

# Minutes of Regular Board Meeting March 19, 2019

## The Board of Trustees Texas City Independent School District

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*Present:*                    *Hal Biery, President*  
                                  *Bryan Thompson, Vice President*                    *Left meeting at 7:38 p.m.*  
                                  *Melba Anderson*  
                                  *Dickey Campbell*  
                                  *Nakisha Paul*  
                                  *Mable Pratt*

*Absent:*                    *Nelson Juarez*

*Present:*                    *Dr. Rodney Cavness, Superintendent*  
                                  *Susan Myers, Deputy Superintendent of Education*

*Dr. Terri Burchfield, Assistant Superintendent of Support Services*  
*Marcus Higgs, Assistant Superintendent of Human Resources*  
*Margaret Lee, Assistant Superintendent for Business & Operations*

*Flo Adkins, Principal of La Marque Middle School*  
*Anne Anderson, Director of Elementary Education*  
*James Banks, Executive Director of Technology*  
*Lisa Campbell, Director of Student Data*  
*Edna Courville, Community*  
*Zach Cowey, Director of Finance*  
*Sgt. Derick Fillmore, TCISD SLO*  
*Debbie Fuller, Principal of Guajardo Elementary*  
*Tony Furman, Principal of Levi Fry Intermediate*  
*Felicia Garrett, Principal of Levi Fry Intermediate*  
*Marion Godeaux, Executive Director of Maintenance*  
*Jack Haralson, Assistant Director of Maintenance & Operations*  
*David Hodgins, TCISD Attorney*  
*Michael Howell, Community*  
*Patti Martin, Principal of La Marque Primary*  
*Ricky Nicholson, Principal of La Marque High School*  
*Holly La Roe, Principal of Texas City High School*  
*Adriana Lyle, Executive Administrative Assistant/Board Secretary*  
*Mike Matranga, Executive Director of Security and Sch. Safety*  
*Wendy Paterson, Principal of Roosevelt Wilson Elementary*  
*Donna Peterson, Director of Special Education*  
*Melissa Tortorici, Director of Communications*  
*Julie Southworth, Director of Secondary Education*  
*John VanDever, Director of Nutrition*

*Leland Surovik, Director of Athletics  
Geny White, Coordinator of Elementary Instruction  
Susan Wilson, Principal of Calvin Vincent Headstart  
Sharon Williams, Principal of La Marque Elementary*

A Regular Board Meeting of the Board of Trustees of Texas City Independent School District was held Tuesday, March 19, 2019, 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.  
Ms. Melba Anderson, Board Member, gave the invocation.*

**3. Public Forum**

*The following three Citizen spoke during Public Forum:*

*Mr. Michael Howell spoke regarding Health Policy.*

**4. Action Items**

- A. Consider approval of minutes for Board meetings held February 5, 2019, February 11, 2019, and February 12, 2019

*Mr. Bryan Thompson, Vice President, moved to approve the minutes from meetings held February 5, 2019, February 11, 2019, and February 12, 2019. Mr. Dickey Campbell, Board Member, seconded the motion. The motion carried 6/0.*

**5. Information Items**

- A. Discuss upcoming refinancing opportunity and the sale of the District's remaining authorized bonds

*Mrs. Margaret Lee, Assistant Superintendent for Business & Operations, gave an update regarding the bond refinancing and issuance of the balance of the 2018 voted bonds. The purpose of this item is to provide Trustees with information*

*relating to an upcoming action item pertaining to issuing new debt and refinancing outstanding debt.*

*On April 9, 2019, Mark McLiney, with SAMCO Capital Markets, the Districts Financial Advisor, will present financing options on issuing \$66,100,000 Unlimited Tax Bond for new construction along with approximately \$11,330,000 of Refunding Bonds that will generate approximately \$650,000 of interest rates savings. Mrs. Lee also included for review a draft of the timeline; tax rates impact analysis and bond refunding reports.*

**B. Review Certification of Unopposed Candidate for Districts 1 and 4 Trustees**

*Mrs. Margaret Lee, Assistant Superintendent for Business & Operations, presented a certification of unopposed candidate for May 4, 2019 election from Mrs. Patricia Collins, who prepared the Certification of Unopposed Candidate, enabling TCISD to cancel the May 4, 2019 election for both the District 1, Ms. Melba Anderson and District 4, Mr. Bryan Thompson Trustee Positions as sole candidates.*

