

**BEMIDJI AREA SCHOOLS  
BEMIDJI, MINNESOTA**

**DATE:           JANUARY 23, 2017**

**TO:             BOARD OF EDUCATION**

**FROM:          CHRIS LEINEN, DIRECTOR OF BUSINESS SERVICES**

**SUBJECT:       PART B, MINNESOTA DEPARTMENT OF EDUCATION SERVS  
AUTHORIZATION**

**COMMENTS:**

It is the Minnesota Department of Education's policy that persons other than the Identified Official with Authority (Superintendent) who has been delegated by the School Board of a district, the role of approved application and budget in the SERVS financial application needs to be reauthorized by the school board each year.

\_\_\_\_\_ introduced the following resolution and urged its adoption:

**RESOLUTION PART B MINNESOTA DEPARTMENT OF  
EDUCATION SERVS AUTHORIZATION**

WHEREAS, SERVS Financial is a password protected website for members of educational organizations who have received prior approval to submit grant applications and create budgets, approve transactions, request fund reimbursement, or simply view grant applications and the budget management process. On behalf of Bemidji Area Schools, Chris Leinen is designated by the School Board as the authorized representative for the secure site for Minnesota Department of Education SERVS Financial information. This School Board action will be forwarded to the Minnesota Department of Education as a matter of record.

THEREFORE BE IT RESOLVED, the School Board of Independent School District No. 31, Bemidji, Minnesota, designates Chris Leinen, Director of Business Services, as the Identified Official with Authority with the Minnesota Department of Education for SERVS Financial Information related to the operations of Independent School District No. 31, Bemidji Area Schools.

The motion for the foregoing resolution was seconded by \_\_\_\_\_, and a tabulation of votes is as follows:

AYES:  
NOES:  
ABSENT:

WHEREUPON, the foregoing resolution was duly passed and adopted.