

**Agenda of Work Session  
Board of Trustees  
Cleburne Independent School District  
Monday, June 14, 2021**

A Work Session of the Board of Trustees of the Cleburne Independent School District will be held on Monday, June 14, 2021 beginning at 5:00 PM in the Cleburne ISD Boardroom  
505 N. Ridgeway Dr., suite 100  
Cleburne, TX 76033

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice.

Unless removed from the consent agenda, items identified with the consent agenda will be acted on at one time.

1. **CALL TO ORDER**
  - A. Pledge of Allegiance
  - B. Invocation
2. **PUBLIC COMMENT**
  - A. Addressing the School Board: A public speaker must sign up by 4:55pm. A speaker will be limited to three (3) minutes to make comments regarding items on the agenda. Speakers must address the Board from the podium and state their name before speaking. The Board shall not answer questions and shall not deliberate or decide regarding any subject. Board policy prohibits the discussion of complaints against district employees and/or students during public comment.
3. **PRESENTATIONS**
  - A. ESSER FUNDS
  - B. 2021-2022 Personnel
  - C. 2021-2022 Budget
4. **ACTION ITEMS**
  - A. Human Resources
    1. Consider Approval of Growth Positions for 2021-2022 School Year 3
    2. Chapter 21 Contracts - Deliberate and take appropriate action on Teacher contracts for the 2021-2022 school year 4
  - B. Business and Operations
    1. Consider Approval for Legal Services for District Operations and Business Department 7
5. **PURCHASES OVER \$25,000**
  - A. Human Resources
    1. Consider Approval of Frontline Education Renewal for 2021-2022 School Year 10
  - B. Public Relations

- 1. Consider Approval of 2022 Cleburne High School Graduation Venue 12
- 6. **SUPERINTENDENT'S REPORTS**
  - A. Human Resources
    - 1. No Action Personnel - Information Only 13
- 7. **CLOSED MEETING (TEXAS GOVERNMENT CODE 551)**
  - A. Pursuant to Texas Government Code Section 551.071, to consult with the District's attorney, in person or by phone, on a matter in which the duty of the attorney to the District under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code.
  - B. Pursuant to Texas Government Code Section 551.072 Consider Purchase, Exchange, Lease or Value of Real Property.
  - C. Pursuant to Texas Government Code Section 551.074, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.
- 8. **RECONVENE TO OPEN SESSION**
  - A. Action, if any, from closed session
- 9. **ADJOURNMENT**

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E or Government Code section 418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting. [See BEC (LEGAL)]

This notice was posted in compliance with the Texas Open Meetings Act on .

Kyle Heath  
 Superintendent of Schools



*Board of Trustees*

**TITLE:** Growth Positions for 2021-2022

**DATE:** June 14, 2021

**BOARD ACTION ITEM**

**BACKGROUND:**

Forecasting for the 2021-2022 school year indicates the need for additional growth positions.

**CONSIDERATION:**

Board of Trustees approval of these additions for the 2021-2022 school year will enable the District to proceed with 2021-2022 budgeting and hiring/staffing.

<b>Campus/ Department</b>	<b>Additional Personnel/ Adjustment</b>	<b>Proposed Title/ Adjustment</b>	<b>Salary/ Stipend</b>	<b>Contract Days</b>
Elementary Campuses	Additional Personnel	7 Academic Interventionists	Teacher Pay Grade	187
Various Campuses	Additional Personnel	11 Parent Family Engagement Liaisons	Admin/Prof Pay Grade 1	187
District-Wide	Additional Personnel	2 Crisis Counselors	Admin/Prof Pay Grade 2	187
District-Wide	Adjustment	Director of Guidance & Counseling	Admin/Prof Pay Grade 6	226

**RECOMMENDATION:**

The Superintendent’s Cabinet recommends these additional growth positions to accommodate District needs for the 2021-2022 school year as presented.



