

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES

Notice is hereby given that a meeting of the Board of Trustees of the Hays Consolidated Independent School District will be held on January 16, 2024 beginning at 5:30 PM at the Kunkel Room at the Historic Buda Upper Campus, 300 San Marcos St., Buda, TX 78610.

If during the course of the meeting, discussion of any item on the agenda should be held in a closed session, the Board will adjourn to a closed session in accordance with the Texas Open Meetings Act, Texas Government Code Section 551, Subchapters D and E or Texas Government Code Section 418.183(f). Before any closed session is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions or decisions will be taken in open meeting. Policy BEC Legal attached.

The subjects to be discussed, considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

- A. CALL TO ORDER: Establish a quorum
- B. CLOSED SESSION
 - 1. Deliberation regarding safety and security, including safety personnel, systems, infrastructure, and/or devices, pursuant to Tx. Gov't Code Section 551.076
- C. RECONVENE IN OPEN SESSION - immediately following Closed Session
- D. PLEDGE OF ALLEGIANCE TO UNITED STATES AND TEXAS FLAGS
 - United States Flag Pledge:
I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.
 - Texas Flag Pledge:
Honor the Texas flag, I pledge allegiance to thee, Texas, one state under God, one and indivisible.
- E. MISSION STATEMENT
 - The mission of Hays CISD is to educate, value, and nurture students through innovative and personalized educational experiences while celebrating our diversity.
- F. SOCIAL CONTRACT
 - The Board will:
 - Serve as District Ambassadors
 - Assume Positive and Noble Intentions
 - Collaborate as a Team and Respect the Body Corporate
 - Promote Discussion and Value Each Other's Perspectives
 - Be Professional
- G. SUPERINTENDENT REPORT 6
- H. SAFETY & SECURITY REPORT - Discussion of Districtwide Intruder Detection Audit Report Findings 7
- I. PUBLIC HEARING - Annual Texas Academic Performance Report (TAPR) 8
- J. PUBLIC FORUM 9

It is the policy of the Board that, if members of the public wish to address the Board in Public Forum, they must complete and submit the Request to Address the Board of Trustees form (green sheet). This form may be obtained at the entrance to the Boardroom and must be submitted to Tim Savoy, Chief Information Officer, at the entrance prior to reconvening in open session. Public participation in Board meetings is limited to the Public Forum portion of the meeting agenda, as is provided in Board policy.

Please be aware that the audio and video of Public Forum is recorded as part of the recording of the entire meeting and is published on the District's website without alteration. A person who chooses to speak in Public Forum consents to the online publication of their comments.

K.	CAMPUS RECOGNITION - Sunfield Elementary School (<i>Scheduled for presentation January 22, 2024</i>)	10
L.	CONSENT AGENDA	11
	1. Minutes of Board of Trustees Meetings	12
	2. Contracts, MOUs, and Agreements	
	a. Consideration and possible approval of a Trustee Election order for May 4, 2024	16
	b. Consideration and possible approval of Joint Election Agreements and Election Services Contracts for the May 4, 2024 Trustee Election - Caldwell, Hays and Travis Counties	21
	3. Hays CISD Budget Amendments	38
M.	ACTION ITEMS	
	1. Consideration and possible adoption of academic school calendars for the 2024-2025 and 2025-2026 School Years	42
	2. Consideration and possible approval of K-4 Class Size Waivers	44
	3. Consideration and possible approval of the purchase of Additional Marching Band Uniforms for Johnson High School Band - FJ Miller	46
	4. Consideration and possible approval of the purchase of Utility Vans for Child Nutrition - Mac Haik Auto Group	49
	5. Consideration and possible approval of the purchase of Propane and Propane Dispensing Equipment and Accessories	50
	6. Consideration and possible approval of Guaranteed Maximum Price (GMP) 1 and 50% Construction Document (CD) Estimate for 2023 Bond Bid Package 2 for improvements at Johnson High School	52
	7. Consideration and possible approval of the purchase of Furniture, Fixtures, and Equipment for 2023 Bond Bid Package 6 for Kyle Elementary and Tom Green Elementary	54
	8. Consideration and possible approval of the Design Development for 2023 Bond Bid Package 7 for improvements at Impact Center and Tobias Elementary	56
N.	INFORMATION ITEMS	
	1. Review and discussion of Board Operating Procedures	60
	2. Update on District Bond, Construction, and Renovation Projects	82
	3. Quarterly Investment Reports	83
	4. Hays CISD Financial Statements	89
O.	REQUESTS FOR INFORMATION FROM THE BOARD OF TRUSTEES	90
P.	RECAP OF QUESTIONS	91
Q.	UPCOMING BOARD MEETINGS	92
	January 22, 2024 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 PM	
	TUESDAY, February 20, 2024 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 PM	
	February 26, 2024 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 PM	
	March 18, 2024 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 PM	
	March 25, 2024 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 PM	
	April 15, 2024 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 PM	
	April 22, 2024 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 PM	
	**May 13, 2024 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 PM	
	**May 20, 2024 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 PM	
	**June 17, 2024 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 PM	
	**June 24, 2024 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 PM	
	**July 22, 2024 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 PM	
	<i>**Meeting location may be moved to the newly constructed Hays CISD Academic Support Center</i>	
	<i>Official Board of Trustees information may be obtained at www.hayscisd.net</i>	
R.	ADJOURN	

EXCEPTIONS FOR CLOSED MEETINGS	The Board may conduct a closed meeting for the purpose described in the following provisions.
ATTORNEY CONSULTATION	1. The Board may conduct a private consultation with its attorney only when it seeks the attorney's advice about pending or contemplated litigation or a settlement offer or on a matter in which the duty of the attorney to the Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the requirement for open meetings. <i>Gov't Code 551.071</i> [See BE for permissible methods of communication for attorney consultations.
REAL PROPERTY	2. The Board may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the Board's position in negotiations with a third person. <i>Gov't Code 551.072</i>
PROSPECTIVE GIFT	3. The Board may conduct a closed meeting to deliberate a negotiated contract for a prospective gift or donation to the District if deliberation in an open meeting would have a detrimental effect on the Board's position in negotiations with a third person. <i>Gov't Code 551.073</i>
PERSONNEL MATTERS	4. The Board is not required to conduct an open meeting to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee. However, the Board may not conduct a closed meeting for these purposes if the officer or employee who is the subject of the deliberation or hearing requests a public hearing. <i>Gov't Code 551.074</i> The closed meeting exception for personnel matters does not apply when the Board discusses an independent contractor who is not a school employee, such as an engineering, architectural, or consultant firm, or when the Board discusses a class or group of employees, not a particular employee. <i>Atty. Gen. Op. MW-129 (1980), Atty. Gen. Op. H-496 (1975)</i>
EMPLOYEE-EMPLOYEE COMPLAINTS	The Board is not required to conduct an open meeting to deliberate in a case in which a complaint or charge is brought against a District employee by another employee and the complaint or charge directly results in the need for a hearing. However, the Board may not conduct a closed meeting for this purpose if the employee against whom the complaint or charge is brought makes a written request for an open hearing. <i>Gov't Code 551.082</i>
STUDENT DISCIPLINE	5. The Board is not required to conduct an open meeting to deliberate in a case involving discipline of a public school child. However, the Board may not conduct a closed meeting for this purpose if the child's parent or guardian makes a written request for an open hearing. <i>Gov't Code 551.082</i>
PERSONALLY IDENTIFIABLE STUDENT INFORMATION	6. The Board is not required to conduct an open meeting to deliberate a matter regarding a student if personally identifiable information about the student will necessarily be revealed by the deliberation. Directory information about a public school student is considered to be personally identifiable information about the student for this purpose only if a parent or guardian of the student, or the student if the student has attained 18 years of age, has informed the District that the directory information should not be released without prior consent. [See FL] This exception does not apply if an open meeting about the matter is requested in writing by a parent or guardian of the student or by the student if the student has attained 18 years of age. <i>Gov't Code 551.0821</i>
MEDICAL OR PSYCHIATRIC RECORDS	7. A board that administers a public insurance, health, or retirement plan is not required to conduct an open meeting to deliberate: <ul style="list-style-type: none">a. The medical records or psychiatric records of an individual applicant for a benefit from the plan; orb. A matter that includes a consideration of information in the medical or psychiatric records of an individual applicant for a benefit from the plan. <i>Gov't Code 551.0785</i>
SECURITY	8. The Board is not required to conduct an open meeting to deliberate: <ul style="list-style-type: none">a. The deployment, or specific occasions for implementation, of security personnel or devices; orb. A security audit. <i>Gov't Code 551.076</i>

ASSESSMENT INSTRUMENTS	9. The Board shall conduct a closed meeting to discuss or adopt individual assessment instruments or assessment instrument items. <i>Education Code 39.030(a)</i>
EMERGENCY MANAGEMENT	10. The Board is not required to conduct an open meeting to deliberate information confidential under Government Code 418.175–418.182, relating to Homeland Security. However, the Board must make a tape recording of the proceedings of a closed meeting held to deliberate the information. <i>Gov't Code 418.183(f)</i>
ECONOMIC DEVELOPMENT NEGOTIATIONS	11. The Board is not required to conduct an open meeting: <ul style="list-style-type: none"> a. To discuss or deliberate regarding commercial or financial information that the Board has received from a business prospect that the Board seeks to have locate, stay, or expand in or near the District and with which the Board is conducting economic development negotiations; or b. To deliberate the offer of a financial or other incentive to such a business prospect. <i>Gov't Code 551.087</i>
PROCEDURES FOR CLOSED MEETINGS	If a closed meeting is allowed, the Board shall not conduct the closed meeting unless a quorum of the Board first convenes in an open meeting for which proper notice has been given [see BE] and the presiding officer has publicly announced that a closed meeting will be held and has identified the section or sections of the Open Meetings Act or other applicable law under which the closed meeting is held. <i>Gov't Code 551.101</i>
VOTE OR FINAL ACTION	A final action, decision, or vote on a matter deliberated in a closed meeting shall be made only in an open meeting for which proper notice has been given. <i>Gov't Code 551.102</i> [See BE]
CERTIFIED AGENDA OR TAPE RECORDING	The Board shall either keep a certified agenda or make a recording of the proceedings of each closed meeting, except for private consultation with the District's attorney. The certified agenda must include a statement of the subject matter of each deliberation, a record of any further action taken, and an announcement by the presiding officer at the beginning and end of the closed meeting indicating the date and time. A presiding officer shall certify that a certified agenda is a true and correct record of the proceedings. If a recording is made, it must include announcements by the presiding officer at the beginning and end of the meeting indicating the date and time. <i>Gov't Code 551.103</i> "Recording" means a tangible medium on which audio or a combination of audio and video is recorded, including a disc, tape, wire, film, electronic storage drive, or other medium now existing or later developed. <i>Gov't Code 551.001(7)</i> Closed meetings may not be recorded by an individual trustee against the wishes of a majority of the Board. <i>Zamora v. Edgewood ISD, 592 S.W.2d 649 (Tex. App.—San Antonio, 1979, writ ref'd n.r.e.)</i>
PRESERVATION	The Board shall preserve the certified agenda or recording of a closed meeting for at least two years after the date of the meeting. If a legal action involving the meeting is brought within that period, the Board shall preserve the certified agenda or recording while the action is pending. <i>Gov't Code 551.104(a)</i>
PUBLIC ACCESS	A certified agenda or recording of a closed meeting is available for public inspection and copying only under a court order issued as a result of litigation involving an alleged violation of the Open Meetings Act. <i>Gov't Code 551.104(b), (c)</i>
PROHIBITIONS	No Board member shall participate in a closed meeting knowing that neither a certified agenda nor a recording of the closed meeting is being made. <i>Gov't Code 551.145</i> No individual, corporation, or partnership shall without lawful authority disclose to a member of the public the certified agenda or recording of a meeting that was lawfully closed to the public. <i>Gov't Code 551.146</i> No Board member shall knowingly call or aid in calling or organizing a closed meeting that is not permitted under the Open Meetings Act, close or aid in closing a regular meeting to the public except as permitted under the Open Meetings Act, or participate in a closed meeting that is not permitted under the Open Meetings Act. <i>Gov't Code 551.144(a)</i>
AFFIRMATIVE DEFENSE	It is an affirmative defense to prosecution under Government Code 551.144(a) that a Board member acted in reasonable reliance on a court order or a written interpretation of the open meetings law contained in an opinion of a court of record, the attorney general, or the Board's attorney. <i>Gov't Code 551.144(c)</i>

DATE ISSUED: 10/25/2013
UPDATE 98
BEC (LEGAL)-P

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: January 22, 2024

Agenda Item: G

Board Goal: Community Relations

Subject: Superintendent's Report

Administrator Responsible/Position: Dr. Eric Wright, Superintendent of Schools

A. Purpose of Agenda Item:

Action Needed

Information Only

Receive Input

B. Authority for This Action

Local Policy

Law or Rule

N/A

C. Goal or Need Addressed:

Share with Board and Community information regarding current events in the district.

D. Administrative Recommendation: N/A

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: January 22, 2024

Agenda Item: H

Board Goal: Safety & Security

Subject: Discussion of Districtwide Intruder Detection Audit Report Findings

Administrator Responsible/Position: Jeri Skrocki, Chief Safety and Security Officer

- A. Purpose of Agenda Item:**
 Action needed Information only Receive input
- B. Authority for This Action:**
 Local Policy Law or Rule N/A
- C. Summary:**
 Previous board action relating to this item -
 Future action anticipated – As needed
 Background information – Discussion of the Districtwide Intruder Detection Audit Report Findings.
- D. Comments Received:**
 Cabinet DLT FBOC Teacher Org. Reps. Other
All agenda items are reviewed by Superintendent's Cabinet.
- E. Suggested Motion**
No action needed. This item is presented as information only.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: January 16, 2024

Agenda Item: I

Board Goal: Student Achievement

Subject: Public Hearing of the Texas Academic Performance Reports (TAPR)

Administrator Responsible/Position: **Marivel Sedillo, Deputy Superintendent / Chief Academic Officer**
Kevin Malandrucolo, Director of Assessment and Accountability

A. Purpose of Agenda Item:

Action needed

Information only

Receive input

B. Authority for This Action:

Local Policy

Law or Rule – Texas Education
Code Chapter 39

N/A

C. Goal or Need Addressed:

The Texas Education Agency released Texas Academic Performance Reports (TAPR) to districts and schools. These reports were made public on the TEA website and posted to the district and campus websites in accordance with legal requirements. The TAPRs demonstrate performance on assessments (both state and national), student graduation and dropout rates, student demographics and staff demographics. Guidelines for the Texas Academic Performance Report stipulate that a hearing for public discussion of the annual report be held and may be combined with a regularly scheduled meeting of the local board of trustees.

D. Summary:

Previous board action relating to this item

Future action anticipated

Background information: The Texas Academic Performance Report (TAPR) pulls together a wide range of information on the performance of students in each school and district in Texas every year. Performance is shown disaggregated by student groups, including ethnicity and low-income status. The reports also provide extensive information on school and district staff, programs, and student demographics.

E. Suggested Motion

No motion needed. This is presented for information only.

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: January 22, 2024

Agenda Item: J

Board Goal: Community Relations

Subject: Public Forum

Administrator Responsible/Position: Dr. Eric Wright, Superintendent

A. Purpose of Agenda Item

Action needed

Information only

Receive input

B. Authority for This Action:

Local Policy BED

Law or Rule

N/A

The Board encourages comments from citizens of the District and from District employees.

Policy BED local states that audience participation at a Board Meeting is limited to the public comment portion of the meeting designated for that purpose. At all other times during a Board Meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer. An open forum will be conducted at each meeting. The Board shall allot approximately 30 minutes for comments from members of the public about school district concerns.

Any member of the public who wishes to address the Board in Public Forum must complete and submit the Request to Address the Board of Trustees form (green sheet). This form may be obtained and at the entrance to the Board room and must be submitted to Tim Savoy, Chief Information Officer, at the entrance prior to reconvening in open session. Public participation in Board meetings is limited to the Public Forum portion of the meeting agenda, as is provided in Board policy.

Board Policy DEC (LOCAL) sets the maximum time for any individual presentation as 5 minutes, unless decreased by the Board President prior to the start of public comment. In order to ensure efficiency in all meetings, our standard practice is to afford 3 minutes for speakers covering current agenda items and 2 minutes for speakers covering non-agenda items. Speakers with comments on posted agenda items will be called to speak first. Speakers with comments on items not posted for tonight's agenda will then be called to speak, if time permits.

Please be aware that the audio and video of Public Forum is recorded as part of the recording of the entire meeting and is published on the District's website without alteration. A person who chooses to speak in Public Forum consents to the online publication of their comments.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: January 22, 2024

Agenda Item: K

Board Goal: Student Achievement

Subject: Campus Recognition – Sunfield Elementary School

Administrator Responsible/Position: Marivel Sedillo, Deputy Superintendent / Chief Academic Officer
Mary Noble, Deputy Academic Officer

- A. Purpose of Agenda Item:**
 Action needed Information only Receive input
- B. Authority for This Action:**
 Local Policy Law or Rule N/A
- C. Goal or Need Addressed:**
The purpose of this agenda item is to recognize one of our campuses.
- D. Summary:**
 Previous board action relating to this item –
 Future action anticipated –
 Background information –Beginning January 2022, our district would like to recognize a campus each month for their academic achievement, student programs and their parental/community involvement.
- E. Comments Received:**
 Cabinet DLT FBOC Teacher Org. Reps. Other:
- F. Administrative Recommendation:**
The administration is not making a recommendation on this item as it is only informational.
- G. Fiscal Impact and Cost: Total Amount: \$0.00**
 Budget – General Operating Fund Bond 2021 Grant/Special Funds Other
Prior Year Spending – n/a
Future/Ongoing –
- H. Monitoring and Reporting Timeline:**
Person responsible for evaluating this decision or action —Mary Noble, Deputy Academic Officer
Evaluation method and timeline -
Next report to the board – Upon request.
- I. Suggested Motion:**
No motion required.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: January 22, 2024

Agenda Item: L

Board Goal: Community Relations

Subject: Consideration and Possible Approval of Consent Agenda

Administrator Responsible/Position: Dr. Eric Wright, Superintendent

A. Purpose of Agenda Item:

- Action needed Information only Receive input

B. Authority for This Action:

- Local Policy BE Law or Rule N/A

Board Policy BE states that the consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote

C. Goal or Need Addressed:

As listed on attached pages

D. Summary:

- Previous board action relating to this item - Ongoing
 Future action anticipated - Monthly
 Background information – The following items are presented for approval
1. Board Meeting Minutes
2. Contracts, MOUs and Agreements
3. Budget Amendments

E. Comments Received:

- Cabinet DLT FBOC Teacher Org. Reps. Other

F. Administrative Recommendation:

The Superintendent recommends the Board approve consent agenda items as presented.

