

**NOTICE OF REGULAR BOARD MEETING
BOARD OF TRUSTEES OF SANTA ANNA ISD**

DATE: 08-13-18
TIME: 5:30 pm
PLACE: Santa Anna High School Library, 701 Bowie, Santa Anna, TX

AGENDA

1. Opening by the President and Invocation
2. Open Forum
3. Action and Discussion Items
 - 3.1 Action Approval of Minutes
 - 3.2 Action Payment of Bills and Review of Financial Reports
 - 3.3 Action Approve Santa Anna ISD Budget Amendment, If any
 - 3.4 Action Approve Teacher Appraisal Calendar
 - 3.5 Action Approve Student Code of Conduct and Review Student Handbooks
 - 3.6 Action Approve Pamela L. West, CPA Agreement to Perform Consulting Services for Santa Anna ISD
 - 3.7 Action Approve Local Board Policy EIC Update
 - 3.8 Action Consider and/or Approve date change set for Public Meeting on Budget & Tax Rate
 - 3.9 Discussion Superintendent Report
 - Housing update
 - 2-a-days report
 - 3.10 Action Personnel: Closed Meeting (TGC 551.074)
 - Employment of Personnel
 - 3.11 Action Hire Personnel new PK teacher
 - 3.12 Action Discussion Budget Workshop



David Robinett

8-10-18

Date

- Agenda items do not have to be taken in the same order as shown on this meeting notice.
- During the course of the meeting, should a discussion of any item on the agenda be held in executive session or closed session, the board may convene in such executive or closed session by law, "Government Code, Chapter 551."

SANTA ANNA INDEPENDENT SCHOOL DISTRICT

REGULAR MONTHLY MEETING

August 13, 2018

The regular monthly meeting of the Santa Anna I.S.D. Board of Trustees was held Monday August 13, 2018, at 5:30 P.M. in the Santa Anna I.S.D. Library.

President Mike Pritchard called the meeting to order and announced that a quorum was present.

MEMBERS PRESENT

Mike Pritchard, Laurel Guthrie,
Roger Guerrero, David Herrod,
Denise Montgomery arrived (5:35pm)

MEMBERS ABSENT

Janice Fellers, Glen Donham

SCHOOL OFFICIALS PRESENT

David Robinett, Laurie Hunter, Aletha Patterson,
Katrina Guerrero

SCHOOL OFFICIALS ABSENT

Shannon Herrod

David Herrod gave the invocation.

APPROVAL OF MINUTES. The minutes were provided for the board members in their monthly packets. The motion to accept the minutes as they are written was made by Laurel Guthrie, seconded by David Herrod. The motion carried 5-0.

PAYMENT OF THE BILLS. A list of the monthly bills was provided for the Board to view. The motion to pay the bills was made by Roger Guerrero, seconded by Denise Montgomery. The motion carried 5-0. (Attachment 1)

APPROVE TEACHER APPRAISAL CALENDAR 2018-2019. The teacher appraisal calendar was provided for the board to review. The motion to approve the teacher appraisal calendar was made by Denise Montgomery, seconded by Roger Guerrero. The motion carried 5-0. (Attachment 2)

APPROVE STUDENT CODE OF CONDUCT AND REVIEW HANDBOOKS. The Board was provided copies of the 2018-2019 Code of Conduct and review Student Handbooks. The motion to approve the Student Code of Conduct was made by David Herrod, seconded by Denise Montgomery. The motion carried 5-0.

APPROVE PAMELA L. WEST, CPA CONSULTING SERVICES The Board was provided a copy of the consulting agreement services. The motion to approve was made by Denise Montgomery, seconded by Roger Guerrero. The motion carried 5-0. (Attachment 3)

APPROVE LOCAL BOARD POLICY EIC UPDATE The Board was provided a copy of EIC local board policy with update. The motion to approve the EIC policy update was made by David Herrod, seconded by Roger Guerrero. The motion carried 5-0. (Attachment 4)

APPROVE CHANGE SET FOR PUBLIC MEETING ON BUDGET & TAX RATE The Board approved to change the time for the August 30, 2018 Public Meeting to 5:00pm followed by regular board meeting at 5:15pm. The motion to approve was made by David Herrod, seconded by Roger Guerrero. The motion carried 5-0.


