

# Agenda of Regular

## The Board of Trustees El Campo Independent School District

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A Regular of the Board of Trustees of El Campo Independent School District will be held May 16, 2005, beginning at 7:00 PM in the Boardroom, 700 W. Norris, El Campo, TX 77437.

The subjects to be discussed are as listed below.

1. Call to Order/Opening Prayer/Pledge of Allegiance	
2. Public Meeting for Proposed Early Start of 2005-2006 School Year	3
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9. Business and Operations	
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B. Review of Policy DEA (LOCAL) - Salaries, Wages and Stipends	18
C. Discuss Proposed Employee Pay Increases for 2005-2006	20
D. Review Monthly Financial Reports	22
10. Consider Approval of Community Facilities Advisory Committee's Recommendation	30
11. Review Administrative Procedures for the Implementation of Proposed Compensation Plan	32
12. Consider Approval of the Proposed Compensation Plan	49
13. Consider Recommendation to Extend Food Service Contract with Aramark	59
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16. Curriculum and Instruction	
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17. Consider Approval of 2005-2006 School Start Date Waiver Request	72
18. Review Summer Professional Development Program	74
19. Governance	
A. Reorganization of the Board of Trustees	80
B. Consider Adoption of the Board of Trustees Code of Ethics	84
20. Canvass Results for May 7, 2005 Trustee Election	87
21. Administer Oath of Office for Newly Elected Trustees	90
22. Executive Session as Authorized by Section 551.001 et seq. of the Texas Government Code, Specifically Section 551.074, to Deliberate the Appointment, Employment,	

Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee and Section 551.071, Consultation with Attorney

23. Personnel

24. Consider Approval of New Special Education Personnel Position(s)

25. Review Personnel Changes for 2005-2006

26. Consideration of Teacher/Administrative Resignations, Retirement, and Employment

27. Superintendent's Report

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A. Board Workshop to Discuss Possible Bond Election, June 6, 6:00 pm

B. Budget Workshop, July 14, 6:00 pm

28. Region III Spring Workshop, May 18

29. Local Orientation of Newly Elected Trustees, June 13, 4:00 pm

30. Board Workshop to Review/Revise Board Operating Procedures, June 13, 6:00 pm

31. Preliminary Agenda for Regular June Board Meeting, June 20, 7:00 pm

32. Summer Leadership Institute, June 23 - 25, 2005

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*If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.*

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For the Board of Trustees

To: Board of Trustees  
Mark Pool, Superintendent

From: Carolyn Gordon

Date: May 12, 2005

Re: School Calendar Survey

At the February 21, 2005 school board meeting the Board approved adopting the 2005-2006 school calendar that required a waiver to begin school on August 10. When requesting a waiver, it is recommended to get community input. A survey was sent home with all students seeking input from the community. Also, a survey for the same purpose was put on the district web site. The following is the results from the survey:

A total of **1037** home surveys were returned

<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>
560	265	212

A total of **116** online surveys were returned

<b>Agree</b>	<b>Disagree</b>
54	62

**Agenda Item Summary Sheet (5 A-B)**  
**Meeting Date: May 16, 2005**  
**Submitted by: Mark Pool, Superintendent**

**Consent Agenda**

The following items are on the consent agenda:

- A. Minutes of the regular meeting held on April 18, 2005.
- B. Bank Depository Bid for 2005-2006 and 2006-2007
- C. Budget Amendment

**Summary**

According to policy, a consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration.

- A. **MINUTES.** According to policy BE (LOCAL), BOARD MEETINGS, MINUTES, board action shall be carefully recorded by the secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the President and the Secretary of the Board.
- B. **BANK DEPOSITORY.** According to policy BDAE (LEGAL), OFFICERS AND OFFICIALS, DUTIES AND REQUIREMENTS OF DEPOSITORY, at least 30 days prior to the termination of the current depository contract, the Board shall mail to each bank in the District and, if desired, to other banks, a notice stating the time and place in which bid applications will be received for selecting a depository or depositories. The notice must include a uniform bid blank in the form prescribed by State Board rule.

All bids received in accordance with these provisions shall be considered by the Board at a regular or special meeting. In determining the best bid, the Board shall consider:

- the interest rate bid on time deposits;
- the charge for keeping District accounts, records, and reports and furnishing checks;
- the ability of the bidder to provide the necessary services and perform the duties as school depository; and
- all other matters the Board considers to be in the best interests of the District.

The Board has the right to reject any and all bids.

- C. **BUDGET AMENDMENT.** According to district policy, the budget shall be amended when a change is made increasing any one of the functional spending categories.

Amendment No. 1 is for Fund 411, the Technology Fund. The requested amendment moves \$6,000 from Function 13 for professional development and travel, to Function 11 for the purchase of additional computers for the High School.

Amendment No. 2 is for Fund 199, the General Operating Fund. The requested amendment moves \$30,000 from Function 51 for plant maintenance and operations for miscellaneous contracted services, to Function 81 to appropriate funds for consulting engineers' expense.

**ECISD Board Policy**

**Consent Agenda.**

BE (LOCAL), BOARD MEETINGS

[http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=BE\(LCAL\).html](http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=BE(LCAL).html)

CE (LOCAL), ANNUAL OPERATING BUDGET

[http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=CE\(LCAL\).html](http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=CE(LCAL).html)

**Effective Date**

May 16, 2005.

**Previous Board Action**

**BANK DEPOSITORY.** In 2003 the Board selected Prosperity Bank as the district's depository.

**BUDGET AMENDMENT.** The Board approved the 2004-2005 General Operating Budget on August 16, 2004.

**Future Action Expected**

**BANK DEPOSITORY.** The Board will not consider bank depository bids again until 2007.

**Background Information and Significant Issues**

**BANK DEPOSITORY.** According to policy, the depository shall server for a term of two years and until a successor shall have been duly selected and qualified, except that the District and its depository bank may agree to extend the contract for one additional two-year term. An extension is not subject to the bid notice requirements.

Bid packets were delivered to all banks in the district, and Prosperity Bank was the only institution to return a completed bid.

**Fiscal Impact**

**BUDGET AMENDMENT.** Amendment Nos. 1 and 2 have a net zero impact on the 2004-2005 budget.

**Student and Public Benefit**

**MINUTES.** An accurate record of all discussions and actions by the Board of Trustees is maintained.

	<p><b>BANK DEPOSITORY.</b> Taxpaying public must be assured that public funds are secure.</p> <p><b>BUDGET AMENDMENT.</b> Accurate accounting for the expenditure of public funds</p>
<b>Procedural and Reporting Implications</b>	<p><b>MINUTES.</b> After approval minutes are filed with the official records of the District.</p> <p><b>BANK DEPOSITORY.</b> All public funds are secured by eligible securities to the extent and in the manner required by the Public Funds Collateral Act, <i>Gov't Code, § 2257</i></p> <p><b>BUDGET AMENDMENT.</b> Record the official budget amendment and make the necessary changes in the general operating budget.</p>
<b>Public Comments</b>	None.
<b>Alternatives</b>	<b>BANK DEPOSITORY.</b> Reject the bid submitted by Prosperity Bank and request new bid proposals.
<b>Other Comments and Related Issues</b>	None
<b>Attachments</b>	<p><b>MINUTES.</b> Minutes of regular and special meetings held on the following dates:</p> <ul style="list-style-type: none"> <li>• Regular Meeting – April 18, 2005</li> </ul> <p><b>BANK DEPOSITORY.</b> Copy of memorandum from David Bright to Mark Pool dated May 10, 2005 re: Depository Bank Bid</p> <p><b>BUDGET AMENDMENT.</b> Proposed Budget Amendments</p>
<b>Contact Person(s)</b>	<p><b>MINUTES OF PREVIOUS MEETING(S).</b> Dianne Cerny, Executive Secretary</p> <p><b>BANK DEPOSITORY BID.</b> David Bright, Assistant Superintendent of Finance and Operations</p> <p><b>BUDGET AMENDMENT.</b> David Bright, Assistant Superintendent of Finance and Operations</p>
<b>Action Required</b>	Approval of Consent Agenda.

**Superintendent's  
Recommendation**

I recommend you approve the consent agenda as presented.

**Mark Pool, Superintendent of Schools**

**MINUTES OF THE BOARD OF TRUSTEES  
EL CAMPO INDEPENDENT SCHOOL DISTRICT  
April 18, 2005**

The Board of Trustees of the El Campo Independent School District met in a regular session April 18, 2005, at 7:00 p.m. in the Board Room, 700 West Norris, El Campo, Texas.

**MEMBERS PRESENT:** Wesley Lange, Howard Middleton, Adam Gusman, Lisa Hernandez, Ronny Collins, Judy Waligura, Bill Kyle

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mark Pool, Carolyn Gordon, David Bright, Melissa Erwin, Kim Chiles, John Hunter, Michael Beard, LaWanda Mikulenska, Lynn Cobb, Dellinda Hyer, Joy Roppolo, Chris Skinner, Anthony Dorotik, J. J. Croix, Turk Krenek

Wesley Lange called the meeting to order. Bill Kyle gave the opening prayer followed by the Pledge of Allegiance.

**PUBLIC COMMENT:** Chris Skinner addressed the Board regarding his concerns about Northside TAKS preparation.

**RECOGNITION:** There was no recognition.

**CONSENT AGENDA:** A motion was made by Lisa Hernandez and seconded by Judy Waligura to approve the minutes of March 21<sup>st</sup> Regular Meeting, April 4<sup>th</sup> Special Meeting, April 4<sup>th</sup> Workshop Meeting, April 7<sup>th</sup> Workshop Meeting, April 12<sup>th</sup> Workshop Meeting and April 14<sup>th</sup> Workshop Meeting with corrections. Motion carried unanimously.

***BUSINESS AND OPERATIONS***

**ITEM 7B MOVED FOR DISCUSSION**

**DISCUSS THE TASB HR SERVICES COMPENSATION STUDY AND PROPOSED**

**COMPENSATION PLAN:** Discussion and agreement by the Board for Mr. Pool to move forward with presentation of the proposed compensation plan to the staff of the district.

**CONSIDER APPROVAL OF EVALUATION OF FOOD SERVICE DEPARTMENT:**

Lynn Cobb, Food Service Director, reviewed the functions of the district's current food service program. A motion was made by Bill Kyle and seconded by Lisa Hernandez to approve the evaluation. Motion carried unanimously.

**REVIEW MONTHLY FINANCIAL REPORTS:** Mr. Pool summarized the financial status of the district for the month of April 2005.

**REVIEW BILLS FOR MARCH 2005:** The checks written for this month were presented for the Board's review.

### ***CURRICULUM AND INSTRUCTION***

**REVIEW THIRD AND FIFTH GRADE TAKS SCORES:** Carolyn Gordon reviewed the TAKS scores for the third and fifth grade.

**REVIEW THE SPECIAL EDUCATION PROGRAM IMPROVEMNET PLAN:** Carolyn Gordon reviewed strategies for improvement in the Special Education Program.

### ***GOVERNANCE***

**DISCUSS COMMUNITY FACILITIES ADVISORY COMMITTEE'S RECOMMENDATION FOR "BEST COURSE OF ACTION" TO MEET DISTRICT'S FACILITY NEEDS:** Discussion commending the work of the Community Facilities Advisory Committee's work for the "Best Course of Action"

**DISCUSS THE TASB HR SERVICES COMPENSATION STUDY AND PROPOSED COMPENSATION PLAN:** Moved to agenda item 4B.

**EXECUTIVE SESSION:** The president of the Board called for an executive Session as authorized by Section 551.01 et seq of the Texas Government Code (the Open Meetings Act) specifically Section 551.074, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee. The Board entered executive session at 9:55 pm and reconvened in open session at 10:15 pm to take the following action:

### ***PERSONNEL***

**CONSIDER NON-RENEWAL OF TERM CONTRACT FOR SCOTT ARNOLD, HIGH SCHOOL BIOLOGY TEACHER:** A motion was made by Lisa Hernandez and seconded by Ronny Collins for proposed non-renewal of classroom teacher, Scott Arnold. Motion carried unanimously.

**CONSIDERATION OF TEACHER/ADMINISTRATIVE RESIGNATIONS, RETIREMENT, AND EMPLOYMENT:** The Board took into consideration the resignation of Tammy Gendke, Special Ed/LSSP effective May 28, 2005 and the retirement of La Keta Jo Dennis, High School/Home Economics effective May 28, 2005.

### ***SUPERINTENDENT'S REPORT***

**FIFTH SIX WEEKS ENROLLMENT:** Mr. Pool reported on enrollment figures for the fifth six weeks.

**FIFTH SIX WEEKS ATTENDANCE AND AFFECTS ON FSP FUNDING:** Mr. Pool informed the Board of current enrollment figures and the resulting impact on funding.

**PURCHASE OF FLOOD INSURANCE:** Mr. Pool discussed the cost of flood insurance for the Middle School.

**TEACHER APPRECIATION BANQUET, MAY 9, 2005:** Mr. Pool announced the date of the banquet and that there was a conflict with the Derby Doll Spring show.

**REGION III SPRING WORKSHOP, MAY 18, 2005:** Mr. Pool announced the workshop and asked which Board members would be interested in attending.

**SUMMER LEADERSHIP INSTITUTE, JUNE 23 - 25, 2005:** Mr. Pool announced that rooms had been booked at the River Center for the conference and registration would be available at a later date.

**PRELIMINARY AGENDA FOR REGULAR MARCH BOARD MEETING:** The Board received a preliminary agenda for the Regular May meeting.

There being no further discussion, the meeting adjourned at 10:24 p.m.

DRAFT

President

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Secretary

# EL CAMPO INDEPENDENT SCHOOL DISTRICT

ROBERT MARK POOL, Superintendent

700 WEST NORRIS STREET  
EL CAMPO, TEXAS 77437  
(979) 543-6771 - FAX (979) 543-1670

DAVID BRIGHT  
ASSISTANT SUPERINTENDENT  
FOR FINANCE

CAROLYN GORDON  
ASSISTANT SUPERINTENDENT  
FOR INSTRUCTION

May 10, 2005

TO: Mark Pool  
FROM: David Bright *KOB*  
SUBJECT: **Depository Bank Bid**

On March 22, 2005, bid packets were mailed to each bank in our District, requesting they submit a bid to serve as the Districts Bank Depository. The bid notice indicated the District would select a Depository to assist with the banking functions for district funds for a two-year period commencing on September 1, 2005 and ending August 31, 2007. Sealed bids were to be returned by 10:00 a.m., Thursday, April 28, 2005. The banks who received a bid packet include the following: Prosperity Bank, (our current depository); Commercial State Bank; Washington Mutual; First Convenience Bank; New First National Bank; and First State Bank.

On April 28<sup>th</sup> I received one bid from Prosperity Bank.

After receiving only one bid, I called several of the other banks in town to find out why they decided not to bid. One bank indicated that Prosperity Bank's pricing was way ahead of their bank. They also indicated it was not worth the extra man power necessary to provide this service and Prosperity Bank was offering a very good deal to the school district.

It is my recommendation that we award the Depository Bank Bid to Prosperity Bank.

**EL CAMPO INDEPENDENT SCHOOL DISTRICT**  
**700 WEST NORRIS STREET**  
**EL CAMPO, TEXAS 77437**  
**(979) 543-6771**  
**(979) 543-1670 FAX**

May 16, 2005

DATE

2004/05

BUDGET YEAR

TO: Board of Trustees

FROM: David Bright  
Assistant Superintendent for Finance

RE: Budget Amendment(s)

Due to a change in financial requirements, I request the following budget amendments:

**AMENDMENT #1**

BUDGET CODE	ACCOUNT NAME	BUDGET	CHANGE+-	AMENDED
411 13 6411 00 001 511000	Travel-Staff Devel-HS	\$ 3,500	- \$ 3,500	\$ 0
411 13 6411 00 041 511000	Travel-Staff Devel-MS	\$ 1,000	- \$ 1,000	\$ 0
411 13 6411 00 102 511000	Travel-Staff Devel-HUT	\$ 500	- \$ 500	\$ 0
411 13 6411 00 103 511000	Travel-Staff Devel-NS	\$ 500	- \$ 500	\$ 0
411 13 6411 00 107 511000	Travel-Staff Devel-MY	\$ 500	- \$ 500	\$ 0
411 11 6397 00 001 511000	Inventory Items-Equip-HS	\$16,250	+\$ 6,000	\$ 22,250

Appropriate money to purchase computers for High School.

