

**WACO INDEPENDENT SCHOOL DISTRICT  
REGULAR MEETING  
WISD Conference Center  
115 S 5th Street  
Waco, Texas 76701**

**Thursday, November 30, 2023 - 6:00 PM**

A Regular Meeting of the Board of Trustees of Waco Independent School District will be held November 30, 2023, beginning at 6:00 PM in the WISD Conference Center, 115 S 5th Street, Waco, Texas.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice/agenda.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

**AGENDA**

1. **Call to Order**
2. **Public Comments on Agenda Items**
3. **Moment of Silence and Pledge of Allegiance**
4. **Special Recognitions**
  - 4.A. Pledge Leaders
  - 4.B. Thespian National Qualifiers
  - 4.C. Community Partner Award
5. **Superintendent's Report**
  - 5.A. Kendrick Elementary Relocation to Indian Spring Campus
  - 5.B. Waco High School Topping Out Celebration
  - 5.C. Holdsworth Aspiring Superintendent Leadership Program
6. **Information Items/Reports**
  - 6.A. Monthly Financial Report for the Period Ended October 31, 2023
7. **Consent Agenda: Consider and Take Appropriate Action**
  - 7.A. Amendments to the 2023-2024 Budget
  - 7.B. Bid Award for Educational Consultants, Professional Development, and Other Student-Based Contracted Services
  - 7.C. Bid Award for Maintenance Supplies, Equipment and Services
  - 7.D. Bid Award for Restaurant and Catering Services
  - 7.E. Bid Award for Asbestos Abatement Services for Kendrick Elementary School
  - 7.F. Bid Award for Cargo Van for Child Nutrition Services
  - 7.G. Bid Award for E-Rate Projects - Tennyson Middle School Network Switches
  - 7.H. Bid Award for E-Rate Projects - Tennyson Middle School Wireless Access Points
  - 7.I. Bid Award for E-Rate Projects - Waco High School Network Switches
  - 7.J. Bid Award for E-Rate Projects - Waco High School Wireless Access Points

- 7.K. Bid Renewal for Fire Alarm Repairs, and Security & Fire Alarm Monitoring Services
- 7.L. Bid Renewal for Security System Repair and Installation Services
- 7.M. Bid Renewal for Special Education Consulting Services
- 7.N. Bid Award for Stop Loss Insurance
- 7.O. Purchases over \$50,000 under Pre-Existing Bid, Purchasing Cooperative, or Allowed Professional Service
- 7.P. New Course Approval
- 7.Q. Amended Professional Development Waiver
- 7.R. Second Reading and Adoption of Board Policy DEC (LOCAL)
- 7.S. Approval of Updated District Facility Rental Terms and Rates
- 7.T. Commissioning Services for Kendrick Elementary School and South Waco Elementary School
- 7.U. School District Teaching Permit for Selected Teacher Candidate to Teach a Non-Core Academic CTE Course
- 7.V. Board of Trustees Meeting Minutes
  - 7.V.1. Regular Meeting - October 26, 2023
  - 7.V.2. Special Meeting - November 9, 2023
- 7.W. Additional T-TESS Appraisers for the 2023-2024 School Year
- 7.X. Action Regarding Sec 23.001 of the Texas Education Code (Chaplains)
- 8. **City of Waco Downtown Development Project**  
**Presenter:** Tom Balk, City of Waco
- 9. **Review and Discuss the Tennyson Middle School Construction Project**  
**Presenter:** Gloria Barrera, O'Connell Robertson Architects and CORE Construction
- 10. **Announcements**
- 11. **Consideration of Personnel**
  - 11.A. Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee
  - 11.B. Hear a Complaint or Charge Against an Officer or Employee
- 12. **Adjournment**

**Waco Independent School District**

***Board of Trustees Meeting Agenda Item***

**Date:** November 30, 2023

**Contact Person:** Alice Jauregui

**RE: Special Recognitions**

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**Background Information:**

**Pledge Leaders**

Each month, one campus selects two students to lead the Pledge of Allegiance at the regular business meeting of the Waco ISD Board of Trustees. For the month of November, Lake Air Montessori Magnet students Wilder Northern and Reagan Maldonado were selected for this honor.

**Thespian National Qualifiers**

Students participated in the Texas Thespian State Festival held in November. Texas Thespians is the largest chapter in the nation with over 600 troupes, representing over 16,000 middle school and high school students. Students were able to meet their peers, attend workshops, and compete for a chance to qualify for nationals. The following students scored a superior rating which qualified them to compete at nationals which will take place this summer in Bloomington:

**Tennyson Middle School**

Katarina Telep, Caroline Hogue, Karis Henderson, Elena Aagesen, and Sally Uecker-Group Acting, “The Terezin Promise” (Celeste Raspanti)

**University High School**

Jimesha Pringle - Monologue, “Lady in Red” (Ntozake Shange) from “For Colored Girls...” and “Check Please” (Jonathan Rand)

Noah Martinez - Monologue, “The Diviners” (Jim Leonard Jr.) and “The Cast List” (Rocco Natale and Jason Pizzaerllo)

Derrick Thomas - Monologue, “Dan” by Alan Haehnel and “A Soldier With A Secret” (George C. Wolfe) from “The Colored Museum”

Daisy Barco - Stage Management, “Madagascar: A Musical Adventure” (Kevin del Aduila)

## **Waco High School**

Lily Howell and Lydia Allen - Duet Acting, “A Midsummer Night’s Dream” (William Shakespeare)

Claire Prather and Sarah Townsend - Duet Acting, “Twelfth Night” (William Shakespeare)

Vianey Ramos - Solo Musical, “Good Morning Baltimore” from “Hairspray”

Elijah Contreras - Solo Musical, “What Baking Can Do” from “Waitress”

Miriam Goodsuhm - Solo Musical, “Daddy’s Little Angel” from “The Little Mermaid”

Eisley Lawson - Solo Musical, “Ribbons Down My Back” from “Hello Dolly”

Eleanor Rhodes – Monologue, “A Doll’s House” (Henrik Ibsen) and “Peter and the Starcatcher” (Rick Elice)

Dedra Brinkley - Stage Management, “The SpongeBob Musical”

Andrew Eggers - Solo Musical, “Home” from “Beauty and the Beast”

## **Community Partner Award**

Each month, Waco ISD recognizes a community partner making a difference for students with the Waco ISD Award for Outstanding Community Partners. The recognition celebrates the theme for the 2023-2024 school year “Lead for Results” and acknowledges the impact that our community partners make in the lives of our students and staff.

In November, the district is recognizing Heart of Texas Goodwill. As a part of their partnership with Texas Workforce Vocational Rehabilitation, Heart of Texas Goodwill partners with school districts, including Waco ISD, to provide training to students with disabilities. Vocational adjustment, work adjustment and work experience training are provided to students with Waco ISD in the 18+ program who have been approved by Vocational Rehabilitation for services. Additionally, Goodwill has received referrals for trainings for job readiness, computer classes and financial literacy.

They also provide Waco ISD with space for meetings and various training sessions throughout the year and have graciously provided lunch for staff.

### **Fiscal Implications:**

None

### **Administration Recommendations:**

For discussion only

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** November 30, 2023

**Contact Person:** Sheryl Davis

**RE: Monthly Financial Reports for the Period Ended October 31, 2023**

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**Background Information:**

Attached are the compiled October monthly financial reports for the following:

- General Fund
- Food Service Fund
- Debt Service Fund
- Internal Services Fund

These interim financial statements have been prepared utilizing data generated from the automated financial system and do not include any information related to other special revenue funds, capital projects funds, or trust and agency funds. Balances included in the report are unaudited and may change as a result of final year end closing entries and audit activities.

**Fiscal Implications:**

None.

**Administrative Recommendations:**

The Administration recommends that the Board of Trustees accept the monthly financial reports for the period ended October 31, 2023, as presented.



**Waco Independent School  
District  
Business & Support Services**

Sheryl Davis  
Chief Finance Officer

P.O. Box 27, Waco, Texas 76703  
Phone: 254-755-9440

November 16, 2023

Board of Trustees  
Waco Independent School District  
Waco, Texas

The accompanying balance sheets, statements of revenues, expenditures and changes in fund balance, and encumbrances and expenditures by fund, function and object for the month ending October 31, 2023 have been compiled for the General Fund, Food Service Fund, Debt Service Fund, and Internal Services Fund. Final cash reconciliation procedures and financial audit activities may result in additional adjustments to the financial statements. These preliminary financial reports are prepared utilizing the following assumptions:

- Revenue: Recorded on a cash basis with adjustments to accrual basis made at August 31, 2024.
- Expenditure: Totals on the "Statement of Revenues, Expenditures and Changes in Fund Balance" include expenditures occurring during the interim period reported. Balances will be adjusted to accrual basis at August 31, 2024. Outstanding encumbrances are included on the "Encumbrances and Expenditures by Fund, Function, and Object" schedule, only.
- Beginning Fund Balance: Represents August 31, 2023 unaudited ending fund balance.

I have not performed an audit or review of these financial statements. Please do not hesitate to call if you have any questions or need further assistance.

Sheryl Davis  
Chief Finance Officer

## **Comparison of Fiscal Year 2023-2024 Revenues and Expenditures to Previous Fiscal Year as of October 31, 2023**

Variations in revenues and expenditures as compared to the previous year are primarily due to the cyclical nature of budgetary receipts and expenditures. The larger variances are explained in this summary.

### **General Fund**

#### **Revenues:**

5710 Local Property Taxes – Collections as of the end of October have decreased \$737,895 from last year and, as a percent of estimated revenue, lag last year's collections by approximately 0.6%. Because of the increase in the homestead exemption, ratified by the voters on November 7<sup>th</sup>, we will continue to see a decrease in the dollar amount of the revenue. While collections, as a percent of the budget, is lower than last year, this was the first month of collecting on the 2023 levy and it is too soon to make any assumptions.

5720 Services to Other Districts – This revenue represents the reimbursement of unrestricted indirect costs incurred in the fiscal management of the McLennan County Challenge Academy. Because of the early deadline for the financial report, the October indirect cost recovery has not yet been calculated for the program. However, it is expected to be consistent with last year's revenue.

5740 Other Local Revenue – Revenues have increased \$539,212 over last year. This is primarily attributable to an increase in earnings on investments.

5750 Extracurricular Activities – Revenues shown on the October report have decreased \$40,995 from last year. This decrease is due to timing differences in receipts.

5810 Per Capita and Foundation School Program Revenue – Revenue has decreased \$2.4 million from last year. Revenue reflects the decreases in enrollment and average daily attendance as projected last December as well as a partial reduction from the near final calculations of amounts due to the Texas Education Agency for the 2022-2023 fiscal year.

#### **Functional Expenditures:**

Expenditures in the functional categories appear to be consistent with last year's spending pattern with the exceptions shown below.

11 Instruction – The increase of \$2.3 million is due in part to salary increases as well as a change in the instructional calendar that resulted in two additional days of payroll accrual for the month.

12 Instructional Resources & Media – Expenditures have decreased \$58,662 over last year. This is a result of transferring the librarians at Cesar Chavez and Tennyson Middle Schools out of ESSER funding and back into the general fund. The funding source change was necessary to meet comparability with G. W. Carver Middle School.

31 Guidance, Counseling, and Evaluation Services – The increase in expenditures of \$235,348 is twofold. First, as mentioned previously, funding adjustments were necessary for the District's

middle schools to meet comparability. So, in addition to the change in funding for the librarians, a counselor at each of Cesar Chavez and Tennyson were also moved from ESSER to the general fund. Second, with the increase in identified special education students, additional diagnosticians and school psychologists were hired during this past school year to handle the increased workload.

51 Plant Maintenance and Operations – Expenditures have increased \$746,622 over last year. A number of factors are contributing to the increase including a substantial increase in the wage rate for auxiliary staff coupled with a lower vacancy rate, increased utility costs of \$186,480, and increased property insurance costs of \$225,910. These increases were anticipated in developing the 2023-2024 budget.

52 Security and Monitoring Services – Expenditures have increased \$121,048 over last year due to the additional requirement of having an armed officer at each of the District’s campuses.

53 Data Processing Services – Expenditures have decreased \$114,678 due, primarily to a change in timing of payments. However, as a percent of budget, expenditure are shown as having increased by 10.9%. This is misleading, as last year’s percent was calculated against a budget inflated by an E-Rate project later recorded in a special revenue fund.

71 Debt Service – Expenditures, in the current year, are a result of the implementation of Governmental Accounting Standards related to long-term leases and subscription-based software purchases.

95 Juvenile Justice Program – As mentioned previously, the decrease in expenditures of \$106,400 is primarily due in to the early cut-off for October financial statements and the ability for the Challenge Academy to invoice participating districts.

### **Child Nutrition Fund**

#### **Revenues:**

5740 Other Local Revenues – The increase in revenue results from interest rates on investments.

5900 Federal Sources Revenue – Federal reimbursements for meals have increased \$184,160 over last year. As a participant in the Community Eligibility Program, the District’s percentage of reimbursement is based on direct certification from enrollment in other need-based programs for low-income students, such as SNAP, TANF, Medicaid, children in foster care or identified as homeless, migrant, or eligible for state-sponsored pre-kindergarten programs, as of April 1<sup>st</sup>. Last year, the District was reimbursed at 95% for the rather than the 100% received for the past five years under the program. The reimbursement rate has increased to 100% for the 2023-2024 school year.

#### **Functional Expenditures:**

Expenditures in the functional categories appear to be consistent with last year’s spending pattern with the exceptions shown below.

35 Food Services – Expenditures have increased \$184,160 over last year. The increase is due to a significant increase in wage rates as well as increases in food costs.

### **Debt Service Fund**

**Revenues:**

5710 Local Property Taxes – Property tax collections at the end of October have decreased \$183,329 in comparison to last year. As discussed for the general fund, collections as a percent of budget are down but collections for the 2023 tax levy begin in October. Additionally, because of excess tax collections for the 2022 tax year, we were forced to adopt a slightly lower tax rate than otherwise required by our current year’s debt requirements. This difference will come from the increased debt service restricted fund balance.

5740 Other Local Revenue – The increase in revenue of \$38,334 is a result of higher interest rates and investment earnings.

**Functional Expenditures:**

Expenditures in the functional categories appear to be consistent with last year’s spending pattern with the exceptions shown below.

97 Payments to Tax Increment Fund – Expenditures are consistent with last year and budget projections.

**Proprietary Fund – Governmental Activities – Internal Service Fund**

The District utilizes an Internal Services Fund to account for its self-insured group health insurance plan as well as its partially self-insured workers’ compensation and unemployment coverages. Internal service funds are utilized to account for the financing of goods or services provided by one organizational unit of the school district to other organizational units. It essentially facilitates the allocation of costs to all funding sources.

Operating revenues and operating expenses have been included in a detail designed to provide relevant information. Revenues from District contributions (assessments to other funds) are distinguished from revenues from employee contributions to health insurance. Expenses detail claims payments, administrative fees, and stop-loss or excess insurance costs.

As of October 31, 2023, expenditures exceeded revenues by \$546,054. That is a \$583,896 decline in performance compared to the prior year when revenues exceed expenditures by \$15,823. This decline is due to both a decrease in revenue of \$223,856 and an increase in prescription drug claims of \$394,739. The decrease in revenue results from a receipt, in October of last year, of an insurance recovery of \$302,631 from our previous carrier, United Health Care. The following chart reflects net operations for the various programs accounted for in the fund:

<b>Program</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Net</b>
Group Health Insurance	\$ 2,146,686	\$ 2,652,538	\$ (505,852)
Unemployment Compensation	6,318	12,523	(6,205)
Workers’ Compensation	74,973	108,449	(33,476)
Wellness Programs*	0	521	(521)
<b>Total</b>	<b>\$ 2,227,976</b>	<b>\$ 2,774,030</b>	<b>\$ (546,054)</b>

\*Under the terms of the agreement with Blue Cross-Blue Shield, the District receives an annual claims credit of \$150,000 to use for wellness programs.

Unemployment shows an expenditure of \$12,523 for the year. This amount is net of credits of \$2,005 due to claims audits on individuals and a \$228 recovery under the federal ARPA Act.

Workers' compensation claims expenditures have increased \$4,555 over last year. TASB's administrative fee was paid at the beginning of the year and totals \$103,273.

Reserves for estimated incurred-but-not-reported (IBNR) claims for the fully self-funded health insurance plan totaled \$300,300 for medical claims and \$107,800 for prescription drugs, at August 31, 2023. Additionally, reserves for the estimated allocated loss adjustment expense (ALAE) for the partially self-funded workers' compensation plan totaled \$228,137. The unaudited beginning net position at September 1, 2023 is projected to be \$1,557,516. This was down \$1,434,717 from last year's beginning fund balance.

Waco Independent School District  
**BALANCE SHEET**  
**GENERAL FUND**  
As of October 31 2023

**ASSETS**

Cash and Temporary Investments	70,715,470
Property Taxes Receivable, Net of Allowance of \$2,216,808	869,765
Due from Other Governments	-
Accrued Interest	518,524
Due from Other Funds	13,160,123
Other Receivables	72,496
Inventories	334,486
Deferred Expenditures	251
Total Assets	\$ 85,671,115

**LIABILITIES**

Accounts Payable	1,638,106
Other Current Liabilities	-
Payroll Withholdings and Contributions Payable	1,434,766
Accrued Wages Payable	9,669,940
Due to Other Funds	-
Due to Other Governments	17,873,484
Unearned Revenue	-
Total Liabilities	\$ 30,616,296

**DEFERRED INFLOWS OF RESOURCES**

Unavailable Revenues - Property Taxes	\$ 869,765
Total Deferred Inflows of Resources	\$ 869,765

**FUND BALANCES**

Nonspendable Fund Balance	\$ 334,737
Restricted Fund Balance	1,929,075
Committed Fund Balance	1,905,948
Unassigned Fund Balance	50,015,293
Total Fund Balances	\$ 54,185,054
Total Liabilities and Fund Balances	\$ 85,671,115

Waco Independent School District  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL**  
For the Period Ended October 31, 2023

	GENERAL FUND						Difference- Amended Budget to YTD Actual	CY YTD As % of Budget	PY YTD As % of Budget
	Adopted Budget	Amended Budget	(Memo) Monthly		(Memo) Year-to-Date				
			Current 10/31/2023	Prior Year 10/31/2022	Current 10/31/2023	Prior Year 10/31/2022			
<b>REVENUES</b>									
<b>LOCAL SOURCES</b>									
5710 Local Property Taxes	\$ 69,432,000	69,432,000	1,255,086	1,893,546	1,355,293	2,093,188	(68,076,707)	1.95%	2.56%
5720 Services to Other Districts	76,000	76,000	-	8,058	7,899	16,455	(68,101)	10.39%	22.24%
5730 Tuition & Fees	189,000	189,000	15,095	4,851	30,190	36,986	(158,810)	15.97%	19.16%
5740 Other Local Revenue	3,143,200	3,143,200	340,965	144,676	727,973	188,761	(2,415,227)	23.16%	40.31%
5750 Extracurricular Activities	314,300	314,300	-	38,792	66,381	107,376	(247,919)	21.12%	27.50%
5760 Intermediate Source (C.E.D.)	334,000	334,000	-	-	-	-	(334,000)	0.00%	0.00%
Total Local Sources	\$ 73,488,500	73,488,500	1,611,147	2,089,923	2,187,736	2,442,766	(71,300,764)	2.98%	2.91%
<b>STATE SOURCES</b>									
5810 Per Capita & FSP Act	\$ 71,253,781	71,253,781	11,668,465	12,813,673	26,001,666	28,433,648	(45,252,115)	36.49%	48.37%
5830 Other State Program	7,451,780	7,463,089	556,282	530,779	1,116,446	1,066,803	(6,346,643)	14.96%	14.89%
Total State Sources	\$ 78,705,561	78,716,870	12,224,747	13,344,452	27,118,112	29,500,451	(51,598,758)	34.45%	44.73%
<b>FEDERAL SOURCES</b>									
5900 Federal Sources Revenue	5,405,000	5,405,000	76,144	73,930	162,875	150,603	(5,242,125)	3.01%	1.86%
Total Revenues	\$ 157,599,061	157,610,370	13,912,037	15,508,305	29,468,723	32,093,820	(128,141,647)	18.70%	20.32%
<b>EXPENDITURES</b>									
11 Instruction	\$ 88,456,586	88,750,003	8,536,207	7,951,086	18,826,876	16,518,049	69,923,127	21.21%	18.54%
12 Instructional Resources & Media	530,514	674,362	54,429	40,574	144,244	85,582	530,118	21.39%	15.33%
13 Curriculum & Staff Development	4,585,198	4,659,416	318,290	341,935	639,329	634,290	4,020,087	13.72%	14.84%
21 Instructional Leadership	4,007,386	4,001,638	332,275	315,246	662,248	670,597	3,339,390	16.55%	16.65%
23 School Leadership	10,496,861	10,500,061	1,007,862	938,692	1,938,323	1,916,563	8,561,738	18.46%	18.56%
31 Guidance, Counseling & Evaluation	6,502,343	6,429,315	643,821	507,897	1,285,956	1,050,608	5,143,359	20.00%	18.15%
32 Social Work Services	829,625	829,625	79,942	63,927	155,382	130,503	674,243	18.73%	16.18%
33 Health Services	1,544,147	1,544,147	156,208	143,270	308,040	295,051	1,236,107	19.95%	19.66%
34 Student Transportation	3,729,228	5,113,349	230,738	293,238	641,881	619,391	4,471,468	12.55%	11.73%
35 Food Services	-	-	-	-	-	-	-	0.00%	0.00%
36 Extracurricular Activities	5,870,373	5,864,410	478,421	439,972	1,109,152	1,122,406	4,755,258	18.91%	19.47%
41 General Administration	7,443,184	7,443,184	554,152	491,953	1,323,478	1,238,761	6,119,706	17.78%	16.68%
51 Plant Maintenance & Operations	18,408,136	18,947,273	1,429,376	1,087,307	4,046,182	3,299,560	14,901,091	21.35%	16.62%
52 Security & Monitoring Services	3,602,281	3,778,861	297,670	211,620	611,677	490,629	3,167,184	16.19%	17.25%
53 Data Processing Services	2,979,816	2,979,816	403,782	442,700	1,299,686	1,414,364	1,680,130	43.62%	32.70%
61 Community Services	520,969	493,769	46,187	50,732	96,049	103,943	397,720	19.45%	16.27%
71 Debt Service	302,000	302,000	17,707	-	35,576	-	266,424	0.00%	0.00%
81 Facilities Acquisition & Construction	-	-	-	-	-	-	-	0.00%	0.00%
93 Shared Services Arrangements	300,000	300,000	-	-	-	-	300,000	0.00%	0.00%
95 Juvenile Justice Program	585,000	585,000	56,040	-	107,900	1,500	477,100	18.44%	0.23%
97 Payments to Tax Increment Fund	25,000	25,000	1,644	(12,910)	1,644	(41,344)	23,356	6.58%	-165.38%
99 Other Intergovernmental Charges	938,000	938,000	-	-	212,703	194,376	725,297	22.68%	24.04%
Total Expenditures	\$ 161,656,647	164,159,229	14,644,751	13,307,239	33,446,327	29,744,829	130,712,902	20.37%	18.00%
Excess (Deficiency) of Revenues Over (Under) Expenditures	\$ (4,057,586)	(6,548,859)	(732,714)	2,201,066	(3,977,603)	2,348,991	2,571,256		
<b>OTHER FINANCING SOURCES (USES)</b>									
7900 Other Sources	-	-	-	-	-	-	-		
8900 Other Uses	(565,731)	(565,731)	-	-	-	-	(565,731)		
Total Other Financing Source (Uses)	\$ (565,731)	(565,731)	-	-	-	-	(565,731)		
Total Changes in Fund Balances	\$ (4,623,317)	(7,114,590)	(732,714)	2,201,066	(3,977,603)	2,348,991	3,136,987		
Fund Balances, Beginning	52,192,203	58,162,657			58,162,657	55,253,929	(0)		
Fund Balances, Ending	\$ 47,568,886	51,048,067			54,185,054	57,602,920	3,136,987		

Waco Independent School District  
**EXPENDITURES AND ENCUMBERED FUNDS BY FUNCTION AND MAJOR OBJECT**  
**GENERAL FUND**  
For the Period Ended October 31, 2023

								<i>(Memo)</i>	
		Payroll	Purchased & Contracted	Supplies & Materials	Other Operating	Debt Services	Capital Outlay	Total Year-to-Date	Total Year-to-Date
		6100	6200	6300	6400	6500	6600	6000	6000
11	Instruction	\$ 16,169,668	1,975,728	1,099,708	182,561	-	-	19,427,665	17,024,007
12	Instructional Resources & Media	102,827	35,306	8,334	144	-	-	146,612	122,379
13	Curriculum & Staff Development	590,362	50,731	17,840	61,108	-	-	720,042	794,135
21	Instructional Leadership	592,126	81,496	34,849	86,290	-	-	794,761	843,147
23	School Leadership	1,871,814	18,406	50,176	34,436	-	-	1,974,830	1,959,762
31	Guidance, Counseling & Evaluation	1,136,621	54,432	173,933	9,888	-	-	1,374,874	1,121,022
32	Social Work Services	152,141	-	108	5,038	-	-	157,286	137,536
33	Health Services	302,931	2,673	3,897	215	-	-	309,717	305,909
34	Student Transportation	-	3,037,236	76,863	(3,275)	-	-	3,110,824	3,233,651
35	Food Services	-	-	-	-	-	-	-	-
36	Co/Extracurricular Activities	624,340	279,775	286,983	444,256	-	39,225	1,674,579	1,600,564
41	General Administration	920,453	393,058	123,627	233,130	-	5,388	1,675,656	1,590,262
51	Plant Maintenance & Operations	1,444,626	2,081,374	620,260	1,240,717	-	213,216	5,600,192	6,054,654
52	Security & Monitoring Services	281,620	674,558	141,892	1,203	-	-	1,099,273	822,757
53	Data Processing Services	295,474	178,809	1,075,020	7,785	-	-	1,557,089	1,814,021
61	Community Services	51,934	158,006	11,816	4,128	-	-	225,884	313,127
71	Debt Service	-	-	-	-	35,576	-	35,576	-
81	Facilities Acquisition & Construction	-	-	-	-	-	-	-	497,239
93	Shared Services Arrangements	-	-	-	-	-	-	-	-
95	Juvenile Justice Program	-	-	-	107,900	-	-	107,900	74,634
97	Payments to Tax Increment Fund	-	-	-	1,644	-	-	1,644	(41,344)
99	Other Intergovernmental Charges	-	212,703	-	-	-	-	212,703	194,376
Total Expenditures & Encumbered Funds		<u>\$ 24,536,937</u>	<u>9,234,289</u>	<u>3,725,307</u>	<u>2,417,169</u>	<u>35,576</u>	<u>257,829</u>	<u>40,207,107</u>	<u>38,461,838</u>