SUPERINTENDENT'S REPORT. Mr. Robinett presented his report to the Board.

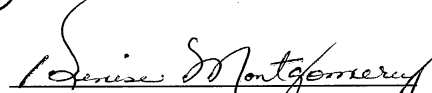
PERSONNEL: CLOSED MEETING (TGC 551.074). The Board did not convene into closed session at this time.

HIRE PERSONNEL The Board approved to hire part time Pre K teacher- Jackie Stansbury. The motion to approve was made by Laurel Guthrie, seconded David Herrod. The motion carried 5-0.

BUDGET WORKSHOP A budget worksheet was prepared and presented to the board.

The next regular board meeting will be August 30, 2018 at 5:30pm.


Board President


Board Secretary

FINANCIAL REPORT
AS OF JULY 31, 2018

Money Market Account	Rate of Interest	
Local Maintenance-Santa Anna National Bank	0.45	\$ 2,654,651.13
(PURCHASED CD 1/9/2012)	0.45	\$ 2,000,000.00
Interest & Sinking-Santa Anna National Bank	0.15	\$ 132,580.63
GRAND TOTAL:		\$ 4,787,231.76

REVENUE RECEIVED FROM STATE JULY 1, 2018-JULY 31, 2018

	Current Month	Total Amount to Date
Foundation	\$ 237,619.00	\$ 1,701,581.00
Available School Fund	\$ 5,665.00	\$ 49,296.00
Facilities Grant (Fund 599)		\$ 33,752.00
Child Nutrition	\$ 3,311.33	\$ 140,987.77
USDE MATCH		\$ 9.67
Title I, Part A	\$ 25,796.30	\$ 112,965.54
Title II, Part A	\$ 1,966.14	\$ 14,175.39
USDE Reap Grant Program	\$ 2,185.07	\$ 18,000.94
ACE Grant Reimbursement	\$ 31,440.74	\$ 168,338.00
Textbook Fund Reimbursement		\$ 137.50
Kindergarten Funding		\$ -
Title IV, Part A		\$ 9,959.00
TOTAL FROM STATE:	\$ 307,983.58	\$ 2,249,202.81

REVENUE RECEIVED FROM LOCAL SOURCES JULY 1, 2018-JULY 31, 2018

	Current Month	Total Amount to Date
Coleman County Taxes M & O (199)	\$ 14,376.79	\$ 963,317.11
Coleman County Taxes I & S (599)	\$ 893.29	\$ 62,709.29
Meal Payments	\$ 25.55	\$ 21,296.00
Athletic Receipts	\$ -	\$ 9,234.35
Misc Revenue/Reimbursements	\$ 254.09	\$ 82,318.40
Interest (199) MMS & CD	\$ 2,117.12	\$ 22,708.86
Interest (599) MMA Only	\$ 23.22	\$ 202.98
TOTAL FROM LOCAL SOURCES:	\$ 17,690.06	\$ 1,161,786.99

MMA-JULY 1, 2018 BEGINNING BALANCE:	\$ 2,714,745.41
M&O DEPOSITS & OTHER ADDITIONS:	\$ 325,457.13
TOTAL CHECKS & OTHER CHARGES:	\$ 385,551.41
(Including \$181,887.64 JULY 25, 2018 Payroll)	

