

Hitchcock Independent School District

Regular Meeting  
Tuesday, July 15, 2008

The Hitchcock Independent School District Board of Trustees met at a Regular called meeting on Tuesday, July 15, 2008, held at the Hitchcock ISD Boardroom/ Conference Facility located at 8004 North Railroad, Hitchcock, Texas. President Monica Cantrell called the meeting to order at 7:17 PM.

Present Monica Cantrell, President; Pat Turner, Member; Shirley Price, Member; Dianne James, Member

Absent Estelle Holmes, Secretary; Ted Robinson, Member

Late Arrival Tom Ivey, Vice President, arrived at 8:04 PM.

Others Mike Bergman, Superintendent; Nina Conway, Business Official; Gerald Hughes, Technology Director; Stephen Dubner, Attorney; Jim Thomas, CPA

Call to Order

Monica Cantrell, President, called the meeting to order at 7:17 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.

Pledge of Allegiance

Dianne James led the Board of Trustees and patrons in the Pledge of Allegiance to the U. S. flag and the Texas flag.

Recognitions

The Board honored Chris Paschenko, Reporter, Galveston County The Daily News, with the TASB 2008 Media Honor Roll. Ms. Cantrell presented Mr. Paschenko with a Certification of Recognition thanking him for his positive coverage of the district.

008-077

Consent Agenda

A motion was made by Dianne James and seconded by Shirley Price to approve the Consent Agenda as presented and as recommended by the Administration.

1. Minutes

- a. Regular meeting of June 10, 2008
- b. Special Called meeting and Bond Committee meeting of June 24, 2008

- c. Special Called meeting and Board Training workshop of June 26, 2008
2. Monthly Financial Report for month ending June 2008; Check Register and Cash Reconciliation for month ending May 2008 and June 2008; Investment Report for month ending May 2008 and June 2008
3. Monthly Tax Collection Report for month ending May 2008 and June 2008
4. Monthly Kids First Head Start Financial Report and Check Register for month ending June 2008
5. Monthly Greater Gulf Coast Cooperative/SHARS Financial Report and Check Register for month ending June 2008
6. Memorandum of Understanding: Juvenile Justice Alternative Education Program, 2008-2009
7. Memorandum of Understanding: About Face Day Program, 2008-2009

Motion carried with all in favor.

## Reports/ Information

### ADA Report

The Snapshot Enrollment report from 1990 to 2008 was presented to the Board for their review and information.

The Board will schedule a future workshop to discuss ways to bring kids living in Hitchcock back to the school district.

### 2008-2009 District Handbooks

A copy of the following district handbooks for 2008-2009 were presented to the Board for their review and information:

- Student Handbook
- Employee Handbook
- Emergency Checklist
- School Bus Riders' Safety Handbook
- Automated External Defibrillator (AED) in the School Setting
- Bloodborne Pathogen Plan
- Substitute Handbook

The Board requested that the handbooks be presented at the July 21, 2008, meeting for approval. Any changes to the handbooks will be given to Ms. Taylor prior to the meeting for corrections.

Action

008-078

Energy for Schools Shared  
Services Agreement for  
2008-2009

A motion was made by Shirley Price and seconded by Dianne James to approve the Energy for Schools Shared Services Agreement for 2008-2009 as presented and as recommended by the administration.

Motion carried with all in favor.

008-079

One-Year Extension of Contract  
for Transportation Services  
2008-2009

A motion was made by Shirley Price and seconded by Dianne James to approve a one-year extension contract with Durham School Services for the period August 1, 2008 through July 31, 2009, with a 3.5% increase in the district's transportation rates based upon the Houston-Galveston-Brazoria Consumer Price Index for February 2008.

The Board requested that a workshop be scheduled in the Fall to discuss bring the transportation service back in-house. Ms. Conway will research the cost.

Motion carried with all in favor.

