



Agenda of Board Meeting November 13, 2023 The Board of Trustees Wichita Falls Independent School District

In Compliance with the Texas Government Code, Chapter 551, Subchapter C, the Board of Trustees of the Wichita Falls Independent School District will meet for a Board Meeting at 6:00 PM, on November 13, 2023, in the Board Room at the Education Center, 1104 Broad St, Wichita Falls, TX 76301.

The subjects to be discussed, 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.

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1. Personnel Matters Including the Appointment, Evaluation, Reassignment, Duties, Discipline, Dismissal and/or Compensation of Individual District Employees (<i>Pursuant</i>	1

to Texas Government Code 551.074)

2. Discussion of Purchase, Exchange, Lease or Value of Real Property (*Pursuant to Texas Government Code Section 551.072*)

XIV. 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 Meetings Act on Friday, November 10, 2023 at 2:00 pm.

For the Board of Trustees

WICHITA FALLS ISD BOARD OF TRUSTEES
November 13, 2023

Agenda Item:	Presentations		
Administrator Responsible:	Grant Freeman, Director of Athletics		
Presentation:	Rider High School Girls Soccer Team 22-23 United Soccer Coaches Team Academic Award		
<input type="checkbox"/> Action Needed	<input type="checkbox"/> For Discussion	<input checked="" type="checkbox"/> Presentations	<input type="checkbox"/> Report

Administrative Information:

That the Wichita Falls Independent School District Board of Trustees recognizes **the 22-23 Rider High School Girls Soccer Team on earning the United Soccer Coaches Team Academic Award** as submitted and recommended by Dr. Donny Lee, Superintendent.

Explanation:

The Rider High School Girls Soccer team has been recognized with the United Soccer Coaches Team Academic Award for their exemplary performance in the classroom during the 22-23 academic year. United Soccer Coaches annually celebrates the academic achievements of high school soccer teams whose student-athletes collectively demonstrate a commitment to excellence in their studies over the course of a full academic year. To qualify for the award, the team must have a minimum grade point average of 3.25 for the entire academic year.

Coach: Carl Wiersema

WICHITA FALLS ISD BOARD OF TRUSTEES
November 13, 2023

Agenda Item:	Presentations		
Administrator Responsible:	Grant Freeman, Director of Athletics		
Presentation:	Rider High School Girls Soccer Team Ethics and Sportsmanship Award		
<input type="checkbox"/> Action Needed	<input type="checkbox"/> For Discussion	<input checked="" type="checkbox"/> Presentations	<input type="checkbox"/> Report

Administrative Information:

That the Wichita Falls Independent School District Board of Trustees recognizes **the 22-23 Rider High School Girls Soccer Team on earning the United Soccer Coaches Silver Team Ethics and Sportsmanship Award** as submitted and recommended by Dr. Donny Lee, Superintendent.

Explanation

The Rider High School Girls Soccer team has been named a recipient of the Team Ethics and Sportsmanship Award for high school programs competing in the 2022-23 winter season. Only 16 teams across the country were recognized for exhibiting fair play, sporting behavior and adherence to the laws of the game.

The Rider Girls received the Silver Award.

The Team Ethics and Sportsmanship Award is given to United Soccer Coaches members at four levels. Teams honored at the platinum level went an entire season without a player or coach receiving a yellow card or red card. Teams honored at the gold (1-10%), silver (11-30%) and bronze (31-50%) levels are based on a percentage calculated by the total number of cards received by players and coaches divided by the team's total number of games played.

Coach: Carl Wiersema

WICHITA FALLS ISD BOARD OF TRUSTEES
November 13, 2023

Agenda Item:	Presentations		
Administrator Responsible:	Grant Freeman, Director of Athletics		
Presentation:	Rider High School Girls Soccer THSCA 5A Super Elite Team		
<input type="checkbox"/> Action Needed	<input type="checkbox"/> For Discussion	<input checked="" type="checkbox"/> Presentations	<input type="checkbox"/> Report

Administrative Information:

That the Wichita Falls Independent School District Board of Trustees recognizes **Rider High School Girls Soccer** players on being named to the **Texas High School Coaches Association 5A Super Elite Team** as submitted and recommended by Dr. Donny Lee, Superintendent.

Explanation

Only 18 players out of all 5A girls soccer teams were named to the THSCA 5A Super Elite Team. We are proud that Rider High School had three of those 18 selections.

THSCA 5A Super Elite Team:

Allie Vasquez - Goal Keeper MVP
Jimena Rodriguez - Forward MVP
Bella Pillow - Defender

Coach: Carl Wiersema

WICHITA FALLS ISD BOARD OF TRUSTEES
November 13, 2023

Agenda Item:	Purchase of External Construction Audit Services		
Administrator Responsible:	Leah Horton, Chief Financial Officer		
Attachments:	Proposal		
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action	<input type="checkbox"/> Information	<input type="checkbox"/> Report

Administrative Information:

That the Wichita Falls Independent School District Board of Trustees approve the engagement of R. L. Townsend and Associates, LLC, who serve as Certified Public Accountants specializing in external construction audit services for a total of \$150,000, as submitted by Leah Horton, Chief Financial Officer and as recommended by Dr. Donny Lee, Superintendent of Schools.

Explanation:

The utilization of a construction audit service is to verify all charges of the Construction Manager At-Risk as well as the Architectural Firm, as associated with the entire construction project, to ensure costs are in compliance with the construction contracts. A construction audit identifies potential overcharges, opportunities for cost avoidance, and/or cost recoveries of District overpayments due to misunderstandings, oversights, or misinterpretations that may have occurred within the significant details involved in administering a construction project.

R. L. Townsend’s proposal includes full-scope audit services, categorized as: audit of basic services scope, general conditions, subcontracts, payment applications, use of contingency funds and owner changes, credits, compliance with prevailing wage rates, and final cost reconciliation. The audit serves the entirety of the construction projects of Memorial High School and Legacy High School. The final report process is scheduled to be complete by the end of 2024.

The procurement of Certified Public Accountant services is exempt from competitive bidding in accordance with Texas Government Code 2254.

Fiscal Note:

This expenditure will be paid from Bond Funds. Purchases over \$100,000 require Board of Trustees approval per policy, CH Local.

October 30, 2023

Trish Potts, Internal Auditor
Wichita Falls Independent School District
tpotts@wfid.net
cc: Leah Horton, Chief Financial Officer
lhorton@wfid.net

RE: Construction Audit Services: Wichita Falls ISD – Two High Schools

This memo will serve to document our proposal to provide construction audit services for your organization.

Project to Be Audited and Agreed Upon Fee:

Exhibit "A" documents the construction audit related engagement to be performed by R. L. Townsend & Associates, LLC. This form outlines the specifics related to the requested engagement and **establishes Lump Sum Fee Amount of \$150,000** to be billed for work completed during this engagement.

Invoice Payment Terms:

For work completed, invoices will be submitted periodically, typically on a monthly basis, as the construction audit services are performed. Payment will be due upon receipt of an approved invoice. Payment terms will be established at Net 30 days after receipt.

Confidentiality:

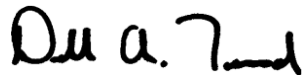
All information reviewed during the performance of our audit services will be treated as strictly confidential by R. L. Townsend & Associates, LLC representatives and not disclosed to anyone other than Client representatives on a need to know basis and/or others as directed by authorized representatives of Client.

Wichita Falls ISD may terminate this agreement at any time. Upon such termination, R.L. Townsend & Associates, LLC will be entitled to compensation for work property performed through the date of termination and no other amount.

We appreciate this opportunity to be of service to your organization and look forward to working with you.

Submitted by:
R. L. Townsend & Associates, LLC

Approved by Client:
Wichita Falls Independent School District



Debbie A. Townsend
President



By: _____


Date:  _____

Exhibit A
R. L. Townsend & Associates, LLC for Wichita Falls ISD

- Engagement:** Full Scope of Services Construction Audit
- Project:** Two High Schools
- Contract(s):** Total Construction Costs - approximately \$220M
- Contractor(s):** Huckabee & Associates; Bartlett-Cocke
- Completion Date:** 3rd or 4th Quarter 2024

Audit Objective: Determine that Wichita Falls ISD is being billed in accordance with the terms of the CMAR contracts.

Timing of Project: The project will be started as directed by Wichita Falls ISD and will commence on the date this agreement goes into effect with signature.

Kick off Meeting (Optional)

Set up a meeting with the contractor & owner representatives to discuss the audit and the process. Items to be discussed include:

- Documentation requested for review & Methods of obtaining
- Communications throughout the audit
- Documented log of questions and status
- Draft & Final report process

Methodology

- All documentation received from the contractor is maintained on our FTP site.
- An audit question log will be maintained on an Excel spreadsheet which is used to document questions and responses from the contractor.
- Documentation such as analysis work sheets, document exhibits, etc. to support conclusions are provided as necessary.
- At the end of the project, the open items on the audit question log will be included in the audit report.
- A draft report is normally reviewed by both the contractor and the owner.
- We will normally assist in the resolution of any audit issues.
- As items are resolved in the report, the report is updated and finalized when the final pay app is processed.
- The final report is issued.

Exhibit A
R. L. Townsend & Associates, LLC for Wichita Falls ISD

Basic Services Scope of Work to Be Covered During the Audit

1. Read the construction contract agreement to obtain an understanding of the provisions therein.
2. Meet with the Contractor to gain a general understanding of how transactions relative to the Project are processed.
3. Review the Contractor's method for computation of any construction cost to be reimbursed requiring prior approval by Client, if provided by the contract agreement.

General Conditions:

1. Determine whether the contractor's charges for labor and labor burden, materials and equipment are in accordance with the terms of the contract agreement.
2. Review to ensure that all specified bonds and insurance are actually purchased by the Contractor for the specified amount as stated in the contract agreement.