PREPARED BY: KATRINA GUERRERO-8/8/2018

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
022900	07-18-2018		02890	CMH HOMES	199-81-6629.00-999-800000	C	SCHOOL HOUSING	83,223.00	N
022901	07-18-2018		02890	CMH HOMES	199-81-6629.00-999-800000	C	SCHOOL HOUSING	82,917.00	N
022902	07-23-2018		02008	DAVID CROWDER	199-51-6249.00-999-899000	C	CLEANING 2 SCHOOL HOUS	300.00	N
022904	08-10-2018		02856	AIR ONE MECHANICAL	199-51-6299.02-999-899000 199-51-6299.02-999-899000	C	REPAIRS & MAINT REPAIRS/MAINT	2,803.00 3,378.50	N
Check 022904 Total:								6,181.50	
022905	08-10-2018		02869	AMAZON CAPITAL SER	199-11-6321.00-001-811000 199-11-6399.05-101-811000 199-36-6399.10-001-891000 199-51-6319.00-999-899000 199-51-6319.00-999-899000	C	NOVELS SUPPLIES TRAINING SUPPLIES MOWER TIRE/WHEEL SUPPLIES	144.45 149.48 84.25 58.81 50.11	N
Check 022905 Total:								487.10	
022906	08-10-2018		00200	SOUTHWESTERN BELL	199-51-6259.00-999-899000	C	LONG DISTANCE	106.89	N
022907	08-10-2018		01535	ATMOS ENERGY CORP	199-51-6259.01-999-899000	C	NATURAL GAS	112.99	N
022908	08-10-2018		01558	BOUND TO STAY BOO	199-12-6399.00-101-811000	C	LIBRARY BOOKS	141.93	N
022909	08-10-2018		00159	CDW-G	199-11-6399.05-001-811000	C	NETWORK PRINTERS FOR J	760.28	N
022910	08-10-2018		00135	CITY OF SANTA ANNA	199-51-6259.03-999-899000 199-51-6259.05-999-899000	C	WATER WATER	1,129.00 3,660.25	N
Check 022910 Total:								4,789.25	
022911	08-10-2018		02827	COLEMAN COUNTY EQ	199-51-6319.00-999-899000	C	HUSTLER FILTERS	71.98	N
022912	08-10-2018		00080	COLEMAN COUNTY TE	199-51-6259.00-999-899000	C	LOCAL SERVICE	534.64	N
022913	08-10-2018		00978	COLEMAN MEDICAL A	199-34-6219.00-999-899000	C	ROBINETT BUS PHYSICAL	75.00	N
022914	08-10-2018		00055	COOPER SUPPLY	199-81-6399.00-999-899000	C	PLUMBING SUPPLIES	243.38	N
022915	08-10-2018		01141	AGENCY 405/TX DEPT	199-41-6211.00-702-899000	C	CRIMINAL HISTORY	1.00	N
022916	08-10-2018		00161	ESC, REGION XV	199-41-6419.00-702-899000	C	NEW BOARD MEMBER ONLI	50.00	N
022917	08-10-2018		00195	FLATT STATIONERS IN	199-11-6399.01-101-811000 199-11-6399.02-001-811000	C	COPY PAPER COPY PAPER	1,099.38 1,099.37	N
Check 022917 Total:								2,198.75	
022918	08-10-2018		02851	Green Acres	199-81-6619.00-999-800000	C	POST DRIVER RENTAL FOR	450.00	N
022919	08-10-2018		02772	HAWK HILL SALES	199-51-6319.00-999-899000	C	HUSTLER BLADES/WHEEL B	112.64	N
022920	08-10-2018		01675	HEARTLAND PAYMENT	199-11-6399.05-999-811000	C	NUTRIKIDS LICENSE	425.00	N

