



College Station Independent School District

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College Station Independent School District Regular Board Meeting Minutes May 19, 2019 5:30 p.m. Via Zoom Meeting Videoconference

Due to health and safety concerns related to the COVID-19, or Coronavirus, this meeting was conducted by videoconference or telephone call. At least a quorum of the board was participating by videoconference or telephone call in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

Members of the public may access this meeting through either video or audio conference:

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An electronic copy of the agenda packet is attached to this online notice. Public comments related to this meeting were handled as follows:

If you wish to address the Board of Trustees on either an item on the agenda or a non-agenda topic, you must send an email to feedback@csisd.org two hours prior to the beginning of the meeting. In your email, please state your name and the subject matter of your comment. When the Board reaches the Hearing of Citizens item on the agenda, the Board President will read all comments aloud for the board to hear. The content of your written comments cannot exceed 3 minutes when read aloud. To the extent practicable, all other public comment rules will be followed.

The following items were on the agenda:

ITEM NOS.	CONSENT ITEMS	DESCRIPTIONS
A.		CALL TO ORDER /WELCOME President Michael Schaefer called the meeting to order at 5:30 p.m.

<p>B.</p>		<p>DECLARATION OF QUORUM/WELCOME President Schaefer declared a quorum with seven members present. In attendance were President Michael Schaefer, Vice President Geralyn Nolan, Secretary Mike Nugent, Trustee Joshua Benn, Trustee Amanda Green, Trustee Jeff Horak and Trustee Kimberly McAdams.</p>
<p>C.</p>		<p>RECOGNITIONS</p>
<p>C-1.</p>		<p>Pledge of Allegiance to the American Flag and the Texas Flag, and a Moment of Silence</p> <ul style="list-style-type: none"> ● Noah Symank - Oakwood Intermediate School ● Jenna Ellison - A&M Consolidated Middle School <p>The Pledge of Allegiance to the American Flag and the Texas Flag, and a Moment of Silence were led by a pre-recorded presentation.</p>
<p>D.</p>		<p>CONSENT AGENDA Items listed on the Consent Agenda are as follows: Item G Minutes; Item H-5 CPR requirement waiver; Item H-6 Head Start COLA approval; Item H-7 Head Start Quality Improvement Plan; Item J-3 RFP Athletic Supplies; Item J-4 Head Start financials; Item J-5 Monthly budget amendments; Item J-6 Financial Reports.</p> <p><u>MOTION 4864:</u> I move we approve the Consent Agenda as presented. The motion was made by Trustee Amanda Green and seconded by Trustee Jeff Horak. The motion carried with seven ayes and zero nos by a roll call vote.</p>
<p>E.</p>		<p>BOARD</p>
<p>E-1.</p>		<p>Board Directions and Reports/Announcements/Superintendent Reports and Announcements</p> <p><u>Board</u></p> <ul style="list-style-type: none"> ● CSISD Education Foundation <u>Secretary Nugent</u> – The annual scholarship celebration will be held via a drive through celebration and not virtually. It will be held on Tuesday, May 26th. More information will be coming soon. Also, the Education Foundation received a \$10,000 grant from Commerce National Bank. That was a great surprise and many, many thanks to Commerce National Bank. ● District Educational Improvement Council

- Audit
- Head Start Policy Council
- Intergovernmental Relations Liaison
President Schaefer – This was the first face to face meeting in a few months. It was good to have everyone there for the presentation. Lots of good information given on moving forward and reopening businesses.
- Personnel Advisory Council Liaison
- School Health Education Council
- Upcoming Events
Trustee Nolan – The City-Wide Food Drive CSISD collection total was \$23,045. This is the second highest amount CSISD has ever raised. We come from an incredibly giving community and thank you to everyone who participated.

Superintendent

- COVID 19 [Update](#)
Superintendent Martindale gave a brief update on our current status.
 - Devices distribution: distributed 537 laptops and 405 iPads;
 - Schoology unique student logins for Week 8: Grades 9-12: 95%; Grades 7-8: 92%; Grades 5-6: 91%; Grades K-4: 41%. We will work to increase familiarity with Schoology for K-4 students next year in the event we have to go back to at home learning.
 - Meals served: – 74,824.
 - Student Contact: Contacted- 13,749; No Contact- 233; Total enrolled – 13,982. Contact methods: phone call, text message, email, FB Messenger, Schoology, hand delivered packets, cross campus collaboration.
- Upcoming events
 - Graduation –
 - CVHS - June 25th at 8:00 pm will now be held outdoors
 - AMCHS – June 26th at 8:00 pm at Tigerland Stadium
 - CSHS – June 27th at 8:00 pm at Cougar Stadium
 - Summer construction – we were able to get a bit of a jump start on construction at AMCMS and CSMS which started on May 18
 - Family survey - We received 5,400 family survey responses
 - Transitioning back to work – Employees will return on Monday, June 1. Teacher contracts end May 29.
 - Student check out- Check out has been staggered by level during May via drive through pickup