505 North Ridgeway Drive, Suite 100  
Cleburne, TX 76033  
817.202.1100 Office • 817.202.1460 Fax

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To: Dr. Kyle Heath, Superintendent

From: Dr. Andrea Hensley, Assistant Superintendent of Human Resources

Date: June 14, 2021

Subject: Personnel Action - Contracted Personnel - New Hires for Board Approval

**New Hires:**

Name: Assignment: Experience:* Degree: Start Date:	Mireya Cadena Bilingual Specialist / Santa Fe and Irving Elementary School 6 Years' Experience Bachelor's Degree / University of California, Los Angeles 2021-2022 School Year
Name: Assignment: Experience:* Degree: Start Date:	Ashley Cotton Kindergarten Teacher / Adams Elementary School 9 Years' Experience Bachelor's Degree / Tarleton State University 2021-2022 School Year
Name: Assignment: Experience:* Degree: Start Date:	Tessa Curtis Science Teacher / Cleburne High School 5 Years' Experience Bachelor's Degree / Texas College 2021-2022 School Year
Name: Assignment: Experience:* Degree: Start Date:	Adrianna Esquivel Art Teacher / Wheat Middle School 1 Year Experience Bachelor's Degree / University of Texas at Arlington 2021-2022 School Year
Name: Assignment: Experience:* Degree: Start Date:	Cailynn Fenn SPED Teacher / Wheat Middle School 1 Year Experience Bachelor's Degree / Texas A&M University 2021-2022 School Year

Name: Assignment: Experience:*\nDegree: Start Date:	Breanna Greer Math Teacher / Cleburne High School 0 Years' Experience Bachelor's Degree / Texas Women's University 2021- 2022 School Year
Name: Assignment: Experience:*\nDegree: Start Date:	Bernard Jackson ISS Teacher & Coach / Cleburne High School 5 Years' Experience Bachelor's Degree / Tarleton State University 2021-2022 School Year
Name: Assignment: Experience:*\nDegree: Start Date:	Jacob Jackson Manufacturing Instructor / Cleburne High School - CTE 0 Years' Experience Texas Master Electrician License / United States Marine Corps 2021-2022 School Year
Name: Assignment: Experience:*\nDegree: Start Date:	Rebecca Larue 5 <sup>th</sup> Grade Teacher / Adams Elementary School 4 Years' Experience Bachelor's Degree / Western Governors University 2021-2022 School Year
Name: Assignment: Experience:*\nDegree: Start Date:	William McElroy Social Studies Teacher / Cleburne High School 15 Years' Experience Master's Degree / Concordia University 2021-2022 School Year
Name: Assignment: Experience:*\nDegree: Start Date:	Earla Melchoir Art Teacher / Cleburne High School 3 Years' Experience Bachelor's Degree / University of Texas, San Antonio 2021-2022 School Year
Name: Assignment: Experience:*\nDegree: Start Date:	Matthew Miller SPED Inclusion Teacher / Wheat Middle School 1 Year Experience Bachelor's Degree / Ashford University 2021-2022 School Year
Name: Assignment: Experience:*\nDegree: Start Date:	Mary Murphy-Dyer Special Education Teacher / Cleburne High School 20 Years' Experience Masters' Degree / Eastern New Mexico University 2021-2022 School Year
Name: Assignment: Experience:*\nDegree: Start Date:	Santiago Ogando Spanish Teacher / Cleburne High School 10 Years' Experience Master's Degree / Worcester State University 2021-2022 School Year

Name: Assignment: Experience:* Degree: Start Date:	Alexis Perez 5 <sup>th</sup> Grade Teacher / Marti Elementary School 0 Years' Experience Bachelor's Degree / Tarleton State University 2021-2022 School Year
Name: Assignment: Experience:* Degree: Start Date:	Seandre Sadler 4 <sup>th</sup> Grade Teacher / Irving Elementary School 1 Year Experience Bachelor's Degree / Texas Wesleyan University 2021-2022 School Year
Name: Assignment: Experience:* Degree: Start Date:	Sandra Salazar Kindergarten Bilingual Teacher / Santa Fe Elementary School 6 Years' Experience Bachelor's Degree / Instituto Tecnologico de Nuevo Leon 2021-2022 School Year
Name: Assignment: Experience:* Degree: Start Date:	Trava Smith English Teacher & Assistant Tennis Coach / Cleburne High School 30 Years' Experience Bachelor's Degree / University of Texas at Arlington 2021-2022 School Year
Name: Assignment: Experience:* Degree: Start Date:	Wade Smith Social Studies Teacher / Cleburne High School 23 Years' Experience Bachelor's Degree / Southern Methodist University 2021-2022 School Year
Name: Assignment: Experience:* Degree: Start Date:	Madison Stone 1 <sup>st</sup> Grade Teacher / Marti Elementary School 4 Years' Experience Master's Degree / Stephen F. Austin University 2021-2022 School Year
Name: Assignment: Experience:* Degree: Start Date:	Patricia Wallace Occupational Therapist / Fulton 27 Years' Experience Bachelor's Degree / Texas Women's University 2021-2022 School Year

