



# Agenda of Board Meeting October 14, 2024 The Board of Trustees Wichita Falls Independent School District

In Compliance with the Texas Government Code, Chapter 551, Subchapter C, the Board of Trustees of the Wichita Falls Independent School District will meet for a Board Meeting at 6:00 PM, on October 14, 2024, in the Board Room at the Education Center, 1104 Broad St, Wichita Falls, TX 76301.

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

<b>I. CALL TO ORDER AND OPENING STATEMENT</b>	
<b>II. PRESENTATION OF COLORS</b>	
<b>III. INVOCATION</b>	
<b>IV. PUBLIC COMMENT</b>	
<b>V. SUPERINTENDENT REPORT</b>	
<b>VI. CONSENT AGENDA</b>	
A. Minutes from September Meetings	2
<b>VII. REPORTS OR SPECIAL DISCUSSION ITEMS</b>	
A. Middle School Discussion - Teacher Advisory Council Representative	
<b>VIII. FINANCIAL SERVICES</b>	
A. Purchase of Heated Cabinets	11
B. Purchase of Ice Machines	18
<b>IX. DISTRICT OPERATIONS</b>	
A. Class Size Waiver	25
<b>X. HUMAN RESOURCES</b>	
A. Applicant Pool	26
<b>XI. BOARD MATTERS</b>	
A. Closed Session Pursuant to Texas Government Code 551.074:	
1. Personnel Matters Including the Appointment, Evaluation, Reassignment, Duties, Discipline, Dismissal and/or Compensation of Individual District Employees	
<b>XII. ADJOURNMENT</b>	

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*If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.*

The notice for this meeting was posted in compliance with the Texas Open Meetings Act on Friday, October 11, 2024 at 2:00 pm.

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For the Board of Trustees

**WICHITA FALLS ISD BOARD OF TRUSTEES  
OCTOBER 14, 2024**

<b>Agenda Item:</b>	Minutes
<b>Administrator Responsible:</b>	Dr. Donny Lee, Superintendent of Schools
<b>Attachments:</b>	Minutes of Work Session, September 10, 2024 Minutes of Public Hearing, September 16, 2024 Minutes of Regular Meeting, September 16, 2024
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action <input type="checkbox"/> Presentation <input type="checkbox"/> Report

**Administrative Recommendation:**

That the Wichita Falls Independent School District Board of Trustees approves the proposed minutes of a work session on September 10, 2024, Public Hearing on September 16, 2024 and a regular meeting on September 16, 2024 as submitted by Dr. Donny Lee, Superintendent of Schools.

**Explanation:**

The following are copies of the minutes referenced above. These minutes will become official upon approval by the Board.

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES  
WFISD ADMINISTRATION BUILDING – BOARD ROOM  
WORK SESSION MEETING SEPTEMBER 10, 2024**

***CALL TO ORDER AND OPENING STATEMENT:***

The Board of Trustees of the Wichita Falls Independent School District met in a work session meeting on the above date. The meeting was called to order at 12:00 p.m. by Ms Katherine McGregor, board president.

Board members present: Ms. Katherine McGregor, Ms. Susan Grisel, Ms. Diann Scroggins, Mr. Mark Lukert, and Mr. Jim Johnson. Ms. McGregor noted that a quorum was present and the meeting had been duly called and notice of the meeting had been posted for the time and manner required by law.

Staff members present: Dr. Donny Lee, Superintendent of Schools, Ms. Dayna Hardaway, Director of Human Resources, Ms. Ashley Thomas, Communications Officer, Ms. Leah Horton, Chief Financial Officer, Ms. Keli Sims, Administrative Assistant- HR Department, Ms. Vanessa Dishman, Executive Assistant to the Superintendent, Mr. Scot Hafley, Assistant Superintendent of Operations, Mr. Grant Freeman, Director of Athletics, Ms Denise Brown, Director of Finance, Ms Deb Dipprey, Executive Director of School Administration, Ms. Marchuetta Matthews, Administrative Assistant to the Assistant Superintendent, Mr. Shannon Troester, Risk and Contract Manager, Ms. Trish Potts, Internal Auditor, Ms. Lauren Zotz, Director of Purchasing, Ms. Kelly Strenski, Director of Fine Arts, Mr. Jayme Carr, Director of Secondary Curriculum, Ms. Christy Nash, Director of State and Federal Programs, Ms. Alefia Paris-Toulon, Executive Director of Special Programs, Mr. Larry Menefee, Director of Student Services and Chief Anthony Smith, WFISD Police Department.

Also present: Mr. David Potter, Architect with DP4 Consult and Huckabee, Inc.

***INVOCATION:***

Ms. Diann Scroggins gave the invocation.

***PUBLIC COMMENT:***

None

***REPORTS OR SPECIAL DISCUSSION ITEMS:***

**CONSTRUCTION UPDATE ON WF LEGACY HIGH SCHOOL AND WF MEMORIAL HIGH SCHOOL:**

Mr. David Potter, Architect with DP4 Consult and Huckabee, Inc, gave a detailed report using photo slides on the construction at Wichita Falls Legacy High School and Wichita Falls Memorial High School. Memorial Auditorium will be ready September 25 and the Legacy Auditorium will be ready October 21<sup>st</sup>. Work is progressing on the athletic fields and it will be some time before they are complete.

