



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: **January 23, 2018**

TITLE: **Review of Governing Board Policy DGA (Authorized Signatures)**

BACKGROUND:

The Administration has recently reviewed Policy DGA (Authorized Signatures) and determined that it should be updated to provide clear direction regarding the handling of documentation of a legal nature.

Revisions to DGA include specifying the District Officers who are permitted to execute documents on behalf of the Board and the District. This will include items such as vehicle titles, easements and other transactional documents.

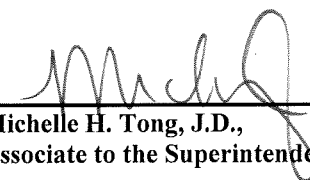
DGA is also revised to specify who, among District office staff, is permitted to accept service of process of legal documentation. Each of these staff members are specifically trained to understand the nature and requirements of legal documents.

Policy DGA has been revised accordingly and those revisions are presented for the Board's review.

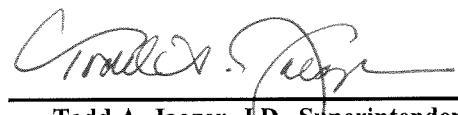
RECOMMENDATION:

This item is presented for the Board's review and discussion at this time; no action is required. The proposed policy, along with any Board-directed revisions, will be presented for approval at the next Board meeting.

INITIATED BY:


Michelle H. Tong, J.D.,
Associate to the Superintendent and General Counsel

Date: January 16, 2018


Todd A. Jaeger, J.D., Superintendent

DGA © AUTHORIZED SIGNATURES

Checking Accounts

Authorized signatures for all checking accounts shall be approved by the Board. On accounts required by statute to have two (2) signatures, the signatories shall be as specified by A.R.S. § 15-1122 and 15-1126.

~~On accounts required by statute to have two (2) signatures, the signatories shall be as specified by the statutes.~~

Service of Process

The persons authorized to accept service of process on behalf of the District and/or on behalf of Governing Board members acting in their official capacity are as follows:

- Superintendent,
- Associate to the Superintendent and General Counsel,
- Administrative Assistant to the Legal Department.

In addition to those listed above, the District Records Information Specialist may also accept service of process solely for documents addressed to the "Custodian of Records" for the District.

Authorization to Execute Documents

In matters approved through a properly noticed meeting of the Board, the following persons are granted authority to execute documents on behalf of the District:

- Superintendent;
- Associate Superintendent for School Operations
- Associate to the Superintendent and General Counsel; and
- Chief Financial Officer.

Adopted: date of Manual adoption

Revised: _____

LEGAL REF.: A.R.S. 12-821.01
 13-2911
 15-321
 15-341
 15-1122
 15-1126