Subcontracts:

1. Review bid process for selected subcontracts, review leveling of bids and reconcile to subcontract amount.
2. Obtain from the Contractor copies of subcontractor agreements between the Contractor and its respective subcontractors.
3. Review of Subcontractor status reports to determine change order activity by subcontractor.
4. For selected subcontractors, obtain from Contractor copies of the labor rate (and related labor rate breakdowns) provided to the Contractor by the subcontractors and review the labor rates and burden calculation to determine whether they are in accordance with the contract agreement and whether the rates are reasonable in terms of the job scope and comparable market rates.
5. For subcontractors with a significant amount of equipment in their change orders, obtain from the Contractor and its subcontractors' copies of their equipment rental rates to determine whether they are in accordance with the provisions of the contract agreement.
6. For selected subcontractors, review commodity material prices to determine whether they are in accordance with the provisions of the contract agreement and whether the material prices are reasonable in terms of the job scope and comparable market rates.
7. Review the subcontractor's current Schedule of Values and compare to what is billed on the owner payment application.
8. Review of subcontracts for allowances and back charges.

Payment Applications:

1. Review all applications for payment and review the underlying documentation to determine whether amounts are reimbursable and reasonable in accordance with the terms of the contract.
2. Review for any job-owned equipment to ensure that appropriate credit is received for all equipment purchased and charged to the job.

Use of Contingency Funds and Owner Changes:

1. Review a sample of significant change order requests submitted by the Contractor and determine whether amounts are reimbursable in accordance with the terms of the contract.

Exhibit A
R. L. Townsend & Associates, LLC for Wichita Falls ISD

2. Analyze the Contractor’s accounting for “Allowance” and “Contingency” items and verify that they have been incurred in accordance with the terms of the contract.

Credits:

1. Select a sample of costs incurred by Contractor and determine if there are any credits due from the Contractor related to discounts, rebates, sales of surplus material, dividends, and refunds or any nature and determine whether the credits have been properly applied for the benefit of Client.
2. Review to ensure that credit is received for any applicable sales of scrap or recyclable material.

Final cost reconciliation:

1. Reconcile total project expenditures to ensure discrepancies do not exist between contract billings and the actual payments. Review to ensure that duplicate billings, duplicate payments and/or duplicate scope items are detected in a timely manner.
2. Reconcile the final Contractor’s Application and Certificate for Payment for selected line items to the contractor’s cost reports and Schedule of Construction Costs Incurred to Date as submitted by the Contractor.

Compliance with Prevailing Wage Rates (if requested):

1. Ensure a process is in place to obtain worker wage rate forms.
2. On a sample basis, review worker wage rates for compliance to contractual prevailing wage rates.

Fee Budget for this Engagement

A Lump Sum Fee of \$150,000 has been established to cover R. L. Townsend & Associates, LLC for the professional services covered by this Exhibit “A”. Invoices will occur as work is performed and the amount billed will correlate to the percentage of work completed.

A breakdown of the estimated hours associated with this Fee is shown in the following chart:

<i>Professional Role</i>	<i>Hours per High School</i>	<i>Total Hours</i>
Project Executive	20	40
Senior Construction Auditor	250	500
Construction Auditor	175	350
Construction Audit Assistant	100	200
Total	545	1,090

Changes in Fee and/or Scope:

Increases in the agreed upon Fee may be approved by Client, in cases where the scope or substantial completion date has significantly changed. Any approval to alter the budgeted amount must be done in writing by means of a signed amendment specifying a new budget amount, signed by both parties.

Document History

SignNow E-Signature Audit Log

All dates expressed in MM/DD/YYYY (US)

Document name: 10312023 Townsend Proposal for Two High Schools - Full Services 10.30.2023
Document created: 10/31/2023 14:19:55
Document pages: 4
Document ID: 23db69842f9940ce8858f4a3d56a7039f42e8284
Document Sent: 10/31/2023 14:20:30 UTC
Document Status: Signed
 10/31/2023 19:17:05UTC

Sender: bmorton@wfsd.net
Signers: dlee@wfsd.net
CC: lhorton@wfsd.net

Client	Event	By	Server Time	Client Time	IP Address
SignNow Web Application	Uploaded the Document	bmorton@wfsd.net	10/31/2023 14:19:55 pm UTC	10/31/2023 14:19:53 pm UTC	137.83.19.149
SignNow Web Application	Viewed the Document	bmorton@wfsd.net	10/31/2023 14:19:59 pm UTC	10/31/2023 14:19:59 pm UTC	137.83.19.149
SignNow Web Application	Document Saved	bmorton@wfsd.net	10/31/2023 14:20:26 pm UTC	10/31/2023 14:20:26 pm UTC	137.83.19.149
SignNow Web Application	Invite Sent to: dlee@wfsd.net	bmorton@wfsd.net	10/31/2023 14:20:30 pm UTC	10/31/2023 14:20:29 pm UTC	137.83.19.149
SignNow Web Application	Viewed the Document	bmorton@wfsd.net	10/31/2023 14:20:31 pm UTC	10/31/2023 14:20:31 pm UTC	137.83.19.149
SignNow Web Application	Viewed the Document	dlee@wfsd.net	10/31/2023 17:18:05 pm UTC	10/31/2023 17:18:05 pm UTC	174.246.135.233
SignNow Web Application	Viewed the Document	dlee@wfsd.net	10/31/2023 19:14:04 pm UTC	10/31/2023 19:14:05 pm UTC	137.83.19.147
SignNow Web Application	Document Saved	dlee@wfsd.net	10/31/2023 19:17:05 pm UTC	10/31/2023 19:17:05 pm UTC	137.83.19.147
SignNow Web Application	Signed the Document, Signature ID: c08d924f11a443148893	dlee@wfsd.net	10/31/2023 19:17:05 pm UTC	10/31/2023 19:17:05 pm UTC	137.83.19.147
SignNow Web Application	Added a Text	dlee@wfsd.net	10/31/2023 19:17:05 pm UTC	10/31/2023 19:17:05 pm UTC	137.83.19.147
SignNow Web Application	Sender bmorton@wfsd.net received a signed document copy	bmorton@wfsd.net	10/31/2023 19:17:11 pm UTC	10/31/2023 19:17:05 pm UTC	137.83.19.147
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WICHITA FALLS ISD BOARD OF TRUSTEES
November 13, 2023

Agenda Item:	RFP 2324-16-S-24 Purchase of Two (2) New Buses		
Administrator Responsible:	Leah Horton, Chief Financial Officer		
Attachments:	Pricing Summary		
<input checked="" type="checkbox"/> Action Needed <input type="checkbox"/> Future Action <input type="checkbox"/> Presentation <input type="checkbox"/> Report			

Administrative Recommendation:

That the Wichita Falls Independent School District Board of Trustees award RFP 2324-16-S-24 for the purchase of two (2) 53-Passenger Buses (with lifts) to Thomas Bus Texas for a total of \$267,800.00 as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Explanation:

The RFP was advertised twice in the Times Record News and published on WFISD’s electronic bidding platform. Forty (40) vendors received auto-notification of the bid opportunity, four (4) external invites were issued, and two (2) vendors submitted proposals. Bus specifications were reviewed and deemed acceptable by Durham General Manager Brian Gibson. Price proposals were reviewed by Lauren Zotz, Director of Purchasing. Both vendor proposals utilize Buyboard Contract# 630-20 pricing, and require an additional District Fee of \$800.00 per PO, with a portion of the PO fee being offset by the Buyboard rebate program.

	Rush Bus Centers San Antonio, Texas		Thomas Bus Group Houston, Texas	
	Lead Time ARO	Unit Price / Total Price	Lead Time ARO	Unit Price / Total Price
Quantity 2, 53-Passenger School Bus	360 days	\$138,436.00/ea \$276,872.00 <u>\$277,672.00</u>	360 days	\$133,500.00/ea \$267,000.00 <u>\$267,800.00</u>

Fiscal Note:

This expenditure is budgeted in the general fund. This purchase exceeds \$100,000 and requires the Board of Trustees approval per policy, CH Local.

WICHITA FALLS ISD BOARD OF TRUSTEES
November 13, 2023

Agenda Item:	RFP 2324-17-C-25 Catalog: Local Retail (Walk-in, Supplemental)		
Administrator Responsible:	Leah Horton, Chief Financial Officer		
Attachments:	Attached Vendor List		
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action	<input type="checkbox"/> Information	<input type="checkbox"/> Report

Administrative Information:

That the Wichita Falls Independent School District Board of Trustees award RFP 2324-17-C-25 Local Retail (Walk-in, Supplemental) to the vendors as listed on the attached, effective immediately, effective through August 31, 2025, as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Explanation:

The RFP was advertised twice in the Times Record News, and issued on WFISD’s electronic bidding platform. One-hundred-ten (110) email invitations were issued to local brick and mortar vendors based on current vendor usage, district request and/or need, and numerous vendors were contacted by phone to be included in an effort to expand the availability of local vendors for district purchases. Eighteen (18) vendor responses were received and reviewed by Lauren Zotz, Director of Purchasing. Approval of submissions is based on a pass or fail to provide documentation as required. All eighteen (18) submissions fulfilled all proposal requirements. The local vendors awarded herein are supplemental to twenty-two (22) previously Local Retail (Walk-in) for a total of forty (40) local purchasing options for district campuses and departments.

Purchase of goods from awarded local retail vendors is on an as-needed basis.

Fiscal Note:

Expenditures will be made from the respective campus/department budgets. Multi-year contracts require Board of Trustees approval per policy, CH Local.