		<ul style="list-style-type: none"> ○ Summer School, Enrichment and Summer Camps- Commissioner Morath addressed summer programs today at his 3:00 pm briefing. The summer program folks are meeting tomorrow to determine the best way to proceed. ○ Work Group conversations: graduations, back to work, instructional framework – traditional, hybrid, at-home, calendar adjustments. ○ Meals – there will be no meal distribution on Monday due to Memorial Day, but meals will continue into June. More information will be sent out about this as we get closer.
F.		<p>HEARING OF CITIZENS (Non-Agenda/Agenda Items)</p> <ul style="list-style-type: none"> ● Comments related to agenda items for this meeting will be heard during consideration of the item later in the meeting ● All comments not related to an agenda item at this meeting will be heard at this time <p>There were no emails received for public comments in accordance with the requirements listed above.</p>
G.	✓	<p>MINUTES</p> <ul style="list-style-type: none"> ● April 6, 2020 Special Board Meeting Minutes ● April 21, 2020 Regular Board Meeting Minutes
H.		CURRICULUM AND INSTRUCTION
H-1.		<p>Consideration and possible approval of the Adoption of High School Language Arts and English instructional materials to meet the requirements of Proclamation 2020</p> <ul style="list-style-type: none"> ● Tramel Memo <p>Each district reviews the options and puts together a committee to adopt these materials, paid for with the Instructional Materials Allotment (IMA) from the State. Aaron Hogan, ELA Coordinator, presented the information on the ELA Adoption 2020 process and recommendation. The adoption was for English I-IV courses and English elective courses. Materials from several vendors were reviewed by a committee of CSISD educators. The materials that were moved forward in the process were then sent for campus review and then for parent and community review. There were lots of good options from McGraw-Hill and their consumable texts were the recommendation of the committee. This recommendation is for</p>

	<p>English I-IV course materials. Due to a lack of resources available for English elective courses, the recommendation of the committee was to keep the currently used materials for those courses. This is an eight-year adoption cycle. If there are changes, we can still use these resources for the life of the adoption. The student login is linked from McGraw-Hill to the student's Clever single sign on log in. Other companies reviewed were Hook-Mifflin-Harcourt, College Board and Spring Board. The amount quoted, \$599,490.00, includes books for each student and shipping costs for each year of the 8-year cycle. IMA is calculated at the State level and funds are set aside as an allocation that must be spent on IMA.</p> <p><u>MOTION 4865:</u> I motion we accept approval of the adoption of High School Language Arts and English instructional materials to meet the requirements of Proclamation 2020. The motion was made by Trustee Jeff Horak and seconded by Vice President Geralyn Nolan. The motion carries with seven ayes and zero nos by a roll call vote.</p>
<p>H-2.</p>	<p>Receive a report on CSISD's Counseling and Guidance Services</p> <ul style="list-style-type: none"> • Perry Memo <p>Chrissy Hester, Director of Student Services, gave a pre-recorded presentation on Counseling and Guidance Services in CSISD. This item was on the agenda for the March meeting, which due to Covid-19 closure, did not occur. Further review of how time is spent by counselors. The Guidance curriculum is part of social/emotional learning and we would like counselors to be able to be more proactive and be in classes to teach kids how to deal with issues. Most of their time ends up being spent in responsive services. We do have two crisis counselors on staff now and that has been a huge support for follow up with families. That allows campus counselors to resume their regular work. The middle school is the hardest level, but as we do more pre-work at the elementary, it eases the difficulty students have at the upper grades. It is still very important for counselors to be involved with 504, testing, RTI, etc. Additionally, it has been a real plus allowing private counselors to be able to meet with kids during the school day. It does appear that the highest need is at the intermediate and middle school level.</p>
<p>H-3.</p>	<p>Consideration and possible approval of a Memorandum of Understanding (MOU) with the Bryan Career and Technical Center</p> <ul style="list-style-type: none"> • Tramel Memo • MOU <p>Penny Tramel, Chief Academic Officer, reviewed the Memorandum of Understanding with Bryan ISD. CAO Tramel stated this MOU would allow CSISD students to participate in programs at the Bryan</p>

