

UNOFFICIAL MINUTES

Will be submitted for Board Members' consideration and possible approval at the Regular Business Meeting scheduled for Thursday, January 18, 2108

Minutes of Regular Business Meeting December 5, 2017

The Board of Trustees Fort Sam Houston ISD

A Regular Business Meeting of the Board of Trustees of Fort Sam Houston ISD was held Tuesday, December 5, 2017, beginning at 11:00 AM in the Professional Development Center, 1908 Winans Road, San Antonio, TX 78234.

- 1. CALL TO ORDER, INSPIRATIONAL MOMENT, PLEDGE OF ALLEGIANCE, AND PLEDGE TO THE TEXAS FLAG**
President Eustace Lewis called the meeting to order at 11:08 a.m. Fort Sam Houston Elementary School Fifth-grader Callie Wehri led the Pledge of Allegiance to the United State Flag, Robert G. Cole Middle School Seventh-grader Ashten Reid led the Pledge to the Texas Flag, and Robert G. Cole High School Sophomore Jordan Arnette and Senior Jaelen Arnette provided the Inspirational Moment.
- 2. QUORUM**
President Lewis declared a quorum present. In addition to Dr. Lewis, Vice President Willie White, Secretary Deborah Seabron, and Board Member Jeanne Warren were present.
- 3. MINUTES FROM THE REGULAR BUSINESS MEETING OF OCTOBER 24, 2017 AND THE SPECIAL BUSINESS MEETING OF NOVEMBER 29, 2017**
The Superintendent recommended approving the minutes from the Regular Business Meeting of October 24, 2017 and the Special Business Meeting of November 29, 2017, as submitted. A motion made by Secretary Seabron and seconded by Board Member Warren to approve the minutes from the Regular Business Meeting of October 24, 2017 and the Special Business Meeting of November 29, 2017, as submitted was unanimously approved.
- 4. SUPERINTENDENT'S REPORT**
 - Students from the Fort Sam Houston Elementary School Exemplary Choir and the Robert G. Cole Middle School Choir performed two musical selections under the direction of their respective music teachers, Mrs. Sandra Fergins and Mr. Dan Vasquez. The two songs performed by the choirs were *We Wish You A Merry Christmas* and *Jingle Bell Rock*.
 - Superintendent Siller introduced Ms. Quiana Abner, the newest member of the JBSA-Fort Sam Houston School Liaison Officer team. The three-member

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School Liaison officer team includes Ms. Abner, Nita Ford-Hightower, and LTC Cas Benavidez, Deputy Commander, 502nd Force Support Group.

- As a part of the District's annual holiday tradition, Board members received poinsettia plants and District holiday cards depicting original artwork created by Fort Sam Houston Elementary First-grader Ethan Merkley, Robert G. Cole Middle School Seventh-grader Emily Williams, and Robert G. Cole High School Freshman Chase Hafer.
- The District's current enrollment is 1,625 students, with 894 students at Fort Sam Houston Elementary School, 345 students at Robert G. Cole Middle School, and 386 students at Robert G. Cole High School. Currently, the 2018 Senior Class of Robert G. Cole High School includes 99 students.
- The "Go Public" billboard featuring Fort Sam Houston Elementary Pre-Kindergartener Tyrese Moore is currently on display in a prominent location along Austin Highway.
- The cadets of the Robert G. Cole Middle School Leadership and Character Development Corps (LCDC) earned six trophies (four First-Place and two Second-Place awards) at their first Drill Competition held on Saturday, December 2 at the Kiehle Technology Building.
- The National Association of Federally Impacted Schools (NAFIS) has been working to address the various proposals aimed at repurposing Impact Aid funding for private school vouchers. Dr. Siller and other Bexar County Superintendents have sent letters to their Congressional representatives regarding their concerns about how repurposing Impact Aid funds for vouchers would negatively impact military-connected school districts and increase the financial burden on local tax payers.
- During the first week of December, the new building construction project for the Military School Districts' Special Education Cooperative was completed, and Special Education Director Hans Palmer and his team moved into and began serving the students enrolled in the program at this new location. Once the landscaping is finished, Mr. Palmer plans to host an Open House for the families of students served at this facility.
- Superintendent Siller and Chief Financial Officer Julie Novak will attend the 2017 Annual Texas Association of Federally Impacted (TAFIS) Schools Meeting on Friday, December 8 at Randolph Field ISD.
- Calendars highlighting upcoming District events along with elementary and secondary campus reports were provided for each board member.

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5. **BOARD OF TRUSTEES' COMMENTS**

Board Member Warren thanked Fort Sam Houston Elementary School Principal Dr. Joseph Cerna for allowing the students and staff of the Fort Sam Houston Youth Programs to hold weekly practices at the elementary campus in preparation for their April 2018 production of *Shrek The Musical JR*.

Vice President White praised Dr. Cerna and the elementary staff for planning and hosting the first Rising Stars meeting of the 2017 – 2018 School Year on Thursday, November 30. President Lewis, Vice President White, and Secretary Seabron shared highlights from their visit with this year's Rising Stars cohort.