RFP 2324-17-C-25 Local Retail Goods and Supplies (Walk-in, Supplemental)
11/14/2023-8/31/2025

Supplier	Max Discount	Supplier Notes	Vendor should describe all products offered for in-store purchases.
Airgas USA, LLC	20.0%		INDUSTRIAL GASES, WELDING SUPPLIES - Which include: Welding Equipment, consumables (grinding/cutting wheels), filler metals (wire and electrodes), SAFETY SUPPLIES, HAND TOOLS, POWER TOOLS, OXY-FUEL CUTTING SUPPLIES. CONTRACTOR DISCOUNT APPLIED TO ALL INVOICES
Commercial & Industrial electronics, Inc.	0.0%		Design, install, service, and inspect the following: Fire alarm, security alarm, environmental monitoring, access control, CCTV, intercom, commercial sound (Public Address), and audio/visual systems.
Davis Electric Co.	0.0%		ELECTRICAL SERVICE, REMODEL AND NEW CONSTRUCTION WORK
Ferguson Veresh Inc.	0.0%		HVAC, PLUMBING, AND FIRE SPRINKLER MATERIALS
Builder's Lumber Company	0.0%	Contractor Rates	LUMBER, ENTRY DOORS, STEEL SHINGLES, DUTCH DOORS, DOOR LOCKS, LAMINATED SHINGLES, CEDAR LUMBER, COMPOSITE SHINGLES, SHINGLES, VINYL WINDOWS, PLYWOOD, PATIO DOORS, CABINET HARDWARE, ADHESIVES/CAULKS
Imprints 1 (Imprints 1 PDJS, LLC)	0.0%	Volume pricing includes all applicable discounts.	Screen printed T-shirts, Embroidered shirts, caps, jackets etc. Promotional products, signs & banners
Mayfield Paper Company	5.0%	Discount of 5-50% depending on item.	Paper janitorial cleaning supplies, food service packaging supplies, industrial packaging supplies and office supplies.
Mobile Phone of Texas, Inc	20.0%	Some low cost parts under \$20.00 don't receive a full 20% discount.	Motorola 2-way radios, parts, and service; batteries, speaker mic, antenna, chargers, clips and etc. Body and vehicle Cameras. Security Cameras
NUNN ELECTRIC SUPPLY CO.	0.0%		WHOLESALE ELECTRICAL SUPPLIES
Pecan Shed	20.0%		Gift Items such as candied pecans, fudge, salsas, and dips.
Ruben's House of Classics L.L.C.	10.0%	10% applies to all orders and any items over \$200 the 15% applies	DTF printing for t-shirts/sweatshirts/koozies/etc, vehicle graphics, personalized goods, banners, stickers, decals, window perforation, yard signs, metal art, signs, posters, printing for flyers, and design services.
Sweet Texas Tees (Monica Combs)	10.0%	Each job is priced differently depending on the quantity and brand of the items as well as what decorating process is made. There is no set pricing for our products. Each job is different.	We offer custom decorated garments from t-shirts to cold weather hoodies or jackets for spirit wear as well as uniforms for required dress or fundraising. . Decorated items include but are not limited to screen printing, direct to film transfers, embroidery, sublimation. As technology changes, other applications are added to our business. We also offer blank items for special purchase of groups wanting to decorate their own gear.
T&W Tire LLC	1.0%	T&W Tire LLC participates in State of Texas Buy Board Government Pricing Program. We have specific pricing with this program per product.	We specialize in providing tires, wheels and tire services for passenger, and commercial and heavy duty equipment. We also offer alignments.
The Reynolds Company	15.0%		Electrical Supplies, Lighting supplies, full line electrical warehouse. Stocking everything in Wichita Falls you will need to complete an electrical project.
TNT SIGNS & GRAPHICS INC	0.0%		SIGNS, BANNERS, APPAREL, DECALS, PROMOTIONAL ITEMS, ETC
Trinity air conditioning Inc	0.0%		HVAC PRODUCTS
Wichita A/C Supply	0.0%		Air conditioning, heating and ventilation equipment. HVAC supplies, filters and maintenance supplies.
Wichita Lock & Key Inc	0.05%		LOCK,KEYS AND SAFES

A WFISD-issued Purchase Order is always required prior to a purchase of goods and/or services.

WICHITA FALLS ISD BOARD OF TRUSTEES
November 13, 2023

Agenda Item:	Purchase of Rider Roof Restoration		
Administrator Responsible:	Leah Horton, Chief Financial Officer		
Attachments:	Weatherproofing Technologies Proposals		
<u> X </u> Action Needed	<u> </u> Future Action	<u> </u> Information	<u> </u> Report

Administrative Information:

That the Wichita Falls Independent School District Board of Trustees award the Rider High School roof restoration project to TREMCO CPG (dba, Weatherproofing Technologies, Inc-“WTI”) in the amount of \$561,795.85, as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Explanation:

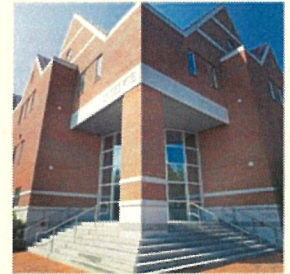
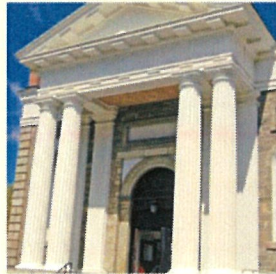
Older portions of Rider High School roofing (71,000 square feet) are in need of repair or replacement (as reflected on Page 2 of the Proposal). After careful consideration of options to solve the aging roof issues with the best, cost-effective method, Chris Fain, Director Maintenance, recommends the purchase and installation of Geogard® Restoration roof coating. As shown on the attached Proposal, TREMCO/WTI will first make necessary repairs as needed, then prepare and wash the surface of the roof, and through a two-step application of Geogard®, coat the entire surface of each roof in sections. The coating is long-lasting, and includes 12-year full warranty coverage. In the twelfth year, reapplications are offered at approximately 60% of the original cost and extends the warranty coverage for an additional seven years. The proposed Geogard® roofing solution not only serves as full coverage leak protection, but also protects and extends the life of the roof, and because it lowers roof surface temperatures, energy use is decreased.

In comparison, the estimated cost of a complete tear-off and single-ply replacement of the 71,000 sq. ft. is \$1,305,000, and would also require relocation of electrical units and conduit lines, gas line reset/removal, and other costs estimated at over \$100,000. The restoration solution proposed purchase will utilize TexBuy cooperative award IFB #021-D, which was advertised twice in the Amarillo Globe-News and made available on TexBuy electronic bid platform. Purchasing on the TexBuy contract will also result in a rebate of approximately \$1685.00.

Fiscal Note:

Expenditure will be paid from Maintenance budgeted funds. Purchases over \$100,000 require Board of Trustees approval per policy, CH Local.

Proposal for:
Wichita Falls ISD
Wichita Falls ISD – Rider High School



Submitted by:
Weatherproofing Technologies, Incorporated.
A Subsidiary of Tremco Incorporated.

3735 Green Road
Beachwood, OH 44122

October 20th, 2023



Association of Educational
PURCHASING AGENCIES

Contract #: IFB #021-D
WTI Proposal # 5058825

Building Life. Managed.
www.tremcoroofing.com





October 20, 2023

Mr. Chris Fain
Wichita Falls ISD
1104 Broad Street
Wichita Falls TX 76310

RE: **RESTORATION WICHITA FALLS ISD - RIDER HIGH SCHOOL**

Mr. Fain:

Weatherproofing Technologies, Inc. (WTI), a subsidiary of Tremco CPG, is pleased to submit to Wichita Falls ISD (CLIENT) this proposal for the roof restoration on Wichita Falls ISD - Rider High School located at 4611 Cypress Avenue Wichita Falls TX 76310. We look forward to the possibility of working with you on this project.



Wichita Falls ISD – Rider High School
Wichita Falls TX-Roofs 1-10



SCOPE OF WORK

GEOGARD RESTORATION- 12+7 MANUFACTURERS NDL LEAK WARRANTY

1. Set up Safety to comply with OSHA and WTI standards.
2. Perform DTA.
3. Power wash roofs 1-10(PER REPORT) approximately 71,000 s.f. field and flashings.
4. Load needed materials for roofing project.
5. Apply Geogard base coat with permafab embedded to approximately 17000 l.f. of seams in a three coarse application.

Roof 1,2,3,4,6,7,8,9,10 are granulated cap.

6. Apply Geogard base coat to field and walls including penetrations at a coverage rate of 2 gallons per 100 s.f.
7. Remove drain rings and remove any debris from bowl, grind metal surface. Apply Geogard base coat with permafab embedded to all drain areas.
8. Apply Geogard top coat over cured base coat at a coverage rate of 3 gallons per 100 s.f.

Roof 10

9. Build a saddle approximately 50 l.f. on wall to divert water to gutter area.
10. Use Taper insulation fastened to deck with 6"-8" screws.
11. Apply Powerply Endure adhesive with a 1 Ply Burmastic Composite ply at a coverage rate of 3 gallons per 100 s.f.
12. Apply Granulated cap sheet over cured composite ply at a coverage rate of 3 gallons per 100 s.f.

Roof 5 is EPDM

13. Build a saddle approximately 50 l.f. to divert water to gutter.
14. Use taper insulation fastened to deck with 6"-8" screws.
15. Apply new EPDM over insulation using bonding adhesive.
16. Apply seam tape to perimeter edge to seal membrane.
17. Apply Geogard base coat to field, walls, and penetrations at a coverage rate 1 gallon per 100 s.f.
18. Apply Geogard top coat to cured base coat at a coverage rate 1 gallon per 100 s.f.
19. Remove all debris from roofing project in dumpster provided by WTI.



QUALIFICATIONS

1. Normal working hours Monday through Friday have been proposed.
2. We have included one mobilization for the project. Multiple mobilizations will result in additional expense.
3. Barricades and signs along with traffic control protection will be provided as needed.
4. Use of onsite parking for workers assumed during construction.
5. Use of building electric power and water assumed during construction.
6. Temporary restroom facilities have been proposed.
7. Use of dumpster and mobile equipment for material handling have been proposed.
8. Relocation of electrical, microwave and telecommunication equipment have been excluded and must be removed from building exterior or temporarily shut off during construction prior and prior to starting.