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
022921	08-10-2018		01176	HIGGINBOTHAM BROS	199-51-6319.00-999-899000	C	SUPPLIES	72.59	N
					199-51-6319.01-999-899000		WASP SPRAY	13.49	
					199-81-6399.00-999-899000		PLUMBING/DECK SUPPLIES	1,611.56	
							Check 022921 Total:	1,697.64	
022922	08-10-2018		01574	HOME DEPOT	199-51-6319.00-999-899000	C	SUPPLIES	387.03	N
					199-51-6319.01-999-899000		SUPPLIES	53.86	
					199-81-6399.00-999-899000		DECK/HOUSING SUPPLIES	641.87	
							Check 022922 Total:	1,082.76	
022923	08-10-2018		02007	I-SAFE	199-11-6399.05-999-811000	C	CIPA COMPLIANCE	500.00	N
022924	08-10-2018		01511	JACKSON PLUMBING	199-51-6219.00-999-899000	C	5 NATURAL GAS TEST	450.00	N
					199-51-6249.00-999-899000		REPAIR 2" MAIN WATER LEA	330.00	
					199-51-6249.00-999-899000		REPAIR WATER LEAK PRAC	195.57	
							Check 022924 Total:	975.57	
022925	08-10-2018		00045	JANICE FELLERS	199-41-6419.00-702-899000	C	SLI TRAVEL REIMBURSEME	204.37	N
022926	08-10-2018		02959	ENRIQUEZ WELDING &	199-81-6399.00-999-899000	C	CARPORTS/ADDITIONAL FE	7,827.00	N
022927	08-10-2018		00052	CARD SERVICE CENTE	199-11-6399.05-001-811000	C	CABLES FOR NETWORK PRI	110.54	N
					199-11-6399.05-999-811000		SOFTWARE SETUP NEW PC'	239.40	
					199-11-6411.02-001-822000		VATAT CONF FEES	310.00	
					199-34-6499.00-999-899000		STATE TRACK TOLL FEES	8.37	
					199-36-6399.05-001-891000		TRACK AWNING/SHELTER	309.81	
					199-36-6399.11-001-891000		TRACK AWNING/SHELTER	162.72	
					199-36-6411.01-001-891000		COACHING SCHOOL HOUSI	1,073.45	
					199-41-6419.00-702-899000		J FELLERS SLI HOUSING	466.86	
					199-41-6499.00-701-899000		ORGANIZATION MEET MEAL	81.11	
					199-41-6499.00-701-899000		AG TEACHER MEAL	44.72	
							Check 022927 Total:	2,806.98	
022928	08-10-2018		02964	NATHAN HINDMAN	199-34-6219.00-999-899000	C	REIMBURSE FOR BUS PHYSI	50.00	N
022929	08-10-2018		00484	O'REILLY AUTO PARTS	199-34-6249.00-999-899000	C	PARTS/SUPPLIES	88.60	N
					199-34-6319.00-999-899000		PARTS/SUPPLIES	157.85	
					199-34-6319.01-999-899000		SUPPLIES	42.94	
							Check 022929 Total:	289.39	
022930	08-10-2018		02902	OWENS ELECTRIC HE	199-81-6619.00-999-800000	C	ELECTRICITY HOOK UP/2	3,615.00	N
022931	08-10-2018		02900	PAMELA L WEST, CPA	199-41-6499.00-701-899000	C	TEMPLATE ASSISTANCE	375.00	N
022932	08-10-2018		01914	PEST HUNTERS PEST	199-51-6299.01-999-899000	C	YEARLY PEST SVC/QUARTE	825.00	N
022933	08-10-2018		01751	PINNACLE SPRAYING	199-51-6299.04-999-899000	C	FERTILIZE/INSECTICIDE	1,300.00	N
022934	08-10-2018		00278	QUILL	199-11-6399.00-101-811000	C	SUPPLIES	233.01	N

* indicates voided checks

Date Run: 08-09-2018 4:05 PM
 Cnty Dist: 042-903
 From 07-12-2018 To 08-10-2018
 Accounting Period: A
 Fund: 199 / 8 GENERAL FUND

