

Monday, December 4, 2023  
Board Work Study Meeting Agenda

CLOSED MEETING: 5:00 P.M.

Notice is hereby given that the Board of Trustees of the Katy Independent School District will hold a Board Work Study Meeting on Monday, December 4, 2023 in the Board Room of the Katy ISD Education Support Complex, 6301 S. Stadium Lane, Katy, Texas, 77494. The Open Meeting will begin at 5:00 p.m. The Open Meeting will begin at 5:00 p.m. and the public may view the meeting through a free livestream service at Katy ISD Board Meeting Livestream. Access to the agenda documents will be available the day of the meeting at BoardDocs.com. Individuals who wish to participate in the Public Comment portion of the meeting may do so by signing up in advance of the meeting. To sign up to speak, that individual must send an email to publicrecords@katyisd.org by 2:00 p.m. with your name and specific topic of discussion. Please also include your mailing address, designate whether you reside in Katy ISD and if you have children in Katy ISD Schools. Speakers must sign in at least 15 minutes before the meeting begins. The Public Comment sign-in sheet will be available at the entry of the meeting room. Speakers that fail to sign in at least 15 minutes before the meeting will not be called to speak. At the outset of Public Comment (about 5:00 p.m.), speakers that properly signed up in advance will be called forward individually and allowed to address the Board on posted agenda topics only. Please note participation in public comment will remain governed by Katy ISD Board Policy BED.

**1. Call to Order - Upon announcement by the presiding officer that a quorum is present, the meeting will be called to order. The presiding officer will verify that the meeting has been duly called and notice of the meeting has been posted for the time and manner required by law.**

---

## **2. Pledges of Allegiance**

---

Subject :	2.1 Katy Independent School District police officer to lead the pledges of allegiance.
Meeting :	Dec 4, 2023 - Board Work Study Meeting Agenda
Category :	2. Pledges of Allegiance
Type :	Pledge

## **Public Content**

Chief Henry Gaw will lead the Pledges of Allegiance to the United States and Texas flags.

Respectfully submitted,

Andrea M. Grooms, Ph.D.

Chief Communications Officer

Ken Gregorski

Superintendent

**3. Public Comment - In accordance with BED(LEGAL) and BED(LOCAL) the Board shall hear from persons who desire**

**to make comments to the Board on posted agenda topics only. Persons who wish to participate in this portion of the meeting shall sign up via email at publicrecords@katyisd.org by 2:00 p.m. on Monday, December 4, 2023. Speakers must also sign in at least 15 minutes before the meeting begins.**

---

Subject : 3.1 Public comment on posted agenda items.  
Meeting : Dec 4, 2023 - Board Work Study Meeting Agenda  
Category : 3. Public Comment - In accordance with BED(LEGAL) and BED(LOCAL) the Board shall hear from persons who desire to make comments to the Board on posted agenda topics only. Persons who wish to participate in this portion of the meeting shall sign up via email at publicrecords@katyisd.org by 2:00 p.m. on Monday, December 4, 2023. Speakers must also sign in at least 15 minutes before the meeting begins.

Type :

**4. Closed Meeting - Closed Meeting will be held for the purposes authorized by the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq. concerning any and all purposes permitted by the Act, including but not limited to the sections and purposes listed below.**

---

**5. Reconvene from Closed Meeting - The Board will reconvene from Closed Meeting.**

---

## **6. Reports**

---

Subject : 6.1 Discussion regarding Senate Bill 763 which governs the employment or acceptance of volunteer services of chaplains by public school districts and whether to adopt a policy authorizing the district to employ, or accept as a volunteer, a chaplain under Texas Education Code Chapter 23.  
Meeting : Dec 4, 2023 - Board Work Study Meeting Agenda  
Category : 6. Reports  
Type : Discussion

**Public Content**

Senate Bill 763 was passed this legislative session. This bill allows public schools to employ chaplains as volunteers. It specifically provides that chaplains do not need certification from SBEC. In Katy ISD, we currently allow chaplains to volunteer, as we do not discriminate on who can volunteer by viewpoint.