LTC Cas Benavidez, Deputy Commander, 502nd Force Support Group, provided the following updates on behalf of the Fort Sam Houston Installation leadership team:

1. Beginning on Wednesday, January 3, 2018, the Veterans Affairs' overpass bridge to the Fort Sam Houston National Cemetery will open to visitors without requiring vetting, and the Nursery Road Entry Control Point will open to motorists with appropriate installation credentials.
2. Board members and members of the audience were invited to participate in National Wreaths Across America Day, which will be held on Saturday, December 16. During this annual event, volunteers and members of the Wreaths Across America organization provide and place wreaths on individual veterans' graves in the Fort Sam Houston National Cemetery and the over 1,200 national cemetery locations throughout the U.S.

For the record and after LTC Benavidez concluded his announcements, President Lewis noted that the Board Members were still discussing Agenda Item # 5 Board of Trustees Comments. He reminded members of the audience that all comments from the public are reserved for the Public Comments portion of the meeting.

6. **PUBLIC COMMENTS**

President Lewis restated that public comments had been shared during the Board of Trustees' Comments portion of the meeting.

7. **BOARD PRESIDENT'S ANNOUNCEMENT OF BOARD MEMBERS' CONTINUING EDUCATION HOURS COMPLETED / DEFICIENT**

President Lewis reported the continuing education hours completed by all Board Members from January 1 to December 5, 2017. Each year, all five members of the Board of Trustees and the Superintendent must participate, as a group, in a three-hour teambuilding session, which is intended to enhance the team's effectiveness. Currently, four of the five Board positions are filled. Scheduling conflicts and the inability to appoint a qualified candidate to fill the vacant Board position prevented the Board Members and the Superintendent from completing a teambuilding session

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for the 2017 calendar year. For this reason, all Board Members' continuing education credit totals are deficient by three hours of the Tier Two (Teamwork) training required by the Texas Association of School Boards. This deficiency cannot be satisfied until the vacant Board position is filled by a qualified candidate. The recommendation for a qualified candidate to fill the current Board Member vacancy will be submitted for consideration by the State Board of Education at their next meeting scheduled for January 29 – February 2, 2018.

8. RESERVATIONS AND DESIGNATION OF THE GENERAL FUND BALANCE

The Superintendent recommended approving the Reservations and Designation of the General Fund Balance as presented. Chief Financial Officer Julie Novak confirmed that, at the August 24, 2017, School Board meeting, the Board of Trustees approved committing fund balances for construction and capital projects for an amount to be determine after the end of the fiscal year. Approval of this request will allow CFO Novak to set aside the necessary funds to cover the District's share of the Athletic Stadium renovation project and for other projects as needed. A motion made by Vice President White and seconded by Board Member Warren to approve the Reservations and Designation of the General Fund Balance as presented was unanimously approved.

9. ANNUAL AUDIT REPORT FROM COLEMAN, HORTON AND COMPANY, LLP FOR THE YEAR ENDING AUGUST 31, 2017

The Superintendent recommended approving the Annual Audit Report from Coleman, Horton and Company, LLP for the year ending August 31, 2017, as presented. Derek Walker, Managing Partner, Coleman, Horton and Company, LLP, presented the unqualified opinion, also known as a clean opinion, results of the District's annual audit. Mr. Walker provided copies of the audit report and the three opinion letters as well as presented a detailed explanation of each document. The report reflects that the District has "no instances of non-compliance" and qualifies as a low-risk institution. Before concluding his presentation, Mr. Walker thanked Superintendent Siller, CFO Novak, and the Central Office staff for their cooperation and timely responses to requests for information during the four-day audit. A motion made by Vice President White and seconded by Secretary Seabron to approve the Annual Audit Report from Coleman, Horton and Company, LLP for the year ending August 31, 2017, as presented was unanimously approved.

10. FINANCIAL REPORT FOR OCTOBER 2017

The Superintendent recommended approving the Financial Report for October 2017 as submitted. After a brief discussion about the possibility of a government shutdown, a motion made by Board Member Warren and seconded by Vice President White to approve the Financial Report for October 2017 as submitted was unanimously approved.

11. PURCHASE REQUEST FOR A SCHOOL BUS

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The Superintendent recommended approving the Purchase Request for a School Bus as submitted. This purchase request for a school bus is part of the District's replacement cycle process. The bus will be used for special needs students and includes seating for eighteen passengers and space for five wheelchairs. A motion made by Secretary Seabron and seconded by Vice President White to approve the Purchase Request for a School Bus as submitted was unanimously approved.

12. PURCHASE REQUEST FOR TRACK EQUIPMENT

The Superintendent recommended approving the Purchase Request for Track Equipment as submitted. As part of the athletic stadium renovation project, Athletic Director Christine Guerrero worked with reputable vendors to determine the equipment best suited to meet the needs of the District's student athletes and for the District to host athletic events. A motion made Board Member Warren and seconded by Secretary Seabron to approve the Purchase Request for Track Equipment as submitted.

