

# 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 January 23, 2006, beginning at 7:00 PM in the Boardroom, 700 W. Norris, El Campo, TX 77437.

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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.*

The notice for this meeting was posted in compliance with the Texas Open Meeting act on January 20, 2006.

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For the Board of Trustees

**Agenda Item Summary Sheet (5 A-B)**  
**Meeting Date: January 23, 2006**  
**Submitted by: Mark Pool, Superintendent**

<b>Consent Agenda</b>	A. Minutes of the Regular Meeting held on December 12, 2005. B. Minutes of the Special Meeting held on January 9, 2006 for the purpose of conducting the Annual Superintendent Performance Evaluation.
<b>Summary</b>	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>ECISD Board Policy</b>	BE (LOCAL), BOARD MEETINGS
<b>Effective Date</b>	January 23, 2006.
<b>Previous Board Action</b>	None.
<b>Future Action Expected</b>	The Board approves minutes at each regular monthly meeting.
<b>Background Information and Significant Issues</b>	None.
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	An accurate record of all discussions and actions by the Board of Trustees is maintained.
<b>Procedural and Reporting Implications</b>	After approval minutes are filed with the official records of the District.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.

**Other Comments and Related Issues**

None

**Attachments**

Minutes of regular and special meetings held on the following dates:

- Regular Meeting – December 12, 2005
- Special Meeting – January 9, 2006

**Contact Person(s)**

Dianne Cerny, Executive Secretary

**Action Required**

Approval of Consent Agenda.

**Superintendent's Recommendation**

I recommend you approve the minutes of previous meetings as part of the consent agenda.

**Mark Pool, Superintendent of Schools**

**Curriculum and Instruction**      Exit Level TAAS / TAKS Results

**Summary**

The *Texas Administrative Code* requires the Superintendent to accurately report all test results with appropriate interpretations to the Board. To comply with this rule we are reporting our current Exit-Level results for students who are retaking the TAKS tests through the last on-line administration in December of 2005.

The *Texas Education Code* requires that the state-adopted exit-level assessment instrument be designed to be administered to students in grade 11 to assess essential knowledge and skills in mathematics, English language arts, social studies, and science.

The *Education Code* further requires that to be eligible to receive a high school diploma, a nonexempt student must demonstrate satisfactory performance on the exit-level test.

We currently have twenty-one ECHS students who have not yet passed all sections of the TAKS Exit. They still have two more opportunities to pass the section(s) they lack before graduation.

**ECISD Board Policy**

EKB (LEGAL), TESTING PROGRAMS: STATE ASSESSMENT PROGRAM

**Effective Date**

January 23, 2006.

**Previous Board Action**

The Board reviewed the 2004 Exit level results at a regular meeting on January 24, 2005.

**Future Action Expected**

The Board will review the 2006 Exit level results in January 2007.

**Background Information and Significant Issues**

The *Education Code* makes provisions for an eligible student, or someone who is out-of-school, who has not met this graduation requirement to retest on a schedule that is determined by the Commissioner of Education. A student who has been denied a diploma because the student failed to meet standards of performance on any sections of the instrument may retake the sections each time the assessment is administered. Students are not required to demonstrate performance at a standard higher than the one in effect when the student was first eligible to take the test

The *Education Code* does provide for exemption of special

education students if the student's IEP does not include instruction in the essential knowledge and skills; or the assessment instrument, even with allowable modifications, would not provide an appropriate measure of the student's achievement as determined by the student's ARD committee.

Limited English Proficient (LEP) students are not eligible for an exemption from the exit level assessment of academic skills on the basis of limited English proficiency. However, LEP students who are recent immigrants may postpone only one time the initial administration of the exit level test.

<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Students who receive a high school diploma are held to a specified standard.
<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>Memorandum</i> from Carolyn Gordon with information on the exit-level TAKS following the December on-line administration.
<b>Contact Person(s)</b>	Carolyn Gordon, Assistant Superintendent of Curriculum and Instruction
<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>

To: Board of Trustees  
Mark Pool, Superintendent  
From: Carolyn Gordon  
Date: January 13, 2006  
Subject: Exit TAKS results

Two hundred twenty-six (226) 11<sup>th</sup> graders took the Exit level test for the first time during the Spring 2005. At that time 29 students did not pass the English Language Arts portion of the test, 15 did not pass Social Studies, 40 did not pass Mathematics and 48 did not pass the Science portion of the test. These students have had four more opportunities since that time to retake these tests. Two of the opportunities were on-line testing and two were paper pencil test. The June and December tests were on-line. This was a pilot year for on-line testing and may not be available next year. Normally students have an opportunity to retest in July, October, February, and April.

After four opportunities to retest the following are the number of students who still need to pass each test:

**English Language Arts** – Six (6) students

**Social Studies** – Two (2) students

**Mathematics** – Twelve (12) students

**Science** – Twelve (12) students

**In summary, a total of 21 ECHS students have not yet passed all sections of the TAKS Exit.** Fourteen students need one test, five need two tests and two need all four test. Students still have two more opportunities to pass the section(s) each lack(s) one in February and one in April.

**Agenda Item Summary Sheet (3-A)**  
**Meeting Date: January 23, 2005**  
**Submitted by: Mark Pool, Superintendent**

<b>Public Hearing</b>	Conduct a Public Hearing on the Annual Academic Excellence Indicator System (AEIS) Report
<b>Summary</b>	<p>The Board is required by law to publish an annual report describing the educational performance of the District and each campus in the District. The report is intended to inform the public about the educational performance of the District and of each campus in relation to the District, the state, and a comparable group of schools.</p> <p>Within 90 days after the report is received from TEA, the Board must hold a hearing for public discussion of the report and shall notify property owners and parents in the District of the hearing.</p>
<b>ECISD Board Policy</b>	BR (LEGAL), REPORTS – PERFORMANCE / AEIS
<b>Effective Date</b>	January 23, 2006
<b>Previous Board Action</b>	<p>The last Annual AEIS Report was presented to the Board at the regular meeting on February 21, 2005.</p> <p>Since that time the Board has also heard various presentations on preliminary assessment scores that will be reflected in the report.</p>
<b>Future Action Expected</b>	<p>The report will be published and distributed. Copies of the report will be distributed to each member of the Leadership Team, each campus office, the superintendent's office, and the local public library.</p> <p>The next Annual AEIS Report will be presented in January 2007.</p>
<b>Background Information and Significant Issues</b>	<p>The report must contain the following information:</p> <ol style="list-style-type: none"><li>1. Uniform student performance and descriptive information as required by rules of the Commissioner.</li><li>2. Campus performance objectives and the progress of each campus toward those objectives.</li><li>3. The District's performance rating and the performance rating for each campus.</li><li>4. A comparison provided by TEA of:<ol style="list-style-type: none"><li>a. The performance of each campus to its previous</li></ol></li></ol>

- performance and to state-established standards;
  - b. The performance of the District to its previous performance and to state-established standards; and
  - c. The performance of each campus or District to comparable improvement.
5. The District's current special education compliance status with TEA.
  6. A statement of the number, rate, and type of violent or criminal incidents that occurred on each District campus, to the extent permitted under the Family Educational Rights and Privacy Act of 1974.
  7. Information concerning school violence prevention policies and procedures that the District is using to protect students.
  8. The findings that result from evaluations conducted under the Safe and Drug-Free Schools and Communities Act of 1994.
  9. A statement of the amount, if any, of the District's unencumbered surplus fund balance as of the last day of the preceding fiscal year and the percentage of the preceding year's budget that the surplus represents.
  10. Information received from postsecondary institutions reporting student performance during the first year enrolled after graduating from high school for each high school campus in the District, presented in a form determined by the Commissioner.

<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	The report is intended to inform the public about the educational performance of the District and of each campus.
<b>Procedural and Reporting Implications</b>	After the hearing, the Board must disseminate the report by posting it in public places, such as school offices, local businesses, and public libraries.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	<p>On the <i>Report on Violent and Criminal Incidents</i>:</p> <ul style="list-style-type: none"> <li>• The incident reported as “conduct punishable as a felony” was for an off-campus felony offense committed by one of our high school students —assault and family violence.</li> <li>• The incidents regarding marijuana, alcoholic beverage, and</li> </ul>

other controlled substances are self explanatory.

- The incident of “public lewdness or indecent exposure” occurred when a high school student “*mooned*” another student on campus. This incident possibly could have been coded differently in the PEIMS discipline records.

This incident does not meet the Penal Code § 21.07 definition of public lewdness, nor the Penal Code § 21.08 definition of indecent exposure.

- The incident of assault against a school district employee or volunteer occurred when a high school student “*pushed*” one of our instructional aides who filed charges on the student.

**Attachments**

Copies of the *Academic Excellence Indicator System 2004-2005 District Report* are included under separate cover.

**Contact Person(s)**

Carolyn Gordon, Assistant Superintendent of Curriculum and Instruction

**Action Required**

No formal board action is required other than to publish and distribute the annual report.

**Superintendent’s Recommendation**

No formal action required.

**Mark Pool, Superintendent of Schools**

To: Board of Trustees  
Mark Pool, Superintendent

From: Carolyn Gordon

Date: January 12, 2006

Subject: 2004-2005 Academic Excellence Indicator (AEIS) Report

The district has received the AEIS report, and it is enclosed for your review. The Texas Education Code 39,053 requires that every district's Board of Trustees hold a public hearing regarding the report and disseminate the report within the district. The required hearing will take place as part of the January board meeting. Copies of the AEIS report will be distributed to the Leadership Team, each school office, the superintendent's office, and the local public library.

All of the information regarding TAKS scores of each campus and the district has been reviewed in detail with the board as it arrived in the district in preliminary form. A brief overview of the report will be given at the January meeting, and a time to answer any questions from the board or the public will be provided.

State law requires each district's board of trustees to publish an annual report that includes the AEIS report, campus performance objectives, a report of violent or criminal incidents, and information received from the Texas Higher Education Coordinating Board concerning student performance in postsecondary institutions during the first year enrolled after graduation from high school. However, the Texas Higher Education Coordinating Board report will not be available until late January due to Texas Success Initiative reporting changes.

# 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 of Trustees  
**FROM:** Mark Pool  
**DATE:** Monday, January 23, 2006  
**RE:** Recognition

### A. Taylor Lange and Travis Cano

*The Friends of the Governor's Mansion* is a non-profit organization founded in 1979 by Governor and Ms. William P, Clements, Jr. to benefit the Governor's Mansion and its collections. The organization also provides educational programs for the public about the home and its history, and it recently hosted the Second Annual History Presentation Project Contest for Texas high school students. The contest encourages students in the study of local history. Each winner's school received \$500.

Students had to create a *PowerPoint* presentation on a topic related to their county's history.

Contest categories included:

- (a) Best overall presentation by an individual;
- (b) Best overall presentation by a group;
- (c) Best use of audio;
- (d) Best use of images; and
- (e) Best use of text

Phillip Spenrath had his Pre-AP World Geography students to do individual projects for this contest. Taylor Lange's project on the J.D. Hudgin's Ranch won the best overall presentation by an individual, and Travis Cano's project on the First National Bank won the award for best use of text,

I have asked Taylor and Travis to attend the board meeting to be recognized and to share with you their PowerPoint presentations.

### B. Katy Rice and David Hathaway

The district choir auditions took place on September 10, and were open to all high school students in UIL Music Region 13. Each student had to learn three pieces of

music and sing cuts from each song during the audition. Our ECHS choir had fourteen students to make the district choir.

Out of all the students that audition for district choir, twenty-five are chosen to advance to the region choir auditions. These students were given four new pieces of music to learn for the region audition on October 8. In addition, the students were required to sight-read. (music 80%, sight-reading 20% of score) The judges picked the top thirteen from the twenty-five district qualifiers to make up the region choir. The top ten qualified to audition for pre-area.

ECHS had six students to make the region choir, and four of the six were chosen to audition for pre-area.

Those selected for pre-area were given two new pieces of music to learn and they auditioned for pre-area on November 17. From the ten students selected to audition for pre-area, the judges picked the top five to advance to area auditions.

All four ECHS students placed in the top five and advanced to the area level.

Area auditions are made up of three regions. The students audition on three pieces of music that they have previously learned, and again they are required to sight-read.

Out of the fifteen students who audition for area:

Chairs 1-4 are named to the Texas All-State Choir;

Chairs 5-8 in the tenor and bass sections are named to the Texas All-State Men's Choir; and

Chairs 5-10 in the soprano and alto sections are named to the Texas All-State Women's Choir.

David Hathaway was fifth chair in the All-State Men's Choir, and Katy Rice was eighth chair in the All-State Treble Choir.

David and Katy will perform at the Texas Music Educator's Convention in San Antonio on February 18.

### **C. School Board Recognition**

January is School Board Recognition Month, and we would like to recognize each of you with a certificate of recognition.

**MINUTES OF THE BOARD OF TRUSTEES  
EL CAMPO INDEPENDENT SCHOOL DISTRICT  
December 12, 2005**

The Board of Trustees of the El Campo Independent School District met in a regular session December 12, 2005, at 7:00 p.m. in the Board Room, 700 West Norris, El Campo, Texas.

**MEMBERS PRESENT:** Tommy Turner, Melissa Erwin, Adam Gusman, Lisa Hernandez, Ronny Collins, Judy Waligura

**MEMBERS ABSENT:** Bill Kyle

**OTHERS PRESENT:** Mark Pool, Carolyn Gordon, David Bright, Lisa Haliburton, Larry and Beatrice Kuretsch, Lynn Cobb, Trey Moses

The meeting was called to order by board president Ronny Collins. Melissa Erwin gave the opening prayer followed by the Pledge of Allegiance.

**PUBLIC COMMENT:** Lisa Haliburton commented on her concern for the students of the district.

**RECOGNITION:** Larry Kuretsch was recognized as the National Winner 2005 Association for Career and Technical Education/ASE/Automotive Industry Planning Council's Award of Excellence in Automotive Service Programs of Secondary Programs.

**CONSENT AGENDA:** A motion was made by Lisa Hernandez and seconded by Adam Gusman to approve the minutes of the November 14<sup>th</sup> Regular Meeting and to approve the addition of Wayne Zimmerhanel as an additional PDAS Certified Appraiser. Motion carried unanimously.

***BUSINESS AND OPERATIONS***

**CONSIDER APPROVAL OF ANNUAL FINANCIAL AND COMPLIANCE REPORT:** Trey Moses, a representative of John R. Pechacek, Certified Public Accountants presented the District's annual audit report to the Board of Trustees. A motion was made by Tommy Turner and seconded by Adam Gusman to accept the annual financial and compliance results as reported. Motion carried unanimously.

**CONSIDER APPROVAL OF AN ARCHITECT FOR THE NEW MIDDLE SCHOOL AND REPLACEMENT OF THE PRACTICE GYM AT THE HIGH SCHOOL:** A motion was made by Judy Waligura and seconded by Melissa Erwin to approve hiring RWS Architects, Inc. and authorization for the Superintendent to execute a contract with RWS once the district's legal counsel approves the contract language. Motion carried unanimously.

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

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

**REVIEW QUARTERLY INVESTMENT REPORT:** Mr. Pool updated the Board on the district's financial position for the quarter ending November 30, 2005.

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

**CONSIDER APPROVAL OF ADDING PERSONAL FINANCE AS A NEW COURSE TO THE HIGH SCHOOL CURRICULUM:** A motion was made by Judy Waligura and seconded by Lisa Hernandez to approve adding Personal Finance as a new course at high school for the 2006-2007 school year. Motion carried unanimously.

**CONSIDER THE APPROVAL OF THE EL CAMPO INDEPENDENT SCHOOL DISTRICT PLAN FOR THE EDUCATION OF GIFTED AND TALENTED STUDENTS:** Carolyn Gordon updated the Board on the District's plan to improve the Gifted and Talented programs for the students of the district. A motion was made by Adam Gusman and seconded by Tommy Turner to accept the program as presented. Motion carried unanimously.

**REVIEW THE ANNUAL EVALUATION OF DYSLEXIA PROGRAM:** Delores Janik gave an overview of the District's current dyslexia program, including policies, interventions, training and compliance. A motion was made by Lisa Hernandez and seconded by Melissa Erwin to accept the evaluation as presented. Motion carried unanimously.

**REVIEW THE BILINGUAL EDUCATION/ELS PROGRAM IMPROVEMENT PLAN:** Carolyn Gordon outlined the goals of the Bilingual Education/ESL Program and reviewed the software used by the students in a lab setting.

### ***GOVERNANCE***

**CONSIDER APPROVAL OF 2006-2007 SCHOOL CALENDAR:** A motion was made by Adam Gusman and seconded by Judy Waligura to accept the school calendar that had received the most votes from the faculty and staff. Motion carried unanimously.

**REVIEW PROCESS FOR EVALUATION OF SUPERINTENDENT:** After discussion, the Board decided to hold a special meeting on January 9th to conduct the Superintendent's evaluation.

**EXECUTIVE SESSION:** The president of the Board called for an Executive Session as authorized by 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 8:58 p.m. and reconvened in open session at 9:45 p.m. to take the following action:

### ***PERSONNEL***

**CONSIDER APPROVAL OF RECOMMENDATION FOR HIGH SCHOOL ASSISTANT PRINCIPAL:** A motion was made by Tommy Turner and seconded by Adam Gusman to approve Steve Wernecke as the High School Assistant Principal. Motion carried unanimously.

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

**COMPLY WITH TEXAS EDUCATION AGENCY REQUEST TO REVIEW DVD ENTITLED "HEALTHY CHILDREN, HEALTHY SCHOOLS":** Mr. Pool showed a DVD entitled "Healthy Children, Healthy Schools" that reviewed children's health issues.

**FINAL REPORT ON ELECTION CONTEST:** Mr. Pool reported on the events that led to the withdrawal of the Contestants lawsuit challenging the September 10, 2005 bond election.

**NEW MIDDLE SCHOOL AND HIGH SCHOOL AUXILIARY GYMNASIUM BOND**

**PROGRAM UPDATE:** Mr. Pool reported that LANWalton and the architects would be meeting on Tuesday to discuss steps taken to get the Middle School and High School Auxiliary Gymnasium project underway. Mr. Pool also reported that the preliminary approval for the drive off Wharton Street had been approved, the survey had been completed and the title policy was complete and that the expected close date was January 5, 2006.

**UPDATE ON TAC ENERGY SAVINGS PERFORMANCE CONTRACT:** Mr. Pool gave an update on the discussions between T.A.C., Tour Andover Controls and Walsh Anderson, the school attorney and informed the board that the contract would be signed later in the week.

**DISCUSS DATE FOR WORKSHOP FOR BOARD SELF-ASSESSMENT AND GOAL**

**SETTING:** After discussion, the Board decided to hold a workshop meeting on February 6th to conduct the Board self-assessment and goal setting.

**NORTHSIDE CENTER, INC. BOARD MEETING:** Mr. Pool reviewed the agenda, minutes and financial reports from the November board meeting for Northside Center, Inc.

**PRELIMINARY AGENDA FOR REGULAR MEETING ON JANUARY 23, 2006 (JANUARY 16, 2006 IS A SCHOOL HOLIDAY MLK DAY) BOARD MEETING:** The Board received a preliminary agenda for the January meeting.

There being no further discussion, the meeting adjourned at 10:20 p.m.

DRAFT

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President

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Secretary

**MINUTES OF THE BOARD OF TRUSTEES  
EL CAMPO INDEPENDENT SCHOOL DISTRICT  
January 9, 2006**

The Board of Trustees of the El Campo Independent School District met in a special session January 9, 2006, at 6:00 p.m. in the ECISD Boardroom, 700 W. Norris, El Campo, Texas.

**MEMBERS PRESENT:** Judy Waligura, Ronny Collins, Lisa Hernandez, Bill Kyle, Tommy Turner, Adam Gusman, Melissa Erwin

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mark Pool

**EXECUTIVE SESSION:** The president of the Board called for an Executive Session in accordance with Government Code §551.074 to deliberate personnel matters of appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee. Specifically, the Board conducted the annual summative evaluation of the Superintendent's contract. The Board entered executive session at 6:04 p.m. and reconvened in open session at 8:40 p.m. to take the following action:

**CONSIDERATION OF SUPERINTENDENT EVALUATION AND CONTRACT:** A motion was made by Tommy Turner and seconded by Judy Waligura to extend the Superintendent's contract for Robert Mark Pool through June 30, 2009. Motion carried unanimously.

There being no further discussion, the meeting adjourned at 8:45 p.m.

DRAFT

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President

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Secretary

**Agenda Item Summary Sheet (5 C)**  
**Meeting Date: January 23, 2006**  
**Submitted by: Mark Pool, Superintendent**

<b>Consent Agenda</b>	Approval of Invoice #176606 from TAC
<b>Summary</b>	<p>According to LOCAL policy any purchase (payment) that costs or aggregates to a cost of \$25,000 or more shall require Board approval before a transaction may take place.</p> <p>We have received our first invoice from TAC on the energy savings performance contract in the amount of \$238,127.</p> <p>The total contract sum for this energy savings project is \$1,708,848. The total work completed and/or materials stored to date is \$250,660, less the 5% retainage of \$12,533, equals \$238,127.</p> <p>The balance to finish plus retainage is \$1,471,721.</p>
<b>ECISD Board Policy</b>	CH (LOCAL) PURCHASING AND ACQUISITION, PURCHASING AUTHORITY
<b>Effective Date</b>	January 23, 2006.
<b>Previous Board Action</b>	<p>The Board approved the Performance Contract Agreement on October 17, 2005, and authorized the superintendent to execute a contract once the contract had been approved by the district's legal counsel.</p> <p>I signed the contract on December 16, 2005.</p>
<b>Future Action Expected</b>	The Board will review and approve invoices from tac as a part of the Consent Agenda each month throughout the duration of the project.
<b>Background Information and Significant Issues</b>	Please refer to detail in the invoice document.
<b>Fiscal Impact</b>	\$238,127.
<b>Student and Public Benefit</b>	A performance contract benefits the public by allowing the District to use a portion of the funds normally paid for utilities on facility improvements and energy conservation measures.
<b>Procedural and Reporting Implications</b>	Following approval of the invoice by the Board, a check will be issued to <i>t.a.c.</i> , <i>TourAndoverControls</i> , in the amount of \$238,127.

<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None
<b>Attachments</b>	<ul style="list-style-type: none"><li>• Copy of Original Invoice No. 176706</li></ul>
<b>Contact Person(s)</b>	David Bright, Assistance Superintendent of Finance and Operations
<b>Action Required</b>	Approval of Consent Agenda.
<b>Superintendent's Recommendation</b>	<p>I recommend you approve the payment of this invoice as part of the consent agenda.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>



# ORIGINAL INVOICE

INVOICE # 176706

## TourAndoverControls

Remit To: PO Box 951681  
Dallas, TX 75395-1681  
Phone: (972)323-1111  
Fax: (800)830-9639

Wire Transfers To :  
Nordea New York  
ABA Routing Number: 026010786  
For Account Number: 7402413002

Project Mgr: Steiner, Daniel J.

PO# Letter of Intent

TAC Job # P-C04-P-0054  
Description: El Campo ISD

App # 000001  
App Date 12/28/2005  
Period From 12/1/2005  
Period To 12/31/2005

Change Orders Approved in previous months by Owner	Additions \$	Deductions \$
Total	0.00	0.00
Subsequent Change Orders	Date	
Change Order	Approved	
N/A	107,488.00	
Total	107,488.00	0.00
Net change by Change Orders:	107,488.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor:

By: [Signature]

Date: 12/28/2005

Customer: ELC009

El Campo ISD  
Accounts Payable  
700 West Norris  
El Campo, TX 77437 US

The present status of the account for this contract is as follows:  
Original Contract Sum ..... 1,709,848.00  
Net Change Orders ..... 0.00  
Contract Sum To Date ..... 1,709,848.00

Total Completed and Stored To Date ..... 250,660.00  
Retainage 5% ..... 12,533.00  
Total Earned Less Retainage ..... 238,127.00  
Less Previous Certificates For Payment ..... 0.00  
Current Contract Amount Due ..... 238,127.00  
Current Sales Tax ..... 0.00  
Current Deposit Applied ..... 0.00  
Current Payment Due ..... 238,127.00  
Balance To Finish, Plus Retainage ..... 1,471,721.00

State of: Texas County of: Dallas  
Subscribed and sworn to before me this 28th day of December, 2005.  
Notary Public: [Signature]  
My Commission expires: 9-29-07

### ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on my observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED .....\$  
(Attach explanation if amount certified differs from the amount applied for.)  
Architect:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.





# ORIGINAL INVOICE

Date: Dec/28/2005  
Page 1 of Detail

## TourAndoverControls

El Campo ISD  
Project P-C04-P-0054

Application Number  
Application Date

000001  
12/28/2005

Period From 12/1/2005  
Period To 12/31/2005

PO Number  
Invoice Number

Letter of Intent  
176706

A	B	C	D	E	F	G	H	I	
Item Number	Description of Work	Scheduled Value	WORK COMPLETED This Application Previous Application	Work in Place (Not in D or E)	Stored Material (Not in D or E)	Completed & Stored To Date (D + E + F)	Percent Billed (G / C)	Balance To Finish (C - G)	Retainage
000001	Audit & Bond	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000002	Detailed Audit & Preliminary Design	89,441.00	0.00	89,441.00	0.00	89,441.00	100.00	0.00	4,472.05
000003	Payment and Performance Bond	18,047.00	0.00	18,047.00	0.00	18,047.00	100.00	0.00	902.35
000004	Energy Management System	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000005	Engineering	71,128.00	0.00	0.00	0.00	0.00	0.00	0.00	
000006	Materials	175,982.00	0.00	0.00	0.00	0.00	0.00	0.00	
000007	Labor Administration	2,776.00	0.00	0.00	0.00	0.00	0.00	0.00	
000008	Labor Resource Ctr	1,678.00	0.00	0.00	0.00	0.00	0.00	0.00	
000009	Labor High School	40,112.00	0.00	0.00	0.00	0.00	0.00	0.00	
000010	Labor Hutchins ES	15,689.00	0.00	0.00	0.00	0.00	0.00	0.00	
000011	Labor Northside ES	29,487.00	0.00	0.00	0.00	0.00	0.00	0.00	
000012	Labor Myatt ES	10,117.00	0.00	0.00	0.00	0.00	0.00	0.00	
000013	Project Management	35,196.00	0.00	0.00	0.00	0.00	0.00	0.00	
000014	Control Validation	19,554.00	0.00	0.00	0.00	0.00	0.00	0.00	
000015	Mobilization	23,464.00	0.00	23,464.00	0.00	23,464.00	100.00	0.00	1,173.20
000016	Lighting Retrofit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000017	Materials	225,110.00	0.00	0.00	0.00	0.00	0.00	0.00	
000018	Labor High School	53,377.00	0.00	0.00	0.00	0.00	0.00	0.00	
000019	Labor High School Adder	36,405.00	0.00	0.00	0.00	0.00	0.00	0.00	
000020	Labor Hutchins ES	11,514.00	0.00	0.00	0.00	0.00	0.00	0.00	
000021	Labor Myatt ES	22,994.00	0.00	0.00	0.00	0.00	0.00	0.00	
000022	Labor Northside ES	38,635.00	0.00	0.00	0.00	0.00	0.00	0.00	
000023	Labor Administration	1,231.00	0.00	0.00	0.00	0.00	0.00	0.00	
000024	Labor Resource Center	2,213.00	0.00	0.00	0.00	0.00	0.00	0.00	
000025	Project Management	53,831.00	0.00	0.00	0.00	0.00	0.00	0.00	
000026	Mobilization	44,043.00	0.00	44,043.00	0.00	44,043.00	100.00	0.00	2,202.15
000027	Mechanical Retrofit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000028	Materials	309,540.00	0.00	0.00	0.00	0.00	0.00	0.00	
000029	Labor Northside 13 RTU & Kitchen Units	61,072.00	0.00	0.00	0.00	0.00	0.00	0.00	
000030	Labor Northside Press Relief Fan	8,466.00	0.00	0.00	0.00	0.00	0.00	0.00	
000031	Labor Northside 20 Vari-Trane Dampers	13,903.00	0.00	0.00	0.00	0.00	0.00	0.00	
000032	Labor Northside Kitchen Hood & Make Up	6,632.00	0.00	0.00	0.00	0.00	0.00	0.00	

CORRESPONDENCE TO: TAC PO BOX 59469 DALLAS, TEXAS USA  
THIS INVOICE IS SUBJECT TO THE TERMS & CONDITIONS SET OUT ON THE REVERSE SIDE



# ORIGINAL INVOICE

Date: Dec/28/2005  
Page 2 of Detail

**TourAndoverControls**

El Campo ISD  
Project P-C04-P-0054

Application Number 000001  
Application Date 12/28/2005  
Period From 12/1/2005  
Period To 12/31/2005  
PO Number  
Invoice Number  
Letter of Intent 176706

Item Number	Description of Work	Scheduled Value	W O R K C O M P L E T E D			Completed & Stored To Date (D + E + F)	Percent Billed (G / C)	Balance To Finish (C - G)	Retainage
			Previous Application	Work in Place	Stored Material (Not in D or E)				
000033	Labor HS New Dehum Unit Library	3,902.00	0.00	0.00	0.00	0.00		3,902.00	
000034	Labor HS New Cooling AHU Kitchen	6,760.00	0.00	0.00	0.00	0.00		6,760.00	
000035	Labor HS Repl 3 Bards Girls Weight	4,606.00	0.00	0.00	0.00	0.00		4,606.00	
000036	Labor HS Repl 3 Bards Boys Weight	4,606.00	0.00	0.00	0.00	0.00		4,606.00	
000037	Labor HS Repl 4 Bards Gym	6,056.00	0.00	0.00	0.00	0.00		6,056.00	
000038	Labor HS Science New OS Dampers	789.00	0.00	0.00	0.00	0.00		789.00	
000039	Labor HS Repl Window A/C Metal Bldg	1,002.00	0.00	0.00	0.00	0.00		1,002.00	
000040	Labor HS 30HP CHW Pump	1,471.00	0.00	0.00	0.00	0.00		1,471.00	
000041	Labor HS Mod Kitchen Hood & Make-Up	8,999.00	0.00	0.00	0.00	0.00		8,999.00	
000042	Labor Hutchins Library Dehum	3,902.00	0.00	0.00	0.00	0.00		3,902.00	
000043	Labor Hutchins Library RA Duct	1,514.00	0.00	0.00	0.00	0.00		1,514.00	
000044	Labor Myatt 16 Vari-Trane Dampers	9,873.00	0.00	0.00	0.00	0.00		9,873.00	
000045	Labor Myatt 4 New MA Sys OA Units	5,374.00	0.00	0.00	0.00	0.00		5,374.00	
000046	Labor All Schools Comb Condenser Coils	2,857.00	0.00	0.00	0.00	0.00		2,857.00	
000047	Labor All Schools Missing Hall Guards	12,325.00	0.00	0.00	0.00	0.00		12,325.00	
000048	Labor Hutchins Water Retrofit	8,338.00	0.00	0.00	0.00	0.00		8,338.00	
000049	Labor Myatt Water Retrofit	5,651.00	0.00	0.00	0.00	0.00		5,651.00	
000050	Labor Northside Water Retrofit	5,629.00	0.00	0.00	0.00	0.00		5,629.00	
000051	Labor HS Water Retrofit	23,200.00	0.00	0.00	0.00	0.00		23,200.00	
000052	Labor HS Vend Machine	1,493.00	0.00	0.00	0.00	0.00		1,493.00	
000053	Labor Northside Vend Machine	213.00	0.00	0.00	0.00	0.00		213.00	
000054	Labor Myatt Vend Machine	213.00	0.00	0.00	0.00	0.00		213.00	
000055	Labor Hutchins Vend Machine	213.00	0.00	0.00	0.00	0.00		213.00	
000056	Labor Resource Vend Machine	107.00	0.00	0.00	0.00	0.00		107.00	
000057	Labor HS ADA Door Home Eco	4,030.00	0.00	0.00	0.00	0.00		4,030.00	

THIS INVOICE IS SUBJECT TO THE TERMS & CONDITIONS SET OUT ON THE REVERSE SIDE



# ORIGINAL INVOICE

Date: Dec/28/2005  
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## TourAndoverControls

El Campo ISD  
Project P-C04-P-0054

Application Number 000001  
Application Date 12/28/2005  
Period From 12/1/2005  
Period To 12/31/2005  
PO Number  
Invoice Number  
Letter of Intent 176706

A	B	C	D	E	F	G	H	I	
Item Number	Description of Work	Scheduled Value	WORK COMPLETE This Application Previous Application	Work in Place	Stored Material (Not in D or E)	Completed & Stored To Date (D + E + F)	Percent Billed (G / C)	Balance To Finish (C - G)	Retainage
000058	Project Management	89,423.00	0.00	0.00	0.00	0.00		89,423.00	
000059	Mobilization	75,665.00	0.00	75,665.00	0.00	75,665.00	100.00	0.00	3,783.25
	<b>** SubTotal</b>	<b>1,709,848.00</b>	<b>0.00</b>	<b>250,660.00</b>	<b>0.00</b>	<b>250,660.00</b>	<b>14.66</b>	<b>1,459,188.00</b>	<b>12,533.00</b>
	<b>** Tax</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			
	<b>*** Total Project</b>	<b>1,709,848.00</b>	<b>0.00</b>	<b>250,660.00</b>	<b>0.00</b>	<b>250,660.00</b>	<b>14.66</b>	<b>1,459,188.00</b>	<b>12,533.00</b>
	<b>*** Total Deposit Applied</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			



**Agenda Item Summary Sheet (5 D)**  
**Meeting Date: January 23, 2006**  
**Submitted by: Mark Pool, Superintendent**

<b>Consent Agenda</b>	List of Investment Officers
<b>Summary</b>	<p>According to <i>Government Code § 2246.005(f)</i> the Board shall designate one or more officers or employees as investment officer(s) to be responsible for the investment of its funds. In the administration of the duties of an investment officer, the person designated as an investment officer shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs, but the Board retains the ultimate responsibility as fiduciaries of the assets of the District.</p> <p>Authority granted to a person to invest the entity's funds is effective until rescinded by the Board or until termination of the person's employment by the District.</p> <p>LOCAL policy states that the Superintendent or other person designated by Board resolution shall serve as the investment officer of the District and shall invest District funds as directed by the Board in accordance with the District's written investment policy and generally accepted accounting procedures.</p>
<b>ECISD Board Policy</b>	<p>CDA (LEGAL), OTHER REVENUES: INVESTMENTS, INVESTMENT OFFICER</p> <p>CDA (LOCAL), OTHER REVENUES: INVESTMENTS, INVESTMENT AUTHORITY</p>
<b>Effective Date</b>	January 23, 2006.
<b>Previous Board Action</b>	Investment resolutions were last approved by the Board on January 24, 2005.
<b>Future Action Expected</b>	The Board will consider approval of investment resolutions again in January 2007.
<b>Background Information and Significant Issues</b>	The RESOLUTION designates Mark Pool, David Bright, and Joyce Supak as the district investment officers
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Investment resolutions are in place as internal controls to help protect taxpayers' dollars by reducing the risks involved in the investment of

public funds.

