



# WESLACO INDEPENDENT SCHOOL DISTRICT

319 W. Fourth Street  
Weslaco, TX 78599-0266

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## BOARD OF TRUSTEES

Meeting:	Special Board Meeting
Place:	WISD Board Room
Location:	319 W. Fourth Street
Date:	June 19, 2017
Time:	6:40 P.M

## MINUTES

- I. The meeting was called to order by Erasmo Lopez, Board President.
- II. A quorum was established. The following board members were present.

Erasmo Lopez, President  
Oscar Caballero, Vice President  
Isidoro Nieto, Secretary  
Andrew Gonzalez, Trustee  
Patrick Kennedy, Trustee  
Dr. Jaime Rodriguez, Trustee

*Dr. Richard Rivera was absent.*

- III. Discussion and Possible Action for the Board to Consider Approval to Change the Date of the Regular Board Meeting of July 10, 2017

Board President Erasmo Lopez informed his fellow board members that he was going to be out of town on July 10<sup>th</sup> and therefore asked for their consideration in changing the date of the July Board Meeting to Thursday, July 6, 2017.

All board members present were available to meet on Thursday, July 6.

Isidoro Nieto made the motion to approve changing the date of the July Board Meeting from Monday, July 10 to Thursday, July 6, 2017. Patrick Kennedy seconded the motion and it passed unanimously.

- IV. Discussion and Possible Action to Approve the WISD Early Learning Foundation Program Collaboration with the Hidalgo County Head Start Program

The Hidalgo County Head Start Program (HCHS) will provide a quality, rigorous academic program to all students with high quality standards that will enable them to develop their potential, nurture their sense of individual worth, and build a strong foundation to be kindergarten ready. According to research, a quality early childhood education is an effective link to closing the achievement gap for second language learners and children from economically disadvantaged backgrounds.

Through this partnership, students have the opportunity to learn from a WISD Early Childhood certified teacher using the WISD state adopted curriculum while the Head Start teacher implements the head start curriculum embedded with social and emotional techniques to foster the early stages of child development. Additionally, children will develop vocabulary, social skills, literacy skills, and fine and gross motor skills.

Andrew Gonzalez made the motion to approve the Memorandum of Understanding for a School Readiness Model (SRPM) between WISD and the Hidalgo County Head Start Program. Oscar Caballero seconded the motion.

Mrs. Janie Pena, Executive Director for C&I, informed the Board that WISD will provide the program with six classrooms at F.D. Roosevelt and two teachers. Four classrooms will be used for instruction for 120 students; one will be used as an office and the other one will be used as a kitchenette area to receive the food. The program will provide their own food services and janitorial services.

Andrew Gonzalez wanted to know the status on the Center from Mercedes and if there were any other Centers in the valley that district staff could reach out to, in order to increase enrollment at WISD.

Mrs. Pena reported that staff is working with Texas Migrant Council who is still interested in utilizing four classrooms to accommodate 60 students from Mercedes. In addition, the Executive Director from the Hidalgo County Head Start Program located in Donna asked if WISD would consider providing services to 200 children participating in the Head Start Program. Some of these children are from Weslaco and some live in Donna. They asked WISD if they could send five certified teachers because Donna ISD did not want to send teachers to the Head Start Program. The Hidalgo County Head Start Program firmly believes that sending public school teachers into the Head Start Program has made a tremendous difference in preparing these children for public education. At this point, all districts have partnered with Hidalgo County with the exception of Donna and Progreso.

Dr. Canales informed the Board that staff will follow up on issues related to this request and research whether WISD will be able to receive ADA for the students who live in Donna.

Mr. Lopez wanted to know how this would impact the budget. Mr. Sanchez replied that teachers would need to be hired and staff will need to look at enrollment figures to come up with a projected ADA.

Mr. Lopez also asked that staff look at the possibility of implementing full-day classes for Pre-Kindergarten.

The Board voted unanimously in favor of the motion made by Andrew Gonzalez and seconded by Oscar Caballero to approve the Memorandum of Understanding for a School Readiness Model (SRPM) between WISD and the Hidalgo County Head Start Program.

