

**Hitchcock ISD
Regular Meeting
Minutes
January 21, 2020**

A Regular Meeting of the Board of Trustees of Hitchcock ISD was held Tuesday, January 21, 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 6:32 PM. Trustees present at the meeting were Chad Allen, President; Ted Robinson, Jr. Vice-President; Tom Ivey, Secretary; Edward Wilson, Member; Michelle Cantrell, Member; Tony Combs, Member; and Dr. Shirley Price, Member. No Trustees were absent. HISD employees present at meeting were Travis Edwards, Superintendent; Jennifer Donovan, Finance Director; Chris Armacost, Director of Facilities & Operations; Evangelina Guerra, GGCC Director; Laurie Gilcrease, Hitchcock High School Principal; Cherissa Crawford, Crosby Middle School Principal; Lisa Fain, Stewart Elementary School 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; Dr. Beebe, Curriculum and Instruction Coordinator; and Officer Villarreal.

II. Pledge of Allegiance

- A. United States Flag - Tom Ivey led the members of the Board of Trustees and patrons in the Pledge of Allegiance to the U.S. flag.
- B. Texas Flag – Ted Robinson, Jr. led the members of the Board of Trustees and patrons in the Pledge to the Texas flag.

III. Recognitions

- A. School Board Appreciation – Mr. Edwards

IV. Public Participation – None.

V. Consent Agenda - A motion was made by Tom Ivey and seconded by Mr. Wilson 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
- F. Proclamation declaring January 2020 as School Board Recognition Month
- G. Rule which determines local areas of acute teacher shortage in Hitchcock ISD in accordance with board policy DC (LEGAL)
- H. Consider approval of the establishment of the 10th calendar day prior to the last day of instruction
- I. Consider approval of the date for administrators' and teachers' contract review

VI. Reports/Information - December 2019

- A. Superintendent's Reports – Mr. Edwards reviewed all superintendent reports with the Board.
- B. Principal's Reports – Ms. Guerra and Ms. Roach reviewed the Special Education Report and answered questions from the Board regarding special education and special programs. Each Principal reviewed their campus' report.
- C. Summer Nutrition Program – 2020 – Ms. Donovan stated she had completed all required documents for the Summer Nutrition Program for 2020.

VII. Action

- A. Consider approval of the Annual Financial Audit for period ending August 31, 2019, presented by Belt Harris Pechacek – postponed until February 18, 2020, meeting.
- B. Consider Letter of Engagement with Belt Harris Pechacek to perform the audit for the fiscal year ending August 31, 2020 – postponed until February 18, 2020, meeting.
- C. Consider approval of the Budget Calendar for the 2020-2021 school year - A motion was made by Tom Ivey and seconded by Dr. Price to approve the Budget Calendar for the 2020-2021 school year. Motion carried with all in favor.
- D. Consider approval of out-of-state travel to South Carolina for Evangelina Guerra and Lisa Moody to attend the Converge Autism Summit, April 22-25, 2020 - A motion was made by Tom Ivey and seconded by Dr. Price to approve out-of-state travel to NC for Lisa Moody in early March and Evangelina Guerra to SC for the Converge Autism Summer from April 22 – 25, 2020, as recommended by the administration. Motion carried with all in favor.
- E. Consider approval of out-of-state travel to Phoenix, Arizona for Kids First Head Start staff to attend the Head Start National Conference March 29-April 3, 2020. A motion was made by Tom Ivey and seconded by Mr. Wilson to approve the out-of-state travel to Phoenix, AZ for the Head Start National Conference from March 29 – April 3, 2020, as presented and recommended by the administration. Motion carried with all in favor.
- F. Consider approval of the Resolution Calling for General Trustee Election and the Order of Election - A motion was made by Tom Ivey and seconded by Dr. Price to approve the Resolution calling for the 2020 General Trustees Election for Single Member Districts 3 and 5, and to approve the Order of Election for the 2020 General Trustees Election as presented and recommended by the administration. Motion carried with all in favor.
- G. Consider approval of Memorandum of Understanding between HISD and College of the Mainland for College Preparation Mathematics and English Language Arts courses - A motion was made by Tom Ivey and seconded by Dr. Price to approve the College Preparation Mathematics and English Language Arts Courses Memorandum of Understanding between Hitchcock ISD and College of the Mainland as presented and as recommended by the administration. Motion carried with all in favor.
- H. Consider approval of 2020-2021 school calendar - A motion was made by Tom Ivey and seconded by Tony Combs to approve the 2020-2021 school year calendar A as presented and recommended by the administration. Motion carried with all in favor.
- I. Consider approval of Policy Update 114 affecting Local Policies BE: Board Meetings; BED: Board Meeting-Public Participation; CDA: Other Revenues - Investments; CH: Purchasing & Acquisitions; CKC: Safety Program/Risk Management-Emergency Plans; CKE: Safety Program/Risk Management-Security Personnel; CQ: Technology Resources; CQB: Technology Resources-Cyber Security; DFFA: Reduction in Force-Financial Exigency; DH: Employee Standards of Conduct; EHBB: Special Programs-GT; FDE: Admissions-School Safety Transfers; FFAA: Wellness & Health Services-Physical Examinations; FFB: Student

Welfare-Crisis Intervention; FFBA: Crisis Intervention-Trauma Informed Care; FL: Student Records; GBAA: Information Access-Requests for Information; GKA: Community Relations-Conduct on School Premises - A motion was made by Tom Ivey and seconded by Dr. Price that the Board add, revise, or delete policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 114. 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 7:57 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 2019-2020 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, librarian, district nurse, and at-will employees
3. Discuss the Superintendent's Summative Evaluation and Contract

IX. Reconvene from Closed Session for action, if any, from Closed Session – Trustees reconvened from closed session at 9:29 PM.

X. Suggested Future Agenda Items – None.

XI. Announcement(s) – None.

XII. Adjourn – Meeting adjourned at 9:30 PM.

Linda Leuschen
Recording Secretary

HISD Board President
Chad Allen

HISD Board Secretary
Tom Ivey