



**Shepherd Independent School District Board of Trustees Regular Board Meeting**  
**Shepherd ISD Board Room**  
**Thursday, January 25, 2018**  
**7:00 p.m.**

**CALL TO ORDER AND ESTABLISH A QUORUM**

President Bailes called the meeting of the Shepherd Independent School District Board of Trustees to order at 6:00 p.m.

**Board Members Present:** President Susan Bailes, Vice President David Smith, Mike Courvelle, Daniel Brown, Jerry Cutaia

**Board Members Absent:** Secretary Darryl Richardson, Dwayne Wright

**OPEN FORUM**

None

**CONSENT ITEMS**

Motion was made by Mike Courvelle and seconded by David Smith to approve the minutes of Regular meeting dated December 18, 2017, financial reports, new paraprofessional position at the Intermediate School, Policy DEC (LOCAL), Central Texas Purchasing Alliance Interlocal Agreement, Lone Star Governance Time Tracker for December, class size waiver for Intermediate School, and the Educational Purchasing Interlocal Cooperative at Region 6. The motion carried.

**INFORMATION ITEMS AND REPORTS**

**Reports**

**Greg Peterson, Sr. Audit Manager of Weaver & Tidwell, L.L.P.** gave a presentation on the Annual Financial Report for the year ending August 31, 2017. He explained the audit and spoke about material weakness related to how the property taxes were allocated between the general fund and the debt service fund. This is an easy fix and procedures are in place to ensure that the allocation is being done correctly from this point forward. Mrs. Bailes spoke on the decrease of Fund Balance. She wanted to state that the district had expected the decrease due to the purchase of a new roof on the Primary School, a new roof on the High School and new buses.

**DeAnna Clavell, Shepherd ISD CFO,** gave a follow up report on the Audit Report. She informed the Board that the material weakness (tax allocation issue) that Greg Peterson, Sr. Audit Manager of Weaver & Tidwell, L.L.P. spoke of in his report will fail Shepherd ISD on the TEA First Rating report next year. Procedures have been put into place to ensure that the tax allocation issue will not happen again next year.

**Sandy Meekins, Shepherd Primary School Principal,** gave the Primary School campus report. Primary school students went to Hudson for UIL and received very good feedback on the students and expect that some of the students placed. Report cards go home with students on

1/26, awards day will be held next week, and Generation Texas week is coming up. Generation Texas week there will be a lot of community members on campus, career day, JROTC program will also come to the campus. Then there is the 100<sup>th</sup> day of school coming up in February.

**Delanise Taylor, Shepherd Intermediate School Principal**, gave the Intermediate School campus report. Attendance is 95.65% and enrollment is 480. She spoke about starting unity meetings on campus to be held on Mondays. Unity meetings are basically to talk to kids about having a great week, behavior issues, or having appropriate behavior, etc. Awards day is next Thursday and Goal party is on Friday for students that had growth or met goal on CBA's. Things are being put in place to get kids excited about reading and exhibiting appropriate behavior.

**Denise Weatherford, Shepherd Middle School Principal**, gave the report Middle School campus report. In Staff Development they have been working on ELL strategies and also brought in Great 8 –working on Self Awareness. Students are “good” but can stand to be “better”. Teachers are working with them to help them improve. Leadership TEAM went to Robert C. Zamora Middle School in South Austin. Went and followed counterparts. Learned the things that we are doing well, learned new ideas regarding PBMAS and learned a new idea regarding LPAC. The campus is excited about that and will be sharing with the teachers. In Math Professional Development they are seeing growth in checkpoints and CBA's. There are activities at the end of the month to reward students. This month on January 31 there is a student/faculty volleyball game with a beach ball. This is based on growth and behavior. Spring tutoring is coming up. Tutoring is going to be very specific on who is chosen for tutoring.

**Brooke Rhoden, Shepherd High School Assistant Principal**, gave the High School campus report. Enrollment is 584 and attendance is 92%. It is the start of the new semester and High School has revamped their remediation and teacher assignments in an attempt to prepare and better serve the students. The athletic report was given. JROTC presented the board with a plaque to thank them for supporting the JROTC program.

**Pat Murphy, Maintenance and Transportation Coordinator**, gave the maintenance report. The High School roof is complete. He received the update on mold at the High School. The report showed that there was no mold. There are minor leaks on the roof at the Primary campus. These are being repaired as they show up. Mrs. Bailes had a concern on how long the warranty will take care of these problems. Mr. Murphy explained that the company that installs the roof gives one year warranty and there is a 20 year manufacturer warranty on the actual supplies. Mr. Murphy spoke of bus repairs and that we have hired more bus drivers that were much needed. Mrs. Bailes asked if Mr. Murphy thinks that the pay increase helped that at all. His reply was yes, for those that have already been here in the area, but that others are not from here but are now residents that are highly qualified to drive a bus. New buses were a topic with questions by the Board concerning seat belts being required on all new buses starting next year. Questions and topics were; what types of seat belts, how many per seat, how many seats will be lost, safety as far as loading and unloading in the event of an emergency, who will help smaller students get buckled and un-buckled loading and unloading, can the Board opt out of the district having to have the seat belts and if so would that decision be beneficial to the district. Mr. Murphy stated that all of these questions and concerns will be considered and a lot of planning will be involved in purchasing new buses for next year.