**C. Review Order of Cancellation for Districts 1 and 4 Trustees**

*Mrs. Margaret Lee, Assistant Superintendent for Business & Operations, presented an Order of Cancellation stating that Ms. Melba Anderson of District 1 was the sole Candidate and that Mr. Bryan Thompson of District 4 was the sole Candidate for Texas City ISD District. As a result, TCISD can forgo the elections for these positions and that Ms. Melba Anderson will be elected District 1 Trustee and Bryan Thompson will be elected District 4 Trustee.*

**D. Review Notice of Election for District 2 Trustee**

*Mrs. Margaret Lee, Assistant Superintendent for Business & Operations, reviewed the Order of General Election for Texas City Independent School District orders the May 4, 2019, General Trustee Election for TCISD District 2 Trustee. Mrs. Lee also included voting branch locations and a list of election day locations.*

**E. Review February 2019 financial reports**

*Mrs. Margaret Lee, Assistant Superintendent for Business & Operations, presented the following financial reports:*

1. Revenue Update
2. General Fund Operating Statement
3. Nutrition Services Operating Statement
4. Expenditures by Function - All

5. Expenditures by Function – 1XX
  6. Expenditures by Function – Head Start
  7. Check Register – All
  8. Check Register – Head Start
  9. Bond Accounting
  10. Investment Report
  11. Tax Collector Report
- F. 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

G. Review 2019-2020 Budget Calendar

*Mrs. Margaret Lee, Assistant Superintendent for Business and Operations, presented the budget planning calendar outlines the timeline the District will follow in adopting the 2019-2020 expenditure budget and adopting the tax rate to fund the operations of the District. Mrs. Lee stated that the budget must be adopted on or before August 31, 2019.*

H. Review Staffing Guidelines for the 2019-2020 budget

*Mrs. Margaret Lee, Assistant Superintendent for Business and Operations, announced the 2019-2020 Staffing Guidelines. Mrs. Lee included the staffing guides for the campuses and the maintenance/custodial department. The staffing guidelines are similar to last years, with a few changes. These changes were made based on feedback after living with the 2018-2019 staffing for one year.*

I. Presentation by Jack Haralson on new construction

*Mr. Jack Haralson, Assistant Director of Maintenance & Operations, gave an update of the districts construction projects.*

J. Review Erate contract for Internet Service Provider

*Mr. James Banks, Executive Director of Technology, reviewed the contract for Internet Erate Services. Mr. Banks explained that TCISD received Erate funding for Internet services. The proposed contract is for a 10 mb connection for 60 months. TCISD will receive a 90% discount on the amount charged monthly.*

K. Review Erate contract for network upgrades

*Mr. James Banks, Executive Director of Technology, reviewed the contract for Network Erate Services. Mr. Banks explained that TCSD received Erate funding for our campuses. The funds allocated are on a per campus basis. Administration is proposing to make upgrades to our internal network, with emphasis on uninterruptable power supplies on all campuses. The proposal will be 85% funded, with the remaining amount to be paid for by the district from the Technology budget. The remaining Erate funds will be used in the futures primarily for the new campuses.*

L. Review Contract for Demographic Study and Facility Planning Study

*Dr. Rodney Cavness, Superintendent, gave an update and quote from Templeton Demographics for a study and facility planning study.*

M. Review proposal to secure doors at La Marque High School

*Mr. Mike Matranga, Executive Director of Safety, reviewed the necessary repair work on doors and door hardware at La Marque High School from GSI.*

N. Review for approval the contract with Safe and Civil Schools for district-wide training in August 2019

*Mrs. Susan Myers, Deputy Superintendent of Education, reviewed the contract with Safe and Civil Schools for District wide training in August 2019. In August of 2018 Trustees approved a proposal to allow district campuses to begin the Foundation Schools process by partnering with Safe & Civil Schools. It is a comprehensive approach to the management of student behavior that incorporates best practices with the needs of individual schools. There is a great need to adopt a consistent classroom behavior management system to be implemented in all classrooms across the district. The contract presented is with Safe & Civil Schools to include CHAMPS training for all instructional staff members.*

O. Review for approval the recommendations of Texas City Independent School District Text Book Committee with regards to Proclamation 2019

*Mrs. Susan Myers, Deputy Superintendent of Education, explained that the*

*Proclamation 2019 issued by the SBOE called for the adoption of instructional materials for subject areas and grade levels listed below:*

- *English Language Arts and Reading K-8*
- *Spanish Language Arts and Reading K-6*
- *Spelling Grades 1-6 English and Spanish*
- *Handwriting Grades K-5 English and Spanish*
- *English Learners Language Arts Grades 7-8*

*Mrs. Myers also stated that according to board policy (EFAA Local), a textbook selection committee appointed by the Board of Trustee would carry out the process for reviewing and adopting textbooks in keeping with state and local guidelines.*