G. Fiscal Impact and Cost: Amount: Per individual items attached

H. Suggested Motion:

I move that the Hays CISD Board of Trustees approve the consent agenda, as presented.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: January 22, 2023

Agenda Item: L.1

Board Goal: Community Relations

Subject: Consideration and possible approval of meeting minutes

Administrator Responsible/Position: Dr. Eric Wright, Superintendent

A. Purpose of Agenda Item:

- Action needed Information only Receive input

B. Authority for This Action:

- Local Policy Law or Rule N/A

Policy BE local states that Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board President and the Board Secretary

C. Goal or Need Addressed: N/A

D. Summary:

- Previous board action relating to this item - Ongoing
 Future action anticipated - Monthly
 Background information – Minutes from the December 11, 2023 meeting are presented for approval

E. Comments Received:

- Cabinet DLT FBOC Teacher Org. Reps. Other

F. Administrative Recommendation:

The Superintendent recommends the Board approve minutes from the December 11, 2023 meeting, as presented

G. Fiscal Impact and Cost: Amount: N/A

- Budget Bond Grant/Special Funds Other

H. Suggested Motion:

I move that the Hays CISD Board of Trustees approve minutes from the December 11, 2023 meeting, as presented

Minutes of Regular Meeting December 11, 2023

Hays CISD Board of Trustees

These minutes are a record of the actions taken by the Hays CISD Board of Trustees in the meeting held on the above date. The complete video of the meeting is accessible at www.hayscisid.net for those who wish to hear the specific details of the discussions on the agenda topics presented.

A Regular Meeting of the Board of Trustees of Hays CISD was held on Monday, December 11, 2023 beginning at 5:30 PM in the Kunkel Room at the Historic Buda Upper Campus, 300 San Marcos Street, Buda, Texas 78610.

CALL TO ORDER: Establish a quorum

Board President, Will McManus, called the meeting to order at 5:30 PM. All Board Members were present.

CLOSED SESSION

The Board adjourned to Closed Session at 5:30 PM to deliberate regarding safety and security, including safety personnel, systems, infrastructure, and/or devices, pursuant to Tx. Gov't Code Section 551.076.

RECONVENE IN OPEN SESSION

The Board reconvened in open session at 6:09 PM.

PLEDGE OF ALLEGIANCE TO THE UNITED STATES AND TEXAS FLAGS

Board Secretary Courtney Runkle lead the Board in the Pledge of Allegiance to the US and Texas flags.

MISSION STATEMENT

Board Vice President Raul Vela read the Hays CISD Board of Trustees Mission Statement.

SOCIAL CONTRACT

Trustee Johnny Flores read the Hays CISD Board of Trustees Social Contract.

SUPERINTENDENT REPORT

Superintendent Dr. Eric Wright provided an update on enrollment, 23,391 students; <51 from the demographer's estimation. Dr. Wright stated that the current attendance rate is 93.78%. The Superintendent spoke to inform the Board and Public about the UIL reclassification/realignment, increasing their differential by 50 students. Johnson High School will remain 6A, Hays and Lehman High Schools will remain 5A, Division I, and Live Oak Academy will remain 2A. Dr. Wright recognized the retiring Chief Technology Officer, Dianne Borreson, for her 37 years of service to Hays CISD. Mrs. Borreson posed for photos, and addressed the board with a brief speech. There were no questions from the Board of Trustees regarding this agenda item.

PUBLIC FORUM

Dr. Barbra Mann Wall addressed the Board of Trustees regarding chaplains as school counselors. Amanda Bohn addressed the Board regarding the addition of a new course for the 24/25 school year titled "Personal Financial Literacy". Reverend Jeff Thompson addressed the Board regarding chaplains as school counselors. Paul III addressed the Board regarding chaplains as school counselors. Ray Chavez addressed the Board regarding chaplains as school counselors. Each guest was allowed 5 minutes to speak.

CONSENT AGENDA

There were no consent agenda items pulled for discussion at the meeting. President Will McManus read the suggested motion to move that the Hays CISD Board of Trustees approve the consent agenda, as presented. Trustee Esperanza Orosco seconded the motion. ¹³ There was no further discussion, and the motion passed with a vote of 7-0.

ACTION ITEMS

Second Reading and possible adoption of the Naming Committee Recommendations for Elementary #16, Elementary #17, New Central Administration Building, and Child Nutrition Building

Board President Will McManus opened the agenda item to begin discussion. Comments were heard from Trustee Esperanza Orosco, Board Secretary Courtney Runkle, Trustee Byron Severance, Trustee Vanessa Petrea, Board Vice President Raul Vela, Trustee Johnny Flores, and Board President Will McManus. Mr. McManus read the suggested motion that the Hays CISD Board of Trustees adopt the names for Hays CISD facilities as presented: Jim Cullen Elementary School, Lamont Ramage Elementary School, Helen Alcala Child Nutrition Center, and Hays CISD Academic Support Center, as presented. Esperanza Orosco moved and Courtney Runkle seconded the motion. There was no further discussion, and the motion carried with a vote of 7-0. After the vote, Chief Communication Officer Tim Savoy introduced the namesakes and/or families of the namesakes. Guests posed for photos with the Board of Trustees, and were presented with posters of the named facilities.

Consideration and possible approval of a Resolution not to Employ Chaplains to serve as School Counselors

Board President Will McManus read the complete resolution. Superintendent Dr. Eric Wright spoke to inform the Board of the purpose of the agenda item. Mr. McManus opened the item for Board discussion. Comments were heard from Trustee Vanessa Petrea, Trustee Johnny Flores, Trustee Esperanza Orosco, Board Vice President Raul Vela, Board Secretary Courtney Runkle, and Board President Will McManus. Mr. McManus read the suggested motion that the Hays CISD Board of Trustees approve the resolution not to employ chaplains to serve as school counselors, as presented. Courtney Runkle moved and Johnny Flores seconded the motion. There was no further discussion, and the motion passed with a vote of 7-0.

Consideration and possible approval of New Course Requests for the 2024-2025 School Year

Board President Will McManus introduced the agenda item to begin discussions. Deputy Superintendent/Chief Academic Officer Marivel Sedillo, Deputy Academic Officer Michael Watson, and Director of Fine Arts Patty Moreno were all present to respond to questions and receive feedback from Trustee Esperanza Orosco, Board Secretary Courtney Runkle, Trustee Johnny Flores, Trustee Vanessa Petrea, Trustee Byron Severance, and Board Vice President Raul Vela. Mr. McManus read the suggested motion that the Hays CISD approve the new courses for the 2024-2025 school year, as presented. Vanessa Petrea moved and Raul Vela seconded the motion. There was no further discussion, and the motion carried with a vote of 7-0.

INFORMATION ITEM

Report of Hays CISD Demographics – Population and Survey Analysts (PASA)

Board President Will McManus introduced the agenda item. Kris Pool and Justin Silhavy of PASA presented slides to the Board of Trustees. Both Ms. Pool and Mr. Silhavy, along with Chief Operations Officer Max Cleaver, were present to receive feedback and respond to questions from Board Vice President Raul Vela, Trustee Johnny Flores, Trustee Byron Severance, Board Secretary Courtney Runkle, and Trustee Vanessa Petrea.

The Board paused for a short break at 8:38 PM.

ACTION ITEMS

Consideration and possible approval of Telecommunication Easements and Long-term Ground Leases for Vertical Bridge BTS II, LLC at Barton Middle School and Hays CISD Central Administration

Board President Will McManus introduced the agenda item to open discussion. Chief Technology Officer Dianne Borreson received feedback and responded to questions from Trustee Byron Severance, Trustee Vanessa Petrea, and Board Vice President Raul Vela. Mr. McManus read the suggested motion that the Hays CISD Board of Trustees grant telecommunication utility easements to Vertical Bridge at Barton Middle School and Hays CISD Academic Support Center and authorize the Board President and Superintendent or its designee to negotiate and execute the final cell tower lease agreements and easements, as well as any related necessary documents, as presented. Trustee

Esperanza Orosco moved and Board Secretary Courtney Runkle seconded the motion. There was no further discussion, and the motion passed with a vote of 7-0.

Consideration and possible approval of the Design-to-Date and Design Development Estimate for 2023 Bond Bid Package 3 for Improvements at Hays High School, Barton Middle School, and Hays Performing Arts Center

Board President Will McManus introduced the agenda item. Chief Operations Officer Max Cleaver introduced Jason Andrus of Huckabee Architects, who presented slides to the Board of Trustees. Mr. Andrus received feedback and responded to questions from Trustee Johnny Flores, Trustee Byron Severance, Trustee Vanessa Petrea, Board Vice President Raul Vela, and Board Secretary Courtney Runkle. Mr. McManus read the suggested motion that the Hays CISD Board of Trustees approve the Design-to-Date and Design Development Estimate for 2023 Bond Bid Package 3 for Improvements at Hays High School, Barton Middle School, and Hays Performing Arts Center, as designed by Huckabee Architects and estimated by Bartlett Cocke Construction in the amount not to exceed \$14,806,886, as presented. Trustee Esperanza Orosco moved and Raul Vela seconded the motion. There was no further discussion, and the motion passed with a vote of 7-0.

Consideration and possible approval of the Design-to-Date and Design Development Estimate for 2023 Bond Bid Package 6 for Improvements at Kyle Elementary, Tom Green Elementary, Elm Grove Elementary, Hemphill Elementary, Fuentes Elementary, Pfluger Elementary and Simon Middle School

Board President Will McManus introduced the agenda item. Chief Operations Officer Max Cleaver introduced Jarrod Sterzinger and Alma Evans, both of O'Connell Robertson Architects, who were present to receive feedback and respond to questions from the Board of Trustees. There were no questions from the Board of Trustees regarding this agenda item. Mr. McManus read the suggested motion that the Hays CISD Board of Trustees approve the Design-to-Date and Design Development Estimate for 2023 Bond bid Package 6 for Improvements at Kyle Elementary, Tom Green Elementary, Elm Grove Elementary, Hemphill Elementary, Fuentes Elementary, Pfluger Elementary and Simon Middle School and associated cost estimate, as designed by O'Connell Robertson Architects, and estimated by Jackson Construction in the amount not to exceed \$8,017,910, as presented. Trustee Esperanza Orosco moved and Board Secretary Courtney Runkle seconded the motion. There was no further discussion, and the motion passed with a vote of 7-0.

INFORMATION ITEM

Update on Safety and Security Initiatives in the District

There were no questions from the Board of Trustees regarding this agenda item.

Update on Bond, Construction, and Renovation Projects

Chief Operations Officer Max Cleaver received feedback and responded to questions from Trustee Johnny Flores, Trustee Vanessa Petrea and Trustee Esperanza Orosco.

Hays CISD Financial Statements

There were no questions from the Board of Trustees regarding this agenda item.

REQUESTS FOR INFORMATION FROM THE BOARD OF TRUSTEES

Board Vice President Raul Vela requested information, as did Trustee Byron Severance.

RECAP OF QUESTIONS

Board Secretary Courtney Runkle did not read the list of captured questions.

ADJOURN

Board President Will McManus announced that the next regular meeting is scheduled for Tuesday, January 16, 2024. There was no further business, and the meeting was adjourned at 9:32 PM.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: January 22, 2024

Agenda Item: L.2a

Board Goal: Community Relations

Subject: Consideration and possible approval of a Trustee Election Order for May 4, 2024

Administrator Responsible/Position: Tim Savoy, Chief Communication Officer

A. Purpose of Agenda Item:

- Action needed (Consent) Information only Receive input

B. Authority for This Action:

- Local Policy Law or Rule N/A
BBB (Legal and Local) Texas Election Code and Education Code

C. Goal or Need Addressed:

School Board Trustee Election

D. Summary:

- Previous board action relating to this item** – This is an item that occurs every year.
 Future action anticipated – This is an item that is expected to continue to occur annually.
 Background information – The Board is required by state law to conduct trustee elections. Hays CISD conducts elections annually and trustees are elected for three year terms.

E. Administrative Recommendation:

- Advantages/benefits of this proposal** – This action allows the district to compliant with state law.
 Expected results in terms of student benefit/achievement – The election is conducted according to law.
 Possible problems or disadvantages of this proposal – none
 Effect of this action on other parts of the system – This endeavor affects all aspects of the district.
 Consequences of not approving recommendation – The district would be out of compliance with state law.

F. Fiscal Impact and Cost: Amount: None

- Budget Bond Grant/Special Funds Other

Cost of the elections is incurred under separate cover and imbedded in the election services contract with the Hays County Elections Administrator. The election order itself does not have a fiscal impact.

Prior Year Spending - None

Future/Ongoing – this is an annual occurrence.

G. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action— Tim Savoy, Chief Communication Officer

H. Suggested Motion:

I move that the Hays CISD Board of Trustees adopt the election order for the May 4, 2024, trustee election, as presented.

ORDER OF ELECTION FOR HAYS CONSOLIDATED ISD TRUSTEE ELECTION

(ORDEN DE ELECCION PARA EL DISTRITO ESCOLAR INDEPENDIENTE CONSOLIDADO DE HAYS)

An election is hereby ordered to be held on *(Por la presente se ordena que se llevará a cabo una elección el)* **May 4, 2024 (4 de mayo de 2024)** for the purpose of electing *(con el propósito de)* **school district trustees to Single-Member District 3 (distrito de un solo miembro 3) and (y) a Trustee At-Large (fideicomisario en general).**

Applications for a place on the ballot shall be filed by: 5:00 p.m., Friday, February 16, 2024 (Solicitudes para un lugar en la boleta serán presentadas por: 5:00 p.m., viernes, 16 de febrero de 2024)

Main Early Voting Locations *(Principales lugares de votación anticipada):*

Early voting by personal appearance will be conducted at the following locations: *(La votación anticipada en persona se llevará a cabo en los siguientes lugares):*

<p>Hays County Voters:</p> <p>Hays CISD Administration* (Old Printshop Building) 21003 IH 35 Kyle, Texas 78640</p> <p>Historic Buda School (Upper Campus – Kunkel Room) 300 San Marcos Street Buda, Texas 78610</p> <p>Early voting by personal appearance in Hays County shall be conducted on the dates and at the times as shown in Exhibit A.</p> <p><i>La votación anticipada en persona en el condado de Hays se llevará a cabo en las fechas y horas que se muestran en el Anexo A.</i></p>	<p>Caldwell County Voters:</p> <p>Caldwell County Elections Office* Scott Annex Building 1403 Blackjack St., Suite A Lockhart, TX 78644</p> <p>Early voting by personal appearance in Caldwell County shall be conducted on the dates and at the times as shown in Exhibit B.</p> <p><i>La votación anticipada en persona en el condado de Caldwell se llevará a cabo en las fechas y horas que se muestran en el Anexo B.</i></p>	<p>Travis County Voters:</p> <p>The main Travis County early voting location will be noted on Exhibit C*</p> <p>Early voting by personal appearance in Travis County shall be conducted on the dates and at the times as shown in Exhibit C.</p> <p><i>La votación anticipada en persona en el condado de Travis se llevará a cabo en las fechas y horas que se muestran en el Anexo C.</i></p>
---	--	--

*main early voting locations

Branch Early Voting & Election Day Voting Locations *(Ubicación de las sucursales para la votación anticipada y el día de las elecciones):*

Additional branch early voting locations will be listed in the election notice. (Los lugares de votación anticipada de las sucursales adicionales se enumerarán en el aviso de elección.) All election day locations will be listed in the election notice once the locations have been determined. *(Todas las ubicaciones del día de las elecciones se enumerarán en el aviso de elección una vez que se hayan determinado las ubicaciones.)*

Applications for Ballot by Mail *(Solicitudes de boletas por correo):*

Applications for Ballot by Mail shall be mailed to *(Las solicitudes para boletas que se votarán ausencia deberán enviarse por correo a):*

<p>Hays County Voters:</p> <p>Hays County Elections Administrator Attn: Early Voting Clerk 712 South Stagecoach Trail San Marcos, TX 78666-5999</p> <p>512-393-7310 elections@co.hays.tx.us ballotbymail@co.hays.tx.us https://hayscountytexas.com/departments/elections/</p> <p>Applications for ballot by mail must be received no later than the close of business on (Las solicitudes para boletas que se votarán en ausencia por correo deberán recibirse para el fin de las horas de las horas de negocio el) April 23, 2024 (23 de abril 2024)</p>	<p>Caldwell County Voters:</p> <p>Caldwell County Elections Administrator Attn: Early Voting Clerk Scott Annex Building 1403 Blackjack St., Suite A Lockhart, TX 78644</p> <p>512-668-4347 caldwellec@co.caldwell.tx.us www.co.caldwell.tx.us/page/caldwell.ElectionsOffice</p> <p>Applications for ballot by mail must be received no later than the close of business on (Las solicitudes para boletas que se votarán en ausencia por correo deberán recibirse para el fin de las horas de las horas de negocio el) April 23, 2024 (23 de abril 2024)</p>	<p>Travis County Voters:</p> <p>Travis County Early Voting Clerk <i>US Mail:</i> PO Box 149325 Austin, TX 78714-9325</p> <p><i>Physical Address:</i> 5501 Airport Blvd, Suite #100 Austin, TX 78751-1410</p> <p>512-238-VOTE [512-238-8683] elections@traviscountytexas.gov https://elections.traviscountytexas.gov/</p> <p>Applications for ballot by mail must be received no later than the close of business on (Las solicitudes para boletas que se votarán en ausencia por correo deberán recibirse para el fin de las horas de las horas de negocio el) April 23, 2024 (23 de abril 2024)</p>
---	--	--

Issued this 22nd day of January 2024 *(Emitida este día 22 de enero 2024)*

Signature of Presiding Officer

Member

Member

Member

Member

Member

Member

EXHIBIT A: HAYS COUNTY EARLY VOTING TIMES
(ANEXO A: HORARIO DE VOTACIÓN ANTICIPADA DEL CONDADO DE HAYS)

Early voting by personal appearance in Hays County shall be conducted on the dates and at the times as shown in this exhibit once they are announced by the county elections office. They will also be provided in the district's election notice. Early voting by personal appearance shall begin on Monday, April 22, 2024 and end on Tuesday, April 30, 2024.

