

# 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 November 18, 2025, beginning at 5:30 PM 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 President, Kenny Fernandez, called the meeting to order at 5:30 p.m. Board members present were Kenny Fernandez, Casey Phelan, Marshall Kendrick, Nelda Sullivan, Joe Campos, Crystal Davila, and Paola Gonzalez. Joe Campos offered the invocation, and Crystal Davila led the pledges.

**II. Public Comments according to Policy BED (LOCAL) - (30-minute allotment).** Mr. Dexter Oliver and Mrs. Wendy Oliver spoke about special education transportation issues at Pasadena Memorial High School affecting their daughter.

### **III. 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

### **IV. Reconvened in open session at 7:18 p.m.**

**V. Discussion of the district's rating on the State Financial Integrity Rating System of Texas (FIRST) - Tamika Alford-Stephens, Chief Financial Officer**

**VI. Special Recognition** Tom Le, Director of Advanced Academics recognized the outstanding accomplishments of Pasadena ISD Academic Pentathlon students. Alise Neff, PE Instructional Specialist, recognized seventeen (17) PISD campuses honored as America's Healthiest Schools. Cenergistic Energy awarded PISD the Energy Star Efficiency award.

### **VII. Consent Agenda**

1. Minutes 10 21 25
2. Informational Pages
3. Bid Items
  - A. Competitive Sealed Bids and/or Request for Competitive Sealed Proposals
    - Books, Textbooks, Publications, Subscriptions and Audio Visual Materials, RFP #26R-007LG
    - Clinic/Athletic Training Supplies, Equipment, RFP #26R-010EZ
    - Monitoring of Fire Alarm System, CSP #26P-011EZ
    - Nutrition Services Menu Board Replacement Project, CSP #26P-014EZ
  - B. Information Summary of Purchase Orders over \$10,000
    - October 1, 2025, through October 31, 2025
4. Library materials list in compliance with Senate Bill 13

Motion by Nelda Sullivan, seconded by Paola Gonzalez to approve the consent agenda.

AYES: Fernandez, Phelan, Marshall, Sullivan, Campos, Davila, Gonzalez  
NOES: None

The motion passed unanimously by a 7 to 0 vote.

## **VIII. Personnel Section**

1. Consideration and possible approval of administrative personnel. *No action taken.*
2. Consideration and possible approval of the Medical and Rx Stop Loss Coverage Self-Funded Health Plan, CSP #26P-016LP, to Aetna Life Insurance Company for a cost of \$3,506,148 to be paid through the health fund. Motion by Marshall Kendrick, seconded by Nelda Sullivan to approve the Medical and Rx Stop Loss Coverage Self-Funded Health Plan, CSP #26P-016LP, to Aetna Life Insurance Company for a cost of \$3,506,148 to be paid through the health fund.

AYES: Fernandez, Phelan, Marshall, Sullivan, Campos, Davila, Gonzalez  
NOES: None

The motion passed unanimously by a 7 to 0 vote.

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

## **IX. Educational Section**

1. Pre-K Program Spotlight - *Jessica Rios, Pre-K Coordinator*
2. Counseling Services Team and Social Workers Spotlight - *Robin Harold, Counselor Coordinator and Erica Carroll, Counselor Specialist*
3. Consideration and possible approval of an interlocal agreement between Pasadena ISD and The University of Houston for three (3) years whereby J. Frank Dobie High School will serve as a clinical/preceptor internship site for University of Houston students in the Master of Athletic

Training Program at no cost. Motion by Nelda Sullivan, seconded by Crystal Davila to approve of an interlocal agreement between Pasadena ISD and The University of Houston for three (3) years whereby J. Frank Dobie High School will serve as a clinical/preceptor internship site for University of Houston students in the Master of Athletic Training Program at no cost.

AYES: Fernandez, Phelan, Marshall, Sullivan, Campos, Davila, Gonzalez

NOES: None

The motion passed unanimously by a 7 to 0 vote.

4. Consideration and possible approval of the 2025-2026 Harris County Department of Education CASE for Kids Partnership grant award for Frazier Elementary in the amount of \$30,000 and the corresponding interlocal agreement. Motion by Nelda Sullivan, seconded by Paola Gonzalez to approve the 2025-2026 Harris County Department of Education CASE for Kids Partnership grant award for Frazier Elementary in the amount of \$30,000 and the corresponding interlocal agreement.

AYES: Fernandez, Phelan, Marshall, Sullivan, Campos, Davila, Gonzalez

NOES: None

The motion passed unanimously by a 7 to 0 vote.

5. Consideration and possible approval of the SPARK School Park Program project for Matthys Elementary and the corresponding agreement, including \$230,000 in funding. Motion by Marshall Kendrick, seconded by Nelda Sullivan to approve the SPARK School Park Program project for Matthys Elementary and the corresponding agreement, including \$230,000 in funding.

