

## **Manor Independent School District**

312 W. Murray Avenue / Manor, Texas 78653 / (512) 278-4000

**BOARD NOTES**

### **MISD Board of Trustees**

**The Manor ISD School Board met on Monday, January 28, 2008 for the monthly regular School Board Meeting.**

#### **Board Recognition**

##### ***Recognition of Employees of the Month***

Principals from each campus & Administrators introduced the Paraprofessionals being recognized as employees of the month.

- Erica Revuelta – BMES
- Nancy Cowen – BTE
- Marcela Arizpe – MNTH
- Sandra Warmate – MHS
- Letha Basinger - EXCEL/MAP
- Edna Herrera – PMES
- Nancy Gonzales – DES
- Gracie Mireles – MMS
- Bobbye Jett – MES
- Pat Shelton – Business Office
- Nance Nelle – Technology Department
- Deinnys Lugo – Human Resources
- Donna Hernandez – Food Services

We applaud their dedication and service to Manor ISD.

##### ***Recognition of Manor ISD Football Team***

Coach Rogers introduced all of the Football Coaches and the members of the Manor ISD Football team. The great jobs they all did resulted in the District 17-4A Championship WIN. This was done while maintaining passing grades by all. Coach Rogers was also selected as the 17-4A District Coach of the Year! Congratulations to all!!!

##### ***Recognition of Deborah Manhart***

Ms. Debbie Manhart, the new Principal for Oak Meadows Elementary was introduced by Mr. Wallace. Ms. Manhart has a BA in Elementary Education from Concordia University and a Masters in Educational Administration from Tarleton University. She has:

- 18 years in the field of education
- 11 years of teaching experience 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> grades
- 7 years as Assistant Principal in Round Rock ISD and Austin ISD

Ms. Manhart has been married for 35 years (to the same man), has 3 grown sons and 4 wonderful grandchildren.

Her hobbies include reading, travel, and she was a singer/soloist and performed with a choir at Carnegie Hall in 2004.

##### ***Recognition of Board of Trustees***

Governor Rick Perry proclaimed January to be School Board Appreciation Month. In celebration of that, Mr. Wallace presented the Board with pen and letter opener gift sets and an individual certificate. The elementaries worked in conjunction and presented stepping stones that the students had made, and a statue that will be placed in front of Central Administration. Manor Middle School presented each Board Member with a certificate and then showed a video that the students had made. Manor High School student council made a \$5.00 contribution to the Make a Wish Foundation in each of the Board's names. Manor New Tech High presented the board with polo shirts, and EXCEL presented them with care packages.

## **Board Approvals**

The board approved seven consent agenda items. These included:

- The minutes of the regular board meeting on December 17, 2007, and the special meetings on January 14 and 21, 2008.
- Hiring recommended administrators, teachers, and support staff.
- Approval for a resolution to work with youth development programs such as the Boys and Girls Club to bring Afterschool enrichment programs to MISD. With the 21<sup>st</sup> Century Community Learning Centers Grant for Manor ISD ending in the school year 08-09, sustainability plans for Project Mustang are being sought. PM Advisory Council recognizes the need for collaboration in order to serve ALL students, and is currently working to see exactly how B&G club and other outside agencies fit into the "ideal afterschool" program in MISD. In order to create a proposal for this ideal program, focus groups are being held. To date groups have been held with district administration, site leadership, campus administration, and the advisory council. Two more focus groups will be held prior to creating the proposal: community and parents. Currently we are seeking a resolution from the board to work with outside agencies like B&G club once the ideal afterschool program is developed.
- Approval of an Application for an Innovative Course for MNTHS. The course identified as Introduction to final Cut Pro 6 will train students to use Apple's nonlinear audio and video editing program. The students will explore all aspects of the program's diverse applications to the creative broadcast process and will, upon their successful completion of the Apple Level 1 Certification Exam, distinguish them as Apple Certified Professionals. All costs associated with program introduction are either already included in encumbrances for this year or included in the STEM grant.
- Approval to call a board of Trustee election for three three-year terms.
- Approval to appoint Deinnys Lugo as Early Voting clerk and Monica James as Deputy Early Voting Clerk.
- Approval of various retirement plans related to Dr. Mark Diaz and the Voluntary Exit Agreement signed by Dr. Diaz and the District on or about January 21, 2008.
- Additional Positions and updates consisting of:

### **New Position Requests:**

1. **Technology:** Due to increased student enrollment and opening 2 additional campuses in Fall 2008 we need to add the following new positions:  
**Information Systems Specialist** to handle multiple applications, data request, and the responsibility of maintaining the District Website;

**Systems Administrator** to be in charge of network room hardware and software, server maintenance and backup;

**Computer Repair Technician**, to assist with maintaining the district's 2500 computers and the increase of computers at New Tech High and additional campuses that will open in the Fall.

