

**Rosebud-Lott Independent School District - Board of Trustees Minutes of Budget Workshop IV on June 9, 2015 at Rosebud-Lott High/Middle School Campus.**

The Board of Trustees of Rosebud-Lott ISD met with the following members present: Gerald Hudson, Rodney Drake, Henry Bravo, Cindy Kahlig, and Emily Hering.

Also present was: Susan McKinley, Larry Boone, Allen McKinley, Meagan Willberg, Kayce Neal, Todd Williams, Karen Heugatter, Susan Moher, Valerie Gausemeier, Charmaine Knight, Natalie Parcus, Brad Ballard, Boyd Rice, Mike Rasmussen, Carol Pruitt, and Sonja Holtzclaw.

Henry Bravo called the meeting to order at 6:30 pm.

Gerald Hudson led the prayer.

Rodney Drake led the Pledge of Allegiance.

A quorum was established with five members present (Don Stiles/Julie Bennett –Absent).

**3. Informational Items:**

A. Gary Barker from the Educational Service Center Region 12 presented the board with the calculations for school funding; He let us know that there were funds in the funding mechanism. The elements he discussed were the average daily attendance, student enrollment numbers, FTE's. All numbers were pulled from the PEIMS report. He also talked about adopting our tax rate. Said that the budget should be balanced or better.

Julie Bennett joined the meeting at 6:32 pm.

Don Stiles joined the meeting at 6:34 pm.

B. Allen McKinley from the Falls County Appraisal District stated that the Appeal for the Falls County Appraisal District vs. State is settled. He also stated that there is a new set of schedules for residential and commercial properties. Over the next 3 to 4 years they will have all the properties assessed in Falls County. Mr. McKinley also let the board know that Falls County will gain value from \$16 -\$20 million for the Pipeline. In 2013 there was \$11 million in omitted properties and in 2014 there was about \$8 -\$10 million in-omitted properties. Mr. McKinley said he will keep the board updated more and invited them to come by the office if they have more questions.

C. Coach Ballard just let the board know that the cost for the Athletic Trainer went from \$15,300 to \$14,000.00. The trainer will start in August.

D. Coach Ballard asked the board to consider giving a stipend increase to the coaching staff. Stated that this will make it a little more competitive for your district.

E. Dr. Hancock recommended that the board give the AG teachers a stipend of \$4000.00 each.

F. Dr. Hancock recommended that the board increase the mileage reimbursement from \$.39 to \$.44.

G. Carol Pruitt recommended that the board increase the teacher/student meal allowance to \$30 a day. The board asked that we look into getting a credit card for the district.

Mrs. Pruitt went over the following policies:

EIC (LOCAL) - Academic Achievement Class Ranking,

FMF (LOCAL) - Student Activities, contests, and Competition (Overnight Trips)

DEE (LOCAL) – Compensation and Benefits Expense Reimbursement – Prior Approval Required.

K. Mrs. Pruitt went over the Business Procedure Manual

J. Mrs. Pruitt went over the EDGAR - State & Federal Grants Manual.

Starting in August the district will go through the purchase order procedure through TxEIS. There will be no online purchases.

H. Mr. Rasmussen asked the board to adjust the salary schedule for the grounds/cafeteria staff. Stated that salaries will probably increase based on percentage and number of years the employee has been employed with the district. The board asked for information of the employees' current rate, increase amount and who will not be affected by this adjustment.

I. Dr. Hancock suggested adding UIL to the elementary campuses. Asked that we increase the budget for LES (4<sup>th</sup> – 6<sup>th</sup> grade) to \$9,000.00 and RPS (2<sup>nd</sup> and 3<sup>rd</sup> grade) to \$5,000.00 for expenditures/stipends totaling \$14,000.00.

L. Dr. Hancock and Mrs. Pruitt proposed that the Budget will be \$6,871,116.31 for the 2015 – 2016 school year. Dr. Hancock let the board know that there will be an increase of \$10,000.00 in what we will pay the Appraisal District due to added personnel.

