

**Nazareth ISD BOE
Regular Meeting
March 12, 2025**

The meeting was called to order by President Alan Birkenfeld at 7:32 p.m. Other members present were Vice President Jenny Schulte, Secretary Jennifer Heiman, Mitchell Brockman, Marty Gerber, Allison Kleman, and Maegan Rowland. Also present was Principal Robert O'Connor and Superintendent Dr. Kara Sue Garlitz. The prayer was led by Jenny the pledge by Marty and the mission statement was read by Jennifer.

Under the Principal's Reports, Mr. O'Connor included enrollment/attendance information, a calendar of upcoming events, and an academic update.

Dr. Garlitz presented the Superintendent Report, which included the regular reports of District's current bills, financial reports, cash flow and investment report, Pledged Securities, Castro CAD monthly tax collection, facilities and operations, transportation, and personnel. It also included school calendar changes, the upcoming Region 16 Board of Directors Election Notice, the Localized Policy Manual Update 124, and upcoming training opportunities.

Approval of the check lists and financial reports will be considered under the Consent Agenda. Cash flow and investments were presented. The pledged securities with Peoples Bank were reported and presented. Castro County Appraisal District reported that 95.96% of current M&O taxes and 95.96% of current I&S taxes have been collected.

Dr. Garlitz gave an update on facilities and operation, transportation, personnel, and bond and construction. Under the consent agenda the board will cancel the trustee election May 3 as the two positions open will be unopposed.

A motion to approve the Consent Agenda including the February 12 regular meeting minutes and February 14 special meeting as presented, financial reports, current check payment lists, approving the administrative changes to the school calendar, cancelling the trustee election, and approving the Localized Policy Manual Update 124 was made by Mitchell. The motion was seconded by Jennifer, and the motion carried 7-0.

The board entered into closed session at 8:07 p.m. under sections 551.074 and 551.075 in accordance with the Texas Open Meeting Act. The board exited closed session at 8:34 p.m.

Jenny made a motion to accept the resignation of Kimberlin White. The motion was seconded by Maegan, and the motion passed 7-0.

Mitchell made the following motion, "I move that the Board adopt the resolution as presented selecting Shiver Megert as the most highly qualified architect to provide professional services for the NHS and NJHS Renovation Project, RFQ 2025-01, and authorizing the Superintendent to negotiate a suitable contract with that architect, or to take other actions as needed, to secure an acceptable contract on behalf of the District, subject to final Board approval at a lawfully called Board meeting." The motion was seconded by Jenny, and the motion passed 7-0.

Maegan made the following motion, "I move that the Board adopt the resolution as presented, designating construction manager at risk, one step-process, as the construction delivery method for the NHS and NJHS Renovation Project, authorizing the Superintendent to establish criteria and weights to be included in a Request for Proposals for such project, and further authorizing the Superintendent to take such actions as necessary to prepare and issue a Request for Proposals to assist the Board in selecting a Construction Manager At-Risk." The motion was seconded by Marty, and the motion passed 7-0.

Marty made a motion to declare the science portable as surplus and authorize the superintendent to take action as needed on the district's behalf to dispose of it in accordance with board policy. The motion was seconded by Mitchell, and the motion passed 7-0.

Time was provided for closing comments or further questions. Jennifer made a motion, and Allison seconded it to adjourn. The motion passed unanimously. The meeting adjourned at 9:19 p.m.


Alan Birkenfeld, BOE President


Jennifer Heiman, BOE Secretary

**RESOLUTION
OF THE BOARD OF TRUSTEES OF
NAZARETH INDEPENDENT SCHOOL DISTRICT
REGARDING SELECTION OF AN ARCHITECT/ENGINEER**

STATE OF TEXAS

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COUNTY OF CASTRO

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At a lawfully called meeting on March 12, 2025, the Board of Trustees of Nazareth Independent School District (“the District”) does hereby make the following resolution regarding selection of an architect/engineer (“A/E”) to provide professional architectural/engineering services.

