



Board of Directors Regular Board Meeting Minutes

Tuesday, August 30, 2016 at 6:00pm

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

1. Opening Prayer

Ms. Washington gave the 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 the School Creed. He then called the roll. All members were present. As a quorum was established, President Britton opened the board meeting at 6:15 p.m.

3. Acknowledgement of Visitors to Speak

No one signed up to speak to the board.

4. Campus Highlights

i. Elementary

a. Ms. Kathryn Zanin – Kelley Elementary

The Superintendent introduced the new principal of Kelley Elementary, Kathryn Zanin. Ms. Zanin told the board about herself. She moved to San Antonio from Arizona. She has had several leadership positions in the school districts in Arizona. She is very excited to be the principal of Kelley Elementary. On September 2, the Folklorico Dancers will be performing at the Senior Citizens Event at Antioch Sports Complex Center next week.

b. Ms. Cristen Martens – Walker Elementary

Ms. Martens was not present.

ii. Secondary – Ms. Valarie Walker

Ms. Walker stated that the enrollment was very close to the ending enrollment of the 15-16 school year. They have already started college visits. Some seniors are interviewing to be part to UTSA Youth Team.

iii. Athletics – Ms. Lois Butler

The Athletic Director, Lois Butler advised that the Volleyball season has started. She expects that the girls will go to playoffs. The football team is looking for coaches.

5. Governance – Sheilda Madkins

i. District Enrollment/Attendance Report – Ms. Debra Benton

Ms. Benton reviewed the report that she presented to the board. Her reporting period was for the first two days of school. On the first day of school the enrollment was 836, however the enrollment is still increasing. The attendance rate for the first two days of schools was 99%. Ms.



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Washington requested that attendance incentives be given to keep the attendance up. She also wants good communication with the parents. There were 375 “no shows.”

- ii. Discuss 2016-2017 SEE Student Handbook – Ms. Debra Benton
Ms. Benton presented minor updates to the student handbook, i.e. update phone numbers, removal of Burch Intermediate, revised mission statement and goals, etc.
- iii. Discuss Academics and Athletics – Ms. Sheilda Madkins
Ms. Madkins wants all athletes to have a GPA of a 75 not 70. If 69 is failing, then a 70 is also failing.
- iv. Discuss Results of 2016 STARR and EOC Assessments – Ms. Sheilda Madkins
Ms. Madkins presented a chart with the STAAR results. The district “Met Standard” as well as other campuses except for Burch and Kelley. However, we didn’t meet standards in Index I. We left a lot of children behind last year. The Superintendent is not pleased with the results.
- v. Discuss 2016-2017 Proposed Budget – Mr. Karl Knox
Mr. Knox reviewed the template provided by TEA. He based the budget on 785 students with a 95% attendance. Projected revenue from FSP is \$7,602,000. Including all other revenues the total budget is \$7,826. He cut FY 16 expensed about 12%. He is projecting no increase to fund balance for FI 17.
- vi. Discuss Approval of Contracting with Garza-Gonzalez & Associates to Conduct 2016 Audit – Mr. Karl Knox
Mr. Knox, the CFO, recommends using Garza and Gonzalez to conduct the audit for 15-16. President Britton suggests that we have someone else next for the 16-17 audit.
- vii. Discuss Approval of Appointing Ms. Madkins, Mr. Knox, and Ms. Butler as Duly Appointed Officers Acting on Behalf of SEE when Furnishing Wells Fargo Bank, N.A. Trustee with Directions Relating to Any Matters Concerning the Tax-Exempt, Series 2004-A Bonds – Mr. Karl Knox
He is in the process of getting the insurance checks for wind and hail damage.
- viii. Discuss Installation of Portable Buildings at Kelley – Ms. Lois Butler
Ms. Butler updated the board on the portable building installation. Her department are helping the contractors to get permits. We had to get a special permit because they are on a flood zone.
- ix. Discuss Acquisition of Computers and Other Technology – Ms. Lois Butler
The new computers that are being purchased should arrive next week.
- x. Discuss Gym Rental Funds and Their Disbursement – Ms. Lois Butler
Currently we are making about \$2,000 a month for the rentals Monday through Friday. They receive another \$800 a weekend. Ms. Butler is asking that a portion of the funds (\$550) a month for gym repair fund. She also may be able to rent the Burch gym. Ms. Washington had a few questions about liability insurance.



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xi. Discuss Parent Athletic Passes – Ms. Lois Butler

Ms. Butler would like to offer a district Parent Pass for the home games at \$50 for a year. She would like to assist our parents so that more can attend the games.

xii. Discuss Entering into Negotiation of A Contract for Eco-Site, Inc. o Construct and Maintain A Cell Tower on The Basse Road Campus – Mr. Karl Knox

Mr. Britton recommended that we ask for more money and caveat that if and when cell towers are no longer needed that we will want the company to remove the tower. Discussion ensued regarding the cell tower.

xiii. Discuss Amendment of Pay Schedule – Ms. April Short & Ms. Sheilda Madkins

In one of the previous board meetings, the board approved a permanent sub for Burch, but the amount approved was not in alignment with the pay schedule, so that salary needs to be brought into alignment.

