**Minutes of Regular Board Meeting April 10, 2018**

**The Board of Trustees**

**Texas City Independent School District**

*Members Present: Dickey Campbell, President*

*Hal Biery, Vice President*

*Melba Anderson*

*David Moss*

*Nakisha Paul*

*Mable Pratt*

 *Bryan Thompson*

 *Present: Dr. Rodney Cavness, Superintendent*

*Susan Myers, Deputy Superintendent of Education*

*Margaret Lee, Assistant Superintendent for Business & Operations*

 *Florence Adkins, La Marque Middle School Principal*

*Erica Allen, Principal of Heights Elementary*

*Anne Anderson, Director Elementary Education*

*Elvis Arterbury, Consultant*

 *James Banks, Executive Director of Technology*

 *Jose Boix, Citizen*

 *Joseph Brinker, Director of Transportation*

*Stepaany Brown, Assistant Principal of La Marque Primary*

*Stephanie Brumfield, Director of Finance*

*Dr. Terri Burchfield, Executive Director of Support Services*

*Keyonna Butler, Blocker Student*

*Lisa Campbell, Director of Student Data*

 *Debbie Fuller, Principal of Guajardo Elementary*

 *Tony Furman, Principal of Levi Fry Intermediate*

*Felicia Garrett, Principal of Levi Fry Intermediate*

*Jennifer Folse, Assistant Principal of Heights Elementary*

*Jack Haralson, Assistant Director of Maintenance &Operations*

*Marcus Higgs, Executive Director of Human Resources*

*David Hodgins, District Attorney Thompson & Horton LLP*

*Nathan Jackson, Director of Stu. Outreach Intervention*

Don Jones, Principal of Woodrow Wilson

*Deborah Laine, Executive Director of Foundation*

*Adriana Lyle, Executive Administrative Assistant*

*Ricky Nicholson, Principal of La Marque High School*

*Steve Orta, TCG Investments*

*Donna Peterson, Director of Special Education*

*Hillary Poole, TCG Investments*

*La Donna Sauceda, Galveston County Sheriff’s Office*

*Julie Southworth, Director of Secondary Education*

*Terry Smith, Community*

*Melissa Tortorici, Director of Communications*

*John VanDever, Director of Nutrition Services*

 *Sharon Williams, Principal of La Marque Elementary*

*Susan Wilson, Principal of Calvin Vincent Headstart*

A Regular Board Meeting of the Board of Trustees of Texas City Independent School District was held Tuesday, April 10, 2018, beginning at 6:30 PM in the Simpson Education Support Center Board Room.

