

Notice of Regular Meeting

The Board of Trustees Devine ISD

A Regular Meeting of the Board of Trustees of Devine ISD will be held December 16, 2024, beginning at 6:30 PM in the Devine Student Activity Center (DSAC), 194 Arabian Way, Devine, TX 78016.

The subjects to be discussed or 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.

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

1. Call to Order, Roll Call and Declaration of Quorum

2. Pledge of Allegiance and Invocation

3. Citizen Communication

A. Public Comment for Non-Agenda Items

B. Public Address for Items on the Agenda

4. 2023 Bond Projects Plans Preview and Cost Estimate Presentation

5. Devine Middle School Campus Report

6. Administrative Reports and Discussion

A. Central Office Reports

1. Superintendent's Reports, Todd Grandjean

a. Monthly Report on Personnel and Board Priorities: 1. Increase student success and continue a tradition of student achievement 2. Continue successful partnerships with the community, teachers and parents to support our schools and achieve student success 3. Align facilities and technology improvements with needs and career opportunities 4. Maintain Highly Qualified teachers and retain staff 5. Increase trade career opportunities and continue to develop enhanced technology resources for all students

b. Safety & Security Report, Michael Gomez

c. Monthly Activity Calendar

d. District Event Calendar

2. Director of HR/Info Mgmt Monthly Report, Dawn Schneider

a. Monthly Report on Personnel, Testing and Assessment, Counseling, Student Services

3. Director of Special Education Monthly Reports, Jenni Hagdorn

a. Monthly Reports on Student Enrollment, ARDs, 504, and Training

B. Business Reports, Shannon Ramirez

1. Monthly reports on taxes, cafeteria, investments, cash flow

2. Payment of Bills	
C. Principals' Reports on Campus Sports and Activities	
1. Devine High School Principal's Report, Juan Gonzalez	
2. Devine Middle School Principal's Report, Kandi Darnell	
3. Devine Intermediate School Principal's Report, Michael Gomez	
4. JJ Ciavarra Elementary School Principal's Report, Maggie Strickland	
5. Devine Learning Academy/DAEP Principal Monthly Reports, Jodi Ann Dzierzanowski	
D. Directors' Reports	
1. Monthly report on finances, department acquisitions, travel and student services provided.	
7. Consent Agenda	
A. Minutes of Board Meeting (s)	4
B. Walsh, Gallegos, Trevino, Kyle, and Robinson PC Legal Services Retainer Agreement	8
C. Approve Donation from Athletic Boosters	25
8. Action Item(s):	
A. Consider and Take Possible Action to Approve Revised SRO Agreement	27
B. Consider and Take Possible Action to Name the DSAC Basketball Court	28
9. Closed Session	
A. Personnel (TGC 551.074)	
1. Personnel Update	
a. Consider and Discuss Superintendent's Goals & Objectives	
2. Superintendent's Formative Evaluation	
B. Considering discipline of a public school child, or complaint or charge against personnel (TGC 551.082)	
C. Considering the deployment, specific occasions for, or implementation of, security personnel or devices (TGC 551.076)	
1. Consider and Discuss the District Vulnerability Assessment	
10. Reconvene from Closed Session	
11. Adjournment	

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 Meeting Act on _____, at _____.

For the Board of Trustees



Devine Independent School District Board of Trustees Agenda Document

Meeting Date: December 16, 2024

Agenda Item: Minutes of Board Meeting (s)

Background Information:

Every month the office will submit to the Board of Trustees for approval a copy of last month's minutes for approval.

Administrative Consideration:

BE (LOCAL) – Board action shall be carefully recorded by the secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the President and the Secretary of the Board.

The official minutes shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.

Budgetary Consideration:

None

Supporting Documents:

BE (LOCAL) Board Meetings

Recommendation:

Approve minutes for the regular board meeting on November 18, 2024 and called board meeting on December 4, 2024.

Respectfully Submitted by:

Geri Woods
Superintendent's Secretary

Approved by:

Todd Grandjean
Superintendent of Schools

Minutes of Regular Meeting

The Board of Trustees

Devine ISD

A Regular Meeting of the Board of Trustees of Devine ISD was held on Monday, November 18, 2024 beginning at 6:30 PM in the Devine Student Activity Center (DSAC), 194 Arabian Way, Devine, TX 78016

Board Members Present: Nancy Pepper (President), Keri James (Secretary), Alixana Buvinghausen, Chris Davis, Renee Frieda

Board Members Absent: Carl Brown, Henry Moreno (Vice-President)

Guests Present: Anton Reicher (The Devine News), Kandy Stein, Shelby Spivey, Jessica Alexander, Evan Eads, Alison Brown, Joslyn Wilson, Rafael Rodriguez, Ronda Shelton

School Officials Present: Dr. Todd Grandjean (Superintendent), Juan Gonzalez (DHS Principal), Jenni Hagdorn (Special Ed Director), Shannon Ramirez (Finance Director), Geri Woods (Recording Secretary)

1. **Call to Order, Roll Call and Declaration of Quorum**

Nancy Pepper called this meeting of the Devine Independent School District Board of Trustees to order at 6:33 p.m. and stated for the record that a quorum of board members was present, that this meeting had been duly called, and that notice of this meeting had been posted in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551. She further stated that trustees Keri James, Renee Frieda, Chris Davis, Ali Buvinghausen, and Nancy Pepper were present.

2. **Pledge of Allegiance and Invocation** led by Nancy Pepper

3. **School FIRST Rating Hearing**

Shannon Ramirez conducted public hearing on the School FIRST Report

- A. Public Hearing
- B. Public Comments. None.

