

Hitchcock Independent School District

Board Workshop

July 8, 2010

---

The Hitchcock Independent School District Board of Trustees met at a Board Workshop on Thursday, July 8, 2010, held at the Hitchcock ISD Boardroom/ Conference Facility located at 8004 North Railroad, Hitchcock, Texas. President Dianne James called the meeting to order at 6:40 PM.

Present                      Dianne James, President; Monica Cantrell, Vice President; Ted Robinson, Jr., Member, Tom Ivey, Member

Absent                      Pat Turner, Member  
Estelle Holmes, Secretary  
Shirley Price, Member

Others                      Mike Bergman, Superintendent

Call to Order              Dianne James, President, called the meeting to order at 6:40 PM; announced the presence of a quorum and stated that the meeting had been duly called and the notice had been posted in the manner prescribed by law.

Discussion

Develop Superintendent Evaluation Form

1. Do evaluation four times a year.  
January—Summative Evaluation  
June—Formative Evaluation  
August—Walk-through of campuses  
October—Walk-through of campuses and review goals
2. Current form does not give room for comment.
3. Assign number to rating scale.  
3 = Exceptional  
2 = Proficient  
1 = Needs Improvement  
0 = Below Expectations (prepare a response and plan of action to correct)
4. Use TASB evaluation form and add district goals.

#### Documentation

1. Develop forms for documentation.
2. (a) Verbal Warning, (b) Written Warning, (c) Final Warning
3. Do continuous documentation and not at the last minute.
4. Hold Superintendent responsible for principals and documentation.
5. Document training at the beginning of the school year and review expectations with principals.

#### Attendance

1. Attendance—Call and talk to the parent in person.
2. Look at absences during second and third period, who was here and who was not—do a comparison.
3. Security Officers needs to be walking around the campus.

Facility Walk-through—Schedule a facility walk-through and review goals in October.

#### Future agenda

1. Approve documentation form
2. Approve Superintendent's Evaluation form
3. Set dates for evaluations and reviews

#### Adjournment

A motion was made by Tom Ivey and seconded by Estelle Holmes to adjourn the meeting. Motion carried with all in favor. The meeting was adjourned at 8:03 PM.

Respectfully submitted,

Brenda J. Taylor  
Recording Secretary

---

Dianne James, President

---

Estelle Holmes, Secretary