



SCHOOL of EXCELLENCE  
in EDUCATION

**Board of Directors Regular Meeting**  
**Tuesday, March 25, 2014 at 6:00pm**  
1826 Basse Road, San Antonio, Texas 78213 (Location 2<sup>nd</sup> Floor)

---

**MINUTES**

**1. OPENING PRAYER**

A. Mr. Phillips led the opening prayer.

**2. MEETING CALLED TO ORDER**

A. Pledge of Allegiance & "Our Creed" – Students from Dr. David Walker Intermediate

B. Roll Call, Establishment of Quorum

- i. Board President called roll and those in attendance were Mr. Martinez, Mrs. Washington, Dr. Gooding, Mr. Phillips, and Superintendent Dr. Matthews.

The following were also in attendance:

- |                     |                       |
|---------------------|-----------------------|
| 1. Debbie Benton    | 9. Carla Walker       |
| 2. Shaneka Gnays    | 10. Teresa Johnson    |
| 3. Brandit Seallion | 11. David Borrer      |
| 4. Laura Neitzel    | 12. Angel E. Perez    |
| 5. Alma R. Garza    | 13. Cristen Darden    |
| 6. Hector Frausto   | 14. April Short       |
| 7. Sheilda Madkins  | 15. Franchot Richards |
| 8. K.E. Knox        | 16. Lois Butler       |

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

A. No visitors to be heard.

**4. CAMPUS HIGHLIGHTS**

A. Elementary & Intermediate - (Kelley Elementary/Copeland Elementary/Walker Intermediate/Burch Intermediate)

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

**5. FINANCIAL REPORT – Mr. Knox**

A. Monthly Financial Report

- i. 2014 Revenues/Expenditures
1. Total \$1.117 million
  2. Expenditures Total \$1.114 million
  3. Total Increase After Depreciation –(\$37,000)
- ii. Year to Date Revenues/Expenditures
1. Total \$6.770 million
  2. Expenditures \$6.797 million
  3. Total Increase After Depreciation –(\$217,000)
- iii. Percentage the district is running right at 50%, which is typical for six months into the school year.



SCHOOL of EXCELLENCE  
in EDUCATION

iv. Board President noted that

**B. Cash Flow Report**

- i. General Deposits \$992,000
- ii. Withdrawals \$1.016 million
- iii. Net Change for the Month \$-(\$25,000)
- iv. Beginning Balance \$1.316 million
- v. Ending Balance \$1.291 million
- vi. Total Cash for the month \$2.09 million
- vii. Mr. Knox noted that from the beginning of the year they have a tracking decline in the budget.
- viii. Board President suggested to Mr. Knox to place notes on why the numbers are in a negative, and what caused it pertaining to the full report.

**C. Investment Policy Report for the Fourth Quarter Fiscal Year 2013**

- i. Mr. Knox discussed the Frost Money Market and Wells Fargo-Bond Trust Accounts
- ii. He wanted to go over the 2013 and the 2014 reports. In the Frost Money Market account they have earned \$177.86 over the three quarters. It will go up a little because in January 2014 he was able to put into place the Collateralized Balance Agreement.
  1. Frost Bank will go out and purchase securities for the school.
  2. True return \$37 to 38

**D. Investment Policy Reports for the First and Second Quarter Fiscal Year 2014**

- i. In account 5100 they have \$0.03
- ii. Overall, they are sending \$65,000 to pay back the Repair and Refurbish funds to re-due the conference room and 4<sup>th</sup> floor.
- iii. They are looking to use those funds again that he will share on the budget amendment.
- iv. In account 5103 they have \$0.05
- v. In account 5104 they have \$7.59

**E. Budget Amendment**

- i. Mr. Knox explained that on a regular basis with TEA as PEIMS data go in, they do re-compute how much the district receives.
  1. November 21<sup>st</sup> they changed we would only get \$11.364 million
  2. March 10<sup>th</sup> the most the district would receive is \$11.34 million, an addition \$300,000 deduction to the budget.
- ii. With the reconstruction of the Lee building roofing and parking (\$74,000), they hope to absorb the changes by can pull funds from the Wells Fargo Repair/Refurbishing that we have built back up.
- iii. Mr. Martinez asked if they reduce the expense amount, which Mr. Knox noted they do.



