

Notice of Special Meeting

The Board of Trustees Devine ISD

A Special Meeting of the Board of Trustees of Devine ISD will be held February 24, 2025, beginning at 6:30 PM in the Administration Building, 605 W Hondo Ave., Devine, TX 78016.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

- 1. Call to Order, Roll Call and Declaration of Quorum**
 - 2. Citizen Communication**
 - A. Public Address for Items on the Agenda
 - 3. Consider and Take Possible Action to Approve the Guaranteed Maximum Price for District Wide Improvements as part of the 2023 Bond Program to be Funded with 2023 Bond Funds, Interest Earned, Federal Grants, and Fund Balance** **3**
 - 4. Consider and Take Possible Action to Approve an Amended Order and Notice of Election for the May 3, 2025 Trustee Election** **11**
 - 5. Consider and Take Possible Action to Appoint Election Workers for the May 3, 2025 Trustee Election.** **14**
 - 6. Closed Session**
 - A. Personnel (TGC 551.074)
 1. Consider and Discuss Superintendent's Goals & Objectives
 - 7. Reconvene from Closed Session**
 - 8. Adjournment**
-

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting 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.

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on _____,
at _____.

For the Board of Trustees



Devine Independent School District Board of Trustees Agenda Document

Meeting Date: February 17, 2025

Agenda Item: Guaranteed Maximum Price for District Wide Improvements as part of the 2023 Bond Program

Background Information:

The District's Design-Build firm Weaver & Jacobs has provided a pricing proposal for District Wide Improvements at the Elementary, Intermediate, Middle, and High School campuses. The work includes additions, renovations, site work, and safety & security improvements. The work is proposed to begin in March 2025 and be fully complete for the Fall 2026 semester.

Administrative Consideration:

Weaver & Jacobs has provided several Alternate Bid items that may be considered by the Board. Staff is currently recommending the Base Bid plus Alternates #A1 and #A8 for a total of \$11,971,138 to be funded from 2023 Bond funds, interest earned, federal grants, and fund balance.

This Guaranteed Maximum Price (GMP) total includes \$710,000 in Contingencies and Allowances. All unused Contingencies and Allowances will be returned to DISD

Budgetary Consideration:

Funded from 2023 Bond funds, interest earned, federal grants, and fund balance

Supporting Documents:



Budget Document
Budget Schedule
Recommendation

Recommendation:

We recommend approval in the amount of \$11,971,138 as presented and authorize the Superintendent to negotiate the final terms of the agreement.

Respectfully Submitted by:

Todd Grandjean
Superintendent of Schools

  Devine ISD 2023 Bond Program BUDGET				Delivery Method						
				Elementary	Intermediate	Middle School	High School	Technology	SPED	Stadium
				DB	DB	DB	DB	DB	DB	DB
TOTAL FUNDING = \$ 14,733,464				95.28%	0.34%	1.34%	2.18%	0.82%	0.03%	0.00%
				\$ 14,038,780	\$ 50,700	\$ 197,104	\$ 321,480	\$ 121,380	\$ 4,020	\$ -
ITEM	NOTES:		CURRENT BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
Legal: General Counsel			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal: Bond Counsel			\$ 16,000	\$ 8,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000		
Financial Advisor Bond Fees			\$ -							
LAND ACQUISITION - Closing Costs			\$ -							
LAND ACQUISITION - Land Cost			\$ -							
Total ISD Direct Costs			\$ 16,000	\$ 8,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	\$ -
Program Management R13		\$ 134,000	\$ 134,000	\$ 62,980	\$ 6,700	\$ 21,440	\$ 29,480	\$ 9,380	\$ 4,020	
			\$ -							
Design Build DESIGN FEES		7.50%	\$ 876,665	\$ 876,665	\$ -	\$ -	\$ -	\$ -		\$ -
ARCHITECT Fee - New Construction			\$ -							
Design Fee Cafeteria		Lump Sum agree	\$ 400,169	\$ 400,169						
ARCHITECT Fee -Renovations / Additions		\$1,416,626	\$ -							
ARCHITECT Fee PreBond			\$ -							
ARCHITECT Fee Contingency			\$ -							
Civil Engineering Design			\$ 113,064	\$ 56,900		\$ 56,164				
MEP Design			\$ -	incl	incl	incl	incl	incl	incl	
Structural Engineering Design			\$ -	incl	incl	incl	incl	incl	incl	
Sports Design			\$ -							
Landscape Architecture Design			\$ -	incl	incl	incl	incl	incl	incl	
Interior Design			\$ -							
Architect Fee for FFE Coordination			\$ -							
A/E Printing / Reimbursables			\$ -							
A/E Surveying Reimbursables			\$ -							
A/E Provided Record Drawings			\$ -							
Roofing / Envelope Consultant			\$ -							
Technology Design			\$ 83,628	\$ 83,628	incl	incl	incl	incl	incl	
Security Design			\$ -	incl	incl	incl	incl	incl	incl	
Food Service Design			\$ -							
Acoustical Design			\$ -							
FFE Design			\$ -							
Surveying - Boundary			\$ -							
Surveying - Topo			\$ 22,000	\$ 12,000		\$ 8,000	\$ 2,000			



