

**Hitchcock ISD  
Board of Trustees  
Minutes of Regular Meeting, Board Training and Budget Workshop  
June 17, 2014**

---

A Regular Meeting, Board Training and Budget Workshop of the Board of Trustees of Hitchcock ISD was held Tuesday, June 17, 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 6:33 PM

Trustees present at the meeting were Monica Cantrell, President; Ted Robinson, Vice President; Tom Ivey, Secretary; Edward Wilson, Member; and Chad Allen, Member.

Tony Combs, Member, arrive at 6:36 PM

Trustee Shirley Price was absent.

HISD employees present at meeting were Dr. Barbara Derrick, Superintendent; Carla Vickroy, Assistant Superintendent of Curriculum & Instruction; Jennifer Donovan, Business Manager; Steve Adamson, HHS Assistant Principal; Melanie Featherly, HHS Counselor; Larry Allen, CMS Principal; Angela Mancini, HPS Assistant Principal; Ethel Gaines, KFHS Director; Bryan Tacquard, Maintenance Director; Chris Armacost, Technology Director; Craig Smith, Athletic Director; Evangelina Guerra, Director of Special Populations and Grant Writer; HISD Attorney Stephen Dubner, and Dr. Delaney, TEA.

II. Pledge of Allegiance

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

Recognitions (moved in front of Board Training)

- A. Above and Beyond Citizenship Award – June 2014. Ms. Cantrell presented the June 2014 ABC Award to Joyce Kleimann, Hitchcock Library.

III. Board Training Session

- A. District Goals – Dr. Derrick met with Principals and made some “suggested” goal changes for the 2014-0215 school year. The Board suggested the following and Ms. Leuschen will type up and bring to the Board as a future agenda item.

**Goal 1:** Make academic achievement and student performance the primary priority of Hitchcock ISD.

Performance Objectives:

- Objective 1: Hitchcock ISD attendance rate will be at least 96% or higher.
- Objective 2: Hitchcock ISD will attain an increase in academic performance by campuses, sub populations and individual students for the 2014-2015 school year.
- Objective 3: Hitchcock ISD will increase student enrollment by at least 10% using community/parent involvement.
- Objective 4: Hitchcock ISD will increase the Career and Technical Education enrollment for the purpose of gaining workforce readiness.

**Goal 2:** Recruit and retain high quality personnel reflective of and responsive to the district's diverse community.

Performance Objectives:

- Objective 1: Hitchcock ISD will increase faculty and staff job satisfaction and reduce faculty turnover.
- Objective 2: Encourage Hitchcock ISD employees to participate in community activities and events. (An example would be how SES teamed with the Hitchcock Chamber for a pet food drive)
- Objective 3: Reduce faculty turnover and stabilize our workforce.

**Goal 3:** Maintain a safe and disciplined environment conducive to learning.

Performance Objectives:

- Objective 1: Hitchcock ISD will encourage students to participate in either a co-curricular and/or extra-curricular activity.
- Objective 2: Hitchcock ISD will support community and youth league specifically in the area of allowing HISD facilities usage to groups who primarily consisting of Hitchcock students.

**Goal 4:** Maximize fiscal responsibility to provide for operational effectiveness and facility maintenance.

Performance Objectives:

- Objective 1: Strive to maintain platinum star rating.
- Objective 2: Cross-train to maintain office continuity and flow.
- Objective 3: Hitchcock ISD will increase college and career readiness revenue.
- Objective 4: Hitchcock ISD will seek innovative avenues to increase funding.

**Goal 5: Actively promote a sense of community and shared direction.**

Performance Objectives:

- Objective 1: Hitchcock ISD will increase the Career and Technical Education enrollment for the purpose of gaining workforce readiness.
- Objective 2: Encourage employees to become actively involved in community events.

**Goal 6: Develop a very powerful anti-bullying program and anti-bullying awareness campaign at all Hitchcock ISD campuses**

Performance Objectives:

- Objective 1: Form/Retain Peer Mediators

- A. 6500 and 6600 Handout and Discussion – A handout was provided by Ms. Donovan and the 6500 and 6600 accounts were discussed.
- B. Coaching Stipends – A handout was provided by Ms. Donovan and the coaching stipends were discussed.
- C. Preliminary Projected Revenue – A handout was provided by Ms. Donovan and projected revenue was discussed.
- D. Preliminary Budget #1 – Ms. Donovan provided preliminary budget #1.