**AMENDMENT #2**

BUDGET CODE	ACCOUNT NAME	BUDGET	CHANGE+-	AMENDED
199 51 6299 01 999 599W00	Misc. Contracted Services	\$ 41,283	-\$ 30,000	\$ 11,283
199 81 6299 00 999 599000	Program Mgmt/Com Svcs.	\$ 50,000	+\$30,000	\$ 80,000

Appropriate funds for Consulting Engineers Expense for 2004-05.

**Business and Operations**      Cost Estimates for Middle School Options

**Summary**

At the last regular meeting of the Board the administration was asked to request from Walton & Associates Consulting Engineers cost comparisons between the Community Facilities Advisory Committee's recommendation and options of new construction and/or renovation on the existing site. WACE prepared cost estimates for two options to be compared to the committee's recommendation.

Option 1 is the committee's recommendation at \$18,362,280.

Option 2 is based on the demolition and new construction replacement of Buildings A, B, C, D, E, cafeteria, old gym building, and field house on elevated building pads to prevent future flooding of buildings. This option also includes renovation of the gymnasium to raise the finish floor to prevent future flooding of the gym. The cost for this option is \$18,081,817.

Option 3 is based on renovation of Buildings B, C, D, E, the cafeteria, the field house, the gymnasium, the band hall, and the shop to achieve an acceptable level of service. This option also includes the demolition and new construction replacement of Building A and the old gymnasium; plus a system of levies, flood gates, detention ponds and pumps for flood control. The cost for this option is \$13,103,173.

All three of these options include calculated costs of 10% contingency and 10% for professional fees.

**ECISD Board Policy**      None.

**Effective Date**      May 16, 2005.

**Previous Board Action**      At the regular meeting in April 2005 this information was requested by the Board.

**Future Action Expected**      None.

**Background Information and Significant Issues**      It should be noted that Options 1 and 2 involve all new construction and present a long-term solution.  
  
Option 3 includes major renovation and modernization of existing buildings with new construction only for those buildings

that are absolutely beyond salvaging. Option 3 is only a short-term solution that will extend the life of the existing campus by another 15 to 20 years.

Option 3 also requires the expenditure of capital funds for flood protection that could be utilized towards future educational facilities.

These facts are brought up for consideration when contemplating the general recommendation of the committee, which stated that any plan should recognize a desire to minimize costs while extending facility life to the maximum extent possible.

<b>Fiscal Impact</b>	Cost of study by WACE.
<b>Student and Public Benefit</b>	The taxpaying public benefits by knowing the Board did their due diligence and compared the costs for projects on the existing middle school site with the committee's recommendation.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	Comparison chart prepared by WACE that outlines the pros and cons of each of the three options.
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools
<b>Action Required</b>	None.
<b>Superintendent's Recommendation</b>	This is a discussion item only. No action required. <b>Mark Pool, Superintendent of Schools</b>

## El Campo Independent School District El Campo Middle School Options

<b>Options</b>	<b>Option 1</b> New Middle School at a New Site	<b>Option 2</b> Selective Replacement of Middle School Facilities at Existing ECMS Site	<b>Option 3</b> New Building, Renovate and Selective Demo of Buildings, and Provide Flood Protection at Existing ECMS Site
<b>Pro's</b>	<ol style="list-style-type: none"> <li>1. Potential flooding of access routes is limited.</li> <li>2. Potential building flooding is limited.</li> <li>3. No construction phasing required to work around existing facilities.</li> <li>4. Buildings can be constructed with finish floor above the 100 year or 500 year flood level.</li> <li>5. New school facilities.</li> <li>6. Longer term solution.</li> <li>7. Future expansion of school facility at site</li> </ol>	<ol style="list-style-type: none"> <li>1. Public perception about school location at the existing site.</li> <li>2. Public perception about fiscal responsibility of using existing district property.</li> <li>3. Reduced site development cost.</li> <li>4. Raising building finish floors above the 100 year or 500 year flood plane.</li> <li>5. Mostly new school facilities.</li> <li>6. Reduced construction phasing.</li> <li>7. Long term solution.</li> </ol>	<ol style="list-style-type: none"> <li>1. Public perception of preserving most of ECMS Buildings</li> <li>2. Lower initial investment cost.</li> <li>3. Cash flow over several years.</li> </ol>

## El Campo Independent School District El Campo Middle School Options

<p><b>Con's</b></p>	<ol style="list-style-type: none"> <li>1. Site development cost.</li> <li>2. Community perception of relocation of middle school to a new site.</li> <li>3. Community perception of abandoning the existing ECMS site.</li> </ol>	<ol style="list-style-type: none"> <li>1. Flooding restricts or prevents access to the school.</li> <li>2. Potential flood hazard in area is high.</li> <li>3. High demolition cost.</li> <li>4. Public perception about new facilities.</li> </ol>	<ol style="list-style-type: none"> <li>1. Short term solution since this only invests funds in old buildings and only extends need to replace facilities by another 15 to 20 years.</li> <li>2. Cost for flood protection is not money spent towards future education facilities.</li> <li>3. Flooding restricts or prevents access to school.</li> <li>4. Flood protection structure around the school.</li> <li>5. Several construction phases.</li> <li>6. Neighborhood cultural impacts from placement of flood protection structure around site.</li> <li>7. Maintenance of flood protection structure.</li> <li>8. Flooding impacts to adjacent properties and downstream properties due to placement of flood protection structure around site.</li> </ol>
<p><b>Estimated Costs</b></p>	<p>\$18,362,000</p>	<p>\$18,082,000</p>	<p>\$13,103,000</p>
<p><b>Features</b></p>	<p>All new facilities at new site.</p>	<p>Mostly new building facilities. Existing gym finish floor elevation is raised above 100 year or 500 year flood elevation.</p>	<p>Mostly renovated facilities and limited new building construction.</p>

# **El Campo Independent School District**

## **El Campo Middle School Options**

**Agenda Item Summary Sheet (6 E)**  
**Meeting Date: May 16, 2005**  
**Submitted by: Mark Pool, Superintendent**

## ***Discussion Only***

**Business and Operations**      Policy DEA(LOCAL) – Salaries, Wages and Stipends

**Summary**      TASB HR Services has recommended that we adopt policy DEA (LOCAL) – SALARIES, WAGES AND STIPENDS following the approval of the compensation plan.

The recommended policy is actually the same as our current policy, which was not being followed by the District. By approving the proposed compensation plan we will be able to follow the policy with regards to pay systems.

In addition, through the recent creation of our Human Resources Department we are putting systems in place to ensure that we follow this policy with regards to compensatory time and compliance with the Fair Labor Standards Act.

**ECISD Board Policy**      DEA(LOCAL), COMPENSATION AND BENEFITS: SALARIES, WAGES, AND STIPENDS  
[http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=DEA\(LOCAL\).html](http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=DEA(LOCAL).html)

**Effective Date**      May 16, 2005.

**Previous Board Action**      Policy DEA (LOCAL) was issued on July 22, 2004 in Update 73. Update 73 was approved by the Board of Trustees on October 18, 2004.

**Future Action Expected**      None.

**Background Information and Significant Issues**      None.

**Fiscal Impact**      None.

**Student and Public Benefit**      Policy in place to govern compensation issues that allows the district to attract and retain qualified employees.

**Procedural and Reporting Implications**      None.

**Public Comments**      None.

**Alternatives** None.

**Other Comments and Related Issues** None.

**Attachments** None.

**Action Required** No action required. This is an information item only.

**Superintendent's Recommendation** Information item only.  
**Mark Pool, Superintendent of Schools**

**Agenda Item Summary Sheet (6 F)**  
**Meeting Date: May 16, 2005**  
**Submitted by: Mark Pool, Superintendent**

***Discussion Only***

**Business and Operations**      Employee Pay Increases for 2005-2006

**Summary**    TASB HR Services compensation consultant, Charlie Nitchsmann, has developed a model for employee pay increases based on a 3.0% of midpoint general pay increase. He also has recommended several equity adjustments for employees who have been assigned to a particular pay grade and are currently being paid below the minimum rate for that pay grade.

The following are payroll budget numbers based upon the model that has been presented:

<b>Job Family</b>	<b>Local Funds</b>	<b>Special Revenue</b>	<b>Total</b>
Teachers, Librarians and RNs	\$289,214	\$20,005	\$309,219
Administrative / Professional	\$63,210	\$10,561	\$73,771
Clerical / Paraprofessional	\$88,954	\$28,268	\$117,222
Manual Trades	\$35,059	\$11,457	\$46,516
Subtotal	\$476,437	\$70,291	\$546,728
Estimated Benefits	\$66,701	\$9,841	\$76,542
<b>Total</b>	<b>\$543,138</b>	<b>\$80,132</b>	<b>\$623,270</b>

**ECISD Board Policy**      DEA(LOCAL), COMPENSATION AND BENEFITS: SALARIES, WAGES, AND STIPENDS  
[http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=DEA\(LOCAL\).html](http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=DEA(LOCAL).html)

**Effective Date**      May 16, 2005.

**Previous Board Action**      None.

**Future Action Expected**      The Board will actually determine the general pay increase during the budget development process. Our first budget

workshop is scheduled for Thursday, July 14.

<b>Background Information and Significant Issues</b>	<p>I need some direction from the Board as to the whether or not you want to look at different possibilities; e.g., 2.75% of midpoint, 3.25% of midpoint, etc.</p> <p>I will also be working on a Supplemental Compensation Plan.</p>
<b>Fiscal Impact</b>	<p>Approximately \$625,000 if we stick with the 3.0% of midpoint general pay increase.</p>
<b>Student and Public Benefit</b>	<p>Competitive employee compensation allows the district to attract and retain qualified employees.</p>
<b>Procedural and Reporting Implications</b>	<p>None.</p>
<b>Public Comments</b>	<p>None.</p>
<b>Alternatives</b>	<p>Options include different percent of midpoint general pay increase models.</p>
<b>Other Comments and Related Issues</b>	<p>None.</p>
<b>Attachments</b>	<p>None.</p>
<b>Action Required</b>	<p>No action required. This is an information item only.</p>
<b>Superintendent's Recommendation</b>	<p>Information item only. <b>Mark Pool, Superintendent of Schools</b></p>

<b>Budget and Facilities</b>	Review of Monthly Financial Reports for Month of April
<b>Summary</b>	<p>Although there is no statutory or policy requirement for the Board to do so, reviewing the Monthly Financial Report is a good practice for the Board to follow in overseeing the management of the District.</p> <p>The report provides the Board with a current comparison of actual revenue and expenditures to the budget adopted for the General Fund.</p> <p>The Tax Collections Report provides the Board with the District's current tax collections for the fiscal year.</p>
<b>ECISD Board Policy</b>	None.
<b>Effective Date</b>	April 30, 2005
<b>Previous Board Action</b>	Approval of 2004-2005 General Operating Budget on August 16, 2004.
<b>Future Action Expected</b>	None
<b>Background Information and Significant Issues</b>	<p>Audited fund balance in General Fund as of August 31, 2004 was \$5,727,066.</p> <p>20% of budgeted General Fund amended expenditures for 2004-2005 is \$4,782,471.</p> <p>Fund balance exceeds 20% goal by \$944,595.</p>
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Closely monitoring actual revenue and expenditures as compared to the adopted budget each month helps to ensure the efficient use of public funds.
<b>Procedural and Reporting Implications</b>	None.

**Public Comments** None.

**Alternatives** None.

**Other  
Comments  
and Related  
Issues**

**Financial Report.** In the General Operating Fund, we have currently received 81.28% of our amended projected revenue compared to 78.7% last month; and expended or encumbered 60.43% of our estimated expenditures compared to 52.9% last month.

The current amended budget has a deficit of \$245,000.

Compared to the same time last year, our revenue has increased by \$928,711 and our expenditures have decreased by \$2,168,263.

**Tax Collection Report.** Our beginning tax levy of \$10,545,315 has been adjusted by \$345,730 giving us a new adjusted levy of \$10,891,045; and we have currently collected \$10,380,152 which amounts to 95.31% of the adjusted levy. This leaves an uncollected balance of \$510,893.

Delinquent collections YTD are \$294,151 plus \$145,731 in penalty and interest.

**Cash Flow Report.** The following spreadsheet shows the actual cash flow compared to the projected cash flow for the month of April.

	Month			Year-to-Date		
	Projected	Actual	Difference	Projected	Actual	Difference
Revenue	\$908,929	\$601,886	(\$307,043)	\$17,758,949	\$19,237,230	\$1,478,281
Expenditures	\$1,802,905	\$1,796,133	(\$6,772)	\$15,608,070	\$13,983,246	(\$1,624,824)

- Attachments**
- (1) Monthly Financial Report
  - (2) Monthly Tax Collection Report
  - (3) 2004-2005 Cash Flow Projections

**Contact Person(s)** David Bright, Assistant Superintendent for Finance

**Action Required** No Action Required. This is an information report only.

**Superintendent's Recommendation** Information only.  
**Mark Pool, Superintendent of Schools**

<b>EL CAMPO INDEPENDENT SCHOOL DISTRICT</b> <b>MONTHLY FINANCIAL REPORT</b> <b>May 16, 2005</b>
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**Comparison of Revenue and Expenditures  
to the Budget for the General Operating Fund  
9-1-04 to 4-30-05**

**ESTIMATED REVENUE:**

	<i>Original Budget</i>	<i>Amended Budget</i>	<i>Revenue Realized</i>	<i>Revenue Balance</i>
<b>Local:</b>	\$10,808,648	\$11,218,273	\$11,413,322	\$195,049
<b>State:</b>	\$11,542,391	\$11,542,391	\$7,151,225	(\$4,391,166)
<b>Federal:</b>	\$845,605	\$845,605	\$608,398	(\$237,207)
<b>Other Resources:</b>	\$0	\$61,087	\$64,287	\$3,200
<b>Total:</b>	\$23,196,644	\$23,667,356	\$19,237,231	(\$4,430,125)

**ESTIMATE EXPENDITURES:**

	<i>Original Budget</i>	<i>Amended Budget</i>	<i>Expended</i>	<i>Outstanding Encumbrances</i>	<i>Expenditures Year to Date</i>	<i>Balance for Year</i>
	\$23,196,644	\$23,912,356	\$13,983,247	\$444,644	\$14,427,892	\$9,484,464

**COMPARISONS TO APRIL 30 OF PRIOR YEAR:**

	<i>2003-2004</i>	<i>2004-2005</i>	<i>Increase/ Decrease</i>
<b>Revenues:</b>	\$18,308,520	\$19,237,231	\$928,711
<b>Expenditures:</b>	\$16,596,155	\$14,427,892	(\$2,168,263)
<b>Cash Position:</b>	\$10,711,084	\$11,742,909	\$1,031,825

PRIOR MONTH CASH POSITION as of 3/31/05: \$13,243,970

**GENERAL FUND - FUND BALANCE as of 8-31-03: \$4,962,852**  
**GENERAL FUND - FUND BALANCE as of 8-31-04: \$5,727,066**

NOTE: Cash Position includes Local, State, and Federal Funds.  
NOTE: Other Resources - Prior Year WADA Roll Forward

