

**Hitchcock ISD
Board of Trustees
Regular Meeting
Minutes
October 21, 2014**

A Public Meeting and Regular Meeting of the Board of Trustees of Hitchcock ISD was held Tuesday, October 21, 2014, 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 6:32 PM

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

Tom Ivey, Secretary arrived at 6:37 PM.

HISD employees present at meeting were Carla Vickroy, Interim Superintendent; Jennifer Donovan, Business Manager; Kellie Edmundson, Hitchcock High School Principal; Larry Allen, Crosby Middle School Principal; Donette Line, Stewart Elementary Principal; Patrick Faour, Hitchcock Primary Principal; Ethel Gaines, KFHS Director; Steve Adamson, Hitchcock High School Assistant Principal; Angela Mancini, Hitchcock Primary Assistant Principal; Chris Armacost, Technology Director; Bryan Tacquard, Maintenance Director; and Lee Knapp.

II. Pledge of Allegiance

- A. United States Flag – Shirley Price led the members of the Board of Trustees and patrons in the Pledge of Allegiance to the U.S. flag.
- B. Texas Flag – Ted Robinson led the members of the Board of Trustees and patrons in the Pledge to the Texas flag.

III. Public Hearing to present Hitchcock ISD's FIRST State Financial Accountability Rating for 2012-2013

- A. Overview of School FIRST (Financial Integrity Rating System) – Ms. Donovan gave an overview of the FIRST Report for Hitchcock ISD for the 2012-2013 school year.
- B. Presentation and discussion on Hitchcock ISD's 2012-2013 FIRST Rating. Ms. Donovan announced HISD received a Superior Achievement rating for the 2012-2013 school year.
- C. Public comments pertaining to the District's State Financial Accountability Rating for 2012-2013. Several patrons congratulated Ms. Donovan and her staff on the Superior Achievement received for the District.

IV. Recognitions

- A. Recognitions – The Above and Beyond Citizenship Award for September 2014 was presented to Darlene Blackwell by Edward Wilson.

B. Recognitions – The Above and Beyond Citizenship Award for October 2014 was presented to Gwen Gilmore by Shirley Price.

Consent Agenda, Item F (Principal’s Month Proclamation) was moved to this part of the meeting agenda. A motion was made by Tom Ivey and seconded by Shirley Price to approve the Proclamation naming October 2014 as Principal’s month. Motion carried with all in favor. A 10 minute recess was taken to recognize our principals and assistant principals and to enjoy cake and punch. Recessed at 6:52 PM. Started the Board meeting again at 7:05 PM.

V. Public Participation – Teresa Scott May spoke regarding the ramp at Kids’ First Head Start.

Action Items H, J, K, L and G were moved to this part of the meeting agenda.

Item H - A motion was made by Tom Ivey and seconded by Chad Allen to approve the Order authorizing the issuance, sale and delivery of HISD Unlimited Tax School Building and Refunding Bonds, Series 2014, authorizing the redemption prior to maturity of certain outstanding bonds, and containing other matters related thereto as presented and recommended by the administration. Motion carried with all in favor.

Item J – A motion was made by Tom Ivey and seconded by Shirley Price to approve Construction Manager at Risk as the delivery method for all future construction and renovation work that must be publicly bid, unless otherwise modified or rescinded by the Board of Trustees for the remainder of the projects to be completed under the current bond issue approved by the taxpayers as presented and as recommended by the administration. Motion carried with all in favor.

Item K – A motion was made by Tom Ivey and seconded by Tony Combs to appoint an Evaluation Committee consisting of Ted Robinson, Carla Vickroy, Lee Knapp, and Jennifer Donovan to evaluate, rank, and interview the Construction Managers at Risk who submit proposals and to negotiate a proposed contract for recommendation for award by the Board of Trustees. Motion carried with all in favor.

Item L – A motion was made by Tom Ivey and seconded by Shirley Price to adopt the evaluation criteria to be used by the Evaluation Committee when evaluating and ranking the Construction Managers at Risk as presented and as recommended by the administration. Motion carried with all in favor.

Item G – A motion was made by Tom Ivey and seconded by Ted Robinson to approve the RFP for the Administration Building chiller choosing the screw chiller package as presented in the amount of \$188,669 plus the 5 year extended warranty for parts only at a price of \$7,294 for a total of \$195,963 as recommended by the administration. Motion carried with all in favor.

VI. Consent Agenda - Unless removed (pulled to vote on separately) from the consent agenda, items identified under the consent agenda will be acted on at one time. 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

1. Board Training of September 13, 2014

2. Regular meeting of September 16, 2014

- 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. Consider approval of Proclamation naming October 2014 as Principal's Month (approved earlier in meeting)
- G. Consider approval of District/Campus Improvement Plans for the 2014-2015 school year
- H. Consider approval of contract between University of Texas Medical Branch Galveston and Hitchcock ISD
- I. Consider approval of revised Senior Contract for Graduation

VII. Reports/Information from the Superintendent for August 2014

- 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. Staff Attendance Report
- N. Transfer Students
- O. Special Programs - Monthly Progress Report
- P. State Compensatory/At Risk Report for 2013-2014 school year

