

## MINUTES OF SCHOOL DISTRICT REGULAR MEETING

### BOARD OF TRUSTEES

#### SMITHVILLE INDEPENDENT SCHOOL DISTRICT

Notice is hereby given that a Regular Meeting of the Board of Trustees of the Smithville Independent School District was held on Monday, June 17, 2024 beginning at 6:00 PM at the Smithville ISD Administrative Building, PO Box 479, 901 N.E. 6th Street, Smithville, Texas 78957.

**Members present:** Michael Hancock, Chris Hinnant, Josh Magden, Candice Parsons, Chelsa Vinklarek

**Members absent:** Bryan Jones, Grant Gutierrez

**Others present:** Sean Sanchez, Jean Ann McCarthy, Lindsey Saunders, Holly Brockman, Zack Harris, Rebecca Hamilton, Tucker Copeland, Cheryl Burns, Denise Behrens

**Call to Order** – Mr. Hinnant, Board President, called the meeting to order at 6:03 p.m.

**Roll Call** – Mr. Hinnant called the roll of members. Mr. Gutierrez and Mr. Jones were absent.

**Pledge of Allegiance** – The group recited the Pledge of Allegiance.

**Public Communications** – There were no citizens signed up to address the public.

**Consent Agenda** – Michael Hancock moved to approve the Consent Agenda as presented. Josh Magden seconded and the motion passed 5-0. The Consent Agenda included:

1. Minutes
2. Financial Statements
3. State Aid Comparison - Budgeted vs. Earned
4. Investment Report
5. Earned vs. TEA Payments
6. Tax Collection Report

**Financial Report** – The business manager, Sean Sanchez, reviewed the financial disbursements for the previous month with the Board of Trustees. No action was required.

**Superintendent's Report** – The Superintendent updated the Board on important issues pertaining to the District, including:

- Summer Feeding Update: We are currently providing summer meals at the elementary school and Smithville Recreation Center, where we are providing meals for approximately 100 students on Monday through Thursday and on weekends. We are serving meals at Lake Thunderbird Community Center and Rosanky Community Center on Monday and Thursday, where we distribute approximately 80 meals per day. Beginning this Thursday, we will be

serving meals at MLK Park, where our goal is to serve 250 to 300 meals a day. We have hired 7 student workers this summer.

- Your link to board training through SafeSchools (Vector Solutions) has been emailed to you. Cybersecurity and Child Abuse training will be available through this source. Remember, board members are required to have 1 hour of Cybersecurity training each year, and 1 hour of Child Abuse training every 2 years. Important: your timeline starts over in May after we have announced your hours at the April board meeting. You will be required to complete Cybersecurity training between now and April 2025, and if you completed Child Abuse training this past spring you will be required to do it again between now and April 2026.
- Registration and Housing opens in July for the TASA/TASB Convention, which will be held September 27-29, 2024 at the Henry B. Gonzalez Convention Center in San Antonio. Mr. Gutierrez is the delegate and Mr. Magden is the alternate.
- Please refer to the Smithville ISD website for the latest news and resources.

**Safety and Security Update** – Mrs. Burns, Superintendent, reported to the Board on measures being taken in the district to address safety and security for students and staff.

**First Draft of the 2024-2025 District Budget** – The school district staff is currently in the process of developing the proposed budget for the 2024-2025 school year. The process began in January with budget planning at the campus level. The Board must adopt the final budget on or before August 31, 2024 in accordance with legal requirements. Budget hearings were conducted with each campus principal and each department director. The expenditure side of this draft has been thoroughly reviewed by the superintendent and business manager. However, the revenue side is very vague at this point. Jean Ann McCarthy, Chief Financial Officer, presented the first draft of the 2024-2025 budget to the Board.

