

# Minutes of Regular Board Meeting January 15, 2019

## The Board of Trustees Texas City Independent School District

---

*Present:*

- Hal Biery, President*
- Bryan Thompson, Vice President*
- Melba Anderson*
- Dickey Campbell*
- Nelson Juarez*
- Nakisha Paul*
- Mable Pratt*

*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*
- Erica Allen, Principal of Heights Elementary*
- Anne Anderson, Director of Elementary Education*
- James Banks, Executive Director of Technology*
- Mark Bishop, Morning USA*
- Richard Chapa, Director of CTE*
- Lt. Brent Cooley, GCSO- SLO*
- Edna Courville, Community*
- Zach Cowey, Director of Finance*
- Damon Fontenot, Morning USA*
- 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*
- Jordan Harder, HWH*
- Holland Harper, HWH*
- David Hodgins, TCISD Attorney*
- Nathan Jackson, Director of Student Outreach*
- Don Jones, Principal of Woodrow Wilson*
- Holly La Roe, Principal of Texas City High School*
- Adriana Lyle, Executive Administrative Assistant/Board Secretary*
- Patti Martin, Principal of La Marque Primary*
- Mike Matranga, Executive Director of Security and Sch. Safety*
- John Scott Mooring, Mooring USA*
- Randal Stanley, HWH*
- Ricky Nicholson, Principal of La Marque High School*
- 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*  
*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, January 15, 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 6:31 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**

*Mr. Bryan Thompson, Vice President, 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:*

- *Dr. Edna Courville gave a reminder of the proposal for the naming of Athletic Field House at Etheredge Stadium, Ralph C. Allen.*

### **4. Action Items**

- A. *Consider approval of a professional services contract for Construction Manager Agent*

*Dr. Rodney Cavness began by welcoming the Company HWH and asked them to introduce themselves and to let everyone know why TCISD needs a Construction Manager Agent. We began with Jordan Harper, CEO of HWH, Randal Stanley Vice President of Construction for HWH, and John Scott Mooring CEO of Mooring USA. They explained that we would be starting the construction of four schools soon. Due to us simultaneously constructing these facilities, it would be beneficial for the District to contract for the professional services of a Construction Manager Agent (CMA). This person's job is not to design or construct anything, but to manage the architects and contractors that will design and build the facilities. The CMA usually has a licensed professional on the team-either an engineer, architect, or other certified professional. As such, the contract is treated as professional services under multiple analyses. The Professional Services Procurement Act (Government Code 2254—architect and engineer), Government Code 2269, Subchapter E (Construction-Manager-Agent), or the common law would all provide that the*

*method of procurement is consistent with professional services. The contract for professional services will be paid with Bond Funds.*

*Mr. Bryan Thompson, Vice President, made a motion to move forward in the developing of a contract with HWH per the contract being vetted by our attorney prior to it being presented to the Board in a future meeting. Mr. Nelson Juarez, Board Member, seconded the motion. The motion carried 7/0.*

**B. Consider approval of minutes for Board meetings held December 11, 2018**

*Mr. Dickey Campbell, Board Member, moved to approve the minutes from meetings held December 11, 2018. Ms. Melba Anderson, Board Member, seconded the motion. The motion carried 7/0.*

**5. Information Items**

*Item E was moved up for discussion.*

**E. Review TCISD's Annual Financial and Compliance Report for the Period Ended August 31, 2018**

*Mr. Greg Peterson, Weaver, concluded TCISD's financial audit and prepared the Annual Financial and Compliance Report for the 12-month period ending August 31, 2018.*

**A. Review for approval of the Texas City Independent School District Text Book Committee for Proclamation 2019**

*Mrs. Susan Myers, Deputy Superintendent of Education, presented the Proclamation 2019 issued by the SBOE, it calls for the adoption of instructional materials for subject areas and grade levels listed below:*

- *English Language Art and Reading Grades K-\**
- *Spanish Language Arts and Reading Grades K-6*
- *Spelling Grades 1-6 English and Spanish*
- *Handwriting Grades K-5 English and Spanish*
- *English Learners Language Arts Grades 7-8*
- *Personal Financial literary*

*According to the board policy (EFAA Local), a textbook selection committee, appointed by the Board of Trustees, will carry out the process for reviewing and adopting textbooks in keeping with state and local guidelines.*

**B. Review for approval the 2017-2018 Calvin Vincent Head Start Annual Report**

*Mrs. Susan Myers, Deputy Superintendent of Education, reviewed the 2017-2018 Calvin Vincent Head Start Annual Report. Mrs. Myers stated that his report is posted on our website for public viewing every January and contains information for the prior year. Required elements of the Annual Report include an*

*explanation of budgetary expenditures and proposed budget for the fiscal year, audit results for the previous fiscal year, and information on school readiness, including how the program works to prepare children for kindergarten and end of year student outcomes.*

C. Review for approval the Memorandum of Agreement Between Calvin Vincent Head Start and Texas City Independent School District