**EL CAMPO INDEPENDENT SCHOOL DISTRICT**  
**Cash Flow**  
**2004-2005**

199 GENERAL FUND	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Proj.	Proj.	Proj.	Proj.	2004-05
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Proj.	Proj.	Proj.	Proj.	Budget
	Sep-04	Oct-04	Nov-04	Dec-04	Jan-05	Feb-05	Mar-05	Apr-05	May-05	Jun-05	Jul-05	Aug-05		
<b>REVENUE:</b>														
<b>5700 Local Revenue:</b>														
5711 Taxes Current Year	17,606	187,103	744,756	3,039,514	5,172,070	814,123	91,792	45,757	128,806	88,378	26,325	56,411	9,401,908	
5712 Taxes Prior Years	14,500	102,785	17,141	21,714	83,662	13,999	26,118	19,609	15,015	52,085	9,213	12,155	275,000	
5719 Pen, Int, & Other	11,190	33,648	6,219	11,977	30,693	24,133	18,595	15,762	22,563	31,079	9,252	17,708	198,968	
5720 Service to Other LEAs	0	0	0	0	5,034	0	0	12,242	0	0	0	0	0	
5730 Tuition and Fees	0	0	0	0	0	0	0	0	0	0	8,373	6,627	15,000	
5740 Other Local Sources	15,672	15,112	12,879	17,984	22,020	26,491	28,403	27,089	23,226	10,934	9,495	39,735	197,000	
5750 Co/Curr Activities	9,632	27,749	18,152	1,634	2,515	1,373	1,879	879	36	852	4,650	5,220	60,000	
<b>Total Local Revenues:</b>	<b>68,600</b>	<b>366,396</b>	<b>799,146</b>	<b>3,092,824</b>	<b>5,315,993</b>	<b>880,119</b>	<b>166,786</b>	<b>121,339</b>	<b>189,646</b>	<b>183,328</b>	<b>67,308</b>	<b>137,856</b>	<b>10,147,876</b>	
<b>5800 State Revenue:</b>														
5811 Available School Fund	49,359	148,077	111,880	128,333	43,189	43,189	151,861	111,880	118,595	137,392	120,608	139,628	1,118,817	
5812 Foundation Entitlement	1,830,297	1,500,642	789,312	0	0	0	0	171,888	315,679	631,358	772,268	1,372,517	9,150,110	
5812 Foundation Entitlement-Prior Yr	0	19,171	0	0	0	0	2,044	0	0	0	0	0	0	
5812 Foundation Entitlement-WADA	0	0	0	0	0	1,111,772	0	0	0	0	0	0	0	
5820 Misc State Program Rev	0	4,400	0	0	0	0	0	0	0	3,815	0	101	10,000	
5831 TRS On-Behalf	73,451	74,289	75,557	75,611	75,115	74,787	75,097	74,976	74,471	77,950	76,097	72,573	903,770	
<b>Total State Revenues:</b>	<b>1,953,107</b>	<b>1,746,579</b>	<b>976,749</b>	<b>203,944</b>	<b>118,304</b>	<b>1,229,749</b>	<b>229,002</b>	<b>358,744</b>	<b>508,745</b>	<b>850,515</b>	<b>968,973</b>	<b>1,584,819</b>	<b>11,182,697</b>	
<b>5900 Federal Revenue:</b>														
5932 Federal-MAC Program	0	1,311	0	0	0	0	0	0	0	531	0	0	924	
<b>Total Federal Revenues:</b>	<b>0</b>	<b>1,311</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>531</b>	<b>0</b>	<b>0</b>	<b>924</b>	
<b>7900 Other Resources/Non-Oper</b>														
Other Resources/Non-Oper	61,087	0	0	0	0	3,200	0	0	0	0	0	0	0	
<b>Total Other Resources:</b>	<b>61,087</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3199.84</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	
<b>Total Revenue:</b>	<b>2,082,794</b>	<b>2,114,287</b>	<b>1,775,895</b>	<b>3,296,768</b>	<b>5,434,297</b>	<b>2,113,067</b>	<b>395,788</b>	<b>480,083</b>	<b>698,391</b>	<b>1,034,374</b>	<b>1,036,281</b>	<b>1,722,675</b>	<b>21,331,497</b>	
<b>EXPENDITURES:</b>														
<b>6000 Expenditures:</b>														
6100 Payroll Costs	1,370,158	1,400,457	1,403,319	1,397,915	1,376,215	518,376	1,402,716	1,399,084	1,464,148	1,392,972	1,383,732	2,281,418	17,068,182	
6200 Contracted Services	99,357	153,448	128,526	137,036	203,354	119,668	158,500	179,874	130,377	235,230	115,136	233,210	1,836,296	
6300 Supplies & Materials	111,217	107,330	151,300	29,205	101,339	106,837	129,775	70,545	85,005	52,434	61,878	61,349	882,714	
6400 Other Operating	32,831	21,107	36,171	16,627	37,935	35,078	36,546	25,593	26,242	32,238	229,619	584,567	1,131,128	
6600 Capital Outlay	0	0	0	0	335,719	12,796	0	0	0	0	0	0	337,400	
8900 Other Uses/Non Operating	0	0	0	0	0	0	0	0	0	0	0	69,322	112,700	
<b>Total Expenditures:</b>	<b>1,613,563</b>	<b>1,682,342</b>	<b>1,719,316</b>	<b>1,580,784</b>	<b>2,054,563</b>	<b>792,756</b>	<b>1,727,536</b>	<b>1,675,096</b>	<b>1,705,772</b>	<b>1,712,874</b>	<b>1,790,365</b>	<b>3,229,866</b>	<b>21,368,420</b>	
<b>ENDING BALANCE</b>	<b>469,231</b>	<b>901,176</b>	<b>957,756</b>	<b>2,673,740</b>	<b>6,053,475</b>	<b>7,373,786</b>	<b>6,042,037</b>	<b>4,847,025</b>	<b>3,839,644</b>	<b>3,161,144</b>	<b>2,407,060</b>	<b>899,869</b>	<b>-36,923</b>	
<b>Gen. Fund FB as of 8/31/04</b>	<b>5,727,066</b>													
	6,196,297	6,628,242	6,684,822	8,400,806	11,780,541	13,100,852	11,769,103	10,574,091	9,566,710	8,888,210	8,134,126	6,626,935		

**EL CAMPO INDEPENDENT SCHOOL DISTRICT**  
**Cash Flow**  
**2004-2005**

240	FOOD SERVICE	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Proj.	Proj.	Proj.	Proj.	2004-05
		<u>Sep-04</u>	<u>Oct-04</u>	<u>Nov-04</u>	<u>Dec-04</u>	<u>Jan-05</u>	<u>Feb-05</u>	<u>Mar-05</u>	<u>Apr-05</u>	<u>May-05</u>	<u>Jun-05</u>	<u>Jul-05</u>	<u>Aug-05</u>	<u>Budget</u>
<b>REVENUE:</b>														
<b>5700</b>	<b>Local Revenue:</b>													
	Breakfast	6,437	8,223	6,534	4,106	7,877	6,849	5,998	6,613	958	0	0	1,204	11,578
	Lunch	17,585	19,236	15,931	8,381	21,116	19,600	15,785	18,962	9,070	0	0	11,083	130,693
	A La Carte	16,324	17,258	12,567	4,161	13,799	14,349	11,992	13,263	21,310	0	0	16,215	202,185
	Adult Lunches	0	0	0	0	0	0	0	0	3,575	0	0	0	32,163
	Catering/Vending	183	648	273	229	504	293	128	413	334	56	65	2,379	3,919
	Summer Food Service	0	0	0	0	0	0	0	0	0	253	333	294	880
	<b>Total Local Revenues:</b>	<u>40,529</u>	<u>45,365</u>	<u>35,305</u>	<u>16,878</u>	<u>43,295</u>	<u>41,091</u>	<u>33,903</u>	<u>39,251</u>	<u>35,247</u>	<u>309</u>	<u>398</u>	<u>31,175</u>	<u>381,418</u>
<b>5800</b>	<b>State Revenue</b>													
5829	Misc State Program Rev.	0	0	0	0	0	0	10,050	0	0	0	0	0	12,749
5831	TRS On-Behalf Benefit	2,021	1,828	1,777	1,848	1,702	1,734	1,812	1,753	1,360	0	1,552	1,475	18,390
	<b>Total State Revenues:</b>	<u>2,021</u>	<u>1,828</u>	<u>1,777</u>	<u>1,848</u>	<u>1,702</u>	<u>1,734</u>	<u>11,862</u>	<u>1,753</u>	<u>1,360</u>	<u>0</u>	<u>1,552</u>	<u>1,475</u>	<u>31,139</u>
<b>5900</b>	<b>Federal Revenue</b>													
5921	School Breakfast	0	22,211	20,669	18,437	13,895	19,535	20,244	17,489	19,440	19,630	0	14,016	189,660
5922	National School Lunch	0	73,584	70,046	58,515	45,365	66,112	66,961	54,848	62,020	63,227	0	46,998	603,311
5923	USDA Donated Commodities	4,897	4,897	4,897	4,897	4,897	4,897	4,897	4,897	5,326	5,326	5,326	-6,877	51,710
5929	Fed Rev TEA-Summer Feeding	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Total Federal Revenues:</b>	<u>4,897</u>	<u>100,692</u>	<u>95,612</u>	<u>81,849</u>	<u>64,157</u>	<u>90,544</u>	<u>92,102</u>	<u>77,234</u>	<u>86,786</u>	<u>88,183</u>	<u>5,326</u>	<u>54,137</u>	<u>844,681</u>
<b>7900</b>	<b>Other Resources/Non-Oper:</b>													
7940	Other Resources/Non-Oper	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Total Other Resources:</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>Total Revenue:</b>	<u><u>47,447</u></u>	<u><u>147,884</u></u>	<u><u>132,694</u></u>	<u><u>100,574</u></u>	<u><u>109,154</u></u>	<u><u>133,370</u></u>	<u><u>137,867</u></u>	<u><u>118,237</u></u>	<u><u>123,393</u></u>	<u><u>88,492</u></u>	<u><u>7,276</u></u>	<u><u>86,787</u></u>	<u><u>1,257,238</u></u>
<b>EXPENDITURES:</b>														
<b>6000</b>	<b>Expenditures:</b>													
6100	Payroll & Benefits	43,376	41,833	39,491	39,946	37,885	18,694	39,397	37,650	38,590	32,226	29,817	49,667	481,796
6200	Contracted Services	2,321	105,484	127,212	304	47,980	62,403	68,254	71,660	66,277	63,356	18,540	22,919	729,919
6300	Supplies & Materials	7,578	5,402	5,081	5,360	5,115	5,325	9,946	5,076	618	614	857	-1,302	6,600
6400	Other Operating	0	0	80	292	0	100	0	76	55	315	0	315	2,000
6600	Capital Outlay	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Total Expenditures:</b>	<u>53,275</u>	<u>152,719</u>	<u>171,863</u>	<u>45,901</u>	<u>90,980</u>	<u>86,522</u>	<u>117,598</u>	<u>114,463</u>	<u>105,540</u>	<u>96,511</u>	<u>49,214</u>	<u>71,599</u>	<u>1,220,315</u>
	<b>ENDING BALANCE</b>	-5,828	-10,663	-49,832	4,841	23,015	69,863	90,132	93,907	111,760	103,741	61,803	76,991	36,923

**EL CAMPO INDEPENDENT SCHOOL DISTRICT**  
**Cash Flow**  
**2004-2005**

411 TECHNOLOGY FUND	<u>Actual</u> <u>Sep-04</u>	<u>Actual</u> <u>Oct-04</u>	<u>Actual</u> <u>Nov-04</u>	<u>Actual</u> <u>Dec-04</u>	<u>Actual</u> <u>Jan-05</u>	<u>Actual</u> <u>Feb-05</u>	<u>Actual</u> <u>Mar-05</u>	<u>Actual</u> <u>Apr-05</u>	<u>Proj.</u> <u>May-05</u>	<u>Proj.</u> <u>Jun-05</u>	<u>Proj.</u> <u>Jul-05</u>	<u>Proj.</u> <u>Aug-05</u>	<u>2004-05</u> <u>Budget</u>
<b>REVENUE:</b>													
<b>5800 State Revenue</b>													
5829 Misc. State Revenue-Technology	0	0	0	0	94,022	0	0	0	0	0	0	0	98,719
<b>Total State Revenue:</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>94,022</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>98,719</u>
<b>EXPENDITURES:</b>													
<b>6000 Expenditures:</b>													
6200 Contracted Services	0	0	0	14,486	0	0	0	0	0	4,870	377	0	14,500
6300 Supplies & Materials	2,198	7,455	9,093	2,595	26,130	2,456	710	10,182	0	26,274	2,034	0	78,219
6400 Other Operating Expense	0	0	0	0	268	1,489	299	-3,608	0	0	177	0	6,000
<b>Total Expenditures:</b>	<u>2,198</u>	<u>7,455</u>	<u>9,093</u>	<u>17,081</u>	<u>26,398</u>	<u>3,945</u>	<u>1,009</u>	<u>6,574</u>	<u>0</u>	<u>31,144</u>	<u>2,588</u>	<u>0</u>	<u>98,719</u>
<b>ENDING BALANCE</b>	-2,198	-9,653	-18,746	-35,827	31,797	27,852	26,843	20,268	20,268	-10,876	-13,464	-13,464	0

**EL CAMPO INDEPENDENT SCHOOL DISTRICT**  
**Cash Flow**  
**2004-2005**

511 DEBT SERVICE	Actual Sep-04	Actual Oct-04	Actual Nov-04	Actual Dec-04	Actual Jan-05	Actual Feb-05	Actual Mar-05	Actual Apr-05	Proj. May-05	Proj. Jun-05	Proj. Jul-05	Proj. Aug-05	2004-05 Budget
<b>REVENUE:</b>													
<b>5700 Local Revenue:</b>													
5711 Taxes Current Year	508	5,283	21,028	85,821	146,034	22,987	2,592	1,292	3,708	2,544	758	1,624	270,628
5712 Taxes Prior Years	504	3,222	534	773	2,639	439	799	717	498	1,505	321	478	8,726
5719 Pen, Int, & Other	395	1,099	219	480	1,019	716	569	600	0	0	0	0	0
5742 Earnings Fm Temp Dep & Invest	418	433	684	819	995	943	982	957	0	0	0	0	0
<b>Total Local Revenues:</b>	<u>1,825</u>	<u>10,038</u>	<u>22,465</u>	<u>87,893</u>	<u>150,687</u>	<u>25,084</u>	<u>4,942</u>	<u>3,566</u>	<u>4,206</u>	<u>4,049</u>	<u>1,079</u>	<u>2,102</u>	<u>279,354</u>
<b>5800 State Revenue:</b>													
5829 State Revenue Dist By TEA	0	216,502	0	0	0	0	0	0	2,551	161	0	0	229,836
<b>Total State Revenues:</b>	<u>0</u>	<u>216,502</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,551</u>	<u>161</u>	<u>0</u>	<u>0</u>	<u>229,836</u>
<b>7900 Other Resources/Non-Oper:</b>													
7940 Other Resources/Non-Oper Rev	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Other Resources:</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Revenue:</b>	<u>1,825</u>	<u>226,540</u>	<u>22,465</u>	<u>87,893</u>	<u>150,687</u>	<u>25,084</u>	<u>4,942</u>	<u>3,566</u>	<u>6,757</u>	<u>4,210</u>	<u>1,079</u>	<u>2,102</u>	<u>509,190</u>
<b>EXPENDITURES:</b>													
<b>6000 Expenditures:</b>													
6500 Debt Service													
6511 Bond Principal	0	0	0	0	0	0	0	0	0	0	0	220,000	220,000
6521 Interest on Bonds	0	0	0	0	144,220	0	0	0	0	0	0	144,220	288,440
6599 Other Debt Fees	0	0	0	0	375	0	0	0	0	0	0	375	750
<b>Total Expenditures:</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>144,595</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>364,595</u>	<u>509,190</u>
<b>ENDING BALANCE</b>	1,825	228,365	250,830	338,723	344,815	369,899	374,841	378,407	385,164	389,374	390,453	27,960	0
<b>Total Approved Budget</b>													
<b>199, 240, 411, 511</b>													
<b>TOTAL REVENUE</b>	2,132,066	2,488,711	1,931,055	3,485,235	5,788,160	2,271,521	538,596	601,886	828,541	1,127,076	1,044,636	1,811,564	23,196,644
<b>TOTAL EXPENDITURES</b>	1,669,036	1,842,516	1,900,272	1,643,765	2,316,536	883,223	1,846,143	1,796,133	1,811,312	1,840,529	1,842,167	3,666,060	23,196,644
<b>ENDING BALANCE</b>	463,030	1,109,225	1,140,007	2,981,477	6,453,101	7,841,399	6,533,853	5,339,606	4,356,835	3,643,382	2,845,851	991,355	