The new law requires the Board to vote on this option before March 1, 2024. The three possible options for a simple resolution would be:

1. Affirm the practice of the District permitting a chaplain to provide support, services, volunteer, and programs for students in accordance with the District's current practice;
2. Permit the District to employ or accept as a volunteer a chaplain to provide support, services, and programs for students and amend policy accordingly; or
3. Do not permit the District to employ or accept as a volunteer a chaplain to provide support, services, and programs for students at this time.

Respectfully submitted,

Justin Graham

General Counsel

Ken Gregorski, Ed.D

Superintendent

## 7. Discussion Items

---

Subject :	7.1 Discuss and consider future Board approval of naming Junior High #18 as recommended by the Naming Advisory Committee.
Meeting :	Dec 4, 2023 - Board Work Study Meeting Agenda
Category :	7. Discussion Items
Type :	Discussion

## Public Content

In accordance with Board Policy [CW\(LOCAL\)](#), the Junior High #18 Naming Advisory Committee met on November 17 to review all submitted names and supporting documents for Junior High #18. The Committee is now recommending the selected name to the Board. The Committee, per Board Policy CW(LOCAL), will hold a public forum on December 6 to solicit input on the selected name and reconvene afterward to consider the information received. The Board may choose to take action on the name for Junior High #18 at the Regular Board Meeting on December 11.

Respectfully submitted,  
Andrea M. Grooms, Ph.D.  
Chief Communications Officer  
Ken Gregorski, Ed.D.  
Superintendent

## File Attachments

[Board Timeline JH 18.pdf \(102 KB\)](#)

Subject :	7.2 Discuss and consider Board approval of the December 2023 budget amendments.
Meeting :	Dec 4, 2023 - Board Work Study Meeting Agenda

Category : 7. Discussion Items  
Type : Action, Discussion  
Recommended Action : It is recommended that the Board of Trustees approves the District's December 2023 budget amendments.

## Public Content

As per Board Policy [CE \(LEGAL\)](#) and [CE \(LOCAL\)](#), the Board shall amend the budget when a change is made increasing any one of the functional spending categories or increasing revenue object accounts and other resources.

The TEA Financial Accountability System Resource Guide requires Board approval for any change to a revenue object or a function expenditure category. The attached proposed amended budget and the individual amendments reflect these changes.

**Impact Statement:** General Operating fund expenses are amended \$190,958 for an enterprise license and implementation and maintenance of Time and Attendance software. General Operating fund expenses decrease \$5,413,197 to account for Junior High Counselor position salaries being moved to ESSER III funding for the remainder of their contract. All other General Operating fund expenses are direct offsets from different functions. Approval of these amendments will result in a \$5,222,239 increase to the General Operating fund balance.

Respectfully submitted,

Esperanza Rios

Director of Budget and Treasury

Sharri S. Butterfield

Executive Director, Budget and Treasury

Jamey Hynds

Executive Director of Finance

Christopher J. Smith

Chief Financial Officer

Ken Gregorski, Ed.D.

Superintendent

## File Attachments

[December 2023.pdf \(397 KB\)](#)

Subject : 7.3 Discuss and consider October 2023 Financial Reports.  
Meeting : Dec 4, 2023 - Board Work Study Meeting Agenda  
Category : 7. Discussion Items

Type : Action, Discussion

Recommended Action : It is recommended that the Board of Trustees approves the District's October 2023 financial statements.

## Public Content

Board Policy [BAA\(LEGAL\)](#) and [BAA\(LOCAL\)](#) indicates that the Board shall monitor District finances to ensure proper maintenance of the District's financial procedures and records.

To ensure compliance with this policy, attached for your approval are the District's financial statements, construction report, and tax report for the period ending October 31, 2023. A summary of the October 2023 check registers is also included for your approval.

The financial statements include revenues, expenditures, and changes in fund balance for all budgeted funds and an analysis of expenditures by function and object, while the construction report presents summarized information for District capital projects.

The tax report provides information on the tax levy assessed, collections to date, and balances yet to be collected through the most recent financial reporting period.

The check register summarizes District expenditures for the month of October 2023.