WHEREAS, the District has the need for architectural and/or engineering services for the design and contract administration for renovations to Nazareth High School and Nazareth Junior High School (the “NHS and NJHS Renovation Project”); and

WHEREAS, the District must select architectural and engineering services on the basis of demonstrated competence and qualifications as provided by Texas Government Code §2254.004; and

WHEREAS, the District published on February 13 and 20, 2025, in a newspaper of general circulation in the District, a Notice of the Request for Qualifications seeking architect/engineering services for NHS and NJHS Renovation Project; and

WHEREAS, Texas Government Code §2254.004 requires that in procuring professional services of an architect and/or engineer, a governmental entity must first select the most highly qualified provider of services on the basis of demonstrated competence and qualifications, and then attempt to negotiate with that provider a contract at a fair and reasonable price; and

WHEREAS, Texas Government Code §2254.004 further states that if a satisfactory contract cannot be negotiated with the most highly qualified provider, the entity must: (1) formally end negotiations with that provider; (2) select the next most highly qualified provider; and, (3) attempt to negotiate a contract with that provider at a fair and reasonable price; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE DISTRICT, the recitals contained herein are adopted by the Board of Trustees of the District as findings of fact and operative provisions hereof; and

IT IS FURTHER RESOLVED BY THE BOARD OF TRUSTEES OF THE DISTRICT that the three (3) A/Es who responded to the District’s RFQ be ranked on the criteria set forth therein as follows:

- (1) Shiver Megert _____;
- (2) MWM _____;
- (3) Chapman Harvey _____; and,

IT IS FURTHER RESOLVED BY THE BOARD OF TRUSTEES OF THE DISTRICT that the Superintendent, or her designee, is authorized to negotiate on the District's behalf, a contract with the highest-ranking A/E; and

IT IS FURTHER RESOLVED BY THE BOARD OF TRUSTEES OF THE DISTRICT that should the Superintendent, or her designee, not be able to negotiate acceptable terms with the highest-ranking A/E, she is authorized to formally end negotiations with the highest ranking A/E and proceed to negotiate with the next highest ranked A/E as stated herein, and so on, until a contract with an A/E that contains suitable terms can be presented to the Board for its final approval or all responses have been rejected; and

IT IS FURTHER RESOLVED BY THE BOARD OF TRUSTEES OF THE DISTRICT that the Superintendent, or her designee, is authorized to engage the services of the District's legal counsel to ensure that the District's interests are represented during contract negotiations, and that the Superintendent, or her designee, may take any and all action necessary to carry out the purposes of the Board as described by this Resolution.

PASSED, APPROVED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE NAZARETH INDEPENDENT DISTRICT, CASTRO COUNTY, TEXAS, ON THE 12TH DAY OF MARCH, 2025.



President, Board of Trustees

ATTEST:



Secretary, Board of Trustees

STATE OF TEXAS §
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(3) the Superintendent is hereby authorized to work with the District's architect and legal counsel and take all other action necessary to advertise and prepare a Request for Proposal and provide a recommendation to assist the Board with selecting a CMAR for the NHS and NJHS Renovation Project using a one-step process, but the ranking and selection of Construction Managers-At-Risk shall be subject to Board approval.

This Resolution shall be in effect from and after its passage on the date shown below and is incorporated within the Minutes of the meeting at which this Resolution was adopted.

PASSED, APPROVED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE NAZARETH INDEPENDENT DISTRICT, CASTRO COUNTY, TEXAS, ON THE 12th DAY MARCH, 2025.


President, Board of Trustees

ATTEST:


Secretary, Board of Trustees

ORDER OF CANCELLATION
ORDEN DE CANCELACIÓN

The Nazareth Independent School District hereby cancels the election scheduled to be held on May 3, 2025 in accordance with Section 2.053(a) of the Texas Election Code. The following candidates have been certified as unopposed and are hereby elected as follows (*Nazareth ISD por lo presente, cancela la elección que se hubiera celebrado el 3 de mayo del 2025 de conformidad, con la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han sido certificados como candidatos únicos y por lo presente, quedan elegidos como indicado a continuación*):

Candidate (Candidato)

Office Sought (Cargo al que presenta candidatura)

Alan Birkenfeld
Keith Hoelting

School Board Trustee
School Board Trustee

A copy of this order will be posted on Election Day at each polling place that would have been used in the election (*El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales que se hubieran utilizado en la elección*).



President (Presidente)



Secretary (Secretario)

March 12, 2025

Date of Adoption (Fecha de adopción)