

Special Meeting
Monday, April 22, 2024 5:30 PM

GISD Administrative Board Room
1615 St Lawrence St.
P O Box 157
Gonzales, Texas 78629

Agenda

1. Call to Order
Presenter: Board President
 - 1.A. Roll Call
Presenter: Board President
 - 1.B. Invocation:
Presenter: Justin Schwausch
 - 1.C. Pledge:
Presenter: Ashley Molina
 - 1.D. Mission Statement:
Presenter: Gloria Torres
2. Public Comments
3. New Business/Action Items
 - 3.A. Discuss and Consider Action to Approve a Memorandum of Understanding with Victoria College
Presenter: Wendy Cox
 - 3.B. Discuss and Consider Action on Compensation
Presenter: Amanda Smith, Chief Financial Officer; Brandi Bell, Executive Director of Recruitment; Dr. Elmer Avellaneda, Superintendent of Schools
4. Adjourn to Closed session: Under Texas Government Code Chapter 551, The board will recess this open session and convene in a closed meeting to discuss items on the agenda. The board may conveniently meet in such a closed or executive session or meeting, concerning any and all subjects and for any and all purposes permitted by Texas government code chapter 551:
Presenter: Board President
 - 4.A. Personnel
 - 4.B. Consultation with the Attorney
5. Recovene to Open Meeting: The Board will take appropriate action on items, if necessary, as discussed in Closed Session
Presenter: Board President
6. Adjourn



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President

Justin Schwausch
Vice President

Josie Smith-Wright
Secretary

Sandra Gorden

D'Anna Robinson

Ashley Molina

Gloria Torres

GISD School Board Agenda Information Sheet
April 22, 2024

SUBJECT: Public Comments

RATIONAL SUMMARY:

The next item on the agenda is public comment. Before we begin, I will remind our audience members of the Board's procedures for handling public comments. The public comment portion of our meeting is available to members of the public who wish to address a meeting item on tonight's agenda or other matter pertaining to Gonzales ISD.

Anyone who wants to speak during public comment must sign in before the start of the meeting and list the agenda item they want to discuss. Each public comment speaker will be allowed a maximum of 5 minutes to address the Board. If necessary for effective meeting management, or to accommodate large numbers of individuals wishing to address the Board, we may shorten the time for each individual wishing to present comments. The public comment portion of the meeting will allow all speakers who have signed up before the start of the meeting to address the Board regarding an item on tonight's agenda. Persons requiring a translator will be given additional time.

Please keep your comments or criticisms civil and courteous. Please also avoid using profanity during your opportunity to speak. Last, we ask that you not discuss students who are not your child.

If a speaker is seeking Board resolution of a specific complaint, that concern should be addressed through the District's grievance process. District policy DGBA has been established for addressing employee complaints, policy FNG is the avenue for filing parent complaints, and policy GF address community member complaints. Grievance forms can be obtained at any campus administration office, or in the central administration offices.



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GISD School Board Agenda Information Sheet
April 22, 2024

ACTION ITEM

SUBJECT: Discuss and Consider Action to Approve a Memorandum of Understanding with Victoria College

ADMINISTRATOR RESPONSIBLE: Wendy Cox

RATIONAL SUMMARY: Gonzales High School, in cooperation with Victoria College, will offer a New Program of Study in Diagnostic and Therapeutic Services in the Health Science Career Cluster affording students the ability to secure Industry-based Certifications as either Pharmacy Technician or Certified Clinical Medical Assistant based on Local Interest.

ADMINISTRATION'S RECOMMENDATION: Approve

SAMPLE MOTION: "I move that the Board of Trustees approve _____ as presented"

Non-Credit Training Agreement Victoria College

an educational institution in the County of Victoria, in the State of Texas, and
Gonzales Independent School District

agree to enter into a partnership to offer non-credit training to eligible students. This Memorandum of Understanding (MOU) shall be in effect from **August 1, 2024**. This agreement shall be enforced for **each** academic year, as deemed necessary, unless either party submits written request for withdrawal or change for the next academic year. Notice to change this agreement must be served in writing, at least thirty (30) days prior to the beginning of the semester for which the change is desired. The College or school district shall have the right of canceling or terminating this agreement at any time according to the above guidelines.

Both the College and the school district agree that all course policies and practices are under the jurisdiction of the College. In consideration of this agreement, the parties agree to the following:

1. Student Eligibility Requirements

To be eligible for enrollment the high school student must:

- Meet all Allied Health Continuing Education registration requirements, as well as other requirements that may be imposed by the school district.
- Possess basic math and reading skills to be successful.