YTD Check Register
 SANTA ANNA ISD
 Sort by Fund, Check Number

Program: FIN1800
 Page 3 of 7
 File ID: C

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
022935*	08-09-2018		01863	RELIANT, DEPT 0954	199-51-6259.02-999-899000	D	posted twice/wrong amount	-6,407.25	N
					199-51-6259.02-999-899000		posted twice/wrong amount	-6,466.01	
	08-10-2018		01863	RELIANT, DEPT 0954	199-51-6259.02-999-899000	C	ELECTRICITY	6,407.25	
					199-51-6259.02-999-899000		ELECTRICITY	6,466.01	
Check 022935 Total:								.00	
022936	08-10-2018		00481	SHERWIN-WILLIAMS C	199-51-6319.03-999-899000	C	SUPPLIES	258.41	N
					199-81-6399.00-999-899000		SUPPLIES	93.74	
Check 022936 Total:								352.15	
022937	08-10-2018		00196	SWEETWATER STEEL	199-81-6399.00-999-899000	C	FENCING/CARPORT MATERI	7,761.21	N
022938	08-10-2018		00522	TASB, INC	199-41-6499.06-701-899000	C	UPDATE 110 & 111	914.60	N
022939	08-10-2018		02963	THROCKMORTON ISD	199-36-6499.02-001-899000	C	REIMBURSE FOR J BARKER	145.00	N
022940	08-10-2018		00926	TOSHIBA FINANCIAL S	199-11-6269.00-999-811000	C	COPIER LEASE	825.10	N
022941	08-10-2018		01446	TOSHIBA FINANCIAL S	199-11-6269.00-999-811000	C	COPIER LEASE	527.53	N
022943	08-10-2018		01089	WESTAIR-PRAXAIR DIS	199-11-6399.00-001-822000	C	MONTHLY RENTAL FEES	26.09	N
Fund 199 / 8 Total								215,515.73	

* indicates voided checks

Date Run: 08-09-2018 4:05 PM

Cnty Dist: 042-903

From 07-12-2018 To 08-10-2018

Accounting Period: A

Fund: 240 / 8 NATL SCHOOL BREAKFAST & LUNCH

YTD Check Register
SANTA ANNA ISD
Sort by Fund, Check Number

Program: FIN1800
Page 4 of 7
File ID: C

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
022903	08-06-2018		02962	TEXAS A&M AGRILIFE	240-35-6219.00-999-899000	C	FOOD HANDLERS CLASS	20.00	N
022927	08-10-2018		00052	CARD SERVICE CENTE	240-35-6342.00-999-899000	C	SUPPLIES	26.52	N
Fund 240 / 8 Total								46.52	

* indicates voided checks

Date Run: 08-09-2018 4:05 PM
 Cnty Dist: 042-903
 From 07-12-2018 To 08-10-2018
 Accounting Period: A
 Fund: 599 / 8 DEBT SERVICE FUND

YTD Check Register
 SANTA ANNA ISD
 Sort by Fund, Check Number

Program: FIN1800
 Page 5 of 7
 File ID: C

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
022942	08-10-2018		00951	U.S. BANK Charlotte-TF	599-71-6511.00-999-899000	C	BOND PYMT	60,000.00	N
					599-71-6521.00-999-899000		BOND PYMT	17,317.50	
							Check 022942 Total:	77,317.50	
							Fund 599 / 8 Total	77,317.50	

* indicates voided checks

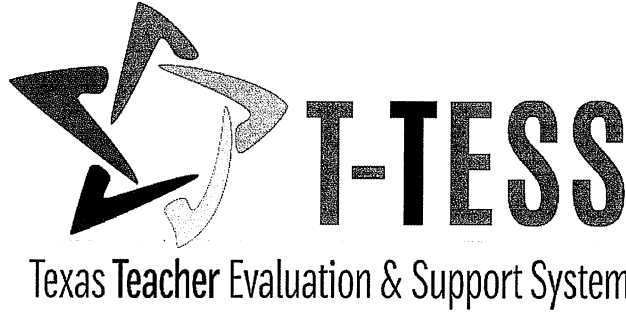
Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.So-Org-Prog	Typ Cd	Reason	Amount	EFT
002310	08-03-2018		01739	Wal-Mart	865-00-2190.EL-000-800000	D	student school supplies	700.79	N
002311	08-04-2018		01663	SAM'S CLUB	865-00-2190.EL-000-800000	D	meet the teacher/open house	284.22	N
Fund 865 / 8 Total								985.01	

Check Nbr	Check Date	Credit Memo	Vend Nbr	Payee	Fnd-Fnc-Obj.-So-Org-Prog	Typ Cd	Reason	Amount	EFT
010207	07-16-2018		00460	SANTA ANNA GROCER	866-00-2190.09-000-800000	D	FFA BANQUET	71.23	N
010208	08-06-2018		00479	WILLIE'S T'S	866-00-2190.20-000-800000	D	MINI CHEER CAMP SHIRTS	296.00	N
Fund 866 / 8 Total								367.23	
Grand Totals:								294,231.99	

