

**Hitchcock ISD  
Board of Trustees  
Regular Meeting  
Minutes  
June 19, 2018**

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A Regular Meeting of the Board of Trustees of Hitchcock ISD was held Tuesday, June 19, 2018, beginning at 6:30 PM in the Hitchcock ISD Boardroom located inside the Administration Building at 7801 Neville, Hitchcock, Texas.

- I. Call to Order - Announcement by the President as to the presence of a quorum, that the meeting has been duly called, and that the notice of the meeting has been posted in the manner prescribed by law. President, Edward Wilson, called the meeting to order at 6:30 PM.

Trustees present at the meeting were Edward Wilson, President; Chad Allen, Vice-President; Tom Ivey, Secretary; Ted Robinson, Jr., Member, Shirley Price, Member; Tony Combs, Member; and Michelle Cantrell, Member. No Trustees were absent.

HISD employees present at meeting were Carla Vickroy, Superintendent; Jennifer Donovan, Finance Director; Laurie Gilcrease, Hitchcock High School Principal; Donette Line, Stewart Elementary School Principal; Ethel Gaines, Kids' First Head Start Director; Patrick Faour, Testing Coordinator; and HISD Attorney, Stephen Dubner.

- II. Hitchcock I.S.D. Mission Statement - President Wilson read the HISD Mission Statement.

III. Pledge of Allegiance

- A. Tom Ivey led the members of the Board of Trustees and patrons in the Pledge of Allegiance to the U.S. flag.
- B. Chad Allen led the members of the Board of Trustees and patrons in the Pledge to the Texas flag.

- IV. Budget Workshop - Mrs. Donovan discussed contracted services; supplies and materials; travel, subsistence, and misc.; and the extra duty pay scale portions of the proposed budget for the 2018-2019 school year. The Budget Workshop ended at 6:43 PM

- V. Public Participation – No Public Participation.

VII. M. Communities in Schools Presentation – This agenda item was moved to this portion of the meeting. Ms. Hebert, Executive Director; Ms. Wood; Mr. King and Mr. Lewis all spoke regarding the program. The Communities in Schools presentation ended at 7:17 PM.

IX. Closed Session for the purposes permitted as authorized by the Texas Open Meetings Act, Texas Government Code Section: (moved to this part of agenda to consult with attorney and hear level 3 grievance). Mr. Wilson, Board President, called the members of the Board of Trustees into Closed session at 7:18 PM.

- A. Section 551.071 of the Texas Government Code
  - 1. Consultation with District's Attorney, Stephen Dubner of the Law Office of Stephen Dubner, on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly

conflicts with the Texas Open Meetings Act specifically including the legal issues related to the implementation of school security personnel and the Level III Grievance of Sharon Ottinger.

- B. Sections 551.074 and 551.082 of the Texas Government Code
  - 1. Level III Grievance - Sharon Ottinger

Trustees reconvened from Closed Session at 8:22 PM. A motion was made by Tom Ivey and seconded by Michelle Cantrell to deny the Level 3 grievance of Sharon Ottinger. Motion carried with all in favor.

VI. Consent Agenda - A motion was made by Tom Ivey and seconded by Shirley Price 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

VII. Reports/Information from the Superintendent for May 2018

- A. Kids First Head Start Board Liaison Report – Verbal report given by Mr. Wilson.
- B. Superintendent's Monthly Goals Report by Campus
- C. Grant Report
- D. Chartwells' Report
- E. School Health Services Reports
- F. Counselors' Report
- G. Athletic Report
- H. Maintenance Report
  - I. Transportation Report
  - J. Technology Report
- K. ADA Reports
- L. Discipline Reports by Campus
- M. Communities in Schools – Presentation given earlier in meeting.

VIII. Action

A. Set date for Board training - A motion was made by Tom Ivey and seconded by Chad Allen to set July 10<sup>th</sup> at 6:30 as the date and time for Team of 8 training and to have the training presented by Trish Hanks. Motion carried with all in favor.

- 1. TEAM of 8
- 2. Goal Setting
- 3. Standard Operating Procedures
- 4. Board Code of Conduct

B. Consider approval of Extra Duty Pay Scale for the 2018-2019 school year - A motion was made by Tom Ivey and seconded by Ted Robinson to approve the Extra Duty Pay Scales for the 2018-2019 school year as presented and as recommended by the administration. Motion

carried with all in favor.

