



Board of Directors Regular Meeting
Tuesday, October 8, 2013 at 6:00pm
1826 Basse Road, San Antonio, Texas 78213
(Location 2nd Floor)

MINUTES

1. OPENING PRAYER

2. MEETING CALLED TO ORDER

A. Pledge of Allegiance & “Our Creed”

B. Roll Call, Establishment of Quorum

- i. Board President opened the meeting at 6:13pm. Members in attendance were Mr. Martinez, Mrs. Washington, Dr. Britton, Dr. Matthews, and Board President (Mr. Britton). Mr. Phillips was not in attendance.

The following were also in attendance:

- | | |
|-------------------------|-------------------------|
| 1. Dr. David Borrer | |
| 2. K.E. Knox | 9. Sandi Martinez |
| 3. Lois Butler | 10. Elizabeth McCathron |
| 4. Franchot A. Richards | 11. April Short |
| 5. E. Davis | 12. Angel E. Perez |
| 6. Teresa Johnson | 13. Cristen Darden |
| 7. Deborah Maurer | 14. Winifred Dominguez |
| 8. Sheilda Madkins | 15. Darcelle McDougald |

3. GOVERNANCE – Dr. Matthews

A. Open Public Hearing on Schools FIRST (Financial Integrity Rating System of Texas) and the Academic Excellence Indicator System (AEIS) Report – President Britton

i. School FIRST Overview and Rating

1. Mr. Knox explained that the ratings are based on 2011-12 data (audit as of August 31, 2012). There are 19 indicators used to write the district’s compliance.
 - a. Mr. Knox explained that he must disclose in the FIRST report that the Superintendent’s current contract on the website, they must show any reimbursements received by the Superintendent and Board members, and they must report any compensations from outside sources.
 - b. The District was able to receive a Standard Achievement and scored 50pts.
 - c. Mr. Knox went over the scoring.
 - d. They did have travel by Dr. Matthews and for the year it was a total of \$2,538, we had a few Board members that attended training and the year cost of \$1,526.

ii. Close Public Hearing on School FIRST Public Comments – President Britton

1. Parent at Kelley Elementary had a question regarding the playground at Kelley Elementary. She has been speaking with Ms. Walker earlier this summer, and was supposed to meet with Ms. Garza from discussions this past summer. She was not sure what happened, but was curious if the District had plans for a playground.



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- a. Dr. Matthews stated yes and they are looking at finances. He explained that a year ago there was discussion of getting a playground, but the key was finding out where to put the playground. Also, figuring the cost, but the Board did not have a disagreement with purchasing a playground.
- b. Playground noted that there have been a couple of years of discussion for a playground and it has never happened. Parent wanted to know the plans for the playground, and has spoken to another parent that is willing to help and fundraise. They are ready to start doing things to help, but waiting for an 'okay'.
- c. Parent noted her name was Sandy Martinez, which Dr. Matthews asked Mrs. Madkins to get her information, and Board President asked that they make sure they work with her.
- d. Board President thanked the parent for her attendance.
2. Board President asked if there were any other comments, and there were none. Board President closed public comment and item at 6:32pm.
- iii. AEIS Report
 1. Board President opened the next discussion of the AEIS report at 6:33pm.
 2. Mrs. Madkins explained that the District stated a new Accountability Rating for the 2013, Index I, II, III, and IV.
 - a. Index I wants to know if your children passed the test.
 - b. Index II wants to know if they gained scores from last year, stayed the same, or did worst.
 - c. Index III wants to know are you closing the gap from the prior school year.
 - d. Index IV is going off the graduation rate, also the type of diploma your student received.
 3. The District well across the board:
 - a. Copeland Elementary evaluated Index I and III met their expectation, and received a Distinguish in Reading
 - b. Kelley evaluated in Index I and Index III and met expectation, and received Distinguished in Reading
 - c. Burch was evaluated in three areas Index I, II, and III. They received Distinguished in Math and their campus was in the top 25% of their comparison group.
 - d. Walker Intermediate was evaluated in three areas and met standard. They too received Distinguished in Reading.
 - e. Saenz Middle School was evaluated in three areas, and they met two expectations out of the three.
 - f. Hawkins HS was evaluated in four, and they met three out of the four expectations.
 - g. Lee was evaluated in four, and they met three out of the four.
 4. Mrs. Madkins reiterated that the District did well. Kelley, Copeland, and Walker that met in all their areas. Saenz, Hawkins, and Lee still need improvement.
 - a. Mrs. Madkins reminded everyone that Saenz met I and III, but the growth. Hawkins did not meet the graduation rate; however, all students on



