

## 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 12, 2023 beginning at 6:00 PM at the Smithville ISD Administrative Building, PO Box 479, 901 N.E. 6th Street, Smithville, Texas 78957.

**Members present:** Candice Parsons, Grant Gutierrez, Chris Hinnant, Nancy Towry, Josh Magden, Michael Hancock

**Members absent:** Alan Hemphill

**Others present:** Rebecca Hamilton, Lindsey Saunders, Zack Harris, Dr. Michael Caudill, Michael Caudill, Candy Biehle, Nick Teague, Ashley Gartman, Tucker Copeland, Stephanie Foster, Tracy Johnson, Charles Wilson, Cheryl Burns, Jean Ann McCarthy, 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. Hemphill was absent.

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

**Public Communications** – Margarita Igoe requested an item be placed on the next board agenda to take action to hire a Spanish interpreter for the district. Mr. Charles Wilson made a request to be placed on the next agenda in order to communicate with the Board.

**Consent Agenda** – Josh Magden moved to approve the Consent Agenda as presented. Grant Gutierrez seconded and the motion passed 6-0. 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 Chief Financial Officer, Jean Ann McCarthy reviewed the financial disbursements for the previous month with the Board of Trustees. No action was required.

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

- Summer Feeding Update: We are currently providing summer meals at 8 locations. We started our new “Smoothie Station” (a reimbursable smoothie meal) last week with great success. We served 130 free hot dogs and watermelon at the community Summer Kick Off Friday night. This was held at the Rec. Center. We will continue serving these sites through the month of June then only a couple of sites the first weeks of July to meet our 30 days serving requirement. We have hired 7 student workers this summer. Feeding locations are: Breakfast only - SHS, Breakfast and lunch - SJHS, SES and Rec Center, Lunch only – Bluebonnet Apts. and MLK Park., Smoothie Station - City Library, Community Gardens Summer Program, Library Summer Reading Program.
- 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 2024, and if you completed Child Abuse training this past spring you will be required to do it again between now and April 2025.
- Registration and Housing opens in July for the TASA/TASB Convention, which will be held September 29-October 1st in Dallas. Mr. Gutierrez is the delegate and Mr. Hemphill is the alternate.
- Mrs. Burns is currently working on strategic planning. She will set a meeting of the Board of Trustees in July to meet regarding future roles and responsibilities. Monday, July 10th or Monday, July 24th are possible dates.
- We are currently reviewing new laws and legislation resulting from the 88th Legislative Session in order to update our handbooks.
- Please refer to the Smithville ISD website for the latest news and resources.

**After-School (ACE) Program Report** – Ashley Gartman, administrator for the After-School Program, was present at the meeting to share activities from the 2022-2023 school year.

Mr. Hemphill arrived at 6:20 p.m.

**Communications Office - Changes, Processes and Updates** – Lindsey Saunders, Communications Officer for the District, presented an update on the new Smithville ISD website and app. The programs are projected to be up and running by July 1st.

**First Draft of the 2023-2024 District Budget** – The school district staff is currently in the process of developing the proposed budget for the 2023-2024 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, 2023 in accordance with legal requirements. Budget hearings were conducted with each campus principal and each department director. Expenditure adjustments from the first draft were made based upon input received from SISD staff as well as the public. 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 2023-2024 budget to the Board.

**Intruder Detection Audit Report Finding for Smithville High School** – Dr. Michael Caudill, Assistant Superintendent, presented safety audit findings, an action plan and information to the Board of Trustees.

**Discussion about Possible Security Requirement in Accordance with HB3** – The Texas House has passed a bill, HB3, that would require at least one armed security officer at every campus and silent panic buttons in every classroom. The Superintendent made the Board aware of this and discussed its possible effects on Smithville ISD.