**EL CAMPO INDEPENDENT SCHOOL DISTRICT  
TAX COLLECTION RECAP  
2004 - 2005**

Reporting Period	Beginning Levy	Late HS/65	Other Adj.	Supplements	Adjusted Levy	Current Tax Year Collections	% Collected	% Collected Prior Year	Delinquent Collections	Penalty & Interest	Total Collections	Current Tax Year Uncollected
<b>Monthly Recap</b>												
October-04	\$10,545,315	-\$3,108	-\$21,678	\$25,711	\$10,546,240	\$192,386	1.82%	2.36%	\$106,007	\$34,748	\$333,141	
November-04	\$10,545,315	-\$3,108	-\$22,008	\$26,008	\$10,546,207	\$765,784	7.26%	6.60%	\$17,675	\$6,439	\$789,897	
December-04	\$10,545,315	-\$10,448	-\$56,704	\$424,814	\$10,902,976	\$3,125,335	28.66%	34.40%	\$22,487	\$12,457	\$3,160,279	
January-05	\$10,545,315	-\$11,826	-\$71,015	\$439,125	\$10,901,599	\$5,318,104	48.78%	37.70%	\$86,301	\$31,712	\$5,436,117	
February-05	\$10,545,315	-\$11,826	-\$71,488	\$439,598	\$10,901,599	\$837,110	7.68%	10.91%	\$14,438	\$24,849	\$876,396	
March-05	\$10,545,315	-\$12,063	-\$74,687	\$439,598	\$10,898,163	\$94,384	0.87%	1.07%	\$26,918	\$19,164	\$140,465	
April-05	\$10,545,315	-\$18,874	-\$75,709	\$440,314	\$10,891,045	\$47,049	0.43%	0.62%	\$20,327	\$16,362	\$83,738	
<b>Year To Date</b>						<b>\$10,380,152</b>	<b>95.31%</b>	<b>93.76%</b>	<b>\$294,151</b>	<b>\$145,731</b>	<b>\$10,820,034</b>	<b>\$510,893</b>

**Agenda Item Summary Sheet (6 B)**  
**Meeting Date: May 16, 2005**  
**Submitted by: Mark Pool, Superintendent**

<b>Business and Operations</b>	Community Facilities Advisory Committee <i>"Best Course of Action"</i> Recommendation
<b>Summary</b>	<p>The Community Facilities Advisory Committee began working on their charge to develop a <i>"Best Course of Action"</i> for meeting the District's facilities needs now and into the future, on September 13, 2004. They completed their work and made a recommendation to the Board at a special meeting on Monday, April 4, 2005.</p> <p>The Board held four public hearings on the committee's recommendation.</p> <p>Last month the Board discussed the committee's recommendation and reviewed comments made during the public hearings.</p> <p>A study was also requested for cost estimates on addressing the drainage and flooding issues of the existing site and bringing the facilities on the existing site up to an acceptable level of service. That information has been presented as a separate agenda item.</p>
<b>ECISD Board Policy</b>	BDB (LOCAL), BOARD INTERNAL ORGANIZATION: INTERNAL COMMITTEES  <a href="http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=BDB(LOCAL).html&amp;QueryText=ADVISORY%20COMMITTEE">http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=BDB(LOCAL).html&amp;QueryText=ADVISORY%20COMMITTEE</a> <u>E</u>
<b>Effective Date</b>	May 16, 2005.
<b>Previous Board Action</b>	None.
<b>Future Action Expected</b>	<p>Should you accept the committee's recommendation or develop some other solution that requires a bond election to bring our facilities up to an acceptable level of service, the following is a suggested timeline for future action:</p> <p><b>June 06, Workshop.</b> Meet with facilities planning consultants, financial advisor, and bond counsel to plan for bond election.</p> <p><b>June 20, Regular Meeting.</b> Consider calling bond election.</p> <p><b>September 10, Election Date.</b></p>

<b>Background Information and Significant Issues</b>	<p>The committee's recommendation calls for \$1.25 million to be used from the General Fund.</p> <p>Currently, our General Fund fund balance exceeds the Board's goal of 20% of budgeted operating expenditures by \$944,595. Please keep in mind that this amount is a "moving target" and is subject to change.</p>
<b>Fiscal Impact</b>	<p>Committee's recommendation calls for a \$19.9 million bond proposal and \$1.25 million from the maintenance and operations budget.</p>
<b>Student and Public Benefit</b>	<p>Providing students with an appropriate learning environment and assuring that taxpayers get the most benefit for the dollar spent.</p>
<b>Procedural and Reporting Implications</b>	<p>None.</p>
<b>Public Comments</b>	<p>Copies of public comments from the four public hearings were furnished to the Board at the April 18, meeting.</p>
<b>Alternatives</b>	<p>No committee substitutes at this time. The Board will have the options to accept the committee recommendation as is, with modifications, or to not accept the recommendation.</p>
<b>Other Comments and Related Issues</b>	<p>None.</p>
<b>Attachments</b>	<p>None.</p>
<b>Contact Person(s)</b>	<p>Mark Pool, Superintendent of Schools Anthony Dorotik or Leonel Garza, CFAC Co-Chairs</p>
<b>Action Required</b>	<p>Accept the committee's recommendation as presented, modify the committee's recommendation, or reject the committee's recommendation</p>
<b>Superintendent's Recommendation</b>	<p>I recommend that you accept the committee's recommendation as is, or with agreed upon modifications.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

**Business and Operations** Administrative Procedures for Administration of Compensation Plan

**Summary**

TASB Human Resources Division has recommended the attached procedures for administering the proposed compensation plan.

In some cases compensation plans like the one under consideration have failed due to the improper administration of the plan after implementation. Following well defined and established administrative regulations should prevent that from happening.

The attached *Pay Plan Administrative Procedures* contains the following information:

1.0 Description of Pay Systems

- 1.1 Minimum Pay Requirements
- 1.2 Local Pay Plans

2.0 Job Classification

- 2.1 Purpose and Authority
- 2.2 Reclassification of Current Positions
- 2.3 Salary Adjustments for Job Reclassifications
- 2.4 Procedures for Job Classification Review
- 2.5 Classification of New Positions

3.0 Base Pay for Exempt and Nonexempt Employees

- 3.1 Classification of Positions as Exempt or Nonexempt
- 3.2 Basis of Pay for Exempt Employees
- 3.3 Prorating Pay for Reduced Work Year

4.0 Overtime Compensation

- 4.1 Overtime Defined
- 4.2 Time Records
- 4.3 Authorization of Overtime
- 4.4 Compensation for Overtime
- 4.5 Use of Compensatory Time

5.0 General Pay Increases

- 5.1 Eligibility for General Pay Increase
- 5.2 Pay Increase Budget
- 5.3 General Pay Increase Calculation

6.0 Individual Equity Adjustments

7.0 Placement of New Employees

- 7.1 Option A: Placement by Total Creditable Years of Service

- 7.2 Option B: Placement by Individual Job Qualifications
- 8.0 Promotion Increases
  - 8.1 Promotion Defined
  - 8.2 Promotion Increase
- 9.0 Demotion
  - 9.1 Demotion Defined
  - 9.2 Pay Adjustment for Demotion
- 10.0 Adjusting Pay-Range Structures
  - 10.1 Review of Pay Ranges
  - 10.2 Amount of Structure Adjustment
  - 10.3 Structure Adjustment Procedure
- 11.0 Supplemental Duty Pay
  - 11.1 Exempt Personnel
  - 11.2 Nonexempt Personnel

<b>ECISD Board Policy</b>	BP(LOCAL), ADMINISTRATIVE REGULATIONS <a href="http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=BP(LOCAL).html">http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=BP(LOCAL).html</a>
<b>Effective Date</b>	May 16, 2005.
<b>Previous Board Action</b>	None.
<b>Future Action Expected</b>	None.
<b>Background Information and Significant Issues</b>	<p>To administer board policy and regulatory issues, we develop “administrative regulations” that outline the specific systems, processes, and procedures required to accomplish the task.</p> <p>According to policy, the Superintendent and administrative staff are responsible for developing and enforcing these procedures which constitute the administrative regulations of the District.</p> <p>All administrative regulations are under the direction of the Superintendent; and variations from defined procedures shall be with prior approval of the Superintendent.</p> <p>Administrative regulations are subject to Board review but are not to be adopted by the Board. Always in cases of conflict between the administrative regulations and policy, policy shall prevail.</p>
<b>Fiscal Impact</b>	None.

<b>Student and Public Benefit</b>	Students and public benefit by having administrative regulations in place that help to ensure the effective and efficient implementation of board policy and statutory regulations.
<b>Procedural and Reporting Implications</b>	After review by the Board, this becomes a part of the official administrative regulations of the District.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	Pay Plan Administrative Procedures
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools
<b>Action Required</b>	None.
<b>Superintendent's Recommendation</b>	This is a discussion item only. No action required. <b>Mark Pool, Superintendent of Schools</b>

## Board Policy DEA (Local) - Salaries, Wages, and Stipends

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The Superintendent shall recommend to the Board for approval pay structures and compensation plans for all District employees. Pay structures shall be designed and administered for the purpose of attracting and retaining qualified employees to achieve District goals. The Superintendent shall administer and maintain pay systems in accordance with administrative procedures for the District compensation plan.

All employees shall be paid within the assigned pay ranges unless exceptions are granted by the Board.

### PAY SYSTEMS DESCRIPTION

The Superintendent shall assign positions to pay ranges that define the minimum and maximum base pay for the positions.

### PAY INCREASE BUDGET

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. Pay increases beyond the budgeted amount for individuals or positions shall be subject to Board approval.

### CLASSIFICATION OF POSITIONS

The Superintendent or designee shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the Fair Labor Standards Act.

### EXEMPT

The District shall pay employees who are exempt from the overtime pay requirements of the Fair Labor Standards Act (FLSA) on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District's attention, through the District's complaint policy [see DGBA]. If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.

### NONEXEMPT

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless the employee works more than 40 hours.

A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the Fair Labor Standards Act.

COMPENSATORY  
TIME

Compensation for overtime hours shall be awarded at one and a half times the employee's regular rate of pay or by time and a half earned in compensatory time. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay. Compensatory time earned by nonexempt employees may not accumulate beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of overtime, the employee will be required to take compensatory time or, at the District's option, will receive overtime pay.

Compensatory time shall be used within the duty year in which it is earned. The District shall pay an employee overtime for all unused compensatory time remaining at the end of the fiscal year. Use of compensatory time may be at the employee's request or as determined by the employee's supervisor to protect the District's schedules and activities.

WORKWEEK  
DEFINED

For purposes of FLSA compliance, the workweek for District employees shall be 12:00 a.m. Saturday until 11:59 p.m. Friday.

SUPPLEMENTAL  
DUTIES

The Superintendent or designee may assign noncontractual supplemental duties to personnel exempt under the Fair Labor Standards Act, as needed. The employee shall be compensated for these assignments according to the supplemental duty pay schedule established by the Board. These assignments may be discontinued at any time for any reason or no reason, by either party. The assignment of these duties shall not create any expectation of continued assignment to that same duty or any other duty.

## Pay Plan Administrative Procedures

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### 1.0 Description of Pay Systems

#### 1.2 Minimum Pay Requirements

Certified classroom teachers, librarians, registered nurses, and counselors will be paid no less than the state minimum salary schedule based on total years of creditable experience. Experience will be credited according to the commissioner's rules on creditable service (19 TAC 153.1021). Local salaries for these employees will be determined annually after board approval of the pay increase budget. Nonexempt employees will be paid no less than the current minimum wage in accordance with the federal Fair Labor Standards Act (FLSA).

#### 1.3 Local Pay Plans

The district will maintain position classification and pay range structures for all jobs. Jobs will be grouped into position classifications and pay range structures in the following categories: (1) administrative and professional support personnel, and counselors; (2) teachers, librarians, and nurses (RNs); (3) clerical and paraprofessional personnel; and (4) trades and hourly personnel.

Each job will be assigned to a pay grade that determines the minimum to maximum pay range for the position. Pay ranges are set to be competitive with the relevant job market for benchmark positions. Jobs are assigned to pay grades on the basis of the following factors: (1) job qualifications and required skills; (2) job duties and responsibilities defined by the district; and (3) competitive job market prices.

No employee will be paid more than the maximum rate for his/her pay grade unless the employee was earning more than that amount prior to the adoption of the pay plan. Pay ranges are reviewed annually and should be adjusted as needed. Employee salaries will advance through the pay range based upon the general pay increase budget approved by the board each year.

### 2.0 Job Classification

#### 2.1 Purpose and Authority

Job classification determines the assigned pay range for a job. Job classification is based on an assessment of job requirements and assigned duties. Jobs are compared and classified on the basis of the following factors: knowledge and skill requirements, complexity of assigned duties, job accountability, and working conditions. The human resource department will collect job information, evaluate jobs for classification purposes, and recommend pay-grade assignments. The superintendent has final authority concerning job classifications.

## 2.2 Reclassification of Current Positions

A job reclassification occurs when the same position is moved to a higher or lower pay grade. An upward or downward job reclassification will result in greater or lesser potential for pay advancement over time. Jobs may be reclassified for a number of different reasons. Those reasons include a significant and sustained increase or decrease in job duties and responsibilities assigned by the supervisor, a need to improve internal pay equity with other related jobs, or a significant change in the external job market.

## 2.3 Salary Adjustments for Job Reclassification

- If the job is reclassified upward due to a significant and sustained increase in assigned job duties and responsibilities, the reclassification will be treated as a promotion. Refer to procedures on promotion increases (section 8.2).
- If the job is reclassified to improve internal equity with other related jobs and there is no significant and sustained increase in assigned duties, there will be no immediate pay increase. Future earnings will be higher as a result of placement in a higher pay range. Employees will not be paid less than the minimum of the new pay range.
- If the job is reclassified due to a change in the external job market, special equity adjustments may be made at the direction of the superintendent. Refer to procedures on individual equity adjustments (section 6.0).
- If the job is reclassified downward due to a decrease in duties and responsibilities assigned, the employee's pay may be reduced at the direction of the superintendent. In this case the reclassification will be treated as a demotion. Refer to procedures on pay adjustments for demotion (section 9.2).

## 2.4 Procedures for Job Classification Review

Review of job classifications must be initiated by the job supervisor. Reviews will be conducted as follows:

- (1) The immediate supervisor may request a job classification review according to the schedule and procedures designated by the human resource department.
- (2) The supervisor must submit a completed reclassification request form to the human resource department.
- (3) The human resource department will review the request form, obtaining additional job information if needed. Additional information may be obtained by requesting a job analysis questionnaire, by interviewing the supervisor and/or employee(s), or by visiting the work site for observation.
- (4) The human resource department will reevaluate the job against other benchmark jobs using standard compensable job factors.
- (5) The human resource department will prepare a written recommendation for pay grade assignment for the superintendent's review.

- (6) The human resource department will notify the supervisor and the employee of the pay grade assignment after the superintendent's review and approval.

### 2.5 Classification of New Positions

New positions must have a written job description. The human resource department will recommend to the superintendent the pay grade classification of new positions based on the job description and consultation with the job supervisor. New positions must be classified in the pay system prior to hiring new employees.

## 3.0 Base Pay for Exempt and Nonexempt Employees

### 3.1 Classification of Positions as Exempt or Nonexempt

All jobs will be classified as exempt or nonexempt in accordance with the requirements of the federal Fair Labor Standards Act (FLSA). The human resource department will determine the classification of each position based on a description of assigned job duties and the method of compensation. In order to be exempt, the employee's primary duties must fall under one of three types of exemption: executive, administrative, or professional, as defined under the FLSA, and the employee must be compensated on a salary basis. All employees who do not meet the legal requirements for exemption are classified as nonexempt.

### 3.2 Basis of Pay for Exempt Employees

Exempt employees are paid on a salary basis for their annual employment period. Payment on a salary basis means that employees are paid a fixed sum for the job regardless of the days or hours actually worked each week. Annual salaries may be adjusted for different duty assignments. Exempt employees do not receive overtime compensation.

### 3.3 Prorating Pay for Reduced Work Year

Salaries will be adjusted proportionately for employees who work less than full-time or less than a full year.

## 4.0 Overtime Compensation

### 4.1 Overtime Defined

Nonexempt employees who work more than 40 hours in a workweek of seven consecutive days are entitled to overtime compensation for time worked over 40 hours. Exempt employees (i.e., professional, administrative, and executive) are not entitled to overtime compensation.

An employee's regular work schedule may be adjusted during the week to limit or eliminate overtime. Overtime must be paid or accrued as compensatory time on the regular payday for the period in which the overtime workweek ended. Every workweek stands alone and different workweeks cannot be consolidated or averaged.

#### 4.2 Time Records

The district will maintain in the central payroll office weekly time records on all nonexempt employees. Records will indicate all hours worked, including compensatory time earned and used. Weekly time records must be verified by the supervisor and the employee and submitted to the payroll office on designated dates. All payroll records, including time records, will be maintained for a period of three years and will be made available for inspection by government authorities on request.

