

Agenda of Regular

The Board of Trustees El Campo Independent School District

A Regular of the Board of Trustees of El Campo Independent School District will be held February 23, 2010, beginning at 7:00 PM in the Boardroom, 700 W. Norris, El Campo, TX 77437.

The subjects to be discussed are as listed below.

1. Public Comment
2. Recognition
 - A. Business Office Personnel
 - B. Professional Development Process Improvement Team
3. Personnel
4. Call to Order/Opening Prayer/Pledge of Allegiance
5. All-State Choir Members 4
6. Middle School UIL Participants 7
7. Consent Agenda
 - A. Personnel
8. Governance
 - A. Consider Approval of the Minutes
 - B. Approve All Actions Necessary to Order a Trustee Election for May 8, 2010 13
9. January 27, 2010 - Regular Monthly Meeting 18
10. Consider Approval of Annual Renewal of Legal Services Retainer with Walsh, Anderson, Brown, Gallegos and Green, P.C. 24
11. Business and Support Services
 - A. Report on Myatt Construction Project 31
 - B. Report on Transportation Discipline Referrals 35
 - C. Review of Monthly Financial Reports 38
12. Consider Approval of Application for Payment to Polasek Construction for Myatt Elementary Restroom Addition 47
13. Review Invoice from RWS Architects 51
14. Consider Approval of Budget Amendment to Allocate Pre-Award Costs for Qualified Expenditures Incurred in Prior School Year Funded with Title XIV SFSF ARRA Stimulus Grant Monies 54
15. Review of Budget Assumptions and Priorities for 2010-2011 58
16. Review List of Checks Written for the Month of January, 2010 64
17. Curriculum and Instruction
 - A. Consider Approval of Annual Evaluation of Instructional Technology Program 66
18. Review of State Compensatory Education Program Improvement Plan 73
19. Students

20. Business and Operations	
A. Consider Approval of Replacing Curtains in the High School Auditorium	79
21. Consider Authorizing Administration to Seek Competitive Sealed Proposals to Replace Roof on High School Auditorium	86
22. Consider Authorizing Administration to Seek Competitive Sealed Proposals for Replacement of Hardwood Floor in Ricebird Gymnasium	92
23. Curriculum and Instruction	
A. Report on District's Career and Technology Education Program	96
24. Governance	
A. Review TASB Localized Policy Update 87	98
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26. Texas Government Code § 551.074 (1) (a) PERSONNEL MATTERS, to Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee	
27. The Board Will Meet in a Closed Meeting to Discuss the Employment of Professional Administrative Personnel	
28. Consider Approval of Administrator Contracts	116
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A. Curriculum and Instruction	
B. Community and Governmental Relations	
31. Governance	
32. Preliminary Agenda for Regular Meeting on March 23, 2010	
33. Monthly Calendar of Activities and Events	
34. Business and Support Services	
35. Report on Foundation School Program State Funding at the End of the First Semester	
36. Personnel	
37. Students	
A. Report on Enrollment and Attendance at the End of First Semester	
B. Monthly SRO Report	
38. Report on District Compliance and Analysis of Student Transfers at the End of First Semester	
39. Monthly DAEP Report	
40. Legislative Update	
41. Adjournment	

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 February 19, 2010 at 2:00 p.m.

For the Board of Trustees

Recognition

- A. All-State Choir
- B. Middle School UIL Participants
- C. Business Office Personnel
- D. Professional Development Process Improvement Team

Summary

All-State Choir. Two of our high school choir members, Kaylyn Rice and Charles Solomon, were selected to participate in the All-State Choir at the Texas Music Educators' Association annual meeting in San Antonio. We have asked them and their director, Marietta Combs, to share with the Board about their experience.

Middle School UIL Participants. El Campo Middle School students participated in their district UIL Tournament at George Junior High in Rosenberg on January 30th. A list of award winners is included for your review and some of them may be presented at the board meeting by the campus UIL Coordinator, Kathy Simmons.

Business Office Personnel. In January we received our Annual Financial Report for the Year Ended August 31, 2009. The auditor, John Pechacek, was very complimentary of our business staff and how they handle the financial affairs of the district.

The following staff are to be commended for their work in making sure that district finances remain exemplary and the completion of another outstanding audit:

- David Bright – Assistant Superintendent for Finance and Operations
- Joyce Supak – Bookkeeper
- Ane Marie Farthing – Federal Programs
- Becky Popp – Accounts Payable

Process Improvement Team. As you are aware we have been using Professional Learning Teams to study and develop different processes and procedures for the district based on needs identified during conversations with faculty and staff members. Members of these teams work extremely hard and spend lots of extra hours in studying and developing or improving these processes and deserve to be recognized for their efforts.

One team that has not been recognized yet is the one that worked on a process for requesting and approval of professional development activities. The charge to the team was to "Develop a process by which professional development activities that provide the most leverage for improving student achievement are identified and delivered."

Team members included: Team Facilitators Stephanie Jensen and Kim

Couvillion; Facilitator Observer – NaShay Little; Team Leader – Cindy Mathews; Team Members were LaShelle Hlavaty, Jennifer Haas, Jennifer Bullard, and Manuela Sanchez.

ECISD Board Policy	None.
Effective Date	February 23, 2010
Previous Board Action	The Board periodically recognizes students for their accomplishments above and beyond district level competition or faculty and staff members who have achieved some type of special recognition. This section of the agenda is also used to introduce teachers who are new to the District.
Future Action Expected	The Board periodically recognizes students for their accomplishments above and beyond district level competition or faculty and staff members who have achieved some type of special recognition. This section of the agenda is also used to introduce teachers who are new to the District.
Background Information and Significant Issues	None.
Fiscal Impact	None.
Student and Public Benefit	The Board has the opportunity to recognize student and faculty for their extra effort.
Procedural and Reporting Implications	None.
Public Comments	None.
Other Comments and Related Issues	None
Attachments	None.
Contact Person(s)	Mark Pool, Superintendent of School Rich DuBroc, High School Principal David Bright, Assistant Superintendent of Finance and Operations Carolyn Gordon, Assistant Superintendent of Curriculum and Instruction

Action Required

No action required.

**Superintendent's
Recommendation**

Information item only.

Mark Pool, Superintendent of Schools

Superintendent/
School board copy

UIL Tournament Results For El Campo Middle School

January 30, 2010

George Junior High

Submitted by Kathy Simmons
UIL Coordinator

Eighth Grade UIL Competition Winners
George Junior High
January 30, 2010
(Received a plaque for 2nd place overall tournament)

Art Smart (sponsored by Mrs. Supak)

2nd place team event—Ally Thonsgaard, Alexandra Thompson, Elizabeth Gallardo, and Kali Cain

Listening Skills (sponsored by Ms. Simmons)

2nd place Sawyer Stumer

3rd place Gaby Canelo

4th place Kayela Gerdes

2nd place team event—Sawyer Stumer, Gaby Canelo, and Kayela Gerdes

Oral Reading (sponsored by Mrs. Farrar)

5th place Tyler Farrar

6th place Samantha Abelar

Mathematics (sponsored by Mrs. Gaines)

3rd place team event—Erin Neimeier, Paxton Lutringer, and Savannah Smith

Social Studies (sponsored by Mrs. Hendricks)

4th place Danielle Valenta

Spelling (sponsored by Mrs. Gadeke)

3rd place Katie Morrison

2nd place team event—Jacquisha Clark, Katie Morrison, and Gabby Temple

Dictionary (sponsored by Mrs. Merta)

5th place Jessica Reyna

Number Sense (sponsored by Mrs. Bullard)

4th place Ryan Drapela

3rd place team event—Ryan Drapela, Gozalo Ferrell, and John Reyna

Maps Graphs Charts (sponsored by Mrs. Gwosdz))

4th place Morgan Eggemeyer

3rd place team event—Aaron Espinosa, Morgan Eggemeyer, and Kyle Moreno

Impromptu (sponsored by Mrs. Willis)

4th place Lauren Herrmann

5th place Callie Carruth

Ready Writing (sponsored by Ms. Simmons)

2nd place Alexandra Thompson

4th place Erin Niemeier

5th place Paxton Lutringer

Editorial Writing (sponsored by Mrs. Dornak)

5th place Ross Curran

Modern Oratory (sponsored by Ms. Simmons)

4th place Shelby Tsika

5th place Alyssa Stanford

6th place Cayla Nielsen

Science II (sponsored by Mrs. Dornak)

2nd place Jay Hynes

(Please note that there are **no team events** for *Ready Writing, Editorial Writing, Oral Reading, Impromptu, or Modern Oratory*)

Submitted by Kathy Simmons, UIL Coordinator

Seventh Grade UIL Competition Winners
George Junior High
January 30, 2010
(Received a plaque for 2nd place overall tournament)

Art Smart (sponsored by Mrs. Supak)

3rd place Stacey Cordero

6th place Samantha Beard

3rd place team event—Stacey Cordero, Samantha Beard, and Kymber Ward

Listening Skills (sponsored by Ms. Simmons)

1st place Joel Hernandez

2nd place Alannah Shimek

1st place team event—Joel Hernandez, Alannah Shimek, and Aron Alameda

Oral Reading (sponsored by Mrs. Farrar)

2nd place Jalyene Quinones

4th place Cydni Rod

Mathematics (sponsored by Mrs. Gaines)

4th place Jillian Ermis

5th place Daisy Enriquez

3rd place team event—Jillian Ermis, Daisy Enriquez, and Torre Robinson

Social Studies (sponsored by Mrs. Hendricks)

3rd place Jada Thompson

6th place Victor Hernandez

1st place team event—Jada Thompson, Victor Hernandez, and Taylor Ondrias

Spelling (sponsored by Mrs. Gadeke)

2nd place team event—Deana Davila, Savannah Kemberling, and Keyarria Roberts

Dictionary (sponsored by Mrs. Merta)

1st place Blake Krpec

5th place Gaby Martinez

1st place team event—Blake Krpec, Gaby Martinez, and Haley Sabrusula

Ready Writing (sponsored by Ms. Simmons)

2nd place Natalya Yanis

3rd place Blake Krpec

4th place Konnor Polasek

Number Sense (sponsored by Mrs. Bullard)

5th place Kordell Smith

Maps, Graphs, Charts (sponsored by Mrs. Gwosdz)

4th place Charles Powers

6th place Josh Kulhanek

1st place team event—Charles Powers, Josh Kulhanek, and Blaine Fuechec

Impromptu Speaking (sponsored by Mrs. Willis)

5th place Kendyl Kemp

6th place Kristen Reyna

Modern Oratory (sponsored by Ms. Simmons)

1st place Natalya Yanis

2nd place Konnor Polasek

3rd place Leticia Vasquez

Science 1 (sponsored by Mrs. Faas)

6th place Jack Smith

Editorial Writing (sponsored by Mrs. Dornak)

5th place Jada Thompson

6th place Megan Wilsher

(Please note that there are **no team events** for Ready *Writing, Editorial Writing, Oral Reading, Impromptu, or Modern Oratory.*)

Submitted by Kathy Simmons, UIL Coordinator

Sixth Grade UIL Competition Winners
George Junior High
January 30, 2010

Art Smart (sponsored by Mrs. Supak)
4th place Jacob Supak

Listening Skills (sponsored by Ms. Simmons)
3rd place Emily Cortez
3rd place team event—Emily Cortez, Julia Prihoda, and Maite Gomez

Oral Reading (sponsored by Ms. Farrar)
4th place Kayla Legler
5th place Amber Sosa
6th place Jazlyn McCool

Mathematics (sponsored by Mrs. Gaines)
5th place Michelle Mata
3rd place team event—Marissa Martinez, Michelle Mata, and Amani Randle

Social Studies (sponsored by Mrs. Hendricks)
5th place Carson Rose

Spelling (sponsored by Mrs. Gadeke)
3rd place Andreas Rubin
2nd place team event—Matt Martinez, Andreas Rubin, and Amber Sosa

Dictionary Skills (sponsored by Mrs. Merta)
3rd place team—Taerikk Perry, Cullen Aguilar, and Kevin Dove

Maps, Charts, and Graphs (sponsored by Mrs. Gwosdz)
1st place Tayton Priesmeyer
2nd place team event—Christian Bustamante, Tayton Priesmeyer, and Adrienne Wiggington

(Please note that there are **no team events** for *Ready Writing or Oral Reading*)
submitted by Kathy Simmons, UIL Coordinator

Agenda Item Summary Sheet (4 A.2)
Meeting Date: February 23, 2010
Submitted by: Mark Pool, Superintendent

Action Required

**Consent:
Governance**

Order Trustee Election for Saturday, May 8, 2010, and All Matters Pertaining Thereto

Summary

February is the month to order the annual trustee election.

The following is a list of actions that need to take place in order to order the annual trustee election to be held on May 8, 2010:

1. Order the trustee election to be held on May 8, 2010, from 7:00 a.m. to 7:00 p.m. for the purpose of electing / re-electing trustees for Position No. 4, currently held by Ralph Novosad, and Position No. 5, currently held by Cecil Davis.
2. Designate the location of the polling places to be:
 - (a) Precinct No. 1 – City of El Campo Fire & EMS Building; and
 - (b) Precinct No. 2 – Glen Flora Fire Station.
3. Designate the location of the early-voting polling place to be the City of El Campo Fire & EMS Building at 220 N. Merchant, El Campo, TX;
4. Set the dates and time for early voting to be each week day from 8:00 a.m. to 5:00 p.m. beginning on Monday, April 26, 2010, and ending on Friday, April 30, 2010.

In addition, voting will be conducted between the hours of 7:00 a.m. and 7:00 p.m. on Monday, May 3, 2010, and Tuesday, May 4, 2010.
5. Designate the early voting clerk and presiding officer.

ECISD Board Policy

BBA (LEGAL), BOARD MEMBERS: ELIGIBILITY / QUALIFICATIONS
BBB (LEGAL), BOARD MEMBERS: ELECTIONS
BBB (LOCAL), BOARD MEMBERS: ELECTIONS

Effective Date

Spring 2010 election. [See separate document identifying key dates.]

Previous Board Action

The Board annually calls the Trustee Election at the regular meeting in February.

Future Action Expected	Votes will be canvassed at a meeting between May 11th and May 19th, 2010. The regular meeting for the month is scheduled for Tuesday, May 18, 2010.
Background Information and Signification Issues	None.
Fiscal Impact	Approximately \$5,097.00
Student and Public Benefit	Election of Trustees to govern and oversee the management of the District.
Procedural and Reporting Implications	The Order of Election will be filed in the Board Minutes, and Notice of Election will be posted in usual posting places.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.
Attachments	<ul style="list-style-type: none"> (1) Memorandum from David Bright re: Approval of Election Workers for May 8, 2010 School Board Election (2) Order of Regular Election (3) Memorandum from David Bright re: summary of "key dates" for the 2010 election
Contact Person(s)	David Bright, Assistant Superintendent for Finance
Action Required	Motion, second and majority vote to order a trustee election for May 8, 2010 and all matters pertaining thereto.
Superintendent's Recommendation	<p>I recommend you order the Trustee Election for May 8, 2010, and all matters pertaining thereto as part of the consent agenda.</p> <p>Mark Pool, Superintendent of Schools</p>

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

February 23, 2010

Board of Trustees
El Campo Independent School District
700 West Norris Street
El Campo, Texas 77437

RE: Approval of Election Workers for May 8, 2010 School Board Election

Dear Board Members:

Once again, it is time to begin preparations for the ECISD Board of Trustees Election to be held on May 8, 2010. Listed below are the recommendations for the election workers for this election:

- Ms. Judy Owens, Elections Administrator for Wharton County, is recommended for **early voting clerk** for this election.
- Ms. Melissa Erwin is recommended for the **presiding officer**.

The Election Administrator is authorized to hire the judges and alternate judges for the election pursuant to section 6 of the Election Service Contract with Wharton County.

If there are any questions, or if additional information is desired, please contact me at your convenience.

Sincerely,



David Bright
Assistant Superintendent for Finance

DB/js

ORDER OF REGULAR ELECTION

An election is hereby ordered to be held on Saturday, May 8, 2010, for the purpose of electing to the Board of Trustees of the El Campo Independent School district, two (2) trustees for a 3-year term, for Position #4 and Position #5.

The first day to apply for a place on the ballot is February 6, 2010. The filing deadline for candidates is 5:00 P.M. on March 8, 2010. Dianne Cerny, Secretary to the Superintendent of Schools, 700 West Norris Street, El Campo, Texas, is authorized by the Secretary of the Board to accept filing for those wishing to run for the School Board.

The polling places are as follows:

- Precinct No. 1: City of El Campo Fire & EMS Building
Hillje Street Entrance, El Campo, Texas**
- Precinct No. 2: Glen Flora Fire Station
Glen Flora, Texas**

Polls open at 7:00 A.M. and close at 7:00 P.M. on Saturday, May 8, 2010.

Early voting by personal appearance will be conducted each weekday at the following location:

City of El Campo Fire & EMS Building, 220 N. Merchant, El Campo, Texas

Early voting will be conducted between the hours of 8:00 A.M. and 5:00 P.M. beginning on Monday, April 26, 2010, and ending on Friday, April 30, 2010. In addition, early voting will be conducted between the hours of 7:00 A.M. and 7:00 P.M. on Monday, May 3, 2010, and Tuesday, May 4, 2010.

Applications for ballots by mail shall be mailed to:

Ms. Judy Owens, Early Voting Clerk
Wharton County Elections Dept.
P. O. Box 390
Wharton, Texas 77488

Applications for ballots by mail must be received no later than the close of business on April 30, 2010.

Issued this the 23rd day of February 2010.

Signature of Presiding Officer

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

February 23, 2010

Board of Trustees
El Campo Independent School District
700 W. Norris
El Campo, Texas 77437

Dear Board Members:

Listed below is a summary of "key dates" regarding the 2010 Board of Trustees Election for the El Campo Independent School District:

February 6 th		First day to file
March 8 th	5:00 p.m.	Last day to file
March 8 th	5:05 p.m.	Conduct drawing for position on ballot
April 8 th		First day for notice of election to be published
April 26 th		First day of early voting by personal appearance
May 4 th		Last day of early voting by personal appearance
May 8 th		Election Day
May 11 th – 19 th		Meeting to be scheduled for vote canvassing

Contested Positions:

3-Year Term
Position #4

3-Year Term
Position #5

Please contact me at your convenience if I can be of further assistance.

Sincerely,



David Bright
Assistant Superintendent for Finance

DB/js

Agenda Item Summary Sheet (4.A.1)
Meeting Date: February 23, 2010
Submitted by: Mark Pool, Superintendent

Action Required

Consent Agenda: Governance	Minutes of Previous Meetings 1. January 27, 2010 – Regular Meeting
Summary	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.
ECISD Board Policy	BE (LOCAL), BOARD MEETINGS
Effective Date	February 23, 2010.
Previous Board Action	The Board approves minutes at each regular monthly meeting.
Future Action Expected	The Board approves minutes at each regular monthly meeting.
Background Information and Significant Issues	None.
Fiscal Impact	None.
Student and Public Benefit	An accurate record of all discussions and actions by the Board of Trustees is maintained.
Procedural and Reporting Implications	After approval minutes are filed with the official records of the District.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None

Attachments

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

1. Regular Meeting – January 27, 2010

Contact Person(s)

Dianne Cerny, Executive Secretary

Action Required

Motion, second and majority vote to approve the minutes.

**Superintendent's
Recommendation**

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

Mark Pool, Superintendent of Schools

**MINUTES OF THE BOARD OF TRUSTEES
EL CAMPO INDEPENDENT SCHOOL DISTRICT
January 27, 2010**

The Board of Trustees of the El Campo Independent School District met in a regular session January 27, 2010 at 7:00 p.m. in the Board Room, 700 West Norris, El Campo, Texas.

MEMBERS PRESENT: James Russell, Tommy Turner, Ralph Novosad, J. J. Croix, Melissa Erwin, Cecil Davis, and David Hodges.

MEMBERS ABSENT: None

OTHERS PRESENT: Mark Pool, Carolyn Gordon, David Bright, Carol Turner, Deborah Capak, Laura Deiss, Alicia Stary, Barbara Knudson, Carol Drapela, Brenda Sommer, Kendra Janik, Janel English, Kimberly Clark, Neta Ripple, Judy Waligura, Maria Delgado, Gilbert Delgado

Tommy Turner called the meeting to order. Tommy Turner gave the opening prayer followed by the Pledge of Allegiance. There was a quorum present.