|  |  |  |
| --- | --- | --- |
| 1. | **First Order of Business** |  |
| A. | Announcement by the President whether a quorum is present, that the meeting has been duly called and notice of the meeting has been posted for the time and manner required by law*Mr. Hal Biery, President, called the meeting to order at 6:30 p.m. Mr. Biery announced that a quorum was present, that the meeting had been duly called, and notice of the meeting had been posted in the time and manner required by law.* |  |
| 2. | **Pledge & Invocation***Mrs. Mable Pratt, Board Member, led the pledges to the flags.* *Mr. Dickey Campbell, Board Member, gave the invocation.* |  |
| 3. | **Public Forum***There was no Public Forum at this time.*  |  |
| 4. | **Action** |  |
| A. | Consider approval of minutes for Board meetings held March 6, 2018, and March 20, 2018*Mr. David Moss, Vice President, moved to approve the minutes from* March 6, 2018, and March 20, 2018. *Mrs. Mable Pratt, Board Member, seconded the motion. The motion carried 7/0.* |  |
| 5. | **Information Items** |  |
| A. | Review investment proposal from TCG Advisors*Mr. Steve Orta and Hillary Poole, from TCG Investments, presented an investment proposal to Trustees. Mr. Orta reviewed the Executive Summary Analysis, Current Investments, Proposed Investments and the Managed Asset Portfolio Program for Texas City ISD. No action is to be taken at this time. After reviewing the proposal, the Finance Committee will meet before the May Board meeting to discuss the proposal, and then will make a recommendation at the May Board meeting. The annual Investment Policy review will be scheduled in May.* |  |
| B. | Review proposed 2018-19 Staffing Guidelines*Mrs. Margaret Lee, Assistant Superintendent for Business & Operations along with Dr. Elvis Arterbury, Consultant, reviewed 2018-19 Staffing Guidelines. The staffing guidelines will provide equity in staffing across all campuses and, once fully implemented will result in approximately $2.50 million in savings district-wide. Mrs. Lee reviewed staffing formulas that would be applied to each campus district- wide. Guidelines and their impact to the District will be presented at the May meeting. Special Education Staffing is being addressed in a separate study and will be addressed at another time. Administration recommends that Trustees approve Campus Staffing Guidelines developed by the Cabinet working with Dr. Elvis Arterbury, Consultant.*  |  |
| C. | Review proposal for parking agreement between TCISD and First Christian Church*Mrs*. *Susan Myers, Deputy Superintendent of Education, reviewed the Parking Lot Use Agreement between TCISD and First Christian Church. La Marque Elementary School students and staff were relocated to Guajardo Elementary, March 26, 2018. The increase of staff and additional parking of parents dropping off and picking up students created a parking issue for the campus. In an effort to alleviate the parking problem, Administration is seeking approval of an agreement with First Christian Church for the use of their parking lot during school hours and school events for the remainder of the 2017-2018 school year. TCISD will pay First Christian Church 1,000 dollars per month for the use of their parking facilities for an estimated total of $2250.* |  |
| D. | Review recommended full-day program options for the TCISD Pre-kindergarten classrooms for the 2018-2019 school year*Mrs*. *Susan Myers, Deputy Superintendent of Education, explained that the district has three programs designed to meet the needs of our younger learners, Head Start, Calvin Vincent Pre-K program and the La Marque Pre-K program. Administration is requesting Trustees consider the decision to consolidate all of the district’s prekindergarten students at Calvin Vincent Early Childhood Learning Center for the 2018-2019 school year. To consolidate the programs, it will require the district to make a decision regarding the length of the school day. Texas schools are required to offer four year olds a minimum of a half-day program. Due to the limited space, we currently have a half-day program for students attending the LM Primary Pre-K program is provided. In 2011 the TCISD Board of Trustees elected to provide studetns attending Calvin Vincnt Pre-K a full day program to mirror th TCISD Heas Start grant.* *Mrs. Myers reviewed the cost analysis for both a full day and half day program. Currently, only half day Pre-K programs are fuly funded by the state. The additional cost of the program will need to be considered.*  |  |
| E. | Review for approval the Calvin Vincent Head Start 2018 enrollment application*Mrs*. *Susan Myers, Deputy Superintendent of Education, presented the Federal Head Start Pre-Enrollment Application with Prioritization for enrollment in the Head Start Program for the 2018-2019 school year. This application will be used to determine the students who are most in need of our services and the Head Start Program.* |  |
| F. | Review March 2018 financial reports*Mrs. Margaret Lee, Assistant Superintendent for Business & Operations, presented the following financial reports:* |  |
| 1. | Revenue Report |  |
| 2. | Fund Balance Estimate |  |
| 3. | General Fund Operating Statement |  |
| 4. | LFAA Operating Statement |  |
| 5. | Nutrition Services Operating Statement |  |
| 6. | Expenditures by Function - All |  |
| 7. | Expenditures by Function – 1XX |  |