**Tentative July Agenda Items** – Tentative items for the July board meeting include:

1. ESSER III, ESSA and Perkins Grant Public Hearing
2. Financial Report
3. Superintendent's Report
4. Second Draft of the 2023-2024 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 2023-2024 Student Code of Conduct
10. Superintendent's Formative Evaluation
11. Personnel

**Consider Approval of 2023-2024 Salary Schedules** – District administrators have been working on an updated salary schedule for teachers, administrators, paraprofessionals, and trades for the upcoming school year 2023-2024. Salary schedules are necessary to calculate the 2023-2024 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, 2023. Grant Gutierrez moved to approve a 4% salary increase for all professional employees to include teachers, counselors, librarians, registered nurses and administrators, a 4% raise for all paraprofessionals and clerical staff on paygrade 3, paygrade 4, and paygrade 5 and all manual trades, a 6% raise for paraprofessionals on paygrade 1, and a 5% raise for paraprofessionals and clerical on paygrade 2 for the 2023-2024 school year. Josh Magden seconded, and the motion passed 7-0.

**Revision of 2023-2024 Calendar to Reflect Date Change** – The 2023-2024 District Calendar was adopted by the Board of Trustees at the regular meeting in February, 2023. However, after further review, the bad weather make-up day originally noted for April 5, 2024 has been changed to March 8, to be included with the existing professional development day. This accommodates Jamboree. The flex day has been changed from August 7, 2023 to December 15, 2023. The change in calendar requires board action. Alan Hemphill moved to approve the calendar revision as presented. Grant Gutierrez seconded and the motion passed 7-0.

**Consider Approval of District of Innovation Addendum** – A local innovation plan may be amended, rescinded, or renewed if the action is approved by a vote of the district-level committee established under Section 11.251, or a comparable committee if the district is exempt from that section, and the board of trustees in the same manner as required for initial adoption of

a local innovation plan under Section 12A.005. 19 TAC §102.1313 (a) A district innovation plan may be amended, rescinded, or renewed if the action is approved by a majority vote of the district-level committee established under the Texas Education Code (TEC), §11.251, or a comparable committee if the district is exempt from that section, and a two-thirds majority vote of the board of trustees. (b) The district shall notify the commissioner of education of any actions taken pursuant to subsection (a) of this section along with the associated TEC exemptions and local approval dates. A designated District of Innovation may choose to amend or renew its plan at any time pursuant to applicable sections of Texas Education Code (TEC) and Texas Administrative Code (TAC).

It is the recommendation of administrators that the District of Innovation Plan adopted by the Board in February be amended to include the following language:

Manner in which statute inhibits the goals of the plan: TEC §21.003 A person may not be employed as a teacher, teacher intern or teacher trainee, librarian, educational aide, administrator, educational diagnostician, or school counselor by a school district unless the person holds an appropriate certificate or permit issued as provided by Subchapter B.

DRAFT/Amendment 5/18/2023 Innovation Strategy Amidst the challenges of hiring highly qualified staff, the district will continue to seek qualified applicants with a TEA certification for all teaching positions. However, if a satisfactory candidate is not available, under the District of Innovation, SISD would be permitted to: 1. Employ an uncertified person. An individual may be eligible to teach any course on a non-certified contract not to include certifications for Special Education and Bilingual Education. 2. Allow a certified teacher to teach outside of their certification area or grade level. For example, elementary certified teachers could teach at junior high school, teachers certified in the middle grades could teach in either elementary or high school, and high school certified teachers could teach at junior high school. Smithville ISD shall develop minimum required qualifications for persons hired in the above manner and will also require professional development in the areas of classroom management, instruction, curriculum and parent engagement. Smithville ISD will require the individual to complete certification requirements within two years of employment and be enrolled in an educator preparation program. Smithville ISD will continue to provide notification to the parents/guardians of students in those classes where the instructor does not hold a traditional teaching certificate in that particular content area. Alan Hemphill moved to approve the District of Innovation Addendum as presented. Nancy Towry seconded the motion and it passed 7-0.