4. **Citizen Communication**

- A. Public Comment for Non-Agenda Items. None.
- B. Public Address for Items on the Agenda. None.

5. **Student Health Services Report and Annual SHAC Report**

Nurse Wilson provided annual SHAC and health services report.

6. **Administrative Reports and Discussion**

A. Central Office Reports

- 1. Superintendent's Monthly Reports on Board Priorities, 2023 Bond Project Update, Monthly Activity Calendar, District Event Calendar
- 2. Director HR/Info Management Monthly Report
- 3. Director of Special Education Monthly Reports

B. Monthly Business Reports and Payment of Bills

C. Principals' Reports on Campus Events and Activities

- 1. Devine High School Principal's Report
- 2. Devine Middle School Principal's Report
- 3. Devine Intermediate School Principal's Report
- 4. JJ Ciavarra Elementary School Principal's Report
- 5. Devine Learning Academy/DAEP Principal Monthly Report

D. Directors' Monthly Reports

7. **Consent Agenda**

Renee Frieda moved and seconded by Chris Davis to approve consent agenda as presented. This motion Passed. Yea: 5, Nay: 0, Absent: 2

- A. Minutes of October 21, 2024 Board Meeting
- B. Approve CIPA policy in CQ (Local) Technology Resources
- C. Approve Student Health Advisory Committee (SHAC) Members
- D. Approve Donations from the Devine Education Foundation
 - 1. AP Exam Grants

8. Action Item(s):

- A. Chris Davis moved and seconded by Keri James to approve the school closure and pay resolution as presented. This motion Passed. Yea: 5, Nay: 0, Absent: 2
- B. Renee Frieda moved and seconded by Chris Davis to Allow Homeschooled Students to Participate in UIL Athletics and Academics as presented. This motion Passed. Yea: 5, Nay: 0, Absent: 2
- C. Consider and Take Possible Action Regarding 4-day School Week
Renee Frieda moved to approve a 5-day school week for the 2025-2026 school year. This motion failed for lack of a second. The board will consider this agenda item at a called meeting to be held after the Thanksgiving break.
- D. Keri James moved and seconded by Renee Frieda to approve the District and Campus Goals and Objectives for the Campus and District Improvement Plans as presented. This motion Passed. Yea: 5, Nay: 0, Absent: 2
- E. Chris Davis moved and seconded by Renee Frieda to Approve Addition of Safety and Security Stipend to the 2024-2025 Stipend Schedule as presented. This motion Passed. Yea: 5, Nay: 0, Absent: 2
- F. Renee Frieda moved and seconded by Alixana Buvinghausen that the District designate the following days as nonbusiness days in accordance with Texas Government Code Section 552.31(f) for the 2025 calendar year: January 2, 2025; March 12, 2025; March 13, 2025; March 14, 2025; November 24, 2025; November 25, 2025; November 26, 2026; December 22, 2025; December 26, 2025; December 31, 2025. This motion Passed. Yea: 5, Nay: 0, Absent: 2

9. Closed Session

Nancy Pepper stated for the record that the Board of Trustees, beginning at 7:42 p.m., convened in a closed session in accordance with the Texas Open Meetings Act, for the purpose of discussing items listed under Texas Government Code Section 551.074 and 551.082. NO FINAL ACTION, DECISIONS, OR VOTES WILL BE TAKEN WHILE THE BOARD IS IN EXECUTIVE SESSION.

10. **Reconvene from Closed Session** at 8:32 p.m.

11. Consider and Take Possible Action to Hire District Level Staff

Renee Frieda moved and seconded by Alixana Buvinghausen to hire Kandy Stein as director of Transportation & Facilities as recommended by the Superintendent. This motion Passed. Yea: 5, Nay: 0, Absent: 2

12. Adjournment

Renee Frieda moved and seconded by Alixana Buvinghausen to adjourn. This motion Passed. Yea: 5, Nay: 0, Absent: 2

Meeting adjourned at 8:35 pm

Board President

Board Secretary

Minutes of Called Meeting

The Board of Trustees

Devine ISD

A Called Meeting of the Board of Trustees of Devine ISD was held on Wednesday, December 4, 2024 beginning at 7:00 PM in the Devine Student Activity Center (DSAC), 194 Arabian Way, Devine, TX 78016

Board Members Present: Nancy Pepper (President), Henry Moreno (Vice-President), Keri James (Secretary), Carl Brown, Alixana Buvinghausen, Chris Davis, Renee Frieda

Guests Present: Anton Riecher (The Devine News), Melissa Gutierrez, Jennifer Toalson, Christopher Toalson, Shelby Spivey, Kim Kuykendall, Nancy Martin, Blain Martin, Greg Atkinson, Jessica Alexander, Lysandra Reyes, Evan Eads, Jenni Hagdorn, LeeAnn McReynolds, Kate Fowler, Melissa Calame, Shelby Spivey, Michelle Cashion, Linsey Outlaw, Claudia Mendoza, David Jordan.

School Officials Present: Dr. Todd Grandjean (Superintendent), Juan Gonzalez (DHS Principal), Michael Gomez (Intermediate Principal), Magdalena Strickland (Elementary Principal), Jenni Hagdorn (Special Ed Director), Shannon Ramirez (Finance Director), Geri Woods (Recording Secretary)

1. Call to Order, Roll Call and Declaration of Quorum

Nancy Pepper called this meeting of the Devine Independent School District Board of Trustees to order at 7:00 p.m. and stated for the record that a quorum of board members was present, that this meeting had been duly called, and that notice of this meeting had been posted in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551. She further stated that trustees Keri James, Ali Buvinghausen, Henry Moreno, Chris Davis, Carl Brown, Renee Frieda, and Nancy Pepper were present.