	<p>Career and Technical Center that are not offered in CSISD. It would be mostly for seniors as currently it would require students to provide their own transportation and to have flexibility in their schedules with off periods, etc. Some of these unique programs include automotive technology, industrial engineering and robotics and welding technology. These programs would enable kids to get certifications which would allow them to earn money right out of high school. The student would still be a CSISD enrolled student and would spend half a day in Bryan. As a junior, the student would need to take an introductory course in BISD's summer school. Bryan would charge us according to a funding formula, but we would retain ADA for the student. We do have staff allocated to assist students per their IEP if needed. This is a fabulous opportunity for our kids and the community. We are so excited to be able to expand the world for our kids a bit. It is great to see that CSISD, Bryan and Blinn are able to work together on this opportunity.</p> <p><u>MOTION 4866:</u> I move approval of a Memorandum of Understanding with the Bryan Career and Technical Center as presented. The motion was made by Trustee Kimberly McAdams and seconded by Secretary Mike Nugent. The motion carried with seven ayes and zero nos by a roll call vote.</p>
<p>H-4.</p>	<p>Consideration and discussion regarding the 2020-21 school calendar</p> <ul style="list-style-type: none">• Martindale Memo <p>Superintendent Martindale stated that on May 7th, Commissioner Morath presented the concept of allowing districts to consider adjusting the school year calendar for 2020-21. This is light of the likelihood that there will be more interruptions to the school year next as well. I am simply reviewing this recommendation for understanding and clarity, but I am not recommending this for the 2020-21 school year. If there is interest in the future, DEIC can have that conversation later. We do not want to rush into something completely different than our community is used to at this time. This is a synopsis of the recommendation by the Commissioner. The full presentation is available on the TEA website. DEIC can begin work to gather information from the community in the fall when the calendar discussion starts so that we do not create confusion about the 2020-21 school year. Superintendent Martindale reviewed the current approved school calendar for CSISD for 2020-21. He then proposed an idea on the professional development days currently built into the calendar. These days were put into place due to Reading Academy training. TEA has been delayed in developing these academies due to Covid-19. Therefore, we could use some of those days to add more instructional days to next year, which could help mitigate the effects of the missed days this year. We could consider going later in the school year for identified students that</p>

		<p>would benefit from additional support. Districts would have to front the cost of added days because the settle up will not come until the biennium in 2022. There will be a handful of districts that will adopt one of the Commissioner’s recommended calendars this year. However, the feeling of most districts is there is not enough turn around time and not enough time to get buy in from the community. We really need to have input from all stakeholders involved. This would be the process for DEIC. Something not addressed by the Commissioner is at-home learning. Every district in the State developed and are currently using online instruction, and districts could again easily utilize if needed. This was an informational report only. We are not changing anything at this time. We could consider utilizing the professional development days if so desired by the board or we can just move forward. It is preferred to find out if teachers are ok with giving up those days before we proceed. We can collect this feedback and bring it back to the Board in June. Discussion occurred.</p>
H-5.	✓	<p>Consideration, discussion and possible action regarding submission of the CPR Instruction Requirements Waiver</p> <ul style="list-style-type: none"> • Perry Memo
H-6.	✓	<p>Consideration and possible approval for the Birth to Five Head Start Program Cost of Living Allowance (COLA)</p> <ul style="list-style-type: none"> • Tramel Memo
H-7.	✓	<p>Consideration and possible approval of the Quality Improvement Plan for the Birth to Five Head Start Program</p> <ul style="list-style-type: none"> • Tramel Memo • Quality Improvement Plan
I.		PERSONNEL
I-1.		<p>Consider approval of new administrator contracts as recommended by the Superintendent of Schools</p> <ul style="list-style-type: none"> • Amy Drozd, Chief Financial Officer • Cheri Hendrick, Director of Assessment and Accountability • Kevin Ross, Director of Career and Technical Education • Perry Memo <p>Superintendent Martindale recommended Amy Drozd as the new Chief Financial Officer; Cheri Hendrick as Director of Assessment and Accountability; and Kevin Ross as Director of Career and Technical Education.</p>