PUBLIC COMMENT: Public Comment was made by Barbara Knudson in reference to Middle School parking.

RECOGNITION:

Mr. Pool recognized Business Office Personnel.

Mr. Pool recognized the Process Improvement Teams: Curriculum Scope and Sequence Changes and Assignment of Educational Aides.

Mr. Pool introduced Maria Delgado as a new Elementary Bilingual Inclusion Teacher at Myatt Elementary.

Mr. Pool read a proclamation from Governor Rick Perry proclaiming January as Board Appreciation Month. Mr. Pool recognized Board Members and presented them with certificates of appreciation.

CONSENT AGENDA: A motion was made by David Hodges and seconded by Melissa Erwin to approve the Consent Agenda with corrections to the minutes:

- A. Governance
 - 1. Consider Approval of the Minutes
 - a. December 15, 2009 – Public Hearing for Annual AEIS Report
 - b. December 15 2009 – Regular Monthly Meeting

- c. January 12, 2010 – Special Meeting to Conduct Superintendent Performance Evaluation
- d. January 19, 2010 – Special Meeting to Review and Approve Annual Financial Audit and Compliance Report
2. Consider Approval of TASB Localized Policy Update 86
- B. Business and Support Service
 1. Report on Myatt Construction Project
 2. Consider Approval of Application for Payment to Polasek Construction for Myatt Elementary Restroom Addition
 3. Review Invoice from RWS Architects
 4. Consider Approval of Engagement of Independent Auditor for Finance and Compliance
 5. Consider Approval of Resolutions on Designation of Investment Officers and Investment Officer Training
 6. Consider Approval of Investment Policies
 7. Review of Monthly Financial Reports
 8. Review List of Checks Written for the Month of December, 2009
- C. Personnel
- D. Curriculum and Instruction
 1. Consider Approval of Annual State Compensatory Education Program Evaluation
 2. Review of Dyslexia Program Improvement Plan
- E. Students

Motion carried unanimously.

BUSINESS AND OPERATIONS

CURRICULUM AND INSTRUCTION

CONSIDER APPROVAL OF 2010 – 2011 SCHOOL CALENDAR THAT INCLUDES NINE-WEEK

GRADING PERIODS: A motion was made by David Hodges and seconded by James Russell to approve the 2010 – 2011 school calendar that includes nine-week grading periods.

Motion carried unanimously.

PRESENTATIONS BY PROCESS IMPROVEMENT TEAMS: Laura Deiss presented changes to Curriculum Scope and Sequence and Alicia Stary presented suggestions for Assignment of Education Aides.

REVIEW ADEQUATE YEARLY PROGRESS REPORTS: Mr. Pool and Mrs. Gordon reviewed the Adequate Yearly Progress Reports.

REVIEW OF CAMPUS REPORT CARDS: Mr. Pool and Mrs. Gordon reviewed the Campus Report Cards.

REVIEW STATUS OF EXIT LEVEL TAKS RESULTS: Mrs. Gordon reviewed the status of Exit Level TAKS results.

CLOSED SESSION

EXECUTIVE SESSION: The president of the Board called for an Executive Session as authorized by Section Texas Government Pursuant to Section § 551.071 PERSONNEL MATTERS, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; to discuss the summative evaluation of the Superintendent. The president of the Board called for an Executive Session as authorized by Section Texas Government Pursuant to Section 551.071 of the Texas Govt. Code, Consultation with The District's Attorney Regarding, S. R. vs. El Campo Independent School District, et al., In the United States District Court for the Southern District of Texas Houston Division; Civil Action No. H-08-3263; Pursuant to Section 551.071 of the Texas Govt. Code, Consultation with the District's Attorney Regarding, P.R., M.R., and N.R., Individually and as Next Friend of S.R., v. Central Texas Autism Center, Inc. and Cara Brown v. El Campo Independent School District, In District Court of Travis County, Texas, In the 126th Judicial District; Cause No. D-1-GN-08003644. The Board entered executive session at 9:01 p.m. and reconvened in open session at 10:10 p.m. to take the following action:

DISCUSS POSSIBILITY OF A BOARD WORKSHOP IN FEBRUARY TO DISCUSS SHARED VALUES AND BELIEFS FOR ESTABLISHING DISTRICT PRIORITIES: The Board and Mr. Pool discussed the possibility of a board workshop to discuss shared values and beliefs for establishing District priorities.

DISCUSS DRAFT OF POLICY DEC (LOCAL), EMPLOYEE LEAVE AND ABSENCES: Mr. Pool and the Board reviewed and discussed Policy DEC (LOCAL), Employee Leave and Absences.

CONSIDER ACTION ON SUMMATIVE EVALUATION OF SUPERINTENDENT AND SUPERINTENDENT'S CONTRACT: A motion was made by Melissa Erwin and seconded by J. J. Croix to extend the Superintendent's contract for one year and to increase the salary by 3.1 %. Motion carried by a 5 – 2 vote with Trustees Tommy Turner, Cecil Davis, Melissa Erwin, James Russell and J. J. Croix in favor and Trustees David Hodges and Ralph Novosad opposed.

ACTION FOLLOWING CLOSED SESSION:

1. Consider and Take Possible Action Regarding S.R. vs. El Campo Independent School District, et al., In the United

States District Court for the Southern District of Texas
Houston Division; Civil Action No. H-08-3263
2. Consider and Take Possible Action Regarding P.R., M.R., and
N.R., Individually and as Next Friend of S.R., v. Central Texas
Autism Center, Inc. and Cara Brown v. El Campo Independent School
District, In District Court of Travis County, Texas, in the 126th Judicial
District; Cause No. D-1-GN-08003644

A motion was made by Melissa Erwin and seconded by James Russell to direct steps to remediation per attorney in closed session. Motion carried unanimously.

PERSONNEL

SUPERINTENDENT'S REPORT

Board Members were given reports to review for the following items:

- A. Governance
 - 1. Preliminary Agenda for Regular Meeting on January 19, 2009
 - 2. Monthly Calendar of Activities and Events
- B. Business and Support Services
 - 1. Second Six Weeks Foundation School Program State Funding
- C. Personnel
- D. Curriculum and Instruction
- E. Students
 - 1. Second Six Weeks Report on enrollment and Attendance
 - 2. Monthly DAEP Report
 - 3. Monthly SRO Report
- F. Community and Governmental Relations
 - 1. Legislative Update

There being no further discussion, the meeting adjourned at 10:11 p.m.

DRAFT

PRESIDENT

SECRETARY

Agenda Item Summary Sheet (4 A.3)
Meeting Date: February 23, 2010
Submitted by: Mark Pool, Superintendent

Action Required

Consent Agenda

Legal Services Retainer Agreement

Summary

According to LEGAL policy, the purchasing requirements of Education Code Section 44.031 do not apply to a contract for professional services rendered, including the services of an attorney. Contracts for these professional services shall be made on the basis of demonstrated competence and qualifications to perform the services and for a fair and reasonable price. *Gov't Code 2254.002, 2254.003(a)*

The Board has had a Legal Services Retainer Agreement with Walsh, Anderson, Brown, Schulze & Aldridge, P.C. since 2002. The annual retainer fee is \$1,000 and is billed each year on the anniversary of the District joining the program.

Telephone consultation with school officials in this program regarding general routine legal matters is free of charge. The firm has toll-free telephone numbers that are made available to these clients.

An hourly rate of \$170/hour for associates licensed less than one year, \$180/hour for associates licensed one or two years, \$215/hour for associates licensed over two years, or \$235/hour for shareholders is charged for time spent on research, opinion letters, office visits, board meetings, and other work of a general nature.

For matters requiring more in-depth work, such as document review, negotiation of contract, grievance, nonrenewal, review of construction documents, litigation, administrative appeals, and the like, all time, including telephone calls, is charged at the current hourly retainer rates shown above, plus expenses.

ECISD Board Policy

CH (LEGAL), PURCHASING AND ACQUISITION

Effective Date

February 23, 2010

Previous Board Action

The Board previously approved the Legal Services Retainer Agreement with WABSA.

Future Action Expected

Annually the Board will consider the renewal of the Legal Services Retainer Agreement.

Background Information and Significant Issues	Elena M. Gallegos has become a shareholder in the firm. The name change of the firm comes from the death of Eric Schulze who was a leader in the firm for 22 years. The law firms new name is: Walsh, Anderson, Brown, Aldridge & Gallegos, P.C.
Fiscal Impact	\$1,000
Student and Public Benefit	Tax dollars are saved by being able to obtain certain legal services under a retainer agreement.
Procedural and Reporting Implications	Following approval by the Board, a contract will be signed and returned to Walsh, Anderson, Brown, Aldridge & Gallegos, P.C.
Public Comments	None.
Alternatives	Seek another law firm.
Other Comments and Related Issues	None
Attachments	<ul style="list-style-type: none"> • Copy of Letter re: Renewal of Membership in Independent Retainer Program • Copy of Legal Services Retainer Contract • Copy of Fee Schedule
Contact Person(s)	Mark Pool, Superintendent of Schools
Action Required	Motion, second and majority vote to approve the Legal Services Retainer Agreement with WABAG.
Superintendent's Recommendation	I recommend you approve the Legal Services Retainer Agreement with WABAG as part of the consent agenda. Mark Pool, Superintendent of Schools

WALSH, ANDERSON,
BROWN, GALLEGOS
and GREEN, P.C.

ATTORNEYS AT LAW

February 1, 2010

VIA REGULAR MAIL

Mr. Robert Mark Pool
Superintendent
El Campo ISD
700 West Norris Street
El Campo, Texas 77437

RE: Renewal of Membership in Independent Retainer Program

Dear Mr. Pool:

In addition to the monthly billing statement, enclosed please find the annual billing statement for membership in our Independent Retainer Program. The Walsh Anderson retainer program provides a valuable service to the District, and we look forward to the District's continued membership in the program. The cost of the program is \$1,000 per year. Benefits of the program include:

1. FREE TELEPHONE CONSULTATION: The law firm provides unlimited telephone consultation at no charge to the District's Board President, Superintendent, Special Education Director or designee pertaining to questions arising out of the general operation of the District. Last year, our member clients received an average of 8 free hours of telephone consultation. That is a \$1,800 value in telephone calls alone! Call us whenever the District has a question or concern about general school law matters or special education law. As a retainer client, the District has exclusive access to the statewide toll-free telephone numbers for calls to the law firm. Before making decisions with legal consequences, call any of our offices toll-free at the following numbers to speak with a Walsh Anderson attorney:

- Austin – (800) 252-3405
- Brownsville – (877) 541-6555
- Irving – (800) 231-4207
- McAllen – (866) 770-6864
- San Antonio – (800) 232-9169
- Albuquerque – (800) 771-6864

2. REDUCED RATES FOR ADDITIONAL LEGAL WORK: The District receives reduced hourly rates for additional work that goes beyond the general telephone consultations. Under the Retainer Program, the District receives reduced rates for additional work such as performing

legal research, drafting opinion letters, and representing the District in adversarial matters. Though the hourly rates are reduced for retainer clients, any expenses incurred by the law firm in providing such additional work are charged.

3. FREE SUBSCRIPTIONS TO FIRM PUBLICATIONS: As a member of the Retainer Program, the District receives free subscriptions to both of the firm's newsletters: (1) the informative bi-monthly newsletter "*Time Out with Walsh Anderson*" that provides timely reminders and practical suggestions about general education law issues arising throughout the school year; and (2) the monthly publication "*This Just In*" which addresses legal issues specific to the special needs of students with disabilities.

4. E-MAIL UPDATES: As another benefit of the Retainer Program, Walsh Anderson sends periodic e-mail updates to you (and to any other District personnel or trustees you designate) to help keep the District abreast of the latest developments in school law. These updates, averaging more than one per month, address a broad range of timely topics and are designed to keep you informed and better prepared in your work for the District. In 2009 we have sent updates regarding:

- New pay discrimination law.
- Contract employees getting the right type of contract specific to a district.
- New COBRA subsidies available for eligible former employees.
- District election campaign issues.
- Use of ARAA 2009 funds for hiring new employees.
- 5th Circuit Opinion on the Texas Open Meetings Act.
- Leave policy
- Supreme Court Decision on preclearance requirements of the Voting Rights Act.
- New legislation regarding Tax Ratification Elections.

Don't let your District personnel miss our next update! Please review the attached list of e-mail addresses you previously provided to us and update the list if necessary.

5. REDUCED RATES ON ALL WALSH ANDERSON INSERVICES: Our Retainer Program members also receive reduced rates on all inservices and legal training programs. Our up-to-date training programs are presented by attorneys with firsthand experience and knowledge about the current legal issues confronting Texas school districts. Our retainer clients also receive priority scheduling for inservice training.

I am pleased that the District has been a member of our Independent Retainer Program. I hope the District will continue with its membership. We look forward to receiving your updated e-mail list and signed contract. Please note that the enclosed Legal Services Retainer Agreement must be signed by an authorized trustee or employee. Consult your local policies to see if they specify who is authorized to approve and sign an agreement retaining legal counsel for the District. Many Districts have adopted the Texas Association of School Boards' proposed Policy

Mr. Robert Mark Pool
January 22, 2010
Page 3

BDD (local) which requires approval of the agreement by the Board of Trustees. In the case of a special education cooperative or shared services arrangement, we suggest approval of this agreement by the Board of Trustees for the fiscal agent.

The law firm's retainer programs are designed to provide the District with excellent service and prompt responses to all questions. When considering decisions with legal consequences, call *any* Walsh Anderson attorney with questions and concerns regarding school law issues. As always, please call me with any questions, comments, or suggestions about how we can better serve the District. My toll-free number is (800) 232-9169.

Sincerely,



Paige C. Kyle

PCK/nlt
Enclosures

cc: (with contract and fee schedule only)
Mr. Thomas Turner
Board President
El Campo ISD
700 West Norris Street
El Campo, Texas 77437

WALSH, ANDERSON,
BROWN, GALLEGOS
and GREEN, P.C.

ATTORNEYS AT LAW

**LEGAL SERVICES RETAINER AGREEMENT
FOR
EL CAMPO
INDEPENDENT SCHOOL DISTRICT**

The El Campo Independent School District (hereinafter "District"), acting by and through the authorized Trustee or Employee whose signature appears below, hereby retains the law firm of Walsh, Anderson, Brown, Gallegos & Green, P.C. (hereinafter "Law Firm"), to provide the services to the District set forth below.

1. Telephone Consultation: The Law Firm shall provide telephone consultation at no charge to the District's Board President, Superintendent, Special Education Director, or designee pertaining to questions arising out of the general operation of the District. The District shall have access to a statewide toll-free telephone number for calls to the Law Firm.
2. Additional Legal Work: The District shall be entitled to reduced hourly rates for additional legal work over and above general telephone consultation. Examples of such additional legal work are research, opinion letters, and legal advice or representation in adversarial matters. Expenses incurred by the Law Firm in providing such additional legal work shall be charged.
3. Publications: The Law Firm shall provide at no charge the monthly publication *This Just In*, dealing with special education law issues, and the bi-monthly general school law publication *Time Out with Walsh Anderson*, both published by the Law Firm.
4. E-mail Updates: The Law Firm shall send periodic e-mail updates to designated District personnel and trustees relating to developments in school law. The content and publication schedule of such updates shall be determined solely by the Law Firm.
5. Retainer Term and Cost: There shall be a fee of \$1,000.00 for this Retainer Agreement due upon execution and annually thereafter on the anniversary of the execution date below. This Retainer Agreement shall remain in effect until notice of cancellation is received.
6. Scope of Attorney-Client Relationship: This Retainer Agreement establishes a limited attorney-client relationship only between the Law Firm and the District. The relationship exists only as to the consultations and additional legal work that are initiated by the District and accepted by the Law Firm pursuant to this Agreement. The Retainer Agreement does not impose any duty upon the Law Firm to provide advice or

work to the District regarding legal matters absent a request by the District's Board President, Superintendent, Special Education Director, or designee for such advice or work on a matter. The Law Firm and the District acknowledge and represent that this Agreement does not establish an attorney-client relationship between the Law Firm and any individual Trustees or Employees of the District. If a lawsuit or other adversarial matter is brought against the District and/or any Trustee or Employee of the District, the Law Firm may require the execution of one or more separate Letters of Engagement prior to undertaking an attorney-client relationship in the matter.

Executed this 5th day of February, 2010.

EL CAMPO INDEPENDENT SCHOOL DISTRICT

By: Robert Mark Pool
(Signature)

Robert Mark Pool
(Print Name)

Superintendent
(Title)

WALSH, ANDERSON, BROWN, GALLEGOS & GREEN, P.C.

By: _____
Oscar G. Treviño
Managing Shareholder

**Consent Agenda
Business and Support
Services**

Report on Construction Projects

Summary

Myatt Elementary School Restroom Addition. Our last monthly construction meeting was held on February 1, 2010. The following is a list of projected work from that meeting and an update on the progress:

1. Exterior damp proofing and finish system – in progress
2. Complete interior partitions – complete
3. Complete roof edge metal and parapet cap – complete
4. Complete plumbing water & vent – complete
5. Complete electrical rough – complete
6. Install glazing at hollow metal frames – complete
7. Install exterior doors
8. Install drywall and thermal insulation – complete
9. Install ceiling grid
10. Begin ceramic tile
11. Install aluminum canopies

ECISD Board Policy

None.

Effective Date

February 16, 2010

Previous Board Action

During the construction phase of this project we will designate a section of the consent agenda each month to review and/or discuss construction issues.

Future Action Expected

During the construction phase of this project we will designate a section of the consent agenda each month to review and/or discuss construction issues.

**Background Information and
Significant Issues**

The following Change Proposals have been approved / pending:

- Provide concrete sidewalk as requested by Owner - \$4,606.50 (approved)
- Provide temporary wood frame canopy and removal at completion - \$5,252.47 (pending)

Fiscal Impact

The Guaranteed Maximum Price for this project is \$308,768, which includes the following allowances:

- Owner Contingency Allowance.....\$2,000.00
- Landscape Allowance.....\$2,000.00
- Ceramic Tile in Corridor (Lavatories/Drinking)\$1,560.00
- Conduit and Wiring\$4,200.00
- **TOTAL** **\$9,760.00**

The Board also approved the following Alternates:

Alternate No. 1 – Aluminum Canopy at Entrance Doors.....\$5,775.00

Alternate No. 2 – Hollow Metal Windows for Future Add.....\$6,320.00

Student and Public Benefit

The Board and the general public are appropriately informed about the progress on the capital improvement projects.

Procedural and Reporting Implications

None.

Public Comments

None.

Alternatives

None.

Other Comments and Related Issues

None.

Attachments

- Construction Project Meeting Agenda – February 1 2010, Schedule and Progress Report
- Change Proposal Request Log

Contact Person(s)

Mark Pool, Superintendent of School

Action Required

No action required.

Superintendent’s Recommendation

Information only.

Mark Pool, Superintendent of Schools



El Campo Independent School District Myatt Restroom Addition Project Overview

Meeting Location: ECISD Admin Bldg.

Date: 2/1/2010

Time: 2:00 p.m.

1. SCHEDULE AND PROGRESS:

A. WORK COMPLETED:

1. Grade beam installation complete
2. Termite treatment application complete
3. Slab on grade complete
4. Structural steel delivery and erection complete
5. Grout and column block outs complete
6. Steel deck installation complete
7. Deck and structural steel erection approved
8. Roof system 90%
9. Exterior partitions complete
10. Interior partitions 80%
11. Hollow metal frames complete
12. Roof top equipment installed
13. Ductwork main trunk complete
14. Plumbing domestic water & vent 30%
15. Electrical rough started

B. PROJECTED WORK:

1. Exterior dampproofing and finish system
2. Complete interior partitions
3. Complete roof edge metal and parapet cap
4. Complete plumbing water & vent
5. Complete electrical rough
6. Install glazing at hollow metal frames
7. Install exterior doors
8. Install drywall and thermal insulation
9. Install ceiling grid
10. Begin ceramic tile
11. Install aluminum canopies

CHANGE PROPOSAL REQUEST LOG

Project: Myatt Elementary Restroom Addition
 Architect: RWS Architects
 Contractor: Polasek Construction, Inc.

