

No. _____



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC: Approval of Request for Use of Board of Trustees Discretionary Funds for Fasken

Elementary for \$30,000, Washington Middle School for \$12,000 and Kazen Elementary for \$25,000

SUBMITTED BY: Mr. Juan Roberto Ramirez **OF:** Board of Trustees

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: March 26, 2008

RECOMMENDATION:

Staff request that the attached request for use of Board of Trustees Discretionary Funds be reviewed by the U.I.S.D. Board of Trustees Business Committee.

RATIONALE:

The following requests are submitted for consideration:

1. \$30,000 To be used to construct outdoor basketball court at Fasken Elementary School
2. \$12,000 To be used to erect a cyclone fence at Washington Middle School
3. \$25,000 To be used to construct a canopy at Kazen Elementary School

BUDGETARY INFORMATION:

Funds have been appropriated in the approved 2007-2008 General Fund Budget

BOARD POLICY REFERENCE AND COMPLIANCE:

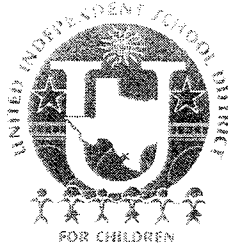


Exhibit A

United Independent School District
Board of Trustees Discretionary Funds Request Form
Fiscal Year 2007-2008

Requesting Campus: Barbara Fasken Elementary

Campus Principal: Elouisa Diaz

Board Member: Mr. Roberto Ramirez

Board Member: _____

Description of Request: We place for your consideration our request to have a basketball court built outside. The court is very much needed and would help to better use the facility during P.E. hours.

Estimated Cost of Request \$ 30,000

Principal Signature: Elouisa Diaz Date 3/5/08

Board Member Approval: Yes No

Board Member Signature: Juan P. Lopez Date 3/5/08

Board Member Signature: _____ Date _____

Superintendent Signature: Robert J. ... Date 3-5-08

Board Approval: Yes No Date Approved: _____

Please return the completed form to the Superintendent's Office for final processing.



Exhibit A

**United Independent School District
Board of Trustees Discretionary Funds Request Form
Fiscal Year 2007-2008**

Requesting Campus: George Washington Middle School

Campus Principal: Mr. David H. Gonzalez

Board Member: Mr. Juan Roberto Ramirez

Board Member: _____

Description of Request: Enclose the front area of George Washington Middle School with cyclone fencing which will help to deter incidents of vandalism, loitering and graffiti.

Estimated Cost of Request \$ 12,000

Principal Signature: David H. Gonzalez **Date** 3-5-08

Board Member Approval: Yes No

Board Member Signature: Juan R. Ramirez **Date** 3/5/08

Board Member Signature: _____ **Date** _____

Superintendent Signature: Robert J. [Signature] **Date** 3-5-08

Board Approval: Yes _____ No _____ **Date Approved:** _____

Please return the completed form to the Superintendent's Office for final processing.



Exhibit A

**United Independent School District
Board of Trustees Discretionary Funds Request Form
Fiscal Year 2007-2008**

Requesting Campus: Kazen Elementary School

Campus Principal: Cordelia C. Gutierrez

Board Member: Mr. Juan Roberto Ramirez

Board Member: _____

Description of Request: Front Entrance Canopy

The school presently has a canopy located on the north entrance side of the school which is used to cover the children from grades Pre Kinder through 2nd as they are being dismissed from school. We are requesting to extend the canopy to the south entrance in order to include 3rd through 5th.

Estimated Cost of Request \$ 25,000

Principal Signature: Cordelia C. Gutierrez **Date** 3-5-08

Board Member Approval: Yes No

Board Member Signature: Juan R. Ramirez **Date** 3-5-08

Board Member Signature: _____ **Date** _____

Superintendent Signature: Ronald J. Jones **Date** 3-5-08

Board Approval: Yes _____ No _____ **Date Approved:** _____

Please return the completed form to the Superintendent's Office for final processing.



**United Independent School District
Procedures for Utilizing Funds from the Board of Trustees
Discretionary Funds Account
School Year 2007-2008**

Overview

The United Independent School District 2007-2008 General Operating Fund contains \$525,000 designated for discretionary use by the Board of Trustees. Each Board Member has been allocated \$75,000 to be used for requests by campuses located in their respective districts. Any future discretionary funds allocations will be subject to availability of resources and will be considered during the annual budget process.