PROPOSED SCHEDULE & FEES

SCHEDULE

We will dedicate required manpower/resources to perform our services on a timely and responsive basis. Supervision will be supplied by For the Basic Scope of Work, we estimate Sixty-One (61) days construction time which will be scheduled from receipt of a purchase order.

NOTE: *Field work cannot be completed during inclement weather.*

FEES:

Based on the Scope of Work listed, we propose a total lump sum fee in the amount of: **(Five Hundred Sixty-One Thousand Seven Hundred Fifty-Nine Dollars and Eighty-Five Cents): \$561,759.85**

We have included in the project costs all labor, materials, equipment and incidentals to complete the work as outlined in the specifications, including construction management, profit and overhead.

This proposal is valid for sixty (60) days and does not include taxes. Owner to provide tax exempt certificate if project is tax exempt.

Services requested beyond the above scope of work shall be considered additional services. Separate or multiple cost opinions, if requested, shall be prepared at additional cost.





This Proposal is an offer by WTI to provide the Scope of Work set forth above to the Customer on the terms and conditions set forth herein and in WTI's standard terms and conditions (a copy of which may be obtained at <http://www.tremcoroofing.com/files/terms/TandCWTI.pdf>), which are hereby incorporated by reference (together, the "Terms and Conditions"). The Terms and Conditions will govern the Work to the exclusion of any other or different terms, including in any customer purchase order, unless otherwise expressly agreed in writing pursuant to a Master Agreement or similar contract with Customer signed by an authorized representative of WTI. We appreciate the opportunity of being considered for these services. Should you have any questions about our proposal, please let us know.

Very Truly Yours,
WEATHERPROOFING TECHNOLOGIES, INC.

A handwritten signature in black ink, appearing to read "Percy Land", written over a light blue grid background.

Percy Land
Construction Manager

Copy: Scott Kingston, Tremco
Gina Ortiz, Tremco
Anthony Poleo, WTI

						
						Association of Educational Professionals of Kansas Effective 01/01/2023
		Valid for 60 days. After that time, project conditions are subject to reassessment.				
WEATHERPROOFING TECHNOLOGIES, INC. LINE ITEM PRICING						Contract #: IFB #021-D
Wichita Falls ISD Rider HS Restoration QUOTE # 5058825 DATE: 10.20.23						
Bid Item Number	Description of Cost Factors	Unit of Measure	Price	Quantity	Project Amount	
533	Installer	Per Hour	\$ 142.20	1464	\$	208,180.80
396	Difficult access or fall restriction; surcharge	Each	15%	208,180.80	\$	31,227.12
491L005P	GEOGARD LO BASE COAT 5 GAL	EA	499.68	240	\$	119,923.20
4890905P	GEOGARD FINISH COAT WHITE 5 GL	EA	774.2	152	\$	117,678.40
230006R	PERMAFAB 6 X 300' ROLL	ROL	84.87	65	\$	5,516.55
494105P	GEOGARD PRIMER 5 GAL	EA	641.71	4	\$	2,566.84
0000000000000290 400	PERMAFAB 40 X 324' ROLL	ROL	490.16	1	\$	490.16
365420PK805	POWERPLY ENDURE BIO ADHESIVE TF 4 GL SET	CJ	256.34	7	\$	1,794.38
036STD601	POWERPLY STANDARD - WHITE GRANULE	ROL	128.17	3	\$	384.51
108800 601	Burmastic Composite Ply HT - High (Non Discountable)	Roll	\$ 200.91	2	\$	401.82
400	Additional and occasional services Roofing supplies Discount off Retail Price List	% of Discount	13.40%			
521	Construction Distributor Material For Repair Work (Epdm, HD Roller, HD Roller Frame, Econ Poly Roller, Epdm, Tapered Insulation, Epdm Bonding Adhesive, Tpaered Edge.)	Multiplier	1.15	5,071.50	\$	5,832.23
544	R.S. Means Multiplier Factor - Normal Hours - Non-Prevailing Wage Rates	Percent	89%	64,206.12	\$	57,143.45
384	Per diem rate per worker per 24 hour period of time	Per Day	\$ 43.28	75	\$	3,246.00
457	12 Year Restoration Warranty Over 10,000 Square Feet, Standard	SF	\$ 0.10	73,744.00	\$	7,374.40
FREIGHT PREPAID & ADD:						
					TOTAL PROJECT COST	\$ 561,759.85
* The pricing contained in this proposal is based in part on individual site-specific conditions and unique circumstances presented on each individual project, where applicable.						
* Multiple proposals may not be combined into one Purchase Order or Contract due to Prevailing Wage Laws.						
Separate Purchase Orders or Contracts will need to be issued for each Line Item Proposal.						

Cost Estimate Report

Date: 10/18/2023

5058825 - Wichita Falls ISD

Year: 2023 Quarter: 4

Unit Detail Report

Prepared By: Jabari Harris

WFI

LineNumber	Description	Quantity	Unit	Total Incl. O&P	Ext. Total Incl. O&P
Division 01 General Requirements					
015433400075	Rent aerial lift, articulating boom, to 60' high, 500 lb. capacity, diesel, Incl. Hourly Oper. Cost.	4.00	Week	\$2,023.81	\$8,095.25
015433406420	Rent portable toilet chemical, recycle, flush type, Incl. Hourly Oper. Cost.	3.00	Month	\$300.77	\$902.32
015436501200	Mobilization or demobilization, delivery charge for small equipment, placed in rear of, or towed by pickup truck	122.00	Ea.	\$331.39	\$40,429.58
015436501200	Labor availability, shortage, add, modifications to total project cost summaries	1.00	Project	\$16.12	\$1,966.52
015436501200	Economic conditions, unfavorable, add, modifications to total project cost summaries	1.00	Project	\$8.06	\$963.26
015436501200	Cost adjustment factors, protection of existing work, add to construction costs for particular job requirements, maximum	1.00	Costs	\$7.99	\$975.27
015436501200	Cost adjustment factors, cut & patch to match existing construction, add to construction costs for particular job requirements, maximum	1.00	Costs	\$10.28	\$1,253.92
Division 01	General Requirements Subtotal				\$54,606.12
Division 02 Existing Conditions					
024119190800	Selective demolition, rubbish handling, dumpster, 30 C.Y., 7 ton capacity, weekly rental, includes one dump per week, cost to be added to demolition cost	12.00	Week	\$800.00	\$9,600.00
Division 02	Existing Conditions Subtotal				\$9,600.00

LineNumber	Description	Quantity	Unit	Total Incl. O&P	Ext. Total Incl. O&P
	Subtotal				\$64,206.12
	General Contractor's Markup on Subs			0.00%	\$0.00
	Subtotal				\$64,206.12
	General Conditions			0.00%	\$0.00
	Subtotal				\$64,206.12
	General Contractor's Overhead and Profit			0.00%	\$0.00
	Grand Total				\$64,206.12

GEOGARD®

SETTING THE STANDARD IN ROOF RESTORATION.

TREMCO
ROOFING & BUILDING MAINTENANCE





GEOGARD®



A CROWN JEWEL IN THE ROOF RESTORATION CATEGORY.

The Geogard system was designed and developed in the mid-1980s to minimize overall installation cost and maximize investment by extending the life of virtually any flat or low-sloped roof. The Geogard system will perform up to the highest expectations in terms of weatherproofing, appearance and longevity.

HOW GOOD DO YOU WANT TO LOOK?

When you guide building owners to restore a roof with the Geogard system, you'll look like a real hero. The building owner will get a high-performance roofing system that is applied with minimal disruption at a much lower cost than a tear-off and replacement, and you'll have a project that you can complete quickly and efficiently. Everybody saves time, money and problems, and the roof looks great for years.

GREAT SAVINGS.

The minute you start to restore a roofing system with the Geogard system, the savings begin to add up. As a contractor, you'll save on installation time and labor while the building owner gets an outstanding looking roof that will perform for years with less long-term maintenance costs and lower energy use.

EASY APPLICATION.

No tear-off means that building owners and crews love the Geogard system. It's quick and easy to apply directly over existing substrates with just a roller or squeegee. The job gets done more efficiently so labor costs are lower than other roofing options. And there is virtually no disruption during normal business hours.



before



after

TREMCO/WTI JOB REFERENCES

Caddo Mills ISD-

Dustin Barton- Superintendent -512.914.2289

Metal restoration

Wills Point ISD-****

Jim Harrison- Director of Operations- 469.410.4959-jim.harrison@wpisd.com

Metal restorations and Built up roof restorations

Henrietta ISD-****

George Essler- Director of Operations-940.257.8000

Alphagard Bio Mod Bit restoration-

Van Alstyne ISD- 1096 N. Waco, Van Alstyne, TX****

Lannie Barnes- Director of Operations-903.647.3107- LBARNES@VANALSTYNEISD.ORG

Metal and Mod Bit restorations

Sivells Bend ISD-

James Daugherty- Superintendent-940.665.6411

Metal restoration

City of Cedar Hill

Alex Lugo- Facilities Director -469.334.8485

Metal restoration

City of Chico***

Colleen Self- Mayor-940.626.9263

Metal restoration/Built up roof restoration

Grayson County Facilities****

Gregg Allen- Director of Facilities-903.821.2827

Metal restorations

Navasota ISD

Sloan Dyer- Director of Operations- 936.825.5281-dyers@navasotaisd.org

Metal restoration

10/31/2023
Christopher Fain
Wichita Falls ISD
Not to exceed proposal/budget letter

RE: TPO replacement roof

Dear Mr. Fain,

Per your request, and in conjunction with a Tremco certified contractor, the following NTE proposal was developed for a complete tear off of roofs 1-10, at Rider High School. These roofs, including parapet walls, are comprised of 71,000 square feet of surface area to be removed and re-roofed.

