

AGENDA

for the

Board Workshop Meeting

of the

Board of Trustees

**Jim Plyler Instructional Complex, Dr. Jack L. Davidson Conference
Center, 807 W. Glenwood, Tyler, TX**

**May 14, 2019
11:00 AM**

**NOTICE OF BOARD WORKSHOP MEETING OF THE
TYLER INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Notice is hereby given that on Tuesday, May 14, 2019, the Board of Trustees of the Tyler Independent School District will hold a Board Workshop meeting at 11:00 AM at the Jim Plyler Instructional Complex, Dr. Jack L. Davidson Conference Center, 807 W. Glenwood, Tyler, TX. The subjects to be discussed are listed on the agenda which is attached to and made a part of this Notice.

Individuals with disabilities are entitled to have access to and participate in public meetings. An individual requiring an accommodation for access to the meeting must notify the Tyler Independent School District by informing the district's ADA coordinator, in writing 24 hours prior to the scheduled meeting of the necessity of an accommodation. Upon receipt of this request, the district will furnish appropriate auxiliary aides and services when necessary to afford an individual with a disability an equal opportunity to participate in and enjoy the benefits of the board meeting as nonhandicapped individuals enjoy.

If, during the course of the meeting covered by this Notice, the Board of Trustees should determine that a closed or executive meeting or session of the Board of Trustees is required, then such closed or executive meeting or session as authorized by the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq., will be held by the School Board at the date, hour, and place given in this Notice or as soon after the commencement of the meeting covered by this Notice as the School Board may conveniently meet in such closed or executive meeting or session concerning any and all purposes permitted by the Act.

Texas Government Code Section:

551.071	Private consultation with the board's attorney.
551.072	Discussing purchase, exchange, lease, or value of real property.
551.073	Discussing negotiated contracts for prospective gifts or donations.
551.074	Discussing personnel or to hear complaints against personnel.
551.076	Considering the deployment, specific occasions for, or implementation of, security personnel or devices.
551.082	Considering discipline of a public school child, or complaint or charge against personnel.
551.083	Considering the standards, guidelines, terms, or conditions the board will follow, or will instruct its representatives to follow, in consultation with representatives of employee groups.
551.084	Excluding witnesses from a hearing.

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

- (a) in the open meeting covered by the Notice upon the reconvening of the public meeting; or
- (b) at a subsequent public meeting of the School Board upon notice thereof; as the School Board shall determine.

**TYLER INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES BOARD WORKSHOP MEETING**

Tuesday, May 14, 2019 11:00 AM

Jim Plyler Instructional Complex, Dr. Jack L. Davidson Conference Center, 807 W. Glenwood, Tyler, TX

AGENDA

- I. Call to Order
- II. First Order of Business -- Announcement by the Chairman as to the presence of a quorum, that the meeting has been duly called and that notice of the meeting has been posted in the time and manner required.
- III. Action Items:
 - A. Consideration and action on Canvassing and Declaring the Results for the May 4, 2019 Trustee Election 5
 - B. Oath of Office for School Trustees 6
 - C. Reorganization of the Board of Trustees 7
- IV. Continuous Improvement/Student Outcomes
 - A. Professional Development Update 8
 - B. Head Start Annual Program Self-Assessment 2018-2019 9
 - C. Head Start Community Assessment 12
- V. Discussion
 - A. Facilities Rental and Usage 13
 - B. Legislative Update 14
- VI. Executive Session will be held for the purposes authorized by the Texas Open Meetings Act, Texas Government Code Section 551.071 et seq. concerning any and all purposes permitted by the Act.
 - A. Texas Government Code Section 551.071 For the purpose of a private consultation with the board's attorney on all subjects or matter authorized by law.
 - I. When the governmental body seeks the advice of its attorney about pending or contemplated litigation or a settlement offer or
 - II. On a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.
 - III. Consider legal advice regarding personnel and related action items.
 - B. Texas Government Code Section 551.072 For the purpose of discussing purchase, exchange, lease, or value of real property.
 - I. Discussing purchase, exchange, lease, or value of real property
 - C. Texas Government Code Section 551.074 For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.