El Campo ISD
 Project No. 0772
 2/1/10



CPR NO.	DATE ISSUED	DESCRIPTION OF CHANGE	DWGS	FUNDING SOURCE ALLOWANCE	DATE PRICING SUBMITTED	DATE PRICING APPROVED	ESTIMATED/ PENDING CPR AMOUNT	APPROVED CPR AMOUNT	CO#	AEA ISSUE DATE	COMMENTS
1	09/17/09	1. Provide concrete sidewalk as requested by Owner.	N	CO	12/27/09	01/04/10		\$4,606.50			
2	09/17/09	1. Provide temporary wood frame canopy and removal at completion.	N	CO	12/27/09		\$5,252.47				
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
		TOTALS FOR CPR'S					\$5,252.47	\$4,606.50			

Consent Agenda Report on Transportation Discipline Referrals

Summary This year we have utilized one of our assistant principals to handle all of the transportation discipline referrals for the district, as opposed to APs on each individual campus handling bus referrals for the students on their campus. This system has worked exceptionally well, virtually eliminating the calls to the central office with complaints about bus discipline referrals and how they were handled. (Last year it was not unusual for David or I to receive multiple phone calls each week regarding some issue related to a bus discipline referral.)

From a preventive standpoint, having a person in this position who is able to ride buses with behavior problems on a regular basis has been most beneficial, allowing us to be proactive rather than reactive with addressing misbehavior on the school bus.

Probably more important is the fact that this system has relieved campus administrators from the hours they spent dealing with bus discipline referrals, providing them with more time to focus on instructional leadership on their campus. In the past, campus administrators spent hours trying to contact bus drivers, contacting and conferencing with parents, watching bus surveillance tapes, and conferencing with and issuing disciplinary action(s) to students. The current system is much more efficient and effective.

ECISD Board Policy FO (LOCAL), STUDENT DISCIPLINE

Effective Date February 23, 2010

Previous Board Action The Board previously authorized the assistant principal position for handling all bus discipline referrals.

Future Action Expected None.

Background Information and Significant Issues None.

Fiscal Impact Personnel Costs. Other considerations are the opportunity costs savings realized at the campus level.

Student and Public Benefit Bus drivers have immediate access to the administrator who will be dealing with their bus discipline referrals; the situation is dealt with and parents are notified in a timely manner; and there is consistency throughout the district on how bus discipline referrals are handled.

Effective bus discipline is an important safety consideration in the transportation of our students.

Procedural and Reporting Implications

None.

Public Comments

None.

Alternatives

Returning to handling bus discipline problems on each campus.

Other Comments and Related Issues

None

Attachments

- Bus Discipline Report for the First Semester

Contact Person(s)

David Bright, Assistance Superintendent of Finance and Operations
Brett Schoppe, Director of Transportation
Campus Principals

Action Required

No action required.

Superintendent's Recommendation

This is an information item only.

Mark Pool, Superintendent of Schools

El Campo Independent School District
BUS DISCIPLINE
1st Semester

Referrals:	Six Weeks Period	Referrals Per Day	Students	ECHS	ECMS	Northside	Hutchins	Myatt	Total
	1st - 29 days	5.34	120	8	41	33	37	34	153
2nd - 29 days	6.24	145	15	41	57	34	39	186	
3rd - 32 days	4.28	111	8	29	22	42	36	137	
1st Semester		376	31	111	112	113	109	476	

Six Weeks Period:	1st	2nd	3rd	Total
Students Suspended:	26	38	22	86
<i>One Time</i>	21	34	19	74
Multiple Times*	5	4	3	
Repeat Offenders*		3	4	
Total Days of Suspension	121	167	86	374
Average Days / Student	4.65	4.39	3.91	4.31

* 11 different student
 ** Students suspended the prior six weeks. (4 Students)

Referrals by Bus:	Bus #	Route Length AM & PM	Total # Riders	Total Referrals			Total Days Suspension
				1st	2nd	3rd	
1	2	43			1	1	
2	3	92	16	17	5	38	22 double run
3	1.5	63	2	5	1	8	5 double run
4	2.25	57	11	3	2	16	9
5	2	72		8	3	11	14
6	2.25	54		2	10	12	11
7	2.5	71	5	3	1	9	21
8	3	77	7	3		10	8 double run
9	4	48	1	31	8	40	31
10	3.5	71	1		1	2	
11	3	51		1		1	
12	3.5	82	8	17	6	31	22 shuttle bus
13	4	88	5	1	5	11	double run
14	3	60	13	5	2	20	30
15	3	59					
16	3.5	60	4	9	9	22	9
17	3	83	11	19	8	38	28 shuttle bus
18	3.5	67	6	8	8	22	
19	3	86	7		14	21	3
20	2.75	26	2			2	15
21	3	64	9	7	9	25	35
22	3	55	10	3		13	8
23	3	45		1		1	
24	2.5	65			1	1	5
25	2.75	59			1	1	shuttle bus
26	3.5	89					shuttle & double bus run
27	3	99	6	10	11	27	12 double run
28	2.25	83	13	12	7	32	9
29	2.75	67	8	5	3	16	12
30	2.5	61	6	7	17	30	54
51	4	24					
53	3.75	14					
54	4	19		3	1	4	
60	3	50	1	6	2	9	8
61	2.25	68	1		1	2	3
62	3.75	33		37			
	107.25	2,205	153	186	137	476	374

Agenda Item Summary Sheet (4 B.7)
Meeting Date: February 23, 2010
Submitted by: Mark Pool, Superintendent

Information Only

**Consent Agenda:
Business and Support
Services**

Review of Monthly Financial Reports for Month of January

Summary

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.

The report provides the Board with a current comparison of actual revenue and expenditures to the budget adopted for the General Fund.

The Tax Collections Report provides the Board with the District's current tax collections for the fiscal year.

The Cash Flow Report provides the Board with both a historical and current perspective of the District's monthly cash flow.

ECISD Board Policy

None.

Effective Date

January 31, 2010

Previous Board Action

Approval of 2009-2010 General Operating Budget on August 25, 2009.

Future Action Expected

The Board will review the monthly financial statements at each regular monthly board meeting.

**Background Information and
Significant Issues**

The audited fund balance in the General Fund (Fund 199 only) on August 31, 2009 was \$5,951,953, which is 21.25% of the approved General Fund operating expenditures (as defined in the AEIS Report) of \$28,005,136.

Fund balance designated for replacement of artificial turf at Ricebird Stadium is \$100,000, leaving an undesignated fund balance of \$5,851,953; or 20.89% of the approved General Fund operating expenditures (as defined in the AEIS Report).

The undesignated fund balance currently exceeds the 20% goal by \$250,925.80.

Fiscal Impact

None.

Student and Public Benefit

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 received 57.38% of our amended revenue projections; and expended 39.07% of our amended expenditure estimates.

Compared to the same time last year, our revenue decreased by (\$4,891,559) and our expenditures increased by \$389,233.

	2005-2006		2006-2007		2007-2008		2008-2009		2009-2010	
	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp
Sep	8.44%	7.99%	8.49%	8.16%	19.97%	10.32%	20.59%	11.53%	10.41%	10.59%
Oct	17.30%	15.60%	16.45%	15.08%	36.50%	17.60%	36.88%	17.18%	19.64%	17.92%
Nov	25.28%	23.16%	25.79%	22.03%	40.10%	24.60%	39.46%	24.10%	26.01%	25.17%
Dec	43.50%	30.11%	39.14%	28.13%	55.32%	32.30%	52.68%	31.52%	38.96%	32.11%
Jan	66.11%	37.91%	71.88%	35.58%	75.42%	42.30%	73.77%	38.60%	57.38%	39.07%
Feb	79.68%	46.35%	77.49%	46.72%	83.18%	51.98%	79.39%	48.85%		
Mar	83.48%	53.54%	79.75%	53.89%	85.20%	58.88%	81.29%	55.83%		
Apr	85.72%	60.43%	84.35%	61.00%	86.78%	66.91%	82.79%	62.87%		
May	95.97%	69.63%	87.88%	68.32%	89.07%	76.81%	84.31%	69.96%		
Jun	97.50%	76.64%	92.93%	75.96%	90.38%	82.81%	86.04%	77.28%		
Jul	98.80%	83.10%	98.46%	84.97%	91.72%	88.08%	87.23%	85.52%		
Aug	100.16%	97.42%	100.20%	98.95%	100.03%	99.34%	99.94%	98.05%		

NOTE: Percentage of revenue received is down because our payment class changed. For the past two years we have been in Payment Class 3 and received 45% of our annual entitlement in September. We have been reclassified to Payment Class 2 and now receive 22% of our annual entitlement in September.

Tax Collection Report. Our beginning tax levy of \$13,314,729 has been adjusted by -\$102,880 giving us a new adjusted levy of \$13,211,849; and we have currently collected \$9,667,657 which amounts to 73.17% of the adjusted levy. This leaves an uncollected balance of \$3,544,192.

Delinquent collections YTD are \$115,341 plus \$57,737 in penalty and interest.

	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010
Oct	1.82%	0.06%	0.048%	0.01%	0.00%	0.00%
Nov	9.09%	6.81%	6.67%	5.07%	2.58%	0.44%
Dec	37.75%	40.15%	29.49%	38.76%	32.28%	30.01%
Jan	86.24%	82.47%	86.80%	85.29%	81.82%	73.71%
Feb	93.92%	92.59%	94.40%	93.58%	93.04%	
Mar	94.82%	95.44%	95.38%	94.44%	94.06%	
Apr	95.31%	95.68%	96.11%	95.13%	94.97%	
May	95.89%	96.54%	96.69%	95.78%	95.61%	
Jun	97.30%	97.04%	97.40%	96.55%	96.69%	
Jul	97.30%	97.19%	97.64%	96.87%		
Aug	97.48%	97.59%	97.81%	97.15%	97.48%	
Sep	97.51%	97.69%	97.97%	97.31%	97.60%	

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

Fiscal Year	Month			Year-to-Date		
	2008-2009	2009-2010	Difference	2008-2009	2009-2010	Difference
Revenue	\$6,765,024	\$6,026,184	(\$738,840)	\$23,664,651	\$18,773,092	(\$4,891,559)
Expenditures	\$2,323,469	\$2,456,112	\$132,643	\$10,933,297	\$11,546,968	\$613,671
Summary	\$4,441,555	\$3,570,072	(\$871,483)	\$12,731,354	\$7,226,124	(\$5,505,230)

Attachments

- Monthly Financial Report – January 31, 2010
- Tax Collection Recap 2009-2010 (not available at this time)
- Cash Flow Report 2009-2010

Contact Person(s)

David Bright, Assistant Superintendent of Finance and Operations

Action Required

No Action Required.

Superintendent's Recommendation

This is an information report only.

Mark Pool, Superintendent of Schools

**EL CAMPO INDEPENDENT SCHOOL DISTRICT
MONTHLY FINANCIAL REPORT
February 23, 2010**

**Comparison of Revenue and Expenditures
to the Budget for the General Operating Fund
9-1-09 to 1-31-10**

ESTIMATED REVENUE:

	<i>Original Budget</i>	<i>Amended Budget</i>	<i>Revenue Realized</i>	<i>Revenue Balance</i>
<i>Local:</i>	\$14,121,607	\$14,187,107	\$10,338,829	(\$3,782,778)
<i>State:</i>	\$17,427,522	\$17,427,522	\$7,792,106	(\$9,635,416)
<i>Federal:</i>	\$1,104,861	\$1,104,861	\$642,157	(\$462,704)
<i>Other Resources:</i>	\$0	\$0	\$0	\$0
<i>Total:</i>	\$32,653,990	\$32,719,490	\$18,773,093	(\$13,946,397)

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>
\$32,307,585	\$32,627,851	\$11,546,967	\$1,199,562	\$12,746,529	\$19,881,322

COMPARISONS TO JANUARY 31 OF PRIOR YEAR:

	<i>2008-2009</i>	<i>2009-2010</i>	<i>Increase/ Decrease</i>
<i>Revenues:</i>	\$23,664,652	\$18,773,093	(\$4,891,559)
<i>Expenditures:</i>	\$12,357,296	\$12,746,529	\$389,233
<i>Cash Position:</i>	\$17,942,798	\$12,570,142	(\$5,372,656)

PRIOR MONTH CASH POSITION as of 12/31/09: \$9,262,176

GENERAL FUND - FUND BALANCE as of 8-31-05:	\$6,825,620
GENERAL FUND - FUND BALANCE as of 8-31-06:	\$7,050,993
GENERAL FUND - FUND BALANCE as of 8-31-07:	\$9,759,144
GENERAL FUND - FUND BALANCE as of 8-31-08:	\$4,676,422
GENERAL FUND - FUND BALANCE as of 8-31-09:	\$5,951,953

BUDGET AMENDMENTS:

Roll forward and appropriate prior year (2008-09) High School Allotment fund balance	\$203,766
Appropriate funds from Food Service Fund Fund Balance to purchase dishwashers	\$51,000
Appropriate revenue from technology E-rate reimbursements to purchase technolog	\$65,000

NOTE: Cash Position includes Local, State, and Federal Funds. Does not include Capital Projects.

EL CAMPO INDEPENDENT SCHOOL DISTRICT
TAX COLLECTION RECAP
2009 - 2010

Reporting Period	Beginning Levy	Adjustments	Adjusted Levy	Current Tax Year Collections	% Collected	% Collected Prior Year	Delinquent Collections	Penalty & Interest	Total Collections	Current Tax Year Uncollected
Monthly Recap										
October-09			\$0	0	0.00%	0.00%	\$42,130	\$16,087	\$58,217	
November-09	\$13,314,729	-\$22,709	\$13,292,020	58,799	0.44%	2.58%	\$21,388	\$9,495	\$89,682	
December-09	\$13,314,729	-\$22,725	\$13,292,004	3,929,623	29.56%	29.69%	\$32,377	\$17,002	\$3,979,002	
January-10	\$13,314,729	-\$102,880	\$13,211,849	5,679,235	42.99%	49.52%	\$19,447	\$15,153	\$5,713,835	
Year To Date				9,667,657	73.17%	81.82%	\$115,341	\$57,737	\$9,840,735	\$3,544,192

EL CAMPO INDEPENDENT SCHOOL DISTRICT
Cash Flow
2009-2010

199	GENERAL FUND	Actual Sep-09	Actual Oct-09	Actual Nov-09	Actual Dec-09	Actual Jan-09	Actual Jan-10	Actual Feb-09	Actual Mar-09	Actual Apr-09	Actual May-09	Actual Jun-09	Actual Jul-09	Actual Aug-09	2008-09 Totals
	F REVENUE:														
5700	Local Revenue:														
5711	Taxes Current Year	14,181	0	51,429	3,437,085	5,611,823	4,967,402	1,270,004	111,440	103,476	72,324	121,528	56,576	23,876	11,050,425
5712	Taxes Prior Years	15,950	37,817	19,398	29,097	37,193	17,543	21,217	17,367	23,102	11,722	26,049	16,582	15,471	269,554
5719	Pen. Int. & Other	11,564	14,803	8,759	15,941	20,546	15,319	24,951	18,889	23,280	15,386	29,390	20,295	13,457	218,054
5720	Service to Other LEAs	0	0	0	0	0	0	0	0	0	0	0	3,090	0	3,090
5730	Tuition and Fees	0	0	0	0	0	0	0	0	0	0	0	0	4,100	4,100
5740	Other Local Sources	7,704	9,801	96,814	12,934	28,868	32,322	31,799	31,630	24,695	17,060	13,895	44,259	628,133	908,268
5750	Col/Curr Activities	25,437	12,631	76,155	-35,667	3,621	1,715	2,139	2,648	3,255	943	0	8,180	6,869	76,484
	Total Local Rev:	74,836	75,093	252,555	3,459,390	5,702,051	5,034,301	1,350,111	181,973	177,808	117,434	190,862	148,982	691,906	12,529,975
5800	State Revenue:														
5811	Available School Fund	0	63,207	3,712	18,562	0	29,347	0	135,234	101,986	84,593	126,137	78,347	148,301	826,392
5812	Foundation Entitlement	3,164,525	2,475,854	1,333,393	23,737	0	0	0	0	-69,289	0	-2,500	0	3,198,143	14,232,949
5819	LEP Student Success Init	0	0	0	0	0	0	0	0	0	0	0	0	0	118,073
5820	Misc State Program Rev	0	0	3,589	0	0	0	0	0	0	0	0	0	11,996	11,996
5831	TRS On-Behalf	103,972	105,809	106,303	106,641	104,342	109,679	102,657	103,027	102,376	103,314	104,123	102,579	162,259	1,287,875
	Total State Rev:	3,268,497	2,644,870	1,447,007	148,940	104,342	139,026	102,657	238,261	135,073	187,907	227,760	180,926	3,524,996	16,485,289
5900	Federal Revenue:														
5930	Federal	0	0	151,085	4,896	1,304	0	0	4,757	0	0	0	0	5,600	17,123
	Total Federal Rev:	0	0	151,085	4,896	1,304	0	0	4,757	0	0	0	0	5,600	17,123
7900	Other Res/Non-Oper														
	Other Res/Non-Oper	0	0	0	0	0	0	0	0	0	0	17	0	81,771	81,788
	Total Other Res:	0	0	0	0	0	0	0	0	0	0	17	0	81,771	81,788
	Total Revenue:	3,343,333	2,719,922	1,850,646	3,613,225	5,807,697	5,173,327	1,452,768	424,991	312,880	305,342	418,638	329,908	4,304,273	29,114,175
6000	EXPENDITURES:														
6100	Expenditures:														
6200	Payroll Costs	1,248,063	1,880,754	1,911,417	1,866,025	1,825,845	1,856,130	1,811,905	1,828,545	1,776,876	1,850,579	1,850,452	1,791,375	2,383,121	21,685,532
6300	Contracted Services	93,596	205,034	198,172	265,248	261,461	217,419	220,517	237,625	205,432	222,021	258,427	211,956	362,249	2,762,933
6400	Supplies & Materials	107,259	187,257	134,109	86,296	93,566	113,956	140,218	111,923	72,683	264,713	66,448	106,468	148,232	1,566,045
6500	Other Operating	41,807	40,519	33,642	29,700	36,441	35,494	45,541	33,360	27,315	61,490	72,156	657,539	64,857	1,158,292
6600	Debt Services	0	0	500	0	0	0	277,813	0	0	500	0	0	57,625	336,335
6600	Capital Outlay	75,435	125,670	0	0	0	28,549	64,740	170,936	0	17,014	30,498	24,345	-33,015	337,828
8900	Other Uses/Non Operating	1,566,160	2,439,234	2,277,840	2,247,269	2,217,313	2,251,547	2,560,733	2,382,389	2,096,266	2,477,900	2,277,982	2,791,684	2,983,069	27,932,508
	Total Expenditures:	1,777,172	2,806,688	-427,194	1,365,957	3,590,384	2,921,780	-1,107,965	-1,957,398	-1,783,386	-2,172,558	-1,859,343	-2,461,776	1,321,204	1,181,667
	ENDING BALANCE	5,748,187													
	GF FB as of 8/31/09	7,525,359	7,806,046	7,378,852	8,744,809	15,858,491	11,666,589	10,558,625	8,601,227	6,817,841	4,645,283	2,785,940	324,164	1,645,368	

197	HS ALLOTMENT	Actual Sep-09	Actual Oct-09	Actual Nov-09	Actual Dec-09	Actual Jan-09	Actual Jan-10	Actual Feb-09	Actual Mar-09	Actual Apr-09	Actual May-09	Actual Jun-09	Actual Jul-09	Actual Aug-09	2008-09 Totals
REVENUE:															
5800	State Revenue:														
5812	HS Allotment	0	107,521	25,418	0	0	0	0	0	0	0	0	0	0	0
	Total State Rev:	0	107,521	25,418	0	0	0	0	0	0	0	0	0	0	0
EXPENDITURES:															
6000	Expenditures:														
6100	Payroll Costs	7,348	7,087	8,654	7,657	0	7,750	0	0	0	0	0	0	0	0
6200	Contracted Services	0	2,500	0	25,318	0	0	0	0	0	0	0	0	0	0
6300	Supplies & Materials	0	59,727	11,685	0	0	0	0	0	0	0	0	0	0	0
6400	Other Operating	0	0	190	0	0	0	0	0	0	0	0	0	0	0
	Total Expenditures:	7,348	69,314	20,528	32,975	0	7,750	0	0	0	0	0	0	0	0
	ENDING BALANCE	-7,348	30,859	35,750	2,774	0	-4,976	-4,976	-4,976	-4,976	-4,976	-4,976	-4,976	-4,976	-4,976

