



SCHOOL of EXCELLENCE  
in EDUCATION

**Board of Directors Regular Meeting**  
**Tuesday, February 26, 2013 at 6:00pm**  
1826 Basse Road, San Antonio, Texas 78213  
(Location 2<sup>nd</sup> Floor)

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**MINUTES**

**1. OPENING PRAYER**

A. Board President called meeting to order at 6:15 and opened in prayer.

**2. MEETING CALLED TO ORDER**

A. Pledge of Allegiance & “Our Creed”

i. Board led group with the Pledge of Allegiance and the SEE Creed.

B. Roll Call, Establishment of Quorum

i. Board President called roll, members present were Mr. Martinez, Mrs. Washington, Mr. Phillips, Dr. Gooding, and Board President (Mr. Britton) present. Joining the Board was Superintendent, Dr. Kenneth Matthews.

The following were also in attendance:

- |                   |                         |
|-------------------|-------------------------|
| 1. Lori Hayward   |                         |
| 2. Dana Duncan    | 11. A. Short            |
| 3. Louis Cisnero  | 12. Jesse Castillo, Jr. |
| 4. Alma Garza     | 13. Hector Frausto      |
| 5. Eric Rodriguez | 14. Sheilda Madkins     |
| 6. Angel E. Perez | 15. Karl E. Knox        |
| 7. Debbie Benton  | 16. Deborah Maurer      |
| 8. Robert Lara    | 17. Cristen Darden      |
| 9. T. Sample      | 18. Emily Gaston        |
| 10. E. Davis      | 19. Darcelle McDougald  |

**3. ACKNOWLEDGE OF VISITORS TO BE HEARD**

A. Board President called for visitors that had signed up to make comments. Board President did read off commenting guidelines before visitor spoke.

- i. Ms. Alma Garza asked that when the board discussed 5 Section B reminded that the core of SEE begins and sustains at the elementary level.
- ii. No other visitors to speak

**4. CLOSED SESSION**

A. Board President called to go into closed session at 6:21pm in accordance with the Texas Open Meetings Act, Texas Government Code sections:

- i. Pursuant to section 551.071 of the Texas Government Code, attorney consultation regarding legal issues pertaining to the Legal Framework Policies for Special Education
- ii. Pursuant to Texas Government Code sections 551.074, deliberation regarding a proposed reduction in force of at-will employee(s)



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**5. RECONVENED**

- A.** Board opened back into open session at 8:20pm.

**6. FINANCIAL REPORT – Mr. Knox**

**A.** Monthly Financial Report

- i. Total General Fund Revenue \$996,967
- ii. District Revenue Totals \$1,162,000
- iii. General Fund Expenditures \$1,012,000
- iv. District Totals Expenditures (rounded) \$1,160,000
- v. Increase (Decrease) to Fund Balance Before Depreciation \$3,200
  1. District flipped positive
- vi. After Depreciation is negative \$33,000
- vii. Still run Year-to-Date, Before Depreciation negative \$255,000
  1. After Depreciation negative \$456,000
  2. As the district remove through the remainder of the year he hopes to end in the positive by the end of the fiscal year
    - a. Board President asked what the positive would be, which Mr. Knox projected \$77,000 to \$450,000

**B.** Cash Flow Report

- i. Total Receipts \$1,243,000
- ii. Total Deposits \$1,243,000
- iii. Total Expenditures \$1,218,000
- iv. Net Change in Cash \$217,000
- v. Beginning Cash Balance in Bank \$809,000
- vi. Total 'Other Accounts' Balances \$706,000
- vii. Total Cash & Investments Available \$1,377,000

**C.** 2012-2013 Budget Amendment

- i. No amendments this month, but Mr. Knox stated he would bring amendments next month, which should give the board a better overview of where the district is at.

**D.** Investment Policy Report for the Fourth Quarter Fiscal Year 2012

- i. Mr. Knox explained he was reporting on the Money Market Account, which is the district's only investment account.
- ii. Total earnings for the quarter was \$12.33

**E.** Investment Policy Report for the First Quarter Fiscal Year 2013

- i. Total earnings for the quarter was \$9.89

**7. GOVERNANCE – Dr. Matthews**

**A.** Discussion and deliberation regarding Staffing Action Plan by Texas Association of School Business Officials (TASBO)

- i. Dr. Matthews noted that Mrs. Estrada could not attend the meeting. If the board had any other questions regarding the workshop on Saturday, then they could move on. The board agreed they had no questions, and Board Secretary noted that it was a very good workshop and thanked Mrs. Estrada and Mr. Knox for a great presentation.



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**B. District Enrollment/Attendance Report**

- i. Ms. Benton reported on the period January 17<sup>th</sup> through February 6<sup>th</sup>. Within the 30 days, the Walker had the highest ADA during the period, and Hawkins had the lowest.
- ii. The overall ADA has improved maybe due to low amount of illnesses.
- iii. The district dropped by 17 students from the period before. Also, the district has lost 36 students since the first week of February
- iv. Mr. Martinez asked the ADA total today, which Ms. Benton noted was 14.65% today.
  1. Ms. Benton explained they are not enrolling as rapidly.
  2. Board Secretary asked the reason for withdrawal, which were moving and relocating, not happy with the school, and other reasons.
- v. Dr. Matthews asked where the highest amount is, which Ms. Benton noted were elementary and secondary for this period (Kelley 15, and High School 15)
- vi. ADA for the period is 95.5% so it has come up, but Board Secretary noted it needed to improve.
  1. Dr. Matthews noted that incentives have been encouraged at the campuses. Also, let the board know that PTO meetings are held once a month
- vii. Mr. Martinez did note that we do need to stay positive as the enrollment is 96%. The kids are coming to school and the budget was prepared at a less ADA than what we are receiving, which Board Secretary agreed to stay positive.

**C. Discussion and deliberation regarding the new fleet for the Transportation Department**

- i. Dr. Matthews explained that a budget was put together to purchase three buses with \$275,000. One bus has been purchased at around \$48,000
  1. Dr. Matthews noted that he checked with Dr. Mackey on when they reported to the board the district's spending. Board President had asked when the Superintendent should report back to the board on spending. Though there is a \$50,000 threshold by the state, SEE board has allotted \$25,000. Dr. Matthews shared that after speaking with Dr. Mackey he sends out a memo on a Friday that addresses all expenses starting at \$25,000 up to \$50,000.
    - a. The purchases layout the cost of every item purchased in that range, which Dr. Matthews noted he could do if the Board wanted anything from \$5-25,000.
  2. Mr. Martinez explained that the board needs to know what the district is spending, giving an example of the purchases of buses approved to buy three, but buy a larger number for a better cost. He agreed with Dr. Matthews, but the Board should be informed of large expenses.
  3. Dr. Matthews wanted to put on the next board meeting on when to inform the board of purchases that have been approved by the board. He wanted to know at what point the district has made a purchase.
    - a. Board Secretary noted that it's okay to tell her during the board meeting; however, Mr. Martinez noted that it would not be good to make a different purchase than what the usually agreement was.
  4. Board Secretary noted to send the e-mails on Fridays because the board had already voted to approve
  5. Mr. Martinez added that it's better to let the Board know what is going on so that as Superintendent he is not criticized.



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- ii. Mr. Richards presented that \$275,000 was not a realistic number to use, and based on the proposal of the Baystone Financial Group would be a better choice.
  1. Dr. Matthews explained that \$43,360 would be the only amount spent for this year based on the purchase of seven buses.
  2. For the next four years at 4.050% rate the district would spend \$107,633.95 each year and by the end the district will have seven buses.
  3. The district will be able to recoup those funds after salvaging the old buses.
- iii. Board President wanted to know what Mr. Richards was asking for tonight, which he asked the board to approve the proposal for seven buses. He noted they were in good condition and AC.
  1. Mr. Richards would go out of town to meet with the company in Oklahoma to meet with the gentleman and look at the buses.
- iv. Mr. Martinez asked if we could deal with fewer buses. Mr. Richards explained that the buses are in bad shape. His concern is when a bus breaks down with children in it.
  1. The problem is the timeframe we have with the ages of the bus is too far behind, and close the gap with the condition of the buses.
- v. Dr. Matthews asked Mr. Richards to address the advertising part of the purchase. Mr. Richards explained that they would be using the buses by putting banners to advertise SEE.
- vi. Board Secretary asked if he would be checking if the buses are in good shape since they are coming from Oklahoma, which Mr. Richards confirmed he would and he would not make the purchase for any bus.
- vii. Dr. Matthews added that another piece to this is getting a handicap bus because there is a student that is being transported by their parent for now. However, we soon need to have a bus on hand if a parent request that need.
  1. Mr. Martinez advised that you can pay the parent to transport the student if that issue arises.
- viii. Mr. Martinez asked if we can do with less number of buses given the monster change the district was under.
  1. Board Vice President asked the number of routes, which Mr. Richards noted we have 14 routes in the morning, 17 routes in the afternoon, and there are a total of 22 buses.
- ix. Board President closed conversation and asked the board to vote at the time the item was presented.

**D. Discussion of the Legal Framework Policies for Special Education**

- i. Mr. Castillo let the board know Special Education would be submitting the Legal Framework Policy for the charter school and updating it from the past six years so that they can be in compliance with TEA guidelines and policies.

**E. Discussion of the changes to Automobile Mileage and Lodging Reimbursement Rates**

- i. Board agreed to table until a later date

**8. CONSIDERATION OF ACTION ITEMS**

- A. Consideration and take possible action to approve the Investment Policy Report for the Fourth Quarter Fiscal Year 2012**



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- i. Mrs. Washington moved that the board approve the Fourth Quarter Fiscal Year 2012. Second by Mr. Phillips. Board President called for a vote, and all Ayes. No opposes. Motion approved.
- B.** Consideration and take possible action to approve the Investment Policy Report for the First Quarter Fiscal Year 2013
  - i. Mrs. Washington moved that the board approve Investment Policy Report for the First Quarter Fiscal Year 2013. Second by Dr. Gooding. Board President called for a vote, and all Ayes. No opposes. Motion approved.
- C.** Consideration and take possible action to approve a reduction in force of at-will employees
  - i. Mrs. Washington moved that the board approve the reduction in force of a plan as discussed in close session. Second by Mr. Phillips. Board President called for a vote, and all Ayes. No opposes. Motion approved.
- D.** Consideration and take possible action to approve the new fleet for the Transportation Department
  - i. Mrs. Washington made a motion to approve the new seven buses for the Transportation Department with seven at a cost of down payment of \$\$43,360, with four payment year at an annual payment of \$107,633.95, at the interest rate of 4.050%. No one second the motion.
  - ii. Motion was not approved and Board President tabled the motion. Board President decent with the motion.
- E.** Consideration and take possible action to approve the Legal Framework Policies for Special Education
  - i. Mrs. Washington moved to approve the Legal Framework Policies for Special Ed. with the Superintendent will investigate to see which students need the framework and report back to the board. Second by Dr. Gooding. Board President called for a vote, and all Ayes. No opposes. Motion approved.
- F.** Consideration and take possible action to approve the Change to Automobile Mileage and Lodging Reimbursement Rates.
  - i. Item was tabled.

## **9. CONSIDERATION/APPROVAL OF CONSENT ITEMS**

- A.** Consideration and take possible action to approve the minutes for December 11, 2012 Regular District Board Meeting
- B.** Consideration and take possible action to approve the minutes for January 22, 2013 Regular District Board Meeting
  - i. Mrs. Washington moved to approve the December 11, 2012 Regular District Board Meeting and the January 22, 2013 Regular District Board Meeting. Board President called for a vote, and all Ayes. No opposes. Motion approved.
- C.** Consideration and take possible action to approve the Module 600: Human Resources 2012 Charter Board Policy



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- i. Mrs. Washington moved to approve the Module 600: Human Resources 2012 Charter Board Policy. Board President called for a vote, and all Ayes. No opposes. Motion approved.

**D.** Consideration and take possible action to approve the Module 400: Students 2012 Charter Board Policy

- i. Tabled.

**10. ACKNOWLEDGE OF VISITORS TO BE HEARD**

- A.** Board President asked if there were any further comments for the evening and there were none.

**11. CLOSING PRAYER AND ADJOURNMENT**

- A.** Board President called the board meeting to a close at 9:19pm and the Board Secretary gave the closing prayer.

Respectfully Submitted,

Darcelle McDougald  
Executive Administrative Assistant  
Tuesday, March 26, 2013

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Recommendation of Administration: It is the recommendation of the administration for the Board of Trustees to approve the minutes for February 26, 2013 Regular District Board Meeting.

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Dr. Kenneth Matthews, Superintendent

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Patrick Britton, President

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Dr. Yasan Gooding, Vice President

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LaVergie Washington, Secretary

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Joe H. Martinez, Board of Director

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Lee Phillips, Board of Director