

# Minutes of Regular Meeting

## The Board of Trustees Pasadena Independent School District

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A Regular Meeting of the Pasadena Independent School District Board of Trustees was held July 22, 2025, beginning at 5:30 p.m. in the board room of the Pasadena ISD Administration Building, 3920 Mickey Gilley Boulevard, Pasadena, Texas 77505.

**I. Convene in a quorum and call to order; invocation and pledges of allegiance**  
Board vice president, Casey Phelan, called the meeting to order at 5:30 p.m. Board members present were Casey Phelan, Marshall Kendrick, Nelda Sullivan, Joe Campos, and Crystal Davila. Board members absent were Kenny Fernandez and Paola Gonzalez. Marshall Kendrick gave the invocation and Nelda Sullivan led the pledges.

**II. Public Comments according to Policy BED (LOCAL) - Related to items on the open session portion of the agenda (30-minute allotment).** There were no public comments.

**III. Policy Update Presentation - *Sandra Huhn, General Counsel***

**IV. Adjournment to closed session pursuant to Texas Government Code sections:**

551.071 to consult with district attorneys concerning matters on which the attorney's duty to the district under the Code of Professional Responsibility clearly conflicts with the Texas Open Meetings Act; to seek the advice of its attorney about pending or contemplated litigation or a settlement offer; and/or to consider legal advice regarding items specifically listed on the agenda

551.072 for the purpose of discussing the purchase, exchange, lease or value of real property

551.074 for the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, or to hear complaints of charges against a public officer or employee, unless the individual who is the subject of the deliberation or hearing requests a public hearing; concerning matters related to the superintendent's recommendation to hire administrative personnel; and/or the superintendent's recommendations related to renewals, non-renewals, and terminations of contracts for professional personnel

**V. Reconvened in open session at 7:00 p.m.**

**VI. Special Recognition** Robert Kelly, Athletic Aquatic Center Manager, announced the Academic All-America and Academic All-State swimming and diving students. Brian Hastings, Region 4 Coordinator of Emergency Management and School Safety, presented the Region 4 Dr. Rod Paige School Safety Award to Gabriela Chapa Herrera, Tanis Griffin, Leticia Sanchez, Prudencio Reyna, Bill McMahan, Derek Duckett, Lily Garcia, Shane Wilson, Manny Portillo, Joe Scarafile, and Damon Sonnier.

**VII. Consent Agenda**

1. Minutes 06 24 25
2. Minutes 07 09 25
3. Informational Pages - *The information in this section is preliminary. Final total expenses as of June 30 will be provided following the completion of the year-end audit.*
4. Bid Items
  - A. Competitive Sealed Bids and/or Request for Competitive Sealed Proposals
    - Nutrition Services Walk-in Cooler and Freezer Systems Replacement, CSP #25P-043EZ
  - B. Contract Renewals
    - Depository Services, CSP #19P-021LP
    - Geotechnical, Materials Testing, Testing and Balancing, and Commissioning Services, RFQ #22Q-031TJ
  - C. Information Summary of Purchase Orders over \$10,000
    - June 1, 2025, through June 30, 2025
5. Donations Report April 1, 2025 - June 30, 2025

Motion by Marshall Kendrick, seconded by Nelda Sullivan to approve the consent agenda.

Motion passed by 5 to 0 vote.

#### **VIII. Personnel Section**

1. Consideration and possible approval of administrative personnel. Motion by Nelda Sullivan, seconded by Crystal Davila to approve administrative personnel. Mrs. Sullivan introduced Shannon Garris, Diagnostician for the Special Education Department, Cassandra Castillo, Assistant Principal at De Zavala Middle School, Megan Lott, Program Specialist for the Special Education Department, Jodi Vasquez, RDSPD Program/Deaf Education Specialist, Brandi Johnson, Director of 504, Dyslexia and Intervention for the Academic Achievement Department, and Jorly Thomas, Executive Director of Curriculum and Instruction.

Motion passed by 5 to 0 vote.

2. Consideration and possible approval of adding an additional district sign language interpreter position for the Region 4 Regional Day School Program for the Deaf. Motion by Nelda Sullivan, seconded by Crystal Davila to approve an additional district sign language interpreter position for the Region 4 Regional Day School Program for the Deaf.

Motion passed by 5 to 0 vote.

