



**Shepherd Independent School District Board of Trustees Regular Board Meeting**  
**Shepherd ISD Board Room**  
**Monday February 19, 2018**  
**6:30 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 6:30 p.m.

**Board Members Present:** President Susan Bailes, Vice President David Smith, Secretary Darryl Richardson, Mike Courvelle, Daniel Brown, Jerry Cutaia, Dwayne Wright

**Board Members Absent:**

### **CLOSED SESSION**

The Board entered into closed session at 6:34 p.m. and returned to regular session at 7:28 p.m.

### **OPEN FORUM**

Mr. Kevin Horn addressed the Board concerning bus pay decreases. He feels that he has unfairly had his pay decreased. \*The reason it feels to be a pay decrease is because bus drivers only get paid for hours that they drive the bus. Some were getting paid for hours that they were not driving.

### **CONSENT ITEMS**

Motion was made by David Smith and seconded by Mike Courvelle to approve regular meeting minutes dated January 25, 2018, financial reports, Lone Star Governance Board Time Tracker, Lone Star Governance Staff Use Tracker, Lone Star Governance Self Evaluation, purchases over \$20,000, Policy Update 109, acceptance and closeout of the High School roof, modify supplemental duty pay, and Reduction In Force. The motion carried. Daniel Brown abstained.

### **INFORMATION ITEMS AND REPORTS**

#### **Reports**

**Jody Cronin, CTE Coordinator,** gave a report on CTE programs, certification and course offerings at Shepherd High School.

Lisa Courvelle, Ready Set Teach teacher, spoke about the program. She has taught Ready, Set, Teach for 3 years. In 3 years the program has grown from 6 students the first year to currently 35 intro students and 10 going to campuses every day. Xena, a student in the program, spoke about Ready, Set, Teach and how much it means to her. She thanked the Board for allowing the

CTE programs. Mr. Cronin then finished by stating that he is working with Region 6 to get students who pass the program and the test their Paraprofessional Certification.

Amy Sewell, Health Science Teacher, spoke about the Phlebotomy program at Shepherd High School. She introduced student, James Harrison III, that would be taking Mr. Hartley's blood. Ms. Sewell explained that you have to be a senior to be in the program and have 100 successful sticks and pass the test to become nationally certified. This is the 5<sup>th</sup> year of the Health Science program at SHS. There is also the CNA program that students can take. This year will be the second group of students that graduate with their CNA license.

**Sandy Meekins, Shepherd Primary School principal**, gave the report for Shepherd Primary School. She spoke about the upcoming events, 100<sup>th</sup> Day of School, Go Texan Day, Donuts with Dads, Muffins with Moms, Family Fun Night and Read Across America. Mrs. Meekins gave the update on Reading and Writing data: Kindergartens last testing period showed increase in mastery standard for writing. SPS spends a 45 minute block in the morning working on writing and they are showing growth because of it. 91% of Kindergarten is at or above level on reading. 1<sup>st</sup> grade is above in writing for both Meeting and Mastering, 71% of Bilingual 1<sup>st</sup> grade students met standard, 89% of 2<sup>nd</sup> grade are approaching with 23 of those students mastering, 65% are reading at or above level. This success is contributed to the teachers. The campus really appreciates the Ready Set Teach students also.

**Delanise Taylor, Shepherd Intermediate School principal**, gave the report for Shepherd Intermediate School. The attendance is at 95.6% and enrollment is 481. She spoke about the upcoming events, mock STAAR testing, Nachos and Numbers and after school tutoring starts in March. Mrs. Taylor talked about Cruising Through STAAR which will be on 3/19/2018 (a staff development day). This will be an opportunity to invite some students to come and work on STAAR material. The 4<sup>th</sup> grade writing Mock STAAR was taken on the computer and students did not do well. It was retaken on paper and students did much better. Because of this 4<sup>th</sup> grade Writing STAAR will be taken on paper this year. Students will be worked with to be ready to take the test next year on the computer. The scores are up from last year on the STAAR test in every area. Shepherd Intermediate is moving in the right direction.

**Denise Weatherford, Shepherd Middle School principal**, gave the report on Shepherd Middle School. SMS took 65 students to Angelina College for UIL competition in the subjects Pros, Chess and Calculator last week. This Friday students will be going back for other competitions. They are hoping to bring back some awards. Afterschool Accelerated Instruction in Math all grades, ELA all grades, 8<sup>th</sup> grade Science, 8<sup>th</sup> grade Social Studies and 7<sup>th</sup> grade Writing is starting. Attendance has been down. Systems are being put into place to boost the attendance. Math and Science night is March 8<sup>th</sup>.

**Jimmy Meekins, High School principal**, gave the report on Shepherd High School. Boys Basketball are District Champs and going to the playoffs. Girls Powerlifting had all 14 girls qualify for Regionals. Tutoring is going well. Bootcamps for STAAR are coming up for Algebra I and History EOC's. Mr. Meekins gave the data report for SHS. 60% of English ELL (English Language Learners) were at Approaching grade level on Mock STAAR. Biology Special Ed Approaching grade level doubled from CBA2 and CBA3. On History CBA2 0 students Mastered, but on CBA3 29.52% Mastered.

**Pat Murphy, Maintenance and Transportation Coordinator**, gave the report on maintenance and transportation. The Primary School fence had a car run into it and the construction to repair it will start soon. The High School roof is complete and there are no leaks. Buses are busy due to sporting events. There are finally enough bus drivers for routes.

**Rick Hartley, Superintendent**, gave the report on the Staff Use Document. He explained that the chart shows how many hours staff puts into a Board Meeting each month.

