

**EXECUTIVE SUMMARY
FOR THE WEST ALLIS-WEST MILWAUKEE SCHOOL DISTRICT
ORGANIZATION MEETING**

Topic: Continued Use of Facsimile Signatures for Checks, Purchase Orders & Contract
Signing Purposes

Prepared by: Dr. Tarrynce Robinson, Superintendent

Date: May 12, 2025 **Agenda Reference #** 11.4

Recommended Action:	<u> X </u>	Discussion/Action
	<u> </u>	Presentation/Discussion
	<u> </u>	Information Only
	<u> </u>	Presentation/Action Next Meeting

Recommendation(s):

The Board is asked to approve the continued use of facsimile signatures of the President, Treasurer, and Clerk where Board Officers are required to sign school district checks or purchase orders and, in all cases, where Board Officers are required to sign a contract.

The Administration will continue to use the signatures as adopted on May 13, 2024, for the period from May 12, 2025, through June 30, 2025. This allows for the continued use of the current signature plate, showing Board Officers elected as of May 13, 2024, until a new signature plate can be obtained.

Purpose:

This eliminates the need for Board Officers to individually sign school district checks, purchase orders, contracts, etc.

Attachments:

None