2. Citizen Communication

A. Public Address for Items on the Agenda

The following persons signed up and spoke on the 4-day school week: Michelle Cashion, Jennifer Toalson, Melissa Gutierrez, Blain Martin, and Melissa Calame. The following spoke after Mrs. Pepper asked if anyone else had comments: Shelby Spivey, and Juan Gonzalez.

3. Consider and Take Possible Action Regarding 4-day School Week

Chris Davis moved and seconded by Carl Brown to approve a 4-day school week beginning with the 2025-2026 school year and to ask administration to bring a proposed calendar to the February 17, 2025 Board Meeting for consideration as presented. This motion Failed. Yea: 3, Nay: 3, Abstain : 1. Carl Brown: Yea, Chris Davis: Yea, Henry Moreno: Yea, Nancy Pepper Abstained.

4. Adjournment

Carl Brown moved and seconded by Chris Davis to adjourn. This motion Passed. Yea: 7, Nay: 0

Meeting adjourned at 8:02 p.m.

Board President

Board Secretary



Devine Independent School District Board of Trustees Agenda Document

Meeting Date: December 16, 2024

Agenda Item: Walsh, Gallegos, Trevino, Kyle, & Robinson P.C. Legal Services Retainer Agreement

Background Information:

The District pays a \$1,000.00 legal retainer fee to Walsh, each calendar year. The District has used this firm for the past several years and has been very pleased with their services.

Administrative Consideration:

BDD (Local)

The Board shall retain an attorney or attorneys, as necessary, to serve as the District's legal counsel and representatives in matters requiring legal services. Services to be performed and reasonable compensation to be paid by the Board shall be set forth in a written contract between the Board and the attorney or attorneys.

Budgetary Consideration:

\$1,000.00

Supporting Documents:

BDD (Local)

Legal Agreement

Recommendation:

Approve consent agenda item.

Respectfully Submitted by:

Shannon Ramirez
Director of Finance

Approved by:

Todd Grandjean
Superintendent of Schools



WALSH GALLEGOS
KYLE ROBINSON & ROALSON P.C.

December 3, 2024

Dr. Todd Grandjean
Superintendent
Devine ISD
605 West Hondo
Devine, Texas 78016

RE: Renewal of Membership in Walsh Gallegos' Retainer Program

Dear Dr. Grandjean:

It is our privilege to serve Devine Independent School District through the Walsh Gallegos Retainer Program. The District's membership is up for renewal on January 1, 2025, and so enclosed you will find our Legal Services Retainer Agreement. If the District chooses to continue its membership, please sign and return the agreement. The invoice for the renewal will be sent on or around 1/1/2025 with your regular monthly statement so there is no need to send a check with the signed agreement. This program includes the following valuable benefits for just \$1,000.00 per year:

- No-charge telephone consultation on day-to-day general and special education matters with attorneys in any of our offices,
- Reduced rates for legal work,
- Reduced fees for inservices,
- Reduced rates for practical Walsh Gallegos products such as the web-based Student Code of Conduct, The Legal Guide to DAEP & Expulsion and the Extracurricular Code of Conduct,
- A free subscription to our bi-monthly general education newsletter "*Time Out with Walsh Gallegos,*"
- A free subscription to our monthly special education newsletter "*This Just In,*" and
- Email updates about the latest developments in education law.

More information about these services and other advantages of the retainer program are included in the attached description. Also enclosed is information about our EFT/ACH

Oak Park, 1020 N.E. Loop 410, Suite 450, San Antonio, Texas 78209 | MAIL: P.O. Box 460606, San Antonio, Texas, 78246

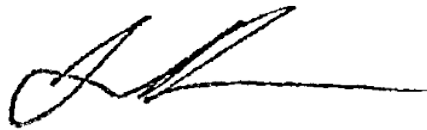
T: 210.979.6633 | F: 210.979.7024 | www.WalshGallegos.com

payment program that provides a convenient, efficient, secure, and less costly method of payment than paper checks.

It is an honor to be of service to Devine Independent School District. Many districts have adopted the Texas Association of School Boards' policy BDD (Local), which requires approval of the agreement by the Board of Trustees; check your policy to see who is authorized to approve and sign the Agreement. Additionally, please note that in accordance with the requirements of HB 1295 we have filed Form 1295 with the Texas Ethics Commission and are enclosing a certification of filing of Form 1295 for your records.

We look forward to receiving your signed contract. In the meantime, please remember that you can call any of our offices and speak with the attorney of your choice to get the guidance you need, when you need it. I am pleased to be your shareholder contact regarding the retainer program. Should you have any questions about the Retainer Agreement or wish to reach me directly, please contact me at (800) 232-9469.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jameson C. Baker', with a long horizontal stroke extending to the right.

Jameson C. Baker

JCB/glo
Enclosures

cc: Ms. Nancy Pepper, Board President
Mrs. Jenni Hagdorn, Director of Special Education/Populations



WALSH GALLEGOS
KYLE ROBINSON & ROALSON P.C.

**LEGAL SERVICES RETAINER AGREEMENT
FOR DEVINE INDEPENDENT SCHOOL DISTRICT**

The Devine Independent School District (hereinafter "District"), acting by and through the authorized Trustee or Employee whose signature appears below, hereby retains the law firm of Walsh Gallegos Kyle Robinson & Roalson P.C. (hereinafter "Law Firm"), to provide the services to the District set forth below.