**Procedural and Reporting Implications**

Resolution designating the district's investment will be included in the official board minutes for this meeting, and is subject to audit.

**Public Comments**

None.

**Alternatives**

Identify other individuals to designate as investment officers.

**Other Comments and Related Issues**

None

**Attachments**

- Copy of: RESOLUTION, Designation of Investment Officer(s)

**Contact Person(s)**

David Bright, Assistance Superintendent of Finance and Operations

**Action Required**

Approval of Consent Agenda.

**Superintendent's Recommendation**

I recommend you approve the individuals recommended as designated investment officers as part of the consent agenda.

**Mark Pool, Superintendent of Schools**

**RESOLUTION**  
**Designation of Investment Officer(s)**

**WHEREAS**, the El Campo Independent School District has legal authority to invest public funds in a manner which assures the safety of invested funds, maintains sufficient liquidity to provide for the daily needs of the District and provide the highest investment return, and

**WHEREAS**, this investment authority applies to all financial assets of the District, and

**WHEREAS**, investments shall be made with careful judgment and care, under then prevailing circumstances, which a prudent person exercising discretion and intelligence in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived, and

**WHEREAS**, the El Campo Independent School District is required under CDA (LEGAL) and Gov't Code 2256.005 to designate one or more officers or employees as investment officer(s) to be responsible for the investment of its funds, and

**WHEREAS**, the investment officer of the District shall be required to attend at least one training session relating to their respective responsibilities under the Public Funds Investment Act within 12 months after taking office or assuming duties, and

**WHEREAS**, not less than quarterly, the District's investment officer shall prepare and submit to the Board a written report of investment transactions for all funds covered by the Public Funds Investment Act for the preceding reporting period,

**THEREFORE BE IT RESOLVED** that the Board of Trustees of the El Campo Independent School District go on record designating **Mark Pool, David Bright, and Joyce Supak** investment officer(s) to be responsible for the investment of its funds.

**ADOPTED AND SIGNED** this 23rd day of January 2006.

\_\_\_\_\_  
**Ronny Collins, President**

\_\_\_\_\_  
**Adam Gusman, Secretary**

**Agenda Item Summary Sheet (5 E)**  
**Meeting Date: January 23, 2006**  
**Submitted by: Mark Pool, Superintendent**

**Consent Agenda** Annual Report on Investment Training

**Summary** According to *Government Code § 2256.008(a)(b)(c)*, within 12 months after taking office or assuming duties, the treasurer or chief financial officer and the investment officer of the District shall attend at least one training session from an independent source approved by the Board. This initial training must contain at least ten hours of instruction relating to their respective responsibilities under the Public Funds Investment Act.

The treasurer or chief financial officer and investment officer must also attend an investment training session not less than once in a two-year period and receive not less than ten hours of instruction relating to investment responsibilities under the Public Funds Investment Act from an independent source approved by the Board.

Investment training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Government Code, Chapter 2256.

**ECISD Board Policy** CDA (LEGAL), OTHER REVENUES: INVESTMENTS, INVESTMENT OFFICER

**Effective Date** January 23, 2006.

**Previous Board Action** Investment resolutions were last approved by the Board on January 24, 2005.

**Future Action Expected** The Board will consider approval of investment resolutions again in January 2007.

**Background Information and Significant Issues** The RESOLUTION approves the training of investment officers and the independent sources of instruction relating to investment responsibilities.

**Fiscal Impact** None.

**Student and Public Benefit** Investment resolutions are in place as internal controls to help protect taxpayers' dollars by reducing the risks involved in the investment of public funds.

<b>Procedural and Reporting Implications</b>	Resolution approving the training for district investment officers and the independent sources of instruction relating to investment responsibilities will be included in the official board minutes for this meeting, and is subject to audit.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Copy of: RESOLUTION, Approving the Training of Investment Officers and the Independent Sources of Instruction Relating to Investment Responsibilities.</li> </ul>
<b>Contact Person(s)</b>	David Bright, Assistance Superintendent of Finance and Operations
<b>Action Required</b>	Approval of Consent Agenda.
<b>Superintendent's Recommendation</b>	<p>I recommend you approve the training of investment officers and the independent sources of instruction relating to investment responsibilities as part of the consent agenda.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

**RESOLUTION APPROVING THE TRAINING OF INVESTMENT OFFICERS  
AND  
THE INDEPENDENT SOURCES OF INSTRUCTION RELATING TO  
INVESTMENT RESPONSIBILITIES**

**WHEREAS**, El Campo Independent School District (the “District”) has been legally created and operates pursuant to the general laws of the State of Texas applicable to independent school district; and

**WHEREAS**, the Board of Trustees has convened on this date at a meeting open to the public and wishes to approve investment training, pursuant to Chapter 2256.008(a), Texas Government Code, as amended from time to time; and

**WHEREAS**, Section 2256.008(a), Texas Government Code, as amended, requires the treasurer, chief financial officer if the treasurer is not the chief financial officer and investment officer of the District to attend an investment training session not less than once in a two-year period and receive not less than ten hours of instruction relating to investment responsibilities from an independent source approved by the Board of Trustees of the District or a designated investment committee advising the investment officer, as provided in the investment policy of the District; and

**WHEREAS**, the Investment Policy, CDA (LOCAL), designates the Superintendent, Assistant Superintendent for Business, and bookkeeper as primary investment officers; and

**WHEREAS**, the Region III Education Service Center, the Texas Association of School Boards (“TASB”), the Texas Association of School Administrators (“TASA”), the Texas Association of School Business Officials (“TASBO”), Texas Tech University, University of North Texas, Southwest Securities, the TexPool Investment Pool, the Lone Star Investment Pool, the MBIA Municipal Investors Service Corporation Investment Pool and the Local Government Investment Cooperative (“LOGIC”) provide investment training sessions relating to investment responsibilities; and

**WHEREAS**, the governing body of this local government wishes to approve Region III ESC, TASB, TASA, TASBO, TexPool, Texas Tech University, University of North Texas, Southwest Securities, TexPool, Lone Star, MBIA Municipal Investors Service Corporation, and LOGIC as independent sources of instruction to provide investment training sessions required by Section 2256.008(a); **NOW, THEREFORE,**

**BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE EL CAMPO INDEPENDENT SCHOOL DISTRICT THAT:**

**Section1:** The approval of Region II, III & IV ESC, TASB, TASA, TASBO, Texas Tech University, University of North Texas, Southwest Securities, TexPool, Lone Star, MBIA, and LOGIC as independent sources of instruction relating to

investment responsibilities for the investment officers of the District, as required by Section 2256.008(a), Texas Government Code, as amended.

**Section 2:** The approval of the attached list of training hours which have been completed by the investment officers of the District for the fiscal year ended August 31, 2005.

**PASSED AND APPROVED** this 23rd day of January 2006.

\_\_\_\_\_  
**Ronny Collins, President**

\_\_\_\_\_  
**Adam Gusman, Secretary**

REGION III ESC

CERTIFICATE OF ATTENDANCE

David Bright

successfully completed 5.00 clock hours of  
training in workshop titled

WORKSHOP # 18813

Public Funds Investment Training

November 15, 2004



---

Consultant for Staff Development

TEA Provider #99-050

TASBO CEU #114

CPA Sponsor #08105

REGION III ESC

CERTIFICATE OF ATTENDANCE

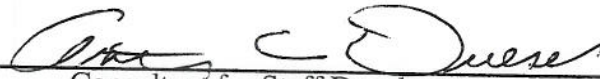
Joyce Supak

successfully completed 5.00 clock hours of  
training in workshop titled

WORKSHOP # 18813

Public Funds Investment Training

November 15, 2004



---

Consultant for Staff Development

TEA Provider #99-050

TASBO CEU #114

CPA Sponsor #08105

REGION III ESC

CERTIFICATE OF ATTENDANCE

Mark Pool

successfully completed 5.00 clock hours of  
training in workshop titled

WORKSHOP # 18813

Public Funds Investment Training

November 15, 2004



Consultant for Staff Development

TEA Provider #99-050

TASBO CEU #114

CPA Sponsor #08105

**Agenda Item Summary Sheet (5 F)**  
**Meeting Date: January 23, 2006**  
**Submitted by: Mark Pool, Superintendent**

**Consent Agenda**

Approval of Investment Policies

**Summary**

According to *Government Code § 2256.026*, all investments made by the District shall comply with the Public Funds Investment Act and all federal, state, and local statutes, rules or regulations.

*Government Code § 2256.005(b)* states that investments shall be made in accordance with written policies approved by the Board. The investment policies must primarily emphasize safety of principal and liquidity and must address investment diversification, yield and maturity and the quality and capability of investment management.

*Government Code 2256.005(e)* states that the investment policy and investment strategy shall be reviewed not less than annually. The Board shall adopt a written instrument stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies.

**ECISD Board Policy**

CDA (LEGAL), OTHER REVENUES: INVESTMENTS, INVESTMENT OFFICER

**Effective Date**

January 23, 2006.

**Previous Board Action**

Investment resolutions were last approved by the Board on January 24, 2005.

**Future Action Expected**

The Board will consider approval of investment resolutions again in January 2007.

**Background Information and Significant Issues**

The RESOLUTION approves the investment policy for the El Campo Independent School District.

The policy must include:

1. A list of types of authorized investments in which the District's funds may be invested;
2. The maximum allowable stated maturity of any individual investment owned by the District;
3. For pooled fund groups, the maximum dollar-weighted average maturity allowed based on the stated maturity date of the portfolio;
4. Methods to monitor the market price of investments acquired with public funds; and

5. A requirement for settlement of all transactions, except investment pool funds and mutual funds, on a deliver versus payment basis.

**Fiscal Impact**

None.

**Student and Public Benefit**

Investment resolutions are in place as internal controls to help protect taxpayers' dollars by reducing the risks involved in the investment of public funds.

**Procedural and Reporting Implications**

Resolution approving the investment policies of the district will be included in the official board minutes for this meeting, and is subject to audit.

**Public Comments**

None.

**Alternatives**

None.

**Other Comments and Related Issues**

None

**Attachments**

- Copy of: RESOLUTION, Adopting the Investment Policy of the El Campo Independent School District.

**Contact Person(s)**

David Bright, Assistance Superintendent of Finance and Operations

**Action Required**

Approval of Consent Agenda.

**Superintendent's Recommendation**

I recommend you approve the resolution adopting the investment policy of the El Campo Independent School District as part of the consent agenda.

**Mark Pool, Superintendent of Schools**

**RESOLUTION ADOPTING THE INVESTMENT POLICY  
OF THE EL CAMPO INDEPENDENT SCHOOL DISTRICT**

**WHEREAS**, El Campo Independent School District (the “District”) has been legally created and operates pursuant to the general laws of the State of Texas applicable to independent school districts; and

**WHEREAS**, the Board of Directors has convened on this date at a meeting open to the public and wishes to adopt an Investment Policy for the District, in the form attached hereto as Exhibit “A,” pursuant to Chapter 2256, Texas Government Code, as amended from time to time; **NOW, THEREFORE**,

**BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE EL CAMPO INDEPENDENT SCHOOL DISTRICT THAT:**

**Section 1:** The Investment Policy, in the form attached hereto as Exhibit “A,” is hereby adopted as the investment policy for the District.

**Section 2:** The provisions of this Resolution shall be effective as of the date of adoption and shall remain in effect until modified by action of the Board of Trustees.

**PASSED AND APPROVED** this 23rd day of January 2006.

---

**Ronny Collins, President**

---

**Adam Gusman, Secretary**

El Campo ISD  
241903

OTHER REVENUES:  
INVESTMENTS

**Exhibit "A"**

CDA  
(LOCAL)

INVESTMENT  
AUTHORITY

The Superintendent or other person designated by Board resolution shall serve as the investment officer of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be executed on a delivery versus payment basis.

APPROVED  
INVESTMENT  
INSTRUMENTS

From those investments authorized by law and described further in CDA (LEGAL), the Board shall permit investment of District funds in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load money market mutual funds and no-load mutual funds as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.

SAFETY AND  
INVESTMENT  
MANAGEMENT

The main goal of the investment program is to ensure its safety and maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

LIQUIDITY AND  
MATURITY

Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

	The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.
DIVERSITY	The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.
MONITORING MARKET PRICES	The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant declines in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisors, and representatives/advisors of investment pools or money market funds. Monitoring shall be done monthly or more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.
FUNDS / STRATEGIES	Investments of the following fund categories shall be consistent with this policy and in accordance with the strategy defined below.
OPERATING FUNDS	Investment strategies for operating funds (including any comingled pools containing operating funds) shall have as their primary objectives safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
AGENCY FUNDS	Investment strategies for agency funds shall have as their objectives, safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
DEBT SERVICE FUNDS	Investment strategies for debt service funds shall have as their objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
CAPITAL PROJECTS	Investment strategies for capital project funds shall have as their objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
TRUST FUNDS	Investment strategies for trust funds shall have as their primary objectives safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
SAFEKEEPING AND CUSTODY	The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.
BROKERS / DEALERS	Prior to handling investments on behalf of the District, brokers/dealers must submit required written documents in accordance with law. [See SELLERS OF INVESTMENTS, CDA(LEGAL)] Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the National Association of Securities Dealers.
SOLICITING BIDS FOR CD'S	In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.
INTERNAL	A system of internal controls shall be established and documented in writing and

**CONTROLS**

must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the District's independent auditing firm.

**PORTFOLIO  
REPORT**

In addition to the quarterly report required by law and signed by the District's investment officer, a comprehensive report on the investment program and investment activity shall be presented annually to the Board. This report shall include a performance evaluation that may include, but not be limited to, comparisons to 91-day U.S. Treasury Bills, six-month U.S. Treasury Bills, the Fed Fund rate, the Lehman bond index, and rates from investment pools. The annual report shall include a review of the activities and total yield for the preceding 12 months, suggest policies, strategies, and improvements that might enhance the investment program, and propose an investment plan for the ensuing year.

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DATE ISSUED: 09/30/2003  
UPDATE 71  
CDA(LOCAL)-X

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**This online presentation of your district's policy is an electronic representation of TASB's record of the district's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent. [See BF (LOCAL) for further information.]**

**Agenda Item Summary Sheet (5-G)**  
**Meeting Date: January 23, 2006**  
**Submitted by: Mark Pool, Superintendent**

<b>Consent Agenda</b>	Approval of engagement of an audit firm to conduct the annual financial and compliance audit.
<b>Summary</b>	<p>Last year we requested qualification proposals from public accounting firms to perform the District's annual audit for fiscal year 2005. We had two firms to respond to our RFQ —John R. Pechacek, Bellville; and Silva and Reed, Bay City.</p> <p>At a regular meeting on February 21, 2005, the Board approved John R. Pechacek, <i>Certified Public Accountant</i>, as the firm to conduct our annual audit(s) for the year's ended August 31, 2005, 2006, 2007, 2008, and 2009.</p> <p>Although it is not required by policy, as a matter of practice I annually ask the Board to reaffirm the selected auditor.</p>
<b>ECISD Board Policy</b>	CFC (LEGAL), ACCOUNTING: AUDITS
<b>Effective Date</b>	August 31, 2006.
<b>Previous Board Action</b>	The current letter of engagement with John R. Pechacek, <i>Certified Public Accountant</i> , was approved at a regular meeting on February 21, 2005.
<b>Future Action Expected</b>	Reaffirmation of the selected auditor in January 2007.
<b>Background Information and Significant Issues</b>	<p>According to state statute, the Board shall have the District's fiscal accounts audited annually at District expense by a Texas certified or public accountant holding a permit from the State Board of Public Accountancy.</p> <p>The TEA <i>Financial Accountability System Resource Guide</i> states that school districts should appoint an external auditor as far in advance as possible of the close of the school year to be audited. <u>The process should consist of re-engaging the prior year auditor or seeking new auditors through the request-for-proposal process.</u></p> <p>The <i>Texas Government Code</i> does not permit us to use competitive bids for professional services of licensed or registered certified public accountants. Contracts for these professional services must be made on the basis of demonstrated competence and qualifications to perform the services and for a fair and reasonable price.</p>

The TEA *Financial Accountability System Resource Guide* provides a partial listing of factors which could influence the costs of a school district's external audit that includes:

- The experience and professional qualifications of the auditor. The service to be rendered is professional in nature and should therefore reflect professional competency and knowledge of public school auditing. A school district should expect to pay accordingly.
- The timing of the contractual agreement. Delaying appointment of external auditors until after the close of the school year to be audited might increase the audit cost.
- The extent to which the auditor is able to rely upon the accounting system and the school district's system of internal control.

The *FASRG* states that several factors besides price should be considered when selecting an external auditor. The experience of the proposer, the availability of the proposer's staff with appropriate qualifications and the results of the proposer's external quality control reviews are just a few.

<b>Fiscal Impact</b>	According to the terms of the Letter of Engagement, the cost for the audit of fiscal year ended August 31, 2006 will not exceed \$14,420.
<b>Student and Public Benefit</b>	Selection of a qualified public accounting firm to do the annual financial audit provides the public with assurances of the integrity of financial accounting for the District and the appropriate use of public funds.
<b>Procedural and Reporting Implications</b>	<p>An engagement letter is an annual written agreement that is binding upon both the school district and public accounting firm. It is intended to set forth the terms for the current year's audit.</p> <p>The engagement letter should be an integral part of the auditor's working paper file and be attached to or referred to in the school district's board minutes concerning auditor selection.</p>
<b>Public Comments</b>	None.
<b>Alternatives</b>	Prepare a request for proposals and seek a new audit firm.
<b>Other Comments and Related Issues</b>	None

<b>Attachments</b>	<ul style="list-style-type: none"><li>• Copy of Audit Engagement Letter from John R. Pechacek, <i>Certified Public Accountant</i>.</li></ul>
<b>Contact Person(s)</b>	David Bright, Assistant Superintendent of Finance and Operations
<b>Action Required</b>	Board authorizes a letter of engagement with audit firm.
<b>Superintendent's Recommendation</b>	<p>I recommend that the Board authorize the re-issuance of a letter of engagement with John R. Pechacek, <i>Certified Public Accountant</i> as a part of the consent agenda.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

***John R. Pechacek***  
***Certified Public Accountant***

P. O. Box 549 · Bellville, Texas 77418-0549 · 979.865.3169 · Fax 979.865.9829

February 17, 2005

El Campo ISD  
Robert Mark Pool, Superintendent  
700 W Norris Street  
El Campo, Texas 77437-2499

**AUDIT ENGAGEMENT LETTER**

I am pleased to confirm my understanding of the services I am to provide El Campo ISD for the year ended August 31, 2005, 2006, 2007, 2008, and 2009. I will audit the financial statements the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the entity's basic financial statements, of El Campo ISD as of and for the year ended August 31, 2005, 2006, 2007, 2008, and 2009. Also, the document I submit to you will include the following additional information that will be subjected to the auditing procedures applied in my audit of the financial statements:

- Schedule of expenditures of federal awards.

The document will also include the following additional information that will not be subject to the auditing procedures applied in my audit of the financial statements, and for which my auditor's report will disclaim an opinion:

- Fund balance and cash flow calculation worksheet.
- Management's Discussion and Analysis.

**Audit Objectives**

The objective of my audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the financial statements taken as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Internal control related to major programs and an opinion on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a statement that the report is intended for the information and use of the audit committee, management, specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

My audit will be conducted in accordance with U.S. generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with Circular A-133, and other procedures I consider necessary to enable me to express such an opinion and to render the required reports. If my opinion on the financial statements or the Single Audit compliance opinion is other than unqualified, I will fully discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or am unable to form or have not formed an opinion, I may decline to express an opinion or to issue a report as a result of this engagement.

### **Management Responsibilities**

Management is responsible for establishing and maintaining internal control and for compliance with the provisions of contracts, agreements, and grants. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of the controls. The objectives of internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorizations and recorded properly to permit the preparation of the financial statements in accordance with generally accepted accounting principles, and that federal award programs are managed in compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making all financial records and related information available to me. I understand that you will provide me with such information required for my audit and that you are responsible for the accuracy and completeness of that information. I will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements, including the schedule of expenditures of federal awards, but the responsibility for the financial statements remains with you. As part of my engagement, I may propose standard,

adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements. That responsibility includes the establishment and maintenance of adequate records and effective internal control over financial reporting and compliance, the selection and application of accounting principles, and the safeguarding of assets. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. This summary schedule and corrective action plan should be available for my review at the beginning of my fieldwork.

### **Audit Procedures-General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. I will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the entity or acts by management or employees acting on behalf of the entity. As required by the Single Audit Act Amendments of 1996 and OMB Circular A-133, my audit will include test of transactions related to major federal award programs for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Because an audit is designed to provide reasonable assurance, but not absolute assurance and because I will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by me. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or to major programs.

However, I will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that comes to my attention. I will also inform you of any violations of laws or governmental regulations that come to my attention, unless clearly inconsequential. I will include such matters in the reports required for a Single Audit. My responsibility as auditor is limited to the period covered by my audit and does not extend to matters that might arise during any later periods for which I am not engaged as auditor.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. I may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of my audit, I will also require certain written representations from you about the financial statements and related matters.

I will prepare a general ledger trial balance for use during the audit. My preparation of the trial balance will be limited to formatting information in the *El Campo ISD's* general ledger into a working trial balance. Also as part of the audit I will prepare a draft of your financial statements and related notes. In accordance with *Government Auditing Standards*, you will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further you are required to designate a qualified management-level individual to be responsible and accountable for overseeing my services.

#### **Audit Procedures-Internal Controls**

In planning and performing my audit, I will consider the internal control sufficient to plan the audit in order to determine the nature, timing, and extent of my auditing procedures for the purpose of expressing my opinions on El Campo ISD's financial statements on its compliance with requirements applicable to major programs.

I will obtain an understanding of the design of the relevant controls and whether they have been placed in operation, and I will assess control risk. Tests of controls may be performed to test the effectiveness of certain controls that I consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Tests of controls relative to the financial statements are required only if control risk is assessed below the maximum level. My tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, I will perform tests of controls to evaluate the effectiveness of the design and operation of controls that I consider relevant to preventing or detecting material noncompliance with compliance requirements, applicable to each major federal award program. However, my tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify reportable conditions. However, I will inform the governing body or audit committee of any matters involving internal control and its operation that I consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control that, in my judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. I will also inform you of any non-reportable conditions or other matters involving internal control, if any, as required by the OMB Circular A-133.

#### **Audit Procedures-Compliance**

My audit will be conducted in accordance with the standards referred to in the section titled Audit Objectives. As part of obtaining reasonable assurance about whether the financial statements are free to material misstatement, I will perform tests of El Campo ISD's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and I will not express such an opinion in my report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that I also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. My procedures will consist of the applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of El Campo ISD's major programs. The purpose of those procedures will be to express an opinion on El Campo ISD's compliance with requirements applicable to major programs in my report on compliance issued pursuant to OMB Circular A-133.

#### **Audit Administration, Fees, and Other**

I understand that your employees will prepare all cash, accounts receivable, or other confirmations I request and will locate any invoices selected by me for testing.

At the conclusion of the engagement, I will complete the appropriate sections of and sign the Data Collection Form that summarizes my audit findings. I will provide an original of my report to the Superintendent or Business office; however, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits. At the conclusion of the engagement, I will provide information to management as to where the reporting packages should be submitted and the number to submit.

The audit documentation for this engagement is the property of John R. Pechacek, C.P.A. and constitutes confidential information. However, pursuant to authority given by law of regulation, I may be requested to make certain audit documentation available to a cognizant or grantor agency or its designee, a federal agency providing direct or indirect funding, or the U.S. General Accounting Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. If requested, access to such audit documentation will be provided under the supervision of John R. Pechacek, C.P.A. personnel. Furthermore, upon request, I may provide photocopies of selected audit documentation to the cognizant or grantor agency. The cognizant or grantor agency may intend, or decide to distribute the photocopies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of three years after the date the auditor's report is issued or for any additional period requested by the cognizant agency, oversight agency for audit, or pass-through entity. If I am aware that a federal awarding agency pass-through entity, or auditee is contesting an audit finding, I will contact the party/parties contesting the audit finding for guidance prior to destroying the audit documentation.

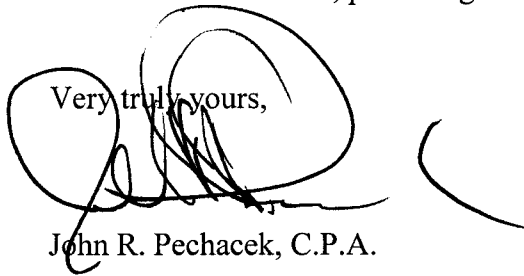
I expect to begin my fieldwork on approximately June 1, 2005 and each subsequent year through 2009 and to issue my report no later than January 28 of each year, or when all audit issues are resolved. My fee for these services will be at my standard hourly rates plus out-of-pocket costs (such as report reproduction, tying, postage, travel, copies, telephone, etc.) except that I agree that my gross fee, including expenses, will not exceed \$14,000.00, \$14,420.00, \$14,853.00, \$15,298.00, and \$15,757.00 respectively. My standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. My invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with my firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If I elect to terminate my services for nonpayment, you will be obligated to compensate me for all time expended and to reimburse me for all out-of-pocket costs through the date of termination.

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs.

*Government Auditing Standards* require that I provide you with a copy of my most recent quality control review report. My 2004 peer review report accompanies this letter.

I appreciate the opportunity to be of service to El Campo ISD and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let me know. If you agree with the terms of my engagement as described in this letter, please sign the enclosed copy and return it to me.

Very truly yours,

A handwritten signature in black ink, appearing to read 'John R. Pechacek', is written over the text 'Very truly yours,'. The signature is stylized and somewhat illegible due to overlapping loops and flourishes.

John R. Pechacek, C.P.A.

**RESPONSE:**

This letter correctly sets forth the understanding of El Campo ISD.

By: \_\_\_\_\_

Title: \_\_\_\_\_

# CASTAGNA & GREGG, PC

CERTIFIED PUBLIC ACCOUNTANTS

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August 12, 2004

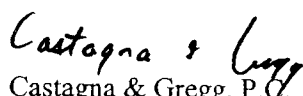
To John R. Pechacek, CPA

We have reviewed the system of quality control for the accounting and auditing practice of John R. Pechacek, CPA (the firm) in effect for the year ended April 30, 2004. A system of quality control encompasses the firm's organizational structure and the policies adopted and procedures established to provide it with reasonable assurance of conforming with professional standards. The elements of quality control are described in the Statements on Quality Control Standards issued by the American Institute of Certified Public Accountants (AICPA). The design of the system and compliance with it are the responsibility of the firm. Our responsibility is to express an opinion on the design of the system, and the firm's compliance with the system based on our review.

Our review was conducted in accordance with standards established by the Peer Review Board of the (AICPA). In performing our review, we obtained an understanding of the system of quality control for the firm's accounting and auditing practice. In addition, We tested compliance with the firm's quality control policies and procedures to the extent we considered appropriate. These tests covered the application of the firm's policies and procedures on selected engagements. Because our review was based on selective tests, it would not necessarily disclose all weaknesses in the system of quality control or all instances of lack of compliance with it.