\* Years of experience are self-reported and verified upon receipt of service records.

**To:** Dr. Kyle Heath, Superintendent  
**CC:** Sarah Taylor, CFO  
**From:** Barry Hipp  
**Date:** 6/8/2021  
**Re:** Legal Services for District Operations and Business

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The purpose of this memo is to request board approval to contract with Eichelbaum Wardell Hansen Powell & Muñoz for legal services which supports District Operations and Business Services. The services provided include construction, purchasing matters, and contract negotiations. With the passage of the May 2021 bond the timing is right to make a change of attorneys. We interviewed two law firms and feel Eichelbaum Wardell Hansen Powell & Muñoz is a good fit for our current needs. Eric Munoz will be our primary attorney and has over 15 years dealing in school district legal matters. The proposed agreement is attached.

**Telephone Consultation Agreement Between  
Cleburne Independent School District  
and Eichelbaum Wardell  
Hansen Powell & Muñoz, P.C.**

It is agreed that Cleburne Independent School District (hereinafter called "District") and Eichelbaum Wardell Hansen Powell & Muñoz, P.C. (hereinafter called "FIRM"), or its successor firm or assignee, do hereby agree to have FIRM represent the District as its attorneys beginning \_\_\_\_\_.

The District will pay the one flat fee per year (September 1 through August 31) that entitles authorized district representatives to contact FIRM attorneys for telephone consultation. Representatives may call as often as they want and the district is not billed additional fees unless work is required beyond the initial .3 hour telephone call. This agreement also entitles the District to client alerts and "Board Minutes" publications (sent via email) and reduced hourly rates on legal work beyond the initial telephone call. If the District engages FIRM for legal matters in the future, the current agreed upon billing rates and costs for out of pocket expenses will apply to those matters, unless engaged under a separate agreement for those matters. FIRM fees, rates and cost information are outlined in the attached Exhibit A. FIRM will inform the District of any changes to Exhibit A in writing. Continued use of FIRM services by the district constitutes an agreement by the District to any change in rates. The District will be invoiced the annual flat fee each future September 1st while this agreement remains in effect.

By virtue of execution of this agreement, an attorney-client relationship exists between FIRM and the District. The privilege extends to the board of trustees as a whole and those authorized representatives as designated by the District. Under the terms of this agreement, FIRM attorneys will communicate with the authorized representatives of the District. In so doing, the expectation is that the attorney-client privilege remains intact absent action by the board of trustees to waive the privilege. FIRM verifies it does not boycott Israel and will not boycott Israel during the term of the contract, pursuant to Tex. Gov't Code § 2270.

This Telephone Consultation Agreement binds the District, their administrators, trustees, successors, assigns and legal representative to FIRM and to the partners, successors, assigns and legal representatives of FIRM with respect to all covenants stated above or attached to as an exhibit. The District agrees that FIRM may relieve itself from the responsibility of performing further work and, therefore, may withdraw as counsel should the District fail to timely pay FIRM for any fees or expenses incurred in representation of the District in any matter.

If this letter correctly reflects the terms and conditions of our representation of the District, please indicate the Board's approval by your signature below, and return it to us.

**Approval by the Board on this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.**

\_\_\_\_\_  
Board President  
Cleburne Independent School District

\_\_\_\_\_  
Managing Shareholder  
Eichelbaum Wardell  
Hansen Powell & Muñoz, P.C.

