

**Hitchcock ISD
Board of Trustees
Regular Meeting
Minutes
April 18, 2017**

A Regular Meeting & Budget Workshop of the Board of Trustees of Hitchcock ISD was held Tuesday, April 18, 2017, beginning at 6:30 PM in the Hitchcock ISD Boardroom located 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 Monica Cantrell called the meeting to order at 6:32 PM.

Trustees present at the meeting were Monica Cantrell, President; Ted Robinson, Jr., Vice-President; Tom Ivey, Secretary; Edward Wilson, Member; Chad Allen, Member; and Tony Combs, Member. Trustee Shirley Price arrived at 7:20

HISD employees present at meeting were Carla Vickroy, Superintendent; Chris Armacost, Director of Facilities & Operations; Jennifer Donovan, Finance Director; Kellie Edmundson, Hitchcock High School Principal; Patrick Faour, Crosby Middle School Principal; Donette Line, Stewart Elementary School Principal; Angela Mancini, Hitchcock Primary School Principal; Ethel Gaines, Kids' First Head Start Director; Bryan Tacquard, Maintenance Director; Sharanda Harrison-Anderson, Coordinator of Assessment Recruitment and Retention; Valencia Jefferson, Food Service Director; Bridget Ford, Durham Transportation General Manager; and Stephen Dubner, HISD Attorney.

- II. Hitchcock I.S.D. Mission Statement - The mission of the Hitchcock Independent School District is to produce contributing citizens prepared for lifelong learning, believing in our country, themselves, and their fellow man in our ever-changing world by providing a personalized, yet diversified, quality education through varied learning experiences with pride, participation, and performance in partnership with our community.

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. Ted Robinson led the members of the Board of Trustees and patrons in the Pledge to the Texas flag.

- V. Recognitions – Monica Cantrell presented the Above and Beyond Citizenship Award for April 2017 to Tony Combs

- IV. Budget Workshop - Mrs. Donovan discussed the 6100 (Payroll) budget codes with the Board. The budget workshop ended at 7:26 PM.

VI. Public Participation – None

X. Closed Session (moved to this part of agenda) – President Cantrell called the members of the Board of Trustees into closed session at 7:27 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 Level III Grievances of Jimmy Anderson and the Durham Transportation Contract.

C. Section 551.074 and 551.082 of the Texas Government Code

1. Level III Grievance - Jimmy Anderson

Trustees reconvened from closed session at 8:35 PM. A motion was made by Tom Ivey and seconded by Shirley Price that the Board felt that Jimmy Anderson's grievance was timely filed. Motion carried with all in favor.

The Board went back in to closed session at 8:37 PM to hear the Level III Grievance of Jimmy Anderson. Trustees reconvened from closed session at 10:18 PM. No action taken on Level 3 Grievance and President Cantrell said action will be taken on this item at the next regularly scheduled Board meeting.

President Cantrell called the members of the Board of Trustees back into closed session at 10:20 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 Level III Grievances of Jimmy Anderson and the Durham Transportation Contract.

Trustees reconvened from closed session at 10:33 PM.

VIII. N. After school Meal Program (moved to this part of agenda) – Trustees were given information for K & B Meals from Ms. Sharanda Harrison Anderson. Deliverance Life Center also presented information regarding their after school meal program.

VII. 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

F. Response to TEA regarding the Application and Statement of Impact for Harmony Public Schools

G. Response to TEA regarding the Application and Statement of Impact for Premier High Schools

H. Response to TEA regarding the Application and Statement of Impact for International

Leadership of Texas

VIII. Reports/Information from the Superintendent for March 2017

- A. Kids First Head Start Board Liaison Report – Mr. Wilson stated he had nothing significant to report
- 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. Durham Transportation Report
- J. Technology Report
- K. ADA Reports
- L. Discipline Reports by Campus
- M. Town Hall Meeting Information – Superintendent recommended a Town Hall meeting take place in September.
- N. After School Meal Program
- O. Information regarding Demolition of District Buildings – The Board would like to ask the city for \$75,000 + demo for the old Board Room. The Board stated it would take no less than \$70,000 + demo.

IX. Action

- A. Set date for Board training – A motion was made by Tom Ivey and seconded by Ted Robinson to set August 5th at 9:00 AM as the day to have Team of 8 training and to have the training done by Attorney Stephen Dubner. 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 Food Service Management Contract Amendment - A motion was made by Tom Ivey and seconded by Chad Allen to approve a one-year extension of the Food Service Management Agreement with Chartwells for the 2017-2018 school year, which is the fourth year under a five-year contract as presented and as recommended by the administration. Motion carried with all in favor.
- C. Consider approval of GTT as contractor for HHS Classroom Addition Project - A motion was made by Tom Ivey and seconded by Shirley Price to approve that the District enter into a contract with GTT Construction for the New Classroom Addition Project at Hitchcock High School in the amount of \$1,446,512 as presented and as recommended by the administration. Motion carried with all in favor.
- D. Consider approval of Budget Amendment #2 for the 2016-2017 school year - A motion was made by Tom Ivey and seconded by Shirley Price to approve budget amendment #2 for the 2016-17 school year as presented and as recommended by the administration. Motion carried with all in favor.