240	FOOD SERVICE	Actual Sep-09	Actual Oct-09	Actual Nov-09	Actual Dec-09	Actual Jan-09	Actual Jan-10	Actual Feb-09	Actual Mar-09	Actual Apr-09	Actual May-09	Actual Jun-09	Actual Jul-09	Actual Aug-09	2008-09 Totals
	REVENUE:														
5700	Local Revenue:														
	Earnings from Temp Dep			2,288	0	0	0	2,648	0	0	3,447	0	0	2,916	11,415
	Foundation Revenue														
	Breakfast	9,317	9,105	9,159	6,368	12,251	11,525	12,052	10,116	11,012	8,232	441	0	6,766	93,864
	Lunch	21,413	23,918	19,762	13,634	21,105	20,784	21,488	17,736	21,373	16,205	882	0	16,279	195,290
	A La Carte	15,007	13,545	10,801	8,682	13,252	12,324	15,248	11,279	13,150	11,946	1,061	0	4,759	120,965
	Adult Lunches	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Catering/Vending	106	0	160	310	200	545	76	866	0	1,229	508	173	670	3,822
	Summer Food Service	0	0	0	0	0	0	0	0	0	0	403	0	0	403
	Total Local Ren:	45,843	46,569	42,170	28,994	46,808	45,179	51,512	39,998	45,535	41,059	3,295	173	31,390	425,759
5800	State Revenue														
5829	Misc St Program Rev.	0	0	0	0	0	0	0	9,732	0	0	0	0	0	10,105
5831	TRS On-Behalf Benefit	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total State Rev:	0	0	0	0	0	0	0	9,732	0	0	0	0	0	10,105
5900	Federal Revenue														
5921	School Breakfast	0	30,215	32,999	27,756	19,066	21,454	23,954	26,487	22,703	29,017	26,376	3,652	6,819	235,861
5922	National School Lunch	0	96,247	102,412	80,679	58,732	64,888	77,528	82,214	69,835	87,750	77,022	11,062	25,093	726,080
5923	USDA Donated Com	5,799	5,799	6,332	5,799	6,077	5,799	6,077	6,077	6,077	8,951	6,077	6,077	23,299	93,019
5929	Fed Rev TEA-Sum Feed	0	0	0	0	0	0	0	0	0	0	0	0	3,365	19,067
	Total Federal Rev:	5,799	132,261	141,743	114,234	83,875	92,141	107,559	114,778	98,615	125,718	109,475	36,493	58,576	1,074,027
7900	Other Res/Non-Oper:														
7940	Other Res/Non-Oper	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Other Res:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Revenue:	51,641	178,829	183,912	143,228	130,683	137,320	159,071	164,508	144,150	166,776	112,770	36,666	89,965	1,509,892
6000	EXPENDITURES:														
6100	Payroll & Benefits	33,976	47,704	50,672	47,049	42,215	46,454	45,176	44,257	43,913	43,859	44,428	43,441	54,108	523,711
6200	Contracted Services	380	380	126,502	99,509	57,347	93,554	76,735	85,550	0	89,248	156,050	35,455	32,289	809,554
6300	Supplies & Materials	5,799	5,826	5,889	5,831	6,523	6,015	6,220	6,155	6,205	6,463	6,116	6,107	24,142	92,719
6400	Other Operating	18	50	42	63	71	10	0	59	82	28	46	227	0	687
6600	Capital Outlay	0	0	0	0	0	50,781	0	0	0	0	0	16,800	0	16,800
	Total Expenditures:	40,172	53,959	183,104	152,452	106,156	196,815	128,131	136,021	50,200	139,598	206,640	102,030	110,539	1,443,471
	ENDING BALANCE	11,469	136,340	137,148	127,924	65,674	68,429	99,370	127,857	221,806	248,985	155,114	89,750	69,176	

511	DEBT SERVICE	Actual Sep-09	Actual Oct-09	Actual Nov-09	Actual Dec-09	Actual Jan-09	Actual Jan-10	Actual Feb-09	Actual Mar-09	Actual Apr-09	Actual May-09	Actual Jun-09	Actual Jul-09	Actual Aug-09	2008-09 Totals
	REVENUE:														
5700	Local Revenue:														
5711	Taxes Current Year	2,074	0	7,370	492,538	820,803	711,833	185,755	16,300	15,135	10,578	17,775	8,275	3,492	1,615,679
5712	Taxes Prior Years	1,414	4,313	1,990	3,281	3,176	1,904	2,001	1,347	2,206	827	2,518	1,121	1,191	23,522
5719	Pen, Int, & Other	1,017	1,284	736	1,061	1,072	665	2,810	1,886	2,469	1,594	3,526	1,926	1,183	19,999
5742	Earnings Fm Temp Dep	292	311	308	416	1,593	1,136	2,219	1,944	1,917	2,012	1,991	2,095	1,065	16,360
	Total Local Rev:	4,798	5,908	10,403	497,295	826,644	715,538	192,785	21,476	21,728	15,012	25,810	13,417	6,931	1,675,560
5800	State Revenue:														
5829	St Rev Dist By TEA	0	0	10,827	0	0	0	0	0	0	0	0	0	58,275	143,165
	Total State Rev:	0	0	10,827	0	0	0	0	0	0	0	0	0	58,275	143,165
7900	Other Res/Non-Oper:														
7940	Other Res/Non-Oper Rev	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Other Res:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Revenue:	4,798	5,908	21,230	497,295	826,644	715,538	192,785	21,476	21,728	15,012	25,810	13,417	65,206	1,818,725
6000	EXPENDITURES:														
	Expenditures:														
6500	Debt Service	0	0	0	0	0	0	280,000	0	0	0	0	0	420,000	700,000
6511	Bond Principal	0	0	0	0	0	0	536,409	0	0	0	0	0	531,159	1,067,569
6521	Interest on Bonds	0	0	500	0	0	0	0	400	0	0	0	0	0	900
6599	Other Debt Fees	0	0	500	0	0	0	816,409	400	0	0	0	0	951,159	1,768,469
	Total Expenditures:	0	0	500	0	0	0	816,409	400	0	0	0	0	951,159	1,768,469
	ENDING BALANCE	4,798	10,705	31,436	528,731	1,463,292	1,244,269	620,645	641,721	663,449	678,461	704,271	717,687	-168,266	
	Total Approved Budget														
	199, 197, 240, 511														
	TOTAL REVENUE	3,399,772	3,012,180	2,081,207	4,253,749	6,765,024	6,026,184	1,804,625	610,975	478,758	487,130	557,218	379,990	4,459,444	32,442,792
	TOTAL EXP	1,613,680	2,562,507	2,481,972	2,432,696	2,323,469	2,456,112	3,505,273	2,518,810	2,146,466	2,617,498	2,484,622	2,893,714	4,044,768	31,144,447
	ENDING BALANCE	1,786,091	2,235,764	1,834,999	3,656,052	12,711,035	7,226,125	5,525,476	3,617,641	1,949,933	-180,435	-2,107,838	-4,621,562	-4,206,885	

Agenda Item Summary Sheet (4.B.2)
Meeting Date: February 23, 2010
Submitted by: Mark Pool, Superintendent

Action Required

Consent Agenda: Business and Support Services	Approval of Application and Certification for Payment from Polasek Construction, Inc.
Summary	We have received Application for Payment No. 2 in the amount of \$107,155.25. The application has been reviewed and payment recommended by RWS Architects.
ECISD Board Policy	CH (LOCAL), PURCHASING AND ACQUISITION, PURCHASING AUTHORITY CV (LOCAL), FACILITIES CONSTRUCTION
Effective Date	February 23, 2010
Previous Board Action	<p>The Board authorized the Superintendent to negotiate a contract with Polasek Construction, Inc. as the Construction Manager At-Risk for the Hutchins Elementary School Office Renovations and Myatt Elementary School Restroom Addition on April 28, 2009. Contract negotiations between ECISD and Polasek Construction began, and after review and approval by the district's legal counsel the superintendent signed the contract on May 29, 2009.</p> <p>Amendment No. 2 to this contract authorizing the work at Myatt Elementary School was signed on September 21, 2009.</p> <p>Applications for Payments are in accordance with Article 5.1 of this contract between the owner and the general contractor.</p>
Future Action Expected	As a part of the Consent Agenda the Board will periodically consider approval of certifications and applications for payment until this project is completed.
Background Information and Significant Issues	None.

Fiscal Impact

Payment Recap for Myatt Elementary School Restroom Addition

Date Approved	Application for Payment No.	Total Completed and Stored	Retainage at 5.0%	Total Earned Less Retainage	Current Payment	Total Paid To Date	Balance to Finish
		Original Contract					\$323,129.00
01/27/10	1	\$37,840.00	\$1,892.00	\$35,948.00	\$35,948.00	\$0.00	\$287,181.00
02/23/10	2	\$150,635.00	\$7,531.75	\$143,103.25	\$107,155.25	\$35,948.00	\$180,025.75

Student and Public Benefit

Monthly approval of the Applications for Payment from the contractor insures accounting transparency for the public on this project.

Procedural and Reporting Implications

Following approval by the Board a check for the current payment due will be issued to Polasek Construction, Inc.

Public Comments

None.

Alternatives

None.

Other Comments and Related Issues

None

Attachments

- Copy of Certification and Application for Payment No. 1

Contact Person(s)

David Bright, Assistance Superintendent of Finance and Operations

Action Required

Motion, second and majority vote to approve and authorize payment of Application and Certification for Payment No. 2 to Polasek Construction, Inc. for the Myatt Elementary School Restroom Addition.

Superintendent's Recommendation

I recommend that you approve and authorize payment of Application and Certification for Payment No. 2 to Polasek Construction, Inc. for the Myatt Elementary School Restroom Addition as a part of the Consent Agenda.

Mark Pool, Superintendent of Schools

RWS ARCHITECTS

February 2, 2010

El Campo Independent School District
Attn: Mr. Mark Pool, Superintendent
700 West Norris Street
El Campo, Texas 77437

Re: Myatt Elementary School Restroom Addition
El Campo Independent School District
RWS Project No. 0772
Contractor's Application and
Certificate for Payment No. 2

Gentlemen:

Transmitted herewith are your copies of the current Contractor's Application for Payment on the subject project:

<u>Application No.</u>	<u>Period</u>	<u>Amount to be Paid</u>
2	01/25/10	\$107,155.25 ✓

We recommend payment of the amount shown and suggest you send payment directly to the contractor at the following address: Polasek Construction, Inc., P.O. Box 64, El Campo, Texas 77437.

If there are any questions, please call.

Sincerely,



Malcolm C. Gaus, AIA
Vice President

Enclosures

cc: Contractor
File 5.1

MCG/dd

REVIEWED
Mark Pool
02/16/2010

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF

4 PAGES

TO OWNER: EL CAMPO ISD
 700 WEST NORRIS
 EL CAMPO, TEXAS

PROJECT: Myatt Elementary
 Restroom Addition

FROM CONTRACTOR: POLASEK CONSTRUCTION INC.
 P.O. BX 64
 EL CAMPO, TEXAS 77437

VIA ARCHITECT: RWS ARCHITECTS INC.
 3100 TIMMONS
 HOUSTON, TEXAS 77041

CONTRACT FOR: GENERAL CONSTRUCTION

APPLICATION NO: #2
 PERIOD TO: 1/25/10
 PROJECT NOS: #0772
 CONTRACT DATE: 4/27/2009

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 323129.00 ✓
 2. Net change by Change Orders \$ 0.00
 3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 323129.00
 4. TOTAL COMPLETED & STORED TO DATE \$ 150635.00 ✓
 (Column G on G703)

5. RETAINAGE:
 a. 5 % of Completed Work \$ 7531.75 ✓
 (Column D + E on G703)
 b. 5 % of Stored Material \$ 0.00
 (Column F on G703)
 Total Retainage (Lines 5a + 5b or
 Total in Column I of G703) \$ 7531.75

6. TOTAL EARNED LESS RETAINAGE \$ 143103.25 ✓
 (Line 4 Less Line 5 Total)

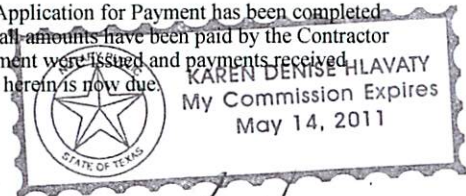
7. LESS PREVIOUS CERTIFICATES FOR
 PAYMENT (Line 6 from prior Certificate) \$ 35948.00 ✓

8. CURRENT PAYMENT DUE \$ 107155.25 ✓

9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 180025.75 ✓
 (Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTS
Total changes approved in previous months by Owner	\$0.00	
Total approved this Month	\$0.00	
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief 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: POLASEK CONSTRUCTION INC.

By: *[Signature]* Date: 1/28/10

State of: Texas County of: Wharton
 Subscribed and sworn to before me this 28th day of Jan. 2010
 Notary Public: Denise Hlavaty
 My Commission expires: 5-14-2011

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief 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 \$ 107,155.25

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:
 By: *Malcolm C. Shaw* Date: 12/02/2010

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.

REVIEWED
 Mark Pool
 02/16/2010

Agenda Item Summary Sheet (4 B.3)
Meeting Date: February 23, 2010
Submitted by: Mark Pool, Superintendent

Information Only

**Consent Agenda
Business and Support
Services**

Review of Invoice from RWS Architects, Inc.

Summary

Although payments to RWS Architects, Inc. are in accordance with their contract with the district, applications for payment are presented for review each month as a part of the Consent Agenda.

Applications for Payment No. 5 – Myatt Elementary School Restroom Addition

Invoice No. 7730 dated February 2, 2010, is for \$1,696.43. This amount is for basic professional services through 100% completion of schematic design, design and development, construction documents, bidding, and 46% of construction administration.

ECISD Board Policy

CH (LOCAL) PURCHASING AND ACQUISITION, PURCHASING AUTHORITY

Effective Date

January 5, 2010.

Previous Board Action

On November 20, 2007, the Board approved RWS Architects, Inc. as the design firm for the El Campo High School Addition and Renovations to Existing Science Building. Contract negotiations between ECISD and RWS Architects began, and the district's attorney authorized the superintendent to sign the contract on November 30, 2007.

Language in this contract provides for RWS to do miscellaneous projects for the district. The Myatt Elementary Restroom Addition is being done under that contract provision.

Applications for Payment are in accordance with Article 11.2 of this contract between the owner and the architect.

Future Action Expected

The Board will review Applications for Payment from RWS Architects as a part of the Consent Agenda each month throughout the duration of the construction projects.

**Background Information and
Significant Issues**

Myatt Elementary School Restroom Addition. The Myatt Restroom Addition is 100% complete through the bidding phase of the project and 46% of the construction administration phase.

RWS has earned 89.2% of their fee for this project, which is \$24,234.67 (7.5% of the Construction Cost).

Myatt Elementary School Restroom Addition

Payment Recap for Myatt Elementary School Restroom Addition

Date Submitted	Application for Payment No.	Invoice No.	Amount	Earned to Date	Balance to Finish
Fee at 7.5% of Construction Costs					\$24,234.67
9/1/09	3	7673	\$18,176.01	\$18,176.01	\$6,058.66
1/5/10	4	7715	\$1,744.89	\$19,920.90	\$4,313.77
2/1/10	5	7730	\$1,696.43	\$21,617.33	\$2,617.34

Recap of Reimbursable Expenses Paid for Myatt Elementary School Restroom Addition

Date	Application for Payment No.	Invoice No.	Amount	Paid to Date
9/1/09	1	7670	\$1,250.00	\$1,250.00
9/1/09	2	7671	\$1,022.17	\$2,272.17

Student and Public Benefit	Monthly review of the Applications for Payment from the district's architect insures accounting transparency for the public on these projects.
Procedural and Reporting Implications	None.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None
Attachments	<ul style="list-style-type: none"> • Application for Payment No. 5 for Myatt Elementary School Restroom Addition
Contact Person(s)	David Bright, Assistance Superintendent of Finance and Operations
Action Required	None.
Superintendent's Recommendation	<p>No action required.</p> <p style="text-align: center;">Mark Pool, Superintendent of Schools</p>

RWS Architects Invoice

To: **El Campo ISD**
 700 West Norris Street
 El Campo, Texas 77437
 Attention: **Mr. Mark Pool, Superintendent**
 Project: **Myatt Elementary School
 Restroom Addition**
 Project No.: 0772

Date: February 2, 2010
 Invoice No.: 7730
 RWS Application for Payment No.: 5
 Fee Basis: 7.5% of Guaranteed Maximum
 Price
 Your Purchase Order:

There is due at this time for professional services and/or reimbursable items on the above Project, the sum of:

One Thousand Six Hundred Ninety Six & 43/100 Dollars \$1,696.43

The amount of the invoice is calculated as follows:

For Professional Services through 46% Completion of Construction Administration Phase

- Construction Cost\$323,129.00
- Fee % 7.5%
- Fee\$ 24,234.67

Phase	% Fee	Part of Fee	% Comp	Fee Earned	Less Prev Invoiced	Amount Due This Invoice	Balance To Finish
Sch. Design	15	\$ 3,635.20	100	\$ 3,635.20	\$3,635.20	\$ 0.00	\$ 0.00
Design Development	20	4,846.93	100	4,846.93	4,846.93	0.00	0.00
Const. Doc.	40	9,693.88	100	9,693.88	9,693.88	0.00	0.00
Bidding	5	1,211.73	100	1,211.73	1,211.73	0.00	0.00
Const. Admin.	<u>20</u>	<u>4,846.93</u>	46	<u>2,229.59</u>	<u>533.16</u>	<u>1,696.43</u>	<u>2,617.34</u>
Total	100	\$24,234.67	89.2	\$21,617.33 ✓	\$19,920.90	\$1,696.43 ✓	\$2,617.34 ✓

TOTAL AMOUNT DUE THIS INVOICE \$1,696.43 ✓

THANK YOU

REVIEWED
Mark Pool
02/16/2010

Payable at the offices of:

Agenda Item Summary Sheet (4 B.4)
Meeting Date: February 23, 2010
Submitted by: Mark Pool, Superintendent

Action Required

**Consent Agenda:
Business and Support
Services**

Budget Amendment

Summary

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

Amendment No. 1 transfers budget appropriations and foundation revenue from Fund 199 to Fund 266 for Stimulus monies received through Title XIV SFSF ARRA grant.

The budget amendment also appropriates funds from the General Fund 199 fund balance for the construction of the new restroom facility at Myatt Elementary School.

ECISD Board Policy

CE (LOCAL), ANNUAL OPERATING BUDGET

Effective Date

February 23, 2010

Previous Board Action

The Board approved the 2009-2010 General Operating Budget on August 25, 2009.

Future Action Expected

The Board is required to amend the budget when a change increases any one of the functional spending areas.

**Background Information and
Significant Issues**

None.

Fiscal Impact

Amendment No.1 transfers \$1,830,306 from Fund 199 to Fund 266.

Student and Public Benefit

Accurate accounting for the expenditure of public funds.

**Procedural and Reporting
Implications**

Record the official budget amendment and make the necessary changes in the general operating budget.

Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None
Attachments	Proposed Budget Amendment(s)
Contact Person(s)	David Bright, Assistant Superintendent of Finance and Operations
Action Required	Motion, second and majority vote to approve budget amendment(s).
Superintendent's Recommendation	I recommend you approve the budget amendment(s) that has been presented as a part of the consent agenda. Mark Pool, Superintendent of Schools

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

February 23, 2010

DATE

2009/10

BUDGET YEAR

TO: Board of Trustees

FROM: David Bright *DOB 2/8/10*
 Assistant Superintendent for Finance

RE: Budget Amendment(s)

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

AMENDMENT #1

BUDGET CODE	ACCOUNT NAME	BUDGET	CHANGE+-	AMENDED
APPROPRIATE CURRENT YEAR EXPENDITURES				
199 00 5812 00 000 000000	Foundation Entitlement	\$15,180,815	-\$ 1,026,547	\$14,154,268
199 51 6257 00 999 099000	Utilities	\$ 750,000	-\$ 18,896	\$ 731,104
199 93 6492 xx 999 023000	Shared Service Arrangements	\$ 496,000	-\$ 464,000	\$ 32,000
199 00 3700 00 000 000000	Budgetary Fund Balance (anticipated for Myatt Restrooms)	\$ 457,433	-\$ 320,863	\$ 136,570
266 00 5929 00 000 000000	ARRA SFSF Revenue	\$ -0-	+\$1,026,547	\$ 1,026,547
266 51 6257 00 999 099000	Utilities	\$ -0-	+\$ 18,896	\$ 18,896
266 93 6492 xx 999 023000	Shared Service Arrangements	\$ -0-	+\$ 464,000	\$ 464,000
266 81 6629 00 107 099000	Building Impt.-Myatt Restrooms	\$ -0-	+\$ 320,863	\$ 320,863

Transfer budget appropriations & foundation revenue from fund 199 budget to fund 266 for Stimulus monies received through Title XIV SFSF ARRA grant.