- campus (for the past two years) have graduated but they are still tied to Gateway. Lee had a high passing rate, but there was no growth it was flat.
5. Mrs. Madkins noted that she attended the Texas Accountability meeting in Austin, and they noted that Index II and III would be a problem in a lot of schools because they want students at the highest level.
 - iv. Mrs. Madkins went over the Performance Base Monitor Analysis System (PBMAS) Report that analyzes four different system Bilingual/ESL, CTE, NCLB, and Special Ed. program.
 1. Four different ratings and 3 and 4 are the worst, and 0-2 is better areas to be in.
 2. Bilingual/ESL the District received a 1.
 3. Career Technical Education received a 0.
 4. No Child Left Behind received a 1.
 5. Special Education Program received a 1.
 6. State says that 70% needs to take the STAAR exam, and the District has 67%
 - a. #4 SPED STAAR exam was also low
 - b. #5 we had too many SPED students under the STAAR Modified exam, which the District doubled.
 - c. After this year the state is taking away the STAAR M exam. Mrs. Madkins noted that SPED students will have to take the regular exam next year.
 7. Board President asked if they are taking anything into account, which Mrs. Madkins confirmed there will not be an option.
 8. Board Secretary asked if there were enough resources to help those students, which Mrs. Madkins stated they do with SPED Teachers.
 - a. Dr. Matthews explained that they have in-class support, where certain teachers go in and be a co-teacher.
 9. Mrs. Madkins explained that TEA has not refined all of the information, and it may be different categories.
 10. Mrs. Madkins made note that their goal this school year is to move the students to a higher level.
 - v. Close Public Hearing AEIS Report
 1. Board President asked if there were any comments, and there were none.
 2. Board President closed the item at 6:48pm

B. Board President opened in to regular session board meeting at 6:48pm.

4. ACKNOWLEDGE VISITORS TO BE HEARD

A. Board President asked if there were anyone to present to the board, and there were no comments.

5. FINANCIAL REPORT

A. Monthly Financial Report – September 2013

- i. Mr. Knox explained that the new form is a recap summary for the board's review.
 1. Setting up the budget approved by the board, column of all expenditures/revenues, and YTD. He noted that it is
- ii. Expenditures \$1,102,000
- iii. Depreciation negative (\$403)
- iv. 8% of revenues and expenditures
- v. Mr. Martinez noted that he likes the new data that Mr. Knox presented



B. Cash Flow Report

- i. General Fund
 1. Deposits \$1,123,000
 2. Withdrawals \$122,000
 3. Ending with \$1,402,000
- ii. Food Service (\$6,211) --- Mr. Knox noted that they have written that amount of checks that have not cleared the bank yet.
- iii. Debit Card \$1,587
- iv. TIF Fund \$761,000
- v. Total Cash \$2,239,000
- vi. Mr. Knox went over the Budget Revenue Schedule, and went over the numbers based on enrollment from the budget in comparison with the current numbers.
 1. They are down in enrollment to 1299
 2. Attendance 96.42%
 3. ADA 1251
 4. Estimated State Foundation Funds – reduced in revenue to a negative (\$274,000)
 - a. As the enrollment is dropping, one of the things Mr. Knox let the board know is that he has been looking at where to cut the budget.
 - b. They will view non-educational functions, decrease maintenance budget, and possibly campus/dept. budgets.
 - c. Dr. Matthews added that they want to present some plans (A, B, and C) to the board to see which option they want to take.

