



**SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT**

5622 Ray Ellison Drive • San Antonio, Texas 78242 • (210) 977-7000 • Fax (210) 977-7021

Minutes of Special Called Meeting

The Board of Trustees South San Antonio ISD

A Special Called Meeting of the Board of Trustees of South San Antonio ISD was held Tuesday, February 19, 2019, beginning at 10:00 AM in the ADMINISTRATION BUILDING - 5622 Ray Ellison Blvd., San Antonio, TX 78242.

CALL TO ORDER AND ROLL CALL

Section start time: 10:00 AM.

Trustee	Present	Absent	Late Arrival/Departed Early
Mrs. Mandy Martinez	X		
Mrs. Connie Prado	X		
Mr. Gilbert Rodriguez	X		

School Board Members in attendance as a spectator:

Louis Ybarra Jr.

Legal Counsel in attendance:

Kevin O'Hanlon

Administration in attendance:

Dr. Alexandro Flores
Chad Doucet
Bettinae Kaiser
Scott Laleman
Yvonne Hernandez
Dr. Lee Hernandez
Ruperto Becerra
Monica Lopez
Denise Orosco
Dr. Ramiro Nava
Florinda Castillo
Michelle Martinez

Moak-Casey Consultants in attendance:

Dr. Larry Groppe

Dr. Buck Gilkcrease

- PLEDGE OF ALLEGIANCE
- TEXAS PLEDGE
- PRAYER
- CALL TO ACTION

All led by Michelle Martinez, Senior Executive Assistant

Section end time: 10:02 AM.

WORK SESSION

Budget Committee Meeting – One

Section start time: 10:02 AM.

The Budget Committee met in a work session to discuss the possible reopening of 3 shuttered campuses; West Campus High School, Kazen Middle School, and Athens Elementary School.

DISCUSSION AND POSSIBLE ACTION

Section start time: 10:05 AM

1. Discussion and possible adoption of Budget Committee Procedures

Item start time: 10:05 AM.

Mr. Rodriguez, Budget Committee Chair, and Dr. Groppe, Moak-Casey Consultant, were called to present and answer questions related to this item.

Dr. Groppe presented the following Budget Committee Procedures:

SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Budget Committee Operating Procedures

1.0 Purpose

1.1 The Budget Committee shall serve the Board of Trustees in a fact-finding, deliberative, and advisory capacity. The committee shall review, discuss, analyze, and report to the Board of Trustees and the community on issues related to:

- a. *legislation impacting public school finance;*
- b. *impact of the state finance system on SSAISD finances;*
- c. *budget related matters including staffing ratios, and;*
- d. *other matters as requested by the Board of Trustees.*

1.2 *The committee may appoint subcommittees to deal with specific topics such as staffing and campus resource allocations.*

1.3 *The committee is governed by the Texas Open Meetings Act and ramifications thereof.*

1.4 *Meetings shall be conducted in a manner consistent with the conduct of meetings of the SSAISD Board of Trustees.*

2.0 *Membership*

2.1 *Board of Trustees*

2.1.1 *Three members of the Board of Trustees shall serve on the committee.*

2.1.2 *Trustee members shall be appointed to the committee by the President of the Board of Trustees.*

2.1.3 *All members of the committee are encouraged to participate in the committee's discussions.*

2.2 *Administrators*

2.2.1 *The following district level administrators shall serve as ex-officio members of the committee:*

- a. *Superintendent of Schools*
- b. *Chief Financial Officer*
- c. *Other administrators as designated by the Superintendent of Schools.*

These district level administrators are expected to make recommendations to the committee similar to the manner in which recommendations are made to the Board of Trustees.

2.2.2 *Other district level and campus level administrators may work with the committee as appropriate and necessary.*

2.3 *Officers*

2.3.1 *The Budget Committee Chairman shall preside at all committee meetings where he/she is present. In the absence of the Chairman, his/her designee shall preside. A designated secretary shall ensure that minutes of all meetings are maintained and available for examination consistent with the Texas Open Meetings Act and the Texas Public Information Act.*

3.0 *Responsibilities*

3.1 *Committee members are expected to attend all regular and special meetings as deemed necessary by the committee, review material prior to committee meetings, and complete assignments as required.*

3.2 *Committee meetings shall be conducted according to mutually determined ground rules.*

3.3 *The committee Chairman shall review any special circumstances involving irregular attendance and shall have the prerogative to initiate replacement of committee members who are no longer able to serve. Replacement of members will be accomplished by the President of the Board of Trustees. Replacements shall be reported to all members of the Board of Trustees.*

3.4 *The Chairman will provide dates of future meetings to be undertaken by the committee.*

3.5 *The committee shall have no authority beyond that extended it by the SSAISD Board of Trustees.*

Mrs. Prado made a motion:

I make a motion that we adopt the budget committee operating procedures as presented.

Mr. Rodriguez seconded and the Budget Committee voted 3/0 to approve.
Motion passed.

Vote:	Yes	No	Abstained
Mrs. Martinez	X		
Mrs. Prado	X		
Mr. Rodriguez	X		

Item end time: 10:15 AM.

10:46 AM - Mr. Rodriguez directed staff:

So if we can Mr. Nava, Mr. Becerra, to the best of your ability, provide us information on furniture specific to what was the current inventory, inventory that moved over, inventory that was swapped out and then any remaining inventory whether it is on hand or it was disposed of and how, any procedures that were referenced to get those things accomplished and then.

Recess: 11:20 AM - 11:35 AM

Section end time: 11:35 AM.

