**Alpine County Unified School District**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

43 Hawkside Drive, Markleeville, California 96120-9522

Superintendent (530) 694-2230 ● Fax (530) 694-2379 ● Business Services (530) 694-2495

*ptraynor@alpinecoe.k12.ca.us ● Web Site:* [*www.alpinecoe.k12.ca.us*](http://www.alpinecoe.k12.ca.us)

DATE: April 1, 2019

TO: Alpine County Unified School District Board of Trustees

SUBJECT: Authorized District Agents

The Alpine County Unified School District Board is authorizing the following people, in the areas designated, to act as legal agents for the Alpine County Unified School District for the 2018-2019 school year:

1. Klaus Leitenbauer as the Secretary to the Board.
2. With prior Board approval, if administrative credential is required, Eleanor Moore as the authorized agent for state, district, and federal programs.
3. Klaus Leitenbauer, if an administrative credential is not required, as the authorized agent for state, district, and federal programs.
4. The Board or Board’s designee to sign all warrants issued by the district.
5. The Board or Board’s designee to hire Board-approved certificated and classified personnel.
6. Klaus Leitenbauer as the authorized business agent for matters dealing in finance.
7. The Board or Board’s designee to enter into legal contracts for the district per Board policy.
8. To delete Patrick Traynor, Ph.D. to sign petty cash checks.
9. Klaus Leitenbauer to sign petty cash checks.
10. Klaus Leitebauer as representative for the district to the Tuolumne JPA.
11. Lia Story, as authorized agent for the Department of Justice, Fingerprint Documentation.
12. Klaus Leitenbauer as authorized official to sign CAL STRS certification documents.

Board/Misc/Agents for District