1. Telephone Consultation: The Law Firm shall provide telephone consultation at no charge to the District's Board President, Superintendent, Special Education Director, or designee pertaining to questions arising out of the general operation of the District. The District shall have access to a statewide toll-free telephone number for calls to the Law Firm.
2. Additional Legal Work: The District shall be entitled to reduced hourly rates for additional legal work over and above general telephone consultation. Examples of such additional legal work are research, opinion letters, and legal advice or representation in adversarial matters. Expenses incurred by the Law Firm in providing such additional legal work shall be charged.
3. Publications: The Law Firm shall provide at no charge the monthly publication This Just In, dealing with special education law issues, and the bi-monthly general school law publication Time Out with Walsh Gallegos, both published by the Law Firm.
4. E-mail Updates: The Law Firm shall send periodic e-mail updates to designated District personnel and trustees relating to developments in school law. The content and publication schedule of such updates shall be determined solely by the Law Firm.
5. Retainer Term and Cost: There shall be a fee of \$1,000.00 for this Retainer Agreement due upon execution and annually thereafter on the anniversary of the execution date below. This Retainer Agreement shall remain in effect until notice of cancellation is received.
6. Compliance with Texas Government Code Chapter 2271: Pursuant to Texas Government Code Chapter 2271, as amended, the Law Firm verifies that it does not boycott Israel and will not boycott Israel during the term of this Agreement.

7. Compliance with Texas Government Code Chapter 2252: Pursuant to Texas Government Code Chapter 2252, as amended, the Law Firm verifies that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization, as prohibited by Section 2252.152.
8. Compliance with Texas Government Code Chapter 2274 and 809: Pursuant to Texas Government Code Chapters 2274 and 809, as amended, the Law Firm verifies that it does not boycott energy companies and will not boycott energy companies during the term of this Agreement.
9. Compliance with Texas Government Code Chapter 2274: Pursuant to Texas Government Code Chapter 2274, as amended, the Law Firm verifies that it does not discriminate against firearm entities or firearm trade associations and will not discriminate against firearm entities or firearm trade associations during the term of this Agreement.
10. Scope of Attorney-Client Relationship: This Retainer Agreement establishes a limited attorney-client relationship only between the Law Firm and the District. All communications between the parties shall be deemed privileged, and all work product shall be protected from disclosure. The relationship exists only as to the consultations and additional legal work that are initiated by the District and accepted by the Law Firm pursuant to this Agreement. The Retainer Agreement does not impose any duty upon the Law Firm to provide advice or work to the District regarding legal matters absent a request by the District's Board President, Superintendent, Special Education Director, or designee for such advice or work on a matter. The Law Firm and the District acknowledge and represent that this Agreement does not establish an attorney-client relationship between the Law Firm and any individual Trustees or Employees of the District. If a lawsuit or other adversarial matter is brought against the District and/or any Trustee or Employee of the District, the Law Firm may require the execution of one or more separate Letters of Engagement prior to undertaking an attorney-client relationship in the matter.
11. Confidential Relationship: All information furnished by the District to Law Firm hereunder, including their respective agents, and employees, shall be treated as confidential ("Confidential Information") and shall not be disclosed to third parties except as required by law or authorized in writing. Any Confidential Information of the District may be used by Law Firm only in connection with the Services. Law Firm agrees to protect the confidentiality of any Confidential Information in the same manner that it protects the confidentiality of its own proprietary and confidential information. Access to the Confidential Information shall be restricted to those of Law Firm's personnel engaged under this Agreement. All Confidential Information made available hereunder, including copies thereof, shall be returned in accordance with Law Firm's File Retention Policy or request by the District, whichever occurs first. The restrictions set forth in this section shall not apply to information that is or becomes in the public domain through no fault of Law Firm, is independently developed by Law Firm, is provided to Law Firm by a third party who is not

subject to a duty of confidentiality, or is required to be disclosed pursuant to law or legal process.

12. Texas Lawyer's Creed: Under rules of the Texas Supreme Court and the State Bar of Texas, we advise our clients of the contents of the Texas Lawyer's Creed, a copy of which is enclosed. In addition, we advise clients that the State Bar of Texas investigates and prosecutes complaints of professional misconduct against attorneys licensed in Texas. A brochure entitled Attorney Complaint Information is available at all of our offices and is likewise available upon request. A client that has any questions about the State Bar's disciplinary process should call the Office of the General Counsel of the State Bar of Texas at 1-800-932-1900 (toll free).

13. Generative AI: While representing District, Law Firm may use generative AI tools and technology like Westlaw to assist in legal research, document drafting and other legal tasks. This technology enables us to provide more efficient and cost-effective legal services. However, it is important to note that while generative AI can enhance Law Firm's work, it is not a substitute for the expertise and judgment of Law Firm's attorneys. Law Firm will exercise professional judgment in using AI-generated content and ensure its accuracy and appropriateness in your specific matters. By entering into this agreement, District understands and agrees to Law Firm's use of AI-assisted applications, including Law Firm's limited, supervised use of those tools to process certain confidential information under Law Firm's continuing monitoring to reasonably protect the confidentiality of all information.

DEVINE INDEPENDENT SCHOOL DISTRICT

By: _____
(Signature)

(Print Name)

(Title)

(Date)

WALSH GALLEGOS KYLE ROBINSON & ROALSON P.C.



