

# Minutes of Regular Board Meeting February 18, 2020

## The Board of Trustees Texas City Independent School District

---

*Present:*                    *Nakisha Paul, Vice President*  
*Melba Anderson*  
*Hal Biery*  
*Dickey Campbell*  
*Nelson Juarez*  
*Mable Pratt*

*Absent:*                    *Bryan Thompson, President*

*Present:*                    *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*

*Also Present:*

*Erica Allen, Principal of Heights Elementary*  
*Anne Anderson, Director of Elementary Education*  
*James Banks, Executive Director for Technology*  
*Lisa Campbell, Director of Student Data/PEIMS*  
*Richard Chapa, Director of CTE*  
*Lt. Brent Cooley, GCSO*  
*Edna Courville, Community*  
*Zack Cowey, Director of Finance*  
*Rev. James Daniels, Community*  
*Debbie Fuller, Principal of Guajardo Elementary*  
*Tony Furman, Principal of Blocker Middle School*  
*Felicia Garrett, Principal of Levi Fry Intermediate*  
*Christina Hall-Payne, Director of Foundation for the Future*  
*David Hodgins, TCISD Attorney*  
*Nathan Jackson, Director of Student Outreach*  
*Don Jones, Principal of Woodrow Wilson*  
*Brooke Lakner, Director of Purchasing*  
*Adriana Lyle, Executive Administrative Assistant/Board Secretary*  
*Mark Lyon, Director of Fine Arts*  
*Patti Martin, Principal of La Marque Primary*  
*Mike Matranga, Executive Director of Safety*  
*Mike Mosses, Thompson & Horton LLP*  
*Wendy Patterson, Principal of Roosevelt Wilson Elementary*  
*Donna Peterson, Director of Special Education*

*Don Pursley, Director of Facilities*  
*Charles Quilter, Network Manager*  
*Richard Ressler, Director of Transportation*  
*Mathew Salley, Principal of Kohfeldt Elementary*  
*Clarissa Silva, Communication Specialist*  
*Sherri Simmons, Director of Curriculum & Accountability*  
*Ava Stockfleth, Community*  
*Shawna Stockfleth, Community*  
*Leland Surovik, Director of Athletics*  
*Melissa Tortorici, Director of Communications*  
*John VanDever, Director of Nutrition*  
*Geny White, Coordinator of Elementary Instruction*  
*Trey White, Director of Technology*  
*Brantley Williams, Community*  
*Sharon Williams, Principal of La Marque Elementary*  
*Randy Willison, Director of Secondary Education*

A Regular Board Meeting of the Board of Trustees of Texas City Independent School District was held Tuesday, February 18, 2020, beginning at 6:30 p.m. 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. Bryan Thompson, President, called the meeting to order at 6:30 p.m. Mr. Thompson announced that a quorum was present, that the meeting had been duly called, and a notice of the meeting had been posted in the time and manner required by law.*

### **2. Pledge & Invocation**

*Ms. Melba Anderson, Board Member, led the pledges to the flags.*  
*Mrs. Mable Pratt, Board Member, gave the invocation.*

### **3. Public Forum**

*The following person spoke during Public Forum:*

*Rev. James Daniel, West End Ministers, and leadership wanted to congratulate TCISD for the work that is being done in the District.*

#### 4. **Special Recognition**

##### A. School Board Recognition

*Melissa Tortorici, Director of Communications, recognized the following students and staff:*

