Appendix 3

BOE Agenda Item Executive Summary
Date: February 12, 2024

Topic: Financial Resolutions for the 2023-24 Fiscal Year – Updated for New BOE President

Background Information (History, Rationale, etc): Annually the Board of Education adopts financial resolutions that allow the district to conduct business. At the July 31, 2023, BOE meeting, the Board approved all financial resolutions for the 2023-24 fiscal year, with Sheril Logan as President. As Stan Reeser is the new BOE president as of January 22, 2024, two resolutions need revision: the Designation of Depositories and Authorization of Facsimile Signatures and the Certification of Authorization to Transfer.

Resolution - Designation of Depositories and Authorization of Facsimile Signatures
A copy of the annual resolution designating depository banks and savings and loan associations and authorizing facsimile signatures is provided for Board action. Effective this fiscal year to reflect changes in K.S.A. 72-1133(a), the signature portion of this resolution shall be updated on or after the second Monday in January of each year, or at a later meeting during that calendar year if so determined by the Board at the first meeting, and remains in effect for a term of one year or until a successor is elected and qualified as President of the Board.

Resolution - Municipal Investment Pool
In 1992, the Kansas Legislature adopted a bill authorizing investments of excess funds in a state-operated Municipal Investment Pool. Currently The Pooled Money Investment Board (PMIB) is the state entity responsible for managing the pool. In order to participate, a resolution must be adopted which authorizes establishing an account in the name of the district and authorizes specific officers or employees to take actions necessary and appropriate for the investment of local funds. A resolution is provided for Board action.

Resolution – Activity Funds
As a part of the annual audit of Activity Funds, the auditors require confirmation from the financial institutions in Wichita of all cash balances, investments, and savings for each of the district's activity funds. Financial institutions require letters of confirmation signed by an authorized representative, usually the person named on the activity fund; however because it is not feasible for each building principal to sign these confirmation letters a resolution is presented authorizing the Chief Financial Officer or Controller to sign for audit purposes only. Bank resolutions for all activity funds are also signed by the Chief Financial Officer or Controller and included in this resolution. A resolution is provided for Board action.

Resolution - Approval of Credit Cards
Historically, the district has issued credit cards for the purpose of guaranteeing purchases. The financial institutions providing these credit cards require a resolution approved by the Board, listing the names of officers who authorize the issuance of the credit cards. A resolution is presented authorizing the issuance of credit cards for the purpose of guaranteeing purchases for the district effective July 1, 2023 through June 30, 2024.

Resolution – Commerce Bank Credit Card Accounts
As the contracted provider of procurement cards for USD 259, Commerce Bank requires a bank specific resolution listing the names of officers empowered to authorize the issuance of procurement card accounts. A resolution is presented authorizing signatures for the 2023-24 fiscal year.

Resolution – Authorization to Transfer
A resolution authorizing transfers by officers during the 2022-23 fiscal year is provided for Board action.

Resolution – Certification of Authorization to Transfer
A resolution authorizing the Clerk of the Board or an assistant clerk to certify the Authorization to Transfer resolution during the 2023-24 fiscal year is provided for Board action.

WICHITA PUBLIC SCHOOLS
UNIFIED SCHOOL DISTRICT NO. 259
WICHITA, KANSAS

RESOLUTION

Designation of Depositories and Authorization of Facsimile Signatures

February 12, 2024

BE IT RESOLVED, By the Board of Education of Unified School District No. 259 (Wichita), Sedgwick County, Kansas, that the following banks be designated as depository banks for Unified School District No. 259 funds beginning July 1, 2023 and ending June 30, 2024:

Bank of America, Wichita, Kansas
BOK Financial, Overland Park, Kansas
Commerce Bank, Wichita, Kansas
Emprise Bank, Wichita, Kansas
Equity Bank, Wichita, Kansas
Fidelity Bank, Wichita, Kansas
Intrust Bank, Wichita, Kansas
Security Bank of Kansas City, Kansas City, Kansas
Southwest National Bank, Wichita, Kansas
Stryv Bank, Wichita, Kansas (previously Chisholm Trail State Bank)
Sunflower Bank, Wichita, Kansas
UMB Bank, Wichita, Kansas
Wells Fargo Bank, Wichita, Kansas