Respectfully submitted,  
Jamey R. Hynds  
Executive Director of Finance  
Christopher J. Smith  
Chief Financial Officer  
Ken Gregorski, Ed.D.  
Superintendent

### File Attachments

- [1 Financial Statements - October 2023.pdf \(66 KB\)](#)
- [2 Function Object Analysis - October 2023.pdf \(86 KB\)](#)
- [3 Construction Report- October 2023.pdf \(163 KB\)](#)
- [4 Tax Report -October 2023.pdf \(44 KB\)](#)
- [5 Check Register-October 2023.pdf \(186 KB\)](#)

Subject : 7.4 Discuss and consider Board Approval of Stop Loss Insurance Coverage for Health Plan Year 2024.

Meeting : Dec 4, 2023 - Board Work Study Meeting Agenda

Category : 7. Discussion Items

Type : Action

Recommended Action : It is recommended that the Board of Trustees approves the Stop Loss Insurance Coverage provided by AETNA for Health Plan Year 2024 (January 1, 2024 - December 31, 2024)

Goals : [Katy ISD will attract and support high quality staff members to optimize their impact on student learning and create a culture of staff retention.](#)

## Public Content

In 2004 Katy ISD began providing health benefits to plan participants as a qualified self-insured employer. As a self-insured employer, providing health benefits to staff, the financial responsibility rests solely upon the District. To date, benefit options have given employees quality care while allowing the District to manage inflationary cost trends. Every year an independent actuarial study is performed to analyze how large losses will impact the plan with premiums and deductibles deriving from this study. It was a conscious decision up until Plan Year 2020 not to carry stop-loss insurance. For Plan Year 2021, the District engaged with AETNA to begin providing stop-loss coverage for individual large losses.

Factors to consider in determining the need for stop-loss insurance are as follows:

1. Protection against large individual losses
2. Long-term plan stabilization.
3. Medical and pharmacy inflation.
4. Future Pandemic-related events.

It is recommended by the Risk Management Department to continue the purchase of stop-loss coverage with AETNA for Plan Year 2024 at \$14.57 PMPM (Per Member Per Month) with a \$750,000 self-insured retention with an estimated annual premium of \$1,383,334. The expiring rate for the Plan Year was \$13.39. Actual premiums are based on monthly participation in the plan by staff members.

Respectfully submitted,

Lance N. Nauman

Director of Risk Management

Christopher J. Smith

Chief Financial Officer

Ken Gregorski, Ed.D.

Superintendent

Subject :	7.5 Discuss and consider Board approval of an agreement between Katy ISD and RGV CDL Services LLC.
Meeting :	Dec 4, 2023 - Board Work Study Meeting Agenda
Category :	7. Discussion Items
Type :	Action, Discussion
Recommended Action :	It is recommended that the Board of Trustees approves an agreement between Katy ISD and RGV CDL Services LLC for the purpose of leasing ground space at the Legacy and Rhodes Stadium Complex. RGV CDL Services will house a semi-truck and trailer on the complex to ensure student access to required equipment for instruction and practice of driving skills.

## Public Content

An agreement between Katy ISD and RGV CDL Services LLC for the purpose of leasing ground space at Legacy Stadium and Rhodes Stadium Complex for housing the RGV owned semi-truck and trailer utilized for student instruction and practice of driving skills.

Leslie Haack

Deputy Superintendent

Ken Gregorski, Ed.D.

Superintendent

**Subject :** 7.6 Discuss and consider Board approval of the delivery method for the \$806 Million Bond Authorization capital construction projects and approval of the selection criteria for evaluating construction contractors and construction managers.

**Meeting :** Dec 4, 2023 - Board Work Study Meeting Agenda

**Category :** 7. Discussion Items

**Type :** Action, Discussion

**Recommended Action :** It is recommended that the Board of Trustees approves the delivery methods to be used for all construction projects associated with the \$806 Million Bond Authorization as noted in the attached document, Exhibit A, as well as the criteria for selection listed below to evaluate all construction contractors and construction managers that submit proposals to Katy Independent School District.