**Waco Independent School District**  
**BALANCE SHEET**  
**CHILD NUTRITION FUND**  
**As of October 31, 2023**

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**ASSETS**

Cash and Temporary Investments	\$ 5,725,027
Due from Other Governments	2,340,151
Accrued Interest	14,122
Total Assets	<u>\$ 8,079,301</u>

**LIABILITIES**

Accounts Payable	\$ 546,115
Accrued Wages Payable	192,928
Due to Other Funds	739,306
Total Liabilities	<u>\$ 1,478,350</u>

**FUND BALANCES**

Restricted Fund Balance	\$ 6,600,951
Total Fund Balances	<u>\$ 6,600,951</u>
Total Liabilities and Fund Balances	<u>\$ 8,079,301</u>

Waco Independent School District  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL**  
For the Period Ended October 31, 2023

**CHILD NUTRITION FUND**

	Adopted Budget	Amended Budget	(Memo)		(Memo)		Difference- Amended Budget to YTD Actual	CY YTD As % of Budget	PY YTD As % of Budget
			Monthly		Year-to-Date				
			Current 10/31/2023	Prior Year 10/31/2022	Current 10/31/2023	Prior Year 10/31/2022			
<b>REVENUES</b>									
LOCAL SOURCES									
5740 Other Local Revenue	\$ 25,000	25,000	24,236	4,646	46,160	(5,121)	21,160	184.64%	-16.00%
5750 Extracurricular Activities	379,000	379,000	58,548	51,944	122,738	110,889	(256,262)	32.38%	27.52%
Total Local Sources	\$ 404,000	404,000	82,783	56,590	168,898	105,768	(235,102)	41.81%	24.31%
FEDERAL SOURCES									
5900 Federal Sources Revenue	\$ 10,585,000	10,585,000	1,209,636	1,058,172	2,443,290	2,230,550	(8,141,710)	23.08%	23.30%
Total Revenues	\$ 10,989,000	10,989,000	1,292,420	1,114,762	2,612,188	2,336,318	(8,376,812)	23.77%	23.34%
<b>EXPENDITURES</b>									
35 Food Services	\$ 11,281,649	13,712,655	965,570	807,971	1,885,191	1,701,031	11,827,464	13.75%	13.41%
Total Expenditures	\$ 11,281,649	13,712,655	965,570	807,971	1,885,191	1,701,031	11,827,464	13.75%	13.41%
Excess (Deficiency) of Revenues Over (Under) Expenditures	\$ (292,649)	(2,723,655)	326,850	306,791	726,997	635,287	3,450,652		
Total Changes in Fund Balances	\$ (292,649)	(2,723,655)	326,850	306,791	726,997	635,287	3,450,652		
Fund Balances, Beginning	5,656,031	5,873,954			5,873,954	5,676,286	(0)		
Fund Balances, Ending	\$ 5,363,382	3,150,299			6,600,951	6,311,573	3,450,652		

Waco Independent School District  
**EXPENDITURES AND ENCUMBERED FUNDS BY FUNCTION AND MAJOR OBJECT**  
**CHILD NUTRITION FUND**  
For the Period Ended October 31, 2023

							<i>(Memo)</i>
	<u>Payroll Costs</u>	<u>Purchased &amp; Contracted Services</u>	<u>Supplies &amp; Materials</u>	<u>Other Operating Costs</u>	<u>Capital Outlay</u>	<u>Total Year-to-Date 10/31/2023</u>	<u>Total Year-to-Date 10/31/2022</u>
	<b>6100</b>	<b>6200</b>	<b>6300</b>	<b>6400</b>	<b>6600</b>	<b>6000</b>	<b>6000</b>
35 Food Services	\$ 641,703	1,199,526	280,547	1,844	103,027	2,226,647	3,837,766
Total Expenditures & Encumbered Funds	<u>\$ 641,703</u>	<u>1,199,526</u>	<u>280,547</u>	<u>1,844</u>	<u>103,027</u>	<u>2,226,647</u>	<u>3,837,766</u>

Waco Independent School District  
**BALANCE SHEET**  
**DEBT SERVICE FUND**  
As of October 31, 2023

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**ASSETS**

Cash and Temporary Investments	\$ 5,740,605
Property Taxes Receivable, Net of Allowance of \$548,098.99	255,845
Due from Other Governments	-
Total Assets	<u>\$ 5,996,451</u>

**LIABILITIES**

Accounts Payable	\$ 1,750
Due to Other Funds	32,053
Due to Other Governments	124,397
Total Liabilities	<u>\$ 158,200</u>

**DEFERRED INFLOWS OF RESOURCES**

Unavailable Revenues - Property Taxes	\$ 255,845
Total Deferred Inflows of Resources	<u>\$ 255,845</u>

**FUND BALANCES**

Restricted Fund Balance	\$ 5,582,405
Total Fund Balances	<u>\$ 5,582,405</u>
Total Liabilities and Fund Balances	<u>\$ 5,996,451</u>

Waco Independent School District  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL**  
For the Period Ended October 31, 2023

**DEBT SERVICE FUND**

	Adopted Budget	Amended Budget	(Memo)		(Memo)		Difference- Amended Budget to YTD Actual	CY YTD As % of Budget	PY YTD As % of Budget
			Monthly		Year-to-Date				
			Current 10/31/2023	Prior Year 10/31/2022	Current 10/31/2023	Prior Year 10/31/2022			
<b>REVENUES</b>									
<b>LOCAL SOURCES</b>									
5710 Local Property Taxes	\$ 22,304,772	22,304,772	423,621	594,534	454,056	637,385	(21,850,716)	2.04%	2.59%
5740 Other Local Revenue	505,000	505,000	23,952	6,583	45,913	7,579	(459,087)	9.09%	30.32%
Total Local Sources	\$ 22,809,772	22,809,772	447,573	601,117	499,968	644,964	(22,309,804)	2.19%	2.61%
<b>STATE SOURCES</b>									
5820 Other State Program (TEA)	\$ 2,359,589	2,359,589	-	-	-	-	(2,359,589)	0.00%	0.00%
Total State Sources	\$ 2,359,589	2,359,589	-	-	-	-	(2,359,589)	0.00%	0.00%
Total Revenues	\$ 25,169,361	25,169,361	447,573	601,117	499,968	644,964	(24,669,393)	1.99%	2.59%
<b>EXPENDITURES</b>									
71 Debt Service	\$ 25,914,221	25,914,221	400	-	2,150	750	25,912,071	0.01%	0.00%
97 Payments to Tax Increment Fund	6,000	6,000	387	(2,777)	387	(8,668)	5,613	6.45%	-0.59%
Total Expenditures	\$ 25,920,221	25,920,221	787	(2,777)	2,537	(7,918)	25,917,684	0.01%	-0.04%
Excess (Deficiency) of Revenues Over (Under) Expenditures	\$ (750,860)	(750,860)	446,786	603,894	497,431	652,882	1,248,291		
Total Changes in Fund Balances	\$ (750,860)	(750,860)	446,786	603,894	497,431	652,882	1,248,291		
Fund Balances, Beginning	5,005,919	5,084,973			5,084,973	4,006,234	-		
Fund Balances, Ending	\$ 4,255,059	4,334,113			5,582,404	4,659,116	1,248,291		

Waco Independent School District  
**Statement of Net Position**  
**Proprietary Fund**  
As of October 31, 2023

	Governmental Activities ----- Internal Service Fund
<b>Assets</b>	
Current assets:	
Due from other funds	1,649,490
Other receivables	108
Total Assets	\$ 1,649,598
<b>Liabilities</b>	
Current liabilities:	
Accounts payable	\$ 799
Other current liabilities	637,337
Total current liabilities	\$ 638,136
Total liabilities	\$ 638,136
<b>Net position</b>	
Unrestricted net position	\$ 1,011,462
Total net position	\$ 1,649,598

**Waco Independent School District**  
**Statement of Revenues, Expenses, and Changes in Net Position**  
**Budget and Actual**  
**For the Period Ended October 31, 2023**

**Proprietary Fund**  
**Governmental Activities - Internal Service Fund**

	Budget	(Memo)		(Memo)		Difference Budget to Current Year-to-Date	CY YTD As % of Budget	PY YTD As % of Budget
		Monthly		Year-to-Date				
		Current 10/31/2023	Prior Year 10/31/2022	Current 10/31/2023	Prior Year 10/31/2022			
<b>Operating revenues:</b>								
Employee contributions:								
Group health	\$ 3,690,000	291,062	\$ 283,883	577,747	\$ 562,287	(3,112,253)	15.66%	15.49%
Assessments to other funds:								
Group health	9,770,000	785,381	748,573	1,568,939	1,811,760	(8,201,061)	16.06%	17.70%
Unemployment	38,485	3,165	9,404	6,318	18,860	(32,167)	16.42%	16.84%
Workers compensation	441,187	66,298	29,498	74,973	58,925	(366,214)	16.99%	16.46%
Prescription drug rebates	804,000	-	-	-	-	(804,000)	0.00%	0.00%
Insurance recovery	-	-	302,631	-	-	-	0.00%	0.00%
Total operating revenues	<u>\$ 14,743,672</u>	<u>1,145,906</u>	<u>1,373,989</u>	<u>2,227,976</u>	<u>2,451,832</u>	<u>(12,515,696)</u>	<u>15.11%</u>	<u>15.79%</u>
<b>Operating expenses:</b>								
Administrative fees	\$ 1,148,347	26,297	93,396	248,944	285,095	899,403	21.68%	21.21%
Claims expense:								
Medical claims	8,889,635	612,270	892,273	1,252,395	1,287,872	7,637,240	14.09%	13.66%
Prescription drug claims	4,730,506	435,370	398,045	1,017,061	622,322	3,713,445	21.50%	15.84%
Unemployment	22,000	-	3,052	12,523	3,052	9,477	56.92%	2.99%
Workers compensation	189,570	-	-	5,176	621	184,394	2.73%	0.24%
Stop-loss insurance	1,513,614	121,132	115,117	237,411	223,534	1,276,203	15.69%	12.85%
Wellness Program	50,000	521	7,808	521	13,513	49,479	1.04%	20.17%
Total operating expenses	<u>\$ 16,543,672</u>	<u>1,195,590</u>	<u>1,509,691</u>	<u>2,774,030</u>	<u>2,436,009</u>	<u>13,769,642</u>	<u>16.77%</u>	<u>14.44%</u>
Change in net position	<u>\$ (1,800,000)</u>	<u>(49,683)</u>	<u>(135,702)</u>	<u>(546,054)</u>	<u>15,823</u>	<u>1,253,946</u>		
<b>Net position:</b>								
Net position, beginning	<u>\$ 1,557,516</u>			<u>1,557,516</u>	<u>2,992,233</u>	<u>0</u>		
Net position, ending	<u>\$ (242,484)</u>			<u>1,011,462</u>	<u>3,008,056</u>	<u>1,253,946</u>		

Waco Independent School District  
**Statement of Cash Flows**  
For the Period Ended October 31, 2023

**Proprietary Fund**

	Governmental Activities ----- Internal Service Fund
<b>Cash flows from operating activities:</b>	
Cash received from employee contributions	\$ 291,062
Cash received from assessments to other funds	904,527
Cash payments for claims	(1,047,639)
Cash payments for stop loss premiums	(121,132)
Cash payments for professional and contracted services	<u>(26,297)</u>
Net cash provided by operating activities	<u>\$ (0)</u>
Net increase in cash and cash equivalents	<u>\$ (0)</u>
Cash and cash equivalents at beginning of year	<u>-</u>
Cash and cash equivalents at end of year	<u><u>\$ (0)</u></u>
 <b>Reconciliation of operating income to net cash provided by operating activities:</b>	
Operating gain (loss)	\$ (49,683)
Effects of increases and decreases in current assets and liabilities:	
Decrease in receivables	525,548
Decrease in accounts payable	(475,865)
Increase in current liabilities	<u>(312,366)</u>
Net cash provided by operating activities	<u><u>\$ (0)</u></u>

**Waco Independent School District**  
**Board of Trustee Meeting Agenda Item**

**Date:** November 30, 2023

**Contact Person:** Sheryl Davis

**RE: Amendments to the 2023-2024 Budget**

=====

**Background Information:**

The Texas Education Agency has established additional requirements for school district budget preparation. As part of these requirements, a school district must amend the official budget before exceeding a functional expenditure category, i.e., instruction, administration, etc., in the total district budget. Attached are copies of the proposed amendments to the Official Budget identifying details of the requests. The following summarizes the effect of these amendments by functional category.

**Summary:**

***Amendment #014: Provident Heights Elementary School (Fund 199)***

This amendment will realign funds from instructional extra-duty to community services contracted services for the cost of the Community in Schools program. These adjustments are required to appropriately reclassify the budget to the proper expenditure codes per TEA accounting guidelines.

		<u>TEA Revenue/Function Description</u>
Source of Funds:	\$ 5,000	Instruction
Use of Funds:	\$ 5,000	Community Services
Fund Balance Effect	<b>None</b>	

***Amendment #015 English Learners Department (Fund 199)***

This amendment will realign funds from instructional supplies and materials to curriculum and instructional staff development for travel costs for the 2023 Texas Association for Supervision and Curriculum Development (ASCD) Conference. These adjustments are required to appropriately reclassify the budget to the proper expenditure codes per TEA accounting guidelines.

		<u>TEA Revenue/Function Description</u>
Source of Funds:	\$ 1,270	Instruction
Use of Funds:	\$ 1,270	Curriculum & Instructional Staff Development
Fund Balance Effect	<b>None</b>	

***Amendment #016: Special Education (Fund 199)***

This amendment place budget and commit unassigned fund balance, under the terms of a settlement agreement, for the access of compensatory education or related services. These adjustments are required to appropriately reclassify the budget to the proper expenditure codes per TEA accounting guidelines.

		<u>TEA Revenue/Function Description</u>
Source of Funds:	\$ 80,000	General Administrative Costs-Committed Funds
Use of Funds:	\$ 80,000	Unassigned Fund Balance
Fund Balance Effect	<b>Decrease</b>	

A copy of the amendments are attached for your review detailing line items to be adjusted.

**Fiscal Implications:**

Budget amendment #016 decreases the General Fund unassigned fund balances by \$80,000. These funds will be committed for the access of compensatory education or related services through December 1, 2027. The remaining amendments will have no impact on the general fund unassigned fund balance.

**Administrative Recommendation(s):**

The administration recommends that the Board of Trustees approve the budget amendments, as presented.







**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** November 30, 2023

**Contact Person:** M. Tish

**RE: Bid Award for Educational Consulting, Professional Development, and Other Student-Based Contracted Services**

=====

**Background Information:**

Request for Proposal, RFP # 21-1182, Educational Consulting, Professional Development, and Other Student-Based Contracted Services have been received for creating a list of vendors that can service the District. We received seven (7) responses during the past month. The recommended vendors will be added to our previously approved list of two hundred ninety-six (296) responses.

Examples of the types of services covered under this RFP are:

- Academic Educational Consultant
- Professional/Staff Development Training
- Motivational or Professional Speaker
- Program Review/Recommendation Services
- Data/Statistical Analysis
- Curriculum Design
- Evaluator Services
- Judging Services
- Technology Analysis/Consultant
- Operations Analysis/Consultant
- Grant Evaluation Services
- Presentations/Programs for staff and students (e.g. authors)
- Marching Band/Drill/Cheer Design and Choreography (includes camps)
- Theatre Coaching Services
- Instructors for outside of the school day classes (art, photography, gardening, tennis, Zumba, etc.)
- Speaker(s) for Assembly Programs
- Other services deemed appropriate for this request

In an effort to create inclusivity with our consulting, professional development, and student-based contracted services vendors and in light of changes made in 2019 by the Texas Education Agency's, Financial Accountability Systems Resource Guide (FASRG) Module 5 – Purchasing, the Business Services Department has elected to utilize the Extended Period for Multiple Award Contracts as shown in the FASRG excerpt shows.

### **3.16.6 Limited Response Period versus Extended Period for Multiple Award Contracts**

Normal procurement practices will allow solicitation responses to be submitted to the district within a limited, specific time period, usually two to three weeks. The district may want to review past policies to determine if a limited response time is in the best interest of the district and the needs of its end users.

Consideration may need to be given to have an extended opening for receiving responses.

- Limited Response Period. This choice is considered a normal, formal RFP. Examples include newspaper advertisements and awards made and limited to only the responders that submitted and awarded for the solicitation.
- Extended Response Period. This choice is more informal than a limited response period. The major difference is the date the responses are due. This method allows for responses to be accepted throughout an extended period such as the date of the contract award expiration and awards made periodically. Periodic board approval may also be required. For newspaper advertisements, our District will continue to publicize periodic republication through our website and continue to enlist the assistance of the three (3) Chamber of Commerce's, as received on this first solicitation. The advertisement will address concerns about transparency by announcing the solicitation to new readers even though the statutory requirements were met by the initial publication.

The intent for awarding additional vendors to this bid will be done on an as needed basis. Vendors submitting a response by the end of each month will be submitted for consideration at the next board meeting.

#### **Fiscal Implications:**

The cost of these items will be charged to the appropriate campus/department budget.

#### **Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve the additional seven (7) vendors for the Educational Consulting, Professional Development, and Other Student-Based Contracted Services bid, as presented.

**Alexandria Schrotel**

Company Name: Alexandria Schrotel  
Street Address: 8500 Gladedale Dr.  
City, State, Zip: Woodway, TX 76712  
Contact Name: Alexandria Schrotel  
Contact Phone Number: 713-725-3081  
Contact Email Address: aschrotel@gmail.com  
Category of Service Provided: Academic Educational Consultant  
Target Audience: Waco ISD Advanced Academics  
Description of Services: Student data entry, data analysis, GT identification, curriculum support, attend advanced academics meetings via zoom  
Pricing: \$50 per hour

**Apex Teletherapy PLLC**

Company Name: Apex Teletherapy PLLC  
Street Address: 10101 Sailboard Dr.  
City, State, Zip: McKinney, TX 75072  
Contact Name: Chassidy Purvis  
Contact Phone Number: 214-854-7915  
Contact Email Address: cpurvis@apexteletherapy.net  
Category of Service Provided: Other applicable service  
Target Audience: Special education directors, k-12 students in need of speech therapy services  
Description of Services: We provide virtual speech therapy services including direct therapy, consultation, evaluations, meeting attendance, data collection, IEP writing, case management  
Pricing: Our fee structure is hourly for all direct and indirect work completed for the district.

**Authentic Institute of Montessori, Inc (Age of Montessori)**

Company Name: Authentic Institute of Montessori  
Street Address: 301 Evergreen Drive  
City, State, Zip: Bozeman, MT 59715  
Contact Name: Candace Babcock  
Contact Phone Number: 208-659-4089  
Contact Email Address: candace@aimmontessori.org  
Category of Service Provided: Professional/Staff Development Training  
Target Audience: Faculty and Staff at Waco Montessori School  
Description of Services: AIM will provide the following services: Live 6 hour interactive workshop/presentation on-site; Live 1-2 hour parent education event presented on-site; A custom online course platform will be created for Waco Elementary faculty & staff; Within this platform faculty and staff will have access to: Videos of Montessori Lessons presented by AIM Faculty; Seminar presentations by AIM Faculty on Montessori topics that relate to the presentation topic; Readings & written resources that relate to the presentation topic.

Pricing: The fee for the outlined services is \$2,250

### **Costa Therapy Institute, LLC**

Company Name: Costa Therapy Institute, LLC  
Street Address: 2740 W. Alton Gloor Blvd., Ste A  
City, State, Zip: Brownsville, TX 78520  
Contact Name: Cynthia Selvera  
Contact Phone Number: 512-550-2588  
Contact Email Address: costatherapyinstitute@gmail.com  
Category of Service Provided: Evaluator Services  
Target Audience: Students, all ages  
Description of Services: Speech Therapy Services  
Pricing: \$500/evaluation; \$100/hr

### **ETC Montessori (Montessori Connections)**

Company Name: ETC Montessori  
Street Address: 979 Reseda Dr.  
City, State, Zip: Houston, TX 77062  
Contact Name: Anargyros Margaritis  
Contact Phone Number: 281-984-7213  
Contact Email Address: sales@edutc.com  
Category of Service Provided: Professional/Staff Development Training  
Target Audience: Teachers, paraprofessional staff and administrators for Montessori schools  
Description of Services: Montessori Teacher Refresher Course for Lower Elementary & Upper Elementary; Montessori Curriculum Implementation - On location & Online; Montessori School Improvement Evaluation; Montessori Teacher Workshops - On Location & Online; Math Intensive - for teachers of Early Childhood (Ages 3-6), Lower Elementary (Ages 6-9), Upper Elementary (Ages 9-12); Montessori Teacher Assistant Training; AMS Montessori Credential for Early Childhood; AMS Montessori Credential for Elementary I and II; AMS Montessori Administrator Credential  
Pricing: Elementary Teacher Refresher Course: \$4,800 up to 24 Individuals for 4-day course; Curriculum Implementation - on location: \$525 first 3 hrs., \$175 every hour after, Online: \$300 first 3 hrs., \$100 every hour after; Teacher Workshops - On Location: \$465 first 3 hrs., \$155 every hour after, Online: \$300 first 3 hrs., \$100 every hour after; Math Intensive: \$1,800 for 2 days with 12 participants max for elementary; Montessori Teacher Assistant Training: \$85 per person; AMS Montessori Credential for Early Childhood: \$7,300; AMS Montessori Credential for Elementary I and II: \$9,500; AMS Montessori Administrator Credential: \$6,500

### **Global Grid for Learning**

Company Name: Global Grid for Learning  
Street Address: 1101 Marina Village Pkwy.  
City, State, Zip: Alameda, CA 94501  
Contact Name: Haley Medina  
Contact Phone Number: 832-535-9850  
Contact Email Address: hmedina@gg4l.com

Category of Service Provided: Professional/Staff Development Training  
Target Audience: IT professionals/CTE students in business/IT track  
Description of Services: Fostering Career Readiness; Three areas of focus: Career Passport for IT Professionals, The CSPA Virtual Internship for Students, and The Certified Data Privacy Administrator Course for School IT Leaders.  
Pricing: 10-seat bundle with 10 Career Passport licenses for \$1,500 with unlimited access to the courses until July 31, 202; Each additional over 10 can be purchased at \$150/each with 50+ licenses, LMS integration is free!

### **SEED Classroom**

Company Name: SEED Classroom  
Street Address: 501 E Kennedy Blvd., Suite 650  
City, State, Zip: Tampa, FL 33602  
Contact Name: Emilia Herman  
Contact Phone Number: 914-482-3168  
Contact Email Address: emilia@seedclassroom.com  
Category of Service Provided: Other applicable service  
Target Audience: Administrators, Teachers, Staff, and Students  
Description of Services: SEED is a web- based app that operates on any device with internet access. The application features reporting on both student attendance and student hall pass usage. Additionally, we generate a 'Student Utilization Report' that displays the exact percentage of time students spend within the classroom throughout the school day. SEED provides schools with the most accurate understanding of student time spent out of class without requiring any teacher involvement, allowing them to focus on what matters most- teaching.  
Pricing: We operate as a B2B SaaS company and provide our services to schools at \$5 per student per year. We do not charge for teacher, administrator, or staff accounts. Our pricing includes onboarding, implementation, and support.

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date: November 30, 2023**

**Contact Person: M. Tish/G. Barrera**

**RE: Bid Award for Maintenance Supplies, Equipment, and Services**

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**Background Information:**

Request for Proposal, RFP # 22-1229, Maintenance Supplies, Equipment, and Services have been received for creating a list of vendors that can provide supplies, equipment, and services for the Facilities and Maintenance and Custodial Departments. We have received one hundred-six (106) responses for this initial bid. We received one (1) additional vendor this past month that is attached for your consideration.

In an effort to allow for maximum participation with our Maintenance and Custodial vendors and in light of changes made in 2019 by the Texas Education Agency’s, Financial Accountability Systems Resource Guide (FASRG) Module 5 Purchasing, the Purchasing Department has elected to utilize the Extended Period for Multiple Award Contracts as shown in the FASRG excerpt shows.

**3.16.6 Limited Response Period versus Extended Period for Multiple Award Contracts**

Normal procurement practices will allow solicitation responses to be submitted to the district within a limited, specific time, usually two to three weeks. The district may want to review past policies to determine if a limited response time is in the best interest of the district and the needs of its end users.

Consideration may need to be given to have an extended opening for receiving responses.

- Limited Response Period. This choice is considered a normal, formal RFP. Examples include newspaper advertisements and awards made and limited to only the responders that submitted and awarded for the solicitation.
- Extended Response Period. This choice is more informal than a limited response period. The major difference is the date the responses are due. This method allows responses to be accepted throughout an extended period such as the date of the contract award expiration and awards made periodically. Periodic board approval may also be required. For newspaper advertisements, our District will continue to publicize periodic republication through our website and continue to enlist the assistance of the three (3) Chamber of Commerce’s, as received on this first solicitation. The advertisement will address concerns about transparency by announcing the solicitation to new readers even though the statutory requirements were met by the initial publication.

The intent for awarding additional vendors to this bid will be done on an as needed basis. Vendors submitting a response by the end of each month will be submitted for consideration at the next board meeting.

**Fiscal Implications:**

The cost of these items will be charged to the appropriate campus/department budget.

**Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve the one (1) additional new vendor for the Maintenance Supplies, Equipment, and Services bid, as presented.

