

Killeen Independent School District

Board of Trustees Meeting Minutes, Regular Meeting November 18, 2025, at 5 p.m. in the Killeen ISD Boardroom

Board Members Present

- Brett E. Williams, President
- Brenda Adams, Secretary
- Oliver Mintz, Member
- Tina Capito, Member
- Rodney Gilchrist, Member
- Marvin Rainwater, Member
- **Board Member Absent:** Susan M. Jones, Vice President

Quorum: Established

Call to Order

The meeting of the Killeen Independent School District Board of Trustees was called to order by President Brett E. Williams at 5 p.m.

The meeting was recorded and streamed publicly

Agenda Item 1: Public Forum

No members of the public signed up to speak during the forum.

Agenda Item 2: Closed Session

The Board entered closed session at **5:03 p.m.** for:

2B. Consultation with Legal Counsel Regarding Legal Requirements and Personnel Assignment for the DAEP Program (Texas Government Code 551.071, 551.074).

2C. Consultation with the District’s Legal Counsel Regarding Pending Litigation, a Settlement Offer, or Other Issues Confidential under the Attorney–Client Privilege (Texas Government Code 551.071).

2D. Deliberation Regarding the Purchase, Exchange, Lease, or Value of Real Property (Texas Government Code 551.072).

2E. Deliberation Regarding the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee (Texas Government Code 551.074).

2F. Deliberation a Matter Regarding a Public School Student in which Personally Identifiable Information about the Student will necessarily be Revealed (Texas Government Code 551.0821).

No action was taken in closed session.

Return from Closed Session

The Board reconvened in open session at **6:03 p.m.**

Invocation and Pledges

Invocation was led by Trustee **Marvin Rainwater**.

Pledges of Allegiance were led by students to the United States and Texas flags were led by **Trevor Ferrell** and **Isrielle Crocket** from Montague Village Elementary School.

Agenda Item 4: Honors and Recognition

- **District Academic Honors**

Presenter: Karen Rudolph

A series of recognitions celebrating student and staff achievements across the district were presented:

TASA/TASB Student Artists

- Aspen Baird – Rancier Middle School
- Brittnee Bestick – Union Grove Middle School
- Jamie Guillen-Martinez – Eastern Hills Middle School

- Jada Masao – Killeen High School

TX Educational Theatre Association Campus of Distinction

- Union Grove Middle School – Director Blake Jones
- Chaparral High School – Directors Samantha Dunaway and Chad Moore

Cross Country

- Ellison High School State Qualifiers
 - Andy Harper
 - Aiden Hall
- Ellison High School Boys Team – District Champions
- Harker Heights High School Boys Team – District Champions

CTE District of Distinction

- Patrice Robinson
- Charlotte Heinze

Agenda Item 5: Public Forum

No members of the public signed up to speak during the forum.

Agenda Item 6: Consent Agenda

- Minutes for October 28, 2025 Regular Meeting
- Minutes for November 4, 2025 Regular Meeting
- KISD Tax Roll for Tax Year 2025
- KISD Charter Authorizer Mission and Vision Statements
- 2025–2026 Student Code of Conduct Amendment
- Policy ELA(Local) – Campus or Program Charter Partnership

- **Motion:** Brenda Adams
 - **Second:** Rodney Gilchrist
 - **Vote:** 6–0–0–1
 - **For:** Brett E. Williams, Brenda Adams, Marvin Rainwater, Oliver Mintz, Tina Capito, Rodney Gilchrist
 - **Against:** None
 - **Abstained:** None
 - **Absent:** Susan M. Jones
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Agenda Item 7: Action Items for Consideration

7A. Consideration of Proposed District Academic Calendar for the 2026–2027 School Year

Presenter: Mr. Will Baker, Assistant Superintendent

Mr. Baker reviewed two calendar options and explained that Option B received the strongest support from teachers and district staff.