6. Financial Report – Karl Knox

i. Monthly Financial Report

Mr. Knox presented the financial report for July 2016. Total revenue was \$868,000. Total expenditures were \$881,000. Net loss to fund balance after the depreciation was \$47,197. Year to date we have a decrease to fund balance after depreciation of \$195,000.

ii. Cash Flow Report

For July there were deposits to the general fund in the amount of \$740,000 and expenditures of \$950,000. There was a net change of (\$211,000).

iii. Investment Report

- a. Frost
- b. BB&T
- c. Wells Fargo

Mr. Knox had nothing to present for this month, however, he does have an action item regarding the report from last month.

iv. FY 2016 Year-end Projections

Mr. Knox predicts that at the end of 31 August, 2016, there will be an increase to fund balance of \$94,000.

v. Budget/Grant Amendments

Mr. Knox presented the budget amendment to the board. The budget amendment reflects the decrease in foundation revenue, the after school revenue, and the insurance checks. He presented a budget adjustment for the formula grants to reflect the rollover funds.

7. Closed Session

- i. Pursuant to Texas Government Code Section 551.071, Attorney Consultation Regarding Legal Issues regarding Adjustment of Positions and Organizational Chart to Reflect 2017 Budget



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- ii. Pursuant to Section 551.074 of the Texas Government Code, discuss long-term substitute pay.
- iii. Pursuant to Section 551.074 of the Texas Government Code, discuss correcting permanent substitute position pay to match approved pay schedule.

President Britton moved the Board into closed session at 6:52 p.m.

8. Reconvene Open Session

President Britton reconvened the Open Session at 7:30 p.m. No action was taken during the closed session.

9. Consideration of Action Items

- i. Consideration to Approve Proposed 2016-2017 Budget
Ms. Washington moved to approve the 2017 budget as presented. Dr. Gooding second the motion. President Britton called for a vote. The motion passed.
- ii. Consideration to Approve Budget Amendment
Ms. Washington moved to approve the budget amendment as presented. Dr. Gooding second the motion. President Britton called for a vote. The motion passed.
- iii. Consideration to Approve Garza-Gonzalez & Associates to Conduct 2016 Audit
Ms. Washington moved to approve Garza-Gonzalez & Associates to conduct the 2016 audit. Dr. Gooding second the motion. President Britton called for a vote. The motion passed.
- iv. Consideration to Approve Investment Reports
Ms. Washington moved to approve the investment reports as presented. Dr. Gooding second the motion. President Britton called for a vote. The motion passed.
- v. Consideration to Approve Ms. Madkins, Ms. Butler and Mr. Knox as Duly Appointed Officers on Behalf of SEE to Furnish Wells Fargo Bank, N.A. Trustee with Directions Relating to Any Matters Concerning the Tax-Exempt, Series 2004-A Bonds
Ms. Washington moved to appoint Ms. Madkins, Ms. Butler and Mr. Knox as duly appointed officers on behalf of SEE to furnish Wells Fargo Bank, N.A. Trustee with directions relation to any matters concerning the tax-exempt, Series 2004-A Bonds. Dr. Gooding second the motion. President Britton called for a vote. The motion passed.
- vi. Consideration to Approve Spending of Gym Rental Monies
Ms. Washington moved to set aside \$400 from each weekday gym rental and \$200 from weekend rentals for gym repairs and upgrades. Dr. Gooding second the motion. President Britton called for a vote. The motion passed.
- vii. Consideration to Approve Parent Athletic Passes
Ms. Washington moved to approve selling parent athletic passes for \$50 each. Dr. Gooding second the motion. President Britton called for a vote. The motion passed.



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- viii. Consider and Take Possible Action to Update Long-term Substitute Pay
Ms. Washington moved to take action discussed in closed session to update long-term substitute pay. Dr. Gooding second the motion. President Britton called for a vote. The motion passed.
- ix. Consider and Take Possible Action to Correct Permanent Substitute Position Pay to Match Approved Pay Schedule.
Ms. Washington moved to take action proposed during the closed session to correct the permanent substitute position pay to match the approved pay schedule. Dr. Gooding second the motion. President Britton called for a vote. The motion passed.
- x. Consider and Take Possible Action to Adjust Positions and Organizational Chart to Reflect 2017 Budget
President Britton stated that this item was tabled.
- xi. Consideration to Approve Entering into Contract Negotiations with Eco-Site, Inc. to Construct and Maintain a Cell Tower on The Basse Road Campus
Ms. Washington moved to approve entering into contract negotiations with Eco-Site, Inc. to construct and maintain a cell tower on the Basse Road Campus. President Britton called for a roll call vote. Dr. Gooding voted for the motion. Ms. Washington and Mr. Britton voted against the motion. The motion did not pass.
- xii. Consideration to Approve Amendment of Pay Schedule
Ms. Washington moved to approve the pay schedule to reflect the permanent substitute position. Dr. Gooding second the motion. President Britton called for a vote. The motion passed.

10. Consideration/Approval of Consent Items

11. Adjournment and Closing Prayer

President Britton adjourned the meeting at 9:03 p.m.

Ms. Washington gave the closing prayer.