Because there are inherent limitations in the effectiveness of any system of quality control, departures from the system may occur and not be detected. Also, projection of any evaluation of a system of quality control to future periods is subject to the risk that the system of quality control may become inadequate because of changes in conditions, or because the degree of compliance with the policies or procedures may deteriorate.

In our opinion, the system of quality control for the accounting and auditing practice of John R. Pechacek, CPA in effect for the year ended April 30, 2004, has been designed in to meet the requirements of the quality control standards for an auditing practice established by the AICPA and was complied with for the year then ended to provide the firm with reasonable assurance of conforming with professional standards.

  
Castagna & Gregg, P.C.  
Certified Public Accountants

MEMBERS  
AICPA \* TSCPA \* AICPA QUALITY REVIEW PROGRAM  
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**Agenda Item Summary Sheet (6 B)**  
**Meeting Date: January 23, 2006**  
**Submitted by: Mark Pool, Superintendent**

## ***Discussion Only***

<b>Budget and Facilities</b>	Review of Proposed Bond Sale for New Middle School and Old High School Gym Replacement Projects
<b>Summary</b>	<p>According to the <i>Education Code § 45.001(a)</i> the Board may obtain funds to construct, acquire, or equip school buildings, to purchase necessary sites, to purchase new school buses, or to acquire or refinance property financed under a contract entered under the Public Property Finance Act by issuing bonds and assessing annual ad valorem taxes sufficient to pay the principal and interest on the bonds as they come due.</p> <p>The <i>Government Code § 1201</i> specifies that all bonds must be issued in accordance with the Public Security Procedures Act.</p>
<b>ECISD Board Policy</b>	CCA (LEGAL), LOCAL REVENUE SOURCES: BOND ISSUES
<b>Effective Date</b>	January 23, 2006.
<b>Previous Board Action</b>	The Board canvassed the results of the election authorizing the sale of these bonds on September 19, 2005.
<b>Future Action Expected</b>	At the regular board meeting on March 20, 2006, the Board will adopt the bond order authorizing the Bond Purchase Agreement and other related matters.
<b>Background Information and Significant Issues</b>	<p>I have discussed the pending bond sale with our Financial Advisor, Lewis Wilks, with Coastal Securities. Mr. Wilks has worked up two scenarios for your consideration based upon the architect's timeline for estimated draws.</p> <p>Under Scenario No. 1 we would sale all \$19,900,000 worth of bonds in April of 2006. This would result in a \$0.166 I&amp;S tax increase in 2006-2007. However, if we assume that the Legislature makes no changes in the Existing Debt Allotment for the next biennium, we would see that total I&amp;S rate drop from \$0.2070 in 2006-2007 to \$0.1155 in 2007-2008.</p> <p>Assuming a 4.25% interest rate the money from these bond proceeds would earn \$799,037.</p> <p>Under Scenario No. 2 we would sale \$14,000,000 worth of bonds in April 2006, and the remaining \$5,900,000 in January 2007. This scenario would lessen the initial tax impact by only increasing the I&amp;S tax rate by \$0.1138 in 2006-2007, and an additional \$0.0294 in 2007-2008. However, with the Existing</p>

Debt Allotment the rate would only drop to \$0.1382 in 2007-2008.

Assuming a 4.25% interest rate the money from the sale of these two series would earn \$610,974, plus an interest savings on the \$5.9 million of \$245,833.

Even though Scenario No. 2 initially appears to be the best deal by \$57,771; i.e., \$610,974 in interest earned plus \$245,833 in interest saved = \$856,808 minus the \$799,037 in interest earned with Scenario No. 1, it is not when we look at the potential from the Existing Debt Allotment.

Scenario No. 1 potential new EDA over the life of the bond program equals \$16,072,280.

Scenario No. 2 potential new EDA over the life of the bond program equals \$15,808,876.

Average I&S tax rate over the life of the bond program for Scenario No. 1 is \$0.1086.

Average I&S tax rate over the life of the bond program for Scenario No. 2 is \$0.1099.

**Fiscal Impact**

None.

**Student and Public Benefit**

Scenario No. 1 allows us to take advantage of more state facilities funding under the Existing Debt Allotment, thus benefiting the local taxpayer.

**Procedural and Reporting Implications**

None.

**Public Comments**

None.

**Alternatives**

None at this time.

**Other Comments and Related Issues**

We also know that the current capacity of the Permanent School Fund will cover the \$19.9 million. If divided the issue into two series, there is a slight possibility that we would not be able to get the PSF guarantee on the final \$5.9 million, forcing us to purchase insurance to get a AAA rating.

**Attachments**

- Tax Rate Analysis for Scenario No. 1
- Estimated Construction Draws and Earnings Schedule for Scenario No. 1
- Tax Rate Analysis for Scenario No. 2
- Estimated Construction Draws and Earnings Schedule for

Scenario No. 2

- Timetable of Events

**Contact Person(s)**

Mark Pool, Superintendent of Schools  
David Bright, Assistant Superintendent of Finance and Operations

**Action Required**

No action required. This is an information report only.

**Superintendent's Recommendation**

Information only.  
**Mark Pool, Superintendent of Schools**

**EL CAMPO INDEPENDENT SCHOOL DISTRICT**

**\$19,900,000 Unlimited Tax School Building Bonds' Series 2006**

Fiscal Year Ending	Assessed Valuation	Assumed Growth Rate	Outstanding Debt Service	Plus Series 2006		Current Estimated EDA	Less CAPI / Cash Contribution	Net Debt Service	I & S Tax Rate 97.50% Collections	State Assistance		I & S Tax Rate 97.50% Collections	Tax Year Ending
				\$ 19,900,000 Debt Service	Total Debt Service					Potential New EDA <sup>(a)</sup>	Net Debt Service		
2006	\$ 801,045,246		\$ 504,205	\$ -	\$ 504,205	\$ 230,731	\$ -	\$ 273,475	\$ 0.0410	\$ -	\$ 273,475	\$ 0.0410	2005
2007	821,071,377	2.50%	476,125	1,409,583	1,885,708	228,730	-	1,656,978	0.2070	-	1,656,978	0.2070	2006
2008	841,598,162	2.50%	471,313	1,275,000	1,746,313	228,730	-	1,517,582	0.1849	569,636	947,946	0.1155	2007
2009	862,638,116	2.50%	466,250	1,311,000	1,777,250	226,016	-	1,551,234	0.1844	586,495	964,739	0.1147	2008
2010	884,204,069	2.50%	470,100	1,354,500	1,824,600	227,058	-	1,597,542	0.1853	607,099	990,442	0.1149	2009
2011	906,309,170	2.50%	473,000	1,390,000	1,863,000	227,644	-	1,635,356	0.1851	624,070	1,011,287	0.1144	2010
2012	906,309,170	0.00%	465,500	1,392,750	1,858,250	225,472	-	1,632,778	0.1848	624,070	1,008,708	0.1142	2011
2013	906,309,170	0.00%	472,500	1,389,250	1,861,750	227,644	-	1,634,106	0.1849	623,498	1,010,608	0.1144	2012
2014	906,309,170	0.00%	468,900	1,389,750	1,858,650	227,072	-	1,631,578	0.1846	622,652	1,008,926	0.1142	2013
2015	906,309,170	0.00%	474,700	1,384,000	1,858,700	228,444	-	1,630,256	0.1845	621,304	1,008,953	0.1142	2014
2016	906,309,170	0.00%	474,800	1,392,250	1,867,050	229,358	-	1,637,692	0.1853	624,207	1,013,485	0.1147	2015
2017	906,309,170	0.00%	474,300	1,388,750	1,863,050	229,815	-	1,633,235	0.1848	621,921	1,011,314	0.1144	2016
2018	906,309,170	0.00%	478,100	1,384,000	1,862,100	229,815	-	1,632,285	0.1847	621,487	1,010,798	0.1144	2017
2019	906,309,170	0.00%	481,100	1,383,000	1,864,100	231,644	-	1,632,456	0.1847	620,572	1,011,884	0.1145	2018
2020	906,309,170	0.00%	483,300	1,385,500	1,868,800	234,173	-	1,634,627	0.1850	620,192	1,014,435	0.1148	2019
2021	906,309,170	0.00%	489,600	1,376,250	1,865,850	236,201	-	1,629,648	0.1844	616,815	1,012,834	0.1146	2020
2022	906,309,170	0.00%	-	1,635,750	1,635,750	-	-	1,635,750	0.1851	747,821	887,929	0.1005	2021
2023	906,309,170	0.00%	-	1,635,500	1,635,500	-	-	1,635,500	0.1851	747,706	887,794	0.1005	2022
2024	906,309,170	0.00%	-	1,632,750	1,632,750	-	-	1,632,750	0.1848	746,449	886,301	0.1003	2023
2025	906,309,170	0.00%	-	1,632,500	1,632,500	-	-	1,632,500	0.1847	746,335	886,165	0.1003	2024
2026	906,309,170	0.00%	-	1,634,500	1,634,500	-	-	1,634,500	0.1850	747,249	887,251	0.1004	2025
2027	906,309,170	0.00%	-	1,633,500	1,633,500	-	-	1,633,500	0.1849	746,792	886,708	0.1003	2026
2028	906,309,170	0.00%	-	1,634,500	1,634,500	-	-	1,634,500	0.1850	747,249	887,251	0.1004	2027
2029	906,309,170	0.00%	-	1,632,250	1,632,250	-	-	1,632,250	0.1847	746,221	886,029	0.1003	2028
2030	906,309,170	0.00%	-	1,631,750	1,631,750	-	-	1,631,750	0.1847	745,992	885,758	0.1002	2029
2031	906,309,170	0.00%	-	1,632,750	1,632,750	-	-	1,632,750	0.1848	746,449	886,301	0.1003	2030
<b>Totals</b>			\$ 7,623,792	\$ 36,941,333	\$ 44,565,126	\$ 3,668,546	\$ -	\$ 40,896,579	\$ 0.1857	\$ 16,072,280	\$ 24,824,300	\$ 0.1086	

<sup>(a)</sup> Potential new EDA assumes same EDA % as currently receiving (46%).

# El Campo Independent School District

## New Middle School Projection

### Estimated Earnings Schedule

Month	Deposit Bond Proceeds	Project Funds Acct.	Contractor Billing	Architectural Fees	Total Estimated Draws	Balance	Interest Earnings @ 4.25%
January-06	\$ -	\$ -	\$ -	\$ 121,556	\$ 121,556	\$ (121,556)	\$ -
February-06	-	(121,556)	-	121,004	121,004	(242,560)	-
March-06	-	(242,560)	-	119,465	119,465	(362,025)	(1,282)
April-06	18,469,000	18,106,975	-	87,330	87,330	18,019,645	63,820
May-06	-	18,019,645	-	87,330	87,330	17,932,315	63,510
June-06	-	17,932,315	-	87,330	87,330	17,844,985	63,201
July-06	-	17,844,985	-	58,185	58,185	17,786,800	62,995
August-06	-	17,786,800	303,200	49,118	352,318	17,434,482	61,747
September-06	-	17,434,482	606,400	7,277	613,677	16,820,805	59,574
October-06	-	16,820,805	758,000	9,096	767,096	16,053,709	56,857
November-06	-	16,053,709	1,212,800	14,554	1,227,354	14,826,355	52,510
December-06	-	14,826,355	1,364,400	16,373	1,380,773	13,445,582	47,620
January-07	-	13,445,582	1,516,000	18,192	1,534,192	11,911,390	42,186
February-07	-	11,911,390	1,667,600	20,011	1,687,611	10,223,779	36,209
March-07	-	10,223,779	1,667,600	20,011	1,687,611	8,536,168	30,232
April-07	-	8,536,168	1,516,000	18,192	1,534,192	7,001,976	24,799
May-07	-	7,001,976	1,212,800	14,554	1,227,354	5,774,622	20,452
June-07	-	5,774,622	909,600	10,915	920,515	4,854,107	17,192
July-07	-	4,854,107	758,000	9,096	767,096	4,087,011	14,475
August-07	-	4,087,011	606,400	7,277	613,677	3,473,334	12,301
September-07	-	3,473,334	606,400	7,277	613,677	2,859,658	10,128
October-07	-	2,859,658	303,200	3,638	306,838	2,552,819	9,041
November-07	-	2,552,819	151,600	1,819	153,419	2,399,400	8,498
	\$ 18,469,000		\$ 15,160,000	\$ 909,600	\$ 16,069,600		\$ 756,064

# El Campo Independent School District

## High School Replacement Gymnasium Projection

### Estimated Earnings Schedule

Month	Deposit Bond Proceeds	Project Funds Acct.	Contractor Billing	Architectural Fees	Total Estimated Draws	Balance	Interest Earnings @ 4.25%
January-06	\$ -	\$ -	\$ -	\$ 7,560	\$ 7,560	\$ (7,560)	\$ -
February-06	-	(7,560)	-	12,690	12,690	(20,250)	-
March-06	-	(20,250)	-	12,000	12,000	(32,250)	(114)
April-06	1,431,000	1,398,750	-	7,800	7,800	1,390,950	4,926
May-06	-	1,390,950	-	8,060	8,060	1,382,890	4,898
June-06	-	1,382,890	-	7,800	7,800	1,375,090	4,870
July-06	-	1,375,090	-	4,840	4,840	1,370,250	4,853
August-06	-	1,370,250	27,000	4,050	31,050	1,339,200	4,743
September-06	-	1,339,200	67,500	324	67,824	1,271,376	4,503
October-06	-	1,271,376	108,000	810	108,810	1,162,566	4,117
November-06	-	1,162,566	148,500	1,296	149,796	1,012,770	3,587
December-06	-	1,012,770	189,000	1,782	190,782	821,988	2,911
January-07	-	821,988	216,000	2,268	218,268	603,720	2,138
February-07	-	603,720	189,000	2,592	191,592	412,128	1,460
March-07	-	412,128	162,000	2,268	164,268	247,860	878
April-07	-	247,860	121,500	1,944	123,444	124,416	441
May-07	-	124,416	81,000	1,458	82,458	41,958	149
June-07	-	41,958	40,500	972	41,472	486	2
July-07	-	486	-	486	486	-	-
August-07	-	-	-	-	-	-	-
September-07	-	-	-	-	-	-	-
October-07	-	-	-	-	-	-	-
November-07	-	-	-	-	-	-	-
	\$ 1,431,000		\$ 1,350,000	\$ 81,000	\$ 1,431,000		\$ 44,361

# El Campo Independent School District

## Combined

### Estimated Earnings Schedule

Month	Deposit Bond Proceeds	Project Funds Acct.	Contractor Billing	Architectural Fees	Total Estimated Draws	Balance	Interest Earnings @ 4.25%
January-06	\$ -	\$ -	\$ -	\$ 129,116	\$ 129,116	\$ (129,116)	\$ (457)
February-06	-	(129,116)	-	133,694	133,694	(262,810)	(931)
March-06	-	(262,810)	-	131,465	131,465	(394,275)	(1,396)
April-06	19,900,000	19,505,725	-	95,130	95,130	19,410,595	68,746
May-06	-	19,410,595	-	95,390	95,390	19,315,205	68,408
June-06	-	19,315,205	-	95,130	95,130	19,220,075	68,071
July-06	-	19,220,075	-	63,025	63,025	19,157,050	67,848
August-06	-	19,157,050	330,200	53,168	383,368	18,773,682	66,490
September-06	-	18,773,682	673,900	7,601	681,501	18,092,181	64,076
October-06	-	18,092,181	866,000	9,906	875,906	17,216,275	60,974
November-06	-	17,216,275	1,361,300	15,850	1,377,150	15,839,125	56,097
December-06	-	15,839,125	1,553,400	18,155	1,571,555	14,267,570	50,531
January-07	-	14,267,570	1,732,000	20,460	1,752,460	12,515,110	44,324
February-07	-	12,515,110	1,856,600	22,603	1,879,203	10,635,907	37,669
March-07	-	10,635,907	1,829,600	22,279	1,851,879	8,784,028	31,110
April-07	-	8,784,028	1,637,500	20,136	1,657,636	7,126,392	25,239
May-07	-	7,126,392	1,293,800	16,012	1,309,812	5,816,580	20,600
June-07	-	5,816,580	950,100	11,887	961,987	4,854,593	17,193
July-07	-	4,854,593	758,000	9,582	767,582	4,087,011	14,475
August-07	-	4,087,011	606,400	7,277	613,677	3,473,334	12,301
September-07	-	3,473,334	606,400	7,277	613,677	2,859,658	10,128
October-07	-	2,859,658	303,200	3,638	306,838	2,552,819	9,041
November-07	-	2,552,819	151,600	1,819	153,419	2,399,400	8,498
	<b>\$ 19,900,000</b>		<b>\$ 16,510,000</b>	<b>\$ 990,600</b>	<b>\$ 17,500,600</b>		<b>\$ 799,037</b>

## EL CAMPO INDEPENDENT SCHOOL DISTRICT

\$19,900,000 Unlimited Tax School Building Bonds' Series 2006 & 2007

### Without Additional State Funding

Appraised Home Value	Residential Homestead Exemption	Taxable Value	<b>25 Year Maximum Annual Tax Increase <sup>(a)</sup></b>	
			Scenario I \$ 19,900,000	
\$ 40,000	\$ 15,000	\$ 25,000	\$	35.80
50,000	15,000	35,000		50.12
64,942	15,000	49,942		71.52
70,000	15,000	55,000		78.76
80,000	15,000	65,000		93.08
90,000	15,000	75,000		107.40
100,000	15,000	85,000		121.72
125,000	15,000	110,000		157.52
150,000	15,000	135,000		193.32

### With Additional State Funding

Appraised Home Value	Residential Homestead Exemption	Taxable Value	<b>25 Year Maximum Annual Tax Increase <sup>(a)</sup></b>	
			Scenario I \$ 19,900,000	
\$ 40,000	\$ 15,000	\$ 25,000	\$	24.30
50,000	15,000	35,000		34.03
64,942	15,000	49,942		48.55
70,000	15,000	55,000		53.47
80,000	15,000	65,000		63.19
90,000	15,000	75,000		72.91
100,000	15,000	85,000		82.63
125,000	15,000	110,000		106.94
150,000	15,000	135,000		131.24

<sup>(a)</sup> Increase above the current I&S tax rate of \$0.0410.

Note: taxes paid on residence homesteads are frozen at age 65.

**EL CAMPO INDEPENDENT SCHOOL DISTRICT**

**\$19,900,000 Unlimited Tax School Building Bonds' Series 2006 & 2007**

Fiscal Year Ending	Assessed Valuation	Assumed Growth Rate	Outstanding Debt Service	Plus		Total Debt Service	Current Estimated EDA	Less CAPI / Cash Contribution	Net Debt Service	I & S Tax Rate 97.50% Collections	State Assistance		I & S Tax Rate 97.50% Collections	Tax Year Ending
				Series 2006 Debt Service	Series 2007 Debt Service						Potential New EDA <sup>(a)</sup>	Net Debt Service		
2006	\$ 801,045,246		\$ 504,205	\$ -	\$ -	\$ 504,205	\$ 230,731	\$ -	\$ 273,475	\$ 0.0410	\$ -	\$ 273,475	\$ 0.0410	2005
2007	821,071,377	2.50%	476,125	991,667	-	1,467,792	228,730	-	1,239,061	0.1548	-	1,239,061	0.1548	2006
2008	841,598,162	2.50%	471,313	825,000	443,729	1,740,042	228,730	-	1,511,311	0.1842	377,168	1,134,144	0.1382	2007
2009	862,638,116	2.50%	466,250	913,750	395,250	1,775,250	226,016	-	1,549,234	0.1842	417,742	1,131,492	0.1345	2008
2010	884,204,069	2.50%	470,100	937,750	404,788	1,812,638	227,058	-	1,585,579	0.1839	601,630	983,949	0.1141	2009
2011	906,309,170	2.50%	473,000	960,000	418,613	1,851,613	227,644	-	1,623,969	0.1838	618,864	1,005,105	0.1137	2010
2012	906,309,170	0.00%	465,500	965,500	421,488	1,852,488	225,472	-	1,627,016	0.1841	621,435	1,005,580	0.1138	2011
2013	906,309,170	0.00%	472,500	960,000	418,888	1,851,388	227,644	-	1,623,744	0.1838	618,761	1,004,983	0.1137	2012
2014	906,309,170	0.00%	468,900	964,000	421,050	1,853,950	227,072	-	1,626,878	0.1841	620,504	1,006,374	0.1139	2013
2015	906,309,170	0.00%	474,700	957,000	417,738	1,849,438	228,444	-	1,620,994	0.1834	617,069	1,003,925	0.1136	2014
2016	906,309,170	0.00%	474,800	959,500	419,188	1,853,488	229,358	-	1,624,130	0.1838	618,006	1,006,123	0.1139	2015
2017	906,309,170	0.00%	474,300	961,000	420,163	1,855,463	229,815	-	1,625,647	0.1840	618,452	1,007,195	0.1140	2016
2018	906,309,170	0.00%	478,100	956,500	420,663	1,855,263	229,815	-	1,625,447	0.1839	618,361	1,007,087	0.1140	2017
2019	906,309,170	0.00%	481,100	956,250	420,688	1,858,038	231,644	-	1,626,394	0.1841	617,801	1,008,593	0.1141	2018
2020	906,309,170	0.00%	483,300	955,000	420,238	1,858,537	234,173	-	1,624,365	0.1838	615,500	1,008,864	0.1142	2019
2021	906,309,170	0.00%	489,600	947,750	419,313	1,856,662	236,201	-	1,620,461	0.1834	612,614	1,007,847	0.1141	2020
2022	906,309,170	0.00%	-	1,204,750	417,913	1,622,663	-	-	1,622,663	0.1836	741,837	880,825	0.0997	2021
2023	906,309,170	0.00%	-	1,202,750	421,038	1,623,788	-	-	1,623,788	0.1838	742,352	881,436	0.0997	2022
2024	906,309,170	0.00%	-	1,204,000	418,450	1,622,450	-	-	1,622,450	0.1836	741,740	880,710	0.0997	2023
2025	906,309,170	0.00%	-	1,203,250	420,388	1,623,638	-	-	1,623,638	0.1837	742,283	881,354	0.0997	2024
2026	906,309,170	0.00%	-	1,205,500	421,613	1,627,113	-	-	1,627,113	0.1841	743,872	883,241	0.1000	2025
2027	906,309,170	0.00%	-	1,205,500	422,125	1,627,625	-	-	1,627,625	0.1842	744,106	883,519	0.1000	2026
2028	906,309,170	0.00%	-	1,203,250	421,925	1,625,175	-	-	1,625,175	0.1839	742,986	882,189	0.0998	2027
2029	906,309,170	0.00%	-	1,203,750	421,013	1,624,763	-	-	1,624,763	0.1839	742,797	881,965	0.0998	2028
2030	906,309,170	0.00%	-	1,201,750	419,388	1,621,138	-	-	1,621,138	0.1835	741,140	879,997	0.0996	2029
2031	906,309,170	0.00%	-	1,202,250	417,050	1,619,300	-	-	1,619,300	0.1833	740,300	879,000	0.0995	2030
2032	906,309,170	0.00%	-	-	419,000	419,000	-	-	419,000	0.0474	191,555	227,445	0.0257	2031
<b>Totals</b>			\$ 7,623,792	\$ 26,247,417	\$ 10,481,692	\$ 44,352,901	\$ 3,668,546	\$ -	\$ 40,684,354	\$ 0.1827	\$ 15,808,876	\$ 24,875,478	\$ 0.1099	

<sup>(a)</sup> Potential new EDA assumes same EDA % as currently receiving (46%).

# El Campo Independent School District

## High School Replacement Gymnasium Projection

### Estimated Earnings Schedule

Month	Deposit Bond Proceeds	Project Funds Acct.	Contractor Billing	Architectural Fees	Total Estimated Draws	Balance	Interest Earnings @ 4.25%
January-06	\$ -	\$ -	\$ -	\$ 7,560	\$ 7,560	\$ (7,560)	\$ -
February-06	-	(7,560)	-	12,690	12,690	(20,250)	-
March-06	-	(20,250)	-	12,000	12,000	(32,250)	(114)
April-06	731,000	698,750	-	7,800	7,800	690,950	2,447
May-06	-	690,950	-	8,060	8,060	682,890	2,419
June-06	-	682,890	-	7,800	7,800	675,090	2,391
July-06	-	675,090	-	4,840	4,840	670,250	2,374
August-06	-	670,250	27,000	4,050	31,050	639,200	2,264
September-06	-	639,200	67,500	324	67,824	571,376	2,024
October-06	-	571,376	108,000	810	108,810	462,566	1,638
November-06	-	462,566	148,500	1,296	149,796	312,770	1,108
December-06	-	312,770	189,000	1,782	190,782	121,988	432
January-07	700,000	821,988	216,000	2,268	218,268	603,720	2,138
February-07	-	603,720	189,000	2,592	191,592	412,128	1,460
March-07	-	412,128	162,000	2,268	164,268	247,860	878
April-07	-	247,860	121,500	1,944	123,444	124,416	441
May-07	-	124,416	81,000	1,458	82,458	41,958	149
June-07	-	41,958	40,500	972	41,472	486	2
July-07	-	486	-	486	486	-	-
August-07	-	-	-	-	-	-	-
September-07	-	-	-	-	-	-	-
October-07	-	-	-	-	-	-	-
November-07	-	-	-	-	-	-	-
	\$ 1,431,000		\$ 1,350,000	\$ 81,000	\$ 1,431,000		\$ 22,048

# El Campo Independent School District

## Combined

### Estimated Earnings Schedule

Month	Deposit Bond Proceeds	Project Funds Acct.	Contractor Billing	Architectural Fees	Total Estimated Draws	Balance	Interest Earnings @ 4.25%
January-06	\$ -	\$ -	\$ -	\$ 129,116	\$ 129,116	\$ (129,116)	\$ (457)
February-06	-	(129,116)	-	133,694	133,694	(262,810)	(931)
March-06	-	(262,810)	-	131,465	131,465	(394,275)	(1,396)
April-06	14,000,000	13,605,725	-	95,130	95,130	13,510,595	47,850
May-06	-	13,510,595	-	95,390	95,390	13,415,205	47,512
June-06	-	13,415,205	-	95,130	95,130	13,320,075	47,175
July-06	-	13,320,075	-	63,025	63,025	13,257,050	46,952
August-06	-	13,257,050	330,200	53,168	383,368	12,873,682	45,594
September-06	-	12,873,682	673,900	7,601	681,501	12,192,181	43,181
October-06	-	12,192,181	866,000	9,906	875,906	11,316,275	40,078
November-06	-	11,316,275	1,361,300	15,850	1,377,150	9,939,125	35,201
December-06	-	9,939,125	1,553,400	18,155	1,571,555	8,367,570	29,635
January-07	5,900,000	14,267,570	1,732,000	20,460	1,752,460	12,515,110	44,324
February-07	-	12,515,110	1,856,600	22,603	1,879,203	10,635,907	37,669
March-07	-	10,635,907	1,829,600	22,279	1,851,879	8,784,028	31,110
April-07	-	8,784,028	1,637,500	20,136	1,657,636	7,126,392	25,239
May-07	-	7,126,392	1,293,800	16,012	1,309,812	5,816,580	20,600
June-07	-	5,816,580	950,100	11,887	961,987	4,854,593	17,193
July-07	-	4,854,593	758,000	9,582	767,582	4,087,011	14,475
August-07	-	4,087,011	606,400	7,277	613,677	3,473,334	12,301
September-07	-	3,473,334	606,400	7,277	613,677	2,859,658	10,128
October-07	-	2,859,658	303,200	3,638	306,838	2,552,819	9,041
November-07	-	2,552,819	151,600	1,819	153,419	2,399,400	8,498
	<b>\$ 19,900,000</b>		<b>\$ 16,510,000</b>	<b>\$ 990,600</b>	<b>\$ 17,500,600</b>		<b>\$ 610,974</b>
					Estimated Interest Savings		245,833
							<b>\$ 856,808</b>

**EL CAMPO INDEPENDENT SCHOOL DISTRICT**  
**\$19,900,000 UNLIMITED TAX SCHOOL BUILDING BONDS, SERIES 2006**

**Timetable of Events**

FEBRUARY						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	15	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

<u>Date</u>	<u>Action</u>	<u>Responsibility</u>
January	<b>Board Meeting</b> – Discuss and consider approving Timetable of Events and par amount of bond sale	ISD, BC, CS
1/27	Financial Advisor submits application to Permanent School Fund guarantee program	CS
2/10	Financial Advisor submits documents to the rating agency	CS
2/10	First draft of bond documents to working group	CS
2/14	Receive Permanent School Fund guarantee	CS
2/22	Comments from working group on first draft of documents	BC, CS, UC
2/27	Second draft of bond documents to working group	CS
2/28	Bond Counsel prepares draft order and draft opinion	BC
3/2-3	Rating agency meetings (if necessary)	ISD, CS
3/7	Final comments from working group on documents	BC, CS, U
3/8	Notify Texas Bond Reporter, The Bond Buyer, and Bloomberg of sale	CS
3/10	Print and distribute offering documents	CS
3/14	Receive ratings	CS
3/20	Pricing	CS, U
3/20	<b>Regular Board Meeting</b> – adopt bond order authorizing the Bond Purchase Agreement and other related matters (7:00 p.m.)	ISD, BC, CS
3/23	Bond counsel compiles transcript of proceedings and submits to Attorney General	BC
3/27	Print and distribute final offering documents	CS
4/11	Prepare and distribute closing memorandum	CS
4/18	Deliver bonds	BC, CS, U

**Financing Team Members:**

- ISD - El Campo Independent School District
- BC - Bond Counsel – Vinson & Elkins, L.L.P.
- CS - Financial Advisor - Coastal Securities
- U - Underwriter – RBC Dain Rauscher, UBS Securities, Bank of America Securities
- UC - Underwriter’s Counsel – Andrews Kurth LLP

**Budget and Facilities**                      Review of Checks Written – December 2005.

**Summary**                                      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.

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.

These bills have already been paid, and were previously authorized by the Board when you adopted the 2005-2006 General Operating Budget.

**ECISD Board Policy**                      None.

**Effective Date**                              December 31, 2005.

**Previous Board Action**                      Approval of 2005-2006 General Operating Budget on August 29, 2005 authorizing the expenditure of funds.

**Future Action Expected**                      The Board will review the checks written for the previous month at each regular monthly board meeting.

**Background Information and Significant Issues**                      None.

**Fiscal Impact**                              Total amount of checks written from all funds for the month of December were \$395,396.80.

Checks written in December 2004 totaled \$263,520.75.

