

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES
WFISD ADMINISTRATION BUILDING – BOARD ROOM
WORK SESSION MEETING MAY 13, 2025**

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 Mr. Mark Lukert, board president.

Board members present: Mr. Mark Lukert, Mr. Jim Johnson, Ms. Sandy Camp, Ms. Susan Grisel and Ms. Dianne Scroggins. 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, Ms. Denise Williams, Director of Human Resources, Ms. Leah Horton, Chief Financial Officer, Ms. Keli Sims, Administrative Assistant to the Director of HR, Ms. Vanessa Dishman, Executive Assistant to the Superintendent, Ms. Ashley Thomas, Communications Officer, Mr. Jeff Hill, Director of Elementary Curriculum, Mr. Jayme Carr, Director of Secondary Curriculum, Ms. Trish Potts, Internal Auditor, Ms. Marchuetta Matthews, Administrative Assistant to the Assistant Superintendent, Ms. Deb Dipprey, Executive Director of School Administration, Chief Anthony Smith, WFISD PD, Mr. Shannon Troester, Risk & Contract Manager, Ms. Lauren Zotz, Director of Purchasing, Mr. Scot Hafley Assistant Superintendent of Operations, Ms. Alefia Paris-Toulon, Executive Director of Special Programs, and Mr. Larry Menefee, Director of Student Services.

INVOCATION:

Ms. Diann Scroggins gave the invocation.

PUBLIC COMMENT:

None

REPORTS AND SPECIAL DISCUSSION:

CULTURE COIN PRESENTATION

Dr. Donny Lee, Superintendent of Schools, recognized Booker T. Washington music teacher, Emma Habert, for her heroic actions last month. On April 16, first year teacher Ms. Habert was assisting with dismissal outside of the school when she noticed a nearby vehicle reversing unexpectedly. She swiftly intervened to protect a 1st grade student from being hit by the car. Despite sustaining an impact to her hip/leg, she prioritized the safety of our students, ensuring each child was safely escorted to their vehicle.

FINANCIAL SERVICES:

FINANCIAL REPORTS AS OF MARCH 31, 2025

Mr. Jim Johnson, seconded by Ms. Diann Scroggins, motioned that the Wichita Falls Independent School District Board of Trustees approve the Financial Reports as of March 31, 2025 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

APRIL 2025 BUDGET AMENDMENTS

Ms. Susan Grisel, seconded by Ms. Dianne Scroggins, motioned that the Wichita Falls Independent School District Board of Trustees approve the budget amendments to the April 2025 budgets 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

PURCHASE OF WAREHOUSE COOLER

Ms. Diann Scroggins, seconded by Ms. Susan Grisel, motioned that the Wichita Falls Independent School District Board of Trustees approve the purchase a replacement of the Warehouse Food Service Walk-in Cooler, 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

PURCHASE OF FOOD SERVICE TILT SKILLETS

Mr. Jim Johnson, seconded by Ms. Sandy Camp, motioned that the Wichita Falls Independent School District Board of Trustees approve the purchase a replacement Food Service Tilt Skillets, 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

PROCUREMENT OF SPECIAL ED STAFFING

Ms Leah Horton, Chief Financial Officer, presented information regarding RFP 2526-06-C-26 Special Education Staffing for needs related to Speech Language Pathologists and Diagnosticians, to multiple vendors on an as-needed basis, for the 2025-2026 School Year, as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools. RFP 2526-06-C-26 was advertised twice in the Times Record News and issued on the District's electronic bidding platform. Sixty-two (62) vendors viewed the bid and twenty-six (26) vendors submitted valid proposals for one or both of the service categories. Historically, the positions sought have been hard to fill and the District operates with vacant positions and a continued increase in Special Education student referrals and enrollment. Fulfilling staff shortages with this RFP assures the district complies with special education laws and legal requirements to provide the essential services. The RFP Evaluation Committee consists of Alefia Paris-Toulon, Executive Director of Special Programs, Kimberly Thorne, Associate Director of Special Programs, and Kendra Maroney, District Lead Speech Language Pathologist. The solicitation was facilitated by Lauren Zotz, Director of Purchasing. In the current 2024-2025 school year, SLP (and LSSP) services were obtained at an expense of \$1,275,276.08 (services to date). This is the expense-only portion and does not take into consideration the Medicaid reimbursement portion related to services provided to students.