V. Discussion and Possible Action to Approve a Lease Agreement with Hidalgo County Acting By and On Behalf of the Hidalgo County Head Start Program

The lease agreement with Hidalgo County will allow the Hidalgo County Head Start Program to utilize classrooms at F.D. Roosevelt Elementary for the purpose of providing a quality, rigorous academic program to all students.

The use of district facilities will aid to increase the number of students served by the Head Start Program and Weslaco ISD. Approval of the lease agreement will also be of benefit to a larger student population and it will serve to prepare more students to the rigors of public education. ADA revenue will cover the cost of the facilities and utilities.

The lease agreement has been reviewed by legal counsel.

Patrick Kennedy made the motion to approve the lease agreement with Hidalgo County acting by and on behalf of the Hidalgo Country Head Start Program as presented. Oscar Caballero seconded the motion and it passed unanimously.

VI. Discussion and Possible Action to Approve the Summary of Policy Recommendations as Prepared by TASB Policy Service

On February 21 and 22, 2017, TASB representative Mary Kay Spellman held a policy review workshop with district and campus administrators. The Policy Review Session consisted of a comprehensive audit of the District's TASB Localized Policy Manual. Ms. Spellman then provided the district a written summary with an itemized list of the recommended policy revisions of which 8 policies were deleted, 25 were revised, 9 were replaced, and 2 have been added.

According to Mr. Sergio Garcia, Assistant Superintendent for Administration, the different department impacted by the policy changes have reviewed the recommended changes. After reviewing the policies, district staff did not agree with four of the policy changes recommended by TASB.

Listed below are the four (4) policies:

- DEC (Local): Leaves & Absences

TASB struck off information regarding the professional and para-professional staff who get docked when they use their personal business days. Professional staff are docked \$40.00 for a full day and \$20.00 for a half day. Para-professional staff are docked \$20.00 for a full day and \$10.00 for a half day.

Mrs. Melva Segura, Human Resources Director, informed the Board that because of the small amount of money employees are docked, administration would like to follow the same practice. She explained that WISD is one of few districts in the region who still charge employees for personal leave. The money generated through employee docks is used to cover substitute pay when teachers are absent. The total annual amount generated through the docks was \$730,589. The docks generated from professional teaching staff was \$638,639. The total pay for substitutes for 2016-2017 year was almost \$2.2 million, leaving a difference of \$1.5 million. The district will have to totally fund the substitute pay of \$2.2 million if this policy is removed.

Mrs. Segura commented that the docks help curb absenteeism with staff and pointed out that WISD is well above the region and state in teacher pay in almost every category from 0 to 1 year, and up to 20 years' experience on the highest range.

Mr. Nieto said that he did not agree with staff being docked even though he understood how the extra money was being utilized. Nonetheless, he pointed out that there are other districts who don't charge their employees for being out and they are only \$1,000 behind Weslaco in salaries.

Mr. Gonzalez mentioned that WISD provides a much better health benefits package than most other districts do, which is something they also need to consider. Mr. Lopez wanted to know what percentage of pay were the teachers being docked. He stated that employees in the private industry don't get paid when they don't show up to work.

Mrs. Segura confirmed that employees receive five (5) sick leave days and five (5) personal business days per school year. Teachers and para-professionals are docked only for personal business days, not for sick leave. Teachers who use their five (5) personal business days are docked \$40.00 per day for a total of \$200.00 which equals to one full day based on their salary. She reiterated that the administration is trying to generate as much money as possible to eliminate any local costs without having to let go of any positions or staff members.

Patrick Kennedy made the motion to approve the summary recommendations as prepared by TASB. Andrew Gonzalez seconded the motion and it passed unanimously.

Mr. Garcia reminded the Board that there were a total of 44 policies; however, staff did not agree with four (4) of the recommended policy changes. Once the Board has reviewed the policies, they will be sent back to TASB with the changes. TASB will then make the appropriate changes and send the updated manual for the Board to take final action and adopt all policies in the new manual.