- **Motion:** Marvin Rainwater
 - **Second:** Tina Capito
 - **Vote:** 6–0–0–1
 - **For:** Brett E. Williams, Brenda Adams, Marvin Rainwater, Oliver Mintz, Tina Capito, Rodney Gilchrist
 - **Against:** None
 - **Abstained:** None
 - **Absent:** Susan M. Jones
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7B. Consideration of Course Requests for Specialized Learning and Texas Bioscience Institute (TBI)

Presenter: Dr. Jo-Lynette Crayton, Assistant Superintendent

Dr. Crayton presented three course additions required to maintain alignment with updated TBI degree plans and preserve high school and dual credit pathways. She reviewed instructional benefits and emphasized the importance of supporting advanced STEM programs. The Temple Bioscience Institute independently determines its course offerings based on market demand and program needs, which sometimes results in new courses being added after KISD students have already enrolled. Because KISD plans to secure course approvals early so offerings appear during student schedule selection, the district is requesting approval for two TBI-related dual-credit courses—Specialized Topics in Science and Health II—so students can receive corresponding high-school credit. Specialized Topics in Science aligns with Chemistry 2289 and Biology 2289 and provides hands-on scientific research experiences that now match the college’s revised degree plan. Health II corresponds to Basic Health Profession Skills and introduces students to health-care professions, safety, monitoring, documentation, and professional conduct. The district also seeks approval for a new course, Methods for Academic and Personal Success, for self-contained special education students 9-12 due to TEA updates that eliminated a previously aligned course. Trustees confirmed that these TBI courses carry weighted GPA value, making approval essential for graduation requirements, class ranking, and proper awarding of both college and high-school credit. Trustees agreed the additions were necessary.

- **Motion:** Tina Capito
 - **Second:** Brenda Adams
 - **Vote:** 6–0–0–1
 - **For:** Brett E. Williams, Brenda Adams, Marvin Rainwater, Oliver Mintz, Tina Capito, Rodney Gilchrist
 - **Against:** None
 - **Abstained:** None
 - **Absent:** Susan M. Jones
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7C. Consideration of the Engineer Contract for May 2024 Hailstorm Roof Repair Projects

Presenter: Mr. Adam Rich, Assistant Superintendent

Mr. Rich presented engineering proposals related to hailstorm damage at Harker Heights High School, Ellison High School, the Property Management Facility, and the Facilities and Transportation building. He reviewed insurance assessments, projected schedules, and budget considerations. After reviewing reports from insurance adjusters following the May 2024 hailstorm, the district prioritized roof repairs for Harker Heights High School, Ellison High School, the Property Management facility on Atkinson, and the Facilities and Transportation building. In November 2024, the Board approved commissioning Engineered Exteriors to serve as the districts roofing consultant engineers on the replacement and repair projects, and since then, repairs at Reeces Creek have been completed while work continues at Franklin & Emily Pratt Learning and Leadership Center. The district received proposals totaling \$491,819 across four projects, contributing to an overall project budget of \$6,226,653.76, which includes design, permitting, and contingency costs and will be funded through the Strategic Facilities Plan with expected insurance reimbursements. If approved, the Harker Heights High School and Ellison High School projects will occur in summer 2026, while the Property Management and Facilities/Transportation buildings will begin in June 2026 and may extend into September.

- **Motion:** Brenda Adams
 - **Second:** Tina Capito
 - **Vote:** 6–0–0–1
 - **For:** Brett E. Williams, Brenda Adams, Marvin Rainwater, Oliver Mintz, Tina Capito, Rodney Gilchrist
 - **Against:** None
 - **Abstained:** None
 - **Absent:** Susan M. Jones
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7D. Consideration of Engineering & Commissioning Agent Contract for FY 2026 HVAC Lifecycle Replacement

Presenter: Mr. Adam Rich, Assistant Superintendent

Mr. Rich recommended approval of engineering and commissioning services for upcoming HVAC lifecycle replacement projects at Ira Cross Elementary and Montague Village Elementary. He reviewed vendor proposals, project timelines, and projected costs.

- **Motion:** Tina Capito
- **Second:** Oliver Mintz
- **Vote:** 6–0–0–1
 - **For:** Brett E. Williams, Brenda Adams, Marvin Rainwater, Oliver Mintz, Tina Capito, Rodney Gilchrist
 - **Against:** None
 - **Abstained:** None
 - **Absent:** Susan M. Jones

