

**Hitchcock ISD
Board of Trustees
Regular Meeting & Budget Workshop
Minutes
July 26, 2016**

A Regular Meeting & Budget Workshop of the Board of Trustees of Hitchcock ISD was held Tuesday, July 26, 2016, beginning at 6:30 PM in the Hitchcock ISD Boardroom/Conference Facility located at 8004 North Railroad, 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 6:31 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 was absent.

HISD employees present at meeting were Carla Vickroy, Superintendent; Jennifer Donovan, Finance Director; Chris Armacost, Director of Facilities & Operations; Patrick Faour, Crosby Middle School Principal; Donette Line, Stewart Elementary School Principal; Angela Mancini, Hitchcock Primary School Principal; Craig Smith, Athletic Director; and Bridget Ford, Durham Operations Supervisor.

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.

IV. Public Participation – There was no public participation.

V. Budget Workshop

- A. Compensation Plan – Mrs. Donovan discussed the proposed HISD salary compensation plan for the 2016-2017 school year.
- B. Preliminary Budget #2 – Mrs. Donovan presented Preliminary Budget #2 to Trustees. As part of the budget workshop, Mr. Jim Montz, Victory Insurance, discussed the District's professional legal liability, general liability, commercial crime, auto, property casualty, boiler, and machinery insurances with Trustees.

VI. Consent Agenda - A motion was made by Tom Ivey and seconded by Edward Wilson to approve the Consent Agenda as presented. Motion carried with all in favor.

- A. Minutes
- B. Monthly Check Register and Investment Report
- C. Monthly Tax Collection Report
- D. Monthly KFHS Check Register
- E. Monthly GGCC/SHARS Check Register
- F. Consider approval of the Board Planning Calendar for the 2016-2017 school year
- G. Request for Proposal: Athletic Equipment, Apparel, and Supplies

VII. Reports/Information from the Superintendent for June 2016

- A. Kids First Head Start Board Liaison Report – No KFHS Policy Council meeting to report
- B. Grant Report
- C. Technology Report
- D. Update on posting HISD Mission Statement at Board Room and all HISD Campuses – Ms. Leuschen gave the Trustees an update on making poster size Mission Statements and Code of Conducts for the new Board Room and smaller sizes for all campuses.
- E. Emergency Management Planning Preparedness with City of Hitchcock – Mrs. Cantrell discussed a meeting that took place with the City regarding Emergency Management Planning. A new agreement will be provided at the July meeting for the Board's approval.

VIII. Action

- A. Set date of Public Hearing on Budget and Proposed Tax Rate and Vote on the Proposed Tax Rate - A motion was made by Tom Ivey and seconded by Ted Robinson to approve August 30, 2016, at 6:30 PM as the date of the Public Hearing on Budget and Proposed Tax Rate and to Vote on the Proposed Tax Rate. Motion carried with all in favor.
- B. Set date of Board walk-through of District facilities - A motion was made by Tom Ivey and seconded by Tony Combs to have a Special Called meeting on October 1, 2016, 9:00 AM, for the Board to conduct a walk-through of District Facilities. Motion carried with all in favor.
- C. Consider approval of Galveston County Juvenile Justice Alternative Education Program (JJAEP) for the 2016-2017 school year - A motion was made by Tom Ivey and seconded by Edward Wilson to approve the Galveston County JJAEP Program as presented and as recommended by the administration. Motion carried with all in favor.
- D. Consider approval of Transforming Lives (TLC) Cooperative Day Program for the 2016-2017 school year - A motion was made by Tom Ivey and seconded by Tony Combs to approve TLC Day Program for the 2016-2017 school year as presented and as recommended by the administration. Motion carried with all in favor.
- E. Consider approval of Coastal Alternative Program (CAP) for the 2016-2017 school year - A motion was made by Tom Ivey and seconded by Ted Robinson to approve the CAP Program for 2016-2017 school year as presented and as recommended by the administration. Motion carried with all in favor.
- F. Consider approval of Adjunct Faculty Agreement and Resolution (4-H) - A motion was made by Tom Ivey and seconded by Edward Wilson to approve the Adjunct Faculty Agreement and Resolution as presented and as recommended by the administration. Motion carried with all in favor.