## **DISCUSSION AND POSSIBLE ACTION**

**Consider approval on Lone Star Governance constraint update.** DeAnna Clavell, CFO, gave the report. The Board recently adopted the Lone Star Governance Goals and Goal Progress Measures to maintain or increase CTE funding. With this adoption the District is required to report to the Board of Trustees five times a year with spending status. The schedule is: November, March and July – Report that the District’s combined budget % for CTE will not decrease from 6.2%. February – Report that the district final expenditures from the previous year audit will reflect 6.2% or greater for CTE. July – Report that the General Fund expenditures for the fiscal year will show at least 6.2% expended for CTE To meet our requirement for the February progress measure the District is required to report the final expenditures from the previous year audit and that it reflects 6.2% or greater for CTE. Total general fund expenditures per Exhibit C-2 of the Annual Financial Report ended August 31, 2017 was \$17,854,319. The total general fund expenditures for the fiscal year ended August 31, 2017 for the CTE program was \$994,414. Shepherd ISD spent 5.57% of its total general fund expenditures for fiscal year 2017 on the CTE program. Shepherd ISD did not meet the progress indicator. It is recommended through the budget development process that the District identify and allocate the appropriate funding to support the program in Fiscal year 2018 and each year thereafter and to consider revising the goal progress measures to state the following: Report that the District’s combined budget % for CTE will be equal to or greater than 6.2% and is equal to or greater than the 58% spending requirement as set by the Texas Education Agency.

- Report that the districts final expenditures from the previous year audit will reflect 6.2% or greater for CTE and that the District met the 58% spending requirement set forth by the Texas Education Agency.

- Report that the General Fund expenditures for the fiscal year will show expenditures equal to or greater than 6.2% for CTE and that the District will meet the 58% spending requirement as set by the Texas Education Agency.

A motion to approve was made by Daniel Brown. Jerry Cutaia seconded the motion. The motion carried.

**Consider approval of the Accident Prevention Plan.** DeAnna Clavell, CFO explained that the district met with TASB recently regarding workers compensation and claims. They reviewed policies and what we are doing as a district to make sure that we are following OSHA law. Our claims appear that we may have issues that need to be addressed. In the calendar year 2016 Shepherd ISD had 35 workers compensation claims. That’s 11% of our total staff. 64% of that 11% were professional staff, either classroom teachers or administrators. Shepherd ISD incurred with TASB almost \$122,000 of claims. This could affect the rates for Shepherd ISD’s workers compensation insurance which is a cost to the district, not the employee. Over 5 years we have

had a 148% increase in incurred cost in Workers compensation claims. 15% of those claims were student related. 15 claims were student related, 10 were because they tripped, slipped or fell over something, 4 were falls, and there were 6 others. The “others” were mainly custodial and maintenance staff. Working with TASB, they have some tools for us as a district to implement to be sure that we are providing a safe workplace and to show that we have a plan in place. Mrs. Clavell is recommending that the Accident Plan be accepted by the Board this evening. Mr. Courville asked if the employees that file a claim are given a urinalysis test. Mrs. Cronin answered that to her knowledge it is not required. Mr. Hartley said that the only thing that requires that is if a school vehicle is involved in a 2 vehicle accident. Mrs. Clavell confirmed that there is not a policy in place that requires a urinalysis. A motion to approve was made by Darryl Richardson. David Smith seconded the motion. The motion carried.

**Consider approval of DOI Amendments.** Amanda Stayton, Curriculum Director, explained the first part of the amendment. The wording of the first amendment of the innovation needs to be changed. It currently reads, “We will designate two professional development days.” “Employees will be paid for working 187 days but only required to provide 185 days of service.” That is the innovation that was adopted last year. The new wording that is awaiting approval is, “The District Improvement Team will designate 0, 1 or 2 professional development days as vacation days, therefore, 10 month contract employees will be paid for 187 days but only required to provide 185, 186 or 187 days of service.” This will give the District Improvement Team more flexibility when creating the calendar. Brenda Cronin, Human Resource Director, explained the second part of the amendment. Currently we have staff that are probationary. Probationary contracts give flexibility. If someone comes to the district and they have taught 5 of the last 8 years. The first year that they come to the district they can be on a probationary contract. Then the very next year they are put on a term contract. Sometimes a second year is needed. The second amendment is to add an additional/optional year as needed for staff. This was discussed by teachers at the last District Improvement Team meeting. The teachers on the committee agreed that this is much needed. Dwayne Wright made the motion to approve. Jerry Cutaia seconded the motion. The motion carried.

**Consider approval on the Lone Star Governance Quarterly Self Evaluation.** Mr. Hartley explained the report and Mrs. Bailes gave the report. A motion was made by Daniel Brown to approve. David Smith seconded the motion. The motion carried.

**Consider approval to approve changes and recommendations of Administrative Contracts.** Mike Courville made the motion to approve. David Smith seconded the motion. The motion carried.

### **CLOSED SESSION**

The Board entered into closed session at 8:58 p.m. The Board returned to regular session at 9:50 p.m.

**Employee Recommendations & Employee Resignations**

The motion was made by David Smith to approve employee resignations and recommendations and to extend the Superintendent contract for 1 year. Jerry Cutaia seconded the motion. The motion carried.

**ANNOUNCEMENTS**

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

**ADJOURN**

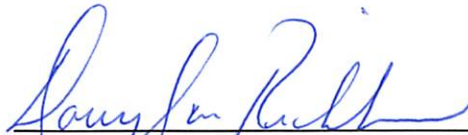
Darryl Richardson made the motion to adjourn. David Smith seconded the motion. The motion carried.

The meeting ended at 9:54 p.m.



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Susan Bailes, President



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Darryl Richardson, Secretary