Contract Code § 20111; and
 - b. independent contractor, consulting or personnel service agreements that do not exceed \$50,000.
4. Delegate to the Superintendent; Deputy Superintendent, Business and Support Services; Associate Superintendent, Human Resource Services; Assistant Superintendent, Fiscal Services; and Executive Director, Fiscal Services, the authority to sign and approve the following items:


- a. property and liability claims against the District that are within the self-insured retention in an amount not to exceed \$50,000; and
 - b. provide authorization for the settlement of all workers' compensation claims against the District; and
5. Delegate to the Superintendent; Deputy Superintendent, Business and Support Services; Associate Superintendent, Educational and Support Services; Assistant Superintendent, SELPA; Assistant Superintendent, Fiscal Services; and Executive Director, Fiscal Services, the authority to sign and approve the following items:
 - a. provide authorization to settle all special education claims and related matters up to \$50,000.
6. Delegate to the Deputy Superintendent, Business and Support Services; Assistant Superintendent, Fiscal Services; and Executive Director, Purchasing, the authority to sign and execute all contracts and purchase orders.
7. Delegate to the Deputy Superintendent, Business and Support Services; Assistant Superintendent, Fiscal Services; Executive Director, Fiscal Services, or designee, the authority to approve tax-sheltered annuity companies qualified to do business under Internal Revenue Code § 403 (b). The companies shall execute the appropriate hold harmless agreement and letter of compliance prior to approval. The Executive Director, Fiscal Services, or designee, shall maintain a list of approved companies.
8. Authorize the Deputy Superintendent, Business and Support Services; Assistant Superintendent, Fiscal Services; Executive Director, Fiscal Services; and Manager, Payroll, to sign and approve documents related to IRS Code § 403 (b) tax-sheltered annuities and § 457 (b) deferred compensation plans.

PASSED AND ADOPTED by the Board of Trustees of the Capistrano Unified School District on December 6, 2023, by the following vote:

AYES:	(7)
NOES:	(0)
ABSTENTIONS:	(0)
ABSENT:	(0)

I, Christopher Brown, Secretary of the Board of Trustees of the Capistrano Unified School District, do certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board at its regular meeting held on December 6, 2023, by a roll call vote.


Clerk of the Board of Trustees


Christopher Brown, Ed.D., Superintendent
Secretary of the Board of Trustees