

**McKinney Independent School District**  
#1 Duvall Street, McKinney, Texas 75069

**To:** Board of Trustees  
**From:** Shawn Pratt, Superintendent  
**Subject:** Officials Authorized to Sign Personnel Service Records  
**Date:** May 18, 2026

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Consider for approval the following list of officials authorized to sign personnel service records, pursuant to 19 TAC Chapter 153, Subchapter CC, Section 153.1021(d)(1).

Alana Chisum, Assistant Superintendent of Human Resources  
Darla Jackson, Director of Human Resources  
Tawn King, Director of Human Resources  
Andrea Hoffman, Human Resources Administration Manager

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**Impact Statement:** N/A

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**It is recommended:** That the Board approves the list of officials authorized to sign personnel service records, as presented.

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**Resource Person(s):** Alana Chisum

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Respectfully submitted,

Shawn Pratt  
Superintendent

Alana Chisum  
Assistant Superintendent  
Human Resources