#### **4. Discussion/Action Items:**

A. Mr. Williams address the board about an overnight trip that some of the students will be taking with GEAR-UP on June 15<sup>th</sup>. Emily Hering made a motion to allow the students to attend the overnight trip with GEAR-UP. Don Stiles seconded the motion. Motion passed 7/0.

Emily Hering asked that we not forget to discuss the K-6 schools at the next school board meeting.

#### **5. Adjournment**

Emily Hering made a motion to adjourn at 8:20 pm. Rodney Drake seconded the motion. Motion passed 7/0.

**Rosebud-Lott Independent School District - Board of Trustees Minutes of Regular School Board Meeting on June 15, 2015 at Rosebud-Lott High/Middle School Campus.**

The Board of Trustees of Rosebud-Lott ISD met with the following members present: Rodney Drake, Julie Bennett, Henry Bravo, Cindy Kahlig, Gerald Hudson, Emily Hering, and Don Stiles.

Also present was: Dr. Don Hancock, Natalie Parcus, Millie Klein, Sonja Holtzclaw, Carol Pruitt, Susan Luna, Valerie Gausemeier, Charmaine Knight, Karen Heugatter, Susan Moher, Meagan Willberg, Mike Rasmussen, Gail Palmore, Rachel Summa, Todd Williams, Boyd Rice and Ken Wells.

Henry Bravo called the meeting to order at 6:30 pm.

Gerald Hudson led the prayer.

Julie Bennett led the Pledge of Allegiance.

A quorum was established with all members present.

Gail Palmore spoke in open forum about academic in grades K-6 and the ranking for our school district. She asked what could we do to improve our academics. She thinks that the business office is over staffed. Thinks the school district can do the facility study our selves. She thinks that the person that is doing the study sells bonds but Dr. Hancock let her know that the does not sell bonds. She wants us put grades K-6<sup>th</sup> in Rosebud and Lott. Said we can save money and not hire consultants.

**4. Approval of Minutes**

Mr. Bravo reminded Julie Bennett and Don Stiles that they were not board members at the time some of the meeting took place.

Minutes from April 24<sup>th</sup> needed a correction that Rodney Drake was not listed as being present but he was. Emily Hering made a motion to approve the minutes with the correction. Gerald Hudson seconded the motion. Motion passed 5/2 (Bennett/Stiles-abstained).

Minutes from May 5<sup>th</sup>, Emily Hering made a motion to approve the minutes as presented. Cindy Kahlig seconded the motion. Motion passed 4/3 (Drake, Bennett, Stiles-abstained).

Minutes from May 11<sup>th</sup>, Cindy Kahlig made a motion to approve the minutes as presented. Emily Hering seconded the motion. Motion passed 4/3 (Drake, Bennett, Stiles-abstained).

The minutes from May 18<sup>th</sup>, Rodney Drake made a motion to approve the minutes as presented. Emily Hering seconded the motion. Motion passed 5/2 (Bennett/Stiles abstained).

Minutes from May 19<sup>th</sup>, Julie Bennett made a motion to approve the minutes as presented. Rodney Drake seconded the motion. Motion passed 7/0.

#### **5. Payment of Bills/Financials:**

Emily Hering made a motion to pay the bills that were presented. Julie Bennett seconded the motion. Motion passed 7/0.

#### **6. Informational Items:**

**A. ESC Region XIII** - Millie Klein came and did a presentation to the board about the Rural Grant. She stated that the grant is a \$500,000.00 over a period of 3-years. She thanked the district for applying for this grant. Millie Klein let us know that this was a competitive grant and that 9 school districts applied for the grant, 4 school districts were to get the grant but they awarded the grant to 5 school districts (Lomita, Floydada, Rosebud-Lott, Del Rio, and Kingsville).

She explained the process of the grant where money comes to us as a draw down grant where we spend the money and submit the invoices, the invoices are looked over and see what funds we spend on to determine if we spent the money the way it is supposed to be spent, then we will get reimbursed. We have \$30,000.00 to spend until the end of August. If we do not spend it then it will rollover this year. ESC Region XIII will come in and work with Rosebud-Lott ISD to come up with a plan where we would like to see the district work together. A committee would be comprised of the Superintendent, school board, community members, parents, and high school students) She explained other plans that ESC Region XIII will provide.