	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Totals YTD</b>
<b>2005-2006</b>	\$625,347.36	\$606,581.82	\$395,757.06	\$2,011,897.95
<b>2004-2005</b>	\$471,349.54	\$618,074.29	\$263,520.75	\$1,830,049.22
<b>Difference</b>	\$153,997.82	<b>(\$11,492.47)</b>	\$132,236.31	\$181,848.73

<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>	List of checks written during the month of December are available in electronic format and were e-mailed to each member of the Board.
<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 (6 A)**  
**Meeting Date: January 23, 2006**  
**Submitted by: Mark Pool, Superintendent**

<b>Budget and Operations</b>	Petition for City to Annex Property for New Middle School
<b>Summary</b>	Due to the fact that the property for the new middle school is outside of the city limits, the Board may want to consider filing a <i>Petition for Voluntary Annexation</i> with the City of El Campo.
<b>ECISD Board Policy</b>	None.
<b>Effective Date</b>	January 23, 2006.
<b>Previous Board Action</b>	At a regular meeting on September 19, 2005, the Board authorized the Superintendent to <i>"negotiate the purchase of real property located on FM 2765 directly behind the El Campo Civic Center for a purchase price of \$7,500 per acre, including the authority to contract for a title search and any other analysis necessary, and to execute a sales contract, closing documents and all other documents necessary to effect the acquisition of the property."</i>
<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>	If the City Council approves the petition for annexation the school will be located inside the incorporated city limits and subject to all services provided by the City.
<b>Procedural and Reporting Implications</b>	The <i>Petition for Voluntary Annexation</i> must be filed with the Mayor and governing body of the City of El Campo
<b>Public Comments</b>	None.
<b>Alternatives</b>	Remain outside the city limits.

**Other Comments and Related Issues**

None.

**Attachments**

- Copy of the *Petition for Voluntary Annexation*

**Contact Person(s)**

Mark Pool, Superintendent of Schools

**Action Required**

Approve the execution of the *Petition for Voluntary Annexation*

**Superintendent's Recommendation**

I recommend that you approve the execution of the *Petition for Voluntary Annexation*.

**Mark Pool, Superintendent of Schools**

**PETITION FOR VOLUNTARY ANNEXATION**

TO: THE MAYOR AND GOVERNING BODY OF THE CITY OF EL CAMPO,  
WHARTON COUNTY, TEXAS:

The undersigned owners of the hereinafter described tract of land which is vacant and without residents, or on which less than three (3) qualified voters reside, hereby petition your honorable body to extend the present municipal limits so as to include and annex as a part of the City of El Campo, Wharton County, Texas, the property described by metes and bounds on the attached Exhibit "A", which is incorporated herein for all purposes. We certify that this Petition is signed and acknowledged by each and every corporation and person owning said land or having any part thereof. A Zoning designation of "C-2" General Commercial District is requested.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STATE OF TEXAS**

**COUNTY OF WHARTON**

This instrument was acknowledged before me by \_\_\_\_\_  
on the \_\_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_  
Notary Public, State of Texas  
My commission expires: \_\_\_\_\_

<b>Budget and Facilities</b>	Review of Monthly Financial Reports for Month of December
<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>	December 31, 2005
<b>Previous Board Action</b>	Approval of 2005-2006 General Operating Budget on August 29, 2005.
<b>Future Action Expected</b>	The Board will review the monthly financial statements at each regular monthly board meeting.
<b>Background Information and Significant Issues</b>	<p>Audited fund balance in General Fund as of August 31, 2005 is \$6,825,620, as published in the <i>El Campo Independent School District Comprehensive Annual Financial Report for the Year Ended August 31, 2005</i>, Exhibit G-1, Page 32.</p> <p>20% of budgeted General Fund amended expenditures for 2005-2006 is: <math>\\$24,386,435 \times .20 = \\$4,877,293</math>.</p> <p>Estimated fund balance currently exceeds 20% goal by \$1,948,327; currently at 27.99% of amended expenditure estimates.</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.

**Procedural and Reporting Implications** None.

**Public Comments** None.

**Alternatives** None.

**Other Comments and Related Issues** **Financial Report.** In the General Operating Fund, we have currently received 43.50% of our amended revenue projections; and expended or encumbered 30.11% of our amended expenditure estimates.

Compared to the same time last year, our revenue has increased by \$570,182 and our expenditures have decreased by \$823,401.

**Tax Collection Report.** Our beginning tax levy of \$11,929,974 has been adjusted by (\$58,310) giving us a new adjusted levy of \$11,870,764; and we have currently collected \$4,766,100 which amounts to 40.15% of the adjusted levy. This leaves an uncollected balance of \$7,104,664.

Delinquent collections YTD are \$77,339 plus \$30,885 in penalty and interest.

**Cash Flow Report.** The following spreadsheet shows the actual cash flow compared to the projected (historical) cash flow for the month of December.

	Month			Year-to-Date		
	Historical	Current	Difference	Historical	Current	Difference
Revenue	\$3,485,235	\$4,442,194	\$956,959	\$10,037,067	\$10,607,249	\$570,182
Expenditures	\$1,643,765	\$1,745,887	\$102,122	\$7,055,589	\$6,312,241	(\$743,348)

- Attachments**
- (1) Monthly Financial Report – January 23, 2006
  - (2) Tax Collection Recap 2005-2006
  - (3) Cash Flow Report 2005-2006

**Contact Person(s)** David Bright, Assistant Superintendent of Finance and Operations

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

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

**EL CAMPO INDEPENDENT SCHOOL DISTRICT  
MONTHLY FINANCIAL REPORT  
January 23, 2006**

**Comparison of Revenue and Expenditures  
to the Budget for the General Operating Fund  
9-1-05 to 12-31-05**

**ESTIMATED REVENUE:**

	<i>Original Budget</i>	<i>Amended Budget</i>	<i>Revenue Realized</i>	<i>Revenue Balance</i>
<b>Local:</b>	\$12,490,379	\$12,490,379	\$5,430,140	(\$7,060,239)
<b>State:</b>	\$10,697,962	\$10,697,962	\$4,886,834	(\$5,811,128)
<b>Federal:</b>	\$925,302	\$925,302	\$272,730	(\$652,572)
<b>Other Resources:</b>	\$0	\$272,792	\$17,545	\$17,545
<b>Total:</b>	\$24,113,643	\$24,386,435	\$10,607,249	(\$13,779,186)

**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>
	\$24,113,643	\$24,386,435	\$6,312,241	\$1,031,531	\$7,343,772	\$17,042,663

**COMPARISONS TO DECEMBER 31 OF PRIOR YEAR:**

	<i>2004-2005</i>	<i>2005-2006</i>	<i>Increase/ Decrease</i>
<b>Revenues:</b>	\$10,037,067	\$10,607,249	\$570,182
<b>Expenditures:</b>	\$8,167,173	\$7,343,772	(\$823,401)
<b>Cash Position:</b>	\$10,052,483	\$12,301,075	\$2,248,592

PRIOR MONTH CASH POSITION as of 11/30/05: \$9,061,545

<b>GENERAL FUND - FUND BALANCE as of 8-31-03:</b>	<b>\$4,962,852</b>
<b>GENERAL FUND - FUND BALANCE as of 8-31-04:</b>	<b>\$5,727,066</b>
<b>GENERAL FUND - FUND BALANCE as of 8-31-05:</b>	<b>\$6,825,620</b>

NOTE: Cash Position includes Local, State, and Federal Funds.

NOTE: Other Resources - Prior Year WADA Roll Forward

**EL CAMPO INDEPENDENT SCHOOL DISTRICT  
TAX COLLECTION RECAP  
2005 - 2006**

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-05	\$11,929,074	-\$4,300	-\$13,870	\$10,307	\$11,921,212	\$7,602	0.06%	1.82%	\$35,931	\$12,457	\$55,989	
November-05	\$11,929,074	-\$5,044	-\$22,066	\$13,151	\$11,915,115	\$804,041	6.75%	7.26%	\$22,153	\$8,143	\$834,337	
December-05	\$11,929,084	-\$7,203	-\$94,371	\$43,264	\$11,870,774	\$3,954,458	33.31%	28.66%	\$19,254	\$10,285	\$3,983,997	
<b>Year To Date</b>						<b>\$4,766,100</b>	<b>40.15%</b>	<b>37.45%</b>	<b>\$77,339</b>	<b>\$30,885</b>	<b>\$4,874,323</b>	<b>\$7,104,674</b>

**EL CAMPO INDEPENDENT SCHOOL DISTRICT**

**Cash Flow**

2005-2006

199	GENERAL FUND	Actual Sep-05	Actual Oct-05	Actual Nov-05	Actual Dec-04	Actual Dec-05	Actual Jan-05	Actual Feb-05	Actual Mar-05	Actual Apr-05	Actual May-05	Actual Jun-05	Actual Jul-05	Actual Aug-05	2004-05 Totals
<b>REVENUE:</b>															
<b>5700</b>	<b>Local Revenue:</b>														
5711	Taxes Current Year	3,261	7,385	781,093	3,039,514	3,841,598	5,172,070	814,123	91,792	45,757	61,597	112,152	32,649	18,673	10,337,791
5712	Taxes Prior Years	837	34,850	21,498	21,714	18,703	83,662	13,999	26,118	19,609	21,373	47,849	7,641	13,604	389,995
5719	Pen, Int, & Other	4,135	12,014	8,267	11,977	13,140	30,693	24,133	18,595	15,762	16,771	37,422	11,024	14,040	231,475
5720	Service to Other LEAs	0	0	0	0	272,792	5,034	0	0	12,242	0	5,626	0	488,801	511,703
5730	Tuition and Fees	0	0	0	0	0	0	0	0	0	0	0	0	8,918	8,918
5740	Other Local Sources	20,779	23,785	25,352	17,984	30,823	22,020	26,491	28,403	27,089	30,128	24,556	21,976	110,466	352,774
5750	Co/Curr Activities	10,406	7,269	6,333	1,634	604	2,515	1,373	1,879	879	239	0	10,580	6,611	81,242
	<b>Total Local Revenues:</b>	<b>39,418</b>	<b>85,302</b>	<b>842,544</b>	<b>3,092,824</b>	<b>4,177,660</b>	<b>5,315,993</b>	<b>880,119</b>	<b>166,786</b>	<b>121,339</b>	<b>130,108</b>	<b>227,604</b>	<b>83,870</b>	<b>661,112</b>	<b>11,913,898</b>
<b>5800</b>	<b>State Revenue:</b>														
5811	Available School Fund	0	0	89,841	128,333	112,713	43,189	43,189	151,861	111,880	110,235	115,171	134,914	145,115	1,293,203
5812	Foundation Entitlement	1,876,245	1,541,307	775,709	0	0	0	0	0	171,888	113,874	228,231	0	1,523,158	6,157,402
5812	Foundation Entitlement-Prior Yr	0	67,161	0	0	0	0	0	2,044	0	0	8,956	0	0	30,171
5812	Foundation Entitlement-WADA	0	0	0	0	0	0	1,111,772	0	0	1,111,772	0	0	731,979	2,955,523
5820	Misc State Program Rev	0	4,166	0	0	0	0	0	0	0	0	0	0	3,607	8,007
5831	TRS On-Behalf	75,289	77,118	77,147	75,611	0	75,115	74,787	75,097	74,976	75,254	74,666	78,133	79,155	906,091
	<b>Total State Revenues:</b>	<b>1,951,534</b>	<b>1,689,752</b>	<b>942,697</b>	<b>203,944</b>	<b>112,713</b>	<b>118,304</b>	<b>1,229,749</b>	<b>229,002</b>	<b>358,744</b>	<b>1,411,135</b>	<b>427,024</b>	<b>213,047</b>	<b>2,483,013</b>	<b>11,350,397</b>
<b>5900</b>	<b>Federal Revenue:</b>														
5932	Federal-MAC Program	0	0	0	0	0	0	0	0	0	0	0	1,263	3,003	5,577
	<b>Total Federal Revenues:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,263</b>	<b>3,003</b>	<b>5,577</b>
<b>7900</b>	<b>Other Resources/Non-Oper</b>														
	Other Resources/Non-Oper	0	272,792	0	0	-272,792	0	3,200	0	0	0	0	0	26,557	90,844
	<b>Total Other Resources:</b>	<b>0</b>	<b>272,792</b>	<b>0</b>	<b>0</b>	<b>-272,792</b>	<b>0</b>	<b>3,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26,557</b>	<b>90,844</b>
	<b>Total Revenue:</b>	<b>1,990,952</b>	<b>2,047,846</b>	<b>1,785,241</b>	<b>3,296,768</b>	<b>4,017,581</b>	<b>5,434,297</b>	<b>2,113,067</b>	<b>395,788</b>	<b>480,083</b>	<b>1,541,243</b>	<b>654,627</b>	<b>298,180</b>	<b>3,173,686</b>	<b>23,360,716</b>
<b>EXPENDITURES:</b>															
<b>6000</b>	<b>Expenditures:</b>														
6100	Payroll Costs	422,797	1,468,311	1,461,944	1,397,915	1,376,633	1,376,215	518,376	1,402,716	1,399,084	1,398,955	1,387,786	1,403,516	2,404,858	16,863,356
6200	Contracted Services	103,130	120,970	158,700	137,036	91,069	203,354	119,668	158,500	179,874	88,513	180,685	79,779	220,299	1,749,038
6300	Supplies & Materials	97,262	136,294	121,774	29,205	41,522	101,339	106,837	129,775	70,545	127,511	150,197	36,284	128,504	1,250,045
6400	Other Operating	27,899	27,057	29,556	16,627	24,470	37,935	35,078	36,546	25,593	33,574	59,055	224,927	552,200	1,111,643
6600	Capital Outlay	0	6,888	0	0	169,077	335,719	12,796	0	0	242,992	74,724	209	-155,307	511,133
8900	Other Uses/Non Operating	500	0	0	0	0	0	84,071	0	0	0	0	0	692,876	776,947
	<b>Total Expenditures:</b>	<b>651,588</b>	<b>1,759,520</b>	<b>1,771,973</b>	<b>1,580,784</b>	<b>1,702,771</b>	<b>2,054,563</b>	<b>876,827</b>	<b>1,727,536</b>	<b>1,675,096</b>	<b>1,891,546</b>	<b>1,852,446</b>	<b>1,744,715</b>	<b>3,843,430</b>	<b>22,262,162</b>
	<b>ENDING BALANCE</b>	<b>1,339,364</b>	<b>288,327</b>	<b>13,268</b>	<b>1,715,984</b>	<b>2,314,809</b>	<b>3,379,735</b>	<b>1,236,240</b>	<b>-1,331,749</b>	<b>-1,195,012</b>	<b>-350,303</b>	<b>-1,197,818</b>	<b>-1,446,535</b>	<b>-669,745</b>	<b>1,098,554</b>
	<b>Gen. Fund FB as of 8/31/05 (Projected)</b>	<b>6,825,619</b>													
		8,164,983	8,453,310	8,466,578	#####	10,781,387	14,161,122	15,397,363	14,065,614	12,870,601	12,520,298	11,322,480	9,875,945	9,206,200	

**EL CAMPO INDEPENDENT SCHOOL DISTRICT**  
**Cash Flow**  
**2005-2006**

240 FOOD SERVICE	Actual Sep-05	Actual Oct-05	Actual Nov-05	Actual Dec-04	Actual Dec-05	Actual Jan-05	Actual Feb-05	Actual Mar-05	Actual Apr-05	Actual May-05	Actual Jun-05	Actual Jul-05	Actual Aug-05	2004-05 Totals
<b>REVENUE:</b>														
<b>5700 Local Revenue:</b>														
Breakfast	6,789	8,192	7,383	4,106	4,028	7,877	6,849	5,998	6,613	4,579	550	0	8,868	66,635
Lunch	17,337	21,809	19,309	8,381	10,783	21,116	19,600	15,785	18,962	15,834	-2,767	0	20,928	170,589
A La Carte	12,633	14,442	12,738	4,161	7,659	13,799	14,349	11,992	13,263	10,872	2,210	0	12,368	129,163
Adult Lunches	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Catering/Vending	189	334	89	229	201	504	293	128	413	819	359	65	288	4,202
Summer Food Service	0	0	0	0	0	0	0	0	0	0	362	56	0	418
<b>Total Local Revenues:</b>	<b>36,948</b>	<b>44,778</b>	<b>39,518</b>	<b>16,878</b>	<b>22,671</b>	<b>43,295</b>	<b>41,091</b>	<b>33,903</b>	<b>39,251</b>	<b>32,103</b>	<b>715</b>	<b>120</b>	<b>42,451</b>	<b>371,007</b>
<b>5800 State Revenue</b>														
5829 Misc State Program Rev.	0	0	0	0	0	0	0	10,050	0	0	0	0	0	10,050
5831 TRS On-Behalf Benefit	1,875	1,794	1,739	1,848	0	1,702	1,734	1,812	1,753	1,844	1,868	1,877	1,728	21,790
<b>Total State Revenues:</b>	<b>1,875</b>	<b>1,794</b>	<b>1,739</b>	<b>1,848</b>	<b>0</b>	<b>1,702</b>	<b>1,734</b>	<b>11,862</b>	<b>1,753</b>	<b>1,844</b>	<b>1,868</b>	<b>1,877</b>	<b>1,728</b>	<b>31,840</b>
<b>5900 Federal Revenue</b>														
5921 School Breakfast	0	18,545	21,899	18,437	20,325	13,895	19,535	20,244	17,489	22,139	21,077	0	15,231	190,927
5922 National School Lunch	0	63,202	69,404	58,515	60,427	45,365	66,112	66,961	54,848	67,307	65,384	0	52,987	621,109
5923 USDA Donated Commodities	4,732	4,732	4,732	4,897	4,732	4,897	4,897	4,897	4,897	4,897	4,897	4,897	-8,167	45,700
5929 Fed Rev TEA-Summer Feeding	0	0	0	0	0	0	0	0	0	0	0	17,051	3,712	20,763
<b>Total Federal Revenues:</b>	<b>4,732</b>	<b>86,479</b>	<b>96,035</b>	<b>81,849</b>	<b>85,484</b>	<b>64,157</b>	<b>90,544</b>	<b>92,102</b>	<b>77,234</b>	<b>94,343</b>	<b>91,358</b>	<b>21,948</b>	<b>63,763</b>	<b>878,499</b>
<b>7900 Other Resources/Non-Oper:</b>														
7940 Other Resources/Non-Oper	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Other Resources:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Revenue:</b>	<b>43,555</b>	<b>133,052</b>	<b>137,293</b>	<b>100,574</b>	<b>108,155</b>	<b>109,154</b>	<b>133,370</b>	<b>137,867</b>	<b>118,237</b>	<b>128,290</b>	<b>93,941</b>	<b>23,945</b>	<b>107,942</b>	<b>1,281,346</b>
<b>EXPENDITURES:</b>														
<b>6000 Expenditures:</b>														
6100 Payroll & Benefits	21,174	42,203	41,185	39,946	37,630	37,885	18,694	39,397	37,650	38,750	36,808	34,247	55,055	463,133
6200 Contracted Services	193	80,511	127,835	304	202	47,980	62,403	68,254	71,660	71,642	61,635	23,930	56,400	699,224
6300 Supplies & Materials	5,099	11,874	5,007	5,360	5,009	5,115	5,325	9,946	5,076	5,135	5,013	5,560	-4,247	60,344
6400 Other Operating	0	0	0	292	116	0	100	0	76	190	12	190	32	970
6600 Capital Outlay	0	20,060	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Expenditures:</b>	<b>26,466</b>	<b>154,647</b>	<b>174,027</b>	<b>45,901</b>	<b>42,956</b>	<b>90,980</b>	<b>86,522</b>	<b>117,598</b>	<b>114,463</b>	<b>115,716</b>	<b>103,468</b>	<b>63,928</b>	<b>107,239</b>	<b>1,223,671</b>
<b>ENDING BALANCE</b>	<b>17,089</b>	<b>-4,507</b>	<b>-41,242</b>	<b>13,431</b>	<b>23,957</b>	<b>42,131</b>	<b>88,978</b>	<b>109,248</b>	<b>113,022</b>	<b>125,596</b>	<b>116,069</b>	<b>76,087</b>	<b>76,790</b>	<b>57,675</b>

**EL CAMPO INDEPENDENT SCHOOL DISTRICT**  
**Cash Flow**  
**2005-2006**

411 TECHNOLOGY FUND	Actual Sep-05	Actual Oct-05	Actual Nov-05	Actual Dec-04	Actual Dec-05	Actual Jan-05	Actual Feb-05	Actual Mar-05	Actual Apr-05	Actual May-05	Actual Jun-05	Actual Jul-05	Actual Aug-05	2004-05 Totals
<b>REVENUE:</b>														
5800 State Revenue					0									
5829 Misc. State Revenue-Technology	0	0	0	0	0	94,022	0	0	0	0	-2,362	0	19	91,679
<b>Total State Revenue:</b>	<u>0</u>	<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>-2,362</u>	<u>0</u>	<u>19</u>	<u>91,679</u>
<b>EXPENDITURES:</b>														
6000 Expenditures:					0									
6200 Contracted Services	8,505	5,544	0	14,486	0	0	0	0	0	0	0	0	0	14,486
6300 Supplies & Materials	0	8,940	1,987	2,595	160	26,130	2,456	710	10,182	4,049	12,144	180	0	77,193
6400 Other Operating Expense	507	2,219	55	0	0	1,820	1,489	299	-3,608	0	0	0	0	0
<b>Total Expenditures:</b>	<u>9,012</u>	<u>16,703</u>	<u>2,042</u>	<u>17,081</u>	<u>160</u>	<u>27,950</u>	<u>3,945</u>	<u>1,009</u>	<u>6,574</u>	<u>4,049</u>	<u>12,144</u>	<u>180</u>	<u>0</u>	<u>91,679</u>
<b>ENDING BALANCE</b>	-9,012	-25,715	-27,757	-44,838	-27,917	38,155	34,209	33,200	26,626	22,577	8,071	7,891	7,910	0

**EL CAMPO INDEPENDENT SCHOOL DISTRICT**  
**Cash Flow**  
**2005-2006**

511 DEBT SERVICE	Actual Sep-05	Actual Oct-04	Actual Nov-05	Actual Dec-04	Actual Dec-05	Actual Jan-05	Actual Feb-05	Actual Mar-05	Actual Apr-05	Actual May-05	Actual Jun-05	Actual Jul-05	Actual Aug-05	2004-05 Totals
<b>REVENUE:</b>														
<b>5700 Local Revenue:</b>														
5711 Taxes Current Year	92	217	23,879	85,821	112,861	146,034	22,987	2,592	1,292	1,739	3,167	922	527	291,899
5712 Taxes Prior Years	54	1,081	401	773	551	2,639	439	799	717	690	1,454	279	525	12,576
5719 Pen, Int, & Other	141	451	0	480	294	1,019	716	569	600	541	1,044	379	525	7,587
5742 Earnings Fm Temp Dep & Invest	393	407	0	819	479	995	943	982	957	994	967	1,008	611	9,810
<b>Total Local Revenues:</b>	<b>680</b>	<b>2,156</b>	<b>24,280</b>	<b>87,893</b>	<b>114,185</b>	<b>150,687</b>	<b>25,084</b>	<b>4,942</b>	<b>3,566</b>	<b>3,963</b>	<b>6,631</b>	<b>2,588</b>	<b>2,189</b>	<b>321,872</b>
<b>5800 State Revenue:</b>														
5829 State Revenue Dist By TEA	0	0	0	0	184,729	0	0	0	0	0	0	0	0	216,502
<b>Total State Revenues:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>184,729</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>216,502</b>
<b>7900 Other Resources/Non-Oper:</b>														
7940 Other Resources/Non-Oper Rev	0	0	0	0	17,545	0	0	0	0	0	0	0	0	0
<b>Total Other Resources:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,545</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,545</b>
<b>Total Revenue:</b>	<b>680</b>	<b>2,156</b>	<b>24,280</b>	<b>87,893</b>	<b>316,458</b>	<b>150,687</b>	<b>25,084</b>	<b>4,942</b>	<b>3,566</b>	<b>3,963</b>	<b>6,631</b>	<b>2,588</b>	<b>2,189</b>	<b>538,374</b>
<b>EXPENDITURES:</b>														
<b>6000 Expenditures:</b>														
6500 Debt Service														
6511 Bond Principal	0	0	0	0	0	0	0	0	0	0	0	0	220,000	220,000
6521 Interest on Bonds	0	0	0	0	0	144,220	0	0	0	0	0	0	144,220	288,440
6599 Other Debt Fees	375	0	0	0	0	375	0	0	0	0	0	0	0	375
<b>Total Expenditures:</b>	<b>375</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>144,595</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>364,220</b>	<b>508,815</b>
<b>ENDING BALANCE</b>	<b>305</b>	<b>2,462</b>	<b>26,741</b>	<b>114,635</b>	<b>343,200</b>	<b>349,291</b>	<b>374,376</b>	<b>379,318</b>	<b>382,883</b>	<b>386,847</b>	<b>393,478</b>	<b>396,066</b>	<b>34,036</b>	<b>29,559</b>
<b>Total Approved Budget</b>														
<b>199, 240, 411, 511</b>														
<b>TOTAL REVENUE</b>	<b>2,035,188</b>	<b>2,183,054</b>	<b>1,946,813</b>	<b>3,485,235</b>	<b>4,442,194</b>	<b>5,788,160</b>	<b>2,271,521</b>	<b>538,596</b>	<b>601,886</b>	<b>1,673,496</b>	<b>752,838</b>	<b>324,713</b>	<b>3,283,836</b>	<b>25,272,115</b>
<b>TOTAL EXPENDITURES</b>	<b>687,442</b>	<b>1,930,870</b>	<b>1,948,042</b>	<b>1,643,765</b>	<b>1,745,887</b>	<b>2,318,088</b>	<b>967,294</b>	<b>1,846,143</b>	<b>1,796,133</b>	<b>2,011,311</b>	<b>1,968,057</b>	<b>1,808,823</b>	<b>4,314,889</b>	<b>24,086,327</b>
<b>ENDING BALANCE</b>	<b>1,347,746</b>	<b>1,599,930</b>	<b>1,598,701</b>	<b>3,440,171</b>	<b>4,295,008</b>	<b>7,765,080</b>	<b>9,069,307</b>	<b>7,761,760</b>	<b>6,567,514</b>	<b>6,229,699</b>	<b>5,014,479</b>	<b>3,530,370</b>	<b>2,499,317</b>	

**Agenda Item Summary Sheet (7 B)**  
**Meeting Date: January 23, 2006**  
**Submitted by: Mark Pool, Superintendent**

<b>Curriculum and Instruction</b>	Evaluation of State Compensatory Education Program
<b>Summary</b>	<p>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:</p> <p><i>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.</i></p> <p>To comply with these requirements we have evaluated our State Compensatory Education Program and will present the results of that evaluation for your consideration.</p>
<b>ECISD Board Policy</b>	EHBC, SPECIAL PROGRAMS: COMPENSATORY / ACCELERATED SERVICES
<b>Effective Date</b>	January 23, 2006.
<b>Previous Board Action</b>	The Board last evaluated the State Compensatory Education Program on January 24, 2005.
<b>Future Action Expected</b>	<p>Next month the Board will be presented with an <i>Improvement Plan</i> for the district's State Compensatory Education Program.</p> <p>The next evaluation of the State Compensatory Education Program will be in January 2007.</p>
<b>Background Information and Significant Issues</b>	<p>The <i>Texas Education Code</i> § 29.081(d) specifies a list of criteria to be used to identify the students who are to receive compensatory / accelerated services.</p> <p>The same section of the <i>Education Code</i> requires that the District use student performance data from state basic skills assessment instruments and achievement tests to design and implement appropriate compensatory, intensive, or accelerated instructional services to enable students to be performing at grade level at the conclusion of the next regular school term.</p> <p>At the secondary level, accelerated instruction is to be provided to students who have not performed satisfactorily on each section of the secondary exit-level assessment instrument or who are at risk of dropping out of school.</p>

The *Education Code* further requires that the District must evaluate and document the effectiveness of the accelerated instruction in reducing any disparity in performance on state assessment instruments or disparity in the rates of high school completion between students at risk of dropping out of school and all other District students. The evaluation is to include an analysis of the effectiveness of each program described in the campus and District improvement plans for reducing such disparities.

Finally, the *Education Code* requires that the District use its compensatory education allotment to fund supplemental programs and services designed to eliminate any disparity in performance on state assessment instruments or disparity in the rates of high school completion between at-risk students and all other students.

<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>	<ul style="list-style-type: none"> <li>• Program Evaluation Document.</li> </ul>
<b>Contact Person(s)</b>	Carolyn Gordon, Assistant Superintendent of Curriculum and Instruction
<b>Action Required</b>	Approval of the evaluation of the district's State Compensatory Education Program.
<b>Superintendent's Recommendation</b>	<p>I recommend that you approve the 2005-2006 evaluation of the State Compensatory Education Program.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

## School Board Approval

### State Compensatory Education Program 2005-2006 School Year

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

- |                                                                                               |                                     |                          |
|-----------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|
| <b>1. The district has written policy for the State Compensatory Education (SCE) Program.</b> | <b>Yes</b>                          | <b>No</b>                |
|                                                                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**Area for Correction:**

---

- |                                                                                              |                                     |                          |
|----------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|
| <b>2. The district expends at least 85% of the SCE allotment on identified SCE services.</b> | <b>Yes</b>                          | <b>No</b>                |
|                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**Area for Correction:**

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- |                                                                                                                                                             |                                     |                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|
| <b>3. Data and procedures ensure that all at-risk students of the district have access to services as part of the State Compensatory Education program.</b> | <b>Yes</b>                          | <b>No</b>                |
|                                                                                                                                                             | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**Area for Correction:**

---

- |                                                                                                                                              |                                     |                          |
|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|
| <b>4. The learning opportunities for at-risk students are enhanced due to additional offerings and/or resources provided these students.</b> | <b>Yes</b>                          | <b>No</b>                |
|                                                                                                                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**Area for Correction:**

---

**5. The State Compensatory Education program is evaluated annually and uses data to modify and update the district and campus improvement plans.**

**Yes**

**No**

**Area of Correction:**

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**Agenda Item Summary Sheet (7 C)**  
**Meeting Date: January 23, 2006**  
**Submitted by: Mark Pool, Superintendent**

## ***Discussion Only***

<b>Curriculum and Instruction</b>	Dyslexia Program Improvement Plan
<b>Summary</b>	Last month the Board approved the annual evaluation of our Dyslexia Program. Based upon our self-evaluation of this program we have developed an improvement plan for your review.
<b>ECISD Board Policy</b>	EHBE (LEGAL), SPECIAL PROGRAMS: BILINGUAL EDUCATION / ESL
<b>Effective Date</b>	January 23, 2006.
<b>Previous Board Action</b>	The current improvement plan for our Dyslexia Program was reviewed by the Board at a regular meeting on January 24, 2005.
<b>Future Action Expected</b>	The Board will review the Dyslexia Program Improvement Plan next in January 2007.
<b>Background Information and Significant Issues</b>	<p>The Dyslexia Program Improvement Plan has the following goals and objectives:</p> <p>Goal 1: All identified dyslexia students will meet or exceed all State standards.</p> <p>Objective 1: By the end of school year 2006-2007, identified dyslexia students will exceed State requirements on the Texas Assessment of Knowledge and Skills (TAKS).</p> <p>Objective 2: Increase opportunity for teachers to attend research based staff development to better educate dyslexic students.</p>
<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 Dyslexia Program Improvement Plan, 2006-07.</i>
<b>Contact Person(s)</b>	Carolyn Gordon, Assistant Superintendent of Curriculum and Instruction
<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 Dyslexia Program Improvement Plan 2006-07

Goal: All identified dyslexia students will meet or exceed all State standards.

