

**Hitchcock ISD  
Board of Trustees  
Regular Meeting & Budget Workshop  
Minutes  
April 21, 2015**

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A Regular Meeting of the Board of Trustees of the Hitchcock Independent School District was held Tuesday, April 21, 2015, 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; Tom Ivey, Secretary;; Edward Wilson, Member; and Shirley Price, Member.

Tony Combs, Member, arrived at 6:33 PM, Ted Robinson, Vice-President, arrived at 6:56 PM; and Chad Allen, Member, arrived at 7:20 PM.

HISD employees present at meeting were Carla Vickroy, Superintendent; Jennifer Donovan, Business Manager; Kellie Edmundson, Hitchcock High School Principal; Steve Adamson, Hitchcock High School Assistant Principal; Larry Allen, Crosby Middle School Principal; Donette Line, Stewart Elementary Principal; Patrick Faour, Hitchcock Primary Principal; Ethel Gaines, KFHS Director; Chris Armacost, Technology Director; Bryan Tacquard, Maintenance Director; Valencia Jefferson, Chartwells; Evangelina Guerra, Director of Federal & Special Programs; and Lee Knapp, Construction Manager.

**II. 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. Edward Wilson led the members of the Board of Trustees and patrons in the Pledge to the Texas flag.

**III. Recognitions**

A. The Above and Beyond Citizenship Award for December 2014 was postponed.

B. The Above and Beyond Citizenship Award for April 2015 was presented to Lonesome Dove 4-H Club by Monica Cantrell.

C. DAR and Do the Write Thing Awards for Crosby Middle School Students – postponed until later in the meeting.

D. UIL Awards for Hitchcock High School Students were presented by Ms. Frye.

**IV. Public Participation – There was no public participation.**

**V. Budget Workshop**

A. Budget Manual – Ms. Donovan prepared and presented the Budget Manual for the 2015-2016

school year.

- B. Chart of Accounts, Preliminary Revenues, and Stipends – Ms. Donovan provided the BOT with a chart of accounts, preliminary revenue figures and suggested stipends for the 2015-2016 school year.
- C. 6100's Handout and Discussion – Ms. Donovan discussed the “6100” budget codes
- D. 6200's Handout and Discussion – Ms. Donovan discussed the “6200” budget codes

III. DAR and Do the Write Thing Awards for Crosby Middle School Students (postponed from earlier in the meeting) – Ms. Charlston and Ms. Crowell presented DAR and Do the Write Thing Awards to Crosby Middle School Students.

VI. Consent Agenda – Ms. Leuschen read Consent Agenda Items G & H (Teacher and Paraprofessional Appreciation Week Resolutions). 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. Textbook Adoption for the 2015-2016 School Year
- G. Teacher Appreciation Week Resolution
- H. Paraprofessional Appreciation Week Resolution
  - I. Response to Texas Education Agency regarding the application and Statement of Impact by Harmony School of Science
  - J. Approve IMA and TEKS Certification
  - K. Approve Technology Plan for 2015-2018

VII. Reports/Information from the Superintendent for March 2015

- 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 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
- M. Special Programs Progress Report

- N. GT Report
- O. School Dude Update – Ms. Vickroy gave a verbal update of the School Dude program.
- P. KFHS Fiscal Review - Overview of Findings – Congratulations to Ms. Donovan.
- Q. Transportation/Bus Report – Ms. Donovan gave a verbal report and the Board congratulated her on a well prepared report.
- R. Bond/Bid Update – Ms. Vickroy and Mr. Knapp gave a verbal report on the bid package and stated that new figures would be available next Tuesday, April 28th.
- S. Platinum Leadership Circle Award – Congratulations to Ms. Donovan and her staff.
- T. ADA for HHS Late Arrival Testing Days

