

LAKE COUNTY OFFICE OF EDUCATION  
Office of the Superintendent

**Resolution No. 1718-05**  
**2017-18 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. 1617-04 on October 2106.

**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. 1718-05.

Report prepared by: Michelle Buell

**LAKE COUNTY OFFICE OF EDUCATION  
RESOLUTION # 1718-05**

**2017-18 AUTHORIZED SIGNATURES**

Lake County Superintendent of Schools delegate 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 and 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 above authorized personnel.

<i>Signature/Name/Title</i>	Warrant, Wire Transfers	Checking & Savings	Contracts & Agreements	Government Projects	Payroll Documents	Capital Purchase/ Bid Documents	County Documents	Reports
Brock Falkenberg Superintendent	X	X	X	X	X	X	X	X
Cynthia Lenner Assistant Superintendent	X	X	X	X	X	X	X	X
Michelle Buell Senior Director - Fiscal	X	X	X	X	X	X	X	X
Lynn Thomasson Assistant Director - Fiscal	X	X			X		X	X
Ryan Mahan Director /Human Resources			X	X		X		X
Sharon Hjella Senior Director - SELPA			X	X		X		X

**Passed and Adopted** this 18th day of October, 2017 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