Delivery Method

Elementary	Intermediate	Middle School	High School	Technology	SPED	Stadium
DB	DB	DB	DB	DB	DB	DB
95.28%	0.34%	1.34%	2.18%	0.82%	0.03%	0.00%
\$ 14,038,780	\$ 50,700	\$ 197,104	\$ 321,480	\$ 121,380	\$ 4,020	\$ -

TOTAL FUNDING = \$ 14,733,464 3/5/2024 CELLS UPDATED

ITEM	NOTES:			CURRENT BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
Surveying - Platting //Easements				\$ -						
Traffic Impact Assessment Study				\$ -						
Geotechnical Report - Design Phase, Borings				\$ 21,000	\$ 15,000		\$ 6,000			
Geothermal Conductivity Testing				\$ -						
Phase I and II Environmental				\$ -						
TCEQ Edwards Fees				\$ -						
Wetland Report				\$ -						
Geological Report				\$ -						
Archeological Survey				\$ -						
Historical Commission Review				\$ -						
Fault Study				\$ -						
Asbestos Sampling/Monitoring - Phase 1				\$ -						
3rd Party Code Review				\$ -						
3rd Party Code Inspections				\$ -						
ADA Review/ Inspection Firm				\$ 12,000	\$ 4,500	\$ 2,000	\$ 2,500	\$ 3,000		
Impact Fees				\$ -						
Building Permit Fees				\$ 90,000	\$ 30,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	
County Fees				\$ -						
ESD / VFD Fees				\$ 3,000	\$ 2,000		\$ 1,000			
Newspaper / Advertisements				\$ 800	\$ 800					
				\$ -						
Total Soft Costs				\$ 1,756,326	\$ 1,544,642	\$ 28,700	\$ 115,104	\$ 54,480	\$ 9,380	\$ 4,020
Natural Gas Costs				\$ 30,000	\$ 30,000					
Electrical Utility Costs				\$ 70,000	\$ 40,000		\$ 20,000	\$ 10,000		
Cable Utility Costs				\$ -						
Tree Trimming				\$ -						
Phone Utility Costs				\$ -						
Cost to Developer				\$ -						
Energy Model				\$ -						
Electrical Usage during Construction				\$ -	GMP	GMP	GMP	GMP	GMP	GMP
Natural Gas Usage during Construction				\$ -	GMP	GMP	GMP	GMP	GMP	GMP
Asbestos Abatement				\$ -						
Commissioning - buildings				\$ 65,000	\$ 35,000		\$ 30,000			



Delivery Method

Elementary	Intermediate	Middle School	High School	Technology	SPED	Stadium
DB	DB	DB	DB	DB	DB	DB
95.28%	0.34%	1.34%	2.18%	0.82%	0.03%	0.00%
\$ 14,038,780	\$ 50,700	\$ 197,104	\$ 321,480	\$ 121,380	\$ 4,020	\$ -

