

Hitchcock Independent School District

Regular Meeting
Tuesday, December 18, 2008

The Hitchcock Independent School District Board of Trustees met at a Regular meeting on, at Tuesday, December 18, 2008, the Boardroom/ Conference Facility located at 8004 North Railroad, Hitchcock, Texas. President Monica Cantrell called the meeting to order at 7:00 PM.

Present Monica Cantrell, President; Tom Ivey, Vice President; Shirley Price, Member, *Estelle Holmes*

Late Arrival Pat Turner, Member, arrived at 7:10 PM

Absent Mark Morgan, Member; Ted Robinson, Jr., Member

Others Mike Bergman, Superintendent; Nina Conway, Business Official; Gerald Hughes, Technology Director; Susan Bowles, Special Education Director

Call to Order Monica Cantrell, President, called the meeting to order at 7:00 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

Monica Cantrell and Tom Ivey led the members of the Board of Trustees and patrons in the Pledge of Allegiance to the U.S. flag and Texas flag.

Recognitions

Ms. Bowles presented the Hitchcock ISD winners of the GGCC Fourth Annual Art Contest:

3rd Place—Stewart Elementary School—Devaughn Elders

3rd Place—Crosby Middle School—Brandon Saucedo

Honorable Mention—Stewart Elementary School—Nathan Case

GGCC also presented Christmas cards to the Board that is a collage of all the art work winners.

007-103

Consent Agenda

A motion was made by Estelle Holmes and seconded by Tom Ivey to approve the consent agenda as presented and as recommended by the administration.

A. Minutes

a. Regular meeting of November 13, 2007

- b. Town Hall meeting of November 19, 2007
- c. Board Training Workshop of October 2, 2007
- d. Regular meeting of October 15, 2007
- e. Board Workshop of October 29, 2007

- B. Monthly Financial and Investment Report for month ending November 30, 2007
- C. Monthly Tax Collection Report for month ending November 30, 2007
- D. Response to the Texas Education Agency to express the opinion that the proposed expansion of geographic boundaries by KIPP Gulfton School & KIPP North Forest Lower School poses a potential for financial difficulty because of loss of enrollment.
- E. Response to the Texas Education Agency to express the opinion that the proposed expansion of geographic boundaries to include our district's boundaries by Abundant Life Christian Center poses a financial difficulty because of loss of enrollment.

Motion carried with all in favor.

Reports/ Information from the Superintendent

KFHS Financial Report and Monthly Report for month ending November 30, 2007

The Kids First Head Start Financial Report and Monthly Report for month ending November 30, 2007, were presented to the Board for their review and information. Ms. Conway asked if the Board would like the check register to be included in the Board material. If so, this agenda item will be moved to the consent agenda. The Board agreed that they would like to see the check register for the general fund, KFHS, and GGCC.

GGCC/SHARS Financial Report and Monthly Check Register for month ending November 30, 2007

The Greater Gulf Coast Cooperative/SHARS Financial Report and Monthly Check Register for month ending November 30, 2007, were presented to the Board for their review and information.

R-4 Program Update

R-4 representatives were not present at the meeting.

ADA Report

The ADA report from September 2007 to November 30, 2007, and the comparison report from September 2006 to December 1, 2006, was included for the Board's review and information.

October Exit Level Test Results

The October Exit Level test results were presented to the Board for their review and information. Seniors or 4th year juniors who do not pass the Exit test as a junior take the Fall administration and below are the results.

ELA—3 out of 6 passed
Math—5 out of 18 passed
Social Studies—3 out of 6 passed
Science—3 out of 9 passed

Some seniors will be required to take and pass the test in the spring to graduate.

Ms. Holmes and Ms. Price asked if the students were collectively aware of the results of the tests and what is at stake and if the students are being properly prepared.

It was suggested that additional electives need to be added to the curriculum and to bring more outside resources, i.e. Career Day.

HB2563—Governance
Board & Superintendent
Relations

The Board acknowledged the components to HB 2563. Dr. Bergman stated that the district is already most of what is specified and Dr. Thompson addressed some issue during workshops this past Fall and existing board policy covers the rest.

1. Insure the superintendent implements and monitors procedures, plans, and systems to achieve results of district operations.
2. Superintendent has opportunity to present oral or written recommendation on any item on the meeting agenda.
3. A vision statement & comprehensive goals for district and superintendent must be in place.
4. Board is to insure superintendent is accountable in achieving performance results, recognize performance results, & takes action as needed to meet performance goals.
5. Board must insure all employees and the public have procedure in place to voice a grievance or complaint.
6. Board & superintendent are to work together to provide educational leadership.
7. Board evaluates superintendent and themselves in working toward annual goals.
8. Policy specifies that Board hires and evaluates superintendent.
9. Minutes of Board meetings specify whether Board accepted or rejected the superintendent's recommendations regarding district personnel.
10. Insure hiring practices are specific and nepotism laws are adhered to.
11. Minutes must specify if member is present or absent and insure minutes are available to the public. (Posted on web).
12. Trustee may not act on behalf of the board unless so directed by a quorum of the board.

