



# CISD BOARD REPORT

A Summary of the Board Of Trustees Meeting

July 15, 2013

The meeting was called to order by Mr. Watkins, President of the Board of Trustees at 6pm. Rev. Monk gave the invocation. President Watkins led the pledge to the flags.

## Administrative Services

- **Approval of the 2013-2014 Professional Development Appraisal System (PDAS) Appraisal Calendar**  
The annual teacher appraisal date limitations are listed including required Teacher Self-Report submissions.
- **2013-2014 Certified Appraisers**  
The certified personnel for each campus who may conduct annual appraisals and the district level personnel who may serve as secondary appraisers, upon request. Campus level administrative positions that have not yet been filled are left open.
- **Selection of Texas Association of School Boards (TASB) delegate**  
John Saberton was elected as the Texas Association of School Boards delegate to represent CISD.
- **Certification of the Instruction Materials Allotment and TEKS for 2013-2014**  
Districts and open-enrollment charter schools are required to certify annually to the State Board of Education and the Commissioner that for each subject in the required curriculum students have access to the instructional materials that cover all of the Texas Essential Knowledge and Skills (TEKS).
- **Approval of additional Teaching Positions**  
Due to enrollment increases at Sam Houston and Navarro and the intention of the District to staff elementary, K-4, classrooms at 22:1 or below and 5<sup>th</sup> grade classrooms at 25:1 or below, the District needs to add three (3) additional teachers--two at Sam Houston Elementary and one (1) at Navarro Elementary. Due to enrollment increases in the ESL and Deaf Education Programs, the District needs to add an additional teacher in each of the programs, for a total of two (2) FTEs. In addition, in order to facilitate hiring and obtaining high quality candidates, the administration is requesting that the Board approve two (2) contingency positions, which will be filled only if required by enrollment.

## Business Services

- **Consideration and Approval of the Engagement Letter for the Annual Financial Audit**  
The Trustees Reviewed and approved the Engagement Letter for Annual Financial Audit for the year ending August 31, 2013 from Anderson, Marx & Bohl, P.C.
- **Approval of Magazine Bids for the 2013-2014 School Year**  
The Magazine Bid List Proposal was selected on a lowest total bid price basis provided that the company complied with the bid specifications. Magazine subscriptions PTP had the low bid, but the bid did not include 2 magazines that the other vendors could provide. Therefore, the Board approved the vendor, Magazine Subscriptions Svc, in the amount of \$1,279.84.
- **Approval of Janitorial Supplies Bid Proposals for the 2013-2014 School Year**  
The Janitorial Supply Proposal opening was June 17, 2013. The proposals were considered on an item-by-item basis, the quality of the item, along with the lowest price being considered.
- **Approval of the Instructional Supplies Bid Proposals for the 2013-2014 School Year**  
The Instructional Supply Proposal opening was June 19, 2013. The bids were selected on an item-by-item basis provided that the company complied with the bid specifications. The instructional
- **Presentation of the Property Value Study Conducted by Linebarger and Associates**  
Linebarger Heard Blair & Sampson, LLP conducted a comprehensive study of assigned property values and represents the district in administrative and judicial appeal of the district's 2012 property values that affected 2012-2013 state funds. 1996 to 2012 appeals have resulted in total value reductions of \$1,859,267.
- **Consideration and Approval of Pricing for Student Lunches for the 2013-2014 School Year**  
The Paid Meal Equity provision of Healthy, Hunger-Free Kids Act of 2010 requires that schools annually assess their prices with an end goal of all paid lunch process at least equaling the free disbursement rate minus the paid reimbursement rate. In February 2013, USDA issued policy memo SP 25-2013: Paid Lunch Equity: School Year 2013-2014 Calculations and Tool. The Paid lunch Equity Tool for 2013-2014 helps School Food Authorities (SFAs) with a weighted average meal price less than \$2.59 would need to increase the paid meal price. We recommend student meal prices be set at \$1.75 per meal (lunch) at elementary schools and Drane and \$2.15 per meal (lunch) at CHS and Collins. CISD's current price for a student paid meal is \$1.70 Elementary and Drane and \$2.10 for CHS and Collins. This will cost each

student purchasing meals for everyday school day an additional \$9.00 for the school year.

- **Presentation of Budget Projections for the 2013-2014 School Year**

Review the projected revenue expected for the 2013-2014 school year along with the funds that we have received and are expecting to receive for the current (2012-2013) school year. We will also discuss different scenarios for employee pay increases for the 2013-2014 school year.

## **Communications, Public Relations , and Marketing**

- **CISD Communications Plan Initiatives 2013-2014**

Susan Johnson, Executive Director of Communications, PR and Marketing for CISD; and Kristin Zastoupil, CISD Webmaster, will review the CISD 2013-2014 Communications Plan initiatives. The CISD communications Department is consistently seeking ways for improvement to enhance the District and meet the needs of the community. Communication in all aspects is evolving as quickly as changes in education. The wide use of technology and access to the internet creates an immediate demand for consistent, timely and accurate information. Over the last year, the Communications Office has been successful in collecting research and data to further advance the public relations efforts throughout the District. Highlights of the data include the usage of the CISD website, accessibility of mobile phones for students and parents, social media identifiers, and other mediums to reach key constituents. The 2013-2014 Communications Plan Initiatives outline how research has impacted this year's efforts in CISD communication and outreach. These areas include: advertising initiatives; communication with parents and students; communication with staff; new website service and reorganization; use of a smart phone app; new phone, email, and text message alert systems; use of video; teacher web pages; special events; community outreach; and volunteer programs.

### **B. Consent Agenda**

- Third Quarter Investment Report
- Monthly Financial Report  
Presenter: Michael Nielsen
- Approval of the Job Description for the Position of Director of Campus Technology
- Approval of the Job Description for Instructional Technology Facilitator

## **Announcements**

**Board Workshop – August 5, 2013 at 6pm**

**Regular Meeting – August 18, 2013 at 6:00pm**