***FINANCIAL SERVICES:***

**FINANCIAL REPORTS AS OF JULY 31, 2024**

Mr. Mark Lukert, seconded by Ms. Susan Grisel, motioned that the Wichita Falls Independent School District Board of Trustees approve the Financial Reports as of July 31, 2024 as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 5-0

**AUGUST 2024 AMENDMENTS**

Mr. Jim Johnson, seconded by Ms. Diann Scroggins, motioned that the Wichita Falls Independent School District Board of Trustees approve the budget amendments to the August 2024 budgets as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 5-0

### **PURCHASE OF 3 DISTRICT SUBURBANS**

Ms. Leah Horton, Chief Financial Officer, requested that the Wichita Falls Independent School District Board of Trustees approve the purchase of three (3) new Chevrolet Suburbans, not to exceed \$165,000, for WFISD Curriculum, Technology and Athletic Departments as recommended by Dr. Donny Lee, Superintendent of Schools.

This item will be placed on the agenda for the regular meeting on September 16, 2024

### **CONSTRUCTION METHOD FOR RIDER REFRESH**

Ms. Leah Horton, Chief Financial Officer, recommended that the Wichita Falls Independent School District Board of Trustees review the construction methods and designate the methodology to be utilized for the refresh and repairs of the former Rider High School as recommended by Dr. Donny Lee, Superintendent of Schools. Refresh and repair projects exceeding \$50,000 are considered "construction," and per Policy CV(Local), "Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above \$50,000."

Options for construction method include the following Board Policies:

CVA – Competitive Bidding (Traditional Method)

CVB – Competitive Sealed Proposals (Traditional Method)

CVC – Construction Manager-Agent

CVD – Construction Manager-at-Risk

CVE – Design-Build

CVF – Job Order Contracts

The Board may select the method solely at the Board's discretion or may consider district staff recommendation of the most advantageous method(s) expected to result in on-time and within budget results.

Design-Build (CVE) is not as common as other methods but is a bit of a faster option considering the procurement is a one-step approach, assuming the awardee is properly licensed as both an architect and a contractor. In this method, a contract is established with a single vendor, the design-build team, which includes both the design and construction professionals. In this method the design and construction phases overlap, allowing for faster project delivery, as well as establishes for a single point of contact and responsibility for both design and construction.

This item will be placed on the agenda for the regular meeting on September 16, 2024

### **BOARD RESOLUTION FOR SALE OF LAMAR BUILDING**

Ms. Leah Horton, Chief Financial Officer, recommended that the Wichita Falls Independent School District Board of Trustees approve the resolution authorizing the sale of the district's former Lamar Elementary property, as submitted by, and as recommended by Dr. Donny Lee, Superintendent of Schools. The district has identified vacant properties in its portfolio, which it intends to sell as part of its long-range goals to consolidate campuses. The consolidation of campuses will enable the district to optimize its resources, reduce costs, and further streamline its operations, resulting in enhanced efficiency and effectiveness, and reduced risk. The district's strategy to sell its vacant properties is aligned with its broader objectives of supporting financial sustainability, enhancing its service delivery, and meeting the evolving needs of its constituents. The district's leadership is required to be transparent and accountable in the process of the sale of its properties and ensure all relevant legal and regulatory requirements are met. As the district moves forward with its consolidation plans, it remains steadfast in its mission to provide quality education and services to its students.

This item will be placed on the agenda for the regular meeting on September 16, 2024

### **PURCHASE OF PLAYGROUNDS**

Ms. Leah Horton, Chief Financial Officer, recommended that the Wichita Falls Independent School District Board of Trustees approve the purchase of playground equipment and surfacing for a total amount of \$925,123.27, as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools. Multiple awarded vendors were evaluated for the purpose of reviewing the current condition and compliance of all district playgrounds. Cunningham Recreation (dba Game Time) was selected to proceed with considering the district's needs as well as past experience with this vendor. The vendor provided on-site evaluations of all district playgrounds to assure safety and compliance with current standards. District staff review of the needs were paired with the vendor recommendations to prioritize<sup>4</sup> the order of updating playground equipment in a 4-year

plan. The following campus playground improvements are identified for Year 1 of the plan: The purchases will be made utilizing Buyboard Contract 679-22, which is confirmed to fulfill the competitive procurement requirements.

This item will be placed on the agenda for the regular meeting on September 16, 2024

***SCHOOL ADMINISTRATION***

**STAAR 2024 ASSESSMENT PRESENTATION**

Ms. Debbie Dipprey, Executive Director of School Administration presented information regarding the 2024 STAAR assessment. WFISD Performance is as follows on the 23/24 STAAR: 68% approaches Grade Level standard (GLS), of those 39% meet GLS and of those 14% mastered the GLS.

***DISTRICT OPERATIONS***

**POLICY UPDATE**

Mr. Scot Hafley, Assistant Superintendent of Operations, requested that the Wichita Falls Independent School District Board of Trustees add, revise or delete (LOCAL) policies as recommended by TASB Policy Service for consideration and according to the Instruction Sheet for TASB Localized Policy Manual Update 123 and policies revised as a result of Update 123 as recommended by Dr. Donny Lee, Superintendent of Schools. Update 123 includes revisions to legal policies based on legislative, regulatory and special session changes. Update 123 includes changes to local policy to address several remaining laws or changes to the Administrative Code. All referenced bills have already gone into effect unless otherwise noted.

This item will be placed on the agenda for the regular meeting on September 16, 2024

**DISTRICT DEMOGRAPHIC COMPARISON AND TRANSFER DISCUSSION**

Mr. Scot Hafley, Assistant Superintendent of Operations, requested that the Wichita Falls Independent School District Board of Trustees review the information presented regarding the district demographic comparison and transfer discussion recommended by Dr. Donny Lee, Superintendent of Schools.

***HUMAN RESOURCES:***

**PERSONNEL REPORT**

Ms. Dayna Hardaway, Director of Human Resources, reported to the Wichita Falls Independent School District Board of Trustees a review of employee resignations/retirements that have been submitted since the last board meeting. The resignations/retirements have been accepted by Dr. Donny Lee, Superintendent of Schools, in accordance with the requirements of Policy DFE (LOCAL).

