



# BOARD NOTES

## **A Summary of the July 18, 2016 Palestine ISD Board of Trustees Meeting**

### **Financial Update**

David Atkeisson, Chief Financial Officer, presented a brief financial update. Mr. Atkeisson reported that the district's tax collections for 2015-2016 had reached 100%, which includes penalties and interest collected on delinquent taxes during the year. Mr. Atkeisson commended taxpayers for the support they show to the school district by paying their taxes. Mr. Atkeisson informed the Board that a revenue adjustment for unexpected expenditures related to minor flooding and faulty construction may be requested at the upcoming August board meeting to cover costs of repairs. The district expects to receive reimbursements from insurance claims or construction warranties for the repairs; however, funding is not expected until after the repairs are completed.

### **2016-2017 Fuel Bids**

David Atkeisson, Chief Financial Officer, explained that the district is not required by law to request bids each year on commodity items; however, the district advertised for 2016-2017 fuel bids in the newspaper, on the internet, and contacted companies that have previously submitted fuel bids by telephone. The district received four fuel bids prior to the deadline from Alli Oil, Spencer Distributing, Sumrall Distributing, and Sun Coast Resources. Spencer Distributing was awarded a contract to provide fuel, and Sun Coast Resources to provide fluid products for the period of September 1, 2016 through August 31, 2017.

### **Contract Award for Canopy Replacement at A.M. Story Intermediate**

David Atkeisson, Chief Financial Officer, informed the Board regarding the Request for Qualifications that the district received for the replacement of a damaged canopy at the A.M. Story Intermediate campus. The district received an RFQ from Buford-Thompson Construction, a firm that has completed several projects for the district. The district has a good working relationship with Buford-Thompson, and the company scored highest on the district's rubric for the canopy project. The district also received an RFQ from Newman Construction Management, which has only been in business since 2015. Although Newman Construction is a relatively new firm, their employees are experienced, so the district may want to consider using the firm in the future.

Buford-Thompson Company was selected as the design-build firm for the A.M. Story Intermediate canopy project, and the superintendent was authorized to negotiate the contract.

## **2016-2017 Budget Workshop**

David Atkeisson, Chief Financial Officer, presented a workshop for the 2016-2017 budget. A general fund budget in the amount of \$28,484,093 million is projected for the coming year. Title funds and other grant funds are expected to provide an additional 3 million in funding. Personnel costs are the greatest portion of the budget at an estimated \$23 million. The district does not anticipate the need for a tax rate increase, or an increase in meal prices for the 2016-2017 school year. Other goals to be considered within the 2016-2017 budget are: pay step increases for employees, maintaining employee benefits package, maintaining dual credit program, additional AED's at locations that do not currently have the device, additional school buses, cameras for buses, one travel vehicle for employees, one maintenance vehicle, a tractor for the maintenance department, and Career & Technical programs. Mr. Atkeisson informed that the Board that the district will hold a public hearing prior to the regular meeting on August 22, 2016 to allow for public comment regarding the 2016-2017 budget and tax rate.

## **Consent Items Approved**

- Minutes of the Regular Meeting of June 20, 2016
- Bills paid for June, 2016
- Financial Report
- Monthly Investment Report
- Tax Collection Report
- Donations

### **Palestine ISD**

\$2500.00 from Progreso ISD (PHS state soccer tournament opponent) to help PISD students as needed in response to flooding that occurred in Palestine, Texas during the month of April, 2016.

- Anderson County Appraisal District 2017 Proposed Budget
- 2016-2017 Student Code of Conduct
- 2016-2017 Student Handbooks
- 2016-2017 Wellness Plan
- Care of Students with Food Allergies At-Risk for Anaphylaxis
- 2016-2017 Grading Procedures
- 2016-2017 PreAP/AP Entrance and Exit Criteria
- 2016-2017 Gifted and Talented Plan/Timeline
- 2016-2017 Credit by Exam Administration Timeline
- 2016-2017 Student/Parent Mobile Device Handbook and Agreement and Responsible Use Guidelines

## **Campus Start and End Times**

Tammy Jones, Assistant Superintendent of Instructional Services, reviewed the following campus daily start and stop times for 2016-2017: (no change in times from the previous school year)

High School	8:00-3:25
Junior High	8:00-3:25
Story	8:00-3:20
Southside	7:45-3:00
Northside	7:45-3:00
Washington	8:00-3:00

### **Online Staff Development**

Tammy Jones, Assistant Superintendent of Instructional Services, presented an overview of required online professional development for employees. Mrs. Jones informed the Board that the 2016-2017 calendar includes 3 days of online learning activities for PISD staff members. Each employee is required to complete 10 online modules via the EduHero program. Employees may complete the courses at home; however, if an employee does not have access to a computer at home, the district will provide an area at school to complete the online courses.

