Nazareth ISD BOE
Regular Meeting
December 10, 2025

The meeting was called to order, and a quorum was established by President Alan Birkenfeld at 7:30 p.m. Other members present were Maegan Rowland, Marty Gerber, and Keith Hoelting. Members absent were Vice President Jenny Schulte Secretary Jennifer Heiman, and Mac Annen. Also present was Superintendent Dr. Kara Sue Garlitz. Guests included Randel Terry and Ryan King. The prayer was led by Alan, the pledge by Maegan, and the mission statement was read by Keith.

Randel Terry and Ryan King with Terry & King presented the annual audit report for 2024-2025. Maegan made a motion to accept the report as presented. Marty seconded the motion, and it passed 4-0. The vote record was as follows:

Alan	FOR
Jenny	ABSENT
Jennifer	ABSENT
Marty	FOR
Maegan	FOR
Keith Hoelting	FOR
Mac Annen	ABSENT

The auditors left the meeting at 8:00 p.m.

Alan opened the FIRST Hearing at 8:00 p.m. Items presented and discussed included the letter from TEA outlining the hearing and publication requirements, notice, Summary Report for Nazareth ISD, Management Report including superintendent contract, Statewide Report, PowerPoint presentation, and data calculation on each indicator. The FIRST Report along with management report with superintendent contract will be posted to the website. The hearing was closed at 8:20 p.m.

Under the Principal's Reports, enrollment/attendance information, a calendar of upcoming events, and an academic update were shared with the board.

Dr. Garlitz presented the Superintendent Report, which included the regular reports of District's current bills, financial reports, bank reconciliations, Castro CAD monthly tax collection, transportation, facilities and operations, and personnel. It also included updates for debt service planning, the upcoming BOE election in May 2026, the State Compensatory Education Manual, reappointing Justin Gough as IPM Coordinator, the Superintendent Evaluation preparations, 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 along with additional information from the bank regarding monthly . Castro County Appraisal District reported that 62.90% of current M&O taxes and 62.90% of current I&S taxes have been collected.

Dr. Garlitz gave an update on facilities and operations, transportation, the school nutrition program, and personnel. Bond and construction updates were shared.

Administrative changes to the 2025-2026 school calendar were presented, as well as staff input from the beginning phases of the 4DSW exploration. Important dates for the upcoming School Board Election for May 2, 2026 were discussed. Three positions or terms currently held by Marty Gerber, Jennifer Heiman, and Mac Annen are up for this election.

The SCE Manual was presented for discussion. Approval will be considered under the Consent Agenda. The board will consider action under the Consent Agenda to reappoint Justin Gough as district IPM coordinator.

An update on the Chapter 313 agreement was discussed, and upcoming board training opportunities were presented which included the Team of Eight Effectiveness Evaluation results from the training in November.

Maegan made a motion to approve the Consent Agenda including the November regular meeting minutes, financial reports, quarterly reports, current check payments lists, to approve changes to the school calendar, to approve the SCE Manual, the reappointment of Justin Gough as IPM Coordinator, accepting the donation from Mid-Plains, approving a list of vetted book titles for the library from the Book Fair, and approving the following TASB Localized Policies for Update 126:

BE(LOCAL): Board Meetings
BED(LOCAL): Board Meetings – Public Participation
CJ(LOCAL): Contracted Services
CJA(LOCAL): Contracted Services – Background Checks and Required Reporting
CLE(LOCAL): Buildings, Grounds, and Equipment Management – Required Displays
CQB(LOCAL): Technology Resources – Cybersecurity
CQD(LOCAL): Technology Resources – Artificial Intelligence
CSA(LOCAL): Facility Standards – Safety and Security
CV(LOCAL): Facilities Construction
DBD(LOCAL): Employment Requirements and Restrictions – Conflict of Interest
DEC(LOCAL): Compensation and Benefits – Leaves and Absences
DFBB(LOCAL): Term Contracts – Nonrenewal
DGBA(LOCAL): Personnel-Management Relations – Employee Complaints/ Grievances
DH(LOCAL): Employee Standards of Conduct
EEP(LOCAL): Instructional Arrangements – Lesson Plans
EFA(LOCAL): Instructional Resources – Instructional Materials
EHBAF(LOCAL): Special Education – Video/Audio Monitoring
EIA(LOCAL): Academic Achievement – Grading/Progress Reports to Parents
FA(LOCAL): Parent Rights and Responsibilities
FEF(LOCAL): Attendance – Released Times
FFAC(LOCAL): Wellness and Health Services – Medical Treatment
FFB(LOCAL): Student Welfare – Crisis Intervention
FFF(LOCAL): Student Welfare – Student Safety
FFG(LOCAL): Student Welfare - Child Abuse and Neglect
FNG(LOCAL): Student Rights and Responsibilities – Student and Parent Complaint/ Grievances
FO(LOCAL): Student Discipline
GF(LOCAL): Public Complaints
GKA(LOCAL): Community Relations – Conduct on School Premises

The motion was seconded by Keith and the motion carried 4-0. The vote record was as follows:

Alan	FOR
Jenny	ABSENT
Jennifer	ABSENT
Marty	FOR
Maegan	FOR
Keith Hoelting	FOR
Mac Annen	ABSENT

The board entered into closed session at 8:38 pm under section(s) 551.0821 in accordance with the Texas Open Meeting Act. The board exited closed session at 8:50 pm

Keith made a motion to approve Dr. Garlitz's recommendation to hire Melina Birkenfeld as a part-time special education teacher. The motion was seconded by Maegan, and the motion carried 4-0. The vote record was as follows:

Alan	FOR
Jenny	ABSENT
Jennifer	ABSENT
Marty	FOR
Maegan	FOR
Keith Hoelting	FOR
Mac Annen	ABSENT

Time was provided for closing comments or further questions. Keith made a motion and Maegan seconded it to adjourn. The motion passed unanimously. The meeting adjourned at 9:45 p.m.

Alan Birkenfeld, BOE President

Jennifer Heiman, BOE Secretary