

# Minutes of Regular Meeting

## The Board of Trustees Brackett ISD

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A Regular meeting of the Board of Trustees of Brackett ISD was held June 9, 2008, beginning at 6:30 PM in the Central Office, 400 Ann Street, Brackettville.

Members Present: Sondra Meil, Dan Laws, Tony Molinar, John Paul Schuster, Mark Frerich

Members Absent: Tony Ashley, Brad Coe

Administrators: Paula Renken, Frank Taylor

Guests: John Graves, Marla Madrid, Susan Esparza

1. CALL TO ORDER / ESTABLISH QUORUM

Presenter: JOHN PAUL SCHUSTER

A. MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE

The meeting was called to order at 6:35 p.m., with a quorum present. Following a moment of silence, Dan Laws led the Pledge of Allegiance.

2. OPEN FORUM

Presenter: JOHN PAUL SCHUSTER

No guests were present for open forum participation.

3. MINUTES

Action Item

Presenter: JOHN PAUL SCHUSTER

Correction noted to section 8B, change *physical* to *fiscal* year. The Kinney County Detention Center withdrew the MOU request. The revised agreement will be kept on file in case it is needed at a later date.

A motion was made by Dan Laws to approve minutes for the May 13, 2008, regular meeting, with one correction as noted. Tony Molinar seconded. The motion carried unanimously.

4. CONSTRUCTION PROJECT UPDATES

Presenter: JOHN GRAVES JR. / PAULA RENKEN

A. CONCESSION STAND / TICKET BOOTH

Presenter: JOHN GRAVES JR.

Work on this project is 98% complete. Discussed the following:

- Toilet partitions to be installed the end of the week or beginning of next week.
- Gaps in roofing and concession door, to be closed.
- Complete connection on electrical, met code but not our specifications.
- Tack welding on gate and fence, to be redone all the way around.
- A meter has been requested, should be up in two weeks.
- In addition to current project, paint Junior High field house the same color as new concession stand.

Recommended by John Paul Schuster:

- Consider adding a gate at end on guest side.
- At a later date, consider adding ADA restrooms on guest side.
- Consider drainage between the new concession stand and JH field house, make concrete instead of leaving dirt/grass due to traffic flow around that area during games.

B. FOOTBALL FIELD PARKING LOT

Presenter: JOHN GRAVES JR.

Mr. Graves stated the delay in the parking lot is due to a lack of crushed material. Charlie Mills is crushing his own which should be ready in two weeks. A 6" layer of crushed limestone and caliche will then be leveled and packed. A second option, for an additional \$15,000, is to lay regular caliche then add a top seal coat, a mixture of tar and asphalt rolled together. The board agreed to leave one tree which is taking up one parking spot. The city is currently trenching and putting in gas lines.

C. COVERED PLAY AREA

Presenter: JOHN GRAVES JR.

The covered play area projected has been halted due to the electrical lines. Originally, the plan was to place it near the parking lot, but was moved back 8' to allow for a handicapped ramp. CPL will look at moving the line. To place the lines underground we would need to move the portables. For now, CPL will put in two poles and stay with overhead lines. It will take CPL four to six weeks to get this done. In the meantime, the district will look for a deed in order to determine the easement. John Graves stated the district may need to look at extending the deadline past August 1<sup>st</sup>. Bizzell should be finished by September 1, 2008.

D. ELEMENTARY OFFICE

Presenter: JOHN GRAVE JR.

Discussion on this project included:

- The carpet needs to go in.
- Air-conditioning is in.
- The outside brick work is left to do.
- The office has been painted and insulation added between the office wall and adjoining classroom.
- Several small jobs still need to be addressed, including a tear in the water proofing membrane where the bricks will go.

A walk through will be scheduled once the office is move in ready.

E. PROGRESS ON RFP'S FOR BOARDROOM EXPANSION / TWO CLASSROOMS

Presenter: JOHN GRAVES JR.

John Graves stated he is currently working with engineers to figure out the electrical. The existing roof will be replaced along with the expansion. The district will also need to look into replacing the air-conditioning unit on the central office roof. As for a timeline, bids should be ready to look at sometime in August, with construction starting September or October. The expansion project will take approximately seven months to complete.