La votación anticipada en persona en el condado de Hays se llevará a cabo en las fechas y horarios que se muestran en este anexo una vez que la oficina electoral del condado los anuncie. También se proporcionarán en el aviso de elección del distrito. La votación anticipada en persona comenzará el lunes 22 de abril de 2024 y finalizará el martes 30 de abril de 2024.

EXHIBIT B: CALDWELL COUNTY EARLY VOTING TIMES

(ANEXO B: HORARIO DE VOTACIÓN ANTICIPADA DEL CONDADO DE CALDWELL)

Early voting by personal appearance in Caldwell County shall be conducted on the dates and at the times as shown in this exhibit once they are announced by the county elections office. They will also be provided in the district's election notice. Early voting by personal appearance shall begin on Monday, April 22, 2024 and end on Tuesday, April 30, 2024.

La votación anticipada en persona en el condado de Caldwell se llevará a cabo en las fechas y horarios que se muestran en este anexo una vez que la oficina electoral del condado los anuncie. También se proporcionarán en el aviso de elección del distrito. La votación anticipada en persona comenzará el lunes 22 de abril de 2024 y finalizará el martes 30 de abril de 2024.

EXHIBIT C: TRAVIS COUNTY EARLY VOTING TIMES

(ANEXO C: HORARIO DE VOTACIÓN ANTICIPADA DEL CONDADO DE TRAVIS)

Early voting by personal appearance in Travis County shall be conducted on the dates and at the times as shown in this exhibit once they are announced by the county elections office. They will also be provided in the district's election notice. Early voting by personal appearance shall begin on Monday, April 22, 2024 and end on Tuesday, April 30, 2024.

La votación anticipada en persona en el condado de Travis se llevará a cabo en las fechas y horarios que se muestran en este anexo una vez que la oficina electoral del condado los anuncie. También se proporcionarán en el aviso de elección del distrito. La votación anticipada en persona comenzará el lunes 22 de abril de 2024 y finalizará el martes 30 de abril de 2024.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: January 22, 2024

Agenda Item: L.2b

Board Goal: Community Relations

Subject: Consideration and possible approval of Joint Election Agreements and Election Services Contracts for the May 4, 2024 Trustee Election – Caldwell, Hays and Travis Counties

Administrator Responsible/Position: Tim Savoy, Chief Communication Officer

A. Purpose of Agenda Item:

- Action needed (Consent) Information only Receive input

B. Authority for This Action:

- Local Policy Law or Rule N/A
BBB (Legal and Local) Texas Election Code and Education Code

C. Summary:

- Previous board action relating to this item – These items are routine and occur annually.
 Future action anticipated – These items are expected to continue to occur annually.
 Background information – The Board contracts with the county elections administrators to conduct balloting for trustee elections and the Board enters into joint election agreements to facility vote centers and legal election requirements.

D. Administrative Recommendation:

The following agreements or contracts related to routine election business are included in this item:

Caldwell County

- **Election Services Contract** – this allows the county to conduct balloting and other election services for Hays CISD (*Caldwell County does not have vote centers, so no joint election agreement is necessary*).

Hays County

- **Election Services Contract** – this allows the county to conduct balloting and other election services for Hays CISD
- **Joint Election Agreement** – this allows for vote center operations

Travis County

- **Election Services Contract** – this allows the county to conduct balloting and other election services for Hays CISD
- **Joint Election Agreement** – this allows for vote center operations

E. Fiscal Impact and Cost: Amount: Approximately \$30,000

- Budget Bond Grant/Special Funds Other

Cost of the elections – varies depending on the scope of the election (number of balloting places needed) and total number of parties conducting elections. Each county generally divides the total cost of an election proportionally among the various governmental entities participating in the election.

Prior Year Spending - Approximately \$60,000

F. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action— Tim Savoy, Chief Communication Officer

G. Suggested Motion:

I move that the Hays CISD Board of Trustees enter into all necessary joint election agreements and elections services contracts to conduct the May 4, 2024, election, and further authorize Chief Communication Officer Tim Savoy to execute the necessary documents once they are prepared and available by the respective county election offices, as presented.

CONTRACT FOR ELECTION SERVICES

This **Contract for Election Services** (“Contract”) is made and entered into by and between the **Elections Administrator of Hays County, Texas (“Contracting Officer”)** and the Hays Consolidated Independent School District LPS of Hays County (“**LPS**”) pursuant to the authority under Section 31.092(a) of the Texas Election Code.

RECITALS

GENERAL PROVISIONS.

- A. The purpose of this Contract is to maintain consistency and accessibility in voting practices, polling places, and election procedures to best assist the voters of the LPS. For purposes of this Contract the term “Election” will include any resulting recount or election contest. It will also apply to any election to resolve a tie.
- B. The Contracting Officer is hereby appointed to serve as the LPS’s Election Day Officer and Early Voting Clerk to conduct the Election for those areas located within the contracting jurisdiction. As Election Officer and Early Voting Clerk, the Contracting Officer will coordinate, supervise, and conduct all aspects of administering voting in connection with the Election in compliance with all applicable laws.
- C. The LPS agrees to commit the funds necessary to pay for Election-related expenses for the LPS’s Election in accordance with Chapter 173 of the Texas Election Code.
- D. The Contracting Officer has the right to enter into agreements with other entities at any time and may require that authorities of LPS’s holding elections on the same day in all or part of the same territory to enter into a Joint Primary election agreement as authorized in Chapter 172 of the Teas Election Code.
- I. **RESPONSIBILITIES OF CONTRACTING OFFICER.** The Contracting Officer shall be responsible for performing the following services and furnishing the following material and equipment in connection with the Election:
 - A. **Nomination of Presiding Judges and Alternate Judges.** The Contracting Officer shall recommend appointment of Election Day presiding and alternate judges, central accumulation station judges, and the Early Voting Ballot Board (EVBB) presiding judge, all of whom shall meet the eligibility requirements in Subchapter C of Chapter 32 of the Texas Election Code.

B. Notification to Presiding and Alternate Judges; Appointment of Clerks.

1. The Contracting Officer shall notify each presiding and alternate judge of his or her appointment. The notification will also include the assigned polling station, the date of the election training(s), the date and time of the Election, the rate of compensation, the number of clerks the judge may appoint, the eligibility requirements for Election workers, and the name of the presiding or alternate judge as appropriate.
2. The election judge will make the clerk appointments in consultation with the Contracting Officer. If a presiding judge or the alternate judge does not speak both English and Spanish, and the election precinct is one subject to Section 272.002 and 272.009 of the Texas Election Code, the Contracting Officer shall ensure that a bilingual election clerk is appointed. The Contracting Officer shall notify the clerks of the same information that the judges receive under this section.

C. **Election Training.** The Contracting Officer shall be responsible for conducting Election training for the presiding judges, alternate judges, clerks, and early voting deputies in the operation and troubleshooting of the Verity Duo Hybrid voting system and the conduct of elections, including qualifying voters, issuing ballot style codes, maintaining order at the polling location, and conducting provisional voting.

D. **Logic and Accuracy Testing.** In advance of Early Voting (including the sending of any mail ballots), the Contracting Officer, the tabulation supervisor, and the other members the Contracting Officer designates for the testing board shall conduct all logic and accuracy testing in accordance with the procedures set forth by the Texas Election Code and under guidelines provided by the Secretary of State's office. The Contracting Officer shall also be responsible for the publication of the required notice of such testing.

E. **Election Supplies.** The Contracting Officer shall procure, prepare, and distribute to the presiding judges for use at the polling locations on Election Day (and to the Early Voting clerks during Early Voting) the following Election supplies: election and early voting kits (including the appropriate envelopes, lists, forms, name tags, posters, and signage described in Chapters 51, 61, and 62, and subchapter B of chapter 66 of the Texas Election Code) seals, sample ballots, thermal paper rolls for use in the Verity Controllers, batteries for use in the voting system equipment, supplies for the electronic poll books, and all consumable type office supplies necessary to hold an Election.

- F. **Registered Voters List.** The Contracting Officer shall provide lists of registered voters required by law for use on Election Day and for the Early Voting period.
- G. **Notice of Previous Polling Place.** The Contracting Officer shall post notices of a change in a polling place at the entrance to the previous polling location. Section 43.062 of the Texas Election Code provides that the notice shall state the location has changed and give the location of the new polling place. The Interim LPS Clerk will ensure that Public Notice is also provided via published notice, on the LPS's website and on all LPS social media outlets.
- H. **Election Equipment.** The Contracting Officer shall prepare and distribute the Verity Duo Hybrid Voting System components from Hart Intercivic, Inc. ("Hart") for the Election. This voting System includes the equipment referred to as "Duo" and Verity Controllers". Each polling location will have at least one voting machine that is accessible to disabled voters to provide a practical and effective means for voters with disabilities to cast a secret ballot.
- I. **Ballots.** The Contracting Officer or designee shall be responsible for the preparation, printing, programming and distribution of English and Spanish ballots and sample ballots, including the mail ballots, based on the information provided by the LPS, including the names of the candidates, names of the offices sought, order of names on the ballot, propositions on the ballot, and the Spanish translation of the offices and any propositions. The ballot will be prepared in these formats: Verity Duo Hybrid Voting System, paper, and auditory.
- J. **Applications for Mail Ballots.** The LPS and Contracting Officer agree that early voting by mail ballots shall be processed in accordance with the applicable provisions of the Texas Election Code and that 120 Stagecoach Trail, San Marcos, Texas 78666 is the early voting clerk's mailing address to which ballot applications and ballots voted by mail shall be sent for the LPS.
- K. **Early Voting.** In accordance with Sections 31.096 and 32.097(b) of the Texas Election Code, the Contracting Officer shall serve as the Early Voting Clerk for the Election.
1. The Contracting Officer shall supervise and conduct the early voting by mail and by personal appearance and shall secure personnel to serve as Early Voting Deputies.

2. The Contracting Officer shall receive mail ballot applications on behalf of the LPS. All applications for mail ballots shall be processed in accordance with Title 7 of the Texas Election Code by the Contracting Officer or deputies at the Records Building located at the Hays County Government Center at 120 Stagecoach, San Marcos, Texas 78666. Applications for mail ballots sent to the LPS shall be promptly faxed to the Contracting Officer at (512) 878-6699, or emailed to elections@co.hays.tx.us for timely processing and then the original sent application forwarded to the Contracting Officer for proper retention.
3. Early voting ballots shall be secured and maintained at the Records Office at 120 Stagecoach Trail, San Marcos, Texas 78666. In accordance with Chapter 87 of the Texas Election Code. The Early Voting Ballot Board shall meet at the same location unless posted differently.
4. Early Voting by personal appearance for the Election shall be conducted during the hours and days at the locations as determined by the Contracting Officer in consultation with the LPS and in accordance with the Texas Election Code.

L. Election Day Activities.

1. The Contracting Officer and staff shall be available from 6:00 am until the completion of the vote counting on Election Day to render technical support and assistance to voters and Election workers.
2. The Contracting Officer and staff shall prepare and conduct Election Night intake of election equipment, supplies, and records.
3. The Contracting Officer and designee shall serve as central counting station manager and tabulation supervisor, counting the votes in conjunction with the Early Voting Ballot Board and the Central Counting Station judges.
4. Election Day polling locations are determined by the Contracting Officer in consultation with the LPS and in accordance with the Texas Election Code. The Contracting Officer shall arrange for the use of all polling places and shall arrange for the setting up of the polling location including tables, chairs and voting booths.

- M. **Election Night Reports.** The Contracting Officer shall prepare the unofficial and official tabulation of precinct results under Section 66.056(a) of the Texas Election Code. The unofficial tabulation of Early Voting precinct results and Election Day precinct results shall be made available to the LPS via email as soon as they are prepared and may be released under law, but no earlier than 7:00 pm on Election Day. The tabulation reports may also be provided to other counties as necessary for the Election. As soon as reasonably possible, the Contracting Officer will post all reports for public review on the Hays County Elections website at www.co.hays.tx.us/elections.
- N. **Provisional Votes/ Determination of Mail Ballots Timely Received under Section 86.007(d) of the Texas Election Code.** The Contracting Officer, serving as the Voter Registrar, shall retain the provisional voting affidavits and shall provide the information on each of the voters' status. The Contracting Officer shall reconvene the EVBB after the Election within the time set forth in Section 65.051 of the Texas Election Code for the purpose of determining the disposition of the provisional votes. At the same time, the EVBB will review mail ballots timely received under Section 86.007(d) of the Texas Election Code to determine whether such will be counted and to resolve any issues with such ballots.
- O. **Canvass Material Preparation.** Promptly after determination of the provisional votes and resolution of any mail ballots, the Contracting Officer shall work with the EVBB and tabulation supervisor to tally the accepted provisional votes and resolved mail ballots, amend the unofficial tabulations, and submit new official tabulations to the LPS. These reports will serve as the canvass materials for the LPS.
- P. **Custodian of Election Records.** The Election records will be submitted to the LPS except for those records that must be maintained by the Contracting Officer as Voter Registrar in accordance with Section 66.051 of the Texas Election Code. The Contracting Officer is hereby appointed the custodian of voted ballots (which in the case of the ballots cast on the Verity Duo Hybrid voting system consist of the paper backup) and shall preserve them in accordance with Chapter 66 of the Texas Election Code and other applicable law. The Contracting Officer shall also maintain custody of the records pertaining to the operation of the Verity Controllers and Duo.
- Q. **Recount.**

1. The LPS shall advise the Contracting Officer if a recount is required by law or requested, and the Contracting Officer and the LPS shall discuss how such recount is to be conducted. The LPS shall reimburse the Contracting Officer for the cost of such recount which is not included in the original cost estimate.

R. Schedule for Performance of Services. The Contracting Officer shall perform all Election services in accordance with and in compliance with the time requirements set out in the Texas Election Code.

S. Contracting with Third Parties. In accordance with Section 31.098 of the Texas Election Code, the Contracting Officer is authorized to contract with third parties for Election services and supplies. The cost of such third- services and supplies will be paid by the Contracting Officer and reimbursed by the LPS.

II. **RESPONSIBILITIES OF THE LPS.** The LPS shall perform the following responsibilities:

A. Nomination of Presiding Judges and Alternate Judges. The Contracting Officer shall recommend appointment of Election Day presiding and alternate judges, central accumulation station judges, and the Early Voting Ballot Board (EVBB) presiding judge, all of whom shall meet the eligibility requirements in Subchapter C of Chapter 32 of the Texas Election Code.

B. Election Orders, Election Notices, and Canvass. The LPS shall be responsible for the preparing, adopting, publishing, and posting of all required election orders, resolutions, notices, and other documents, including bilingual materials, evidencing action by the LPS of all actions necessary to call the Election. The LPS shall be responsible for conducting the official canvass of the Election.

C. Map/Annexations. The LPS shall provide the Contracting Officer with an updated map and street index (including address numbers) of its jurisdiction in and electronic or printed format and shall advise the Contracting Officer in writing of any new developments, annexations or de-annexations and any other changes to the master voter registration list within the jurisdiction.

D. Ballot Information. The LPS shall prepare the text for the LPS's official ballot in English and Spanish and provide to the Contracting Officer as soon as possible

at the end of the period for ordering the Election or filing for candidacy. The ballot information shall include a list of propositions showing the order and the exact manner in which the candidates' name shall appear on the ballot. The LPS shall promptly review for correctness the ballot when requested by the Contracting Officer to do so prior to the finalization and shall approve by e-mail or by signature in person.

E. Precinct Reports to the Texas Secretary of State. Based on information provided by the Contracting Officer, the LPS shall prepare, and file all required precinct reports with the Texas Secretary of State.

F. Annual Voting Report. The LPS shall be responsible for filing its annual voting system report to the Texas Secretary of State as required under Chapter 123 et seq. of the Texas Election Code.

G. SPECIAL PROVISIONS RELATED TO ELECTION WORKERS

A. Number of Election Workers at Election Day Polling Locations. It is agreed by the Contracting Officer and the LPS that there will be at least three Election workers at each Election Day polling location: the presiding judge, the alternate judge, and at least one election clerk appointed by the presiding judge. The number of necessary clerks is derived from the number of Elections at the poll and the number of registered voters at the poll.

B. Compensation for Election Workers. The Contracting Officer shall compensate all Election workers in accordance with the Contracting Officer's established compensation policies, in accordance with the Texas Election Code Sec 173.005. The Contracting Officer shall pay the workers and be reimbursed by the parties sharing the polling locations.

H. PAYMENT

A. Charges and Distribution of Costs. In consideration of the joint election services provided by the Contracting Officer, the LPS will be charged a share of the Election costs and an administrative fee in accordance with TEC Chapter 172. The costs distribution is set forth in the Joint Election Agreement. The costs to be paid by the LPS are set forth in the Cost Estimate on the Primary Finance Portal found at the Election Funds Management Division at the Office of Secretary of State of Texas.

- B. **Administrative Fee.** The Contracting Officer shall charge a fee equal to 10% of the LPS's share of the cost of the Election or a minimum of \$1,000.00.
- C. **Equipment Rental Fee.** Per Section 123.03 of the Texas Election Code, the Hays County Commissioners Court has set the equipment rental fee at \$175 each per controller, Scanner, Tenex Touch pad and per Verity Duo component. If the County acquires additional equipment during the term of the Contract, the charge for the use of the equipment may be reset by the Hays County Commissioners Court.
- D. **Payment.** The Contracting Officer's invoice shall be due and payable to the address set forth in the invoice within 30 days from the date of receipt by the LPS.

I. TERM AND TERMINATION

- A. **Initial Term.** The initial term of the contract shall commence upon the last 's execution hereof and shall continue thereafter in full force and effect for one year, subject to the termination rights set forth herein.
- B. **Renewal.** Subject to the termination rights set forth herein, this Contract shall be renewed annually.
- C. **Termination.** If either wishes to terminate this Contract for convenience or for cause, the must provide not less than ninety (90) days' written notice to the other and allow for discussion of the desired outcome and options to reach the desired outcome. In the event of termination, it is understood and agreed that only the amounts due to the Contracting Officer for services provided and expenses incurred will be due and payable.