Objective: 1 By the end of school year 2006-2007, identified dyslexia students will exceed State requirements on Texas Assessment of Knowledge and Skills (TAKS).

Activity/Strategy	Person Responsible	Timeline	Resources Needed	Cost Estimate	Formative Evaluation	Summative Evaluation
1. Continue to offer additional instruction to all identified dyslexia students in grades K-12	Diann Srubar Rodney Montello Liz Graves Dollie Coleman Kim Chiles	A S O N D J <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> F M A M J J <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Dyslexia teachers	None	List of students served	Improved student performance

## ECISD Dyslexia Program Improvement Plan 2006-07

Objective: 2 Increase opportunity for teachers to attend research based staff development to better educate dyslexic students.

Activity/Strategy	Person Responsible	Timeline	Resources Needed	Cost Estimate	Formative Evaluation	Summative Evaluation												
1. Increase the number of teachers trained in Project Read at the elementary level.	Diann Srubar Rodney Montello Liz Graves Dollie Coleman Kim Chiles	A S O N D J <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td>X</td></tr> </table> F M A M J J <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>						X							Delores Janik, Dyslexia Coordinator	Title I	Certification from Project Read	Increase in TAKS scores
					X													
2. Continue to provide staff development for Title I Reading Teachers on instructional methods for dyslexic students, including Project Read.	Diann Srubar Rodney Montello Liz Graves Dollie Coleman Kim Chiles	A S O N D J <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td>X</td></tr> </table> F M A M J J <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>						X							Region III MaryAnn McLemore Classroom Teachers	Title I SCE	Registration forms List of participants Absent from duty reports	Increased number of faculty members trained in strategies for dyslexia students
					X													

**Agenda Item Summary Sheet (8 A)**  
**Meeting Date: January 23, 2006**  
**Submitted by: Mark Pool, Superintendent**

## ***Discussion Only***

<b>Governance</b>	MOU with William Smith Sr. Tri-County Child Development Council, Inc.
<b>Summary</b>	<p>We have been asked by the William Smith, Sr. Tri-County Development Council (Head Start Program) to enter into a Memorandum of Understanding regarding the special education services to be provided by the district and those to be provided by the Head Start Program.</p> <p>The areas addressed in the MOU include:</p> <ol style="list-style-type: none"><li>1. Child Find and Screening</li><li>2. Referral and Evaluation</li><li>3. Comprehensive Assessment</li><li>4. Individual Education Program Development</li><li>5. Placement</li><li>6. Specific Program Service Delivery</li><li>7. Procedures for Reviewing/Monitoring Child's Progress</li><li>8. Training and Technical Assistance</li><li>9. Counting and Reporting Children with Disabilities</li><li>10. Transition</li></ol> <p>The MOU is currently under review by the district's legal council.</p>
<b>ECISD Board Policy</b>	EHBAC (LEGAL), SPECIAL EDUCATION STUDENTS: STUDENTS IN NONDISTRICT PLACEMENT
<b>Effective Date</b>	January 23, 2006.
<b>Previous Board Action</b>	None.
<b>Future Action Expected</b>	None.
<b>Background Information and Significant Issues</b>	<p>According to federal law the District shall ensure that all children residing in the District, including those attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated, and that a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.</p> <p>The law further states that no private-school child with a disability has an individual right to receive some or all of the special education and related services that the child would</p>

receive if enrolled in a public school.

However, the District is to consult in a timely and meaningful way with appropriate representatives of private-school children with disabilities to decide which children will receive services, what services will be provided, how and where the services will be provided, and how the services will be evaluated.

The District shall make the final decisions with respect to eligible private-school children.

<b>Fiscal Impact</b>	Unknown.
<b>Student and Public Benefit</b>	Pre-school children with special education needs are identified and appropriate services offered.
<b>Procedural and Reporting Implications</b>	Once the Memorandum of Understanding has been approved by the Board, it must be signed and returned to William Smith, Sr. Tri-county Child Development Council, Inc. for appropriate signatures.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	<ul style="list-style-type: none"><li>• Copy of Memorandum of Understanding Between El Campo Independent School District and William Smith, Sr. Tri-County Child Development Council, Inc.</li></ul>
<b>Contact Person(s)</b>	Dan Hammock, Director of Special Education
<b>Action Required</b>	Approve the Memorandum of Understanding
<b>Superintendent's Recommendation</b>	I will have a recommendation once I have heard from our legal counsel. <b>Mark Pool, Superintendent of Schools</b>

MEMORANDUM OF UNDERSTANDING BETWEEN  
EL CAMPO INDEPENDENT SCHOOL DISTRICT  
AND

**WILLIAM SMITH SR. TRI-COUNTY CHILD DEVELOPMENT COUNCIL, INC.**

**1. Child Find and Screening**

*El Campo Independent School District* will locate and identify all children with disabilities ages three to 21 years located within its jurisdiction.

*William Smith Sr. Tri-County Child Development Council, Inc.* will make available at least 10 percent of its enrollment opportunities to children with disabilities. To ensure this, Tri-County will be proactive, by assessing resources in their community, contacting community agencies and early intervention programs, and working closely with school districts in the tri-county area. Once children are enrolled, all Tri-County staff will assure that children's health and developmental needs are identified properly.

*El Campo Independent School District and William Smith Sr. Tri-County Child Development Council, Inc.* will coordinate Child Find and screening efforts by:

- Training screeners.
- Informing and including parents in the screening process and follow-up.
- Sharing staff and facilities for joint screenings.
- Coordinating the instruments and procedures to be used.

**2. Referral for Evaluation**

*El Campo Independent School District* will provide evaluations of children with suspected disabilities. Evaluations will be conducted by a multi-disciplinary evaluation team of professionals using appropriate instruments.

*William Smith Sr. Tri-County Child Development Council, Inc.* will support parents in the referral process if their children are identified as "at risk" through screenings and/or ongoing observations.

*El Campo Independent School District and William Smith Sr. Tri-County Child Development Council, Inc.* will coordinate referrals for evaluation by doing the following:

- Developing referral packets and training staff in the use of them.
- Sharing responsibility in the referral procedure (such as assisting parents with paperwork and informing parents of their rights).
- Sharing report forms and diagnostic criteria.

**3. Comprehensive Evaluation**

*El Campo Independent School District* will provide comprehensive evaluations of children who may require special education.

*William Smith Sr. Tri-County Child Development Council, Inc.* will support parents in the process to obtain appropriate diagnosis for children determined to be "at risk."

*El Campo Independent School District and William Smith Sr. Tri-County Child Development Council, Inc.* may coordinate comprehensive evaluation efforts by doing the following:

- Sharing evaluation resources when possible. For example:
  - Tri-County may provide the evaluations if the evaluations meet the requirements of school districts for the determination of eligibility for special education
  - Head Start program staff may serve on the multidisciplinary evaluation team when Head Start is being considered as a placement option.
- Coordinating evaluation timelines for each agency.
- Coordinating sites and scheduling for comprehensive evaluations. For example:
  - El Campo ISD personnel may provide evaluations on-site at a Tri-County Head Start center.
  - Tri-County may be responsible for notifying parents about evaluations.
  - Tri-County may provide transportation to appointments at El Campo ISD.
- Coordinating paperwork to assure that evaluation results can be shared between agencies when appropriate, including parent permission regarding evaluation and sharing of evaluation information.

#### **4. Individualized Education Program Development**

*El Campo Independent School District* will develop an IEP for children determined to be eligible for special education.

*William Smith Sr. Tri-County Child Development Council, Inc.* will contribute to the development of IEPs for children with diagnosed disabilities that will be placed or are already attending Head Start.

*El Campo Independent School District and William Smith Sr. Tri-County Child Development Council, Inc.* may coordinate the development of the IEP by doing the following:

- Making decisions about forms to be used.
- Assuring the participation of appropriate Tri-County staff as part of the IEP team and designating responsibility for notification of team members for meetings.
- Facilitating the active involvement of parents by delineating responsibility for notification, explanation of the meeting's purpose, supporting their attendance and participation at meetings, etc.
- Coordinating paperwork and parental consent to assure that the IEP can be shared.
- Coordinating the IEP review to assure participation by all parties.

#### **5. Placement**

*El Campo Independent School District* will place preschool children in the least restrictive environment that offers children an opportunity to interact with their peers.

*William Smith Sr. Tri-County Child Development Council, Inc.* will provide services for children with disabilities in an inclusive environment.

*El Campo Independent School District and William Smith Sr. Tri-County Child Development Council, Inc.* will work cooperatively in regard to placement by considering the following options:

- Making every effort to place children in Tri-County Head start if the IEP deems it appropriate.
- Referring children with disabilities to the Tri-County Head Start program as a placement option. In this case, the following must be discussed or developed:
  - Number of available Head Start placement slots.
  - Eligibility criteria for Head Start enrollees.
  - Referral procedures to the Head Start program (contact persons, etc.)
  - Information packets and systems that provide parents with information about Head Start.
- Jointly enrolling children in El Campo ISD and Tri-County Head Start programs.

**6. Specific Program Service Delivery**

*El Campo Independent School District* will provide services as designated in the child's IEP.

*William Smith Sr. Tri-County Child Development Council, Inc.* will seek out related services in the community for children with disabilities.

*El Campo Independent School District and William Smith Sr. Tri-County Child Development Council, Inc.* may coordinate services to children with disabilities by considering the following options:

- El Campo ISD will provide the necessary licensed therapists onsite at the Head Start program.
- El Campo ISD and Tri-County Head Start program will coordinate transportation services.

**7. Procedures for Reviewing/Monitoring Child's Progress**

*El Campo Independent School District and William Smith Sr. Tri-County Child Development Council, Inc.* will coordinate efforts by doing the following:

- Developing procedures and forms for documenting the frequency and duration of special education services.
- Developing procedures for progress reports and periodic consultation with Tri-County Head Start program staff by those providing related services.
- Developing procedures for keeping parents involved and informed of their child's progress.
- Designating responsibility for coordination of staffing and IEP review meetings.

**8. Training and Technical Assistance**

*El Campo Independent School District and William Smith Sr. Tri-County Child Development Council, Inc.* will provide ongoing training for staff to increase their knowledge and ability to provide quality services to children with disabilities.

*El Campo Independent School District and William Smith Sr. Tri-County Child Development Council, Inc.* will coordinate these efforts by doing the following:

- Developing a system for staff needs assessment in the area of training.

- Coordinating training calendars.
- Training staff in the regulations and program philosophy of each agency.
- Planning joint training activities.

**9. Counting and Reporting Children with Disabilities**

*El Campo Independent School District and William Smith Sr. Tri-County Child Development Council, Inc.* have systems for counting and reporting children with disabilities. These efforts will be coordinated by:

- Training staff regarding specific procedures and regulations for each agency.
- Developing a system so that timelines and persons responsible for reporting are clear.

**10. Transition**

Transition efforts from *El Campo Independent School District and William Smith Sr. Tri-County Child Development Council, Inc.* will be coordinated by doing the following:

- Developing a process for sharing information.
- Training Tri-County Head Start program staff and families about the school district program.
- Facilitating visits by Tri-County Head Start children and families to the receiving school.
- Facilitating visits to Tri-County Head Start centers by El Campo ISD staff.
- Developing special transition forms if necessary.
- Developing timelines for transition activities.

Agreed to and signed on this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

\_\_\_\_\_  
 Robert Mark Pool, Superintendent  
 El Campo Independent School District

\_\_\_\_\_  
 Helen R. Wright, Executive Director  
 William Smith Sr., Tri-County CDC Inc.

\_\_\_\_\_  
 Elementary Education Representative  
 El Campo Independent School District

\_\_\_\_\_  
 Mariette A. Bellamy, Education Manager  
 William Smith Sr., Tri-County CDC Inc.

\_\_\_\_\_  
 Dan Hammock, Special Education Director  
 El Campo Independent School District

\_\_\_\_\_  
 Dianne B. Brown, Disabilities Coordinator  
 William Smith Sr., Tri-County CDC Inc.

<b>Governance</b>	Superintendent Performance Goals
<b>Summary</b>	<p>Part I of the Superintendent Evaluation Instrument assesses the superintendent's accomplishment of "Priority Performance Goals."</p> <p>Performance Goals should focus on improvement initiatives:</p> <ul style="list-style-type: none"><li>• Related to district goals and priorities; and</li><li>• Related to concerns about job performance or operations.</li></ul> <p>Performance goals should be jointly developed by the Superintendent and the Board of Trustees and designed to accomplish significant steps forward for the district. They should basically answer two questions:</p> <ul style="list-style-type: none"><li>• What are the most important outcomes the board expects to see by the summative evaluation time next year?</li><li>• What evidence can the board expect to see from the superintendent to demonstrate progress toward accomplishment?</li></ul> <p>With the 2006 Superintendent Evaluation complete, I can begin to address concerns identified that are related to job performance and/or operations. Performance goals related to the district goals and priorities will have to wait until after the Board Goal Setting Workshop scheduled for February 6.</p>
<b>ECISD Board Policy</b>	BJCD (LOCAL), SUPERINTENDENT: EVALUATION
<b>Effective Date</b>	January 23, 2006.
<b>Previous Board Action</b>	The Board completed the Annual Summative Evaluation of the Superintendent at a special meeting on January 9, 2006.
<b>Future Action Expected</b>	The Board will formally approve the Superintendent Performance Goals at a future meeting.
<b>Background Information and Significant Issues</b>	None.

<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Improved services through improved superintendent performance.
<b>Procedural and Reporting Implications</b>	Once approved by the Board, the performance goals will become a part of the 2007 Superintendent Evaluation Instrument.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• I will have a draft copy of my performance goals for you at the meeting Monday evening.</li> </ul>
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools
<b>Action Required</b>	None at this time.
<b>Superintendent's Recommendation</b>	<p>At this time this information is for discussion only.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

**Governance**

Addendum to High School Handbook

**Summary**

According to the ECHS Student Handbook, p.21, the Credit Recovery Program was created to enable students to recover course credit that was lost during the course of the student's high school career. Ways a student can lose credit are by not passing the course or poor attendance. The student is given the opportunity to regain credit by completing the requirements of that course through the Credit Recovery Program.

Some students have been "taking advantage" (in a negative sense) of this program; i.e., they would fail the first semester of a course and enter the Credit Recovery Program the second semester to regain that credit while concurrently taking the second semester of the course. These students then may not attempt to pass the second half of the course if they know their grade in Credit Recovery will be high enough to bring the year's average to 70 or above.

EXAMPLE: A student makes a 62 in a course for the first semester. That student then enters the Credit Recovery Program the second semester while concurrently taking the second half of the course in a regular class. With a 62 for the first semester the student would need a 78 the second semester to pass the course. However, if their grade in the Credit Recovery Program is 71 or above for the first semester work they could make a 69 or lower in the second semester of the regular class and still get credit for the course.

The current program provides them with little incentive to work harder during the second semester of the regular class.

Ms. Srubar is changing the Student Handbook to read as follows:

*CREDIT RECOVERY. If taking first and second semester of a course concurrently (one semester in credit recovery and one semester under a teacher), the semester grades will stand alone and not be averaged together to determine if a student passes the class. So the student must pass both semesters of the class. This will have the student do his best on both semesters of work instead of just preplanning what grade her or she needs to pass.*

**ECISD Board Policy**

FN (LOCAL), STUDENT RIGHTS AND RESPONSIBILITIES

<b>Effective Date</b>	January 23, 2006.
<b>Previous Board Action</b>	The Board annually reviews the Student Parent Handbooks.
<b>Future Action Expected</b>	None.
<b>Background Information and Significant Issues</b>	<p>According to LOCAL policy the Superintendent or designee shall develop student handbooks with information on curriculum, grading, extracurricular activities, and other such topics that students and parents are likely to need during the school year. Student handbooks are to be distributed at the beginning of the school year to students and parents, teachers, and administrators and shall be provided also to newly hired professional employees, newly enrolled students, and to any other person on request. <u>Amendments to the handbook shall be communicated promptly to students and parents.</u></p> <p>Student handbooks are subject to Board review but shall not be adopted by the Board.</p>
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Increase expectations for student achievement.
<b>Procedural and Reporting Implications</b>	Notification to all students and parents of the change.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	None.
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools Diane Srubar, High School Principal
<b>Action Required</b>	None.

**Superintendent's  
Recommendation**

This is an information item only.

**Mark Pool, Superintendent of Schools**

**Agenda Item Summary Sheet (8 E)**  
**Meeting Date: January 23, 2006**  
**Submitted by: Mark Pool, Superintendent**

## ***Discussion Only***

<b>Governance</b>	TASB 2005 Annual Report
<b>Summary</b>	<p>You should have received a Special Edition of <i>Texas Lone Star</i> Magazine in December that presented the 2005 Annual Report.</p> <p>As our delegate to the 2005 Delegate Assembly, Lisa Hernandez has also furnished me with a video containing the 2005 Annual Report and requested that it be shown at this meeting.</p>
<b>ECISD Board Policy</b>	None.
<b>Effective Date</b>	January 23, 2006.
<b>Previous Board Action</b>	None.
<b>Future Action Expected</b>	None.
<b>Background Information and Signification Issues</b>	None.
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	None.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.

**Attachments**

None.

**Contact Person(s)**

Mark Pool, Superintendent of School

Lisa Hernandez, 2005 TASB Delegate Assembly delegate

**Action Required**

None.

**Superintendent's  
Recommendation**

This is an information item only.

**Mark Pool, Superintendent of Schools**

# Explanatory Notes

## TASB Localized Policy Manual Update 77

District: El Campo ISD

B (LEGAL) LOCAL DISTRICT GOVERNANCE

BBFA (ETHICS: CONFLICT OF INTEREST) has been split into two codes:

- BBFA: CONFLICT OF INTEREST DISCLOSURES
- BBFB: PROHIBITED PRACTICES

BBD (LEGAL) BOARD MEMBERS  
TRAINING AND ORIENTATION

As reflected at SPECIFIC OPEN MEETINGS TRAINING and SPECIFIC OPEN RECORDS TRAINING on page 3, SB 286 from the 79th regular session now requires board members and certain other elected or appointed public officials to complete training on Government Code Chapters 551 and 552, commonly referred to as the Texas Open Meetings Act and the Texas Public Information Act. The attorney general is charged with the responsibility of ensuring that training is made available. The Office of the Attorney General will both provide this training and approve alternative providers. Board members must complete the required training within 90 days of taking the oath of office; however, those who took the oath of office prior to January 1, 2006, have until January 1, 2007, to complete the training.

Under terms of the legislation, these courses will accrue board member training credit as well. The attorney general's office is currently developing video training that will fulfill these requirements; the video training is expected to be released in December 2005. Further information on the requirement and the attorney general's response to various questions regarding the training may be found at <http://www.oag.state.tx.us/agency/sb286info.shtml>.

**Please note:** Board members may delegate to a public information coordinator the SB 286–required open records training; however, the open meetings training is not delegable.

BBD (LOCAL) BOARD MEMBERS  
TRAINING AND ORIENTATION

SB 286, described above, also introduces into statute the term “public information coordinator.” Because the responsibilities of the public information coordinator are administrative in nature and usually fall within the purview of the superintendent, either directly or by delegation, we have developed language identifying the superintendent as the coordinator. The statement goes on to delegate, as permitted by the statute, the Government Code 552 training requirement that would otherwise reside with individual board members.

BBFA (LEGAL) ETHICS  
CONFLICT OF INTEREST DISCLOSURES

This policy has been revised structurally as well as substantively.

The increasing complexity of Texas's conflict of interest laws applicable to school districts has prompted the subdivision of this CONFLICT OF INTEREST policy into two separate codes:

- BBFA, focusing more narrowly on required disclosures
- BBFB, addressing specific prohibited practices

BBFA also reflects new provisions of HB 914 from the 79th regular session. That legislation expands the Local Government Code as follows:

# Explanatory Notes

## TASB Localized Policy Manual Update 77

- Under CONFLICTS DISCLOSURE STATEMENT, on page 3, are various circumstances that would require a local government officer to file with the district's records officer (generally the superintendent) on the form published by the Texas Ethics Commission a new "conflicts disclosure statement" required by the Local Government Code. This is separate and apart from the "substantial interest" affidavit required by Local Government Code Chapter 171 and the "interest in property" affidavit required by Government Code 553.003 (see page 4). Use of this disclosure statement is required as of January 1, 2006.
- A DEFINITION OF LOCAL GOVERNMENT OFFICER, encompassing the superintendent, also appears on page 3.
- At DEFINITION OF RECORDS ADMINISTRATOR is a list of persons who may perform that function: "the director, superintendent, or other person responsible for maintaining the records of the district." A cross-reference to CPC, where records management is addressed, has been added.
- INTERNET POSTING REQUIREMENT recites the obligation of the district to provide Internet access to the newly required conflicts disclosure statements and to vendor disclosure questionnaires that have been filed with the records administrator of the district.

### BBFA (EXHIBIT) ETHICS CONFLICT OF INTEREST DISCLOSURES

Both exhibits have been revised for clarity:

- Exhibit A  
AFFIDAVIT DISCLOSING SUBSTANTIAL INTEREST IN A BUSINESS ENTITY OR REAL PROPERTY  
"Local public officials" are required to file (with "the official board recordkeeper") such an affidavit under Local Government Code 171.002.
- Exhibit B  
AFFIDAVIT DISCLOSING INTEREST IN PROPERTY  
Government Code 553.002-.003 requires "public servants" to file (with the county clerk) such an affidavit.

**Please note:** We have added to the cover page a text note referring board members and the superintendent—who are required to file ("with the records administrator" of the district) the conflicts disclosure statement required by Local Government Code 176.003-.004—to the new form promulgated by the Texas Ethics Commission, published on the commission's Web site at <http://www.ethics.state.tx.us>.

### BBFB (LEGAL) ETHICS PROHIBITED PRACTICES

This policy presents material previously found in BBFA(LEGAL) dealing with specific violations of laws pertaining to ethics. These prohibitions were unaffected by the 79th regular session or other changes in the legal context.

### BDAF (LEGAL) OFFICERS AND OFFICIALS SELECTION AND DUTIES OF CHIEF TAX OFFICIALS

HB 898 from the 79th regular session and effective September 1, 2005, affects the tax assessor's duties. At item 2 under ASSESSOR, the text now reflects that the assessor shall "prepare and mail a tax bill to each person and [emphasis added] authorized agent, in whose name property is listed on the tax roll." Previously the tax assessor could send the bill to either party.

# Explanatory Notes

## TASB Localized Policy Manual Update 77

### BDF (LEGAL) BOARD INTERNAL ORGANIZATION CITIZEN ADVISORY COMMITTEES

SB 42, from the 79th regular session and effective for the 2006–07 school year, expanded the health-related information that the district was previously required to make available for public inspection and newly requires the district to publish this information in the student handbook and on the district's Web site.

Districts must now adopt and publish policies ensuring that elementary, middle, and junior high school students engage in at least 30 minutes per school day (or 135 minutes per school week) of physical activity. Previous requirements include reporting the number of times during the preceding year that the school health advisory council has met, adopting district policies restricting student access to vending machines, and prescribing penalties for use of tobacco products by students and others on school campuses or at school-related activities.

The post-legislative supplement to the *TASB Model Student Handbook* provides further guidance on fulfilling this requirement.

### CHE (LEGAL) PURCHASING AND ACQUISITION VENDOR RELATIONS

This new policy recites key HB 914 provisions regarding potential conflicts of interest between district officials and vendors. While policies BBFA and DBD speak to conflicts of interest involving officers and employees, respectively, CHE has been created to address newly required vendor disclosures. A vendor has seven business days (from the date it enters into contract discussions or negotiations with the district or submits an application, bid, or RFP response, etc.) to file with the district's records administrator the information on the questionnaire promulgated by the Texas Ethics Commission.

The legislation also allows the vendor to file the questionnaire electronically. District obligations include maintaining and making public a list of district officials who are subject to the filing requirement and publishing filed statements on the district's Web site.

### CNA (LEGAL) TRANSPORTATION MANAGEMENT STUDENT TRANSPORTATION

At WIRELESS COMMUNICATION DEVICES, on page 4, may be found the SB 1257 ban on a bus driver using a cell phone or like device while driving when minors are on the bus. Exceptions are allowed for emergency communication or when the bus is not in motion.

### CNB (LEGAL) TRANSPORTATION MANAGEMENT DISTRICT VEHICLES

On August 10, 2005, the federal highways reauthorization bill passed into law, and it has major implications for school district purchasing or leasing of 15-passenger vans.

Grandly styled the "Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users" or "SAFETEA," the law newly prohibits a district from purchasing or leasing a new 15-passenger van to be used primarily for the transportation of students to or from school or school-related events **unless** the van fulfills federal standards for school buses and multi-functional school activity buses. This requirement is found at NEW VAN PURCHASES OR LEASES and applies to purchases or leases initiated after August 10, 2005. The law does not apply to the purchase of used vehicles in the resale market.

Although not recited here, the law includes civil penalties for violations: a maximum of \$10,000 per vehicle (accumulating to a maximum of \$15 million for a series of violations by a single district).

### CPC (LOCAL) OFFICE MANAGEMENT RECORDS MANAGEMENT

Legislative action, beginning in 1989 and continuing through the last regular session, has expanded the vocabulary of records management to include four roles:

# Explanatory Notes

## TASB Localized Policy Manual Update 77

- Records Management Officer (a Local Government Code provision from the 1989 legislative session)
- Records Administrator (added to the Local Government Code by HB 914 in the 2005 legislative session)
- Officer for Public Information (a Government Code provision arising from the 1993 legislative session)
- Public Information Coordinator (added to the Government Code by SB 286 in the 2005 legislative session)

Each is essentially an administrative function under the supervision of the superintendent. We have developed this listing to assist users of the manual in connecting the “dots” to their statutory context. While the requirement to inform the Texas State Library of the name of the district’s records management officer remains in effect, the need to address it in local policy was tied to the initial implementation of the 1989 legislation. Therefore, we have deleted it from this text.

These four statutory titles may present some confusion if the district has used these or similar titles—such as “Public Information Officer”—for administrative positions whose functions do not encompass those associated with these titles by the above statutes. As a practical matter, we suggest that the district retitle otherwise “name-alike” administrative positions.

CRD (LEGAL) INSURANCE AND ANNUITIES MANAGEMENT  
HEALTH AND LIFE INSURANCE

An Insurance Code stipulation that districts not participating in TRS Active Care provide employees a “plan disclosure statement” has been deleted. TASB attorneys have determined that this provision does not apply to school districts meeting the “substantive coverage requirement” specified by the Insurance Code and mandated by Education Code 22.004(b), recited at GROUP HEALTH BENEFITS on page 1.

DAB (LOCAL) EMPLOYMENT OBJECTIVES  
OBJECTIVE CRITERIA FOR PERSONNEL DECISIONS

Recently, in pursuing a complaint against a district, the U.S. Department of Justice objected to “suitability for the position” previously listed in this policy because, in the view of the department, it was subjective and could be misapplied to result in a discriminatory action prohibited by federal law (based on gender, age, etc.). Consequently, we have deleted this item entirely. In addition, item 5, previously “evaluations,” has been broadened to read “appraisals and other performance evaluations.”

These six criteria are intended to comport with Civil Order 5281, which has required since 1971 that each district have a list of objective criteria, not related to race or ethnicity, by which it will make decisions regarding employee assignment, demotion, reassignment, or dismissal and by which it will judge applicants. The full text of the order may be found at <http://www.tea.state.tx.us/eoo/5281.html>.

DBA (LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CREDENTIALS AND RECORDS

For a more complete representation of the legal context within which districts must operate, we have added at PROFESSIONAL PERSONNEL CREDENTIALS a long-standing Education Code requirement for valid certification before an educator can be compensated for work done.

DBA (LOCAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CREDENTIALS AND RECORDS

Guidance offered by TEA’s Division of NCLB Program Coordination suggests that the home campus teacher of a student assigned to a disciplinary alternative education program (DAEP) can be considered the “teacher

# Explanatory Notes

## TASB Localized Policy Manual Update 77

of record” for purposes of determining if the student is being instructed by a “highly qualified” teacher under the NCLBA. For this to hold true, however, (LOCAL) policy must provide for the following:

- The home campus teacher assigns and evaluates all student coursework;
- The student will receive substantially the same coursework and be subject to the same grading standards as other students on the home campus who are enrolled in the course;
- The home campus teacher has final authority to assign a grade for completed coursework and the final grade for the course;
- The home campus teacher is available on a regular basis to the student and to the DAEP teacher for face-to-face consultation; and
- The DAEP teacher meets all applicable SBEC certification requirements.

The enclosed (LOCAL) policy has been revised to reflect these TEA-defined criteria. If these conditions are met and if the home campus teacher meets NCLB requirements as “highly qualified,” parental notification is not required.

We have retained, at UPDATING CREDENTIALS, an existing policy provision previously applicable only to professional employees but now extended to all employees. This broadened language would, of course, include paraprofessionals required to maintain NCLB “highly qualified” status. We have deleted a previous statement addressing the timeline for teachers employed on emergency permits; this is more appropriately addressed in the employee’s contract. TASB’s Model Employee Contracts, published by TASB Human Resource Services, address this requirement in the “Certification Addendum” for educator contracts. The model contracts are available to HR Services subscribers via MyTASB at [https://www.tasb.org/docs-mytasb/gov\\_svcs/human\\_rsc\\_svcs/memlib/memlibfiles/c\\_models.pdf.cfm](https://www.tasb.org/docs-mytasb/gov_svcs/human_rsc_svcs/memlib/memlibfiles/c_models.pdf.cfm).

Other changes are as follows:

- A new CONTRACT PERSONNEL section charges the superintendent with ensuring that a contract employee holds valid credentials before a contract is issued.
- We have deleted a RECORDS statement referencing maintenance of records “in accordance with law and local administrative requirements.” Maintenance and retention of personnel records should be addressed within the district’s records management plan, as required by the Local Government Code. [See CPC]

### DBD (LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS CONFLICT OF INTEREST

This policy has been revised structurally as well as substantively to clarify the conflict-of-interest standards applicable to employees and to incorporate the enactment of HB 914 from the 79th regular session. Of note:

- Presented first in the policy are specific violations of Penal Code and Education Code provisions pertaining to ethics. These prohibitions were unaffected by the 79th regular session.
- On page 3 appears the long-standing Texas Constitutional prohibition against a person’s holding more than one civil office of emolument, subject to noted exceptions.
- Also on page 3 appears provisions of Local Government Code 176.005—added by HB 914—that allow the board to extend to all or certain employees a CONFLICTS DISCLOSURE STATEMENT and to take disciplinary action against an employee who violates the requirement. As noted at BBFA(LEGAL), board members and superintendents are required to file such disclosures. At CHE(LEGAL), vendors are required to file questionnaires explaining their relationships with district officials. These disclosure requirements take effect on January 1, 2006.

