

**LAKE COUNTY OFFICE OF EDUCATION  
Office of the Superintendent**

**Resolution No. 1819-04  
2018-19 Authorized Signatures**

**ISSUE**

The County Superintendent has designated certain positions within the agency as having the authority to sign reports, documents, bank accounts, and/or contracts pertaining to the duties and responsibilities of the position.

**BACKGROUND/PREVIOUS BOARD ACTIVITY**

The Board previously approved Resolution No. 1718-05 on October 18, 2107.

**DISCUSSION**

Allows for continuous workflow and avoid delays in operational functions if the Superintendent is not available.

Limits authority to only those designated and establishes protocol for staff not designated.

**FISCAL, STAFFING, AND FACILITIES**

N/A

**SUPERINTENDENT'S RECOMMENDATION**

The Superintendent recommends approval of Resolution No. 1819-04.

Report prepared by: Brock Falkenberg

**LAKE COUNTY OFFICE OF EDUCATION  
RESOLUTION # 1819-04**

**2018-19 AUTHORIZED SIGNATURES**

Lake County Superintendent of Schools delegates power to contract; and

DOES HEREBY RESOLVE TO permit the officials and employees of the Lake County Office of Education in whose titles and signatures are listed below, to sign as specified below, any and all reports, documents, bank accounts and/or contracts as listed in the Resolution, provided, however that no contract made pursuant to such delegation and authorization shall be valid or constitute an enforceable obligation against the County unless and until the same shall have been approved or ratified by the Governing Board.

NOW, THEREFORE, BE IT RESOLVED that the following are true signatures of hand of the authorized personnel.

| Signature/Name/Title  | Warrant, Wire Transfers | Checking & Savings | Contracts & Agreements | Government Projects | Payroll Documents | Capital Purchase/Bid Documents | County Documents | Reports |
|---|-------------------------|--------------------|------------------------|---------------------|-------------------|--------------------------------|------------------|---------|
| _____<br>Brock Falkenberg,<br>Superintendent of Schools             | X                       | X                  | X                      | X                   | X                 | X                              | X                | X       |
| _____<br>Cynthia Lenner,<br>Deputy Superintendent of Schools        | X                       | X                  | X                      | X                   | X                 | X                              | X                | X       |
| _____<br>Michelle Buell,<br>Assist. Superintendent -Fiscal Services | X                       | X                  | X                      | X                   | X                 | X                              | X                | X       |
| _____<br>Denise Shannon<br>Assist. Director – Fiscal                | X                       | X                  |                        |                     | X                 |                                | X                | X       |
| _____<br>Ryan Mahan<br>Director/Human Resources                     |                         |                    | X                      | X                   |                   | X                              |                  | X       |
| _____<br>Sharon Hjella<br>Senior Director - SELPA                   |                         |                    | X                      | X                   |                   | X                              |                  | X       |

**Passed and Adopted** this 17th day of October, 2018 at a regular meeting of the Lake County Board of Education.

David Browning: Aye\_\_\_\_\_ Nay\_\_\_\_\_ Abstain\_\_\_\_\_ Absent\_\_\_\_\_

Mark Cooper: Aye\_\_\_\_\_ Nay\_\_\_\_\_ Abstain\_\_\_\_\_ Absent\_\_\_\_\_

Patricia Hicks: Aye\_\_\_\_\_ Nay\_\_\_\_\_ Abstain\_\_\_\_\_ Absent\_\_\_\_\_

Melissa Kinsel: Aye\_\_\_\_\_ Nay\_\_\_\_\_ Abstain\_\_\_\_\_ Absent\_\_\_\_\_

Madelene Lyon: Aye\_\_\_\_\_ Nay\_\_\_\_\_ Abstain\_\_\_\_\_ Absent\_\_\_\_\_

Attest: \_\_\_\_\_  
Board President

Approved: \_\_\_\_\_  
Lake County Superintendent of Schools