

SAMPLE SCHOOL BOARD RESOLUTION FOR NAMING DISTRICT REPRESENTATIVES

WHEREAS, Education Code established multiple programs to be administered by the Department of General Services (DGS) as staff to the State Allocation Board (SAB); and

WHEREAS, [Insert District name] School District intends to file applications for eligibility determination, file applications for funding, and/or certify information under one or more SAB-Administered Program(s); and

WHEREAS, the SAB and DGS requires a school district’s Board of Education to authorize specific individuals to sign and submit information on behalf of a school district; and

WHEREAS, the [Insert District name] School District understands that the signing and submittal of forms on behalf of the school district commits the school district to comply with program requirements.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the [Insert District name] School District Board of Education authorizes the individuals identified below to physically sign all documents and papers or submit documents via OPSC Online that are associated with SAB-Administered Program(s). Any previous authorized District Representatives not listed below are to be removed from the list of District Representatives:

- 1. [List all District Representatives (provide first and last names) authorized to submit applications on behalf of the District.]

PASSED AND ADOPTED on xxx xx, 20xx by the [Insert District name] School District Board of Education by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTION:

Date: _____

[Insert name], Board President
[Insert District name] School District

CERTIFICATION

I, [Board Secretary/Clerk name], certify that the foregoing is a correct copy of a resolution passed and adopted by the [Insert District name] School District on xxx xx, 20xx.

Date: _____

[Insert name], Board Secretary/Clerk

--END OF SAMPLE RESOLUTION--

*Note: If the District wishes to pass a resolution that is more specific to a certain program, here is some additional language that could be used:

- If specifying School Facility Program, or an SFP Sub-Program:

WHEREAS, [Insert District name] School District intends to file applications for eligibility determination and/or applications for funding under the School Facility Program as provided in Section 17070.10, et seq., of the Education Code.

- If specifying California Preschool, Transitional Kindergarten and Full-Day Kindergarten Facility Grant Program:

WHEREAS, [Insert District name] School District intends to file applications for funding under the California Preschool, Transitional Kindergarten and Full-Day Kindergarten Facility Grant Program as provided in Section 17375, et. seq., of the Education Code.

- If specifying Unused Sites Program:

WHEREAS, [Insert District name] School District intends to make the annual certification for the Unused Sites Program as provided in Section 17219, et. seq., of the Education Code.