**Goals :** [Katy ISD will actively support the emotional well-being of all learners.](#)  
[Katy ISD will develop operational systems and resources that will ensure equity in response to the needs of a growing district with rapidly changing demographics.](#)

## Public Content

The Board is required to approve construction delivery methods for construction projects over \$50,000 prior to advertisement. At the initiation of each bond program, Katy Independent School District administration reviews the needs of individual projects to determine the most appropriate construction delivery method.

Competitive Sealed Proposal (CSP) is a method that allows the District to select the contractor that represents the best value to the District based on the published selection criteria. Construction Manager-at-Risk (CMaR) is a process whereby the construction manager is retained early in the project and assists in project planning, particularly regarding scheduling and budgeting. This method is appropriate for complex or phased projects and has been used successfully by the District. Job Order Contracting (JOC) is typically used for smaller construction projects and component replacements. Exhibit "A" provides the delivery method assignment for each project.

Should the Katy Independent School District administration decide, subsequent to this recommendation being approved, that an alternate delivery method be utilized on a project, then a recommendation will be brought to the Board for the exception.

For all construction projects associated with the \$806 Million Bond Authorization, the Katy Independent School District administration is proposing that the District utilize the following selection criteria in accordance with the Texas Government Code, Chapter 2269. Furthermore, the District must publish, in the request for bids or proposals, the criteria that will be used to evaluate the offers.

Criteria for Selection:

1. Price
2. The offeror's experience and reputation, and the quality of the offeror's goods or services.
3. The offeror's safety record, proposed personnel, and whether the offeror's financial capability is appropriate to the size and scope of the project.
4. The offeror's past relationship with the District.

Board approval of this recommendation for the construction delivery method is consistent with Board Policy [CV\(LEGAL\)](#), [CV\(LOCAL\)](#), [CH\(LEGAL\)](#) and [CH\(LOCAL\)](#).

**Impact Statement:** Approval of this recommendation is consistent with the Texas Government Code requirements and will assist in planning associated with projects contained within the \$806 Million Bond Authorization.

Respectfully submitted,

LisaKassman

Executive Director of Facilities, Planning, and Construction

Ted Vierling

Chief Operations Officer

Kenneth Gregorski, Ed.D.

Superintendent

## File Attachments

[EXHIBIT A.pdf \(150 KB\)](#)

Subject :	7.7 Discuss and consider Board approval of the 2023 Educational Specifications to be utilized as the basis of design for all upcoming elementary, junior, and high school capital improvement projects as required by the Texas Education Agency (TEA) School Facilities Standards for Construction.
Meeting :	Dec 4, 2023 - Board Work Study Meeting Agenda
Category :	7. Discussion Items
Type :	Action, Discussion
Recommended Action :	It is recommended that the Board of Trustees approves the 2023 Educational Specifications to be utilized as the basis of design for all upcoming elementary, junior, and high school capital improvement projects as required by the Texas Education Agency (TEA) School Facilities Standards for Construction.
Goals :	<a href="#">Katy ISD will develop operational systems and resources that will ensure equity in response to the needs of a growing district with rapidly changing demographics.</a>



Katy ISD will actively support the emotional well-being of all learners.

# Public Content

On November 1, 2021, the Texas Education Agency (TEA) adopted a new set of School Facilities Standards for Construction under Title 19 of the Texas Administrative Code, which establishes standards for design and construction, space and minimum square footage requirements for all capital improvement projects funded on or after November 1, 2021. The new TEA School Facilities Standards for Construction calls for the Board of Trustees to approve a Method of Compliance (Qualitative or Quantitative) and Flexibility Level (L1 L4), in conjunction with the approval of the Educational Specifications. The Educational Specifications are to be applied before commencement of design development for capital improvement projects on instructional facilities.