**TEACHER APPLICANT POOL**

Mr. Mark Lukert, seconded by Ms. Diann Scroggins, moved that the Wichita Falls Independent School District Board of Trustees approve the proposed teacher applicant pool.

Carried unanimously by a vote of 5-0

***BOARD MATTERS:***

**BOARD MINUTES:**

Minutes of a work session, August 13, 2024 and regular meeting August 20, 2024

These items will be placed on the consent agenda for the regular meeting on September 16, 2024

**DECLARE EACH UNOPPOSED CANDIDATE ELECTED TO OFFICE AND APPROVE THE ORDER TO CANCEL THE NOVEMBER 5, 2024 SCHOOL BOARD TRUSTEE ELECTION**

Mr. Mark Lukert seconded by Ms. Susan Grisel, motioned that the Wichita Falls Independent School District Board of Trustees declare each unopposed candidate elected to office and approve the order to cancel the November 5, 2024, School Board Trustee Election as submitted and recommended by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 5-0

**DISCUSS AND CONSIDER BOARD APPROVAL AS A DELEGATE AND ALTERNATE AT THE 2024 TEXAS ASSOCIATION OF SCHOOL BOARDS (TASB) DELEGATE ASSEMBLY:**

Ms Diann Scroggins, seconded by Ms Susan Grisel, motioned that the Wichita Falls Independent School District Board of Trustees send a delegate and alternate to the 2024 TASB Delegate Assembly as submitted and recommended by Dr. Donny Lee, Superintendent of Schools. TASB's 2024 Delegate Assembly will be held Sept. 28, 2024, during txEDCON24 in San Antonio. Attending Delegate Assembly gives the board the chance to participate in the democratic process that governs TASB. Delegates will elect TASB officers and directors, vote on TASB's Advocacy Agenda, have the opportunity to interact with other board members in our region, and earn continuing education training credit.

Carried unanimously by a vote of 5-0

**UPCOMING EVENTS:**

Ms. Ashley Thomas, Communications Officer, informed the Board of Trustees on the events happening around the district; Teacher Advisory Council meeting September 17<sup>th</sup> and upcoming student holidays; September 27<sup>th</sup>, October 7<sup>th</sup> and Oct 8<sup>th</sup>

**RECESS:**

Ms. Katherine McGregor, board president, recessed the work session to go into closed session at 1:19 pm.

**CLOSED SESSION:**

1. Personnel Matters Including the Appointment, Evaluation, Reassignment, Duties, Discipline, Dismissal and/or Compensation of Individual District Employees (Pursuant to Texas Government Code 551.074)
2. Discussion of Purchase, Exchange, Lease or Value of Real Property (Pursuant to Texas Government Code 551.072)

**ADJOURNED:**

With no other items to address, Ms. Katherine McGregor, board president, adjourned the meeting from closed session at 3:00pm.

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President, Board of Trustees

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Secretary, Board of Trustees

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES  
WFISD ADMINISTRATION BUILDING – BOARD ROOM  
PUBLIC HEARING SEPTEMBER 16, 2024**

***CALL TO ORDER AND OPENING STATEMENT:***

The Board of Trustees of the Wichita Falls Independent School District met in a Public Hearing on the above date. The meeting was called to order at 5:30 p.m. by Ms. Katherine McGregor, board president.

Board members present: Ms. Katherine McGregor, Mr. Mark Lukert, Mr. Jim Johnson, Ms. Susan Grisel, Ms. Diann Scroggins and Ms Sandra Camp. Ms. McGregor noted that a quorum was present and the meeting had been duly called and notice of the meeting had been posted for the time and manner required by law.

Staff members present: Dr. Donny Lee, Superintendent of Schools, Ms Debbie Dipprey, Executive Director of School Administration, Ms. Leah Horton, Chief Financial Officer, Ms. Vanessa Dishman, Executive Assistant to the Superintendent, and Ms. Ashley Thomas, Communications Officer

Also present: Reporters for KAUZ

**SCHOOLS FIRST REPORT (FINANCIAL INTEGRITY RATING SYSTEM OF TEXAS)**

Ms. Leah Horton, Chief Financial Officer, presented the Schools FIRST report as required by law. WFISD has a FIRST rating of B-Above Standard Achievement, this is based on the 2022-2023 Fiscal Year data.

**PUBLIC COMMENT ON THE FIRST REPORT:**

No Public Comment

**ADJOURNED:**

Ms Katherine McGregor, board president, adjourned the Public Hearing at 5:42 p.m.

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President, Board of Trustees

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Secretary, Board of Trustees

**WICHITA FALLS INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES  
WFISD ADMINISTRATION BUILDING – BOARDROOM  
REGULAR SESSION MEETING SEPTEMBER 16, 2024**

***CALL TO ORDER AND OPENING STATEMENT:***

The Board of Trustees of the Wichita Falls Independent School District met in a work session meeting on the above date. The meeting was called to order at 6:00 p.m. by Ms Katherine McGregor, board president.

Board members present: Ms. Katherine McGregor, Ms. Mark Lukert, Mr. Jim Johnson, Mr. Dale Harvey, Ms. Sandy Camp and Ms. Diann Scroggins. Ms. McGregor noted that a quorum was present and the meeting had been duly called and notice of the meeting had been posted for the time and manner required by law.