*Mrs. Susan Myers, Deputy Superintendent of Education, explained that the Federal Head Start Act requires Head Start programs to establish a partnership agreement with their Local Education Agency. Mrs. Myers reviewed the Memorandum of agreement between TCISD and Calvin Vincent Head Start. She explained the purpose of this document is to demonstrate a comprehensive system of activities, policies, and procedures, which guide and support the delivery of services to the children and their families participating in the Head Start Program.*

D. Review for approval of a new position in Texas City ISD

*Mr. Marcus Higgs, Assistant Superintendent of Human Resources, asked the board to consider adding a position of Hall Monitor at La Marque High School. Mr. Higgs explained that this position would help assist administration in maintaining an effective operation by monitoring the halls and surrounding school premises. The La Marque High School building has 32 doors that open to the outside with this additional position all areas of the building can be monitored more effectively. The monitor would also be responsible for reporting tardiness and truancies, escorting students to authorized areas, watching for unauthorized visitors, as well as any irregularities in the halls.*

F. Review December 2018 financial reports

*Mrs. Margaret Lee, Assistant Superintendent for Business & Operations, presented the following 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. Investment Report
9. Tax Collector Report
10. Bond Accounting

G. Review insurance policy renewals

*Mrs. Margaret Lee, Assistant Superintendent for Business & Operations, reviewed the TASB Insurance Policy renewal that included a Contribution and Coverage Summary from TASB detailing our School Liability and Auto Liability Insurance programs. In total, the annual premium comes to \$64,177, which is only \$2 more than last year's contribution. It will provide coverage from 3/1/19 to 2/29/20.*

1. TASB – Casualty Insurance
  - a. School Professional Liability
  - b. General Liability
  - c. Auto Liability

#### H. Review Contracts

*Mrs. Margaret Lee, Assistant Superintendent for Business & Operations, presented the Contract for Elected Services. In the past, the District has opted to contract with Galveston County for election services and hold a joint election. This contract will provide election services for the May 4, 2019 Trustees Election if one is necessary. Mrs. Lee reviewed a change on the contract, page 4, section 5c, explaining that in the past voting machines were \$250 or \$300, depending on the machine. However, these are new machines and the cost of the County, which is more, is being passed to all entities that utilize the election services.*

1. Election Services

#### I. 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

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

*Mr. Dickey Campbell, Board Member, moved to approve items A, B, C(1-10), D(1a-c), E (1), F (1-2) and G (1). Mr. Bryan Thompson, Board Member, seconded the motion. The motion carried 7/0.*

- A. Consider approval of new position in Texas City ISD
- B. Consider approval of TCISD's Annual Financial and Compliance Report for the Period Ended August 31, 2018
- C. Consider approval of December 2018 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. Investment Report
  9. Tax Collector Report
  10. Bond Accounting
- D. Consider approval of insurance policy renewals
1. TASB – Casualty Insurance
    - a. School Professional Liability
    - b. General Liability
    - c. Auto Liability
- E. Consider approval of contracts
1. Election Services
- F. Consider approval of budget amendments
1. Budget Transfers
  2. Budget Revisions
- G. Consider approval of Gifts and Donations
1. Foundation for the Future

**7. Curriculum & Instruction Consent Agenda**

*Ms. Melba Anderson, Board Member, moved to approve items A, B, C, and D. Mr. Bryan Thompson, Vice President, seconded the motion. The motion carried 7/0.*

- A. Consider approval of the Texas City Independent School District Text Book Committee for Proclamation 2019
  - B. Consider approval of the Calvin Vincent Head Start 2017-2018 Annual Report
  - C. Consider approval of the Memorandum of Agreement Between Calvin Vincent Head Start and Texas City Independent School District
  - D. Consider approval of the December 2018 Calvin Vincent Head Start Director’s Report
- 8. Future Business**
- A. Future Agenda Items
    1. February 2019 Public Hearing: 2017-18 Texas Academic Performance Report (TAPR)
  - B. Consider report by Superintendent and/or Board members regarding previous or upcoming activities for Board members

Dr. Rodney Cavness, Superintendent, reviewed upcoming District Events.

1. January 22 Special Board Meeting, 6:30 p.m., Simpson Board Room
2. January 27-30 Mid-Winter Conference, Austin, TX

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:
- 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.
  - 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
    4. Conduct Superintendent Formative Evaluation
  - 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 9:12 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. Mr. Dickey Campbell, 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 and related actions

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

- C. Conduct Superintendent Formative Evaluation

*Mr. David Hodgins, District Attorney, asked for approval of the Superintendents Formative Evaluation. Ms. Melba Anderson, Board Member, made a motion for approval. Ms. Nakisha Paul, Board Member, seconded the motion. The motion carried 7/0.*

**12. Adjournment**

*Mr. Bryan Thompson, Vice President, moved to adjourn the meeting at 9:14 p.m. Mr. Dickey Campbell, Board Member, seconded the motion. The motion carried 7/0.*

Approved:

\_\_\_\_\_  
Hal Biery  
TCISD Board of Trustees

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