Agenda Item 8: Information Items for Discussion

8A. System Scorecard Priority 3: Financial Stewardship

Presenter: Mr. Scott Hequembourg, Deputy Superintendent

The presentation explains how current data-tracking practices and benchmark development directly support the year-long process used to guide resource prioritization across facilities, transportation, and technology. The district's first performance objective focuses on data-driven lifecycle management of major assets such as HVAC systems, roofs, technology infrastructure, and both the yellow and white transportation fleets. Leaders emphasized simplifying complex datasets into clear visuals while still maintaining the ability to drill down into detailed spreadsheets when needed. They noted that optimization has helped the district avoid significant future costs by reducing aging facilities that would otherwise require large-scale investment. Current charts show HVAC and roofing systems trending older, with insurance reimbursements and upcoming closures expected to shift these indicators toward target ranges over time. Technology benchmarks reveal stronger performance in newer security systems but highlight aging data-center infrastructure and device inventories, especially as COVID-era student devices reach the end of their service life. Fleet analysis shows that while buses remain in relatively

good condition, the white fleet has several older, low-mileage vehicles that require improved rotation and usage tracking. Discussions also addressed cybersecurity risks associated with excessive or unsupported devices, prompting a push to reduce inventory and improve accountability. Financial indicators show fund-balance levels consistent with board policy while meal-participation and meals-per-labor-hour data guide improvements in school nutrition operations. Additional metrics measure progress on maintenance and property-management work orders, showing seasonal spikes that the district plans to manage through staffing adjustments. The budget development process has been reorganized into four transparent phases with intentional input opportunities for staff and trustees. Finally, the district is overhauling its policy and procedure system, aiming for annual reviews, clear nesting within legal and local policies, and a unified, easily navigable structure that improves transparency and consistency across all departments.

8B. Fiscal Year 2027 District Budget Planning

Presenter: Ms. Kallen Vaden, Chief Financial Officer

Ms. Vaden reviewed the FY 2027 budget development timeline, anticipated fiscal pressures, and emerging cost drivers. The budget development timeline is presented as a planning tool, outlining major steps from November through August while acknowledging that adjustments will occur as needs arise. In November and December, the district reviews enrollment projections, revenue forecasts, special program placements, historical campus spending, and gathers early input from both trustees and administrative staff. January and February focus on salary snapshots, Title I and compensatory funding determinations, staffing allocations, and opportunities for campuses and departments to request staffing changes, pay-grade adjustments, or non-staffing budget needs. March and April involve approving staffing changes, submitting campus and department budgets, updating revenue forecasts, and beginning compensation plan discussions. By May through August, the district finalizes compensation decisions, builds and reviews the draft budget, confirms certified property values, and completes the formal adoption of the budget and tax rate, with the process beginning roughly two months earlier than the prior year due to the absence of legislative delays.

Agenda Item 9: Future Board Meeting Agendas and Trustee Remarks

The discussion centers on trustees emphasizing that all budget and operational decisions must ultimately support student achievement, which they view as the district's highest priority. Trustees express gratitude for the hard work of staff and acknowledge the significant efforts required in the coming year. Several trustees offer brief remarks, including requests for updates on ongoing renovation projects and congratulations to Dr. King Davis on his first meeting as superintendent. Additional comments highlight the collaborative and meaningful process that led to selecting the new superintendent and the shared commitment to moving the district forward. The meeting closes with expressions of appreciation, encouragement to "win every day," and well-wishes for the Thanksgiving holiday.

Board Returned to Agenda Item 2: Closed Session

The Board entered closed session at **7:12 p.m.** for:

2A. Discussion of Consideration of Resolution of Votes Cast for Directors for the Tax Appraisal District of Bell County for 2026 (Texas Government Code 551.074).

No action was taken in closed session.

Return from Closed Session

The Board reconvened in open session at **7:30 p.m.**

Board Takes up Agenda Item 3: Consideration of Resolution of Votes Cast for the Directors for the Tax Appraisal District of Bell County for 2026 Following Closed Session

The Board moved to approve the proposed resolution of votes cast to elect directors for the tax appraisal district of Bell County for 2026. Casting the districts allocated 338 votes as presented on the official ballot, for 338 votes cast for trustee Oliver Mintz.

- **Motion:** Brett Williams
- **Second:** Rodney Gilchrist
- **Vote:** 6–0–0–1

- **For:** Brett E. Williams, Brenda Adams, Marvin Rainwater, Oliver Mintz, Tina Capito, Rodney Gilchrist
- **Against:** None
- **Abstained:** None
- **Absent:** Susan M. Jones

Agenda Item 10: Adjournment

- **Motion:** Brenda Adams
- **Second:** Tina Capito
- **Vote:** 6–0–0–1
 - **For:** Brett E. Williams, Brenda Adams, Marvin Rainwater, Oliver Mintz, Tina Capito, Rodney Gilchrist
 - **Against:** None
 - **Abstained:** None
 - **Absent:** Susan M. Jones

There being no further business, the meeting adjourned at **7:32 p.m.**

Signatures

Brett E. Williams
Board President

Brenda Adams
Board Secretary