The Method of Compliance dictated by TEA is to be utilized as part of the calculation on minimum aggregate square footage requirements for the facility and it identifies spaces to be counted towards capacity. In accordance with Texas Administrative Code, Compliance under Educational Specifications, the Quantitative method of compliance for instructional facility space requirements is being recommended with Flexibility Level 3 (L3). To satisfy this method of compliance, the capital improvement project shall meet the minimum aggregate square footage based on the campus's flexibility level. Flexibility Level 3 (L3) is defined as multiple student/teacher presentation spaces; organization of spaces allows for proximal outdoor access that is visible from classrooms; flexible and mobile furniture that is easily rearranged; high use of multipurpose walls, including digital touchscreen and other functionalities; learner-centric digital instruction with high levels of access to a range of mobile devices.

Board approval of this recommendation for the construction delivery method is consistent with Board Policy [CV\(LEGAL\)](#) and [CV\(LOCAL\)](#).

**Impact Statement:** Approval of the educational specifications will ensure that new facilities and renovations are designed to align with the Katy ISD standards.

Respectfully submitted,

Lisa Kassman

Executive Director of Facilities, Planning, and Construction

Ted Vierling

Chief Operations Officer

Ken Gregorski, Ed.D.

Superintendent

## File Attachments

[Ed Specs Presentation- Final.pdf \(1,528 KB\)](#)

[2023 KISD Educational Specifications - Final.pdf \(925 KB\)](#)

Subject :

7.8 Discuss and consider Board approval of the design associated with the first floor of the Katy Independent School District Merchants Way Building.

Meeting : Dec 4, 2023 - Board Work Study Meeting Agenda  
Category : 7. Discussion Items  
Type : Action, Discussion  
Recommended Action : It is recommended the Board of Trustees approves the design associated with the first floor of the Katy Independent School District Merchants Way Building.

## Public Content

Stantec Architecture, Inc. was retained to undertake the design for this project in November 2023. As details are finalized and construction documents are completed, some changes may be necessary, but the overall concept should not be affected. In response to construction market conditions/budget challenges and/or to support additional needs viewed as beneficial to the project, project alternates may be requested as part of the pricing phase of the project and may be recommended for acceptance, subject to available funding.

### PROJECT FUNDING SOURCE.....2023 Bond

Board approval for the design of this project is consistent with Board Policy [CV\(LEGAL\)](#) and [CV\(LOCAL\)](#).

**Impact Statement:** Approval of this recommendation at this time will assist in meeting the current scheduled opening date of January 2025.

Respectfully submitted,

Lisa Kassman

Executive Director of Facilities, Planning, and Construction

Ted Vierling

Chief Operations Officer

Ken Gregorski, Ed.D.

Superintendent

## File Attachments

[Merchants Way Board Presentation revised.pdf \(3,077 KB\)](#)

Subject : 7.9 Discuss and consider Board approval of a contract for the purchase of a district-wide centralized student permanent records management software.

Meeting : Dec 4, 2023 - Board Work Study Meeting Agenda  
Category : 7. Discussion Items  
Type : Action, Discussion  
Recommended Action : It is recommended that the Board of Trustees approve the contract for the purchase of a Permanent Student Records Management Software with Softdocs SC, LLC (Softdocs)

# Public Content

The School Leadership and Support Department has a need for a comprehensive student records management software solution to increase efficiencies in maintaining student records through graduation including an additional five years post- graduation. In addition, it is anticipated the software solution will decrease annual costs associated with purchasing folders and filing cabinets, printing, shredding and need for campus space to house the student folders. The department invited various vendors to demonstrate their products. After a thorough evaluation, Softdocs SC, LLC (Softdocs) was found to provide the best overall value for fulfilling the Districts permanent student records management needs.

Board approval of this request is consistent with Board Policies [CH\(LEGAL\)](#), [CH\(LOCAL\)](#)

## FIRST YEAR IMPLEMENTATION:

Implementation Services (One-Time).....	\$52,461.00
Enterprise License & Annual Maintenance Year 1 (Recurring).....	\$63,211.50
First Year Implementation Costs Total.....	\$115,672.50

## FIRST YEAR PROJECT FUNDING SOURCE:

Technology Software Budget.....	\$85,000.00
General Operating Fund.....	\$30,672.50 (requires January budget amendment)