By: _____

Joe A. De Los Santos
Managing Shareholder

12/3/2024

(Date)

THE TEXAS LAWYER'S CREED -- A MANDATE FOR PROFESSIONALISM

The Texas Supreme Court and the Texas Court of Criminal Appeals adopted this Creed, with the requirement that lawyers advise their clients of its contents when undertaking representation.

I am a lawyer. I am entrusted by the People of Texas to preserve and improve our legal system. I am licensed by the Supreme Court of Texas. I must therefore abide by the Texas Disciplinary Rules of Professional Conduct, but I know that professionalism requires more than merely avoiding the violation of laws and rules. I am committed to this creed for no other reason than it is right.

I. OUR LEGAL SYSTEM

A lawyer owes to the administration of justice personal dignity, integrity, and independence. A lawyer should always adhere to the highest principles of professionalism. I am passionately proud of my profession. Therefore, "My word is my bond." I am responsible to assure that all persons have access to competent representation regardless of wealth or position in life. I commit myself to an adequate and effective pro bono program. I am obligated to educate my clients, the public, and other lawyers regarding the spirit and letter of this Creed. I will always be conscious of my duty to the judicial system.

II. LAWYER TO CLIENT

A lawyer owes to a client allegiance, learning, skill, and industry. A lawyer shall employ all appropriate means to protect and advance the client's legitimate rights, claims, and objectives. A lawyer shall not be deterred by any real or imagined fear of judicial disfavor or public unpopularity, nor be influenced by mere self-interest. I will advise my client of the contents of this creed when undertaking representation. I will endeavor to achieve my client's lawful objectives in legal transactions and in litigation as quickly and economically as possible. I will be loyal and committed to my client's lawful objectives, but I will not permit that loyalty and commitment to interfere with my duty to provide objective and independent advice. I will advise my client that civility and courtesy are expected and are not a sign of weakness. I will advise my client of proper and expected behavior. I will treat adverse parties and witnesses with fairness and due consideration. A client has no right to demand that I abuse anyone or indulge in any offensive conduct. I will advise my client that we will not pursue conduct which is intended primarily to harass or drain the financial resources of the opposing party. I will advise my client that we will not pursue tactics which are intended primarily for delay. I will advise my client that we will not pursue any course of action which is without merit. I will advise my client that I reserve the right to determine whether to grant accommodations to opposing counsel in

all matters that do not adversely affect my client's lawful objectives. A client has no right to instruct me to refuse reasonable requests made by other counsel. I will advise my client regarding the availability of mediation, arbitration, and other alternative methods of resolving and settling disputes.

III. LAWYER TO LAWYER

A lawyer owes to opposing counsel, in the conduct of legal transactions and the pursuit of litigation, courtesy, candor, cooperation, and scrupulous observance of all agreements and mutual understandings. Ill feelings between clients shall not influence a lawyer's conduct, attitude, or demeanor toward opposing counsel. A lawyer shall not engage in unprofessional conduct in retaliation against other unprofessional conduct. I will be courteous, civil, and prompt in oral and written communications. I will not quarrel over matters of form or style, but I will concentrate on matters of substance. I will identify for other counsel or parties all changes I have made in documents submitted for review. I will attempt to prepare documents which correctly reflect the agreement of the parties. I will not include provisions which have not been agreed upon or omit provisions which are necessary to reflect the agreement of the parties. I will notify opposing counsel, and, if appropriate, the Court or other persons, as soon as practicable, when hearings, depositions, meetings, conferences, or closings are cancelled. I will agree to reasonable requests for extensions of time and for waiver of procedural formalities, provided legitimate objectives of my client will not be adversely affected. I will not serve motions or pleadings in any manner that unfairly limits another party's opportunity to respond. I will attempt to resolve by agreement my objections to matters contained in pleadings and discovery requests and responses. I can disagree without being disagreeable. I recognize that effective representation does not require antagonistic or obnoxious behavior. I will neither encourage nor knowingly permit my client or anyone under my control to do anything which would be unethical or improper if done by me. I will not, without good cause, attribute bad motives or unethical conduct to opposing counsel nor bring the profession into disrepute by unfounded accusations of impropriety. I will avoid disparaging personal remarks or acrimony towards opposing counsel, parties, and witnesses. I will not be influenced by any ill feeling between clients. I will abstain from any allusion to personal peculiarities or idiosyncrasies of opposing counsel. I will not take advantage, by causing any default or dismissal to be rendered, when I know the identity of an opposing counsel, without first inquiring about that counsel's intention to proceed. I will promptly submit orders to the Court. I will deliver copies to opposing counsel before or contemporaneously with submission to the Court. I will promptly approve the form of orders which accurately reflect the substance of the rulings of the Court. I will not attempt to gain an unfair advantage by sending the Court or its staff correspondence or copies of correspondence. I will not arbitrarily schedule a deposition, court appearance, or hearing until a good faith effort has been made to schedule it by agreement. I will readily stipulate

to undisputed facts in order to avoid needless costs or inconvenience for any party. I will refrain from excessive and abusive discovery. I will comply with all reasonable discovery requests. I will not resist discovery requests which are not objectionable. I will not make objections nor give instructions to a witness for the purpose of delaying or obstructing the discovery process. I will encourage witnesses to respond to all deposition questions which are reasonably understandable. I will neither encourage nor permit my witness to quibble about words where their meaning is reasonably clear. I will not seek Court intervention to obtain discovery which is clearly improper and not discoverable. I will not seek sanctions or disqualification unless it is necessary for protection of my client's lawful objectives or is fully justified by the circumstances.