**B. Educational Foundation** - Suzy Pagel a consultant of the Educational Foundation at Midway ISD came to do a presentation to the board about the Education Foundation. She let us know the benefits in having an educational foundation and what goes into starting this foundation, and what she charged to become our consultant. This foundation is independent from the school.

**C. Compliance Consortium Corporation** – Shirley came and explained to the board the process that takes place when they come in to do random drug screenings. She was there to answer any questions that the board might have for implementing the initial base line testing. All information goes directly to Dr. Hancock (list prior to random drug screenings, results for all positive drug screenings). No one but Dr. Hancock is allowed to add a student to the list prior to the random drug screening but Dr. Hancock.

**D. K – 6 Schools** - Emily Hering presented to the board the pro's/cons of having the elementary schools K-6<sup>th</sup> grade in Rosebud and Lott. In her presentation she discovered that the biggest decline in enrollment was when we put the K-5<sup>th</sup> grades back in Rosebud and Lott in 2012 – 2013. Emily stated that the Rosebud Primary did not have enough

capacity to house all of the Rosebud students. She also stated that the cost to re-open the Rosebud Intermediate School would be very costly.

Mr. Stiles presented to the board that he would like to see the schools grades K-6<sup>th</sup> to stay in Rosebud and Lott. Mr. Stiles stated that the Save Our Schools committee did a presentation and had citizens sign a position to save the community schools. He said that the enrollment is continuing to go on a downward spiral, students are transferring out of the district, and that the students are riding the bus an hour and a half up to two hours. Said that the parents are scared/concerning about the well being of their children. Dr. Hancock made the suggestion to leave schools in Rosebud and Lott or pass a bond to have everything at Travis K-12 grade. And said that if the buses were over crowded then we needed to look into that.

**E. FNF (Local)** - Page 3 of 8 the district need to add in the local policy about the initial drug screening for all UIL participants.

Break at 8:12 pm

Resume from break at 8:17 pm.

**F. Update 102** – Dr. Hancock let the board now that RLISD will need to update their local policy according to TASB recommendation.

**G. Premier County** – Dr. Hancock stated that the Premier High School is a Charter School and they send out letters to all districts to see if there would be an impact on enrollment with them starting a Charter school. He stated that it would impact our enrollment with the start up of a charter school. Dr. Hancock will compose a letter in response to the impact on our district.

**H. Falls County Board of Directors** has a vacancy. The board asked Mr. Stiles to ask Joyce Collier if she would mind if we nominated her as a candidate for this position.

**I. Salary Schedule Adjustment:** Mrs. Pruitt presented to the board the percentage of the salaries for the grounds, cafeteria, teachers' aides and the secretaries. This information was calculated according to the number of years worked and the amount was given when they were hired. The adjustment will be with the amount that each employee is making at this present time. Dr. Hancock stated that we do have the money in the budget and wants to adjust the pay of these employees for the dedicated work they do. The board will take action on this item at the next board meeting.

**J.** The board signed an updated Agreement for Education of Westphalia ISD High School Students to attend Rosebud-Lott ISD.

## **7. Discussion. Action:**

**A.** Coach Brad Ballard asked the school board to increase the athletic coaches stipends \$3800. Rodney Drake made a motion to increase the stipends. Julie Bennett seconded the motion. Motion passed 7/0.

**B.** Dr. Hancock recommended giving each Ag teacher a stipend of \$4000.00 each. Gerald Hudson made a motion to give the Ag teachers the stipends. Emily Hering seconded the motion. Motion passed 7/0.