TOTAL FUNDING = \$ 14,733,464 3/5/2024 CELLS UPDATED

ITEM	NOTES:		CURRENT BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
Testing and Balance (T&B, TAB)			\$ -	GMP	GMP	GMP	GMP	GMP	GMP	
Material Testing - General Construction			\$ 65,000	\$ 40,000		\$ 20,000	\$ 5,000			
Materials Testing - Special Inspections			\$ -							
			\$ -							
Total Util/Testing Costs			\$ 230,000	\$ 145,000	\$ -	\$ 40,000	\$ 35,000	\$ 10,000	\$ -	\$ -
Portable Buildings			\$ -							
Portable Building Moving			\$ -							
Misc. Paving Repair by ISD		\$ -	\$ -							
Landscaping / Sod			\$ -	GMP	GMP		GMP			
Vehicle Barriers			\$ -							
Irrigation			\$ -							
FFE - Furniture			\$ 320,000	\$ 100,000		\$ 20,000	\$ 200,000			
FFE - small items, outdoor			\$ -	\$ -						
FFE - Equipment, Appliances			\$ 130,000	\$ 130,000						
Nursing, Pharm Tech, Hospital Beds			\$ -							
Copiers			\$ -	Lease						
Kitchen Equipment		1.5%	\$ -							
Athletic Equipment			\$ -							
Bleachers			\$ -							
Fencing / Netting			\$ -	ISD	ISD	ISD	ISD	ISD	ISD	
Playgrounds / Equipment			\$ -							
Playground ADA Sidewalks			\$ -							
Scoreboards			\$ -							
Marquee Signage			\$ 40,000	\$ 40,000						
Wayfinding Signage			\$ 20,000	\$ 20,000						
Temporary Storage			\$ -							
Misc Start Up Supplies		0.7%	\$ -							
Library Books			\$ -							
Leveled Book Room			\$ -							
Band Instruments			\$ -							
Building Graphics			\$ -	GMP		GMP	GMP			
Moving Contractor			\$ -							
Tree Mitigation			\$ -							





Delivery Method

Elementary	Intermediate	Middle School	High School	Technology	SPED	Stadium
DB	DB	DB	DB	DB	DB	DB
95.28%	0.34%	1.34%	2.18%	0.82%	0.03%	0.00%
\$ 14,038,780	\$ 50,700	\$ 197,104	\$ 321,480	\$ 121,380	\$ 4,020	\$ -

TOTAL FUNDING = \$ 14,733,464 3/5/2024 CELLS UPDATED

ITEM	NOTES:		CURRENT BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
Fire Alarm	ES, IS, MS, HS	\$ 600,000.00	\$ -	\$ -						
Technology per Campus			\$ 200,000	\$ 30,000	\$ 20,000	\$ 20,000	\$ 30,000	\$ 100,000		
DAS System			\$ 50,000	\$ 50,000						
Cell Phone Boosters			\$ -							
Radio Equipment			\$ -							
Temporary Internet Set Up			\$ -							
Off Site Costs - fiber, etc			\$ -							
Security Cameras			\$ -							
Video Camera Servers			\$ -							
Access Control Systems			\$ -							
Switches, UPS			\$ -							
WAPs			\$ -							
TVs, Displays			\$ -							
Projectors			\$ -							
Mobile Carts			\$ -							
Wireless Display Devices			\$ -							
P/A System			\$ -							
A/V Systems			\$ -							
Phone Systems			\$ -							
			\$ -							
			GMP	\$ -						
Total Hard Costs (Non Construction)			\$ 760,000	\$ 370,000	\$ 20,000	\$ 40,000	\$ 230,000	\$ 100,000	\$ -	\$ -
	Proposed CO	Approved Amount	\$ -							
Elementary Campus Admin incl Corridor			\$ -							
Intermediate Campus			\$ -							
Middle School			\$ -							
High School			\$ -							
Technology Dept			\$ -							
SPED	Design total:	#####	\$ -							
BASE BID GMP		\$ 8,956,297	\$ 11,679,395	\$ 11,679,395						
Allowances/Contingencies		\$ 710,000	\$ -							
Bonds/DB Fees		\$ 2,013,098	\$ -							
ALT1 Cosmetology		\$ 420,743	\$ 420,743	\$ 420,743						