TPO RE-ROOF 60 MIL- 15 year warranty(*pending asbestos tests comes back negative as it will be disturbed)

1. Mobilize, set up receptacles for discarded roof debris, porta-johns, and material storage areas.
2. Set up protection for outside access areas for falling and discarded debris./ set up ground cover for discarded roof debris/ inspect interior for safety concerns to be considered upon roof tear off.
3. Set up roof top and crane/lift safety per OSHA standards.
-material and labor- **\$35,000**
4. Tear off 71,000 square feet (roof 5 consists of two roofs currently) of existing roofing and wall flashings and dispose in containers to be hauled away 5. Re-install "water stops" at end of each day to keep building watertight while exposed during tear off and replacement.
6. Dispose of debris at landfill.
-material and labor- **\$190,000**
7. build up perimeter of roof where there is no parapet walls (appx. 2,100 linear feet) with wood blocking to accommodate new roofing heights due to putting back insulation to building code of r-25(5" minimum and continuous.)
8. Move and fabricate new curbs in conjunction with technician to accommodate new roofing membrane heights to appx. 21 units. Raise hatch curb and in- stall new hatch on access roof due to new membrane heights. Raise conduit and condensation lines.
material and labor- **\$100,000**
9. Install vapor barrier on decking.
10. Install polyisocyanurate insulation at 5" minimum and continuous on all roofs with 1/2" slope per 10' to promote positive drainage to 70,000 sf.
11. Mechanically fasten cover board to 70,000 sf. to make for even, hard working surface resistant to hail underneath single ply TPO.
12. Fully adhere in bonding adhesive a 60 mil. TPO membrane to coverboard. Terminate sheet on perimeter using metal edge detail.
13. Terminate membrane under counter flashings on parapet walls using existing counter flashing, with a termination bar, water block behind flashing sheet, **\$980,000**

TOTAL \$1,305,000.00 (\$18.38 a square foot) (does not include contingencies below)

Total does not include the following contingencies.

1. Electrician for relocation of electrical units and conduit lines in question due to increased membrane heights due to insulation code requirements, -\$15,000
2. Gas line reset/removal due to new roofing heights- \$20,000
3. 71,000 SF of asbestos abatement and disposal per OSHA standards. (if present) - \$85,000

Respectfully,

Scott Kingston
Tremco Inc.

WICHITA FALLS ISD BOARD OF TRUSTEES
November 13, 2023

Agenda Item:	Minutes		
Administrator Responsible:	Dr. Donny Lee, Superintendent of Schools		
Attachments:	Minutes of Work Session, October 10, 2023 Minutes of Regular Meeting, October 16, 2023		
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action	<input type="checkbox"/> Presentation	<input type="checkbox"/> Report

Administrative Recommendation:

That the Wichita Falls Independent School District Board of Trustees approves the proposed minutes of a Work Session on October 10, 2023 and the Regular Meeting on October 16, 2023, as submitted by Dr. Donny Lee, Superintendent of Schools.

Explanation:

The following are copies of the minutes referenced above. These minutes will become official upon approval by the Board.

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES
WFISD ADMINISTRATION BUILDING – BOARD ROOM
WORK SESSION MEETING OCTOBER 10, 2023**

CALL TO ORDER AND OPENING STATEMENT:

The Board of Trustees of the Wichita Falls Independent School District met in a work session meeting on the above date. The meeting was called to order at 12:00 p.m. by Ms Katherine McGregor, board president.

Board members present: Mr. Mark Lukert, Mr. Jim Johnson, Ms. Susan Grisel, Ms. Diann Scroggins and Ms. Sandra Camp. Mr. Lukert noted that a quorum was present and the meeting had been duly called and notice of the meeting had been posted for the time and manner required by law.

Staff members present: Dr. Donny Lee, Superintendent of Schools, Dr. Peter Griffiths, Associate Superintendent, Ms. Dayna Hardaway, Director of Human Resources, Ms. Ashley Thomas, Communications Officer, Ms. Leah Horton, Chief Financial Officer, Ms. Denise Brown, Director of Finance, Ms. Lauren Zotz, Director of Purchasing, Mr. Jeff Hill, Director of Elementary Curriculum, Ms. Vanessa Dishman, Administrative Assistant to the Superintendent, Ms. Keli Sims, Administrative Assistant-HR, Ms. Marchuetta Matthews, Administrative Assistant to Associate Superintendent, Ms. Deb Dipprey, Executive Director of School Administration, Ms. Misti Spear, Director of Strategic Planning, Mr. Grant Freeman, Director of Athletics, Chief Anthony Smith, WFISD Police, Scot Hafley, Executive Director of Operations, January Cadotte, Community Partnership Coordinator and Del Hardaway, Principal of Kirby Middle School..

Also present: Mr. David Potter, Architect with DP4 Consult and Huckabee, Inc, Mr. Mike Wenk, SAFB Liaison, Ms. Mollie Larew, Ms. Lillian Harris, Project Coordinator of Project Back to School, Ms. Vanda Cullar, WFISD Foundation Board Member, Ms. Teresa Austin, WFISD Foundation Board Member, Mr. Lance Spruiell, President of WFISD Foundation, Ms. Cheryl Ritchie, former Project Back to School Coordinator and reporters from KAUZ, KFDX and TRN.

INVOCATION:

Ms. Diann Scroggins gave the invocation.

PUBLIC COMMENT:

None

PRESENTATIONS:

Ms. Lance Spruiell recognized Ms. Cheryl Ritchie and the Project Back to School committee for their impact on the students of WFISD. In 2009, Cheryl Ritchie formed Project Back to School as a way to help disadvantaged students in our community by providing them with a custom school supply kit and backpack each year before the start of a new school year. For the past 15 years, Project Back to School has provided back to school support for thousands of students and families in our community. On October 1, Project Back to School Executive Director Cheryl Ritchie officially retired from PBTS and handed the project over to the WFISD Foundation. It will now be overseen by the WFISD Foundation Board and Project Back to School Coordinator, Lillian Cadotte. WFISD and the WFISD Foundation would like to thank Cheryl Ritchie and her committee for their dedication to the students in our district and the countless hours they have given to Project Back to School.

REPORTS OR SPECIAL DISCUSSION ITEMS:

CONSTRUCTION UPDATE ON WF LEGACY HIGH SCHOOL AND WF MEMORIAL HIGH SCHOOL:

Mr. David Potter, Architect with DP4 Consult and Huckabee, Inc, gave a detailed report using photo slides on the construction at Wichita Falls Legacy High School and Wichita Falls Memorial High School.

KIRBY MIDDLE SCHOOL UPDATE:

Ms. Deb Dipprey, Executive Director of School Administration, presented information regarding the preliminary data from testing in Spring of 2023 at Kirby Middle School and compared the 22-23 support plan to the 23-24 plan. Ms. Dipprey also introduced Mr. Del Hardaway, the new Principal of Kirby Middle School. Mr. Hardaway outlined his philosophy and the day to day operational changes already implemented at the campus.

FINANCIAL SERVICES:

FINANCIAL REPORTS AS OF August 31, 2023

Ms. Diann Scroggins, seconded by Ms. Susan Grisel, motioned that the Wichita Falls Independent School District Board of Trustees approve the year- to-date financial reports and investment reports as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 5-0

BUDGET AMENDMENTS

Ms. Susan Grisel, seconded by Ms. Sandy Camp, motioned that the Wichita Falls Independent School District Board of Trustees approve the budget amendments as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 5-0

RESALE BIDS OF PROPERTY LOCATED WITHIN WFISD

Mr. Jim Johnson, seconded by Ms. Diann Scroggins, motioned that the Wichita Falls Independent School District Board of Trustees approve the Resale Bids for 403 California St. to Akiel Hardey and Andrew Skinner as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 5-0

FFE PURCHASES

Ms. Sandy Camp, seconded by Ms. Diann Scroggins, motioned that the Wichita Falls Independent School District Board of Trustees award the purchases from vendors as listed below, for the fulfillment of Bond FFE purchases made at the District level, as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

The Furniture, Fixtures and Equipment (FFE) expenditures listed are included in the FFE Bond budget. Procurement method is outlined per purchase, as well as difference from anticipated cost to actual. All listed pricing came in at or under expected cost except the Commercial Washer/Dryer sets*. Quotes for purchases were facilitated and reviewed by Lauren Zotz, Director of Purchasing, as well as verified by the respective department representatives, deemed to meet the specifications requested.

Recommendation is marked for action for purpose of immediate order due to extended product lead times.

Vendor	City, ST	Goods/Services For Purchase	Procurement Method	Cost per Campus	Total Cost	FFE Dept & Expected Cost
ASCO	Wichita Falls, TX	(2) Boom Lift	Buyboard 685-22	\$131,372.80	\$271,245.60**	Maintenance \$300,000.00
Alliance Laundry Systems Dist.	Coppell, TX	(8) Commercial W/D	Buyboard 682-22	\$98,246.40	*\$196,246.40	Maintenance *\$160,000.00
Pioneer Athletics	Cleveland, OH	Track Equipment	Buyboard 665-22	\$75,297.90	\$150,595.80	Athletics \$165,300.00
Game One	Holland, OH	Weight Room (goods and installation)	Buyboard 665-22	\$225,000.00	\$500,000.00	Athletics \$500,000.00
Wenger Corp	Owatonna, MN	Fine Arts Furniture and Storage	Buyboard 712-23	\$138,205.55	\$274,411.10	Fine Arts \$300,000.00
						Difference Expected -\$32,801.10

**Boom Lift quoted freight cost is calculated for separate shipment of each unit. Anticipated shipment of both units on one truck will result in reduced

freight

Carried unanimously by a vote of 5-0

PITNEW BOWES CONTRACT FOR EQUIPMENT AND MAINTENANCE

Mr. Jim Johnson, seconded by Ms. Diann Scroggins, motioned that the Wichita Falls Independent School District Board of Trustees approve the Pitney Bowes Inc. 60-month lease agreement for District Mailing Equipment as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools

Carried unanimously by a vote of 5-0

DISTRICT SERVICES AND OPERATIONS:

DEC (LOCAL) REVISIONS (1ST READING)

Dr. Peter Griffiths, Associate Superintendent, recommended that the Wichita Falls Independent School District Board of Trustees add, review the DEC (LOCAL) policy revisions due to HB1486 and HB471, The revisions include Mental Health Leave & Line of Duty Illness or Injury Leave of Absence, as recommended by Dr. Donny Lee, Superintendent of Schools.

