

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

**Resolution No. 1819-08
2019-20 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. 1819-04 on October 17, 2108.

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. 1819-07.

Report prepared by: Tracey Newell

**LAKE COUNTY OFFICE OF EDUCATION
RESOLUTION # 1819-08**

2019-20 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
_____ Brock Falkenberg, Superintendent of Schools	X	X	X	X	X	X	X	X
_____ Cynthia Lenner, Deputy Superintendent of Schools	X	X	X	X	X	X	X	X
_____ Michelle Buell, Assist. Superintendent -Fiscal Services	X	X	X	X	X	X	X	X
_____ Denise Shannon Assist. Director – Fiscal	X	X			X		X	X
_____ Daniel Janakes Assist. Director – Fiscal	X	X			X		X	X
_____ Melissa Reese Director/Human Resources			X	X		X		X
_____ Patricia Langston Interim Senior Director - SELPA			X	X		X		X

Passed and Adopted this 26th day of June 2019 at a regular meeting of the Lake County Board of Education.

David Browning: Aye_____ Nay_____ Abstain_____ Absent_____

Mark Cooper: Aye_____ Nay_____ Abstain_____ Absent_____

Melissa Kinsel: Aye_____ Nay_____ Abstain_____ Absent_____

Denise Loustalot: Aye_____ Nay_____ Abstain_____ Absent_____

Anna Ravenwoode :Aye_____ Nay_____ Abstain_____ Absent_____

Attest: _____
Board President

Approved: _____
Lake County Superintendent of Schools