13. CHANGE ORDER TO PE / ATHLETIC IMPROVEMENTS 2016 PROJECT

The Superintendent recommended approving a change order to the Construction Manager-at-Risk Agreement with Jackson Construction Company to increase the scope of work by adding renovations to the Family Living Center for the culinary arts program and authorize the Superintendent to request a Guaranteed Maximum Price proposal from Jackson Construction Company for approval by the Board. Once approved, construction of this renovation project is slated to begin on May 25, 2017. After the completion of the renovations, students will have the opportunity to earn the certification required to work in a commercial kitchen. A motion made by Board Member Warren and seconded by Vice President White to approve a change order to the Construction Manager-at-Risk Agreement with Jackson Construction Company to increase the scope of work by adding renovations to the Family Living Center for the culinary arts program and authorize the Superintendent to request a Guaranteed Maximum Price proposal from Jackson Construction Company for approval by the Board was unanimously approved.

14. BUDGET AMENDMENT NO. 2 FOR THE 2017- 2018 FISCAL YEAR

The Superintendent recommended approving the Budget Amendment No. 2 for the 2017 - 2018 Fiscal Year as submitted. This amendment to the 2017 – 2018 General Fund budget is requested to cover costs associated with the District-wide roofing repairs needed as a result of the damage caused by the hail storm that struck Bexar County in April 2016 and for facilities improvements, which include the renovations to the Cole Family Living Center for the culinary arts program, the building controls system, and the District's share of the Cole Stadium project. A motion made by Vice President White and seconded by Secretary Seabron to approve the Budget Amendment No. 2 for the 2017 - 2018 Fiscal Year as submitted was unanimously approved.

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15. CONSIDER AND TAKE POSSIBLE ACTION TO ADOPT BOARD OPERATING PROCEDURES

The Superintendent recommended adopting the Board Operating Procedures as submitted. After review, a motion made by Secretary Seabron and seconded by Board Member Warren to adopt the Board Operating Procedures as submitted was unanimously approved.

President Lewis moved the Board Meeting into Closed Session at 12:32 p.m. as authorized by the Texas Government Code Section 551.074 Personnel Matters

16. CLOSED MEETING AS AUTHORIZED BY TEXAS GOVERNMENT CODE SECTION 551.074 PERSONNEL MATTERS

A. Hiring and/or Issuing of Contracts – Action Items:

- 1. Recommendations of Probationary Contracts for Professional and Certified Classroom Teachers for 2017 - 2018**
None
- 2. Recommendation of a Probationary Contract for a Noncertified Professional for 2017-2018**
None
- 3. No Action Required on the following personnel hirings:**
Tamara Daniel, Robert G. Cole Middle and High School Special Education Paraeducator effective November 1, 2017
Bryan Salomon, Fort Sam Houston Elementary School Licensed Vocational Nurse, effective November 6, 2017
Maria Llamas, Fort Sam Houston Elementary School Special Education Paraeducator, effective November 13, 2017
Moe Rodriguez, Fort Sam Houston ISD Custodian, effective November 9, 2017

B. Personnel items – Information Only

- 1. Resignations:**
James Craig, Fort Sam Houston ISD Network Administrator, effective November 30, 2017
Maritza Damian Gonzales, Fort Sam Houston ISD Custodian, effective December 1, 2017
Kimberly Norris, Fort Sam Houston Elementary School Licensed Vocational Nurse, effective November 3, 2017
- 2. Retirements:**
None
- 3. Terminations:**
None

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4. Reassignments:

None

5. Leaves of Absence:

Laura Barnard, Fort Sam Houston Elementary School Kindergarten Teacher, FMLA leave, effective beginning November 27, 2017
Dr. Isabell Clayton, Robert G. Cole Middle and High School Principal, personal leave, effective December 13-15, 2017
Joelle Giardine, Fort Sam Houston Elementary School PEIMS / Attendance Secretary, personal leave, effective November 8, 9, 13, and 14, 2017
Debbie Kramme, Fort Sam Houston ISD Human Resources Coordinator, personal leave, effective May 29, 30, 31, and June 1, 4, 5, 6 and 7, 2018
Karen McGarity, Robert G. Cole Middle and High School PE Teacher/Coach, personal leave, effective January 2-5, 2018
Jesse Nino, Fort Sam Houston ISD Custodian, FMLA leave, effective beginning November 20, 2017
Jennifer Terry, Fort Sam Houston Elementary School First Grade Teacher, personal leave, effective November 7-9, 2017

C. Other Personnel Issues:

None

President Lewis moved the Board meeting into Open Session at 12:45 p.m.

17. ACTION ON ITEMS DISCUSSED IN CLOSED MEETING

Since no items discussed in the Closed Session required a vote, President Lewis asked for a motion to adjourn the meeting. Board Member Jeanne Warren moved to adjourn the meeting. The motion was seconded by Vice President White, and the meeting adjourned at 12:46 p.m.

The foregoing minutes were read and approved on the 18th day of January, 2017 A.D.

Dr. Eustace S. Lewis, President

ATTEST:

Deborah E. Seabron, Secretary