#### 4.3 Authorization of Overtime

All overtime worked must be approved by a supervisor in advance. Supervisors are responsible for preventing unauthorized overtime. Employees who work unauthorized overtime may be subject to disciplinary action. Supervisors of nonexempt employees must ensure that employees understand how they will be compensated for overtime (compensatory time off or cash) prior to the employee working overtime hours.

Overtime pay requirements cannot be waived by voluntary agreement between the school district and the employee and the employee cannot "donate" overtime or agree to be paid at reduced rates.

#### 4.4 Compensation for Overtime

Compensation for overtime hours will be awarded at 1 ½ times the regular rate. Compensation may be given in compensatory time off or paid in the regularly scheduled paycheck.

#### 4.5 Use of Compensatory Time

Compensatory time may be accumulated up to a maximum limit of 60 hours including time-and-a-half rates. Employees who have accrued compensatory time must use that time before using other accrued leave. Compensatory time accrued must be used or paid before the end of each fiscal year. All unused compensatory time will be paid before the beginning of the new school term.

### 5.0 General Pay Increases

#### 5.1 Eligibility for General Pay Increase

Employee salaries and wages will be reviewed annually for adjustment. General pay increases are given to employees to reward continued service to the district.

Employees must have worked for the district for at least six months to be eligible for a general pay increase.

Classroom teachers, nurses (RNs), librarians, and counselors will be paid no less than their minimum monthly salary on the state salary schedule.

#### 5.2 Pay Increase Budget

The superintendent will recommend a total budget amount for general pay increases as part of the annual budget process. Budget recommendations for general pay increases will be based on available revenue, changes in minimum pay laws, competitive job

markets, and district compensation objectives. Employee pay increases will be based on the budget approved by the board.

### 5.3 General Pay Increase Calculation

General pay increases will be calculated for each employee by applying a percent increase approved by the board to the midpoint of each employee's pay range. All employees who are in the same pay range will receive the same pay increase.

*Example: Range Midpoint x Percent Increase = Pay Increase*

- *Pay range midpoint for pay grade 5 is \$12.50 per hour*
- *Pay increase budget approved by the Board is 5%*
- *Hourly pay increase for all employees in pay grade 5 is  $\$12.50 \times .05 = .63$*
- *An hourly employee in pay grade 5 is earning \$11.50 per hour*
- *Employee's new hourly wage is  $\$11.50 + .63 = \$12.13$*

No employee's pay will be increased beyond the maximum of their assigned pay range unless a special adjustment is approved by the board.

## 6.0 Individual Equity Adjustments

The superintendent may make special equity adjustments to individual employee salaries to correct identified internal or external pay equity problems. Equity adjustments are made only on as-needed basis at the direction of the superintendent. Equity adjustments may be made to retain an employee who is at risk due to competitive pay problems; to correct an internal pay inequity; or to compensate an employee for a significant change in job responsibilities that do not result in a job classification change. All special equity adjustments must be reported to the board before the next regular board meeting with an explanation of the reason for the adjustments.

## 7.0 Placement of New Employees

### 7.1 Option A: Placement by Total Creditable Years of Service

Hiring rates for teachers, librarians, and RNs will be based on total years of creditable experience as defined by state regulations. Salary schedules will be prepared annually to illustrate step placements by years of service. Salary schedules for these positions are subject to change each year and should not be used to predict future salaries. Salary schedules are used only for pay determination for new employees.

### 7.2 Option B: Placement by Individual Job Qualifications

Hiring rates for administrators, professionals, counselors, diagnosticians, clerical, paraprofessional and manual trades employees will be determined individually based on each person's job-related qualifications. Hiring rates should also be sensitive to internal equity concerns of other employees in the same job. Starting salaries that are above the midpoint may be offered only for hard-to-fill positions with approval of the superintendent.

## 8.0 Promotion Increases

### 8.1 Promotion Defined

A promotion occurs when an employee is assigned to a different job in a higher pay range. Pay adjustments for promotions will begin with the effective date of the new assignment. For promotions that take effect at the beginning of a school year, the standard promotion increase includes any general increase granted by the school board. If an employee moves to a different job in a different pay structure (example: from auxiliary to professional group), the pay adjustment will be treated as placement of a new employee (*see section 7.0*).

### 8.2 Promotion Increase

A promotion increase is based on an employee's current base pay less any stipends paid for supplemental duties. Salary placement for a promotion will be determined by these guidelines:

- a. If the employee's current base pay rate is less than the midpoint for the new job, the increase shall be eight percent of the new midpoint.

$$\begin{array}{r} \text{Example: New Midpoint} = \$14.00 \\ \text{Times (X)} \quad .08 \\ \hline \$ 1.12 \text{ Increase Amount} \end{array}$$

- b. If the employee's current base pay rate is greater than the midpoint for the new position, the increase shall be four percent of the new midpoint.

$$\begin{array}{r} \text{Example: New Midpoint} = \$14.00 \\ \text{Times (X)} \quad .04 \\ \hline \$ .56 \text{ Increase Amount} \end{array}$$

- c. Consideration will be given to the pay of other employees in the same position. The standard promotion increase may be reduced accordingly to maintain internal pay equity.
- d. No employee will be paid less than the minimum or more than the maximum of the new pay range.

## 9.0 Demotion

### 9.1 Demotion Defined

A demotion occurs when an employee is reassigned to a different job at a lower pay grade level. Demotions may be voluntary or involuntary. Position reclassification or general salary structure changes are not considered demotions.

9.2 Pay Adjustments for Demotion

A reduction in pay as a result of a demotion will be made at the discretion of the superintendent. When a pay reduction is made for a demotion, the employee's base pay rate will be reduced to the same relative position within the new pay range, typically measured as a ratio of the employee's salary to the range midpoint. For example, if the employee's base pay was 110 percent of the midpoint in the higher pay range, that person's pay would be reduced to an equivalent 110 percent of the midpoint in the lower pay range. The pay adjustment for demotion will begin with the effective date of the new assignment. Pay adjustments may also be made for a longer or shorter work year associated with the change in assignment.

10.0 Adjusting Pay-Range Structures

10.1 Review of Pay Ranges

The superintendent will review pay-range structures annually and make adjustments as needed.

10.2 Amount of Structure Adjustment

Pay structures should be adjusted by an equal percent factor. The amount of percent adjustment made to the pay range control points (minimum, midpoint, maximum) should be less than the percent increase budgeted for pay raises. After the pay increase budget is established, the superintendent will determine the appropriate amount of adjustment for pay range structures in the district.

10.3 Structure Adjustment Procedure

To adjust a pay range structure, the adjustment factor will be applied to the midpoint of each pay range. The minimum and maximum rates of each range will then be recalculated off of the adjusted midpoint to preserve the structure. Adjustments to pay ranges should be made prior to the calculation of general pay increases.

*Example: Illustrated procedure for a range offset of 20 percent from midpoints*

	<i>Unadjusted</i>	<i>Unadjusted</i>	<i>Unadjusted</i>
	<u><i>Minimum</i></u>	<u><i>Midpoint</i></u>	<u><i>Maximum</i></u>
	<i>(80% of midpoint)</i>		<i>(120% of midpoint)</i>
<b><i>Unadj. Pay range</i></b>	<b><i>\$2,400</i></b>	<b><i>\$3,000</i></b>	<b><i>\$3,600</i></b>
	<i>Adjusted</i>	<i>Adjusted</i>	<i>Adjusted</i>
	<u><i>Minimum</i></u>	<u><i>Midpoint</i></u>	<u><i>Maximum</i></u>
	<i>(80% of midpoint)</i>	<i>(by 2%)</i>	<i>(120% of midpoint)</i>
<b><i>Adj. Pay Range</i></b>	<b><i>\$2,448</i></b>	<b><i>\$3,060</i></b>	<b><i>\$3,672</i></b>

11.0 Supplemental Duty Pay

### 11.1 Exempt Personnel

The board will approve a schedule of salary stipends for extra duties. Exempt employees who are assigned supplemental duties that accrue extra pay will be compensated according to the district's schedule for extra duty stipends.

### 11.2 Nonexempt Personnel

Nonexempt employees who are assigned supplemental duties will be paid on an hourly basis including overtime compensation when hours exceed 40 in a workweek. The hours worked in supplemental duties must be combined with the hours worked in the regular job assignment for determining the total hours worked each week.



## Worksheet for Placement of New Hires

New Hire Data						
Name _____			Position _____			
Pay Grade				Duty Schedule		
Pay Range	Minimum	Midpoint	Maximum	Days	Months	Hrs/Day
Experience	Prior job exp.		Special Skills			
	Total yrs exp.					
Current Incumbent Pay Comparisons						
Job Title			Job Experience	Local Experience	Days	Salary
						\$
						\$
						\$
						\$
						\$
Note: Also compare to teacher salary schedule if directly related to this position.						
Recommended Starting Pay						
	Base Rate	\$ _____				
	Annual Salary	\$ _____				
Comments / Rationale						

Recommended by \_\_\_\_\_

Date \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_

## Promotion Worksheet

Current Placement Information			
Name _____	Current Duty Schedule (months, days) _____		
Current Assignment _____	Current Base Pay Rate _____		
Current Pay Grade _____	Current Annual Salary _____		
Promotion Information			
New Assignment _____		New Duty Schedule _____	
New Pay Range			
Pay Grade	Minimum	Midpoint	Maximum
Calculate the Standard Promotion Increase			
A. % Increase Applied to New Midpoint ( $\% \times$ new midpoint) _____			
B. New Base Pay Rate (result in part A + current base rate) _____			
C. New Annual Salary (result in part B x new duty schedule) _____			
Recommended Promotion Increase (adjust standard increase if necessary)			
D. Base Rate Increase (dollar amount increase to rate of pay) _____			
E. Base Percent Increase (amount of base increase / old base rate) _____			
F. New Base Rate (amount in D + old base rate) _____			
G. New Annual Salary (result in F x new duty schedule) _____			
H. Total Percent Increase ((result in G - old salary)/old salary) _____			
Notes:			

Approval Authority \_\_\_\_\_

Date \_\_\_\_\_

## Sample Nonexempt Employee Weekly Time Report

Name \_\_\_\_\_ Employee number \_\_\_\_\_

	Date	Start Time	Lunch Out	Lunch In	End Time	Hours Worked	Amount of Leave Used	Type of Leave Used
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

**Leave Type Codes:**

- |                         |              |                   |
|-------------------------|--------------|-------------------|
| P—Personal Leave        | S—Sick Leave | D—Death in Family |
| J—Jury Duty or Subpoena | H—Holiday    | C—Comp Time Off   |
| L—Leave Without Pay     | V—Vacation   | O—Other           |

*Total Hours for Week*

Regular	Overtime	Leave

I certify this is an accurate record of the actual hours worked.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**PAYROLL USE ONLY**

Regular Hours Paid \_\_\_\_\_

OT Hours Worked \_\_\_\_\_

OT Hours Paid \_\_\_\_\_

Comp. Time Balance \_\_\_\_\_

Other \_\_\_\_\_

**Agenda Item Summary Sheet (6 D)**  
**Meeting Date: May 16, 2005**  
**Submitted by: Mark Pool, Superintendent**

**Business and Operations**      Compensation Plan

**Summary**

El Campo ISD engaged the HR Services Group at the Texas Association of School Boards to conduct an employee compensation study. The study was conducted to objectively examine pay equity among employees because the district wanted to determine if pay practices were internally fair and externally competitive. The primary goals for the project included the following:

- provide an objective assessment of pay practices based on job value;
- develop an affordable plan to correct existing pay inequities; and
- develop pay system controls for the future.

In a Board Workshop on April 18, TASB HR Services compensation consultant, Charlie Nitchsmann presented the results of this study to the Board of Trustees and proposed a plan to address the findings of the study.

The proposed plan to implement the recommended pay system in 2005-2006 is designed to accomplish the following objectives:

1. Keep the total cost within projected available revenue.
2. Give a pay increase to all employees who are within the proper pay range.
3. Bring all employees up to the recommended minimum pay level for their position.
4. Give additional equity for identified positions that are considered at risk.
5. Slow the pay acceleration of employees who are currently paid above the maximum rate for their position.

**ECISD Board Policy**

DEA(LOCAL), COMPENSATION AND BENEFITS: SALARIES, WAGES AND STIPENDS

[http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=DEA\(LOCAL\).html](http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=DEA(LOCAL).html)

**Effective Date**

2005-2006 School Year.

**Previous Board Action**

In a special workshop on April 18, 2005, the Board reviewed the *El Campo Independent School District Employee Compensation Study* prepared by the Texas Association of School Boards Human Resources Services and presented by one of their

consultants, Charlie Nitchsmann.

**Future Action Expected** If approved, the plan will be updated annually to maintain market competitiveness and compensate for changes in the Consumer Price Index.

**Background Information and Significant Issues** According to board policy, the Superintendent shall recommend to the Board for approval pay structures and compensation plans for all District employees. Pay structures shall be designed and administered for the purpose of attracting and retaining qualified employees to achieve District goals.

The policy further states that the Superintendent shall assign positions to pay ranges that define the minimum and maximum base pay for the positions.

**Fiscal Impact** None.

**Student and Public Benefit** With a fair and equitable pay system that is competitive with the area job market, the District should be able to attract and retain qualified employees.

**Procedural and Reporting Implications** None.

**Public Comments** None.

**Alternatives** None.

**Other Comments and Related Issues** Comments from the faculty and staff that I have received have run about four to one, positive to negative. In general, three concerns have been expressed:

- comparison groups that were selected to determine the relationship to market for the different job families;
- individual concerns over pay grade assignment; and
- the fact that the proposal does nothing to resolve the internal equity issues related to experience in particular paraprofessional jobs.

With regards to the first two concerns, one of the major reasons that I recommended to the Board that you hire an independent consultant to do the study was to ensure that you got an objective and unbiased opinion from a compensation professional that does these types of studies all across the state.

As individuals who work in the system, we all have individual ideas as to why particular districts should be included in a

market comparison group or why others should be left out of the group. We also understand how important our particular job is to the overall operations of the district and have a difficult time objectively evaluating and comparing our position to others within the district. That is why it was wise for the Board to use an independent consultant who regularly makes these types of decisions and has no personal interest whatsoever in the decision made.

As for the third concern, we do have some individuals who have worked in a position for several years and have noted that others have been hired at or above the same level of compensation. This is the type of internal inequity that develops when there is no formal plan in place for determining employee compensation. This plan will prevent that type of inequity from occurring in the future, but it would be extremely difficult and cost prohibitive to try to correct the current local experience inequities that exist. [We may be able to look at some of these individual situations in years to come.]

Finally, understand that approval of the plan does not automatically determine the compensation increase for 2005-2006, but merely puts a structure in place to do so. The actual pay increases will be determined during the budget process this summer.

<b>Attachments</b>	Summary of proposed compensation plan.
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools
<b>Action Required</b>	Approve proposed compensation plan.
<b>Superintendent's Recommendation</b>	I recommend that you approve the proposed compensation plan. <b>Mark Pool, Superintendent of Schools</b>

# El Campo Independent School District 2005-2006 Compensation Plan

Years Experience	Base Pay – Annual Salary
0	\$33,500
1	\$34,120
2	\$34, 170
3	\$34, 220
4	\$34,270
5	\$34, 420
6	\$34,620
7	\$34, 820
8	\$35,590
9	\$36,650
10	\$37,660
11	\$38,600
12	\$39,510
13	\$40,360
14	\$41,190
15	\$42,040
16	\$42,830
17	\$43,600
18	\$44,310
19	\$44,990
20	\$45,630
21	\$46,230
22	\$46,810
23	\$47,350
24	\$48,120
25+	\$48,630

This schedule is used as a hiring schedule for new teachers, librarians, or registered nurses for the 2005-2006 school year only. Base pay is determined by years experience.

An additional supplemental pay of \$1,230 will be added to the base pay if the new employee has a Masters Degree.

This hiring schedule is based on a contract of 187 days. The base pay for those hired for a different number of days will be determined by dividing the base pay from the above schedule by 187, and then multiplying the resulting quotient by the number of days in the contract.

**Teachers, Librarians and Registered Nurses**

General pay increases for teachers, librarians and registered nurses will be determined by a percentage of a calculated midpoint for the only pay grade in this job family. The percentage of midpoint general pay increase will be determined by the Board of Trustees during the budget development process.

Minimum	\$33,500
Midpoint	\$42,340
Maximum	\$51,180

Any general pay increase will be added to the employee’s current base pay to determine 2005-2006 base pay.