Staff members present: Dr. Donny Lee, Superintendent of Schools, Ms. Dayna Hardaway, Executive Director of Human Resources, Ms. Leah Horton, Chief Financial Officer, Ms. Vanessa Dishman, Executive Assistant to the Superintendent, Ms. Keli Sims, Administrative Assistant, HR, Ms. Ashley Thomas, Communications Officer, Mr. Scot Hafley, Assistant Superintendent of Operations, Mr. Larry Menefee, Director of Student Services, Ms. Debbie Dipprey, Executive Director of School Administration, Chief Anthony Smith, WFISD Police, Mr. Grant Freeman, Director of Athletics, Ms. Kelly Strenski, Director of Fine Arts, Ms Laurie Kinne, Memorial HS Principal, Ms. Amy Simmons, Cunningham Elementary Principal, Ms. Ashley Strain, Cunningham Teacher, Marchuetta Matthews, Administrative Assistant to Assistant Superintendent, Ms Alefia Paris-Toulon, Executive Director of Special Programs and Mr. David Jensen, ROTC Instructor.

Also present: Media

***PRESENTATION OF COLORS:***

Legacy High School JROTC

***INVOCATION:***

Ms. Susan Grisel gave the invocation.

***PUBLIC COMMENT:***

None

***PRESENTATIONS***

**STAFF RECOGNITION**

Ms. Ashley Thomas, Communications Officer, requested that the Wichita Falls Independent School District Board of Trustees recognize Ms. Amy Simmons, Cunningham Principal and Ms. Ashley Strain, Cunningham teacher for their heroic act of delivering a Cunningham staff's baby on campus.

***SUPERINTENDENT'S REPORT:***

Dr. Donny Lee, Superintendent of Schools, gave his monthly update:

- Enrollment: 12,683; ADA 95.08%
- Classroom Visits: Board members welcome
  - 8 elementary campuses
  - Barwise
  - CEC
  - Denver
  - Memorial
- Texas Amplify and Eureka Math are in full swing
- Academy 4 Launch Friday, September 20 at Fain
- New WFISD Culture Coins
  - Given to staff that demonstrate the core beliefs and mission statement of WFISD
- Middle School Discussion
  - 23/24 STAAR not what we hoped
  - Slightly better than other districts similar to WFISD
- WFISD joined Texas School Alliance
  - Organization of the 48 largest school districts in Texas

- Superintendent led organization

***CONSENT AGENDA:***

Minutes from August Meetings

Mr. Mark Lukert, seconded by Ms. Diann Scroggins, motioned that the Wichita Falls Independent School District Board of Trustees approve the above items placed on the Consent Agenda at the September 10, 2024 meeting.

Carried unanimously by a vote of 6 – 0

***FINANCIAL SERVICES:***

**PURCHASE OF 3 DISTRICT SUBURBANS**

Ms Susan Grisel, seconded by Ms Sandy Camp motioned that the Wichita Falls Independent School District Board of Trustees approve the purchase of three (3) new Chevrolet Suburbans, not to exceed \$165,000, for WFISD Curriculum, Technology and Athletic Departments as recommended by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 6 – 0

**CONSTRUCTION METHOD FOR RIDER REFRESH**

Mr. Mark Lukert, seconded by Mr. Jim Johnson, moved, recommended that the Wichita Falls Independent School District Board of Trustees designate the Competitive Sealed Proposals (CVB) methodology to be utilized for the refresh and repairs of the former Rider High School as submitted by Ms. Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 6 – 0

**BOARD RESOLUTION FOR SALE OF LAMAR BUILDING**

Ms. Diann Scroggins, seconded by Mr. Mark Lukert, motioned that the Wichita Falls Independent School District Board of Trustees approve the resolution authorizing the sale of the district’s former Lamar Elementary property, as submitted by Ms. Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 6 – 0

**PURCHASE OF PLAYGROUNDS**

Mr. Jim Johnson, seconded by Ms. Susan Grisel, motioned that the Wichita Falls Independent School District Board of Trustees approve the purchase of playground equipment and surfacing for a total amount of \$925,123.27, as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 6 – 0

***DISTRICT OPERATIONS:***

**POLICY UPDATE**

Ms. Diann Scroggins, seconded by Mr. Jim Johnson, motioned that the Wichita Falls Independent School District Board of Trustees add, revise or delete (LOCAL) policies as recommended by TASB Policy Service for consideration and according to the Instruction Sheet for TASB Localized Policy Manual Update 123 and policies revised as a result of Update 123 as submitted by Mr. Scot Hafley, Assistant Superintendent of Operations, and recommended by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 6 – 0

***HUMAN RESOURCES:***

**TEACHER APPLICANT POOL**

Mr. Mark Lukert, seconded by Ms. Sandy Camp, moved that the Wichita Falls Independent School District Board of Trustees approve the proposed teacher applicant pool.

Carried unanimously by a vote of 6 – 0

**BOARD MATTERS:**

**RECESS:**

Ms. Katherine McGregor, board president, recessed to go into closed session at 6:43pm.

**CLOSED SESSION:**

1. Personnel Matters Including the Appointment, Evaluation, Reassignment, Duties, Discipline, Dismissal and/or Compensation of Individual District Employees (Pursuant to Texas Government Code 551.074)

2. Hearing on Level III Grievance Appeal of Public-School Student (Pursuant to Texas Government Code Section 551.082 and 551.0821)

3. Discussion of Purchase, Exchange, Lease or Value of Real Property (Pursuant to Texas Government Code 551.072)

**OPEN SESSION:**

Ms. Katherine McGregor, board president, recessed the closed session to go back into open session at 7:40 pm to act on the following:

**ACTION REGARDING LEVEL III GRIEVANCE APPEAL OF PUBLIC-SCHOOL STUDENT**

Mr. Jim Johnson, seconded by Ms Diann Scroggins, moved to DENY the Level Three parent grievance of Megan Thompson, and to uphold the Level Two decision and further moved that the Board deny all requested remedies.