BE IT FURTHER RESOLVED, By the Board of Education of Unified School District No. 259 (Wichita), Sedgwick County, Kansas, that the following state and federally chartered savings and loan associations be designated as depository savings and loan associations for Unified School District No. 259 funds beginning July 1, 2023 and ending June 30, 2024:

Capitol Federal Savings, Wichita, Kansas

and

BE IT FURTHER RESOLVED, that, effective February 12, 2024, withdrawals from all accounts of Unified School District No. 259 now carried with the within named banks and savings and loan associations shall be made by electronic funds transfer, wire/ACH or warrant check. Checks will be signed by the following duly elected officers of the Board of Education: President, Stan Reeser; Clerk, Patrick Greene; and countersigned by the Chief Financial Officer/Treasurer, Susan Willis;

and

BE IT FURTHER RESOLVED, that such signatures of any officer may be affixed mechanically in facsimile, provided that such facsimile signatures shall be valid only when used on standard Unified School District No. 259 check forms, and provided that the facsimile signatures shall correspond to the specimen thereof, submitted and certified to the bank or savings and loan association by the Clerk of the Board of Education of Unified School District No. 259, Sedgwick County, Kansas.

AND FURTHER, That authorization is hereby given to the officers of the Board of Education of Unified School District No. 259 to execute, and to the bank or savings and loan association to accept, signatures as provided above, and that any action consistent with this resolution is hereby ratified and confirmed.

_____
President, Board of Education
Unified School District No. 259

_____
Clerk of the Board
Unified School District No. 259

WICHITA PUBLIC SCHOOLS
UNIFIED SCHOOL DISTRICT NO. 259
WICHITA, KANSAS

RESOLUTION

Municipal Investment Pool (MIP)

February 12, 2024

WHEREAS, the undersigned is a municipality, as defined in K.S.A. 12-1675, (the "Participant") and from time to time has funds on hand in excess of current needs, and

WHEREAS, it is in the best interest of Unified School District No. 259 and its inhabitants to invest local funds in investments that yield a favorable rate of return while providing the necessary liquidity and protection of the principal; and

WHEREAS, the Pooled Money Investment Board (the "PMIB") operates the Municipal Investment Pool (MIP), a public funds investment pool, pursuant to Chapter 254 of the 1996 Session Laws of Kansas, and amendments thereto,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the Board of Education of the Unified School District No. 259 approve the establishment of an account in its name with the MIP for the purpose of transmitting local funds for investment by the Pooled Money Investment Board in the MIP.

2. That the following individuals, whose signatures appear directly below, are officers or employees of Unified School District No. 259, and any two of the three are hereby authorized to transfer funds to the Pooled Money Investment Board for investment in the MIP and any two of the three are further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds:

Name:	Susan Willis	Title: Chief Financial Officer and Treasurer
Signature:	_____	
Name:	Nancy Iverson	Title: Controller and Assistant Treasurer
Signature:	_____	
Name:	Patrick Greene	Title: Clerk, Board of Education
Signature:	_____	

3. That the following individuals, whose signatures appear directly below, are officers or employees of the Participant and are each hereby authorized to make inquiries into the status of the account(s) of the Participant. Such officers or employee may or may not be the same officers and employees listed as authorized transferors of funds:

Name:	Susan Willis	Title: Chief Financial Officer and Treasurer
Signature:	_____	
Name:	Katrina Kostner	Title: Senior Accountant
Signature:	_____	
Name:	Patrick Greene	Title: Clerk, Board of Education
Signature:	_____	
Name:	Elizabeth Sanborn	Title: Technical Assistant of Accounting
Signature:	_____	
Name:	Nancy Iverson	Title: Controller and Assistant Treasurer
Signature:	_____	

Notice required by the PMIB'S Municipal Investment Pool Participant Policy shall be provided to:

Susan Willis
903 S. Edgemoor Street
Wichita, Kansas 67218-3337
Phone: 316.973.4531
Fax: 316.973.4554

4. That this resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant and until the PMIB receives a copy of any such amendment or revocation, the PMIB is entitled to rely on same.

This resolution is hereby introduced and adopted by the participant at its regular meeting held on February 12, 2024.