**Tentative July Agenda Items** – Tentative items for the July agenda include:

1. ESSER III, ESSA and Perkins Grant Public Hearing
2. Financial Report
3. Superintendent's Report
4. Second Draft of the 2024-2025 District Budget
5. Preliminary STAAR Test Scores
6. Call for Public Hearing on Proposed Budget and Tax Rate
7. Approve TTESS Appraisers and Appraisal Calendar
8. Annual Professional Learning Review Senate Bill 1267
9. Approval of 2024-2025 Student Code of Conduct
10. Approval of Strategic Plan
11. Superintendent's Formative Evaluation
12. Personnel

**Consider Approval of 2024-2025 Salary Schedules** – District administrators have been working on an updated salary schedule for teachers, administrators, paraprofessionals, and trades for the upcoming school year. Salary schedules are necessary to calculate the 2024-2025 budget, and it has been Smithville I.S.D.'s practice to inform staff as early as possible of any changes to the salary schedules. Salaries have to be set each year and have a major impact on the district

budget, which must be adopted no later than August 31, 2024. Josh Magden moved to approve the 2024-2025 salary schedules as presented. Michael Hancock seconded and the motion carried 5-0.

**Remove Current CFO and Add New Business Manager as Users for TexPool and Lone Star Investments** – Due to the retirement of current CFO Jean Ann McCarthy and the hire of Business Manager Sean Sanchez as her replacement, district representatives for TexPool and Lone Star Investments will change. This board agenda is to remove Mrs. McCarthy and add Mr. Sanchez to those accounts. Michael Hancock moved to authorize the changes as presented. Candice Parsons seconded the motion and it passed 5-0.

**Approval of Expenditure in Excess of \$50,000** – The purpose of this agenda item was to authorize removal of the existing chain link fabric fence at both Brown Primary and Smithville Elementary, and to replace it with fencing that qualifies as a non-scalable fence. This request is currently not budgeted and will be funded with available grant funding. Mrs. McCarthy and Mr. Harris were available for discussion on this project. Chelsa Vinklarek moved to authorize the expenditure, pending research, as recommended. Michael Hancock seconded, and the motion carried 5-0.

**Review and Approve 2024-2025 Student Dress Code** – The student dress code is annually reviewed by the administration, campus site-based committees, and the district site-based committee. The Board must formally adopt the dress codes for the district. After review from the above-mentioned groups, and a vote from the District Site-Based Committee, Josh Magden made a motion to approve the 2024-2025 student dress codes as proposed. Michael Hancock seconded and the motion passed 5-0.

**Schedule Board Meeting Dates for 2024-2025** – The Smithville I.S.D. Board of Trustees traditionally meets on the third Monday of each month. There are several months throughout the year that those regular meeting dates conflict with school holidays, etc. At this time, we would like to suggest the following dates for regular board meetings during the 2024-2025 school year: Monday, August 26, 2024 (fourth Monday to accommodate budget process), Monday, September 16, 2024, Monday, October 21, 2024, Monday, November 18, 2024, Monday, December 16, 2024, Monday, January 27, 2025 (fourth Monday due to January 20, 2025 MLK Holiday), Monday, February 24, 2025 (fourth Monday due to February 17, 2025 President's Day), Monday, March 31, 2025 (fifth Monday due to Spring Break), Monday, April 21, 2025 Monday, May 19, 2025, Monday, June 16, 2025, Monday, July 21, 2025. Candice Parsons moved to approve board meeting dates for 2024-2025 as presented. Michael Hancock seconded and the vote passed 5-0.

**Review and Approve Board Operating Procedures** – As a guide to administrative operations, the Board has adopted a set of board operating procedures. Following board elections and reorganization of the board each year, the board reviews their operating procedures to ensure that all board members have input into adopting the operating procedures and contact information is correct. Josh Magden made a motion to approve the board operating procedures as presented. Candice Parsons seconded the motion and it carried 5-0.

**Board Self-Evaluation** – There was no action taken.

**Resignations of Certified Personnel** – The Superintendent informed the Board of the resignations of Dr. Michael Caudill, Assistant Superintendent, Scott Stephens and Rachael Davee, teacher/coaches at Smithville Junior High and Chris Young, teacher/coach at Smithville High School. No action was required.

**Employment of Certified Personnel** – The Superintendent informed the Board of the employment of Brian Mack as a teacher/coach at Smithville Junior High, Melissa Vladeky as a teacher at Smithville Elementary and Cassandra Kovar as a teacher at Smithville High School. No action was required.

Adjournment – Chelsa Vinklarek moved to adjourn the meeting at 8:11 p.m. Josh Magden seconded and the vote passed 5-0.