***Levi Fry Spelling Bee Winner***

*Ava Stockfleth*

*Teacher Sponsors: Lisa Bunker, Kylie Nolan*

***Texas City High School All-State Choir***

*Micah Lozano, Angelica Moran*

*Choir Directors: Rico D. Hamilton, Jacob Angel*

***Texas City High School All-State Band***

*Aaron Cantu, Fernando De Los Santos, Leonardo Rabago*

*Band Directors: Benjamin Guillotte, Joshua Duarte, Steven Scott*

***Rotary Youth Leadership Awards Counselors & Trainers***

*Emily Hudnall, Javonne Pool, Lane Simmons, Mitchell Tortorici*

#### **Information Item 7A was moved up to be talked about separately**

##### 7. A. *Presentation by the Firm of Thompson & Horton regarding the Superintendent Search*

*Mr. Mike Moses, Thompson & Horton LLP, explained that at a called Board Meeting on February 11, 2020, the TCISD Board of Trustees selected the firm of Thompson & Horton to conduct a Superintendent search in coordination with the Board. Mr. Mosses gave a brief explanation of the search firm process.*

#### 5. **Public Hearing**

##### A. 2019 Texas Academic Performance Report

*The Public hearing began at 8:06 p.m. Mrs. Susan Myers, Deputy Superintendent of Education, gave an update on the 2019 Texas Performance Report. This report is a culmination of information received on our schools simulated in one report for a school year. Mrs. Myers reviewed the following information:*

- *Accountability for Campuses for the 2019 School Year*
- *Campus Distinctions*
- *Cumulative Assessment results for Measured Student Groups*
- *College Career and Military Readiness Performance*
- *District Profile Demographics*
- *Enrollment by Grade Level and Retention Rates*

- *Staff Statics*
- *Instructional Programs*

*The Public Hearing ended at 8:16 p.m.*

## **6. Action Items**

### **A. Consider approval of Resolution to designate TCISD Investment Officer**

*Mrs. Margaret Lee, Assistant Superintendent for Business & Operations, reviewed a resolution to appoint the Assistant Superintendent for Business and Operation as the Investment Officer for the District. This Resolution is required after a recent change to policy CDA (LOCAL) that names the Superintendent or person designated by the Board Resolution as the Investment Officer. Mrs. Lee explained that since the Superintendent does not attend the training required under policy CDA (LOCAL), the Board should designate an Investment Officer that attends the required training classes. Ms. Melba Anderson, Board Member, made a motion to name the Assistant Superintendent for Business and Operations as the Investment Officer for the District. Mr. Dickey Campbell seconded the motion. The motion carried 6/0.*

### **B. Consider approval of contract to pursue a judicial appeal of the District's property value study**

*Mrs. Margaret Lee, Assistant Superintendent for Business & Operations, provided a copy of the 2019 ISD Summary Worksheet for Texas City ISD for review. This report lists the local tax roll value and the 2019 PTAD value estimate, which is approximately \$600 million more than the local tax roll value. The 2019-2020 budget adopted in August 2019 was based on the local tax roll, certified by GCAD in July. Mrs. Lee explained how this affected the District's state funding. To minimize the impact, the District will need to file a judicial appeal of the PVS within 40 days of the date; the PVS findings were posted. Mrs. Lee gave three options. Option 2 was recommended by Mrs. Lee, to contract with Perdu, Brandon, Fielder, Collins, and Mott to appeal the PVS findings. Mr. Dickey Campbell, Board Member, Made a motion to contract with Perdu, Brandon, Fielder, Collins, and Mott to appeal the PVS findings. Mr. Nelson Juarez, Board Member, seconded the motion. The motion carried 6/0.*

### **C. Consider approval of minutes for Board meetings held January 14, 2020, and January 23, 2020.**

*Mrs. Mable Pratt, Board Member, moved to approve the minutes from meetings held on January 14, 2020, and January 23, 2020. Mr. Dickey Campbell, Board Member, seconded the motion. The motion carried 6/0.*

## 7. Information Items

### B. Review of Full Day Prekindergarten Waiver

*Mrs. Susan Myers, Deputy Superintendent of Education, explained that House Bill 3 requires that full-day prekindergarten be provided for all eligible four-year-old students. To qualify as a full-day prekindergarten program, instruction must be submitted as a minimum of 75, 600 minutes per school year. Currently, TCISD prekindergarten students attend a total of 65,250 minutes per year. The discrepancy in attendance minutes requires TCISD to submit a Full Day Prekindergarten Exemption Waiver.*

