

**WILLIS INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES
AGENDA/NOTICE OF MEETING
SHARON HILL JENNETTE ADMINISTRATION BUILDING
WILLIS ISD BOARDROOM
612 N. CAMPBELL
WILLIS, TEXAS 77378
POSTED: December 12, 2024**

The Board of Trustees of the Willis Independent School District will meet in a Special Board Meeting on December 16., 2024 at 7:30 a.m. at the Sharon Hill Jennette Administration Building in the Willis ISD Boardroom, 612 N. Campbell Street, Willis, Texas 77378, and the business to be conducted is listed below.

AGENDA

If, during the course of the meeting covered by this notice, the Board of Trustees should determine that a closed or executive meeting of the Board is required, then such closed or executive meeting as authorized by the Texas Open Meetings Act, Texas Government Code Section 551.001 et. seq., will be held by the Board of Trustees at the date, hour and place indicated in this Notice or as soon after the commencement of the meeting covered by this Notice as the Board of Trustees may conveniently meet in such closed or executive session concerning any and all purposes: 551.071, 551.072, 551.073, 551.074, 551.076, 551.082, 551.083, 551.084, and 551.129.

Should any final action, decision, or vote be required in the opinion of the Board of Trustees with regard to any matter considered in such closed or executive meeting or session, then the final action, decision or vote shall be either in open meeting, or at a subsequent public meeting upon notice thereof, as the Board of Trustees shall determine.

CALL MEETING TO ORDER:

President Kyle Hoegemeyer called the Special Board Meeting to order at 7:30 AM, announced that a quorum was present, and that notice of the meeting had been posted for the time and manner required by law. The Board Secretary, Chad Jones called the roll.

Members Present: Kyle Hoegemeyer, Paulett Traylor, Chad Jones, Cliff Williams, and Scott Carson

Members Absent: Charles Perry and Nikita Lagway

PUBLIC COMMENTS

There were no public comments.

DISCUSSION AND POSSIBLE ACTION ITEMS

Discuss and Consider Approval to Award Contracts related to Multi-Campus HVAC Renovation Project for Cannan Elementary, AR Turner Elementary, and Willis High School,

Purchasing Coordinator, Kelly Hughes-Shropshire states that we were unable to come to agreeable terms with Letso and is seeking approval of the evaluation committee rankings of the eight vendors submitted and award contracts based on the committee's ranking. All contracts will be awarded to CFI. The work will begin in June of 2025 with substantial completion August 1, 2025.

Board Secretary, Chad Jones asked the following question: Are the contingencies coming out of that still? The Purchasing Coordinator answered yes, \$90k for each elementary and \$30K for the high school.

Motion by Chad Jones and second by Scott Carson to accept the Superintendent's recommendation to approve the ranking and award contracts to CFI Company for the Multi Campus HVAC projects. This motion passed unanimously.

BOARD MEMBER COMMENTS

Board Member, Scott Carson states that our taxpayers have questions and concerns regarding the procurement process. Purchasing Coordinator states that we do have processes in place and we post required information online and taxpayer can contact her directly to discuss these processes and are welcome to come to her office to discuss any concerns. Currently the Purchasing Coordinator has not been contacted by our taxpayers to discuss the procurement processes.

Board Secretary, Chad Jones asked had the Purchasing Coordinator been contacted previously by taxpayers to discuss procurement processes. The Purchasing Coordinator answered no one has reached out to her.

Board Member, Scott Carson followed up with a question concerning the processes used for cooperatives and how vendors submit documentation via RS Means data sheets. The Purchasing Coordinator states that at this time we ask every job submitted through a cooperative present the district with RS Means and are required to put that information together. This information is then verified by the district for accuracy.

Board Member, Scott Carson thanks our team for doing a good job. In the last two years the construction process has been revamped and he has seen significant savings.

Board Secretary, Chad Jones apologizes and states he received several telephone calls following the regular board meeting. Also stated that he should have spoken up when the gentleman at the regular board meeting started addressing employees by their name.

ADJOURNMENT OF REGULAR MEETING

Motion by Cliff Williams and seconded by Paulett Traylor to adjourn. Motion carried unanimously,

The meeting adjourned at 7:34 am.