_____
President, Board of Education
Unified School District No. 259

_____
Clerk of the Board
Unified School District No. 259

WICHITA PUBLIC SCHOOLS
UNIFIED SCHOOL DISTRICT NO. 259
WICHITA, KANSAS

RESOLUTION

Activity Funds

February 12, 2024

BE IT RESOLVED, by the Board of Education of Unified School District No. 259, Wichita, Sedgwick County, Kansas, that letters of confirmations and bank resolutions for all activity funds of Unified School District No 259 shall be signed by the Chief Financial Officer/Treasurer Susan Willis, or the Controller/Assistant Treasurer, Nancy Iverson.

_____
President, Board of Education
Unified School District No. 259

_____
Clerk of the Board
Unified School District No. 259

WICHITA PUBLIC SCHOOLS
UNIFIED SCHOOL DISTRICT NO. 259
WICHITA, KANSAS

RESOLUTION

Credit Card Authorization

February 12, 2024

WHEREAS, the undersigned is a municipality, as defined in K.S.A. 12-1675, and from time to time has the need to guarantee purchases with the use of credit cards.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the Board of Education of Unified School District No. 259 approve the establishment of credit cards in its name with the appropriate financial institution.

2. That the following individuals, whose signatures appear directly below, are officers of Unified School District No. 259, and may authorize the issuance of credit cards for guaranteeing purchases for the district:

   Name: Susan Willis Title: Chief Financial Officer/Treasurer

   Signature: _____

   Name: Nancy Iverson Title: Controller/Assistant Treasurer

   Signature: _____

3. That this resolution and its authorization shall continue in full force and effect until amended or revoked by Unified School District No. 259.

This resolution is hereby introduced and adopted by Unified School District No. 259 at its regular meeting held February 12, 2024, Wichita, Kansas.

_____
President, Board of Education
Unified School District No. 259

_____
Clerk of the Board
Unified School District No. 259

Commerce Bank

Corporate Resolution
To Obtain Credit Card Account

The undersigned, Patrick Greene, the Clerk of the Board of Unified School District No. 259, ("School District") does hereby certify that the following resolutions were duly and regularly passed and adopted by the School Board of the School District, at a meeting duly called on the 12th day of February 2024, and such resolutions are still in full force and effect and have not been amended or revoked.

"RESOLVED, that any one of the following:
Susan Willis
Nancy Iverson

be and each hereby is authorized directed and empowered to establish credit card accounts "(Accounts") with Commerce Bank, N.A. (Omaha, NE) (herein called "Commerce") and to execute all documents to effectuate this purpose which he/she may deem necessary and proper, including without limitation any application and agreement to open the Accounts."

"FURTHER RESOLVED, that any one of the foregoing named officers of this School District may from time to time request Commerce to issue bank cards to any person in connection with any of the Accounts."

"FURTHER RESOLVED, that any one of the foregoing named officers of this School District may from time to time appoint an Administrator to assist Commerce in the administration of the credit card program as provided in the Commerce Bank Commercial Card Agreement."

"FURTHER RESOLVED, Commerce is authorized to act upon these resolutions until written notice of revocation is delivered to Commerce, and that the authority hereby granted shall apply with equal force and effect to the successors in office of the officers named herein."

The undersigned further certifies that the specimen signatures appearing below are the signatures of the officers authorized to sign for this corporation by authority of these resolutions.

SPECIMEN SIGNATURES:

NAME (typed)	TITLE (typed)	Signature
Susan Willis	Chief Financial Officer/Treasurer	
Nancy Iverson	Controller/Assistant Treasurer	

IN WITNESS WHEREOF, I have hereunto set my hand as Patrick Greene, Clerk of the Board and affixed the corporate seal of this School District this 12th day of February 2024.

_____ (SEAL)
Clerk of the Board

WICHITA PUBLIC SCHOOLS
UNIFIED SCHOOL DISTRICT NO. 259
WICHITA, KANSAS

RESOLUTION

Authorization to Transfer

February 12, 2024

BE IT RESOLVED, that any of the following officers: Susan Willis, Chief Financial Officer/Treasurer, Nancy Iverson, Controller/Assistant Treasurer, or Patrick Greene, Clerk of the Board, of this district be, and they hereby are fully authorized and empowered to transfer, convert, endorse, sell, assign, set over and deliver any and all shares of stock, bonds, debentures, notes, subscription warrants, stock purchase warrants, evidences of indebtedness, or other securities now or hereafter standing in the name of or owned by this district, and to make, execute, deliver, under the seal of this district or otherwise, any and all written instructions of assignment and transfer necessary or proper to effectuate the authorization hereby conferred.