Mr. Garcia presented the other three (3) policies for informational purposes.

- DHE(Local): Searches, Alcohol, and Drug Testing

TASB's recommendation is revised to reflect the district's practice of permitting an employee who operates a motor vehicle, including a bus, to be reinstated as a driver upon successful completion of a return-to-duty test.

Mr. Garcia stated that WISD does not bring employees back to work after they have tested positive for violating a drug related violation. Mr. Mike De La Rosa (Risk Manager) confirmed that the district has a zero drug policy, especially for employees who operate a motor vehicle while on duty. This applies to staff who are employed in a safety sensitive position such as a bus driver, maintenance worker or an employee who transfers students in a school suburban.

- DMA(Local): Professional Development: Required Staff Development

TASB's recommendation is revised to replace the district's entirely unique provision addressing staff development with our TASB-developed model text.

According to Mr. Garcia, this is more of a language issue because this policy addresses the prior approval for professional/para-professionals attending conventions, seminars, conferences, and workshops on weekends, holidays, summer vacation, or any other non-instructional time and be credited with time equivalency. He stated that there is a time equivalency program that has additional requirements.

Mrs. Sue Peterson (Asst. Superintendent for Curriculum & Instruction) did not want employees to be misled that attendance at out of town conferences or weekend events were all being approved for time equivalency. She explained that teachers have to accrue 300 hours to renew their license; however, this time would count towards staff development, but not for time equivalency.

- FFAC (Local): Wellness and Health Services – Medical Treatment

TASB's recommendation is revised to reflect that the district does not buy medications of any kind to provide to students except when certain over-the-counter medications will be administered by a licensed athletic trainer under conditions compliance with the trainer's licensing rules.

According to Athletic Director Oscar Riojas, it is not good practice to provide medications to students; therefore, none of the trainers administer medications to students during school, after school, or during a contest. Therefore, staff would like to remove this excerpt from the policy.

Mr. Garcia reviewed the legal policies to ensure staff was not violating any of the local policies. As mentioned earlier, staff will submit changes to TASB and, in turn, TASB will send the final manual to the district to be submitted for board approval.

VII. Discussion and Possible Action for the Board to Approve a Change Order for the Installation of Vinyl Composition Tile (VCT) at the Weslaco East High School Library as Part of the Tile Installation Project at Five Elementary Campuses (RFP #17-05-39)

The tile project at the five elementary campuses and at Weslaco East High School is progressing smoothly. This project began on Monday, June 5, 2017.

Due to the condition of the current floor covering at the Library at East High School, the administration requested to remove the existing carpet and install vinyl composition tile. The re-flooring of the library was not part of the original scope of work. The total cost for this change order is \$21,145.00 which will bring the total overall project cost to \$480,187.58.

No additional days are being requested by Floor Covering Specialist for this change order. The completion date of the tile project will be July 31, 2017.

Patrick Kennedy made the motion to approve the change order for the installation of vinyl composition tile (VCT) at the Weslaco East High School Library as part of the tile installation project at five elementary campuses. Oscar Caballero seconded the motion and it passed unanimously.

The board members questioned the amount of the change order and whether the flooring at the library had previously been covered before.

After Dr. Raul Cantu explained the reason for requesting the tile, Mr. Andres Sanchez confirmed that this was additional square footage that had not been requested in the original scope of work.

The Board voted unanimously in favor of the motion made by Patrick Kennedy and seconded by Oscar Caballero to approve the change order for the installation of vinyl composition tile (VCT) at the Weslaco East High School Library as part of the tile installation project at five elementary campuses.

VIII. Approval of Budget Amendment in the Local Maintenance Fund for the Weslaco High School Band to Pay for Student Travel and Purchase of Some Replacement Uniforms

The following budget amendment was requested for approval:

1. Local Maintenance Fund: To reclassify funds to cover costs of charter buses and meals for the WHS Band traveling to Richmond, Texas for the first game of the 2017 football season. The Band also needs to purchase replacement marching band uniforms to be able to fit all 210 band students with a uniform.
  - \$10,000 for travel
  - \$18,000 for uniforms

Oscar Caballero made the motion to approve the budget amendment as presented. Isidoro Nieto seconded the motion.