**Consider Approval of Board Policy Update 121 and Local Policies as Follows:**

CCGB(LOCAL): AD VALOREM TAXES - ECONOMIC DEVELOPMENT, CFB(LOCAL): ACCOUNTING - INVENTORIES, CKE(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - SECURITY PERSONNEL, CKEC(LOCAL): SECURITY PERSONNEL - SCHOOL RESOURCE OFFICERS, CLB(LOCAL): BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT - MAINTENANCE, CRF(LOCAL): INSURANCE AND ANNUITIES MANAGEMENT - UNEMPLOYMENT INSURANCE, CVA(LOCAL): FACILITIES CONSTRUCTION - COMPETITIVE BIDDING, CVB(LOCAL): FACILITIES CONSTRUCTION - COMPETITIVE SEALED PROPOSALS, DEA(LOCAL): COMPENSATION AND BENEFITS - COMPENSATION PLAN, FD(LOCAL): ADMISSIONS, FFI(LOCAL): STUDENT WELFARE - FREEDOM FROM BULLYING – The District must update and maintain its policies with the most recent legislation and educational regulation changes. In your packet of information, you have been provided the

Update 121 Local Policy Overview. The board should not adopt (LEGAL) policies, but TASB recommends that they be reviewed. Therefore (LEGAL) policies are included for review in Update 121. The attachments provide you with information concerning the policy changes found in the update. The information included in the board packet is a summary of each of the policy changes. The update includes changes to the following local board policies: CCGB(LOCAL): AD VALOREM TAXES - ECONOMIC DEVELOPMENT, CFB(LOCAL): ACCOUNTING – INVENTORIES, CKE(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - SECURITY PERSONNEL, CKEC(LOCAL): SECURITY PERSONNEL - SCHOOL RESOURCE OFFICERS, CLB(LOCAL): BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT – MAINTENANCE, CRF(LOCAL): INSURANCE AND ANNUITIES MANAGEMENT - UNEMPLOYMENT INSURANCE, CVA(LOCAL): FACILITIES CONSTRUCTION - COMPETITIVE BIDDING, CVB(LOCAL): FACILITIES CONSTRUCTION - COMPETITIVE SEALED PROPOSALS, DEA(LOCAL): COMPENSATION AND BENEFITS - COMPENSATION PLAN, FD(LOCAL): ADMISSIONS, FFI(LOCAL): STUDENT WELFARE - FREEDOM FROM BULLYING. Grant Gutierrez, Candice Parsons. 7-0.

**Schedule Board Meeting Dates for 2023-2024** – 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 2023-2024 school year: Monday, August 28, 2023 (fourth Monday to accommodate budget process, Monday, September 18, 2023, Monday, October 16, 2023, Monday, November 13 (second Monday due to November 20, 2023 Thanksgiving Holiday), Monday, December 11, 2023 (second Monday due to December 18, 2023 first day of Winter Break), Monday, January 22, 2024 (fourth Monday due to January 15, 2024 MLK Holiday), Monday, February 26, 2024 (fourth Monday due to February 19, 2024 President’s Day), Monday, March 25, 2024 (fourth Monday due to Spring Break), Monday, April 15, 2024, Monday, May 20, 2024, Monday, June 17, 2024, Monday, July 15, 2024. Grant, Alan.

**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. Alan Hemphill moved to approve the 2023-2024 Board Operating Procedures with noted revisions as presented. Josh Magden seconded, and the motion carried 7-0.

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

**Resignations of Certified Personnel** – The Superintendent informed the Board of the resignations of Erin Stephens and Rachel Castillo, teachers at Brown Primary, Elizabeth Villasana, teacher at Smithville Elementary School, Kieran Gibson, teacher at Smithville Junior High, Stetson Gommert, and Terri Prihoda, teachers at Smithville High School, Augie Ramirez, teacher/coach at Smithville High School, and Amanda Gommert, Assistant Principal at Smithville High School. No action was required.

**Employment of Certified Personnel** – According to Board Policy DC [Local], the Superintendent has the authority to approve hire of certified personnel between June 1st and August 31st each year. The Superintendent would like to inform the Board of the hire of Molly Armstrong and Harlye Bonorden as teachers at the elementary, and Bethany Cooper Collins as a teacher at the high school. No action was required.

Adjournment – Grant Gutierrez moved to end the meeting at 9:00 p.m. Nancy Towry seconded and the motion passed 7-0.