

Killeen Independent School District
Board Agenda Item Action Sheet

Date: July 15, 2025

Agenda Item Caption: Consideration of Resolution Designating Authorized Signers of District Financial Documents

Purpose of Agenda Item: Action needed

Administrative Recommendation: Move to approve the proposed resolution designating the persons authorized to sign District financial documents, including checks, as presented.

Background Information: Each time there is a change relating to one of the authorized signers of District financial documents, including checks, the Board must designate, through a resolution, the new authorized signers of District financial documents. KISD has typically authorized the Board President, Superintendent, Deputy Superintendent for Business and Operations, and Chief Financial Officer as authorized signers. The Board President and Chief Financial Officer sign checks once digital (facsimile) signatures are finalized.

Updating the resolution removes those not designated to sign for the District and adds those who are authorized to sign financial documents for the District, including checks. The resolution being presented adds Michael Scott Hequembourg as an authorized signer. The resolution also authorizes the use of a digital facsimile signature for the authorized signers which allow District personnel to begin the process of securing digital facsimile signatures to be utilized when processing District checks. The District maintains facsimile signatures of the Board President, Superintendent, Deputy Superintendent for Business and Operations and Chief Financial Officer.

Fiscal Analysis: None

Regulatory Requirement: None

Contact Person for Additional Questions/Information:

Name: Kallen Vaden, Chief Financial Officer

Email address: kallen.vaden@killeenisd.org

Telephone Number: (254) 336-0157

Attachments: 1) Proposed Resolution

2) Authorized Signer Add Form – Lone Star Investment Pool

Signature Requested: Yes