2. **Clerical Staff:** Manor High School is in need of an additional clerical person to handle the influx of incoming traffic and phone calls to the front office. With the opening of the new "F" wing, one clerical staff has been moved to be of assistance in that wing.

### **Position upgrades:**

1. **Career & Tech Dept.:** We propose increasing the number of duty days from 187 to 212 for the Business teacher who serves as the Co-Op Coordinator. This will allow adequate time for preparation and evaluation of job sites and for students.

2. **Technology Dept.:** We propose to upgrade the Information System Analyst position, one pay grade due to the supervision requirements of the 2 PEIMS personnel and the Information System Specialist.

- Board approved appointing Mr. Andrew Kim as Interim Superintendent.

### **Information, Updates, and Reports**

#### **Administration Renovation design and New Tech Phase II Update**

ORA has been meeting with staff for several months in regards to the renovations of the old middle school annex for the new Administration offices and New Tech Phase II. Kurt Schwerdtfeger with ORA updated the board, and he and Robert Gadbois answer questions from the board.

#### **Presentation of Board of Trustee Continuing Education Credit Hours**

Twice every year, the Board has to announce their training hours in order to ensure compliance at the end of the year, and at this time for pre-election records. It was announced that all Board Members are in compliance at this time, with their training. A Team Building Workshop will be scheduled before May to ensure the last required tier of training.

#### **Business Office Report**

Willi Dion provided the Board with the following information:

- Monthly Security Report
- Taxes Collected Report
- The Enrollment and ADA Reports for the third 6 weeks

She also provided the compiled financial reports for the following:

- General Fund
- Special Revenue fund
- Food Service fund

The interim financial statements were prepared utilizing data generated from the Skyward general ledger system and did not include any information related to other capital project funds or trust and agency funds.

#### **New Facilities Update**

Dean Sharp provided a summary of the construction and development activities associated with both the 2004, 2006 and 2007 bond programs.

#### **Bluebonnet Trail Elementary**

- Finish out of the new gymnasium and conversion of the old gymnasium is complete.
- Landscaping, site clean up and completion of punch list is in progress.

#### **MISD Athletics Additions**

- The topographical survey is complete and the geotechnical investigation is nearing completion.
- OBR continues to have conversations with Aqua Water Supply Corporation concerning the water storage tank and agreements for such that must be approved by both their Board and the MISD School Board.

#### **Manor High School Additions Phase 4**

- Underground utilities site grading is on-going for the baseball field and track.
- The second story slab for the two story classroom wing is in place.
- Mechanical, electrical and plumbing rough-in is underway for the two story wing.
- Structural steel for the band hall is currently being erected.
- Additional parking on the north, east and south sides of MHS is complete.

#### **Oak Meadows Elementary**

- Structural steel, roofing and framing of the walls continues in the kitchen and library areas.
- Plumbing and electrical rough-in is underway in the kitchen area.
- Interior mechanical, electrical and plumbing is on-going in the PreK/K and 1<sup>st</sup> grade wings.
- In the administration and gymnasium area structural steel erection is in progress.

### **Decker Middle School**

- Installation of the structural steel and metal decking for the classroom wings is in progress.
- The slab for the second story of the classroom wing should be in place by 1-28-08, weather permitting.
- Roofing of the cafeteria and kitchen areas is on-going. Framing of the interior walls and MEP rough-in is in progress in these areas as well.
- Over the past month good progress has been made although several days of wet and cold weather has impacted several trades.

### **2009 Elementary – 13 Acre “Samsung” Site**

- The application for the site development permit was filed with the City of Austin January 12<sup>th</sup>.
- 100% construction documents are due to be completed in late February. After a short review period and any necessary revision of the bid documents is completed, BWC will put the project out for bid and potentially the GMP will be presented for Board approval at the April 21<sup>st</sup> Board Meeting.

### **Admin & New Tech Phase II**

- O’Connell Robertson is set to issue the 100% construction documents for the new Tech Phase II at the end of the month. After a short review period and any necessary revision of the bid documents is completed BWC will put the project out for bid and potentially the GMP will be presented for Board approval at the March 17<sup>th</sup> Board meeting.
- O’Connell Robertson continues to refine the schematic design for the Administration renovations. They presented the schematic design at the January 28<sup>th</sup> Board meeting.
- Once the schematic design has been finalized the asbestos abatement package will be developed and put out for bid.

BLGY is currently working on the design of the security entries at the various campuses. BLGY has also been asked to develop bid documents for the re-flooring and painting at BTE that is to be completed this summer.

The design of the 2010 elementary is set to begin once property in the central portion of the district is acquired.

### **Senate Bill 9 – Fingerprinting Requirements**

Senate Bill 9 requires fingerprinting of employees for a national criminal background check. A request for funding was made at the January board meeting.