 REGION 13 EDUCATION SERVICE CENTER 2023 Bond Program POWERED by  BUDGET				Delivery Method								
				Elementary	Intermediate	Middle School	High School	Technology	SPED	Stadium		
				DB	DB	DB	DB	DB	DB	DB		
TOTAL FUNDING = \$ 14,733,464				3/5/2024	CELLS UPDATED	95.28%	0.34%	1.34%	2.18%	0.82%	0.03%	0.00%
				\$ 14,038,780	\$ 50,700	\$ 197,104	\$ 321,480	\$ 121,380	\$ 4,020	\$ -		
ITEM	NOTES:		CURRENT BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET		
ALT2 Health Sci/ Nursing		\$ 440,350	\$ -									
ALT 3 IT Office Area		\$ 137,341	\$ -									
ALT4 Gyp Ceiling MS Locker		\$ 52,106	\$ -									
ALT5 MS Finishes		\$ 635,710	\$ -									
ALT 6 ES Finishes		\$ 109,949	\$ -									
ALT 7 HS Finishes		\$ 226,376	\$ -									
ALT 8 reduce ballistic		\$ (129,000)	\$ (129,000)	\$ (129,000)								
Contingency Included in GMP	starting balance	\$ 400,000	\$ -									
PCO#1		\$ -	\$ -									
PCO#2			\$ -									
PCO#3			\$ -									
Contingency Used to Date		\$ -	\$ -									
Contingency Balance:		\$ 400,000	\$ -									
Contingency Return - Savings - Buyout		\$ -	\$ -									
Total Construction Cost:			\$ 11,971,138	\$ 11,971,138	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
TOTAL COSTS:			\$ 14,733,464	\$ 14,038,780	\$ 50,700	\$ 197,104	\$ 321,480	\$ 121,380	\$ 4,020	\$ -		
Total Project Costs			\$ 14,733,464	\$ 5,170,000	\$ 600,000	\$ 1,640,000	\$ 2,500,000	\$ 700,000	\$ 30,000	\$ -		
PROJECT FUNDING:												
2023 Bond:			\$ 11,255,000									
Interest Utilized			\$ 565,609									
Safety I \$ 1,100,000			\$ 275,000									
Safety II \$ 98,000			\$ 150,000									
OP FUNDS pending Audit			\$ 2,487,855									
Future Maint Tax Note?												
Total Funding:			\$ 14,733,464									
Balance:			\$ (0)	\$ (1,937,539)	\$ 1,937,538							

	2023 BOND	\$ 11,255,000.00		
	YTD INTEREST EARNED	\$ 565,609.89		
	YTD EXPENDITURES		\$ (764,354.50)	
	CURRENT 2023 BOND BALANCE	\$ 11,820,609.89		
	WEAVER AND JACOBS DISTRICTWIDE IMPROVEMENT PROJECTS	\$(11,679,395.00)		
ALTERNATES	A1: REMODEL OF COSMETOLOGY LAB	\$ (420,743.00)	\$ (420,743.00)	
	A2: CONVERSION OF CURRENT HS OFFICES TO HEALTH AND NURSE AREA	\$ -	\$ (440,350.00)	
	A3: CONVERSION OF HS CLASSROOM TO IT OFFICE AREA	\$ -	\$ (137,341.00)	
	A4: INSTALL GYPSUM IN NEW MIDDLE SCHOOL LOCKER ROOM	\$ -	\$ (52,106.00)	
	A5: NEW FINISHES AT MIDDLE SCHOOL	\$ -	\$ (635,710.00)	
	A6: NEW FINISHES AT ELEMENTARY SCHOOL	\$ -	\$ (109,949.00)	
	A7: NEW FINISHES AT HIGH SCHOOL	\$ -	\$ (226,376.00)	
	A8: REDUCE BALLISTIC	\$ 129,000.00		
w&j #'s	TOTAL OWED IF PROJECT DOES NOT ENTER INTO CONSTRUCTION		\$ (912,832.96)	
w&j #'s	ITEMS CARRIED BY OWNER		\$ (370,332.00)	
	ALTERNATE ITEMS CARRIED BY OWNER (FF&E)		\$ (150,000.00)	
	SLEDGE ESTIMATES	\$ (2,762,326.00)		
	FIRE ALARM SYSTEM UPGRADE		\$ (575,355.00)	\$(654,351.00)
			\$(14,733,464.00)	TOTAL PROJECT COSTS
	SAFE CYCLE 1	\$ 275,000.00		
	SAFE CYCLE 2	\$ 150,000.00		
	ADDITIONAL FUNDS NEEDED	\$ (2,487,854.11)		