| 8. | Expenditures by Function – Head Start |  |
| 9. | Check Register – All |  |
| 10. | Check Register – Head Start |  |
| 11. | Investment Report |  |
| 12. | Tax Collector Report |  |
| G. | Review budget amendments*Mrs. Margaret Lee, Assistant Superintendent for Business and Operations, discussed budget amendments as presented. The budget amendments consist of budget transfers and budget revisions. The budget revisions can only be initiated in the Business Office and may result in a change to the total budgeted revenues and/or expenditures. The Budget Revisions presented at this meeting have a net effect of zero.*  |  |
| 1. | Budget Transfers |  |
| 2. | Budget Revisions |  |
| H. | Review May 5, 2018 Notice of Election concerning the issuance of school building bonds in the amount of $136,100,000 for school facilities and the levying of a tax in payment thereof*Mrs. Margaret Lee, Assistant Superintendent for Business and Operations, briefly reviewed the Notice of Election for Texas City Independent School District. The Notice of Election is provided in both English and Spanish with dates, times and polling places for early voting and Election day voting. The notice will also be posted in the Galveston Daily News, in front of the Administration building, three public places, and all polling locations.*  |  |
| I. | Review Bids and Proposals*Mrs. Margaret Lee, Assistant Superintendent for Business & Operations, presented the following bids and proposals:* |  |
| 1. | Bid 28-02 Miscellaneous Supplies, Equipment, and Clothing – Athletic Department |  |
| 2. | Bid 28-01 Custodial Equipment and Supplies |  |
| J. | Review Audit Engagement Letter from Weaver*Mrs. Margaret Lee, Assistant Superintendent for Business & Operations, presented the 2016 Audit Engagement Letter. The Weaver 2018 Engagement Letter was also included for review. Mrs. Lee, reviewed audit objectives, defined TCISD’s responsibities and described Weaver’s audit procedures. Fees should not exceed the $72,000. If the Engagenent Letter is approved, Whitley Penn would conduct the interim audit the first week of June and return in October to finalize the results of operaions for the 2017-2018 school year.*  |  |
| K. | Presentation by Jack Haralson on new construction*Mr.* *Jack Haralson, Assistant Director of Maintenance &Operations, reviewed new construction. Mr. Haralson also gave an update on the La Marque portables, parking, underground utilities, and permits.*  |  |
| L. | Review the proposed 2018-2019 Texas City ISD District Instructional Calendar*Dr. Terri Burchfield, Executive Director of Support Services, explained that House Bill (HB) 2610, passed by the 84th Texas Legislature, amended the Texas Education Code )TEC),25.081, by striking language requiring 180 days of instruction. TEC replaced it with language requiring districts to provide at least 75,600 minutes of instruction (including intermissions and recess). The bill also allows schools district to add minutes as necessary to compensate for minutes of instruction lost due to school closures caused by disaster, flood, extreme weather conditions, fuel curtailment, or other calamities. Through the summer data submission, the Texas Education Agency will verify that school district have met the required number of minutes of instruction. Dr. Burchfield presented the 2018-2019 TCISD Instructional Calendar. This calendar was developed under guidelines of the HB2610, approved by the District QuEST Committee, and voted on by the district instructional staff. Dr. Burchfield also included a chart showing the results of campus voting.*  |  |
| 6. | **Business/Legal/Finance Consent Agenda***Mr. Dickey Campbell, Board Member, moved to approve items A, B, C, D, E, F (1-12), G (1-2), H, I (1-2), J, K, and L. Mr. Bryan Thompson, Board Member, seconded the motion. The motion carried 7/0.* |  |
| A. | Consider approval of proposed 2018-19 Staffing Guidelines |  |
| B. | Consider approval of March 2018 financial reports |  |
| 1. | Revenue Report |  |
| 2. | Fund Balance Estimate |  |
| 3. | General Fund Operating Statement |  |
| 4. | LFAA Operating Statement |  |
| 5. | Nutrition Services Operating Statement |  |
| 6. | Expenditures by Function - All |  |
| 7. | Expenditures by Function – 1XX |  |
| 8. | Expenditures by Function – Head Start |  |
| 9. | Check Register – All |  |
| 10. | Check Register – Head Start |  |
| 11. | Investment Report |  |
| 12. | Tax Collector Report |  |
| C. | Consider approval of budget amendments |  |
| 1. | Budget Transfers |  |
| 2. | Budget Revisions |  |
| D. | Consider approval of May 5, 2018 Notice of Election concerning the issuance of school building bonds in the amount of $136,100,000 for school facilities and the levying of a tax in payment thereof |  |
| E. | Consider approval of Bids and Proposals |  |
| 1. | Bid 28-02 Miscellaneous Supplies, Equipment, and Clothing – Athletic Department |  |
| 2. | Bid 28-01 Custodial Equipment and Supplies |  |
| F. | Consider approval of Audit Engagement Letter from Weaver |  |
| G. | Consider approval of donations |  |
| 1. | Foundation for the Future |  |
| 7. | **Curriculum & Instruction Consent Agenda***Ms. Melba Anderson, Board Member, moved to approve item A, B, C, D, and E. Mrs. Mable Pratt, Board Member, seconded the motion. The motion carried 7/0.* |  |
| A. | Consider approval of parking agreement between TCISD and First Christian Church |  |
