

# HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: June 29, 2026

Agenda Item: N.8f

Board Goal: N/A

Subject: Consideration and possible approval of the purchase of Copy and Production Paper – Clampitt Paper

Administrator Responsible/Position: Deborah Ottmers, Deputy Superintendent / Chief Financial Officer  
Anston Shockley, Coordinator of Purchasing  
Wes Eaton, Print Shop Manager

**A. Purpose of Agenda Item:**

Action needed                       Information only                       Receive input

**B. Authority for This Action:**

Local Policy:                       Law or Rule:                       N/A  
CH – Purchasing & Acquisition

**C. Goal or Need Addressed:** The goal of this purchase is to establish a streamlined and efficient paper delivery program that ensures campuses receive consistent, high-quality paper products to support daily operations and instructional needs.

**D. Summary:**

Previous board action relating to this item: N/A

Future action anticipated: June 2027

**Background information:** Historically, Hays CISD campuses and departments have been permitted to purchase copy paper from a variety of vendors. Through ongoing discussions between the Print Shop and Purchasing Department, concerns have been identified regarding inconsistencies in paper quality, delivery timelines, and adherence to delivery requirements. Additionally, decentralized purchasing has limited the district's ability to leverage volume purchasing and standardize products across locations. Implementing a centralized paper procurement and delivery program will provide greater consistency in paper quality, improve delivery reliability, and ensure campuses and departments receive products that meet district standards. This approach is expected to provide better overall value to the district through streamlined ordering, improved inventory management, and more efficient use of district resources. Centralizing paper procurement and distribution through Clampitt will provide greater consistency in product quality, improve inventory management, and create efficiencies in the district's paper purchasing process. In addition, the Print Shop will utilize this service to maintain an adequate supply of production-grade paper for district print projects while also serving departments and locations that do not have the capacity to store pallet quantities of paper. This approach will improve accessibility, reduce storage challenges, and support cost-effective distribution of paper resources across the district.

**E. Comments Received:**

Cabinet       DLT       FBOC       Teacher Org. Reps.       Other:

**F. Administrative Recommendation:** The approval to purchase copy and production paper from Clampitt Paper.

**Advantages and benefits of this proposal:** Purchasing paper in bulk through Clampitt will provide the district with a consistent, high-quality paper product that meets the operational needs of campuses, departments, and the Print Shop. Centralizing paper purchases through a single supplier will improve product standardization, enhance delivery reliability, and ensure that campuses and departments receive paper that meets district specifications. Additionally, bulk purchasing will support more efficient inventory management, reduce administrative time associated with sourcing paper from multiple vendors, and provide greater overall value to the district through a streamlined procurement and distribution process. By leveraging volume purchasing, the district is also expected to realize cost savings through lower per-case pricing and reduced delivery expenses compared to individual purchases from multiple vendors.

**Expected results in terms of student benefit/achievement:** The anticipated result of implementing this paper procurement and delivery model is improved efficiency, faster delivery times, and cost savings for the district. Through this partnership, Clampitt will maintain the district's paper inventory in its warehouse facility, allowing pallets of paper to be delivered to campuses or the Print Shop within two business days of a request. This approach will ensure a reliable supply of paper, reduce the need for campuses and departments to maintain large on-site inventories, and provide greater flexibility in meeting operational needs. Additionally, by purchasing paper in bulk at the district level rather than through individual campus or department orders, Hays CISD is expected to achieve cost savings through volume pricing and reduced procurement and delivery costs.

**Effect of this action on other parts of the system:** N/A

**Consequences of not approving this recommendation:** N/A

**G. Fiscal Impact and Cost:** \$270,000

Budget

Bond

Grant/Special Funds:

Other:

Budget Amendment Needed

**Prior Year Spending for this item/service:** N/A

**Bid / Contract Information:** Buyboard 707-23

**Reasons for rejecting alternatives:** Paper quality, delivery timelines

**Future/Ongoing:** Annual bulk purchase is anticipated

**H. Monitoring and Reporting Time Line:**

**Person responsible for evaluating this decision or action:** Anston Shockley, Wes Eaton

**Evaluation method and timeline:** Comparison of paper cost annually

**Next report to the Board:** June 2026

**I. Suggested Motion:**

I move that the Hays CISD Board of Trustees approve the purchase of copy and production paper from Clampitt for an amount not to exceed \$270,000, as presented.