No action was recommended on any projects at this time.

Dan Laws voiced concerns in regard to the district's current architect. Following discussion, the board agreed to consider going out to bid for an architect on any future projects.

5. BUSINESS & FINANCE

Presenter: MARLA MADRID / PAULA RENKEN

A. BUDGET AMENDMENT(S)

Action Item

Presenter: MARLA MADRID

Final amendments for the 2007-2008 budget were presented to the board for approval. [See Agenda for figures.]

A motion was made by Sondra Meil to approve budget amendments to O.E.Y. (*Optional Extended Year Program*) and R.E.A.P. (*Small, Rural School Achievement Program*) as presented. Mark Frerich seconded. The motion carried unanimously.

B. RECAP OF REVENUE & EXPENDITURES

Presenter: MARLA MADRID

A recap of revenue, and expenditures and encumbrances for the month of May was conducted by the board. Three payments totaling 2.1 million are still not in from the state. Adjustments have been made to allocations by the state. District auditors will be here Wednesday, July 9<sup>th</sup> for a one day visit. Dan Laws requested a copy of the district's asset spreadsheet and to look at another style or format for the board report. Marla will have several different options ready for the next meeting.

C. CHECK RUN

Presenter: PAULA RENKEN

The board reviewed checks over \$500.00. Bus repairs are a result of a faulty air-conditioning relay that gave out near Pearsall. Pearsall ISD helped get our students on their way. Gold Star was called in to treat termites at the academy. Maintenance fees on district copier contracts were also discussed. Marla Madrid will review current contracts with Lone Star and look at other options. Toshiba was recommended by Dan Laws.

6. INVESTMENTS

Presenter: MARLA MADRID

A. RESOLUTION AMENDING AUTHORIZED REPRESENTATIVES

Presenter: MARLA MADRID

Due to a change in board trustee officers, a resolution is required to remove Henry Lutz and add John Paul Schuster to the district's authorized representatives list with TexPool.

A motion was made by Dan Laws to adopt a resolution amending authorized representatives for the district with TexPool, with the addition of John Paul Schuster and deletion of Henry Lutz, as recommended by Marla Madrid. Tony Molinar seconded. The motion carried unanimously.

B. LONE STAR INVESTMENT POOL AUTHORIZED REPRESENTATIVES

Presenter: MARLA MADRID

A motion was made by Sondra Meil to approve the addition of John Paul Schuster and deletion of Henry Lutz as authorized representatives with Lone Star as recommended by Marla Madrid. Tony Molinar seconded. The motion carried unanimously.

7. TRUST PROPERTY - 15926, UNIT 27 FCS, BLOCK O, LOT 15

Action Item

Presenter: JOHN PAUL SCHUSTER

The board was asked to consider an offer from George Calk to purchase trust property 15926, Unit 27 FCS, Block O, Lot 15 for \$800.00. The appraised value is \$4,300.00 and delinquent taxes are frozen at \$3,094.79. A recommendation was made by Paula Renken to accept Mr. Calk's offer in order to get this property back on the tax roll.

A motion was made by Dan Laws to accept George Calk's offer of \$800.00 for trust property 15926, Unit 27 FCS, Block O, Lot 15. Mark Frerich seconded. The motion carried unanimously.

8. LOCAL BOARD POLICY UPDATE 83

Presenter: PAULA RENKEN

Paula Renken reviewed the policy adoption process, pointing out a new policy comparison document from TASB which shows the district's current policy with changes in red. Local policies requiring adoption were highlighted. Dan Laws recommended looking at the grievance timeline and consider shortening it at a later date. This was a first reading only of Update 83. A second reading, with any action to be taken, will be addressed during the July meeting.