VIII. Action

- A. Consider approval of delegate and alternate to the 2014 Houston-Galveston Area Council (HGAC) - A motion was made by Tom Ivey and seconded by Tony Combs to designate Shirley Price as the HGAC delegate for the 2014-2015 HGAC Delegate Assembly for Hitchcock ISD. Motion carried with all in favor.
- B. Consider approval of the PSP Improvement Plan for HPS - A motion was made by Tom Ivey and seconded by Shirley Price to approve the PSP Improvement Plan for HPS as presented and as recommended by the administration. Motion carried with all in favor.
- C. Set date for District Holiday Reception - A motion was made by Tom Ivey and seconded by Tony Combs to approve December 16, 2014, from 3:00 – 5:30 PM, as the date and time of the Holiday Reception as presented and as recommended by the administration. Motion carried with all in favor.

- D. Consider approval of out-of-state travel to New Orleans, LA for Kids First Head Start Parent Conference in December 2014 - A motion was made by Tom Ivey and seconded by Edward Wilson to approve the out-of-state travel to New Orleans, LA for the National Head Start Association Parent Conference from December 9-11, 2014, for KFHS staff and parents as presented and as recommended by the administration. Motion carried with all in favor.
- E. Consider approval of out-of-state travel to Nashville, TN for the National School Board Association Annual Conference in March 2015 - A motion was made by Tom Ivey and seconded by Tony Combs to approve the out-of-state travel to Nashville, TN for the NSBA Conference from March 19-23, 2015, as presented and as recommended by the administration. Motion carried with all in favor.
- F. Consider approval of the Annual Statement of Investments - A motion was made by Tom Ivey and seconded by Shirley Price to approve the Annual Statement of Investments as presented and as recommended by the administration. Motion carried with all in favor.
- G. Consider approval of Request for Proposal: Administration Building Chiller (approved earlier in meeting)
- H. Consider and adopt an Order authorizing the issuance, sale and delivery of HISD Bonds (approved earlier in meeting)
- I. Consider approval of the Legislative Priorities Draft proposed by Bay Area Schools Consortium - A motion was made by Tom Ivey and seconded by Edward Wilson to approve the Legislative Priorities Draft by Bay Area Schools as presented and as recommended by the administration. Motion carried with all in favor.
- J. Consider approval of the Construction Manager at Risk Delivery Method (approved earlier in meeting)
- K. Consider approval of the members for the Evaluation Committee for the Construction Manager at Risk (approved earlier in meeting)
- L. Consider approval of adopting evaluation criteria to be used by the Construction Manager at Risk Evaluation Committee (approved earlier in meeting)

IX. Discussion and Possible Action:

- A. Discuss and take action Kids First Head Start Renovation Options – A motion was made by Tom Ivey and seconded by Shirley Price to continue investigation of this project following the recommendations of Option 1 with additional funding for electrical and estimates for cosmetic upgrades to exterior of building. Motion carried with all in favor.
- X. Closed Session – Monica Cantrell, Board President, called the members of the Board of Trustees into Closed session at 8:25 PM for the purposes permitted as authorized by the Texas Open Meetings Act, Texas Government Code Section:
- A. Personnel Matters: Pursuant to Section 551.071 of the Texas Government Code
 - 1. Consultation with School District's attorney 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 grievance of Larry Allen.
 - B. Personnel Matters: Pursuant to Section 551.074 of the Texas Government Code
 - 1. Level III grievance of Larry Allen
 - 2. Discuss the employment of new professional employee(s) for the 2014-2015 school

year

3. Discuss assignments, re-assignments and duties of at-will and professional employees
4. Discussion HISD Superintendent position

XI. Reconvene from Closed Session for action, if any, from Closed Session – Trustees reconvened from Closed Session at 9:08 PM. Chad Allen remained in the hall on a personal phone call.

A motion was made by Tom Ivey and seconded by Ted Robinson to deny the Level 3 grievance of Larry Allen because the initial grievance and subsequent appeal were untimely filed. Five members were in favor and one member was opposed.

A motion was made by Tom Ivey and seconded by Ted Robinson to employ Karen Dabney under a probationary one year contract – counselor for the remainder of the 2014-2015 school year as presented and discussed in executive session. Motion carried with all in favor.

A motion was made by Tom Ivey and seconded by Edward Wilson to employ Janet Cervantes under a probationary one year contract – teacher for the remainder of the 2014-2015 school year as presented and discussed in executive session. Motion carried with all in favor.

Chad Allen returned to the meeting.

A motion was made by Tom Ivey and seconded by Chad Allen to employ Scarlett Lealuga under a probationary one year contract – teacher for the remainder of the 2014-2015 school year as presented and discussed in executive session.. Motion carried with all in favor.

XII. Suggested Future Agenda Items – None.

XIII. Announcement(S) – December 3rd at 6:30 PM will be the lighting of the community Christmas tree. John Hamm is the new Hitchcock Police Chief

XIV. Adjourn – A motion was made by Tony Combs and seconded by Edward Wilson to adjourn the meeting. Motion carried with all in favor. The meeting was adjourned at 9:49 PM.

Linda Leuschen
Recording Secretary

Monica Cantrell
HISD Board President

Tom Ivey
HISD Board Secretary