

Hitchcock Independent School District

BOARD OF TRUSTEES

Meeting Date: **February 2, 2025**

Presented by: **Dr. Darryl J. Henson, Superintendent of Schools**

Subject: **Resolution Updating Authorized Signatories for Hitchcock ISD's Bank Accounts at Texas First Bank**

Consent Item

BACKGROUND INFORMATION:

To ensure the secure and efficient management of District funds, the Board of Trustees must periodically update the list of individuals authorized to execute financial transactions and sign checks on behalf of the district. These authorizations are held at our primary depository, Texas First Bank.

Current Status: Currently, Monica Cantrell is listed as an authorized signer on the District's bank accounts. Due to a change in board officer leadership, it is necessary to transition these responsibilities to Chad Allen. The Administration recommends that the Board approve the updated signature authority to remove Monica Cantrell and add Chad Allen as an authorized signer. This change ensures that the District maintains proper internal controls and has the necessary personnel available to process payroll, vendor payments, and other essential financial obligations without interruption.

Following Board approval, the District will coordinate with Texas First Bank to execute new signature cards and update digital authorization profiles.

BOARD ACTION REQUIRED:

I move that the Board approve the resolution updating the authorized signatories for Hitchcock ISD's bank accounts at Texas First Bank as presented.

POLICY AUTHORIZATION:

N/A

CONTACT PERSON:

Robin Hataway, Chief Financial Officer

FUNDING SOURCE:

N/A

ENCLOSURES:

Resolution Updating Authorized Signatories for Hitchcock ISD's Bank Accounts at Texas First Bank