2. Discussion of budget preparation status

Item start time: 11:35 AM.

11:38 AM Moak-Casey recommendation: Our recommendation is that you task the chair of this committee, Superintendent, and Moak Casey, to develop a plan to bring back to this committee to present options for reopening then take that to a team of 8 training with the whole board.

11:58 AM. Mr. Rodriguez's recommendation:

I'm perfectly in alignment with the suggestions from Moak-Casey & Associates for them to work with the Superintendent, they have the data, they have all the information, they have experience like all of our staff does to move forward and come back with a plan on how we are going to open these campuses. In coordination with the Superintendent and Michelle and Moak-Casey & Associates, we will come up with a timeline that fits with everyone's availability and go from there and make everyone aware that needs to be aware.

Mr. Rodriguez made a motion:

I would like to make a motion to the Budget Committee that the Super that we proceed with Moak-Casey & Associates' recommendation of reopening of our campuses with their creation of a recommendation to open the campuses.

Mrs. Martinez seconded, and the Budget Committee voted 3/0 to approve. Motion passed.

Vote:	Yes	No	Abstained
Mrs. Martinez	X		
Mrs. Prado	X		
Mr. Rodriguez	X		

Item end time: 12:01 PM.

3. Discussion and possible committee action to request additional budget data and/or to make committee recommendations to the Board of Trustees

Item action is included in the motion for discussion and possible action agenda item 2.

Section end time: 12:01 PM

ADJOURNMENT

Mrs. Prado moved to adjourn the meeting, Mr. Rodriguez seconded, and the Board of Trustees voted unanimously to adjourn the meeting at 12:01 PM.

ATTEST

Connie Prado, Board President

Shirley Ibarra Pena, Board Secretary

NOTICE: This meeting of the Board of Trustees is authorized in accordance with the Texas Government Code, Sections 551.001 - 551.146. Verification of Notice of Meeting and Agenda are on file in the Office of the Superintendent. Closed meeting, if required and if authorized by the statute, will be conducted prior to the conclusion of the meeting for any item listed on this agenda.



Board of Trustees Time Management Log

Board Meeting: February 19, 2019

Special Called

Section	Started	Ended	Total Time	Lone Star Governance
Call to order and Roll Call	10:00 PM	10:02 PM	2 Min.	Other
Total section time: 2 Min.				
Work Session	10:02 PM	10:05 PM	3 Min.	Other
	10:15 PM	11:20 PM	65 Min.	Other
Section time: 68 Min.				
Discussion and Possible Action – 14 Minutes				
Item #1	10:05 PM	10:15 PM	10 Min.	Other
Recess	11:20 AM	11:35 AM	15 Min.	Other
Item #2 &3	11:35 PM	12:01 PM	26 Min.	Other
DPA Total section time: 51 Min.				
Adjournment	12:01 PM	12:01 PM	0 Min.	Other

Total Meeting Time: 121 Minutes

**Board Goals*

- 1.) 14 minutes or less spent on each item
- 2.) 2 hours total meeting time or less

BOARD'S TIME USE TRACKER

Framework	Activity	Minutes Used	% of Total Minutes Used	Notes
Vision	Student Outcome Goal Setting			
Vision	Student Outcome Goal Monitoring			
Vision	Constraints Setting			
Vision	Constraints Monitoring			
Accountability	Superintendent Evaluation			
Accountability	Board Self-Evaluation			
Structure	Voting			
Advocacy	Community Engagement			
Advocacy	Student/Family Engagement			
Advocacy	Community Training			
Other	Other	121 Min.	100%	
Total Vision-focused Minutes		0	0%	
Total Minutes		121	100%	

Total Meeting 2 hours and 1 minutes = 121 minutes
 121 - 0 closed session = 121 Total Tracker Minutes



February 19, 2019 Staff Tracker

Title	Average Hours Preparing	Average Hours Attending	Average Monthly Hours Debriefing	Hourly Rate (E.g. Total Annual Compensation / 1920 Hours)	Total Hours x Hourly Rate
Superintendent Alexandro Flores	4	2	5	\$120.19	\$1,322.09
Senior Staff Members					
Ramiro Nava	4	2	5	\$75.46	\$830.06
Bettinae Kaiser	4	2	5	\$79.02	\$869.22
James Schumann	6	0		\$80.02	\$480.12
Florinda Castillo	0	2	5	\$55.52	\$388.64
Scott Laleman	6	2	5	\$54.24	\$705.12
Denise Orosco	6	2	5	\$53.66	\$697.58
Monica Lopez	6	2	5	\$55.88	\$726.44
Lee Hernandez	0	2	5	\$66.09	\$462.63
Yvonne Hernandez	0	2	5	\$65.84	\$460.88
Chad Doucet	6	2	5	\$45.62	\$593.06
Ruperto Becerra	22	2	5	\$49.40	\$1,432.60
Other Staff					
Michelle Martinez	4	2	5	\$38.74	\$426.14
Juanita Garcia				\$27.41	\$0.00
Ruby Rosario	18			\$21.65	\$389.70
Angela Perales	1			\$18.78	\$18.78
Cristina Moreno				\$30.40	\$0.00

Jenaette French				\$22.44	\$0.00
Clarita Trevino				\$48.12	\$0.00
Stephanie Mendoza				\$37.92	\$0.00
Herman Macal	10			\$25.73	\$257.30
Ron Estrada	15			\$26.09	\$391.35
Edward Coronado	15			\$30.04	\$450.60
Diana Sanchez	1			\$30.75	\$30.75
	128	24	60	\$1,159.01	\$10,933.06