P. Review TASB initiated localized updates: Policy Update 112, affecting local policies

*Dr. Terri Burchfield, Assistant Superintendent of Support Services, reviewed Local District Update 112 – Second Reading.*

1. BJA(LOCAL): SUPERINTENDENT - QUALIFICATIONS AND DUTIES

CCG(LOCAL): LOCAL REVENUE SOURCES - AD VALOREM TAXES

CCGA(LOCAL): AD VALOREM TAXES - EXEMPTIONS AND PAYMENTS

CCGB(LOCAL): AD VALOREM TAXES - ECONOMIC DEVELOPMENT

CH(LOCAL): PURCHASING AND ACQUISITION

CQ(LOCAL): TECHNOLOGY RESOURCES

CV(LOCAL): FACILITIES CONSTRUCTION

DCB(LOCAL): EMPLOYMENT PRACTICES - TERM CONTRACTS

DH(LOCAL): EMPLOYEE STANDARDS OF CONDUCT

DIA(LOCAL): EMPLOYEE WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FMA(LOCAL): STUDENT ACTIVITIES - SCHOOL-SPONSORED PUBLICATIONS

FNG(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT AND PARENT COMPLAINTS/GRIEVANCES

GF(LOCAL): PUBLIC COMPLAINTS

GKA(LOCAL): COMMUNITY RELATIONS - CONDUCT ON SCHOOL PREMISES

GKB(LOCAL): COMMUNITY RELATIONS - ADVERTISING AND FUNDRAISING

- Q. Review waiver request regarding calendar minutes for COM Collegiate 2018-2019

*Dr. Terri Burchfield, Assistant Superintendent of Support Services, reviewed and explained that beginning with the 20116-17 we have been required to report calendar minutes by campus & track to TEA in the PEIMS submission. The COM collegiate program calendar does not meet the 75,600 minutes requirement. Therefore Administration is requesting a TEA waiver to receive full funding for students who participate in the program during the 2018-19 school year. Upon approval, TCISD will submit a waiver to request through the TEA Waiver system for a request up to 3 school years at a time from 2019-20 through 2020-21.*

- R. Review TCISD 2019-2020 Instructional Calendar

*Dr. Terri Burchfield, Assistant Superintendent of Support Services, reviewed the 2019-20 instructional Calendar approved by the District QUEST committee and voted on by the district instructional staff. House Bill 2610 passed by the 84<sup>th</sup> Texas Legislature, striking language requiring 180 days of instruction and replaced it with language requiring districts to provide at least 75,600 minutes of instruction. 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 another calamity.*

## 6. **Business/Legal/Finance Consent Agenda**

*Mr. Dickey Campbell, Board Member, moved to approve items A, B, C, D (1-11) E (1-2), F, G, H (1-2), I, J, K, L, and M. Ms. Nakisha Paul, Board Member, seconded the motion. The motion carried 5/0. (Mr. Bryan Thompson left the meeting at 7:38 p.m.)*

- A. Consider approval of Certification of Unopposed Candidate for District 1 and 4 Trustees
- B. Consider approval of Order of Cancellation for District 1 and 4 Trustees

- C. Consider approval of Notice of Election for District 2 Trustee
- D. Consider approval of February 2019 financial reports
  - 1. Revenue Update
  - 2. General Fund Operating Statement
  - 3. Nutrition Services Operating Statement
  - 4. Expenditures by Function - All
  - 5. Expenditures by Function – 1XX
  - 6. Expenditures by Function – Head Start
  - 7. Check Register – All
  - 8. Check Register – Head Start
  - 9. Bond Accounting
  - 10. Investment Report
  - 11. Tax Collector Report
- E. Consider approval of budget amendments
  - 1. Budget Transfers
  - 2. Budget Revisions
- F. Consider approval of 2019-2020 Budget Planning Calendar
- G. Consider approval of Staffing Guidelines for the 2019-2020 budget
- H. Consider approval of gifts and donations
  - 1. Foundation
  - 2. SEP Donations
    - a. BP Amoco Chemical Company
    - b. Eastman
- I. Consider approval of Erate contract for Internet Service Provider
- J. Consider approval of Erate contract for network upgrades
- K. Consider approval of contract for demographic study with facility planning
- L. Consider approval of proposal to secure doors at La Marque High School
- M. Consider approval, granting the Superintendent of Schools or their designee authority to hire professional employees for the 2019-2020 school year during the months of April 2019 through September 2019