This resolution is hereby introduced and adopted by Unified School District No. 259 at its regular meeting February 12, 2024.

_____
President, Board of Education
Unified School District No. 259

_____
Clerk of the Board
Unified School District No. 259

WICHITA PUBLIC SCHOOLS
UNIFIED SCHOOL DISTRICT NO. 259
WICHITA, KANSAS

RESOLUTION

Certification of Authorization to Transfer

February 12, 2024

I, Patrick Greene, being appointed Clerk of the Board of Unified School District No. 259, (hereinafter called "district") do hereby certify that the following is a true and complete copy of a resolution adopted at a meeting of the Board of Education held on February 12, 2024, at which a quorum was present and voting; that said resolution is still in full force and effect and has not been rescinded; and that said resolution is not in conflict with the charter or by-laws of this district.

BE IT RESOLVED, that any of the following officers: Susan Willis, Chief Financial Officer/Treasurer, Nancy Iverson, Controller/Assistant Treasurer, or Patrick Greene, Clerk of the Board, of this district be, and they hereby are fully authorized and empowered to transfer, convert, endorse, sell, assign, set over and deliver any and all shares of stock, bonds, debentures, notes, subscription warrants, stock purchase warrants, evidences of indebtedness, or other securities now or hereafter standing in the name of or owned by this district, and to make, execute, deliver, under the seal of this district or otherwise, any and all written instructions of assignment and transfer necessary or proper to effectuate the authorization hereby conferred.

FURTHER RESOLVED, that whenever there shall be annexed to any instrument of assignment and transfer, executed pursuant to and in accordance with the foregoing resolution, a certificate of the clerk or an assistant clerk of this district in office at the date of such certificate, and such certificate shall set forth these resolutions and shall state that these resolutions are in full force and effect and shall also set forth the names of the persons who are then officers of this district, then all persons to whom such instrument with the annexed certificate shall thereafter come, shall be entitled, without further inquiry or investigation and regardless of the date of such certificate, to assume and to act in reliance upon the assumption that the share of stock or other securities named in such instrument were therefore duly and properly transferred, endorsed, sold, assigned, set over and delivered by this district and that with respect to such securities the authority of these resolutions and of such officers is still in full force and effect.

I further certify that the following is a true and correct list of the present officers of this district:

Stan Reeser, President
Diane Albert, Vice President
Patrick Greene, Clerk
Susan Willis, Chief Financial Officer/Treasurer
Nancy Iverson, Controller/Assistant Treasurer

_____
Clerk of the Board
Unified School District No. 259

WICHITA PUBLIC SCHOOLS
UNIFIED SCHOOL DISTRICT NO. 259
WICHITA, KANSAS

HOME RULE RESOLUTION NO. 1

February 12, 2024

A HOME RULE RESOLUTION OF UNIFIED SCHOOL DISTRICT NO. 259, SEDGWICK COUNTY, KANSAS, PERTAINING TO ALLOWING THE DEPOSIT OF CERTAIN DONATIONS/GIFTS IN A SCHOOL BUILDING ACTIVITY FUND.

RECITALS:

WHEREAS, the Board of Education (the "Board") of Unified School District No. 259, Sedgwick County, Kansas (the "District") under authority granted by K.S.A. 72-1138, has the power to transact school district business and adopt policies that a Board deems appropriate to perform its constitutional duty to maintain, develop and operate local public schools; as long as such is done in a manner that does not cause a school district to be out of compliance with state law; and

WHEREAS, the Board has determined that it is appropriate to allow certain donations/gifts as defined below that are donated/given to a particular school to be deposited and maintained in that school building activity fund; and

WHEREAS, depositing and maintaining of such funds in a school building activity fund is not addressed by state statute and the depositing and maintaining of such funds in a school building activity fund would not cause the District to be out of compliance with state law.

WHEREAS, the Board of Unified School District No. 259, Sedgwick County, Kansas, hereby has established BOE Policy 1784 – *Grants*, which allows grants, gifts, and/or donations that do not exceed $1,000 in total from all sources and that do not require state or federal reporting to be deposited and maintained in a school building activity fund.

NOW, THEREFORE, this resolution is hereby introduced and adopted by Unified School District No. 259 at its regular meeting held February 12, 2024.

