

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

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

**Prepared by:** Dr. Tarrynce Robinson, Superintendent

**Date:** April 27, 2026                      **Agenda Reference #** 12.5

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**Recommended Action:**                        X   **Discussion/Action**  
          **Presentation/Discussion**  
          **Information Only**  
          **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 12, 2025, for the period from April 27, 2026, through June 30, 2026. This allows for the continued use of the current signature plate, showing Board Officers elected as of May 12, 2025, 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