End of Report

2018 – 2019 TEACHER APPRAISAL CALENDAR

SANTA ANNA INDEPENDENT SCHOOL DISTRICT



September 2018				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

January 2019				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

October 2018				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February 2019				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

November 2018				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

March 2019				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2018				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April 2019				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

*Days you may Observe in **Blue***
*Days you cannot Observe in **Red***

Walkthroughs may begin immediately

T-TESS Campus Training
August 8-15, 2018

Goal Setting Conferences for all
 Employees **August 8-September 26, 2018**

Appraisal Period
September 6, 2018 through April 18, 2019

End of Year Conferences/Goal Setting/
 Summatives **Prior to May 2, 2019**

Teacher Response

Within 10 working days (Appraiser may extend to 15)

May rebut in writing or request 2nd appraisal within 10 working days after receiving the Observation Summary or the End of Year Appraisal Report

General Information:

All T-TESS Appraisers must be T-TESS certified and must be a Campus Principal or Assistant Principal. Appraisers should ensure that all teachers have been T-TESS trained prior to beginning the appraisal cycle.

No appraisal observations may be conducted the day before or after a school holiday or the day of district or state testing.

Reminder:

Share all documentation with the teacher within 10 days.

Summative Annual Report given to the teacher at least 5 working days before the Summative Conference and no later than 15 working days before the last day of instruction.

Pamela L. West, CPA

6725 Plainview Dr.
San Angelo, TX 76905
(325)234-6910

Agreement to Perform Consulting Services to Santa Anna ISD

Date

September 1, 2018

Santa Anna ISD
701 Bowie St.
Santa Anna, TX 76878

Scope of Work

Contractor will provide unlimited telephone and e-mail support on school finance matters for the 2018-2019 fiscal year, review of one state funding template and related tax rate calculations and adoption notice, and end of year checklist and related calculation templates. Contractor will provide telephone/e-mail assistance on completing the templates as requested. Additional assistance as requested by the district will be billed per the hourly rate and terms listed below under the fees section of this contract. This may include general ledger review, preparation of compliance calculations, preparation of state funding templates, assistance with journal entries and proper accounting procedures, training on school finance matters for district staff, and other assistance as requested by the district.

Client Responsibilities


District will provide the contractor online access to the TxEIS system and other documents/systems related to the completion of the scope of work described above as requested by the contractor.

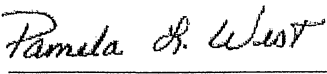
Fee Schedule

Fee will be \$1,200 annually for telephone and e-mail assistance not requiring extensive research or additional hours. Should extensive research or extended technical assistance be required, district will be billed \$100 per hour for time spent on such activities. On-site assistance will be provided as requested at a rate of \$100 per hour exclusive of travel expense which will be billed at rate of \$.53 per mile, plus meals and lodging if required.

Signatures

IN WITNESS, WHEREOF, the parties hereto agree to the terms of this contract effective September 1, 2018


Santa Anna ISD 8-14-18
Date

Pamela L. West, CPA
 06/01/2018
Pamela L. West, CPA

5. Grades translated to have a value below the numerical value of 70 shall be considered failing and shall be assigned a value of 65.

**Valedictorian and
Salutatorian**

The valedictorian and salutatorian shall be the eligible students with the highest and second highest weighted grade point averages, respectively. To be eligible for such recognition, a student must have:

1. Been enrolled in high school for four years;
2. Been continuously enrolled in the District high school for the 11 six-week grading periods preceding graduation;
3. Earned credit in AP English III and IV, Advanced Chemistry, Precalculus, and Physics; and
4. Be graduating in no fewer than eight semesters.

Should a tie develop for valedictorian, co-valedictorians shall be recognized, and no salutatorian shall be recognized. Should a tie develop for salutatorian, all those tying shall be recognized.

3. Have completed the foundation program with the distinguished level of achievement; and