

Minutes of Workshop Meeting

The Board of Trustees Little Elm ISD

A Workshop Meeting of the Board of Trustees of Little Elm ISD was held Tuesday, May 6, 2014, beginning at 6:30 PM in the Little Elm High School Lecture Hall.

PRESENT: Board Vice President Cooper Begis, Board Secretary Sally Coleman, Trustee Christopher Williams, Trustee Curtis Savage, Trustee Elisa McAtee, Trustee LeAnna Harding and Superintendent Lynne Leuthard.

ABSENT: Board President Stephanie Gregg.

1. Call to Order Open Session in the Lecture Hall at the Little Elm High School on 1900 Walker Lane, Little Elm, TX 75068. Board Vice President Cooper Begis called the meeting to order at 6:30 pm.
2. Superintendent's Report
 - A. Curriculum and Instruction Update

Dr. Jennifer Porter informed the Board about the new requirements in regards to House Bill 5.

Ms. Holly Davis updated the Board about the following:

 - Firewall
 - Middle School Chromebook Statistics
 - Elementary Student Technology Proposal
 - Proposing the purchase
 - Costs
 - Survey of Elementary Teachers
 - Survey of Parents
 - Instruction in a Digital Classroom
 - Netbook Carts
 - Bonus Round
 - Insurance Proposal
 - District Voluntary Insurance
 - Procedure
 - Proposed Chromebook Usage Fee 2014-2015
 - Proposed MacBook Air Usage Fee 2014-2015
 - B. Human Resources Update

Mr. Matthew Gutierrez approached the board with the following information:

 - Vacancy Report
 - LEISD Teacher Turnover
 - Retirement Reception

C. Communications Update

1. Safety and Security

Ms. Julie Zwahr was not present.

D. Business and Operations Update

1. Construction Update

Mr. Rod Reeves shared with the Board a Construction Update. The update included the following:

Fine Arts & Humanities Public Service Academies

- Pre-construction meetings have begun
- Coordinating with staff – preparation for painting & flooring
- Submittal process has already begun
- Moisture test for flooring completed
- Work to begin June 9, 2014
- Substantially complete Aug. 8, 2014

Prestwick K-8 STEM Academy

- Roof dried-in on April 30, 2014
- Concrete at Learning Stair is 90% complete
- Tile at Kitchen has started
- RTU's set May 9, 2014 by helicopter
- Windows are 90% complete

Zellars Summer 2014

- Renovation Work
- New Carpet

Plant Services & Transportation Facility

- Pre-proposal Meeting: May 1, 2014
- Bid opening: May 9, 2014
- Board approval: May 12, 2014
- Construction starts: June 1, 2014
- Substantially completed: October 30, 2014
- Propane tank has been purchased
- ILA has been finalized – awaits Council & Board approval

3. The Board recessed into Closed Executive Session at 7:05 pm in the Conference Room as permitted by the Texas Open Meetings Act Code Subchapter 551.074, 551.071 and 551.072. The Board and Superintendent discussed:

A. Discuss Administrative Personnel (551.074)

B. Discuss Possible Sale of Property (551.072)

C. Private consultation with the Board's attorney (551.071)

The Board reconvened at 7:40 pm.

4. Action Items

A. Discuss and approve Personnel Sheet

Mr. Gutierrez approached the Board with the Personnel Sheet.

Trustee Curtis Savage made the first motion to approve the Personnel Sheet as submitted. Trustee LeAnna Harding seconded the motion. The motion passed

(6-0)

- B. Discuss and approve the Elementary Student Technology Proposal
Dr. Jennifer Porter briefed the Board with information about Elementary student Technology Proposal. In an effort to meet the vision and mission of the district and continue our efforts with digital learning and 21st century learning environments, we encourage the purchase of Chromebook for our 4th and 5th grade students with a fiscal implication of \$340,000.
Trustee Elisa McAtee made the first motion to approve the Elementary Student Technology Proposal without bags. Trustee Christopher Williams seconded the motion.
Trustee Elisa McAtee amended her motion to approve the Elementary Student Technology Proposal with bags. Trustee LeAnna Harding seconded the motion. The motion passed (6-0)
 - C. Discuss and approve the STEM Technology Proposal
Ms. Holly Davis approached the Board about STEM Technology Proposal. Technology that is needed to open a new school in the categories of Instructional Technology, Infrastructure, Communications and Administrative Technology. The Fiscal Implication is \$398,052.
Trustee Curtis Savage made the first motion to approve the STEM Technology Proposal as submitted. Trustee Christopher Williams seconded the motion. The motion passed (6-0).
 - D. Discuss and approve the Zellars Renovation - Summer 2014
Mr. Rod Reeves presented to the Board the Zellars Renovation – Summer 2014. Zellars Elementary School will be repurposed to house administrative offices, child nutrition, technology, business services, curriculum, staff development, communications, board meetings, childcare, credit recovery and alternative educational services. The work will be conducted by one of the District's Job Order Contractors starting June 2014 and completion by August 2014. The fiscal implication is \$284,400.00. This fiscal implication does not include technology upgrades to Board Room.
Trustee LeAnna Harding made the first motion to approve the Zellars Renovation – Summer 2014 as submitted. Board Secretary Sally Coleman seconded the motion. The motion passed (6-0)
5. Items for Board Discussion
- A. Discuss and consider approval of Professional Employment Agreements
Mr. Matthew Gutierrez briefed the Board about Professional Employment Agreements. Based on the recommendations of district administration, a memorandum will be submitted with the recommendations for employment agreements for departmental professional support staff 2014-2015.
 - B. Discuss and consider approval of Superintendent Hiring Authorization
Mr. Matthew Gutierrez informed the Board about Superintendent Hiring Authorization. Each year we request the Superintendent of Schools be granted the authorization to approve hiring during months of May – August to expedite the hiring process. However, this year we are recommending the authorization be

