

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE SMITHVILLE INDEPENDENT SCHOOL DISTRICT HELD ON MONDAY, JULY 21, 2003, AT 5:00 P.M. AT THE SMITHVILLE ADMINISTRATIVE OFFICE, 901 N.E. SIXTH STREET, SMITHVILLE, TEXAS.

PRESENT: Craig Williams, Kamron Saunders, Mike Morgan, Mike Wittrock, Peggy Walicek

ABSENT: Mike Davis, Howard Burns

**ALSO PRESENT:** Kevin Shipley, Cheryl Burns, Micky Virdell, Sam Best, George Austria, Vicki Hall, Dana Lachman, Sheri Lehnick, Sarah Winn, Annette Kuehler, Chris Flowers, Denise Behrens, Gary Sage

**Walk through to determine substantial completion of areas C and D of the new high school** 1. At the time the board agenda was prepared, it was anticipated that Areas C and D of the new high school would be close enough to completion to allow the Board to declare substantial completion of the facility. Mr. Sage was advised later that this would not be the case. The Board toured the facility, then called for a special meeting on Monday, August 4<sup>th</sup> to declare those areas substantially complete.

**Communications** 2. There were no public communications.

## From the Public

**Consent Agenda** Peggy Walicek motioned to approve items 3 through 11 on the Consent Agenda as presented. Mike Morgan seconded, and the motion carried 5-0. The Consent Agenda consisted of the following:

3. Minutes of the June 16, 2003 regular board meeting, and the July 1, 2003 special board meeting.

4. Disbursements for the month of June 2003

5. Financial Statements for June 2003

6. Investment Report

7. Tax Collection Report

8. Cafeteria Food Item Bids

9. Student Accident Insurance Bids

10. Athletic Bids for Equipment

11. Bond Payment

**Construction Status Report** 12. Sam Best and Dale Murphree, of Best Construction, were present at the meeting to update the Board regarding the progress of construction on the new high school.

**Superintendent's Report** 13. Mr. Sage updated the Board on the progress of the move to the new high school facility.

**Second Draft of the 2003-2004 District Budget** 14. Heather Wilson, Director of Business, and Superintendent Gary Sage provided the Board with a copy of the second draft of the

budget for Smithville ISD for the next school year.

- Tentative August Agenda Items** 15. The tentative agenda items for the August meeting are as follows:
- a. Construction Status Report
  - b. Superintendent's Report
  - c. Public Hearing on the Proposed Budget
  - d. Adoption of the 2003-2004 District Budget and Tax Rate
  - e. School Bus Status Report
  - f. Approval of the UIL Eligibility Waiver
- Call for a Public Hearing on the 2003-2004 District Budget** 16. State Truth in Taxation laws require the school district to publish a public notice of public hearing to discuss the proposed budget and proposed tax rate for the new fiscal year. Legally the budget must be developed on or before August 20<sup>th</sup>, 2003 and adopted by August 31, 2003. Peggy Walicek made a motion to call a public hearing on the proposed 2003-2004 district budget and tax rate for Monday, August 18<sup>th</sup>, 2003 at 6:00 p.m. Kamron Saunders seconded, and the motion carried 5-0.
- Adoption of Teacher Appraisal Calendar and Appraisers** 17. The Board must approve the district appraisal calendar and the list of administrators trained to evaluate teachers. Teachers must be evaluated annually by trained and board approved appraisers. For the 2003-2004 school year, the District plans to continue to use the state-adopted appraisal system, the Professional Development and Appraisal System (PDAS). Mike Wittrock motioned to approve the list of PDAS appraisers, and the 2003-2004 appraisal calendar as presented. Peggy Walicek seconded, and the motion carried 5-0. The list of appraisers are as follows:  
Gary Sage, Superintendent  
Cheryl Burns, Director of Curriculum  
Kevin Shipley, High School Principal  
Jimmy Trousdale, Junior High Principal  
Karen Scherrer, Brown Primary Principal  
Ana Murray, High School Assistant Principal  
David Edwards, Elementary Assistant Principal  
Bo Malek, Junior High Assistant Principal  
Nina Brinker, Brown Primary Assistant Principal  
Micky Virdell, Director of Special Programs
- Approval of various high school handbooks and constitutions** 18. Sponsors and students have gotten together and created constitutions and/or handbooks for their organizations which now need Board approval. Other organizations will be meeting at the beginning of the school year to make adjustments and will be presented at a later meeting. Kevin Shipley, principal at the high school, is presenting the following handbooks and/or constitutions for approval: cheerleaders, FFA, athletics, Career Preparation and drill team. Mike Morgan moved to approve the handbooks and constitutions as presented. With a second by Peggy Walicek, the motion carried 5-0.

**Consider second reading and adoption of Update 70** 19. The Board was provided a copy of Board Policy Update 70 at the June board meeting. The Board has reviewed the policy changes, and must now adopt the update into policy. Mike Morgan motioned to approve the adoption of Update Policy 70. Mike Wittrock seconded, and the motion carried 5-0.

The Board took a short recess at this time.

**Board Self-Evaluation** 20. The Board conducts a self-assessment once a year to accomplish the following:

1. Assess governance team effectiveness
2. Review roles and responsibilities in the decision-making process
3. Identify the continuing education needs of the governance team and team members
4. Initiate dialogue among team members to enhance communications
5. Establish goals for the governance team

Each member of the Board was provided a survey instrument for self-evaluation, which they completed and turned in to the Board President. The results of the Board self-evaluation were discussed at the meeting.

The Board entered executive session at 8:30 p.m. and returned at 9:18 p.m. with no official action taken.

**Formative Evaluation of the Superintendent** 21a. The Board has adopted an evaluation calendar and process for the Superintendent which calls for a mid-year formative assessment. At the June board meeting, board members were given a copy of the formative assessment appraisal form. The Board President gave instructions for completion and return to him by a given date in July. The Board President then compiled the individual board member evaluations into a single document. The Superintendent's Formative Evaluation results were given to the Superintendent in closed session.

**Resignations of Certified Personnel** 21b. The Superintendent informed the Board of the following resignations:

- Jeremy Shaw – teacher/coach at the high school
- Kathryn Bankston – teacher at Brown Primary
- Melynn Malek – speech therapist
- Ruth Partridge – librarian at Brown Primary

**Employment of Certified Personnel** 21c. The Superintendent recommended employment of Duane Fikac, teacher and head boy's basketball coach at the high school. Peggy Walicek motioned to employ Duane Fikac for the 2003-2004 school year. Mike Wittrock seconded, and the vote passed 5-0.