Appropriate funds from the budgetary fund balance for the construction of new restroom facilities for the Myatt Elementary campus.

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

AMENDMENT #2

BUDGET CODE	ACCOUNT NAME	BUDGET	CHANGE+-	AMENDED
APPROPRIATE PREAWARD COSTS				
266 81 6629 01 102 099000	Bldg Impt. Hutchins -PreAward	\$ -0-	+\$ 81,156	\$ 81,156
266 81 6639 01 107 099000	Myatt Classrooms -PreAward	\$ -0-	+\$ 88,469	\$ 88,469
266 51 6257 01 999 099000	Utilities-PreAward	\$ -0-	+\$ 33,163	\$ 33,163
266 52 6639 01 001 099000	F/A Equip.-PreAward	\$ -0-	+\$ 20,000	\$ 20,000
199 00 3700 00 000 000000	Budgetary Fund Balance	\$ 136,570	-\$ 222,788	\$ 86,218

Allocate pre-award costs for qualified expenditures incurred in the prior school year funded with Title XIV SFSF ARRA stimulus grant award monies. Adjust budgetary fund balance for carryover from prior year.

**Consent Agenda:
Business and Operations**

2010-2011 Budget Assumptions and Priorities

Summary

As we begin to think about the development of our FY2010-2011 general operating budget, there are certain assumptions that must be made; e.g.,

- What will the district's tax base and taxable values be?
- What rate of tax collection can be expected?
- What will the refined ADA that is necessary for calculating state funding be?
- What will the proposed tax rate be?
- Will there be any salary increases, and if so how much?
- What capital expenditures are necessary?

These assumptions will all change as we gain more information and the budget development process continues.

ECISD Board Policy

None.

Effective Date

FY 2010-2011

Previous Board Action

The Board annually reviews the assumptions that will be used for development of the next year's general fund operating budget.

Future Action Expected

The Board annually reviews the assumptions that will be used for development of the next year's general fund operating budget.

**Background Information and
Significant Issues**

See attached information from David Bright.

Fiscal Impact

None.

Student and Public Benefit

The development of a realistic general operating budget.

Procedural and Reporting Implications	None.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.
Attachments	<ul style="list-style-type: none"> • Memorandum from David Bright outlining some of the current assumptions that are being made in the development of the FY2010-2011 general operating budget.
Contact Person(s)	David Bright, Assistance Superintendent of Finance and Operations
Action Required	None.
Superintendent's Recommendation	<p>This is a discussion item only. No action required.</p> <p>Mark Pool, Superintendent of Schools</p>

TO: Mark Pool, Board of Trustees

FROM: David Bright

SUBJECT: **2010-2011 BUDGET**

As you know, each year we try to make assumptions based on issues that could impact the coming school year budget. The following information is what we know at this time. Many things will change before the 2010-2011 budget is approved in August 2010.

TAXABLE VALUES

Each year, the State Comptroller's office is required by law to present an annual Property Value Study (Study) to the Legislature. The Study, conducted by the Property Tax Division (PTD), draws heavily on information obtained from the school district and the local County Appraisal District (CAD). Each year before February 1, the Comptroller's office estimates, and certifies to the Commissioner of Education, the preliminary total taxable value of property in each school district based on the Study as required by Section 403.302 of the Government Code. This begins a process that allows each District to review the Study and protest it if necessary.

In July 2009, Chief Appraiser, Tylene Gamble certified our values at \$1,073,320,252. This represented an increase of \$17,532,867 in value for the district from the prior year's certification.

In February 2010, we were notified by the PTD that we had been assigned the local value of \$1,119,241,264 for 2009.

According to the CAD, they were able to meet the states requirement of falling within the Confidence Interval for two consecutive years. This is important because we are, as a result, "in grace" for the 2010 tax year. No matter what happens in 2010, TEA will have to use the CPTD value assigned for state funding purposes.

At this time, Tylene is not making any projections for values in 2010. As always oil and gas is a big question and has the potential to fluctuate the most.

	<u>2007</u>	<u>2008</u>	<u>2009</u>
CAD Local Certified Value	\$1,036,594,284	\$1,055,787,385	\$1,073,320,252
Increase/Decrease		\$ 19,193,101	\$17,532,867
CPTD Value Assigned	\$1,069,206,662	\$1,092,345,792	\$1,119,241,264
Increase/Decrease		\$ 23,139,130	\$ 26,895,472

VALUE CATEGORIES

	<u>2008 Assigned Value</u>	<u>2009 Assigned Value</u>	<u>Difference</u>
A. Single-Family Residences	423,205,790	431,467,451	8,261,661
B. Multifamily Residences	6,382,201	6,580,449	198,248
C. Vacant Lots	18,169,050	17,762,033	-407,017
D. Rural Real (Taxable)	145,638,630	145,960,524	321,894
F1. Commercial Real	92,346,935	96,658,173	4,311,238
F2. Industrial Real	6,886,340	6,652,323	-234,017
G. Oil, Gas, Minerals	331,399,590	327,400,826	-3,998,764
J. Utilities	58,422,324	104,794,456	46,372,132
L1. Commercial Personal	60,374,106	59,703,571	-670,535
L2. Industrial Personal	93,799,039	57,185,515	-36,613,524
M. Mobil Homes	5,162,596	5,220,213	57,617
N. Intangibles Pers/Uncert	0	0	0
O. Residential Inventory	295,360	368,089	72,759
S. Special Inventory	5,072,600	4,694,823	-377,777

TAX COLLECTIONS (Excluding Delinquent Taxes)

Currently 2009-10 collections are running slightly behind 2008-09 collections for the first quarter of the collection year. As of January 31, 2010, the District's tax collections totaled \$9,667,657 or 73.17% of the Adjusted Tax Levy. At this time last year we had collected 81.82% of the Adjusted Tax Levy. As always we expect collections to top out somewhere above the 97 percent level by year end.

<u>Year</u>	<u>Adjusted Levy</u>	<u>Collected</u>	<u>Percent</u>
2000-2001	\$ 8,491,488	\$ 8,269,067	97.38%
2001-2002	\$ 9,945,410	\$ 9,663,362	97.16%
2002-2003	\$10,175,818	\$ 9,613,665	94.48%
2003-2004	\$ 9,621,452	\$ 9,341,768	97.09%
2004-2005	\$10,883,496	\$10,614,929	97.51%
2005-2006	\$11,903,452	\$11,628,695	97.69%
2006-2007	\$16,009,118	\$15,683,404	97.97%
2007-2008	\$12,371,025	\$12,038,345	97.31%
2008-2009	\$13,003,365	\$12,662,310	97.60%
2009-2010	\$13,211,849	\$ 9,667,657	73.17%*

* as of 1/31/10

REVENUE

Below is a breakdown of our revenue as reported in our Audit Reports for the past five years.

Where does our revenue come from?

	<u>Local</u>	<u>%</u>	<u>% +/-</u>
2004-2005	\$13,240,131	46.3	15.9
2005-2006	\$14,576,361	50.5	10.1
2006-2007	\$19,385,161	54.2	33.0
2007-2008	\$15,043,114	42.4	-22.4
2008-2009	\$15,923,753	41.9	5.9
	<u>State</u>	<u>%</u>	<u>% +/-</u>
2004-2005	\$12,038,826	42.1	4.2
2005-2006	\$11,042,115	38.3	-8.3
2006-2007	\$13,000,445	36.4	17.7
2007-2008	\$17,089,945	48.1	31.5
2008-2009	\$17,359,816	44.6	1.6
	<u>Federal</u>	<u>%</u>	<u>% +/-</u>
2004-2005	\$ 3,309,116	11.6	9.8
2005-2006	\$ 3,239,745	11.2	-2.1
2006-2007	\$ 3,370,036	9.4	4.0
2007-2008	\$ 3,386,002	9.5	.5
2008-2009	\$ 4,753,948	12.5	40.4
	<u>Total</u>	<u>%</u>	<u>% +/-</u>
2004-2005	\$28,588,073	100.0	10.00
2005-2006	\$28,858,221	100.0	.94
2006-2007	\$35,755,642	100.0	23.90
2007-2008	\$35,519,061	100.0	-.6
2008-2009	\$38,037,517	100.0	7.1

AVERAGE DAILY ATTENDANCE - ADA

Below is a breakdown of Refined ADA and Attendance Rates for the first, second, and third six weeks periods.

<u>Year</u>	<u>Six Weeks Refined ADA</u>	<u>Percent</u>
2009-2010	1 st 3,260.47	95.39%
	2 nd 3,268.26	95.94%
	3 rd 3,256.73	

Prior Year's Attendance Rates

<u>Year</u>	<u>Percent</u>
2000-2001	95.4%
2001-2002	95.9%
2002-2003	95.8%
2003-2004	95.9%
2004-2005	95.6%
2005-2006	95.7%
2006-2007	95.5%
2007-2008	95.4%
2008-2009	

TAX RATE

Each year the rate needed to equal the prior year's budget level is the first consideration. As always, property values play a big part in any projection. Without knowing what changes may or may not occur from the state it is difficult to predict what may happen.

In August 2009, the Board of Trustees approved a Tax Rate of \$1.18909 (\$1.04005 M&O and \$.14904 for I&S).

<u>Year</u>	<u>M&O</u>	<u>I&S</u>	<u>Total</u>
2003-2004	1.50	.0433	1.5433
2004-2005	1.3775	.0389	1.4164
2005-2006	1.3956	.0410	1.4366
2006-2007	1.27747	.15270	1.43017
2007-2008	1.04005	.11791	1.15796
2008-2009	1.04005	.15212	1.19217
2009-2010	1.04005	.14904	1.18909

SALARY INCREASES

Mr. Pool will be submitting information to the Board of Trustees each month beginning in February 2010. He hopes to finalize all the District's recommendations by May 2010. Below is the schedule Mr. Pool will follow.

February 2010	Administrators
March 2010	Teachers
April 2010	Paraprofessionals/Manual Trades
May 2010	Final Recommendation to Board

Capital Projects identified based on Immediate Need:

Auditorium Stage Curtains & Hardware

(Texas Scenic, Co. - \$34,238, 60-90 delivery)
(TCI - \$31,480, 90-120 day delivery)

Estimated Cost

\$ 34,238

Auditorium Roof

(Weatherproofing Technologies, Inc. \$99,982 – Built-up Roof)
(JACO Construction, Inc, \$47,411 – Dura Last Roof System)

\$47,411

Ricebird Gym Floor

(Wood Floor System)

\$99,175 - \$115,600

Capital Projects Requests by Campuses/Departments:

Transportation - 3 Regular Ed. Buses, 1 Special Ed. Bus

(4 new buses - \$318,000)
(3 refurbished Reg. Ed. & 1 new Sp. Ed. Bus - \$238,000)

Estimated Cost

\$238,000 - \$318,000

H.S. Band Uniforms & Formal Wear for Concerts

(Marching Uniforms @ \$325 x 175 = \$56,975)
(Formal Wear @ 160 x 175 = \$28,600)

\$ 85,575

Maintenance Department

(Man Lift)

\$ 25,000

Agenda Item Summary Sheet (4 B.8)
Meeting Date: February 23, 2010
Submitted by: Mark Pool, Superintendent

Information Only

**Consent Agenda:
Business and Support
Services**

Review of Checks Written – January 2010

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 2009-2010 General Operating Budget.

ECISD Board Policy

None.

Effective Date

January 31, 2010

Previous Board Action

Approval of 2009-2010 General Operating Budget on August 25, 2009 authorizing the expenditure of funds.

Future Action Expected

The Board will review the checks written for the previous month prior to each regular monthly board meeting.

**Background Information and
Significant Issues**

None.

Fiscal Impact

Historical comparison of monthly check totals:

	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010
September	\$384,211.71	\$597,731.27	\$589,273.28	\$808,126.97	\$655,949.80
October	\$625,347.36	\$642,432.03	\$804,931.69	\$778,762.11	\$970,451.63
November	\$606,581.82	\$742,766.77	\$750,671.57	\$1,140,664.10	\$750,661.87
December	\$395,396.80	\$658,798.47	\$1,211,146.13	\$1,030,485.01	\$853,561.12
January	\$602,847.58	\$2,339,695.79	\$1,045,238.51	\$995,619.31	\$880,591.27
Subtotal YTD	\$2,614,385.27	\$4,981,424.33	\$4,401,261.18	\$4,753,657.50	\$4,111,215.69
February	\$596,279.24	\$775,240.17	\$1,993,265.44	\$1,128,501.50	
March	\$484,835.73	\$1,924,176.33	\$660,962.20	\$1,107,119.75	
April	\$497,466.55	\$1,955,246.06	\$777,024.72	\$779,634.45	
May	\$779,559.59	\$947,243.08	\$867,612.30	\$1,105,700.63	
June	\$888,976.15	\$841,401.34	\$1,529,388.36	\$816,384.98	
July	\$656,773.62	\$485,322.31	\$803,678.77	\$813,160.04	
August	\$753,650.96	\$1,415,904.27	\$1,161,873.57	\$873,588.10	

Student and Public Benefit Close monitoring of monthly bills paid and monthly cash flow helps to ensure the efficient use of public funds.

Procedural and Reporting Implications None.

Public Comments None.

Alternatives None.

Other Comments and Related Issues Beginning in August of 2007, wire payments for the energy management performance contract, maintenance tax notes, and principal and interest on existing debt were included for the first time with the list of checks written for that month. These wire transfers will show up twice per year (February and August) when we pay principal and interest on debt.

Attachments List of checks written during the month of November are available in electronic format and were emailed to each member of the Board.

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

Agenda Item Summary Sheet (4 D.1)
Meeting Date: February 23, 2010
Submitted by: Mark Pool, Superintendent

Action Required

Consent Agenda: Curriculum and Instruction	Evaluation of Instructional Technology Program
Summary	<p>The 78th 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>Although this particular program evaluation is not required by the State, we have chose to include it as a part of our continuous evaluation and improvement plans for district programs.</p>
ECISD Board Policy	No specific policy that addresses instructional technology.
Effective Date	February 23, 2010
Previous Board Action	The Board annually evaluates the Instructional Technology Program.
Future Action Expected	Following the annual evaluation, the Board is presented with a program improvement plan.
Background Information and Significant Issues	None.
Fiscal Impact	None.
Student and Public Benefit	Program evaluation and improvement planning will provide an environment of continuous improvement of all programs for all students.
Procedural and Reporting Implications	None.
Public Comments	None.

Alternatives	None.
Other Comments and Related Issues	None.
Attachments	<ul style="list-style-type: none"> • PowerPoint Notes on Instructional Technology Evaluation. • ECISD Instructional Technology Evaluation 2010
Contact Person(s)	<p>Carolyn Gordon, Assistant Superintendent of Curriculum and Instruction</p> <p>Turk Krenek, Director of Information Technology Systems</p>
Action Required	Motion, second and majority vote to approve the annual evaluation of the Instructional Technology Program.
Superintendent's Recommendation	<p>I recommend that you approve the annual evaluation of the Instructional Technology Program as a part of the Consent Agenda.</p> <p>Mark Pool, Superintendent of Schools</p>

Instructional Technology Program – 2009-2010



Financial Information Sources of Funding

- \$95,000 Tech. Allotment
- \$170,093 Local Budget
- \$141,000 eRate
- \$9,142 Title II-D
- \$45,670 Title VI
- \$94,000 SCE
- \$13,120 Title II-D Stimulus
- \$42,503 Title I Stimulus
- \$27,002 IDEA B Stimulus
- \$133,400 Rural Tech-Cycle 3
- \$150,000 HS Allotment
- TOTAL \$920,930.00



Financial Information–Continued

- **Expenditures**
 - Staff Development
 - Hardware, Supplies
 - Planned Obsolescence of Workstations
 - Infrastructure Upgrades
 - Annual Licensing
 - Software Purchases
 - Tech Initiatives (Classroom Projectors and Cameras)
 - Salaries



Staffing

- 1 IT Director
- 1 Teacher Technology Specialist
- 1 Network Administrator
- 1 Technician
- 8 Certified Secondary Technology Applications Instructors
- 4 Fast ForWord Instructors
- 1 Credit Recovery Instructor
- 4 Computer Lab Aides
- \$955,855 Annual Salaries for 21 Full time Positions

District Hardware Profile

- Total computers in District - 1750
 - Myatt - 200
 - Hutchins - 250
 - Northside - 300
 - ECMS - 250
 - ECHS - 650
 - Admin/Support - 100
- Student/computer ratio - 3:1
- 22 computer labs X 25 Workstations
- 11 COWS X 25 lap tops
- Sp. Ed. Manager server
- Destiny Library server
- 5 Campus Servers
- 1 Central Office Server
- 1 Support Server

Parental Involvement

- Skyward Family Access
 - Real time updates by faculty
- SchoolCenter sponsored web site
 - Main district web pages offer parents and community access to up-to-date district calendar, contact information, job openings
 - Campus Web Pages
- School Success tips on web sites
- School Messenger–Alert, Announcements & Telephone notifications

Program Evaluation

- District Improvement Plan
- District Technology Plan
- Campus and Teacher STaR Charts (School Technology & Readiness)
 - Self Assessments
 - For use in technology planning, budgeting for resources, and evaluation of projects

Curriculum & Instruction

<ul style="list-style-type: none"> • CScope Curr. & Alignment • Microsoft School Agreements (ECHS and ECMS) • Accelerated Reader • Ellis English Training Software • Fast ForWord Listening & Reading Skills Software • A+ Credit Recovery Software • TMSDS (Texas Mathematics and Science Diagnostic System) • Star Reading & Star Math Assessment Software • Waterford • SuccessMaker 	<ul style="list-style-type: none"> • Concurrent Credit ITV courses • Adopted Technology Applications programs (K-8) <ul style="list-style-type: none"> • Easy Tech - Myatt • Connected Tech - Northside and Hutchins • TechConnect - ECMS • Orchard Curriculum Software • HeartBeeps TAKS Prep • Sleek TAKS Prep
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ECISD Instructional Technology Program Evaluation
February 2010

Goal: Students will be offered diverse technology learning opportunities.

Objective 1: By the end of school year 2009-2010, ECISD will ensure its students the opportunity to excel through technology.

The information in the following table represents the status of the activities and/or strategies identified in the 2009-2010 ECISD Instructional Technology Program Improvement Plan for this objective.