### C. Review of Memorandum of Understanding between College of the Mainland and Texas City ISD regarding College Preparation Classes

*Mrs. Susan Myers, Deputy Superintendent of Education, reviewed the MOU regarding College Preparation Partnership between College of the Mainland and Texas City ISD. This agreement allows COM and TCISD the opportunity to collaborate on programs that will increase student success. This MOU will offer college preparation courses in Mathematics, and English Language Arts deemed needed for college-ready students during the 2019-2020 school year.*

### D. Review Proposal for the Purchase of Instructional Materials

*Mrs. Susan Myers, Deputy Superintendent of Education, reviewed two invoices for the purchase of STAAR Instructional Materials.*

<i>ESC</i>	<i>STAAR Master Grades K-8</i>	<i>\$143,949.49</i>
<i>People's Education Inc.</i>	<i>Measuring Up Express</i>	<i>\$ 90.896.42</i>

*The purchase of these materials will provide standardized STAAR materials to be distributed and utilized on testing campuses throughout the District.*

### E. Review Proposal for the Purchase of Instructional Technology for La Marque Elementary School

*Mrs. Susan Myers, Deputy Superintendent of Education, reviewed the invoice for the purpose of Instructional Technology for La Marque Elementary School. LME has been awarded a School Improvement Grant, and those funds will be utilized for the purchase of 104 laptops and 4 carts.*

### F. Review for Approval of New Position in Texas City ISD

*Mr. Marcus Higgs, Assistant Superintendent of Human Resources, presented a request for an additional instructional technologist to keep up with an increased workload. The District currently only has one trainer to manage district systems. An additional trainer would ease the workload and deliver services much faster to our end users.*

## G. Review of Monthly Financial Reports

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

1. Dashboard Report
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

## H. Review Budget Amendments requiring approval under Board Policy CE(Local)

*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

## I. Review bids and proposals requiring approval under Board Policy CH(Local)

*Mrs. Margaret Lee, Assistant Superintendent for Business & Operations, explained that we recently had been approved to receive an 80% discount on our internet usage cost. We currently use Comcast and pay \$6,000 per month for 5 gigabytes connection. The proposal is for the District to go with Educational Networks of American. It is for \$3,750 and would increase our access capacity from 5 gigabytes to 10 gigabytes. The contract is for 3 years.*

1. Internet Service Provider
2. Cover for play area at Levi Fry

## J. Review contracts requiring approval under Board Policy CH(Local)

### 1. E-Bidding Platform

*Mrs. Margaret Lee, Assistant Superintendent for Business & Operations, stated that if implementing the e-bidding solution to the District and converting to online bidding would make our process more efficient, saving time, paper, labor, and postage costs. It would also eliminate the reliance on mailing services to get and receive submissions before the published deadlines. The purchase would be made with Business Office budgeted funds utilizing the Choice Partners Cooperative for Electronic Procurement Software.*

### 2. Grant Writing Service Agreement for STOP School Violence Grant Program Purpose Area 2 Threat Assessment / Intervention Teams

*Mrs. Margaret Lee, Assistant Superintendent for Business & Operations, explained that the grant application is for Purpose Area 2, which would provide funding to \$750,000 for threat assessment and /or intervention team. The grant writing services portion of the contract is \$3,300.*

### 3. Post Award Services for STOP School Violence Grant Program Purpose Area 1 Training

*Mrs. Margaret Lee, Assistant Superintendent for Business and Operations, explained that if the STOP School Violence Grant Program and Mental Health Training Program Area 1 – Training if awarded, the District would provide a significant amount of information to the granting agency. Resource Associates provide post-award services, handling all reporting requirements of the grant. The cost of post-award services is 10% of the award plus travel. If approved, the cost of the post-award services would be covered by the grant; if not approved, there would be no cost related to post-award services.*