This item will be placed on the consent agenda for the Board of Trustees’ regular meeting on October 17, 2023

CONSOLIDATION OF CAMPUSES

Dr. Peter Griffiths, Associate Superintendent, recommended that the Wichita Falls Independent School District Board of Trustees approve the consolidation of Harrell Alternative Center to Farris Alternative Center for the remainder of the 23-24 school year, Hirschi High School, Rider High School, and Wichita Falls High School to Legacy High School and Memorial High School and Kirby Middle School to Hirschi Middle School for the 2024-2025 school year as submitted by Dr. Peter Griffiths, Associate Superintendent, and as recommended by Dr. Donny Lee, Superintendent of Schools.

This item will be placed on the consent agenda for the Board of Trustees’ regular meeting on October 17, 2023

CLOSURE OF CAMPUSES

Dr. Peter Griffiths, Associate Superintendent, recommended that the Wichita Falls Independent School District Board of Trustees approve the closure of Harrell Alternative Center for the 2023-2024 school year and Kirby Middle School for the 2024-2025 school year as submitted by Dr. Peter Griffiths, Associate Superintendent, and as recommended by Dr. Donny Lee, Superintendent of Schools.

This item will be placed on the consent agenda for the Board of Trustees’ regular meeting on October 17, 2023

CLASS SIZE WAVERS

Mr. Jim Johnson, seconded by Ms. Diann Scroggins, motioned that the Wichita Falls Independent School District Board of Trustees approve class-size exception waivers for the campuses on the list below as recommended by Dr. Donny Lee, Superintendent of Schools.

Fowler	243905111			
	3rd	92	4	Teacher A 23 Teacher B 23 Teacher C 23 Teacher D 23
Southern Hills	243905129			
	KG	77	4	Teacher A 17 Teacher B 17 Teacher C 19 Teacher D 24
	3	77	4	Teacher A 17 Teacher B 18 Teacher C 18 Teacher D 24

RESOLUTION OF THE BOARD TO EMPLOY OR ACCEPT VOLUNTEER CHAPLAINS

Dr. Peter Griffiths, Associate Superintendent, recommended that the Wichita Falls Independent School District Board of Trustees discuss the Senate Bill 763, passed by the 88th Texas Legislature, that requires each school board to take a record vote between September 1, 2023, and March 1, 2024, on whether to adopt a policy authorizing a campus of the district to employ or accept as a volunteer a chaplain under Education Code Chapter 23.

Discussion only.

HUMAN RESOURCES:

PERSONNEL REPORT

Ms. Dayna Hardaway, Director of Human Resources, reported to the Wichita Falls Independent School District Board of Trustees a review of employee resignations/retirements that have been submitted since the last board meeting. The resignations/retirements have been accepted by Dr. Donny Lee, Superintendent of Schools, in accordance with the requirements of Policy DFE (LOCAL).

TEACHER APPLICANT POOL

Mr. Jim Johnson, seconded by Ms. Diann Scroggins, moved that the Wichita Falls Independent School District Board of Trustees approve the proposed teacher applicant pool (Exhibit B.)

Carried unanimously by a vote of 5 – 0

BOARD MATTERS:

BOARD MINUTES:

Minutes of a work session, September 12, 2023, special session, September 18, 2023 and a regular meeting, September 18, 2023.

These items will be placed on the consent agenda for the Board of Trustees’ regular meeting on October 16, 2023

RECESS:

Mr. Mark Lukert, board vice president, recessed the work session to go into closed session at 12:53pm.

CLOSED SESSION:

Personnel Matters Including the Appointment, Evaluation, Reassignment, Duties, Discipline, Dismissal and/or Compensation of Individual District Employees (Pursuant to Texas Government Code 551.074)

ADJOURNED:

No further action was taken and Mr. Mark Lukert, board vice president, adjourned the meeting at 1:34 p.m

President, Board of Trustees

Secretary, Board of Trustees

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES
WFISD ADMINISTRATION BUILDING – BOARD ROOM
REGULAR SESSION MEETING OCTOBER 16, 2023**

CALL TO ORDER AND OPENING STATEMENT:

The Board of Trustees of the Wichita Falls Independent School District met in a work session meeting on the above date. The meeting was called to order at 6:00 p.m. by Ms Katherine McGregor, board president.

Board members present: Ms. Katherine McGregor, Mr. Jim Johnson, Mr. Dale Harvey, Ms. Sandy Camp and Ms. Diann Scroggins. Ms. McGregor noted that a quorum was present and the meeting had been duly called and notice of the meeting had been posted for the time and manner required by law.

Staff members present: Dr. Donny Lee, Superintendent of Schools, Dr. Peter Griffiths, Associate Superintendent, Ms. Dayna Hardaway, Director of Human Resources, Ms. Deb Dipprey, Executive Director of School Administration, Ms. Ashley Thomas, Communications Officer, Ms. Leah Horton, Chief Financial Officer, Mr. Scot Hafley, Executive Director of Operations, Ms. Vanessa Dishman, Administrative Assistant to the Superintendent, Ms. Keli Sims, Administrative Assistant- HR, Chief Anthony Smith, WFISD Police, Ms. Lauren Zotz, Director of Purchasing, Mr. Grant Freeman, Director of Athletics, Ms. Kelly Strenski, Director of Fine Arts, Ms. Michelle Wood, CTE Director, Mr. Larry Menefee, Director of Student Services and Mr. Salvador Montez, WFHS JROTC Instructor

Also present: a KFDX reporter and Trish Choat, TRN reporter

PRESENTATION OF COLORS:

WFHS JROTC presented the colors.

INVOCATION:

Mr. Jim Johnson gave the invocation.

PUBLIC COMMENT:

None

PRESENTATIONS:

None.

REPORTS OR SPECIAL DISCUSSION ITEMS:

INFORMATION REGARDING CAREER AND TECHNOLOGY PROGRAMS:

Ms. Michelle Wood, CTE Director, gave a detailed report using photo slides on the latest information regarding the current CTE programs and future plans to expand the number of programs at the Career Technology Center and across the district in the future. Information presented:

- When the CEC opened in 17-18, enrollment was 1,242 in 22-23 is was 1,491
- 22-23: 413 students earned a recognized IBC
- CTE Audit Sept. 2023 Findings: Several areas that could be captured for additional revenue funding due to CTE course being funded at a higher rate.
- Major CTE Support Activities are:
 - Advisory Committees
 - Endorsement Road Show
 - 8th Grade Tours
 - CEC open house in February 2024

SUPERINTENDENT’S REPORT:

Dr. Donny Lee gave a detailed report using photo slides on the following:

- Current Enrollment 12,909, ADA 94.64% 33
- Legislative Update on Vouchers:

- Money taken from public schools and given to private schools
 - Public schools must take all students, private schools may choose
 - Public schools have accountability for academic and financial performance, private schools do not
 - Students lose many of their federal protections when attending a private school, such as those with disabilities or need for special accommodations
 - Current basic allotment of \$6,160 per student has not changed since 2019.
 - Inflation has increased by 19% in same time frame
 - \$10 billion in funding not allocated
 - Public school systems are not afraid of competition, just want fair competition and to be fully funded
- Legacy and Memorial High Schools Staff Announced
 - WF Legacy Assistant Principals
 - Dr. Troy Farris
 - Dr. Shannon Cunningham
 - Ms. Tami Davis
 - Mr. Nicholas Mims
 - Ms. Brittany Bailey
 - WF Legacy Secretary
 - Ms. Jessica Garcia
 - WF Memorial Assistant Principals
 - Mr. Patrick Moore
 - Ms. Misty Speer
 - Mr. Michael Forney
 - Ms. Kim Stutz
 - WF Memorial Secretary
 - Ms. Emily Espinoza
- New High School Spirit Committees
 - Students were selected to be on the new high school Spirit Committee
 - Met with each principal of the new high schools
 - Discussed ideas for traditions
 - Ways to motivate school spirit
- Campus visits since last report:
 - WFHS
 - Kirby
 - Hirschi
 - Rider
 - Fain
 - Sheppard
 - Haynes HS
 - CEC
 - McNeil
 - Milam
 - Burgess
 - Denver
- Homeschool/8 week surveys
 - Sent out survey to every homeschool parent who had a student enrolled in 22-23
 - Please complete 8 week survey
- Principal for a Day
 - District wide: October 18, 2023
 - Lunch at CEC after 11:30 am, Board welcome to attend
 - Reflection and debrief with community after lunch

CONSENT AGENDA:

DEC (LOCAL) REVISIONS
 CONSOLODATION OF CAMPUSES
 CLOSURE OF CAMPUSES
 SEPTEMBER BOARD MINUTES

Mr. Jim Johnson, seconded by Ms. Diann Scroggins, motioned that the Wichita Falls Independent School District Board of Trustees approve items placed on the Consent Agenda at the October 10, 2023 meeting.

Carried unanimously by a vote of 5 – 0

FINANCIAL SERVICES:

RFP 23-14 ENGERGY CONTROLS (BARWISE PROJECT)

Ms. Sandy Camp, seconded by Ms. Diann Scroggins, moved that the Wichita Falls Independent School District Board of Trustees award RFP #23-14 for the purchase of Energy Management Controls and Installation at Barwise Middle School to Ferguson Veresh for \$296,574.60 as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 5 – 0

TEXAS EDUCATION AGENCY WAIVER APPLICATION FOR EXPEDITED AND GENERAL STATE WAIVER FOR STAFF DEVELOPMENT

Mr. Dale Harvey, seconded by Ms. Diann Scroggins, moved that the Wichita Falls Independent School District Board of Trustees approve the request to submit an application for expedited and general state waiver for a reduction in instructional days for 2023-2024 in order to provide staff development as presented by Ms. Ashley Thomas, Communications Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools

Carried unanimously by a vote of 5 – 0

HUMAN RESOURCES:

TEACHER APPLICANT POOL

Mr. Dale Harvey, seconded by Mr. Jim Johnson, moved that the Wichita Falls Independent School District Board of Trustees approve the proposed teacher applicant pool (Exhibit B.)