		<p><u>MOTION 4867:</u> I move we approve administrator contracts as recommended by the Superintendent of Schools. The motion was made by Trustee Kimberly McAdams and seconded by Vice President Geralyn Nolan. The motion carried with seven ayes and zero nos by a roll call vote.</p>
<p>I-2.</p>		<p>Consideration and discussion regarding employee safety and the District's initial plan to reopen facilities for school business</p> <ul style="list-style-type: none"> • Perry Memo <p>Molley Perry, Chief Administrative Officer, presented the initial plan developed by the work group to reopen the district, to bring employees back in and reopen our facilities. This plan was developed in accordance with the guidance from the Governor, the CDC, the Texas Department of State Health Services and TEA. This plan is fluid and will be updated as more guidance is received. This is not for opening school for next school year and is only for bringing employees back to work. On June 1st, premium pay for employees who have already been coming to work on site will end. Additionally, 25% of the workforce will be allowed to return to work on site, so modified operations will be in place and safety protocols will be utilized for employees and visitors. The Family First Coronavirus Response Act provides expanded medical and sick leave for employees through December 31st.</p>
<p>J.</p>		<p>BUSINESS</p>
<p>J-1.</p>		<p>Consideration, discussion and possible action related to the 2020-21 budget development</p> <p>Superintendent Martindale reviewed the draft budget for the 2020-21 school year to this point. There are only a few adjustments from last month. We are moving slow with the budgeting process due to unknown collection rates for property taxes and uncertainty with the economy currently. We do anticipate these numbers will improve over the next couple of months. However, we will push the compensation plan and staffing update to July so we can see where the property values actually land. Conservative projections are based on a 0% increase in property values for 2020-21 and 2.5% ADA. There is not so much concern about next year, but much more concern about 2021-22 with the end of the biennium, HB3 funding and what will occur at the State level with school finance in the out years. Whatever we do this year with payroll will be directly affected in later years. The question was asked about the potential for unexpected increases as a result of Covid-19? We build additional costs into our payroll already, so we can cover overtime for custodians and cleaning. What is more</p>

		<p>worrisome, is more social distancing requirements and class size changes to allow for distancing, etc. This may force us to look at things in a different way to manage this within our existing budget. Is there a need to be concerned about our fund balance? We budget very conservatively already. Unless we get closer to only having 60 days of operating costs available, it would then become more of a concern. We have been able to put money in the fund balance the last few years which has us in a fairly good position currently.</p>
J-2.		<p>Consider approval of purchase of network equipment for eight campuses in the amount of \$500,751.09 from Layer 3 Communications per Department of Information Resources (DIR) contract DIR-TSO-4231 using 2015 Bond Funds, pending E-Rate reimbursement approval</p> <ul style="list-style-type: none"> • Martindale Memo • Shafer/Hutchison Memo <p>This is a request from Mr. Hutchison and our Technology Department for network switches for eight campuses. We did go out for an RFQ. Eight vendors replied. Four had complete quotes. Layer 3 Communications provided the lowest quote and scored the highest on the attached matrix. We would purchase this using 2015 bond funds. If the E-Rate funding is approved that would account for about 60% of the cost, so our cost would end up being closer to \$200,000. This is for our normal upgrading of equipment for the newer campuses that were not part of last year's E-Rate funding.</p> <p>MOTION 4868: I move we approve the purchase of network equipment for eight campuses in the amount of \$500,751.09 from Layer 3 Communications as presented. The motion was made by Secretary Mike Nugent and seconded by Trustee Amanda Green. The motion carries with seven ayes and zero nos by a roll call vote.</p>
J-3.	✓	<p>Consider approval of Request for Proposals (RFP) #20-002 for Athletic Supplies, Equipment, Apparel, and Services to forty-eight (48) vendors effective June 1, 2020 through May 31, 2021, renewable for two (2) additional years</p> <ul style="list-style-type: none"> • Martindale Memo • Shafer/Betts Memo
J-4.	✓	<p>Consider approval of monthly Head Start financial statements and credit card expenditures</p> <ul style="list-style-type: none"> • Martindale Memo • Financial Statements

J-5.	✓	Consider approval of monthly budget amendments <ul style="list-style-type: none"> • Martindale Memo • Budget Amendments
J-6.	✓	Consider approval of financial reports <ul style="list-style-type: none"> • Martindale Memo • Financial Reports
K.		EXECUTIVE SESSION
L.		OPEN SESSION
M.		ADJOURNMENT Without objection, President Schaefer adjourned the meeting at 8:25 p.m.

MICHAEL SCHAEFER
BOARD PRESIDENT

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, chapter 551, subchapters D and E or Texas Government Code section 418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting. [See TASB Policy BEC(LEGAL)]

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MS/ch

Summary Notes have been placed beneath each Consent Agenda item for clarification purposes. Individual Board Members review each Agenda Item at least 72 hours prior to the actual Board Meeting.

MICHAEL SCHAEFER – PRESIDENT

MIKE NUGENT - SECRETARY