Nazareth ISD BOE
Regular Meeting
May 13, 2026

The meeting was called to order by President Alan Birkenfeld at 7:30 p.m. Other members present were Vice President Jenny Schulte, Maegan Rowland, Keith Hoelting, and Trustees-Elect Mitchell Brockman, Marcus Brockman, and Shane Ethridge. Also present was Superintendent Dr. Kara Sue Garlitz and Principals Kelly Howell and Dr. Aaron Hunt. The prayer was led by Keith, the pledge by Maegan, and the mission statement was read by Jenny. Guests included Richard Constancio with Shiver Megert, and Brent Ham and Nathan Culwell with Page & Associates.

Dr. Garlitz asked President Birkenfeld to read the hours of continuing education hours for each board member during 2025-2026. Returning board members were required to receive 10 hours:

Alan Birkenfeld-15, yes
Marty Gerber-11, yes
Maegan Rowland-16, yes
Jenny Schulte-11.00, yes
Keith Hoelting-11, yes
Jennifer Heiman-11, yes
Mac Annen-11, yes

BOE President, Alan Birkenfeld, completed the canvass of election results from May 2, 2026. There were 306 voters who participated, with 61 voting early and 229 voting on election day, and 16 voting by mail with the following results: Mitchell Brockman-204; Marcus Brockman-169; Shane Ethridge-155; Daryl Pohlmeier-75; Chanlar Osmanski-70; and Kiri Neill-42.

Jenny made a motion to certify the board of trustees election results from May 2, 2026. It was seconded by Keith, and the motion carried 4-0.

Vote Record:

Alan	FOR
Jenny	FOR
Maegan	FOR
Keith	FOR

Certificates of Election and Statement of Elected Officer were prepared to be issued to Mitchell Brockman, Marcus Brockman, and Shane Ethridge. Each newly declared board of trustee signed a Statement of Officer, and the Oath of Office was administered by K'Lynn Gerber, notary.

Richard Constancio with Shiver Megert and Brent Ham & Nathan Culwell with Page & Associates gave an update on the construction bids, and answered questions about the Guaranteed Maximum Price (GMP) and timeline for the construction projects.

Under the Principals' Report, Mrs. Howell and Dr. Hunt included enrollment/attendance information, the High School Course Guide for 2026-2027, and an academic update. The Course Guide will be considered under the Consent Agenda.

Alan opened the Public Hearing at 9:02 p.m. Items presented and discussed included information about the Three-Point Seat Belt Study, and the implications of the law and deadlines the district must adhere to. The hearing was closed at 9:14 p.m.

Dr. Garlitz presented the Superintendent's Report, which included the regular reports of District's current bills, financial reports, cash flow, Pledged Securities, Castro CAD monthly tax collection, facilities and operations, transportation, and personnel. It also included administrative changes to the 2025-2026 school calendar, 2026-2027 Transfer Students, a Chapter 313 Update, 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 97.54% of current M&O I&S taxes have been collected.

Dr. Garlitz gave an update on activity accounts, facilities and operation, transportation, and personnel. Administrative changes to the 2025-2026 school calendar, pre-construction updates, and information related to the 2026-2027 transfer student and PK were presented.

The Administrative Summer Hours were presented and will be in place through July. An update on Chapter 313 was presented followed by BOE Training Opportunities, which included the TASB spring Workshop at WTAMU.

A motion to approve the Consent Agenda including the April 8, 2026 regular meeting as presented, financial reports, current check payment lists, administrative changes to the 2025-2026 school calendar, updates to the 2026-2027 NHS Course Guide, and approval of substitute pay for 2026-2027 was made by Keith. The motion was seconded by Jenny, and the motion carried 7-0.

Vote Record:

Alan	FOR
Jenny	FOR
Maegan	FOR
Keith	FOR
Mitchell	FOR
Marcus	FOR
Shane	FOR

The board entered into closed session at 9:36 pm under sections 551.074, 551.075, 551.0821 in accordance with the Texas Open Meeting Act. The board exited closed session at 10:34 pm

Jenny made a motion to approve Dr. Garlitz's recommendation to approve the probationary professional contract to Melina Birkenfeld for 2026-2027 as presented. The motion was seconded by Shane, and the motion carried 7-0.

Vote Record:

Alan	FOR
Jenny	FOR
Maegan	FOR
Keith	FOR
Mitchell	FOR
Marcus	FOR
Shane	FOR

A motion to approve the Guaranteed Maximum Price (GMP) without alternates, and to authorize Dr. Kara Sue Garlitz to execute the GMP Contract Addendum with Page & Associates was made by Mitchell. The motion was seconded by Jenny, and the motion carried 7-0.

Vote Record:

Alan	FOR
Jenny	FOR
Maegan	FOR
Keith	FOR
Mitchell	FOR
Marcus	FOR
Shane	FOR

Jenny made the following motion, "After a Public Hearing and discussion, I move that the board votes that the district's budget does not permit the district to purchase school buses that are equipped with the Senate Bill 546 required three-point seat belts, and to have the superintendent submit the necessary report to TEA through Sentinel not later than May 29, 2026." The motion was seconded by Marcus, and the motion carried 7-0.

Vote Record:

Alan	FOR
Jenny	FOR
Maegan	FOR
Keith	FOR
Mitchell	FOR
Marcus	FOR
Shane	FOR

Jenny made a motion to delegate hiring authority to Dr. Garlitz through August 10. The motion was seconded by Mitchell, and the motion carried 7-0.

Vote Record:

Alan	FOR
Jenny	FOR
Maegan	FOR
Keith	FOR
Mitchell	FOR
Marcus	FOR
Shane	FOR

The board reviewed policy BDAA(LOCAL) and BDAA (LEGAL) regarding officers and the reorganization of the board:

For the reorganization of the board, a motion to name Alan as president, Jenny as vice president, and Maegan as secretary was made by Shane, and seconded by Keith. The motion carried 7-0.

Vote Record:

Alan	FOR
Jenny	FOR
Maegan	FOR
Keith	FOR
Mitchell	FOR
Marcus	FOR
Shane	FOR

Time was provided for closing comments or further questions. Marcus made a motion and Shane seconded it to adjourn. The motion passed unanimously. The meeting adjourned at 10:49 p.m.

Alan Birkenfeld, BOE President

Maegan Rowland, BOE Secretary