9. ADMINISTRATIVE SUMMER REPORTS

Summer school enrollment, campus projects

Presenter: ALMA GUTIERREZ / FRANK TAYLOR

A. JONES ELEMENTARY / INTERMEDIATE

Presenter: ALMA GUTIERREZ

Enrollment: 317 Discipline: 7

Refer to written report. Alma Gutierrez is attending a school related conference this week, part of her professional development. Grade levels two and three are being monitored. We currently have a ten to one student teacher ratio per grade level, which the state is watching. If this changes we will not have a need for three teachers. Grades K-4<sup>th</sup> already fall under this. The bullying incident was detailed in the last board brief sent out. TAKS scores are much improved. Elementary will be held to the same standards next year. Susan Davis will have a final TAKS report for the board later this summer. Thirty-five students are enrolled in summer school.

Mark Frerich voiced concerns with the substitutes not being paid. Paula Renken stated deadlines were not met and payroll information was turned in by the elementary office a week late. The payroll clerk was well into the payroll process and would have had to run a second payroll. Without the necessary information we did not know what teachers were absent or what substitutes to pay. Following discussion, the board asked that if this happens in the future to investigate an alternative solution.

B. BJH / BHS / ACADEMY

Presenter: FRANK TAYLOR

Enrollment: 281    Discipline: 7

Refer to written report. In regard to the one public display of affection, Mr. Taylor stated this should be two. Both students received the same punishment. Both graduations went well. Nine adults and approximately sixty students participated in project graduation. Summer school enrollment includes sixteen junior high and fifteen high school. The fifteen high school students are for credit recovery which they pay for.

C. SPECIAL EDUCATION

Presenter: MELANIE JONES

District Total: 66 (17 are speech only)

Five seniors graduated this year. Two can return to school and attend until they are age 22, right now, both plan to return.

10. SUPERINTENDENT'S REPORT

Information & updates on projects and events.

Presenter: PAULA RENKEN

A. RIDER 86

Presenter: PAULA RENKEN

Paula Renken reviewed Rider 86 and how the board decided to use the funds this year. Since it is at the discretion of the board, board members were encouraged to think about how to use the money next year. Seventy-four employees hold valid SBEC certificates and will receive \$337.84 each, a total of \$25,000.00 to be paid out in June.

B. BUDGET WORKSHOP

Presenter: PAULA RENKEN

Marla just received version five on the template. A recommendation was made by Paula Renken to adjust the budget calendar and set a workshop for Tuesday, June 24<sup>th</sup>, at 6:30 p.m. A public meeting on the budget with adoption will be held June 30<sup>th</sup>. After working on salaries, the recommendation is to stay with \$2,000.00 above the state base. Employees will still get a step raise.

C. UPDATE ON JOB VACANCIES

Presenter: PAULA RENKEN

Paula Renken reviewed staff changes and assignments. We have seven openings. Current vacancies include one kindergarten, one first grade, one second grade, one fourth, one sixth, one content mastery/special education at high school, and one band director. The recently hired band director chose not to return his contract. Frank Taylor has an interview with a band director from Rocksprings tomorrow. All options are being looked at to fill district vacancies.

**A break was called for at 8:41 p.m., with the board convening into a closed session at 8:50 p.m., pursuant to 551.074, personnel matters.**

11. \*PERSONNEL  
Pursuant to Gov't Code 551.074.  
Presenter: JOHN PAUL SCHUSTER
  - A. LETTER OF RESIGNATION  
Action Item  
Presenter: JOHN PAUL SCHUSTER
  - B. RECOMMENDATIONS TO HIRE  
Action Item  
Presenter: JOHN PAUL SCHUSTER

**The board reconvened into open session at 9:07 p.m., and took the following action:**

A motion was made by Dan Laws to accept a letter of retirement from Cindy Brandt as presented. Sondra Meil seconded. The motion carried unanimously.

A motion was made by Mark Frerich to hire teacher Misty Rose to fill the secondary business position, as recommended by the superintendent. Dan Laws seconded. The motion carried unanimously.

12. OPEN FORUM  
Presenter: JOHN PAUL SCHUSTER  
No guests were present for open forum participation.

13. ADJOURN  
Presenter: JOHN PAUL SCHUSTER  
With no objections, the meeting was adjourned at 9:09 p.m.

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John Paul Schuster, Board President

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Dan Laws, Secretary

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Date

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Date