

# Minutes of Workshop Meeting

## The Board of Trustees Little Elm ISD

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A Workshop Meeting of the Board of Trustees of Little Elm ISD was held Monday, May 13, 2013, beginning at 6:30 PM in the Delilah King Learning Academy.

PRESENT: Board President Sally Coleman, Board Vice President Stephanie Gregg, Board Secretary Christopher Williams, Trustee Bill Hidell, Trustee Dee Dee Lear, Trustee Curtis Savage and Superintendent Lynne Leuthard.

ABSENT: Trustee Cooper Begis.

1. Call to Order Open Session in the Workshop Board Room at the Delilah King Learning Academy on 101 Main Street, Little Elm, TX 75068. Board President Sally Coleman called the meeting to order at 6:33 pm.
2. Superintendent's Report
  - A. Curriculum and Instruction Update  
Dr. Jennifer Porter briefed the Board about the following:
    - Career and Technical Education Program
    - Special Population Department and the invitation they received from Region XI featuring the Vynami Café at Little Elm High School
    - Shop at the Little Elm ISD Stadium
  - B. Administrative Services Update  
Mr. Robert Keener informed the Board about the following:
    - Dress Code
    - Student Code of Conduct
    - Assessment of our Emergency Operation Plan
  - C. Human Resources Update  
Ms. Rhonda Bilbrey shared with the Board information about the following:
    - Resignations
    - Postings
    - Arlington Job Fair
    - Retirement Reception
  - D. Communications Update  
Ms. Julie Zwahr provided information to the Board about the following activities and events:
    - Retirement Reception
    - Chamber of Commerce Annual Meeting
    - Top Ten Announcement
    - Top Ten Banquet

- Graduation
- Girls Track Meet
- Special Olympics

E. Business and Operations Update

1. Monthly Construction Report

Mr. Rod Reeves reviewed the projects that will be underway in the coming months. Mr. Reeves presented the drawing and shared with the board what is currently in the Design/Development Phase

2. Travel Expenses

Ms. Linda Engle presented to the Board information in regards to the Superintendent's Budget which was requested from Board Members.

3. The Board recessed into Closed Executive Session in the Conference Room at 7:20 pm as permitted by the Texas Open Meetings Act Code Subchapter 551.074, 551.071, 551.075 and 551.072. The Board and Superintendent discussed:

A. Discuss Personnel

B. Discuss High School Administrative Positions

C. Discuss Human Resources Director

D. Discuss Coordinator of English Language Arts / Social Studies

E. Property

The Board reconvened at 9:55 pm

4. Action Items

A. Discuss and consider approval of Professional Contracts

Ms. Rhonda Bilbrey shared with the Board information in regards to Professional Contracts. Based on the recommendations of campus administration, memorandums will be submitted with the recommendations for term and probationary contracts for teachers for 2013-2014.

Trustee Dee Dee Lear made the first motion to approve the Professional Contracts as submitted. Trustee Curtis Savage seconded the motion. The motion passed 6-0

B. Discuss and consider approval of Professional Employment Agreements

Ms. Rhonda Bilbrey briefed the Board with information in regards to Professional Employment Agreements. Based on the recommendations of district administration, memorandums will be submitted with the recommendations for employment agreements for departmental professional support staff 2013-2014.

Board Vice President Stephanie Gregg made the first motion to approve the Professional Employment Agreements as submitted. Trustee Curtis Savage seconded the motion. The motion passed 6-0

C. Discuss and approve the Human Resources Director

Superintendent Lynne Leuthard presented to the Board the Recommendation for the Little Elm ISD Director of Human Resources.

Trustee Curtis Savage made the first motion to approve the Recommendation for

the Little Elm ISD Director of Human Resources as submitted. Board Vice President Stephanie Gregg seconded the motion. The motion passed 6-0

- D. Discuss and approve the English Language Arts / Social Studies Coordinator  
Ms. Rhonda Bilbrey presented to the Board the Recommendation for Little Elm ISD Coordinator – ELA / Social Studies.

Board Vice President Stephanie Gregg made the first motion to approve the Recommendation for Little Elm ISD Coordinator – ELA / Social Studies as submitted. Trustee Dee Dee Lear seconded the motion. The motion passed 6-0

- E. Discuss and approve the Minutes of Regular Board Meeting - 4/22/2013  
This item was tabled until the next meeting. Board Members requested additional information

#### 5. Items for Board Discussion

- A. Discuss and consider approval of Personnel Sheet

Ms. Rhonda Bilbrey presented to the Board the standard Personnel Sheet

- B. Discuss and consider approval of K-8 STEM Facility

Ms. Linda Engle and SHW personnel presented to the Board the recommended design documents for the K-8 STEM facility

- C. Discuss and consider approval of Financial Reports

Ms. Linda Engle presented to the Board the standard monthly Financial Reports

- D. Discuss and consider approval of Vendors

Ms. Linda Engle presented to the Board the monthly Vendors list

- E. Discuss and consider approval of Gifts and Donations

Ms. Linda Engle shared with the Board the list of Gifts and Donations

- F. Discuss and consider approval of Job Order Contract

Ms. Linda Engle briefed the Board in regard to the Job Order Contract. Job Order Contracting is a way for Little Elm ISD to complete numerous commonly encountered construction projects quickly and easily through multi-year contracts while reducing unnecessary levels of engineering, design and contract procurement time along with construction procurements costs by awarding annual contracts for a wide variety of renovation, repair and construction projects. The contracts will be renewable on an annual basis at the discretion of LEISD

- G. Discuss and consider approval of the Child Nutrition Meal Prices for 2013-2014 School Year

Ms. Linda Engle presented to the Board the annual meals prices the district charges

- H. Discuss and consider approval of Policy CJ (Local) Vendor / Contractor Complaints and Grievances

Ms. Linda Engle briefed the Board in regards to the Policy CJ (Local) Vendor/Contractor Complaints and Grievances.

This proposed policy, once adopted, will constitute a contractual adjudication process/procedure enforceable in Texas Local Government Code Section 271.154

I. Discuss and consider approval of Rezoning for the 2014-2015 School Year  
This item was not discussed

6. Future Agenda Items

The Board wants to see in future agenda items

- Board Training
- Update about the 2013-2014 schedules for the Little Elm HS and Lakeside MS

7. Board Comments

The Board commented on the following:

- Luncheon with the Chamber of Commerce
- Retirement Reception
- Special Olympics
- Board Officers Policy
- Open Forum
- The Board thanked Dee Dee Lear for her service as a Board Member

8. Adjournment

The meeting adjourned at 10:10 pm.

The minutes were approved on : 6-10-13

  
Stephanie Gregg – Board President

  
Sally Coleman – Board Secretary