- I. Consider hiring and accepting resignations of professional personnel. 15
- II. Consider renewals, non-renewals and terminations of contracts for professional personnel. (To deliberate the appointment, employment, evaluation, reassignment, duties, and contracts of employees.)
- VII. Reconvene from Executive Session
- VIII. Consider action on items discussed in Executive Session
- A. Consider board approval of hiring, accepting resignations/retirements of professional personnel included but not limited to.
- B. Consider renewals, non-renewals, contract abandonments and terminations of contracts for professional personnel.
- IX. Adjournment

Subject: Canvass of Election Returns for May 4, 2019, General Trustee Election

BACKGROUND INFORMATION

Terms of office for Single Member Districts 1, 3 and 6 expire in May. An election to fill the three positions was scheduled for May 4, 2019. Single Member District 1 was filled following Certification of Unopposed Candidate on March 7, 2019. Wade Washmon will be the trustee for Single Member District 1. Tabulation of the May 4th Election resulted in Freeman Sterling winning the Election for Single Member District 3 and Fritz Hager, Jr. winning the Election for Single Member District 6. (Tabulation results will be presented at the meeting).

ADMINISTRATIVE RECOMMENDATION

The administration recommends that the board approve the canvass of votes from the May 4, 2019, Trustee Election as presented proclaiming Wade Washmon as trustee for Single Member District 1, Freeman Sterling for Single Member District 3, and Fritz Hager, Jr. as trustee for Single Member District 6 for a term of three years.

ACTION REQUIRED

Board Approval

CONTACT PERSON

Marty Crawford, Ed. D.

05-14-19

Subject: Oath of Office for School Trustees

BACKGROUND INFORMATION

During a meeting of the Board on March 7, 2019, trustees approved an Order Declaring Cancellation of Trustee Election and Election of Unopposed Candidate for Wade Washmon, Single Member District 1. Tabulation of the May 4, 2019 votes resulted in Freeman Sterling winning Single Member District 3 and Fritz Hager, Jr. winning Single Member District 6.

ACTION REQUIRED

Gina Orr, Notary Public, will administer the Oath of Office to Wade Washmon, Fritz Hager, Jr., and Freeman Sterling.

05-14-19

Subject: Reorganization of Board of Trustees

BACKGROUND INFORMATION

Policy BDAA requires the Board to reorganize at the first meeting after each election and qualification of trustees. This policy dictates that the Board select by a plurality vote:

1. A President who shall be a member of the Board.
2. A Vice President who shall be a member of the Board.
3. A Secretary who may or may not be a member of the Board.

ADMINISTRATIVE CONSIDERATION

In conformity with approved Board Policy, the Board of Trustees shall elect officers for the 2019-2020 school year.

ADMINISTRATIVE RECOMMENDATION

The administration recommends that the members of the Board of Trustees elect and approve officers as prescribed in policy.

CONTACT PERSON

Marty Crawford, Ed. D.

05-14-19

Subject: Professional Development Update – (End of Year Review/New Year Plan)

BACKGROUND INFORMATION

Professional development refers to skills and knowledge attained for both personal development and career advancement. At the heart of professional development is the individual's interest in lifelong learning and increasing their own skills and knowledge in order to focus on successful student outcomes. According to the Texas State Board of Educator Certification and local board policy, teaching professionals in Tyler ISD are required to obtain a minimum of two hundred hours of professional learning every five years to maintain their certification. Tyler ISD Teaching and Learning Department is committed to providing professional learning which will ensure qualified personnel in every classroom/department, effective leadership for every campus, high levels of continuous learning for all, and application of learning to benefit students.