RFP # 22-1229  
Maintenance Supplies, Equipment and Services  
Vendors for November 2023

<b>Responding Supplier</b>	<b>City</b>	<b>State</b>
Newman Technology Solutions	Temple	TX
<b>Previously Awarded Vendors</b>	<b>City</b>	<b>State</b>
A&H Refrigeration Company, Inc.	Waco	TX
A-1 Banner & Sign Company, Inc.	Waco	TX
A-1 Vacuum Center, Inc.	Conroe	TX
AAA Elevator Inspections	Austin	TX
Access Lift & Service Company, Inc.	Peaster	TX
Acme Architectural Hardware	College Station	TX
Air Flow Filter Service, Ltd.	Waco	TX
Allen Glass Company	Hewitt	TX
ARC Abatement 1, Ltd.	Waco	TX
Arrow Magnolia International, Inc.	Dallas	TX
B F Hurley Mat Co, Inc.	LaGrange	GA
B&B Repair Shop	West	TX
Bain Paper Company	Waco	TX
Barnett Contracting, Inc.	Waco	TX
Batteries Plus Waco/Temple/Harker Heights (Glacierbeach)	Waco	TX
Belfor (Belfor USA Group, Inc.)	Waco	TX
Benchmark Signs	Weatherford	TX
Bill's Discount Tire Service (Maria G. Castanon-Vega)	Waco	TX
Bleacher Service Company (Gilbert D. Trevino)	Moody	TX
Brandt (The Brandt Companies, LLC)	Waco	TX
Brem's Fencing LLC	Valley Mills	TX
Brewer Lock and Safe	Waco	TX
BUGSDOTCOM Termite and Pest	Waco	TX
Bullseye Glass (Bullseye Glass LLC)	Waco	TX
Centex Carpet & Interiors	Waco	TX
CCP Industries, Inc. (The Tranzonic Companies)	Richmond Heights	OH
CF Supply, Inc.	Waco	TX
City Tire and Battery	Waco	TX
Clarks Small Engine Repair	Lacy Lakeview	TX
Climatec, LLC	Austin	TX
Code-3 Fire & Safety Products	Waco	TX
Communication Concepts	Fort Worth	TX
Competitive Choice, Inc.	Houston	TX
Complete Supply, Inc.	Dallas	TX
Core Controls	Dallas	TX
Dealers Electrical Supply	Waco	TX
DenaliCS (Denali Construction Services, LP)	Carrollton	TX
Dent Enterprises LLC	Desoto	TX
Diesel Power Supply Company	Waco	TX
Encore Fence	Temple	TX
Environmental Concerns, Inc.	Waco	TX
Epic Solar Control, LLC	McKinney	TX
Fairway Supply	Irving	TX

RFP # 22-1229  
Maintenance Supplies, Equipment and Services  
Vendors for November 2023

Previously Awarded Vendors	City	State
Firetrol Protection Systems (Heather Foster)	Austin	TX
Fissco Supply (Frigelar North America DBA Fissco Supply)	Dallas	TX
Fitzgerald Lawnscape Ltd.	Woodway	TX
Flip Lok, LLC	Houston	TX
Fort Worth Window Cleaning, Inc.	Haltom City	TX
Fred's Power Wash (Washer Power)	Waco	TX
Gene Ives Acoustic & Tile Company	Waco	TX
Global Industrial (Global Equipment Company, Inc.)	Buford	GA
Grones Environmental Services	Waco	TX
H. B. Blake Company	Hewitt	TX
HCS Inc. (MB Home Construction)	Waco	TX
Hill Country Paints (Wendy Hui Anderson)	Waco	TX
Image Maker 4U, Inc.	Hughes Springs	TX
Independent Hardware, Inc.	Philadelphia	PA
Interboro Packaging Corporation	Montgomery	NY
Intercon Environmental, Inc.	Mansfield	TX
Intermountain Lock & Security Supply	Salt Lake City	UT
J.K. Brown	Moody	TX
JLM Contracting, LLC	Waco	TX
Justin Seed Company	Justin	TX
Landscape Supply (Waco Landscape Supply, LP)	Waco	TX
Lennox Industries (Lennox Industries, Inc.)	Richardson	TX
Liftcrete Solutions (Green Foam Solutions, Inc.)	Waco	TX
Lonestar Chiller Systems (Lonestar Chiller Systems LLC)	Crawford	TX
Loop 340 Overhead Door (Sideline Enterprises, Inc.)	Waco	TX
Ludwig Saw AND Tool Sharpening	Waco	TX
M.A.N.S Distributors, Inc.	Carrollton	TX
Marks Plumbing Parts (John W Gasparini, Inc.)	Fort Worth	TX
Morrison Supply Company	Waco	TX
National Wholesale Supply Company	Woodway	TX
P&E Mechanical Contractors, LLC	Waco	TX
Patriot Supply Company	Brady	TX
Perry Office Plus (Perry Office Products)	Temple	TX
Pye Barker Fire	Waco	TX
RBO Technologies, LLC	Waco	TX
Resco (E & O investments, LLC)	Hewitt	TX
Richards Equipment Company	Waco	TX
Ryberg Plumbing LLC	Waco	TX
Share Corporation	Milwaukee	WI
Sherwin Williams (The Sherwin Williams Company)	Waco	TX
Shiffler Equipment Sales, Inc.	Chardon	OH
Sims Plastics of Waco	Waco	TX
Smoot-Anderson Company, Inc.	Waco	TX
Solar Supply	Waco	TX
Southern Clean Pressure Washing (Michael Jackson)	Ferris	TX

RFP # 22-1229  
Maintenance Supplies, Equipment and Services  
Vendors for November 2023

Previously Awarded Vendors	City	State
Southwest Maintenance, LTD	Waco	TX
Starks Janitorial Services	Mesquite	TX
Sunrise Environmental LLC (Jessica L Marquesen)	Bridgeport	TX
SWS Concrete Contractor (Scott W Schreiber)	Waco	TX
T&G Chemical and Supply	Waco	TX
T.E.A.M. Solutions, Inc. (Texas Energy & Automation Management Solutions, Inc.)	Waco	TX
The Reynolds Company (D. Reynolds Co., LLC)	Fort Worth	TX
The Roof Co. Waco, LLC	Waco	TX
TJ's Professional Painting and Construction, LLC	Red Oak	TX
Trane	Fort Worth	TX
UniFirst Corporation	Hewitt	TX
United Ag & Turf	Waco	TX
United Refrigeration, Inc.	Waco	TX
Virkim, Inc.	Hewitt	TX
Waco Lock and Key, LLC	Waco	TX
WESCO Chemicals, Inc.	Waxahachie	TX
Winston Watercooler of Waco LTD	Waco	TX
Woodard Builders Supply Company	Fort Worth	TX

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date: November 30, 2023**

**Contact Person: M. Tish**

**RE: Bid Award for Restaurant & Catering Services**

=====

**Background Information:**

Request for Proposal, RFP # 19-1150, Restaurant & Catering Services have been received for creating a list of vendors that can service the District in their Restaurant and Catering needs. We received one (1) additional response since the last bid was awarded.

The one (1) new vendors, to be considered with the previously approved sixty-nine (69) vendors, are attached for your consideration.

In an effort to create inclusivity with our local Restaurant and Catering vendors and in light of changes made in 2019 by the Texas Education Agency’s, Financial Accountability Systems Resource Guide (FASRG) Module 5 Purchasing, the Business Services Department has elected to utilize the Extended Period for Multiple Award Contracts as shown in the FASRG excerpt shows.

**3.16.6 Limited Response Period versus Extended Period for Multiple Award Contracts**

Normal procurement practices will allow solicitation responses to be submitted to the district within a limited, specific time, usually two to three weeks. The district may want to review past policies to determine if a limited response time is in the best interest of the district and the needs of its end users.

Consideration may need to be given to have an extended opening for receiving responses.

- **Limited Response Period.** This choice is considered a normal, formal RFP. Examples include newspaper advertisements and awards made and limited to only the responders that submitted and awarded for the solicitation.

- **Extended Response Period.** This choice is more informal than a limited response period. The major difference is the date the responses are due. This method allows responses to be accepted throughout an extended period such as the date of the contract award expiration and awards made periodically. Periodic board approval may also be required. For newspaper advertisements, our District will continue to publicize periodic republication through our website and continue to enlist the assistance of the three (3) Chamber of Commerce’s, as received on this first solicitation. The advertisement will address concerns about transparency by announcing the solicitation to new readers even though the statutory requirements were met by the initial publication.

The intent for awarding additional vendors to this bid will be done on an as needed basis. Vendors submitting a response by the end of each month will be submitted for consideration at the next board meeting.

**Fiscal Implications:**

The cost of these items will be charged to the appropriate campus/department budget.

**Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve the one (1) additional vendor for the Restaurant & Catering Services bid, as presented.

RFP # 19-1150  
 Restaurant and Catering Services  
 Vendors for November 2022

<b>New Responding Supplier</b>	<b>City</b>	<b>State</b>
Performance Foodservice Group Roma (PFG Holdings, LLC)	Temple	TX
<b>Previously Awarded Vendors</b>	<b>City</b>	<b>State</b>
Andy's Frozen Custard (Andy's Texas #5, LLC)	Austin	TX
Apex Coffee Roasters	Waco	TX
Backyard Bar Stage and Grill	Waco	TX
Bigwards Smokehouse	Waco	TX
Blanek's Custom Catering by Big Daddy's (Joe Blanek)	Robinson	TX
Boardwalk on Elm	Waco	TX
Bush's Chicken	Waco	TX
Cafe Venture Catering and Fuddruckers	Lubbock	TX
Chaney Brothers Coffee Truck (Waco Coffee Company)	Waco	TX
Chick-fil-A at Baylor University (Sykora Family Enterprises)	Waco	TX
Chick-fil-A of Waco	Waco	TX
Chuy's Opco Inc.	Austin	TX
Coach's Smoke BBQ (Josey's BBA, Inc.)	Waco	TX
DoubleDave's Pizzaworks (Hearne Pizza, LLC)	Waco	TX
Fazoli's (FazTex Restaurants, Inc.)	Austin	TX
Firehouse Subs (Brazos Valley Subs)	Waco	TX
Franklin Avenue Mac House (Cheddar Box, LLC)	Waco	TX
Freebirds World Burrito (TavistockFreebirds, LLC)	Waco	TX
Fuego Waco II, LLC	Waco	TX
Gelu Italian Ice (Waco Coffee Company, LLC)	Waco	TX
George's Restaurant & Catering (George's 1, Ltd.)	Waco	TX
Good'N Gone Cookie Jar	Waco	TX
Hecho en Waco	Waco	TX
Heritage Creamery (Heritage Creamery, LLC)	Waco	TX
HTeaO (N2T, LLC)	Amarillo	TX
Ichiban	Waco	TX
Jason's Deli (Deli Management, Inc.)	Waco	TX
Jeremiah's Italian Ice of Waco	Waco	TX
Jimmy Johns (Butts Largest Investment Group II, Inc.)	Waco	TX
Jon Lillie's Steakhouse	Waco	TX
Kings Chicken Wings	Waco	TX
Kona Ice of Waco, LLC (Tie Dye Interprises)	Waco	TX
Kurbside Coffee & Goods	Waco	TX
La Fiesta Restaurant (Wanda Patlis, Inc.)	Waco	TX
Little Caesars Pizza (Reno, Ltd.)	Hewitt	TX
Lula Jane's, LLC	Waco	TX
McAlister's Deli (The Saxton Group)	Dallas	TX
Mo Cookies	Waco	TX
Newk's-1033-Waco-TX (Newk's Eatery)	Waco	TX
Nightlight Donuts & Coffee	Woodway	TX
Ninfas Mexican Restaurant (Texas rodco Waco)	Waco	TX
Panda Express, Inc.	Waco	TX
Panera Bread	Waco	TX
Papa Bear	Waco	TX

## RFP # 19-1150

## Restaurant and Catering Services

## Vendors for November 2023

Andy's Frozen Custard (Andy's Texas #5, LLC)	Austin	TX
Peter Piper Pizza (Pizza Properties, Inc.)	El Paso	TX
Po' Boy Place	Waco	TX
Pop's Lemonade Company	Waco	TX
Raising Canes (Raising Canes Restaurants, LLC)	Plano	TX
Revival Eastside Eatery	Waco	TX
Roni's Mac Bar	Waco	TX
Rosa's Café & Tortilla Factory	Waco	TX
Rosati's of Waco (Odling Pizza, LLC)	Waco	TX
Shipley Do-Nuts (January Investment,s Inc.)	Waco	TX
Southern Roots Brewing (Southern Roots Taproom, LLC)	Waco	TX
Subway (Benchmark Subs)	Waco	TX
Sweetness Desserts (Laura Summersett)	Waco	TX
Sweets by Rachel	Waco	TX
Talk More Meals	Waco	TX
Texas Roadhouse	Waco	TX
The Olive Branch (Stewart Branch)	Waco	TX
Toaster Yolk Café	Waco	TX
Tony DeMaria's BBQ	Waco	TX
Travelin' Toms (CTX Coffee, LLC)	Waco	TX

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date: November 30, 2023**

**Contact Person: M. Tish/G. Barrera**

**RE: Bid Award for Asbestos Abatement Services for Kendrick Elementary**

=====

**Background Information:**

Competitive Sealed Proposal, CSP 23-1252, was issued for hiring a contractor to perform Asbestos Abatement Services for Kendrick Elementary. The District received ten (10) proposals for this project.

After the proposals were evaluated by both the Facilities and Maintenance Staff and Environmental Concerns, Inc. (ECI), it was determined that the best value for the District would be to award these services to ARC Abatement 1, LTD. A copy of the bid tabulation and evaluation score sheet are provided for your review.

**Fiscal Implications:**

The total cost for this project will be \$118,440.00 to be paid from bond proceeds as authorized by voters in the November 2, 2021, bond election.

**Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve the bid award for asbestos abatement for Kendrick Elementary School to ARC Abatement 1, LTD., as presented.

<b>Event Number</b>	23-1252
<b>Event Title</b>	Asbestos Abatement Services for Kendrick Elementary
<b>Event Description</b>	The successful contractor will be responsible for the removal and disposal of all of the identified ACM per the design documents from the existing building before demolition can begin. The removal of any non-ACM materials that is in the path of their ACM removal is also a part of their scope. All of those non-ACM materials that they remove are to be placed in the designated area of the courtyard at that campus. All specifications for this project are outlined in the project manuals and drawings provided by Environmental Concerns Incorporated.
<b>Event Type</b>	CSP
<b>Issue Date</b>	10/26/2023 04:11:59 PM (CT)
<b>Close Date</b>	11/9/2023 02:00:00 PM (CT)

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
Demolition & Asbestos Abatement (aar, inc.)	Liberty Hill	TX	11/9/2023 12:13:38 PM (CT)	1	\$97,000.00
Headstrong Environmental Services, LLC	Terrell	TX	11/9/2023 10:25:24 AM (CT)	1	\$100,000.00
1 Priority Environmental Services, Inc.	Ft. Worth	TX	11/8/2023 04:18:47 PM (CT)	1	\$116,580.00
RNDI Companies, Inc.	Rockwall	TX	11/9/2023 09:08:48 AM (CT)	1	\$117,170.00
ARC Abatement 1, Ltd.	Waco	TX	11/9/2023 07:46:10 AM (CT)	1	\$118,440.00
Midtex Abatement (C3 Abatement)	Lorena	TX	11/9/2023 09:41:33 AM (CT)	1	\$144,000.00
BELFOR (BELFOR USA Group, Inc.)	Waco	TX	11/8/2023 10:33:53 AM (CT)	1	\$147,817.56
Compass Abatement Services, LLC	Houston	TX	11/9/2023 12:28:21 PM (CT)	1	\$154,410.71
Prism Response LLC DBA Alloy	Export	TX	11/6/2023 01:59:33 PM (CT)	1	\$182,545.00
Intercon Environmental, Inc.	Mansfield	TX	11/9/2023 12:14:04 PM (CT)	1	\$295,800.00

Please note: Lines Responded and Response Total only includes responses to specification. No alternate response data is included.

Supplier Scoring Summary

23-1252 - Asbestos Abatement Services for Kendrick Elementary - Scoring Round

Supplier	Rank	Score	Proposed Price	Have done previous business with Waco ISD	Experience doing this type of work	Doing business with other School District	Based on External References	Safety Record	Copy of License & Certifications
		<b>100</b>	40.00	5.00	10.00	20.00	15.00	5.00	5.00
ARC Abatement 1, Ltd.	1	86.09	32.76	5.00	10.00	16.67	15.00	1.67	5.00
Demolition & Asbestos Abatement	2	82.33	40.00	1.67	8.00	16.67	11.00	0.00	5.00
Compass Abatement Services, LLC	3	69.46	25.13	0.00	6.00	16.67	15.00	1.67	5.00
BELFOR	4	65.92	26.25	3.33	8.00	11.67	10.00	1.67	5.00
Intercon Environmental, Inc.	5	64.79	13.12	3.33	10.00	20.00	10.00	3.33	5.00
RNDI Companies, Inc.	6	64.11	33.11	0.00	6.00	10.00	10.00	0.00	5.00
Headstrong Environmental Servi	7	60.13	38.80	0.00	4.00	6.67	7.33	0.00	3.33
Prism Response LLC DBA Alloy	8	57.59	21.26	0.00	8.00	13.33	10.00	1.67	3.33
1 Priority Environmental Servi	9	56.28	33.28	0.00	8.00	5.00	5.00	0.00	5.00
Midtex Abatement	10	51.61	26.94	0.00	8.00	3.33	10.00	1.67	1.67

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** November 30, 2023

**Contact Person:** M. Tish/C. Reece

**RE: Bid Award for Cargo Van for Child Nutrition Services**

=====

**Background Information:**

Competitive Sealed Proposal (CSP) # 23-1253 has been issued and opened for soliciting qualified vendors to provide the Child Nutrition Department with a RAM 1500 ProMaster Cargo Van. This bid was issued because of new guidelines from Texas Department of Agriculture (TDA) in which the District can no longer use Purchasing Cooperatives to obtain quotes for purchases if the total aggregate amount exceeds \$50,000, when using Child Nutrition Services Funds.

We received three (3) responses to this solicitation. After the Child Nutrition Department evaluated the responses, it was determined that Pegasus CDJR, LLC offer the best value for the Cargo Van and therefore recommends awarding this bid to Pegasus CDJR, LLC.

**Fiscal Implications:**

The purchase of these vehicles will come from Texas Department of Agriculture (TDA) funds and are contingent upon TDA approval.

**Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve Pegasus CDJR, LLC for the purchase of the Child Nutrition Department's RAM 1500 ProMaster Cargo Van, as presented.

**Event Number** 23-1253  
 Child Nutrition Services Ram  
**Event Title** 1500 ProMaster Cargo Van  
**Event Type** CSP  
**Issue Date** 10/26/2023 04:32:23 PM (CT)  
**Close Date** 11/9/2023 01:00:00 PM (CT)

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
PEGASUS CDJR LLC	Ennis	TX	11/6/2023 03:57:11 PM (CT)	1	\$62,398.50
Southwest CDJR LLC	CLEBURNE	TX	11/6/2023 05:17:13 PM (CT)	1	\$66,834.50
SPUR CDJR LLC	GATESVILLE	TX	11/6/2023 04:17:44 PM (CT)	1	\$69,589.00

**Please note: Lines Responded and Response Total only includes responses to specification. No alternate response data is included.**

**Supplier Scoring Summary**

**23-1253 - Child Nutrition Services Ram 1500 ProMaster Cargo Van  
Scoring Round**

<i>Supplier</i>	<i>Rank</i>	<i>Score</i>	<i>Proposed Cost</i>	<i>Experience Doing this Type of Work</i>	<i>Delivery of Product</i>	<i>Based on External References</i>	<i>Experience Doing Business with other School Districts</i>
		<b>100</b>	40.00	15.00	25.00	15.00	5.00
PEGASUS CDJR LLC	1	86.67	40.00	15.00	18.33	8.33	5.00
SPUR CDJR LLC	2	64.20	35.87	15.00	6.67	5.00	1.67
Southwest CDJR LLC	3	60.68	37.35	15.00	3.33	5.00	0.00

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** November 30, 2023

**Contact Person:** M. Tish/J. Allen

**RE: Bid Award for E-Rate Projects - Tennyson Middle School Network Switches**

=====

**Background Information:**

Request for Proposal, RFP # 23-1249 (E-Rate), has been issued and opened for soliciting a qualified vendor to provide Network Switches for the new Tennyson Middle School, scheduled to open in August 2024.

We received nine (9) responses for this bid. After the Technology Department evaluated the proposals, it was determined that the products offered from Red River Technology, LLC, met the needs of the District while maintaining the existing standards already established for network switches. Three (3) of the low bidders did not offer pricing for all the needed components to this bid and as such made it difficult to award to vendors that didn't submit pricing for the entire project.

The bid tabulation and scoring sheet is attached for your review,

**Fiscal Implications:**

Approximately 90% of the cost will be covered under E-rate funding, with the remaining cost being charged to the General Obligation School Building Bond fund.

**Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve Red River Technology, LLC, as the awarded vendor for Tennyson Middle School Network Switches, as presented.

<b>Event Number</b>	23-1249 (E-Rate 240000302)
<b>Event Title</b>	Tennyson Middle School Network Switches
<b>Event Type</b>	RFP
<b>Issue Date</b>	8/29/2023 11:00:48 AM (CT)
<b>Close Date</b>	10/5/2023 03:00:00 PM (CT)

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
United Systems, Inc.	OKC	OK	10/5/2023 09:47:25 AM (CT)	1	\$0.00
Advanced Networks of Texas (ANET PARTNERS)	Katy	TX	10/4/2023 12:57:29 PM (CT)	1	\$13,914.08
Netsync Network Solutions	Houston	TX	10/5/2023 12:49:56 PM (CT)	6	\$306,910.27
Lexine Inc (LexineGroup)	McAllen	TX	10/5/2023 02:30:34 PM (CT)	8	\$328,688.80
Red River Technology LLC	Claremont	NH	10/4/2023 05:01:03 PM (CT)	8	\$364,357.80
NEI Datacom (Nemmer Electric Inc.)	Waco	TX	9/29/2023 09:38:03 AM (CT)	8	\$491,902.00
Princeton IT Services, Inc	Princeton	NJ	10/5/2023 02:52:24 PM (CT)	8	\$546,853.67
Xerox Business Solutions Southwest (DAHILL OFFICE TECHNOLOGY CORPORATION)	SAN ANTONIO	TX	10/5/2023 12:05:17 PM (CT)	8	\$722,589.98
Questivity, Inc	Santa Clara	CA	10/4/2023 05:03:10 PM (CT)	8	\$923,870.49

**Please note: Lines Responded and Response Total only includes responses to specification. No alternate response data is included.**

Supplier Scoring Summary 23-1249 (E-Rate 240000302) - Tennyson Middle School Network Switches

Supplier	Rank	Score	Price of E-rate Goods and Services	Experience doing this type of business	Experience doing business with other Texas School Districts	Based on External References	Extenden on which the goods and services meet the district's needs
		100	40.00	5.00	10.00	15.00	30.00
Red River Technology LLC	1	91.08	36.08	5.00	10.00	10.00	30.00
NEI Datacom	2	81.73	26.73	5.00	10.00	10.00	30.00
Lexine Inc	3	70.00	40.00	5.00	5.00	5.00	15.00
Questivity, Inc	4	59.23	14.23	5.00	5.00	5.00	30.00
Princeton IT Services, Inc	5	54.04	24.04	5.00	5.00	5.00	15.00
Xerox Business Solutions South	6	48.20	18.20	5.00	5.00	5.00	15.00
Netsync Network Solutions	7	35.00	0.00	5.00	10.00	5.00	15.00
United Systems, Inc.	8	20.00	0.00	5.00	10.00	5.00	0.00
Advanced Networks of Texas	9	10.00	0.00	5.00	0.00	5.00	0.00

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** November 30, 2023

**Contact Person:** M. Tish/J. Allen

**RE: Bid Award for E-Rate Projects - Tennyson Middle School Wireless Access Points**

=====

**Background Information:**

Request for Proposal, RFP # 23-1248 (E-Rate), has been issued and opened for soliciting a qualified vendor to provide Wireless Access Points for the new Tennyson Middle School, scheduled to open in August 2024.

We received eight (8) responses for this bid. After the Technology Department evaluated the proposals, it was determined that the products offered from NEI Datacom, met the needs of the District while maintaining the existing standards already established for network switches.

The bid tabulation and scoring sheet is attached for your review,

**Fiscal Implications:**

Approximately 90% of the cost will be covered under E-rate funding, with the remaining cost being charged to the General Obligation School Building Bond fund.

**Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve NEI Datacom, as the awarded vendor for Tennyson Middle School Wireless Access Points, as presented.

**Event Number** 23-1248 (E-Rate 240000303)  
 Tennyson  
 Middle  
 School  
 Wireless  
**Event Title** Access Points  
**Event Type** RFP  
**Issue Date** 8/29/2023 11:00:08 AM (CT)  
**Close Date** 10/5/2023 02:30:00 PM (CT)

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
Red River Technology LLC	Claremont	NH	10/5/2023 10:31:19 AM (CT)	2	\$0.00
Netsync Network Solutions	Houston	TX	10/5/2023 12:49:44 PM (CT)	2	\$87,313.44
NEI Datacom (Nemmer Electric Inc.)	Waco	TX	9/29/2023 09:30:40 AM (CT)	2	\$116,104.00
Next Step Innovation (Next Step Group, Inc)	Clinton	MS	10/5/2023 09:01:22 AM (CT)	2	\$129,242.60
Advanced Networks of Texas (ANET PARTNERS)	Katy	TX	10/4/2023 12:40:45 PM (CT)	2	\$136,048.90
Lexine Inc (LexineGroup)	McAllen	TX	10/5/2023 02:25:55 PM (CT)	2	\$148,940.00
Questivity, Inc	Santa Clara	CA	10/5/2023 11:25:56 AM (CT)	2	\$165,851.60
United Data Technologies	Miramar	FL	10/5/2023 02:06:45 PM (CT)	2	\$177,036.62

**Please note: Lines Responded and Response Total only includes responses to specification. No alternate response data is included.**

Scoring Summary

23-1248 (E-Rate 240000303) - Tennyson Middle School Wireless Access Points

Supplier	Rank	Score	Price of E-rate Goods and Services	Exoerience doing this type of business	Experience doing business with other Texas School Districts	Based on External References	Extenten on which the goods and services meet the district's needs
		100	40.00	5.00	10.00	15.00	30.00
NEI Datacom	1	95.00	40.00	5.00	10.00	10.00	30.00
Next Step Innovation	2	85.93	35.93	5.00	10.00	5.00	30.00
Advanced Networks of Texas	3	69.14	34.14	5.00	10.00	5.00	15.00
Questivity, Inc	4	68.00	28.00	5.00	0.00	5.00	30.00
United Data Technologies	5	47.99	26.32	5.00	6.67	5.00	5.00
Lexine Inc	6	30.00	0.00	5.00	5.00	5.00	15.00
Red River Technology LLC	7	25.00	0.00	5.00	10.00	10.00	0.00
Netsync Network Solutions	8	20.00	0.00	5.00	10.00	5.00	0.00

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** November 30, 2023

**Contact Person:** M. Tish/J. Allen

**RE: Bid Award for E-Rate Projects – Waco High School Network Switches**

=====

**Background Information:**

Request for Proposal, RFP # 22-1247 (E-Rate), has been issued and opened for soliciting a qualified vendor to provide Network Switches to the new Waco High School, scheduled to open in August 2024.

We received ten (10) responses for this bid. After the Technology Department evaluated the proposals, it was determined that the products offered from Red River Technology, LLC. met the needs of the District while maintaining the existing standards already established for campus switches. The four (4) low bidders did not bid all items listing in the project, or they bid an alternate brand which wasn't compatible with the needs for this project. Four (4) of the low bidders did not offer pricing for all the needed components to this bid which made it difficult to award to vendors that didn't submit pricing for the entire project. One (1) vendor did not bid a brand which was compatible with our existing switches.

The bid tabulation and scoring sheet is attached for your review.

**Fiscal Implications:**

Approximately 90% of the cost will be covered under E-rate funding, with the remaining cost being charged to the General Obligation School Building Bond fund.

**Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve Red River Technology, LLC. as the awarded vendor for Network Switches at the new Waco High School, as presented.

