

**HEMPHILL INDEPENDENT SCHOOL DISTRICT
P.O. BOX 1950 – HEMPHILL, TEXAS
PHONE (409) 787-3371 – FAX (409) 787-4005**

Glenn Pearson, Interim Superintendent

Sally Butler, Business Manager

Susan Smith
Elementary Principal

Paula Pruitt
Middle School Principal

Marc Griffin
High School Principal

Agenda

Tuesday, December 16, 2008 – 7:00 p.m. – Administration Building

I. Members Present:

Absent:

II. Invocation:

III. Pledge To The Flag:

IV. Mission Statement:

V. Auditor's Report: Alexander, Lankford, & Hiers, LLP

VI. Visitors And Comments:

VII. Approval Of Minutes:

1. Regular Board Meeting November 20, 2008

VIII. Superintendent's Report:

1. Enrollment
2. Construction Projects Progress
3. Cafeteria Audit
4. Calendar 2009 - 2010
5. Elementary and Middle School UIL
6. School Board Training Requirement

IX. Superintendent's Recommendations:

1. Recommend approval of contract agreement with Lufkin Regional Day School Program for the Deaf.
2. Recommend approval of bidding out future Field House Construction Project.
3. Recommend approval of C SCOPE Curriculum System.
4. Recommend approval of close out documents and final payoff to Cox Construction.
5. Recommend approval of student overnight trip requests.
6. Recommend approval of bids for purchasing cafeteria equipment.
7. Adjourn for Executive Session
Allowed by Gov. Code 551.072 and 551.074.
8. Convene to Open Session.
9. Recommend employing personnel.

X. Statement of Operations:

XI. Approval of Bills & Financial Report for the Month of November 2008

XII. Approval of Budget Amendment # 3 for the 2008 – 2009 School Year

XIII. Adjourn:

These closed sessions are authorized by the Texas Open Meeting Act, Texas Government Code Section 551.072 and 551.074.

A. Personnel.

No action or vote may be taken in the closed meeting. An open meeting will be held to consider and take action, if any, on items discussed in closed session.

If during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting.

Section 551.071 – For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.

Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property.

Section 551.073 – For the purpose of negotiating contracts for prospective gifts or donations.

Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment of duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

Section 551.076 – To consider the deployment, or specific occasions for implementation, of security personnel and devices.

Section 551.082 – For the purpose of considering discipline of a public school child or children.

Section 551.083 – For the purpose of considering the standard, guidelines, terms or conditions the Board will follow, or instruct its representatives to follow, in consultation with representatives of employee groups in connection with consultation agreements provided for by Section 13.901 of the Texas Education Code.

Section 551.084 – For the purpose of excluding a witness or witnesses from a hearing during examination of another witness.

Should any final action, final decision or final vote be required in the opinion of the Board with regard to any matter considered in such closed meeting, then such final action, final decision or final vote shall be at either:

- A. the open meeting covered by this notice upon the reconvening of this public meeting, or
- B. at a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

This notice was posted in compliance with the Texas Open Meetings Act at _____ .m.,
_____ (date).

Glenn Pearson, Interim Superintendent
Hemphill I.S.D.
For the Board of Trustees

Superintendent's Report:

Please remember that our December Board Meeting has been changed to Tuesday, December 16, 2008. School will be dismissed at 1:15 p.m. on December 19, 2008, for the Christmas Holidays and resume on January 5, 2009. This has really been a fast 2008 year. Mid-semester (one half of the school year) will be over on January 15. Many activities are taking place at this time of the year so please refer to the Principal's weekly bulletins that are mailed to you each Friday.

At the beginning of our Board Meeting our 2007 – 2008 school year Audit will be presented by the firm of Alexander, Lankford, & Hiers, Inc., also Malcom McKinley, our Architect will be here to close out the New High School.

1. Enrollment

School	Sept 07 – 08	Sept 08 – 09
High School	311	314
Middle School	261	316
Elementary	<u>396</u>	<u>390</u>
Total	968	1020

2. Construction Projects Progress

(1) Cafeteria

Installed an additional food service table. Our maintenance staff did the utility plumbing and electrical work. This was needed in order to provide an additional serving line in order to provide students more time to eat their lunch.

(2) Administration Building

Our maintenance staff are working hard on this project along with their other duties and responsibilities. The following progress has been made:

- A. Four air conditioners totaling 13 ½ tons have been installed.
- B. New windows have been installed and the outside doors should be here next week.
- C. One by four framing materials for the sheet rock base has been installed.
- D. Sheet rock has been installed in several rooms.
- E. All offices have been identified and framed.
- F. Sewer and water lines are in place.
- G. Electrical panels are connected.
- H. Carpet has been bid out.
- I. Lazy Boy Chairs have been ordered for Board Room.