PROCUREMENT OF SECURITY MONITORING

Ms. Leah Horton, Chief Financial Officer, requested that the Wichita Falls Independent School District Board of Trustees award Security Monitoring Services to Commercial & Industrial Electronics, Inc.(C&I) for three (3) years with the option to renew for two (2) additional one-year periods as recommended by Dr. Donny Lee, Superintendent of Schools. Security Monitoring Services for the district include the 24/7 monitoring of fire alarms, (fire alarm systems, sprinkler systems, status), security systems (burglar, opens/closing, panic), elevator status, water levels, and special critical conditions (such as Food Service cold storage monitoring). The recommendation is a result of RFP 2526-04-S-30 Security Monitoring Services, which was advertised twice in the Times Record News and issued on the district's online bid solicitation platform. Seven (7) vendors received automatic invitations, three (3) received direct invitations, and one (1) vendor submitted a proposal. Commercial & Industrial Electronics earned the highest/only evaluation score. The evaluation committee includes Chris Fain, Director of Maintenance, Scott McLaughlin, Fire and Security Coordinator, and Kenneth Callahan, Maintenance Supervisor. C&I has successfully provided these services to WFISD since 2012. The solicitation was facilitated by Lauren Zotz, Director of Purchasing, and the award recommendation provided herein is verified to meet state procurement requirements.

Vendor	Corporate Address	Evaluation Score	Annual Spend
Commercial & Industrial Electronics, Inc	Wichita Falls, Texas	100	Not to Exceed \$21,000

This item will be placed on the consent agenda for the regular meeting on May 19, 2025

PROCUREMENT OF PEST CONTROL SERVICES

Ms. Leah Horton, Chief Financial Officer, requested that the Wichita Falls Independent School District Board of Trustees award district-wide pest control services to Art's Home Pest Exterminators ("Art's") for three (3) years beginning July 1, 2025, through June 30, 2028, for the current base services amount of \$28,584.24, with two (2) optional one-year renewal periods as recommended by Dr. Donny Lee, Superintendent of Schools. Texas law requires school districts to implement and maintain an Integrated Pest Management (IPM) program and appoint a

certified IPM Coordinator; for WFISD, that certification is held by Chris Fain, Director of Maintenance. IPM is regulated by the Texas Department of Agriculture (TDA), and focuses on safe, preventive pest control using minimal-risk methods. Highly affected (food) areas like kitchens and teacher lounges are treated regularly, while other areas are addressed on an as-needed basis. RFP 2526-03-S-30 for Pest Control Services was advertised twice in the Times Record News and issued on the district's bid solicitation online platform. One-hundred-nine (109) vendors received an invitation by commodity, ten (10) local vendors were manually invited, nine (9) vendors (local and non-local) viewed the opportunity, and two (2) vendors submitted proposals. The responding vendors are both TDA-licensed and meet or exceed district needs to maintain a successful IPM program. Lauren Zotz, Director of Purchasing, facilitated the solicitation. The evaluation team includes Chris Fain, Director of Maintenance, and Maintenance Supervisors Kenneth Callahan and Lawrence Mastalsz, each independently scoring the submissions. The scoring resulted in a recommendation of an award to Art's Home Pest Exterminators. Furthermore, the award recommendation provided herein is verified to meet state and federal procurement requirements.

<i>Vendor</i>	<i>Headquarters</i>	<i>RFP Score</i>
ABC Pest Control	Tyler, Texas	62.70
Art's Home Pest Exterminators	Wichita Falls, Texas	95.00

This item will be placed on the consent agenda for the regular meeting on May 19, 2025

PURCHASE OF CAPTURING KIDS HEARTS

Ms. Leah Horton, Chief Financial Officer, requested that the Wichita Falls Independent School District Board of Trustees purchase the professional development package Capturing Kids' Hearts (The Flippen Group) in the amount of \$153,400.00, as recommended by Dr. Donny Lee, Superintendent of Schools. Capturing Kids Hearts (CKH) has been an integral component of district initiatives since the 2015-2016 school year. CKH supports several components of our current 5-part Strategic Plan, including Part 1 – "We will maximize human potential through a culture of high expectations"; Part 3 – "We will build a collaborative culture to foster ownership and increase engagement"; and Part 4 – "We will develop systems to identify and meet the physical, emotional, and social needs of students." CKH strategies emphasize the importance of relationships and their effect of increasing academic achievement by building a strong classroom culture and serving the whole child to meet the social and emotional needs of our students.