IV. LAWYER AND JUDGE

Lawyers and judges owe each other respect, diligence, candor, punctuality, and protection against unjust and improper criticism and attack. Lawyers and judges are equally responsible to protect the dignity and independence of the Court and the profession. I will always recognize that the position of judge is the symbol of both the judicial system and administration of justice. I will refrain from conduct that degrades this symbol. I will conduct myself in Court in a professional manner and demonstrate my respect for the Court and the law. I will treat counsel, opposing parties, the Court, and members of the Court staff with courtesy and civility. I will be punctual. I will not engage in any conduct which offends the dignity and decorum of proceedings. I will not knowingly misrepresent, mischaracterize, misquote or miscite facts or authorities to gain an advantage. I will respect the rulings of the Court. I will give the issues in controversy deliberate, impartial and studied analysis and consideration. I will be considerate of the time constraints and pressures imposed upon the Court, Court staff and counsel in efforts to administer justice and resolve disputes.



WALSH GALLEGOS
KYLE ROBINSON & ROALSON P.C.

Program for EFT/ACH Payments

Walsh Gallegos Kyle Robinson & Roalson P.C. is working to improve our services to you and assist you in saving time and money. To that end, we now offer our clients the option to pay their invoices electronically by either Electronic Funds Transfer (EFT) or Automated Clearing House (ACH) payment--instead of the traditional paper, check-by-mail method.

An EFT/ACH payment authorizes the client's bank to move funds from its bank account to the bank account of the authorized merchant (Walsh, Gallegos). This movement of funds is done between banks electronically—thus the term Electronic Funds Transfer (EFT) or Automated Clearing House (ACH). This electronic movement of funds between banks is more convenient, efficient, secure, and far less costly than the handling of paper checks.

If your district is interested in participating in our EFT/ACH payment program, please e-mail a request to WA-EFT@wabsa.com or call Karla Alvarado at (800) 252-3405 to receive our bank account information for EFT/ACH payments.

We are excited to be able to extend this opportunity to our clients. Please feel free to contact us if you have any questions.



WALSH GALLEGOS
KYLE ROBINSON & ROALSON P.C.

File Retention Policy

At the conclusion of a matter, the file is closed and all documents related to the file are gathered in a centralized location and properly labeled. This includes both paper and electronic documents. Because the nature of our work means that many matters may become active again, we have established a policy of maintaining our closed files for a period of 10 years. If a file is reopened, the 10 year period will start again after the file is closed again.

At the end of 10 years, we will notify clients that we will be destroying all files that have been closed for more than 10 years.* Clients will have 30 days from the date of the letter to let us know if they would prefer that the files be returned to them instead of being destroyed. Clients can also request a list of the files we plan on destroying and request to inspect the files before making a decision about whether or not to allow them to be destroyed. We will provide an estimate cost for delivering the files to clients if they choose to have the files returned to them instead of being destroyed. Any files that are destroyed will be done so at our expense.

For more information about our File Retention Policy please contact Vicki Limon at vlimon@wabsa.com or by calling 512.454.6864.

*Note that there are certain types of files that our attorneys may flag to hold for longer than 10 years before being destroyed. Clients can request a list of all of the closed matters that we have for them at any time by contacting Vicki Limon at vlimon@wabsa.com.



WALSH GALLEGOS
KYLE ROBINSON & ROALSON P.C.

FEE SCHEDULE AS OF JULY 16, 2022
LEGAL SERVICES RETAINER AGREEMENT

For Retainer Program Clients

Annual retainer fee is \$1,000 billed each year on the anniversary of the client joining the program.

Telephone consultation with school officials in this program regarding general routine legal matters is free of charge. The firm has toll-free telephone numbers that are made available to these clients.

An hourly rate of \$250/hour for associates licensed less than one year, \$275/hour for associates licensed one to two years, \$315/hour for associates licensed over two years, or \$335/hour for shareholders is charged for time spent on research, opinion letters, office visits, board meetings, and other work of a general nature.

For matters requiring more in-depth work, such as document review, negotiation of a contract, grievance, nonrenewal, review of constructions documents, litigation, administrative appeals, and the like, all time, including telephone calls, is charged at the current hourly retainer rates shown above, plus expenses. A new file is set up so that the billings show legal fees attributable to that particular matter.

For Non-retainer Program Clients

An hourly rate of \$250/hour for associates licensed less than one year, \$275/hour for associates licensed one to two years, \$335/hour for associates licensed over two years, or \$355/hour for shareholders is charged for time spent on any work, including all telephone calls, office visits, litigation, research, opinion letters, hearings, and the like.

The above rates are subject to change at any time.



BENEFITS OF THE RETAINER PROGRAM

1. **FREE TELEPHONE CONSULTATION:** The law firm provides telephone consultation at no charge to the District's Board President, Superintendent, Special Education Director or any designee pertaining to questions arising out of the general operation of the District. Last year, our member clients received an average of 10.27 free hours of telephone consultation. That is a \$3,047.00 value in telephone calls alone!