**C.** Dr. Hancock recommended that the student meals be increased from \$6 each meal (total \$18) to \$8 each meal (total \$24) and he recommended that the teacher meals be increased from \$6 – breakfast, \$7 – lunch, and \$8 – dinner (total \$21) be changed to \$9 – breakfast, \$10 – lunch, and \$11 – dinner (total \$30). Mrs. Pruitt stated that there needs to be itemized receipts turned in to the business office. If there are no itemized receipts turned in then there will be a deduction from the employees pay. This increase will go into effect on September 1<sup>st</sup>. Rodney Drake made a motion to increase the student and teacher meal allowance. Emily Hering seconded the motion. Motion passed 7/0.

**D.** Dr. Hancock asked the board to increase the mileage reimbursement from \$.39 to \$.44. This will go into effect September 1<sup>st</sup>. Emily Hering made a motion to increase the mileage reimbursement. Julie Bennett seconded the motion. Motion passed 7/0.

**E.** Dr. Hancock asked the board to include in the budget UIL expenditures in the amount of \$5,000.00 for the Rosebud Primary School and \$9,000.00 for Lott Elementary School (total \$14,000.00). Julie Bennett stated that this was exciting to get the student involved in UIL at the elementary grade levels. Julie Bennett made a motion to add the expenditures in the budget for UIL at Rosebud Primary and Lott Elementary. Emily Hering seconded the motion. Motion passed 7/0.

**F.** Dr. Hancock recommended that to the board that any employee that signs up to get a Commercial Driver's License and do not finish the process will have to reimburse the district for the amount that was spent. Cindy Kahlig asked if there was a time period that we give for the employee to complete this process. Mr. Rasmussen stated that within six months the process would be complete. He also stated that the course was renewed every three years and physicals were done every year. Rodney Drake made a motion that if employees did not finish the process of getting a Commercial Driver's License within the time frame of 6-months if training is not completed then, the employee will have to reimburse the district the amount that was spent. Gerald Hudson seconded the motion. Motion passed 7/0.

**G. DEE (Local)** - Emily Hering made a motion to make corrections on the travel form. Rodney Drake seconded the motion. Motion passed 7/0.

**H. FMF (Local)** - Gerald Hudson made a motion to make changes to the policy for overnight and non-overnight trips. Don Stiles seconded the motion. Motion passed 7/0.

**I. EIC (Local)** – No action was taken. Will follow the policy as stated. This policy will be enforced with the incoming freshman class.

**J. 2015 – 2016 State & Federal Grants Manual** - Cindy Kahlig made a motion to approve the 2015 – 2016 State and Federal Grants Manual. Rodney Drake seconded the motion. Motion passed 7/0.

**K. Business Manual Procedure** – No action taken because we might put in information about credit cards. Will revisit this at the next meeting.

**L. Bus Proposal** – Mr. Rasmussen presented to the school board three quotes for a school bus. Julie Bennett made a motion to approve the purchase of a school bus with an additional \$8,000.00 coming out of fund balance (\$92,790.00) Rodney Drake seconded the motion. Motion passed 7/0.

**M. Repairs on Air Conditioner Quote** – Mr. Rasmussen stated that the A/C unit in the girl's coaches' office needed to be repaired. He said that we would recycle some of the parts. Mr. Rasmussen recommended a Lennox unit through Lochridge Priest. Stated that there is room in the current budget for the repairs. The quote was for \$4,248.00. Emily Hering made a motion to accept the quote that was given for the Air Conditioner. Cindy Kahlig seconded the motion. Motion passed 7/0.

**N. Bid on Roof Repairs at RPS** – Dr. Hancock suggested that we accept the bid from the Parsons Roofing to repair the roof at Rosebud Primary School in the amount of \$46,518.00. The funds will be taken out of fund balance this year. Emily Hering made a motion to accept the bid for the roof repairs at Rosebud Primary School. Gerald Hudson seconded the motion.

## **8. Superintendent's Report**

Dr. Hancock stated that there were several reports coming up. The Community engagement report - June 18<sup>th</sup>, Gun Free Schools Report – June 26<sup>th</sup>, Dr. Hancock gave the board a copy of the "Cougar Qualities".