- E. Consider approval of out-of-state travel for CMS to Atlanta, Georgia, for PLC at Work Institute - A motion was made by Tom Ivey and seconded by Edward Wilson to approve the out-of-state travel for four staff members from Crosby Middle School to attend the PLC at Work Institute in Atlanta, Georgia, from June 28-30, 2017, as presented and as recommended by the administration. Motion carried with all in favor.
- F. Consider approval of Red Cross Facilities Usage - A motion was made by Tom Ivey and seconded by Shirley Price to approve both Facility Use Agreements between the American Red Cross and Hitchcock ISD to use Mooney Gym and/or Crosby Middle School in the event of a disaster, as presented and as recommended by the administration. Motion carried with all in favor.
- G. Consider approval of GLO contract for Electric Rates – Item postponed indefinitely and no action taken.
- H. Approve Teacher Appreciation Week Resolution - A motion was made by Tom Ivey and seconded by Chad Allen to approve the Teacher Appreciation Week Resolution declaring the week of May 1 – May 5, as Teacher Appreciation Week as presented and as recommended by the administration. Motion carried with all in favor.
- I. Approve Paraprofessional and Auxiliary Support Personnel Appreciation Week Resolution - A motion was made by Tom Ivey and seconded by Chad Allen to approve the Paraprofessional Appreciation Week Resolution declaring the week of May 1 – May 6, as Paraprofessional and Auxiliary Support Personnel Appreciation Week as presented and as recommended by the administration. Motion carried with all in favor.

X. Discussion/Possible Action

- A. Discuss and possibly take action to terminate contract with Durham for student transportation services – item postponed indefinitely and no action taken.
- B. Discuss and possibly change time of monthly board meetings - A motion was made by Tom Ivey and seconded by Ted Robinson to approve changing Board Policy BE (Local) to state that regular meetings of the Board shall normally be held on the third Tuesday of each month at 6:30 p.m. as presented and as recommended by the administration. Motion carried with all in favor.

XI. Closed Session - Mrs. Cantrell, Board President, called the members of the Board of Trustees into Closed session at 11:26 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 Level III Grievances of Jimmy Anderson and the Durham Transportation Contract.

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

- 1. Discuss proposed Chapter 21 and Non-Chapter 21 contracts for teachers, speech and hearing, nurses, counselors, librarians and coordinators for the 2016-2017 school year
 - a. One-Year Term Contracts
 - b. Probationary One-Year Contracts
 - c. Probationary One-Year Contracts + Certification Addendum
- 2. Discuss the employment of new professional employee(s) for the 2016-2017 school year and the 2017-2018 school year

3. Discuss the contracts, duties, re-assignments, discipline, and evaluation of principals, assistant principals, directors, coordinators, teachers, counselors, librarians, and at-will employees.

C. Sections 551.074 and 551.082 of the Texas Government Code

1. Level III Grievance - Jimmy Anderson

- XII. Reconvene from Closed Session for action, if any, from Closed Session - Trustees reconvened from Closed Session at 12:34 AM.

A motion was made by Tom Ivey and seconded by Shirley Price to accept the recommendations of the Superintendent as presented in executive session on the following contracts for teachers, speech and hearing, nurses, counselors, librarians, coordinators, and professionals: one-year term contracts, probationary one-year contracts, probationary one-year contracts + certification addendums, and non-chapter 21 contracts. Motion carried with all in favor.

A motion was made by Tom Ivey and seconded by Shirley Price to employ Katrina Harris under a Non-Certified Professional Contract for the 2017-2018 school year as presented and as recommended by the administration. Motion carried with all in favor.

A motion was made by Tom Ivey and seconded by Chad Allen to approve an administrative stipend in the amount of \$5,000 for Donette Line for the implementation of the Crosby Middle School Assessment Plan for the 2016-17 school year. Motion carried with all in favor.

A motion was made by Tom Ivey and seconded by Edward Wilson to approve changing the band director from 207 days to 215 day working calendar for the 2017-2018 school year. Motion carried with all in favor.

A motion was made by Tom Ivey and seconded by Edward Wilson to approve moving the Coordinator of Curriculum & Instruction and the Coordinator of Special Programs from 226 day to 242 day calendar for the 2017-2018 school year. Motion carried with all in favor.

- XIII. Suggested Future Agenda Items – After School Meal Program

- XIV. Announcement(s) – Friday night is the dedication of the baseball field, May 2nd is Teacher Appreciation with the Chamber of Commerce, and Thursday is the Texas First Bank Celebration

- XV. Adjourn - 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 12:38 AM.

Linda Leuschen
Recording Secretary

HISD Board President

Tom Ivey
HISD Board Secretary