2. Eligible Courses

The College will provide instruction and all course materials for the following courses:

Certified Clinical Medical Assistant – 92 hours course

Medical Assistants work alongside physicians, mainly in outpatient or ambulatory care facilities, such as medical offices and clinics. Medical assistants are cross-trained to perform administrative and clinical duties. Duties vary from office to office depending on location, size, specialty, and state law. The program consists of classroom work, class lab activities, and clinicals (done in skills lab/classroom).

Medical Assisting course must be completed in a maximum of 18 weeks, and will cover all requirements of Victoria College as well as National Healthcareer Association (NHA) in order to become a certified Medical Assistant. At the successful completion of the course, students will sit for the NHA proctored certification exam.

Pharmacy Technician – 64 hours

Pharmacy medical terminology; the pharmacy practice in multiple environments; pharmacy calculations and measurements; reading and interpreting prescriptions, and defining drugs by generic and brand names. Through classroom lecture and hands-on labs, students will review dosage calculations, drug classifications, the “top 200 drugs”, IV flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control, and billing and reimbursement.

Pharmacy Technician course must be completed in a maximum of 18 weeks, and will cover all requirements of Victoria College as well as Pharmacy Technician Certification Board (PTCB). This is the certification agency that administers the certification board for the board of Pharmacy. Victoria College main campus is a designated testing center for the PTCB however students may choose the approved testing center of their choice.

3. **Instructor Qualifications**

Victoria College will provide and/or compensate instructors who meet the required qualifications per class. (i.e. a nurse or Medical Assistant, Certified Pharmacy Technician, or Pharmacist. These instructors serve as the Sponsor Representative for Victoria College.

GISD may select and retain their own paid instructor provided said instructor meets the requirements of Victoria College instructors.

4. **Location, Size, and Student Composition of Classes**

Courses will be conducted at Victoria College-Gonzales Center, or where applicable on the GISD campus, who will provide a classroom and lab space for hands-on training. This space must follow guidelines of Victoria College and instructors will need access to the classroom and lab.

Unless other arrangements have been made, the school district and College agree to the following statements regarding the provision of facilities and communications lines.

- a. High School will ensure students have appropriate access to all available instructional resources and essential technology;
- b. The College determines minimum/maximum class size and maintains the right to accept or reject new students after classes have begun.
- c. The High School will ensure the classroom environment is conducive to college-level learning.
- d. If Gonzales High School Students join classes to be held at Gonzales Center- they will follow Victoria College schedule.

5. **Academic Policies and Student Support Services**

Regular academic policies applicable to courses taught at the College's main campus also apply to non-credit courses.

High School personnel will assist College personnel with enrollment, registration, and appropriate support services such as scholarship opportunities. The High School will provide a computer lab or suitable area to conduct these interactions, along with additional support service.

The College will provide students with the same access to academic, career, & transfer advising, as well as disabilities services, and resources that it provides to other college students. If the college course is taught at the high school, the Disabilities Advisor will coordinate class accommodations with the high school Special Education Counselor per NHA guidelines.

Student grievances or complaint procedures for handling student's complaints regarding the college course are applicable to all students and can be found in the current catalog and handbook.

6. **Schedule, State Aligned Coursework, and Certification Exams**

Classes will follow the regular school calendar year and will meet during the agreed upon time schedule.

Certification coursework will be aligned as follows in adherence to state requirements.

● **Medical Assisting, Pharmacy Technician, and Veterinary Assisting- Per GISD (VC will not oversee Level 1, 2, or 3, but will assist GISD with level 4 practicum)**

- **Level 1:** Principles of Health Science
- **Level 2:** Medical Terminology
- **Level 3:** Anatomy & Physiology
- **Level 4:** Practicum in Health Science (Victoria College)

Terms of Agreement

This agreement shall become effective on August 1, 2024 for the 2024-25 academic calendar year or the date signed, whichever is later. This agreement shall be enforced for each academic year, as deemed necessary, unless either party submits written request for withdrawal or change for the next academic year. Notice to change this agreement must be served in writing, at least thirty (30) days prior to the beginning of the semester for which the change is desired. The College or school district shall have the right of canceling or terminating this agreement at any time according to the above guidelines.

Approved by:

Victoria College

Gonzales Independent School District

Signature

Cindy Buchholz

Print name

Executive VP-Chief Academic Officer

Title

Date

Signature

Print name

Title

Date



DR. ELMER AULLANEN

SUPERINTENDENT

4/15/2024

Certified Clinical Medical Assistant:

1. Interview patients to obtain medical information and measure their vital signs, weight, and height.
2. Show patients to examination rooms and prepare them for the physician.
3. Record patients' medical history, vital statistics, or information such as test results in medical records.
4. Prepare and administer medications as directed by a physician.
5. Collect blood, tissue, or other laboratory specimens, log the specimens, and prepare them for testing.
6. Explain treatment procedures, medications, diets, or physicians' instructions to patients.
7. Help physicians examine and treat patients, handing them instruments or materials or performing such tasks as giving injections or removing sutures.
8. Authorize drug refills and provide prescription information to pharmacies.
9. Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
10. Clean and sterilize instruments and dispose of contaminated supplies.
11. Schedule appointments for patients.
12. Change dressings on wounds.
13. Greet and log in patients arriving at the office or clinic.
14. Contact medical facilities or departments to schedule patients for tests or admission.
15. Perform general office duties, such as answering telephones, taking dictation, or completing insurance forms.
16. Inventory and order medical, lab, or office supplies or equipment.
17. Perform routine laboratory tests and sample analyses.
18. Set up medical laboratory equipment.
19. Keep financial records or perform other bookkeeping duties, such as handling credit or collections or mailing monthly statements to patients.
20. Operate x-ray, electrocardiogram (EKG), or other equipment to administer routine diagnostic tests.

Pharmacy Technicians:

1. Receive written prescription or refill requests and verify that information is complete and accurate.
2. Maintain proper storage and security conditions for drugs.
3. Answer telephones, responding to questions or requests.
4. Assist customers by answering simple questions, locating items, or referring them to the pharmacist for medication information.
5. Price and file prescriptions that have been filled.
6. Clean and help maintain equipment or work areas and sterilize glassware, according to prescribed methods.
7. Establish or maintain patient profiles, including lists of medications taken by individual patients.
8. Order, label, and count stock of medications, chemicals, or supplies and enter inventory data into the computer.
9. Transfer medication from vials to the appropriate number of sterile, disposable syringes, using aseptic techniques.
10. Supply and monitor robotic machines that dispense medicine into containers and label the containers.
11. Prepare and process medical insurance claim forms and records.
12. Mix pharmaceutical preparations, according to written prescriptions.
13. Operate cash registers to accept payment from customers.
14. Compute charges for medication or equipment dispensed to hospital patients and enter data in the computer.
15. Deliver medications or pharmaceutical supplies to patients, nursing stations, or surgery.
16. Price stock and mark items for sale.
17. Maintain and merchandise home healthcare products or services.
18. Prepack bulk medicines, fill bottles with prescribed medications, and type and affix labels.
19. Receive and store incoming supplies, verify quantities against invoices, check for outdated medications in current inventory, and inform supervisors of stock needs and shortages.
20. Restock intravenous (IV) supplies and add measured drugs or nutrients to IV solutions under sterile conditions to prepare IV packs for various uses, such as chemotherapy medication.
21. Enter prescription information into computer databases.



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April 22, 2024

ACTION ITEM

SUBJECT: Discuss and Consider Action on Compensation

ADMINISTRATOR RESPONSIBLE: Amanda Smith, Chief Financial Officer; Brandi Bell, Executive Director of Recruitment, Leadership, & Professional Development; Dr. Elmer Avellaneda, Superintendent of Schools

RATIONAL SUMMARY: The Texas Association of School Boards is currently working on a pay study for Gonzales ISD. Administration recommends waiting for the final report (estimated completion in late-May) to approve the 2024-25 comprehensive compensation plan. However, for recruiting and retention purposes, discussions need to begin before then. Administration will present options for compensation changes that could be adopted/approved in phases.

ADMINISTRATION'S RECOMMENDATION: Approve a 2% or Retention Stipend for all employees as well as hourly increases for Bus Drivers & Food Service staff

SAMPLE MOTION: *"I move that the Board approve the compensation changes, as presented."*



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Adjourn to Closed Session
Under Texas Government Code Chapter 551

The board will recess this open session and convene in a closed meeting to discuss items on the agenda. The Board may conveniently meet in such closed or Executive Session or meeting, concerning any and all subjects and for any and all purposes permitted by Texas Government Code chapter 551, including, but not limited to:

Section 551.071: Consultation with Attorney;

Section 551.072: Deliberation Regarding Real Property;

Section 551.073: Deliberation Regarding Prospective Gift;

Section 551.074: Personnel Matters; Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: Closed Meeting.

Section 551.076: Deliberation Regarding Security Devices;

Section 551.082: School Children; School District Employees; Disciplinary Matter or Complaint

Section 551.083: Certain School Boards; Meeting Regarding Consultation with Representative of Employee Group

Section 551.084: Investigation; Exclusion of witnesses from a hearing.

No voting will take place in the closed meeting. Any action the board wishes to take as a result of discussions in a closed session will take place after the board reconvenes in an open meeting. Today's date is _____ and it is _____ p.m./am

ADMINISTRATOR RESPONSIBLE: Dr. Elmer Avellaneda, Superintendent of Schools

RATIONAL SUMMARY: Personnel Matters

Personnel matters are as follows:

- A. Personnel
- B. Consultation with the Attorney