6. GOVERNANCE

A. District Enrollment/Attendance Report

- i. Dr. Matthews answered the question as to why the numbers have declined, which they have noticed is the attendance problem and it's starting at Saenz.
 1. Last year they started at 97%, but this year they are starting at 96% and that is not good.
 2. They are starting to have discussion with the Principals. The lowest attendance is Saenz, Hawkins, and Lee. They are working on offering incentives to students with a high attendance.
- ii. Board Vice President asked why the attendance was low, which Dr. Matthews explained that the law states that kids cannot come to school without shots. A lot of the students missed days because they didn't have shots.
 1. Nurse Maurer noted that Superintendent Matthews has issued a 30 day period for those to get their records in. She also acknowledged Principal Borrer for the support for notifying parents. Many had to reconcile the records, which they lost 2-5 days of students that missed days.
 2. Ms. Maurer noted she has to battle the parents every year, and she explained the many resources in the spring and summer to get shots updated.
- iii. Mrs. Madkins went over the withdrawals for the month of September and the reasons.



B. Discussion of the New Teacher Evaluation Form

- i. Ms. Darden explained that they have a new evaluation form due to the Accountability, and to ensure everyone was involved in meeting those particular standards.
- ii. There will be a pre-conference, where the teacher will provide their lesson plan, and the Principal will evaluate that information. On the set day of the evaluation, the Principal will know what they will be going over.
- iii. They will give a mini-lesson prior to the lesson, and five standards that they will need to follow.
 1. Learner – Centered Instruction
 2. Evaluation/Feedback on Student Progress
 3. Student Management & Communication (how are you communicating with the parents and other teachers if the student is having problems, so that students are meeting standards, and you are closing gaps)
 4. Student Academic Performance (how are the students' academics being enhanced)
 5. Teacher Professional Growth & Responsibilities (efforts to enhance At-Risk students)
- iv. In the Summative they are going to be asking for STAAR data as well.
- v. Board President asked about outside assistance for training to assist the teachers, which Ms. Darden noted that they will as long as they are aligned with what the objectives.
 1. Ms. Darden noted that majority of the time they do find the funds to assist the teachers.

C. Discussion of the New Principal Evaluation Form

- i. Ms. Darden explained the Principals have 7 standards:
 1. Strategic Leadership
 - a. Includes the Vision, Mission, Core Values, Goals, CIP, and Distributive Leadership- how they are being a changing agent to empower teachers to be leaders as well
 2. Instructional Leadership
 - a. Teaching & Learning, Curriculum, etc. Making sure that teachers are sticking to their time frames.
 3. Cultural Leadership
 - a. Focusing on a positive school culture, and empowering teachers to 'think outside the box'.
 4. Human Resource Leadership
 - a. How are they sharpening their saw, and making sure teachers are highly qualified and providing support; also providing timely teacher evaluations.
 5. Managerial Leadership
 - a. Budget; how are you resolving conflicts on campus; Systemic Communication is everyone speaking the same language; and is the school expectations for students and staff clear.
 6. External Development Leadership
 - a. How are you keeping parents involved and meeting federal/state/District mandates?
 7. Micro-Political Leadership
 - a. Creating a diverse and instructive environment and meeting staff needs and interests.



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- ii. Ms. Darden explained that the Principals are evaluated by Mrs. Madkins and herself. They will also communicate with Dr. Matthews after each evaluation.
 1. They collect data, and they will present a portfolio that supports the efforts in the different standards.
- iii. Dr. Matthews asked Ms. Darden to address how he interacts with the Principals, which Ms. Darden explained that they have the Principal meetings that he is invited to in order to share what he needs to with them. They also invite the Cabinet and other areas are welcomed to join those meetings.

D. Discussion of the Curriculum Guide – TCMP TEKS Resource System/ESC-20

- i. Mrs. Madkins explained that one of the Board members asked how the teachers know what to teach, (although TX has the TEKS) on a day-to-day. This year they purchased the Texas Curriculum Management Program, which is formally CSCOPE. This is a guide for the teachers
- ii. Mrs. Madkins noted that SEE has a curriculum and wanted to assure the board.

E. Discussion of the Annual Governance Report

- i. Dr. Matthews let the board review the letter going over the letter from Texas Education Agency (TEA).
- ii. Each year TEA collects information about charter schools board members and school officers, and it is to be submitted to the Division of Charter School Administration no later than November 1st.
- iii. Dr. Matthews noted that District keeps the hard copies on file for five years for auditing purposes.