J. MISCELLANEOUS PROVISIONS

- A. **Nontransferable Functions.** In accordance with Section 31.096 of the Texas Election Code, nothing in this Contract shall authorize or permit a change in:
 - 1. The authority with whom or the place at which any document or record relating to the Election is to be filed.
 - 2. The officers who conduct the official canvass of the Election returns.

3. The authority to serve as custodian of voted ballots or other Election records; or
 4. Any other nontransferable function specified under Section 31.096 or other provisions of law.
- B. Cancellation of Election.** If the LPS cancels its Election pursuant to Section 2.053 of the Texas Election Code, the Contracting Officer shall be entitled to receive an administrative fee of \$0. The Contracting Officer shall submit an invoice for the administrative fee as soon as reasonably possible after the cancellation, and the LPS shall pay the fee.
- C. Contract Copies to Treasure and Auditor.** In accordance with Section 31.099 of the Texas Election Code, the Contracting Officer agrees to file copies of the Contract with the County Treasurer and the County Auditor of Hays County, Texas.
- D. Election to Resolve a Tie.** If an Election is necessary to resolve a tie vote, the terms of the Contract shall extend to the second Election, except:
1. The LPS and the Contracting Officer will agree upon the date of the Election and the early voting schedule subject to provisions of the Election Code and with regard to other elections being conducted by the Contracting Officer.
 2. The LPS will be responsible for any Department of Justice preclearance submission under Section 5 of the Federal Voting Rights Act.
 3. An attempt will be made to use the Election workers that worked in the first Election; those poll workers will not have additional training provided by the Contracting Officer.
 4. The cost of the Election will be borne by the LPS; the Contracting Officer will work with the LPS on cost management.
- E. Amendment/Modification.** Except as otherwise provided, this Contract may not be amended, modified, or changed in any respect except in writing, duly executed by the parties hereto. Both the Contracting Officer and the LPS may propose necessary amendments or modifications to this Contract in writing in order to conduct the Election smoothly and efficiently, except that any such proposals must

be approved by the Contracting Officer and the governing body of the LPS or its authorized agent, respectively.

F. **Severability.** If any provision of the Contract is found to be invalid, illegal, or unenforceable by a court of competent jurisdiction, such invalidity, illegality, or unenforceability shall not affect the remaining provisions of this Contract and parties to this Contract shall perform their obligations under this Contract in accordance with the intent of the parties to this Contract as expressed in the terms and provisions.

G. **Force Majeure.** Either of the parties to this Agreement shall be excused from any delays and/or failures in the performance of the terms and conditions of this Contract, to the extent that such delays and/or failures result from causes beyond the delaying/failing 's reasonable control, including but not limited to war (whether declared or not), armed conflict or the serious threat of the same (including but not limited to hostile attack, blockade, military embargo), hostilities, invasion, act of a foreign enemy, extensive military mobilization, civil war, riot, rebellion, revolution, military or usurped power, insurrection, civil commotion or disorder, mob violence, act of civil disobedience, act of terrorism, sabotage or piracy; plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine, social distancing, isolation or other behavioral restrictions; act of authority whether lawful or unlawful, compliance with any law or governmental order, rule, regulation or direction, curfew restriction, expropriation, compulsory acquisition, seizure of works, requisition, nationalization; act of God or natural disaster such as but not limited to violent storm, cyclone, typhoon, hurricane, tornado, earthquake, landslide, flood, damage or destruction by lightning, drought; explosion, fire, destruction of machines, equipment and of any kind of installation, prolonged breakdown of transport, telecommunication or electric current; shortage or inability to obtain critical material or supplies to the extent not subject to the reasonable control of the subject (“force majeure event “) whether foreseeable or unforeseeable by the parties at the time of the execution of this Agreement. Any delaying/failing shall, with all reasonable diligence, attempt to remedy the cause of delay and/or failure and shall recommence all remaining duties under this Agreement within a reasonable time of such remedy, or, when applicable, on the next available dates under the Texas Election Code.

H. **Representatives.** For the purposes of implementing this Contract and coordinating activities, the Contracting Officer and the LPS designate the following individuals for submission of information, documents and notice:

For the Contracting Officer:

Jennifer Doinoff

For the LPS:

Tim Savoy

Elections Administrator, Hays County
120 Stagecoach Trail,
San Marcos, Texas 78666
Tel: (512) 393-7310
Fax: (512) 878-6699
Email: jennifer.doinoff@co.hays.tx.us

Chief Communication Officer
21003 IH 35
Kyle, TX 78640
Tel: 512-268-2141
Fax: N/A
Email: tim.savoy@hayscisd.net

Witness by my hand this the 22nd day of January, 2024.

Contracting Officer:

Jennifer Doinoff, Elections Administrator
Hays County, Texas

Witness by my hand this the _____ day of _____, 2020.

LPSLPS :

Name of Entity: Hays CISD

Printed Name: Tim Savoy

Official Capacity: Chief Communication Officer

Signature

JOINT ELECTION AGREEMENT BETWEEN HAYS COUNTY AND THE LPS OF SAN MARCOS

This Joint Election Agreement (“Agreement”) is entered into on January 22, 2024, between the **Hays Consolidated Independent School District**, (the "LPS") 21003 IH 35, Kyle, Texas 78640, and Hays County (the "County"), 120 Stagecoach Trail, San Marcos, Texas 78666, collectively referred to as the Parties.

This Agreement is authorized by Chapter 31 of the Texas Election Code, Chapter 791 of the Texas Government Code and Section 271.002 and 271.003 of the Texas Election Code. The Parties to the Agreement agree as follows:

Section 1. *Scope of Agreement.* The LPS enters into this Agreement for the conduct of the elections to be held from January 4, 2024 through July 2024.

Section 2. *Appointment of Election Officer.* The LPS appoints the Hays County Elections Administrator to serve as the Election Officer (the “Officer”) in order to perform and supervise the duties and responsibilities of the Election Officer for any election from August 2020 through July 2021.

Section 3. *Early Voting Polling Locations.* To facilitate the administration of elections, and as a convenience to the voters, during the early voting period established by statute, the LPS agrees to designate the Hays County Election Administrator's Office, 712 South Stagecoach Trail, Suite 1012, San Marcos, Texas 78666 as the main early voting polling place for the LPS. Furthermore, the LPS agrees to designate temporary branch early polling places in accordance with Section 85.062, Election Code, V.T.C.A. as called out in the latest Election Orders.

Section 4. *Voting by Mail Ballot.* The LPS and County agree that early voting by mail ballot shall be conducted in accordance with the applicable provisions of the Texas Election Code and that 120 Stagecoach Trail, San Marcos, Texas 78666 is the early voting clerk's mailing address to which ballot applications and ballots voted by mail shall be sent for the LPS.

Section 5. *Election Day Polling Locations.* Election Day voting shall be held in approved vote centers where appropriate at the dates, times, and locations recommended by the Election Officer and authorized and ordered by the governing body of the LPS.

Section 6. *Election Day.* On Election Day, all forms used in the conduct of the election, including but not limited to the poll list, signature roster, ballot registers, expense accounts, and all oaths and certificates will be used jointly by the two agencies. All forms will be returned to the Hays County Election Administrator who shall keep them in her custody for the period prescribed by the Texas Election Code. The County agrees to furnish the LPS with copies of any election documents upon the LPS's request at no charge.

Section 7. *Use of Common Ballot.* It is agreed by the parties to this Agreement that a common ballot will be used for joint elections. The USB ("USB") containing the voted ballots for an election will be delivered by the Election Judges to the Hays County Election

Administrator's office at 712 South Stagecoach Trail, Suite 1012, San Marcos, Texas and the USB'S will remain in the Hays County Election Administrator's custody, except that the County agrees to provide the LPS with the necessary documentation, if requested, for canvass of an election or in the event the voted ballots are required for a recount or any court proceedings in which the LPS may be a party. The County agrees to maintain custody of the USB'S containing the voted ballots for the period of time prescribed by the Texas Election Code. All USB'S that are not placed in active voting equipment will remain locked in the Officers' office. USBS will not be replaced without being logged out and checked out by the Officer at any time during an election. An audit shall be conducted to ensure that all USBS are present and accounted for. A spreadsheet shall be completed at the end of Early Voting and Election Day returns that will identify the number of signatures on the Combination Log and the Number of Cancelled booths, for a representation of voter totals. All replaced equipment will remain secured until after tabulation to ensure that all checks and balances have been satisfied.

Section 8. Reporting of Returns. The Officer shall prepare the unofficial and official tabulation of precinct results under Section 66.056(a) of the Texas Election Code. The unofficial tabulation of Early Voting precinct results and Election Day precinct results shall be made available to the LPS via email as soon as they are prepared and may be released under law, but no earlier than 7:00 p.m. on Election Day. The Officer or their designee will use their best efforts to post all reports for public review on the Hays County Elections website at www.co.hays.tx.us/elections as soon as reasonably possible.

Section 9. Cost Sharing. The LPS agrees to the cost sharing provisions below. This includes Hays County, the school districts of the county, the cities of the county, and the water districts and all other entities contracting for election services. The costs incurred with Early Voting locations and Early Voting Clerks will be shared only by entities utilizing the polling location for their individual election contest.

The formula is as follows:

Example:

Registered Voters in County -	135,000	$135,000/255,000=$	52.94% of total cost
Registered Voters in Joint Entity A -	100,000	$100,000/255,000=$	39.23% of total cost
Registered Voters in Joint Entity B -	20,000	$20,000/255,000=$	7.84% of total cost
Aggregate Registered Voters -	255,000		

\$1,000-dollar minimum cost for elections that don't exceed that total. Since programming and supplies would exceed the cost of elections with very small voter registration populations. Equipment Rental Fees allocated separately.

Section 10. Amendments. This Agreement may not be amended or modified except in writing and executed by both the LPS and the County. Neither party may assign this Agreement without the written consent of the other party. However, the Officer may assign deputies to perform any of the contracted services and may contract with third persons for election services and supplies.

Section 11. Effective Date. This Agreement contains the entire agreement between the parties and supersedes all prior understandings and agreements between the parties regarding such matters. The term of this Agreement will commence on January 22, 2024, and end on July 31, 2024.

Section 12. Force Majeure. Either of the parties to this Agreement shall be excused from any delays and/or failures in the performance of the terms and conditions of this Contract, to the extent that such delays and/or failures result from causes beyond the delaying/failing party's reasonable control, including but not limited to war (whether declared or not), armed conflict or the serious threat of the same (including but not limited to hostile attack, blockade, military embargo), hostilities, invasion, act of a foreign enemy, extensive military mobilization, civil war, riot, rebellion, revolution, military or usurped power, insurrection, civil commotion or disorder, mob violence, act of civil disobedience, act of terrorism, sabotage or piracy; plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine, social distancing, isolation or other behavioral restrictions; act of authority whether lawful or unlawful, compliance with any law or governmental order, rule, regulation or direction, curfew restriction, expropriation, compulsory acquisition, seizure of works, requisition, nationalization; act of God or natural disaster such as but not limited to violent storm, cyclone, typhoon, hurricane, tornado, earthquake, landslide, flood, damage or destruction by lightning, drought; explosion, fire, destruction of machines, equipment and of any kind of installation, prolonged breakdown of transport, telecommunication or electric current; shortage or inability to obtain critical material or supplies to the extent not subject to the reasonable control of the subject party ("force majeure event ") whether foreseeable or unforeseeable by the parties at the time of the execution of this Agreement. Any delaying/failing party shall, with all reasonable diligence, attempt to remedy the cause of delay and/or failure and shall recommence all remaining duties under this Agreement within a reasonable time of such remedy, or, when applicable, on the next available dates under the Texas Election Code.

Section 13. Should any provision in this Agreement be found or deemed to be invalid, this Agreement will be construed as not containing the provision and all other provisions which are otherwise lawful will remain in full force and effect, and to this end the provisions of this Agreement are declared to be severable. In case any one or more of the provisions contained in this Agreement are for any reason held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability will not affect any other provision thereof, and this Agreement will be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

Section 14. Any notice provided for under this Agreement will be forwarded to the following addresses:

Hays County Elections Administrator
Government Center
712 South Stagecoach Trail Suite 1012
San Marcos, Texas 78666

Hays CISD
Elections Office
21003 IH 35
Kyle, TX 78640

Section 15. Nothing contained in this Agreement will authorize or permit a change in the office with whom or the place at which any document or record relating to the Election(s) is to be filed, or place at which any function of the canvass of the election returns is to be performed, or the officer to serve as custodian of voted ballots or other election records.

Section 16. This Agreement shall take effect immediately upon execution by both parties hereof and shall inure to the benefit and be binding upon the administrators, successors and assigns of the Parties hereto.

WITNESS OUR HANDS this 22 day of January, 2024

Hays County Elections Administrator

LPS

Jennifer Doinoff
Elections Administrator

Tim Savoy
Chief Communication Officer
LPS Election Manager

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: January 22, 2024

Agenda Item: L.3

Board Goal: Community Relations

Subject: Budget Amendments

Administrator Responsible/Position: Randy Rau, Chief Financial Officer

A. Purpose of Agenda Item:

Action needed Information only Receive input

B. Authority for This Action:

Local Policy Law or Rule N/A

C. Summary:

Previous board action relating to this item - Monthly

Background information – The 2023-2024 budget has been approved by the Board of Trustees. Amendments to the budget must also be approved by the Board.

D. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other

E. Administrative Recommendation:

The administration recommends approval of the retro-active budget amendment to Child Nutrition, as presented.

F. Fiscal Impact and Cost: Amount:

Budget (See attached detail) Bond Grant/Special Funds Other

G. Monitoring and Reporting Timeline:

Person responsible for evaluating this decision: Randy Rau

H. Suggested Motion:

I move that the Hays CISD Board of Trustees approve the budget amendment, as presented.

BUDGET AMENDMENT 5 – January 22, 2024

RECOMMENDATION:

The Administration recommends the listed budget amendments and transfers be approved.

BACKGROUND INFORMATION:

In accordance with the TEA budget and accounting procedures and guidelines, the District’s official budget includes the General Fund, Food Service Fund, and the Debt Service Fund. The Board of Trustees should approve the adoption of the budgets associated with these funds, and subsequent amendments, at the *Fund Function* level. Other funds such as Special Revenue Funds for grants and capital projects are approved on a *Project Basis*; and consequently, *are* not required to be approved with the same level of detail.

The administration routinely allows transfers of existing budgeted funds within the same fund function in order to accommodate the necessary operations of the requesting department or campus. These transfers usually become necessary due to account coding requirements. Requests for transfers of existing funds between functions are reviewed by the administration to ensure that the related expenditures will not exceed the overall approved budget at the function level. These requests allowed at the administrative level are subject to final approval by the Board of Trustees.

In addition to the transfers of existing budget funds outlined above, the Board of Trustees must approve requests for new appropriations prior to expenditure. These requests include appropriations from fund balance, and reappropriation of designated fund balances.

ADMINISTRATIVE CONSIDERATIONS:

Transfers: The Administration has reviewed the following transfers and determined that there will be **no impact to the budget.**

Cross Function Transfer Summary

Description	Increase (Decrease)
11 - Instruction	\$ (15,379)
12 - Instructional Resources and Media Services	\$ 0
13 - Instructional Staff Development	\$ 14,629
21 - Instructional Administration	\$ 0
23 - Campus Administration	\$ 750
31 - Guidance and Counseling Services	\$ 0
32 - Social Work Services	\$ (800)
33 - Health Services	\$ 800
34 - Transportation	\$ 0
36 - Co curricular / Extracurricular	\$ 0
41 - General Administration	\$ 0
51 - Maintenance	\$ 0
52 - Security	\$ 0
53 - Data Services	\$ 0
61 – Community Services	\$ 0
71 – Debt Service	\$ 0
81 – Facilities Acquisition & Construction	\$ 0
91 – Chapter 41 Payments	\$ 0
93 – Payments to Fiscal Agents	\$ 0
95 – Payments to JJAEP	\$ 0
99 – Other Intergovernmental Charges	\$ 0
Total Net Transfers	\$ 39
	\$0

REQUESTS for Re-APPROPRIATIONS:

General Operating Fund:

New appropriations requested for proceeds received from surplus sale/recycle of old technology devices. Amounts are “re-budgeted” to purchase new technology.

General Operating Fund Re-Appropriations Summary			
Description	Official Budget	Increase/ (Decrease)	Amended Budget
<u>Revenues:</u>			
199-00-7912-00-925-00-0-0	\$ 0	\$ 49,083	\$ 49,083
Total	\$ 0	\$ 0	\$ 0
<u>Expenditures:</u>			
199-53-6399-00-925-99-4-0	\$ 85,447	\$ 49,083	\$ 134,530
Total	\$ 85,447	\$ 49,083	\$ 134,530
Total Net Appropriations (Revenues minus Expenditures)		\$ 0	

ACTION REQUIRED

Board Approval

SUPPORT INFORMATION

Additional information provided upon request.
Contact: Randall Rau – Chief Financial Officer

Hays Consolidated Independent School District
Budget Amendment 5 Support Information
for the Fiscal Year Ending June 30, 2024

Budget Amendment #5 Support:

<u>Account</u>	<u>Function</u>	<u>Location</u>	<u>Amount</u>	<u>User ID</u>	<u>Status</u>	<u>Original Period</u>	<u>New Period</u>	<u>JE #</u>	<u>New JE #</u>	<u>Reason</u>
199-11-6397-00-001-24-1-0-	11	001	\$ (12,000.00)	conderb	Pending	6		108		LIM training budgeted in wrong function
199-13-6399-00-001-24-1-0-	13	001	\$ 12,000.00	conderb	Pending	6		108		LIM training budgeted in wrong function
199-11-6399-00-112-11-1-0-	11	112	\$ (250.00)	penab	Pending	6		120		Budget in wrong account
199-23-6399-00-112-99-1-0-	23	112	\$ 250.00	penab	Pending	6		120		Budget in wrong account
182-11-6117-34-047-11-1-0-	11	047	\$ (154.00)	mendezt	Pending	6		138		More funds needed for TMEA 2024/ Travel
182-11-6249-34-047-11-1-0-	11	047	\$ (500.00)	mendezt	Pending	6		138		More funds needed for TMEA 2024/ Travel
182-11-6295-34-047-11-1-0-	11	047	\$ (55.00)	mendezt	Pending	6		138		More funds needed for TMEA 2024/ Travel
182-11-6399-34-047-11-1-0-	11	047	\$ (800.00)	mendezt	Pending	6		138		More funds needed for TMEA 2024/ Travel
182-13-6411-34-047-99-1-0-	13	047	\$ 1,509.00	mendezt	Pending	6		138		More funds needed for TMEA 2024/ Travel
199-11-6399-00-114-30-1-0-	11	114	\$ (19,870.00)	ramireza	Pending	6		148		More funds needed for tutoring and PD
199-11-6117-94-114-30-1-0-	11	114	\$ 16,000.00	ramireza	Pending	6		148		More funds needed for tutoring and PD
199-13-6411-00-114-30-1-0-	13	114	\$ 3,870.00	ramireza	Pending	6		148		More funds needed for tutoring and PD
199-11-6394-00-041-11-1-0-	11	041	\$ (500.00)	trevinoa	Pending	6		168		Budget not needed in account/ More funds needed in 6498
199-23-6498-00-041-99-1-0-	23	041	\$ 500.00	trevinoa	Pending	6		168		Budget not needed in account/ More funds needed in 6498
199-13-6295-00-942-99-3-0-	13	942	\$ (1,000.00)	lopezo	Pending	6		463		Covering substitute costs for PD
199-13-6299-00-942-99-3-0-	13	942	\$ (500.00)	lopezo	Pending	6		463		Covering substitute costs for PD
199-13-6329-00-942-99-3-0-	13	942	\$ (1,250.00)	lopezo	Pending	6		463		Covering substitute costs for PD
199-11-6112-11-942-11-3-0-	11	942	\$ 2,750.00	lopezo	Pending	6		463		Covering substitute costs for PD

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: January 22, 2024

Agenda Item: M.1

Board Goal: Community Relations

Subject: Consideration and possible adoption of Academic School Calendars for 2024-2025 and 2025-2026

Administrator Responsible/Position: Tim Savoy, Chief Communication Officer

A. Purpose of Agenda Item:

Action needed

Information only

Receive input

B. Authority for This Action:

Local Policy

EB (Legal) and EB (Local)

Law or Rule

N/A

C. Goal or Need Addressed:

Approval of academic school calendars.

