



Dr. Karen R. Barber
Superintendent of
Schools

Brenda Musca

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TO: Superintendent Barber and School Board Members

DATE: April 21, 2021

FROM: Brenda Musca
Finance Department

RE: Internal Funds Bank Account and Check Signer Positions for East Bay K-8 School

With East Bay K-8 School set to open soon, approval is being requested for an Internal Funds Checking Account to be opened in the school's name. In addition to opening the checking account, approval is being requested for the positions of Principal, Assistant Principal and Bookkeeper to be added as checksigners. Your approval would be greatly appreciated.

Thank you.

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