(3) Baseball Field and Brown Property

Chance Construction is doing our clearing and dirt work for the baseball field and the Brown property. Trees have been taken down and hauled off from the future baseball field. We do not have to worry about buying top soil because we found plenty of it. It has been pushed into three large mounds. Rain stopped Chance from working today, so I will give an update on our progress at the Board Meeting. We plan to drain the pond as soon as possible and take down the house and trees on the Brown property as soon as we can.

(4) Field House Complex

We received a copy of Terracon's Geotechnical Engineering Report. I will have copies at the Board Meeting provided you want to review it. I talked with the City about removing the pole and electrical line that is on the school's property and he told me they would take it down as soon as they finished with the work at the First Baptist Church.

3. Cafeteria Audit

On Tuesday, December 9, 2008 we had an auditor from the Texas Department of Agriculture Food and Nutrition Program spend the day in our cafeteria reviewing our operations. She reviewed the following areas:

- (1) Counting and claiming meals
- (2) Eligibility Certification
- (3) Updating Eligibility
- (4) Meal components and menu items
- (5) Financial
- (6) Compliance with the Texas Public School Nutrition Policy
- (7) Free and Reduced Price process – Verification – Meal patterns
- (8) Compliance
- (9) Monitoring responsibilities
- (10) Food Safety Sanitation

The auditor in her exit report gave us an excellent report and made the following comments:

Child Nutrition staff very organized and professional. Records indicate that staff strives to be very conscientious to detail. All records were available and ready before needed or requested. Menus had good variety offering students multiple selections. Many food items made from scratch. Staff worked well as a team. Child Nutrition is managed efficiently resulting in a program that is self supporting.

Congratulations to Mrs. Kathleen Henson and her Staff for having this excellent report.

4. Calendar 2009 - 2010

Please review two calendars that our employees are voting on this week. I will discuss the calendars at the Board Meeting.

Please see calendars in backup information No. 4.

5. Elementary and Middle School UIL

UIL District contests are being held this week at Shelbyville I.S.D. I will give an update about the contests at the Board Meeting.

6. School Board Training Requirement

Texas Education Code Sec 11.159 requires that the minutes of the last regular Board Meeting of the Board of Trustees held during a calendar year must reflect whether each Trustee has met or is delinquent in meeting the training required to be completed as of the date of the meeting.

Please see additional information concerning Continuing Education Credits in backup information No. 6.

Superintendent's Recommendations:

1. Recommend approval of agreement with Lufkin Regional Day School Program for the Deaf.

Recommend we approve and renew a contract with the Lufkin Regional Day School Program for the Deaf for the 2008 – 2009 school year.

This is a renewal of the same contract as last year. Twenty-eight other school districts in our area also participate in this Shared Service Arrangement.

Our Shared Services Cooperative will set aside funds for students who require services from the Lufkin School for the Deaf. At the present time Hemphill I.S.D. does not have any students eligible.

2. Recommend approval of bidding out future Field House Construction Project.

Recommend approval to bid out plans and specifications for the proposed Field House and Physical Education Gymnasium for the High School and Middle School.

Our architect suggested the bid to be advertised in January and awarded in February.

3. Recommend approval of C SCOPE Curriculum System

Recommend approval of the C SCOPE Curriculum System provided by Region VII ESC for a cost of \$ 12,161, to be paid out of the State High School Allotment Fund.

We as a staff have studied this program and discussed it with our teachers and feel like it will help our teachers better cover all the TEKS in grades K – 12, in preparation for the TAKS tests.

Please see program description in backup information No. 3.

4. Recommend approval of close out documents and final payoff to Cox Construction.

Recommend approval of close out documents and approving payment of the 5 % retainage with the exception of payments for metal work, air conditioning and construction manager.

Our architect will be present at our meeting and will have the final payoff figures and explain the exceptions.

5. Recommend approval of student overnight trip requests.

Recommend approval of the following trip requests:

(1) Cindy Ince and GT students to attend the United Nations Competition in Tyler February 3 – 4, 2009.

(2) Bailey Pruitt to TMEA All Region Clinic and Concert in Beaumont/Nederland on January 16 – 17, 2009.

Please see student overnight trip requests in backup information No. 5.

6. Recommend approval of bids for purchasing cafeteria equipment.

Recommend we approve a bid from Kirby Restaurant Supply, Longview, Texas, for a total of \$ 57,045.00. Equipment to be paid for from cafeteria account. The bid includes the following equipment:

- (1) Outdoor Walk In Freezer
- (2) Food Mixer 40 Qt.
- (3) Table Top Mixer 7 Qt.
- (4) Convection Steamer
- (5) Tilting Skillet
- (6) Convection Ovens (2)

Kirby's bid includes installation of the custom made outdoor freezer.

Please see bid sheet and description of equipment in backup information No. 6

7. Adjourn for Executive Session

Allowed by Gov. Code 551.072 and 551.074.

8. Convene to Open Session

9. Recommend employing personnel.

- (1) Recommend Ginger Nethery – Special Education Coop Aide