Mr. Kennedy suggested that staff implement a system to keep track of the uniforms due to 64 missing uniforms. Dr. Canales replied that staff has been meeting to discuss inventory procedures of band uniforms.

The board president pointed out that staff should also consider the needs for the East High School band since funds are being provided for the Weslaco High School band.

The Board voted unanimously in favor of the motion made by Oscar Caballero and seconded by Isidoro Nieto to approve the budget amendment for band uniforms and student travel.

IX. Discussion and Possible Action to Approve a Structural Engineer to Assist the District with the Procurement and Oversight of Construction of a New Digital Scoreboard for Bobby Lackey Stadium

On May 30, 2017, the Board granted approval for the procurement of a new digital scoreboard for Bobby Lackey Stadium under the design-build method of construction. The district will need the assistance of an engineer that will work independent from the design-build team for the oversight of the construction project.

The administration recommended that the Board approve Chanin Engineering, LLC from McAllen, Texas, as the independent engineer for this project. The proposed cost of engineering services for this project is 1.75% of the construction cost of the new digital scoreboard. Chanin Engineering, LLC has done work directly for Weslaco ISD on past projects such as the structural design for the new Bobby Lackey Stadium sound system, structural assessment and support design for the conversion of HVAC units from chilled water to heavier, direct expansion (DX) roof top units at both WEHS original Athletic Facility and WHS Original Band Hall. Administration is satisfied with the services they have provided.

Mr. Sanchez informed the Board that the structural engineer will be reviewing the specs of the structural to ensure that it can hold the weight of the scoreboard. As far as the funding for the scoreboard, staff has been looking into raising revenue by selling naming rights to stadium or financing at zero percent interest free over a five-year loan. He explained that structural engineering services are not included with the cost of the scoreboard, so the services have to be independent.

Erasmio Lopez suggested that the contract stipulate that Trinity Engineering be called if the project requires a mechanical engineer since this company has been working with the district and they are from Weslaco.

Mr. Sanchez pointed out that an agreement was included for board approval. However, Mr. Greg Kerr, school attorney, suggested that the Board not approve the agreement at this time because the process calls for the district to select an engineer, negotiate the contract, and then bring it back to the Board for approval. The stipulation can be added to the contract once it has been brought back for approval.

Isidoro Nieto made the motion to approve Chanin Engineering, LLC from McAllen, Texas as the structural engineer for this project as recommended by staff. Dr. Rodriguez seconded the motion and it passed unanimously.

X. Discussion and Possible Action to Approve a Modification to the Scope of the Award to Alvarado Architects & Associates, Inc. Related to the Construction Design for Central Middle School

On March 9, 2017, the Board awarded Alvarado Architects & Associates to create the construction documents including plans specifications for pavilions at Cuellar Middle School, Mary Hoge Middle School, and Central Middle School.

Superintendent Dr. Canales informed the Board that the Principal at Central Middle School and the Facilities Committee reevaluated their needs regarding the proposed pavilion and determined that the campus need is greater in another area. The administration has proposed to remove the sitting benches and install basketball backboards to use the current pavilion for physical/sporting activities making the function of the pavilion comparable to the rest in the District. Therefore, the modifications to the scope of work will include a covered canopy connecting the Main Campus and the Science Building for student and staff protection from the weather. The addition of much needed restrooms in the Science Building is also being included in the change of project scope. The architect fee will be 6% of construction cost.

Mrs. Pat Munoz (Principal) stated that there are no restrooms in the Science wing; hence, the students have to go outside in inclement weather and walk to the main campus to use the restrooms. Therefore, the covered canopy and the restrooms will greatly benefit the students.

Andrew Gonzalez made the motion to modify the scope of the award to Alvarado Architects & Associates, Inc. related to the construction design for Central Middle School as presented. Isidoro Nieto seconded the motion.

Mr. Kennedy voted against establishing the pavilions at a previous meeting, but stated that he would vote in favor of the covered walkway because it was a much better way of spending the money.