Carried unanimously by a vote of 6 – 0

**ADJORNMENT:**

With no other action to take, Ms. Katherine McGregor, board president, adjourned the meeting at 7:42 pm.

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President, Board of Trustees

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Secretary, Board of Trustees

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**October 14, 2024**

<b>Agenda Item:</b>	Purchase of Heated Cabinets (Food Service)		
<b>Administrator Responsible:</b>	Leah Horton, Chief Financial Officer		
<b>Attachments:</b>	Quote and supporting documentation		
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action	<input type="checkbox"/> Information	<input type="checkbox"/> Report

**Administrative Information:**

That the Wichita Falls Independent School District Board of Trustees approve the purchase Food Service Program Heated Cabinets for a total of \$100,812.29, to be installed at multiple campuses as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

**Explanation:**

A request for quotes was submitted to four (4) food service equipment and supply vendors, for which all four responded with quotes as reflected on the attached. The lowest quote for nineteen (19) units of the requested model of heated cabinets is by Jean’s Restaurant Supply (Corpus Christi, Texas), with a price of \$5,305.91 per unit for a total of \$100,812.29. Equipment priced at \$5,000.00 or more requires approval from the Texas Department of Agriculture (TDA), of which has been submitted.

Jean’s Restaurant Supply is EDGAR-compliant and is not debarred, suspended, or otherwise excluded from or ineligible for participation in any federal, state, or local government contracts, programs, or projects. The purchases will be made on Choice Partners Contract 23/038TP-08, which is verified to fulfill the competitive procurement requirements.

**Fiscal Note:**

This expenditure will be paid with Food Service Funds as budgeted and approved within the Excess Fund Balance (Plan 2). Purchases over \$100,000.00 require the Board of Trustees approval per policy, CH Local. Board approval is requested, with purchase being contingent upon the receipt of TDA approval.

# JEAN'S RESTAURANT SUPPLY

**Quote**  
10/04/2024

**VIP CUSTOMER:**

WICHITA FALLS ISD~REGION  
9  
JOHNNIE OZEE  
PO BOX 97533  
WICHITA FALLS, TX  
76307-7533  
(940)235-1065 29002  
940-235-1060 (Contact)

**PROJECT NAME:**

WICHITA FALLS ISD - FWE  
PO BOX 97533  
WICHITA FALLS, TX  
76307-7533

**Your Representative:**


TARI INC. dba Jean's  
Restaurant Supply  
Elvia (BiBi) Castro  
426 S Staples  
Corpus Christi, TX 78401  
361-884-9800  
361-360-7557 (Contact)

**Job Reference Number: EC17535**

Item	Qty	Description	Sell	Sell Total
<u>1</u>	19 ea	<b>MOBILE HEATED CABINET</b> <b>FWE / Food Warming Equipment Co., Inc. Model No. UHS-12</b> Quick Ship - Heated Cabinet, mobile, (12) universal tray slides, (12) 18" x 26" or (24) 12" x 20" pan capacity, 4-1/2" OC, adjustable on 1-1/2" increments, Humi-temp heat & humidity system, adjustable thermostat, individual controls, insulated, removable humidifier pan, (1) flush mounted door, edgemount door latch, push bar handles, wraparound bumper, stainless steel interior & exterior, 5" casters (2) rigid & (2) swivel with brakes, NSF, cULus, UL, IPX4, ENERGY STAR®	\$5,172.61	\$98,279.59
	19 ea	Two year limited parts & one year labor warranty, standard		
	19 ea	120v/50/60/1-ph, 11.0 amps, 1315 watts, NEMA 5-15P, standard (US)		
	19 ea	Manual Control, standard		
	19 ea	Stainless Steel Dutch door add suffix "D" to model number, per door	\$133.30	\$2,532.70
		Weight: 6650 lbs total		
			<b>ITEM TOTAL:</b>	<b>\$100,812.29</b>

<u>2</u>	1 ea	<b>FREE SHIPPING AND HANDLING ESTIMATE</b> <b>Jeans Restaurant Supply Model No. 219981</b> This qualifies for >>>> FREE <<<< dock to dock delivery to one location. Lift gate service is available for an additional charge of \$75.00 - \$150.00 depending on which carrier is used in your area. If you don't have a dock area, but have a forklift or are willing to take the package off the truck, you can avoid the lift gate fee. The additional charge is only needed if you DO NOT have a loading dock.  ***Keep in mind that deliveries are usually completed during normal business hours; Monday to Friday 8am to 5pm; SMALLER DELIVERY WINDOW MAY BE EXTRA.		
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<u>3</u>	1 ea	<b>COOP</b>		12
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Item	Qty	Description	Sell	Sell Total
		<p><b>CHOICE PARTNERS Model No. 2687</b>            Please reference CHOICE PARTNERS COOP on your purchase order in order to be in compliance.</p> <p>CONTRACT #23-038TP-08            EXPIRES 07/31/2025</p>		
Total				<b>\$100,812.29</b>

## Vendor Price Quote Summary Form

Type of Funds: CNF/FS      Date: 9/10/2024      Quoted by: Johnnie Ozee  
 Purpose: Heated Cabinets for Food Service