<b>Event Number</b>	23-1247 (E-Rate 240000304)
<b>Event Title</b>	Waco High School Network Switches
<b>Event Type</b>	RFP
<b>Issue Date</b>	8/29/2023 10:59:29 AM (CT)
<b>Close Date</b>	10/5/2023 02:00:00 PM (CT)

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
United Systems, Inc.	OKC	OK	10/5/2023 09:50:25 AM (CT)	1	\$0.00
Next Step Innovation (Next Step Group, Inc)	Clinton	MS	10/5/2023 01:55:22 PM (CT)	9	\$32,037.60
Advanced Networks of Texas (ANET PARTNERS)	Katy	TX	10/4/2023 12:35:40 PM (CT)	1	\$34,785.20
Netsync Network Solutions	Houston	TX	10/5/2023 12:46:55 PM (CT)	6	\$581,059.47
Red River Technology LLC	Claremont	NH	10/4/2023 04:23:18 PM (CT)	9	\$642,673.30
Questivity, Inc	Santa Clara	CA	10/5/2023 12:57:36 PM (CT)	9	\$830,956.82
NEI Datacom (Nemmer Electric Inc.)	Waco	TX	9/29/2023 09:42:30 AM (CT)	9	\$860,199.00
Princeton IT Services, Inc	Princeton	NJ	10/5/2023 01:57:49 PM (CT)	9	\$904,788.73
Mvation Worldwide Inc.	Glen Cove	NY	10/5/2023 01:41:54 PM (CT)	9	\$947,609.34
Xerox Business Solutions Southwest (DAHILL OFFICE TECHNOLOGY CORPORATION)	SAN ANTONIO	TX	10/5/2023 11:53:35 AM (CT)	9	\$1,328,625.10

**Please note: Lines Responded and Response Total only includes responses to specification. No alternate response data is included.**

**Supplier Scoring Summary 23-1247 (E-Rate 24000304) - Waco High School Network Switches - Scoring Round**

<i>Supplier</i>	<i>Rank</i>	<i>Score</i>	<i>Price of E-Rate Goods and Services</i>	<i>Exoerience doing this type of business</i>	<i>Experience doing business with other Texas School Distirctrs</i>	<i>Based on External References</i>	<i>Extent on which the goods and services meet the district's needs</i>
		<b>100</b>	40.00	5.00	10.00	15.00	30.00
Red River Technology LLC	1	95.00	40.00	5.00	10.00	10.00	30.00
NEI Datacom	2	84.89	29.89	5.00	10.00	10.00	30.00
Xerox Business Solutions South	3	69.35	19.35	5.00	10.00	5.00	30.00
Mvation Worldwide Inc.	4	67.13	27.13	5.00	0.00	5.00	30.00
Questivity, Inc	5	55.94	30.94	5.00	0.00	5.00	15.00
Princeton IT Services, Inc	6	53.41	28.41	5.00	0.00	5.00	15.00
Netsync Network Solutions	7	35.00	0.00	5.00	10.00	5.00	15.00
Next Step Innovation	8	20.00	0.00	5.00	10.00	5.00	0.00
Advanced Networks of Texas	9	13.33	0.00	5.00	3.33	5.00	0.00
United Systems, Inc.	10	10.00	0.00	5.00	0.00	5.00	0.00

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** November 30, 2023

**Contact Person:** M. Tish/J. Allen

**RE: Bid Award for E-Rate Projects – Waco High School Wireless Access Points**

=====

**Background Information:**

Request for Proposal, RFP # 22-1250 (E-Rate), has been issued and opened for soliciting a qualified vendor to provide Network Switches to the new Waco High School that is scheduled to open in August 2024.

We received eight (8) responses for this bid. After the Technology Department evaluated the proposals, it was determined that the products offered from NEI Datacom, met the needs of the District while maintaining the existing standards already established for wireless access points.

The bid tabulation and scoring sheet is attached for your review,

**Fiscal Implications:**

Approximately 90% of the cost will be covered under E-rate funding, with the remaining cost being charged to the General Obligation School Building Bond fund.

**Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve NEI Datacom as the awarded vendor for Waco High School Wireless Access Points, School, as presented.

<b>Event Number</b>	23-1250 (E-Rate 240000305)
<b>Event Title</b>	Waco High School Wireless Access Points
<b>Event Description</b>	Wireless Access Points
<b>Event Type</b>	RFP
<b>Issue Date</b>	8/29/2023 11:01:28 AM (CT)
<b>Close Date</b>	10/5/2023 03:30:00 PM (CT)

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
Red River Technology LLC	Claremont	NH	10/5/2023 10:26:15 AM (CT)	2	\$0.00
Netsync Network Solutions	Houston	TX	10/5/2023 12:47:18 PM (CT)	2	\$97,071.56
NEI Datacom (Nemmer Electric Inc.)	Waco	TX	9/29/2023 09:32:18 AM (CT)	2	\$132,101.00
Questivity, Inc	Santa Clara	CA	10/4/2023 04:39:01 PM (CT)	2	\$137,871.83
Next Step Innovation (Next Step Group, Inc)	Clinton	MS	10/4/2023 04:32:23 PM (CT)	2	\$147,321.22
Advanced Networks of Texas (ANET PARTNERS)	Katy	TX	10/4/2023 12:37:50 PM (CT)	2	\$154,855.92
Lexine Inc (LexineGroup)	McAllen	TX	10/5/2023 02:21:43 PM (CT)	2	\$174,276.30
United Data Technologies	Miramar	FL	10/5/2023 02:10:20 PM (CT)	2	\$201,899.49

**Please note: Lines Responded and Response Total only includes responses to specification. No alternate response data is included.**

**Supplier Scoring Summary 23-1250 (E-Rate 24000305) - Waco High School Wireless Access Points - Scoring Round**

<i>Supplier</i>	<i>Rank</i>	<i>Price of E-Rate Goods and Services</i>	<i>Experience doing this type of business</i>	<i>Experience doing business with other Texas School Districts</i>	<i>Based on External References</i>	<i>Extentent on which the goods and services meet the district's needs</i>
NEI Datacom	1	40.00	5.00	10.00	10.00	30.00
Next Step Innovation	2	35.87	5.00	10.00	5.00	30.00
Advanced Networks of Texas	3	34.12	5.00	10.00	5.00	15.00
Questivity, Inc	4	38.33	5.00	0.00	5.00	15.00
Lexine Inc	5	30.32	5.00	5.00	5.00	15.00
United Data Technologies	6	26.17	5.00	10.00	5.00	0.00
Red River Technology LLC	7	0.00	5.00	10.00	10.00	0.00
Netsync Network Solutions	8	0.00	5.00	10.00	5.00	0.00

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** November 30, 2023

**Contact Person:** M. Tish/D. Williams

**RE: Bid Renewal for Fire Alarm Repairs, and Security & Fire Alarm Monitoring Services**

=====

**Background Information:**

Request for Proposal, RFP # 21-1202, Fire Alarm Repairs, and Security & Fire Alarm Monitoring Services, has been previously opened for the purpose of awarding a contract to provide the Fire Alarm Repairs, as well as provide the Security & Fire Alarm Monitoring Services on a 24-hour, 7 day a week basis. We received two (2) proposals for this solicitation, Firetrol Protection Systems and Therrell Alarm Protection Service. After the proposals were evaluated by the Police Department, it was determined that Firetrol Protection System offered the best value to the District and therefore recommends Firetrol Protection System's contract be renewed. A bid tabulation is attached for your review.

The Police Department is pleased with the services that they have received from Firetrol Protection Systems and therefore recommends exercising their option to renew this contract for an additional year.

This bid will expire November 30, 2024 with one (1) additional one (1) year renewal options.

**Fiscal Implications:**

The cost of this service will be charged to the appropriate contracted services budget.

**Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve the bid award for Fire Alarm Repairs, and Security & Fire Alarm Monitoring Services to Firetrol Protection System, as presented.

RFP # 21-1202  
 Fire Alarm Repairs Security and Fire Alarm Monitoring  
 Bid Tabulaton

Pricing Description:	Firetrol	Therrell
<b>Pricing - Security and Fire Monitoring</b>		
Price per Panel per month - Security	\$ 15.00	\$ 22.50
Price per Panel per month - Fire	\$ 40.00	\$ 29.50
<b>Pricing - Fire Alarm Repairs &amp; Installation</b>		
Maximum Hourly Rate for Licensed Fire Alarm Technician	\$ 90.00	\$ 75.00
Maximum Hourly Rate for Fire Alarm Laborer	\$ 65.00	\$ 60.00
Materials Mark-up	25.00%	35.00%
<b>Annual Inspection</b>		
Annual Price to inspect all panels	\$ 17,650.00	\$ 45,225.00
Annual Monitoring Cost	\$ 21,180.00	\$ 20,424.00
Estimated Annual Cost	\$ 38,830.00	\$ 65,649.00

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** November 30, 2023

**Contact Person:** M. Tish/J. Allen

**RE: Bid Renewal for Security System Repairs and Installation Services**

=====

**Background Information:**

Request for Proposal, RFP # 20-1176, Security System Repairs and Installation Services, has previously been issued and opened for awarding a contractor to provide repairs and installation services for all the existing security panels, as well as any new panels that may be needed in the future. These services will be done on an as needed basis. We received four (4) proposal for this original solicitation. After the Technology Department evaluated the bids, it was determined that NEI Datacom offered the best value to the District and therefore recommends NEI Datacom as the awarded contractor. The Technology Department has been pleased with the service in which they have received from NEI and wishes to exercise our option to renew this bid for an additional year. A bid tabulation is attached for your review.

This bid will expire November 30, 2024.

**Fiscal Implications:**

The cost of this service will be charged to the appropriate contracted services budget.

**Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve the bid award for Security Repairs and Installation to NEI Datacom, as presented.

**RFP # 20-1176**  
**Security Repairs Installation Services**

<b>Evaluation Criteria:</b>	<b>Max Points</b>	Code 3 Fire & Safety Products	Firetrol Protection Systems	NEI Datacom	Therrell Alarm Protection Service
<b>Price:</b>	40	33.25	13.30	40.00	19.68
<b>Experience and Reputation:</b>					
Experience doing business with Waco ISD	5				
Average Points		5.00	0.00	5.00	0.00
Experience doing this type of business	15				
Average Points		15.00	15.00	15.00	15.00
Experience doing business with other school districts	10				
Average Points		8.00	6.00	10.00	8.00
<b>Quality of Goods and Services:</b>					
Based on External references	15				
Average Points		0.00	8.33	0.00	5.00
Required number of copies	5				
Average Points		5.00	5.00	5.00	5.00
<b>Total:</b>	100	66.25	47.63	75.00	52.68

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** November 30, 2023

**Contact Person:** M. Tish/C. Davis

**RE: Bid Renewal for Special Education Consulting Services**

=====

**Background Information:**

Request for Proposal, RFP # 22-1232, Special Education Consulting Services, was previously issued and opened for the purpose of acquiring Consulting Services as required by the Special Education Department to meet critical service needs mandated through the Admission, Review, and Dismissal (ARD) process and outlined in a student’s individualized education program (IEP).

The services included in this bid were consultants such as; Diagnostician, Physical Therapy, Speech Therapy, Orientation Mobility, Occupational Therapy and Licensed Specialist in School Psychology, Behavior, Audiological, Vision, and other Special Education Services. We received twenty-four (24) responses for these services. All vendors are being recommended for this award as they all meet the scope outlined in the RFP and will allow the Special Education Department the capability of using any or all the vendors on an as needed basis. Having adequate consultant to assist the department is crucial to the success of the program. The Special Education Department is pleased with the current vendors currently serving our needs and wished to exercise our option to renew for an additional one (1) year period.

This bid will expire November 30, 2024, with two (2) additional one (1) year renewal options remaining.

**Fiscal Implications:**

The cost of this service will be charged to the Special Education contract services budget.

**Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve the bid award for Special Education Consulting Services, as presented.

**Event Number: RFP # 22-1232**

**Event Title: Special Education Consulting Services**

<b>Responding Supplier</b>	<b>City</b>	<b>State</b>
365   Health and Wellness, Inc.	Leonard	TX
Texas School Neuropsychology (Craig Professional Services)	Waco	TX
STAR Autism Support	Portland	OR
Specialized Assessment & Consulting	Cypress	TX
RCM Technologies (USA), Inc., dba RCM Health Care Services	NY	NY
Potter Speech & Language Therapy, LLC	Ruskin	FL
Noor Staffing Group	New York	NY
National Recruiting Consultants	Carrollton	TX
Maxim Healthcare Services	Tacoma	WA
Latonya Richardson	Waco	TX
iDEAL Personnel Services LLC	Miami	FL
IDEA Reimagined Coaching and Consulting LLC	Baton Rouge	LA
Harrah LLC	Plano	TX
GIMO Special Education Services & Consulting	Indian Trail	NC
Connected for Kids (HCAA, LLC)	Gatesville	TX
Candor Consulting and Diagnostics, LLC	Belton	TX
Brent Colwell (Colwell)	Belton	TX
Beyond Therapy Educational Solutions	Dallas	TX
Attain Therapy, LLC	Lakewood	NJ
Assessment Intervention Management, LLC	San Antonio	TX
Amy Tharp Speech Services, PLLC (Amy Tharp)	Keene	TX
AMN Allied Services, LLC	Broomfield	CO
The Stepping Stones Group LLC	Chicago	IL
TX-STAR Speech-Language Services, Corp.	San Antonio	TX

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date: November 30, 2023**

**Contact Person: M. Tish/D. Lopez**

**RE: Bid Award for Stop Loss Insurance**

=====

**Background Information:**

Request for Proposal, RFP # 23-1251, Stop Loss Insurance, was issued and opened to award these services to a company to provide Stop Loss Insurance to the district for our self-insured health insurance and prescription drug plan. Stop-loss insurance is a form of excess risk coverage that provides protection for self-insured employers against high claims losses. Specific (or individual) stop-loss provides protection against a high claim on any one individual while aggregate stop-loss provides a ceiling on the dollar amount of eligible expenses that an employer would pay, in total, during a contract period.

The District currently carries a \$150,000 specific deductible stop-loss plan and maximum claims funding of \$13,681,796. Under the specific stop-loss, the maximum amount that the district will pay on any single claim is \$150,000. The stop-loss carrier will reimburse the district for any expenses in excess of the \$150,000 cap.

The request for proposal asked insurers to propose premiums for insured stop-loss (ISL) at three deductibles, \$150,000, \$175,000 and \$200,000. Although a higher deductible results in lower premiums, the district assumes a higher risk as it is responsible for all claim amounts below the deductible.

The district received proposals from four insurers: Symetra Life Insurance Company (Symetra), United Health Care (UHC), Voya Financial (Voya), and Evolution Risk Partners (Evolution). In the initial bids received, Symetra, UHC, and Voya provided plans without lasering; Symetra included a proposal with lasers (4) and Evolution's only proposal included lasers (2). Lasering is a common stop loss practice in which a specific attachment point is set for an individual or individuals who are at risk for high cost medical claims.

After the initial review, the district requested a best and final offer (BAFO) from all proposers. Only UHC made any changes to their original proposal, adding an alternative plan with lasers (2). The two lasers proposed by UHC were for \$300,000 and \$250,000. These are the same amounts proposed by Evolution. Symetra's four proposed lasers were at \$480,000, \$425,000, \$400,000 and \$275,000. As the district's current coverage is with Symetra, the company has an advantage in setting its lasering.

At the current \$150,000 deductible, the lowest increase in fixed costs, without lasering, has been proposed by UHC at \$409,346. This is \$261,375 higher than

Evolution's lowest proposal with the two lasers. Based on current claims, the administration and its consultant feel certain that the ultimate claims liability will be higher with the proposed lasers and will recommend that UHC be awarded the stop-loss coverage.

The administration also evaluated the various proposals for deductibles. Projections based on current year large claims would suggest that the \$200,000 deductible would be the least expensive, costing \$7,571 less than the \$150,000 deductible. However, the District would be taking on the risk that the high dollar claims would exceed the eight currently estimated. Since this past year's high dollar claims were higher than normal, we also calculated savings on the average of the past five years, five claims in excess of \$200,000, as adjusted for inflation. If we perform that well in the coming year, the savings is estimated to be \$70,267 with the \$200,000 deductible. That savings would be negated if we had seven large claimants next year. As a result, the administration believes we should maintain the \$150,000 deductible to minimize the future risk to the district.

The evaluation team determined that the proposal from United Healthcare with no lasers and a \$150,000 specific deductible represents the best value to the district and recommends this bid award.

**Fiscal Implications:**

The premium of \$1,892,419 represents an annual increase of \$409,346, which will be funded from the District's self-insurance fund.

**Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve the bid award for Stop Loss Insurance to United Healthcare, as presented.



# 2024 Stop Loss RFP

Natalie Haskett & Reagan Latimer



**Gallagher**

Insurance | Risk Management | Consulting

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# Marketing Results

Carrier	A.M. Best Rating	Line of Coverage	Result	Broker Compensation (if other than Consulting Fee)	
				Commission	Supplementary Compensation
Stealth					
Symetra	A/XV	Stop Loss	Renewal	0%	N/A
United Healthcare	A+/XV	Stop Loss	Proposed	0%	N/A
Voya	NR	Stop Loss	Proposed	0%	N/A
Evolution Risk	NR	Stop Loss	Proposed	0%	N/A

Level	Category	Level	Category	Level	Category
A++, A+.....	Superior	B, B-.....	Fair	D.....	Poor
A, A-.....	Excellent	C++, C+.....	Marginal	E.....	Under Regulatory Supervision
B++, B+.....	Very Good	C, C-.....	Weak	F.....	In Liquidation
				S.....	Rating Suspended
FINANCIAL SIZE CATEGORIES					
FSC I		Up to 1,000	FSC IX	250,000 to	500,000
FSC II	1,000 to	2,000	FSC X	500,000 to	750,000
FSC III	2,000 to	5,000	FSC XI	750,000 to	1,000,000
FSC IV	5,000 to	10,000	FSC XII	1,000,000 to	1,250,000
FSC V	10,000 to	25,000	FSC XIII	1,250,000 to	1,500,000
FSC VI	25,000 to	50,000	FSC XIV	1,500,000 to	2,000,000
FSC VII	50,000 to	100,000	FSC XV	2,000,000 or	more
FSC VIII	100,000 to	250,000	(In \$000 of Reported Policyholders' Surplus Plus Conditional Reserve Funds)		
<p><b>Best's Insurance Reports</b>, published annually by A.M. Best Company, Inc., presents comprehensive reports on the financial position, history, and transactions of insurance companies operating in the United States and Canada. Companies licensed to do business in the United States are assigned a Best's Rating which attempts to measure the comparative position of the company or association against industry averages.</p>					

\*While Gallagher does not guarantee the financial viability of any health insurance carrier or market, it is an area we recommend that clients closely scrutinize when selecting a health insurance carrier. There are a number of rating agencies that can be referred to including, A.M. Best, Fitch, Moody's, Standard & Poor's, and Weiss Ratings (The Street.com). Generally, agencies that provide ratings of Health Insurers, including traditional insurance companies and other managed care organizations, reflect their opinion based on a comprehensive quantitative and qualitative evaluation of a company's financial strength, operating performance and market profile. However, these ratings are not a warranty of an insurer's current or future ability to meet its contractual obligations.



# Initial Results

Illustrative Quotes

# Initial Overview

Symetra	United Healthcare	Voya	Evolution Risk
<ul style="list-style-type: none"><li>• Renewal is highest offer.</li><li>• Alternative quote offered 4 Lasers. (\$400k, \$275k, \$425k, and \$480k)</li></ul>	<ul style="list-style-type: none"><li>• Firm with no Lasers.</li><li>• \$3.50 PEPM if stop loss is carved out to a third party.</li><li>• Approx. \$74k in admin fees.</li></ul>	<ul style="list-style-type: none"><li>• Firm with no Lasers.</li><li>• Second highest offer.</li></ul>	<ul style="list-style-type: none"><li>• Lowest offer.</li><li>• 2 Lasers (\$250k &amp; \$300k)</li></ul>

*\*All quotes are firm. WISD did not opt into the \$1.00 PEPM gene therapy coverage for 2023. This program was not included in the quoted pricing.*

# Initial Bid Summary

## \$150,000 ISL

Carrier	Specific Deductible	Contract Terms	Total Fixed Costs	Maximum Claims Funding	Needed to Finalize Proposal	Lasers	Fixed Cost \$ Change Over Current	Fixed Cost % Change Over Current	Estimated Expected # of claims	Claims above \$150K	Fixed Costs + Add'l Risk
Symetra (Current)	\$150,000	Paid	\$1,483,073	\$13,681,796	—	None	—	—	—	—	—
<b>\$150,000 ISL</b>											
Symetra (Renewal)	\$150,000	Paid	\$2,224,512	\$18,817,103	Firm	None	\$741,439	50%	13.08	—	—
Symetra (Alt)	\$150,000	Paid	\$1,800,793	\$18,817,103	Firm	4 Lasers	\$317,721	21%	13.08	—	—
UHC	\$150,000	24/12	\$1,892,366	\$17,640,876	Firm	None	\$409,294	28%	13.08	—	—
Voya	\$150,000	24/12	\$2,015,644	\$17,777,247	Firm	None	\$532,572	36%	13.08	—	—
Evolution Risk	\$150,000	24/12	\$1,631,043	\$18,061,507	Firm	2 Lasers	\$147,971	10%	13.08	—	—

# Initial Bid Summary

## \$175,000 ISL

Carrier	Specific Deductible	Contract Terms	Total Fixed Costs	Maximum Claims Funding	Needed to Finalize Proposal	Lasers	Fixed Cost \$ Change Over Current	Fixed Cost % Change Over Current	Estimated Expected # of claims	Claims above \$150K	Fixed Costs + Add'l Risk
Symetra (Current)	\$150,000	Paid	\$1,483,073	\$13,681,796	—	None	—	—	—	—	—
<b>\$175,000 ISL</b>											
Symetra (Renewal)	\$175,000	Paid	\$1,954,671	\$19,088,610	Firm	None	\$471,599	32%	10.34	\$258,500	\$2,213,171
Symetra (Alt)	\$175,000	Paid	\$1,583,446	\$19,059,622	Firm	4 Lasers	\$100,373	7%	10.34	\$258,500	\$1,841,946
UHC	\$175,000	24/12	\$1,647,822	\$17,885,729	Firm	None	\$164,749	11%	10.34	\$258,500	\$1,906,322
Voya	\$175,000	24/12	\$1,724,248	\$18,020,539	Firm	None	\$241,175	16%	10.34	\$258,500	\$1,982,748
Evolution Risk	\$175,000	24/12	\$1,385,890	\$18,422,916	Firm	2 Lasers	-\$97,183	-7%	10.34	\$258,500	\$1,644,390

# Initial Bid Summary

## \$200,000 ISL

Carrier	Specific Deductible	Contract Terms	Total Fixed Costs	Maximum Claims Funding	Needed to Finalize Proposal	Lasers	Fixed Cost \$ Change Over Current	Fixed Cost % Change Over Current	Estimated Expected # of claims	Claims above \$150K	Fixed Costs + Add'l Risk
Symetra (Current)	\$150,000	Paid	\$1,483,073	\$13,681,796	—	None	—	—	—	—	—
<b>\$200,000 ISL</b>											
Symetra (Renewal)	\$200,000	Paid	\$1,737,782	\$19,307,182	Firm	None	\$254,710	17%	8.32	\$416,000	\$2,153,782
Symetra (Alt)	\$200,000	Paid	\$1,408,648	\$19,238,394	Firm	4 Lasers	-\$74,425	-5%	8.32	\$416,000	\$1,824,648
UHC	\$200,000	24/12	\$1,469,148	\$18,064,876	Firm	None	-\$13,925	-1%	8.32	\$416,000	\$1,885,148
Voya	\$200,000	24/12	\$1,421,021	\$18,194,260	Firm	None	-\$62,052	-4%	8.32	\$416,000	\$1,837,021
Evolution Risk	\$200,000	24/12	\$1,202,262	\$18,540,954	Firm	2 Lasers	-\$280,811	-19%	8.32	\$416,000	\$1,618,262



# BAFO Results

Firm Quotes

# BAFO Overview

Symetra	United Healthcare	Voya	Evolution Risk
<ul style="list-style-type: none"> <li>• Firm with No Changes</li> <li>• Alternative quote offered 4 Lasers. (\$400k, \$275k, \$425k, and \$480k)</li> </ul>	<ul style="list-style-type: none"> <li>• Firm with no Lasers.</li> <li>• \$3.50 PEPM SL Carve Out Fees</li> <li>• Approx. \$74k in admin fees.</li> <li>• Converted offer to composite rates.</li> <li>• Gave lower option with 2 Lasers. (\$250K &amp; \$300K)</li> </ul>	<ul style="list-style-type: none"> <li>• Firm with no Lasers.</li> <li>• No Changes</li> </ul>	<ul style="list-style-type: none"> <li>• Firm with No Changes.</li> <li>• 2 Lasers (\$250k &amp; \$300k)</li> </ul>

*\*All quotes are firm. WISD did not opt into the \$1.00 PEPM gene therapy coverage for 2023. This program was not included in the quoted pricing.*

# BAFO Bid Summary

## \$150,000 ISL

Carrier	Specific Deductible	Contract Terms	Total Fixed Costs	Maximum Claims Funding	Needed to Finalize Proposal	Lasers	Fixed Cost \$ Change Over Current	Fixed Cost % Change Over Current	Estimated Expected # of claims	Claims above \$150K	Fixed Costs + Add'l Risk
Symetra (Current)	\$150,000	Paid	\$1,483,073	\$13,681,796	—	None	—	—	—	—	—
<b>\$150,000 ISL</b>											
Symetra (Renewal)	\$150,000	Paid	\$2,224,512	\$18,817,103	Firm	None	\$741,439	50%	13.08	—	—
Symetra (Alt)	\$150,000	Paid	\$1,800,793	\$18,817,103	Firm	4 Lasers	\$317,721	21%	13.08	—	—
UHC	\$150,000	24/12	\$1,892,419	\$17,592,936	Firm	None	\$409,346	28%	13.08	—	—
UHC (Alt)	\$150,000	24/12	\$1,825,740	\$17,592,936	Firm	2 Lasers	\$342,667	23%	13.08	—	—
Voya	\$150,000	24/12	\$2,015,644	\$17,777,247	Firm	None	\$532,572	36%	13.08	—	—
Evolution Risk	\$150,000	24/12	\$1,631,043	\$18,061,507	Firm	2 Lasers	\$147,971	10%	13.08	—	—

