



BOARD OF SCHOOL TRUSTEES

KELLER INDEPENDENT SCHOOL DISTRICT

8B. Action

Date: December 10, 2009

SUBJECT: APPROVAL TO AUTHORIZE SERVICE RECORD SIGNATURE

BOARD GOAL: The Keller Independent School District will recruit, develop, and retain a diverse highly qualified staff.

FISCAL NOTE: None

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.
 - Leslie Mixon
 - Sylvia Pigg
 - Denice Reyna

Communication Deployment:

- Board Meeting Minutes

+++++

The administration recommends that the Board of Trustees approve the signature authorization for service records as presented.

Respectfully submitted,

Penny Benz
Assistant Superintendent of Human Resources