



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC: Approval of Procedures for Utilizing Funds from the Board of Trustees Discretionary Funds Account

SUBMITTED BY: Juan J. Cruz OF School Attorney

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: October 20, 2010

RECOMMENDATION:

It is recommended the United ISD Board of Trustees approve the Procedures for Utilizing Funds from the Board of Trustees Discretionary Funds Account.

RATIONALE:

BUDGETARY INFORMATION

BOARD POLICY REFERENCE AND COMPLIANCE:



United Independent School District Procedures for Utilizing Funds from the Board of Trustees Discretionary Funds Account ~~School Year 2009-2010~~

Overview

The United Independent School District ~~2009-2010~~ 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 **and departments, which said amount is subject to change on a year-to-year basis** ~~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 **non-exhaustive** 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~~ **District equipment and supplies**

Procedures for Requesting Discretionary Funds

Requests for use of discretionary funds must first be **submitted to the Superintendent, via the Associate Superintendents**, ~~approved by the board member pertaining to the district that includes the requesting campus~~. After the initial approval, the **Superintendent shall submit the request to the Board member of the designated area for the campus or the**

Board President. The board member must receive approval from the full board before the request call be processed. **If the requested item or service is an instructional item or service, the request must be submitted to the Associate Superintendent for Curriculum and Instruction. If the requested item or service is a non-instructional item or service, the request must be submitted to the Associate Superintendent for Support Services.**

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

Step 1 – The principal **or Director** requesting a disbursement of discretionary funds will complete the Board of Trustees Discretionary Funds Request Form (Exhibit A) **and submit such form to the appropriate Associate Superintendent.** ~~and request a meeting with the respective board member(s) and the Superintendent or designee.~~ The principal **or Director** 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.

Step 2 – If the ~~respective board member(s)~~ **Associate Superintendent** 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 **submit such request to the Board Member of the designated area for the Campus or Board President if the request is made by a Department Director.** ~~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.~~

The following is a list of board members with the campuses they represent:

United Independent School District Board Member's 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

Ricardo Rodriguez - District 2

United South High School
Gonzalez Middle School

United South Middle School
Cuellar Elementary School
Bonnie Garcia Elementary School
Zaffirini Elementary School
Salinas Elementary School
Ruiz Elementary School
Killam 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

Judd Gilpin - 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 3 – If the request meets with the Board Member's approval, the request will be placed ~~the request~~ on the agenda for the next scheduled Board of Trustees Business or Instruction 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 4 – 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.



Exhibit A

**United Independent School District
Board of Trustees Discretionary Funds Request Form
Fiscal Year ~~2009-2010~~**

Requesting Campus or Department: _____

Campus Principal or Department Director: _____

~~Board Member:~~ _____

~~Board Member:~~ _____

Description of Request: _____

Estimated Cost of Request: _____

Principal or Director Signature: _____ Date: _____

Associate Superintendent Approval: Yes _____ No _____

Associate Superintendent Signature: _____ Date: _____

Superintendent Approval: Yes _____ No _____

Superintendent Signature: _____ Date: _____

Board Member Approval: Yes _____ No _____

Board Member Signature: _____ Date: _____

Board Approval: Yes _____ No _____ Date Approved: _____

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