Carried unanimously by a vote of 5 – 0

BOARD MATTERS:

BOARD OF TRUSTEE CONTINUING EDUCATION TRAINING

Ms. Katherine McGregor informed the audience of the number of required board training of each board member and the number that needs to be completed by October 18, 2023

RESOLUTION AGAINST VOUCHERS

Resolution against any and all mechanisms that reduce public education funding was read by Ms. Katherine McGregor.

Mr. Dale Harvey, seconded by Ms. Diann Scroggins, moved that the Wichita Falls Independent School District Board of Trustees approve the resolution opposing vouchers, education savings accounts, taxpayer savings grants, and other mechanisms that reduce public education funding as recommended by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 5- 0

RECESS:

Ms. Katherine McGregor, board president, recessed the meeting to go into closed session at 6:52 pm.

CLOSED SESSION:

1. Personnel Matters Including the Appointment, Evaluation, Reassignment, Duties, Discipline, Dismissal and/or Compensation of Individual District Employees (Pursuant to Texas Government Code 551.074)
2. Team of Eight-Goal Setting

ADJOURNED

No further action was taken and Ms. Katherine McGregor, board president, adjourned the meeting at 8:20 p.m.

WICHITA FALLS ISD BOARD OF TRUSTEES
November 13, 2024

Agenda Item: 2023-2024 Goals and Performance Objectives

Administrator Responsible: Christy Nash, Director of Federal Programs

Attachments: District Improvement Plan

Action Needed Future Action Presentations Report

Administrative Recommendation:

That the Wichita Falls Independent School District Board of Trustees approve the 2023-2024 Goals and Performance Objectives as submitted by Christy Nash, Director of Federal Programs, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Administrative Information:

Per Board Policy, BQ (Local), a board shall ensure that a district improvement plan is developed, reviewed, and revised annually for the purpose of improving the performance of all students. A board shall annually approve performance objectives.

WICHITA FALLS ISD BOARD OF TRUSTEES
November 13, 2023

Agenda Item: Approval for Submission of the 2023 Learning Acceleration Support (LASO) Grant

Administrator Responsible: Christy Nash, Director of Federal Programs and Jeff Hill, Director of Elementary Curriculum

Attachments:

Action Needed Future Action Presentation Report

Administrative Recommendation:

That the Wichita Falls Independent School District Board of Trustees approve the submission of the 2023 LASO grant as submitted by Christy Nash, Director of Federal Programs, Jeff Hill, Director of Elementary Curriculum and as recommended by Dr. Donny Lee, Superintendent of Schools.

Explanation: The Texas Education Agency provides the opportunity for districts to obtain grant funds to support implementation of instructional materials and high-quality professional learning for teachers, instructional coaches, and administrators. Grant funds will be used to support the implementation of the Eureka math curriculum in grades K-5 at Washington Elementary School, Burgess Elementary School, and Southern Hills Elementary School for the 2024-2025 school year.

Fiscal Note:

none

WICHITA FALLS ISD BOARD OF TRUSTEES
November 13, 2023

Agenda Item: STAAR 2023 Assessment Presentation

Administrator Responsible: Cynthia Kohl, Director of Assessment, Jeff Hill, Director of Elementary Curriculum, Debbie Dipprey, Executive Director of School Administration

Attachments:

Action Needed Future Action Presentation Report

Administrative Recommendation:

That the Wichita Falls Independent School District Board of Trustees receive information regarding the 2023 STAAR assessment as submitted by Cynthia Kohl, Director of Assessment, Jeff Hill, Director of Elementary Curriculum, Debbie Dipprey, Executive Director of School Administration, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Explanation:

Fiscal Note:

none

WICHITA FALLS ISD BOARD OF TRUSTEES
November 13, 2023

Agenda Item:	One Time Payment		
Administrator Responsible:	Leah Horton, Chief Financial Officer		
Attachments:			
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action	<input type="checkbox"/> Information	<input type="checkbox"/> Report

Administrative Recommendation:

That the Wichita Falls Independent School District Board of Trustees approve a one time payment to all WFISD employees in the amount of \$1,000.00 as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Explanation:

District administration would like to provide all WFISD employees a one time payment of \$1,000.00 as a retention bonus to the estimated 1,630 employees in the district. This one time payment and the Medicare benefits will total \$1,653,977.

Fiscal Note:

Expenditures will be made from fund balance in the General Fund.

WICHITA FALLS ISD BOARD OF TRUSTEES
November 13, 2023

Agenda Item:	Food Service Excess Fund Balance Expenditure Plan		
Administrator Responsible:	Leah Horton, Chief Financial Officer		
Attachments:	Approved TDA Plan		
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action	<input type="checkbox"/> Information	<input type="checkbox"/> Report

Administrative Recommendation:

That the Wichita Falls Independent School District Board of Trustees approve the Texas Department of Agriculture approved district plan to expend the Food Service excess fund balance as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Explanation:

A plan has been developed that would allow the Food Service excess fund balance to be utilized in the purchase of kitchen and bistro equipment, kitchen renovations, as well as, technology and equipment upgrades. The excess fund balance plan has been submitted and approved by the Texas Department of Agriculture. The plan includes serving line updates to Burgess Elementary, Crockett Elementary, Fain Elementary, and Fowler Elementary. Booker T Washington Elementary, Hirschi High School, and Rider High School will receive cafeteria and kitchen upgrades. Bistro equipment for Legacy High School and Memorial High School will be purchased, as well as, Food Service food delivery vans and a delivery box truck. The plan also includes upgraded computers and monitors for the department and replacing the warehouse cooler.

All purchases, renovations, and upgrades have an estimated time of completion of July 2025.

The estimated cost of the excess fund balance plan is \$2,367,979.75.

Fiscal Note:

Expenditures will be made from the Food Service fund balance.

Contracting Entity (CE): Wichita Falls ISD

Date: 05/05/2023 School Year: 2021/2022

Completion Date: 07/31/2025

Net Cash Resources Current Assets (Excluding Inventories) - Current Liabilities	\$ 4474961.00
Three-Month Average Expenditures (Total Expenditures / operating months) x 3 months	-\$ 2106981.25
Excess Net Cash Resources (Excess Fund Balance)	\$ 2,367,979.75

Description of allowable expenditure(s) proposed to decrease excess net cash resources:

Description of activity	Unit(s)	Estimated Cost	Time frame
Legacy High Bistro Equipment	N/A	250,000.00	8/01/2024
Memorial High Bistro Equipment	N/A	250,000.00	8/01/2024
Upgrade all CN Computers and Monitors	Several	94,357.98	Already started should be completed by 6/30/2023
Washington Jackson Cafe Upgrades	N/A	180,000.00	By 7/31/2025
Rider High Cafe and Kitchen Upgrades	N/A	285,000.00	By 7/31/2025
Hirschi High Cafe and Kitchen Upgrades	N/A	85,000.00	By 7/31/2025
Food Service Food Delivery Vans	N/A	120,000.00	By 7/31/2025
Food Service Warehouse Cooler Replacement	1	300,000.00	By 7/31/2025
Food Service Test Kitchen Updates	1	85,000.00	8/30/2023
Fain Serving line Update	1	130,000.00	By 7/31/2025
Fowler Serving line update	1	210,000.00	By 7/31/2025
Burgess Serving line update	1	130,000.00	By 7/31/2025
Crockett Serving line update	1	120,000.00	By 7/31/2025
Delivery box truck purchase	1	130,000.00	By 7/31/2025
TOTAL Must be greater than or equal to the Excess Net Cash Resources amount		\$2,369,357.98	

Please provide a short narrative explaining the following:

- How the above expenses benefit the School Nutrition Programs and Comply with financial regulations.
- 1. A vast body of research shows that improved nutrition in schools leads to increased focus and attention, improved test scores and better classroom behavior. Support healthy habits and consistent messages: Nutritious school food helps students develop lifelong healthy eating habits, so updating cafeterias creates an inviting and welcoming environment that students especially at the secondary students would want to be in.
 2. Quality food is packed with nutrients, vitamins, and minerals needed to keep a body functioning at peak capacity. Eating clean and avoiding processed and refined foods can drastically improve your quality of life. Quality foods have been shown to boost immunity and stave off sickness, so with improved and updated kitchen equipment the SNP program will be able to serve higher quality and better prepared foods to the students and staff.
 3. Updated and more efficient kitchen equipment will help with improving the following:
 - a-Reduce food waste and improve food quality due to improved efficiencies.
 - b- Increased student satisfaction due to better quality and nutritious meals.
 - c- Improved nutrition due to the ability to cook a wide variety of foods using a wide variety of cooking methods.
 4. Food Service delivery vans will help with improving efficiencies and also help with HACCP controls during deliveries with the proper handling and holding equipment.
 5. Creating a safe work environment for all of our workers is a huge benefit to the SNP because any time our associates go home the way they came in, there is no lost time or money due to workers comp insurance claims. There is also the benefit of increased trust in creating a work environment that associates love because they know they will be safe while performing their duties.
 6. Having the ability to test out recipes before rolling them out into the field will be a huge benefit in making sure all recipes are tested for quality and execution to improve student satisfaction and minimize frustrations for the cooks and kitchen staff. The test kitchen will also give the CN department the ability not to interfere with service or schools while they are performing their duties to feed the students

Lisa Lansdale

Signature of Representative Authorized in TX-UNPS

05/05/2023

Date

Lisa Lansdale

Printed Name of Representative Authorized in TX-UNPS

05/05/2023

TDA Approval

Date 08/31/2023

✓ Approved

Troy Warden

Page 3 of 3

Assistant Director for School Operations

WICHITA FALLS ISD BOARD OF TRUSTEES
November 13, 2023

Agenda Item:	Harrell Demolition		
Administrator Responsible:	Dr. Peter Griffiths, Associate Superintendent		
Presentation:			
<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Presentations	<input type="checkbox"/> Report

Administrative Information:

Wichita Falls Independent School District Board of Trustees consider/approve the demolition of Harrell as submitted by Dr. Peter Griffiths, Associate Superintendent, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Explanation

Under CT (Local), school closure shall refer to a cessation of school operation that comes as a result of efforts by the District to operate more efficiently by using capacity available in other existing schools.