3. Certified personnel for the 2025-2026 school year – *For Information Only*

4. Support personnel for the 2024-2025 school year – *For Information Only*

## **IX. Educational Section**

1. Campus and Audit Report Spotlight Presentation - *Dr. Tamika Alford-Stephens, Chief Financial Officer*

2. Consideration and possible approval of the 2025-2026 Memorandum of Understanding between the Pasadena Independent School District and the Harris County Juvenile Board. Motion by Nelda Sullivan, seconded by Crystal Davila to approve the 2025-2026 Memorandum of Understanding between the Pasadena Independent School District and the Harris County Juvenile Board.

Motion passed by 5 to 0 vote.

3. Consideration and possible approval of revised ADA snapshot time for selected Early College High School students in grades 11 and 12. Motion by Marshall Kendrick, seconded by Nelda Sullivan to approve a revised ADA snapshot time for selected Early College High School students in grades 11 and 12.

Motion passed by 5 to 0 vote.

4. Consideration and possible approval of the revised shared services arrangement with the Region 4 Regional Day School Program for the Deaf. Motion by Nelda Sullivan, seconded by Crystal Davila to approve the revised shared services arrangement with the Region 4 Regional Day School Program for the Deaf.

Motion passed by 5 to 0 vote.

5. Consideration and possible approval of a partnership between the Pasadena Independent School District and the City of Houston through its Houston Health Department for implementation of the See to Succeed Program. Motion by Crystal Davila, seconded by Nelda Sullivan to approve a partnership between the Pasadena Independent School District and the City of Houston through its Houston Health Department for implementation of the See to Succeed Program.

Motion passed by 5 to 0 vote.

6. Consideration and possible approval of the 2025-2026 PK-High School Student Handbook and authorization for possible future changes due to legislative updates. Motion by Marshall Kendrick, seconded by Nelda Sullivan to approve the 2025-2026 PK-High School Student Handbook and authorization for possible future changes due to legislative updates.

Motion passed by 5 to 0 vote.

7. Consideration and possible approval of the 2025-2026 Student Code of Conduct and authorization for future changes made necessary by new legislation. Motion by Nelda

Sullivan, seconded by Crystal Davila to approve the 2025-2026 Student Code of Conduct and authorization for future changes made necessary by new legislation.

Motion passed by 5 to 0 vote.

8. Consideration and possible approval of a partnership agreement between Pasadena ISD and the Houston Methodist Hospital System for the 2025-2026 school year. Motion by Nelda Sullivan, seconded by Crystal Davila to approve a partnership agreement between Pasadena ISD and the Houston Methodist Hospital System for the 2025-2026 school year.

Motion passed by 5 to 0 vote.

9. Consideration and possible approval of the Houston Endowment grant award for the Project Support to Reduce the Number of Uncertified Teachers in the Pasadena Independent School District in the amount of \$350,000. Motion by Marshall Kendrick, seconded by Nelda Sullivan to approve the Houston Endowment grant award for the Project Support to Reduce the Number of Uncertified Teachers in the Pasadena Independent School District in the amount of \$350,000.

Motion passed by 5 to 0 vote.

10. Consideration and possible approval for Pasadena High School senior cheerleaders, captain, and co-captains, to travel to Orlando, Florida from November 21 - 24, 2025, to be part of Disney's Christmas Parade at Magic Kingdom. Motion by Nelda Sullivan, seconded by Crystal Davila to approve for Pasadena High School senior cheerleaders, captain, and co-captains, to travel to Orlando, Florida from November 21 - 24, 2025, to be part of Disney's Christmas Parade at Magic Kingdom.

Motion passed by 5 to 0 vote.

## **X. Student Achievements - *For Information Only***

## **XI. Policy Section**

1. Consideration and possible revision of FD (LOCAL) Admissions. Motion by Crystal Davila, seconded by Nelda Sullivan to approve revision of FD (LOCAL) Admissions.

Motion passed by 5 to 0 vote.

2. Consideration and possible revision of FM (LOCAL) Student Activities. Motion by Nelda Sullivan, seconded by Crystal Davila to approve revision of FM (LOCAL) Student Activities.

Motion passed by 5 to 0 vote.

3. Consideration and possible revision of FNCE (LOCAL) Student Conduct Personal Communication Devices/ Electronic Devices. Motion by Marshall Kendrick, seconded by Crystal Davila to approve revision of FNCE (LOCAL) Student Conduct Personal Communication Devices/ Electronic Devices.

Motion passed by 5 to 0 vote.

## **XII. Financial Section**

1. Consideration and possible approval of the TASB Risk Management Fund interlocal agreement for workers' compensation coverage for the 2025-2026 school year. Motion by Nelda Sullivan, seconded by Crystal Davila to approve the TASB Risk Management Fund interlocal agreement for workers' compensation coverage for the 2025-2026 school year.