Devine Independent School District Board of Trustees Agenda Document

Meeting Date: February 24, 2025

Agenda Item: Approve Amended Election Order and Notice

Background Information:

At the January 22, 2025 board meeting, the board called for the May 3, 2025 trustee election to be held jointly with the City of Devine and adopted the order and notice of election.

The City of Devine has cancelled their election because all their races are uncontested. In this situation, we would normally ask Medina County to conduct our election, however, since there is not another election in our area, the district would have to bear the full cost of the election which is estimated to be around \$16,000. The district will conduct this election in-house at the administration building.

Administrative Consideration:

Each election order must state the date of the election, the offices or measures to be voted on, the location of the main early voting polling place, the dates and hours for early voting, the dates and hours of any Saturday and Sunday early voting, and the early voting clerk's official mailing address. Election Code 3.006, 83.010, 85.004, .007

The election order will need to be amended to reflect the changes to the dates of early voting, polling location, early voting clerk, and official mailing address.

Budgetary Consideration:

We are still getting cost estimates, but believe we can keep the costs well under \$10,000.

Supporting Documents:

Amended Election Order
Amended Election Notice

Recommendation:

Approve the Amended Election Order and Notice.

Respectfully Submitted by:


Dr. Todd Grandjean
Superintendent of Schools



Devine Independent School District

605 W. Hondo Ave., Devine, Texas 78016

(830) 851-0795 Fax (830) 663-6706
Dr. Todd Grandjean, Superintendent

**AMDENDED ORDER OF ELECTION FOR
(ORDEN DE ELECCION ENMENDADA PARA)
DEVINE INDEPENDENT SCHOOL DISTRICT**

An election is hereby ordered to be held on Saturday, May 3, 2025 for the purpose of electing three trustees (one for District 2 and two At-Large). Only registered voters residing in District 2 can vote for the trustee in District 2, and ALL registered voters residing in Devine ISD can vote for the trustees At-Large. *(Por la presente se ordena una elección que se celebrará el sábado 3 de mayo de 2025, con el propósito de elegir tres fiduciarios (uno por distrito 2 y dos posiciones generales). Solo los votantes registrados que residen en el distrito dos pueden votar por el fiduciario en el distrito dos y todos los votantes registrados que residen en Devine ISD pueden votar por los fiduciarios en los posiciones generales).*

Early voting by personal appearance will be conducted each weekday at Devine ISD Administration Building, 605 W Hondo Ave., Devine, TX 78016 between the hours of 8:00 a.m. and 5:00 p.m. beginning on Tuesday, April 22, 2025 and ending on Tuesday, April 29, 2025. *(La votación anticipada en persona se llevará a cabo de martes a viernes en Devine ISD Administration Building, 605 W Hondo Ave., Devine, TX 78016 entre las 8:00 de la mañana y las 5:00 de la tarde empezando el martes 22 de abril de 2025 y terminando el martes 29 de abril de 2025.)*

Applications for ballot by mail shall be mailed to: *(Las solicitudes para boletas de votación adelantada por correo deberán enviarse a:)*