# BAFO Bid Summary

## \$175,000 ISL

Carrier	Specific Deductible	Contract Terms	Total Fixed Costs	Maximum Claims Funding	Needed to Finalize Proposal	Lasers	Fixed Cost \$ Change Over Current	Fixed Cost % Change Over Current	Estimated Expected # of claims	Claims above \$150K	Fixed Costs + Add'l Risk
Symetra (Current)	\$150,000	Paid	\$1,483,073	\$13,681,796	—	None	—	—	—	—	—
<b>\$175,000 ISL</b>											
Symetra (Renewal)	\$175,000	Paid	\$1,954,671	\$19,088,610	Firm	None	\$471,599	32%	10.34	\$258,500	\$2,213,171
Symetra (Alt)	\$175,000	Paid	\$1,583,446	\$19,059,622	Firm	4 Lasers	\$100,373	7%	10.34	\$258,500	\$1,841,946
UHC	\$175,000	24/12	\$1,647,929	\$17,837,639	Firm	None	\$164,856	11%	10.34	\$258,500	\$1,906,429
UHC (Alt)	\$175,000	24/12	\$1,581,250	\$17,837,639	Firm	2 Lasers	\$98,177	7%	10.34	\$258,500	\$1,839,750
Voya	\$175,000	24/12	\$1,724,248	\$18,020,539	Firm	None	\$241,175	16%	10.34	\$258,500	\$1,982,748
Evolution Risk	\$175,000	24/12	\$1,385,890	\$18,422,916	Firm	2 Lasers	-\$97,183	-7%	10.34	\$258,500	\$1,644,390

# BAFO Bid Summary

## \$200,000 ISL

Carrier	Specific Deductible	Contract Terms	Total Fixed Costs	Maximum Claims Funding	Needed to Finalize Proposal	Lasers	Fixed Cost \$ Change Over Current	Fixed Cost % Change Over Current	Estimated Expected # of claims	Claims above \$150K	Fixed Costs + Add'l Risk
Symetra (Current)	\$150,000	Paid	\$1,483,073	\$13,681,796	—	None	—	—	—	—	—
<b>\$200,000 ISL</b>											
Symetra (Renewal)	\$200,000	Paid	\$1,737,782	\$19,307,182	Firm	None	\$254,710	17%	8.32	\$416,000	\$2,153,782
Symetra (Alt)	\$200,000	Paid	\$1,408,648	\$19,238,394	Firm	4 Lasers	-\$74,425	-5%	8.32	\$416,000	\$1,824,648
UHC	\$200,000	24/12	\$1,468,848	\$18,016,932	Firm	None	-\$14,225	-1%	8.32	\$416,000	\$1,884,848
UHC (Alt)	\$200,000	24/12	\$1,402,168	\$18,016,932	Firm	2 Lasers	-\$80,904	-5%	8.32	\$416,000	\$1,818,168
Voya	\$200,000	24/12	\$1,421,021	\$18,194,260	Firm	None	-\$62,052	-4%	8.32	\$416,000	\$1,837,021
Evolution Risk	\$200,000	24/12	\$1,202,262	\$18,540,954	Firm	2 Lasers	-\$280,811	-19%	8.32	\$416,000	\$1,618,262

# Thank You!

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## Gallagher

Insurance | Risk Management | Consulting

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**Gallagher**

Insurance | Risk Management | Consulting

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RFP # 23-1251 Stop Loss Insurance Combined Evaluation Scoresheet

<b>Evaluation Criteria:</b>	<b>Max Points</b>	<b>Symetra (No Lasers)</b>	<b>Symetra (4 Lasers)</b>	<b>United Healthcare (No Lasers)</b>	<b>United Healthcare (2 Lasers)</b>	<b>Voya (No Lasers)</b>	<b>Evolution Risk (2 Lasers)</b>
<b>Price (including long term cost to the District):</b>	40	29.72	35.71	34.50	35.75	33.17	40.00
<b>Experience and Reputation:</b>							
➤ Experience doing business with other Texas school districts	5	3.75	3.75	3.75	3.75	2.68	3.25
➤ Ability to coordinate with medical and pharmaceutical carriers	10	9.00	9.00	9.75	9.75	8.25	7.75
➤ Offer Plan Mirroring	10	10.00	10.00	10.00	10.00	10.00	10.00
➤ Timeliness of claim reimbursement	12	10.25	10.25	12.00	12.00	10.00	10.00
➤ Financial strength and rating of company	5	4.75	4.75	4.75	4.75	3.75	3.75
<b>Quality of Goods and Services:</b>							
➤ Based on external references	5	2.50	2.50	2.50	2.50	2.50	2.50
➤ Extent on which the goods and services meet the district's needs	13	8.63	4.73	13.00	5.80	9.98	5.95
<b>Total:</b>	100	78.60	80.69	90.25	84.30	80.33	83.20

*Price Points are based on Fixed Cost + Additional Risk of Increased Specific Deductible*

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** November 30, 2023

**Contact Person:** M. Tish

**RE: Purchases over \$50,000 under Pre-Existing Bid, Purchasing Cooperative, or Allowed Professional Service**

=====

**Background Information:**

In April 2020, the Board approved a change in Board Policy CH (Local) that requires all purchase requests over \$50,000 to be approved by the Board of Trustees prior to being made. These purchases will be made under a pre-existing bid or purchasing cooperative. The following purchase requests have been made as of November 9, 2023:

Purchasing Cooperative:

- Caldwell Country Chevrolet - \$55,685.00 - Siverado 1500 Crew Cab 4WD LT 6.5 Bed for Athletic Department - BuyBoard# 601-19 Vehicles, Heavy Duty Trucks, Police Motorcycles, Parts, and Service
- Pathway Communications LTD - \$87,826.00 - Video Wall for Carver Middle School - TIPS Contract # 230105 Technology Solutions Products and Services

Allowed Professional Services:

- TAB Technologies - \$160,508.00 – Provide Testing and Balancing services for Tennyson MS construction (professional engineering services)

**Fiscal Implications:**

The cost of these goods and services will be charged to the appropriate departmental budget.

**Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve the purchase requests over \$50,000, as presented.

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** November 30, 2023

**Contact Person:** David Hamilton

**RE: New Course Approval**

=====

**Background Information**

Personal Financial Literacy and Economics Course

Personal Financial Literacy and Economics is a new one-half credit high school course developed in response to Senate Bill (SB) 1063 and Texas Education Code (TEC), §28.025(b-22). Students may successfully complete this new course or the Economics with Emphasis on the Free Enterprise System and Its Benefits course to satisfy the half-credit economics requirement for high school graduation. This new course is part of the required secondary curriculum. We propose the offering of Personal Financial Literacy and Economics.

Special Education Work-Based Learning Courses

Students who are in the ASPIRE and ACHIEVE programs in Waco ISD build skills in the area of general employability and independent living. In order to prepare students for life after high school, we propose the following courses be offered:

- General Employability Skills (Innovative Course) - This course provides students with knowledge of the prerequisite skills for general employment as well as the means of obtaining those skills. Employability skills include fundamentals of maintenance of personal appearance and grooming. The course also includes the knowledge, skills, and attitudes that allow employees to get along with their co-workers, make important work-related decisions, and become strong work team members. This course will guide students in obtaining the essential knowledge and the needed employability skills that are transferable among a variety of jobs and careers. Students will learn and apply basic knowledge of what is expected in the workplace.
- Student to Industry Connection (Innovative Course) - This course allows students the opportunity to develop professional relationships with experienced individuals within the student’s chosen program of study and demonstrate the necessary skills for an online virtual workplace. Students will learn acceptable virtual etiquette and professionalism in a teleworking environment. The central focus of this course is to prepare students to be 21st century career ready through interaction with a seasoned workplace mentor. The course may include a work-based learning component. Instruction will support students with marketable skills attainment. The course is recommended for students 16 years of age or older.
- Health II - The Health II class provides instruction that allows youth to develop and sustain health-promoting behaviors throughout their lives. Understanding

and applying these standards will allow students to gather, interpret, and understand health information, achieve health literacy, and adapt to the ever-evolving science of health. The health education knowledge and skills should be presented to students in a positive manner to support the development of a healthy self-concept and responsible decision-making. The standards will help students reinforce, foster, and apply positive character traits.

### Future Heroes Academy Courses

As a part of the Future Heroes Academy, students will be on a pathway to earn Emergency Medical Technician certification. Within one semester of high school graduation, they will become certified firefighters. The following courses are requirements for the pathway:

- Firefighter I - This course introduces students to firefighter safety and development. Students will analyze Texas Commission on Fire Protection rules and regulations, proper incident reporting and records, proper use of personal protective equipment, and fire safety principles.
- Firefighter II - This course is the second course in a series for students studying firefighter safety and development. Students will understand Texas Commission on Fire Protection rules and regulations, proper incident reporting and records, proper use of personal protective equipment, and fire safety principles. Students will demonstrate proper use of fire extinguishers, ground ladders, fire hoses, and water supply apparatus systems.
- Emergency Medical Technician Basic (Innovative Course) - This course guides students to meet and exceed standard knowledge needed to be a valid Emergency Medical Technician. The curriculum includes skills necessary for a student to provide entry-level emergency medical care, life support, and ambulance service. The EMT Basic course is an introductory course to concepts, knowledge, and skills EMTs need in communications, transportation, and recordkeeping. Students interested in working in public safety, including fire, police, and ambulance operators, will be capable of performing the job expectations of an EMT safely and effectively after the completion of this course.

### Academy of UAV Robotics Courses

As the commercial drone industry continues to grow, so does the demand for pilots. According to recent reports, some 100,000 drone-related jobs will be created over the next two years. In order to meet the demand, the Greater Waco Advanced Manufacturing Academy (GWAMA) is instituting the new Academy of UAV Robotics. The following courses are requirements for the pathway:

- Introduction to Aerospace and Aviation (Innovative Course) - This course will provide the foundation for advanced exploration in the areas of professional pilot, aerospace engineering, and unmanned aircraft systems. Students will learn about the history of aviation, from Leonardo da Vinci's ideas about flight to the Wright brothers and the space race. Along the way, students will learn about the innovations and technological developments that have made today's aviation and aerospace industries possible. The course includes engineering practices, the design process, aircraft structure, past and present space vehicles, and a look toward future space exploration. Students will also learn about the wide variety of exciting and rewarding careers available to them. The Introduction to

Aerospace and Aviation course will inspire students to consider aviation and other aerospace careers while laying the foundation for continued study in grades 10-12.

- Introduction to Unmanned Aerial Vehicle (UAV) Flight (Innovative Course) - This course is designed to prepare students for entry-level employment or continuing education in piloting UAV operations. Principles of UAV is designed to instruct students in UAV flight navigation, industry laws and regulations, and safety regulations. Students are also exposed to mission planning procedures and environmental and human factors involved in the UAV industry.

**Fiscal Implications**

To be determined based on student enrollment. No new teaching positions will be added.

**Administrative Recommendation(s)**

Approve new Waco ISD classes.

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** November 30, 2023

**Contact Person:** Deena Cornblum

**RE: Amended Professional Development Waiver**

=====

**Background Information**

Districts that provide operational and instructional minutes may apply for a Professional Development Waiver that allows for a maximum of 2,100 total waiver minutes to use for professional development. Districts may choose to offer early release, late start, all day staff development, or a combination. The minutes must be used for staff development in place of student instruction and only during the school year. Additionally, districts are required to provide students 75,600 minutes of instruction each year.

The Board approved a Professional Development Waiver at the September 21, 2023, Regular meeting. There was an error with the professional development dates submitted in previous waiver request. The following dates accurately align to the district’s instructional calendar:

Dates	Type	Minutes
September, 25, 2023	Full-Day	465
October 30, 2023	Full-Day	465
November 17, 2023	Full-Day	465
March 1, 2024	Full-Day	465
		Total Minutes: 1,860

**Fiscal Implications**

None

**Administrative Recommendation(s):**

Approve the amended Professional Development Waiver request for submission as presented, authorizing the Superintendent to approve and submit waiver documents to the Texas Education Agency.

**Waco Independent School District**

***Board of Trustee Meeting Agenda***

**Date:** November 30, 2023

**Contact Person:** Dr. Josie Gutierrez

**RE: Second Reading and Adoption of Board Policy DEC (LOCAL)**

**Background Information:**

The Administration requests that the Board of Trustees adopt revisions to DEC (LOCAL) as part of the September 1, 2023, changes that became effective with HB 1486 and HB 471. The first reading addressing the changes to DEC (Local) policy was included in the October 26, 2023, Regular meeting packet. Districts were required to update policy to adhere to the following two bills:

HB 1486

This bill requires that full-time telecommunicators who are licensed by the Texas Commission on Law Enforcement (TCOLE) be provided mental health leave like peace officers. The policy was amended to include 5 days of mental health leave for the district's full-time licensed telecommunicator when a traumatic event is experienced in the scope of employment.

HB 471

This bill requires a district to provide paid leave to police officers and emergency medical services (EMS) personnel who experience an illness or injury related to their line of duty. Districts had to determine how to address an extended leave of absence following the required leave of absence with full pay for a period commensurate with the nature of the illness or injury, as required by law. The district proposes not to extend the leave of absence, but the police officer can use accumulated leave if necessary.

In summary, the new revisions include 5 mental health leave days for the district's full-time telecommunicator and guidance for handling an extended leave of absence for police officers who experience an illness or injury related to their line of duty.

**Fiscal Implications:**

None

**Administrative Recommendations:**

Adopt the revised Board Policy for DEC (Local), as presented.

## PROPOSED REVISIONS

(see page 4)

### Leave Administration

The Superintendent shall develop administrative regulations addressing employee leaves and absences to implement the provisions of this policy.

### Definitions

The term "immediate family" is defined as:

#### Immediate Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee's household at the time of illness or death.

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

#### Family Emergency

The term "family emergency" shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.

#### Leave Day

A "leave day" for purposes of earning, using, or recording leave shall mean the number of hours per day equivalent to the employee's usual assignment, whether full-time or part-time.

#### School Year

A "school year" for purposes of earning, using, or recording leave shall mean the term of the employee's annual employment as set by the District for the employee's usual assignment, whether full-time or part-time.

---

**Note:** For District contribution to employee insurance during leave, see CRD(LOCAL).

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### Availability

The District shall make state personal leave for the current year available for use at the beginning of the school year. Local leave shall be made available as earned.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

**State Leave  
Proration**

If an employee separates from employment with the District before his or her last duty day of the school year or begins employment after the first duty day of the school year, state personal leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal leave the employee used beyond his or her pro rata entitlement for the school year.

**Medical Certification**

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than five consecutive workdays because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent; or
3. The employee requests FMLA leave for the employee's serious health condition; a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

**State Personal Leave**

The Board requires employees to differentiate the manner in which state personal leave is used.

**Nondiscretionary  
Use**

Nondiscretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

Nondiscretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.

**Discretionary Use**

Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.

*Request for  
Leave*

In deciding whether to approve or deny a request for discretionary use of state personal leave, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

Discretionary use of state personal leave shall not exceed three consecutive workdays.

**Local Leave**

Each employee shall earn five paid local leave days per school year in accordance with administrative regulations.

Local leave shall accumulate to a maximum of 120 leave days.

Local leave shall be used according to the terms and conditions of state sick leave accumulated before the 1995–96 school year. [See DEC(LEGAL)]

An employee may also use local leave for absences related to the birth or placement of a child when leave is taken within the first year after the child’s birth, adoption, or foster placement.

**Sick Leave Bank**

The District shall establish a sick leave bank that employees may join through contribution of local leave.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee experiences a catastrophic illness or injury and has exhausted all paid leave and any applicable compensatory time.

The Superintendent shall develop regulations for the operation of the sick leave bank that address the following:

1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per school year a member employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

**Loss of Access to Days**

An employee shall lose the right to utilize the benefits of the sick leave bank by:

1. Separating employment with the District.
2. Canceling membership at any time, executed on the proper form.

**Appeal**

An employee may appeal a decision regarding the sick leave bank in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

### Mental Health Leave

A District peace officer or a full-time District telecommunicator, as defined by law, who experiences a traumatic event in the scope of employment shall be granted a maximum of five days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The Superintendent shall develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which an eligible employee may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

### Quarantine Leave

A District peace officer shall be granted quarantine leave when ordered by the local health authority or the peace officer's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The Superintendent shall develop regulations regarding quarantine leave that address the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

### Line of Duty Illness or Injury Leave of Absence

Following a leave of absence with full pay as required by law, the District shall not extend the leave of absence for a police officer's line of duty illness or injury. In accordance with law, the police officer may use accumulated leave.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

**Family and Medical  
Leave**

FMLA leave shall run concurrently with applicable paid leave and compensatory time, as applicable.

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**Note:** See DECA(LEGAL) for provisions addressing FMLA.

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Twelve-Month  
Period

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be July 1 through June 30.

Combined Leave for  
Spouses

When both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks.

Intermittent or  
Reduced Schedule  
Leave

The District shall not permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.

Certification of  
Leave

When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.

Fitness-for-Duty  
Certification

In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.

Leave at the End of  
Semester

When a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester.

**Temporary Disability  
Leave**

Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]

An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent as a request for temporary disability leave.

The District shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave.

**Workers'  
Compensation**

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**Note:** Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance.

---

An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

**Paid Leave Offset**

The District shall permit the option for paid leave offset in conjunction with workers' compensation income benefits. [See CRE]

**Court Appearances**

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

**School Involvement Leave**

Each District employee shall be granted a maximum of eight hours of school involvement leave per school year (August through May) to be used only for participating in parent/teacher conferences or the District's volunteer program. Any use of school involvement leave shall occur only with approval from the employee's supervisor; however, a supervisor shall not approve use of school involvement leave when an employee requests release from regular duties for an entire workday. School involvement leave shall be noncumulative.

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** November 30, 2023

**Contact Person:** Gloria Barrera

**RE: Updated District Facility Rental Terms and Rates**

=====

**Background Information:**

The Texas Education Code Section 45.033 and Board Policy GKD (Local) provide authority for the Board of Trustees to set rental terms and rates for district facilities.

At the October Regular meeting, the Board approved new facility usage and rental guidelines and rates. Closer review by the Child Nutrition Services Department, after the approval, resulted in a request to increase the rates and add kitchens to the list of district facilities.

**Fiscal Implications**

Approval of the updated Facility Rental Terms and Rates will assist the district in recovering operational costs related to rentals.

**Administrative Recommendation(s):**

Approve the updated Facility Rental Terms and Rates as provided.

# WACO ISD



## FACILITIES RENTAL GUIDELINES

NOVEMBER 2023

# WACO INDEPENDENT SCHOOL DISTRICT FACILITIES USAGE GUIDELINES

## WACO ISD RENTAL POLICY

The Waco Independent School District allows limited use of District facilities by outside organizations/groups. However, such use of District facilities shall not be permitted when it interferes with the educational program of any scheduled campus or District activities, including facility maintenance and/or repair projects.

Waco ISD is a tax-supported nonprofit organization established to serve the students and youth residing within the boundaries of the District. The district may, therefore, differentiate among various categories of organizations/groups (such as youth groups, community groups, nonprofit organizations, for-profit organizations and civic groups) in establishing the length of time that a facility may be used or the fee(s) charged. All organizations/groups with the same category shall be offered fair and equal access to District facilities. Any misrepresentations by an organization and/or individual, abuse of any District property, and violation of state, local law or federal and/or any violation of any District policy, rule or regulation may result in: 1) the immediate termination of the contract; 2) the requirement to immediately vacate the premises; and/or 3) the denial of the organization's and/or individual's request for future use of the premises.

All requests must be submitted via the Waco ISD Event Manager. All requests will be considered according to these guidelines. The administration reserves the right to deviate when necessary to achieve the overall purpose of the guidelines.

## FACILITIES:

District facilities include, but are not limited to, campuses, athletic facilities, buildings housing support personnel, and the Performing Arts Centers (PAC). Charges for facilities and Performing Arts Centers (PAC) are listed below by user group designation.

## USER GROUP DESIGNATION

### **Group 1:**

#### ***SCHOOL-RELATED NONPROFIT ORGANIZATIONS AND GOVERNMENTAL AGENCIES:***

*Booster Clubs, PTA, PTO, Student/Teacher Groups, Waco Foundation, Communities in Schools, WISD Alumni Groups, Scouting Organizations, and other similar organizations will be permitted the use of facilities without charge on days when school is in session unless the request time is outside of the regular energy use and custodial coverage hours. Group 2 rates will apply for all other times. All other policies and procedures will be enforced. Special Olympics will only pay WISD costs and Facility rental fee will be waived.*

District facility usage fees and insurance are waived for Group 1 for education-related activities approved by the District. However, *personnel and equipment usage fees may apply for all events that require additional personnel or other resources*. Efforts should be made to schedule activities during normal custodial hours. The Superintendent of Schools or their or designee will determine building use and applicable fees.

**Group 2:**

**NONPROFIT YOUTH and COMMUNITY ORGANIZATIONS**

Nonprofit youth groups may be permitted to rent facilities at the Group 2 rate if they provide proof of 501(c)3 status. Note: These groups may be permitted use of the facilities at no charge unless the request time is outside of the regular energy use and custodial coverage hours. District facility fees at the Group 2 rate will apply at all other times. District insurance requirements will also apply.

**Organizations** (non-exhaustive)

**Youth Groups:**

YMCA  
Boy Scouts  
Girl Scouts  
Camp Fire Girls  
Boys and Girls Clubs  
And similar organizations

**Community Groups:**

Rotary Club  
Lions Club  
Religious Groups  
Homeowners Associations within the District that charge assessment fees  
Texas School District & UIL Events not Hosted by WISD  
McLennan Community College  
Texas State Technical College  
Baylor University  
Neighborhood associations  
Adult community groups  
Churches

**Group 3:**

**FOR-PROFIT ORGANIZATIONS**

For-profit organization and businesses may rent facilities at the established Group 3 rates plus other associated fees.

**PRIORITY**

The Board of Trustees has approved the following priorities for using school district facilities:

- Priority 1: *Approved school activities, public elections, and other government activities – No fees or insurance required.*
- Priority 2: *Organized “Local” non-profit community, educational development religious groups.*
- Priority 3: *Organized “Local” cultural groups.*
- Priority 4: *Groups with special arrangements with the Board of Trustees or administration.*

Any use of Waco ISD property must have prior approval if not otherwise addressed in the Facilities Rental Guidelines.

1. A completed Event Manager Facility Rental Request On-line Form, Permit to Use Public School Facilities form, proof of acceptable liability insurance with WISD named as an additional insured and policy holder, and nonprofit certificates for verification of rate category must be on file prior to scheduling the rental of any facility.
2. Fees for damages will be assessed and may result in loss of further use of the district's facilities.
3. The renter will be assessed a rental fee from the time the facility is opened until it is closed or vacated. A WISD employee will be required at all times.
4. Opening/closing of building facility will be arranged by WISD. This includes Monday through Friday and weekends.
5. School-related groups requiring a building director or custodian(s) on the weekends will be assessed a fee according to the Facility Rental Fee Schedule. There is no charge for school functions.
6. The use of kitchens is not allowed unless for school use and authorized by Child Nutrition Services.

### **INSURANCE:**

Prior to approval and use of the facility, users in **Group 2** and **Group 3** will furnish proof of liability coverage for the event(s). This coverage should consist of an original Certificate of Insurance with Waco ISD named as an Additional Insured and Certificate Holder with a minimum of \$1,000,000 per occurrence and \$1,000,000 general annual aggregate. Coverage provided by such policy or rider must apply to the death or injury of any person and the damage to property that results, directly or indirectly, from the intentional or negligent act or omission of user's officers, agents, employees, guests, or invitees during the use or occupancy of district premises. Such insurance shall be with an insurance company or companies authorized to do business in Texas, under policy or policies acceptable to the use. The user must provide the district with a certificate of insurance attesting the existence of a policy or policies providing coverage required. **If** a policy contains deductible provisions, user shall be responsible for payment of the deductible amount for any claim(s).

All policies shall contain an endorsement stating that the insurance company shall not terminate the policy or change any coverage therein prior to the policy expiration date without notifying the district, by registered mail, at least 30 days prior to such termination.

### **GENERAL RULES**

#### ***All users of school district facilities shall:***

- Groups or individuals wanting to rent WISD facilities must obtain and complete the on-line Event Manager Facilities Usage Guidelines from the WISD website, [www.wacoisd.org](http://www.wacoisd.org) under Event Manager or the link under Departments/Energy/Facilities & Maintenance/Facilities
- Ensure that permission to use the facility or any portion thereof shall not be transferred to a third party.
- Ensure that all District facilities are left neat and in orderly condition ready for the next school day.

- Provide the following documentation before a rental agreement is prepared:
  - a. The completed Permit to Use Public School Facilities form signed.
  - b. A current insurance certificate.
  - c. A copy of the 501(c) 3 status if requesting nonprofit status.
- It is the sole responsibility of the renter to provide these documents. No reminders will be issued.
- Provide full payment 10 days prior to the event. Provide any changes to the signed contract no later than one week in advance. Rental amounts will not be decreased after the fact if the facility is not used for the contracted time.
- Be assessed the rental fee from the time the facility is opened until it is closed or vacated.
- Availability will be determined by calendar reservations on website “**first-come, first-served**” basis with approval by Campus Principal and Energy Manager.
- Ensure that prior approval is received before signs, banners and/or decorations are erected and that immediately after the event the group take down all decorations. Decorations may not deface school property. The use of open flames, such as candles, is strictly prohibited.
- Ensure that all children be supervised at all times and remain in the assigned area. There should be one (1) adult per twenty (20) or fewer children at the event.
- All school facilities will be not be rented on school holidays or the weekend immediately preceding or following those designated holidays. Long—term rentals and public and private athletic competitions may be exempt from this guideline.
- Ensure that no fixtures, equipment or furniture shall be removed from any building or rearranged between rooms except with prior approval from the Campus Principal and the Energy Manager.
- Permission from the Chief Officer of Facilities and Operation must be obtained prior to the event if food and drink are to be consumed Food and drink are allowed only in designated areas and must be removed after the event.
- Prohibit the possession and use of tobacco products in District buildings and/or on school property.
- Ensure that alcoholic beverages or drugs in any form are not brought into the buildings or on school grounds in accordance with the Texas State Laws and Drug Free Schools policy.

**Rental Notes:**

- Waco ISD competition fields will have varied rates based upon the type of event, number of participants and spectators.
- The custodian or other identified staff will evaluate the condition of each rented facility on a daily basis. Any damage to or unacceptable condition of the facility will be reported to the Rental Facilitator. After the rental period, a follow up inspection will be

completed on the rented facility.

- Certain areas, such as laboratories, shops and offices, shall not be available for public use.
- Certain equipment, such as audio-visual equipment and instructional materials, shall not be available for non-school use.
- All applicable fire and safety regulations of the Board of Trustees, the City of Waco, and the State of Texas must be followed at all times. Open flames, fireworks, live animals, etc. are not allowed on WISD property.
- Only authorized employees of the district shall be permitted to have keys to District facilities.

### **GOVERNMENTAL AGENCIES AND MUNICIPALITIES:**

Governmental agencies and municipalities will be permitted the use of facilities without charge. All other policies and procedures will be enforced.

### **\*\*\*\*ATHLETIC FIELDS/GYMS\*\*\*\***

All requests for access to secondary school fields and gyms are handled through the athletic department and must be approved by the Complex Director after submitting an application through the on-line Event Manager Program located on the Waco ISD website.