		Vendor #1			Vendor #2			Vendor #3			SELECTED Vendor #4		
<b>Vendor Name:</b>		Pasco			Shepherd Food Eq			Wagoner Restaurant			Jean's Restaurant Supply		
<b>Point of Contact:</b>													
<b>Email:</b>													
<b>City, ST</b>													
<b>Contract:</b>													
<b>Notes:</b>													
Description	Qty	Unit Measure	Unit Price	Total		Unit Price	Total		Unit Price	Total		Unit Price	Total
				\$ -			\$ -			\$ -			\$ -
USH-12 FEW - Heated Cabinet with (12) universal tray slides 120V 1 phasse with dutch doors	19	UNIT	\$ 5,245.00	\$ 99,655.00		\$ 5,466.63	\$ 103,865.97		\$ 5,532.00	\$ 105,108.00		\$ 5,172.61	\$ 98,279.59
Dutch Door add-on separate pricing	19	each	\$ 135.00	\$ 2,565.00			\$ -			\$ -		133.30	\$ 2,532.70
				\$ -			\$ -			\$ -			\$ -
				\$ -			\$ -			\$ -			\$ -
				\$ -			\$ -			\$ -			\$ -
<b>SUBTOTAL</b>				\$ 102,220.00			\$ 103,865.97			\$ 105,108.00			\$ 100,812.29
<b>SHIPPING COST (or indicate if free)</b>					FREE		\$ -	FREE		\$ -	FREE		\$ -
<b>Other Fees or Discount (specify in comments)</b>				\$ -	other/discount		\$ -	other/discount		\$ -	other/discount		\$ -
<b>TOTAL PRICE:</b>				<b>\$ 102,220.00</b>			<b>\$ 103,865.97</b>			<b>\$ 105,108.00</b>		<b>\$ 100,812.29</b>	
<b>NOTES/INFO</b>													
<b>TOTAL OF SPLIT ORDERS formula must be added for split)</b>													
<b>Split Order Difference (savings) - formula must be added for selection:</b>													

If the lowest priced quote is not selected the reasoning for non-selection must be specified. Reasoning must be complete and valid. Outline reasoning here:

Signature: Lauren Zotz      Date: DATE 10/07/2024

**Contracting Entity (CE):** Wichita Falls ISD

**Date:** 03/04/2024

**School Year:** 2022/2023

**Completion Date:** 08/31/2025

Net Cash Resources Current Assets (Excluding Inventories) - Current Liabilities	\$ 7,236,478.00
Three-Month Average Expenditures (Total Expenditures / operating months) x 3 months	-\$ 1,795,364.25
<b>Excess Net Cash Resources (Excess Fund Balance)</b>	<b>\$ 5,441,113.75</b>

**Description of allowable expenditure(s) proposed to decrease excess net cash resources:**

<u>Description of activity</u>	<u>Unit(s)</u>	<u>Estimated Cost</u>	<u>Time frame</u>
Commercial Washer/Dryer Combo	1	30,000.00	08/31/2025
Elementary Serving Trays	10,000	100,000.00	08/31/2025
Ice Machines	25	187,500.00	08/31/2025
Freezer Monitoring	22	44,000.00	08/31/2025
Rider Cafeteria-Replace serving lines	n/a	750,000.00	08/31/2025
Rider Cafeteria-Paint serving area and cafeteria	n/a	see above	08/31/2025
Rider Cafeteria-Replace tables and chairs	n/a	see above	08/31/2025
Zundy Cafeteria-Replace serving lines	n/a	250,000.00	08/31/2025
Pizza Impinger	2	76,000.00	08/31/2025
Tilt Skillet	14	420,000.00	08/31/2025
Food Warmer Single Door	19	142,500.00	08/31/2025
2-door Reach-in	6	51,000.00	08/31/2025
3-door Reach-in	3	34,500.00	08/31/2025
<b>TOTAL</b> Must be greater than or equal to the Excess Net Cash Resources amount		<b>\$ 2,085,500.00</b>	

**Contracting Entity (CE):** Wichita Falls ISD

**Date:** 03/04/2024

**School Year:** 2022/2023

**Completion Date:** 08/31/2025

Net Cash Resources Current Assets (Excluding Inventories) - Current Liabilities	\$ 7,236,478.00
Three-Month Average Expenditures (Total Expenditures / operating months) x 3 months	-\$ 1,795,364.25
<b>Excess Net Cash Resources (Excess Fund Balance)</b>	<b>\$ 5,441,113.75</b>

**Description of allowable expenditure(s) proposed to decrease excess net cash resources:**

<u>Description of activity</u>	<u>Unit(s)</u>	<u>Estimated Cost</u>	<u>Time frame</u>
Combi Oven	18	594,000.00	08/31/2025
2-door Freezer	2	24,000.00	08/31/2025
Air Screen Cooler	1	15,500.00	08/31/2025
Pizza Prep Table	2	11,000.00	08/31/2025
Delivery Box Truck	2	320,000.00	08/31/2025
Electric Pallet Jacks	2	12,000.00	08/31/2025
Manual Pallet Jacks	2	1,000.00	08/31/2025
Electric Forklift	1	35,000.00	08/31/2025
<b>TOTAL</b> Must be greater than or equal to the Excess Net Cash Resources amount		<b>\$ 1,012,500.00</b>	

**Please provide a short narrative explaining the following:**

- **How the above expenses benefit the School Nutrition Program(s) and comply with financial regulations.**
- **The processes that will be in place to prevent excess net cash resources from reoccurring in the future at all sites.**

How the above expenses benefit the School Nutrition Program(s) and comply with financial regulations.

The Spending Plan will address the aging kitchen equipment in Wichita Falls ISD. New equipment will enhance the ability of our kitchen staff to cook efficiently and reduce time spent repairing old equipment. The new box trucks will deliver food and goods to each kitchen more efficiently, speeding up deliveries and providing our kitchen staff with more time to prepare quality food. All of the equipment is necessary as determined by age of the items. All of the purchases are allowed under federal and state rules and regulations.

