

LAKE COUNTY OFFICE OF EDUCATION  
Office of the Superintendent

**Resolution No. 1617-04**  
**2016-17 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**

None

**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. 1617-04.

Report prepared by: Michelle Buell

**LAKE COUNTY OFFICE OF EDUCATION  
RESOLUTION # 1617-04**

**2016-17 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
April Leiferman 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 Mayhan Director /Human Resources			X	X		X		X
Sharon Hjella Senior Director - SELPA			X	X		X		X

**Passed and Adopted** this 19th day of October, 2016 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