ADMINISTRATIVE CONSIDERATION

- Professional Development will focus on the district's vision and three goals.
- Professional Development will be aligned to the Texas Teacher Evaluation and Support System and to standards to meet the needs of all students.
- Opportunities for job-embedded professional learning and follow-up to support the new learning will be offered throughout the school year.
- On-going assessment and evaluation will support the planning for professional learning needs.

ACTION REQUIRED

Discussion Only

CONTACT PERSONS

Christy Hanson, Ed. D.
Shauna Hittle

05-14-19

Subject: Head Start Annual Program Self-Assessment 2018-2019

BACKGROUND INFORMATION

According to the Head Start Reauthorization Act of 2007 [642(c)(1)(E)(iv)(III)] and Head Start Performance Standards, the Tyler ISD Board of Trustees which serves as the governing body of the Tyler ISD Head Start program must be actively involved in program decision-making, oversight and monitoring of the program. The self-assessment is an annual program self-evaluation process to ensure compliance with all federal laws, regulations and guidelines.

ADMINISTRATION CONSIDERATION

In compliance with the Head Start Performance Standards, the Board of Trustees shall review and approve the Head Start Annual Program Self-Assessment Improvement Plan for 2018-2019.

ADMINISTRATION RECOMMENDATION

The administration recommends the board approve the Head Start Annual Program Self-Assessment Improvement Plan for 2018-2019.

ACTION REQUIRED

Board Approval

CONTACT PERSONS

Christy Hanson, Ed. D.
Stacy Miles

05-14-19

**Tyler Independent School District Head Start
Program Self-Assessment Improvement Plan
2018-2019**

The following is a summary of the Tyler ISD Head Start Self-Assessment performed January 10, 2019 to February 8, 2019. The Self-Assessment Team included the following participants: policy council members, district staff and community members.

Constant quality improvement is a key component to Head Start. A yearly program wide self-assessment guarantees our agency is meeting Performance Standards and moving toward program excellence for serving children and families in Tyler ISD. Based upon our areas of improvement, listed below is the action/improvement plan for 2018-2019.

IMPROVEMENT PLAN 2018-2019

Area of Improvement Education	Action Plan	Anticipated Completion Date	Evidence of Completion
Expand students' learning and thinking through quality teacher- child interactions	Utilize Teach Stone Platform to provide teachers individualized professional development support that's based in research and based on individual CLASS observation data	2019-2020 School Year	Teach Stone completion document
Provide targeted support to new Head Start Teachers with varied years of experience	Develop a mentor system to provide a teacher new to teaching Head Start an opportunity to connect with seasoned teachers to provide support the 1 st year	2019-2020 School Year	Mentor Policy and Procedure Document Mentor Agreement Teacher documentation of activities and time spent mentoring
Area of Improvement Program Governance /Fiscal	Action Plan	Anticipated Completion Date	Evidence of Completion
Continuous In-Kind Training for Staff	Provide a training to all staff at the beginning of the year on the In-Kind process with videoing or voice over PowerPoint	Fall 2019	Increase In-Kind per campus
	Set a target goal for each classroom and provide a monthly report to classrooms and Head Start staff.	Monthly 2019	Increased In-Kind per campus

**Tyler Independent School District Head Start
Program Self-Assessment Improvement Plan
2018-2019**

Area of Improvement ERSEA/ Family Engagement	Action Plan	Anticipated Completion Date	Evidence of Completion
Ensuring that all FSW's are equipped with mastering difficult conversations with families	FSW's will attend a training that includes role play and conversations that may seem difficult with feedback and coaching.	August 2019	Engagement Coordinator will talk to families monthly to check for customer service quality calls.
Area of Improvement Mental Health	Action Plan	Anticipated Completion Date	Evidence of Completion
Enhance teacher knowledge and skills regarding classroom management and positive classroom climate	Provide Professional Development Support during the school year related to behavior management and social-emotional learning	June 1, 2019- June 1, 2020 (on-going)	Improvement in CLASS scores in Emotional Support and Classroom Organization Domain
Area of Improvement Health and Safety	Action Plan	Anticipated Completion Date	Evidence of Completion
Scanning physical exams and dental exams into Child Plus with all components of the exams dated and signed. Be able to identify what is a correct physical and dental exam.	Completing a handbook that will have examples of what is needed and training of the Family Service Workers.	Handbook completed June 2019. Training of FSW's will be ongoing.	Review to verify that documentation in Child Plus is complete and accurate
Referrals and all communication with parents in regard to any health related issue is documented in Child Plus under the Health Tab	Completing a handbook that will have examples of what is needed and training of the Family Service Workers (FSW's).	Handbook completed June 2019. Training of FSW's will be ongoing.	Review of documentation in Child Plus is complete and accurate.