Booker T. Washington Elementary*

Burgess Elementary*

Crockett Elementary*

Cunningham Elementary School*

Fain Elementary School*

Fowler Elementary School*

Franklin Elementary*

Jefferson Elementary*

Milam Elementary School*

Scotland Park Elementary

Sheppard Elementary School*

Southern Hills Elementary School*

West Foundation Elementary School*

Zundy Elementary School*

McNiel Middle School

*Denotes 2024-2025 National Showcase Campuses

This recommendation is a result of RFP 2425-06-C-25 Professional Development or Training, which was advertised twice in the Times Record News and issued on the district's online bid solicitation platform. One hundred-six (106) vendors received commodity invitations, one (1) received direct invitations, and thirty-one (31) vendors submitted a proposal. The solicitation and subsequent quote process were facilitated by Lauren Zotz, Director of Purchasing, and the award recommendation provided herein is verified to meet state and federal procurement requirements, and that the recommended vendor is not debarred by the U. S. Office of the Inspector General.

This item will be placed on the consent agenda for the regular meeting on May 19, 2025

PURCHASE OF LOWMAN EDUCATIONAL MODULES

Ms. Diann Scroggins, seconded by Ms. Susan Grisel, motioned that the Wichita Falls Independent School District Board of Trustees approve the purchase of Lowman Education Modules for educational support at all campuses for the 2025-2026 school year in the amount of \$197,200.00 as submitted by Leah Horton, Chief Financial Officer and

as recommended by Dr. Donny Lee, Superintendent of Schools. Lowman Education modules are designed to support student learning by providing targeted, supplemental study resources that reinforce core academic concepts. These modules offer structured, easy-to-follow content that helps students build confidence, close learning gaps, and master skills at their own pace. By integrating these tools alongside classroom instruction, educators can better meet individual student needs and enhance overall academic achievement. This purchase will be made utilizing Allied States #24-7491, which was advertised twice in the El Paso Times. The Lowman Education module pricing is verified by Allied States to be compliant with the vendor award. This expenditure is confirmed to meet all procurement requirements for this purchase.

Carried unanimously by a vote of 5-0

PURCHASE OF STADIUM LIGHTS

Ms. Susan Grisel, seconded by Mr. Jim Johnson, motioned that the Wichita Falls Independent School District Board of Trustees approve the purchase of stadium lights for Memorial Stadium from Musco Sports Lighting, LLC, in the amount of \$321,000.00, as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools. Musco Sports Lighting, LLC (Musco), is a large-area lighting systems company headquartered in Oskaloosa, Iowa. Of the four (4) vendors contacted, Musco offered the cost-saving option of retrofitting replacement lights instead of full replacement of lights and poles at Memorial Stadium. Musco standard warranty program covers materials and labor for ten years. The products outlined herein includes updated lighting for better visibility as well as upgraded functions to offer improved entertainment features, theatrical effects, light show programming, remote on/off, and onsite dimming (high/medium/low/blackout), which will benefit spectator experience at district events, area playoff events, and other events held at the stadium. In addition to the improved functionality, the change to LED lighting will significantly reduce the stadium overhead lighting cost per event by an estimated 50%. The Musco quote is verified to be compliant with Buyboard contract# 677-22, which was advertised by Buyboard twice in (11) newspapers. This expenditure is confirmed to meet all procurement requirements for this purchase.

Carried unanimously by a vote of 5-0

CONSTRUCTION METHOD FOR BARWISE SPED PROJECT

Ms. Diann Scroggins, seconded by Ms. Sandy Camp, motioned that the Wichita Falls Independent School District Board of Trustees review the construction methods and designate the Design Build (CVE) methodology to be utilized for the Special Education project at Barwise providing for the LEAP Program requirements, 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 OPERATIONS

POLICY FDA AND FNCE (LOCAL)-1ST READING

Mr. Scot Hafley, Assistant Superintendent of Operations, read proposed changes/additions to/of Board Policy FDA (Local) and FNCE (Local) as recommended by Dr. Donny Lee, Superintendent of Schools. Policy FDA (Local) covers inter-district transfers for students living outside of the WFISD attendance zone. Previously all intra and inter district transfers were located in FDB (Regulation). In January of 2024 the WFISD Board of Trustees moved all intra-district transfer policy to FDB (Local). This is the first reading of FDA (Local) and will move all inter-district transfer policies and procedures out of FDB (Regulation) Policy FNCE needs to be updated to remove the language requiring students to pay a fee to have their electronic devices returned. This will move our local policy in alignment with the student handbook. As of 4-25-25 WFISD enrolls 280 “out of district” students equating to \$1,724,800 in basic funding