Motion passed by 5 to 0 vote.

2. Consideration and possible approval of the 2025-2026 Financial Compliance review schedule. Motion by Nelda Sullivan, seconded by Crystal Davila to approve the 2025-2026 Financial Compliance review schedule.

Motion passed by 5 to 0 vote.

3. Consideration and possible approval of the budget amendments for July 2025. Motion by Nelda Sullivan, seconded by Crystal Davila to approve the budget amendments for July 2025.

Motion passed by 5 to 0 vote.

## **XIII. Operations Section**

1. Consideration and possible approval of a construction contract with ARGIO Roofing & Construction, LLC for the Portable Building Re-Roofing Project in the amount of \$655,070.04 for a total of 85 district wide portable roofs. Motion by Marshall Kendrick, seconded by Nelda Sullivan to approve a construction contract with ARGIO Roofing & Construction, LLC for the Portable Building Re-Roofing Project in the amount of \$655,070.04 for a total of 85 district wide portable roofs.

Motion passed by 5 to 0 vote.

2. Consideration and possible approval of Allowance Expenditure Authorization (AEA) No. 08 for the 2022 Bond New Bailey Elementary School Replacement Project in the credit amount of \$455. Motion by Nelda Sullivan, seconded by Crystal Davila to approve Allowance Expenditure Authorization (AEA) No. 08 for the 2022 Bond New Bailey Elementary School Replacement Project in the credit amount of \$455.

Motion passed by 5 to 0 vote.

3. Consideration and possible approval of Allowance Expenditure Authorization (AEA) No. A-057 for the 2017 Bond Transportation Center Replacement Project in the credit amount of \$10,009. Motion by Nelda Sullivan, seconded by Crystal Davila to approve Allowance Expenditure Authorization (AEA) No. A-057 for the 2017 Bond Transportation Center Replacement Project in the credit amount of \$10,009.

Motion passed by 5 to 0 vote.

4. Consideration and possible approval of Allowance Expenditure Authorization (AEA) No. 001 for the 2022 Bond Roof Replacements Package 3 Project in the amount of \$55,412.35 for Frazier Elementary School. Motion by Marshall Kendrick, seconded by Nelda Sullivan to approve Allowance Expenditure Authorization (AEA) No. 001 for the 2022 Bond Roof Replacements Package 3 Project in the amount of \$55,412.35 for Frazier Elementary School.

Motion passed by 5 to 0 vote.

5. Consideration and possible approval of Allowance Expenditure Authorization (AEA) No. T-002 for the 2022 Bond New Parks Elementary School Replacement Project in the amount of \$215,758. Motion by Nelda Sullivan, seconded by Crystal Davila to approve Allowance Expenditure Authorization (AEA) No. T-002 for the 2022 Bond New Parks Elementary School Replacement Project in the amount of \$215,758.

Motion passed by 5 to 0 vote.

6. Consideration and possible approval of Allowance Expenditure Authorization (AEA) No. T-003 for the 2022 Bond New Parks Elementary School Replacement Project in the amount of \$158,571. Motion by Nelda Sullivan, seconded by Crystal Davila to approve Allowance Expenditure Authorization (AEA) No. T-003 for the 2022 Bond New Parks Elementary School Replacement Project in the amount of \$158,571.

Motion passed by 5 to 0 vote.

7. Consideration and possible approval of a resolution to declare district property as surplus property for the purpose of soliciting bids for sale. Motion by Marshall Kendrick, seconded by Crystal Davila to approve a resolution to declare district property as surplus property for the purpose of soliciting bids for sale.

Motion passed by 5 to 0 vote.

#### **XIV. Construction Update - *For Information Only***

#### **XV. Miscellaneous Section**

1. Consideration and possible approval to name Paola Gonzalez as the Official Voting Delegate and Casey Phelan as the Alternate to the 2025 TASB Delegate Assembly. Motion by Nelda Sullivan, seconded by Crystal Davila to name Paola Gonzalez as the Official Voting Delegate and Casey Phelan as the Alternate to the 2025 TASB Delegate Assembly.

Motion passed by 5 to 0 vote.

2. Public Comments according to BED (LOCAL) - Related to topics not listed on the agenda (30-minute allotment). There were no public comments.

3. Set date for next regular meeting on Tuesday, August 26, 2025. Motion by Nelda Sullivan, seconded by Crystal Davila to approve Tuesday, August 26, 2025 as the date of the next regular meeting.

Motion passed by 5 to 0 vote.

**XVI. Adjournment at 7:38 p.m.**

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President, Board of Trustees

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Secretary, Board of Trustees

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Date Approved