Employees with a Masters Degree will receive an additional \$1,230 in supplemental pay.

Employees may also receive additional pay for assigned supplemental duties in accordance with the Supplemental Pay Schedule approved by the Board of Trustees.

**Administrative / Professional**

Because of the different number of contract days for the positions in this job family, the minimum, midpoint, and maximum are shown as a daily rate. Daily rates are multiplied by the number of contract days to determine an annual salary.

Any general pay increase will be added to the employee’s current daily base pay. The percentage of midpoint general pay increase will be determined by the Board of Trustees during the budget development process.

**Pay Grade 1**

- Counselor
- Diagnostician
- Director, Maintenance
- Director, Transportation
- Licensed Specialist in School Psychology
- Network Supervisor
- Speech Pathologist
- Teacher Technology Specialist

Minimum	\$196.00
Midpoint	\$245.00
Maximum	\$294.00

**Pay Grade 2**

- Assistant Principal, Elementary
- Assistant Principal, Middle School
- Language Arts Supervisor
- Mathematics Supervisor

Minimum	\$214.96
Midpoint	\$262.15
Maximum	\$309.34

**Pay Grade 3**

- Assistant Principal, High School
- Director, Technology Information Systems

Minimum	\$230.01
Midpoint	\$280.50
Maximum	\$330.99

**Pay Grade 4**

- Principal, Elementary

Minimum	\$246.11
Midpoint	\$300.14
Maximum	\$354.16

**Pay Grade 5**

- Director, Athletics
- Director, Special Education
- Principal, Middle School

Minimum	\$263.34
Midpoint	\$321.15
Maximum	\$378.95

**Pay Grade 6**

- Principal, High School

Minimum	\$281.77
Midpoint	\$343.63
Maximum	\$405.48

**Pay Grade 7**

- Assistant Superintendent, Curriculum & Instruction
- Assistant Superintendent, Finance & Operations

Minimum	\$301.50
Midpoint	\$367.68
Maximum	\$433.86

## Clerical / Paraprofessional

Because of the different number of hours worked and different number of duty days for the positions in this job family, the minimum, midpoint, and maximum are shown as a hourly rate. Hourly rates are multiplied by the number of hours worked per day, and then multiplied by the number of duty days to determine an annual salary.

Any general pay increase will be added to the employee's current hourly rate of pay. The percentage of midpoint general pay increase will be determined by the Board of Trustees during the budget development process.

### Pay Grade 1

- Aide, Clerical
- Aide, Instructional / Content Mastery
- Aide, Physical Education
- Aide, Special Education

Minimum	\$7.90
Midpoint	\$10.05
Maximum	\$12.20

### Pay Grade 2

- Aide, At Risk
- Aide, Bilingual
- Aide, Elementary Art
- Aide, Computer Lab
- Aide, ESL
- Aide, ISS
- Aide, Library
- Aide, Special Ed Adaptive PE
- Aide, Special Ed Life Skills

Minimum	\$8.55
Midpoint	\$10.85
Maximum	\$13.16

### Pay Grade 3

- Clerk, Migrant
- Receptionist, Central Office
- Secretary, Campus
- Secretary, Counselor
- Secretary, Special Education Dept

Minimum	\$9.25
Midpoint	\$11.72
Maximum	\$14.20

**Pay Grade 4**

- Clerk, Campus PEIMS
- Clerk, Accounts Payable
- Leave Specialist
- Parent Liaison
- Registrar
- Secretary, Director
- Secretary, Principal

Minimum	\$10.35
Midpoint	\$13.13
Maximum	\$15.91

**Pay Grade 5**

- Bookkeeper, Central Office
- Clerk, Federal Programs
- Clerk, Payroll
- LVN

Minimum	\$11.62
Midpoint	\$14.70
Maximum	\$17.79

**Pay Grade 6**

- Computer Network Technician
- Human Resource Coordinator
- Secretary, Superintendent

Minimum	\$13.01
Midpoint	\$16.47
Maximum	\$19.93

**Manual Trades**

Manual trades are paid an hourly rate and compensated on an hourly basis.

Any general pay increase will be added to the employee’s current hourly rate of pay. The percentage of midpoint general pay increase will be determined by the Board of Trustees during the budget development process.

**Pay Grade 1**

- Bus Monitor
- Custodian
- Food Service Worker
- Groundskeeper

Minimum	\$6.70
Midpoint	\$8.50
Maximum	\$10.30

**Pay Grade 2**

- Custodian, Lead
- Food Service Delivery Driver

Minimum	\$7.70
Midpoint	\$9.78
Maximum	\$11.85

**Pay Grade 3**

- Food Service Manager
- General Maintenance

Minimum	\$8.85
Midpoint	\$11.24
Maximum	\$13.63

**Pay Grade 4**

- Locksmith
- Office Equipment Repair

Minimum	\$10.20
Midpoint	\$12.93
Maximum	\$15.65

**Pay Grade 5**

- Bus Driver
- Carpenter
- Food Service Supervisor
- Mechanic
- Plumber

Minimum	\$11.70
Midpoint	\$14.87
Maximum	\$18.03

**Pay Grade 6**

- Electrician
- HVAC Technician

Minimum	\$13.50
Midpoint	\$17.10
Maximum	\$20.69

**Agenda Item Summary Sheet (6 G)**  
**Meeting Date: May 16, 2005**  
**Submitted by: Mark Pool, Superintendent**

**Business and Operations** Food Service Management Contract.

**Summary** In 2004-2005 ECISD renewed its contract with Aramark to provide management services for our food service operations. This represents the second year of a possible four year contract with Aramark. Each year we have the option to renew up through the 2006-2007 school year.

Aramark met the district's goals in 2003-2004, and appears to be meeting the goals set forth for 2004-2005. Their initial guarantee for the 2004-2005 school year was a surplus of \$19,033. As of April 29, 2005, we were operating on a surplus of \$27,688 with one month of school remaining.

For the 2005-2006 school year Aramark is requesting a \$3,029 increase in their general administrative and management fee, with a guaranteed surplus of \$10,443. The increase in fees is based on the 3.18% increase in the Consumer Price Index from February 2004 to February 2005.

**ECISD Board Policy** CH (LEGAL), PURCHASING AND ACQUISITION  
[http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=CH\(LEGAL\).html](http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=CH(LEGAL).html)

**Effective Date** May 16, 2005.

**Previous Board Action** The Board previously approved a competitive proposal submitted by Aramark to provide management for ECISD's food service operations for the 2003-2004 school year. The contract was renewed for the 2004-2005 school year.

**Future Action Expected** Proposals can be renewed for up to four years without submitting new Request for Proposals (RFP's). Future action may include renewal for the 2006-2007 school years.

**Background Information and Significant Issues** The following is a recap of the proposed changes in the revenue budget:

	<b>2004-2005 Budget</b>	<b>2005-2006 Proposed Budget</b>	<b>Proposed Change</b>
<b>Cash Sales</b>	\$381,418	\$402,048	\$20,630
<b>Reimbursements</b>	\$805,720	\$872,418	\$66,698
<b>Change in Revenue</b>	\$1,187,138	\$1,274,466	\$87,328

The following is a recap of the proposed changes in the expenditure budget:

	<b>2004-2005 Budget</b>	<b>2005-2006 Proposed Budget</b>	<b>Proposed Change</b>
<b>Food Costs</b>	\$409,164	\$490,076	\$80,912
<b>Labor Costs</b>	\$565,927	\$598,578	\$32,651
<b>FSMC Fees</b>	\$42,525	\$45,554	\$3,029
<b>FSMC Direct Costs</b>	\$120,953	\$87,915	(\$33,038)
<b>District Direct Costs</b>	\$29,536	\$41,900	\$12,364
<b>Change in Expenditures</b>	\$1,168,105	\$1,264,023	\$95,918

**Fiscal Impact**

For 2004-2005 their guarantee is \$10,443.

	<b>2004-2005 Budget</b>	<b>2005-2006 Proposed Budget</b>	<b>Proposed Change</b>
<b>Total Revenue</b>	\$1,187,138	\$1,274,466	\$87,328
<b>Total Expenditures</b>	\$1,168,105	\$1,264,023	\$95,918
<b>Balance</b>	\$19,033	\$10,443	-\$8,590

**Student and Public Benefit**

Students and taxpayers benefit by providing quality meals that meet all child nutrition guidelines without having to subsidize the food service operations from the General Fund.

**Procedural and Reporting Implications**

None.

**Public Comments**

None.

**Alternatives**

Submit new RFP's; or return to managing our own food service operations.

**Other Comments and Related Issues**

None.

**Attachments**

None.

**Contact Person(s)**

David Bright, Assistant Superintendent of Finance

**Action Required**

Approval of renewal with Aramark as our Food Service Management Company for the 2005-2006 school year.

**Superintendent's Recommendation**

I recommend that you renew our agreement with Aramark as our FSMC for the 2005-2006 school year.

**Mark Pool, Superintendent of Schools**

<b>Business and Operations</b>	Food Service Department Improvement Plan
<b>Summary</b>	Last month the Board approved the annual evaluation of our Food Service Department. Based upon our self-evaluation of this program we have developed an improvement plan for your review.
<b>ECISD Board Policy</b>	None.
<b>Effective Date</b>	May 16, 2005.
<b>Previous Board Action</b>	None.
<b>Future Action Expected</b>	The Board will evaluate the Food Service Department again in April 2006.
<b>Background Information and Significant Issues</b>	<p>The Food Service Department Improvement Plan has the following goals and objectives:</p> <p>Goals:</p> <ul style="list-style-type: none"><li>• Provide professional Food Service Management</li><li>• Maximize Free &amp; Reduced eligibility</li><li>• Meet nutritional needs through One World Café, UBU Lounge, and other nutritional programs</li><li>• Offer a variety of menu choices to increase participation and customer satisfaction</li><li>• Support ECISD educational and catering events</li></ul> <p>Objectives:</p> <ul style="list-style-type: none"><li>• Continue providing nutritional sound meals to all students and encourage healthy eating through promotions and educational programs, within TDA guidelines</li><li>• Continue control of food, labor and direct cost to ensure budget compliance</li><li>• Increase each school's cooking, refrigeration and freezing capabilities for continued improved quality of food and service</li><li>• Continue staff training and recognition</li></ul>
<b>Fiscal Impact</b>	Cost of strategies for accomplishment of objectives. [Reference

Improvement Plan document.]

<b>Student and Public Benefit</b>	Program evaluation and improvement planning will provide an environment of continuous improvement of all programs for all students.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	<i>ECISD Food Service Department Improvement Plan, 2005-06.</i>
<b>Contact Person(s)</b>	David Bright, Assistant Superintendent of Finance and Operations Lynn Cobb, Food Service Director
<b>Action Required</b>	None.
<b>Superintendent's Recommendation</b>	This is an information item only. No action required. <b>Mark Pool, Superintendent of Schools</b>

## ECISD FOOD SERVICE DEPARTMENT IMPROVEMENT PLAN 2005-2006

**GOALS:**

- Provide professional Food Service Management.
- Maximize Free & Reduced eligibility.
- Meet nutritional needs through One World Café, UBU Lounge and other Nutritional Programs.
- Offer variety of menu choices to increase participation and customer satisfaction.
- Support ECISD educational and catering events.

**OBJECTIVES:**

1. Continue providing nutritional sound meals to all students and encourage healthy eating through promotions and educational programs, within TDA Guidelines.
2. Continue control of food, labor and direct cost to ensure budget compliance.
3. Increase each school's cooking, refrigeration and freezing capabilities for continued improved quality of food and service.
4. Continue staff training and recognition.

Objectives	Steps to Achieve	Person(s) Responsible	Timeline	Cost Estimate	Measurements
<ol style="list-style-type: none"> <li>1. Continue providing nutritional sound meals to all students and encourage healthy eating through promotions and educational programs, within TDA guidelines.</li> </ol>	<ol style="list-style-type: none"> <li>1. Analyze all menus to meet TDA/FDA regulations.</li> <li>2. Encourage qualified students not enrolled in Fee and Reduced Program to participate.</li> <li>3. Conduct SAC (student advisory committee) meetings with samplings.</li> <li>4. Conduct surveys of students, faculty and administration.</li> <li>5. Continue promotion of Spike, Jr. Impact and Celebrity Lunch Lady and CATCH initiatives.</li> </ol>	<ol style="list-style-type: none"> <li>1. SSD and Supervisor of Operations</li> <li>2. Managers, SSD, Supervisor of Operations, School Liaisons</li> <li>3. SSD and Supervisor of Operations</li> <li>4. SSD and Supervisor of Operations</li> <li>5. SSD and Supervisor of Operations</li> </ol>	<ol style="list-style-type: none"> <li>1. August, 2005/ongoing</li> <li>2. Open Houses, August, 2005 Ongoing</li> <li>3. Once a year, or as needed</li> <li>4. Once a year or as needed</li> <li>5. August/monthly</li> </ol>	<ol style="list-style-type: none"> <li>1. None</li> <li>2. None</li> <li>3. None</li> <li>4. Cost of printing surveys</li> <li>5. \$150 monthly</li> </ol>	<ol style="list-style-type: none"> <li>1. RDAs for mandatory nutrients are met on 5-day average. Menus are in compliance with TDA.</li> <li>2. Document increase in number of applications processed from prior year.</li> <li>3. Document (1) SAC meeting held at each school.</li> <li>4. Count and document surveys returned. Information used for improvements.</li> <li>5. Enhance healthy eating and exercise. Increase participation in Breakfast and Lunch Program.</li> </ol>

## ECISD FOOD SERVICE DEPARTMENT IMPROVEMENT PLAN 2005-2006

<p>2. Continue control of food, labor and direct cost to ensure budget compliance.</p>	<p>6. Continue sending monthly menus to local newspaper, cable company and Website. Respond timely to all phone calls and e-mails.</p> <p>7. Develop web-site to ensure parents, students and faculty are aware and utilizing available Food Service Resources .</p> <p>8. Participate in PTO meetings as requested.</p>	<p>6. SSD and Supervisor of Operations</p> <p>7. SSD</p> <p>8. SSD</p>	<p>6. Monthly</p> <p>7. Ongoing</p> <p>8. Ongoing</p>	<p>6. Cost of printing menus</p> <p>7. None</p> <p>8. None</p>	<p>6. Increase community awareness of Food Service Programs. Increase participation and meals. Increase positive and caring image of Food Service</p> <p>7. Count hits to website</p> <p>8. Increase awareness of Food Service Program.</p>
<p>3. Increase each school's cooking, refrigeration and freezing capabilities for improved quality of food and service.</p>	<p>1. Verify that groceries are received at correct temperature, undamaged and timely.</p> <p>2. Report discrepancies to Purchasing Clerk and resolve with vendor.</p> <p>3. Ensure pricing of food products in Nutrikids and FSA are correct.</p> <p>4. Analyze month-end results.</p> <p>5. Maintain client cost reconciliation.</p> <p>1. Analyze equipment needs at each school and initiate bids.</p> <p>2. Encourage ongoing maintenance of equipment.</p> <p>3. Conduct employee in-services for new equipment and proper use of current equipment.</p>	<p>1. Purchasing, Managers, and Supervisor of Operations</p> <p>2. Purchasing Clerk, Managers</p> <p>3. SSD and Supervisor of Operations.</p> <p>4. SSD</p> <p>5. SSD</p> <p>1. SSD and Supervisor of Operations</p> <p>2. Managers</p> <p>3. Managers, Maintenance, Vendors</p>	<p>1. Ongoing</p> <p>2. Ongoing</p> <p>3. August, 2005/Ongoing</p> <p>4. Weekly/Monthly</p> <p>5. December and August</p> <p>1. May, 2005 Ongoing</p> <p>2. Ongoing</p> <p>3. Ongoing</p>	<p>1. None</p> <p>2. None</p> <p>3. None</p> <p>4. None</p> <p>5. None</p> <p>1. Budgeted items</p> <p>2. Budgeted items</p> <p>3. None</p>	<p>1. Reduction of poor quality groceries by 100%</p> <p>2. Receive credit invoice within 1 week.</p> <p>3. RDAs for mandatory nutrients are met on 5-day average. Compliance with TDA Policy.</p> <p>4. Benchmark of .83 food cost, labor based on meals per labor hour and other budget numbers are balanced.</p> <p>5. January and September signed off of Reconciliation.</p> <p>1. Equipment needed to improve quality in place at each school.</p> <p>2. Work orders placed with Maintenance.</p> <p>3. Reduction in accidents relating to improper use of equipment and maintain or increase life of equipment.</p>