**Tommy Hues, Technology Coordinator**, gave the Technology report. Mr. Hues explained the Technology Plan for the 18-19 school year. Packets were given to each Board member with goals, objectives and strategies on the plan. The plan was based on Snapshot data from October 2017. The enrollment at that time was 2020. He spoke about the budget of \$644,000, wireless coverage on each campus, and technology equipment that is already on campuses and at Central Office.

**DeAnna Clavell, CFO**, gave the Cooperative Purchasing Fee Report. She explained that in future years this will be a report only item. The Texas Education Code 44.0331 requires school districts to report to the School Board their cooperatives that they belong to and fees that are paid to be able to belong to them. A list of the cooperatives that SISD belongs to were presented to the Board. Mrs. Clavell spoke about the fees that SISD pays to belong to cooperatives. Mrs. Bailes asked about the SantaFe ISD Interlocal Agreement on Food Nutrition. Mrs. Clavell explained that they actually handle the purchases for SISD meals, USDA, etc. She will be meeting with SISD Child Nutrition department to find out why this was chosen and whether or not this is the best option for Shepherd ISD.

**Rick Hartley, Superintendent**, gave the update on Policy 109. He explained that this is the biggest Policy that he has ever seen, He is using it as an opportunity to educate administrators on policies. Each administrator has been assigned the policies that fit under their umbrella to review. The Board was given the same handouts that administrators were given. This policy will be voted on in February.

## **DISCUSSION AND POSSIBLE ACTION**

**Consider approval on Staff Use Tracker Form.** Mr. Hartley explained this form. It is a new form in the phases of Lone Star Governance. It tracks staff time for preparation for the Board Meetings. This month's meeting prep has been 60.5 hours between the team members. So far the district has spent \$2200 in preparation. This chart will be updated and an action item in next month's meeting. Mrs. Bailes asked if Mr. Hartley thought that \$2200 is an acceptable amount. He explained the amount of hours and length of the agenda and said that after a couple of months we will be able to see where the numbers are. The Board expressed that they had concerns about the amount of time that is spent on Lone Star Governance items and how much time is taken away from being geared toward students. Mr. Hartley explained that we have to have this information to be in compliance. Mrs. Bailes spoke about IR. We are in our 3<sup>rd</sup> year of IR on one campus (Intermediate) and if we enter a 4<sup>th</sup> year she spoke about what would happen if TEA stepped in. Mrs. Hartley explained some of the options that TEA may would take. This item was voted for in Consent.

**Consider approval on the Lone Star Governance Update.** Mrs. Stayton spoke about student data and CBA data on the Intermediate campus. She explained Goal 1 and Goal 2. Each Board member was given a handout on this data. Mr. Courville asked, "The district is growing and do we have any data that shows where the majority of that influence is on grade level and is it possible that if we had an influence at a particular grade and then come the third grade where they're testing and we suddenly had an influence of basically outsiders that haven't been in our system. Is there any way to track that? Do we get any accommodations from the state for

something like that?" Mr. Hartley answered, "Accommodation wise, no. If they enroll with us the day of the test, it does count towards the district. The district rating is affected, not the campus rating." Mike Courvelle stated that that is a little unfair. Mrs. Bailes asked Mrs. Stayton if she thought that we will make enough progress. Mrs. Stayton stated that she is seeing consistence and that the campuses will sustain progress. Systems are in place and teachers are working hard. The motion was made by Mike Courvelle and seconded by David Smith to approve the Lone Star Governance Update. The motion carried.

**Consider approval on Independent Audit Report for the 2016-20178 fiscal year.** The motion was made by Jerry Cutaia and seconded by Daniel Brown to approve the Independent Audit Report for the 2016-20178 fiscal year. The motion carried.

**Consider approval on the Superintendent's evaluation.** This item was pulled from the Agenda and moved to February.

#### **CLOSED SESSION**

The Board entered into closed session at 8:21 p.m.

#### **Employee Recommendations & Employee Resignations**

Motion was made by Daniel Brown and seconded by Mike Courvelle to approve closed session items. The motion carried.

The Board exited closed session at 8:49 p.m.

#### **ANNOUNCEMENTS**

Next regular meeting scheduled for Monday, February 19, 2018 at 6:30 p.m.

#### **ADJOURN**

Daniel Brown made the motion to adjourn. David Smith seconded the motion. The motion carried.

The meeting ended at 8:50 p.m.

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Susan Bailes, President

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Darryl Richardson, Secretary