D. Summary:

Previous board action relating to this item – The Board adopts the academic calendar annually or biannually.

Future action anticipated – The 2024-2025 calendar matches with spring break for the University of Texas and Austin Community College. The 2025-2026 calendar also matches UT. The 25-26 ACC calendar is not yet published.

Background information – The calendar drafts are presented to the DLT for consideration and review and then provided as part of a parent, student, staff survey. Results will be provided to the Board.

E. Scope of Options Reviewed:

The academic calendar in Hays CISD has been extensively reviewed during the past several cycles to accommodate the change in state law converting instruction time to minutes from days; and during the process to adopt a District of Innovation plan for Hays CISD.

F. Comments Received:

Cabinet

DLT

FBOC

Teacher Org. Reps.

Other: General survey of all

constituents with results provided to Board

From public - General survey of all constituents with results provided to Board.

G. Administrative Recommendation:

It is the recommendation of administration to adopt the presented academic calendars.

H. Fiscal Impact and Cost: Amount: None

Budget

Bond

Grant/Special Funds

Other

Prior Year Spending – N/A

Future/Ongoing – The calendar provides for the maximum ADA funding allowable to Hays CISD, including on proposed early release dates and with regard to inclement weather anomalies.

I. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action: Tim Savoy, Chief Communication Officer; Marivel Sedillo, Deputy Superintendent/Chief Academic Officer, Dana Braun SIS Director;

J. Suggested Motion:

I move that the Hays CISD Board of Trustees adopt the academic calendars for 2024-2025 and 2025-2026 school years, as presented.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: January 22, 2024

Agenda Item: M.2

Board Goal: Student Achievement

Subject: Consideration and possible approval of a Class Size Waiver(s) for K4 Capacity Incentive

Administrator Responsible/Position: Christina Courson, Chief Human Resources Officer

A. Purpose of Agenda Item:

- Action Needed Information Only Receive Input

B. Authority for This Action:

- Local Policy: FB (LEGAL) Law or Rule NA

C. Goal or Need Addressed:

A school district must submit a request for a class size exception for any classroom in PreK–Grade 4 exceeding 22 students (Texas Education Code (TEC) §25.112). The class size requirement applies throughout the school year except during any 12-week period selected by the district with a significant percentage of migratory students or the last 12 weeks of any school year.

To apply for an exception, the class size limit must create an undue hardship on the district. The following factors are considered by the commissioner:

- Unanticipated enrollment growth
- Lack of facilities
- Lack of teachers
- Financial hardships

In June 2023, the Hays CISD Board approved the K-4 Capacity Supplemental Pay in the 2023-2024 Compensation Plan.

The district must now apply for a class size exception for this class and first seeks approval from the Board before the application to the Texas Education Agency.

D. Summary:

- Previous board action relating to this item –
 Future action anticipated
 Background information – The approval of this class size waivers is forthcoming

E. Comments Received:

- Cabinet DLT FBOC Teacher Org. Reps. Other

F. Administrative Recommendation:

The administration recommends the approval of the K-4 Capacity Waiver, as presented.

G. Fiscal Impact and Cost: NA

Prior Year Expenditure:

- Budget – General Operating Fund Bond Grant/Special Funds Other

H. Monitoring and Reporting Timeline:

Person responsible for monitoring and reporting is Christina Courson, Chief Human Resources Officer.

I. Suggested Motion

I move that the Hays CISD Board of Trustees approve a Class Size Waiver(s) for K4 Capacity Incentive, as presented and discussed

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: January 22, 2024

Agenda Item: M.3

Board Goal: Student Achievement

Subject/Procurement: Consideration and possible approval of the purchase of Additional Marching Band Uniforms for Johnson High School Band

Administrator Responsible/Position: Marivel Sedillo, Deputy Superintendent / Chief Academic Office
Patty Moreno, Director of Fine Arts
Jason Adam, Assistant Director of Fine Arts

A. Purpose of Agenda Item:

Action needed Information only Receive input

B. Authority for This Action:

Local Policy Law or Rule N/A

C. Goal or Need Addressed:

The purpose of the agenda item is to purchase 100 additional marching band uniforms for the Johnson High School band due to growth in enrollment.

D. Summary:

Previous board action relating to this item –

Future action anticipated –

Background information – The incoming students from McCormick and Dahlstrom Middle Schools warrants the additional purchase of marching band uniforms for the Johnson High School Marching Band. These additional uniforms will cover the growth for the next three years before the next uniform replacement cycle in the fall of 2027.

E. Scope of Options Reviewed:

Buyboard Contract: Co-Op ID: 670-22

F. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other: C&I: Fine Arts

G. Administrative Recommendation:

The administration recommends approval of the request, as presented.

H. Fiscal Impact and Cost: Total Amount: \$75,275.00

Budget – General Operating Fund 2017 Bond Interest Grant/Special Funds Other

Prior Year Spending – \$4,700

Future/Ongoing – This procurement will be a one-time purchase.

I. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action – Marivel Sedillo, Patty Moreno, Jason Adam

J. Suggested Motion:

I move that the Hays CISD Board of Trustees approve the purchase of additional uniforms for the Johnson High School Marching Band from Fred J. Miller for an amount not to exceed \$75,275.00, as presented.



Fred J. Miller Inc.
 8765 Washington Church Rd
 Miamisburg Ohio, 45342

Add-To-Set Cesario Uniform Quote

Quote #: FJM12024

Buy Board / Co-Op ID Texas Buy Board #670-22

Moe & Gene Johnson High School

Attn: Joey Lucita

4260 FM 967

Buda TX, 78610

Item & Description	Quantity	List Price	Amount
Cesario Jacket Custom printed jacket.	100	\$ 190.00	\$ 19,000.00
Cesario Dress Shirt	100	\$ 85.00	\$ 8,500.00
Cesario Lycra Shirt Black Lycra.	100	\$ 45.00	\$ 4,500.00
Cesario Hip Skirt Custom printed hip skirt.	100	\$ 50.00	\$ 5,000.00
Cesario Gauntlet Both gauntlets are white.	100	\$ 38.00	\$ 3,800.00
Cesario Gauntlet Both gauntlets are black crush velvet.	100	\$ 36.00	\$ 3,600.00
Cesario Hat Wrap Custom printed hat wrap.	100	\$ 50.00	\$ 5,000.00
Cesario Bib Pants Black polyester gabardine with adjust-a-hem feature.	100	\$ 72.00	\$ 7,200.00
Shako Plain black vinyl shako with silver visor, silver mirror strap and 2 plume sockets.	100	\$ 52.00	\$ 5,200.00
Plume Black 14-inch French upright.	100	\$ 21.00	\$ 2,100.00
Plume White 14-inch French upright.	100	\$ 21.00	\$ 2,100.00
Hat Box Black hard molded plastic hat box.	100	\$ 14.00	\$ 1,400.00
Garment Bags Black heavy duty polyester garment bag with white imprint.	100	\$ 14.00	\$ 1,400.00
Spectra-Lite Rain Poncho Black w/imprint.	100	\$ 48.50	\$ 4,850.00

Item & Description	Quantity	List Price	Amount
Hangers Wooden hanger with wooden pant bar.	100	\$ 2.25	\$ 225.00
Shipping Per uniform ordered.	100	\$ 14.00	\$ 1,400.00

Sub Total	\$ 75,275.00
Adjustment	\$ 0.00
Grand Total	\$ 75,275.00

Terms & Conditions

A 50% deposit or an official school purchase order and completed sizing charts along with confirmed prototype will be required for order to be placed on production schedule. **Delivery time is approximately 120-150 days.** Balance is to be paid in upon completion of the order. If you have any questions contact your sales rep. Thank you!



Mark Miller
Executive Vice President
800.444.3524 ext. 1205
www.fjminc.com

Check out our new FJM online catalog!!
<https://fred-j-miller-inc.myshopify.com/pages/catalog>

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: January 22, 2024

Agenda Item: M.4

Board Goal: Community Relations

Subject: Consideration and possible approval of the purchase of Vehicles for the Child Nutrition Department- Mac Haik Auto Group

Administrator Responsible/Position: Randy Rau, Chief Financial Officer

- A. Purpose of Agenda Item:**
 Action needed Information only Receive input
- B. Authority for This Action:**
 Local Policy Law or Rule N/A
- C. Goal or Need Addressed:**
The purpose of this agenda is to procure two vans for Child Nutrition to transport food and materials across the district.
- D. Summary:**
 Previous board action relating to this item
 Future action anticipated
 Background information – We had previously gotten approval from Texas Department of Agriculture (TDA) to spend down the fund balance to the proper level by purchasing two new vans to replace our aging fleet.
- E. Scope of Options Reviewed:**
Bid/Contract Information: HGAC Contract # VE11-20
- F. Comments Received:**
 Cabinet DLT FBOC Teacher Org. Reps. Other:
- G. Administrative Recommendation:**
The administration recommends approval of the purchase of two cargo vehicles from Mac Haik Auto Group.
- H. Fiscal Impact and Cost: Total Amount: \$100,947.50**
 Budget – General Operating Fund Bond Grant/Special Funds Other
Prior Year Spending – \$0
Future/Ongoing – N/A
- I. Monitoring and Reporting Time Line:**
Person responsible for evaluating this decision or action— Randy Rau, Chief Financial Officer
- J. Suggested Motion:**
I move that the Hays CISD Board of Trustees approve the purchase of vehicles for the Child Nutrition Department from Mac Haik Auto Group for an amount not to exceed \$100,947.50, as presented.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: January 22, 2024

Agenda Item: M.5

Board Goal: Community Relations

Subject: Consideration and possible approval of the purchase of Propane and Propane Dispensing Equipment and Accessories – AmeriGas

Administrator Responsible/Position: Max Cleaver, Chief Operations Officer

A. Purpose of Agenda Item:

Action needed Information only Receive input

B. Authority for This Action:

Local Policy Law or Rule N/A

C. Goal or Need Addressed:

Provide safe, economical transportation

D. Summary:

Previous board action relating to this item – On March 29, 2021, the Board approved the purchase of 10 propane powered buses for \$1,183,000 (\$708,618 from Texas Clean Fleet Grant Program and \$474,382 from 2014 Bond interest income)

Future action anticipated –

Background information –

Currently, ten propane buses are being fueled at the Longhorn RV Park on Highway 21 located approximately 3 miles away from the Uhland Transportation Facility. The current retail cost of propane at that location is approximately \$3.75 per gallon, not including driver’s salary, and the total estimated annual usage is 35,000 gallons for the analysis.

Staff proposes a turn-key propane dispensing solution (approximately 1,990-gallon tank) to be installed at the Uhland Transportation Station as shown in the area highlighted in the site image.

The cost per gallon of propane for a three-year and a five-year lease, as well as emergency fueling, is shown in the table in section H.

The District has the option to purchase the equipment at the end of the three-year lease for \$97,600 or \$78,500 at the end of the 5-year lease.

The District will be eligible to apply for additional federal government tax incentives when available. Those incentives currently total approximately \$0.37 per gallon.

E. Scope of Options Reviewed:

District RFP 27-102303AS

This is a one year bid with four optional one-year renewal periods

F. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other: Transportation

G. Administrative Recommendation:

The administration recommends approval of a turn key propane solution from AmeriGas

H. Fiscal Impact and Cost: Total Amount: estimated in table below

Budget – General Operating Fund **Bond** **Grant/Special Funds** **Other:**

Hays CISD January 2024

Propane Fueling Station Accounting

Example based on week containing Thursday 12/28/2023

3 yr term cost per Gallon		5 yr term cost per gallon		Mobile Direct Fueling	
AmeriGas Mark-up	\$0.79	AmeriGas Mark-up	\$0.59	AmeriGas Mark-up	\$1.25
Terminal Price (Spot Price Mount Belvieu) Varies Weekly	\$0.72	Terminal Price (Spot Price Mount Belvieu) Varies Weekly	\$0.72		\$0.72
Total		Total		Total	
\$1.51		\$1.31		\$1.97	

Prior Year Spending – Longhorn RV Park from 7/1/2023 to date spent \$52,169, encumbered \$77,158.

Future/Ongoing – This procurement will be a one-time purchase with a 3- or 5-year contract.

I. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action— Max Cleaver Chief Operations Officer; Cassandra Behr, Assistant Director of Transportation

Evaluation method and time line -

Next report to the board -

J. Suggested Motion:

I move that the Hays CISD Board of Trustees approve the purchase of a turn-key propane dispensing solution from AmeriGas, with an estimated annual value between \$45,850 and \$52,850, and authorize the Superintendent to negotiate and execute a satisfactory contract, as presented.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: January 22, 2024

Agenda Item: M.6

Board Goal: Community Relations

Subject: Consideration and possible approval of Guaranteed Maximum (GMP) 1 and 50% Construction Document (CD) Estimate for 2023 Bond Bid Package 2 for Improvements at Johnson High School

Administrator Responsible/Position: Max Cleaver, Chief Operations Officer

A. Purpose of Agenda Item:

Action needed Information only Receive input

B. Authority for This Action:

Local Policy Law or Rule N/A

C. Goal or Need Addressed:

Provide safe and clean facilities.

D. Summary:

Previous board action relating to this item – In April 2023 the Board assigned this project to Huckabee Architects. On August 28, 2023, the Board approved Schematic Design for this project. On November 28, 2023 the Board approved design development for the project.

Future action anticipated –

Background information –

The 2023 Bond contains provisions for Johnson High School Improvements including an Academic Expansion to accommodate 2,800 students with regular and CTE classrooms, an All-purpose Gym (Fine Arts Gym), a new Band Hall, driveway and drainage improvements, and master planning for future projects.

This is a separate project from the baseball and softball field improvements.

Huckabee and Core have provided GMP 1 documentation for your review.
GMP 1 includes the structural steel package for this project.

Staff last reviewed this project with FBOC on October 18, 2023.

E. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other:

F. Administrative Recommendation:

Administration recommends approval of GMP 1.

G. Fiscal Impact and Cost: Amount: See Table

Budget Bond 2023 Grant/Special Funds Other

BP 2 JHS	Budget	SD	DD Estimate	GMP1	GMP1 plus 50% CD Estimate
Construction	\$49,281,675	\$49,979,485	\$49,254,587	\$4,262,313	\$49,167,563
Architect	\$3,449,717	\$3,498,564	\$3,447,821		\$3,441,729
FFE	\$3,449,717	\$3,449,717	\$3,449,717		\$3,449,717
Infr and Fees	\$1,848,063	\$1,848,063	\$1,848,063		\$1,848,063
Contingency	\$3,572,921	\$2,826,265	\$3,601,906		\$3,695,022
Total	\$61,602,094	\$61,602,094	\$61,602,094	\$4,262,313	\$61,602,094

H. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action: Max Cleaver, COO: Nate Wensowitch, Ex Dir. Facilities, Construction, and Bond Programs

Evaluation method and time line:

Next report to the board:

I. Suggested Motion:

I move that the Hays CISD Board of Trustees approve GMP 1 from Core Construction in an amount not to exceed \$4,262,313 and approve the 50% CD estimate not to exceed \$44,905,250, both for 2023 Bond Bid Package 2 for improvements at Johnson High School, designed by Huckabee Architects, as presented.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: January 22, 2024

Agenda Item: M.7

Board Goal: Community Relations

Subject: Consideration and possible approval of the purchase of Furniture, Fixtures, and Equipment for 2023 Bond Bid Package 6 for Kyle Elementary and Tom Green Elementary

Administrator Responsible/Position: Max Cleaver, Chief Operations Officer

A. Purpose of Agenda Item:

Action needed Information only Receive input

B. Authority for This Action:

Local Policy Law or Rule N/A

C. Goal or Need Addressed:

Provide safe, clean facilities for staff and students

D. Summary:

Previous board action relating to this item – On October 24 2022 the BOT approved RFQ #21-052201AS, Furniture Fixtures and Equipment Districtwide, through October 2027, including the following vendors:

- School Specialty, LLC
- Shelton-Keller Group Inc. (SKG)
- School Outfitters
- Worthington Contract Furniture
- Virco Inc.
- Gateway Printing & Office Supply, Inc.

Future action anticipated –

Background information – The 2023 Bond Bid Package 6 contains \$1,500,000 for new school furniture at Kyle ES and Tom Green ES (\$750K per school). District Academic Officer Dr. Michael Watson and the school principals worked with the project team, purchasing department, vendor, and campus staff to develop the room by room furniture inventories being considered for purchase.