SCHOOL of EXCELLENCE  
in EDUCATION

- iv. The way they plan to absorb the shortfall is to pull from the refurbish funds that are in the bonds account.
- v. Mr. Knox asked the board to the amendment by taking \$156,000 balance to reduce revenues and expenditures by \$156,000.
  1. Once funds come in from things like E-Rate he will come back to the board to reverse the expense.
  2. Otherwise, if they do not reduce the funds, then they have to pull from Fund Balance.
- vi. Mr. Knox also wanted to reduce Functions 52 (Security) and 53 (Data Processing).
  1. Mr. Phillips asked the difference, which Mr. Knox noted that those line items have not been spent.
  2. Board President wanted to clarify that because the funds were budgeted for those areas, they didn't necessarily need that much, which Mr. Knox confirmed.
    - a. On the Data Processing they thought they were going to purchase more computers, but Dr. Matthews and Ms. Butler decided to hold off until next school year.
- vii. Mr. Phillips asked if there would be further amendments to the budget, which Mr. Knox noted he wanted to make the request early as they were still waiting for the \$74,000 from the bonds.
  1. He wanted to ensure of the approval and placing funds back into the budget.
- viii. Board Vice President asked how many students that equated we lost in budget, which Dr. Matthews estimated 110 students. Dr. Matthews also noted that the number has a lot to do with attendance and the students coming to school every day.
  1. When those percentages lowers, it does affect the overall number they budgeted for.
- ix. Mr. Martinez asked if the ADA dropped what that meant to the children's attendance when there are too few students in the classroom.
  1. Dr. Matthews explained that there are certain classes that have three to eight students, but the class is necessary for them to graduate. That's their dilemma.
  2. Mr. Martinez asked if they have the option to merge two classrooms, which Dr. Matthews noted they have gone back and forth with that.
  3. Mr. Phillips noted that at the secondary level it only states you offer those mandatory courses, with certain teachers.
    - a. Mrs. Madkins explained that the teachers still have to be certified and if they are not, then they have to make a separate class.
  4. Mr. Martinez asked what they do if they do not have a Highly Qualified teacher in the class, which Ms. Johnson noted that the secondary level all teachers are HQ.
  5. Board President asked to move forward as the topic could be discussed in *Governance*.



SCHOOL of EXCELLENCE  
in EDUCATION

## 6. GOVERNANCE

### A. District Enrollment/Attendance Report

- i. Ms. Benton February 6<sup>th</sup> – March 5<sup>th</sup> where Walker has the highest attendance 96%, and Hawkins at the lowest attendance 88%
- ii. There were 34 withdrawals, but they are not catching up with enrollment.
- iii. Board President asked if there are anything that the district can do. Try contacting the parents and go in quadrants locate students.
  1. The board agreed the district may need to get a Truancy Officer that can check on the students and find out why.
  2. Board President asked the district to look outside the box and find out what the district can do to fix the problem.
- iv. Ms. Benton reviewed some of the withdrawal reasons, which were relocation/moving, discipline, unhappy with the school, etc. They try to get the parents to write a note so they can present that to the board.

### B. Discussion of the Instructional Materials Allotment and TEKS Certification, 2014-2015

- i. Mr. Frausto explained that the information is a standard form from TEA where they have to update their curriculum materials. They will be ordering book materials, and ordering laptops and Kindles for the fall school year.
- ii. Board President asked for the budget, which Mr. Frausto noted they budgeted for \$30,000 to purchase 60 laptops. They are waiting on putting out bids.
- iii. Mr. Frausto also noted that they had to check off Chinese as it is an additional language the district is offering.
- iv. Ms. Johnson noted that they do plan to bring the bids for the April board meeting.

### C. Discussion of the adoption of the following endorsements for secondary students:

#### STEM, Business & Industry, and Public Service

- i. Mrs. Madkins explained that every year the state comes up with different terms to get the students ready for college.
- ii. In the past students were able to show their diploma when applying with a perspective employer, but no in depth details of what the student can do (only classes & electives).
- iii. The state says that this year each school districts must make available to high schools courses that allow them to complete the curriculum requirements for one endorsement.
  1. It will list out what the student did in a particular field to show what the student can do.
- iv. They developed a committee with Ms. Darden, Ms. Johnson, Dr. Borrer, Mrs. Chaney, and Mrs. Madkins. They did two things they looked at were the materials and the teachers they have at SEE.
- v. Currently, they offer Audio Visual, STEM items, and Public Health.
- vi. They performed a survey for 8<sup>th</sup> Grade – 10<sup>th</sup> Grade and asked them what they would like to see for their endorsements.