F. Discussion of the removal of the appointed conservator due to the School of Excellence in Education's improvement

- i. Dr. Matthews sent the board a letter from the Commissioner of Education to let them know of the removal of the Conservator.
- ii. Dr. Matthews explained that he had a conversation with Dr. Clifford about his leaving the district, and he did ask that Dr. Matthews focus on several areas:
 1. Finger Prints – TEA will be in to check the records to see that they are 100% (as of now the district is at 98% and Ms. Short is working on it)
 2. Finance – keeping an eye on enrollment
 3. Check register and balanced – not waiting months, which Mr. Knox and Ms. Tami are on top of already
- iii. Some of the concerns that the Commissioner is concerned about are Student Performance and School FIRST Report.
- iv. Board President asked about the students that were in the high school Gateway, which Dr. Matthews explained that he is working on a letter with Dr. Cantu who is here to help with academic improvement.
 1. They are asking the Commissioner to waive Hawkins, but the letter has been written. They are hoping to waive the students the District did not receive funds for, and that will help us with Index IV.

G. Discussion of the Transportation Department Report

- i. Mr. Richards let the board know that when he started in Transportation in 2010 they had 26 routes, and have lowered to 16.



- ii. They transport about 695, but that number will increase due to students participating in extra-curricular activities (i.e. sports). The mileage is gathered manually.
- iii. They have 10 buses that were used for parts, and they salvaged those. They received about \$18,000; and they took several buses to be refurbished.
- iv. Mr. Richards showed them the program they are working on that will automate the routes they are doing, and a better job running the mileage.
 1. The software is on almost all the buses. They have GPS and it can dictate the mileage.
 2. They are in the process of talking to a company and they will take the routes once the bus starts moving.
 3. Board President asked if it will calculate the miles for them, which Mr. Richards confirmed it will. It will help establish the routes and different stops.
 4. You can get your mileage daily, weekly, monthly. This will help keep up with the information.
- v. Board President asked to look at the mileage first, and look into further purchases. Mr. Richards agreed and let the board know that purchases can be made moderately.

H. Discussion of the review of the District building repairs

- i. Dr. Matthews explained that the board wanted to know about repairing the buildings as they are old. Mr. Dillard, Mr. Richards, and Dr. Matthews will be walking campuses this week and next with an engineer. He will be presenting a report (like the TASBO) that shows where they are buildings are with a cost.
- ii. There will be a plan of what is most important, what needs to be done, and a cost analysis.
- iii. Mr. Knox has money in building renovations, which they will use to refurbish the buildings. Dr. Matthews explained that he is not sure of the estimate, but the funds will not come from 420. As he gets the report, then he will report it to the board.
- iv. Dr. Matthews explained one AC unit that had to be replaced that was for three classrooms that cost \$17,000 repair all classrooms with a splitter, which allowed each classroom their own thermostat.
- v. Dr. Matthews explained that they will need to repair the grounds, as there are some major pot holes that are causing issues in the bus area. Parent cars drive through that area and can cause damages.

I. Discussion of the 2013 Legislative Summary for Texas Charter School Leaders

- i. Dr. Matthews explained that one of the board members, Mr. Martinez, wanted to know of all the updates going on.
- ii. This is what he will be reviewing and changes that must be implemented, but there is no timeline. However, Dr. Matthew plans to get them done this school year.

7. CLOSED SESSION

A. Board Vice President went into Closed Session 8:01pm

- i. Pursuant to Texas Government Code section 551.071, attorney consultation regarding legal issues related to Bank Depository Agreement and Security Agreement with Frost Bank.
 1. Adopt a Collateral Policy for the District authorizing pledge of the securities listed as collateral in Frost Bank Security Agreement for the purpose of insuring school deposits above the FDIC limit.
- ii. Pursuant to Texas Government Code section 551.071, attorney consultation regarding legal issues related to amendment of District's Bylaws.



- iii. Pursuant to Texas Government Code section 551.071, attorney consultation regarding legal issues related to Facilities Use Policy and associated Use Agreement.
- iv. Pursuant to Texas Government Code section 551.071, attorney consultation regarding legal issues related to the District's 403(b) Retirement Plan and Plan Document.
- v. Pursuant to Texas Government Code section 551.074, deliberation regarding the employee grievance filed by Darcelle McDougald against the Superintendent.

8. RECONVENE

- A.** Board President opened the board back into open session at 9:25pm, and noted no action was taken.