### **TASB Board Policy Review**

Suzanne Eiben, Assistant Superintendent of Human Resources, presented information from the Texas Association of School Boards regarding the process for a comprehensive review of the entire PISD Board policy manual which was determined to be needed during Vision 2020 planning. The timeline for completion of the review can take from four to six months. The cost of the Policy Review, including consultant travel is estimated at \$3,800 to \$4,000.

The Board approved that a comprehensive review of the entire Palestine ISD policy manual be conducted by the Texas Association of School Boards.

### **Pre-Kindergarten/Daycare Update**

Suzanne Eiben, Assistant Superintendent of Human Resources, presented an update regarding the district's Pre-Kindergarten program. The following are in response to employee needs that were communicated to the Board of Trustees by an employee during the public comment portion of a previous board meeting:

- 1) An additional Pre-K class added for 2016-2017 school year to provide additional spaces for students. Children of employees who are 4 years old may participate in the Pre-K program for one half the cost per day.
- 2) Income eligibility requirement for the Pre-K program was previously determined based on parent income qualifying for free lunch, changed to parent income qualifying for free or reduced meals.
- 3) The cost of daycare may now be divided over a 10 month period instead of 12 months, if the employee chooses this option.
- 4) PISD Daycare cost will increase \$1 for each level from the previous year.

Note: The district will be able to provide the additional Pre-K class due to a Pre-Kindergarten grant that the district will receive in 2016-2017.

### **Personnel Approved**

Brittany Byrd	4 <sup>th</sup> Grade	A.M. Story Intermediate
James S. Coker	Principal	DAEP/Palestine High School
Mitchell Guerra	History	Palestine Junior High School
Tamara Hand	Transitions	Palestine High School
Nicholas Harper	History	Palestine Junior High School
Tara Liljequist	4 <sup>th</sup> Grade	A.M. Story Intermediate
James Love	Special Education	Palestine Junior High School
Lynna Loviette	6 <sup>th</sup> Grade ELA	A.M. Story Intermediate
Aaron Porter	5 <sup>th</sup> Grade	A.M. Story Intermediate
Crystal Post	1 <sup>st</sup> Grade	Northside Primary
Kassondra Ripley	4 <sup>th</sup> Grade	A.M. Story Intermediate
Mark Schrader	Director of Technology	Palestine ISD
Julie Waldon	English/Language Arts	Palestine Junior High School
Christy Willis	Special Education	Palestine Junior High School

Probationary contract extension for 2016-2017 approved:

Rebecca Huff

Student Services

Palestine Junior High School

Superintendent Jason Marshall accepted the resignations of Christina Ault, Brittany Bostick, Stefanie Carr, Jenny Cunningham, Rhonda Herrington, Christina Knight, Tracy Lasser, Ida Missildine, Freddie Stoglin, and Terri Sumrow.

### **TASA/TASB Delegate Assembly**

Dyna Tutt was appointed to serve as delegate, and Janie Sepulveda to serve as alternate delegate at the Texas Association of School Boards (TASB) Delegate Assembly on Saturday, September 24, 2016.

### **Superintendent's Report**

Superintendent Jason Marshall reported on the following:

Palestine High School played and won the soccer state championship against Progreso High School in April, 2016. After hearing of severe flooding in Palestine following the soccer state championship game, Progreso ISD collected donations in the amount of \$2,500. Progreso ISD staff members then traveled to Palestine ISD to present the donation in person. The donation from Progreso ISD will be used for student school supplies.

Back to School Events:

- Facility walk-through for all campuses – July 28, 2016 & August 8, 2016
- Student extracurricular programs - Begin August 1, 2016
- New Teacher Orientation - August 9, 2016, 7:30 am - Northside Primary campus
- PISD In-service - Weds-Fri, August 10-12, 2016 & Mon-Fri, August 15-19, 2016
- Back to School Pep Rally - August 10, 2016, 1:30 pm – PHS Gym
- Back to School Lunch for all PISD employees - August 17, 2016 - PHS Cafeteria (provided by Palestine Ministerial Alliance)
- Jump Start Program – August 15-19, 2016
- Next Board Meeting – August 22, 2016

Mark Schrader, a PISD Technology Department employee was introduced as the new Director of Technology. Mr. Schrader will replace David Long, PISD Director of Technology since 2007.

Board President, Janie Sepulveda, shared that the Team of Eight workshop provided by Kay Douglas of the Texas Association of School Boards in July, 2016 had been beneficial for PISD Board members.

**Next Regular Board Meeting  
August 22, 2016**