from June – Semptember.

- C. Discuss and consider approval of Middle School Principal Secretary Upgrade
Mr. Matthew Gutierrez presented to the Board information about Middle School Principal Secretary Upgrade. Adjust from a CP5 to a CP6 for internal equity. The Fiscal Implication is \$4,166.
- D. Discuss and consider approval of Lakeside Nurse's Aide Upgrade
Mr. Matthew Gutierrez presented to the board information about Lakeside Nurse's Aide Upgrade. Powell will be a stand-alone campus due to the new academies. The fiscal implication is \$6,000.
- E. Discuss and consider approval of Lakeside Library Aide Upgrade
Mr. Matthew Gutierrez presented to the Board information about Lakeside Library Aide Upgrade. This is just an adjustment to be aligned with LEISD staffing. The fiscal implication is \$1,000.
- F. Discuss and consider approval of Middle School Assistant Principal Secretary Upgrade
Mr. Matthew Gutierrez briefed the Board with information about MS Assistant Principal Secretary Upgrade. Adjust two secretaries from a CP3 to a CP4. The fiscal implication is \$4,000.
- G. Discuss and consider approval of Human Resources Secretary Upgrade
Mr. Matthew Gutierrez approached the Board with information about Human Resources Secretary Upgrade. Upgrade the HR Secretary from a CP6 to an HR Specialist at a CP9. Adjustment will allow for a broader scope of work that can be completed by the current employee to support HR. The fiscal implication is \$8,478.
- H. Discuss and consider approval of Human Resources Director Upgrade
Mr. Matthew Gutierrez approached the Board with information about Human Resources Director Upgrade. Elevating the Director of Human Resources currently at an AP6 to an Executive Director at an AP7. The fiscal implication is \$13,950.
- I. Discuss and consider approval of Convert and Adjust Assistant Football Coach
Mr. Matthew Gutierrez approached the Board with information about Convert and Adjust Assistant Football Coach. Converting and adjusting this stipend to an Assistant Head Football stipend. The conversion and adjustment will align with the responsibilities of the title that will meet the needs of the football program. The fiscal implication is \$700.
- J. Discuss and consider approval of High School Associate Principal's Secretary Adjustment
Mr. Matthew Gutierrez approached the Board with information about High School Associate Principal's Secretary Adjustment. Adjust from a CP4 to a CP5 for internal equity and to align with the role and responsibilities of the job. The fiscal implication is \$4,731.
- K. Discuss and consider approval of Middle School Counselor Contractual Days Adjustment

Mr. Matthew Gutierrez approached the Board with information about MS Counselor Contractual Days Adjustment. Currently, middle school counselors are on a 203 day contract. Middle school counselors are responsible for transcripts, scheduling, summer school, grade level retention and promotion meetings, registration, and summer school counseling. This adjustment would place middle school counselors on a 217 day contract. The fiscal implication is \$20,487.