The District is recommending the demolition and closure of:

- Harrell Campus

WICHITA FALLS ISD BOARD OF TRUSTEES
November 13, 2023

Agenda Item:	Incentive Pay for Early Retirement/Resignation Notice
Administrator Responsible:	Dayna Hardaway, Director of Human Resources
Attachments:	WFISD Trend Report for Early Notification of Retirement/Resignation
<input checked="" type="checkbox"/> Action Needed <input type="checkbox"/> Future Action <input type="checkbox"/> Presentation <input type="checkbox"/> Report	

Administrative Recommendation:

That the Wichita Falls Independent School District Board of Trustees approve the recommendation to allow an ‘Incentive Pay’ for campus level professional staff that are on a term or continuing contract that submit an early notice of retirement or resignation beginning December 1, 2023 and received by Wednesday, January 31, 2024 for the end of the 2023-2024 contract year as submitted by Dayna Hardaway, Director of Human Resources and as recommended by Dr. Donny Lee, Superintendent of Schools.

Explanation:

Offering a monetary incentive motivates early notification by employees that may normally wait until the end of their contract term to inform the district of their intent to retire or resign. This knowledge is beneficial in staffing for the upcoming academic year and for early recruitment of campus professional staff.

Fiscal Note:

\$1,500.00 incentive amount for Retirement Early Notification by campus level professional staff
\$750.00 incentive for Resignation Early Notification by campus level professional staff

WICHITA FALLS ISD BOARD OF TRUSTEES
November 13, 2023

Agenda Item:	Applicant Pool		
Administrator Responsible:	Dayna Hardaway, Director of Human Resources		
Attachments:	Applicant Pool		
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action	<input type="checkbox"/> Presentation	<input type="checkbox"/> Report

Administrative Recommendation:

That the Wichita Falls Independent School District Board of Trustees approve the proposed applicant pool as submitted by Dayna Hardaway, Director of Human Resources, and as recommended by Dr. Donny Lee, Superintendent of Schools.

**APPLICANTS TO BE APPROVED BY THE BOARD OF EDUCATION
November 13, 2023**

CERTIFIED APPLICANT POOL

Name	Certification	University	Yrs of Exp	Position/Assignment	Previous District
Robertson, Susan	Elementary Self-Contained Grades 1-8 Elementary English Grades 1-8	Midwestern State University Bachelor's	31	BAC/Resource Teacher Fain Elementary School Replacing Michael Woods	City View ISD
Burross, Pam	Elementary Self-Contained Grades 1-8 Music Grades EC-12	Midwestern State University Bachelor's	32	Teacher Barwise Middle School Replacing Ferran Kaspar	WFISD

Asterisk indicates Contract Addendum Required. See key below.

** Enrolled in an Alternative Certification Program*

*** One-year out-of state Certification*

****Emergency Permit*

***** Non-Renewal Permit*

DOI = District of Innovation

WICHITA FALLS ISD BOARD OF TRUSTEES
November 13, 2023

Agenda Item:	Staff Dress Code		
Administrator Responsible:	None		
Attachments:	No Attachment		
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action	<input type="checkbox"/> Presentation	<input type="checkbox"/> Report

Administrative Recommendation:

That the Wichita Falls Independent School District Board of Trustees discuss and take action on the staff dress code as submitted and recommended by Dr. Donny Lee, Superintendent of Schools.

**Use of Phones or
Paging Devices**

Classroom teachers or instructional aides may not place or receive telephone calls or use portable phones or paging devices during instructional time when students are present. Portable phones or paging devices should be silenced during such times. If a teacher or aide is expecting an emergency message, he or she may retrieve messages from a portable phone or paging device when students are not present.

An employee based in a classroom who is expecting an emergency message should notify the office personnel. In the case of an emergency, office personnel will take messages or notify the employee as appropriate and necessary.

Personal use of portable phones or paging devices is allowed during lunch breaks and/or planning periods.

Employee Dress

The following regulations will apply to employee dress:

1. All employees are expected to dress appropriately for their area of work so as to project a professional image.
2. The principal and campus site-based team may add their own campus dress code guidelines in addition to the District's dress code guidelines described below but may not vary from the District's guidelines described below. Exceptions will require an approval waiver.
3. Tattoos ~~will be covered~~ must be appropriate for the professional setting.
4. Personal grooming is expected daily for all employees. At no time will employees' clothing, grooming, or other accessories violate rules that apply to high school and junior high or middle school students. [See FNCA]
5. ~~Jeans may only be worn on "spirit days" or other special days as approved by the principal or department director.~~ Jeans are appropriate in the professional setting provided they are without rips or tears, with no fraying or obvious signs of wear. Jeans should project a polished, professional image. Employees are expected to pair jeans with tops, blouses, and shirts that establish a professional image. T-shirts are not considered appropriate professional attire to be paired with jeans and should not be worn other than on dedicated spirit days or college days as determined by campus and district administration.
6. If an employee needs clarification about what is acceptable and/or unacceptable dress in the workplace, the employee must contact the principal or department director.

EMPLOYEE STANDARDS OF CONDUCT

DH
(REGULATION)

7. The department director for employees who work in non-classroom or non-office areas such as the print shop, food service, maintenance, warehouse, and computer technology will inform those employees of their dress code.
8. Employees will dress for participation. Appropriate attire may include shorts, slacks, or sweats. Athletic or physical education attire will only be worn where physical education or athletic classes are being conducted and will not be worn in the classroom, halls, or any other place in the school building.
9. For schools that have adopted a Student Standardized Dress Code, the decision to require standardized dress for employees is made by the campus site-based decision-making team and principal.
10. The principal or department director will inform employees who are required to wear a uniform or standard mode of dress.

**Paraprofessional,
Classified, and Other
Auxiliary Personnel**

All new regular employees are considered on probationary status for a period of 90 calendar days and are subject to discharge should any aspect of their performance fail to meet reasonable expectations. After that time, regular employees may be placed on a probationary status for a period of 30 days due to an unsatisfactory evaluation and may be disciplined or dismissed for disregard of any one of the following rules/regulations.

Disregard for any one of the following standards of conduct may subject an employee to disciplinary action up to and including termination of employment. This list is not exhaustive but provides an outline of unacceptable behavior:

1. Falsification of employment application or any other school documents or reports.
2. Failure to submit required employment criteria and other records requested in compliance with state and local employment requirements.
3. Failure to comply with District administrative directives, procedures, and policies.
4. Insubordination.
5. Unsatisfactory work performance, neglect of duties either deliberate or incompetence.
6. Failure to notify proper personnel when absent from duty or falsifying reason for absence.

EMPLOYEE STANDARDS OF CONDUCT

DH
(REGULATION)

7. Excessive absences.
8. Leaving the workplace without permission of supervisor or without legitimate reason.
9. Excessive tardiness.
10. Violation of health or safety practices or rules.
11. Fighting, horseplay, or any other action that may cause injury to another person.
12. Use of vulgar, abusive, or indecent language.
13. Unauthorized release of information regarding schools, employees, students, parents, and the like.
14. Being under the influence of drugs or alcohol in the workplace or at a school-sponsored event.
15. Possession, transfer, sale, or distribution of a controlled substance or illegal drug or alcohol.
16. Unauthorized removal or destruction of property belonging to the District, school, or other employees, students, guests, and the like.
17. Spreading malicious rumors or gossip.
18. Conviction of a felony or other crime involving moral turpitude.
19. Gambling in the workplace or during a school-sponsored event.
20. Conviction of a DWI (driving while intoxicated) or of a DUI (driving under the influence) if the job duties require driving a vehicle or transporting students.
21. Any form of sexual harassment or physical abuse of a minor child or any other illegal conduct with a minor.
22. An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to receive additional compensation associated with a position.
23. Commission of a crime occurring in whole or in part on school property or a school-sponsored event.
24. Engaging in conduct (verbal, physical, written, telephone, or visual) constituting sexual, racial, or any other type of harassment.

25. Discrimination against, coercion, or harassment of a colleague or student on the basis of race, color, creed, national origin, age, sex, disability, or marital status.
26. Smoking and/or the use of any tobacco or vaping product on or in any District property, including vehicles and the athletic complex/stadium.
27. Any romantic relationship with a minor.
28. Failure to report child abuse or neglect as required by law [see FFG].
29. Conducting personal business during school hours when it results in neglect of duties.
30. Misrepresentation of facts to a supervisor or other District official in the conduct of District business.
31. Any attempt to encourage or coerce a child to withhold information from the child's parent or from other District personnel.
32. Assault on an employee, student, student's parent, or other person on District property or at a school-related function.

WICHITA FALLS ISD BOARD OF TRUSTEES
November 13, 2023

Agenda Item:	Staff Tattoo Policy		
Administrator Responsible:	None		
Attachments:	No Attachment		
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action	<input type="checkbox"/> Presentation	<input type="checkbox"/> Report

Administrative Recommendation:

That the Wichita Falls Independent School District Board of Trustees discuss and take action on the staff tattoo policy as submitted and recommended by Dr. Donny Lee, Superintendent of Schools.