#### VIII. Action

- A. Consider approval of Inter-local Tax Collection Agreement for 2015-2018 - A motion was made by Tom Ivey and seconded by Mr. Wilson to approve the Inter-local Tax Collection Agreement for 2015-2018 as presented and recommended by the administration. Motion carried with all in favor.
- B. Consider approval of Budget Amendment #3 - A motion was made by Tom Ivey and seconded by Shirley Price to approve Budget Amendment #3 as presented by the administration. Motion carried with all in favor.
- C. Consider approval of Food Service Management Contract Amendment - A motion was made by Tom Ivey and seconded by Mr. Wilson to approve the Food Service Management Contract Amendment as presented and recommended by the administration. Motion carried with all in favor.
- D. Consider approval of Salary Schedule for Teachers, Librarians, Counselors, and Nurses for the 2015-2016 School Year - A motion was made by Tom Ivey and seconded by Tony Combs to approve the Salary Schedule for Teachers, Librarians, Counselors, and Nurses for the 2015-2016 school year as presented and recommended by the administration. Motion carried with all in favor.
- E. Consider Approval of a Para-Professional Raise for the 2015-2016 school year - A motion was made by Tom Ivey and seconded by Mr. Wilson to approve the Para-Professional Raise for the 2015-2016 school year as presented and recommended by the administration. Motion carried with all in favor.

#### IX. Discussion and Possible Action:

- A. Collegiate High School/Dual Credit - A motion was made by Tom Ivey and seconded by Tony Combs to leave the financial part of Collegiate High School as is but capping the enrollment at 12 students for the 2015-2016 school year. Motion carried with all in favor.
- B. Review and possibly make changes to Board Policy GKDA (LOCAL) – No action taken

#### X. Closed Session – Monica Cantrell, Board President, called the members of the Board of Trustees into Closed session at 8:45 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 proposed Chapter 21 contracts for teachers, speech and hearing, nurses, counselors, librarians and coordinators
    - a. Probationary One-Year Contracts

- b. Probationary One-Year Contracts + Certification Addendum
  - c. One-Year Term Contracts
- 2. Discuss proposed Chapter 21 contract non-renewals/terminations for teachers, speech and hearing, nurses, counselors, librarians and coordinators
  - a. Probationary One-Year Contracts
  - b. Probationary One-Year Contracts + Certification Addendum
  - c. One-Year Term Contracts
- 3. Discuss the employment of new professional employee(s) for the 2014-2015 and 2015-2016 school years
- 4. 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 10:15 PM.

A motion was made by Tom Ivey and seconded by Shirley Price to renew probationary one-year contracts for teachers for the 2015-2016 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 renew probationary one-year contracts + certification addendums for teachers for the 2015-2016 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 Tony Combs to renew probationary one-year contracts (from probationary one-year contract + certification addendum) for teachers for the 2015-2016 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 Mr. Wilson to renew the one-year term contracts (from probationary one-year term contracts) for teachers for the 2015-2016 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 renew the one-year term contracts (from probationary one-year contract) for teachers for the 2015-2016 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 Shirley Price to renew the one-year term contracts for teachers for the 2015-2016 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 Shirley Price to renew the one-year term contract for Librarian for the 2015-2016 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 approve the one-year term contracts for Counselors for the 2015-2016 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 Tony Combs to approve the one-year term contract for nurse for the 2015-2016 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 Shirley Price to approve the one-year contracts for professionals for the 2015-2016 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 Shirley Price to employ Morgan Wilson under a probationary one-year contract – teacher for the 2015-2016 school year as presented and as discussed and as discussed in executive session. Motion carried with all in favor.

A motion was made by Tom Ivey and seconded by Shirley Price to employ Shelley Bock under a non-certified Professional Contract for the 2015-2016 school year as presented and as discussed in executive session. Motion carried with all in favor.

XII. Suggested Future Agenda Items –

CTE Presentation  
Presentation for Coach Adamson as Head Basketball Coach  
Homeless Presentation by Kristie Sheppard

XIII. Announcement(s) – There were no announcements

XIV. Adjourn – A motion was made by Shirley Price and seconded by Tony Combs to adjourn the meeting. Motion carried with all in favor. The meeting was adjourned at 10:26 PM.

Linda Leuschen  
Recording Secretary

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Monica Cantrell  
HISD Board President

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Tom Ivey  
HISD Board Secretary