The district has the authority to limit access to facilities. The use of all athletic game fields, gyms, field houses, or tennis courts is restricted and may not conflict with school or individual athletic seasons.

All facilities are subject to closure to the public for maintenance. Outdoor facilities, including playgrounds, may be closed in the event of repeated vandalism

Middle and High School practice fields are intended for the sole use of WISD. All middle school tracks are available to the community for use after school. Open spaces at elementary schools are available for community use while school is not in session or otherwise used for school related purposes. The Waco ISD assumes no liability if the fields are used.

### **\*\*\*\*PERFORMING ARTS CENTER (PAC)\*\*\*\***

If requesting access to the PAC at University High, [click this link into the reservation system.](#)

### **List of what is available for Rental with the Performance Arts Center**

Stage lighting, Microphones (handheld wireless & wired), Soundboard Operator, Lightboard Operator, Projector/Projection Screen, Music Stands, Acoustic Shells, & Ushers.

## **PERFORMING GROUPS:**

The district reserves the right to negotiate the frequency of use and the usage fees based upon anticipated box office proceeds. Building usage fees may be waived for events that provide cultural enrichment opportunities for the community and for which an admission fee is not charged; however, personnel and equipment fees as illustrated on Facility Rental Fee Schedule sheet and insurance requirements noted below will apply at all times. A \$100.00 deposit is requested upon reserving the PAC.

## **PARKING LOTS:**

Parking lot access is reserved for organizations renting Waco ISD facilities.

## **LONG-TERM USE:**

The repeated rental of school facilities shall be limited to a maximum of twelve (12) months from the date of the initial rental contract.

## **FOR PROFIT GROUPS**

WISD policy GKD (Local) does not permit individuals or for-profit organizations to use its facilities for financial gain.

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=867&code=GKD#localTabContent>

According to IRS rules for tax exempt government bonds, use or rental of facilities for private business use is limited. All requests will be examined for compatibility with our district policy and compliance with IRS rules.

## **SECURITY**

The district requires the use of security personnel for certain types of rentals, through the Waco ISD Police Department. The cost will be calculated using the current overtime rates. **Custodians are not considered security personnel.**

## **SCHEDULING:**

Facility Use Request forms on-line must be submitted at least ten (10) calendar days prior to the scheduled event to ensure availability, full heating or cooling, custodial services, and specific requirements.

## **CANCELLATION:**

Cancellation must be received in writing not less than 72 hours prior to the event. Failure to provide timely notice of cancellation will result in a 20% penalty.

***Cancellation of insurance also cancels the rental contract until proof of insurance can be provided to the district.***



# Waco ISD Facility Rental Fee Chart

RENTAL AREA	Group 1	Group 2	Group 3
	School-Related Non-Profit	Non-Profit	For-Profit
<b>ELEMENTARY</b>			
Parking Lot	\$0	\$35	\$35
Cafeteria	\$0	\$85	\$100
Kitchen	\$0	\$50	\$50
*Kitchen Worker	\$40 (2 hr. min)	\$40 (2 hr. min)	\$40 (2 hr. min)
Gym	\$0	\$85	\$100
Library	\$0	\$75	\$85
Classroom	\$0	\$35	\$35
<b>MIDDLE SCHOOL</b>			
Parking Lot	\$0	\$45	\$45
Cafeteria	\$0	\$100	\$110
Kitchen	\$0	\$50	\$50
*Kitchen Worker	\$40 (2 hr. min)	\$40 (2 hr. min)	\$40 (2 hr. min)
Gym - practice	\$0	\$100	\$110
Library	\$0	\$75	\$85
Classroom	\$0	\$35	\$45
<b>HIGH SCHOOL</b>			
Parking Lot	\$0	\$45	\$55
Cafeteria	\$0	\$100	\$110
Kitchen	\$0	\$50	\$50
*Kitchen Worker	\$40 (2 hr. min)	\$40 (2 hr. min)	\$40 (2 hr. min)
Library	\$0	\$85	\$95
Classroom	\$0	\$45	\$65
PAC	\$0	\$150 (3 hr. min.)	\$175(3 hr. min.)
Custodian	\$40	\$40	\$40
Supervisor	\$40	\$40	\$40
(1) Grounds Personal	\$35	\$35	\$35
Technical Support	\$30	\$30	\$30
Security Officer	\$45	\$45	\$45
Police Officer	\$60	\$60	\$60

**Prices indicate hourly rates**

\* Prices vary based on facility use for athletic competitions involving other school districts and are generally not rented to the public. Rental of Kitchen must have Kitchen Worker present, minimum 2hrs.

Note: The fee schedule reflects the hourly rental (unless noted as 2 hr. or 3 hr. min) of the facility and includes the cost of electricity, heat and air conditioning. Costs not included in the fee schedule, but may be required, are for custodial, supervisions, technical support, security and other miscellaneous expenses incurred by the District as specified in rental agreement. Total cost of a facility rental will be calculated on the Facility Rental Request form.



## Athletic Venue Fee Chart

After applying on-line through Event Manager, all requests for access to secondary school fields and gyms are handled through the athletic department and must be approved by the Sports Complex Director.

Venue	Cost	Security Required	Officials Required
<b>Football Athletic Complex</b>			
6A-5A-4A (Relay Included)	\$4,000 + 20% of the Gate up to \$15,000.00	Yes	Yes
3A-2A-1A (Replay Included)	\$3,500 + 20% of the Gate up to \$15,000.00	Yes	Yes
Practice W/Lights	\$200 Per Hour	No	No
Practice W/O Lights	\$100 Per Hour	No	No
<b>Athletic Complex</b>			
Stadium Event (3 Hour Min.)	\$200 Per Hour	Yes	No
Parking Lot Event (3 Hour Min.)	\$100 Per Hour	Yes	No
Soccer Athletic Complex	\$1200 (Single Game) & \$1400 (Double Hitter)	Yes	Yes
Softball/Baseball Turf Field	\$900 (Single Game) & \$1100 (Double Hitter)	Yes	Yes
Baseball/Softball Grass Field	\$900 (Single Game) & \$1100 (Double Hitter)	Yes	Yes
Baseball/Softball Practice	\$100 Per Hour	No	No
<b>Paul Tyson Field</b>			
	\$2500 + 20% of the Gate up to \$15,000.00 2000 Bleacher Capacity (No dressing Room Facilities)	Yes	Yes
<b>University High Stadium</b>			
	\$800 (Single Game) & \$1100 (Double Hitter)	Yes	Yes
<b>All Gyms</b>			
Basketball/Volleyball Game	\$800 (Single Game) & \$1100 (Double Hitter)	Yes	Yes
Practice (3 Hour Min.)	\$100 Per Hour	No	No
Event (3 Hour Min.)	\$200 Per Hour	Yes	No
<b>Tennis Courts</b>			
Waco High & University High	\$50 Per Hour/Per Court (No Lights)	No	No
<b>All Tournaments</b>			
Gyms and Fields	Negotiable – “Call Complex Manager”	Yes	Yes
<b>UHS/Paul Tyson Tracks</b>			
Meets	\$100 Per Hour	Yes	No
Practice	\$50 Per Hour	Yes	No
<i>*Waco ISD retains all Concession Rights</i>			



The following pages will be accessed via the Facility Rental website.

## Facility Rental and Reservations

If you are interested in utilizing a Waco ISD facility for an event, please first review our [Facilities Rental Packet](#) carefully. Please consider all terms and conditions prior to placing a request a facility, and contact us with any questions.

**All organizations must be "created" in the online system annually. Returning users may utilize their existing login to create a new "organization" on the profile. This allows organizations to submit updated insurance documents for review and update contact information.**

### How Renting Works

- Follow complete instructions on our [User Guide](#).
- Create an online account in the [reservation system](#).
- Create an organization within the reservation system, attaching valid certificate of insurance. Organizations must be created each school year and will be de-activated over the summer. If the organization exists, users may "join" it on their profile.
- Once approved, place an event request.
- Receive email confirming or denying the request.

### Key Points Regarding WISD Rentals

- Waco ISD events will be prioritized at all Waco ISD facilities. Decisions of Waco ISD staff are final.
- Only authorized representatives of approved organizations in good standing will be granted access to reserve facilities.
- Pre-payment is required, though additional invoices may be issued after events.
- Review payment details prior to placing event requests. **Once an event has been approved, cancellation fees will be charged for cancelled events.**
- Facilities may be reserved **12 Months** in advance of the event. If you intend to rent on a continuous/weekly basis, you will need to begin a long-term lease agreement.
- Rentals are "space only" rentals and do not include microphones, projectors, PA's/sound systems, or other equipment, with the exception of auditorium rentals, in which additional fees can be paid for limited equipment and personnel.
- All rentals are limited to non-school hours. On elementary campuses, spaces are not available until 6:45 due to after-care schedules. Rentals occur Monday-Saturday only except for in the case of long-term lease agreements.
- All rentals are approved at both the campus and district level. Any campus conflict may cause a reservation request to be denied, even if the space appeared to be available on the online portal.
- Waco ISD Employees must utilize the Community Site for any non-ISD organization rentals.

If you have any questions concerning these procedures, contact Roger Perez (Energy Manager) email at [roger.perez@wacoisd.org](mailto:roger.perez@wacoisd.org)

(This page below will be a link from the “[User Guide](#)”)

## Reserving Spaces in Waco ISD

**A guide to get you started and keep you going.**

*Click on the underlined blue text to navigate to the instructions listed, or go to the website provided in parentheses.*

**ONE:** Make sure Waco ISD is the right space for you. Get to know the terms & conditions of using Waco ISD spaces (<https://www.wacoisd.org/departments/facility-use-rental/reservations>)

**TWO:** Set up an account, or verify an existing account.

- Brand-new users must set up an account (<http://bit.ly/evmsignup>) to access the online reservation system.
- Existing users can log in and may need to verify their accounts (<http://bit.ly/evmlogin>).

**THREE:** Create or join an organization and submit a certificate of insurance. You must be a member of an approved organization within the online system to reserve spaces. NOTE THAT ALL ORGANIZATIONS ARE CREATED ANNUALLY. You must create an organization each school year.

- CREATE an organization in the online reservation system. Please note that before we can approve a new organization, the certificate of insurance must be attached to the request.
- You do not have to join the organization after you create it - you are automatically a member.
- If someone else from the organization has already created it in the system during that school year, you may add yourself as a member. We will contact the creator of the organization to authorize your membership.

**FOUR:** Now you can see availability and request a reservation (<http://bit.ly/regevms>).

**FIVE:** Once your event is approved you will pay for your event (<https://bit.ly/WISDinvoice>)

**SIX:** You can access and view the status of your events at any time (<https://bit.ly/EvMEvent>)

**SEVEN: DO NOT CHANGE OR CANCEL AN EVENT AFTER SUBMISSION.**

If you need to make changes after requesting an event, please contact Roger Perez (Energy Manager) at 254-752-3497. For questions and assistance, contact Roger Perez at [roger.perez@wacoisd.org](mailto:roger.perez@wacoisd.org) or for athletic rentals (fields, Middle & High school gyms), contact Edwin Trochim at [edwin.trochim@wacoisd.org](mailto:edwin.trochim@wacoisd.org). For any questions for the University PAC, contact Kathryn Davis at [kathryn.davis@wacoisd.org](mailto:kathryn.davis@wacoisd.org).



## WACO INDEPENDENT SCHOOL DISTRICT Facility Rental Cost Sheet

Name of Group \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Facility Requested \_\_\_\_\_

Date Requested \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Activity Planned \_\_\_\_\_

### Cost Estimate of Facility Use (Prices Determined Using the Waco ISD Rental Fee Schedule)

	WISD Services Required	Number of Hours	Cost per Hour	Total cost
1	Facility Cost			
2	Custodians			
3	Supervision			
4	Security			
5	Grounds Personal			
6	Miscellaneous			
7	Other			
<b>Total Cost for Facility Rental</b>				

**All information listed above is true and correct to the best of my knowledge. The Lessee accepts responsibility for payment of ALL costs involved, to make full payment ten (10) days prior to the event, to be responsible for any and all claims which arise from this event, and to hold Waco Independent School District harmless in any personal liability claims which may arise from this event. Lessee also assumes full responsibility for the conduct of any and all persons using the facility during rental. Waco ISD will invoice Lessee for any time facility is used beyond contracted time in one-hour increments.**

\_\_\_\_\_  
Group Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent or designee

\_\_\_\_\_  
Date



## Waco Independent School District Permit to Use Public School Facilities

CONTACT INFORMATION	<b>Organization</b>		<b>Is your group non-profit?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <small>If yes, please provide determination letter from the IRS confirming 501-C3 non-profit status</small>		<b>Today's Date</b>		
	<b>Contact</b>			<b>Phone Number</b>			
	<b>Address</b>		<b>City</b>		<b>State</b>		<b>Zip Code</b>
	<b>Email Address</b>			<b>Fax Number</b>			

EVENT INFORMATION	<b>Event Description</b>				<b>Anticipated Number of Participants and/or Attendees</b>	
	<b>Facility/Campus</b>			<b>Room/Area</b>		
	<b>Event Date(s)</b>			<b>Start Time(s)</b>		<b>End Time(s)</b>
	<b>Additional Request/Requirements</b>					
	<b>Security Requested?</b>			<b>Lighting Required?</b>		<b>On-site staff Required</b> Custodian    Yes No Supervisor    Yes No Security    Yes No Cafeteria    Yes No

**RENTAL AGREEMENT**

THE UNDERSIGNED REPRESENTATIVE AND THE ORGANIZATION WHICH HE/SHE REPRESENTS, HEREBY AGREE AND UNDERTAKE TO SAVE AND HOLD BLAMELESS THE WACO INDEPENDENT SCHOOL DISTRICT FROM ANY AND ALL CLAIMS FOR DAMAGES, PERSONAL AND OTHERWISE, THAT MAY ARISE OUT OF THE USE OF THE PROPERTY WHETHER BY A MEMBER OF HIS/HER ORGANIZATION OR BY OTHER PERSONS USING OR ENJOYING SAID PROPERTY, AND WITHOUT REGARD TO WHETHER THE DAMAGE, PERSONAL OR OTHERWISE, IS BROUGHT ABOUT OR CAUSED BY NEGLIGENCE, WHETHER ON THE PART OF THE REPRESENTATIVE, ORGANIZATION, THE WACO INDEPENDENT SCHOOL DISTRICT OR ALL THREE. SCHOOL PROPERTY WILL NOT BE REMOVED FROM THE PREMISES.

THE FACILITIES SHALL NOT BE USED WHERE THE PURPOSE IS IN CONFLICT WITH THE AIMS AND OBJECTIVES OF THE PUBLIC SCHOOL SYSTEM; NOR SHALL THE PROPERTY BE USED FOR UN-AMERICAN, SACRILEGIOUS OR CONTROVERSIAL PURPOSES, ALL NATIONAL AND STATE LAWS, LOCAL ORDINANCES AND RULES OF THE POLICE AND FIRE DEPARTMENTS AND THE SCHOOL DISTRICT SHALL BE OBEYED.

THE REPRESENTATIVE AND ORGANIZATION WILL BE RESPONSIBLE FOR AND AGREES TO PAY FOR DAMAGES DONE AS A RESULT OF THE EVENT. THE REPRESENTATIVE WILL ENSURE THAT ALL FURNISHINGS ARE ARRANGED IN THE WAY IT WAS FOUND BEFORE THE EVENT. ALL LEAFLETS, BROCHURES, AND MATERIALS MUST BE REMOVED FROM THE PREMISES UPON COMPLETION OF THE EVENT.

THE USE OF ALCOHOLIC BEVERAGES OR TOBACCO PRODUCTS IS PROHIBITED ON ALL WACO SCHOOL DISTRICT PROPERTY.

THE REPRESENTATIVE AND ORGANIZATION (LESSEE) HEREBY INDEMNIFIES AND HOLDS WACO INDEPENDENT SCHOOL DISTRICT (LESSOR) AND ITS AGENTS AND EMPLOYEES HARMLESS FROM ALL CLAIMS AND ANY COSTS, INCLUDING ATTORNEY'S FEES RELATED THERETO, MADE BY ANY PERSON ARISING OUT OF LESSEE'S USE AND OPERATION OF THE DISTRICT'S FACILITIES. LESSEE SHALL CARRY COMPREHENSIVE PUBLIC LIABILITY INSURANCE WITH A POLICY LIMIT OF AT LEAST THE MINIMUM CALLED FOR IN THE Building Rental Procedures. SUCH INSURANCE SHALL BE CARRIED WITH A FINANCIALLY SOUND CARRIER AND SHALL NAME THE WACO INDEPENDENT SCHOOL DISTRICT AS AN ADDITIONAL INSURED. THE WACO INDEPENDENT SCHOOL DISTRICT SHALL BE FURNISHED WITH A CERTIFICATE OF INSURANCE REQUIRING AT LEAST TEN (10) DAYS PRIOR WRITTEN NOTICE TO THE DISTRICT OF THE CANCELLATION OF SUCH INSURANCE.

APPLICANTS HEREBY AGREE TO ALL CONDITIONS MENTIONED IN THIS AGREEMENT AND THE ATTACHED REGULATIONS.

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE: APPLICANT ORGANIZATION

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE: WACO ISD

Complete form and submit with all other documents to Facilities & Operation Department ten (10) days prior to the event.

## Rental Facilitator Process

### Before Agreement

- Confirm dates and availability
- Verify all documents required
- Complete Permit to Use Public School Facilities
- Perform Pre-Inspection of Facility

### After Agreement

- Coordinate with campus staff prior to each event
  - Space
  - Special conditions
  - HVAC
  - Custodial
  - Security
  - Access to facility
- Confirm with custodian the condition of space after event
  - Perform Post-Inspection of Facility

**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date:** November 30, 2023

**Contact Person:** Gloria Barrera

**RE: Commissioning Services for Kendrick Elementary School and South Waco Elementary School**

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**Background Information**

Facilities that are thoroughly commissioned perform more effectively and reliably with fewer quality issues throughout construction and the life of the facility. At the May board meeting of 2022, the Board of Trustees approved Bath Commissioning Corporation to provide commissioning services for all of the 2021 Bond projects. To date, the efforts of Bath Commissioning Corporation have resulted in efficiencies and cost reductions to district projects that far exceed the amount of their professional services fee.

In addition to commissioning services, Bath Commissioning Corporation will provide constructability reviews during the construction document process and will assist with value engineering efforts.

**Fiscal Implications**

The commissioning fees for Kendrick Elementary School and South Waco Elementary School are shown below:

- Kendrick Elementary School - \$88,580
- South Waco Elementary School - \$106,460

**Administrative Recommendation(s):**

Approve Bath Commissioning Corporation for commissioning services and authorize the Superintendent to execute a contract for South Waco Elementary School and Kendrick Elementary School.

**SERVICE WORK ORDER**

This Service Work Order is subject to all terms and conditions of the Master Professional Services Agreement between Owner and Consultant, and shall become part of the Master Professional Services Agreement upon execution by Owner. Any amendment or modification of this Service Work Order must be in writing and signed by both parties.

1. **Agreed Services.** The agreed Services shall include the following, as further set forth in Consultant's attached proposal:  
**Additional cost to provide Commissioning Services on South Waco ES by One Hundred Six Thousand Four Hundred Sixty Dollars and Zero Cents (\$106,460.00).** No other changes.

If applicable, any additional agreed Services, technical specifications, and/or drawings shall be as set forth and listed in the Consultant's Proposal attached hereto.

2. **Deadline for Performance.** Consultant shall complete performance of the Services specified herein on or before  
One (1) year after Substantial Completion of the Construction.
3. **Place of Performance.** Consultant shall perform the Services specified herein at the following location(s)  
2104 Gurley Ln, Waco, TX 76706
4. **Agreed Total Price.** The parties hereby agree that the Total Compensation for all Services under this Service Work Order is **One Hundred Six Thousand Four Hundred Sixty Dollars and Zero Cents (\$106,460.00)**, as specified in the proposal attached hereto .
5. **Owner's Authorized Representative.** Owner's authorized representative for acceptance of any Services under this Service Work Order is: Gloria Barrera

**AUTHORIZED AND ACCEPTED:**

**CONSULTANT/ BATH GROUP, INC.**

By:  Date: November 6, 2023

Name: Brian Mende, P.E., CxA

Title: Senior Engineer/ Certified Commissioning Professional

**OWNER/ \_\_\_\_\_**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Susan Kincannon, Ed. D.

Title: Superintendent

EXHIBIT A: Consultant's Proposal, dated October 31, 2023



October 31, 2023

Gloria Barrera, REFP, LEED AP  
Chief Officer of Facilities & Operations  
Waco Independent School District  
501 Franklin Ave  
Waco, Texas 76701

**Ref: Commissioning Services  
South Waco Elementary School**

Dear Ms. Barrera:

Thank you for inviting Bath Commissioning Corporation to submit a proposal for professional commissioning services for the new South Waco Elementary School. We have received the design documents and have already performed the design reviews. Below is a brief written scope of work that is intended to be a description of the proposed work included on our Man-Hour Scope form B-101 attached to this letter.

### **Scope of Work**

#### **Design Review:**

We will perform design reviews. We will also backcheck all review comments. These reviews will focus on coordination issues between all MEP trades, Value Engineering Items that may reduce construction cost, energy saving ideas/methods that may be used in the building design and operation to reduce overall energy cost and a complete review of the specification for equipment and testing requirements.

#### **Building Envelope:**

We have not included any Building Envelope Commissioning coordination with Waco ISD and the Architect.

#### **MEP Commissioning:**

Review submittals: The submittal reviews will include all systems that are to be commissioned and include HVAC equipment, HVAC Controls, Electrical Controls, and energy consuming Plumbing equipment.

Provide reviews/comments on all sections relevant to commissioning to Waco ISD and the project A/E.

Develop commissioning plans and forms for the documentation of all commissioning functions. All commissioning documentation will be controlled using an on-line database developed specifically for this project.

Conduct meetings to kick-off the functional testing with the contractors. It is expected that there will be one meeting. There will be one meeting to introduce the parties and review the process with the participants prior to beginning the functional performance tests.

Make multiple field observations prior to functional performance testing. These observations will include the installation of the controls, HVAC equipment, and ductwork pressure testing. An observation report will be formally submitted after each observation in a timely manner.

Perform functional performance testing of the HVAC, Plumbing and Electrical systems. This will be conducted on-site during building turnover and includes change of season as required.

Verify training has been conducted and coordinated properly; review O&M manuals of the equipment commissioned to verify completeness; create, maintain and update an issue log for all commissioned equipment; produce a final report with all commissioning forms including contractor supplied start-ups, functional performance test procures, equipment identification, etc.; and produce a searchable PDF for the maintenance staff that includes links for easy access to the drawings, specifications, submittals, O&M manuals and all commissioning forms.

## **MEP Systems to be Commissioned**

### **HVAC Systems:**

HVAC systems to be commissioned:

- ) DOAS Units
- ) Rooftop Units
- ) Kitchen Exhaust Systems
- ) Fans – Exhaust and Relief
- ) Building Automation System

All functional tests are to be performed by the Commissioning Authority.

### **Plumbing Systems:**

Plumbing systems to be commissioned:

- ) Water Heating System and Pumps

### **Electrical Systems:**

Electrical systems to be commissioned:

- ) Electrical Documentation (pre-functional only)
- ) Lighting Controls (20% interior – 100% exterior)

All functional tests are to be performed by the Commissioning Authority with the assistance of the contractors.

We offer to provide professional building commissioning services for a fixed fee amount of **\$106,460.00.**

#### Deliverables

- Design Reviews
- Meeting Minutes and Observation Reports
- Initial and Updated Issue Logs
- Equipment Identification and Pre-functional Checklists
- Functional Performance Test Procedures
- O&M Review Forms
- Final Commissioning Report
- Searchable System Manual

#### Timeline

We can begin work on this project immediately and have sufficient staff available to meet the project's expected delivery dates.

#### Hourly Rates and Previous Proposals

If additional work is required we will use the billing rates as indicated on our Man-Hour estimate.

We look forward with great interest to working with you on this exciting project.

Sincerely yours,  
Bath Commissioning Corporation



Brian Mende, P.E.

Bath Commissioning Corporation

**MAN-HOUR SCOPE form B-101**

Project: **South Waco Elementary School**  
 Client: Waco Independent School District

Date: 10/31//2023  
 Bath Job No. 4520-05

ESTIMATE SUMMARY	Principal	Cx/PE	Eng.. Tech	Site Visits	Total
Estimated Project Costs	\$0	\$80,325	\$20,735		\$101,060
Estimated Hours	0	472.5	188.5	18	
Estimated Cost per Man-hour	\$210.00	\$170.00	\$110.00		
Expenses	Expenses Only + Site Visits				\$5,400
Total Estimate					<b>\$106,460</b>

**Project Scope:** Supply commissioning services for the equipment/systems indicated on the following pages. This estimate is for all phases.

TASK DESCRIPTION	Principal	Cx/PE	Eng.. Tech	Site Visit	Item Total
<b>Cx Services</b>					
<b>Design Commissioning Services</b>					
Review and Update Owner's Project Requirements (OPR)					
Review and Updated Basis of Design (BOD)					
Develop Cx Plan for Design Phase					
Perform 100% DD Design Review					
Perform 60% CD Design Review					
Perform 90% CD Design Review		20			20
Participate in Design Review Meetings		12			12
Develop Cx Specifications					
Develop Cx Plan		4			4
Develop Pre-Functional Checklist					
Develop Functional Testing					
Verify Fully Developed Sequence of Operation					
<b>Construction Commissioning Services</b>					
Prepare Issues & Benefits Log		8			8
Attend and participate in Pre-Commissioning Meeting		16		2	16
Review Technical Submittals		24			24
Conduct Site Visits & Observations		24	24	4	48
Develop/Refine Pre-Functional Checklist		30	30		60
Develop Equipment Startup Checklists		12			12
Attend Specific Equipment Startups					
Conduct/Attend Cx Team Meetings					
Duct Testing					
Perform 10% sampling of PFC's		20		2	20
Oversight/Observation of Equipment Startups		10		1	10
Develop/Finalize Functional Test		24			24
<b>Turnover Commissioning Services</b>					
Witness Functional Test		135	135	8	269
Develop/Refine Integrated System Testing					
Document/Witness Integrated System Testing					
Maintain Master Issues Log		10			10
Maintain Testing Record & Progress Report		10			10
Review O&M Manuals		10			10
Facilitate Facility Operational Manual		12			12
Functional Training and Verification of Training		12			12
Develop a Summary Commissioning Report		40			40
Verify Deferred & Seasonal Testing					
Issue Final Commissioning Report		20			20
Post Occupancy review 10 months after Substantial Completion		20		1	20
		Total umber of Trips			18
		Total for Commissioning Process			679

- Notes**
- 1 Specialize testing equipment such as load banks if required will be additional cost without markup.
  - 2 Factory witness testing of major equipment will be on a cost basis.