## FUTURE ANNUAL COSTS AND FUNDING SOURCE:

License and Maintenance 5 year Cost - General Operating Fund.....	\$388,059.44
---	--------------

Currently Budgeted \$85,000.00 annually for Scribbles transcript software \* 5 years = \$425,000.00 minus \$388,059.44 (Softdocs for 5 years) savings of \$36,940.56

Impact Statement: The implementation of Softdocs will replace our current permanent records system of paper and manila folders housed in filing cabinets in secured record rooms across all campuses. The transition from a paper permanent records system to an electronic records management system will ensure a safe and secured means to transition student records campus to campus and when grade levels advance from elementary to middle school to high school. The electronic records management system will also ensure that student records, upon withdrawal from Katy ISD, are electronically sent to the forwarding school within the required 10 business days. By transitioning to the online records management option will decrease costs associated with the hard copy method and ensure campuses have additional space to repurpose for other campus needs.

Due to sunsetting an existing software vendor and applying this budgeted amount toward Softdocs will result in a cost savings of \$36,940.56 over 5 years.

Respectfully submitted,

Assistant Superintendent School Leadership and Support

Ronnie Edwards

Leslie Haack

Deputy Superintendent

Superintendent

Ken Gregorski, Ed.D.

**Subject :** 7.10 Discuss and consider approval of a Board adopted Resolution regarding adequate funding for public schools.

**Meeting :** Dec 4, 2023 - Board Work Study Meeting Agenda

**Category :** 7. Discussion Items

**Type :** Action, Discussion

**Recommended Action :** It is recommended that the Board of Trustees adopts the Resolution regarding adequate funding for public schools.

## Public Content

Governor Abbott called the Texas Legislature to reconvene on Tuesday, November 7, 2023 for a fourth session of the 88<sup>th</sup> Legislature. Several education related topics are included in the session (1) education savings accounts, (2) school finance, and (3) funding related to school safety measures. The Katy ISD Board of Trustees adopted Legislative Priorities on December 12, 2022. These priorities emphasized the need for the state to increase the Basic Allotment and develop a formula driven index to keep up with inflation. Furthermore, the Board adopted priorities included increasing funding for teacher compensation. Katy ISD Trustees will review and consider a Resolution regarding adequate funding for public schools.

### File Attachments

[120522\\_Legislative Priorities Flyer.pdf \(650 KB\)](#)

[Resolution regarding adequate funding for public schools.pdf \(94 KB\)](#)

**Subject :** 7.11 Discuss and consider Board Policy CW Local.

**Meeting :** Dec 4, 2023 - Board Work Study Meeting Agenda

**Category :** 7. Discussion Items

**Type :** Action, Discussion

### File Attachments

[CW\(LOCAL\).pdf \(133 KB\)](#)

## 8. Information Items

---

**Subject :** 8.1 Donated Items to Katy Independent School District

**Meeting :** Dec 4, 2023 - Board Work Study Meeting Agenda

**Category :** 8. Information Items

Type :

Information

## Public Content

Items and/or monies are periodically donated to the District by various groups and individuals. In compliance with Board policy [CDC\(LEGAL\)](#) and [CDC\(LOCAL\)](#), the Superintendent or his designee shall evaluate all offers of gifts to the District. Gifts accepted by the District are reported to the Board of Trustees during regularly scheduled meetings. The attached listing of item(s), donor(s), and estimated value is submitted for your review.

Respectfully submitted,

Gloria Truskowski

Executive Director of Purchasing & Distribution

Jennifer Chiu

Director of Purchasing

Christopher J. Smith

Chief Financial Officer

Ken Gregorski, Ed.D.

Superintendent

### File Attachments

[December 2023 Donation Report.pdf \(118 KB\)](#)

Subject : 8.2 Recap of Board member requests for information.

Meeting : Dec 4, 2023 - Board Work Study Meeting Agenda

Category : 8. Information Items

Type : Information

## 9. Future Meetings

---

Subject : 9.1 Regular Board Meeting - December 11, 2023

Meeting : Dec 4, 2023 - Board Work Study Meeting Agenda

Category : 9. Future Meetings

Type :

## 10. Adjournment

---