- L. Discuss and consider approval of Additional Clerical Position
Mr. Matthew Gutierrez approached the Board with information about Additional Clerical Position. A request for an additional Middle School Registrar would benefit Lakeside in order to maintain accurate records, take accurate attendance, and provide top quality customer service. The fiscal implication is \$22,000.
- M. Discuss and consider approval of Additional Special Education Teacher Allocation
Mr. Matthew Gutierrez approached the Board with information about Additional Special Education Teacher Allocation. A request for one additional Special Education Teacher allocation is requested to accommodate the district's growth. The fiscal implication is \$60,000.
- N. Discuss and consider approval of Additional Custodial Positions
Mr. Matthew Gutierrez approached the Board with information about Additional Custodial Positions. A request for four additional custodians is being submitted to accommodate growth (new facility). The fiscal implication is \$80,000.
- O. Discuss and consider approval of Update 99
Dr. Jennifer Porter briefed the Board about Update 99. Update 99 includes revision to the following local policies:
 - Replace BDD (LOCAL)
 - Replace BP (LOCAL)
 - Delete CFEA (LOCAL)
 - Replace CK (LOCAL)
 - Delete DAC (LOCAL)
 - Replace EHDC (LOCAL)
 - Delete FFF (LOCAL)
 - Replace FFH (LOCAL)
- P. Discuss and consider approval of Financial Reports
Ms. Linda Engle presented to the Board the standard monthly Financial Reports.
- Q. Discuss and consider approval of Gifts and Donations
Ms. Linda Engle presented to the Board the standard monthly Gifts and Donations.
- R. Discuss and consider approval of Vendors - March 2014
Ms. Linda Engle presented to the Board the standard monthly Vendors – March 2014.
- S. Discuss and consider approval of New Plant Services and Transportation
Mr. Rod Reeves briefed the Board about a New Plan Services and Transportation Facility. On Friday, May 9, 2014 the Little Elm ISD will receive and open

competitive sealed proposals for the construction of a New Plant Services and Transportations Facility.

Discuss and consider approval of Athletic Projects

T. Ms. Linda Engle approached the Board about Athletic Projects. The following athletic projects were submitted for Board consideration and approval:

- Baseball field re-sod
- Stadium track repair
- HS extra practice field next to turf area
- Refinishing (sand) HS gym and practice gym
- HS crosscourt volleyball courts
- MS weight room equipment
- Hackberry replace gym floor
- HS gym sound system

U. Discuss and consider approval of LEISD and The Town of Little Elm Memorandum of Understanding

Ms. Linda Engle presented to the Board the LEISD and The Town of Little Elm Memorandum of Understanding. The purpose of this MOU is to establish roles and responsibilities for parties engaged in implementing public access trails on LEISD property.

V. Discuss and consider approval of Interlocal Agreement for Fuel Service

Mr. Rod Reeves briefed the Board about Interlocal Agreement for Fuel Service. Under the authority of the Interlocal Cooperation Act, Chapter 791, Texas Government Code the LEISD and the Town of Little Elm will enter into an agreement for the purchase of fuel. LEISD will purchase unleaded and diesel fuels for District fleet vehicles, buses and equipment from the Town of Little Elm. The Town of Little Elm will agree to purchase propane fuel for Town fleet vehicles and equipment from LEISD.

W. Discuss and consider approval of Insurance Recovery Roofs

Mr. Rod Reeves briefed the Board with Information about Insurance Recovery Roofs. LEISD, along with state insurance representatives, recently observed all the District's low sloped roof substrates. It was determined that portions of the low-sloped roofs from Oak Point Elementary, Hackberry Elementary, Lakeview Elementary and Lakeside Middle School & Powell sustained hail damage to the surface of the roof membrane over the several years. A claim was filed and the District was awarded \$910,617.93 for repairs.

X. Discuss and consider approval of Compensation Plan

Ms. Linda Engle presented to the Board information about the Compensation Plan. As requested by the Board, administration will present budget numbers for the 2014-2015 school year with a 5% of midpoint pay adjustment contingent upon a tax ratification election (TRE) and subsequent voter approval. If the Board does not take action to cause a TRE or voter approval is not secure, a 3% of midpoint pay adjustment would be implemented.

Y. Discuss and approve the Band Instruments Request for 2014-2015

Ms. Linda Engle briefed the Board about the Band Instruments Request for 2014-

2015. Based upon meeting with Mr. Felice, Band Director, he shared the high school band is expecting a growth of approximately 30 students for next year and the need of additional equipment.

Z. Discuss and consider approval of Uplift Education - Peak Preparatory (Charter School)

Ms. Lynne Leuthard presented to the Board information about Uplift Education – Peak Preparatory (Charter School). This school will not impact LEISD.

AA. Discuss and consider approval of Athlos Academy (Charter School)

Ms. Lynne Leuthard presented to the Board information about Athlos Academy (Charter School). This school will not impact LEISD.

6. Future Agenda Items

Board Secretary Sally requested a review of the bullying policy. She also requested a parent meeting about this policy.

7. Board Comments


The Board and Superintendent discussed dates for June and July and the canvassing of the votes.

Trustee Christopher Williams inquired about forums with teachers.

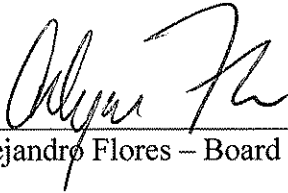
8. Adjournment

The meeting adjourned at 9:45 pm.

These minutes were approved on June 16, 2014.



DeLeon English – Board President



Alejandro Flores – Board Secretary