The Board voted unanimously in favor of the motion made by Andrew Gonzalez and seconded by Isidoro Nieto to modify the scope of the award to Alvarado Architects & Associates, Inc. related to the construction design for Central Middle School.

XI. Discussion and Possible Action to Approve the Proposal Received for the Electrical Upgrades Project at Margo Elementary School (CSP #17-07-62)

On May 8, 2017, the Board approved to use the competitive sealed proposal as the procurement method of construction, delegate the ranking authority of the proposals to the Administration, and approved the criteria and points to be used for the electrical upgrades project at Margo Elementary School. The design of parking lot lighting was also added to this project.

Margo Elementary has not had any electrical upgrades since the construction of the building back in 1983. The administration recommended that the Board award the electrical upgrades project to Zitro Electric, LLC from Palm View, Texas.

Mr. Americo Garza informed the Board that the electrical system at Margo Elementary was in need of an upgrade to provide additional power to the classrooms and other support areas throughout the campus. Currently, the existing electrical system consists of one circuit per classroom with many circuits wired to service one and a half classrooms, which is not very practicable. The administration is proposing to add three circuits to each classroom, two for computers and one to distribute receptacles throughout the classroom.

Andrew Gonzalez wanted to know if money was allocated for this project. Mr. Andres Sanchez replied that the funds would be obtained from the Maintenance Tax Note loan. The cost of this project, including the parking lot lights, is \$452,900. A total of \$3.7 million was budgeted for HVAC upgrades. Since there are several units being replaced with monies from the current budget, there will be money available to make up for the difference.

Mr. Lopez wanted to know why these upgrades were requested and if it had become a hazard for the campus.

According to Mr. Garza, campus staff reported problems with breakers tripping which initiated an assessment on the electrical system. The problem was due to overloading of breakers as a result of the number of computers, appliances, and charging stations used in each classroom. Mr. Fidencio Alvarado of Trinity Engineering recommended that the existing electrical switch be replaced because it did not meet current electrical code requirements. This was a high cost item that was not included, but was added as an alternate to the contract.

Oscar Caballero made the motion to award the electrical upgrades project at Margo Elementary School to Zitro Electric, LLC from Palm View, Texas. Patrick Kennedy seconded the motion.

The board president asked Mr. Garza if there were other schools experiencing electrical issues. Mr. Garza replied that Margo Elementary is the only campus at this time that has encountered electrical issues; thus, this is the only campus that has not had any electrical upgrades since it was built.

The Board voted unanimously in favor of the motion made by Oscar Caballero and seconded by Patrick Kennedy to award the electrical upgrades project at Margo Elementary School to Zitro Electric, LLC from Palm View, Texas.

## XII. Discussion and Possible Action to Approve the Schematic Design of the New Field House Project at Weslaco High School

On March 9, 2017, the Board approved GomezMendezSaenz Architects, Inc. from Brownsville, Texas to design the specifications for the construction of the new Field House Project at Weslaco High School. Architect Rudy Gomez held several meetings with Athletic Director Oscar Riojas, Coach Michael Salinas (Weslaco High School Athletic Coordinator/Head Football Coach) and Americo Garza (Director of Energy Management) to discuss the layout and location for the new football field house at WHS.

Mr. David Monrial from GomezMendezSaenz Architects provided a presentation to the Board on the location of the field house.

- The field house will be located on the existing parking lot, west of the gym and north of the weight room.
- Total sq. ft: 15,400
- The field house will include:
  - › Two (2) offices: Secretary/Head Coach
  - › Shared conference rooms for defensive coordinator and offensive coordinator
  - › Coaches' dressing/shower areas
  - › Team rooms which can be divided into two smaller rooms by partitions or can be opened up for a larger meeting area
  - › JV locker room
    - 200 lockers
    - Shared restrooms/showers
    - Laundry facility
  - › Varsity locker room
    - 70 lockers
  - › Support spaces include
    - Garage area for general storage of gators and outdoor equipment
    - Training rooms
    - Equipment room
- The exterior of the field house will consist of brick veneer with stucco accents, with less brick around the sides and more on the front area.

