

**Hitchcock ISD  
Regular Meeting  
Minutes  
June 16, 2020**

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A Regular Meeting (via teleconference) of the Board of Trustees of Hitchcock ISD was held Tuesday, June 16, 2020, beginning at 6:30 PM in the Hitchcock ISD Boardroom located at 7801 Neville, Hitchcock, Texas.

- I. Call to Order - The meeting was called to order by President Allen at 6:37 PM.
- II. Establish a Quorum - Trustees present via teleconference were Chad Allen, President; Ted Robinson, Jr. Vice-President; Tom Ivey, Secretary; Edward Wilson, Member; Tony Combs, Member; and Michelle Cantrell, Member. Dr. Shirley Price, Member, was absent.

HISD employees present at meeting were Travis Edwards, Superintendent; Chris Armacost, Director of Facilities & Operations; Jennifer Donovan, Finance Director; Laurie Gilcrease, Hitchcock High School Principal; Cherissa Crawford, Crosby Middle School Principal; Lisa Fain, Stewart Elementary Principal; Connie White, Hitchcock Primary School Principal; Ethel Gaines, Kids' First Head Start Director; Patrick Faour, Assessment Coordinator; Sharanda Harrison-Anderson, HR Coordinator; Sara Roach, Special Programs Coordinator; and Dr. Beebe, Curriculum and Instruction Coordinator.

- III. Public Participation – there were no public participation emails received prior to meeting.
- IV. Consent Agenda - A motion was made by Tom Ivey and seconded by Ted Robinson to approve the Consent Agenda as presented. Motion carried with all in favor.

- A. Minutes
- B. Monthly Financial Report, Check Register and Investment Report
- C. Monthly Tax Collection Report
- D. Monthly KFHS Financial Report and Check Register
- E. Monthly GGCC/SHARS Financial Report and Check Register

V. Reports/Information

- A. Superintendent's Reports - Mr. Edwards reviewed all superintendent reports with the Board.
- B. Principal's Reports - Each Principal reviewed their campus' report, and each coordinator reviewed what has been happening in their respective departments.

VI. Action

- A. Consider approval of Compensation Plan for the 2020-2021 school year – no action taken.
- B. Consider approval of Budget Amendment #3 for the 2020-2021 school year – A motion was made by Tom Ivey and seconded by Mr. Wilson to approve Budget Amendment #3 as presented and recommended by the administration. Motion carried with all in favor.
- C. Consider approval of expenditure from the KFHS One-Time COVID-19 Grant - A motion was made by Tom Ivey and seconded by Ted Robinson to approve the KFHS One-Time COVID-19 Grant Expenditure in the amount of \$34,025 for the bathroom renovations as presented and recommended by the administration. Motion carried with all in favor.
- D. Consider approval of Joint Election Agreement between City of Hitchcock and Hitchcock ISD for the November 3, 2020, Election - A motion was made by Tom Ivey and seconded by Michelle Cantrell to approve the Joint Election Agreement between City of Hitchcock and

Hitchcock ISD for the November 3, 2020, election as presented and recommended by the administration. Motion carried with all in favor.

- E. Consider appointment of Hitchcock ISD Board Liaison to the Kids First Head Start Program – Mr. Allen nominated Mr. Wilson who accepted the nomination. A motion was made by Chad Allen and seconded by Michelle Cantrell to have Mr. Wilson continue as the Hitchcock ISD Board Liaison to the Kids First Head Start Program. Motion carried with all in favor.

VII. Discussion/Possible Action

- A. Employee Dress Code - A motion was made by Tom Ivey and seconded by Michelle Cantrell to approve the Employee Dress Code as presented and recommended by the administration. Motion carried with all in favor.

VIII. Closed Session - Mr. Allen, Board President, called the members of the Board of Trustees into Closed session at 7:39 PM for the purposes permitted as authorized by the Texas Open Meetings Act, Texas Government Code Section:

A. Personnel Matters: Pursuant to Section 551.074 of the Texas Government Code

1. Discuss the employment of new professional employee(s) for the 2020-2021 school year
2. Discuss the contracts, duties, re-assignments, discipline, and evaluation of trustees, officers, superintendent, principals, assistant principals, directors, coordinators, police chief, teachers, counselors, librarians, district nurse, and at-will employees.

IX. Reconvene from Closed Session for action, if any, from Closed Session - Trustees reconvened from closed session at 8:29 PM.

X. Suggested Future Agenda Items – None

XI. Announcement(s) – Mr. Edwards announced that we are working on having the Employee Handbook, Student Handbook, and Student Code of Conduct ready to present at the July meeting.

XII. Adjourn - meeting adjourned at 8:30 PM.

Linda Leuschen  
Recording Secretary

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HISD Board President  
Chad Allen

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HISD Board Secretary  
Tom Ivey