



BOARD OF SCHOOL TRUSTEES  
KELLER INDEPENDENT SCHOOL DISTRICT

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**13I. Preview Date: May 9, 2005**

**SUBJECT: SIGNATURE AUTHORIZATION FOR SERVICE RECORDS**

**BOARD GOAL: Personnel**

**FISCAL NOTE: None**

**ANTICIPATED DATE FOR ACTION: May 23, 2005**

**Background Information:**

- A Service Record is the official document used to record years of service and days used and accumulated under the State’s former minimum sick leave program or the state's current personal leave program.
- TEA requires districts to identify individuals authorized to sign Service Records
- Authorization of these individuals must be included in the minutes of a Board meeting.
- The following individuals are recommended to be authorized to sign Service Records.
  - Penny Benz
  - Lupe Hodges
  - Lisa Wheet
  - Colleen Wright
  - Josette Babineaux

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Respectfully submitted,

Penny Benz  
Asst. Superintendent of Human Resources