TEXAS DEPARTMENT OF AGRICULTURE EXCESS NET CASH RESOURCE PLAN

Mr. Scot Hafley, Assistant Superintendent of Operations, requested that the Wichita Falls Independent School District Board of Trustees approve the Texas Department of Agriculture (TDA) approved Excess Net Cash Resource Plan (2023-2024) as submitted by Scot Hafley, Assistant Superintendent, and as recommended by Dr. Donny Lee, Superintendent of Schools. A plan to reduce excess Child Nutrition net cash resources (as required by TDA) was developed by members of WFISD’s Maintenance, Finance, Purchasing and Food Service departments. The plan was approved by TDA on April 16, 2025 in full, and must now be reviewed and approved by the Board. All eventual purchases of \$100,000 or more will be brought to the Board for approval. All Capital Expenditures (unit pricing) over \$10,000 will be further approved by TDA prior to purchase. Many items listed on the already approved 2023-2024 Excess Fund Plan were combined from the 2022-2023 Plan in order to work from a single plan. The new items in the 2023-2024 plan include upgraded district-wide freezer alarms, upgraded Hirschi Serving

Lines, and two new Food Service delivery vans. The completion date for the original Plan 2 listed items is August 31, 2025, and the completion date for the new/additional items is March 28, 2026. The excess cash resources are determined by subtracting the three-month average expenditures from the Net Cash resources. These funds are strictly tied to improvements in food service and food quality for WFISD students. The Food Service fund balance is separate from the WFISD fund balance and budget.

This item will be placed on the consent agenda for the regular meeting on May 19, 2025

HUMAN RESOURCES:

PERSONNEL REPORT

Ms. Denise Williams, 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 Work Session 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 and addendum.

Carried unanimously by a vote of 5–0

BOARD MATTERS:

BOARD MINUTES:

Minutes of a work session on April 8, 2025, public hearing on April 14, 2025 and regular meeting on April 14, 2025.

These items will be placed on the consent agenda for the regular meeting on May 19, 2025

DISTRICT EVENTS:

Ms. Ashley Thomas, Communications Officer, informed the Board of Trustees on the events happening around the district; 24/25 Teachers of the Year are Jamie Cove, elementary and Logan Parrish, secondary, 2025 Graduating Class Top Graduates are Legacy: Maegan Roberson, Valedictorian and Anh Tran, Salutatorian, Memorial: Jun Park, Valedictorian, Emma West, Salutatorian; Teacher Appreciation Week was celebrated across the district last week and 5 teachers were given \$500 grants, nominated by the community, CEC held first Signing Day, PIE Recognition Banquet, Tina Bearden was the May Teacher Spotlight winner, Sam's Spotlight Award went to Freddie Pena at Fowler Elementary, Elementary Senior Walks will be held up to May 21st, Scholarship Reception is tonight, May 13th at 6:30pm, McNeil Middle School Closing Ceremony, May 14th at 2:45pm, Retirement Breakfast is Thursday May 15th at 7:30 am, Scholarship Reception at Region IV is May 15th at 4:00pm, Scholars Reception at the CEC, Teacher planning/Student holiday, May 19th, Legacy Graduation rehearsal, May 20, Last Day of School/early release, May 21st, Memorial Graduation Rehearsal, May 21st Teacher Planning Day May 22nd and Legacy Graduation is Thursday, May 22nd and Memorial Graduation is Friday, May 23 at 8:00.

RECESS:

Mr. Mark Lukert, board president, recessed the work session to go into closed session at 12:43 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. Discussions Regarding Student Intra-District Petitions Under Board Policy FDB (Pursuant to Texas Government Code 551.0821)

OPEN SESSION:

Mr. Mark Lukert, board president, called the meeting back into open session at 1:08 pm.

ACTION CONCERNING STUDENT INTRA-DISTRICT TRANSFER PETITIONS

Ms. Diann Scroggins, seconded by Mr. Jim Johnson, motioned that the Wichita Falls Independent School District Board of Trustees grant Emmalee Chavez an intra-district transfer as requested and as recommended by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 5-0

Mr. Jim Johnson, seconded by Ms. Diann Scroggins motioned that the Wichita Falls Independent School District Board of Trustees deny Noah Lawrence an intra-district transfer as requested and as recommended by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 5-0

ADJOURNED:

Mr. Mark Lukert, board president, adjourned the meeting at 1:09 pm.

President, Board of Trustees

Secretary, Board of Trustees