



## BOARD ACTION ITEM APPROVAL FORM

DATE: August 1, 2025

SUBJECT: Approved contract signers

BACKGROUND: Board Policy PG-5.510 Purchasing and Contracting Policy Section 5.14.2 states that only the Board's designee may execute a contract for good and/or services.

ADMINISTRATIVE CONSIDERATION: Dr. James Ponce and Marian Hamlett, Chief Financial Officer, are the district approved contract signers. Because of the reduction of the schedule of the Chief Financial Officer, the district needs an additional contract signer. The recommendation is to add Ms. Cynthia Miles, Chief of Staff, as a district approved contract signer.

BUDGET IMPLICATIONS: None

RECOMMENDATION: That the Board of Trustees approves the following individuals have authority to sign contracts on behalf of the district.:

- Dr. James Ponce
- Ms. Cynthia Miles
- Ms. Marian Hamlett

SUBMITTED BY:

Liliana Hernandez

APPROVED BY:

James Ponce, Ed.D, Superintendent