The processes that will be in place to prevent excess net cash from reoccurring in the future at all sites:

WFISD has begun the process of inventorying all kitchen equipment at each campus. Each item is being classified by the location, item name, barcode, funding source originally allocated from, date acquired, original purchase price, serial number, purchase order number, and the vendor the item was purchased from. Our maintenance staff is verifying every kitchen item in the district and collaboratively working with our operations team to establish a kitchen equipment replacement plan. Once in place WFISD should be able to prevent excess net cash resources from reoccurring in the future. Additionally, our Manager of Energy is working to update all of our kitchen utility and custodial costs to ensure our numbers reflect recent cost increases due to inflation.

*Riva Lonsdale*

Signature of Representative Authorized in TX-UNPS

*03/04/2024*

Date

*Lisa Lonsdale*

Printed Name of Representative Authorized in TX-UNPS

TDA Approval

17

Date

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**October 14, 2024**

<b>Agenda Item:</b>	Purchase of Ice Makers (Food Service)		
<b>Administrator Responsible:</b>	Leah Horton, Chief Financial Officer		
<b>Attachments:</b>	Quote Summary and Quote		
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action	<input type="checkbox"/> Information	<input type="checkbox"/> Report

**Administrative Information:**

That the Wichita Falls Independent School District Board of Trustees approve the purchase Food Service Program Ice Machines for a total of \$121,883.75, to be utilized at multiple campuses as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

**Explanation:**

A request for quotes was submitted to three (3) food service equipment and supply vendors, for which all three vendors responded with quotes as shown on the attached. The lowest quote for the twenty-five (25) units of the requested model of ice maker with storage bin and filtration system, Jean's Restaurant Supply offered the lowest price of \$4,875.35 per bundle.

Jean's Restaurant is EDGAR-compliant and is not debarred, suspended, or otherwise excluded from or ineligible for participation in any federal, state, or local government contracts, programs, or projects. The purchases will be made on Choice Partners Contract 23/038TP-08, which is verified to fulfill the competitive procurement requirements.

**Fiscal Note:**

This expenditure will be paid with Food Service Funds as budgeted and approved within the Excess Fund Balance (Plan 2). Purchases over \$100,000.00 require the Board of Trustees approval per policy, CH Local.

# JEAN'S RESTAURANT SUPPLY

**Quote**  
10/04/2024

**VIP CUSTOMER:**

WICHITA FALLS ISD~REGION  
9  
JOHNNIE OZEE  
PO BOX 97533  
WICHITA FALLS, TX  
76307-7533  
(940)235-1065 29002  
940-235-1060 (Contact)

**PROJECT NAME:**

WICHITA FALLS ISD - ITV  
PO BOX 97533  
WICHITA FALLS, TX  
76307-7533

**Your Representative:**

TARI INC. dba Jean's  
Restaurant Supply  
Elvia (BiBi) Castro  
426 S Staples  
Corpus Christi, TX 78401  
361-884-9800  
361-360-7557 (Contact)

**Job Reference Number: EC17535**

Item	Qty	Description	Sell	Sell Total
<u>1</u>	25 ea	<b>ICE MAKER, CUBE-STYLE</b> <b>ITV Ice Makers Model No. SPIKA MS 500</b> SPIKA Ice Maker, modular, half or full Classic American ice cube-style, 30" W, up to 461 lb. production/24 hr (water cooled) or up to 494 lb. production/24 hr (air cooled), smart electronic control board, dual switch, vertical plate evaporator, smart water distributor, removable panels, includes: ice scoop & water outlet hose, R404A refrigerant, 304 stainless steel construction, cETLus, NSF  25 ea 36 months parts & labor warranty 25 ea EXTRA 24 months parts only warranty on evaporator & compressor 25 ea 115v/60/1-ph, standard 25 ea Please specify cooling 25 ea Please specify half/full cube 25 ea S-500 Ice Storage Bin, 30" W, 510 lbs. storage capacity, slope front bin, 304 stainless steel construction front & side, galvanized back & bottom, 6" adjustable legs (not included on dimensions), NSF Weight: 8975 lbs total	\$3,093.08	\$77,327.00
			<b>ITEM TOTAL:</b>	<b>\$107,966.50</b>
<u>2</u>	25 ea	<b>WATER FILTRATION SYSTEM, FOR ICE MACHINES</b> <b>ITV Ice Makers Model No. FF-PRESC15</b> Fast-Fit Water Treatment System, (2) unit system, 4 gpm, 1 micron sediment reduction, with Citryne® scale elimination, 3/8" FNPT standard connection, Fast-Fit cartridges, pressure line gauge, full port shut off valve  Weight: 250 lbs total	\$556.69	\$13,917.25
			<b>ITEM TOTAL:</b>	<b>\$13,917.25</b>
<u>3</u>	1 ea	<b>FREE SHIPPING AND HANDLING ESTIMATE</b> <b>Jeans Restaurant Supply Model No. 219981</b> This qualifies for >>>> FREE <<<< dock to dock delivery to one location. Lift gate service is available for an additional		

Item	Qty	Description	Sell	Sell Total
		<p>charge of \$75.00 - \$150.00 depending on which carrier is used in your area. If you don't have a dock area, but have a forklift or are willing to take the package off the truck, you can avoid the lift gate fee. The additional charge is only needed if you DO NOT have a loading dock.</p> <p>***Keep in mind that deliveries are usually completed during normal business hours; Monday to Friday 8am to 5pm; SMALLER DELIVERY WINDOW MAY BE EXTRA.</p>		
<b>4</b>	1 ea	<p><b>COOP</b></p> <p><b>CHOICE PARTNERS Model No. 2687</b></p> <p>Please reference CHOICE PARTNERS COOP on your purchase order in order to be in compliance.</p> <p>CONTRACT #23-038TP-08 EXPIRES 07/31/2025</p>		
Total				<b>\$121,883.75</b>