9. CONSIDERATION OF ACTION ITEMS

- A.** Consideration and take possible action to approve the New Teacher Evaluation Form
 - i. Mr. Martinez made a motion to approve the New Teacher Evaluation Form. Board Vice President seconds the motion. Board President called for a vote, all were in favor (ayes), and motion approved.
- B.** Consideration and take possible action to approve the New Principal Evaluation Form
 - i. Mr. Martinez made a motion to approve the New Principal Evaluation Form. Board Secretary seconds the motion. Board President called for a vote, all were in favor (ayes), and motion approved.
- C.** Consideration and take possible action to approve the Curriculum Guide – TCMP TEKS Resource System/ESC-20
 - i. Mr. Martinez made a motion to approve the Curriculum Guide – TCMP TEKS Resource System/ESC-20. Board Secretary seconds the motion. Board President called for a vote, all were in favor (ayes), and motion approved.
- D.** Consider and take possible action to approve a Bank Depository Agreement and Security Agreement with Frost Bank and authorizing the Superintendent to execute the agreements.
 - i. Board Secretary made a motion to approve a Bank Depository Agreement and Security Agreement with Frost Bank and authorizing the Board President and Secretary to execute the agreements. Board Vice President seconds the motion. Board President called for a vote, all were in favor (ayes), and motion approved.
- E.** Consider and take possible action to approve and adopt a Collateral Policy for the District authorizing pledge of the securities listed as collateral in Frost Bank Security Agreement for the purpose of insuring school deposits above the FDIC limit.
 - i. Board Secretary made a motion to approve and adopt a Collateral Policy for the District authorizing pledge of the securities listed as collateral in Frost Bank Security Agreement for the purpose of insuring school deposits above the FDIC limit. Mr. Martinez seconds the motion. Board President called for a vote, all were in favor (ayes), and motion approved.
- F.** Consider and take possible action to amend the Bylaws of the School of Excellence in Education



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- i. Board Secretary made a motion to amend the Bylaws of the School of Excellence in Education with revisions. Board Vice President seconds the motion. Board President called for a vote, all were in favor (ayes), and motion approved.
- G.** Consider and take possible action to approve and adopt a Policy for use of District Facilities and associated Use Agreement and authorizing the Superintendent or his designee to publish the final policy and forms on the District's website for public use.
- i. Mr. Martinez made a motion approve and adopt a Policy for use of District Facilities and associated Use Agreement and authorizing the Superintendent or his designee to publish the final policy and forms on the District's website for public use. Board Secretary seconds the motion. Board President called for a vote, all were in favor (ayes), and motion approved.
- H.** Consider and take possible action to adopt the written 403(b) Retirement Plan Document prepared by National Benefit Services, L.L.C., in connection with District's 403(b) Retirement Plan and authorizing the Superintendent to execute any documents necessary to adopt the Plan Document.
- i. Mr. Martinez made a motion to adopt the written 403(b) Retirement Plan Document prepared by National Benefit Services, L.L.C., in connection with District's 403(b) Retirement Plan and authorizing the Superintendent to execute any documents necessary to adopt the Plan Document. Board Vice President seconds the motion. Board President called for a vote, all were in favor (ayes), and motion approved.
- I.** Consider and take possible action regarding the employee grievance filed by Darcelle McDougald against the Superintendent.
- i. Board Secretary made a motion to proceed as a discussion in closed session regarding the resolution of Mrs. McDougald employee grievance against the Superintendent, and authorize the Board President to communicate the resolution to both parties in writing. Board Vice President seconds the motion. Board President called for a vote, all were in favor (ayes), and motion approved.

10. CONSIDERATION/APPROVAL OF CONSENT ITEMS

- A.** Consideration and take possible action to approve the minutes for September 17, 2013 District Board Meeting.
- i. Board Secretary made a motion to approve the minutes for September 17, 2013 District Board Meeting. Board Vice President seconds the motion. Board President called for a vote, all were in favor (ayes), and motion approved.

11. CLOSING PRAYER AND ADJOURNMENT

- A.** Board Secretary closed in prayer, and Board President adjourned the meeting at 9:31pm.

Respectfully Submitted,

Darcelle McDougald
Executive Administrative Assistant
Tuesday, October 22, 2013