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### DBD (LOCAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS CONFLICT OF INTEREST

Your current policy describes two kinds of conflict-of-interest disclosures:

- A broad, locally imposed standard that requires employees to disclose to their supervisors any potential conflict of interest with the proper discharge of responsibility or with the best interest of the district.
- A more narrowly defined “substantial interest” standard that obligates certain employees with such an interest—as defined by law—in real property or a business entity to file with the superintendent, the board president, or a designee an affidavit. This mirrors the Local Government Code requirement long in place for local public officials and applicable to board members.

HB 914 complicates this picture by introducing an additional disclosure—applicable to the superintendent and the board but which the board might require of other employees as well. As described at BBFA(LEGAL) and DBD(LEGAL), this new standard mandates filing with the district’s records administrator a conflicts disclosure statement (on a form developed by the Texas Ethics Commission) if a vendor with whom the district is doing business or considering doing business:

- has an employment relationship—or other business relationship—with the district employee or a member of his or her family;
- has provided the district employee or family member taxable income; or
- has provided the district employee or family member one or more gifts—apart from food, lodging, transportation, or entertainment—having a 12-month aggregate value of more than \$250.

This new disclosure standard prompts our revision of the SPECIFIC DISCLOSURES provision to clarify that your existing policy imposes the broad GENERAL STANDARD and the “substantial interest” standard that requires an affidavit of disclosure . . . but **not** the HB 914 standard that requires a conflicts disclosure statement [as described in BBFA and DBD(LEGAL)].

If your district desires to extend the HB 914 standard to employees other than the superintendent, it may do so for specific employees or for all employees. Please contact your Policy Consultant/Analyst for appropriate policy language.

For clarity, we have added a section pertaining to the AFFIDAVIT DISCLOSING INTEREST IN PROPERTY. According to Government Code 553.002, district “officers” and board candidates are subject to this requirement.

### DBD (EXHIBIT) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS CONFLICT OF INTEREST

We recommend the addition of these conflict of interest affidavits to your localized policy manual so that they are readily accessible to employees who are obligated by DBD(LOCAL) to file such affidavits.

- Exhibit A  
AFFIDAVIT DISCLOSING SUBSTANTIAL INTEREST IN A BUSINESS ENTITY OR REAL PROPERTY  
Your district’s DBD(LOCAL) extends to certain employees the Local Government Code 171.002 requirement that “local public officials” file such a disclosure statement. The completed form should be timely filed with the superintendent, board president, or designee. [The form for board member use is at BBFA(EXHIBIT).]

- Exhibit B  
AFFIDAVIT DISCLOSING INTEREST IN PROPERTY  
Government Code 553.002–.003 requires “public servants” to timely file—with the county clerk(s)—such a disclosure. This form is specifically for the superintendent’s use. [The form for board member use is at BBFA(EXHIBIT).]

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On the cover page to these exhibits, we have appended a note referring employees required to file the "conflicts disclosure statement" to the Texas Ethics Commission's Web site: <http://www.ethics.state.tx.us>. As explained at DBD(LEGAL), Local Government Code 176.003-.004 requires the superintendent and board members to file such disclosures and permits the board, by local policy, to extend this particular requirement to other employees as well.

### DFD (LEGAL) TERMINATION OF CONTRACT HEARINGS BEFORE HEARING EXAMINER

At RECORD OF PROCEEDINGS, on page 4, appears an excerpt from TEA rules adopted in July 2004 and addressing what constitutes a "record" for a Chapter 21 appeal before an independent hearing examiner (IHE), a subcommittee of the board, or the board.

The record upon which the commissioner of education shall decide an appeal must include:

- transcripts of local proceedings
- all evidence admitted
- all offers of proof
- all written pleadings, motions, and intermediate rulings
- a description of matters officially noticed
- the recommendation of the IHE, if applicable
- the transcript of the oral argument before the board or board subcommittee
- the decision rendered by the board or board subcommittee
- the board or board subcommittee's written reasons for changing the IHE's recommendation, if applicable

These rules replaced previous hearing rules, adopted in 1993, when hearings were *de novo*. The rules were updated in July 2004 to reflect the fact that appeals are now conducted on the basis of a review of the substantial evidence as presented by the record.

### DFE (LOCAL) TERMINATION OF CONTRACT RESIGNATION

We have extensively revised this policy to clarify who has authority to accept resignations and in what circumstances.

At AT-WILL EMPLOYEES we have added text clarifying that the superintendent or designee has authority to accept such resignations at any time.

At CONTRACT EMPLOYEES, new text establishes that:

- Before the school year starts, the superintendent or designee may accept a contract employee's resignation, but if the resignation is submitted after the penalty-free resignation date established by Education Code 21.105(a) and 21.210(a), the acceptance is contingent on finding a suitable replacement.
- After the school year starts, the superintendent or designee may accept the resignation or refer it to the board to pursue SBEC sanctions. If the superintendent accepts the resignation, the board loses the option to pursue sanctions. If the board wishes to require all mid-year resignations to be brought before the board, please contact your Policy Consultant/Analyst.
- Effective at the end of the school year, the superintendent or designee is authorized to accept the resignation.

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- The resignation of a contract employee may not be withdrawn without the consent of the board.

DGBA (LEGAL) PERSONNEL-MANAGEMENT RELATIONS  
EMPLOYEE COMPLAINTS/GRIEVANCES

RECORD OF PROCEEDINGS, on page 3, has been amended to include an excerpt from TEA rules adopted in July 2004 and addressing what constitutes a “record” for appeals brought under Education Code 7.057.

The record upon which the commissioner of education decides an appeal must include:

- acceptable tape recordings or transcripts of the local hearing
- all evidence admitted
- all offers of proof
- all written pleadings, motions, and intermediate rulings
- a description of matters officially noticed
- the recommendation of the independent hearing examiner, if applicable
- the tape or transcript of the oral argument before the board
- the decision rendered by the board

These rules replaced previous hearing rules, adopted in 1993, when hearings were *de novo*. The rules were updated in July 2004 to reflect the fact that appeals are now conducted on the basis of a review of the substantial evidence as presented by the record.

DIA (LEGAL) EMPLOYEE WELFARE  
FREEDOM FROM HARASSMENT

The section HARASSMENT OF EMPLOYEES newly includes two standards of current law. The first is drawn from federal regulations and states, “Harassment on the basis of a protected characteristic is a violation of the federal anti-discrimination laws”; the second is drawn from case law and states, “Harassment violates Title VII if it is sufficiently severe and pervasive to alter the conditions of employment.”

E (LEGAL) INSTRUCTION

We have revised the E Section table of contents as follows:

- EEH—a new policy code for HOMEBOUND INSTRUCTION.
- EHBAD—redesignated to address SPECIAL EDUCATION: TRANSITION SERVICES.
- EHBAE—a new policy code for SPECIAL EDUCATION: PROCEDURAL REQUIREMENTS (previously addressed at EHBAD).

EEH (LOCAL) INSTRUCTIONAL ARRANGEMENTS  
HOMEBOUND INSTRUCTION

TEA’s 2005–2006 Student Attendance Accounting Handbook states that to qualify for funding for homebound instruction, “the school district must have a policy and procedures approved by the local school board for implementation of general education homebound instruction.” Further information about homebound instruction requirements may be found on pages 26–34 of the handbook, which is available at <http://www.tea.state.tx.us/peims/handbook/0506hand.doc>.

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We have drafted the enclosed language to fulfill that policy requirement.

EFAA (LOCAL) INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION  
TEXTBOOK SELECTION AND ADOPTION

This policy—required by the Texas Administrative Code [19 TAC 66.104(a)]—has been lightly edited to remove an unnecessarily limiting provision regarding the number of professional staff members serving on the local textbook review/selection committee and to remove the redundant April 1 deadline. This deadline (for the district to transmit to TEA a listing of instructional materials selected for use in the district) is prescribed by 19 TAC 66.104(g) and is recited in EFAA(LEGAL).

EHAA (LEGAL) BASIC INSTRUCTIONAL PROGRAM  
REQUIRED INSTRUCTION (ALL LEVELS)

Under ENRICHMENT CURRICULUM, on page 1, item 2b has been adjusted to reflect the language of SB 42 from the 79th regular session: the health component of the enrichment curriculum has been restated to include “emphasis on the importance of proper nutrition and exercise.”

At STEROID NOTICE AND EDUCATION, on page 4, provisions of Education Code 38.008 (enacted in 1995) and Education Code 38.0081(b) (from the 79th regular legislative session) are added to this policy. The former provision requires posting of notices in gyms and classes where secondary physical education is conducted; the specific language of the notice is found at FNCF(EXHIBIT) in localized policy manuals. The latter provision is the result of HB 3563, which ordered the State Board of Education to identify grade levels where students participating in extracurricular activities are to be provided TEA-developed information regarding steroid use and health risks.

**Please note:** The State Board has not yet specified which grade levels are implicated. TEA and the Texas Department of State Health Services have developed the required information, available at <http://www.tea.state.tx.us/taa/comm042605.pdf>; in the transmittal letter for the information, Commissioner of Education Shirley Neeley and Commissioner of Health Eduardo Sanchez encouraged districts to share this information with students, parents, and staff.

Not reflected in EHAA(LEGAL) is a further HB 3563 requirement: the University Interscholastic League is ordered to adopt rules prohibiting a student from participating in an athletic competition sponsored or sanctioned by the League unless the student agrees not to use steroids and the parent acknowledges in writing the statements that are found in the FNCF(EXHIBIT).

UIL is also required to:

- develop an education program—before September 1, 2005—for students participating in UIL athletic activities and for their parents and coaches regarding the health effects of steroid use.
- make the program available to districts.
- work with public or private entities to study the effectiveness of the program.

During the 2005–06 school year, UIL must measure the extent of illegal steroid use by high school students and the number of districts that test high school students for illegal steroids. UIL is further charged with the responsibility of developing a plan for testing students engaged in UIL athletic activities for illegal steroids.

Finally, UIL must file a written report with the Legislature—not later than December 1, 2006—regarding the use survey, the effectiveness study of educational programs, and the testing plan. The bill directly states that, if the Legislature is not satisfied that the educational program has significantly reduced student use of illegal steroids, it may require UIL to implement the testing plan (and authorizes UIL to raise membership fees to pay for the testing).

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### EHBA (LEGAL) SPECIAL PROGRAMS SPECIAL EDUCATION

On December 3, 2004, President Bush signed into law the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004). These changes became effective July 1, 2005, with compliance staged or dependent on state action and final regulations still in progress. Key provisions of the new federal legislation are as follows:

- Teacher qualifications [addressed at DBD(LEGAL) in Update 75]
  - A special education teacher who teaches any of the core academic subjects—English, reading, language arts, mathematics, science, foreign language, civics and government, economics, arts, history, or geography—at the elementary level is “highly qualified” if he or she has special education certification in addition to meeting the general requirements for being “highly qualified.”
  - Additional requirements apply to special education teachers who teach “alternative achievement standards” or who teach two or more core academic subjects exclusively to special education students. New special education teachers must be “highly qualified” in at least one of the following core academic subjects when hired—math, language arts, or science—and will be permitted two years to become “highly qualified” in any other core academic subjects taught.
- Due process [addressed at EHB AE in this update]
  - Complainants must now give notice of all issues prior to a hearing or the complainant risks not having the issues addressed during the hearing.
  - Parents must bring complaints to the district’s attention and attempt resolution before a due process hearing is conducted. A meeting to attempt to resolve the complaint must occur with the complainant within 15 days before a due process hearing.
  - State-funded mediation by a qualified and impartial mediator is permitted.
  - Due process decisions are now to be based on provisions of FAPE (Free Appropriate Public Education), not procedure.
  - A two-year statute of limitations is imposed for complaints.
- Individualized education programs (IEPs) and paperwork reduction [addressed at EHB AB in this update]
  - Fifteen (as yet unnamed) states will pilot a demonstration program identifying ways to reduce paperwork and other administrative duties (including the option to develop multi-year IEPs up to three years).
  - Any IEP team member may be excused from attending a team meeting if agreed upon by both the parent and a district official.
  - Changes to an IEP after the annual IEP meeting may be made without reconvening the team, provided the parent and district official agree and develop a written document to amend or modify the IEP.
- Student discipline [addressed at FOF in this update]
  - A district may now, on a case-by-case basis, determine if the student should be removed from class for misconduct and placed in an alternative setting, pending the manifestation determination.
  - During an appeal, a student may remain in the alternative placement pending an expedited hearing. The burden of proof no longer rests solely with the district.

These significant changes prompted TASB attorneys to re-evaluate the scope and level of detail of the (LEGAL) policies in the EHBA series—where programmatic aspects are presented—and at FOF—where dis-

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cipline of students with disabilities is addressed. The result of that initiative is a substantial redevelopment of each of these policies.

EHBA(LLEGAL) remains the gateway policy and addresses the rights of students with disabilities to a Free Appropriate Public Education. The controlling concept of this policy is to provide an overview of the essential foundations of special education: nondiscrimination, provision of special education, least restrictive environment, and the concept of and entitlement to a Free Appropriate Public Education. While much material previously at this policy has been recoded elsewhere in the EHBA series, PLACEMENT OPTIONS, found on page 2, is newly included from state regulations last revised in September 2000.

**Please note:** The U.S. Department of Education is currently reviewing new and old statute, regulations, and policy letters as well as public input, to identify areas of IDEA 2004 that need to be addressed by new regulations. Until those regulations are enacted, regulations implementing IDEA 1997 remain in force (to the extent that they are consistent with IDEA 2004). Further information on IDEA 2004 is available at <http://www.ed.gov/policy/speced/guid/idea/idea2004.html>.

### EHBAA (LEGAL) SPECIAL EDUCATION IDENTIFICATION, EVALUATION, AND ELIGIBILITY

EHBAA(LEGAL) has been reorganized to present a more logical flow of information, and additional provisions have been incorporated from federal statute and regulations where appropriate. In addition, the language has been refined to more closely track statute, and detail unnecessary for local governance and management purposes has been deleted.

Of note:

- At CHILD FIND, "children who are wards of the state" has been added from the law.
- The section regarding PRIVATE SCHOOL STUDENTS is also new statutory text.
- Changes in the federal law are reflected in the second and third paragraphs at INITIAL EVALUATION, on page 2.
- New statutory language has also been incorporated at CONSENT FOR INITIAL EVALUATION (page 2), DETERMINATION (on page 3), and REEVALUATIONS (on page 4).
- Provisions at PRESCRIPTION MEDICATION, on page 5, were enacted by the IDEA reauthorization.

### EHBAB (LEGAL) SPECIAL EDUCATION INDIVIDUALIZED EDUCATION PROGRAM (IEP) AND ARDS

As with EHBAA(LEGAL), this policy has been reorganized and redeveloped for readability, appropriate level of detail, inclusion of new statutory material, and consistency with statutory language.

Key changes include:

- The multi-page initial section, titled ADMISSION, REVIEW, AND DISMISSAL COMMITTEE, has been extensively revised to include from State Board rules provisions relating to the structure, responsibilities, and processes of the ARD committee.
- TRANSFER STUDENTS, on page 4, incorporates new statutory text that supersedes commissioner's rules last revised in 2003.
- At INDIVIDUALIZED EDUCATION PROGRAM is a prescription for the written statement that is drawn from current law and the IDEA reauthorization.

### EHBAC (LEGAL) SPECIAL EDUCATION STUDENTS IN NONDISTRICT PLACEMENT

Redevelopment continues with EHBAC(LEGAL): the policy has been revamped to clarify its focus around "related services" (transportation, assistive technology devices, and extended school year services) and non-district placement (private schools, dual enrollment, charter schools, residential facilities, etc.).

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Key changes include:

- The federal law's definition of ASSISTIVE TECHNOLOGY DEVICES now specifically excludes surgically implanted medical devices.
- DUAL ENROLLMENT specifications, beginning on page 3, were to expire on June 30, 2004. Commissioner's rules, effective on June 7, 2004, deleted the expiration language and extended the provisions to students who were not yet eligible to attend kindergarten in a public school.

### EHBAD (LEGAL) SPECIAL EDUCATION TRANSITION SERVICES

The scope—and title—of EHBAD has been revamped to address transition services.

Key changes regarding such services include the following:

- At TRANSITION SERVICES DEFINED is the revised definition found within IDEA 2004.
- At GRADUATION is new statutory language specifying that a district is not required to conduct an evaluation conference before terminating the service eligibility of a graduating student or of a student who ages out of eligibility.

Also in this section is a new statutory requirement that the district provide a student whose eligibility has expired a summary of the student's "academic achievement and functional performance" and recommendations on how the student may be assisted in meeting his or her postsecondary goals.

### EHBAE (LEGAL) SPECIAL EDUCATION PROCEDURAL REQUIREMENTS

The redirection of policy code EHBAD prompts the creation of a new code—EHBAE—to address special education procedural requirements (previously found at EHBAD).

As with other codes in this series, the provisions of the policy have been redeveloped for clarity, to more closely track statutory language, for appropriate level of detail, and to include new statutory provisions.

Of note:

- At CONTENTS OF NOTICE, on page 2, a new item 5—requiring an opportunity to present and resolve complaints—has been added from IDEA 2004.
- At TIME LIMIT, on page 3, commissioner's rules regarding timely hearing requests have been added.

### EHBC (LEGAL) SPECIAL PROGRAMS COMPENSATORY/ACCELERATED SERVICES

TEA's recently adopted rules implementing the optional flexible year program—styled by TEA as "OFYP"—have been excerpted beginning on page 7. Effective October 18, 2005, the rules address four key aspects:

- Eligibility: the student did not or is not likely to pass a state assessment and/or is not eligible for promotion to the next grade level.
- Program criteria:
  - The instructional days during the regular school year for ineligible students may not drop below 170 days.
  - Eligible students must be provided at least 180 days of instruction.

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- No more than five days of instruction may be waived for staff development or teacher preparation.
- District transportation as well as free and reduced-price meals—if provided during the regular year—must also be provided during the OFYP.
- The district may require educational support personnel to provide necessary services.
- Educators on 10-month contracts must fulfill the minimum days of service required by the Education Code.
- Approval process:
  - The district must submit to TEA a letter describing the proposed modification to the instructional calendar (approved by the board) and the OFYP to be provided.
  - TEA approval of any modification to the instructional calendar is limited to one year but extensions may be granted upon reapplication.
  - The commissioner may require, as a condition of approval, a district to document the success of its approach.
- Funding: the calculation of ADA is modified to reflect the actual number of instructional days within the approved calendar. The divisor for students on a reduced calendar may not be less than 170 days; for eligible students served through OFYP, not less than 180 days.

The text of the rules may be found at <http://www.tea.state.tx.us/rules/commissioner/adopted/0905/61-1017n-ltradopt.html>.

### EI (LEGAL) ACADEMIC ACHIEVEMENT

Changes, nonlegislative in nature, are as follows:

- **ACADEMIC ACHIEVEMENT RECORD:** a new second paragraph, drawn from State Board of Education rule, has been added to address transfer of the record. The rule, adopted in 1996 and last revised in 2001, provides that copies of the record must be made available to transferees and may also be provided to the receiving district. The rule further instructs districts to “respond promptly to all requests for student records from receiving districts.”
- **EARLY HIGH SCHOOL GRADUATION SCHOLARSHIP PROGRAM:** Education Code 28.025(g), previously recited under this heading, expired on January 1, 2004. In its place appears a parallel provision, found in the Higher Education Section of the Education Code. This provision contains no expiration date.

### EKB (LEGAL) TESTING PROGRAMS STATE ASSESSMENT

The policy has undergone some restructuring and text changes for clarification.

Substantive changes are as follows:

- At **SPECIAL EDUCATION STUDENTS**, on page 3, the implementation during the 2004–05 school year of an alternative assessment for grades 9–10 is reflected. The transitional language has been deleted.
- **EXIT-LEVEL TEST: STUDENTS FROM OTHER STATES**, on page 9, tracks HB 25 from the 79th legislative session. Effective May 27, 2005, the legislation requires the commissioner to adopt a norm-referenced, exit-level test for students who enroll in a Texas public school after January 1 of their senior year. This testing requirement applies to first-time enrollees as well as students who have been out of a Texas public school for four or more years.

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### EL (LEGAL) CHARTER CAMPUS OR PROGRAM

TEACHER RETIREMENT SYSTEM, on page 4, has been revised to reflect SB 1691 from the 79th regular session. Effective September 1, 2005, the legislation clarified that a district employee's TRS eligibility is unaffected by the fact that the employee works within a district charter campus or program.

### F (LEGAL) STUDENTS

We have extended the scope of FFA to include not only policies specific to health services and requirements but also to encompass "wellness." (See the explanatory note at FFA, below.)

Note as well that we have created a new policy code—FLA—to accommodate policies pertaining to confidentiality of student health information.

### FFA (LEGAL) STUDENT WELFARE WELLNESS AND HEALTH SERVICES

The new federal "wellness policy" mandate has been added to this policy. The mandate, contained within Public Law 108-265 signed into law on June 30, 2004, requires each school district participating in a meal program under the National School Lunch Act or Child Nutrition Act to establish a "local wellness policy" prior to the beginning of the 2006-07 school year.

This policy must:

- express goals for nutrition education, physical activity, and other school-based activities designed to promote student wellness
- include local nutrition guidelines to promote student health and reduce childhood obesity
- ensure that guidelines for reimbursable school meals are no less restrictive than USDA regulations and guidance
- plan for measuring implementation of the policy—including designation of at least one person at each school responsible for ensuring fulfillment of the policy

The legislation further requires that development of the policy be broad-based, involving not only the board but parents, students, school food service personnel, school administrators, and the public. More information on the federal requirement may be found at USDA's "Team Nutrition" site: <http://www.fns.usda.gov/TN/healthy-schools.html>. As the site shows, there are a wide range of resources from which districts may draw when implementing a local wellness program.

In Texas, the growing body of state law and regulation—from the Texas Public School Nutrition Policy promulgated by the Texas Commissioner of Agriculture to the various health and wellness requirements found elsewhere within this update—form a policy context that is more specific than in many other states. The particular challenge for Texas districts is weaving these statutory and regulatory threads into programs and activities that promote student health generally.

To assist districts with that task, Policy Service recently published a **Starting Points** policy development toolkit on the subject. Available via MyTASB to superintendents and policy administrators, the **Starting Points** can be found at [https://www.tasb.org/docs-mytab/gov\\_svcs/policy\\_svc/wellness\\_sp/index.shtml.cfm](https://www.tasb.org/docs-mytab/gov_svcs/policy_svc/wellness_sp/index.shtml.cfm).

### FNAB (LEGAL) STUDENT EXPRESSION USE OF SCHOOL FACILITIES FOR NONSCHOOL PURPOSES

To assist districts in addressing the requirements of the Equal Access Act, TASB attorneys have added from federal statute three definitions under LIMITED OPEN FORUM IN SECONDARY SCHOOLS: "secondary school," "meeting," and, on page 2, "sponsorship."

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The 1984 Equal Access Act provides that a public secondary school establishes a “limited open forum” whenever it grants a noncurriculum-related student group access to meet on school premises during noninstructional time. In doing so, the school limits its ability to deny access to student groups based solely on their viewpoint or the content of their speech. The absence or presence of a limited open forum has been central to legal challenges brought against an increasing number of school districts.

The choice of whether or not to permit a limited open forum and the implications of that choice for distribution of nonschool literature by students and for nonschool use of school facilities by students are complex. To assist districts in developing or refining FNAAL(LOCAL) and FNAB(LOCAL) policies that tease out these knots, Policy Service has issued a **Starting Points** policy development tool kit. Available via MyTASB to superintendents and policy administrators, the **Starting Points** can be found at [http://www.tasb.org/docs-mytasb/gov\\_svcs/policy\\_svc/amendment\\_sp/overview.shtml.cfm](http://www.tasb.org/docs-mytasb/gov_svcs/policy_svc/amendment_sp/overview.shtml.cfm).

### FNCF (LEGAL) STUDENT CONDUCT ALCOHOL AND DRUG USE

Recitations of Education Code 37.006 and 37.007—specifying disciplinary consequences for possession or use of alcohol, marijuana or a “controlled substance,” or a dangerous drug—have been deleted. These provisions are found at FOC (PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM) and FOD (EXPULSION).

In its place are direct statements regarding the alcohol and drug criminal offenses:

- At CRIMINAL OFFENSE, language from Education Code 37.122 has been added, defining as a Class C misdemeanor possession or use of an intoxicating beverage on school grounds or at an athletic event involving a school.
- At DRUG-FREE ZONES appears text from Health and Safety Code 481.134 enhancing the criminal penalties for a person who knowingly or intentionally possesses a controlled substance on a school bus or within 1,000 feet of a district property.

### FNG (LEGAL) STUDENT RIGHTS AND RESPONSIBILITIES STUDENT AND PARENT COMPLAINTS/GRIEVANCES

As at DGBA(LEGAL), RECORD OF PROCEEDINGS, on page 4, has been amended to include an excerpt from TEA rules adopted in July 2004 and addressing what constitutes a “record” for appeals brought under Education Code 7.057.

The record upon which the commissioner of education decides an appeal must include:

- acceptable tape recordings or transcripts of the local hearing
- all evidence admitted
- all offers of proof
- all written pleadings, motions, and intermediate rulings
- a description of matters officially noticed
- the recommendation of the independent hearing examiner, if applicable
- a tape or transcript of the oral argument before the board
- the decision rendered by the board

These rules replaced previous hearing rules, adopted in 1993, when hearings were *de novo*. The rules were updated in July 2004 to reflect the fact that appeals are now conducted on the basis of a review of the substantial evidence as presented by the record.

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### FO (LEGAL) STUDENT DISCIPLINE

On November 7, 2005, Attorney General Greg Abbott ruled that HB 383—a Family Code amendment from the 79th regular session—did NOT impair the ability of a professional employee of a school district to administer corporal punishment.

The ruling (published at <http://www.oag.state.tx.us/opinions/ga/ga0374.pdf>) responds to a July 27 request from Commissioner of Education Shirley Neeley after the passage of HB 383 that stated, in part:

“Only the following persons may use corporal punishment for the reasonable discipline of a child:

- the parent or grandparent of the child;
- a stepparent of the child who has the duty of control and reasonable discipline of the child; and
- an individual who is a guardian of the child and who has the duty of control and reasonable discipline of the child.”

The commissioner queried whether the legislation applied to corporal punishment administered within a school setting and went on to inquire whether corporal punishment may be administered without parental consent. The attorney general concluded that the new law:

“does not prohibit the use of corporal punishment by school districts. Therefore a professional school district employee may utilize corporal punishment to the extent permitted by other state law and school district policies. Additionally, a school district may adopt a policy authorizing corporal punishment without the permission of persons [listed in the cited passage].”

The attorney general’s analysis is consistent with that of TASB attorneys this summer: the intent of the language was to clearly empower grandparents, stepparents, and guardians to use corporal punishment without fear of a *de facto* claim of child abuse. Moreover, the legislature left intact existing authority permitting districts to administer corporal punishment. Believing that sufficient legal authority existed for school personnel to administer corporal punishment, TASB Legal Services did not include the HB 383 provisions in FO(LEGAL) policy at Update 76, the first of the post-legislative updates, nor is it included at Update 77.

### FODA (LEGAL) EXPULSION JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM

At FEES, on page 4, has been added a provision from HB 1687 prohibiting a juvenile justice alternative education program from charging fees “except as otherwise provided by law.” This legislation, from the 79th regular session, became effective June 18, 2005.

### FOF (LEGAL) STUDENT DISCIPLINE STUDENTS WITH DISABILITIES

As indicated in notes accompanying the EHBA series policies in this update, the incorporation of changes arising from the IDEA reauthorization and recent commissioner’s rules prompted TASB attorneys to closely reevaluate policies pertaining to disabled students. This policy, pertaining to the discipline of students with disabilities, was similarly redeveloped and incorporates legislative changes as well.

Changes of note:

- On page 1, SPECIAL EDUCATION STUDENTS now includes language from HB 283 from the 79th regular session. Effective June 18, 2005, the legislation requires the Student Code of Conduct to withhold discipline of a special education student for “bullying, harassment, or making hit lists” until the ARD committee has reviewed the conduct.
- At INTERIM ALTERNATIVE EDUCATIONAL SETTING, on page 4, is a new statutory provision that permits a district to remove a student to an interim alternative placement (such as a DAEP) for up to 45 days

# Explanatory Notes

## TASB Localized Policy Manual Update 77

if the student has inflicted serious bodily injury upon another person on school premises or at a school function under the jurisdiction of the state or a district, regardless of whether the conduct was a manifestation of the student's disability. A definition of SERIOUS BODILY INJURY, on page 5, has been added from the federal law as well.

- PLACEMENT DURING APPEALS, on page 6, has been revised to reflect the fact that a district may now require a student to remain in a DAEP pending an appeal, but the district must arrange an expedited hearing.

### GF (LEGAL) PUBLIC COMPLAINTS

As with DGBA(LEGAL) and FNG(LEGAL), RECORD OF PROCEEDINGS has been amended to include an excerpt from TEA rules adopted in July 2004 and addressing what constitutes a "record" for appeals brought under Education Code 7.057.

The record upon which the commissioner of education decides an appeal must include:

- acceptable tape recordings or transcripts of the local hearing
- all evidence admitted
- all offers of proof
- all written pleadings, motions, and intermediate rulings
- a description of matters officially noticed
- the recommendation of the independent hearing examiner, if applicable
- a tape or transcript of the oral argument before the board
- the decision rendered by the board

These rules replaced previous hearing rules, adopted in 1993, when hearings were *de novo*. The rules were updated in July 2004 to reflect the fact that appeals are now conducted on the basis of a review of the substantial evidence as presented by the record.

**Agenda Item Summary Sheet (8 E)**  
**Meeting Date: January 23, 2006**  
**Submitted by: Mark Pool, Superintendent**

## ***Discussion Only***

<b>Governance</b>	TASB 2005 Annual Report
<b>Summary</b>	<p>You should have received a Special Edition of <i>Texas Lone Star</i> Magazine in December that presented the 2005 Annual Report.</p> <p>As our delegate to the 2005 Delegate Assembly, Lisa Hernandez has also furnished me with a video containing the 2005 Annual Report and requested that it be shown at this meeting.</p>
<b>ECISD Board Policy</b>	None.
<b>Effective Date</b>	January 23, 2006.
<b>Previous Board Action</b>	None.
<b>Future Action Expected</b>	None.
<b>Background Information and Signification Issues</b>	None.
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	None.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.

**Attachments**

None.

**Contact Person(s)**

Mark Pool, Superintendent of School  
Lisa Hernandez, 2005 TASB Delegate Assembly delegate

**Action Required**

None.

**Superintendent's  
Recommendation**

This is an information item only.  
**Mark Pool, Superintendent of Schools**

**Agenda Item Summary Sheet (10 E)**  
**Meeting Date: January 23, 2006**  
**Submitted by: Mark Pool, Superintendent**

**Personnel** Employment of New Personnel

**Summary** According to LOCAL policy the Superintendent has sole authority to make recommendations to the Board regarding the employment of contractual personnel; however final authority for employment is retained by the Board.