As a retainer client, the District has exclusive access to the statewide toll-free telephone numbers for calls to the law firm. Before making decisions with legal consequences, use our exclusive toll-free number to reach any Walsh Gallegos attorney:

- Austin (800) 252-3405
- San Antonio (800) 232-9169
- Irving (800) 231-4207
- Houston (888) 565-6864
- Rio Grande Valley (866) 770-6864
- Amarillo (800) 622-6864
- Albuquerque (800) 771-6864

2. **REDUCED RATES FOR ADDITIONAL LEGAL WORK:** The District receives reduced hourly rates for additional works that goes beyond the initial general telephone consultations, such as analyzing documents, writing opinion letters, attending school board meetings, or follow up phone consultations. Though the hourly rates are reduced for retainer clients, any actual expenses (copy costs or mileage, for example) incurred by the law firm in providing such additional work are charged.
3. **FREE SUBSCRIPTIONS TO FIRM PUBLICATIONS:** Membership in the Walsh Gallegos Retainer Program also entitles the District to receive free subscriptions to both of the firm's newsletters:

(1) the informative bi-monthly newsletter "*Time Out with Walsh Gallegos*" that provides timely reminders and practical suggestions about general education law issues arising throughout the school year, and

(2) the monthly publication "*This Just In*" which addresses legal issues specific to the special needs of students with disabilities

4. **E-MAIL UPDATES:** As another benefit of the Retainer Program, Walsh Gallegos sends periodic e-mail updates to you (and to any other District personnel or trustees you designate) to help

keep the District abreast of the latest developments in school law. These updates, averaging more than one per month, address a broad range of timely topics and are designed to keep you informed and better prepared in your work for the District. Examples of the topics of our updates include:

- EEOC Releases New Regulations for Pregnant Workers Fairness Act
- Attorney General Rule Updating Title II of the ADA Ensuring that Web Content and Mobile Apps are Accessible
- U.S. Department of Labor Increases Salary Threshold for Exempt Employees
- Final Title IX Regulations Released
- Supreme Court Clarifies Limits on Public Officials' Social Media Conduct
- Next Steps in Medicaid Review Process
- HB 3033 Crucial NEW Deadlines for Responding to PIA Requests
- New I-9 Form for Employment Eligibility Verification
- HB 114 Creates a New Mandatory DAEP Offense

Don't let your District personnel miss our next update!

5. **REDUCED RATES ON ALL WALSH GALLEGOS INSERVICES:** Our Retainer Program members also receive reduced rates on all inservices presented at the District. Our up-to-date training programs are presented by attorneys with firsthand experience and knowledge about the current legal issues confronting Texas school districts. Our retainer clients also receive priority scheduling for inservice training.
6. **REDUCED RATES ON ALL WALSH GALLEGOS PRODUCTS:** To assist clients in their day-to-day operations, we have developed several practical products to save you time and head off potential problems during the school year. These products are easy to navigate, written in plain language, and are full of useful suggestions. As a member of the Retainer Program, clients receive reduced rates on these helpful tools, including:
 - Interactive Student Code of Conduct
 - Discipline Guide for DAEP & Expulsion
 - Administrator's Anti-Bullying Toolkit
 - Sexual Harassment Investigation Guide
 - Operating Guidelines for Cameras in Special Education Settings
7. **ONE FREE ON-DEMAND WEBINAR:** Our retainer clients are also eligible for one free On-Demand webinar of the District's choice, to be selected from our published webinar schedule. Our On-Demand webinars provide excellent training for school administrators without having to leave the district.



WALSH GALLEGOS
KYLE ROBINSON & ROALSON P.C.

DEVINE ISD E-MAIL UPDATE FORM

The Walsh Gallegos E-mail Update program is designed to keep our clients informed of the latest developments in school law. These updates address a broad range of topics related to legal issues confronting school districts. In addition, e-mail update recipients will also be notified of upcoming audio/video conferences and specialty publications produced by Walsh Gallegos.

Below is the list of personnel and/or Board of Trustees that are currently in our system. Please review carefully and make any necessary changes or additions. Also note that there may be some names without an e-mail address or position. Please provide a current e-mail address, indicate whether the individual should remain one of our e-mail update recipients, and provide the named position of the individual. If you are having difficulty receiving our e-mail updates, please ask your technology department to add mypinpointe.com to the list of accepted domains.

Name	Title	E-mail Address
Dr. Todd Grandjean	Superintendent	todd.grandjean@devineisd.org
Ms. Nancy Pepper	Board President	nspepper@yahoo.com
Mrs. Jenni Hagdorn	Director of Special Education/Populations	jenni.hagdorn@devineisd.org
Ms. Shannon Ramirez	Director of Finance	shannon.ramirez@devineisd.org

Attach additional sheets if necessary. Please return this form to Client Services. If you have any questions or need additional information, please contact Client Services at (800) 252-3405.

VIA FAX
(512) 467-9318

VIA MAIL
Client Services
Walsh Gallegos
P.O. Box 2156
Austin, TX 78768

VIA E-MAIL
info@wabsa.com

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY
CERTIFICATION OF FILING**

Certificate Number:
2024-1239548

Date Filed:
11/15/2024

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Walsh Gallegos Kyle Robinson & Roalson P.C., or just Walsh Gallegos
Austin, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Devine Independent School District

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

06900
Legal Services Retainer Agreement

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Robinson, Bridget	Austin, TX United States	X	
	Kyle, Paige	Austin, TX United States	X	
	Gallegos, Elena	Austin, TX United States	X	
	Walsh, Jim	Austin, TX United States	X	

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is Joe De Los Santos, and my date of birth is 10/3/1971.

My address is 505 E. Huntland Drive, Suite 600, Austin, TX, 78752, USA.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Travis County, State of Texas, on the 15th day of November, 2024.
(month) (year)


Joe De Los Santos, Managing Shareholder
Signature of authorized agent of contracting business entity
(Declarant)



Devine Independent School District Board of Trustees Agenda Document

Meeting Date: December 16, 2024

Agenda Item: Athletic Boosters of Devine Donations

Background Information:

Board policy BAA (Legal) Board Legal Status: Powers and Duties: The trustees constitute a body corporate and in the name of the district may acquire and hold real and personal property, sue and be sued, and receive bequests and donations or other moneys or funds coming legally into their hands.