Name of Early Voting Clerk (<i>Nombre del Secretaria de la Votación Adelantada:</i>)	Geri Woods
Address (<i>Dirección:</i>)	605 W Hondo Ave.
City/State/Zip Code (<i>Ciudad/Estado/Código Postal:</i>)	Devine, TX 78016
Telephone Number (<i>Número de teléfono:</i>)	830-851-0710
Email Address (<i>Dirección de correo electrónico:</i>)	geri.woods@devineisd.org
Early Voting Clerk's Website (<i>Sitio web del Secretaria de Votación Adelantada:</i>)	devineisd.org

Applications for Ballots by Mail (ABBM)s and Federal Post Card Applications (FPCAs) must be received no later than the close of business on April 22, 2025: *(Las solicitudes para boletas que se votarán adelantada por correo y La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el 22 de Abril 2025)*

Issued this the (*Emitida este día*) _____ day of (*de*) _____, 20 _____.

Signature of Presiding Officer (*Firma del Oficial que Preside*)

Member (*Miembro*)

Member (*Miembro*)

Member (*Miembro*)

Member (*Miembro*)

Member (*Miembro*)

Member (*Miembro*)



Devine Independent School District

605 W. Hondo Ave., Devine, Texas 78016
www.devineisd.org

(830) 851-0795 Fax (830) 663-6706

Dr. Todd Grandjean, Superintendent

**DEVINE INDEPENDENT SCHOOL DISTRICT
AMENDED NOTICE OF GENERAL ELECTION
(AVISO ENMENDADO DE ELECCION GENERAL)**

To the registered voters of DEVINE INDEPENDENT SCHOOL DISTRICT, DEVINE , Texas:
(A los votantes registrados del DEVINE INDEPENDENT SCHOOL DISTRICT, DEVINE , Texas:)

Notice is hereby given that the polling place listed below will be open from 7:00 a.m. to 7:00 p.m., on SATURDAY, MAY 3, 2025, for voting in a general election to elect three trustees (one for District 2 and two At-Large). Only registered voters residing in District 2 can vote for the trustee in District 2, and ALL registered voters residing in Devine ISD can vote for the At-Large trustees.

(Notifíquese, por la presente, que la casilla electorales citada abajo se abrirán desde las 7:00 de la mañana hasta las 7:00 de la noche el SABADO, 3 de MAYO de 2025 para votar en la Elección General para elegir TRES FIDEICOMISARIOS (uno para Distrito 2 y dos posiciones generales). Solo los votantes registrados que residen en el distrito dos pueden votar por el fiduciario en el distrito dos y todos los votantes registrados que residen en el Devine ISD pueden votar por los fiduciarios en los posiciones generales.

On Election Day, voters must vote in their precinct where registered to vote.
(El Día de Elección, los votantes deberán votar en su precinto donde están inscritos para votar.)

Location of Election Day Polling Place (Ubicación de la casilla electorales el Día de Elección)
Devine ISD Administration Building 605 W Hondo Ave. Devine, TX 78016

For early voting, a voter may vote at the location listed below:

(Para Votación Adelantada, los votantes podrán votar en la ubicacione nombrado abajo.)

Location for Early Voting Polling Place (Ubicación de la casilla electorales de votación adelantada)	Days and Hours of Operation (Días y Horas Hábiles)
Devine ISD Administration Building 605 W Hondo Ave. Devine, TX 78016	Tuesday, April 22, 2025 – Friday, April 25, 2025 8:00 a.m. – 5:00 p.m. Monday, April 28, 2025 – Tuesday, April 29, 2025 8:00 a.m. – 5:00 p.m.

Applications for ballot by mail shall be mailed to: (Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a:)

Name of Early Voting Clerk (Nombre del Secretaria de la Votación Adelantada):	Geri Woods
Address (Dirección):	605 W Hondo Ave.
City/State/Zip Code (Ciudad/Estado/Código Postal):	Devine, TX 78016
Telephone Number (Número de teléfono):	830-851-0710
Email Address (Dirección de correo electrónico):	geri.woods@devineisd.org
Early Voting Clerk’s Website (Sitio web del Secretaria de Votación Adelantada):	devineisd.org

Applications for Ballots by Mail (ABBMs) and Federal Post Card Applications (FPCAs) must be received no later than the close of business on April 22, 2025: (Las solicitudes para boletas que se votarán adelantada por correo y La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el 22 de Abril 2025)

Issued this the _____ day of _____, 20 _____.
(Emitada este día _____ de _____, 20 _____.)