V. Recognitions – Moved to before budget workshop

- A. Above and Beyond Citizenship Award - June 2014

VI. Public Participation – There was no public participation requests submitted.

VII. 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 Edward Wilson to approve the Consent Agenda as presented. Motion carried with all in favor.

A. Minutes

- 1. Regular Meeting of May 20, 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 the Professional Development Appraisal System (PDAS) Calendar and official PDAS Appraisers for the 2014-2015 school year

G. Consider approval of Master Agreement between Hitchcock ISD and the City of Hitchcock Police Department for the 2014-2015 school year

VIII. Reports/Information from the Superintendent for May 2014

A. Kids First Head Start Board Liaison 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

- M. Board Briefs
- N. Staff Attendance Report
- O. Self Evaluation of District Improvement Plan – Carla Vickroy provided the Self Evaluation of the District Improvement Plan
- P. STAAR Report – Carla Vickroy provided a STAAR report to all BOT members
- Q. Building Usage Policy – Dr. Derrick and Chris Armacost discussed forms currently used for HISD facilities usage. Current form being update by Mr. Armacost.
- R. Student Leaving Campus Procedures – The BOT was provided with the procedures used at each campus when students leave campus before the end of the day.
- S. HB5 Survey Results – HB5 survey results were provided to the BOT.

#### IX. Action

- A. Consider approval of RFP: Janitorial Services and Management. A motion was made by Tom Ivey and seconded by Chad Allen to award the Janitorial Services and Management contract to GCA Services Group. Motion carried with all in favor.
- B. Consider approval of RFP: Transportation Services. A motion was made by Tom Ivey and seconded by Ted Robinson to award the transportation contract to Durham School Services. Motion carried with all in favor.
- C. Consider approval of MOU between Hitchcock ISD and College of the Mainland. A motion was made by Tom Ivey and seconded by Tony Combs to approve the MOU between Hitchcock ISD and College of the Mainland. Motion carried with all in favor.
- D. Consider approval of Coaching Stipends for the 2014-2015 school year. A motion was made by Tom Ivey and seconded by Chad Allen to approve the coaching stipends for the 2014-2015 school year as presented by the administration. Motion carried with all in favor.

#### X. Discussion/Possible Action

- A. TASB Board Nomination – The Board had no volunteers for this item and no action was taken.

#### XI. Closed Session – Monica Cantrell, Board President, called the members of the Board of Trustees into Closed session at 8:07 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 contract, duties, re-assignment, and discipline of superintendent, assistant superintendent, business manager, principals, counselors, assistant principals, and at-will employees
- B. Personnel Matters: Pursuant to Section 551.074 of the Texas Government Code
  - 1. Discuss the contracts, duties, re-assignment, discipline, and evaluation of superintendent, assistant superintendent, business manager, principals, counselors, assistant principals, and at-will employees
  - 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

XII. Reconvene from Closed Session for action, if any, from Closed Session at 1:08 AM on June 18, 2014.

A motion was made by Tom Ivey and seconded by Ted Robinson to employ Tommetria Womack on a probationary 1 year contract – counselor for the 2014-2105 school year, and to employ Michelle Davis, Amy Wiltenburg, Alicia Carpenter, Jamie Schultz, Courtney Sparks, Chelsea Cotton, Amy Rankin, Candace Cline- Harrison, and Suzanne Smith on a probationary 1 year contract – teacher for the 2014-2015 school year. Motion carried with all in favor.

A motion was made by Tom Ivey and seconded by Tony Combs to authorize the Board President to present the Superintendent with a memorandum as discussed in executive session. Motion carried with all in favor.

XIII. Suggested Future Agenda Items – Bring back the graduation policy (FMH)

XIV. Announcement(S) – There will be a Special Called Meeting on Tuesday, June 24, 2014, at 6:30 PM.

XV. Adjourn – A motion was made by Ted Robinson and seconded by Tony Combs to adjourn the meeting. Motion carried with all in favor. The meeting was adjourned at 1:13 AM on Wednesday, June 18, 2014.

Linda Leuschen  
Recording Secretary

---

Monica Cantrell  
HISD Board President

---

Tom Ivey  
HISD Board Secretary