*Texas Education Code § 11.163(b)* states that the Board may reject the Superintendent's recommendation regarding the selection of District personnel. If the Board rejects the Superintendent's recommendation, the Superintendent shall make alternative recommendations until the Board accepts a recommendation.

Also, according to the *Texas Education Code § 11.202*, each campus principal must approve each teacher or staff appointment to the principal's campus.

At the meeting I would like to recommend personnel to fill the following positions (assuming the new positions are approved):

- Teacher for the Hutchins Elementary Early Intervention Learning Lab
- Teacher for the High School LEP Learning Lab

Under LOCAL policy the Board delegates to the Superintendent final authority to employ non-contractual employees on an at-will basis.

Board policy also specifies that it is the duty and responsibility of the Superintendent to assign and reassign all personnel.

**ECISD Board Policy** DC (LEGAL), EMPLOYMENT PRACTICES  
DC (LOCAL), EMPLOYMENT PRACTICES  
DCA (LEGAL), EMPLOYMENT PRACTICES: PROBATIONARY CONTRACTS

**Effective Date** January 23, 2006

**Previous Board Action** Approval of new positions to staff learning labs.

**Future Action Expected** None.

<b>Background Information and Significant Issues</b>	Information regarding the personnel to be recommended will be made available under separate cover.
<b>Fiscal Impact</b>	Two professional teaching positions to be paid with IDEA Formula B, Fund 313 federal special education funds in accordance with the ECISD Compensation Plan.
<b>Student and Public Benefit</b>	Hiring the appropriate personnel helps us to better serve our students.
<b>Procedural and Reporting Implications</b>	Probationary contracts will be issued to new employees.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Information regarding individuals to be recommended will be provided under separate cover.</li> </ul>
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools Dan Hammock, Director of Special Education Dollie Coleman, Hutchins Elementary Principal Rodney Montello, El Campo Middle School Principal
<b>Action Required</b>	Approve the personnel recommendations.
<b>Superintendent's Recommendation</b>	I will have recommendations for you at the meeting Monday evening.  <b>Mark Pool, Superintendent of Schools</b>

**Agenda Item Summary Sheet (10 A)**  
**Meeting Date: January 23, 2006**  
**Submitted by: Mark Pool, Superintendent**

<b>Personnel</b>	Superintendent's Compensation
<b>Summary</b>	<p>According to LOCAL policy the Superintendent is to recommend to the Board for approval pay structures and compensation plans for District employees. Pay structures shall be designed and administered for the purposes 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.</p> <p>However, compensation for the Superintendent is generally negotiated between the Superintendent and the Board as a part of the Superintendent's contract negotiations.</p>
<b>ECISD Board Policy</b>	DEA (LOCAL) COMPENSATION AND BENEFITS: SALARIES, WAGES, AND STIPENDS
<b>Effective Date</b>	July 1, 2006.
<b>Previous Board Action</b>	The Board last addressed Superintendent compensation in December 2003.
<b>Future Action Expected</b>	None.
<b>Background Information and Significant Issues</b>	<p>There is a tremendous amount of information for market comparisons of superintendent salaries and benefits in the annual <i>Salaries and Benefits Report</i> published by the Texas Association of School Boards Human Resource Services and the Texas Association of School Administrators. The annual report is available on-line through <i>MyTASB</i>.</p> <p>I have shared some of the highlights of the 2005-2006 Superintendent's Report with Ronny Collins.</p>
<b>Fiscal Impact</b>	Unknown.
<b>Student and Public Benefit</b>	Maintaining salaries and benefits that are competitive with the job market allows the District to hire and retain top professionals.

<b>Procedural and Reporting Implications</b>	TASB salary and benefits survey.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	None.
<b>Contact Person(s)</b>	Ronny Collins, President of Board of Trustees Mark Pool, Superintendent of Schools
<b>Action Required</b>	Approve superintendent's compensation for the 2006-2007 school year.
<b>Superintendent's Recommendation</b>	None. <b>Mark Pool, Superintendent of Schools</b>

**Agenda Item Summary Sheet (10 B)**  
**Meeting Date: January 23, 2006**  
**Submitted by: Mark Pool, Superintendent**

<b>Personnel</b>	New Position – ARD Facilitator
<b>Summary</b>	<p>According to policy it is the responsibility of the Superintendent to “<i>Recommend the number, types, and organization of positions, including central administration, needed to carry out District functions effectively.</i>”</p> <p>For the past two years Dan Hammock has requested and the Board has approved an LSSP position for the Special Education Department. The position was filled with an intern for the 2004-2005 school year who took a position in another district this year. We have not been able to fill the position this year.</p> <p>In lieu of the LSSP, Dan Hammock is requesting that we allow him to hire an ARD Facilitator to provide immediate assistance to our diagnosticians.</p>
<b>ECISD Board Policy</b>	BJA (LOCAL), SUPERINTENDENT: QUALIFICATIONS AND DUTIES
<b>Effective Date</b>	January 23, 2006
<b>Previous Board Action</b>	The Board has previously approved the position of LSSP.
<b>Future Action Expected</b>	None.
<b>Background Information and Significant Issues</b>	<p>Dan Hammock has suggested that it be a preference that any applicant for this position be enrolled in the LSSP certification program.</p> <p>The position will be in the Administrative/Professional Pay Grade 1 for a contract period of 192 days (the same as diagnosticians).</p>
<b>Fiscal Impact</b>	Funding will be from IDEA Formula B, Fund 313.
<b>Student and Public Benefit</b>	Improved services to children with disabilities and their parents.
<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>	<ul style="list-style-type: none"> <li>• Memo from Dan Hammock re: Request and Justification for ARD Facilitator</li> <li>• ARD Facilitator Job Description</li> </ul>
<b>Contact Person(s)</b>	Dan Hammock, Director of Special Education
<b>Action Required</b>	Approve the request for the new position of ARD Facilitator.
<b>Superintendent's Recommendation</b>	<p>I recommend that you approve a new position of ARD Facilitator to be paid from special education federal funding.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

## EL CAMPO-LOUISE SPECIAL EDUCATION COOPERATIVE

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DAN HAMMOCK  
Director of Special Education  
2620 Meadow Lane  
El Campo, TX 77437

Telephone 979-543-9051  
Fax 979-541-5283

TO: Mark Pool  
FROM: Dan Hammock  
DATE: January 13, 2006  
RE: Request and Justification for ARD Facilitator

In the past two years, I have requested and the Board has approved an LSSP position for the Special Education Department. That position was filled by an intern during the 2004-05 school year; but, unfortunately, she resigned to accept a similar position in Victoria this year. To date, I have not been able to fill the LSSP vacancy. Since we have been working "shorthanded" for half the school year, it is imperative that some assistance be provided to the diagnosticians; so I have decided to add an ARD Facilitator in lieu of the LSSP. The ARD Facilitator will be used to schedule and conduct ARD meetings that do not require interpretation of test data. Examples of ARDs that the ARD Facilitator would conduct are the following: Annual ARDs, Discipline ARDs, and Transfer ARDs. The ARD Facilitator will also be able to assist with secondary testing such as the Woodcock and Key Math Achievement tests.

It will not be a requirement but a preference that the recommended applicant will be enrolled in the LSSP certification program. Position will be paid with Formula B 313 funds.

Thank you for your consideration of this request.

## SPECIAL EDUCATION FACILITATOR JOB DESCRIPTION/EVALUATION

NAME: \_\_\_\_\_ YEAR: \_\_\_\_\_

- JOB GOAL: (1.) To provide leadership and skills in facilitating the identification of students with disabilities and planning educational programs for identified students.  
 (2.) To provide ongoing case management services in collaboration with the campus staff for identified students.

Legend: CLEARLY OUTSTANDING = 5      BELOW EXPECTATIONS = 2  
 EXCEEDS EXPECTATIONS = 4      UNSATISFACTORY = 1  
 MEETS EXPECTATIONS = 3      NOT APPLICABLE = 0

PERFORMANCE RESPONSIBILITIES	5	4	3	2	1	0
<b>Organization</b>						
1. Uses time in a productive manner.						
2. Submits data and reports in a thorough, accurate, and prompt manner.						
3. Adheres to time lines in professional duties.						
4. Is accessible to students, teachers, and parents.						
5. Maintains an attractive and functional work area.						
6. Completes tasks as required.						
<b>Job Performance</b>						
7. Supports the assessment of intelligence and educational functioning that is conducted by evaluation staff.						
8. Collects and analyses data.						
9. Provides interpretation of test data to the Admission, Review, and Dismissal Committee.						
10. Assists in maintaining standards of student conduct that are supportive of the instructional program.						
11. Provides consultation to teachers and parents regarding assessment data collected.						
12. Provides recommendations for remediation of students' learning problems/serves as a resource for teachers.						
13. Assists in the provision of the written report of assessment.						
14. Assists resource teachers in reviewing the appropriateness of educational plans and/or placement.						
15. Assists in the organization and maintenance of confidential files.						
16. Maintains contact with the regular classroom teacher and the resource teacher regarding progress of students in special programs.						
17. Assists in the orientation of teachers concerning the special services program upon request.						
18. Interprets and uses test results to make recommendations for appropriate programming for students.						
19. Writes clear, concise reports.						
20. Assists in determining appropriate placement and scheduling students.						
21. Explains test results to parents, students, and staff.						
22. Protects equipment, materials, and facilities to ensure a safe environment.						
23. Ensures that all records are accurate and are maintained in accordance with established and accepted procedures regarding confidentiality.						
24. Files reports on time.						
25. Attends and participates in staff meetings and serves on staff committees as required.						
<b>Coordination</b>						
26. Is available for the exchange of essential information about special education students among teachers, administrators, counselors, and other staff.						

27. Maintains information about and coordinates with community and state agencies.					
28. Coordinates data for presentation at ARD committee meetings and conferences.					
29. Explains the role of special education services to students, parents, staff, and community.					
30. Promotes positive public relations.					
31. Provides consultations to parents in order to promote an understanding of their children in the school environment.					
32. Serves as a resource person to other individuals and agencies working on behalf of the special education student.					
33. Establishes and maintains open lines of communication with all colleagues, students, parents, and community members.					
34. Uses acceptable communication skills to present information accurately and clearly.					
35. Informs Director in a timely manner of situations that may affect the program and students.					
36. Maintains open communications with supervisory personnel.					
37. Maintains open communication with campus/district personnel.					
<b>Professional Growth</b>					
38. Participates in activities and organizations that lead to professional growth.					
39. Remains attuned to current educational techniques through coursework, professional activities, and/or in-service opportunities.					
40. Undertakes self-initiated activities to improve professional skills and competencies.					
41. Accepts suggestions/recommendations for improvement in completing professional responsibilities.					
42. Participates in the district's staff development programs and demonstrates interest and initiative in continued professional improvement.					
<b>Personal</b>					
43. Is punctual.					
44. Maintains good attendance record.					
45. Develops and maintains a consistently positive rapport with students, parents, staff, and administrators.					
46. Exhibits physical and emotional stamina for performing assigned duties and responsibilities.					
47. Dresses appropriately.					
48. Shows initiative in searching for new methods to meet individual student needs.					
49. Exhibits sensitivity, empathy, and acceptance necessary for positive working relationships.					
50. Is receptive to others' ideas and suggestions.					
<b>General</b>					
51. Exhibits professional ethics.					
52. Complies with district policies, operating procedures, and requirements.					
53. Accepts and completes special assignments designated by the director and/or other administrative staff.					
54. Demonstrates a capacity and a willingness to work with individuals of varying physical and mental capacities from diverse cultural and ethnic backgrounds.					
55. Demonstrates commitment by keeping appointments and by adhering to designated work schedule.					
56. Works cooperatively with colleagues, teachers, and administrative staff.					
57. Demonstrate behavior that is professional, ethical, and responsible.					
58. Keep informed of and complies with federal, state, local and campus regulations and policies.					
59. Performs other duties as assigned by Director.					

**Agenda Item Summary Sheet (10 C)**  
**Meeting Date: January 23, 2006**  
**Submitted by: Mark Pool, Superintendent**

<b>Personnel</b>	New Position – Pre-Referral Intervention Learning Lab
<b>Summary</b>	<p>For the past two years we have been identified by the Texas Education Agency Performance Based Monitoring System as having overrepresentation in our special education program. In an effort to reduce the number of special education referrals we would like to implement a pilot learning lab at Hutchins Elementary. The lab will provide academic and behavioral interventions to general education students who are referred to the Placement Review Committee prior to making a special education referral. We hope this early intervention will help to reduce the actual number of students eventually placed in the special education program.</p> <p>Ms. Coleman has requested that the lab be staffed with one teacher and two instructional aides.</p>
<b>ECISD Board Policy</b>	BJA (LOCAL), SUPERINTENDENT: QUALIFICATIONS AND DUTIES
<b>Effective Date</b>	January 23, 2006
<b>Previous Board Action</b>	None.
<b>Future Action Expected</b>	None.
<b>Background Information and Significant Issues</b>	<p>This lab is actually already operational, but I informed Mr. Hammock and campus administrators that the professional position would require Board approval before I could offer the teacher a contract and before we could expend district funds.</p> <p>The program is being funded with federal dollars that, like the class size reduction funding we receive, require that we use the funds for interventions at the earliest age possible.</p>
<b>Fiscal Impact</b>	Funding will be from IDEA Formula B, Fund 313 15% set aside.
<b>Student and Public Benefit</b>	Early intervention to reduce the number of students being placed in our special education program.

<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>	<ul style="list-style-type: none"> <li>• Memo from Dan Hammock re: description, request and justification for learning lab;</li> <li>• Description of Hutchins Learning Lab submitted by Dollie Coleman; and</li> <li>• Hutchins Elementary Learning Lab Staff Justification submitted by Dollie Coleman.</li> </ul>
<b>Contact Person(s)</b>	<p>Carolyn Gordon, Assistant Superintendent of Curriculum and Instruction</p> <p>Dan Hammock, Director of Special Education</p> <p>Dollie Coleman, Hutchins Elementary Principal</p>
<b>Action Required</b>	Approve the request for the new position to staff the Hutchins Elementary Learning Lab.
<b>Superintendent's Recommendation</b>	<p>I recommend that you approve a new position to staff the Hutchins Elementary Learning Lab.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

## EL CAMPO-LOUISE SPECIAL EDUCATION COOPERATIVE

DAN HAMMOCK  
Director of Special Education  
2620 Meadow Lane  
El Campo, TX 77437

Telephone 979-543-9051  
Fax 979-541-5283

TO: Mark Pool

FROM: Dan Hammock *DP*

DATE: January 13, 2006

RE: Description, Request and Justification for Learning Lab at Hutchins Elementary

As you know, we have been in the process of meeting TEA requirements in regard to Performance Based Monitoring in Special Education. This year's analysis of PBM indicators clearly identifies overrepresentation in special education as an area of concern. In an effort to address this concern, we will implement a pilot learning lab at Hutchins Elementary to provide academic and behavioral interventions to general education students referred to the Placement Review Committee prior to referral to Special Education. This early intervention, as required under IDEIA 2004, will help to reduce the overrepresentation in special education as well as provide an opportunity for additional learning to occur. The law also provides for up to 15% of our Formula B 313 funds to be used for this initiative. One certified teacher and two paraprofessionals will provide remedial instruction in the Learning Lab.

## Description of Hutchins Learning Lab

Hutchins Elementary Learning Lab is located in Room 22 in Hall B. The lab is divided into three instructional areas, which are staffed by either the certified teacher or an instructional aide. Hutchins Learning Lab is very welcoming and attractive.

### Guidelines

Hutchins Elementary is a Title I Schoolwide campus; therefore, all students are eligible to attend the Learning Lab. All instruction will be on grade level.

- 1) After a student has received direct instruction, guided practice, and an opportunity to work independently on a task, he or she may attend the Learning Lab for additional assistance on the task.
- 2) The Learning Lab will not take the place of the TAKS Shop or the individual and/or small group assistance provided by your classroom aide. **The Learning Lab is a place for additional assistance.**
- 3) Students must have a Learning Lab Pass to enter. Teachers can note any special instructions in the comment section (i.e. complete independently; return to room in 10 minutes)
- 4) Students will be rotating in and out of this facility all day.
- 5) Between 11:00 and 1:00, there could be only 1 or 2 staff members to assist students.
- 6) The maximum amount of time that a student can spend in the Learning Lab will be 20 minutes.
- 7) The frequency (how often) a student will attend the Learning Lab will depend both upon teacher discretion and the academic needs of each student.
- 8) A student can attend the Learning Lab to complete an assignment.
- 9) A student can attend the Learning Lab to complete make-up work after an absence(s).

**Mrs. Walters will communicate on the slip when the Learning Lab is full, and the student will return immediately to the classroom. Mrs. Walters will notify the teacher of a possible time for the child to return.**

## Hutchins Elementary Learning Lab Staff Justification

In efforts to keep our ratio of 8 to 1, we have staffed our Learning Lab with a certified teacher and two instructional aides. These ladies, in collaboration with our classroom teachers, will provide additional assistance and an intervention to students who are struggling in the academic areas of reading, language arts, and math.

To date, we have 44 second grade students who, as of December 2004, were still reading at the pre-primer or primer level according to Star testing. In addition, 32 of Hutchins students have been presented to our PRC (Placement Review Committee) for early interventions in efforts to meet their academic needs and decrease the number students who are being referred for Special Education.

### Goals:

- Reduce the number of Special Education Referrals
- Increase the number of students who are passing CORE areas
- Increase the number of students to “meet passing standards” on benchmarks, EOY, SDAA-II, TELPAS, and TAKS.
- Increase the number of students who will meet the “Commended performance” standard on TAKS.

**Monday, January 9, 2006** was the first day that our Learning Lab was opened and prepared to assist students. We will continue to monitor and assess the effectiveness of the additional assistance of each student to document progress.

**Agenda Item Summary Sheet (10 D)**  
**Meeting Date: January 23, 2006**  
**Submitted by: Mark Pool, Superintendent**

<b>Personnel</b>	New Position – High School LEP Learning Lab
<b>Summary</b>	<p>We have qualified for a Student Success Initiative grant to improve the performance of limited English proficient students on TAKS and to enable LEP students to meet state and local graduation requirements. The performance of our LEP students has been an issue under the Texas Education Agency Performance Based Monitoring System for the past two years.</p> <p>The amount of the grant that will run from February 1, 2006 through August 2007 is \$172,680.</p> <p>The grant proposal is to staff the lab with one teacher and two instructional aides.</p>
<b>ECISD Board Policy</b>	BJA (LOCAL), SUPERINTENDENT: QUALIFICATIONS AND DUTIES
<b>Effective Date</b>	February 1, 2006 (contingent upon Notification of Grant Award)
<b>Previous Board Action</b>	None.
<b>Future Action Expected</b>	None.
<b>Background Information and Significant Issues</b>	ESL students will be scheduled in the lab for a three hour block of time to work on a software program that will build listening, speaking, vocabulary, grammar and reading skills.
<b>Fiscal Impact</b>	Funding will be through the Student Success Initiative Grant, Cycle 3.
<b>Student and Public Benefit</b>	Improved communication skills for our limited English proficiency students.
<b>Procedural and Reporting Implications</b>	An evaluation of the program will be submitted to the Texas Education Agency and Board of Trustees.
<b>Public Comments</b>	None.

<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Memo from Carolyn Gordon re: Proposed Learning Lab for ECHS ESL Students</li> </ul>
<b>Contact Person(s)</b>	Carolyn Gordon, Assistant Superintendent of Curriculum and Instruction
<b>Action Required</b>	Approve the request for the new position to staff the High School LEP Learning Lab.
<b>Superintendent's Recommendation</b>	<p>I recommend that you approve a new position to staff the High School LEP Learning Lab.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

To: Board of Trustees  
Mark Pool, Superintendent

From: Carolyn Gordon

Date: January 13, 2006

Re: Proposed Learning Lab for ECHS ESL Students

El Campo I.S.D. qualified for the Student Success Initiative Grant Cycle 3 in the amount of \$172,680 beginning February 1 and ending in August 2007. The purpose of the grant is to improve the performance of limited English proficient students on the TAKS and to enable LEP students to meet state and local graduation requirements by providing intensive programs of instruction for LEP students, instructional materials for use in such programs, and training resources for teachers of LEP students. I have submitted the application and our district should be notified by February 1 if the grant application is approved.

The following is a list of items submitted in the grant:  
Learning Lab for ECHS ESL students (lab will be in C-13)  
One (1) teacher  
Two (2) instructional aides  
10 computers & headphones  
Software  
Elmo projector  
Smart Board  
Materials  
Staff development for teachers

ESL students will be scheduled in the lab for a three (3) hour block of time. During this time students will be working on a software program that builds listening, speaking, vocabulary, grammar and reading skills in a sequence that takes advantage of the learning synergies between each skill. Also during this time students will be working on test taking strategies in each content area. If any of the ESL students have lost credit they will also be given the opportunity to recover credit using the A+ software that will also be available in this lab.

Students in this lab will be monitored throughout the year and results will be submitted to TEA and also in a report to the Board.

**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 of Trustees  
**FROM:** Mark Pool  
**DATE:** Monday, December 12, 2005  
**RE:** Superintendent’s Report

**A. Update on New Middle School and Old High School Gym Replacement.** Please review the attached documents from LANWalton.

**B. “Shattered Dreams Program”.** In another district I was involved with a very intense program related to teens and drunk driving. I have a DVD of the program we did that I would like to share with the Board to see if this is something that we may want to pursue in this district. I have attached an overview of the program from the “Shattered Dreams” website.

**C. First Semester Enrollment, Attendance, and Effect on FSP State Funding.**

**Six Weeks Enrollment.**

	EE	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Dist
<b>1<sup>st</sup></b>	15	81	249	252	237	244	239	248	243	273	256	307	268	248	242	3456
<b>2<sup>nd</sup></b>	16	83	248	253	239	240	243	245	239	270	251	293	267	248	235	3429
<b>3<sup>rd</sup></b>	17	81	252	247	239	243	245	245	239	269	252	297	268	241	237	3426
<b>4<sup>th</sup></b>																
<b>5<sup>th</sup></b>																
<b>6<sup>th</sup></b>																

Does not include students in DAEP or self-contained special education programs.

**Current Elementary Staffing Ratios.**

	K	1	2	3	4	5
<b>Students</b>	252	247	239	243	245	245
<b>Teachers (Actual)</b>	14	13	13	13	11	11
<b>Ratio (Actual)</b>	18.0	19.0	18.4	18.7	22.3	22.3
<b>Without Class Size Reduction Funds</b>	13	12	12	12	11	
<b>Class Size Reduction Funding Threshold</b>	19.0	19.9	20.3	20.4	22.3	

**Six Weeks Attendance**

	EE	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Dist
<b>1<sup>st</sup></b>	91.9	96.1	95.0	97.3	98.1	98.0	97.8	97.7	97.7	96.6	96.8	96.1	96.8	96.1	96.0	97.0
<b>2<sup>nd</sup></b>	90.4	92.1	95.3	96.1	97.1	97.3	97.0	97.1	96.1	95.5	95.6	94.3	96.1	96.2	96.1	96.0
<b>3<sup>rd</sup></b>	90.8	90.7	95.3	95.4	96.5	96.4	96.0	96.8	95.8	94.8	95.0	94.6	95.0	92.4	94.3	95.2
<b>4<sup>th</sup></b>																
<b>5<sup>th</sup></b>																
<b>6<sup>th</sup></b>																

**State Aide.** The following spreadsheet shows the State District Planning Estimate from the latest Summary of Finance and the calculations made locally. The top spreadsheet provides ADA data and the bottom spreadsheet shows total state aid data

	Original	First	Second	Third	Fourth	Fifth	Sixth
<b>DPE</b>		3,221.826	3,221.826	3,221.826			
<b>Local</b>	3,281.300	3,290.100	3,260.046	3,232.263			
<b>Difference</b>		68.274	38.220	10.437	0.000	0.000	0.000

	Original	First	Second	Third	Fourth	Fifth	Sixth
<b>DPE</b>		\$9,665,918	\$9,665,918	\$9,680,257			
<b>Local</b>	\$9,718,405	\$9,749,834	\$9,628,325	\$9,506,595			
<b>Difference</b>		\$83,916	(\$37,593)	(\$173,662)	\$0	\$0	\$0

**D. Required Board Training on Open Meetings / Open Records.** Recent legislation requires board members to have training on the Texas Open Meetings Act and the Public Information Act (Open Records). I have received word from the Region 3 ESC

that they plan to provide the required training at the Spring School Board Conference on May 17. Other options for this training are also available. We will need to decide how each of you want to address this training requirement.

**E. Information from Wharton County Appraisal District.** I have attached a document with the minutes of the WCAD Board Meeting held on September 8, 2005, and the agenda for the meeting held on January 19, 2006..

**F. Northside Center, Inc. Board Meeting Report.** I have attached for your review the agenda, minutes, and financial reports from the November board meeting for Northside Center, Inc.

**G. Meeting Reminder.** Just a reminder about our special meeting scheduled for 6:00 p.m. on Monday, February 6, to conduct a workshop for the development of district goals for 2006-2007

#### **H. Preliminary Agenda for February Board Meeting.**

##### **Consent Agenda**

- Minutes of Regular Meeting held on January 23, 2005.
- Minutes of Special Meeting held on February 06, 2006

##### **Business and Operations**

- Multi-Hazards Emergency Operations Plan
- Budget Assumptions and Priorities
- Compensation Benchmark Study
- Proposed Capital Improvement Plan
- Monthly Financial Reports
- Review of Checks Written during the Month of January

##### **Curriculum and Instruction**

- Review PBMAS
- Mid-Year District & Campus Plans Update
- Evaluation of the Instructional Technology Program
- SCE Program Improvement Plan

##### **Governance**

- Order Trustee Election
- Approve Election Judges

- Review / Revise Superintendent Evaluation Instrument
- District Goals
- Superintendent Performance Goals
- Announcement of Board Training Hours

### **Personnel**

- Administrator Contracts

### **Superintendent's Report**

- Resolution for Public School Month
- Action Plans for Implementing District Goals
- Fourth Six Weeks Enrollment, Attendance, and FSP Funding



**JANUARY 23, 2006**

**PROGRESS REPORT  
NEW MIDDLE SCHOOL  
EL CAMPO INDEPENDENT SCHOOL DISTRICT**

**Contracts**

1. On January 5, 2006, the final modifications to the terms and conditions of the **Owner-Architect Agreement** were reviewed by Mark Pool, Superintendent of Schools, ECISD, George Grimes of Walsh, Anderson, Brown, Shulze & Aldridge and Phil Meaders and Chuck Dunham with LAN Walton.. The revisions were documented and forwarded to RWS Architects for inclusion in the Agreement. The final Agreement is scheduled to be completed by RWS no later than January 18, 2006, and after a final review by LAN Walton, forwarded to the District for review and execution.
2. In addition, it was determined the final agreement would include the Scope of Work and services for the proposed new High School Gymnasium. Rather than execute two agreements, both projects will be established in a single contract. However, the scope, budget, schedule and fees for both projects will be clearly defined and delineated as separate projects.

**Workshops/Meetings**

1. A kick-off meeting to review the preliminary Program of Requirements including a discussion of the mechanical and electrical systems for the new Middle School is planned for Friday, January 20, 2006.
2. A review of the draft of the Program of Requirements (POR) will occur during the week of January 16, 2006. A meeting to discuss the prelim POR and possible adjustments to that program will occur prior to the proposed kick-off meeting planned for January 20, 2006.

**Site Visits**

1. No formal site visits have been made at this time. However, as soon as a preliminary site development plan is available, a site review workshop will be scheduled. The participants of the workshop will include, but not necessarily limited to representatives of the City of El Campo including decision makers in the Public Works Department, TxDOT representatives, area engineer(s) of the local storm water drainage authority, ECISD representatives, RWS Architects and their civil engineering consultant and representatives of LAN Walton. The purpose of the meeting is to discuss plat review, traffic implications, etc. and examine all other potential site development issues with those jurisdictions having authority over the proposed project.

**Problem Areas**

None identified at this time.

**Financial**

The financial tracking report has not been changed since last month.

Respectfully submitted,

LAN Walton  
Chuck Dunham, AIA  
Program Manager



**JANUARY 23, 2006**

**PROGRESS REPORT  
NEW HIGH SCHOOL GYMNASIUM  
EL CAMPO INDEPENDENT SCHOOL DISTRICT**

**Contracts**

1. The agreement for the new High School Gymnasium will be included in the final **Owner-Architect Agreement** for the new Middle School. Rather than execute two agreements, both projects will be established in a single contract. However, the scope, budget, schedule and fees for both projects will be clearly defined and delineated as separate projects. The final Agreement is scheduled to be completed by RWS no later than January 18, 2006, and after a final review by LAN Walton, forwarded to the District for review and execution.

**Workshops/Meetings**

1. A programming session to review the spatial and functional requirements for the development of a new practice gymnasium is planned for Friday, January 20, 2006. The workshop will include representatives of the athletic and drill team departments.

**Site Visits**

No formal site visits have been made at this time.

**Problem Areas**

None identified at this time.

**Financial**

The financial tracking report has not change since last month.

Respectfully submitted,

LAN Walton  
Chuck Dunham, AIA  
Program Manager

# Program Overview

Print this Page

Shattered Dreams is a two-day school-based program that promotes responsible decision making by high school juniors and seniors regarding drinking and driving by showing them how irresponsibility can end all dreams.

Shattered Dreams, developed by the Bexar County DWI Task Force Advisory Board on Underage Drinking in 1998, is an expanded and renamed version of the Every 15 Minutes program first conducted by the Police Department of Chico, California, on May 15-16, 1996. The original program name emphasizes the frequency with which people die in alcohol related crashes. The name Shattered Dreams emphasizes the result of such crashes: the shattered dreams of those who drink and drive, their innocent victims, and their families.

For several reasons, this alcohol-awareness education program can be more effective than the traditional programs conducted prior to such events as spring break, prom night, and graduation:

- Shattered Dreams is more comprehensive than most programs. School districts often plan such single-event programs such as those featuring mock trials, mock funerals, and assemblies with speakers. Shattered Dreams, however, features all of these activities and more over a two-day period and has a follow-up activity several months after the event.
- Shattered Dreams requires the active participation of students and parents, educators, and representatives from fourteen other segments of the community. The major activity is a dramatic reenactment in front of the school of injuries and death resulting from an auto crash caused by drivers who drink. This involves several students.

Another major activity is the reenactment of the death of those who die every fifteen minutes in auto crashes. Every fifteen minutes<sup>40</sup>, an adult dressed as the Grim Reaper walks through school hallways to the

sound of a heartbeat played over the school public address system. He then takes one pre-selected student volunteer out of a class. By the end of the day, he has taken out about twenty-seven students.

These student volunteers, known as the "Living Dead," then proceed to a room to have their faces made up with theatrical makeup to make them look dead. Mock notifications of their deaths are then presented to their classmates and parents by uniformed police who read mock obituaries. Then they simulate being dead by returning to classes with instructions not to communicate to anyone.

A mock auto crash occurs near the school. The Living Dead join other junior and senior students at the crash scene. The crash victims are then taken to hospital emergency rooms or area funeral homes. Later, after the day's events, counselors are available in the auditorium for students who did not participate in the event to receive support.