**7. Curriculum & Instruction Consent Agenda**

*Ms. Mable Pratt, Board Member, moved to approve items A, B, C, and D. Ms. Melba Anderson, Board Member, seconded the motion. The motion carried 5/0.*



- A. Consider approval of the contract with Safe and Civil Schools for district-wide training in August 2019
- B. Consider approval of the recommendations of Texas City Independent School District Text Book Committee with regards to Proclamation 2019
- C. Consider approval of the Monthly Head Start Director's Report
- D. Approve TASB initiated localized updates: Policy Update 112, affecting local policies
  - 1. BJA(LOCAL): SUPERINTENDENT - QUALIFICATIONS AND DUTIES
  - CCG(LOCAL): LOCAL REVENUE SOURCES - AD VALOREM TAXES
  - CCGA(LOCAL): AD VALOREM TAXES - EXEMPTIONS AND PAYMENTS
  - CCGB(LOCAL): AD VALOREM TAXES - ECONOMIC DEVELOPMENT
  - CH(LOCAL): PURCHASING AND ACQUISITION
  - CQ(LOCAL): TECHNOLOGY RESOURCES
  - CV(LOCAL): FACILITIES CONSTRUCTION
  - DCB(LOCAL): EMPLOYMENT PRACTICES - TERM CONTRACTS
  - DH(LOCAL): EMPLOYEE STANDARDS OF CONDUCT
  - DIA(LOCAL): EMPLOYEE WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
  - FMA(LOCAL): STUDENT ACTIVITIES - SCHOOL-SPONSORED PUBLICATIONS
  - FNG(LOCAL): STUDENT RIGHTS AND RESPONSIBILITIES - STUDENT AND PARENT COMPLAINTS/GRIEVANCES
  - GF(LOCAL): PUBLIC COMPLAINTS
  - GKA(LOCAL): COMMUNITY RELATIONS - CONDUCT ON SCHOOL PREMISES
  - GKB(LOCAL): COMMUNITY RELATIONS - ADVERTISING AND FUNDRAISING
  - 2. Approve waiver request regarding calendar minutes for COM Collegiate 2018-2019

3. Approve TCISD 2019-2020 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

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:

*Ms. Melba Anderson, Board Member, made a motion to convene into a closed meeting under Texas Government Code Sections 551.071 through 551.087. Mrs. Mable Pratt seconded the motion. The motion carried 5/0. The Board of Trustees entered closed session at 7:44 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. Consider legal advice regarding Annexation Determination by Texas Education Commissioner regarding La Marque ISD, including redistricting of trustee positions and related transition plan

3. Consider legal advice regarding items specifically listed on the Agenda.

4. Consider legal advice regarding amendment to Superintendent's Contract and related actions

5. Consider legal advice regarding mediation agreement related to special education case, TEA Docket No. 122-SE-1218, and related actions

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. **551.0821**
1. Consider mediation agreement related to special education case, TEA Docket No. 122-SE-1218, and related actions
- G. **551.082** For the purpose of considering discipline of a public-school child, or complaint or charge against personnel
- H. **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
- I. **551.084** Excluding witness for a hearing
- J. **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 8:38 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. Mr. Bryan Thompson, Vice President, moved for approval. Mrs. Mabel Pratt, Board Member, seconded the motion. The motion carried 5/0.*

- B. Consider Board approval of renewals, non-renewals and terminations of contracts for professional personnel and related actions

*There were no renewals, non-renewal, and terminations at this time.*

C. Consider approval of amendment to Superintendent's Contract and related actions

*Mr. David Hodgins, TCISD Attorney, made a recommendation to the Board of Trustees to approve the extension of the Superintendent's contract for one contract year. Mr. Bryan Thompson, Vice President, made a motion to accept the extension of the Superintendent's contract for one contract year. Mr. Dickey Campbell, Board Member, seconded the motion. The motion carried 5/0.*

D. Consider approval of mediation agreement related to special education case, TEA Docket No. 122-SE-1218, and related actions

*Mr. David Hodgins, TCISD Attorney, asked for the adoption of the mediation agreement related to special education case TEA Docket No. 122-SE-1218, and related actions as discussed in closed session. Ms. Melba Anderson, Board Member, made a motion to accept the adoption of the mediation agreement. Mrs. Mable Pratt, Board Member, seconded the motion. The motion carried 5/0.*

**12. Adjournment**

*Ms. Nakisha Paul, Board Member, moved to adjourn the meeting at 8:40 p.m. Mr. Dickey Campbell, Board Member, seconded the motion. The motion carried 5/0.*

Approved:

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Hal Biery  
TCISD Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adriana Lyle, Secretary  
TCISD Board of Trustees

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Date