- C. Consider appointment of Hitchcock ISD Board Liaison to the Kids First Head Start Program - A motion was made by Shirley Price and seconded by Ted Robinson to have Mr. Wilson continue as the KFHS Liaison for the 2018-2019 school year. Motion carried with all in favor.
  - D. Consider approval of Kids' First Head Start COLA Grant - A motion was made by Tom Ivey and seconded by Shirley Price to approve the KFHS Cola Grant as presented and as recommended by the administration. Motion carried with all in favor.
  - E. Consider approval of contract with University of Texas Medical Branch at Galveston— Pediatrics - A motion was made by Tom Ivey and seconded by Ted Robinson to approve the UTMB at Galveston-Pediatrics Agreement as presented and as recommended by the administration. Motion carried with all in favor.
  - F. Set date of Board walk-through of District facilities - A motion was made by Tom Ivey and seconded by Michelle Cantrell to set September 25<sup>th</sup> at 6:00 PM as the date and time for the Board's walk-through of District facilities. Motion carried with all in favor.
  - G. Consider approval of Santa Fe ISD Career and Technical Education MOU - A motion was made by Tom Ivey and seconded by Ted Robinson to approve the Santa Fe ISD Career and Technical Education MOU for the 2018-2019 school year as presented and as recommended by the administration. Motion carried with all in favor.
  - H. Consider approval of TEA Low Attendance Application - A motion was made by Tom Ivey and seconded by Chad Allen to approve the submission of the Application for Low Attendance Days as presented and as recommended by the administration. Motion carried with all in favor.
  - I. Consider approval of Adjunct Faculty Agreement and Resolution (4-H) - A motion was made by Tom Ivey and seconded by Michelle Cantrell to approve the 4-H Adjunct Faculty Agreement and Resolution as presented and as recommended by the administration. Motion carried with all in favor.
  - J. Consider approval of Budget Amendment #5 for the 2017-2018 school year - A motion was made by Tom Ivey and seconded by Shirley Price to approve Budget Amendment #5 for the 2017-2018 school year as presented and as recommended by the administration. Motion carried with all in favor.
- IX. Closed Session for the purposes permitted as authorized by the Texas Open Meetings Act, Texas Government Code Section - Mr. Wilson, Board President, called the members of the Board of Trustees back into Closed session at 8:41 PM for the purposes permitted as authorized by the Texas Open Meetings Act, Texas Government Code Section:
- A. Section 551.071 of the Texas Government Code
    - 1. Consultation with District's Attorney, Stephen Dubner of the Law Office of Stephen Dubner, on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act specifically including the legal issues related to the implementation of school security personnel and the Level III Grievance of Sharon Ottinger
  - B. Personnel Matters: Pursuant to Section 551.074 of the Texas Government Code
    - 1. Discuss the employment of new professional employee(s) for the 2018-2019 school year
    - 2. Discuss the contracts, duties, re-assignments, discipline, and evaluation of trustees, officers, superintendent, principals, assistant principals, directors, coordinators, teachers, counselors, librarians, nurse, and at-will employees.

C. Sections 551.074 and 551.082 of the Texas Government Code

1. Level III Grievance - Sharon Ottinger

- X. Reconvene from Closed Session for action, if any, from Closed Session - Trustees reconvened from Closed Session at 10:05 PM.

A motion was made by Tom Ivey and seconded by Ted Robinson to employ Corie Brooks under a Probationary One-Year Contract – Librarian for the 2018-2019 school year as presented and as discussed in executive session. Motion carried with all in favor.

A motion was made by Tom Ivey and seconded by Ted Robinson to employ Cason Crawford, Jennifer Grabowski, Jessica Fuselier, Teresa Megahan, Kelsey Menasoff and Ashley Edwards under a Probationary One-Year Contract – Teacher for the 2018-2019 school year as presented and as discussed in executive session. Motion carried with all in favor.

A motion was made by Tom Ivey and seconded by Michelle Cantrell to employ Carole Colbert under a Non-Certified Professional Contract for the 2018-2019 school year as presented and as discussed in executive session. Motion carried with all in favor.

- XI. Suggested Future Agenda Items – FFA Program and Communities in School Program  
XII. Announcement(s) – 7 on 7 qualified for State 7 years in a row.  
XIII. Adjournment - A motion was made by Shirley Price and seconded by Tom Ivey to adjourn the meeting. Motion carried with all in favor. The meeting was adjourned at 9:55 PM.

Linda Leuschen  
Recording Secretary

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Edward Wilson  
HISD Board President

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Tom Ivey  
HISD Board Secretary