## Vendor Price Quote Summary Form

Type of Funds:	Date: 9/12/2024	Quoted by: Johnnie Ozee	
CNF/FS		Purpose: Ice Makers, storage bins, filter systems	

			SELECT								
			Vendor #1			Vendor #2			Vendor #3		
<b>Vendor Name:</b>			Jean's			Pasco			Shepherd		
<b>Point of Contact:</b>											
<b>Email:</b>											
<b>City, ST</b>											
<b>Contract:</b>											
<b>Notes:</b>											
Description	Qty	Unit Measure	Unit Price	Total		Unit Price	Total		Unit Price	Total	
SPIKA-MS-500 ITV Ice Markers	25	ca	\$ 3,093.08	\$ 77,327.00		\$ 3,242.22	\$ 81,055.50		\$ 3,171.74	\$ 79,293.50	
5500 ITV Storage Bin	25	ca	\$ 1,225.58	\$ 30,639.50		\$ 1,284.68	\$ 32,117.00		\$ 1,256.75	\$ 31,418.75	
FF-PreSc15 ITV Ice Maker filter system	25	ca	\$ 556.69	\$ 13,917.25		\$ 447.98	\$ 11,199.50		\$ 570.85	\$ 14,271.25	
			\$ -			\$ -			\$ -		
			\$ -			\$ -			\$ -		
			\$ -			\$ -			\$ -		
<b>SUBTOTAL</b>				\$ 121,883.75			\$ 124,372.00			\$ 124,983.50	
<b>SHIPPING COST (or indicate if free)</b>					FREE		\$ -	FREE		\$ -	FREE
<b>Other Fees or Discount (specify in comments)</b>				\$ -	other/discount		\$ -	other/discount		\$ -	other/discount
<b>TOTAL PRICE:</b>				<b>\$ 121,883.75</b>			<b>\$ 124,372.00</b>			<b>\$ 124,983.50</b>	
<b>NOTES/INFO</b>											
<b>TOTAL OF SPLIT ORDERS formula must be added for split)</b>											
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Signature: <i>Lauren Lotz</i> Date: DATE 10/04/2024

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**Contracting Entity (CE):** Wichita Falls ISD

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<b>TOTAL</b> Must be greater than or equal to the Excess Net Cash Resources amount		<b>\$ 1,012,500.00</b>	

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*Riva Lonsdale*

Signature of Representative Authorized in TX-UNPS

*03/04/2024*

Date

*Lisa Lonsdale*

Printed Name of Representative Authorized in TX-UNPS

TDA Approval

24

Date

**WICHITA FALLS ISD BOARD OF TRUSTEES**  
**October 14, 2024**

<b>Agenda Item:</b>	Class Size Waiver, Scotland Park Elementary		
<b>Administrator Responsible:</b>	Hafley, Scot, Assistant Superintendent		
<b>Attachments:</b>	No Attachment		
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action	<input type="checkbox"/> Presentation	<input type="checkbox"/> Report

**Administrative Recommendation:**

That the Wichita Falls Independent School District Board of Trustees approve the TEA waiver for Scotland Park Elementary 4<sup>th</sup> grade class size exemption for the 2024-25 school year as submitted by Scot Hafley, Assistant Superintendent, and as recommended by Dr. Donny Lee, Superintendent of Schools.

**Explanation:**

The TEA allows a waiver to extend class size from 22:1 to 24:1 and is due on November 1, 2024 and requires board approval prior to submitting the waiver application.

Bess, Julianne – 23

Mcclendon, Morgan – 23

Westmoreland, Keisha - 23

**WICHITA FALLS ISD BOARD OF TRUSTEES  
OCTOBER 14, 2024**

<b>Agenda Item:</b>	Applicant Pool		
<b>Administrator Responsible:</b>	Dayna Hardaway, Director of Human Resources		
<b>Attachments:</b>	Applicant Pool		
<input checked="" type="checkbox"/> Action Needed	<input type="checkbox"/> Future Action	<input type="checkbox"/> Presentation	<input type="checkbox"/> Report

**Administrative Recommendation:**

That the Wichita Falls Independent School District Board of Trustees approve the proposed applicant pool as submitted by Dayna Hardaway, Director of Human Resources, and as recommended by Dr. Donny Lee, Superintendent of Schools.

**APPLICANTS TO BE APPROVED BY THE BOARD OF EDUCATION**

**October 14, 2024**

**CERTIFIED APPLICANT POOL**

Name	Certification	University	Yrs of Exp	Position/Assignment	Previous District
Anderson, Anne	Texas Board of Examiners of Psychologists, BHEC Licensed Specialist in School Psychology	Texas A&M University Bachelor's	21	LSSP Education Center	Private Sector

*Asterisk indicates Contract Addendum Required. See key below.*

*\* Enrolled in an Alternative Certification Program*

*\*\* One-year out-of state Certification*

*\*\*\*Emergency Permit*

*\*\*\*\* Non-Renewal Permit*

*DOI = District of Innovation*

**APPLICANTS TO BE APPROVED BY THE BOARD OF EDUCATION**

**October 14, 2024**

**Applicant Pool Addendum**

**Contract Change**

<b>Name</b>	<b>Current Contract</b>	<b>Current Position</b>	<b>New Contract</b>	<b>New Position</b>
Zellner, Mikki	Teacher	Teacher Booker T Washington	District Professional	Diagnostician

*Asterisk indicates Contract Addendum Required. See key below.*

*\* Enrolled in an Alternative Certification Program*

*\*\* One-year out-of state Certification*

*\*\*\*Emergency Permit*

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