## **9. Discussion/Action Items: Personnel**

**B. Contract Recommendations** – Cindy Kahlig made a motion to accept the contract recommendation that was presented. Rodney Drake seconded the motion. Motion passed 7/0.

**C. Resignations and/or Retirements** – Dr. Hancock accepted the resignations that were presented.

**A. Superintendent Contract** – The board went into executive Session at 9:30 pm.

The board returned from Executive Session at 10:05 pm.

## **10. Requests for Next Board Meeting**

Business Procedure Manual – Action

Credit Cards

Salary Schedule Adjustment

Update 102  
Merrill Lynch  
FNF (Local) – Action  
Educational Foundation – Action

There will be a Special Board Meeting on June 24<sup>th</sup> at 6:30 pm.

**11. Adjournment** - Emily Hering made a motion to adjourn the meeting at 10:13 pm.  
Rodney Drake seconded the motion. Motion passed 7/0.



**Rosebud-Lott Independent School District - Board of Trustees Minutes of Special School Board Meeting on June 24, 2015 at Rosebud-Lott High/Middle School Campus.**

The Board of Trustees of Rosebud-Lott ISD met with the following members present: Henry Bravo, Cindy Kahlig, Emily Hering, and Don Stiles.

Also present was: Dr. Don Hancock, Natalie Parcus, Carol Pruitt, Larry Dutcher, Lena Williams, Boyd Rice, and Jennifer Lorenz.

Henry Bravo called the meeting to order at 6:30 pm.

Emily Hering led the prayer.

Henry Bravo led the Pledge of Allegiance.

A quorum was established with 4 members present. Rodney Drake, Gerald Hudson, and Julie Bennett were absent.

**4. Discussion/Action Items:**

**A. Merrill Lynch** – Mrs. Pruitt recommended pulling the money from the Merrill Lynch account into the Tex Pool account. Emily Hering made a motion for Mrs. Pruitt to move funds from the Merrill Lynch account into the Tex Pool account. Don Stiles seconded the motion. Motion passed 4/0.

**B. FNF (Local)** – Dr. Hancock wanted the board to include in the policy about the base line drug screening. The board approved the base line drug screening in the previous meeting. Emily Hering made a motion to accept the changes to the policy to include the base line drug testing. Don Stiles seconded the motion. Motion passed 4/0.

**C. Salary Schedule Adjustment** – Mrs. Pruitt distributed the salary schedule adjustment to the board and explained that it was the same adjustment form that the board had previously seen and no changes were made. Don Stiles made a motion to accept the salary schedule adjustment that was presented. Henry Bravo seconded the motion. Motion passed 4/0.

**D. District Credit Card** – Mrs. Pruitt presented to the board the information for a district credit card. It was contracted with the state of Texas where it did not cost the district anything. She looked into Citi-Band Commercial Card Program through Texas Procurement & Support Services Cooperative Purchasing Program (TPASS). After doing a trial run with the new credit cards, Dr. Hancock will decide whether or not to eliminate the gas card and the American Express card. Will begin with six cards for the district and will add more if necessary. Emily Hering made a motion for Mrs. Pruitt to sign us up for the credit card program. Cindy Kahlig seconded the motion. Motion passed 4/0.

**E. 2015 – 2016 Business Office Procedure Manual** – Mrs. Pruitt presented the board with the changes that would be made in the Business Office Procedure Manual to include the district credit card procedures and the Pcard. Don Stiles made a motion to approve the changes. Henry Bravo seconded the motion. Motion passed 4/0.

**5. Discussion/Action Items: Personnel**

**A. Naming of Lone Finalist** – The board went into executive session at 7:08 pm. The board returned from executive session at 7:49 pm. Cindy Kahlig made a motion to name Dr. Don Hancock Lone Finalist for the position of Superintendent. Emily Hering seconded the motion. Motion passed 4/0.

**B. Resignations and/or Retirements:** The board accepted the resignation(s) that were presented.

**6. Adjournment** - Emily Hering made a motion to adjourn the meeting at 7:52 pm. Don Stiles seconded the motion. Motion passed 4/0.