008-080

RFP: Errors and Omissions  
Insurance, 2008-2009

A motion was made by Shirley Price and seconded by Dianne James to approve Victory Insurance acting as agent for Texas Association of Public Schools (TAPS) for school professional legal liability. [See attached]

Motion carried with all in favor.

008-081

RFP: Property/Casualty/Auto

Insurance, 2008-2009

A motion was made by Dianne James and seconded by Shirley Price to approve Victory Insurance acting as agent for TAPS for Property, Casualty, Auto, and Wind Insurance Coverage. [See attached]

Motion carried with all in favor.

008-082

RFP: Workers Compensation

Insurance, 2008-2009

A motion was made by Dianne James and seconded by Shirley Price to approve Victory Insurance acting as agent for Texas Mutual for Worker Compensation Insurance. [See attached]

Motion carried with all in favor.

008-083

RFP: Annual Financial Audit

for PE 08/31/2008

A motion was made by Dianne James and seconded by Shirley Price to approve the accounting firm of Sandersen Know & Company, LLP to audit the financial records of HISD for the fiscal year ending August 31, 2008, with a possible two-year extension.

Motion carried with all in favor.

Closed Session

Monica Cantrell, President, called the members of the Board of Trustees into Closed Session at 8:02 PM for the purposes permitted as authorized by the Texas Open Meeting Act, Texas Government Code:

551.071 Consultation with the District's Attorney Stephen Dubner of the Law Office of Stephen Dubner to discuss real estate contract and title conditions

551.072 Discuss the purchase, exchange, lease, or value of real property

Reconvene from  
Closed Session

The Board reconvened from Closed Session at 8:50 PM to take action from Closed Session, if any.  
No action from Closed Session

Discussion/ Possible Action

008-093

Title issues regarding land contract  
for purchase of land on FM 519, Hitchcock

**Background Information:** The closing for the land on FM 519 has been postponed twice. An issue has surfaced regarding blanket easements that have been revealed for the property. This creates a concern about a possible pipeline being installed on the property during or following construction of the new elementary school. Efforts are in progress to determine what companies own those easements and then whether they will give relief from those easements.

Mr. Jim Thomas and Mr. Rick Ansell, Attorney, were asked to step forward to address the Board concerning the pending real estate contract and title conditions:

1. Pipeline easements
2. Surface leases
3. Plugged wells
4. Updated survey of property

The Board gave Mr. Thomas and Attorney Ansell two weeks to clear up the conditions of the title and to report to Dr. Bergman on or before July 29, 9:00 AM. Dr. Bergman will report the results of the meeting to the Board

As soon as the conditions are cleared, the Board will be ready to sign the contract.

Action

008-084

update 83 with the exception  
for DIA (LOCAL)

A motion was made by Dianne James and seconded by Tom Ivey to add, revise, and/or delete (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 83 with the exception of DIA (LOCAL), as recommended by the administration. [See attached]

Motion carried with all in favor.

008-085

Adoption of DIA

(LOCAL)

A motion was made by Dianne James and seconded by Tom Ivey to adopt DIA (LOCAL) designating Susan Thompson as the Title IX Coordinator and Randy Dowdy as the 504 Coordinator, as presented and as recommended by the administration. [See attached]

Motion carried with all in favor.

008-086  
Nomination of Delegate and  
Alternate to the 2008-2009 Delegate  
Assembly

A motion was made Pat Turner and seconded by Tom Ivey to nominate Dianne James as delegate and Estelle Holmes as alternate for the 2008 TASB Delegate Assembly.

Motion carried with all in favor.

008-087  
Endorsement of TASB  
Candidate(s)—TASB State  
Board of Trustees

A motion was made by Pat Turner and seconded by Tom Ivey to endorse Manuel Guajardo, Jr., for Position B, Texas City ISD to the TASB State Board of Trustees.

Motion carried with all in favor.

008-088  
Board Travel Reimbursement  
Procedures

A motion was made by Tom Ivey and seconded by Dianne James to approve the changes to the Board Travel Reimbursement Procedures. These procedures will also apply to the Superintendent. [See attached]

Motion carried with all in favor.