**MAN-HOUR SCOPE form B-101**

Project: **South Waco Elementary School**  
 Client: Waco Independent School District

Date: 10/31//2023  
 Bath Job No. 4520-05

**Mechanical**

**Total Hours for Mechanical: 210**

**Pre-functional Checkout and Start-Up Checklists**

	# of Lists	Man Hours	Functional Tested	Total
DOAS Dx	1	3.0	yes	3
Rooftop Units	1	3.0	yes	3
Kitchen Systems/Fans	2	2.0	yes	4
Exhaust Systems	1	2.0	yes	2
Total				12

**Functional Testing**

**DOAS Dx**

Functional Test	# of Units	Time	Retest	Total
DOAS Dx	2	4.0		8

**Rooftop Units**

Functional Test	# of Units	Time	Retest	Total
Rooftop Units	81	2.0		162

**Kitchen Systems/Fans**

Functional Test	# of Units	Time	Retest	Total
Kitchen Systems/Fans	4	4.0		16

**Exhaust Systems**

Functional Test	# of Units	Time	Retest	Total
Exhaust Systems	6	2.0		12

**Total Functional Test**

**198**

**MAN-HOUR SCOPE form B-101**

Project: **South Waco Elementary School**  
 Client: Waco Independent School District

Date: 10/31//2023  
 Bath Job No. 4520-05

**Plumbing**

**Total Hours for Plumbing: 25**

**Prefunctional Checkout and Start-Up Checklists**

	# of Lists	Man Hours	Functional Tested	Total
Water Heater (inc Pumps)	1	2	yes	2
Mixing Valves	1	2	yes	2
Total				4

**Functional Testing**

**Water Heater (inc Pumps)**

Functional Test	# of Units	Time	Retest	Total
Water Heater (inc Pumps)	3	4		12

**Mixing Valves**

Functional Test	# of Units	Time	Retest	Total
Mixing Valves 3 Tested	3	3		9

**Total Functional Test**

**21**

**MAN-HOUR SCOPE form B-101**

Project: **South Waco Elementary School**  
 Client: Waco Independent School District

Date: 10/31//2023  
 Bath Job No. 4520-05

**Electrical**

**Total Hours for Electrical: 58**

**Pre-functional Checklist and Start-Up Checklists**

	# of Lists	Man Hours	Functional Tested	Total
Interior& Exterior Lighting Control	1	8	yes	8
Fire Detection System	1	2	no	2
Eletrical Documentation	3	6	no	18
				<u>28</u>

**Interior& Exterior Lighting Control**

	# of Units	Time	Retest	Total
Functional Test Interior& Exterior Lighting Control	3	8	2	30

**Total Functional Electrical**

**30**

**MAN-HOUR SCOPE form B-101**

Project: **South Waco Elementary School**  
 Client: Waco Independent School District

Date: 10/31//2023  
 Bath Job No. 4520-05

**Building Automation System**

**Total Hours for BAS: 20**

**Pre-functional Checklist and Start-Up Checklists**

	# of Lists	Man Hours	Functional Tested	Total
Control Documentation, Review, and Monitor	1	10	no	10
Facilitate Design Intent	1	10	no	10
Verify Graphics	1		included	
Point to Point Verification	1		included	
Verify Contractor Calibration	1		included	
Functional Performance Tests Forms			included	
Verify all Control Sequences by BAS	1		included	
				20

**SERVICE WORK ORDER**

This Service Work Order is subject to all terms and conditions of the Master Professional Services Agreement between Owner and Consultant, and shall become part of the Master Professional Services Agreement upon execution by Owner. Any amendment or modification of this Service Work Order must be in writing and signed by both parties.

1. **Agreed Services.** The agreed Services shall include the following, as further set forth in Consultant's attached proposal:  
**Additional cost to provide Commissioning Services on Kendrick ES by Eighty Eight Thousand Five Hundred Eighty Dollars and Zero Cents (\$88,580.00).** No other changes.

If applicable, any additional agreed Services, technical specifications, and/or drawings shall be as set forth and listed in the Consultant's Proposal attached hereto.

2. **Deadline for Performance.** Consultant shall complete performance of the Services specified herein on or before  
One (1) year after Substantial Completion of the Construction.
3. **Place of Performance.** Consultant shall perform the Services specified herein at the following location(s)  
1801 Kendrick Ln, Waco, TX 76711.
4. **Agreed Total Price.** The parties hereby agree that the Total Compensation for all Services under this Service Work Order is **Eighty Eight Thousand Five Hundred Eighty Dollars and Zero Cents (\$88,580.00)**, as specified in the proposal attached hereto.
5. **Owner's Authorized Representative.** Owner's authorized representative for acceptance of any Services under this Service Work Order is: Gloria Barrera

**AUTHORIZED AND ACCEPTED:**

**CONSULTANT/ BATH GROUP, INC.**

By:  Date: November 6, 2023

Name: Brian Mende, P.E., CxA

Title: Senior Engineer/ Certified Commissioning Professional

**OWNER/ \_\_\_\_\_**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Susan Kincannon, Ed. D.

Title: Superintendent

EXHIBIT A: Consultant's Proposal, dated October 31, 2023



November 1, 2023

Gloria Barrera, REFP, LEED AP  
Chief Officer of Facilities & Operations  
Waco Independent School District  
501 Franklin Ave  
Waco, Texas 76701

**Ref: Commissioning Services  
Kendrick Elementary School**

Dear Ms. Barrera:

Thank you for inviting Bath Commissioning Corporation to submit a proposal for professional commissioning services for the Kendrick Elementary School project. We have received the design documents and have already performed the design reviews. Below is a brief written scope of work that is intended to be a description of the proposed work included on our Man-Hour Scope form B-101 attached to this letter.

### **Scope of Work**

#### **Design Review:**

We will perform design reviews. We will also backcheck all review comments. These reviews will focus on coordination issues between all MEP trades, Value Engineering Items that may reduce construction cost, energy saving ideas/methods that may be used in the building design and operation to reduce overall energy cost and a complete review of the specification for equipment and testing requirements.

#### **Building Envelope:**

We have not included any Building Envelope Commissioning coordination with Waco ISD and the Architect.

#### **MEP Commissioning:**

Review submittals: The submittal reviews will include all systems that are to be commissioned and include HVAC equipment, HVAC Controls, Electrical Controls, and energy consuming Plumbing equipment.

Provide reviews/comments on all sections relevant to commissioning to Waco ISD and the project A/E.

Develop commissioning plans and forms for the documentation of all commissioning functions. All commissioning documentation will be controlled using an on-line database developed specifically for this project.

Conduct meetings to kick-off the functional testing with the contractors. It is expected that there will be one meeting. There will be one meeting to introduce the parties and review the process with the participants prior to beginning the functional performance tests.

Make multiple field observations prior to functional performance testing. These observations will include the installation of the controls, HVAC equipment, and ductwork pressure testing. An observation report will be formally submitted after each observation in a timely manner.

Perform functional performance testing of the HVAC, Plumbing and Electrical systems. This will be conducted on-site during building turnover and includes change of season as required.

Verify training has been conducted and coordinated properly; review O&M manuals of the equipment commissioned to verify completeness; create, maintain and update an issue log for all commissioned equipment; produce a final report with all commissioning forms including contractor supplied start-ups, functional performance test procures, equipment identification, etc.; and produce a searchable PDF for the maintenance staff that includes links for easy access to the drawings, specifications, submittals, O&M manuals and all commissioning forms.

## **MEP Systems to be Commissioned**

### **HVAC Systems:**

HVAC systems to be commissioned:

- ) DOAS Units
- ) Rooftop Units
- ) Kitchen Exhaust Systems
- ) Fans – Exhaust and Relief
- ) Building Automation System

All functional tests are to be performed by the Commissioning Authority.

### **Plumbing Systems:**

Plumbing systems to be commissioned:

- ) Water Heating System and Pumps

### **Electrical Systems:**

Electrical systems to be commissioned:

- ) Electrical Documentation (pre-functional only)
- ) Lighting Controls (20% interior – 100% exterior)

All functional tests are to be performed by the Commissioning Authority with the assistance of the contractors.

We offer to provide professional building commissioning services for a fixed fee amount of **\$88,580.00.**

#### Deliverables

- Design Reviews
- Meeting Minutes and Observation Reports
- Initial and Updated Issue Logs
- Equipment Identification and Pre-functional Checklists
- Functional Performance Test Procedures
- O&M Review Forms
- Final Commissioning Report
- Searchable System Manual

#### Timeline

We can begin work on this project immediately and have sufficient staff available to meet the project's expected delivery dates.

#### Hourly Rates and Previous Proposals

If additional work is required we will use the billing rates as indicated on our Man-Hour estimate.

We look forward with great interest to working with you on this exciting project.

Sincerely yours,  
Bath Commissioning Corporation



Brian Mende, P.E.

Bath Commissioning Corporation

MAN-HOUR SCOPE form B-101

Project: **Kendrick Elementary School**  
 Client: Waco Independent School District

Date: 10/31//2023  
 Bath Job No. 4520-06

ESTIMATE SUMMARY		Principal	CxA/PE	Eng., Tech	Site Visits	Total
Estimated Project Costs		\$0	\$60,775	\$24,805		\$85,580
Estimated Hours		0	357.5	225.5	10	
Estimated Cost per Man-hour		\$210.00	\$170.00	\$110.00		
Expenses	Expenses Only + 53 Site Visits					\$3,000
Total Estimate						\$88,580

**Project Scope:** Supply commissioning services for the equipment/systems indicated on the following pages. This estimate is for all phases.

TASK DESCRIPTION	Principal	CxA	Eng., Tech	Site Visit	Item Total
<b>Cx Services</b>					
<b>Design Commissioning Services</b>					
Review and Update Owner's Project Requirements (OPR)					0
Review and Updated Basis of Design (BOD)					0
Develop Cx Plan for Design Phase					0
Perform 100% DD Design Review					
Perform 60% CD Design Review					
Perform 90% CD Design Review		12			12
Participate in Design Review Meetings					0
Develop Cx Specifications					0
Develop Cx Plan		4			4
Develop Pre-Functional Checklist					0
Develop Functional Testing					0
Verify Fully Developed Sequence of Operation					0
<b>Construction Commissioning Services</b>					0
Prepare Issues & Benefits Log		8			8
Attend and participate in Pre-Commissioning Meeting		8		1	8
Review Technical Submittals		6			6
Conduct Site Visits & Observations		10	10	2	20
Develop/Refine Pre-Functional Checklist		28	28		56
Develop Equipment Startup Checklists		4			4
Attend Specific Equipment Startups		8		1	8
Conduct/Attend Cx Team Meetings					0
Duct Testing					0
Perform 10% sampling of PFC's		10		1	10
Oversight/Observation of Equipment Startups					0
Develop/Finalize Functional Test		12			12
<b>Turnover Commissioning Services</b>					
Witness Functional Test		188	188	4	375
Develop/Refine Integrated System Testing					0
Document/Witness Integrated System Testing					0
Maintain Master Issues Log		4			4
Maintain Testing Record & Progress Report		8			8
Review O&M Manuals		4			4
Facilitate Facility Operational Manual		4			4
Functional Training and Verification of Training		4			4
Develop a Summary Commissioning Report		12			12
Verify Deferred & Seasonal Testing					0
Issue Final Commissioning Report		12			12
Post Occupancy review 10 months after Substantial Completion		12		1	12
			Total umber of Trips		10
			Total for Commissioning Process		593

Notes  
 1 Specialize testing equipment such as load banks if required will be additional cost without markup.  
 2 Factory witness testing of major equipment will be on a cost basis.

**MAN-HOUR SCOPE form B-101**

Project: **Kendrick Elementary School**  
 Client: Waco Independent School District

Date: 10/31//2023  
 Bath Job No. 4520-06

**Mechanical**

**Total Hours for Mechanical: 320**

**Pre-functional Checkout and Start-Up Checklists**

	# of Lists	Man Hours	Functional Tested	Total
DOAS Dx	1	2.0	yes	2
Rooftop Units	1	2.0	yes	2
Kitchen Systems/Fans	2	2.0	yes	4
Exhaust Systems	1	2.0	yes	2
Total				10

**Functional Testing**

**DOAS Dx**

Functional Test	# of Units	Time	Retest	Total
DOAS Dx	5	6.0		30

**Rooftop Units**

Functional Test	# of Units	Time	Retest	Total
Rooftop Units	58	4.0		232

**Kitchen Systems/Fans**

Functional Test	# of Units	Time	Retest	Total
Kitchen Systems/Fans	4	4.0		16

**Exhaust Systems**

Functional Test	# of Units	Time	Retest	Total
Exhaust Systems	16	2.0		32

**Total Functional Test**

**310**

**MAN-HOUR SCOPE form B-101**

Project: **Kendrick Elementary School**  
 Client: Waco Independent School District

Date: 10/31//2023  
 Bath Job No. 4520-06

**Plumbing**

**Total Hours for Plumbing: 19**

**Prefunctional Checkout and Start-Up Checklists**

	# of Lists	Man Hours	Functional Tested	Total
Water Heater (inc Pumps)	1	2	yes	2
Sump Pump	1	2	yes	2
Total				<u>4</u>

**Functional Testing**

**Water Heater (inc Pumps)**

Functional Test	# of Units	Time	Retest	Total
Water Heater (inc Pumps)	3	4		12

**Sump Pump**

Functional Test	# of Units	Time	Retest	Total
Sump Pump	1	3		3

**Total Functional Test**

**15**

**MAN-HOUR SCOPE form B-101**

Project: **Kendrick Elementary School**  
 Client: Waco Independent School District

Date: 10/31//2023  
 Bath Job No. 4520-06

**Electrical**

**Total Hours for Electrical: 58**

**Pre-functional Checklist and Start-Up Checklists**

	# of Lists	Man Hours	Functional Tested	Total
Interior& Exterior Lighting Control	1	8	yes	8
Fire Detection System	1	2	no	2
Eletrical Documentation	3	6	no	18
				<u>28</u>

**Interior& Exterior Lighting Control**

	# of Units	Time	Retest	Total
Functional Test Interior& Exterior Lighting Control	3	8	2	30

**Total Functional Electrical 30**

**MAN-HOUR SCOPE form B-101**

Project: **Kendrick Elementary School**  
 Client: Waco Independent School District

Date: 10/31//2023  
 Bath Job No. 4520-06

**Building Automation System**

**Total Hours for BAS: 20**

**Pre-functional Checklist and Start-Up Checklists**

	# of Lists	Man Hours	Functional Tested	Total
Control Documentation, Review, and Monitor	1	10	no	10
Facilitate Design Intent	1	10	no	10
Verify Graphics	1		included	
Point to Point Verification	1		included	
Verify Contractor Calibration	1		included	
Functional Performance Tests Forms			included	
Verify all Control Sequences by BAS	1		included	
				20

# Waco Independent School District

## Board of Trustees Meeting Agenda

**Date:** November 30, 2023

**Contact Person:** Dr. Daniel Lopez

**RE: School District Teaching Permit for Selected Teacher Candidate to Teach a Non-Core Academic CTE Course**

=====

### **Background Information:**

Since 1995, Texas law has allowed school districts to issue a school district permit to someone who does not hold a teaching certificate subject to approval by the Commissioner of Education (Texas Education Code 21.055). For “non-core academic career and technical education (CTE) courses” only, state law allows the school district’s Board of Trustees the authority to determine if a school district may issue a school district teaching permit without approval by the Commissioner of Education (House Bill 2205, 84<sup>th</sup> Regular Legislative Session).

In order for a non-core academic CTE teacher candidate to be qualified for a school district teaching permit, the individual must demonstrate subject matter expertise, such as:

- Professional work experience
- Formal training and education
- Relevant industry license, certification, or registration
- Any combination of work experience, training and education, or industry credential related to the subject matter he or she will be teaching

A bachelor’s degree is not a requirement.

Lisa Saxenian (Director of Career and Technical Education) and Dean Sara Bartlett (Waco High School) are requesting the following candidate be issued a school district teaching permit effective for the 2023-2024 school year:

### **Jessica Martinez-Fernandez – Graphic Arts**

Ms. Martinez-Fernandez is a product of Waco ISD and graduated from Dallas Art Institute with a degree in graphic design and photography. She has strong ties to Waco from her two year work experience at FOX-44 and has also worked for the Kidd Kraddick Morning show in Dallas. She has a strong understanding of the need to build relationships with the students at Waco HS and is eager to come home to Waco so she can pass along what she has learned to the next generation of graphic arts students.

### **Fiscal Implications:**

Salary included in fiscal year budget for CTE.

### **Administrative Recommendation(s):**

The Administration recommends that the Board of Trustees approve the named teacher candidate to be issued a school district teaching permit which will allow them to teach assigned non-core academic career and technology courses for Waco ISD.

**WACO INDEPENDENT SCHOOL DISTRICT  
BOARD MEETING MINUTES**

Regular Meeting, October 26, 2023 - 6:00 p.m.  
WISD Administration Offices Board Room

**BOARD MEMBERS PRESENT**

Stephanie Korteweg  
Jose Vidana  
Jeremy Davis (arrived at 6:08 p.m.)  
Angelo Ochoa  
Jonathan Grant  
Jim Patton

**BOARD MEMBERS ABSENT**

Keith Guillory

**CALL TO ORDER**

Stephanie Korteweg, Board President, called the meeting of the Waco Independent School District Board of Trustees to order at 6:00 p.m. She stated that a quorum of Board Members was present, that the meeting had been duly called, and that the notice of the meeting had been posted in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551.

**MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**

Juan De Paz and Shy'La Futral, students from West Avenue Elementary, led the Pledge of Allegiance.

**SPECIAL RECOGNITIONS**

**Advanced Placement Scholar Award Recognition**

Anna Hogue, a student at Waco High School, was recognized for achieving the prestigious designation of AP Scholar with Distinction through her exceptional performance in Advanced Placement (AP) courses and exams. This honor is granted to students who attain an average score of at least 3.5 on all AP exams or 3 or higher on five or more exams.

**National Merit Commended Scholars**

Two seniors from Waco High School, Samuel Everett and Jude Wendel, were recognized as National Merit Commended Scholars, ranking in the top three percent of PSAT takers in 2021.

**College Board National African American and Hispanic Recognition Awards**

In August 2023, the College Board recognized and honored thousands of high-achieving students nationwide through the annual College Board National

Waco ISD Board Meeting Minutes

October 26, 2023

Recognition Programs. These programs acknowledge excellence in classrooms and on assessments such as PSAT/NMSQT, PSAT 10, and AP exams. The Board recognized 31 students who received the National African American Recognition Award (NAARA) or the National Hispanic Recognition Award (NHRA).

University High School recipients included:

NAARA- Jazlyn Davis, Jautyrael Kendricks, and Taniya Wicks

NHRA- Jazlyn Davis, Daniel Angulo, Daisy Barco, Ramiro Castillo, Giselle Favela, Iliana Garcia, Valerie Garcia-Perez, Alanie Gonzalez, Skylar Goodman, Kevin Gutierrez, Daneida Hernandez, Araceli Herrera, Emilio Lopez, Andres Luevano, Sara Olguin, Joshua Olvera, Elayna Ortiz, Blanca Torres, Stiven Uceda, and Emanuel Zuniga.

Waco High School award recipients included:

NAARA- Justyce Allen and Aaliyah Mathews

NHRA- Yessenia Antonio, Cassandra Garcia, Anthony Gonzalez, Luis Gonzalez, Juan Medina, Aidan Ortiz, and Athan Zimmerman

### **Texas Thespians Teacher of the Month**

Texas Thespians, a prominent affiliate chapter of the Educational Theatre Association and one of the largest in the nation, supports the mission of the International Thespian Society. Aligned with the national model, Texas Thespians promote excellence in middle and high school theater departments throughout the state. In a recent acknowledgement, Kathryn Davis was honored as the Teacher of the Month for September 2023 by Texas Thespians.

### **College Board National Advisory Council**

The College Board, a mission-driven non-profit organization connecting students to college success, consists of over 6,000 leading educational institutions focused on promoting excellence and equity in education. Dr. Susan Kincannon, Superintendent of Waco ISD, was recognized for her appointment to the College Board's National Superintendent's Advisory Council.

### **Community Partner Award**

Waco ISD acknowledges outstanding community partners each month through the Award for Outstanding Community Partners, aligning with the theme, "Lead for Results." In October, VOICE was recognized for its nonprofit mission, empowering children and

Waco ISD Board Meeting Minutes

October 26, 2023

families for healthy, productive lives. VOICE supports Waco ISD through the Adopt-a-School program, aiding college planning for high school students, conducting teen leadership programs, making Red Ribbon presentations, and providing essential items. They also sponsored an outdoor learning space at Mountainview Elementary, enhancing it for outdoor classrooms and stress relief activities for staff and students.

### **PUBLIC COMMENTS ON AGENDA ITEMS**

No public comments.

### **SUPERINTENDENT'S REPORT**

#### **High School Musical Productions**

High school fine arts students and directors are showcasing their incredible talents in musical productions this month. "The Spongebob Musical" at Waco High School and "Madagascar" at University High School.

#### **Thanksgiving Family Meals**

Dr. Kincannon shared the calendar for the district's annual Thanksgiving Family Meals. The calendar will be shared on the website, social media, and newsletters. Notably, both lunch and dinner meal times are available, and some campus meals will be held at larger schools to accommodate more attendees.

#### **PEIMS Snapshot Data**

October 27, 2023, marks the official snapshot data day for the 2023-2024 school year, provided to the Texas Education Agency. Current records show Waco ISD has 13,495 students, indicating a 2.4% decrease from last year. Student demographics include 61.60% Hispanic, 27.17% African American, 7.86% White, and 2.62% identified as two or more races. Economically disadvantaged students make up approximately 90.3%, while 25.2% are Limited English Proficient, and 15.9% are in the special education program.

#### **UIL Realignment**

Waco ISD will submit its official student count to the UIL for realignment for the next school year on October 27, 2023. Waco High School currently has 1,844 students and University High School has 1,786 students. Reclassification details are expected to be released in early February.

#### **Accountability Lawsuit Update**

On October 10, Dr. Kincannon testified at the temporary injunction hearing for the accountability lawsuit at the Travis County Civil Courthouse in Austin, representing

October 26, 2023

students, staff, and the community. Four superintendents testified on the plaintiff and intervenor's side, each with over 30 years of experience in public education.

TEA's witnesses admitted to not meeting statutory requirements in the Texas Education Code, failing to provide districts with necessary performance measures. The absence of the final accountability manual was acknowledged.

### **Transformation Waco Annual Evaluation/Performance Contract/Transition Planning**

Transformation Waco took over the performance contract for five Waco ISD campuses in June 2018, with the contract set to expire on June 15, 2024. Local policy requires the Board to evaluate each campus against established performance standards, mainly based on metrics such as STAAR test results, accountability ratings, student attendance, teacher and parent satisfaction, and financial data. Due to uncertainties caused by an accountability lawsuit and potential changes in the Texas Legislature, assessing Transformation Waco's performance is challenging.

With the contract expiration approaching, plans are underway for the restructuring of Transformation Waco as a nonprofit focusing on providing wraparound services. Simultaneously, Waco ISD is prepared to resume the operation of the remaining four schools.

### **PUBLIC MEETING ON THE 2023 ANNUAL FINANCIAL MANAGEMENT REPORT - SCHOOL FIRST**

School FIRST (Financial Accountability Rating System of Texas) is the financial accountability system developed by the Texas Education Agency to ensure quality performance in managing school districts' financial resources. The report is presented at a public hearing, with notice provided to a local newspaper. The district received a "Superior" or "A" rating for the 2021-2022 fiscal year with a score of 94 out of 100 points.

### **INFORMATION ITEMS/REPORTS**

- Report on the 2023 Delinquent Tax Collections
- Monthly and Quarterly Financial Reports for the Period Ended August 31, 2023
- Monthly Financial Report for the Period Ended September 30, 2023
- Beginning of Year Literacy Data
- First Six Weeks School Safety and Student Behavior Report
- First Reading of Board Policy DEC (LOCAL)
- Emergent Bilinguals Annual Evaluation and Program Report

**CONSENT AGENDA: CONSIDER AND TAKE APPROPRIATE ACTION**

- Amendments to the 2023-2024 Budget
- Bid Award for Educational Consultants, Professional Development, and Other Student-Based Contracted Services
- Bid Award for Maintenance Supplies, Equipment, and Services
- Bid Award for Restaurant & Catering Services
- Purchases over \$50,000 under Pre-Existing Bid, Purchasing Cooperative, or Allowed Professional Service
- Independent Sources of Investment Officer Training
- List of Qualified Brokers Authorized to Engage in Investment Transactions with the District and Local Banks for the Purchase of Certificates of Deposit
- Investment Policy and Strategies as Codified Under Policy CDA (LOCAL) – Other Revenues: Investments
- Resolution to Cast Votes in the McLennan County Appraisal District Board of Directors Election
- Amendment to the Current District of Innovation Plan
- Approval of District Facility Rental Terms and Rates
- Review, Discuss and Take Appropriate Action Regarding an Applicant for Employment Related to a District Administrator
- Approve the 2023-2024 District and Campus Improvement Plans
- Board of Trustees Meeting Minutes
  - Regular Meeting - August 24, 2023
  - Regular Meeting - September 21, 2023

Angelo Ochoa made a motion, seconded by Jonathan Grant to approve the Consent Agenda as presented. The motion was carried unanimously (6-0).

**CONSIDER, DISCUSS, AND TAKE APPROPRIATE ACTION REGARDING A RESOLUTION APPROVING THE RENOVATION, CONSTRUCTION, AND FINANCING OF AN ADDITION TO THE MCLENNAN CENTRAL APPRAISAL CENTER**

The Appraisal District is requesting approval to expand its facilities for a larger customer service counter and to accommodate additional hearings in the future. Approval requires a three-fourths entity vote for real estate acquisition or renovation of existing structures.

Waco ISD Board Meeting Minutes

October 26, 2023

Jim Patton made a motion, seconded by Angelo Ochoa, to approve the Renovation, Construction, and Financing of an Addition to the McLennan Central Appraisal Center. The motion was carried unanimously (6-0).

### **REVIEW AND DISCUSS THE WACO HIGH SCHOOL CONSTRUCTION PROJECT**

Representatives from Rogers O'Brien, O'Connell Robertson, and Waco ISD presented a status report on the work and key performance indicators for the Waco High School project.

### **ANNOUNCEMENTS**

Elizabeth Cox, Chief of Staff, shared the following announcements:

- Student holiday, staff development day - 10/30/2023
- WISD Admin Building Trick or Treat Event 5:00-6:00 pm - 10/30/2023
- Mountainview Elementary Fall Festival - 10/30/2023
- WISD PD and Athletics Trunk or Treat Event at 6:00 pm - 10/31/2023
- Early Voting - 10/23/2023 - 11/03/2023
- November Board Meeting - 11/30/2023
- Thanksgiving Break - 11/20/2023 - 11/24/2023

The Board convened into closed session at 7:57 p.m.