*Mrs. Lee explained that if the District contract with Resource Associates for post-award services, it will shift a significant portion of the administrative burden associated with the grant to Resource Associates and eliminate the potential need for additional TCISD staff to administer the grant. Any Board approval would be subject to attorney approval.*

### 4. Grant Writing Service Agreement for STOP School Violence Grant Program Purpose Area 1 Training

*Mrs. Margaret Lee, Assistant Superintendent for Business and Operations, stated that the District is considering submitting an application for two STOP School Violence Prevention and Mental Health grants. Included with this agenda item is a Grant Writing Service Agreement from Resource Associates. Mr. Matranga recently worked with Resource Associates on submitting another grant. This grant application is for Purpose Area 1, which, if approved, would provide funding up to \$500,000 school violence*

*and mental health training programs. Included was information from the Rural Health Information HUB about the grant as a part of this agenda item. The grant writing services portion of the contract is \$750. TCISD's contract attorney is currently reviewing this contract, and any Board approval this evening would be subject to attorney approval.*

5. *Post Award Services for STOP School Violence Grant Program Purpose Area 1 Training*

*Mrs. Margaret Lee, Assistant Superintendent for Business and Operations, explained that if the District's grant application for the STOP School Violence Prevention and Mental Health Training Program Purpose Area 1 – Training is awarded, the District will provide a significant amount of information to the granting agency. Resource Associates offers post-award services, handling all reporting requirements of the grant. The cost of post-award services is 10% of the award plus travel. The cost of the post-award services would be covered by the grant and would only be necessary if the District receives an award. If the District's grant is not approved, there would be no cost related to post-award services. If the District contracts with Resource Associates for post-award services, it will shift a significant portion of the administrative burden associated with the grant to Resource Associates and eliminate the potential need for additional TCISD staff to administer the grant. TCISD's contract attorney is currently reviewing this contract, and any Board approval this evening would be subject to attorney approval.*

6. *Monica Lewis School of Etiquette*

*Mrs. Margaret Lee, Assistant Superintendent for Business and Operations, reviewed the Monica Lewis School of Etiquette contract. They would provide a manner and etiquette course for students in the Cycle 9 AE )21<sup>st</sup> Century Program. The start date would be October 9, 2019.*

K. *Review of Audit Engagement Letter*

*Mrs. Margaret Lee, Assistant Superintendent for Business and Operations, reviewed the Weaver's 2020 Engagement Letter. She explained that it gives audit objectives, defines TCISD's Responsibilities, and describes Weavers' audit Procedures. Mrs. Lee explained that she could not guarantee a specific price for the engagement but would make every attempt to minimize the amount of time spent on the engagement. If approved, Weaver staff would conduct the interim audit the first week of June and would return in October to finalize the results of operations for the 2019-2020 school year.*

L. *Review Proposed Budget Planning Calendar*

*Mrs. Margaret Lee, Assistant Superintendent for Business and Operations, gave tentative dates for planning purposes that would meet Truth in Taxation*



*requirements for posting the Notice of Public Meeting to Adopt the Budget and Tax Rate.*

M. Review Facilities / New Construction Report

*Mr. Don Pursley, Director of Facilities, gave an update of District facilities.*

**8. Business/Legal/Finance Consent Agenda**

*Mr. Dickey Campbell, Board Member, moved to approve items A, B(1-10), C(1-2), D(1-2), E(1-6), F, and G(1-2). Mr. Hal Biery, Board Member, seconded the motion. The motion carried 6/0.*

A. Consider Approval of New Position in Texas City ISD

B. Consider approval of January financial reports

1. General Fund Operating Statement
2. Nutrition Services Operating Statement
3. Expenditures by Function - All
4. Expenditures by Function – 1XX
5. Expenditures by Function – Head Start
6. Check Register – All
7. Check Register – Head Start
8. Bond Accounting
9. Investment Report
10. Tax Collector Report