<i>Activity / Strategy</i>	<i>Person Responsible</i>	<i>Formative Evaluation</i>	<i>Status</i>	<i>Summative Evaluation</i>	<i>Yes or No</i>
1. Purchase additional responder systems for ECMS and ECHS to use in all classrooms	Rodney Montello and Rich DuBroc, Principals	Purchase order for Responder Systems	Twenty-five (25) Responder Systems were purchases	Increased number of Responder Systems at the ECMS and ECHS campus	Yes
2. Purchase laptop computers and large printer for Science Lab at ECHS	Turk Krenek, Director of Information Systems	Purchase order for computers and printer	104 laptop computers and 4 printer were purchases	Increased number of laptops and printers	Yes
3. Continue to offer Credit Recovery classes at ECHS	Rich DuBroc, ECHS Principal	List of eligible students Credit Recovery reports	102 students enrolled in Credit Recovers and 90 have completed at least 1 course	Increased number of students obtaining credit	Yes
4. Continue infrastructure upgrades and hardware obsolescence plan	Turk Krenek, Director of Information Systems	Inventory of hardware	Infrastructure is a continuous process Purchases data and email backup server Completed fiber network at all facilities	Upgrades completed	Yes

5. Continue to provide visual learning devices such as Projectors and Document Cameras into the classrooms.	Turk Krenek, Director of Information Systems	Inventory of hardware	Completed projector and document cameras project at Myatt	Project completed per Technology Plan	Yes
6. Continue to provide update training on Skyward Student Management System to all personnel.	Jackie Korenek, Teacher Technology Specialist	List of teachers and staff attending	Jackie Korenek provided refresher training to all personnel	All teachers had refresher training on Skyward Program	Yes
7. Investigate acquisition of Smart Notebook technology and training required.	Jackie Korenek, Teacher Technology Specialist	Inventory of software	Purchased a white board and electronic tablets to evaluate prior to full implementation	Purchase of addition technology equipment	Yes
8. Increase wireless capability in larger areas at each campus.	Turk Krenek, Director of Info. Systems	List of access points	Installed twenty (20) new access points and have 20 more to install	Increased number of access points	Yes
9. Purchase Waterford software for Myatt and SuccessMaker for Hutchins and Northside	Carolyn Gordon, Asst. Supt. For Instruction	Purchase order for software programs	Waterford and SuccessMaker software was purchased and installed	Increase in software programs	Yes

Agenda Item Summary Sheet (4 D.2)
Meeting Date: February 23, 2010
Submitted by: Mark Pool, Superintendent

Information Only

Consent Agenda: Curriculum and Instruction	State Compensatory Education Program Improvement Plan
Summary	Last month the Board approved the annual evaluation of our State Compensatory Education Program. Based upon our self-evaluation of this program we have developed an improvement plan for your review.
ECISD Board Policy	EHBC (LEGAL), SPECIAL PROGRAMS: COMPENSATORY / ACCELERATED SERVICES
Effective Date	February 23, 2010
Previous Board Action	The Board annually reviews the State Compensatory Education Program Improvement Plan the month following the program evaluation.
Future Action Expected	The Board annually reviews the State Compensatory Education Program Improvement Plan the month following the program evaluation.
Background Information and Significant Issues	<p>The State Compensatory Education Program Improvement Plan has the following goals and objectives:</p> <p>Goal 1: At-Risk students will meet or exceed all State standards.</p> <p>Objective 1: By the end of school year 2010-2011, 70% of all at-risk students will meet or exceed State requirements on State Assessments.</p> <p>Objective 2: Increase parental involvement for all students.</p> <p>Objective 3: Increase opportunity for teachers to attend research based staff development to better serve at-risk students.</p>
Fiscal Impact	Cost of strategies for accomplishment of objectives. [Reference Improvement Plan document.]
Student and Public Benefit	Program evaluation and improvement planning will provide an environment of continuous improvement of all programs for all students.

Procedural and Reporting Implications	None.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.
Attachments	<i>ECISD State Compensatory Education Program Improvement Plan, 2010-2011.</i>
Contact Person(s)	Carolyn Gordon, Assistant Superintendent of Curriculum and Instruction
Action Required	None.
Superintendent's Recommendation	This is an information item only. No action required. Mark Pool, Superintendent of Schools

ECISD State Compensatory Education Program Improvement Plan 2010-2011

Goal: At-Risk students will meet or exceed all State standards.

Objective: 1 By the end of school year 2010-2011, 70% of all at-risk students will meet or exceed State requirements on State Assessments.

Activity/Strategy	Person Responsible	Timeline	Resources Needed	Cost Estimate	Formative Evaluation	Summative Evaluation
1. Provide teachers a list of at-risk students in order to monitor progress throughout the school year.	ECISD Principals	September 2010 January 2011 May 2011	All principals Teachers All Counselors	None	List of students Six-weeks test results	Increased performance on State assessments
2. Continue to provide intervention activities for at-risk students needing additional instruction at grades K-12.	ECISD Principals	October 2010 January 2011	Teachers Counselors At-risk Counselor Intervention Team	SCE funds	List of at-risk students Agendas from intervention meetings	Improved student performance for at-risk students

ECISD State Compensatory Education Program Improvement Plan 2010-2011

Activity/Strategy	Person Responsible	Timeline	Resources Needed	Cost Estimate	Formative Evaluation	Summative Evaluation
3. Continue to provide at-risk students the opportunity to attend tutorials that are offered at each campus.	ECISD Principals	November 2010 January 2011 February 2011 April 2011	All teachers At-risk Counselor Learning Labs (Fast ForWord, ARI/AMI, GCS, Credit Recovery)	SCE funds	List of students attending and progress made	Improved student performance on State Assessments
4. Continue to supplement salaries for Teen Leadership, Intervention Teachers at Myatt and ECHS and Instructional Facilitators.	Carolyn Gordon, Asst. Supt. For Instruction	August 2010	Campus Principals Ane Farthing, Federal Clerk	SCE funds	List of personnel	Improved student academic performance
5. Continue to utilize state compensatory funds for specialized instructional materials for at risk students.	Carolyn Gordon, Asst. Supt. For Instruction	August 2010 January 2011 May 2011	Campus Principals Campus Facilitators	SCE funds	List of purchased materials	Improved student academic performance
6. Continue to purchase equipment such as computers, projectors and other technology equipment as needed.	Carolyn Gordon, Asst. Supt. For Instruction	August 2010 January 2011	Campus Principals	SCE funds	List of purchased equipment	Improved student academic performance

ECISD State Compensatory Education Program Improvement Plan 2010-2011

Objective: 2 Increase parental involvement for all students.

Activity/Strategy	Person Responsible	Timeline	Resources Needed	Cost Estimate	Formative Evaluation	Summative Evaluation
1. Continue to provide opportunities for all parents to be welcomed and involved in their child's education.	ECISD Principals	Ongoing throughout the year	Principals Teachers Counselors	None	Letters Brochures Sign-in sheets from Parent Conferences	100% of parents informed

ECISD State Compensatory Education Program Improvement Plan 2010-2011

Objective 3: Increase opportunity for teachers to attend research based staff development to better serve at-risk students

Activity/Strategy	Person Responsible	Timeline	Resources Needed	Cost Estimate	Formative Evaluation	Summative Evaluation
1. Continue to provide teachers the opportunity to attend Capturing Kids Hearts conference and other conferences offering strategies for at-risk students.	ECISD Principals	Fall 2010 Spring 2011	Carolyn Gordon, Asst. Supt. For Inst. Capturing Kids Hearts material	SCE funds	List of teachers and counselors attending	Increased number of personnel trained

Agenda Item Summary Sheet (5 A)
Meeting Date: February 23, 2010
Submitted by: Mark Pool, Superintendent

Action Item

Business and Operations	Consider Approval of Replacement of Stage Curtains in High School Auditorium
Summary	<p>We had \$36,000 in the 2008-2009 General Operating Budget for replacement of the stage curtains in the high school auditorium. The curtains were not replaced, so technically those funds went back into the General Fund fund balance.</p> <p>There was no money specifically budgeted for curtain replacement in the 2009-2010 General Operating Budget. However, the stage curtains are in terrible condition and need to be replaced. Curtains are number one on the priority list of things that need to be done to improve our auditorium.</p> <p>We have explored a couple of options for replacing the curtains. We have the original quote we received from Texas Scenic Co., one of the most reputable companies in the State for theatrical stage equipment, which they still honor. In addition, we obtained a quote from Texas Correctional Industries, a division of the Texas Department of Criminal Justice system. Both quotes include the specified curtains, new track, and hardware.</p>
ECISD Board Policy	CH (LEGAL), PURCHASING AND ACQUISITION
Effective Date	February 23, 2010
Previous Board Action	The Board previously approved funds in the 2008-2009 budget for replacement of these curtains.
Future Action Expected	None.
Background Information and Significant Issues	<p>The following information represents a summary of the quotes submitted for the replacement of curtains on the high school auditorium stage.</p> <p>Since the quotes are under \$50,000.00, the project does not have to be competitively bid. However, because the quotes exceed \$25,000.00 by LOCAL policy the purchase requires Board approval.</p>

	Texas Scenic, Co.	Texas Correctional Industries
Main Stage Curtains		\$8,134.62
Secondary Curtains		\$23,673.84
Complete Stage	\$34,238.00	\$31,480.56
Installation	60 – 90 days	90-120 days
Cyclorama	\$2,730.00	

The cost difference between the two companies for replacement of the complete stage is \$2,757.44. Due to the fact that *Texas Scenic, Co.* has an outstanding reputation, they have a shorter delivery and installation time, and there will be no concerns about using inmate labor on campus for the installation I would like to consider awarding the contract to *Texas Scenic*.

Although it is not absolutely necessary, but it would certainly be a nice accompaniment for our theatrical productions, I would also like to recommend that we install the white seamless Cyclorama curtain offered as an option by *Texas Scenic, Co.*

Since there is no line item in this year's budget, this project will require a budget amendment to appropriate the funds.

Fiscal Impact	Base Bid	\$34,238.00
	Alternate	<u>2,730.00</u>
	Total.....	\$36,968.00

Student and Public Benefit The stage is not only used by our Fine Arts Department, but many different people and organizations in the community use the auditorium from time to time.

Procedural and Reporting Implications Following discussion by the Board we will contact *Texas Scenic, Co.* and issue them a purchase order number and Notice to Proceed.

Public Comments None.

Alternatives None.

Other Comments and Related Issues None.

Attachments

- Quote from *Texas Scenic, Co.*
- Quote from TDC Texas Correctional Industries

Contact Person(s)

David Bright, Assistant Superintendent for Finance and Operations

Action Required

Motion, second and majority vote to authorize the administration to award a contract to *Texas Scenic, Co.* for the purchase, delivery and installation of a complete set of stage curtains and a white seamless Cyclorama curtain for the High School Auditorium.

Superintendent's Recommendation

I recommend that the Board authorize the administration to award a contract to *Texas Scenic, Co.* for the purchase, delivery and installation of a complete set of stage curtains and a white seamless Cyclorama curtain for the High School Auditorium.

Mark Pool, Superintendent of Schools

Texas Scenic Co.

*Theatrical stage equipment
that stands behind
a professional performance.*

TO: MOLLY KRESTA
RE: EL CAMPO HIGH SCHOOL - STAGE CURTAINS AND RIGGING
DATE: 9/22/09
FROM: PHIL WILBERG
PAGES: 1

Dear Ms. Kresta,
Thank you for contacting me to discuss replacing your stage curtains and rigging.

I am estimating the following replacement package, based on my previous measurements:

- 1 - Valance curtain panel, tack on to fur down
- 2 - Main curtain panels, hung on new #400 track, hung to structure

Main setting curtains fabricated out of Charisma IFR 25oz (Inherently Flame Retardant) Polyester Velour, with 50% added fullness sewn in.

- 2 - Leg panels, Set #1, tie on to pipe
- 6 - Leg panels, Set #2, 3, 4 - hung on new #300 track, hung to structure
- 3 - Border curtain panels, hung on new pipe battens, hung to structure
- 2 - Concert curtain panels, hung on new #400 track, hung to structure
- 2 - Mid Stage curtain panels, hung on new #400 track, hung to structure
- 2 - Rear curtain panels, hung on new #400 track, hung to structure

Rear setting curtains fabricated out of Plateau IFR 13oz. Polyester Velour, with 50% added fullness sewn in.

- 1 - Demolition of all existing stage curtains
- Installation of new curtains and hardware by Texas Scenic Company

Our installed price for this curtain package is: **\$34,238.00** (tax not included)

If you would like to add a white seamless Cyclorama curtain, on a one way draw curtain track, please add \$2,730.00

We offer the following comments & clarifications to our bid:

1. Sales tax is not included in our pricing.
2. Delivery 60 to 90 days from receipt of order and color selection.
3. All curtains are sewn with Polyester IFR velour, due to the humidity level in the space.
4. This quote or proposal is based on Texas Scenic Company's standard terms and conditions and the issuances of an AIA 401 contract, a district purchase order, or as discussed.

Please feel free to contact me at 800-292-7490, to discuss any questions you may have.

Best regards,



Phil Wilberg
Sales and Design
Texas Scenic Company



Texas Department of Criminal Justice

Brad Livingston
Executive Director

TEXAS CORRECTIONAL INDUSTRIES

February 9, 2010

Hughes Garment Factory
Rt.2 Box 4400
Gatesville, Texas 76597

Phone: (254) 865-6663 ext. 3175
Fax #: (254) 865-7102

El Campo High School
David Bright
700 West Norris Street
El Campo, Texas 77437

Re: Quote for Stage Drapery

The Industrial Division of the Texas Department of Criminal Justice is pleased to make the following quotation:

Stage Drapery Option #1:

Main Curtains

- Main Curtain, size 50' width x 177" length
- Main Valance, size 43' width x 48" length

The above curtains are to be constructed and delivered according to the following specifications:

1. Main curtain and valance are to be 100% Polyester- flame retardant- Velour, 25 oz.
2. All main curtains to be the color Black.
3. All stage curtains are to be Box Pleat style.
4. Incidental hardware such as S-hooks and trim chain to be replaces as needed.
Note**New Track & hardware to be 2800 Series

This quote includes all materials, material freight cost, manufacturing, and delivery with installation.

QUOTE:.....\$ 6,158.30
 Quote (new track & hardware).....\$ 1,976.32
 Quote (complete stage with hardware installed).....\$ 8,134.62
 Note** with Block style letters (White) "E & C" with "Wreath" overlay add \$ 367.47

Stage Drapery Option #2:

El Campo High School

February 9, 2010

Page 3

The above curtains are to be constructed and delivered according to the following specifications:

1. Main curtain and valance are to be 100% Polyester- flame retardant- Velour, 25 oz.
2. All main curtains to be the color Black.
3. Secondary curtains are to be 100% Polyester – flame retardant- Velour, 13 oz.
4. All secondary curtains to be the color Black.
5. All stage curtains are to be Box Pleat style.
6. Incidental hardware such as S-hooks and trim chain to be replaces as needed.

NoteNew Track & hardware to be 2800 Series with pivot arms and break on side legs B.**

This quote includes all materials, material freight cost, manufacturing, and delivery with installation.

QUOTE:.....\$ 20,618.13
Quote (new track & hardware).....\$ 10,862.43
Quote (complete stage with hardware installed).....\$ 31,480.56
Note with Block style letters (White) "E & C" with "Wreath" overlay add \$ 367.47**

***Material flame proofing certificates will be provided with invoicing. Also included is a one-year warranty on all materials and workmanship.**

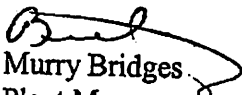
Please note: To meet customer's needs, TCI provides installation using a select group of offenders incarcerated with the State of Texas. Offenders are supervised by TCI staff at all times. At the time of installation, they will work within the customers scheduling requirements and in a manner to minimize exposure to staff and students.

If the above quotation meets with your approval it will be necessary that a copy of this letter accompany your purchase requisition. This quote is only good for 60 days due to material price fluctuations. All orders are to be processed through the Industrial Administration Office, P.O. Box 4013, Huntsville, Texas 77342. (FAX: 936-437-8423).

Installation/Delivery will be 90 to 120 days after receipt of your contract purchase order.

Your continued participation in our Industrial program is appreciated.

Sincerely,


Murry Bridges
Plant Manager

El Campo High School
February 9, 2010
Page 2

Secondary Curtains

- Mid Valance A, size 39' width x 48" length
- Concert Curtain, size 48' width x 177 length
- Mid Valance B, size 42' width x 48" length
- Concert Curtain B, size 46' width x 177" length
- Mid Valance C, size 38' width x 48" length
- Back Curtain, size 46' width x 177" length
- Side Legs A (2 ea.), size 6' width x 179" length
- Side Legs B (4 ea.), size 8' width x 166" length
- Side Legs C (4 ea.), size 8' width x 168" length

The above curtains are to be constructed and delivered according to the following specifications:

1. Secondary curtains are to be 100% Polyester – flame retardant- Velour, 13 oz.
2. All secondary curtains to be the color Black.
3. All stage curtains are to be Box Pleat style.
4. Incidental hardware such as S-hooks and trim chain to be replaces as needed.
NoteNew Track & hardware to be 2800 Series with pivot arms and break on side legs B.**

This quote includes all materials, material freight cost, manufacturing, and delivery with installation.

QUOTE:.....\$ 14,936.24
Quote (new track & hardware).....\$ 8,737.60
Quote (complete stage with hardware installed).....\$ 23,673.84
 Note** with Block style letters (White) "E &C" with "Wreath" overlay add \$ 367.47

Stage Drapery Option #3:

Complete Stage

- Main Curtain, size 50' width x 177" length
- Main Valance, size 43' width x 48" length
- Mid Valance A, size 39' width x 48" length
- Concert Curtain, size 48' width x 177 length
- Mid Valance B, size 42' width x 48" length
- Concert Curtain B, size 46' width x 177" length
- Mid Valance C, size 38' width x 48" length
- Back Curtain, size 46' width x 177" length
- Side Legs A (2 ea.), size 6' width x 179" length
- Side Legs B (4 ea.), size 8' width x 166" length
- Side Legs C (4 ea.), size 8' width x 168" length

Agenda Item Summary Sheet (5 B)
Meeting Date: February 23, 2010
Submitted by: Mark Pool, Superintendent

Action Item

Business and Operations Consider Authorization to Seek Proposals to Replace Auditorium Roof

Summary

One of the roofs identified for replacement this year in our Preventative Maintenance Plan is the auditorium roof. This roof has exceeded its expected life and we are beginning to see an increasing number of leaks that are beginning to cause some water damage inside. The roof has been repaired a number of times, but now it seems that a patch in one area just seems to cause a leak somewhere else.

The roofing system on the auditorium, like the roofs on most of the other buildings in the district, is known as a built up roof (BUR) that includes layers of insulation board, blackboard, and fiberglass felts surfaced with a "tar like" adhesive and gravel.

We have a quote from Weatherproofing Technologies, Inc., which is a subsidiary of Tremco Incorporated, the roofing company that has worked with the district on numerous roofing projects in the past. Their TCPN (*Texas Cooperative Purchasing Network*) price is \$99,982.19. The scope of the work they would do is outlined on their attached proposal.

We have also received a proposal from Jaco Construction, Inc., to install a Duro-Last roofing system that would be mechanically fastened to the existing BUR system. This system would remove the existing gravel on the roof and overlay it with a 40 mil white membrane. This roof is designed to be energy efficient and reduce the internal air temperature by as much as 15°F because the white membrane reflects approximately 86% of the sun's energy. The proposal price for this roof is \$47,411.00. The scope of the work they would do is outlined on their attached proposal.

ECISD Board Policy CH (LEGAL), PURCHASING AND ACQUISITION

Effective Date February 23, 2010

Previous Board Action None.

Future Action Expected Approval of contract for the replacement of the roof on the high school auditorium.

Background Information and Significant Issues

Because of the cost difference in the proposals that were submitted on the different roofing systems, and because the Duro-Last system would be a departure from the roof system used by this district in the past, we have started our due diligence on investigating the quality of this system.

There are several school districts in the Gulf Coast area that have used the Duro-Last system on various buildings, including: Aransas County ISD in Rockport; Brazosport ISD in Clute; Bryan ISD; Columbus IS; Damon ISD; Danberry ISD; East Bernard ISD; Edna ISD; Flatonia ISD; New Caney ISD; Port Aransas ISD; Rice Consolidated ISD; Van Vleck ISD; Weimar ISD; West Orange-Cove ISD; and Wharton ISD.

In addition there are many other school districts; hospitals; churches; city, county and federal office buildings, commercial properties; restaurants and hotels; financial institutions; and apartments and condominiums across the state that have been furnished as references.

We will be checking references with these schools, particularly those who have older installations, to see how this roof system has held up.

We have received an excellent recommendation from Don Naiser who is familiar with the system because it was used at Northside Center. He pointed out that this system has a 15 year warranty from the manufacturer, not the roofing company.

We have also talked with our architect, Malcolm Gaus, who has given us a list of question to ask the roofer and/or manufacturer and some precautions that we need to be aware of. We will be following-up on Malcolm's suggestions.

We also have a list of issues, particularly warranty issues, from the competing company that we will be following up on before making a recommendation.

Finally, I would like for our attorney, George Grimes, to do a side-by-side comparison of the warranties of both companies.

Fiscal Impact

Based on the budget proposals we have received this project could cost from \$47,000 to \$100,000.

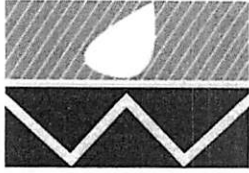
Student and Public Benefit

The auditorium is used by lots of different people in the community. The new roof is recommended to prevent further interior water damage from current and future roof leaks.

Procedural and Reporting Implications

Following approval by the Board we will prepare and issue a Request for Sealed Proposals. At a future meeting the Board can accept or reject any proposal submitted.

Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.
Attachments	<ul style="list-style-type: none"> • Budget Proposal from Weatherproofing Technologies, Inc. • Budget Proposal from Jaco Construction, Inc.
Contact Person(s)	<p>David Bright, Assistant Superintendent for Finance and Operations</p> <p>Jeff Balcar, Director of Maintenance</p>
Action Required	<p>Motion, second and majority vote to authorize the administration to issue a Request for Sealed Proposals on a Three-Ply Built Up Roof System and a Single-Ply System with specifications similar to the Duro-Last system that has been discussed.</p>
Superintendent's Recommendation	<p>I recommend that the Board authorize the administration to issue a Request for Sealed Proposals on a Three-Ply Built Up Roof System and a Single-Ply System with specifications similar to the Duro-Last system that has been discussed.</p> <p>Mark Pool, Superintendent of Schools</p>



**WEATHERPROOFING
TECHNOLOGIES, INC.**
a subsidiary of Tremco Incorporated

February 3, 2010

El Campo Independent School District
Attn: Mr. Jeff Balcar, Director of Maintenance
700 W Norris
El Campo, TX 77437

Budget Proposal

I am writing to provide you a brief narrative, outlining our findings and recommendations for the proposed roof replacement at the High School Auditorium.

The scope of work below represents the districts best long-term value for effective repair and fundamentally parallels the requirements discovered during our inspections and prior conversations. The assembly will be installed in accordance with applicable design agencies and/or codes; including the National Roofing Contractors Association (NRCA), Factory Mutual Research Center (FM), Underwriters Laboratories (UL), the International Building Code (IBC) and the Primary Manufacturer's Installation Guidelines Manuals. Acceptance, execution and completion of work will be contingent upon El Campo ISD's general provisions. Please note the following scope of work:

High School Auditorium Scope of Work:

1. Remove existing system plies.
2. Mechanically fasten existing 2" insulation board to deck.
3. Adhere one layer of 1/2" blackboard.
4. Adhere one ply G2 base sheet.
5. Adhere three plies fiberglass felts.
6. Surface roof with flood coat and gravel.
7. Install Hypalon base flashing.
8. Install 24ga sheet metal accessories.
9. Remove all work related debris on a daily basis and upon completion of project.

Upon approval and prior to construction, payment and performance bonds will be issued. Applicable permit fees, if any, are covered under this proposal. All cost estimates have been priced in accordance with The Cooperative Purchasing Network (TCPN) contract number R4812.

Total for Replacement: **\$ 99,982.19**

Should you have any questions regarding this information, please contact us for clarification. Thank you for your consideration and for the opportunity to assist you.

Respectfully,

Ivan Trinidad
Sr. Construction Manager

Tremco Inc. | 3735 Green Road | Beachwood, Ohio 44122
512.535.2416 office | 216.212.8365 cell | 866.308.0665 Efax | itrinidad@tremcoinc.com

**ENERGY-EFFICIENT**

Reduce internal air temperatures by as much as 15°F, and save money on energy costs by installing a Duro-Last Roofing System. The Duro-Last white membrane reflects approximately 86% of the sun's energy.



February 4, 2010

El Campo Independent School District
700 West Norris
El Campo, TX 77437

RE: DURO-LAST MECHANICALLY FASTENED ROOF SYSTEM OVER EXISTING B.U.R. ON AUDITORIUM IN EL CAMPO, TEXAS – APPROXIMATELY 13,297 SQ. FT.

Attn: Jeff Balcar

We hereby propose to furnish the necessary labor, material, equipment, insurance and supervision to install a 15-year, no-dollar limit, transferable, Duro-Last warranted roof system on the above referenced project. This includes a \$12,000,000 product liability insurance policy, which protects non-residential buildings and their contents if it is damaged because of failure of the Duro-Last roofing system, within the terms of the warranty. The Duro-Last warranty also does not exclude ponding water, as do most other warranted systems. This proposal is based on utilizing the following material and qualifications:

1. Duro-Last nominal 40 mil. white membrane.
2. Duro-Last PVC 1 3/4" fascia bar with metal snap-on trim.
3. Underlayment: 3/8" underlayment board.
4. Duro-Last accessories to make system complete such as but not limited to pre-fabricated curbs, boots, parapets sheets, screws, caulk, plates and etc. per Duro-Last Roofing, Inc. manufacturer's specifications.

Qualifications/Clarifications:

1. Walkpads are included, thirteen (13) 30"x60".
2. Proposal based on overlaying of existing roof after removal of loose rock.
3. Wood blocking is included where needed.
4. If required, any HVAC, plumbing, electrical, etc. that may need to be moved or disconnected and reconnected (other than normal roofing practice) will need to be done by a subcontractor of Owner's choice at Owner's expense.
5. If any deteriorated or damaged roof system, decking, framing, parapet, fascia, vents, stacks, pipes, conduit, electrical wiring, gutters, drains etc. unforeseen or otherwise are encountered during roofing installation, Jaco will notify owner/owner's representative of the situation; after approval, repairs can be made by others or on a time and material basis by Jaco.
6. Jaco Construction, Inc. is not responsible for existing building conditions such as but not limited to existing leaking roofs, walls, windows, gutters, downspouts, interior drains, pipes, air conditioner equipment, electrical wiring, hidden conduit within or below the existing roofing system, ducts, vents, fans, parapets, mansards, water lines, masonry walls, adjacent roofs, skylights, trims or the existence of water damage to existing building interiors (walls, ceiling, floors and etc.) or the existence of mold.
7. Although Jaco Construction, Inc. will take standard caution in loading the roof prior to installation, some leaks may occur due to the existing condition of the roof. Jaco Construction, Inc. will not be responsible for leaks or possible interior damage.

Office Address:
415 S. Hwy 288B
Clute, TX 77531
(979) 265-6101



1-800-265-JACO
90

Mailing Address:
P. O. Box 937
Clute, TX 77531
(979) 265-6448 Fax

February 4, 2010
El Campo ISD - Auditorium

8. Notice of Disclaimer/Release:

Moisture that has entered into the building prior to Jaco's installation or repair of the roofing may result in damage to building or result in mold, fungi or spores on the job site. Owner agrees that should Contractor discover the presence of mold, fungi or spores on the job site, Contractor reserves the right to stop work, report said condition to the owner, and require the full remediation of condition by the owner before proceeding with the work. In no case shall contractor be responsible or liable for detection, removal, disposal, or remediation of any asbestos, mold, mildew, fungi, spores or other hazardous chemical or biological agent. Owner hereby expressly releases and discharges contractor from any and all liability, claims, causes of action, or damages whether actual or consequential, arising out of tort or under contract, for personal injury, property damage, illness, allergic reactions, disease, and/or death resulting from or related to asbestos, mold, mildew, fungi, spores and/or other hazardous chemical or biological agent.

Owner agrees to indemnify and save and hold harmless Contractor from and against any and all claims, damages, losses and causes of action for breach of contract, breach of warranty, or for the negligence of contractor and/or its subcontractors which are brought by owner and/or its agents, employees, relatives, invitees or licensees, arising out of or relating to property damage, personal injury, illness, allergic reactions, disease or death resulting from asbestos, mold, fungi spores and/or any other hazardous chemical or biological agent on the job site.

9. This proposal is intended and shall become in its entirety part of, as if attached and/or written into any other purchase order, contract, or letter of acceptance, written or issued by the owner and is intended and agreed upon to be an integral part of any contract agreement between the parties. There shall be no changes, exclusions, or revisions made to the proposal without explicit agreement and acknowledgement by Jaco Construction, Inc.

10. Owner to verify with (insurance carrier) prior to roofing if a certified windstorm inspection is required, and pay for any cost related to inspection/certification.

11. City permit is included.

12. State and local taxes are not included.

13. Bond is included.

14. Quotation based on Jaco's Standard Insurance Limits; 1 Million General Liability, 2 Million General Aggregate with 5 Million Excess/Umbrella Liability, 1 Million Automobile Liability.

15. Payment terms: One half of contract amount due upon acceptance and signing of contract; monthly billings thereafter will be 100% of work completed. All invoices are due on/or before 10 days after receipt unless otherwise agreed upon. All past due invoices shall bear interest at 10% per annum until paid. Buyer agrees to stated payment terms above and Buyer further agrees to pay Jaco Construction Inc.'s legal cost or any collection agency fees incurred for collections of any past due invoices. Payment to be made upon completion in accordance with above specifications, payable to Jaco Construction, Inc., P.O. Box 937, Clute, Brazoria County, Texas 77531. Payment will be accepted by credit card.

16. Price subject to change if not accepted within 20 days of quote date due to fluctuation of material market.

17. This proposal is subject to credit approval.

18. If Owner is a Corporation, corporation shall furnish Corporate Resolutions authorizing Corporate Officer to enter into contract with Jaco Construction for purposes of re-roof/roofing facility located at address _____ legal description _____, Owner of Record _____.

19. Personal Guarantee: In consideration for the credit extended to above listed Corporation, Sole Proprietorship, LLC, Partnership or Individual, the undersigned hereby guarantees and agrees to be personally liable for all indebtedness incurred or provide an Irrevocable Letter of Credit for full contract amount. City, County, State or Federal Purchase Order will be considered as satisfying this requirement.

TOTAL PROPOSAL \$47,411.00

ALTERNATE NO. 1: If materials are paid for upon delivery to job site, Deduct \$(911.00) from Total Proposal.

Respectfully Submitted,

JACO CONSTRUCTION, INC.



**Bennie Clawson
Vice President of Sales**

Agreed and Accepted:

By:

(Authorized Signing Officer)

(Printed Name)

(Title)

(Date)

BC/lp

Alternate No. 1 Accepted: _____

Agenda Item Summary Sheet (5 C)
Meeting Date: February 23, 2010
Submitted by: Mark Pool, Superintendent

Action Item

Business and Operations

Consider Authorization to Seek Proposals to Replace
Gymnasium Hardwood Floor

Summary

Since the installation of the HVAC equipment in Ricebird Gym we have had ongoing moisture problems requiring replacement of a section of the hardwood floor that is ever increasing in size. As the HVAC system removes the humidity from the gym it apparently pulls moisture from the subfloor causing the hardwood floor to “corduroy.”

In addition, we are rapidly approaching the point to where we will no longer be able to sand and refinish the hardwood because of the diminishing thickness of the boards; i.e., the floor is rapidly reaching the end of its useful life.

We have a quote from Bauer Sport Floors that includes three options:

Option No. 1 is an exact match to the existing floor for \$99,175.

Option No. 2 includes an upgrade, primarily in the subfloor, with at three-year warranty as opposed to the one-year warranty in the first option for \$103,500.

Option No. 3 includes the same proposal as Option No. 2 with an upgrade to the maple hardwood flooring for \$108,975.

ECISD Board Policy

CH (LEGAL), PURCHASING AND ACQUISITION

Effective Date

February 23, 2010

Previous Board Action

None.

Future Action Expected

Approval of contract for the replacement of the hardwood floor in Ricebird Gymnasium.

Background Information and Significant Issues

There are a limited number of future refinishes in the existing floor.

If we choose to just replace the damaged section, which gets larger every time it is replaced, we still haven’t solved the problem of moisture infiltration beneath the subfloor; and as long as there is moisture problems the hardwood floor is going to buckle or “corduroy.”

I would also want to involve our architects in this project to make sure that we come up with a moisture barrier system that prevents future damage to a new floor.

Fiscal Impact

Based on the budget proposals we have received this project could cost from \$100,000 to \$110,000.

Student and Public Benefit

The varsity gymnasium is a public place that is used by lots of people in the community.

Procedural and Reporting Implications

Following approval by the Board we will consult with our architect prepare and issue a Request for Sealed Proposals for correction of the moisture infiltration and replacement of the hardwood floor in Ricebird Gymnasium.

Public Comments

None.

Alternatives

None.

Other Comments and Related Issues

None.

Attachments

- Budget Proposal from Bauer Sport Floors

Contact Person(s)

David Bright, Assistant Superintendent for Finance and Operations

Jeff Balcar, Director of Maintenance

Bob Gillis, Director of Athletics

Action Required

Motion, second and majority vote to authorize the administration to issue a Request for Sealed Proposals for correction of moisture infiltration and replacement of hardwood floor in Ricebird Gymnasium.

Superintendent's Recommendation

I recommend that the Board authorize the administration to issue a Request for Sealed Proposals for correction of moisture infiltration and replacement of hardwood floor in Ricebird Gymnasium.

Mark Pool, Superintendent of Schools



"Your Complete Sports
Floor Contractor"

February 17, 2010

**BID FOR: EL CAMPO HIGH SCHOOL
REPLACEMENT HARDWOOD GYMNASIUM FLOOR**

OPTION #1 (exact match to existing floor)

Supplier: Action Floor Systems, LLC. System: Action Cush II+ System

- Includes:** Demo & disposal of existing floor
Removal and reinstallation of existing bleachers (w/ condition report)
Inspect concrete slab, calcium chloride moisture test & report
- Install:** Apply Aquaron MVB moisture control for slabs up to 6lbs/1000
25/32 X 2 1/4" Maple Flooring 1st Grade
1 layer 1X6 Subfloor over cushioned sleepers & 6 mil. poly moisture barrier
Sanded w/ 2 coats penetrating wood sealer
Game lines to match existing
2 coats National Coatings World Class Gym Finish
3" X 4" Vent Cove Base & Aluminum Thresholds
Maintenance instructions
- Excluding:** Any costs for concrete repairs to meet wood floor spec of 1/8" in 10ft
Any cost for electrical hookup and breakers for sanding machines
Pricing is based upon our standard insurance coverage, however a sample certificate can be provided upon request.
- Warranty:** 1 year Bauer Sport Floors & Action Floor Systems Warranty
- PRICE:** \$ 99,175.00 (pricing good for 45 days)

OPTION #2 (Bauer Upgrade)

Supplier: Action Floor Systems, LLC. System: Action Anchor Cush II+ System

- Includes:** Demo & disposal of existing floor
Removal and reinstallation of existing bleachers (w/ condition report)
Inspect concrete slab, calcium chloride moisture & report
- Install:** Apply Aquaron MVB moisture control for slabs up to 6lbs/1000
25/32 X 2 1/4" Maple Flooring 1st Grade
1 layer 3/4" CDX Plywood over anchored cushioned sleepers & 6 mil. poly moisture barrier
Sanded w/ 2 coats penetrating wood sealer
Game lines to match existing
2 coats National Coatings World Class Gym Finish
3" X 4" Vent Cove Base & Aluminum Thresholds
Maintenance instructions, onsite training, & 1 gallon Dust Mop treatment
- Excluding:** Same as Option #1
- Warranty:** 3 year Bauer Sport Floors & Action Floor Systems Warranty
- PRICE:** \$ 103,500.00 (pricing good for 45 days)

OPTION #3 (Bauer Upgrade)

Upgrade flooring to 25/32" X 1 1/2" 1st Grade

Balance same as Option#2

PRICE: \$ 108,975.00 (pricing good for 45 days) P&P Bond is included

ADD: \$ 6,625.00 Change Moisture Control to Aquaron 2000 (slabs 6-10lbs)

ALL PRICING BUYBOARD



Jeff Balcar

From: Mike Smith [msmith7449@comcast.net]
Sent: Monday, December 21, 2009 12:18 PM
To: Jeff Balcar
Subject: REMOVING AND INSTALLING A NEW GYM FLOOR AT THE HIGH SCHOOL CAMPUS

THE GYM WOULD INCLUDE LABOR AND MATERIAL TO SUPPLY AND INSTALL 6 MIL POLY, 2 X 3 SLEEPERS W/PADS, ONE LAYER OF ½" CDX PLYWOOD AS SUBFLOOR, USING 2 1/4 INCH FIRST GRADE MAPLE FLOORING, SANDING, SEALING, STRIPES (NO LOGOS) LETTERING INCLUDED, FINISHES, VENT COVE BASE AND METAL TRANSITION APPLIED. EXCLUSIONS INCLUDE NO SLAB PREP, NO GAME INSERTS, NO 220 POWER (to be furnished by the District) NO DUMPSTER AND NO RESTROOM FURNISHED BY OUR COMPANY. THE PRICE WOULD BE \$73,000.00, DEMOLITION OF THE OLD FLOOR WOULD BE \$7,500.00 WITH OUR COMPANY FURNISHING THE DUMPSTER. WATER PROOFING WOULD BE \$9,000.00 which does not include shot blasting the sub-floor due to all the moisture that is coming from underneath the slab. NORMALLY THIS PROCEDURE IS ABOUT \$1.00 to \$1.50 per sq ft.. WE HAVE INSTALLED A FLOOR AT GANADO JUST RECENTLY, INDUSTRIAL APPROX. 2-3 YEARS AGO AND ARE PREPARING TO INSTALL THE NEW HIGH SCHOOL IN VICTORIA.

OUR COMPANY LONG FLOORING IS ALSO ON THE BUYBOARD IF THIS HELPS . THANKING YOU IN ADVANCE.

MIKE SMITH 832-868-9342 IF YOU HAVE QUESTIONS, PLEASE DO NOT HESITATE TO CALL ME.

Agenda Item Summary Sheet (6 A)
Meeting Date: February 23, 2010
Submitted by: Mark Pool, Superintendent

Discussion Item

Curriculum and Instruction Reports on District Career and Technology Education Program

Summary The Board will have the opportunity to discuss our Career and Technology Education Program with CTE Coordinator, Steve Wernecke, and High School Principal, Rich DuBroc. There discussion may include plans for a planned welding certification course whereby our students can earn a certification from the American Welding Society.

Reports will also be given on the other course offerings we provide for our students, enrollment numbers, and available certifications.

ECISD Board Policy EHB (LEGAL), SPECIAL PROGRAMS: CAREER AND TECHNOLOGY EDUCATION

Effective Date February 23, 2010

Previous Board Action None.

Future Action Expected The Board will occasionally meet with campus administrators and curriculum facilitators and others to discuss our instructional programs.

Background Information and Significant Issues None.

Fiscal Impact None.

Student and Public Benefit These discussions should help us all to stay focused on improving student academic performance.

Procedural and Reporting Implications None.

Public Comments None.

Alternatives None.

Other Comments and Related Issues

None.

Attachments

None.

Contact Person(s)

Carolyn Gordon, Assistant Superintendent of Curriculum and Instruction

Steve Wernecke, Career and Technology Education Coordinator

Rich DuBroc, High School Principal

Action Required

No action required.

Superintendent's Recommendation

This is an information item only.

Mark Pool, Superintendent of Schools

Governance	Review of TASB Policy Update 87
Summary	<p>Localized Update 87 represents the second of two post-legislative updates and encompasses changes in law from the 81st Legislative Session. Update 87 includes new codes on accountability, required Web postings, safety and security, and interlocal cooperation contracts.</p> <p>The update also addresses a variety of other topics, including tax rates and bonds, financial solvency reviews, salary reduction agreements for investment products, use of district funds for property owned by or under control of an institution of higher education, required reports that districts must publish, employee resignations, drug-free workplace requirements, retention of staff at a repurposed campus, and elective courses on the Bible..</p> <p>To better focus board attention and expedite the review of Update 87, TASB Policy Service furnishes board members with <i>Vantage Points</i>, which offers a highly summarized overview of the update and is intended to provide local officials a first glance at the scope of the update —as a prelude to studying the detailed Explanatory Notes.</p>
ECISD Board Policy	BF (LOCAL), BOARD POLICES
Effective Date	Following approval by the Board at the next regular meeting.
Previous Board Action	None.
Future Action Expected	The Board will act to approve all new LOCAL policies at the next regular meeting.
Background Information and Signification Issues	Please bear in mind that the (LEGAL) policies reflect the ever-changing legal context for governance and management of the district. They should not be adopted but, rather, should inform local decision making. The (LOCAL) policy recommendations in this update will need close attention by both the administration and the board to ensure that they reflect the practices of the district and the intentions of the board. Board action will be needed to adopt, revise, or repeal (LOCAL) policy.
Fiscal Impact	None.