The Board reconvened at 8:25 p.m.

### **REVIEW AND DISCUSS POTENTIAL CONTRACTS ON REAL PROPERTY**

### **CONSIDERATION OF PERSONNEL**

- Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee
- Hear a Complaint or Charge Against an Officer or Employee

**ADJOURNMENT**

The meeting adjourned at 8:27 p.m.

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Board President

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Board Secretary

**WACO INDEPENDENT SCHOOL DISTRICT  
SPECIAL BOARD MEETING MINUTES**  
Special Meeting, November 9, 2023 - 12:00 p.m.  
WISD Administration Offices Board Room

**BOARD MEMBERS PRESENT**

Stephanie Korteweg  
Keith Guillory  
Jeremy Davis  
Jonathan Grant  
Jim Patton

**BOARD MEMBERS ABSENT**

Jose Vidana  
Angelo Ochoa

**CALL TO ORDER**

Stephanie Korteweg, Board President, called the meeting of the Waco Independent School District Board of Trustees to order at 12:00 p.m. She stated that a quorum of Board Members was present, that the meeting had been duly called, and that the notice of the meeting had been posted in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551.

**PUBLIC COMMENTS ON AGENDA ITEMS**

No public comments.

**CONSENT AGENDA: CONSIDER AND TAKE APPROPRIATE ACTION**

- Purchases in Excess of \$50,000 under Pre-Existing Bid, Purchasing Cooperative, or Allowed Professional Service

Jeremy Davis made a motion, seconded by Jim Patton to approve the Consent Agenda as presented. The motion was carried unanimously (5-0).

**CONSIDER, DISCUSS, AND TAKE APPROPRIATE ACTION REGARDING NEW CONSTRUCTION UTILITY EASEMENT-TENNYSON MIDDLE SCHOOL**

In the process of designing the new Tennyson Middle School, ONCOR has asked for a utility easement to be established. This easement grants ONCOR the right to access the site for installing new utility infrastructure to serve the school.

Jim Patton made a motion, seconded by Jeremy Davis to approve the New Construction Utility Easement at Tennyson Middle School. The motion was carried unanimously (5-0)

**ANNOUNCEMENTS**

Elizabeth Cox, Chief of Staff, shared the following announcements:

- UHS hosts bi-district playoff match - 11/10/23
- Final walkthrough of Kendrick Elementary School - 11/13/23
- Regular Board Meeting - 11/30/23
- Thanksgiving Break - 11/20/23-11/24/23

**ADJOURNMENT**

The meeting adjourned at 12:05 p.m.

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Board President

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Board Secretary

**AWaco Independent School District**  
**Board of Trustee Workshop Agenda Item**

**Date:** November 30, 2023

**Contact Person:** Dr. Daniel Lopez

**RE: Additional T-TESS Appraisers for 2023-2024 School Year**

=====  
**Background Information:**

Per DNA (Local), the Board shall approve a list of certified appraisers who can appraise a teacher in place of the teacher’s supervisor. The Board previously approved appraisers for this school year at the August and October 2023 Regular meetings. Attached are additional T-TESS appraisers for consideration.

**Fiscal Implications:**

None

**Administrative Recommendation(s):**

Approve the 2023-2024 T-TESS appraisers as presented.

**2023-2024 T-TESS Appraisers  
November 30, 2023**

<b>Last Name</b>	<b>First Name</b>	<b>Role</b>
Hughes	Laquan	Assistant Principal
Wise	Cynthia	Principal

\*Second Appraisers (Not listed)

*Additions for November 2023*

**Waco Independent School District**

***Board of Trustee Meeting Agenda***

**Date:** November 30, 2023

**Contact Person:** Dr. Josie Gutierrez

**RE: Consider, Discuss, and Take Appropriate Action Regarding Sec 23.001 of the Texas Education Code (Chaplains)**

=====

**Background Information:**

Senate Bill 763 added a new Chapter 23 to the Texas Education Code (entitled “School Chaplains”) which provides (in pertinent part) that a school district “may employ or accept as a volunteer a chaplain to provide support, services, and programs for students as assigned by the board of trustees of the district or the governing body of the school. A chaplain employed or volunteering under this chapter is not required to be certified by the State Board for Educator Certification.”

Additionally, under Senate Bill 763, each board is required to take a record vote on whether to adopt a policy authorizing a campus to employ or accept as a volunteer a chaplain under Chapter 23. School boards have to take the record vote before March 1, 2024.

The Administration recommends that the Board take a record vote to decline to adopt a policy to employ or accept volunteer chaplains to serve in this capacity. The district’s current practices do not include employing or accepting volunteer chaplains to serve in this capacity. The district employs certified counselors who follow the Waco ISD School Guidance and Counseling Program guidelines, which are guided by the Texas Counseling Association and American School Counselor Association models. In addition, the district currently allows and welcomes persons who are chaplains to volunteer like any other parent or community member with appropriate approval. For these reasons, the Administration does not believe it is in the best interest of our students to bring a policy forward at this time.

**Fiscal Implications:**

None

**Administrative Recommendations:**

The Administration recommends that the Board of Trustees decline to adopt a policy under Chapter 23, Education Code.

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## MEMORANDUM

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Date: November 20, 2023

To: Dr. Susan Kincannon, Superintendent – Waco ISD

From: Tom Balk, Director of Strategic Initiatives

Re: November 30, 2023, Waco ISD Board of Trustees Meeting Agenda Item:  
“City of Waco Downtown Development Project”

Dr. Kincannon,

Thank you for allowing our participation in the upcoming Board of Trustees meeting. Please see attached and below content proposed for inclusion in the upcoming Board of Trustees agenda packet:

Attached is a set of presentation slides covering the City of Waco Downtown Development Project.

City of Waco staff members Tom Balk, Director of Strategic Initiatives, and Jeremy Pesina, Interim Director of Economic Development, will present the status update on the Downtown Redevelopment Project, a proposed mixed-use development of more than 60 acres near Waco’s City Hall.

Key aspects of the presentation provide a recap of the project area and findings from Gensler’s 2022-23 analysis, planning, and conceptual design efforts. Highlights include the Waco Independent School District properties contemplated for participation as well as the opportunity to address administrative office needs for both the City and the District.

The update covers the City of Waco’s ongoing solicitation for Statements of Qualification for Master Developer Services, an update which will include a review of the goals, mechanics, and timeline established for this Request for Qualifications (RFQ) process.

The presentation also addresses survey and market study efforts currently under way, and their ability to position the RFQ competitively, provide tools for future decisions, and allow timeline efficiencies. Additionally, Jeremy Pesina, Interim Director of Economic Development, will provide a preview of a new online tool developed for marketing the project vision to top-tier development teams.

Please feel free to share any questions or feedback and we look forward to this presentation opportunity.

Sincerely,



# The City of Waco

## Downtown Development Project

November 2023



Tom Balk, Director of Strategic Initiatives

Jeremy Pesina, Acting Director of Economic Development

# PROJECT AREA & OPPORTUNITY



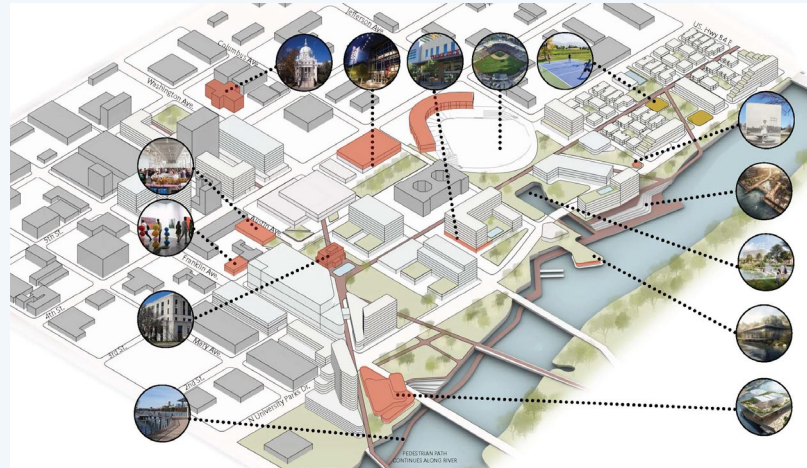
- More than 60 prime acres in the heart of Downtown
- River views and parkland proximity
- \$2 billion Development Opportunity
- Decades in the making, with many collaborators
- Heartbeat of a Regional Economy



# GENSLER STUDY & CONCEPT TIMELINE



**VISION: Activated downtown both day and night with diverse events and businesses that creates a pedestrian friendly destination for all ages.**



# ALIGNED NEEDS

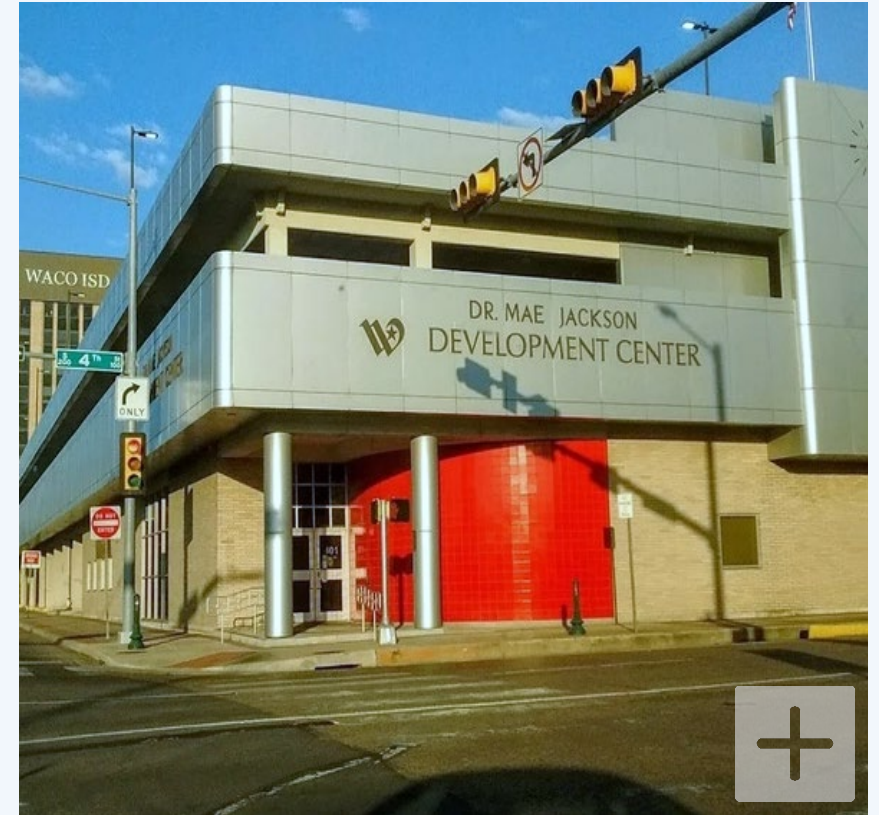
WACO  
CITY HALL



WISD  
ADMIN



PUBLIC-FACING  
SERVICES



# GENSLER STUDY & CONCEPT PUBLIC/P3 FACILITIES

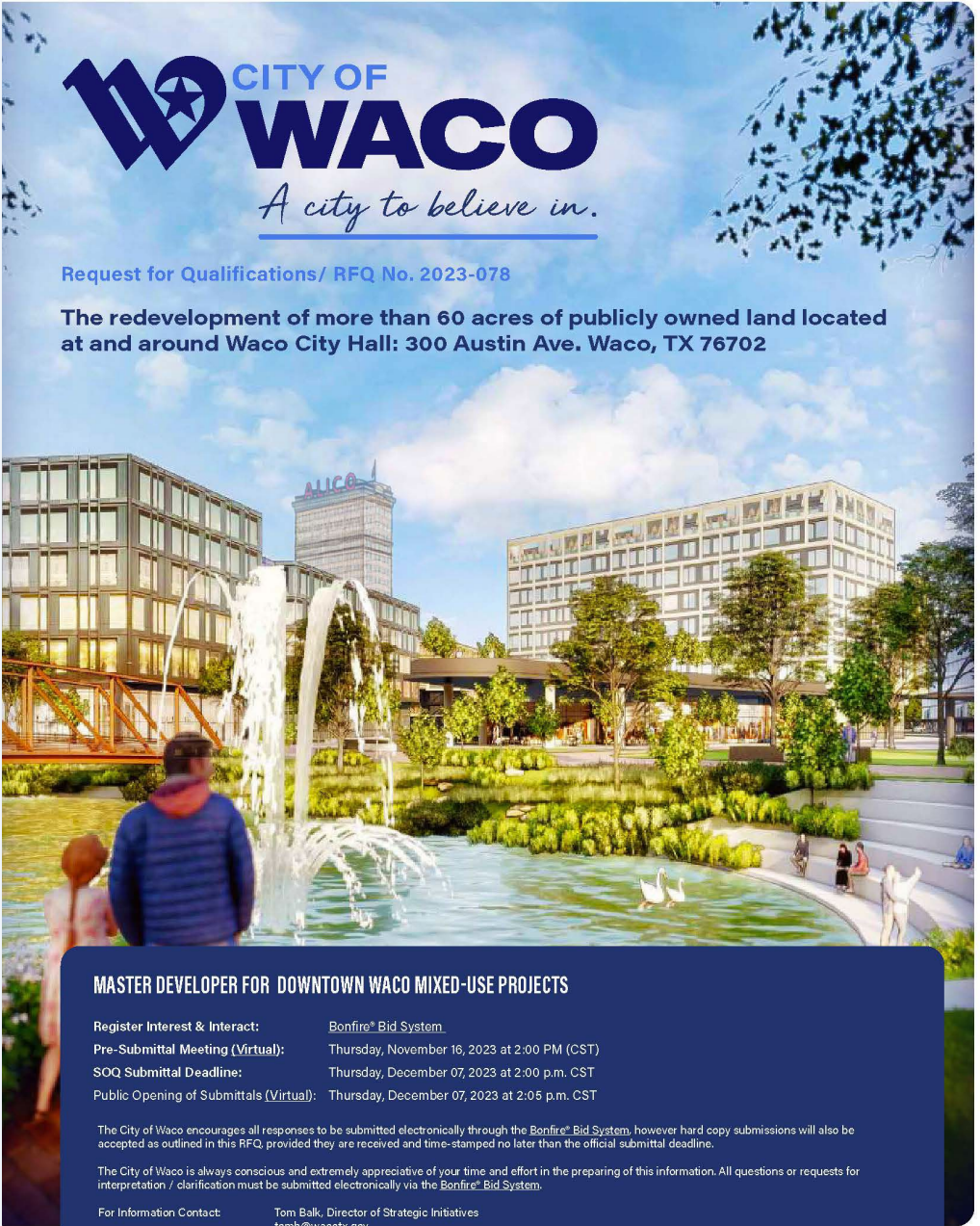
- New “City Hall” Campus & Shared Facilities
  - Convention and HQ Hotel
- Activated Great Lawn, anchoring outdoor events and pedestrian experience
  - Baseball Stadium (Multi-Purpose) & Surrounding Mixed Use
- Performing Arts Center





# MASTER DEVELOPER REQUEST FOR QUALIFICATIONS

- RFQ Issued Friday, October 13 --> Due Thursday, December 07
- Strategically markets Waco's opportunity by providing resources that anticipate information needs
- Finalist Interviews take place the first week of January, undergoing evaluation by the same staff scoring team
- Presentation of Finalist(s) to City Council follow on January 9, 2024
- City Council authorization to enter into a Pre-Development Agreement is anticipated for the January 16, 2024 City Council Meeting <sup>148</sup>



**CITY OF WACO**  
*A city to believe in.*

Request for Qualifications/ RFQ No. 2023-078

The redevelopment of more than 60 acres of publicly owned land located at and around Waco City Hall: 300 Austin Ave. Waco, TX 76702

**MASTER DEVELOPER FOR DOWNTOWN WACO MIXED-USE PROJECTS**

Register Interest & Interact:	Bonfire® Bid System
Pre-Submittal Meeting (Virtual):	Thursday, November 16, 2023 at 2:00 PM (CST)
SOQ Submittal Deadline:	Thursday, December 07, 2023 at 2:00 p.m. CST
Public Opening of Submittals (Virtual):	Thursday, December 07, 2023 at 2:05 p.m. CST

The City of Waco encourages all responses to be submitted electronically through the Bonfire® Bid System, however hard copy submissions will also be accepted as outlined in this RFQ, provided they are received and time-stamped no later than the official submittal deadline.

The City of Waco is always conscious and extremely appreciative of your time and effort in the preparing of this information. All questions or requests for interpretation / clarification must be submitted electronically via the Bonfire® Bid System.

For Information Contact: Tom Balk, Director of Strategic Initiatives  
tomb@wacotx.gov  
254.750.1945

# ADDITIONAL TOOLS

## STORY MAP



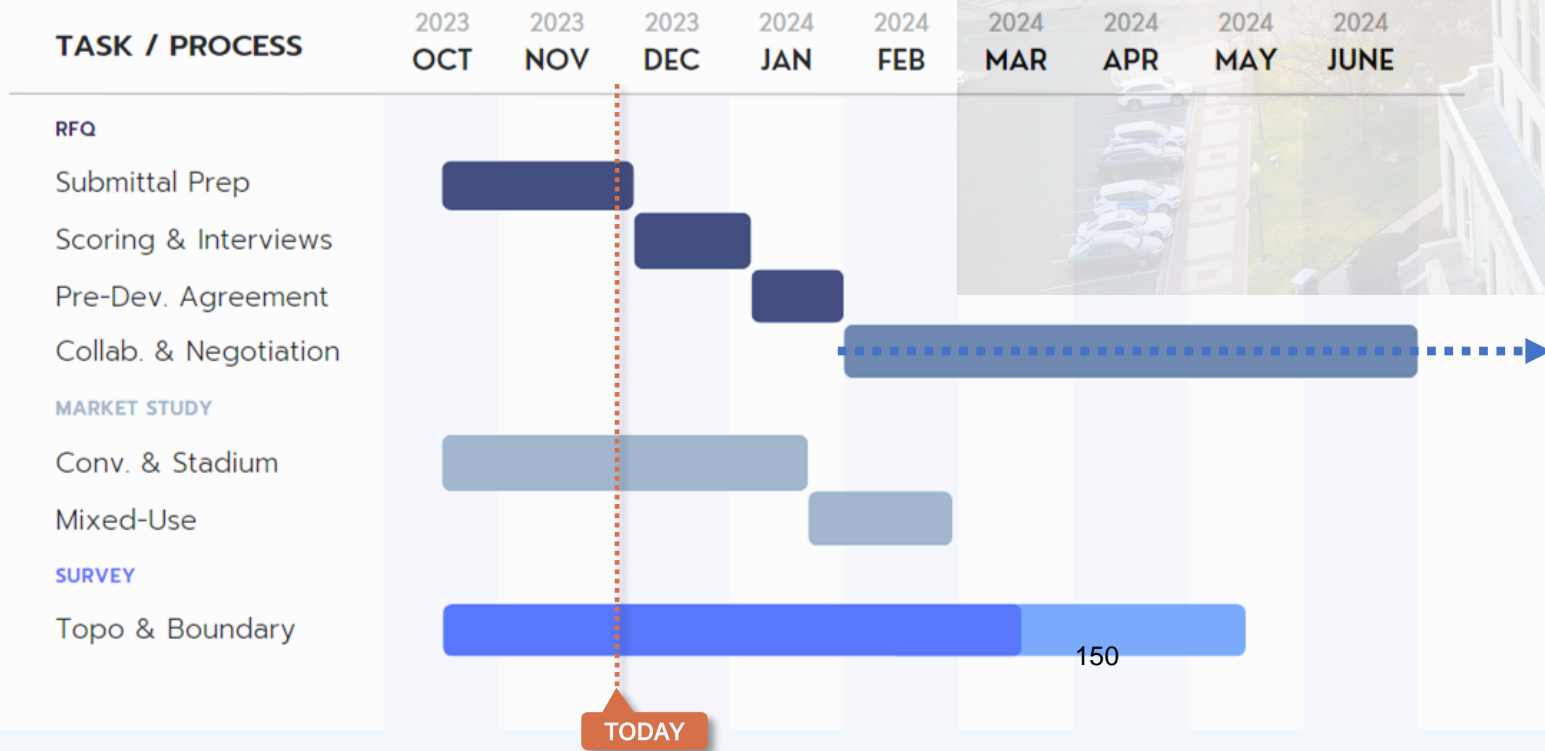
## MARKET STUDY



## SURVEY



# TIMELINE & NEXT STEPS



# THANK YOU.



**Waco Independent School District**

**Board of Trustee Meeting Agenda Item**

**Date: November 30, 2023**

**Contact Person: Gloria Barrera**

**RE: Review and Discuss the Tennyson Middle School Construction Project**

=====

**Background Information:**

In November of 2022, the Board of Trustees approved the award of the construction contract to CORE Construction for the Tennyson Middle School project. The project has been underway for over a year and many significant milestones have been achieved.

Representatives from CORE Construction, O'Connell Robertson, and Waco ISD will present a status report on the work to date as well as key performance indicators.

**Fiscal Implications**

None.

**Administrative Recommendation(s):**

Report only.



## Waco Independent School District

### Tennyson MS Project Update

11.30.2023

# Animation

154



# Site Progression

156















# Work Accomplished

164



Area A Pour Prep

Concrete: 89% Complete  
36,400 Cubic Yards of Concrete  
3,600 Concrete Trucks

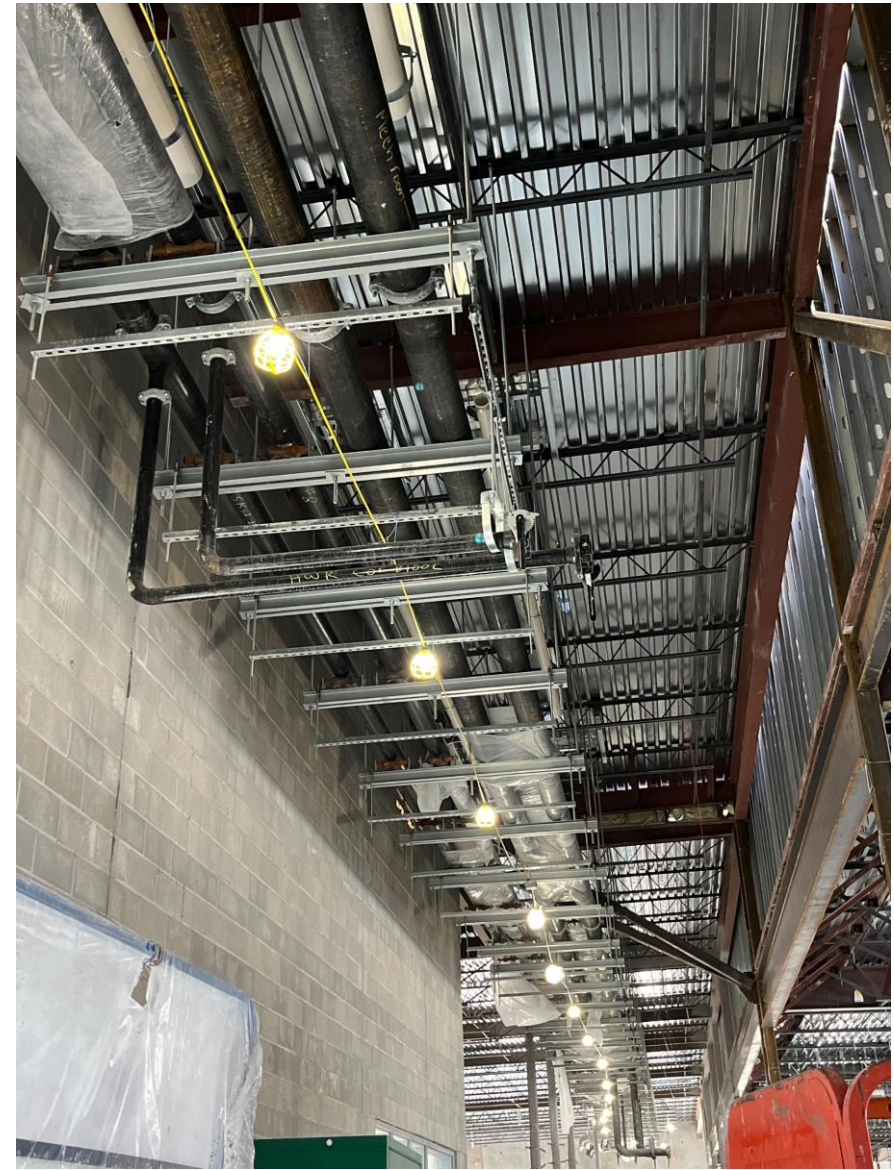
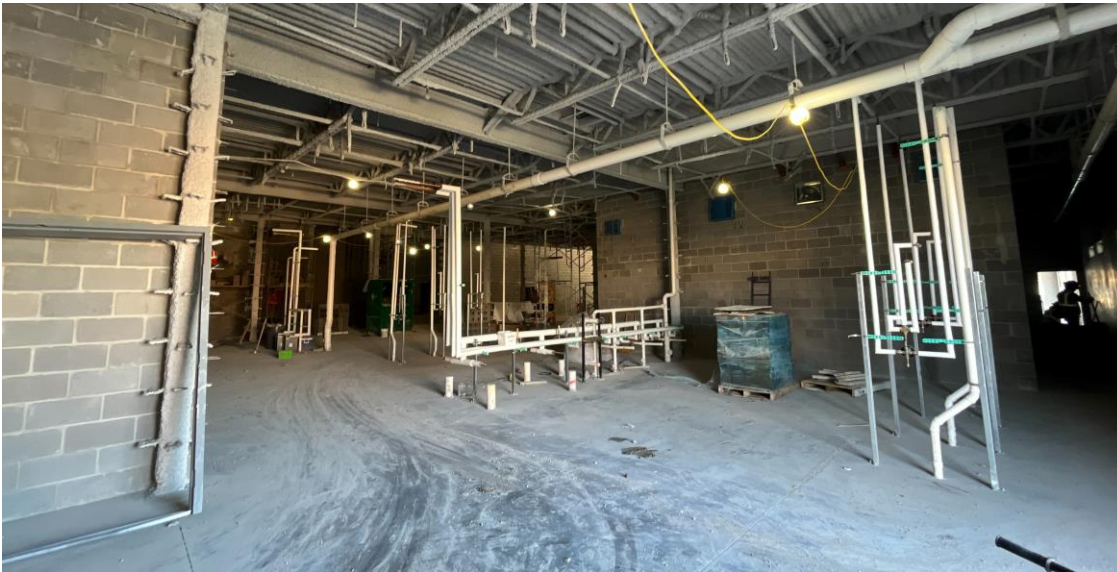


Area A Steel

Steel: 100% Complete  
809 Tons of Steel  
Equivalent to 1,618 Grand Pianos







# Achievements

170



# Engagement

172



# Upcoming Work

174

# MILESTONE SCHEDULE