13. Minutes of the last regular meeting of the calendar year must reflect whether or not each trustee is delinquent in meeting the training requirements.

Board Members Continuing Education Requirements

Item 13 of HB 2563 (see above) requires that the minutes of the last regular meeting of the calendar year must reflect whether or not each trustee is delinquent in meeting the training requirements. The board members continuing education hours are presented below.

Board Member	Hours Earned 12/01/2006 to 12/12/2007	Tier One Orientation to & Texas Education Code	Tier Two Teambuilding	Tier Three Discretionary Continuing Education
Monica Cantrell, President	24.50	Y	Y	Y
Tom Ivey, Vice President	22.00	Y	Y	Y
Estelle Holmes, Secretary	95.25	Y	Y	Y
Pat Turner, Member	24.25*	Y	Y	Y
Mark Morgan, Member	11.25	N	N	Y
Ted Robinson, Member	14.50	Y	Y	Y
Shirley Price, Member	24.50**	Y	Y	Y

*needs to submit NSBA hours from April 2007

**Has met requirement for Open Meeting Training and Public Information Act Training required for new board members

Bond Election Timetable

Carl Joiner, Architect, presented the Bond Election Timetable to the Board, see attached. There are several things that must happen in a certain order from now until the election in May. First, the district needs to authorize the advertisement for a Construction Manager. Bids/offers will be opened in January. The Construction Manager will work closely with the architect and the district to price operations and materials used in the construction process. The Board will also have to decide whether to go with a Construction Manager-At-Risk or Agency. Mr. Joiner recommends Construction Manager-At Risk method. We want to make sure that we get what we are paying for and what has been promised to the community.

Discussion:

1. Ms. Holmes stated that there was no provision in point system in order to hire local people. Mr. Joiner stated that we want truly qualified people and promised to try and use local people. He will place points in the RFP for local people and will look at hiring local sub-contractors when the Construction Manager is hired.

2. Ms. Price stated that we need to get the information to the local people so they can apply for sub-contractors.
3. Must deliver what the Board has promised the community. Need to hire the Construction Manager and he needs to be at the next Town Hall Meeting.

Action

007-105

Consider approval of
Advertisement for
Construction Manager

A motion was made by Estelle Holmes and seconded by Tom Ivey to authorize the Superintendent to advertise for the position of Construction Manager, as recommended by the administration.

Motion carried with all in favor.

007-104

Consider approval of
Annual Financial Audit for
period ending August 31, 2007

Members of the Audit Committee presented the findings of the annual financial audit for period ending August 31, 2007, stating that there was nothing substantial to report and that the fund balance looks good. Ms. Conway stated that we were still waiting on two more confirmations from the bank and recommended that the Board take the draft of the audit home and review for the next 30 days and to bring back to the Board for approval in January.

Ms. Conway recommended taking the draft of the audit home and review for the next 30 days

A motion was made by Estelle Holmes and seconded by Tom Ivey to table action until the January meeting.

Motion carried with all in favor.

007-106

Consider approval of Resolution
To lease property the Hitchcock
Volunteer Fire Department

A motion was made by Estelle Holmes and seconded by Tom Ivey to approve the Resolution to lease property, specifically, a 5.00 acre track of land out of the W. H. Jack League, Abstract 13, to the Hitchcock Volunteer Fire Department, as presented and recommended by the administration. [See attached]

Motion carried with all in favor.

007-107

Consider approval of contract to
lease property to the Hitchcock
Volunteer Fire Department

A motion was made by Estelle Holmes and seconded by Tom Ivey to approve the contract to lease property to the Hitchcock Volunteer Fire Department, specifically 5.00 acre tract of land out of the W. H. Jack League, Abstract No. 13, to be renewed annually at \$300.00 per year, as recommended by the administration.

Motion carried with all in favor.

007-108

Consider approval of
transfer of data processing
equipment to students

A motion was made by Estelle Holmes and seconded by Tom Ivey to approve the program to transfer data processing equipment owned by the district to students according to the guidelines attached and as recommended by the administration.

Motion carried with all in favor.

007-109

Consider approval of Sex Offender
Procedures regarding campus visitors

A motion was made by Estelle Holmes and seconded by Shirley Price to approve the development of the procedure for registered sex offenders on district premises as recommended by the administration.

Motion carried with all in favor.

007-110

Consider approval of Train
Derailment Procedures

A motion was made by Estelle Holmes and seconded by Tom Ivey to approve the Administrative Procedure: Train Derailment "Senate Bill SB 1504", as presented and recommended by the administration.

Motion carried with all in favor.

007-111

Consider approval of Energy
Consumption Reduction Plan

A motion was made by Estelle Holmes and seconded by Tom Ivey to approve the Energy Consumption Reduction Plan with the following correction: "We will institute an energy consumption reduction plan that utilizes technology, data collection, and training of faculty and staff to *reduce* energy consumption," as recommended by the administration.