Devine Independent School District Board of Trustees Agenda Document

Meeting Date: February 24, 2025

Agenda Item: Appoint Election Workers

Background Information:

ELECTION JUDGES AND CLERKS [BBBA (LEGAL)]:

By written order, a board shall appoint a presiding election judge and an alternate presiding judge for each election precinct in which an election is held. A board shall prescribe the maximum number of clerks that each presiding judge may appoint for each election. The judges and clerks shall be selected and serve in accordance with Election Code Chapter 32. *Election Code 32.001(a), .008, .033*

The Election Code requires that the authority ordering the election appoint the Early Voting Clerk. The Election Code also requires that if the Deputy Early Voting Clerks are employees of the political subdivision, they must be appointed by the authority ordering the election.

Administrative Consideration:

Glenda Allen is being recommended to serve as the Presiding Judge and the Early Voting Ballot Board Presiding Judge. Kenny Allen is being recommended to serve as the Alternate Judge and the Early Voting Ballot Board Alternate Judge. They have both served in these capacities in numerous city elections. Geri Woods is being recommended to serve as the Early Voting Clerk and the following Central Office Staff are being recommended to serve as Deputy Early Voting Clerks: Corinne Stacy, Shannon Ramirez, April Hinojosa, Erica Camacho, and Dawn Schneider.

Budgetary Consideration:

Workers will be paid the standard amounts for election workers on election day.

Supporting Documents:

Written order

Recommendation:

Approve the Election Workers.

Respectfully Submitted by:


Dr. Todd Grandjean
Superintendsent of Schools



Devine Independent School District

605 W. Hondo Ave., Devine, Texas 78016

(830) 851-0795 Fax (830) 663-6706
 Dr. Todd Grandjean, Superintendent

**ORDER OF APPOINTMENT OF ELECTION OFFICIALS
 FOR MAY 3, 2025 TRUSTEE ELECTION**

The Board of Trustees shall appoint a presiding election judge and an alternate presiding judge for each election precinct in which an election is held. The board shall prescribe the maximum number of clerks that each presiding judge may appoint for each election [BBBA (LEGAL)]. The judges and clerks shall be selected and serve in accordance with Election Code Chapter 32. *Election Code 32.001(a), .008, .033*

The Election Code requires that the authority ordering the election appoint the Early Voting Clerk and the Deputy Early Voting Clerks.

Position	Duties	Appointee	Compensation
Presiding Election Judge	Management of the polling place on election day; preserve order and prevent breaches of peace. Management of clerks hours and activities.	Glenda Allen	\$14.00/hour
Alternate Election Judge	Serves as Election Judge in the absence of Presiding Judge. Serves as Election Day Clerk otherwise.	Kenny Allen	\$13.50/hour
Early Voting Ballot Board Presiding Judge	EVBB process early voting results for the election-mail ballots and process provisional ballots.	Glenda Allen	\$14.00/hour
Early Voting Ballot Board Alternate Judge	Serves as EVBB Judge in the absence of the EVBB Presiding Judge. Serves as EVBB Member otherwise.	Kenny Allen	\$13.50/hour
Early Voting Clerk	Officer in charge of conducting early voting for the election. Also, maintains hours on election day for early voting activities.	Geri Woods	No additional compensation for early voting. Usual hourly rate (overtime may apply).
Deputy Early Voting Clerk	An officer of the election for conducting early voting with same authority of EVC subject to their supervision.	Corinne Stacy, Shannon Ramirez, April Hinojosa, Erica Camacho, Dawn Schneider	No additional compensation for early voting.

Up to four Election Clerks will be appointed to work on election day by the Presiding Judge and will be paid at a rate of \$13.00/hour.

These appointments are effective for the May 3, 2025 election cycle.

Issued this the _____ day of _____, 20 _____.

 Signature of Presiding Officer

 Member

 Member

 Member

 Member

 Member

 Member