Board policy CDC (Local) Other Revenues: Gifts and Solicitations: The Board delegates to the Superintendent the authority to accept unsolicited gifts on behalf of the District. However, any gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property, shall require Board approval.

Once accepted, a gift becomes the sole property of the District.

GE (Regulation) RELATIONS WITH PARENT ORGANIZATIONS -7. Booster clubs shall abide by the UIL guidelines and the administration shall determine which organization might be considered as "booster." Money given to the school shall not be earmarked for any particular request. The booster club may suggest or recommend how they would like the money spent, but shall not require the Superintendent or principal to spend the money in any certain way. A gift of cash would be for the school to use at its discretion.

Administrative Consideration:

The Athletics Boosters is donating \$3,000.00 for equipment, activities, essentials, etc.

Budgetary Consideration:

Supporting Documents:

Donation form

Recommendation:

Approve donation made by the Athletic Boosters of Devine.

Respectfully Submitted by:

Todd Grandjean
Superintendent of Schools



Devine Independent School District
Donation Form

The Devine Independent School District Board Policy CDC (Legal) states: All bequests of property for the benefit of the public schools shall, when not otherwise directed by the grantor, vest the property in the Board. Funds or other property donated may be expended: 1) For any purpose designated by the donor that is in keeping with the lawful purposes of the schools that are to benefit from the donation; or 2) For any legal purpose if the donor designated no specific purpose.

Devine ISD is a political subdivision of the state of Texas and as such is exempt under section 115 of the IRS Code. Contributions to the district are deductible by donors as provided in section 170 of the IRS.

Type: Cash/Check Gift Card Materials Equipment

Donor Information:

Donor Name: TJ & Kasey Hall Organization: RC Industries

Address: PO Box 1980

City: Dalley State: TX Zip Code: 78017

Donated to: Devine Athletics (Track Department)

Purpose of Donation: To help with funds needed equipment, activities, essentials, & etc.

Value of Donated Property: \$ 3,000.00

Describe/Itemize Donated Property: _____

Donor Imposed Restrictions, if any: Track Department

Donor Signature: *Tadley J. Hall* Date: 12-12-24

To Be Completed By District Official

Donation approved by: _____ Date: _____
Superintendent, or Board of Trustees if value over \$1000

To Be Completed by Business Office

Date of Receipt: _____ Amount Received (if cash): \$ _____

Cash Check # _____ Deposited to account #: _____

Fixed Asset Tag #: _____ Location: _____





Devine Independent School District Board of Trustees Agenda Document

Meeting Date: December 16, 2024

Agenda Item: Interlocal Agreement Between Devine ISD and City of Devine

Background Information:

In 2003, the city of Devine received a three year COPS in Schools Grant which requires that applicants must enter into a partnership agreement with an official for a specific school district with general educational oversight authority. The grant ended in 2005 and administrators requested that the board approve the continued agreement and partnership with the City of Devine in providing a school resource officer (SRO). The SRO's emphasis is on school safety, truancy, building positive relationships within the district, and crime prevention. The SRO remains under the operational command of the City's Chief of Police.

Administrative Consideration:

The City of Devine is requesting a revision to the agreement to increase the cap on the SRO salary to \$65,000 and to exclude overtime and benefits from the cap.

The agreement includes the SRO job description to comply with Senate Bill 1707 that was approved in the 86th legislative session which requires that the SRO duties be included in any MOU for an SRO.

Budgetary Consideration:

These additional costs will be in the budget.

Supporting Documents:

Interlocal Cooperation Contract Between the Devine ISD and City of Devine.
Addendum with SRO duties

Recommendation:

Approve Interlocal Agreement recommended by the City of Devine with addendum.

Respectfully Submitted by:

Todd Grandjean
Superintendent of Schools



Devine Independent School District Board of Trustees Agenda Document

Meeting Date: December 16, 2024

Agenda Item: DSAC Gym Naming

Background Information:

The Sessions Family has a longstanding and meaningful connection to Devine ISD. Combined decades of leadership roles in the classroom, on a playing field or court, in administration, and even as “volunteers” as a scorekeeper or bus driver, Don, Gayle, Neva, and Jim contributed more than 108 years of impeccable service to the school and the wonderful community of Devine. The Sessions Family as a whole upheld values of integrity, dedication, and respect that embody the very spirit of DISD and stands as a testament to their unyielding devotion to not only the district, but also to every student that had the honor to be in any of their classroom settings or within the same confines of locker room or sports arena.

Administrative Consideration:

The administration would like to propose naming the playing court inside the Devine Student Activity Center “Sessions Court” in honor of all four members of the Sessions family.

While it is true that Gayle and Jim were the only two Sessions to coach basketball and amazingly amassing an estimated 1,800 victories in that sport alone, recognizing the entire Sessions Family impact including Don and Neva would set a powerful message to future generations about the family-values the district cherishes.

Sessions Court would serve as a firm and congenial reminder for past and present Arabians and Warhorses of a legacy left behind while also serving as an ongoing inspiration for future generations that devotion to a school and a community is appreciated and respected by those who have the power to make those decisions and that a century worth of devotion is not overlooked.

Thank you for considering this tribute to a family who, quite literally, gave a lifetime to Devine Independent School District and to the entire community of Devine, Texas.

Budgetary Consideration:

None

Supporting Documents:

Recommendation:

Approve naming the DSAC basketball court “Sessions Court”.

Respectfully Submitted by:

Todd Grandjean
Superintendent of Schools