According to Mr. Monrial, everyone is comfortable with the layout of the field house.

Andrew Gonzalez wanted to know if the project was going to come in under budget. Mr. Monrial replied that the budget was \$2.9 million for 15,000 sq. feet. He felt confident that they would be able to complete the project within budget.

Coach Michael Salinas was asked if he was comfortable with the layout. Coach Salinas informed the Board that multiple meetings were held to review the layout and determine the best set up. He stated, "We took the actual amount approved and considered the soft costs to prepare the rest of the building for the design. In visiting with Mr. Gomez, Americo Garza, and Coach Riojas, Mr. Gomez has assured us, to this point, that we fall under that and we should have some room for the soft costs that are gonna generate, to actually fulfill the rest of the building."

The Board President thanked Coach Salinas for his time and input on the design. He suggested that Coach Salinas feel free to request an item that he considers to be beneficial for the football players in the event that there are funds left over on this project. This item would be included as an addendum pending board approval. If approved, the district could save money by adding this item now, rather than requesting it at a later date and spending more money in the future.

Coach Salinas replied, “The responsibility was not taken lightly to help in the design of the building. We’re trying to do the best we can to be best stewards with the money the district has provided, and we’re trying to maximize space and the needs of student athletes for teaching and learning to be able to use facility as best as we can so when we look back, we’re not in a ‘what if’ situation.”

Andrew Gonzalez suggested that Coach Salinas consider installing a covered walkway connecting the field house to the weight room in order to provide shelter to students during inclement weather as it is being done at Central Middle School.

A brief discussion was held on the elevation of the building. Mr. Nieto pointed out that the Science wing was built up 10 feet. He was concerned on the elevation of the new field house because during heavy rains, water collects towards that area. Mr. Monrial assured the board members that the engineer will conduct a survey and start the geotechnical work to determine the elevation of the building.

Andrew Gonzalez made the motion to approve the Schematic Design of the new Field House Project at Weslaco High School. Isidoro Nieto seconded the motion and it passed unanimously.

XIII. Closed Meeting to Discuss:

The Board convened in closed meeting at 7:55 p.m. to discuss the following items:

A. Personnel Matters (Tex. Gov’t Code 551.074)

1. Employment of Personnel
2. Resignations
3. Deliberation Regarding the Appointment, Employment, Reassignment, Duties, Discipline, or Dismissal of A Public Officer or Employee (Tex. Gov’t Code 551.074 and 551.071)
  - a. Deliberation of Personnel on Organizational Chart

B. Consultation with Legal Counsel Regarding Audit of Health Insurance

XIV. Reconvene in Open Meeting:

The Board returned to open meeting at 8:40 p.m. to take action on the following items:

A. Possible Action, If Necessary, on Items Discussed in Closed Meeting, Including:

1. Employment of Personnel

The superintendent recommended that the Board approve the contracts for certified professional personnel as presented.

Name	Position	Location
1. Alvarado, Jose	BIM Teacher	Weslaco High School

Isidoro Nieto made the motion to approve the contracts for certified professional personnel as recommended by the superintendent. Patrick Kennedy seconded the motion and it passed unanimously.

2. Resignations

The superintendent recommended that the Board approve the resignations for certified professional personnel as presented.

<b>Name</b>	<b>Position/Location</b>	<b>Reason/Effective Date</b>
1. Caballero, Marlene	Counselor Silva Elementary School	Mrs. Caballero resigned to accept a promotion as Assistant Principal with IDEA Public Schools, effective June 15, 2017.

Andrew Gonzalez made the motion to approve the resignations of certified professional personnel as recommended by the superintendent. Dr. Jaime Rodriguez seconded the motion and it passed unanimously.

3. Approval of Organizational Chart

Patrick Kennedy made the motion to approve the Organizational Chart as discussed in closed session. Andrew Gonzalez seconded the motion and it passed unanimously.

XV. Adjournment

The meeting adjourned at 8:42 p.m.