SCHOOL of EXCELLENCE  
in EDUCATION

1. Ms. Darden explained that under Business & Industry they added *Graphic Design and Illustration*. They were divided with additional pieces.
2. Ms. Johnson explained under the STEM track they have Math, Science, Engineering, or Robotics and Automation. They also added Engineer Design.
3. Mrs. Madkins explained under Public Health there were Health Science, Cosmetology, and Child Development.
  - a. If they offer the Cosmetology, then they will have to get an MOU with another college because they don't have the resources.
- vii. Mrs. Madkins noted that with the additional courses does many more monetary funds for the endorsements.
- viii. Mr. Phillips asked which track they are most qualified for, which Ms. Johnson noted the STEM, Audio Visual, and Health Science.
  1. However, with the CTE courses they can get additional fund to develop the other chooses.
  2. The track they are open to offer Mrs. Madkins explained that right now they have offered classes in each subject. However, in the past they have not outlined the tracks. This will mean challenging current teachers to become more familiar in.
  3. This time the children are able to pick the tracks and note be assigned.
- ix. Mr. Phillips asked about the timeline given by TEA, which they confirmed the tracks have to be implemented by 2014-15 school year.
  1. They let the board know they have been meeting earlier; however, Mr. Phillips noted that they need to pull the teachers in so they can start getting training.
- x. Mr. Phillips noted that we need to look at a lot of materials and building on to a lot of sources that they need.
  1. Ms. Johnson explained she is in the process of writing a grant for sources to provide resources for the Science Lab.
  2. Dr. Matthews announced they are still working on getting resources and have been in conversation with CPS and looking to speak with SAWS. They are also working with Mr. Dillard on the lab.
    - a. It is not going to cost the district anything because they are working with resources to cover the lab.
- xi. Mrs. Madkins noted they do have teachers that can teach the courses, but they do need to ensure that the necessary pieces are in place to fulfill the needs for the students.
  1. She did explain that the 11<sup>th</sup> and 12<sup>th</sup> Graders will have to stay on the courses they are on because they will not have the time to put in for the new changes.
  2. Ms. Johnson noted that by law the incoming 9<sup>th</sup> Grades must have systems in place where they are able to progress in their track.
- xii. Mrs. Madkins noted that now they are planning for personnel, facilities, and the funding.



SCHOOL of EXCELLENCE  
in EDUCATION

- xiii. Ms. Johnson asked that the administration's recommendation to approve the endorsements for the secondary students: STEM, Business and Industry, and Public Service.

**D. Discussion of "Board Member Requests for Information" (TEA Code Section 11.1512)**

- i. Dr. Matthews reviewed the news that came out from the Texas Legislature amended Texas Education Code Section 11.1512.
  - 1. Dr. Matthews explained that the information requested does not have to be related to an agenda item. Nor do they need to request the information under the Public Information when acting in his/her official capacity.
  - 2. TEA is requiring district to report annually the number of requests submitted by a board member, and the district must post for the public the cost of responding to requests submitted by a board member if the request are form 200 or more pages within a 90-day period.
- ii. Dr. Matthews explained the board has to adopt a policy moving forward.
- iii. Board President noted although they have never made any recommendation, they will move forth on developing a policy.
- iv. Dr. Matthews stated he place on the next board agenda, so it would give them time to think of a cost will be.

**7. CLOSED SESSION**

- A. Board President called for close session in pursuant to Sections 551.074 of the Texas Government Code, deliberation regarding the Superintendent contract.

**8. RECONVENE**

- A. Board President reconvened at 8:36pm, and there were no actions taken.

**9. CONSIDERATION OF ACTION ITEMS**

- A. Consideration and take possible action to approve the 2013-14 Budget Amendment
  - i. Mr. Phillips made a motion to approve the 2013-14 Budget Amendment. Board Secretary second the motion. Board President called for a vote, and all Ayes. Motion approved.
- B. Consideration and take possible action to approve the Investment Policy Report for the Fourth Quarter Fiscal Year 2013
  - i. Board Vice President made a motion to approve the Investment Policy Report for the Fourth Quarter Fiscal Year 2013. Mr. Martinez second the motion. Board President called for a vote, and all Ayes. Motion approved.
- C. Consideration and take possible action to approve the Investment Policy Reports for the First and Second Quarter Fiscal Year 2014
  - i. Board Vice President made a motion to approve the Investment Policy Reports for the First and Second Quarter Fiscal Year 2014. Board President second the motion. Board President called for a vote, and all Ayes. Motion approved.



SCHOOL of EXCELLENCE  
in EDUCATION

- D. Consideration and take possible action to approve the Instructional Materials Allotment and TEKS Certification for the 2014-2015 school year.
  - i. Board Vice President made a motion to approve the Instructional Materials Allotment and TEKS Certification for the 2014-2015 school year. Mr. Phillips second the motion. Board President called for a vote, and all Ayes. Motion approved.
  
- E. Consideration and take possible action to approve the adoption of the following endorsements for secondary students: STEM, Business & Industry, and Public Service
  - i. Board Vice President made a motion to approve the adoption of the following endorsements for secondary students: STEM, Business & Industry, and Public Service. Mr. Martinez second the motion. Board President called for a vote, and all Ayes. Motion approved.

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

- A. Consideration and take possible action to approve the minutes for January 14, 2014 Regular District Board Meeting
- B. Consideration and take possible action to approve the minutes for February 11, 2014 Regular District Board Meeting
  - i. **Board Tabled**

**11. CLOSING PRAYER AND ADJOURNMENT**

- A. Board President adjourned at 8:43pm.

Respectfully Submitted,

Darcelle McDougald  
Executive Administrative Assistant  
Friday, May 9, 2014

Recommendation of Administration: It is the recommendation of the administration for the Board of Trustees to approve the minutes for March 25, 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