Scott County Schools

Memo

TO: School Board Members

FROM: John I. Ferguson, Superintendent

SUBJECT: Authorization of Signatures in Absence of Division Superintendent

There may be situations that occur when I am out of the office at a time when my signature is required on Department of Education documents. The school board may designate other personnel to sign in my absence. The Department of Education must be notified of such board action and the authorized signature must be on file with the Department of Education before requests for reimbursements or other official actions that would normally require the division superintendent's signature can be processed.

I am requesting that the following personnel be authorized to sign Department of Education documents in my absence:

Jason Smith, Supervisor of Personnel/Student Services
Loretta Page, Clerk of the Board/Budget Specialist