<u>2E. Action</u> Date: May 23, 2005

SUBJECT: SIGNATURE AUTHORIZATION FOR SERVICE RECORDS

BOARD GOAL: Personnel

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.
  - o Penny Benz
  - Lupe Hodges
  - o Lisa Wheet
  - o Colleen Wright
  - Josette Babineaux

## **Administrative Considerations:**

This item was presented to the Board for preview on May 9, 2005.

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

Respectfully submitted,

Penny Benz

Asst. Superintendent of Human Resources