

**Hitchcock ISD  
Board of Trustees  
Public & Regular Meeting  
Minutes  
November 15, 2016**

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A Public Meeting and Regular Meeting of the Board of Trustees of Hitchcock ISD was held Tuesday, November 15, 2016, beginning at 6:30 PM in the Hitchcock ISD Boardroom located in the Hitchcock ISD Administration Building, 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. Vice President Ted Robinson called the meeting to order at 6:33 PM.

Trustees present at the meeting were Ted Robinson, Jr., Vice President; Edward Wilson, Member; Chad Allen, Member; and Shirley Price, Member.

Monica Cantrell, President; Tom Ivey, Secretary; and Tony Combs, Member, were absent.

HISD employees present at meeting were Carla Vickroy, Superintendent; Jennifer Donovan, Finance Director; Chris Armacost, Director of Facilities & Operations; 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; Bridget Ford, Durham Operations Supervisor; Bryan Tacquard, Maintenance Director; Sharanda Harrison Anderson, Coordinator of Assessment, Recruitment & Retention and Susan Bowles, GGCC Director.

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. Edward Wilson 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. Public Hearing to present Hitchcock ISD's FIRST State Financial Accountability Rating for 2014-2015

- A. Overview of School FIRST (Financial Integrity Rating System) - Ms. Donovan gave an overview of the FIRST Report for Hitchcock ISD for the 2014-2015 school year.
- B. Presentation and discussion on Hitchcock ISD's 2014-2015 FIRST Rating - Ms. Donovan announced HISD's rating for the 2014-2015 school year.
- C. Public comments pertaining to the District's State Financial Accountability Rating for 2014-2015 - There were no public comments.

## V. Recognitions

- A. Above and Beyond Citizenship Award – Ted Robinson presented the November 2016 ABC Award to the Red Raider Cheerleaders and Mayor Matranga read a proclamation from the City of Hitchcock congratulating the Red Raider Cheerleaders.

VI. Public Participation – Reverend William Randall spoke regarding the reassignment of paraprofessional Jeanette Caligone. Hitchcock High School student Shiphrah Sampay asked the Board to bring back teacher Jonathan French who resigned earlier this month.

VII. Consent Agenda - A motion was made by Shirley Price and seconded by Edward 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

VIII. Reports/Information from the Superintendent for October 2016

- A. Kids First Head Start Board Liaison Report – Mr. Wilson gave a verbal report
- B. Superintendent's Monthly Goals Report by Campus
- C. Grant Report
- D. Chartwells' Report
- E. School Health Services Report
- F. Counselors' Report
- G. Athletic Report
- H. Maintenance Report
- I. Durham Transportation Report
- J. Technology Report
- K. ADA Report
- L. Discipline Reports by Campus

IX. Action

- A. Consider approval of ABM Janitorial Service Agreement – A presentation was given by Amy Mercado, ABM Janitorial Services. Ms. Mercado then answered questions from the Board and addressed all concerns Trustees had. A motion was made by Chad Allen and seconded by Edward Wilson to approve the ABM Janitorial Service Agreement as presented and as recommended by the administration. Motion carried with majority in favor. Mr. Robinson, Mr. Allen, and Mr. Wilson were in favor. Dr. Price abstained.
- B. Consider approval of Tyler Technologies Inc. Agreement for Bus Routing Software - A motion was made by Shirley Price and seconded by Edward Wilson to approve the Tyler Technologies Inc. Agreement for Bus Routing Software as presented and as recommended by the administration. Motion carried with all in favor.
- C. Set date of annual training between Hitchcock ISD Board of Trustees and the Kids First Head Start Policy Council - A motion was made by Shirley Price and seconded by Edward Wilson to set January 10, 2017, as the date of the annual training meeting between Hitchcock ISD Board of Trustees and the Kids First Head Start Policy Council. Motion carried with all in

favor.

- D. Change date of December 2016 Board of Trustees meeting from the third Tuesday to the second Tuesday - A motion was made by Shirley Price and seconded by Edward Wilson to approve December 13, the second Tuesday in December, as the date of the regular monthly meeting due to District closure for the holidays. Motion carried with all in favor.
- E. Consider approval of revised Facilities Usage Form - A motion was made by Shirley Price and seconded by Chad Allen to approve the revised Facilities Usage Form as presented and as recommended by the administration. Motion carried with all in favor.
- X. Closed Session – Mr. Robinson, Board Vice President, called the members of the Board of Trustees into Closed session at 7:44 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 2016-2017 school year
    - 2. Discuss assignments, re-assignments and duties of at-will and professional employees
    - 3. Discuss the contracts, duties, re-assignment, discipline, and evaluation of superintendent, directors, principals, assistant principals, counselors and at will employees.
- XI. Reconvene from Closed Session for action, if any, from Closed Session – Trustees reconvened from Closed Session at 9:13 PM.

A motion was made by Shirley Price and seconded by Chad Allen to employ Liza Messersmith under a Probationary One-Year Contract – Teacher for the remainder of the 2016-2017 school year as presented and as discussed in executive session. Motion carried with all in favor.

A motion was made by Shirley Price and seconded by Chad Allen to employ Jennie Beltran under a Probationary One-Year Contract – Teacher for the remainder of the 2016-2017 school year as presented and as discussed in executive session. Motion carried with all in favor.

- XII. Suggested Future Agenda Items – There were no suggested future agenda items.
- XIII. Announcement(s) – There were no announcements.
- XIV. Adjourn – A motion was made by Chad Allen and seconded by Shirley Price to adjourn the meeting. Motion carried with all in favor. The meeting was adjourned at 9:15 PM.

Linda Leuschen  
Recording Secretary

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Monica Cantrell  
HISD Board President

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Tom Ivey  
HISD Board Secretary