Subject: Head Start Community Assessment

BACKGROUND INFORMATION

The *Head Start Program Performance Standards and Other Regulations* (45 CFR 1305.3 c) require that all grantees conduct a Community Assessment every five years and update annually. The Community Assessment must be reviewed in the intervening years and if necessary update each year (45 CFR 1305.3 e). A summary of the significant findings from the most recent Community Assessment must be included in the grant application (ACYF-IM-HS-00-12). The Community Assessment covers the entire service area and must gather information on these general categories of information (45 CFR 1305.3(c)(1-6)):

- the demographics and the racial, cultural, and linguistic characteristics of low income families
- children and families' needs who are eligible for Head Start including children with disabilities
- the availability of program and community resources

The information is analyzed and used to help reach decisions in six areas (CRF 45 1305.3 (d) 1-6). The goal is to ensure that the program is serving the greatest number of eligible families with the greatest needs in its service area.

ADMINISTRATIVE CONSIDERATION

In compliance with the Head Start Performance Standards, the Board of Trustees shall review and approve the Head Start 2018-2019 Community Assessment. The Community Assessment outlines recommendations for Tyler ISD Head Start program.

ACTION REQUIRED

Board approval

CONTACT PERSONS

Christy Hanson, Ed. D.
Stacy Miles

05-14-19

Subject: Tyler ISD Facilities Rental and Usage

Update BACKGROUND INFORMATION

In 2004, the District developed regulations and guidelines for community use of district facilities. A committee was formed consisting of personnel from Maintenance, Visual and Performing Arts, College and Career, Finance, Purchasing, and Athletics. The committee reconvenes to review the guidelines set forth in the Tyler ISD Facility Rental and Usage Handbook and re-evaluates fees for usage based on fluctuations in utility costs, facility improvement modifications, on-going maintenance, and the cost of employees overseeing the facilities during usage.

The School Board has requested the committee to provide an update to them every two years.

ADMINISTRATIVE CONSIDERATION

After reviewing the rental agreement, the committee has revised rates to reflect a 5% increase as a result of technology improvements designed to streamline the electronic rental process.

ACTION REQUIRED

Discussion Only

CONTACT PERSONS

Ronald K. Jones

05-14-19

Subject: Legislative Update

Information will be discussed at the meeting.

ACTION REQUIRED

Discussion only

CONTACT PERSON

Marty Crawford, Ed. D.

05-14-19

Subject: Personnel Actions

BACKGROUND INFORMATION

Personnel actions are as indicated.

ADMINISTRATIVE CONSIDERATION

Personnel appointments recommended for confirmation have met the employment prerequisites of the Tyler Independent School District. The candidates either hold valid certificates or such alternatives as specified by the Board. Proposed contract renewals for one-year term contracts and one year non-certified contracts for administrators are also considered.

Recommendations for new appointments are based on interviews, references, adequacy of preparation, performance records and the Superintendent's approval.

The appointments, resignations, retirements, non-renewals, contract abandonments and terminations are subject to the approval of the Board of Trustees.

ADMINISTRATIVE RECOMMENDATION

The confirmation of personnel actions as indicated.

ACTION REQUIRED

Board Approval

CONTACT PERSON

Ronald K. Jones

05-14-19