C. Consider approval of Budget Amendments

1. Budget Transfers
2. Budget Revisions

D. Consider approval of bids and proposals requiring approval under Board Policy CH(Local)

1. Internet Service Provider
2. Cover for play area at Levi Fry

E. Consider approval contracts requiring approval under Board Policy CH(Local)

1. E-Bidding Platform
2. Grant Writing Service Agreement for STOP School Violence Grant Program Purpose Area 2 Threat Assessment / Intervention Teams
3. Post Award Services for STOP School Violence Grant Program Purpose Area 2 Threat Assessment/Intervention Teams
4. Grant Writing Service Agreement for STOP School Violence Grant Program Purpose Area 1 Training

5. Post Award Services for STOP School Violence Grant Program Purpose Area 1 Training
6. Monica Lewis School of Etiquette
- F. Consider approval of Audit Engagement Letter
- G. Consider approval of Gifts / Donations
  1. Foundation
  2. SEP Grant

#### **9. Curriculum & Instruction Consent Agenda**

*Ms. Melba Anderson, Board Member, moved to approve items A, B, C, D, and E. Mrs. Mable Pratt, Board Member, seconded the motion. The motion carried 6/0.*

- A. Consider approval of the Full Day Prekindergarten Waiver
- B. Consider approval of the Memorandum of Understanding between College of the Mainland and Texas City ISD regarding College Preparation Classes
- C. Consider approval of the proposal to Purchase Instructional Materials
- D. Consider approval of the proposal to Purchase of Instructional Technology for La Marque Elementary School
- E. Consider approval of the January 2020 Head Start Director's Report

#### **10. Future Business**

- A. Future Agenda Items
- B. Consider report by Superintendent and/or Board members regarding previous or upcoming activities for Board members
  1. February 26-29 Governance Camp, Galveston, TX
  2. March 9-13 Spring Break
  3. March 24 Regular Board Meeting, Administration Boardroom, 6:30 p.m.

*Mr. Dickey Campbell, Board Member, made a motion to accept we move the Regular March Board Meeting to March 24, 2020. Ms. Melba Anderson, Board Member, seconded the motion. The motion carried 6/0.*

11. **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. Hal Biery, Board Member, made a motion to convene into a closed meeting under Texas Government Code Sections 551.071 through 551.087. Ms. Melba Anderson, Board Member, seconded the motion. The motion carried 6/0. The Board of Trustees entered a closed session at 7:34 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 when the governmental body seeks the advice of its attorney about:
  - 1. when the governmental body seeks the advice of its attorney about:
    - a. Pending or contemplated litigation or
  - 2. A settlement offer, or 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 items specifically listed on the Agenda.
- B. **551.072** For the purpose of discussing the purchase, exchange, lease, or value of real property:
- 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;
- 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)

## 12. **Reconvene from Closed Meeting**

*The Board of Trustees reconvened into open session at 9:11 p.m.*

## 13. **Consider Action on Items Discussed in Closed Session**

- A. Consider Board approval of professional personnel recommendations and related actions

*Mr. Marcus Higgs, Executive Director of Human Resources, asked for approval of the hiring of all professional personnel recommendations as discussed in closed session. Mr. Dickey Campbell, Board Member, moved for approval of the hiring of all professional personnel recommendations as discussed in closed session. Mr. Nelson Juarez, Board Member, seconded the motion. The motion carried 6/0.*

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

*No action was taken at this time.*

#### 14. **Adjournment**

*Ms. Melba Anderson, Board Member, moved to adjourn the meeting at 9:12 p.m. Mr. Hal Biery, Board Member, seconded the motion. The motion carried 6/0.*

Approved:

\_\_\_\_\_  
Bryan Thompson  
TCISD Board of Trustees

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date