An optional activity can be a field trip consisting of a silent funeral procession of junior and senior students to a nearby cemetery or burial park immediately following the mock auto crash. Such students will participate in a mock memorial service for DWI victims. The families of the participating students, the seriously injured DWI victims, and law enforcement personnel could be invited to attend and mingle with the students, arm in arm, to mourn the loss of real people. Memorial songs, whether taps, funeral marches, or some other form of musical expression of mourning, can help students understand death's reality and gravity and the importance of finding meaning in life beyond being a consumer.

In addition, an overnight leadership retreat for the student volunteers representing those who died simulates for students and their families the experience of their being gone after a death. There, students share their feelings about reenacting the experience of being teens who die as a result of alcohol-related auto crashes. They also participate in group discussions on topics related to personal power and personal identity and design posters reflecting their discussion. They then share their ideas through poster talks with the larger group.

At the retreat, counselors and other mental health professionals help students process their experiences. Students write letters to their families

on the theme of "my life has a purpose" to communicate feelings that they would not have been able to share as a result of a premature death. Two letters are selected to be read in a school-wide assembly the following day. Students may qualify for scholarships funded by donations from individuals and organizations within their community.

The assembly features presentations by medical and law enforcement personnel, as well as school staff, parents, and students.

As part of the assembly, an official can read a document signed in advance by the city's mayor proclaiming the day as Shattered Dreams Program Day. See the appendix for suggested language for such a document.

As an optional activity, two to three weeks after the event, there can be a mock trial of the suspected DWI student driver involved in the mock crash.

Shattered Dreams, in addition, provides participants with extensive counseling assistance during and after the event. Students and their parents are then able to receive psychological support during this emotional experience and help in talking about the experience as they process it.

Finally, Shattered Dreams is unique in that it requires a serious long-term commitment by those who sponsor it. The event requires extensive planning by school and community personnel who serve on a planning committee and accomplish their goals through fifteen planning teams. Such teams initially meet monthly, bi-weekly, and then weekly.

Members of the Bexar County DWI Task Force who developed this program hope that the Shattered Dreams program will be conducted in more communities.

WHARTON COUNTY APPRAISAL DISTRICT  
2407 ½ N Richmond Road  
Wharton, Texas 77488  
979/532-8931 Fax: 979/532-5691

January 11, 2006

TO ALL TAX UNITS IN WHARTON CAD

Enclosed you have an agenda of our upcoming Director's meeting and minutes of the last meeting held. You don't need to take any action or do anything with it. You will be receiving one each time we meet. I hope to keep you better informed on the business of the appraisal district.


You should scan the minutes, particularly the Chief Appraiser's Report. I try to report on our status and upcoming events. If there is an item of interest, please feel free to attend our meetings. Also, in regards to any action taken at a board meeting, call one of your board members or myself with any questions or comments.

I also would like to remind you that the county, any school or any city has the right of veto on any board action. I hope that if there is something going on that you feel that strongly about, you would call and visit about it.

Additionally, remember the Board of Directors set policies, procedures and the annual budget. We will also be setting a general reappraisal plan. They can not give direction relating to any value issues directly, but hold me, as chief appraiser, accountable for overall performance.

If you would like to learn more on the business and goals of the CAD, please contact me. I am also available for any of your board meetings, should the need arise.

Sincerely,



Tylene Gamble  
Chief Appraiser

## PUBLIC NOTICE

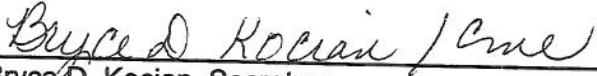
### OPEN MEETING WHARTON COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS MEETING

In obedience to an order of the Wharton County Appraisal District's Board of Directors, notice is hereby given that said board will be in a regular session at 4:30 P.M., Thursday, January 19, 2006 in the Board Room of the Wharton County Appraisal District at 2407 1/2 N. Richmond Road, Wharton, Texas.

#### AGENDA

- I. Call To Order
- II. Pledge of Allegiance and Invocation
- III. First Order of Business
  - A. Establish Quorum
  - B. Recognition of Visitors
  - C. Oath of Office
  - D. Organize Board
  - E. Set Meeting Dates and Time
  - F. Public Comments
- IV. Action Items
  - A. Approval of Minutes for Regular Meeting September 14, 2005
  - B. Approval of Bills & Financial Report thru December 2005
  - C. Appoint Personnel Committee
  - D. Discuss/Approve Appointing ARB Member
  - E. Discuss/Approve Auditor of 2005 Audit of Financial Records
  - F. Resolution Authorizing Bank Account Signatures
  - G. Resolution on Single Item Expenditure Cap
  - H. Resolution regarding Fees of Office and Accrued Interest
- V. Discussion Items
  - A. Chief Appraiser's Report
- VI. Adjourn

This notice is given pursuant to Texas Open Meetings Act, Chapter 551, Government Code.

  
\_\_\_\_\_  
Bryce D. Kocian, Secretary  
Wharton County Appraisal District  
Board of Directors

# MINUTES OF THE MEETING OF THE WHARTON COUNTY APPRAISAL DISTRICT

September 8, 2005 - 7:30 P.M.

**PRESIDING:** Anthony Dorotik, Chairman

**PRESENT:** Marc Aaronson, Danny Alewine, Jimmy Kainer, Bryce Kocian, Gerard Krenek, Larry Russell

**ABSENT:** Patrick Kubala, Bill Whitley

**ATTENDANCE:** Cynthia Lange

**CALL TO ORDER:** The meeting was called to order at 7:05 PM. A quorum was established.

**RECOGNITION OF VISTORS:** Tylene Gamble

**PUBLIC COMMENTS:** None

**2006 BUDGET HEARING:** Chairman Anthony Dorotik opened the 2006 Budget Hearing. No visitors were present to offer comments. The 2006 Budget Hearing was then closed by Chairman Anthony Dorotik.

**ADOPT 2006 BUDGET:** A motion was made by Larry Russell, seconded by Danny Alewine, to adopt the 2006 General Fund Budget in the amount of \$693,108. The motion carried unanimously.

**APPROVAL OF MINUTES:** A motion was made by Danny Alewine, seconded by Gerard Krenek, to approve the minutes for the regular meeting on July 14, 2005 and the special meeting on August 1, 2005. The motion carried unanimously.

**APPROVAL OF BILLS PAYABLE:** A motion was made by Danny Alewine, seconded by Larry Russell, to approve the bills payable from July 1, 2005 thru August 31, 2005, in the amount of \$89,328.36. The motion carried unanimously.

**APPROVAL OF FINANCIAL REPORT:** A motion was made by Bryce Kocian, seconded by Danny Alewine, to approve the financial report through August 2005. The motion carried unanimously.

**DISCUSS/APPROVE MAPPING CONTRACT:** A motion was made by Danny Alewine, seconded by Marc Aaronson, to renew Pritchard & Abbott, Inc. mapping software maintenance agreement for the years 2006 and 2007 at \$2500 annually. The motion carried unanimously.

**DISCUSS/APPROVE MOVING ALLOWANCE AND CELL PHONE:** A motion was made by Danny Alewine, seconded by Marc Aaronson, to approve advance payment of \$2500 moving allowance and cell phone purchase for Tylene Gamble, new Chief Appraiser. The motion carried unanimously.

**DISCUSS/APPROVE  
APPRAISERS' AUTO  
ALLOWANCE:**

A motion was made by Danny Alewine, seconded by Marc Aaronson, to increase three field appraisers auto allowance to \$500. per month, due to the rising cost of fuel, and have the appraisers record mileage daily. The motion carried unanimously.

**EXECUTIVE  
SESSION:**

The Board of Directors did not entered into an executive session.

**OPEN SESSION:**

A motion was made by Danny Alewine, seconded by Jimmy Kainer, to give Cindy Lange, Administrative Assistant, a \$1500 stipend to be included with the next pay period, for her work as interim Chief Appraiser. The motion carried unanimously.

**ADJOURN:**

A motion was made by Bryce Kocian, seconded by Larry Russell, to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 7:38 PM.

---

Anthony Dorotik, Chairman  
Wharton County Central Appraisal District  
Board of Directors

**ATTEST:**

---

Bryce D. Kocian, Secretary  
Wharton County Central Appraisal District  
Board of Directors

**MINUTES OF THE MEETING OF THE  
WHARTON COUNTY APPRAISAL DISTRICT**

**November 9, 2005 - 4:30 P.M.**

No meeting was held, a quorum was not established.

Northside Center, Inc.  
Board Meeting Minutes  
November, 2005

Gordon Sorrel called the meeting to order of the Northside Center, Inc. Board of Directors at 12:00 p.m. on Monday, November 21, 2005. Members present included Gordon Sorrel, Linda Raun, John Hancock, Jr., Earl Joy, John Steelman, Becca Socha, David Wendt, and Don Naiser. Irene Barr was also present.

*Earl Joy made the motion, seconded by Linda Raun, to approve the Board Minutes from the October 2005 meeting. Motion Carried.*

*John Hancock made the motion, seconded by Don Naiser, to approve the October 2005 Invoices. Motion Carried.*

*Earl Joyl made the motion, seconded by Don Naiser, to approve the October 2005 financials. Motion Carried.*

Gordon Sorrel acknowledged that NEC is being utilized more and asked for discussion regarding the board's thoughts on future expansion to include an area for groups of 40 or more in one room. Gordon reviewed the process used previously for the original NEC renovations. Discussion followed regarding the need for additional space. Irene said that she has had 4 or 5 calls during the past year inquiring about space to accommodate groups larger than 30. She added it is hard to determine the interest for additional space as many community users know space is only available for a max of 30 in one room. Question needed to be answered is the cost to maintain additional renovated area.

Irene Barr reported the following NEC activities:

- |             |                                                                                                                                                                                                                                                                                         |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| October 19  | Excel Instruction a.m. session One to Two<br>Excel Instruction a.m. session One to One                                                                                                                                                                                                  |
| October 26  | Excel Class completed instruction<br><br>Texas Insurance Agent Meeting                                                                                                                                                                                                                  |
| November 18 | George Lehnert and Julie Aaronson – WCJC Evening<br>Very productive evening with steady flow of individuals seeking college information and financial aide assistance. George and Julie both want to hold another session in December. It has been scheduled for December 6, 4 - 6 p.m. |
| November 8  | Texas Insurance hosted two Medicare Part D Prescription Drug Seminars Opportunity for community members to visit NEC for the first time since the Center opened.                                                                                                                        |

November 9 & 10 Professional Development Training for County Agents  
Approximately 66 agents attended each day. All technology worked well. Presentations were filmed for placement on their web site for on-line training. Lunch was catered at NEC both days.

The agents were very complimentary of the center and technology available for use. One presenter from Bryan said NEC should be sure and let him know when we relocated to the Bryan area because he would love to have a facility like NEC in his area. Another from Prairie View A&M commented that Houston could use several facilities like ours.

November 14 Texas Insurance hosted three Medicare Part D Prescription Drug Seminars

November 15 Brenda O'Dell completed the home school computer program for nine students..

November 16 Five area attorneys attended a Guardianship seminar.

Grants Northside Education Center received a grant from Gulf Coast Medical Foundation to fund 15 scholarships of \$453 each for CNA Program. Information session for the CNA program will be November 28. I would like to have a NC, Inc. board member on the scholarship selection committee.

UH-V Three classes are offered for Spring 2006. Registration begins today. Flyers were sent to students who have attended in the past and also to local students enrolled in Early Childhood classes at WCJC.

WCJC Registration for Spring 2006 is underway. English 1302 is offered at NEC as an ITV class at 11:00 MWF.

Sinage at Adult Learning Center has been cleaned and Silvester Arrambide is in the process of painting the outside of the building.

Three new projectors, ceiling mounted, are in place in rooms 104, 105 and 106.

Next meeting date is December 19. School holiday and busy time of year – Do we want to make a change?

I have had some concern expressed by UH-V students regarding the \$60 fee for classes at NEC. Students pay this fee in addition to fees charged by UH-V.

*Earl Joy made the motion, seconded by Don Naiser, to explore future expansion of Northside Education Center. Motion Carried.*

Gordon Sorrell will begin initial discussions with architect Ken Shanks to develop preliminary plans for Phase II renovation. Board members are needed to assist Gordon and Irene with Phase II plans.

*Don Naiser made the motion, seconded by David Wend,t to cancel the December meeting due to everyone's busy schedule the week before Christmas. Motion carried.*

*Linda RAun made the motion, seconded by John Hancock, to hold all NC, Inc. board meetings in 2006 on the fourth Monday of each month. Motion Carried.*

Discussion regarding the \$60 classroom usage fee for UH-V students concluded that \$60 was reasonable as students did not need to make 16 trips to Victoria when classes were held in El Campo.

Meeting adjourned.

Northside Education Center  
November 2005  
Invoices

666	Prosperity Bank (941 Tax)	\$1,336.71
667	Chelsea Lamberth	\$192.09
668	SBC (phone & DSL)	\$293.04
669	KULP (advertising)	\$90.00
670	Toshiba America Info. System Inc. (copier lease)	\$149.18
	Victoria Office Supply (monthly copier	
671	maintenance)	\$33.15
	Data Projections (2 ceiling mounted LCD	
672	Projector)	\$4,600.00
673	Gulf Coast Paper Co.	\$113.94
674	Irene Barr (reimbursement postage)	\$13.65
675	Chelsea Lamberth	\$177.31
676	Irene Barr	\$2,119.54
677	Rosa Reyes	\$81.27
678	Computer Center (USB extension cables)	\$20.85
679	WalMart (supplies--glue traps)	\$3.48
680	Gexa Energy	\$680.37
DRAFT	City of El Campo	\$22.30
Deduction	Garland Checks (Blank Checks)	\$63.50

Northside Center, Inc.  
November 2005  
Invoices

1792	Sylvester Arrambide (mowing)	\$150.00
1793	Novak's Meat Market (Board Meeting Lunch)	\$30.88
1794	NEC (Nov. Support)	\$2,000.00
1795	Gexa Energy	\$1,558.77
	EC Chamber of Commerce & Agriculture (2006 Membership	
1796	Dues)	\$40.00
1797	Novak's Meat Market (Board Meeting Lunch)	\$37.57
DRAFT	CP Energy Entex (Sr. Bldg.)	\$16.73
DRAFT	CP Energy Entex (B&G Club)	\$16.73
DRAFT	CP Energy Entex (ECISD Bldg.)	\$18.33
DRAFT	City of El Campo (Sr. Bldg.)	\$22.30
DRAFT	City of El Campo (GED Bldg.)	\$22.30
DRAFT	City of El Campo (B&G Club)	\$81.58
DRAFT	CP Energy Entex (GED)	\$28.00
DRAFT	CPL (security lights)	\$130.72

Northside Education Center

December 2005

Invoices

681	Irene Barr (postage reimbursement)	\$13.65
682	KULP (advertising)	\$80.00
683	Victoria Office Equipment	\$13.65
684	SBC (phone & DSL)	\$260.04
	Eldridge Air & Heat (Room 106 Control Board)	\$131.07
685	Prosperity Bank (941 Tax)	\$1,094.92
686	Chelsea Lamberth	\$177.31
687	Rosa Reyes	\$48.02
688	National Bugmobile (spraying NEC)	\$200.26
689	Dornak Telephone & Security	\$67.50
690	Geekzit Technologies	\$237.00
691	Toshiba America Info Systems Inc	\$149.18
692	WalMart	\$2.86
693	Gexa Energy	\$709.32
694	Irene Barr	\$2,119.54
695	Chelsea Lamberth	\$206.86
696	DRAFT City of El Campo Utilities	\$22.30

Northside Center, Inc.

December 2005

Invoices

1798	Rioux Hardware	\$90.06
1799	Silvester Arrambide	\$250.00
1800	NEC (Dec. support)	\$2,000.00
1801	Gexa Energy	\$1,580.49
	City of El Campo Utilities (Sr. Bldg.)	\$22.30
DRAFT	City of El Campo Utilities (GED.)	\$22.30
DRAFT	City of El Campo Utilities (B&G)	\$71.82
DRAFT	CP Energy Entex (Sr. Bldg.)	\$26.38
DRAFT	CP Energy Entex (GED)	\$28.00
DRAFT	CP Energy Entex (ECISD)	\$47.30
DRAFT	CP Energy Entex (B&G)	\$127.75
DRAFT	CPL Energy	\$97.62
DRAFT	CPL Energy	\$33.10

**NORTHSIDE CENTER INC**  
**Statement of Assets, Liabilities and Capital**  
**Income Tax Basis**  
**As of December 31, 2005**

**Assets**

**Current Assets**

NewFirst - Ck-Unrestricted - NCI	\$ 8,931.06
NewFirst - MMA - Contingency Fund - NCI	6,130.83
Prosperity Bank - NEC	24,872.68
Prosperity Bank - MMA - Contingency Fund - NEC	<u>26,239.94</u>

**Total Current Assets** **\$ 66,174.51**

**Fixed Assets**

Equipment	\$ 3,565.62
Equipment - Education Center	223,072.22
Education Center - Building Improvements	658,622.27
Parking Lot	62,975.00
Capital Improvements	<u>500,123.10</u>
	1,448,358.21
Accumulated Depreciation	<u>(408,308.76)</u>

**Total Fixed Assets** **1,040,049.45**

**Total Assets** **\$ 1,106,223.96**

**Liabilities**

**Current Liabilities**

FICA Withheld	\$ 258.94
FWT Withheld	574.00
Unearned Income - City of El Campo	<u>6,000.00</u>

**Total Current Liabilities** **\$ 6,832.94**

**Total Liabilities** **\$ 6,832.94**

**Capital**

**Capital**

General Fund Balance	\$ 1,134,550.81
Year to Date Earnings	<u>(35,159.79)</u>

**Total Capital** **\$ 1,099,391.02**

**Total Liabilities & Capital** **\$ 1,106,223.96**

**NORTHSIDE CENTER INC**  
**Statement of Revenues and Expenses**  
**Income Tax Basis**

**For the 1 Month and 12 Months Ended December 31, 2005**

	<b>1 Month Ended</b>		<b>12 Months Ended</b>	
	<b>December 31, 2005</b>	<b>%</b>	<b>December 31, 2005</b>	<b>%</b>
<b>Revenues</b>				
Contributions	\$ 0.00	0.00	\$ 1,000.00	1.55
Interest Income	36.19	0.79	273.04	0.42
Rent	20.00	0.44	390.00	0.60
Rent - WCJC	0.00	0.00	12,000.00	18.56
Support - City of El Campo	1,500.00	32.92	18,000.00	27.84
Support - ECISD	3,000.00	65.84	33,000.00	51.03
<b>Total Revenues</b>	<b>\$ 4,556.19</b>	<b>100.00</b>	<b>\$ 64,663.04</b>	<b>100.00</b>
<b>Expenses</b>				
Adv/Dues/Subscriptions	\$ 0.00	0.00	\$ 500.00	0.77
Contract Labor	250.00	5.49	250.00	0.39
Insurance	0.00	0.00	3,613.00	5.59
Janitor Service	0.00	0.00	100.00	0.15
Maintenance-Grounds	0.00	0.00	2,260.00	3.50
Meeting Expenses	0.00	0.00	384.83	0.60
Repairs & Maintenance	90.06	1.98	2,060.56	3.19
Salaries - Secretary	400.00	8.78	4,800.00	7.42
Support - Northside Education Center	2,041.68	44.81	24,500.16	37.89
Utilities - City	116.42	2.56	1,538.83	2.38
Utilities - Gas	229.43	5.04	2,533.80	3.92
Utilities - Lights	1,711.21	37.56	23,576.04	36.46
<b>Total Expenses</b>	<b>\$ 4,838.80</b>	<b>106.20</b>	<b>\$ 66,117.22</b>	<b>102.25</b>
<b>Net Income Before Depreciation</b>	<b>\$ (282.61)</b>	<b>6.20</b>	<b>\$ (1,454.18)</b>	<b>2.25</b>
Depreciation	1,140.00	25.02	13,680.00	21.16
<b>Net Income (Loss)</b>	<b>\$ (1,422.61)</b>	<b>(31.22)</b>	<b>\$ (15,134.18)</b>	<b>(23.40)</b>

**NORTHSIDE CENTER INC**  
**Education Center**  
**Statement of Revenues and Expenses**  
**Income Tax Basis**

**For the 1 Month and 12 Months Ended December 31, 2005**

	<u>1 Month Ended</u>	<u>%</u>	<u>12 Months Ended</u>	<u>%</u>
	<u>December 31, 2005</u>		<u>December 31, 2005</u>	
<b>Revenues</b>				
City Development Corp of El Campo	\$ 0.00	0.00	\$ 30,000.00	46.39
Education - NEC	0.00	0.00	11,725.00	18.13
Education Center Income - Room Rentals	810.00	17.78	10,064.00	15.56
Food/Beverage/Copy Vending	5.00	0.11	648.60	1.00
Grants - Economic Development Corp	0.00	0.00	15,000.00	23.20
Grants - Gulf Coast Medical Foundation	0.00	0.00	6,800.00	10.52
Grants - Keown Charitable Foundation	0.00	0.00	9,000.00	13.92
Grants - Trull Foundation	0.00	0.00	3,000.00	4.64
Northside Contribution	<u>2,041.68</u>	<u>44.81</u>	<u>24,500.16</u>	<u>37.89</u>
<b>Total Revenues</b>	<b>\$ 2,856.68</b>	<b>62.70</b>	<b>\$ 110,737.76</b>	<b>171.25</b>
<b>Expenses</b>				
Adv/Dues/Sub	\$ 80.00	1.76	\$ 2,655.85	4.11
Bad Debt	0.00	0.00	60.00	0.09
Bank Charges	0.00	0.00	4.50	0.01
Contract Labor	0.00	0.00	1,240.00	1.92
Meals & Meetings	0.00	0.00	47.31	0.07
Office Supplies	13.65	0.30	806.98	1.25
Pest Control	200.26	4.40	801.04	1.24
Postage	13.65	0.30	95.86	0.15
Rent/Equip Lease	149.18	3.27	1,990.16	3.08
Repairs & Maintenance	368.07	8.08	8,136.99	12.58
Salaries - Director	2,516.67	55.24	30,200.04	46.70
Salaries - Instructors	0.00	0.00	5,940.00	9.19
Salaries - Other	468.00	10.27	5,832.00	9.02
Shipping/Freight	0.00	0.00	20.00	0.03
Supplies	2.86	0.06	414.13	0.64
Taxes - Payroll	260.46	5.72	3,581.35	5.54
Taxes - Property	0.00	0.00	136.27	0.21
Telephone	260.04	5.71	3,801.73	5.88
Travel & Entertainment	0.00	0.00	117.60	0.18
Utilities - Alarm Monitoring	67.50	1.48	270.00	0.42
Utilities - City	22.30	0.49	273.60	0.42
Utilities - Lights	709.32	15.57	8,293.26	12.83
Vending Machines	<u>0.00</u>	<u>0.00</u>	<u>304.70</u>	<u>0.47</u>
<b>Total Expenses</b>	<b>\$ 5,131.96</b>	<b>112.64</b>	<b>\$ 75,023.37</b>	<b>116.02</b>
<b>Net Income Before Depreciation</b>	<b>\$ (2,275.28)</b>	<b>(49.94)</b>	<b>\$ 35,714.39</b>	<b>55.23</b>
Depreciation	<u>4,645.00</u>	<u>101.95</u>	<u>55,740.00</u>	<u>86.20</u>
<b>Net Income (Loss)</b>	<b>\$ (6,920.28)</b>	<b>(151.89)</b>	<b>\$ (20,025.61)</b>	<b>(30.97)</b>

**NORTHSIDE CENTER INC**  
**Statement of Assets, Liabilities and Capital**

**Income Tax Basis**

**As of November 30, 2005**

**Assets**

**Current Assets**

NewFirst - Ck-Unrestricted - NCI	\$	10,308.18
NewFirst - MMA - Contingency Fund - NCI		6,125.80
Prosperity Bank - NEC		27,591.16
Prosperity Bank - MMA - Contingency Fund - NEC		<u>26,208.78</u>

**Total Current Assets** **\$ 70,233.92**

**Fixed Assets**

Equipment	\$	3,565.62
Equipment - Education Center		223,072.22
Education Center - Building Improvements		658,622.27
Parking Lot		62,975.00
Capital Improvements		<u>500,123.10</u>
		1,448,358.21
Accumulated Depreciation		<u>(402,523.76)</u>

**Total Fixed Assets** **1,045,834.45**

**Total Assets** **\$ 1,116,068.37**

**Liabilities**

**Current Liabilities**

FICA Withheld	\$	260.46
FWT Withheld		574.00
Unearned Income - City of El Campo		<u>7,500.00</u>

**Total Current Liabilities** **\$ 8,334.46**

**Total Liabilities** **\$ 8,334.46**

**Capital**

**Capital**

General Fund Balance	\$	1,134,550.81
Year to Date Earnings		<u>(26,816.90)</u>

**Total Capital** **\$ 1,107,733.91**

**Total Liabilities & Capital** **\$ 1,116,068.37**

**NORTHSIDE CENTER INC**  
**Statement of Revenues and Expenses**  
**Income Tax Basis**

**For the 1 Month and 11 Months Ended November 30, 2005**

	<u>1 Month Ended</u> <u>November 30, 2005</u>		<u>%</u>	<u>11 Months Ended</u> <u>November 30, 2005</u>		<u>%</u>
<b>Revenues</b>						
Contributions	\$	0.00	0.00	\$	1,000.00	1.66
Interest Income		35.35	0.78		236.85	0.39
Rent		20.00	0.44		370.00	0.62
Rent - WCJC		0.00	0.00		12,000.00	19.96
Support - City of El Campo		1,500.00	32.93		16,500.00	27.45
Support - ECISD		<u>3,000.00</u>	<u>65.86</u>		<u>30,000.00</u>	<u>49.91</u>
<b>Total Revenues</b>	<b>\$</b>	<b>4,555.35</b>	<b>100.00</b>	<b>\$</b>	<b>60,106.85</b>	<b>100.00</b>
<b>Expenses</b>						
Adv/Dues/Subscriptions	\$	40.00	0.88	\$	500.00	0.83
Insurance		0.00	0.00		3,613.00	6.01
Janitor Service		0.00	0.00		100.00	0.17
Maintenance-Grounds		150.00	3.29		2,260.00	3.76
Meeting Expenses		68.45	1.50		384.83	0.64
Repairs & Maintenance		0.00	0.00		1,970.50	3.28
Salaries - Secretary		400.00	8.78		4,400.00	7.32
Support - Northside Education Center		2,041.68	44.82		22,458.48	37.36
Utilities - City		126.18	2.77		1,422.41	2.37
Utilities - Gas		79.79	1.75		2,304.37	3.83
Utilities - Lights		<u>1,689.49</u>	<u>37.09</u>		<u>21,864.83</u>	<u>36.38</u>
<b>Total Expenses</b>	<b>\$</b>	<b>4,595.59</b>	<b>100.88</b>	<b>\$</b>	<b>61,278.42</b>	<b>101.95</b>
<b>Net Income Before Depreciation</b>	<b>\$</b>	<b>(40.24)</b>	<b>0.88</b>	<b>\$</b>	<b>(1,171.57)</b>	<b>1.95</b>
Depreciation		<u>1,140.00</u>	<u>25.03</u>		<u>12,540.00</u>	<u>20.86</u>
<b>Net Income (Loss)</b>	<b>\$</b>	<b><u>(1,180.24)</u></b>	<b><u>(25.91)</u></b>	<b>\$</b>	<b><u>(13,711.57)</u></b>	<b><u>(22.81)</u></b>

**NORTHSIDE CENTER INC**  
**Education Center**  
**Statement of Revenues and Expenses**  
**Income Tax Basis**

**For the 1 Month and 11 Months Ended November 30, 2005**

	<b>1 Month Ended</b>		<b>11 Months Ended</b>	
	<b>November 30, 2005</b>	<b>%</b>	<b>November 30, 2005</b>	<b>%</b>
<b>Revenues</b>				
City Development Corp of El Campo	\$ 7,500.00	164.64	\$ 30,000.00	49.91
Education - NEC	640.00	14.05	11,725.00	19.51
Education Center Income - Room Rentals	1,279.00	28.08	9,254.00	15.40
Food/Beverage/Copy Vending	68.00	1.49	643.60	1.07
Grants - Economic Development Corp	0.00	0.00	15,000.00	24.96
Grants - Gulf Coast Medical Foundation	6,800.00	149.28	6,800.00	11.31
Grants - Keown Charitable Foundation	0.00	0.00	9,000.00	14.97
Grants - Trull Foundation	0.00	0.00	3,000.00	4.99
Northside Contribution	2,041.68	44.82	22,458.48	37.36
	<b>\$ 18,328.68</b>	<b>402.36</b>	<b>\$ 107,881.08</b>	<b>179.48</b>
<b>Expenses</b>				
Adv/Dues/Sub	\$ 90.00	1.98	\$ 2,575.85	4.29
Bad Debt	60.00	1.32	60.00	0.10
Bank Charges	2.25	0.05	4.50	0.01
Contract Labor	840.00	18.44	1,240.00	2.06
Meals & Meetings	0.00	0.00	47.31	0.08
Office Supplies	87.83	1.93	793.33	1.32
Pest Control	0.00	0.00	600.78	1.00
Postage	13.65	0.30	82.21	0.14
Rent/Equip Lease	149.18	3.27	1,840.98	3.06
Repairs & Maintenance	33.15	0.73	7,768.92	12.93
Salaries - Director	2,516.67	55.25	27,683.37	46.06
Salaries - Instructors	0.00	0.00	5,940.00	9.88
Salaries - Other	488.00	10.71	5,364.00	8.92
Shipping/Freight	20.00	0.44	20.00	0.03
Supplies	113.94	2.50	411.27	0.68
Taxes - Payroll	381.33	8.37	3,320.89	5.52
Taxes - Property	0.00	0.00	136.27	0.23
Telephone	293.04	6.43	3,541.69	5.89
Travel & Entertainment	0.00	0.00	117.60	0.20
Utilities - Alarm Monitoring	0.00	0.00	202.50	0.34
Utilities - City	22.30	0.49	251.30	0.42
Utilities - Lights	680.37	14.94	7,583.94	12.62
Vending Machines	0.00	0.00	304.70	0.51
	<b>\$ 5,791.71</b>	<b>127.14</b>	<b>\$ 69,891.41</b>	<b>116.28</b>
<b>Net Income Before Depreciation</b>	<b>\$ 12,536.97</b>	<b>275.21</b>	<b>\$ 37,989.67</b>	<b>63.20</b>
Depreciation	4,645.00	101.97	51,095.00	85.01
<b>Net Income (Loss)</b>	<b>\$ 7,891.97</b>	<b>173.25</b>	<b>\$ (13,105.33)</b>	<b>(21.80)</b>

**Northside Center, Inc.  
Meeting Dates – 2006**

January 23

February 27

March 27

April 24

May 22

June 26

July 24

August 28

September 25

October 23

November 27

December (TBD)

All meetings are held at Northside Education Center

12:00 p.m.