E. Scope of Options Reviewed:

Bid Information: RFQ #21-052201AS Furniture Fixtures and Equipment Districtwide

Length of Contract: This is a one-year contract with three (3) options to renew through 10/2027

F. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other: Construction and Planning

G. Administrative Recommendation:

The administration recommends approval of the purchase of school furniture

- H. **Fiscal Impact and Cost:** Total Amount: see table below
 Budget – General Operating Fund Bond Grant/Special Funds Other

2023 Bond BP 6 Furniture Only				
Campus	Budget	Cost	Cost + 3 % Contingency	Balance
Kyle ES	\$750,000	\$812,264	\$836,631	-\$86,631
Tom Green ES	\$750,000	\$620,627	\$639,246	\$110,754
Totals	\$1,500,000	\$1,432,890	\$1,475,877	\$24,123

Prior Year Spending: School Outfitters - \$0
Future/Ongoing –

- I. **Monitoring and Reporting Time Line:**
Person responsible for evaluating this decision or action – Max Cleaver, Chief Operations Officer, Nate Wensowitch Ex. Dir. Facilities, Construction, and Bond Programs
Evaluation method and time line -
Next report to the board -

- J. **Suggested Motion:**
 I move that the Hays CISD Board of Trustees approve the purchase of Furniture, Fixtures and Equipment from School Outfitters for 2023 Bond Bid Package 6 for Kyle Elementary and Tom Green Elementary in the amount of \$1,432,890, as presented.

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: January 22, 2024

Agenda Item: M.8

Board Goal: Community Relations

Subject: Consideration and possible approval of the Design Development for the 2023 Bond Bid Package 7 for Improvements at Impact Center and Tobias Elementary

Administrator Responsible/Position: Max Cleaver, Chief Operations Officer

A. Purpose of Agenda Item:

Action needed Information only Receive input

B. Authority for This Action:

Local Policy Law or Rule N/A

C. Goal or Need Addressed:

Provide safe and clean facilities.

D. Summary:

Previous board action relating to this item – In April 2023, the Board granted the Superintendent authority to assign minor 2023 Bond projects to the District’s architects and construction managers. On November 28, 2023 the board approved the schematic design for this project and approved the COOP purchase of HVAC equipment (instead of GMP 1) due to Lee Lewis Construction being unable to complete the project as the CMAR. Since that time Bartlett Cocke has agreed to advance the project.

Future action anticipated –

Background information –

The 2023 Bond contains provisions for improvements at the Impact Center and Tobias ES.

- The scope at the Impact Center includes parking improvements, HVAC replacement, school clinic, kitchen, and restroom improvements, additional classrooms, and walkway covers. Due to the site being located in the Edward’s Aquifer Recharge Zone and the associated TCEQ design lead times, staff recommends proceeding with the interior renovations at the Impact Center in the summer of 2024, and complete the site improvements in the summer of 2025 or earlier if the facility can remain operational during the construction.
- The scope at Tobias ES includes HVAC, roof, freezer/cooler, fire alarm, and sewer line repair, all of which is tentatively scheduled to be completed in the summer of 2024.

OCR and Bartlett Cocke have provided DD documentation and construction estimates for your review.

Staff discussed this project with the FBOC on November 15, 2023.

E. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other:

F. Administrative Recommendation:

Administration recommends approval of the design as presented.

G. Fiscal Impact and Cost: Amount: See Table Below

BP7	Original Budget	SD	COOP Equip Purchase	Balance of SD Estimate	SD Estimate plus COOP Equip	DD Estimate plus COOP Equipment
Construction	\$6,824,332	\$8,474,090	\$1,385,297	\$7,232,357	\$8,617,654	\$10,618,833
Architect	\$477,703	\$593,186	Included in SD	Included in SD	\$603,236	\$743,318
FFE	\$477,703	\$477,703	Included in SD	Included in SD	\$477,703	\$477,703
Infrastructure and Fees	\$255,912	\$255,912	Included in SD	Included in SD	\$255,912	\$255,912
Contingency	\$494,764	-\$1,270,476	Included in SD	Included in SD	-\$1,424,090	-\$3,565,351
Total	\$8,530,415	\$8,530,415	\$1,385,297	\$7,232,357	\$8,530,415	\$8,530,415

H. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action: Max Cleaver, COO; Nate Wensowitch, Ex. Dir. Facilities, Construction, and Bond Programs

Evaluation method and time line:

Suggested Milestones	
Consideration of SD and GMP 1 for long lead HVAC items	November 2023
Consideration of DD	January 2024
Consideration of GMP 2 for Remaining Project	March 2024

I. Suggested Motion:

I move that the Hays CISD Board of Trustees approve the Design Development for 2023 Bond Bid Package 7, as designed by O'Connell Robertson Architects and estimated by Bartlett Cocke, plus the COOP HVAC equipment purchase, in an amount not to exceed \$10,618.833, as presented.



January 5, 2024

Mr. Max Cleaver
Hays Consolidated Independent School District
21003 Interstate 35
Kyle, Texas 78640

Re: 100% Design Development Budget for Hays Tobias Elementary School and Impact Center High School

Dear Mr. Cleaver:

Bartlett Cocke General Contractors received Subcontractor and Supplier budgets for the Design Development Documents set for the above-referenced project. Based on the receipt of those budgets and subsequent analysis, we have assembled the Design Development Preconstruction Report for the work included in this proposal package. We are pleased to offer for approval the following overall Design Development Budget update:

Nine Million, Two Hundred and Thirty Three Thousand, Five Hundred and Thirty Six Dollars
(\$9,233,536.00)

Included In This DD Budget:

- Owner Contingency... \$184,671
CM Contingency ... \$184,671
Design Contingency ... \$184,671
Escalation Contingency... \$184,671
Impact Site Escalation Allowance ... \$128,076

Alternates Included In This :

- None

CVO Items Included In This GMP:

- None

Items Included In This GMP:

- Payment and Performance Bond.
Construction Manager Fee
General Conditions Costs.
Cost-of-Work Items.
Payroll Taxes, Insurance, and other Costs.
Prevailing Wages and Benefits per Documents.
All construction work per Plans and Specifications, unless specifically noted or excluded below.

Items Excluded From This GMP:

- Sales tax.
Testing and inspections.
Impact / Use / Development / Consultant / Jurisdictional / Agency fees.
Environmental surveys and hazardous material identification, handling and/or removal.
Adjustments, removal, or relocations to existing utilities, unless specifically shown or specified.

- Sub-surface investigations, test probe holes, geo-technical testing, and hidden conditions costs.
- All items not shown or specified in the referenced Budget Documents.
- Utility consumption costs, public utility applications, public utility construction costs and hookup fees.

Clarifications and Assumptions:

- Per clarifications and assumptions log.

Budget Documents:

- Documents developed by O’Connell Robertson:

100% Design Development Drawings & Specifications October 18, 2023

We have provided Design Development Preconstruction services to assist you in moving forward with Construction Document development on this project. We request that you review and approve that report including the project budget in the above amounts. If you have any questions, please do not hesitate to call.

Sincerely,
BARTLETT COCKE GENERAL CONTRACTORS

Angela Erickson

Angela Erickson
Lead Estimator

CC: Nathan Wensowitch – Hays CISD
Huckabee – Jason Andrus
BCGC – Derek Even
BCGC – Barret Bostick
File

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: January 22, 2024

Agenda Item: N.1

Board Goal: N/A – Board Matter

Subject: Review and Discussion of Board Operating Procedures

Administrator Responsible/Position: Board Matter

- A. Purpose of Agenda Item:**
 Action needed Information only Receive input
- B. Authority for This Action:**
 Local Policy Law or Rule
Board Operating Procedures N/A
- C. Goal or Need Addressed:**
The Board will review the Board Operating Procedures and make suggested revisions.
- D. Summary:**
 Previous board action relating to this item – The Board adopted Board Operating Procedures on August 2022.
 Future action anticipated – Annual review of the Board Operating Procedures and revisions made if necessary
 Background information –
- E. Comments Received:**
 Cabinet DLT FBOC Teacher Org. Reps. Other : Board of Trustees
- F. Administrative Recommendation:**
N/A – this is a Board Matter.
- G. Fiscal Impact and Cost: Amount: N/A**
 Budget Bond Grant/Special Funds Other
- H. Suggested Motion:**
No motion suggested. This item is for discussion and information only.



H A Y S C I S D

BOARD OF TRUSTEES OPERATING PROCEDURES

2022–2023 School Year





BOARD OF TRUSTEES OPERATING PROCEDURES

TABLE OF CONTENTS

Our Mission Statement	3
Our Vision Statement	3
Our Beliefs	3
Social Contract	4
Ethical Standards	4
Board Meetings and Board Member Conduct	5
Developing the Board Meeting Agenda	6
How to Prepare For Board Meetings	7
Consent Agenda	8
Transacting Business	8
Board Workshops	9
Closed Session	9
Board Committees	10
How to Request Information About Meeting Agenda Items	11
How to Request Information Not Related to Agenda Items	12
How to Visit Campuses as a Board Member	13
Orientation of New Board Members	13
Board Development	14
Board Training Requirements	15
Electing Board Officers	15
Public Participation in Board Meetings	16
Communication with Team Members Between Meetings	17
Communication with the Media	18
Communication with the Community	19
How to Respond to Community or Employee Complaints	19
Communicating with Constituents	20
Superintendent Evaluation	20
Rising Above	21

Note: This document is intended to assist Board Members and administrators in carrying out their duties. It is not enforceable by third-parties. In the event of an apparent conflict between this document and Board policy, Board policy prevails.



OUR MISSION STATEMENT

The mission of Hays CISD is to educate, value, and nurture students through innovative and personalized educational experiences while celebrating our diversity.

OUR VISION STATEMENT

All Hays CISD learners will be:

- Highly sought-after for college, career, or military
- Prepared for life and responsible citizenship
- Effective communicators and collaborators
- Resourceful and creative problem solvers

ALL TRUSTEES TAKE THE OATH OF OFFICE



OUR BELIEFS

We believe:

- Decision-making is student-focused
- All students have the capacity to learn and be successful
- A safe and secure environment is essential
- Success is a shared investment that includes learners, educators, families, and the community
- In being an unrivaled employee-friendly organization
- The allocation of resources will support high-quality learning
- High expectations for all lead to high achievement
- Open communication, transparency, and accountability build trust
- Success is dependent upon a commitment to lifelong learning
- Diverse and differentiated opportunities further learning
- Student success includes a well-rounded education that goes beyond standardized testing



TRUSTEES INSPIRE STUDENTS TO PLAN FOR THE FUTURE

SOCIAL CONTRACT

THE BOARD WILL:

SERVE AS DISTRICT AMBASSADORS

ASSUME POSITIVE AND NOBLE INTENTIONS

COLLABORATE AS A TEAM AND RESPECT THE BODY CORPORATE

PROMOTE DISCUSSION AND RESPECT EACH OTHER'S PERSPECTIVES

BE PROFESSIONAL

ETHICAL STANDARDS

Equity in attitude

- I **will** be fair, just, and impartial in all my decisions and actions.
- I **will** accord others the respect I wish for myself.
- I **will** encourage expressions of different opinions and listen with an open mind to others' ideas.

Trustworthiness in stewardship

- I **will** be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- I **will** be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I **will** work to ensure prudent and accountable use of District resources.
- I **will** make no personal promise or take private action that may compromise my performance or my responsibilities.

Honor in conduct

- I **will** tell the truth.
- I **will** share my views while working for consensus.
- I **will** respect the majority decision as the decision of the Board.
- I **will** base my decisions on fact rather than supposition, opinion, or public favor.

Integrity of character

- I **will** refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I **will** consistently uphold all applicable laws, rules, policies, and governance procedures.
- I **will** not disclose information that is confidential by law or that will needlessly harm the District if disclosed.



Commitment to service

- I will focus my attention on fulfilling the Board’s responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

Student-centered focus

- I will be continuously guided by what is best for all students of the District.

BOARD MEETINGS AND BOARD MEMBER CONDUCT

- The board shall conduct meetings guided by the parliamentary procedures in the most current edition of Robert’s Rules of Order for Small Boards.
- Anytime four (4) or more Board Members are gathered to discuss school district business, it is considered a meeting.

**TRUSTEES
HONOR
TEACHERS FOR
THEIR HARD
WORK**



- Failure to post such a meeting is considered a violation of the Texas Open Meetings Act.
- Board Members are expected to attend and participate in duly called meetings. Board Members should come to the board meetings prepared to discuss and take action on all items on the agenda.

At a minimum, each Board Member is expected to have done the following prior to arrival at every board meeting:

- Studied the material in the board packet sent to them prior to the meeting.
- When possible, resolve questions beforehand by contacting the Superintendent or administrative staff. Board Member inquiries of staff shall be limited to Superintendent’s Cabinet and responses will be distributed to all Board Members.



DEVELOPING THE BOARD MEETING AGENDA

Agendas

- The Superintendent will develop all Board Meeting agendas in collaboration with the Board President.
- Items discussed at previous Board Meetings which are proposed for inclusion by more than one Board Member at a future meeting will also be added when appropriate.
- Board Members must request to the Board President and Superintendent in writing, any item(s) they wish to have considered for placement on the agenda.
- Items may be placed on the agenda by the Superintendent, the Board President, any Board Member with approval of the President, or through a request by any two Board Members.

TRUSTEES SUPPORT COLLABORATIVE INSTRUCTION



- No item can be placed on the agenda less than ten days in advance of the meeting without the Board President's approval.
- No item can be placed on the agenda less than three workdays in advance of the meeting unless an emergency or public necessity exists.
- The complete agenda will be reviewed by the Superintendent and the Board President the Tuesday prior to the Agenda Workshop Meeting.
- An annual agenda content calendar will be maintained by the Superintendent's office. This will be used to determine the minimum routine items that need to be on each regular meeting agenda. Other items can be added as requested following the procedures above and as noted in the minutes of previous Board Meetings. At, or close to the beginning of each school year, this agenda content calendar, including references to impacted policies and performance goals, will be presented to the Board at an agenda workshop meeting for Board review.
- Board Members will adhere to deadlines and parameters of the Board agenda/event calendar.



Timely Notification and Information

- Board Members shall be notified of a meeting at least 72 hours prior to a regular meeting, workshop, or special meeting, and at least one hour prior to an emergency meeting.
- Typically, information will be provided to each Board Member via electronic or hard copy. Questions regarding supporting documents should be directed to the Superintendent, or a member of the Superintendent’s Cabinet, with a copy to the Executive Assistant to the Superintendent.
- Copies of the agenda, for non-emergency meetings, shall be available for the Board Members requesting a copy no later than 5:00 p.m. on Thursday prior to the Agenda Workshop Meeting.
- Board Members will attempt to have all questions regarding agenda items submitted to the Superintendent by 5:00 p.m. on Friday prior to the Board Agenda Workshop Meeting. The Superintendent and his Cabinet will make every attempt to communicate the answers to the questions to Board Members by the Monday meeting with a copy of the questions and answers included in the dais folders.

Ref Policy BE

**TRUSTEES
ENCOURAGE
STUDENTS TO
CONTINUE THEIR
EDUCATION**



HOW TO PREPARE FOR BOARD MEETINGS

The Superintendent will ensure that supporting information required for informed decision- making is prepared in advance when possible and included in the board meeting agenda packet.

The Superintendent will ensure that agenda packets are distributed to Board Members at least three days before scheduled board meetings.

Board Members will prepare to address agenda items by doing the following:

1. Reading agenda packet materials before each board meeting.
2. Calling or emailing the Superintendent with questions about agenda items or background information before 12:00 PM on the scheduled board meeting day for Workshop meetings.
3. Reading responses to questions submitted to the Board.

Receiving answers to questions in advance does not preclude Board Members from asking relevant questions about agenda items during board meetings.

Ref policy BE (LEGAL)



CONSENT AGENDA

The consent agenda includes items of routine and/or recurring nature, grouped together under one action item.

The consent agenda shall be limited to:

- Routine Personnel
- Minutes
- Budget Amendments
- Routine Contracts/Agreements
- Routine Procurements
- Acceptance of Gifts
- Acceptance of Grants
- Other items agreed to by the Board

Background material for each consent agenda item shall be furnished to the Board in the meeting's supporting documents. All consent agenda items may be acted upon by one vote without separate discussion. A Board Member may request that an item be withdrawn for individual consideration.

TRUSTEES ATTEND COMMUNITY EVENTS



TRANSACTING BUSINESS

When an agenda item is presented, a discussion shall be held and a decision reached through voting in accordance with prescribed procedures. Whenever possible, the Board should work toward a consensus model of decision-making. There may be dissenting votes which are a matter of record. However, once a decision has been made, all Board Members should support the vote of the Board Corporate, and individually respect that vote. Board Members are strongly encouraged to state the reason why they are abstaining or voting no on an item.

Ref Policy BBE



BOARD WORKSHOPS

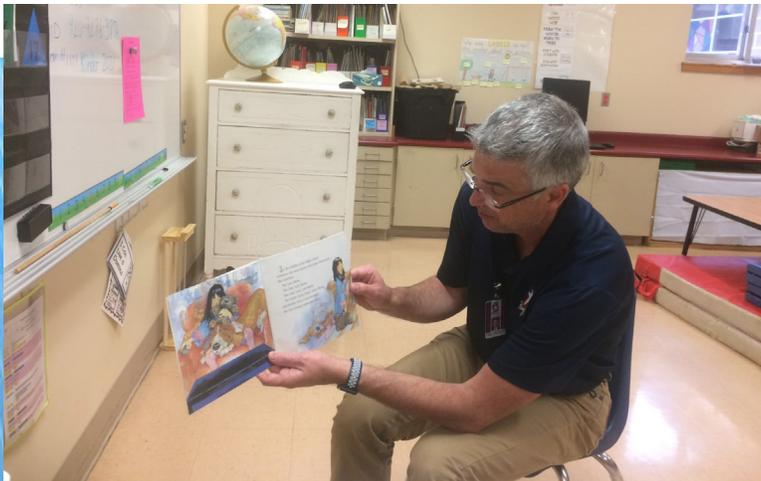
The Board will conduct Special Meetings/Board Workshops as needed. The workshop format is intended to allow the Administration to present information to the Board that is:

- Time sensitive and/or discussion intensive
- Required by law, rule, or policy, and is necessary for the efficient and effective operation of the District.

