



SCHOOL of EXCELLENCE
in EDUCATION

Board of Directors Regular Board Meeting Minutes

Tuesday, August 29, 2017 at 6:00pm

1826 Basse Road, San Antonio, Texas 78213 (Location 2nd Floor)

1. Opening Prayer

2. Meeting Called to Order

- i. Pledge of Allegiance & School Creed
- ii. Roll Call, Establishment of Quorum

President Britton led the audience in the Pledge of Allegiance and School Creed. He then called the roll. Ms. Washington is absent, however a majority of members are present. A quorum was established. President Britton called the meeting to order.

3. Acknowledgement of Visitors to Speak

No visitors signed up to speak before the board.

4. Campus Highlights

- i. Elementary
 - i. Walker – Ms. Askew
They are still hiring teachers. They will be working close with Kelley.
 - ii. Kelley – Mrs. Martens
School has started and students and parents are adjusting. They are still hiring teachers.
- ii. Secondary – Ms. Walker
School has started off well. They are also still hiring teachers. They have had a lot of student activities to get the students excited.

5. Financial Report – Karl Knox

- i. Monthly Financial Report – Tabled
- ii. Cash Flow Report - Tabled
- iii. Investment Report - Tabled
- iv. Budget/Grant Amendments

Mr. Knox discussed the final budget amendments as presented.

- v. 2017-2018 Budget
Mr. Knox reviewed the 2017-2018 Budget as proposed. Budget is based on 624 ADA. He does not expect an increase to the fund balance at the end of the school year.



SCHOOL of EXCELLENCE
in EDUCATION

6. **Governance – Sheilda Madkins**

i. District Enrollment – Ms. Benton

Ms. Benton reviewed the presented report. Her report covered the first five days of school. As of August 25, 2017 the enrollment was at 661. The attendance average is 96.99%. We had 275 “no shows” but some have started coming back.

ii. Discuss Texas Department of Agriculture Audit & Kelley Bistro – Mr. Reyes

Mr. Reyes stated students are now using the Kelley Bistro. He showed the board pictures of the Kelley Bistro. For the second year, the cafeteria is going through a USDA audit. They will be auditing Lee Academy. An outside vendor will also be doing a desk audit. The audit will be on February 21, 2018. The food service should receive their new van on August 30. Mr. Britton suggested that the cafeteria complete a pre-audit. Mr. Knox stated Mr. Reyes had plans for ESC 20 to do a pre-audit.

iii. Discuss up-dated Wellness Policy – Ms. Butler

Ms. Butler advised that the committee met this summer to update the policy. The board members have a copy of the update. There were very few changes and positions or people that have left. Changes included moving up the day of the 5K run, the committee meeting quarterly, and that the Fitnessgram be completed.

iv. Discuss up-dated proposal for cancellation of Kelley Portable – Mr. Knox

Mr. Knox reported that because of the reduced enrollment and subsequent revenue; it seemed logical to not install the portables at Kelley. Mr. Knox advised that the vendor had originally sent in a \$27,000 invoice as a final close for the preliminary work. Mr. Knox discussed it with hem and they have reduced the invoice by \$5,100. Discussion ensued.

v. Discuss proposal of sale for part of Kelley Parking Lot – Mr. Knox

A representative for Mike White, San Antonio developer, was there to talk to the board about purchasing a portion of the parking lot across the street from Kelley Elementary. Mr. White grew up in the area and he is interested in creating more residential areas. He understands that Kelley needs to keep part of the parking lot. The board members have a proposal from Mr. White in their Board Books. Mr. White is looking at building duplex, triplex, or fourplex. Mr. Knox discussed the details of the offer letter including purchasing the property for \$175,000. The offer is for the entire lot.



SCHOOL of EXCELLENCE
in EDUCATION

- vi. Discuss Facilities throughout the District (Kelley: Café & ADA, Kelley Playground Area; Basse: Cafeteria Doors & AC, Cafeteria, Gym, & Portable Roofs; SPED AC) – Ms. Butler and Mr. Knox

Ms. Butler and Ms. Knox provided an update on facilities repairs including the Kelley Bistro, ADA ramp into the Bistro, bathrooms, cafeteria doors at Basse, and air conditioners. Mr. Knox stated that the Kelley playground area is still in discussion. They hope to use funds left over from other projects. Mr. Knox advised that the roof on the Basse cafeteria needed fixing. Representatives from R&D Roofing were present to talk about the proposed materials. Discussion ensued.

- vii. Discuss proposed changes to calendar for certain positions – Ms. Madkins

Ms. Madkins advised this has been a hard year to get started; we've lost teachers because of the low salary and we can't give them a raise. To help compensate, we want to reduce the 215 employees (principals, ICs, administrative assistants, etc.) days to 197 days.

- viii. Discuss proposal to carry over unused leave – Ms. Madkins

Ms. Madkins advised that currently if an employee does not use all of their PTO days during a school year, they can only carry over half of their PTO days to the next school year. We are asking that with pre-approval by the supervisor that employees are allow to carry over all unused days to the next year, however those extra days can't be used between August 1 and October 31 because we have to get the school year started. The time clock would be used to verify available PTO. First the supervisor would approve, the time clock would be used to verify, and Ms. Madkins would give the final approval.

- ix. Discuss proposal to add two positions to organization chart – Ms. Madkins

Ms. Madkins advised she would like to add the following two position to the organizational chart: academic advisor and adjunct teacher.

- x. Discuss the 2017-2018 Employee Compensation Schedules – Ms. Short

Ms. Short gave the board a report regarding employee compensations schedules for adjunct teacher pay.

- xi. Discuss 2017-2018 Critical Instructional Positions Incentive Criteria/Schedule - Ms. Madkins and Ms. Johnson - This item was tabled.

- xii. Discuss 2016-2017 Accountability Ratings - Ms. Madkins

SEE as a district has met standards, as well as Walker Elementary, Saenz Junior High and Lee Academy. SEE passed every index. Lee Academy received three distinctions: Student



SCHOOL of EXCELLENCE
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Progress, Closing the Gap, and Post-secondary Readiness. Saenz received a gold star for Student Progress and Walker received a gold star for Improvement in Science. Our theme for the year is that all of the adults have to grow so that our students can grow. This year the commissioner allowed the students that “approached” the standard was considered to be passing. Principals are still interview.

For the 2017-2018 school year, districts and campuses will receive a letter grade, i.e. A, B, C, D, and F.

7. Closed Session

- i. Discuss Employee Concerns Pursuant to Section 551.074 of the Texas Government Code. President Britton moved the board into closed session at 8:21 p.m.

8. Reconvene Open Session

President Britton reconvened the open session at 8:47 p.m. President Britton advised that no action was taken in the Closed Session.

9. Consideration of Action Items

- i. Consideration to approve the up-dated Wellness Policy
Dr. Gooding moved to approve the revised Wellness Policy as presented. Mr. Britton seconded the motion. A vote was called. The motion passed.
- ii. Consideration to Approve 2017-2018 Employee Compensation Schedules for Exempt and Non-Exempt Employees
Dr. Gooding moved to approve the presented 2017-2018 Teacher Scale. A vote was called. The motion passed.
- iii. Consideration to Approve 2017-2018 Critical Instructional Positions Incentive Criteria/Schedule
This item was tabled.
- iv. Consideration to Approve the change in calendar days for certain positions
Dr. Gooding moved to approve the change in required calendar days for current 215 employees to 197. A vote was called. The motion passed.
- v. Consideration to Approve carry-over of leave with prior permission/criteria
Dr. Gooding moved to approve carry-over of leave when meeting mission critical requirements and appropriate criteria. A vote was called. The motion passed.
- vi. Consideration to Take Possible Actions regarding Employee Concerns
This item was tabled.



SCHOOL of EXCELLENCE
in EDUCATION

- vii. Consideration to Approve Cancelling Portable Building at Kelley and Resulting Fees
Dr. Gooding moved to accept the Kelley portable building cancellation fee in the amount of \$22,351.39. A vote was called. The motion carried.
- viii. Consideration to Approve the Investment Report
This item was tabled.
- ix. Consideration to Approve Budget Amendment
Dr. Gooding moved to approve the budget amendment as presented. A vote was called. The motion passed.
- x. Consideration to Approve the 2017 2018 Budget
Dr. Gooding moved to approve the 2017-2018 budget as presented. A vote was called. The motion passed.
- xi. Consideration to Approve the addition of the Academic Advisor and Adjunct Teacher positions
Dr. Gooding moved to approve the addition of the following positions: Academic Advisor and Adjunct Teacher. A vote was called. The motion passed.
- xii. Consideration to approve sale of part of Kelley Parking Lot
This item was tabled.

10. Consideration/Approval of Consent Items

11. Adjournment and Closing Prayer

President Britton closed the meeting at 9:20 p.m.