**EXHIBIT A**

**EICHELBAUM WARDELL  
HANSEN POWELL & MUÑOZ, P.C.  
TELEPHONE CONSULTATION AGREEMENT  
FEES, RATES, AND EXPENSES  
AS OF SEPTEMBER 1, 2020**

**FEES**

On each September 1, the District will be billed one flat fee of \$1,000, which entitles authorized District representatives to unlimited telephone advice on initial calls under .3 hours related to a single matter.

**RATES**

For any work conducted on a matter beyond the initial telephone call, the District will be charged the following reduced hourly rates:

- \$295 for Senior Shareholders (20+ Years of Practice);
- \$265 for Shareholders;
- \$245 for Senior Associates;
- \$235 for Associates;
- \$195 for Attorneys Pending Licensure; and
- \$110 for Law Clerks and/or Paralegals.

**EXPENSES**

In addition to fees for legal services, statements will include other charges for expenses and services incurred in relation to providing legal services.

Copying and Printing	\$.15 per page for black & white copies \$.50 per page for color copies
Delivery charges, Long Distance Charges, Long Distance Cellular, Postage, Electronic Research and Travel	Actual cost
Mileage	IRS standard rate
Court Reporters and other Outside Vendor Fees	Actual cost <i>Invoices for such services will be sent to the District for direct payment by the District to the vendor involved.</i>



*Board of Trustees*

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**TITLE:** Consider Approval of Frontline Education Renewal  
for the 2021-2022 School Year

**DATE:** June 14, 2021

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**BOARD ACTION ITEM**

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**BACKGROUND:**

The Cleburne Independent School District (CISD) has been using Frontline Education products in the Human Resources, Special Education, and Student Services departments for several years. Frontline Education is school administration software that helps proactively manage the District's people and processes.

Frontline provides four components to assist the **Human Resources** department and the District:

- Recruiting & Hiring,
- Absence & Substitute Management,
- Time & Attendance, and
- Frontline Central.

Recruiting & Hiring includes applicant tracking and new hire onboarding. Absence & Substitute Management includes management of absences and substitutes. Time & Attendance includes electronic timesheets and payroll accuracy/compliance. Frontline Central includes management of employee-related forms (i.e. contract renewals), records, and information.

Frontline provides one component to assist the **Special Education** department and the District:

- eStar Series Special Education Management System

The Frontline eStar Series Special Education Management System provides linkage to our current student information system, Skyward. Special education is an ever-changing field that requires on-going updates to forms and procedures as changes in the law occur. The Frontline eStar Series provides the necessary changes to forms that meet the state and federal requirements along with district customization. The Frontline eStar Series provides unlimited reporting capability for current data, as well as archived data. This is extremely helpful when collecting data that is required by the state or federal government.

Frontline provides one component to assist the **Student Services** department and the District:

- eStar Series RtI Management System

The Frontline eStar Series RtI Management System provides linkage to our current student information system, Skyward. RtI/504 requires input and updates from multiple stakeholders. Forms and procedures require ongoing changes and updates. The Frontline eStar Series RtI Management System allows all stakeholders to access and update individual student records. Additionally, reports and data collection necessary for federal compliance is easily accessible.

**CONSIDERATIONS:**

Frontline Education renewal costs for **Human Resources** are as follows:

- Applicant Tracking: \$10,223.98
  - Recruiting & Hiring

- Absence & Time Solution: \$25,351.08
  - Absence & Substitute Management
  - Time & Attendance
- Frontline Central Solution: \$7,035.85

CISD Human Resources is requesting approval of the annual renewal purchase of Frontline Education in the amount of \$42,610.91.

Frontline Education renewal costs for **Special Education** are as follows:

- eStar Series Special Education Management System: \$22,282.67

CISD Special Education is requesting approval of the annual renewal purchase of Frontline Education in the amount of \$22,282.67.

Frontline Education renewal costs for **Student Services** are as follows:

- eStar Series RtI Management System: \$5,309.88

CISD Student Services is requesting approval of the annual renewal purchase of Frontline Education in the amount of \$5,309.88.

**RECOMMENDATIONS:**

The CISD Administration recommends the Frontline Education renewal purchase in the amount of \$70,203.46.