## ECISD FOOD SERVICE DEPARTMENT IMPROVEMENT PLAN 2005-2006

<p>4. Enhance staff training and recognition.</p>	<ol style="list-style-type: none"> <li>1. Conduct weekly Manager Meetings. Safety and Sanitation In-service to be included.</li> <li>2. Insure Managers conduct Monthly Safety and Sanitation in-service at each school</li> <li>3. Complete re-test of Managers in ServSafe.</li> <li>4. Managers to attend Region III workshop on CRE.</li> <li>5. Managers are informed of needed information throughout the week.</li> <li>6. Conduct Safety and Sanitation checklist at each school</li> <li>7. Conduct Managers' Orientation Meeting.</li> <li>8. Conduct Orientation meetings at beginning of each semester.</li> <li>9. Set up New Hire In-Service Program.</li> <li>10. Expand rewards and recognition programs through "Shinning Star".</li> </ol>	<ol style="list-style-type: none"> <li>1. SSD</li> <li>2. SSD</li> <li>3. SSD</li> <li>4. SSD</li> <li>5. SSD and Supervisor of Operations</li> <li>6. Supervisor of Operations</li> <li>7. SSD and Supervisor of Operations</li> <li>8. SSD, Supervisor of Operations Guest Speakers</li> <li>9. SSD and Supervisor of Operations</li> <li>10. SSD</li> </ol>	<ol style="list-style-type: none"> <li>1. Weekly</li> <li>2. Monthly</li> <li>3. By Oct, 2005</li> <li>4. June, 2005</li> <li>5. Ongoing</li> <li>6. Fall and Spring</li> <li>7. August, 2005</li> <li>8. August and Jan.</li> <li>9. September, 2005</li> <li>10. August, 2005 with rewards in May, 2006</li> </ol>	<ol style="list-style-type: none"> <li>1. None</li> <li>2. None</li> <li>3. \$28 per person</li> <li>4. \$175 + travel expenses</li> <li>5. None</li> <li>6. None</li> <li>7. \$35</li> <li>8. \$100</li> <li>9. Printing cost</li> <li>10. \$500</li> </ol>	<ol style="list-style-type: none"> <li>1. Consistency in information. Increased Safety and Sanitation awareness.</li> <li>2. Documentation of attendance at school in-services.</li> <li>3. All managers have taken ServSafe with passing grade of 75 or higher.</li> <li>4. Documentation of attendance at Region III meeting.</li> <li>5. Consistency of information in timely manner. Increased trust of program.</li> <li>6. Health inspections of 90% or better.</li> <li>7. Enhance job skills and increase manager's ownership of school. Increase self-esteem.</li> <li>8. Enhance job skills, safety and knowledge.</li> <li>9. Enhance job skill, safety and sanitation knowledge. Decrease accidents and workers compensation by 1.</li> <li>10. Improve morale and job performance by monetary rewards. Increase Perfect Attendance Reward by 3 employees.</li> </ol>
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**Agenda Item Summary Sheet (6 J)**  
**Meeting Date: May 16, 2005**  
**Submitted by: Mark Pool, Superintendent**

## ***Discussion Only***

<b>Budget and Facilities</b>	Review of Bills for April 2005.
<b>Summary</b>	<p>Although there is no statutory or policy requirement for the Board to review the bills paid during the previous month, a monthly review providing the Board an opportunity to ask questions regarding specific expenditures is a good practice for the Board to follow in overseeing the management of the District.</p> <p>It is very helpful to the administration and helps in conducting an effective board meeting if questions are identified and asked prior to the meeting.</p> <p>These bills have already been paid, and were previously authorized by the Board when you adopted the 2004-2005 General Operating Budget.</p>
<b>ECISD Board Policy</b>	None.
<b>Effective Date</b>	April 30, 2005.
<b>Previous Board Action</b>	Approval of 2004-2005 General Operating Budget on August 16, 2004.
<b>Future Action Expected</b>	None
<b>Background Information and Significant Issues</b>	None.
<b>Fiscal Impact</b>	Total checks written from all funds for the month of April were \$523,698.64. [Last month's checks totaled \$473,346.02.]
<b>Student and Public Benefit</b>	Close monitoring of monthly bills paid and monthly cash flow helps to ensure the efficient use of public funds.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.

<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None
<b>Attachments</b>	(1) List of checks written during the month of April.
<b>Contact Person(s)</b>	David Bright, Assistant Superintendent of Finance and Operations
<b>Action Required</b>	No action required. This is an information report only.
<b>Superintendent's Recommendation</b>	Information only. <b>Mark Pool, Superintendent of Schools</b>

**Agenda Item Summary Sheet (7 B)**  
**Meeting Date: May 16, 2005**  
**Submitted by: Mark Pool, Superintendent**

**Curriculum and Instruction** Evaluation Pre-Kindergarten Program

**Summary**

The 78<sup>th</sup> Legislature enacted House Bill 3459 that added § 7.027 to the Texas Education Code. Paragraph (b) of this statute states:

*The board of trustees of a school district or the governing body of an open-enrollment charter school has primary responsibility for ensuring that the district or school complies with all applicable requirements of state educational programs.*

To comply with these requirements we have evaluated our Pre-Kindergarten Program and will present the results of that evaluation for your consideration.

**ECISD Board Policy**

EHBA, SPECIAL PROGRAMS: SPECIAL EDUCATION STUDENTS

[http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=FD\(LEGAL\).html](http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=FD(LEGAL).html)

**Effective Date**

May 16, 2005.

**Previous Board Action**

None.

**Future Action Expected**

Next month the Board will be presented with an *Improvement Plan* for the district's Pre-Kindergarten Program. The Board will next evaluate the PK program in May of 2006.

**Background Information and Significant Issues**

According to board policy, the District shall offer free pre-kindergarten if it identifies 15 or more eligible students who are at least four years of age and may offer free pre-kindergarten if it identifies 15 or more eligible children who are at least three years of age.

A child is eligible for enrollment in free pre-kindergarten if the child is at least three years of age and is:

1. Unable to speak and comprehend the English language;
2. Educationally disadvantaged; or
3. Homeless, as defined by federal law regardless of the residence of the child, of either parent of the child, or of the child's guardian or other person having lawful control.

<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Program evaluation and improvement planning will provide an environment of continuous improvement of all programs for all students.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	Pre-Kindergarten Evaluation Form.
<b>Contact Person(s)</b>	Carolyn Gordon, Assistant Superintendent of Curriculum and Instruction Kim Chiles, Myatt Elementary School Principal
<b>Action Required</b>	Approval of the evaluation of the district's Pre-Kindergarten Program.
<b>Superintendent's Recommendation</b>	I recommend that you approve the 2004-2005 evaluation of the ECISD Pre-Kindergarten Program. <b>Mark Pool, Superintendent of Schools</b>

# School Board Approval

## Prekindergarten Program

*Indicate yes or no for each item. If the indication is no, define the area for correction.*

**1. The district has written policy for the Prekindergarten program.**

**Yes**

**No**

**Area for Correction:**

---

**2. Students qualify for the Prekindergarten program based on Non-English speaking, low socio-economic, and homeless criteria.**

**Yes**

**No**

**Area for Correction:**

---

**3. The district provides parental involvement opportunities for parents to participate in the Prekindergarten program.**

**Yes**

**No**

**Area for Correction:**

---

**4. The Prekindergarten program is evaluated annually .**

**Yes**

**No**

**Area for Correction:**

---

**Agenda Item Summary Sheet (7 A)**  
**Meeting Date: May 16, 2005**  
**Submitted by: Mark Pool, Superintendent**

**Curriculum and Instruction**      2005-2006 School Start Date Waiver Request

**Summary**

According to the *Texas Education Code § 25.0811* the District may not begin instruction for students for a school year before the week in which August 21 falls, with Sunday being considered the first day of the week.

Districts can request a waiver from this statutory requirement if they comply with the following criteria:

1. At least 60 days before the date the District submits the application for a waiver, publish notice in a newspaper having general circulation in the District:
  - a. Stating that the District intends to apply for a waiver of the prohibition concerning the date of the first day of instruction for students; and
  - b. Specifying the date on which the District intends to begin instruction for students; and
2. Hold a public hearing concerning the date of the first day of instruction for students.

The application for a waiver must include a summary of the opinions expressed at the public hearing, including any consensus of opinion expressed concerning the date of the first day of instruction for students.

Following the public hearing conducted at the beginning of this meeting, we have met these requirements and stand ready to submit the District's waiver request to the Commissioner of Education.

**ECISD Board Policy**

EB(LEGAL), SCHOOL YEAR

[http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=EB\(LEGAL\).html&QueryText=SCHOOL%20YEAR](http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=EB(LEGAL).html&QueryText=SCHOOL%20YEAR)

**Effective Date**

2005-2006 School Year.

**Previous Board Action**

On February 21, 2005 the Board approved the proposed calendar for 2005-2006 with the first day of instruction being Wednesday, August 10, pending the approval of this school start date waiver request.

<b>Future Action Expected</b>	None.
<b>Background Information and Significant Issues</b>	Data was presented at the public hearing from a parent survey and an Internet based survey conducted over the District's website.
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Although it is not backed by quantifiable research, there is a perception among our faculty and staff and anecdotal data that students benefit by more frequent breaks throughout the school year. Starting school earlier in August allows for more frequent breaks throughout the year.
<b>Procedural and Reporting Implications</b>	Waiver request must be submitted to the Commissioner of Education.
<b>Public Comments</b>	None.
<b>Alternatives</b>	The Board may not approve the waiver request and thus would have to reconsider the previous vote taken on the 2005-2006 school calendar.
<b>Other Comments and Related Issues</b>	None
<b>Attachments</b>	None.
<b>Contact Person(s)</b>	Carolyn Gordon, Assistant Superintendent for Instruction
<b>Action Required</b>	Approval of school start date waiver request.
<b>Superintendent's Recommendation</b>	I recommend that you approve the school start date waiver request. <b>Mark Pool, Superintendent of Schools</b>

**Agenda Item Summary Sheet (7 C)**  
**Meeting Date: May 16, 2005**  
**Submitted by: Mark Pool, Superintendent**

## ***Discussion Only***

<b>Curriculum and Instruction</b>	Summer Professional Development Program
<b>Summary</b>	<p>For the past several years we have offered staff development opportunities throughout the summer months in lieu of a required professional development day during the week prior to the beginning of school.</p> <p>Included with this agenda item is information on the professional staff development program that will be offered this summer.</p>
<b>ECISD Board Policy</b>	DMA (LEGAL), PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT
<b>Effective Date</b>	May 16, 2005.
<b>Previous Board Action</b>	None.
<b>Future Action Expected</b>	None.
<b>Background Information and Significant Issues</b>	According to policy staff development provided by the District must be conducted in accordance with standards developed by the District and designed to improve education in the District. The staff development may include training in technology.
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Students will benefit from teachers being better trained in the use of instructional technology, and parents will benefit by training teachers to improve communication with parents through the use of e-mail and the Internet.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.

**Other Comments and Related Issues**

None.

**Attachments**

Copy of memorandum from Carolyn Gordon dated May 10, 2005 re: Summer Staff Development

**Contact Person(s)**

Carolyn Gordon, Assistant Superintendent of Curriculum and Instruction

**Action Required**

None.

**Superintendent's Recommendation**

This is an information item only. No action required.  
**Mark Pool, Superintendent of Schools**

To: Board of Trustees  
Mark Pool, Superintendent

From: Carolyn Gordon

Date: May 10, 2005

Subject: Summer Staff Development

Staff development this summer has been developed from teacher input that was received throughout the year. During vertical planning sessions that were held throughout this school year teachers expressed a need for new and additional software. It was recommended that sessions be scheduled during the summer to preview software for possible purchasing during the 2005-2006 school year. Jackie Korenek has been working with various vendors in selecting software in all content areas for preview and has developed a schedule for this summer staff development. All core curriculum teachers will participate in previewing software. Teachers have been grouped by grade level/subject and assigned specific dates to attend. Special Education teachers are scheduled to view the newest version of the Kurzweil Assisted Reading program.

Attached is a schedule of preview sessions along with two different letters that have been sent out to the professional staff members. Professionals are still required to attend one session of Technology Staff Development this summer to receive a comp day on August 4<sup>th</sup>. If teachers are unable to attend the day assigned they will be required to attend the staff development day on August 4<sup>th</sup>.

**TO:**

**FROM:** Jackie Korenek, Teacher Technology Specialist

**DATE:** May 10, 2005

**SUBJECT:** Summer Staff Development

Summer 2005 Staff Development will again be a little different this year. Core curriculum teachers will be working by grade level and departments to evaluate software packages that may be purchased for use in the district.

Special Education teachers will be working with the Kurzweil assisted reading program. The district is interested in upgrading and purchasing more copies of this software.

All classroom teachers will also work on their district web pages to meet the ECISD district goal set by the ECISD School Board which states: "Every teacher will provide real-time access for parents to their child's homework assignments by August 15, 2005." If you have lesson plans, spelling words, etc. saved on your computer, you may wish to copy them either to the server or a diskette to bring with you.

Below is your workshop group and date. Workshops will be held in the CATE Building at El Campo High School. Workshops will meet from 9:00 to 3:00 with an hour for lunch. I will be sending reminder postcards out about a week prior to the workshop.

If you will be unable to attend this session, please contact your principal as soon as possible. Your principal will then notify me.

Thanks!

Jackie

### Workshop Dates

May 31 – Kindergarten  
June 1 – 1<sup>st</sup> Grade  
June 2 – 2<sup>nd</sup> Grade  
June 3 – 3<sup>rd</sup> Grade  
June 8 – 4<sup>th</sup> Grade  
June 9 – 5<sup>th</sup> Grade  
June 13 – ECHS ELA  
June 14 – ECMS ELA  
June 21 – Secondary Math  
June 22 – Secondary Science  
June 27 – Secondary Social Studies  
July 19 – Special Education

**TO:**

**FROM:** Jackie Korenek, Teacher Technology Specialist

**DATE:** May 10, 2005

**SUBJECT:** Summer Staff Development

Summer 2005 Staff Development will again be a little different this year. Core curriculum teachers will be working by grade level and departments to evaluate software packages that may be purchased for use in the district.

Special Education teachers will be working with the Kurzweil assisted reading program. The district is interested in upgrading and purchasing more copies of this software.

All classroom teachers will also work on their district web pages to meet the ECISD district goal set by the ECISD School Board which states: "Every teacher will provide real-time access for parents to their child's homework assignments by August 15, 2005." If you have lesson plans, assignments, etc. saved on your computer, you may wish to copy them either to the server or a diskette to bring with you. If you have any specific problems (ie, how to work with tables in Word, etc.) I'll be more than happy to address these during your workshop.

Workshops will be held in the CATE Building at ECHS. Workshops will meet from 9:00 to 3:00 with an hour for lunch. I will be sending reminder postcards out about a week prior to your workshop.

I will send you the webpage address tomorrow (Wednesday, May 11) in an email which will allow you to sign up for the workshop date of your choice. Please check your email between 7:30 and 7:45 a.m. for registration information. Workshop dates are below . . . first come, first serve.

Thanks!