_____
President, Board of Education
Unified School District No. 259

_____
Clerk of the Board
Unified School District No. 259

WICHITA PUBLIC SCHOOLS
UNIFIED SCHOOL DISTRICT NO. 259
WICHITA, KANSAS

RESOLUTION

Information Management:
Timelines for the Destruction of Certain District Records

February 12, 2024

WHEREAS:

K.S.A. 72-1629 and 72-1630 authorizes school districts, by resolution, to destroy certain records.

BE IT RESOLVED THAT:

1. The Board of Education of the above-named school district will authorize the Clerk of the Board to notify other authorized staff members who are records custodians to destroy the following records pursuant to K.S.A. 72-1629 and 72-1630:

Type of Record	This type of record may be destroyed after:	Summary
a) Bookkeeping and accounting records which are original books of entry, claims, vouchers, and purchase orders.	Five (5) years	Eligible records created prior to July 1, 2018 may be destroyed.
b) Formal audit reports	Five (5) years	Audit records created prior to July 1, 2018 may be destroyed.
c) Financial papers of any type relating to programs supported by federal funds	Three (3) to five (5) years, as specified by applicable federal law.	Financial reports as specified by applicable federal law may be destroyed.
d) All financial papers not otherwise specified. This includes: Warrants, warrant checks, receipts, cancelled checks, and requisitions.	Six (6) months after formal audit reports are filed	Financial papers filed before July 1, 2022 may be destroyed.
e) All bond records including detail of expenses, investments and payments of debt.	Life of bond plus 3 years	

2. As noted in K.S.A. 72-1630: "Nothing in section 1 (above) shall be deemed to apply to records, documents or papers not specifically mentioned nor to authorize the destruction of records, documents or papers which in their nature should be preserved permanently, not to prohibit destruction of records, documents or papers obviously of only temporary value after a reasonable time."

3. In the event that Unified School District No. 259 receives notice of litigation for which any of the above records may be relevant prior to the destruction of such records, Board legal counsel will be authorized to so inform the Clerk of the Board and other authorized staff members who are records custodians and to require that all such relevant documents will not be destroyed while the litigation is pending.

This resolution and its authorization will continue in full force and effect until amended or revoked by the Board of Education of Unified School District No. 259.

This is to certify that the above resolution was adopted by the Board of Education of Unified School District No. 259, Sedgwick County, Kansas on the 12th day of February, 2024.

_____
President, Board of Education
Unified School District No. 259

_____
Clerk of the Board
Unified School District No. 259

Board Counsel has approved this Resolution as to legal form and content.

CERTIFICATE OF MANUAL SIGNATURE

STATE OF KANSAS

COUNTY OF SEDGWICK

I, Sheril Logan, President of the Board of Education, Unified School District No. 259, Wichita, Sedgwick County, Kansas, being first duly sworn, do hereby certify that the following is my official manual signature as used in the execution of the facsimile thereof, prepared and certified in accordance with Kansas Statutes Annotated 75-4001-75-4007.

Signed: _____

Stan Reeser
President of the Board of Education
Unified School District No. 259

Subscribed and sworn to before me on this _____ day of _____, 2024.

_____

Notary Public

My Commission Expires:

Seal:

CERTIFICATE OF MANUAL SIGNATURE

STATE OF KANSAS

COUNTY OF SEDGWICK

I, Patrick Greene, Clerk of the Board of Education, Unified School District No. 259, Wichita, Sedgwick County, Kansas, being first duly sworn, do hereby certify that the following is my official manual signature as used in the execution of the facsimile thereof, prepared and certified in accordance with Kansas Statutes Annotated 75-4001-75-4007.

Signed: _____

Patrick Greene
Clerk of the Board of Education
Unified School District No. 259

Subscribed and sworn to before me on this _____ day of _____, 2023.

_____

Notary Public

My Commission Expires:

Seal:

CERTIFICATE OF MANUAL SIGNATURE

STATE OF KANSAS

COUNTY OF SEDGWICK

I, Susan Willis, Treasurer of the Board of Education, Unified School District No. 259, Wichita, Sedgwick County, Kansas, being first duly sworn, do hereby certify that the following is my official manual signature as used in the execution of the facsimile thereof, prepared and certified in accordance with Kansas Statutes Annotated 75-4001-75-4007.

Signed: _____
Susan Willis
Treasurer of the Board of Education
Unified School District No. 259

Subscribed and sworn to before me on this _____ day of _____, 2023.

_____
Notary Public

My Commission Expires:

Seal: