



SCHOOL of EXCELLENCE  
in EDUCATION

**Board of Directors Regular Meeting**  
**Tuesday, January 21, 2014 at 6:00pm**  
1826 Basse Road, San Antonio, Texas 78213 (Location 2<sup>nd</sup> Floor)

---

**MINUTES**

**1. OPENING PRAYER**

A. Board member, Mr. Phillips, opened in prayer.

**2. MEETING CALLED TO ORDER**

A. Pledge of Allegiance & "Our Creed" – Students from Dr. James L. Burch Intermediate

B. Roll Call, Establishment of Quorum

- i. Board President opened at 6:11pm and called role. In attendance were Mr. Phillips, Mr. Martinez, Dr. Gooding, Mrs. Washington (arrived late at 7:10pm), and Superintendent, Dr. Matthews.

The following were also in attendance:

- |                     |                               |
|---------------------|-------------------------------|
| 1. Luis Fardkloc    |                               |
| 2. Edvon Dran       |                               |
| 3. Celia Acklin     |                               |
| 4. Debbie Benton    |                               |
| 5. Deborah Maurer   |                               |
| 6. Laura Neitzel    |                               |
| 7. Laura Carrizales |                               |
| 8. Teresa Johnson   |                               |
| 9. David Borrer     |                               |
|                     | 10. Cristen Darden            |
|                     | 11. April Short               |
|                     | 12. Jerams uavver             |
|                     | 13. Hortense and Reuben Cantu |
|                     | 14. Angel Perez               |
|                     | 15. K.E. Knox                 |
|                     | 16. Franchot Richards         |
|                     | 17. Lois Butler               |

**3. CAMPUS HIGHLIGHTS**

A. Secondary - (Saenz JH/Hawkins HS/Lee Academy)

- i. Dr. Borrer announced their preparations with all three campuses of the STAAR test that will begin in March. Also, have several teachers will be attending training in Dallas for the first part of February to help them get a better understanding and training for the STEM Program.
- ii. Sports are starting back up to include soccer (boys and girls), finishing basketball, baseball, and track will be starting up.
- iii. Board President asked the percentage of those students need assistance in test preparation, which Dr. Borrer noted it would be a high percentage (not sure of the total due to just closing the six weeks) based on the Benchmark test that they had earlier. They have a couple of months left to provide some intense preparation to help them.
  1. Board President asked if the help was mandatory, which Dr. Matthews explained the tutorial services and assistance for the test preparation will be a mandatory session for those students that did not perform well during the Benchmark testing. Dr. Borrer noted they will be reaching out to parents through the teachers making contact and letting them know about the sessions.



SCHOOL of EXCELLENCE  
in EDUCATION

- B. Elementary & Intermediate - (Kelley Elementary/Copeland Elementary/Walker Intermediate/Burch Intermediate)**
- i. Elementary presented by Principal Perez who explained the afterschool tutoring on Tuesdays and Thursdays, and interventions during the day.
  - ii. Thanked Nurse Maurer for partnering with UTSA ophthalmology students who will be coming in to assist with vision tests.
  - iii. UIL Academic Competition will begin February 8<sup>th</sup> (Elementary) and 22<sup>nd</sup> (Intermediate).
  - iv. Meeting with Five Star giving them ideas on areas to work on, and developments that will help teachers in the classroom. Also, Reasoning Minds are helping students with Algebraic thinking.
  - v. Burch went to a STEM Conference where 10 students attended.
  - vi. Mr. Phillips asked in what areas Mr. Perez felt the students needed more assistance in academically, which Mr. Perez noted Math. He explained that with the multiple steps, instead of one, the students are having to learn what information to take out and use to solve the problems, and check for understanding.
    1. Mr. Phillips asked about Science and History, and Mr. Perez explained that they had noticed a trend that the materials that are covered in 3<sup>rd</sup> Grade to 5<sup>th</sup> Grade and they were not seeing it in 4<sup>th</sup> Grade, and being tested in 5<sup>th</sup> Grade. They brought in a system that will be consistent by bringing in assistance to help fill in that gap.

#### 4. GOVERNANCE

- A. Discussion of the facility assessments presented by Dillard Architect Group – Mr. Porter Dillard**
- i. Board President moved item from Governance up to discuss the facility report.
  - ii. Mr. Dillard explained that their company was contacted back in October. They put together a report that can be used for budget for the building funds that can be used now or in the future. They equipped a team, which consisted of architects and engineer professionals who assisted in in the assessment of all the buildings at SEE.
  - iii. The criteria consisted of the following key elements:
    1. Healthy and Safety – existing health hazards or safety issues
    2. Facility Integrity – concerns with existing break or opening in the facility, weather or environmental conditions that could cause issues with the building like the roof
    3. Building Code – addressing up-grade/updates
  - iv. All areas were prioritized from 1 – 5 based on what was high priority to low. They found
  - v. The team did discuss areas that they found in the assessment with all SEE owned properties, which included Basse Road Main Campus, Burch Intermediate, and Kelley Elementary.
  - vi. Mr. Dillard noted that a number of things can be addressed by redirecting some of the maintenance personnel and their methodology.
    1. Many of the areas identified will need further analysis, but this is a general highlight of what areas need to be addressed, and for budgetary purposes. You have an idea of what you should be shopping for when looking to address some of the areas.
  - vii. Dr. Matthews asked to meet with Mr. Dillard again for further conversation in assisting them moving forward in order to take more advice with him.



SCHOOL of EXCELLENCE  
in EDUCATION

1. He would like to meet with him once a month, and later at the end of the school year he will present a plan to the board of what can be done.
  2. Some of these things will have to be done during the summer time, and others can start in the 2014-15 school year.
- viii. Board President brought up a question on how qualified is the maintenance staff? Dr. Matthews suggested that someone be brought in that is more knowledgeable. However, Board President wanted to know how qualified they needed to do perform certain task.
1. Mr. Dillard team member noted that there is one individual that is qualified, but overall he was not impressed overall. The gentleman at Burch campus would be the person to utilize. There is too much time spent on janitorial services that the maintenance staff has to address, but not enough on facility services.
  2. Board President noted that there are areas that are unacceptable. He let Dr. Matthews know that the non-financial items need to be done as soon as possible.
- ix. Board Vice President asked for assistance on information that will help find the right people to bring into the district. Dr. Matthews confirmed they could, and explained that Mr. Dillard noted to train in-house to build people up.
1. Board President noted that if SEE does not have qualified personnel to perform certain work, then at least one needs to be hired.

## 5. ACKNOWLEDGEMENT OF VISITORS TO BE HEARD

- A. No visitors to be heard.

## 6. FINANCIAL REPORT

### A. Monthly Financial Report – Ending December 2013

- i. General Fund - \$1.98 million
- ii. Total Expenditure \$1.05 million
- iii. Before Depreciation (-6,800)
- iv. Depreciation \$37,000
- v. After Depreciation (-\$44,000)

### B. Cash Flow Report – Ending December 2013

- i. Total Deposits \$951,000
- ii. Withdrawals \$1.88 million
- iii. Net Change for the Month (\$61,000)
- iv. Beginning Cash \$1.5 million
- v. Ending Cash \$1.4 million
- vi. Total Cash for the Month \$2.3 million

### C. Budget Amendment

- i. On the first amendment item that Mr. Knox requested was to recognize the loss in funding due to the decrease of enrollment from the beginning of the school year through November.
- ii. Several line items were the corresponding decrease in expenditures that was related to enrollment.



SCHOOL of EXCELLENCE  
in EDUCATION

- iii. The next item was the re-allocation of the budget for the Professional Service Provider (PSP), Dr. Cantu, who is assisting Saenz and Hawkins due to their low performance rating.
- iv. The last item was for the Robotics Program.
  - v. Board President wanted to know the amount the district was off, which Mr. Knox noted \$172,000 based on the original budget that was approved (\$11.536 million).
  - vi. Mr. Martinez wanted to know if the budget amendments (including figures) were part of the minutes that are kept on file, which Dr. Matthews confirmed they were.
  - vii. Mr. Martinez asked if anything that the board votes on, they should be a part of the minutes. Mr. Knox noted that the numbers and the amounts are listed in the type minutes by Mrs. McDougald.
    1. Mr. Martinez noted that if anyone were to pick up the minutes, do they have the backup information to support the information.
    2. Mr. Phillips noted that a copy of the board approved document should be attached together with the minutes.
    3. Board President noted the recommendation of Mr. Martinez to attach board approved documents to the minutes.

## 7. GOVERNANCE

### A. Discussion of the 2012-2013 Preliminary Audit Report – Mr. Knox & Garza/Gonzalez Associates

- i. Dr. Matthews requested to table the item until next board meeting.
- ii. Mr. Knox explained that there were some complications they were working through with the adjustments in the system. The TxEIS software makes automatic entries that they have to go back and reverse so not too cause errors.
  1. Upon speaking with Region 20 about the system's postings, they did confirm that the error should not be occurring and planned to fix the issue.
- iii. Mr. Martinez noted that in his opinion he needed more assistance, which Mr. Knox disagreed. However, it's causing an issue with the Finance Dept., which the operation of the district depends on.
- iv. Dr. Matthews agreed and noted that Mr. Knox needed assistance with reconciliation, and they hired a temp to assist with the areas of concern.
- v. Board Vice President asked if it's during this particular time of reconciliation where additional help is needed.
- vi. Mr. Martinez noted that he is uptight over finance, last year we went over \$1 million beyond what they should have. He explained that when he asked to discuss the concerns it was put off until June, which is not the time to discuss it.
  1. Dr. Matthews noted that Mr. Martinez will be happy with the audit given that Mr. Know told him the district was on the plus side of \$265, 000.
  2. However, Mr. Martinez stated that they shouldn't be if the budget is being amended properly. If you budgeted \$265,000 and you made cuts, then you should not have so much money left.
  3. Board Vice President and Board Secretary noted that the budget is a forecast and there are times it will be negative or a plus.



SCHOOL of EXCELLENCE  
in EDUCATION

4. Board President asked were we wrong in how the district budgeted if they are in the plus. Mr. Martinez stated they were not wrong, but lacked in where they budgeted.
- vii. Mr. Knox explained that they have under spent and allowed money to go to Fund Balance to increase the Fund Balance
  1. Dr. Matthews asked for clarification that if they have a major amount left over, they should be amending the budget to utilize the expenses.
- viii. Mr. Phillips noted that in his experience they had to spend the set amount that was allocated to make sure that it addressed student needs.
  1. He is concerned with finance because it reflects everything. A penny over or a penny under is just as bad. Look at your budget periodically to address the needs of the students and staffing.
  2. You spend the funds so that you can equitably get the staff you need and keep the staff you have to be competitive with other districts.
  3. The budget and finance is our foundation. He thanked Mr. Knox for his service; however, they need to find ways to keep staff because all are under paid.
- ix. Dr. Matthews agreed and stated that if we don't keep our best players, then they are going to have to spend from the budget. When you let people walk out the door, by bringing another person in you are going to spend more money to get them where they need to be.
  1. To keep that institutional knowledge we have to keep the same people. Personnel at SEE will not complain about money because they know the work has to be done, but they are over worked for what they are being paid.
- x. Mr. Knox addressed Mr. Phillips made a point that has clarified some things in what Mr. Martinez was saying. If we are projecting a certain amount a year (\$1 million), then you should only budget a portion (\$900,000), which meets the needs of the student. The additional amount left stays in Fund Balance.
  1. If you have a zero balance budget, then you will not know if you saved at the end of the year.
  2. Mr. Martinez disagreed and explained that we should not depend on the number that we estimated, but use a smaller percentage.
    - a. However, Board President noted that they did use a lesser number, which the board discussed. The district has lost students.
- xi. Mr. Knox asked for Mr. Martinez and Mr. Phillips to be a part of the process in how the budget should be worked on for the upcoming school year.
  1. Board Secretary noted that it has to be updated information, and not going back in the past.
- xii. Board President asked Mr. Knox to take a break (a day or so) and come back to it with a fresh set of eyes. Board Vice President and Board Secretary agreed noting Mr. Knox is tiring himself out.
  1. Board President noted that the auditors believe we should have more money. He asked Mr. Knox to come back to it later especially if the board needs to have a special board meeting if necessary.
  2. In the end, the board needs to end the discussion and come back to it for discussion.
- xiii. Mr. Knox thanked Board President, but he would like to take another shot at it to fix the issue.



SCHOOL of EXCELLENCE  
in EDUCATION

**B. District Enrollment/Attendance Report**

- i. Ms. Benton noted they were looking at the current enrollment up to January 15, 2014.
- ii. Attendance percentage shows Walker with the highest and Hawkins with the lowest percentage rate.
- iii. The current student enrolled 1365.
- iv. The enrollment decline has been dropping since September 2013, which the Board Secretary stated her concern and hoped the rate would go up from 95% to at least 97%.
  1. Dr. Matthews noted that the goal was 96%, but Ms. Benton stated that at least if it was at 97% it would provide more money to the district.
  2. Dr. Matthews noted that what they have asked the campuses to do was to provide incentives.
  3. Board President asked if they tried the other things that were discussed, which Dr. Matthews noted that they are working on the grant with Wal-Mart, which Ms. Johnson confirmed that she will be submitting the application February 1<sup>st</sup>.
  4. Dr. Matthews noted that the district will receive funding for the school year. The manager they spoke with will adopt SEE.
  5. Board President asked if they have anything right now for students like at the high school, which Principal Borrer confirmed they do not. The hope is to gain sources like Wal-Mart incentives. For now they have looked at having dances, but they have had to stop due to issues.
    - a. Board President asked if anything is going on at elementary, which Ms. Johnson noted that Kelley gives ice cream. Mr. Perez noted they do the same and award ceremonies along with other incentives.
    - b. Board Secretary noted she spoke to Antonio Daniels who is an Ex-Spurs player who she asked to speak to SEE boys. He noted that he is willing to come out and help, and asked to visit his website and pull up dates he is available. Hopefully, they can do lunch with Mr. Daniels.
    - c. Dr. Matthews noted they have developed a committee that is going out to different foundations, which they are working on. They are developing a plan to give them when asking for funds.
    - d. Board President stated that a bike cost \$100 and tablet cost \$100, which Dr. Matthews noted he knows where he was going to donate money to get the items (i.e. teachers, staff, etc.).
    - e. Board Secretary noted that every board member donate funds.
    - f. Mr. Martinez and Mr. Phillips noted that the school could sell Spurs ticket and get free tickets.
    - g. Board President noted that gathering committees takes too long, we are still losing students. This is an epidemic across the nation because kids want to do other things. If we are not getting our kids to school, then we are not making any money. We must get them to school!
  6. Dr. Matthews noted that sometimes there is a dis-connect because the faculty is so focused on academics.
    - a. Board President understood given that he has three people (children) that are teachers. However, we have to figure out a way to bring the students in.



SCHOOL of EXCELLENCE  
in EDUCATION

- b. Principal Perez noted that maybe we need to look at this at a different angle. Some parents do not feel like bringing them, so there is another concern.
  - i. Board President noted that charter schools have a challenge with the different areas of town where our students are located.
- c. Board Secretary noted that if the parents don't get up, then we have to get a car and go get them, which is the paradigm. Once you get them, then you have to provide something that motivates them (one is computers).
- v. Ms. Benton noted there were 22 withdrawals, but we have enrolled or re-enrolled students because it fluctuates up and down.
  - 1. The top reason for withdrawals was for relocation, and the second is for discipline.
  - 2. Dr. Matthews asked Ms. Benton to add the mobility ratio, which would have the board understand what the district is dealing with. This will show the going and coming of students. Board Vice President agreed.
- vi. Mr. Martinez noted that charter schools are supposed to be providing better education; however, in our case you may be open enrollment and you don't have to accept certain students. You have to stand up.
- vii. Dr. Matthews explained that they have gone back and forth with this concern. The example given earlier of a kid who missed 32 days, they asked the parent to bring documentation as to why the student missed so many days.
  - 1. To open the doors for all, we really cannot do because of certain issues the child has. We don't have some of the necessary resources at times to help certain students. However, if a parent writes to TEA, then we have to provide certain personnel for cases that we must provide service to.
  - 2. It's different dynamics that the faculty has to deal with when it comes to certain students that apply. To deny a student is unlawful.
  - 3. Ms. Benton noted that with students as the child with multiple days could affect the district and TEA will be back on the district.

C. Discussion of the 2012-2013 Texas Academic Performance Reports

- i. Mrs. Madkins noted she had spoken to the board earlier this school year; however, with this report TEA did note that the academic report must be presented to the board. The old report name was *Academic Excellence Indicator System (AEIS)*, and it has changed to *Texas Academic Performance Report*. It is some of the same information; however, it doesn't include financial piece.
- ii. Mrs. Madkins asked the board to look at the District and State column. Looking at the State column SEE is right along the same line except for Math scores (3<sup>rd</sup> – 6<sup>th</sup> Grade); however, they are not that far off.
- iii. Board Secretary asked what can be done to assist with Math, which Mrs. Madkins noted the campuses have things planned with afterschool tutoring, and buses are provided for transportation. Mrs. Madkins noted that the elementary and intermediate campuses have started, and they are doing in school and after school tutoring programs.
- iv. They did give us phased courses, and they did do well in certain areas except for Math.
  - 1. Science and Social Studies were also poor areas.
- v. TEA looked at the advanced scores to see who did well as well as who went above. The State scores (as a whole) are not doing well, and it questions how anyone can do well.



SCHOOL of EXCELLENCE  
in EDUCATION

- vi. Academic Performance last year: Attendance 96.8%, Dropout 0%, Graduation was about 80%, ACT tests and SAT tests they had all students participate (SAT was about 1240, which was 200 points lower than other ISD students).
- vii. Mr. Phillips asked if the high students get waivers, which Mrs. Madkins confirmed they do. However, the problem is the students pick a testing location close to their area (which they encourage), but they still do not go.
  - 1. Board Secretary and Board Vice President agreed it may be better to have them schedule at one location and have SEE pick the students up and take them.
- viii. Overall, the district did very well and met standards.

**D. Discussion of the contract with M&A Technology to purchase up to 70 Lenovo Think Center Edge Computers for Burch Intermediate and Saenz Junior High**

- i. Ms. Johnson explained that there are grant funds available to purchase computers. Ms. Butler put out an RFQ to receive bids, and M& A Technology won the bid.
- ii. They want to buy 70 of the Lenovo computers and 60 computers will go to Burch for their classrooms (to replace broken and outdated), and 10 go to Saenz for the Science lab and replace broken and outdated. They are all for the students and not teachers.
- iii. Board Secretary asked what they do with the old computers, which Dr. Matthews explained that Ms. Butler will take them for auction.
  - 1. Ms. Butler explained that the metal is sold by the pound and destroy the hard drive. Also, they tried donating older computers but the gentlemen did not want them because the older models have parts that are difficult to find.
- iv. Board Vice President asked why they went with desktops, instead of laptops. Ms. Johnson and Ms. Butler noted they are cheaper and laptops can be taken easily.

**E. Discussion of the amended School of Excellence in Education Bylaws – Dr. Matthews**

- i. Dr. Matthews reminded the board of the bylaws that were revised by the attorneys. Any changes requested by the board can be noted and sent back to the attorneys.
- ii. Board members had no questions or revisions.

**F. Discussion of the Transportation Department's new mileage system – Mr. Richards**

- i. Dr. Matthews explained they cut down routes from 21 to 16. However, after doing so they were told to go further in depth. Cut down by routes so you do not spend funds on gas and also ensuring the system for getting gas they are not misusing the funds.
- ii. Mr. Richards explained that drivers have an automated book that they are able to make necessary adjustments that go into the system that can be pulled up for each driver.
- iii. Mr. Phillips asked based on the changes, does this make them more efficient. Mr. Richards confirmed it does.
  - 1. Mr. Richards explained there is more to transportation than the drivers. People like Mr. Maes who checks the fluid in all the buses three times a week. This way it's not left up to 15 drivers and someone forgets.
  - 2. Mr. McKenzie handles minor bus repairs.
  - 3. Ms. Rodriguez, Ms. Brinkley, Ms. Velasquez to assist him in the office for data processing skills. This is about 2-3 hours a day to improve operations.
- iv. Mr. Richards noted that they have some seasoned drivers; however, those that are computer challenged they have individuals that are working with them.





SCHOOL of EXCELLENCE  
in EDUCATION

1. He did have a meeting and one particular meeting they did emphasis that they would assist them with computer entries.
- v. Mr. Richards went over the forms that are in a hard copy and electronic copy that the drivers input their information that goes over their total miles for the day.
- vi. Dr. Matthews asked how the numbers were generated in the past at the end of the year.
  1. Mr. Richards explained there are two reports due at the end of the year, which are the *State Funded Report* and the *Operation Report*. The State report only needs the route miles that the state refunds for only transporting kids. They assigned mileage to the route who submitted the paperwork to him.
  2. The Operation is all mileage.
  3. The new setup that they have does help with completing the routes.
- vii. Board Vice President noted that hopefully in the future they can develop in the system where it tells them when a bus needs maintenance and other services, which Mr. Richards agreed with as well.
- viii. Mr. Richards went over the *Fleet Form* that goes over the use of oil, fluids, fuel, etc. This way they can note where one bus may need to be looked at if there are any issues with the maintenance.
- ix. *Driver Roster* it has all the names of the students and contact information for parents, which is a cheat sheet for the driver. If a parent is not at the pickup location, then drivers can use the form to make contact.
- x. *Driver's Profile* where they need to know the two key items, which are the *Health Card Exp. Date* and the *Region 20 Certification Exp. Date*.
- xi. *Vehicle Repair History* there is one for each bus that goes over the labor and work that was done on that particular bus, including the cost.
  1. Mr. Phillips asked the use of the form, which Mr. Richards gave the example of keeping up with the cost and work because it helps him make a better decision on what buses they need to replace.
- xii. *Routes & Times* is a quick guide when anyone calls and needs to know the times for pickup or drop off in each area.
- xiii. *Count of Students* the form is for auditing purposes for the *State Funding* report. They have to keep up with the number of students they transport, which they run a report once a month on.
- xiv. The board enjoyed the report and thanked Mr. Richards, and he too thanked him as well because the changes that he had made are things that have helped him a lot more this year.

## 8. CONSIDERATION OF ACTION ITEMS

- A. Consideration and take possible action to approve the Budget Amendment.
  - i. Board Secretary made a motion to approve the Budget Amendment. Board Vice President seconded the motion. Board President called for a vote, and all Ayes. Motion approved.
- B. Consideration and take possible action to approve the 2012-2013 Preliminary Audit Report.
  - i. Tabled.



SCHOOL of EXCELLENCE  
in EDUCATION

- C.** Consideration and take possible action to approve the purchase of not more than 70 computers from M&A Technology to be installed at Burch Intermediate and Saenz Junior High and to be funded using Title I, Part A grant funds.
- i. Board Secretary made a motion to approve the purchase of not more than 70 computers from M&A Technology to be installed at Burch Intermediate and Saenz Junior High and to be funded using Title I, Part A grant funds. Board Vice President seconded the motion. Board Vice President called for a vote, and all Ayes. Motion approved.
- D.** Consideration and take possible action to approve the amended School of Excellence in Education Bylaws.  
Board Secretary made a motion to approve the amended School of Excellence in Education Bylaws and not changes to be made. Board Vice President called for a vote, and all Ayes. Motion approved.



SCHOOL of EXCELLENCE  
in EDUCATION

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

- A. Consideration and take possible action to approve the minutes for November 12, 2013 Regular District Board Meeting
- B. Consideration and take possible action to approve the minutes for December 17, 2013 Regular District Board Meeting
  - i. Board Secretary moved to approve the November 12<sup>th</sup> and December 17<sup>th</sup> board minutes. Each minutes have the budget amended items and other resolution items added to the minutes.

**10. CLOSING PRAYER AND ADJOURNMENT**

- A. Mr. Martinez moved to close the meeting and Board Secretary second the motion.
- B. Board Secretary closed in prayer.
- C. Board Vice President adjourned at 9:36pm.

Respectfully Submitted,

Darcelle McDougald  
Executive Administrative Assistant  
Friday, May 2, 2014

---

Recommendation of Administration: It is the recommendation of the administration for the Board of Trustees to approve the minutes for January 21, 2014 District Board Meeting.

---

Dr. Kenneth Matthews, Superintendent

---

Patrick Britton, President

---

Dr. Yasan Gooding, Vice President

---

LaVergie Washington, Secretary

---

Joe H. Martinez, Board of Director

---

Lee Phillips, Board of Director