008-089  
Board of Trustees Standard  
Operating Procedures

A motion was made by Shirley Price and seconded by Dianne James to approve the changes to the Board of Trustees Standard Operating Procedures, as presented. [See attached]

Motion carried with all in favor.

008-090  
Code of Conduct—Board  
of Trustees

A motion was made by Dianne James and seconded by Shirley Price to approve the changes to the Code of Conduct—Board of Trustees, as presented. [See attached]

Motion carried with all in favor.

008-091  
Board Planning Calendar,  
2008-2009

A motion was made by Dianne James and seconded by Tom Ivey to approve the Board Planning Calendar, 2008-2009, as presented and as recommended by the administration. [See attached]

Motion carried with all in favor.

008-092  
Contract between HISD and  
College of the Mainland for  
Collegiate High School

A motion was made by Tom Ivey and seconded by Dianne James to approve the contract between HISD and College of the Mainland for Collegiate High School, 2008-2009, as presented and as recommended by the administration.

Motion carried with all in favor.

Discussion/ Possible Action

008-094  
Set date to review Board Goals  
for 2008-2009

The Board set Monday, July 21, 2008, 6:00 PM, to review Board Goals for 2008-2009.

008-095  
Set date for Board Self-  
Evaluation & Budget Workshop

The Board set Monday, July 21, 2008, 6:00 PM, for the Board's Self-Evaluation and Budget Workshop.

008-096  
Set date for Board Walk-

Through of District Facilities

The Board set Monday, August 18, 2008, 6:00 PM, for the Board's walk-through of district facilities.

Closed Session

Monica Cantrell, President, called the members of the Board of Trustees into Closed Session at 9:26 PM for the purposes permitted as authorized by the Texas Open Meeting Act, Texas Government Code 551.074 Personnel:

Discuss the employment of a Maintenance Director and a Kids First Head Start Director for the 2008-2009 school year  
Discuss the employment of new professional(s)—Teacher(s) for the 2008-2009 school year  
Discuss changing a One-year Term Contract—Teacher to a probationary One-year Contract—Academic Advisor  
Superintendent's Formative Evaluation

Pat Turner left the meeting at 9:58 PM during Closed Session.

Reconvene from  
Closed Session

The Board reconvened from Closed Session at 11:42 PM to take action from Closed Session, if any.

Motion 1 A motion was made by Dianne James and seconded by Shirley Price to employ Pamela Baccinelli under a Probationary One-Year Contract—Teacher with Certification Addendum for the 2008-2009 school year, as presented and as discussed in executive session.

Motion carried with all in favor.

Motion 2 A motion was made by Dianne James and seconded by Tom Ivey to employ Doreatha Walker under a Probationary One-Year Contract—Administrator for the 2008-2009 school year, as presented and as discussed in executive session.

Motion carried with all in favor.

Motion 3 A motion was made by Dianne James and seconded by Shirley Price to employ Ronny Mull under a Non-chapter 21 Contract—Professional for the 2008-2009 school year, as presented and as discussed in executive session.

Motion carried with all in favor.



Motion 4      A motion was made by Dianne James and seconded by Tom Ivey to employ Donette Line under a One-Year Term Contract— Academic Advisor at Crosby Middle School for the 2008-2009 school year as discussed in executive session.

Motion carried with all in favor.

Future Agenda Items

1. Agenda items for July 21 meeting
  - a. Board policy change—DEC (LOCAL)
  - b. Board goals with Susan Thompson
  - c. Board self-evaluation
  - d. Budget workshop
  - e. Executive Session—personnel matters

Adjournment

A motion was made by Dianne James and seconded by Tom Ivey to adjourn the meeting. Motion carried with all in favor. The meeting was adjourned at 11:45 PM.

Respectfully submitted,

Brenda J. Taylor  
Recording Secretary

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Monica Cantrell, President

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Tom Ivey, Vice President