Motion carried with all in favor.

007-112

RFP: Northside Head Start
Roof—Center 4

A motion was made by Estelle Holmes and seconded by Tom Ivey to reject all bids on the roof replacement at the Head Start Building #4 and to allow Maintenance to repair the roof as recommended by the administration.

Motion carried with all in favor.

007-113

Consider approval of Board
Member travel to Washington, D.C.

A motion was made by Estelle Holmes and seconded by Tom Ivey to approve Estelle Holmes to attend the NSBA Leadership/Federal Relations Network Conference, Washington, D.C., February 3-5, 2008.

Motion carried with all in favor.

Discussion/ Possible Action

007-114

Discuss purchase of a used
Lift bus w A/C for special education
Purposes and the purchase of a
71-passenger bus w A/C

A motion was made by Estelle Holmes and seconded by Shirley Price to authorize the superintendent to go out for Request for Proposals to purchase a used special education bus with air to transport our special education students using general funds and to purchase a 71-passenger bus using QZAB funds, as recommended by the administration.

Motion carried with all in favor.

007-115

Discuss purchase of cameras in the
Parking lot at HHS

A motion was made by Estelle Holmes and seconded by Shirley Price to purchase cameras to be used at night at the Hitchcock High School parking lot.

Motion carried with all in favor.

007-116

Discuss purchase of additional
AED for the Girl's Athletics at HHS

A motion was made by Estelle Holmes and seconded by Shirley Price to purchase an additional AED for Girls' Athletics at Hitchcock High School as recommended by the administration.

Motion carried with all in favor.

Public Participation

Shawn Woodard asked to speak to the Board again on other concerns:

1. Extra-curricular activities: Need more sponsors involved; add additional activities.
2. Athletic Program: Has received complaints from parents and students regarding athletic program.

Dr. Bergman will give Ms. Woodard a call to address her concerns.

Closed Session

Monica Cantrell, President, called the members of the Board into Closed Session at 9:34 PM for the purposes permitted as authorized by the Texas Open Meeting Act, Texas Government Code Sections:

- 551.072 Discuss the purchase, exchange, lease, or value of property for new school
- 551.074 Personnel: Discuss the employment of new professional(s) for the 2007-2008 school year

Reconvene from Closed Session

The members of the Board of Trustees reconvened from Closed Session at 10:10 PM and took the following action from Closed Session:

Motion 1 A motion was made by Estelle Holmes and seconded by Tom Ivey to authorize the Superintendent to continue negotiations for the purchase of land for a new elementary school and to offer a \$1.35 per square foot for the property.

Motion carried with all in favor.

Motion 2 A motion was made by Estelle Holmes and seconded by Shirley Price to employ Richard Butterfield under a Probationary One-Year Contract—Teacher for the 2007-2008 school year, effective January 2, 2008, as presented and as discussed in executive session.

Motion carried with all in favor.

Future Agenda Items

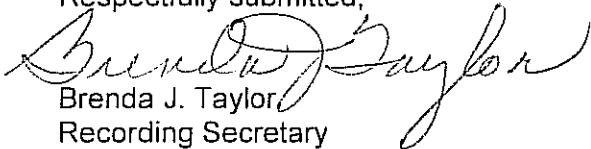
1. Annual Financial Audit for period ending August 31, 2007
2. Purchase of a used special education bus
3. Purchase of a 71-passenger bus
4. Conduct interviews for Construction Manager
5. Public Hearing: Annual Performance Report for the 2006-2007 school year

6. Outside resources from community to provide lessons of relevancy and real work knowledge – Career Day
7. Parent Liaison *of Marilee Lynch*
8. Sam Collins- as our financial investor to invest the bonds
9. Procurement method
10. Paraprofessional sponsors for extra-curricular activities
11. Convince Ms. James to come back and work with kids after school and pay her a small stipend or salary
12. School programs—Extracurricular—Clubs
13. 2nd Tuesday in January is Volunteers for Democracy Day in honor of election workers @ Wayne Johnson Center, 6 – 8:00 PM

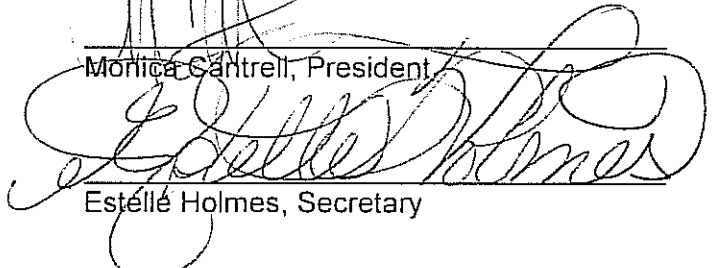
Adjournment

A motion was made by Pat Turner and seconded by Tom Ivey to adjourn the meeting. Motion carried with all in favor. The meeting was adjourned at 10:20 PM.

Respectfully submitted,


Brenda J. Taylor
Recording Secretary


Monica Cantrell, President


Estelle Holmes, Secretary