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*Board of Trustees*

**TITLE: Consideration and Approval of  
Globe Life Park for 2022 High School  
Graduation**

**DATE: June 14, 2021**

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**BOARD ACTION ITEM**

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**BACKGROUND:**

On May 27, 2021, Cleburne ISD had another successful graduation ceremony at Globe Life Park in Arlington, TX. The parents and the overall response regarding the graduation venue proves that having the graduation at Globe Life Field was very positive--from parking to the ability to view the ceremony, sound quality and easy exit following the ceremony.

**RECOMMENDATION:**

We respectfully request the Board approve Globe Life as the 2021-2022 Cleburne High School graduation venue and allow the Superintendent to negotiate all terms of the agreement, including date and time.



505 North Ridgeway Drive, Suite 100  
Cleburne, TX 76033  
817.202.1100 Office • 817.202.1460 Fax

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To: Dr. Kyle Heath, Superintendent

From: Dr. Andrea Hensley, Assistant Superintendent of Human Resources

Date: June 14, 2021

Subject: Personnel Report - Resignations/Retirements and Paraprofessional Hires for Board Information

**Resignations/Retirements:**

Name: Assignment: Effective:	Laura Giselle Jimenez Aguilar Lifeskills Aide / Santa Fe Elementary School June 4, 2021
Name: Assignment: Effective:	Melissa Bucher English Teacher / Wheat Middle School June 4, 2021
Name: Assignment: Effective:	Lilianna Chapa 2 <sup>nd</sup> Grade Teacher / Santa Fe Elementary School June 4, 2021
Name: Assignment: Effective:	Linda Chaplin Inclusion Aide / Santa Fe Elementary School June 4, 2021
Name: Assignment: Effective:	Mark Cornelison SPED Bridges Teacher / Wheat Middle School June 4, 2021
Name: Assignment: Effective:	Sonia Donaires Kindergarten Bilingual Teacher / Santa Fe Elementary School June 4, 2021

Name:	Sara Fuller
Assignment:	Science Teacher / Cleburne High School
Effective:	June 4, 2021
Name:	Jana Grissom
Assignment:	Science Teacher / Wheat Middle School
Effective:	June 4, 2021
Name:	Hanna Hardaway
Assignment:	Kindergarten Teacher / Cooke Elementary School
Effective:	June 4, 2021
Name:	Roberta Hutchins
Assignment:	Registrar / Wheat Middle School
Effective:	June 4, 2021
Name:	Hilary Kirkpatrick
Assignment:	PE Aide / Gerard Elementary School
Effective:	June 4, 2021
Name:	Connor Mason
Assignment:	Social Studies Teacher / Cleburne High School
Effective:	June 4, 2021
Name:	Erin Meland
Assignment:	Inclusion Aide / Irving Elementary School
Effective:	June 4, 2021
Name:	Sara Razaq
Assignment:	Kindergarten Teacher / Santa Fe Elementary School
Effective:	June 4, 2021
Name:	Emily Sojourner
Assignment:	Occupational Therapist / Fulton
Effective:	June 4, 2021
Name:	Jimena Velazquez
Assignment:	Bilingual Aide / Santa Fe Elementary School
Effective:	May 14, 2021

**Paraprofessional Hires:**

Name:	Samantha Atkins
Assignment:	ISS Aide / Gerard Elementary School
Effective:	2021-2022 School Year

Name: Assignment: Effective:	Kristin Barajas Lifeskills Aide / Cleburne High School 2021-2022 School Year
Name: Assignment: Effective:	Gloriann Heredia Bilingual Aide / Santa Fe Elementary School 2021-2022 School Year
Name: Assignment: Effective:	Heather Kerce Lifeskills Aide / Cleburne High School 2021-2022 School Year
Name: Assignment: Effective:	Valerie Riley Early Childhood Aide / Irving Elementary School 2021-2022 School Year
Name: Assignment: Effective:	BC Roque ESL Aide / Cleburne High School 2021-2022 School Year
Name: Assignment: Effective:	Marisa Sorenson Inclusion Aide / Adams Elementary School 2021-2022 School Year
Name: Assignment: Effective:	Courtney Watkins Principal Secretary / Adams Elementary 2021-2022 School Year