- G. Consider approval of Texas City ISD Career and Technical Education MOU - A motion was made by Tom Ivey and seconded by Chad Allen to approve the Texas City ISD Career and Technical Education MOU as presented and as recommended by the administration. Motion carried with all in favor.
- H. Consider approval of Insurance Quotes for the 2016-2017 school year - A motion was made by Tom Ivey and seconded by Edward Wilson to award the Professional Legal Liability, General Liability, Commercial Crime, and Auto Insurance policies to TAPS; Property Casualty Insurance to AmRisc; and the Boiler and Machinery policy to Hartford as presented and as recommended by the administration. Motion carried with all in favor.
- I. Consider approval of Compensation Plan for 2016-2017 school year
 - 1. Teacher, Administrator, Para, and Manual Trades Pay Scales - A motion was made by Tom Ivey and seconded by Tony Combs to approve the new Teacher, Administrator/Professional, Para-professional, and Manual Trades pay scales for the 2016-2017 school year as presented and as recommended by the administration. Motion carried with all in favor.
 - 2. Athletic Stipends and Extra Duty Pay Rates - A motion was made by Tom Ivey and seconded by Chad Allen to approve the new Athletic Stipends and Extra-Duty Pay Rates for the 2016-2017 school year as presented and as recommended by the administration and Athletic Director . Motion carried with all in favor.
- J. Consider request to increase the amount of the Central Office Renovation Project - A motion was made by Tom Ivey and seconded by Edward Wilson to increase the budget for the Central Office Renovation project by \$18,000. Motion carried with all in favor.

IX. Discussion/Possible Action

- A. Discuss and possibly take action to endorse a TASB Board Candidate - A motion was made by Tom Ivey and seconded by Edward Wilson to endorse Georgan Reitmeier as a TASB Board Candidate. Motion carried with all in favor.
 - B. Discuss and possibly take action to change the regular BOT meeting date in August – A motion was made by Tom Ivey and seconded by Edward Wilson to change the date of the regular Board of Trustees meeting from August 16 to August 30, 2016. Motion carried with all in favor.
 - C. Discuss and possibly take action on the sale of Hitchcock ISD property - A motion was made by Tom Ivey and seconded by Chad Allen to give Superintendent permission to pursue the removal/sale of the old Challenge building. Motion carried with all in favor.
 - D. Discuss and possibly take action regarding Facilities Usage Policy – No action taken. Bring back to another meeting fur further discussion.
- X. Closed Session – Mrs. Cantrell, Board President, called the members of the Board of Trustees into Closed session at 8:09 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

XI. Reconvene from Closed Session for action, if any, from Closed Session – Trustees reconvened

from Closed Session at 9:07 PM.

A motion was made by Tom Ivey and seconded by Edward Wilson to move the Coordinator of Special Programs and the Coordinator of Curriculum & Instruction positions from a Pay Grade 4 to a Pay Grade 5 on the Administrative/Professional pay scale. Motion carried with all in favor.

The Board decided to revisit Discussion/Possible Action Item C – Trustees asked Mrs. Donovan to contact Strong Tower Ministries and give them a deadline to remove the old GGCC portable building. A motion was made by Tom Ivey and seconded by Tony Combs to give Superintendent permission to enter into negotiations regarding the 3.79 acre property for sale by the District. The lowest acceptable offer is a minimum of \$20,000. Motion carried with all in favor.

XII. Suggested Future Agenda Items – Grant for sidewalks and Facilities Usage

XIII. Announcement(s) – Good ‘Ole Days is August 12 -13, 2016

XIV. Adjourn – A motion was made by Tony Combs and seconded by Tom Ivey to adjourn the meeting. Motion carried with all in favor. The meeting was adjourned at 9:23 PM.

Linda Leuschen
Recording Secretary

Monica Cantrell
HISD Board President

Tom Ivey
HISD Board Secretary