Allowable Use of Discretionary Funds

Use of these discretionary funds by the Board of Trustees must be for allowable expenditures as determined by all current local, state and federal laws. Any purchases made with these funds must conform to all applicable local, state and federal procurement requirements.

Use of Discretionary Funds

Use of discretionary funds should, to the extent possible, be aligned with the District's goals and objectives. The primary beneficiary of expenditures from these funds should be the students of the District. The following is a list of possible uses for these funds:

- Student study guides and other instructional materials
- Student field trips
- Student performance incentives
- Entry fees for student academic competitions
- Minor instructional facility improvements

Procedures for Requesting Discretionary Funds

Requests for use of discretionary funds must first be approved by the board member pertaining to the district that includes the requesting campus. After the initial approval, the board member must receive approval from the full board before the request can be processed.

The following are the procedures that should be followed in requesting discretionary funds:

Step 1 – The principal requesting a disbursement of discretionary funds will complete the Board of Trustees Discretionary Funds Request Form (Exhibit A) and request a meeting with the respective board member(s) and the Superintendent or designee. The principal will explain the request and the expected results. Should a student organization or a District recognized organization such as a booster club or other parent organization desire to request discretionary funds, such request will be forwarded to the campus principal so that a Discretionary Funds Request Form can be prepared and submitted for approval. The following is a list of board members with the campuses they represent:

**United Independent School District
Board Members' District and Representative Campuses**

Ricardo Molina - District 1

L.B.J. High School
Salvador Garcia Middle School
Lamar Bruni Vergara Middle School
Kennedy-Zapata Elementary School
Juarez-Lincoln Elementary School
U.D.D. Hachar Elementary School
Prada Elementary School
Arndt Elementary School

Francisco "Pancho" Gonzalez, Jr. - District 2

Alexander High School
United South High School
Gonzalez Middle School
United South Middle School
Clark Middle School
Cuellar Elementary School
Bonnie Garcia Elementary School
Zaffirini Elementary School
Salinas Elementary School
Ruiz Elementary School
Newman Elementary School

Pat Campos - District 3

Alexander High School
United South High School
Gonzalez Middle School
Clark Middle School
United Middle School
Newman Elementary School
Gutierrez Elementary School
Zaffirini Elementary School
Cuellar Elementary School
Col. Santos Benavides Elementary School
Clark Elementary School
S.T.E.P. Academy

Juan Antonio Molina, Jr. - District 4

LBJ High School
United South High School
United South Middle School
Los Obispos Middle School
Lamar Bruni Vergara Middle School
Perez Elementary School
Roosevelt Elementary School
Centeno Elementary School
Prada Elementary School
Ruiz Elementary School
Salinas Elementary School

William B. Johnson – District 5

Alexander High School
United High School
Trautmann Middle School
United Middle School
Clark Middle School
Clark Elementary School
Trautmann Elementary School
Nye Elementary School
Col. Santos Benavides Elementary School
Gutierrez Elementary School

Juan Roberto Ramirez - District 6

Alexander High School
United High School
Clark Middle School
United Middle School
Washington Middle School
Fasken Elementary School
Finley Elementary School
Kazen Elementary School
Clark Elementary School
Nye Elementary School

John Bruce - District 7

Alexander High School
United High School
United Middle School
Trautmann Middle School
Washington Middle School
Trautmann Elementary School
Muller Elementary School
Matias Dellano Elementary School
Borchers Elementary School
Col. Santos Benavides Elementary School
Malakoff Elementary School

Step 2 – If the respective board member(s) approves the request, he/she/they will sign the Discretionary Funds Request Form and forward it to the Superintendent’s Office for verification of the appropriateness of the request. If the request complies with all applicable local, state and federal laws, the Superintendent will place the request on the agenda for the next scheduled Board of Trustees Business Committee meeting. If approved, the request will be taken to the next Regular Monthly Board of Trustees meeting for consideration by the full board, as a consent or individual item.

Step 3 – The completed request form will be reviewed by the Board of Trustees and a vote to approve the request will be taken. If approved, the request form will be returned to the Superintendent’s Office for processing of the request. A purchase requisition form will be completed and the request will be processed through the normal procurement channels. If the request exceeds a threshold amount which requires the bidding process to be done before the purchase is made, the administration will commence the necessary process.

All purchases made from the Board of Trustees Discretionary Funds will comply with purchasing requirements established by the Texas Education Code and any other applicable laws. All purchases will be made using District approved vendors.