Jackie

## WORKSHOP DATES

Tuesday, June 7  
Wednesday, June 15  
Monday, June 20  
Wednesday, June 29  
Wednesday, July 13  
Wednesday, July 27

## 2005 Technology Staff Development

<b>June</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	31 Kindergarten	1 1 <sup>st</sup> Grade	2 2 <sup>nd</sup> Grade	3 3 <sup>rd</sup> Grade
6	7 Others	8 4 <sup>th</sup> Grade	9 5 <sup>th</sup> Grade	
13 ECHS ELA	14 ECMS ELA	15 Others	16	
20 Others	21 Secondary Math	22 Secondary Science	23	
27 Secondary Social Studies	28	29 Others	30	

<b>July</b>			
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>
4	5	6	7
11	12	13 Others	14
18	19 Spec. Ed. Kurzweil	20	21
25	26	27 Others	28

**Agenda Item Summary Sheet (8 C)**  
**Meeting Date: May 16, 2005**  
**Submitted by: Mark Pool, Superintendent**

<b>Governance</b>	Reorganization of the Board of Trustees
<b>Summary</b>	<p>According to board policy at the first meeting after each election and qualification of Trustees, the members of the Board shall organize by electing a President, a Vice-President, and a Secretary. These officers are elected by a majority vote of the members present and voting.</p> <p>Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office.</p>
<b>ECISD Board Policy</b>	<p>BDAA (LEGAL), OFFICERS AND OFFICIALS: DUTIES AND REQUIREMENTS OF BOARD OFFICERS</p> <p><a href="http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=BDAA(LEGAL).html">http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=BDAA(LEGAL).html</a></p> <p>BDAA (LOCAL), OFFICERS AND OFFICIALS: DUTIES AND REQUIREMENTS OF BOARD OFFICERS</p> <p><a href="http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=BDAA(LOCAL).html">http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=BDAA(LOCAL).html</a></p>
<b>Effective Date</b>	May 16, 2005.
<b>Previous Board Action</b>	The last reorganization of the Board occurred on May 24, 2004.
<b>Future Action Expected</b>	The Board will reorganize following the Trustee Election to be held on Saturday, May 6, 2006.
<b>Background Information and Significant Issues</b>	<p>According to policy BDAA (LEGAL), the Board President shall have the following duties and powers:</p> <ol style="list-style-type: none"><li>1. Call a meeting of the Board, giving public notice not earlier than the 30<sup>th</sup> day or later than the tenth day before the meeting, to discuss and adopt the budget and proposed tax rate. <i>Education Code 44.004</i></li><li>2. Ensure that the annual financial statements are published as required by law. <i>Local Gov't Code 140.006</i></li><li>3. Execute an oil and/or gas lease or sell, exchange, and convey the minerals in land belonging to the District, approved by resolution of</li></ol>

the Board. *Education Code 11.153*

4. Execute the deed for the sale of property, other than minerals, held in trust for free school purposes. *Education Code 11.154(b)*

According to policy BDAA (LOCAL), in addition to the duties required by law, the President of the Board shall:

1. President at all Board meetings unless unable to attend.
2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board,
3. Appoint all Board committees, unless otherwise provided by policy or Board consensus.

The Vice-President of the Board shall:

1. Act in capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
2. Become President only upon being elected to the position.

The Secretary of the Board shall:

1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the President and Vice-President, call the meeting to order and act as presiding officer.
4. Sign or countersign documents as directed by action of the Board.

**Fiscal Impact**

None.

**Student and Public Benefit**

Students and taxpayers benefit by having highly qualified officers elected by the Board to carry out the duties listed in ECISD policy.

**Procedural and Reporting Implications**

None.

**Public Comments**

None.

**Alternatives**

None.

**Other Comments and Related Issues**

None.

**Attachments**

Memorandum to Board of Trustees from Mark Pool dated May 16, 2005 re: Nominations and Elections of Board Officers.

**Contact Person(s)**

Mark Pool, Superintendent of Schools

**Action Required**

Through a nomination and election process, the Board will elect a president, vice-president, and secretary.

**Superintendent's Recommendation**

I recommend that you the necessary action(s) be taken to elect a president, vice-president, and secretary.

**Mark Pool, Superintendent of Schools**

# EL CAMPO INDEPENDENT SCHOOL DISTRICT

ROBERT MARK POOL, Superintendent

**DAVID BRIGHT**  
ASSISTANT SUPERINTENDENT  
FOR FINANCE

700 WEST NORRIS STREET  
EL CAMPO, TEXAS 77437  
(979) 543-6771 – FAX (979) 543-1670

**CAROLYN GORDON**  
ASSISTANT SUPERINTENDENT  
FOR INSTRUCTION

## Memorandum

**TO:** Board Members  
**FROM:** Mark Pool  
**DATE:** May 16, 2005  
**RE:** Nominations and Elections of Board Officers

- Nomination(s) for President are accepted and recorded.
- If the current president is nominated, it would be in order to ask the sitting vice president to conduct the election; if the vice-president is also nominated, then the secretary; and if the secretary is also nominated then a temporary chair (someone not nominated by the president) could be selected by the Board.
- According to Roberts Rules of Order, *Before proceeding to an election, if nominations have been made from the floor, the chair should inquire if there are any further nominations. If there is no response he/she declares the nominations closed.*
- If more than one person is nominated for the office, the chair shall call for by show of hands and record the votes cast for each nominee. Candidates are voted upon in the same order in which they were nominated.
- If only one candidate is nominated for the office, the chair shall call for a motion that the candidate be elected by acclamation. The motion then requires a second and majority vote to pass.
- According to policy, *officers are elected by a majority vote of the members present and voting.* Local policy also states that the president has the right to discuss, make motions and resolutions, and vote on all matters coming before the Board—but is not required to.
- Once the president has been elected then the procedures above are followed for vice president and then secretary.

**Agenda Item Summary Sheet (8 D)**  
**Meeting Date: May 16, 2005**  
**Submitted by: Mark Pool, Superintendent**

**Governance** Board of Trustees Code of Ethics

**Summary** Criteria number 7.4 of the *TASB Board Effectiveness Audit* states that *“the board has adopted and annually reaffirms an ethics statement or code of conduct for board members.”*

**ECISD Board Policy** BBF(LOCAL): BOARD MEMBERS, ETHICS  
[http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=BBF\(LOCAL\).html](http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=BBF(LOCAL).html)

**Effective Date** May 16, 2005.

**Previous Board Action** The Board previously adopted BBF (LOCAL) in Update 63. The policy was issued on June 22, 2000.

**Future Action Expected** The ethics statement will be reviewed and reaffirmed or changed each May following the board election.

**Background Information and Significant Issues** One good way for the board to articulate and agree on certain basic assumptions and expectations about its functioning is to adopt a code of conduct or a statement of ethical principles for its individual members to follow. Such a statement outlines basic ideals in behavior board members intend to be guided by.

The value of adopting a code of conduct or ethics statement is not simply in having an ideal against which to measure board member actions. It also lies in the discussion among the members in deciding what to include in the document. Few types of discussion are more fruitful in helping board members to understand the personal priorities and motivations of their body corporate colleagues. Such an understanding can be crucial in isolating potential sources of conflict.

Any such document the board adopts should be adopted by unanimous consent. If any member cannot consent to be governed by each principle on the document, the board must continue working on the document until unanimous consent is reached. If unanimous consent cannot be reached, the board should not adopt such a document.

Once adopted, the board should reaffirm annually the document to ensure that all members continue to agree to be governed by it. This is especially necessary if there are new members on the board who were not part of the initial adoption.

Many boards adopt their ethics statement or code of conduct as a

matter of district policy. If the board can reach unanimous agreement, adoption as policy is a good idea. It sets a clear example of for the staff and community to follow and respect. Alternately, the board may wish simply to include the statement as part of its written operating procedures or in a board handbook.

<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Students and taxpayers will benefit from the Board having a written document by which members of the Board agree to govern by so that they do so in a responsible and ethical manner.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	Copy of policy BBF (LOCAL), BOARD MEMBERS: ETHICS
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools
<b>Action Required</b>	Motion, second and unanimous vote reaffirming Code of Ethics. If there is not unanimous consensus then the Board will need to work on the document until everyone agrees, or not adopt a Code of Ethics.
<b>Superintendent's Recommendation</b>	I recommend that you take the necessary action to reaffirm the Code of Ethics found in policy BBF (LOCAL), or adopt a new/revised one. <b>Mark Pool, Superintendent of Schools</b>

El Campo ISD  
241903

BOARD MEMBERS:  
ETHICS

BBF  
(LOCAL)

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

EQUITY IN  
ATTITUDE

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

TRUSTWORTHINESS  
IN STEWARDSHIP

- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.

HONOR IN  
CONDUCT

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

INTEGRITY OF  
CHARACTER

- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

COMMITMENT TO  
SERVICE

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

STUDENT-  
CENTERED FOCUS

- I will be continuously guided by what is best for all students of the District.

DATE ISSUED: 06/22/2000  
UPDATE 63  
BBF(LOCAL)-A



polling locations and the early voting. The Board will have the opportunity to review these results before certifying the election.

<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	District voters will be assured that the Board of Trustees has reviewed the election results before certifying the election.
<b>Procedural and Reporting Implications</b>	Provide the newly elected Trustees with a <i>Certificate of Election</i> and record the results of the canvass of precinct returns in the official minutes of the Board of Trustees.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	Summary of Precinct Returns
<b>Contact Person(s)</b>	David Bright, Assistant Superintendent of Finance and Operations
<b>Action Required</b>	Motion, second and vote certifying the election returns.
<b>Superintendent's Recommendation</b>	I recommend that you take the necessary action to certify the returns of the Trustee Election held on Saturday, May 7, 2005. <b>Mark Pool, Superintendent of Schools</b>

## SUMMARY OF PRECINCT RETURNS

### El Campo I.S.D. Trustee Election May 7, 2005

I, the undersigned, the presiding officer of the canvassing authority for the El Campo, Texas Independent School district Trustee Election, held on May 7, 2005, in Wharton County, Texas, do hereby certify that the following is a total of all votes received by each candidate and votes received "for" and "against" each measure as shown by the precinct returns.

<b>Pos. No.</b>	<b>Name of Candidate</b>	<b>Early Voting</b>	<b>Prec. 1 Voting</b>	<b>Prec. 2 Voting</b>	<b>Total Votes</b>
6	Tommy Turner	288	257	6	551
	Wesley Lange	121	140	3	264
7	Howard Middleton	71	92	3	166
	Melissa Erwin	339	301	7	647

Dated, this 9<sup>th</sup> day of May, 2005.

  
\_\_\_\_\_  
Presiding Officer, El Campo I.S.D.

517-4148 Summary of Returns (186)  
Prescribed by Secretary of State  
Section 67.004 (b)(2), V.T.C.A., Election Code

**Agenda Item Summary Sheet (8 B)**  
**Meeting Date: May 16, 2005**  
**Submitted by: Mark Pool, Superintendent**

<b>Governance</b>	Oath of Office for New Trustees
<b>Summary</b>	<p>The <i>Texas Constitution</i> requires that newly elected and appointed Trustees, before taking the oath or affirmation of office and entering upon the duties of office, shall sign the required officer's statement. The statement shall be retained with the official records of the office.</p> <p>The <i>Texas Constitution</i> and the <i>Texas Education Code § 11.061</i> further require that after the officer's statement has been signed and certificates of election have been issued, but before entering upon the duties of the office, the Trustee shall take the oath or affirmation of office and shall file it with the President of the Board.</p>
<b>ECISD Board Policy</b>	BBB (LEGAL), BOARD MEMBERS: ELECTIONS <a href="http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=BBB(LEGAL).html">http://www.tasb.org/policy/pol/private/241903/pol.cfm?DisplayPage=BBB(LEGAL).html</a>
<b>Effective Date</b>	May 16, 2005.
<b>Previous Board Action</b>	At a regular meeting on February 21, 2005, the Board of Trustees ordered the Trustee Election to be held on Saturday, May 7, 2005..
<b>Future Action Expected</b>	None.
<b>Background Information and Significant Issues</b>	None.
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Students and taxpayers benefit by having highly qualified Trustees elected to oversee the management of the District.
<b>Procedural and Reporting Implications</b>	According to policy, the <i>Officer's Statement</i> shall be retained with the official records of the office; and the <i>Oath of Office</i> shall

be filed with the President of the Board.

**Public Comments**

None.

**Alternatives**

None.

**Other Comments and Related Issues**

None.

**Attachments**

- (1) Copy of *Officer's Statement*
- (2) Copy of *Oath of Office*.

**Contact Person(s)**

Mark Pool, Superintendent of Schools

**Action Required**

Tommy Turner and Melissa Erwin will take the oath or affirmation of office.

**Superintendent's Recommendation**

I recommend that you the necessary action(s) be taken to administer the *Oath of Office* to newly elected Trustees.

**Mark Pool, Superintendent of Schools**

### **Officer's Statement**

*"I, \_\_\_\_\_, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God."*

Texas Constitution, Article XVI, Section 1(b)

### **Oath of Office**

*"I, \_\_\_\_\_, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of School Board Trustee for the El Campo Independent School District of the State of Texas, and will to the best of my ability, preserve, protect, and defend the Constitution and laws of the United States and of this state, so help me God."*

Texas Constitution, Article XVI, Section 1(a)

**EL CAMPO INDEPENDENT SCHOOL DISTRICT**

ROBERT MARK POOL, Superintendent

700 WEST NORRIS STREET  
EL CAMPO, TEXAS 77437

(979) 543-6771 – FAX (979) 543-1670

**DAVID BRIGHT**  
ASSISTANT SUPERINTENDENT  
FOR FINANCE

**CAROLYN GORDON**  
ASSISTANT SUPERINTENDENT  
FOR INSTRUCTION

**Memorandum**

**TO:** Board of Trustees  
**FROM:** Mark Pool  
**DATE:** Monday, May 16, 2005  
**RE:** Superintendent’s Report

**Region III Spring Board Workshop.** The Region III Spring Board Workshop is scheduled for 8:00 a.m. – 4:45 p.m. on Wednesday, May 18. Currently we have registered Judy Waligura and Bill Kyle.

The workshop is sponsored in cooperation with the Texas Association of School Boards, Texas Association of School Administrators, the Region III Education Service Center, Victoria College, and the University of Houston-Victoria.

Participants can earn up to six hours of board continuing education credit.

**Board Workshop to Discuss Possible Bond Election.** I would like to suggest that we schedule a board workshop for Monday, June 6, at 6:00 p.m. to make plans for the possibility of calling a bond election. I would like to include Ned Walton and his associates from WACE; our financial advisor, Lewis Wilks; and bond counsel, Tom Sage, in this planning session.

Please let me know if there are others who you would like to have attend.

**Local Orientation of Newly Elected Trustees.** According to state statute and board policy, all New Board members shall participate in a local orientation session within 60 days before or after their election or appointment. The purpose of this orientation is to familiarize new Board members with local Board policies and procedures and District goals and priorities.

I would like to schedule the local orientation for Monday, June 13, at 4:00 p.m.

**Board Workshop to Review/Revise Board Operating Procedures.** The *Board Effectiveness Audit* criterion 8.2 states that operating procedures are codified in a written board-superintendent procedures document; new board members are oriented to operating procedures within the first 60 days of service.

Criterion 8.3 states that an annual review of operating procedures is included on the board activity calendar.

I would like to propose that we schedule a workshop for Monday, June 13, at 6:00 p.m. to review and/or revise our board operating procedures.

### **Preliminary Agenda for June Board Meeting – Monday, June 20, 7:00 p.m..**

#### **Consent Agenda**

- Minutes of regular meeting held on May 16, 2005.
- Minutes of a special called meeting held on June 6, to conduct a workshop for a possible bond election.
- Minutes of a special meeting held on June 13, to conduct a workshop to review and/or revise board operating procedures.

#### **Business and Operations**

- Review preliminary budget proposal
- Consider renewal of student insurance
- Review administrative cost ratio
- Evaluation of student transportation program
- Monthly Financial Reports
- Review of Checks Written during the Month of May
- Quarterly Investment Report

#### **Curriculum and Instruction**

- Summer school offerings and enrollments
- Test Results — TAKS, TELPAS, TPRI
- Pre-Kindergarten Program Improvement Plan

#### **Governance**

- Review/Revise Student Code of Conduct
- Consider Resolutions for TASB Delegate Assembly
- Review progress toward district goals
- Review Board of Trustees Activity Calendar

#### **Personnel**

-

## **Superintendent's Report**

- Report on 6th Six Weeks Enrollment
- Report on 6th Six Weeks and Second Semester Attendance and Impact on State Funding
- Review Student / Parent Handbooks
- Review Extracurricular Standards of Behavior
- Report on scholarships

**TASB Summer Leadership Institute.** SLI will be held June 23-25 at the Marriott Rivercenter in San Antonio. We are currently holding reservations for all trustees and your spouses at the Marriott Rivercenter.

We need to know Monday evening those that plan to attend. Registration fee for Thursday thru Saturday is \$295. Registration fee for Friday and Saturday is \$225.

Cancellations must be received by TASB by June 8, for a full refund of registration fee and by June 15, for a partial refund. No refunds will be provided for cancellations after June 15.

For housing reservations there is a nonrefundable first night's deposit if cancellations are not received by Monday, June 6.

**Budget Workshop.** We have tentatively scheduled the first budget workshop for Thursday, July 14, at 6:00 p.m.