Board workshops are not intended to substitute for regular monthly Board Business Meetings, although a quorum of the Board may take action, as necessary.

The workshops are intended to allow an opportunity for presentation, questions, discussion, and an assessment of the Board’s perspective.

The Board President serves as the Presiding Officer at Board Workshops; however, it is understood that the intended nature and format of workshops allow for the Superintendent to substantially facilitate the presentation and ordering of items under consideration. In the absence of the President, the Vice-President will preside.



**HAYS CISD
PROMOTES
STUDENT
SUCCESS AT
ALL LEVELS**

CLOSED SESSION

The Board may meet in Closed Session as provided for in the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any Closed Session is convened, the Presiding Officer will announce publicly, as appropriate, that matters before the Board exist that necessitate convening into Closed Session to serve and protect the interests of the District, and that any action, if necessary, resulting from duly posted Closed Session items shall be conducted in Open Session. The Presiding Officer will also announce the specific sections of the Texas Government Code under which the Board will be meeting in closed session. The posted agenda shall identify the section or sections of the Act authorizing the Closed Session and the general topics or subjects to be discussed. The Presiding Officer of the Board shall publicly identify such section or sections and such topics and subjects.



Topics that can be discussed in closed session include the following:

- Attorney Consultation Gov't Code 551.071
- Real Property Gov't Code 551.072
- Prospective Gift Gov't Code 551.073
- Personnel Matters. Gov't Code 551.074
 - Employee-Employee Complaints Gov't Code 551.082
 - Student Discipline Gov't Code 551.082
- Personally Identifiable Student Information Gov't Code 551.0821
- Medical or Psychiatric Records Gov't Code 551.0785
- Security-Personnel, infrastructure and devices Gov't Code 551.076, Government Code 2059.055(b); Gov't Code 551.089 Education Code 39.030(a)
- Emergency Management Government Code 418.175–418.182, Gov't Code 418.183(f)
- Economic Development Gov't Code 551.087

Given the legal and sensitive nature of closed sessions, the members of the Board understand that the law requires that all such sessions are strictly confidential.

No person other than Board Members and the Superintendent is entitled to attend or participate in executive sessions.

Board Members will comply with the confidentiality requirements of closed sessions and will respect the privacy right of individuals when dealing with confidential information gained through association with the district.

Others may be invited to participate by consent of the board president and Superintendent. For the purpose of discussing his or her employment or job performance, and/or consultation with the board attorney, the board may exclude the Superintendent from a closed session.

Members will not disclose or comment on the discussion in closed session other than to restate what is posted on the agenda.

If it is in the interests of the district for a statement to be made regarding a closed-session discussion, the board president will compose an official public statement that meets with the approval of a majority of the board. Any such statement must comply with the limitations of the law.

BOARD COMMITTEES

The Board may, from time to time as it deems necessary, create committees to facilitate the efficient and necessary operation of the Board. The President shall appoint members to special Board committees, and the Board President and the Superintendent shall be ex officio members of all Board committees unless otherwise provided by Board action.



District- and Campus-Level Committees

District- and campus-level planning and decision-making committees serve in an advisory capacity to the Board and make recommendations to the Board for final Board action; therefore, Board Members shall not serve on or attend such committees, except the Board and Superintendent Student Advisory Panel, unless otherwise provided by federal or state law, or approved by the Board.

Ref Policy BDB

HOW TO REQUEST INFORMATION ABOUT MEETING AGENDA ITEMS

Members are encouraged to ask for information related to meeting agenda items prior to the scheduled meeting.

Any questions about agenda items or requests for additional information about them will be directed to the Superintendent or Superintendent’s Cabinet and responses will be distributed to all Board Members. Requests for information or questions about any agenda item will be made by noon on the scheduled board meeting day.



**TRUSTEES
SERVE AS
MENTORS FOR
STUDENTS**

If a written report is provided in response to the request, all Board Members will receive a copy of both the request and report prior to the opening of the meeting.

Board Members may discuss the information provided or ask additional questions about the agenda item in the meeting.

The Superintendent and his Cabinet will make every attempt to communicate the answers to the questions to Board Members prior to the meeting with a copy of the questions and answers included in the dais folders.



HOW TO REQUEST INFORMATION NOT RELATED TO AGENDA ITEMS

An individual Board Member, acting in his or her official capacity, shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code.

Individual Board Members shall not have access to confidential student records unless there is a legitimate educational interest in the records in accordance with policies FL (LEGAL) and (LOCAL).

A Board Member may request existing information and reports from the Superintendent's office. If the information is not available or a new report must be generated, it shall be requested through the Board

**TRUSTEES
HAVE
INTEGRITY OF
CHARACTER**



President. If the Board President does not agree to the request, it may be resubmitted to the Board President by two or more Trustees. In case of emergency, the Board President may request information or reports.

Board Member inquiries of staff shall be limited to Superintendent's Cabinet and responses will be distributed to all Board Members.

Ref Policy BBE



HOW TO VISIT CAMPUSES AS A BOARD MEMBER

- Board Members are encouraged to attend any and all school events as their time permits, and to show support for school activities.
- Board Members must notify the Superintendent or designee prior to visiting a campus in an official capacity.
- Board Members shall not visit a campus in an attempt to evaluate.
- When visiting with teachers of their own children, Board Members will make it clear that they are acting as parents rather than as Board Members.

Ref Policies GKA (LEGAL), BBF (LOCAL), and BBFA (LEGAL)

ORIENTATION OF NEW BOARD MEMBERS

- A new Board Member will have a meeting with staff for their name badge and other generic, logistical information by their first board meeting. The Board President will review a recent agenda packet prior to their first meeting.
- As a supplement to the information provided in relation to his/her candidacy, a district orientation for a new Board Member will be scheduled to begin by the first Board meeting of the date a new Board Member takes the Oath of Office.
- At a minimum, the Superintendent and Board President will participate in the orientation. Additional administrative staff will be included to provide specific information about the district.



**TRUSTEES
HAVE
COMMITMENT
TO SERVICE**



The orientation should include, but will not be limited to the following:

- Board Operating Procedures and Board Policies.
- Superintendent’s overview of district administrative organization.
- Training to access district electronic communications.
- District budget overview.
- Board annual calendar and briefing of upcoming events.
- Expense reimbursement procedures.
- Media and communications training.
- Framework for School Board Development from SBOE.

The Board President will assign new Board Members an existing Board Member who will serve as a mentor.

TAXPAYER TUESDAY OFFERS A GLIMPSE INTO SCHOOL ACTIVITIES



BOARD DEVELOPMENT

Board Members are required to attend training set forth in Policy BBD. In addition to the orientation and team-building training, a Board Member shall receive additional continuing education on an annual basis, in fulfillment of assessed needs and based on the framework for governance leadership. The district will cover the cost of registration, travel, and lodging for each Board Member for the minimum number of hours shown on the Continuing Education Requirements for School not to exceed \$5,000 annually or per year per Board Member. All costs for additional training will be the responsibility of the individual Board Member unless reviewed and approved by Board President and Secretary.

Board Memberships to any and all associations shall be brought to the Board for discussion and approval. Board Members should be familiar with district policies, especially their duties as defined in policies BAA (LEGAL) and BAA (LOCAL).

The board will annually review its Board Operating Procedures and Board Ethics Policy BBF (LOCAL). By October, the board will conduct a self-evaluation in closed session. Adherence to Board Operating Procedures will be considered as part of the evaluation instrument.



BOARD TRAINING REQUIREMENTS



New Board Members Only

- Local District Orientation
 - Texas Education Code
 - Open Meetings Act
 - Public Information Act
- Watch for required timelines*

New from the 87th Legislature

- School Safety

Every Year

- Cybersecurity
 - Team Building
- Additional Continuing Education
(10 or 5 hours)

Every Two Years

- Update to the TX Ed Code
- Evaluating and Improving Student Outcomes
- Sexual Abuse and Human Trafficking



TRUSTEES VALUE STUDENT VOICES

ELECTING BOARD OFFICERS

The Board shall elect a President, a Vice President, and a Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by a majority vote of the members present and voting.

The members of the Board shall organize by selecting:

1. A president, who shall be a member of the Board – Presides as chair over meetings.
 2. A vice president, who shall be a member of the Board – Fills in as chair if President is unable to attend or chair a meeting.
 3. A secretary, records requests for information from trustees.
 4. Such other officers and committees as the Board may deem necessary Education Code 11.061(c).
 5. A majority of the Board may call for officer elections at any time during the year if they deem it necessary.
 6. No officer can hold office without serving a minimum of one year on the Board.
 7. Discussions related to reorganization and election of officers may be discussed in closed session.
- A vacancy among officers of the Board shall be filled by majority action of the Board.



PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board shall provide for public comment at each meeting, including all regular and special meetings. Prior to the beginning of the Public Forum, the Presiding Officer will announce the rules for public participation.

A citizen must sign up on the appropriate form prior to the Public Forum portion of the agenda. The topic described on the form may be complete and in sufficient detail, as to determine the appropriateness of the topic prior to addressing the Board. Comments on posted agenda items may be taken first. Comments on non-agenda items may be permitted only after all agenda-specific comments have been made and if time permits. Public comments may be on items listed on the agenda or other areas of school district operations. Speakers with specific complaints or comments about identifiable students, employees, or officials of the District will be directed to the appropriate District administrator and/or the District's formal complaint process. Speakers shall be discouraged from using the names of specific individuals in their public comments.

**TRUSTEES
VALUE ALL
VOICES AND
COMMUNITY
INPUT**



Questions asked during Public Forum on posted agenda items may be answered or addressed by the Board during the discussion of that agenda item. Comments or questions on topics not on the posted agenda may be referred to the Superintendent for consideration and a later response, if appropriate. The board designates the president as its spokesperson if a response to the speaker is required. The president will limit responses to those allowed by law:

- Statements of fact
- References to board policy



The Presiding Officer shall determine the time limitation for each speaker, based on the number of individuals signed up to speak in the Public Forum at the entrance prior to reconvening in open session. The time allotted to each speaker shall not exceed five minutes. Groups of five or more people wishing to speak on a single subject will be encouraged to appoint a spokesperson to express the views of the group. A speaker may not defer his/her allotted time to another speaker.

The Presiding Officer shall determine the total allotment of time for each Public Forum, based on the number of individuals signed up to speak at the start of each meeting. The standard time allotted for Public Forum shall be a total of 30 minutes.

The Board vests in its Presiding Officer the authority to terminate the remarks of any individual when such individual does not adhere to the established rules.

The Board shall not tolerate disruption of the meeting by members of the audience. If any person disrupts the meeting by his or her words or actions, the Presiding Officer may request assistance from law enforcement officials to have the person removed from the meeting.

Ref Policy BED



**WE ARE
STRONGER
TOGETHER**

COMMUNICATION WITH TEAM MEMBERS BETWEEN MEETINGS

The Superintendent and/or Superintendent's office will continue to communicate with Board Members as information becomes available on the following:

- District events
- Progress reports on board goals and directives
- Follow-up reports in answer to Board Member questions
- Updates on administrative matters or district operations



The Superintendent will communicate requested information to all Board Members in as timely a manner as possible without interfering with the regular conduct of district business. The Superintendent is the liaison between the Board and district staff. The only employee the Board is responsible for directing is the Superintendent. The Superintendent will direct the activities of all district staff.

Board Members are encouraged to set up biweekly or monthly meetings to update, discuss or receive clarification on any district-wide or campus topics. Board Members should be mindful and respectful of the Superintendent's time and limit all nonemergency communication outside of these scheduled meetings. Board Members may communicate with other individual members for purposes of asking questions, clarifying information, or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.

Board Members may not communicate with other individual members for purposes of soliciting votes in support of or opposition to items of business that may come before the board.

Board Members who wish to share information relevant to district business or issues scheduled to come before the board will relay the information to the board president for placement on a future agenda or to the Superintendent for distribution to all members in board blog.

Ref Policy BE (LEGAL)

COMMUNICATION WITH THE MEDIA

The board president or, in his or her absence, the vice president or the board's designee will serve as the board spokesperson to the media on issues regarding board actions.

The Superintendent or designee shall be the official district spokesperson to the media on district issues. A Board Member receiving a call from the media requesting information, comments, or an interview will inform the media representative that the Superintendent is the board's designated contact for official information about district business and that the board president is the board's designated contact for official positions on the board's actions or decisions as a body.

Board Members who do speak with media representatives will clarify at the beginning of the interview that they are speaking as individuals rather than as authorized representatives of the board of trustees. When speaking as an individual, the Board Member may remind media representatives of the official position or action already taken on the issue by the board of trustees and refer them to the board's designated spokesperson for further information about those actions.

When speaking to media representatives, Board Members will generally avoid stating opinions or speculating about possible board action on issues that are scheduled for discussion at a future board meeting and explain that decisions will be made after deliberation with members of the board at a meeting.



COMMUNICATION WITH THE COMMUNITY

Board Members are encouraged to participate in community activities as liaisons between the public and the school district. When doing so, Board Members are expected to:

- Relay information about district goals and objectives.
- Clarify a trustee's limitations, obligations, and responsibilities as a member of the board.
- Support board decisions.
- Interact in a positive manner.
- Listen politely and respectfully to comments.
- Make no commitment on behalf of the board or district.
- Avoid criticizing district personnel.
- Refer questions about specific district activities to the appropriate staff person who can best answer the questions.

The Board of Trustees encourages community input; however, it will not respond to or act on the basis of anonymous calls or letters. The board will communicate to the community collectively through district communication vehicles.

HOW TO RESPOND TO COMMUNITY OR EMPLOYEE COMPLAINTS

Employees, students, parents, or other members of the public who bring concerns or complaints to an individual Board Member for the purpose of seeking remedy or perspective shall receive guidance that reflects:

- An understanding by each Board Member that information provided to a Board Member, in some specific situations, could cause the Board Member receiving the information to be disqualified from participating in future hearing(s) or action by the Board specific to the issue;
- Adherence to the Board's policies (DGBA, FNG, FOD and GF) regarding complaints and grievances.

Board Members will:

- Listen briefly and respectfully. Remind the complainant of the board's responsibility to remain impartial and noncommittal because complaints may ultimately be brought to the board on appeal.
- Determine if the complainant wishes to express dissatisfaction or desires some action be taken to resolve an issue.
- Complainants who desire some action to be taken should be directed or referred to the appropriate policy outlining grievance procedures and informed that the steps listed in the policy are necessary to protect everyone's rights while following an orderly process.
- Ask if the complainant has followed the "Chain of Command" outlined in district policy.
- Board Members will inform the Superintendent of complaints from staff and the community but will not direct the Superintendent to take specific actions.
- On a case-by-case basis the Superintendent shall inform the board of the resolution of complaints referred by Board Members if the complaint requires Superintendent intervention.
- Adhere to the Board's policies (DGBA, FNG, FOD and GF) regarding complaints and grievances.



COMMUNICATING WITH CONSTITUENTS

Board Members are encouraged to respond to phone calls, and written correspondence, including, but not limited to, e-mail, text messages, or social media from constituents, but should bear in mind that any such responses may be subject to Public Information Act requests.

A member retains the right to respond as an individual but must understand that such communication may be interpreted by the reader as being an “official” statement of the Board.

The member should:

- Clarify that he/she is responding as an individual and not for the Board.
- Remind the reader of any position or action the Board has officially taken on the subject.

Board Members will not respond to anonymous e-mails unless the communication pertains to criminal, health, or safety issues. Any such e-mails will be forwarded to the Superintendent. If a Board Member receives an e-mail that they perceive to be of a threatening nature they will forward the e-mail to the Superintendent and Chief of Safety and Security.

SUPERINTENDENT EVALUATION

The Superintendent evaluation instrument will be updated and approved annually in conjunction with the adoption of the Board and Superintendent Goals.

Three formative evaluations may be conducted annually in closed sessions at the Board Agenda Workshops. The suggested dates of these evaluations are the Agenda Workshops in October, January and April or as close to those months as possible. New Board Members will receive training on how to evaluate the Superintendent prior to the first formative dialogue session.

A summative evaluation will be conducted in closed session annually in June. This closed session shall be on a date separate from the regular monthly Board Agenda Workshop or Board Meeting. This session may include a discussion of the Superintendent’s contract. The Board will use the approved evaluation instrument for the summative evaluation. A copy of the evaluation document will be completed in advance by each Board Member and brought with the Board Member to a special closed session meeting. After coming to a consensus on each evaluated item, the Board shall prepare a single composite Summative Evaluation Document to be given to the Superintendent for discussion during that closed meeting. The Board shall strive to accomplish the following objectives during each evaluation:

- Develop and sustain a harmonious working relationship between the Board and the Superintendent
- Ensure administrative leadership for excellence in the District.
- Formulate Board consensus about the Superintendent’s performance and the District’s progress toward achieving its goals and objectives.

Ref Policies BJCD, BJCF, and BJA




RISING ABOVE

Hays CISD

We appreciate our Hays CISD school board trustees for all their dedication and hard work every month!

School Board Recognition Month • January 2023



Vanessa Petrea
Trustee At-Large
President



Raul Vela, Jr.
District 1
Vice President



Esperanza Orosco
District 5
Secretary



Will McManus
Trustee-At-Large
Trustee



Esmeralda Pérez-González
District 2
Trustee



Courtney Runkle
District 3
Trustee



Byron Severance
District 4
Trustee

Thank You, board members!

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: January 22, 2024

Agenda Item: N.2

Board Goal: Community Relations

Subject: Update on Bond, Construction, and Renovation Projects

Administrator Responsible/Position: Max Cleaver, Chief Operations Officer

- A. Purpose of Agenda Item:**
 Action needed Information only Receive input
- B. Authority for This Action:**
 Local Policy – CV(LOCAL) Law or Rule N/A
- C. Summary:**
 Previous board action relating to this item -
 Future action anticipated – As needed
 Background information - The board needs to monitor the progress of the bond projects and other construction projects to ensure the contract with the community is fulfilled.
- D. Comments Received:**
 Cabinet DLT FBOC Teacher Org. Reps. Other
All agenda items are reviewed by Superintendent's Cabinet.
- E. Suggested Motion**
No action needed. This item is presented as information only.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: January 22, 2024

Agenda Item: N.3

Board Goal: Board/Staff/Community Relations

Subject: Quarterly Investment Report for the 2nd Quarter of 2023-2024 Fiscal Year

Administrator Responsible/Position: Randy Rau, Chief Financial Officer

A. Purpose of Agenda Item:

Action Needed

Information Only

Receive Input

B. Authority for This Action

Local Policy - CDA

Law or Rule

N/A

C. Goal or Need Addressed:

Board Policy CDA(LEGAL) Not less than quarterly, the investment officer shall prepare and submit to the board a written report of investment transactions for all funds covered by the Public Funds Investment Act for the preceding reporting period.