AYES: Fernandez, Phelan, Marshall, Sullivan, Campos, Davila, Gonzalez

NOES: None

The motion passed unanimously by a 7 to 0 vote.

6. Consideration and possible approval of an agreement between the Sparks Elementary and Texas Outdoor Family which is a program through Texas Parks and Wildlife at a cost \$500 to be paid using local funds. Motion by Nelda Sullivan, seconded by Crystal Davila to approve an agreement between the Sparks Elementary and Texas Outdoor Family which is a program through Texas Parks and Wildlife at a cost \$500 to be paid using local funds.

AYES: Fernandez, Phelan, Marshall, Sullivan, Campos, Davila, Gonzalez

NOES: None

The motion passed unanimously by a 7 to 0 vote.

7. Consideration and possible approval for J. Frank Dobie High School JROTC team members to travel to The Nationals, a national high school drill competition in Daytona Beach, Florida on April 30, 2026 – May 5, 2026. Motion by Joe Campos, seconded by Casey Phelan to give approval J. Frank Dobie High School JROTC team members to travel to The Nationals, a national high school drill competition in Daytona Beach, Florida on April 30, 2026 – May 5, 2026.

AYES: Fernandez, Phelan, Marshall, Sullivan, Campos, Davila, Gonzalez

NOES: None

The motion passed unanimously by a 7 to 0 vote.

8. Consideration and possible approval for J. Frank Dobie High School JROTC fitness team members to travel to JROTC Fitness Championships in Daytona Beach, Florida on April 30, 2026 – May 5, 2026. Motion by Nelda Sullivan, seconded by Crystal Davila to give approval for J. Frank Dobie High School JROTC fitness team members to travel to JROTC Fitness Championships in Daytona Beach, Florida on April 30, 2026 – May 5, 2026.

AYES: Fernandez, Phelan, Marshall, Sullivan, Campos, Davila, Gonzalez

NOES: None

The motion passed unanimously by a 7 to 0 vote.

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

1. Harris County Fair Winners
2. Houston Livestock Show and Rodeo Archery Competition
3. FFA State Fair Competition

#### **XI. Financial Section**

1. Annual Comprehensive Financial Report for the 2024-2025 school year -Patrick Simmons, Whitley Penn, LLP, Audit Partner - For Information Only

2. Consideration and possible approval of budget amendments for October 2025. Motion by Nelda Sullivan, seconded by Casey Phelan to approve budget amendments for October 2025.

AYES: Fernandez, Phelan, Marshall, Sullivan, Campos, Davila, Gonzalez

NOES: None

The motion passed unanimously by a 7 to 0 vote.

#### **XII. Operations Section**

1. Consideration and possible approval of Amendment No. 5 for the district's current Master Gas Services contract with the General Land Office (GLO). Motion by Marshall Kendrick, seconded by Nelda Sullivan to approve Amendment No. 5 for the district's current Master Gas Services contract with the General Land Office (GLO).

AYES: Fernandez, Phelan, Marshall, Sullivan, Campos, Davila, Gonzalez

NOES: None

The motion passed unanimously by a 7 to 0 vote.

2. Consideration and possible approval of Allowance Expenditure Authorization (AEA) No. 03 for the Portable Building Re-Roofing Project in the credit amount of \$63,372.70. Motion by Nelda Sullivan, seconded by Casey Phelan to approve Allowance Expenditure Authorization (AEA) No. 03 for the Portable Building Re-Roofing Project in the credit amount of \$63,372.70.

AYES: Fernandez, Phelan, Marshall, Sullivan, Campos, Davila, Gonzalez  
NOES: None

The motion passed unanimously by a 7 to 0 vote.

3. Consideration and possible approval of Allowance Expenditure Authorization (AEA) No. 04 for the Portable Building Re-Roofing Project in the amount of \$91,099.20. Motion by Nelda Sullivan, seconded by Joe Campos to approve Allowance Expenditure Authorization (AEA) No. 04 for the Portable Building Re-Roofing Project in the amount of \$91,099.20.

AYES: Fernandez, Phelan, Marshall, Sullivan, Campos, Davila, Gonzalez  
NOES: None

The motion passed unanimously by a 7 to 0 vote.

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

### **XIV. Miscellaneous Section**

1. Set date for next regular meeting on Tuesday, January 20, 2026. Motion by Crystal Davila, seconded by Nelda Sullivan to approve regular meeting on Tuesday, January 20, 2026.

AYES: Fernandez, Phelan, Marshall, Sullivan, Campos, Davila, Gonzalez  
NOES: None

The motion passed unanimously by a 7 to 0 vote.

**XV. Adjournment.** Board President, Kenny Fernandez, adjourned the meeting at 8:24 p.m.

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President/Vice President, Board of Trustees

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Secretary/Assistant Secretary, Board of Trustees

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Date Approved