| B. | Consider approval of recommended full-day program for the TCISD Pre-kindergarten classrooms for the 2018-2019 school year |  |
| C. | Consider approval of the Calvin Vincent Head Start 2018 enrollment application |  |
| D. |  Consider approval of the March 2018 Head Start Director’s Report |  |
| E. | Consider for approval the 2018-2019 Texas City ISD District Instructional Calendar |  |
| 8. | **Future Business** |  |
| A. | Future Agenda Items |  |
| B. | Consider report by Superintendent and/or Board members regarding previous or upcoming activities for Board members |  |
| 1. | April 14    Duck Derby Sting Creek 11-4 p.m. |  |
| 2. | April 25    GCAASB Spring Workshop -  Region 4 at 6 p.m. |  |
| 3. | April 23 - April 27, 2018: 8 a.m.-5 p.m. Early Voting, check TCISD website for locationsApril 30 - May 1, 2018: 7 a.m. - 7 p.m. Early Voting, check TCISD website for locations |  |
| 4. | May 5, 2018: 7 a.m. - 7 p.m. Election Day, check TCISD website for locations |  |
| 9. | **Closed Meeting  -** Closed meeting will be held for the purposes authorized by the Texas Open Meetings Act, Texas Government Code Section 551.071 - 551.087 concerning any and all purposes permitted by the Act, including but not limited to the following sections and purposes: Texas Government Code Sections:*Mr. Dickey Campbell, Board Member, made a motion to convene into a closed meeting under Texas Government Code Sections 551.071 through 551.087. Mr. Bryan Thompson, Board Member, seconded the motion. The motion carried 7/0. The Board of Trustees entered closed session at 7:51 p.m.* |  |
| A. | **551.071**  For the purpose of a private consultation with the Board's attorney on all subjects or matter authorized by law |  |
| 1. | when the governmental body seeks the advice of its attorney about: |  |
| a. | Pending or contemplated litigation or |  |
| b. | A settlement offer; or |  |
| 2. | On a matter in which the duty of the attorney to the governmental body, under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas, clearly conflicts with this chapter; |  |
| 3. | Consider legal advice regarding Annexation Determination by Texas Education Commissioner regarding La Marque ISD, including redistricting of trustee positions and related transition plan |  |
| 4. | Consider legal advice regarding items specifically listed on the Agenda. |  |
| B. | **551.072**  For the purpose of discussing the purchase, exchange, lease, or value of real property: |  |
| 1. | Consider Annexation Determination by Texas Education Commissioner regarding La Marque ISD and related actions |  |
| 2. | Review detachment and annexation of territory |  |
| C. | **551.073**  For the purpose of discussing negotiated contracts for prospective gifts or donations |  |
| D. | **551.074**   For the purpose of considering the appointment, employment, resignation, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee |  |
| 1. | Consider hiring of professional personnel; |  |
| 2. | Consider renewals, non-renewals, and terminations of contracts for professional personnel; |  |
| 3. | Consider Annexation Determination by Texas Education Commissioner regarding La Marque ISD and related actions |  |
| E. | **551.076** For the purpose of considering the deployment, specific occasions for, or implementation of, security personnel or devices |  |
| F. | **551.082**  For the purpose of considering discipline of a public school child, or complaint or charge against personnel |  |
| G. | **551.083**  For the purpose of considering the students, guidelines, terms, or conditions the board will follow or will instruct its representatives to follow, in consultation with representative of employee groups |  |
| H. | **551.084**  Excluding witness for a hearing |  |
| I. | **551.087** For deliberation regarding economic development negotiations |  |
| 1. | Discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; |  |
| 2. | Deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1) |  |
| 10. | **Reconvene from Closed Meeting***The Board of Trustees reconvened into open session at 9:06 p.m.* |  |
| 11. | **Consider Action on Items Discussed in Closed Session** |  |
| A. | Consider Board approval of professional personnel recommendations*Mr. Marcus Higgs, Executive Director of Human Resources, asked for approval* *of the hiring of professional personnel as discussed in closed session. Ms. Melba Anderson, Board Member, moved for approval. Mrs. Mable Pratt, Board Member, seconded the motion. The motion carried 7/0.* |  |
| B. | Consider Board approval of renewals, non-renewals, and terminations of contracts for professional personnel*Mr. Marcus Higgs, Executive Director of Human Resources, asked for approval* *of renewals, non-renewals, and terminations of contracts for professional personnel as discussed in closed session. Mr. Bryan Thompson, Board Member, moved for approval. Mr. Dickey Campbell, Board Member, seconded the motion. The motion carried 7/0.* |  |
| 12. | **Adjournment** |  |

*Mr. David Moss, Vice President, moved to adjourn the meeting at 9:09 p.m. Ms. Nakisha Paul, Board Member, seconded the motion. The motion carried 7/0.*

Approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hal Biery Date

TCISD Board of Trustees

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adriana Lyle, Secretary Date

TCISD Board of Trustees