D. Summary:

Previous board action relating to this item - Quarterly

Future action anticipated -

Background information – Quarterly Investment Report is attached

E. Administrative Recommendation:

There is no recommendation for this agenda item. This item is presented for information only.

Hays Consolidated Independent School District

2nd Quarter Investment Report



**October 1, 2023 to
December 31, 2023**

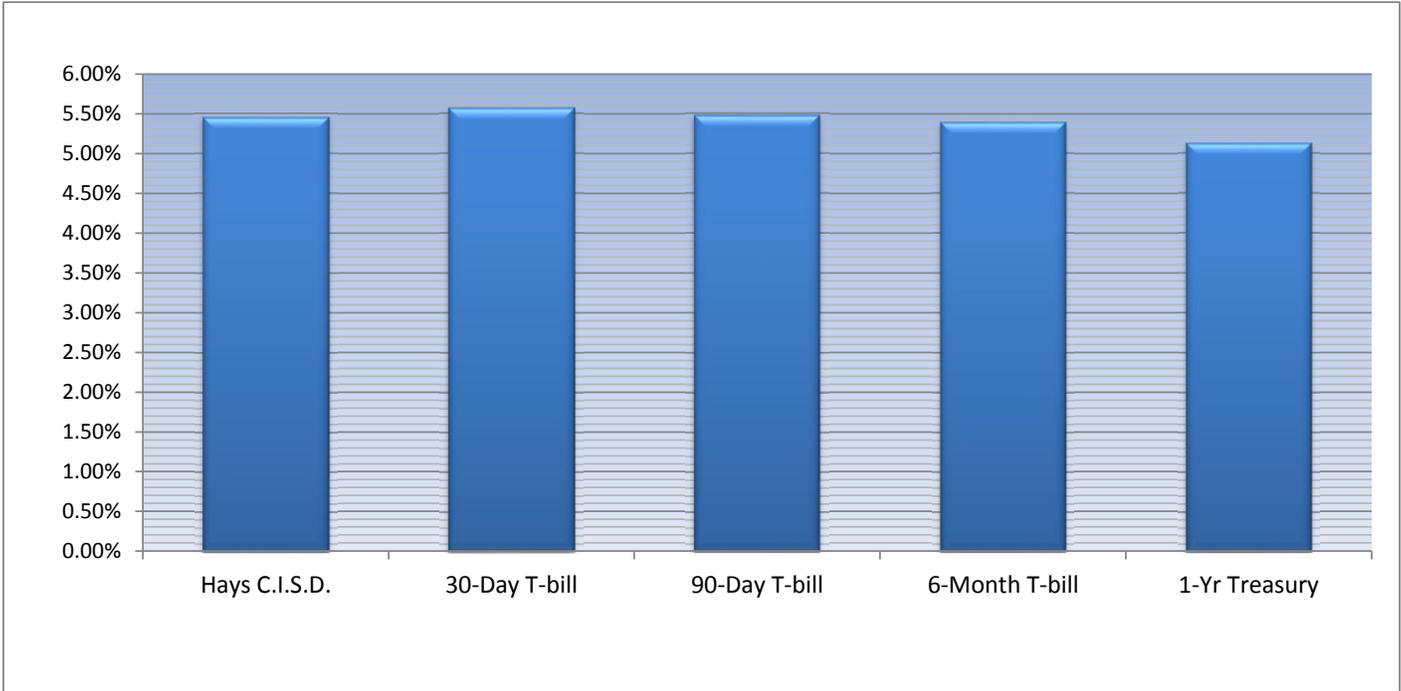
**Quarterly Investment Report
HAYS CISD
2nd Quarter December 31, 2023**

Portfolio Summary As Of December 31, 2023

Ending Market Value	\$ 460,075,705.37
Ending Book Value	\$ 460,075,705.37
Current Period Earnings	\$ 6,830,813.19
Portfolio Rate of Return	5.46%
Weighted Average Maturity	47 Days

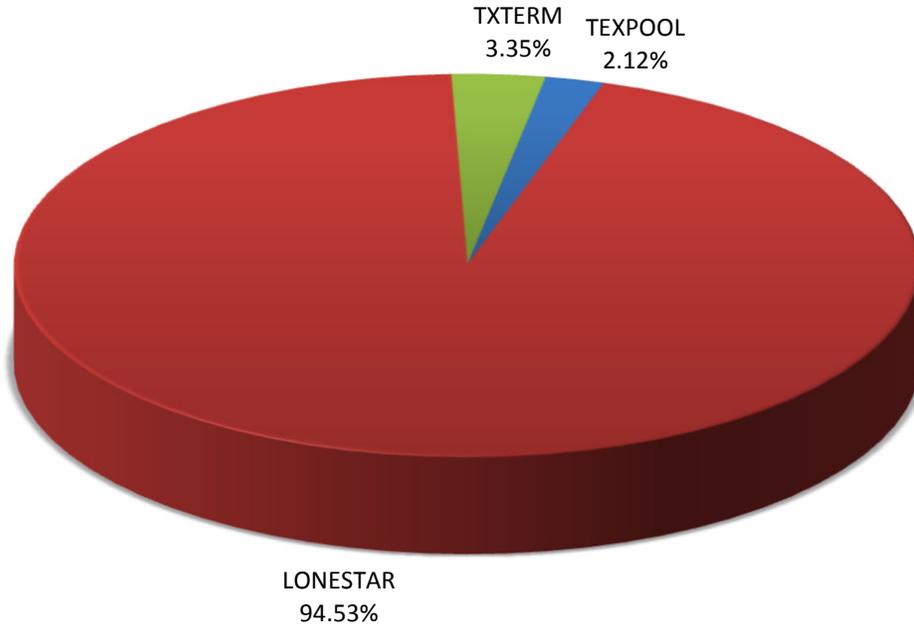
Benchmark Analysis for December 31, 2023

Hays C.I.S.D.	5.46%
30-Day T-bill	5.57%
90-Day T-bill	5.48%
6-Month T-bill	5.39%
1-Year Treasury	5.13%

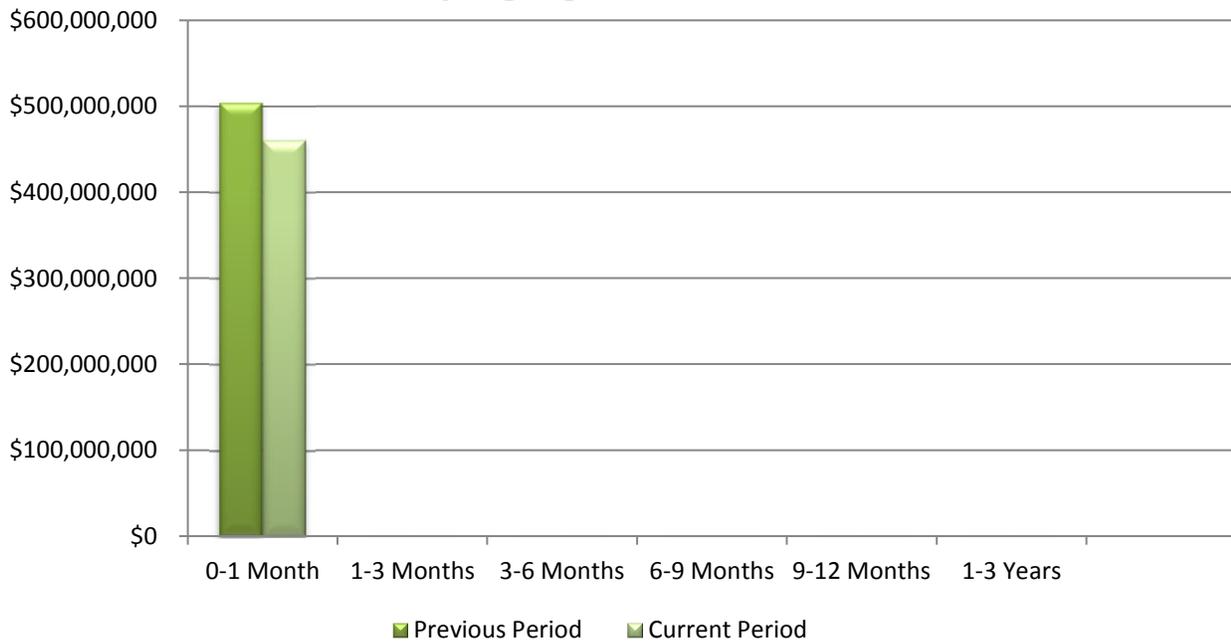


**Quarterly Investment Report
HAYS CISD
2nd Quarter December 31, 2023**

Portfolio Composition at 12/31/2023



Maturity Aging - 10/31/2023 vs 12/31/2023



Detail of Investment Holdings

HAYS CISD

2nd Quarter December 31, 2023

Portfolio Summary As Of December 31, 2023:

Description	CUSIP	Beginning Par Value	Ending Par Value	Book Value 9/30/2023	Book Value 12/31/2023	Market Value 9/30/2023	Market Value 12/31/2023	Period Earnings
199 - General Operating								
Lone Star LGIP	LONESTAR	5,946,673.27	1,645,599.56	5,946,673.27	1,645,599.56	5,946,673.27	1,645,599.56	62,139.34
Texas Range LGIP	TEXASTERM	17,023,043.06	42,665.85	17,023,043.06	42,665.85	17,023,043.06	42,665.85	119,622.79
TexPool LGIP	TEXPOOL02	1,648,346.94	117,099.19	1,648,346.94	117,099.19	1,648,346.94	117,099.19	19,076.40
		24,618,063.27	1,805,364.60	24,618,063.27	1,805,364.60	24,618,063.27	1,805,364.60	200,838.53
240 - Child Nutrition								
Lone Star LGIP	LONESTAR	6,205,796.82	5,285,399.18	6,205,796.82	5,285,399.18	6,205,796.82	5,285,399.18	82,573.34
Texas Range LGIP	TEXASTERM	785.39	796.06	785.39	796.06	785.39	796.06	10.67
		6,206,582.21	5,286,195.24	6,206,582.21	5,286,195.24	6,206,582.21	5,286,195.24	82,584.01
599-Debt Service								
Lone Star LGIP	LONESTAR	4,320,634.73	4,229,869.17	4,320,634.73	4,229,869.17	4,320,634.73	4,229,869.17	59,927.55
Texas Range LGIP	TEXASTERM	4,731,786.74	4,796,075.94	4,731,786.74	4,796,075.94	4,731,786.74	4,796,075.94	64,289.20
TexPool LGIP	TEXPOOL03	2,765,487.54	2,937,004.28	2,765,487.54	2,937,004.28	2,765,487.54	2,937,004.28	38,324.57
		11,817,909.01	11,962,949.39	11,817,909.01	11,962,949.39	11,817,909.01	11,962,949.39	162,541.32
608- 2008 Construction								
Lone Star LGIP	LONESTAR	211,730.77	214,753.32	211,730.77	214,753.32	211,730.77	214,753.32	3,022.55
		211,730.77	214,753.32	211,730.77	214,753.32	211,730.77	214,753.32	3,022.55
617-2017 Construction								
Texas Range LGIP	TEXASTERM	165.28	167.52	165.28	167.52	165.28	167.52	2.24
		165.28	167.52	165.28	167.52	165.28	167.52	2.24
617.18- 2017 Construction								
Lone Star LGIP	LONESTAR	8,888,802.01	8,986,529.95	8,888,802.01	8,986,529.95	8,888,802.01	8,986,529.95	126,594.30
		8,888,802.01	8,986,529.95	8,888,802.01	8,986,529.95	8,888,802.01	8,986,529.95	126,594.30
621- 2021 Construction								
Lone Star LGIP	LONESTAR	129,759.22	58.56	129,759.22	58.56	129,759.22	58.56	317.26
		129,759.22	58.56	129,759.22	58.56	129,759.22	58.56	317.26
621 (A) - 2021 Construction								
Lone Star LGIP	LONESTAR	46,657,490.49	40,971,541.07	46,657,490.49	40,971,541.07	46,657,490.49	40,971,541.07	621,302.82
		46,657,490.49	40,971,541.07	46,657,490.49	40,971,541.07	46,657,490.49	40,971,541.07	621,302.82
622- 2022 Construction								
Lone Star LGIP	LONESTAR	89,964,264.38	75,062,603.30	89,964,264.38	75,062,603.30	89,964,264.38	75,062,603.30	1,155,333.66
		89,964,264.38	75,062,603.30	89,964,264.38	75,062,603.30	89,964,264.38	75,062,603.30	1,155,333.66
623- 2023 Construction								
Lone Star LGIP	LONESTAR	315,385,182.12	315,785,542.42	315,385,182.12	315,785,542.42	315,385,182.12	315,785,542.42	4,478,276.50
		315,385,182.12	315,785,542.42	315,385,182.12	315,785,542.42	315,385,182.12	315,785,542.42	4,478,276.50
Summary By Fund:								
199- General Operating		24,618,063.27	1,805,364.60	24,618,063.27	1,805,364.60	24,618,063.27	1,805,364.60	200,838.53
240- Food Service		6,206,582.21	5,286,195.24	6,206,582.21	5,286,195.24	6,206,582.21	5,286,195.24	82,584.01
599- Debt Service		11,817,909.01	11,962,949.39	11,817,909.01	11,962,949.39	11,817,909.01	11,962,949.39	162,541.32
608- 2008 Construction		211,730.77	214,753.32	211,730.77	214,753.32	211,730.77	214,753.32	3,022.55
617-2017 Construction		165.28	167.52	165.28	167.52	165.28	167.52	2.24
617.18- 2017 Construction		8,888,802.01	8,986,529.95	8,888,802.01	8,986,529.95	8,888,802.01	8,986,529.95	126,594.30
621 - 2021 Construction		129,759.22	58.56	129,759.22	58.56	129,759.22	58.56	317.26
621 (A) - 2021 Construction		46,657,490.49	40,971,541.07	46,657,490.49	40,971,541.07	46,657,490.49	40,971,541.07	621,302.82
622- 2022 Construction		89,964,264.38	75,062,603.30	89,964,264.38	75,062,603.30	89,964,264.38	75,062,603.30	1,155,333.66
623- 2023 Construction		315,385,182.12	315,785,542.42	315,385,182.12	315,785,542.42	315,385,182.12	315,785,542.42	4,478,276.50
TOTAL PORTFOLIO		503,879,948.76	460,075,705.37	503,879,948.76	460,075,705.37	503,879,948.76	460,075,705.37	6,830,813.19

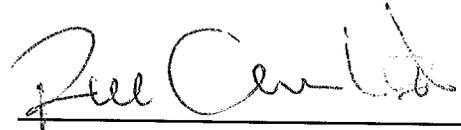
Quarterly Investment Report
HAYS CISD
2nd Quarter December 31, 2023

We, the approved Investment Officers of Hays CISD, hereby certify that the following Investment Report represents the investment position of the district as of **December 31, 2023** in compliance with the Board approved Investment Policy, the Public Funds Investment Act (*Texas Government Code 2256*), and, Generally Accepted Accounting Principles (GAAP).

Randall Rau
Chief Financial Officer



Rafael De Avila
Senior Accountant



**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: January 22, 2024

Agenda Item: N.4

Board Goal: Community Relations

Subject: Financial Statements

Administrator Responsible/Position: Randy Rau, Chief Financial Officer

A. Purpose of Agenda Item:

Action needed Information only Receive input

B. Authority for This Action:

Local Policy Law or Rule N/A

C. Summary:

Previous board action relating to this item - Monthly
 Background information – A separate summary is attached with the financials.

D. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other

E. Administrative Recommendation:

There is no board action necessary. The monthly financial statements are presented as an information item.

F. Fiscal Impact and Cost: Amount: N/A – Information only

Budget Bond Grant/Special Funds Other

G. Suggested Motion:

No action needed. This item is presented as information only.

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: January 22, 2024

Agenda Item: O

Board Goal: n/a

Subject: Requests for Information from the Board of Trustees

Administrator Responsible/Position:

A. Purpose of Agenda Item:

Action Needed

Information Only

Receive Input

B. Authority for This Action

Local Policy

Law or Rule

N/A

C. Goal or Need Addressed:

The Board shall request information as needed.

D. Administrative Recommendation: N/A

**HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Date: January 22, 2024

Agenda Item: P

Board Goal: N/A

Subject: Recap of Questions from Board Meeting

Administrator Responsible/Position:

A. Purpose of Agenda Item:

Action Needed

Information Only

Receive Input

B. Authority for This Action

Local Policy

Law or Rule

N/A

C. Goal or Need Addressed:

The Board shall request information as needed.

D. Administrative Recommendation: N/A

**2023-2024 Hays CISD Board of Trustees
Meeting Schedule**



July 24, 2023 @ Kunkel Room at Historic Buda Elementary Campus – 5:30 pm

August 21, 2023 @ Kunkel Room at Historic Buda Elementary Campus - 5:00 pm
August 28, 2023 @ Kunkel Room at Historic Buda Elementary Campus - 5:00 pm

September 18, 2023 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm
September 25, 2023 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm

TUESDAY, October 17, 2023 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm
October 23, 2023 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm

November 13, 2023 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm
TUESDAY, November 28, 2023 @ Kunkel Room at Historic Buda Elementary Campus – 5:30 pm

December 11, 2023 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm

TUESDAY January 16, 2024 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm
January 22, 2024 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm

TUESDAY, February 20, 2024 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm
February 26, 2024 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm

March 18, 2024 @ Kunkel Room at Historic Buda Elementary Campus – 5:30 pm
March 25, 2024 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm

April 15, 2024 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm
April 22, 2024 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm

******May 13, 2024 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm

******May 20, 2024 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm

******June 17, 2024 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm

******June 24, 2024 @ Kunkel Room at Historic Buda Elementary Campus - 5:30 pm

******July 22, 2024 @ Kunkel Room at Historic Buda Elementary Campus – 5:30 pm

*******Meeting location may be moved to the newly constructed Hays CISD Academic Support Center*