Student and Public Benefit	Board policies are designed to promote fair and equitable treatment for all district patrons.
Procedural and Reporting Implications	None.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.
Attachments	<ul style="list-style-type: none"> (1) Explanatory Notes for TASB Localized Policy Manual Update 87; (2) Local Policy Comparison Packet; and (3) <i>Vantage Points, A Board Member's Guide to Update 87.</i> [Included under separate cover.]
Contact Person(s)	Mark Pool, Superintendent of School
Action Required	None.
Superintendent's Recommendation	<p>This is a discussion item only.</p> <p>Mark Pool, Superintendent of Schools</p>

(LOCAL) Policy Comparison Packet

Each marked-up (LOCAL) policy in this collection reflects an automated comparison of the updated policy with its precursor, as found in the TASB Policy Service records.

The comparison is generated by an automated process that shows changes as follows.

- *Deletions* are shown in a red strike-through font: ~~deleted text~~.
- *Additions* are shown in a blue, bold font: **new text**.
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text's destination from its origin: ~~moved text~~ becomes moved text.
- *Revision bars* appear in the right margin, as above.

While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow.

For further assistance in understanding changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

El Campo ISD
241903

TERM CONTRACTS
NONRENEWAL

DFBB
(LOCAL)

REASONS

The recommendation to the Board and its decision not to renew a contract under this policy shall not be based on an employee's exercise of Constitutional rights or based unlawfully on an employee's race, color, religion, sex, national origin, disability, or age. Reasons for proposed nonrenewal of an employee's term contract shall be:

1. Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communications.
2. Failure to fulfill duties or responsibilities.
3. Incompetency or inefficiency in the performance of duties.
4. Inability to maintain discipline in any situation in which the employee is responsible for the oversight and supervision of students.
5. Insubordination or failure to comply with official directives.
6. Failure to comply with Board policies or administrative regulations.
7. Excessive absences.
8. Conducting personal business during school hours when it results in neglect of duties.
9. Reduction in force because of financial exigency or program change. [See DFF]
10. A decision by a campus intervention team ~~under Education Code 39.1324~~ that the employee not be retained at a reconstituted campus. [See AIC]
- 11. The employee is not retained at a campus that has been repurposed in accordance with law. [See AIC]**
- ~~11-12.~~ Drunkenness or excessive use of alcoholic beverages; or possession, use, or being under the influence of alcohol or alcoholic beverages while on school property, while working in the scope of the employee's duties, or while attending any school- or District-sponsored activity.
- ~~12-13.~~ The illegal possession, use, manufacture, or distribution of a controlled substance, a drug, a dangerous drug, hallucinogens, or other substances regulated by state statutes.
- ~~13-14.~~ Failure to meet the District's standards of professional conduct.

DATE ISSUED: ~~2/3/2010~~ ~~11/11/2008~~
UPDATE ~~8784~~
DFBB(LOCAL)-A

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- ~~44-15~~. Failure to report any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL). [See DH]
- ~~45-16~~. Conviction of or deferred adjudication for any felony, any crime involving moral turpitude, or other offense listed at DH(LOCAL); or conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony. [See DH]
- ~~46-17~~. Failure to comply with reasonable District requirements regarding advanced coursework or professional improvement and growth.
- ~~47-18~~. Disability, not otherwise protected by law, that prevents the employee from performing the essential functions of the job.
- ~~48-19~~. Any activity, school-connected or otherwise, that, because of publicity given it, or knowledge of it among students, faculty, and community, impairs or diminishes the employee's effectiveness in the District.
- ~~49-20~~. Any breach by the employee of an employment contract or any reason specified in the employee's employment contract.
- ~~20-21~~. Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues.
- ~~21-22~~. A significant lack of student progress attributable to the educator.
- ~~22-23~~. Behavior that presents a danger of physical harm to a student or to other individuals.
- ~~23-24~~. Assault on a person on school property or at a school-related function, or on an employee, student, or student's parent regardless of time or place.
- ~~24-25~~. Use of profanity in the course of performing any duties of employment, whether on or off school premises, in the presence of students, staff, or members of the public, if reasonably characterized as unprofessional.
- ~~25-26~~. Falsification of records or other documents related to the District's activities.
- ~~26-27~~. Falsification or omission of required information on an employment application.

- ~~27-28~~. Misrepresentation of facts to a supervisor or other District official in the conduct of District business.
- ~~28-29~~. Failure to fulfill requirements for certification, including passing certification examinations required by state law for the employee's assignment.
- ~~29-30~~. Failure to achieve or maintain "highly qualified" status as required for the employee's assignment.
- ~~30-31~~. Failure to fulfill the requirements of a deficiency plan under an Emergency Permit, a Special Assignment Permit, or a Temporary Classroom Assignment Permit.
- ~~31-32~~. Any attempt to encourage or coerce a child to withhold information from the child's parent or from other District personnel.
- ~~32-33~~. Any reason that makes the employment relationship void or voidable, such as a violation of federal, state, or local law.
- ~~33-34~~. Any reason constituting good cause for terminating the contract during its term.

RECOMMENDATIONS FROM ADMINISTRATION

Administrative recommendations for renewal or proposed nonrenewal of professional employee contracts shall be submitted to the Superintendent. Each administrator's recommendation for nonrenewal shall be accompanied by copies of all pertinent information necessary to a decision to recommend proposed nonrenewal. The final decision on the administrative recommendation to the Board on each employee's contract rests with the Superintendent.

SUPERINTENDENT'S RECOMMENDATION

The Superintendent shall prepare lists of employees whose contracts are recommended for renewal or proposed nonrenewal by the Board. Supporting documentation, if any, and reasons for the recommendation shall be submitted for each employee recommended for proposed nonrenewal. The Board shall consider such information, as appropriate, in support of recommendations for proposed nonrenewal and shall then act on all recommendations.

NOTICE OF PROPOSED ~~RENEWAL OR~~ NONRENEWAL

The Superintendent shall deliver to the employee by hand or certified mail, return receipt requested, written notice of proposed ~~renewal or~~ nonrenewal not later than the 45th day before the last day of instruction required in the contract.

-If the notice of proposed nonrenewal does not contain a statement of the reason or all of the reasons for the proposed action, and the employee requests a hearing, the District shall give the employee notice of all reasons for the proposed nonrenewal a rea-

EI Campo ISD
241903

TERM CONTRACTS
NONRENEWAL

DFBB
(LOCAL)

REQUEST FOR
HEARING

sonable time before the hearing. The initial notice or any subsequent notice shall contain the hearing procedures.

If the employee desires a hearing after receiving the notice of proposed nonrenewal, the employee shall notify the Board in writing not later than the 15th day after the date the employee received the notice of proposed nonrenewal. When a timely request for a hearing on a proposed nonrenewal is received by the **presiding officer**~~Board President~~, the hearing shall be held not later than the 15th day after receipt of the request, unless the parties mutually agree to a delay. The employee shall be given notice of the hearing date as soon as it is set.

HEARING
PROCEDURE

Unless the employee requests that the hearing be open, the hearing shall be conducted in closed meeting with only the members of the Board, the employee, the Superintendent, their representatives, and such witnesses as may be called in attendance. Witnesses may be excluded from the hearing until called to present evidence. The employee and the administration may choose a representative. Notice, at least five days in advance of the hearing, shall be given by each party intending to be represented, including the name of the representative. Failure to give such notice may result in postponement of the hearing.

The conduct of the hearing shall be under the **presiding officer's**~~Board President's~~ control and shall generally follow the steps listed below:

1. After consultation with the parties, the **presiding officer**~~Board President~~ shall impose reasonable time limits for presentation of evidence and closing arguments.
2. The hearing shall begin with the administration's presentation, supported by such proof as it desires to offer.
3. The employee may cross-examine any witnesses for the administration.
4. The employee may then present such testimonial or documentary proof, as desired, to offer in rebuttal or general support of the contention that the contract be renewed.
5. The administration may cross-examine any witnesses for the employee and offer rebuttal to the testimony of the employee's witnesses.
6. Closing arguments may be made by each party.

A record of the hearing shall be made so that a certified transcript can be prepared, if required.

BOARD DECISION

DATE ISSUED: ~~2/3/2010~~11/11/2008
UPDATE ~~8784~~
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TERM CONTRACTS
NONRENEWAL

DFBB
(LOCAL)

The Board may consider only evidence presented at the hearing. After all the evidence has been presented, if the Board determines that the reasons given in support of the recommendation to not renew the employee's contract are lawful, supported by the evidence, and not arbitrary or capricious, it shall so notify the employee by a written notice not later than the 15th day after the date on which the hearing is concluded. This notice shall also include the Board's decision on renewal, which decision shall be final.

DATE ISSUED: 2/3/2010~~11/11/2008~~
UPDATE 8784
DFBB(LOCAL)-A

ADOPTED:

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El Campo ISD
241903

TERMINATION OF EMPLOYMENT
RESIGNATION

DFE
(LOCAL)

GENERAL
REQUIREMENTS

All resignations shall be submitted in writing to the Superintendent **or designee**. The employee shall give reasonable notice and shall include in the letter a statement of the reasons for resigning. A prepaid certified or registered letter of resignation shall be considered submitted upon mailing.

AT-WILL EMPLOYEES

The Superintendent or designee shall be authorized to accept the resignation of an at-will employee at any time.

CONTRACT
EMPLOYEES

~~BEFORE THE
START OF THE
SCHOOL YEAR~~

The Superintendent or designee shall be authorized to **receive a contract employee's** ~~accept the~~ resignation ~~of a contract employee submitted and~~ effective ~~at before~~ the ~~end~~ **start** of the school year ~~or. If the resignation is~~ submitted after the **last day of the school year and before the** penalty-free resignation date. **The resignation is accepted upon receipt** ~~established by law, acceptance is contingent on finding a suitable replacement.~~

**THE
SUPERINTENDENT
OR DESIGNEE
SHALL BE
AUTHORIZED TO
ACCEPT** ~~DURING
THE SCHOOL YEAR~~

~~For a contract employee's~~ resignation **submitted or** ~~that is~~ effective **at any other time.** ~~The~~ ~~during the school year after the contract employee has begun duty, the~~ Superintendent or designee shall either accept the resignation or submit the matter to the Board in order to pursue sanctions allowed by law.

~~DURING
THE SCHOOL YEAR~~

~~The Superintendent or designee shall be authorized to accept a contract employee's resignation if submitted during the school year and effective at the end of the school year.~~

WITHDRAWAL OF
RESIGNATION

Once submitted and accepted, the resignation of a contract employee may not be withdrawn without consent of the Board.

DATE ISSUED: ~~2/3/2010~~ **4/29/2005**
UPDATE ~~8777~~
DFE(LOCAL)-A

ADOPTED:

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EI Campo ISD
241903

EMPLOYEE WELFARE

DI
(LOCAL)

**DRUG-FREE
AWARENESS
PROGRAM**

~~DRUG-ABATEMENT~~

The District shall maintain a drug-free environment and shall establish, as needed, a **drug-free awareness** program complying with federal ~~and state~~ requirements. [See DH] The program shall provide applicable information to employees in the following areas:

1. The dangers of drug use and abuse in the workplace.
2. The District's policy of maintaining a drug-free environment. [See DH(LOCAL)]
3. Drug counseling, rehabilitation, and employee assistance programs that are available in the community, if any.
4. The penalties that may be imposed on employees for violation of drug use and abuse prohibitions. [See DI(EXHIBIT)]

EMPLOYEE
RESPONSIBILITY

All fees or charges associated with drug/alcohol abuse counseling or rehabilitation shall be the responsibility of the employee.

DATE ISSUED: ~~2/3/2010~~6/22/2000
UPDATE ~~8763~~
DI(LOCAL)-~~AB~~

ADOPTED:

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El Campo ISD
241903

EQUAL EDUCATIONAL OPPORTUNITY

FB
(LOCAL)

TITLE IX
COORDINATOR

The District designates the following **personemployee** to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Carolyn Gordon
Position: Assistant Superintendent for Instruction
Address: 700 W. Norris Street, El Campo, TX 77437
Telephone: (979) 543-6771

ADA / SECTION 504
COORDINATOR

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following **personemployee** to coordinate its efforts to comply with **Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:**

Name: Dan Hammock
Position: Special Education Director
Address: 2620 Meadow Lane, El Campo, TX 77437
Telephone: (979) 543-9051

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

COMPLAINTS

Allegations of unlawful discrimination, prohibited harassment, including sexual harassment, or retaliation shall be made according to FFH(LOCAL).

RECORDS
RETENTION

Copies of reports alleging discrimination, prohibited harassment, including sexual harassment, and retaliation; investigation reports; and related records shall be maintained by the District for a period of at least three years. If the person alleged to have experienced discrimination, prohibited harassment, or retaliation was a minor, the records shall be maintained until the person reaches the age of 21.

SECTION 504
COMMITTEE

The Section 504 coordinator and members of the Section 504 committee shall receive training in the procedures and requirements for identifying and providing educational and related services to those students who have disabilities, but who are not in need of special education in accordance with the Individuals with Disabilities Education Act (IDEA). [See EHBA]

The Section 504 committee shall be composed of at least two persons, including persons knowledgeable about the student, the

DATE ISSUED: ~~2/3/2010~~5/16/2008
UPDATE ~~8783~~
FB(LOCAL)-A

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EQUAL EDUCATIONAL OPPORTUNITY

FB
(LOCAL)

	meaning of the evaluation data, the placement options, and the legal requirements regarding least restrictive environment and comparable facilities for students with disabilities.
REFERRALS	A student may be referred by parents, teachers, counselors, administrators, or any other District employee for evaluation to determine if the student has disabilities and is in need of special instruction or services.
PARENTAL CONSENT	The Section 504 coordinator shall notify parents prior to any individual evaluation conducted to determine if their child has disabilities or to determine what educational or related services should be provided to the student. Parental consent shall be obtained before the initial student evaluation procedures for the identification, diagnosis, and prescription of specific education services.
NOTICE TO PARENTS	Parents shall be given written notice of the District's refusal to evaluate a student or to provide specific aids and services the parents have requested.
PREPLACEMENT EVALUATION	The results of the evaluation shall be considered before any action is taken to place a student with disabilities or make a significant change in placement in an instructional program. The evaluation shall include consideration of adaptive behavior. Adaptive behavior is the effectiveness with which the individual meets the standards of personal independence and social responsibility expected of his or her age and cultural group.
IMPARTIAL HEARING	Parents shall be given written notice of their due process right to an impartial hearing if they have a concern or complaint about the District's actions regarding the identification, evaluation, or educational placement of a student with disabilities. The impartial hearing shall be conducted by a person who is knowledgeable about the issues involved in Section 504 and who is not employed by the District or related to a member of the Board in a degree that would be prohibited under the nepotism statute [see DBE]. The impartial hearing officer is not required to be an attorney.
STATE-MANDATED ASSESSMENTS	Modifications in taking the state-mandated assessments may be made for a Section 504 student when the modifications have been determined not to destroy the validity of the test, are necessary for the student to take the test, are consistent with modifications provided the student in the classroom, and are approved by TEA. [See EKB]

Note: This policy addresses discrimination, harassment, and retaliation involving District students. For provisions regarding discrimination, harassment, and retaliation involving District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. For provisions regarding bullying, see FFI.

STATEMENT OF
NONDISCRIMINATION

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy.

DISCRIMINATION

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

PROHIBITED
HARASSMENT

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

SEXUAL HARASSMENT
BY AN EMPLOYEE

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sex-

ual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
 - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [\[See DF\]](#)

BY OTHERS

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

DATING VIOLENCE	Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner.
EXAMPLES	<p>Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.</p> <p>For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:</p> <ol style="list-style-type: none">1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or3. Otherwise adversely affects the student's educational opportunities.
RETALIATION	<p>The District prohibits retaliation against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.</p> <p>A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, is subject to appropriate discipline.</p>
EXAMPLES	Examples of retaliation include threats, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances, such as negative comments that are justified by a student's performance in the classroom.
PROHIBITED CONDUCT	In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.
REPORTING PROCEDURES	Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced

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prohibited conduct should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

Alternatively, a student may report prohibited conduct directly to one of the District officials below:

DEFINITION OF
DISTRICT
OFFICIALS

For the purposes of this policy, District officials are the Title IX coordinator, the **ADA**/Section 504 coordinator, and the Superintendent.

TITLE IX
COORDINATOR

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following **personemployee** to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Carolyn Gordon
Position: Assistant Superintendent for Instruction
Address: 700 W. Norris Street, El Campo, TX 77437
Telephone: (979) 543-6771

ADA / SECTION
504
COORDINATOR

Reports of discrimination based on disability may be directed to the **ADA**/Section 504 coordinator. The District designates the following **personemployee** to coordinate its efforts to comply with **Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of** Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Dan Hammock
Position: Special Education Director
Address: 2620 Meadow Lane, El Campo, TX 77437
Telephone: (979) 543-9051

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

ALTERNATIVE
REPORTING
PROCEDURES

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or **ADA**/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

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TIMELY REPORTING	Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.
NOTICE OF REPORT	Any District employee who receives notice that a student has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.
NOTICE TO PARENTS	The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.
INVESTIGATION OF THE REPORT	<p>The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.</p> <p>Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.</p> <p>If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.</p> <p>The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal shall be involved in or informed of the investigation.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
CONCLUDING THE INVESTIGATION	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</p> <p>The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.</p>

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DISTRICT ACTION	<p>If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.</p> <p>The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.</p>
CONFIDENTIALITY	<p>To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.</p>
APPEAL	<p>A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.</p>
RECORDS RETENTION	<p>Retention of records shall be in accordance with FB(LOCAL) and CPC(LOCAL).</p>
ACCESS TO POLICY	<p>Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.</p>

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ADOPTED:

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Action Required

Personnel	Consider approval of recommended action on administrator contracts.
Summary	<p>February is the month to consider action on administrator contracts. District administrators are on Two-Year Term Contracts, except for employees hired new to the district who must serve under a one-year probationary contract.</p> <p>Each year the Superintendent can recommend one of the following contract actions to the Board:</p> <ul style="list-style-type: none">• Extend the contract for one year;• Take no action which allows the administrator to continue employment under their current contract for another year, assuming there is a year remaining;• Take formal action to not extend the contract, which has the same effect as taking no action; or• Propose non-renewal of the contact.
ECISD Board Policy	<p>DCA (LEGAL). EMPLOYMENT PRACTICES: PROBATIONARY CONTRACTS</p> <p>DCB (LEGAL). EMPLOYMENT PRACTICES: EDUCATOR TERM CONTRACTS</p>
Effective Date	2010-2011 and/or 2011-2012 School Years
Previous Board Action	Action on administrator contracts is considered each February.
Future Action Expected	Action on administrator contracts is considered each February.
Background Information and Significant Issues	<p>There is a major difference in these two types of contracts when it comes to termination or nonrenewal.</p> <p>A probationary contract employee may be terminated at the end of the contract period if the Board determines that such termination will serve the best interests of the District. The Board shall give the employee notice of its decision to terminate the employment not later than the 45th day before the last day of instruction required under the contract. The Board's decision to terminate a probationary employee at the end of a contract period is final and</p>

may not be appealed.

Nonrenewal of a term contract is much more difficult. Before making a decision not to renew a term contract, the Board shall consider the most recent evaluations if the evaluations are relevant to the reason for the Board's action.

The Board has established reasons for nonrenewal at the end of a school year in policy DFBB (LOCAL). TERM CONTRACTS: NONRENEWAL.

Not later than the 45th day before the last day of instruction in a school year, the Board shall notify in writing each term contract employee whose contract is about to expire its proposal to renew or not renew the contract. The Board's failure to give notice of a proposed renewal or nonrenewal constitutes an election to employ the term contract employee in the same professional capacity for the following school year.

If the employee desires a hearing after receiving notice of the proposed nonrenewal, the employee shall notify the Board in writing not later than the 15th day after receiving the notice of proposed action. The Board shall provide for a hearing to be held within 15 days after receiving written notice from the employee requesting a hearing. The Board shall use the preponderance of the evidence standard of review in making their decision in such a hearing.

Following the hearing, the Board shall take the appropriate action and notify the employee in writing of that action within 15 days following the conclusion of the hearing.

Fiscal Impact

None.

Student and Public Benefit

We need to employ the best administrators possible for the benefit of the entire district.

Procedural and Reporting Implications

Contracts will be issued following action by the Board.

Public Comments

None.

Alternatives

None.

Other Comments and Related Issues

In some cases members of the Board may need to abstain from voting on some employees due the nepotism laws. Rules regarding nepotism may be reviewed at ECISD policy DBE (LEGAL). EMPLOYMENT REQUIREMENTS AND

RESTRICTIONS: Nepotism

The nepotism prohibitions described in this policy shall not apply to the confirmation or appointment of an individual to a position if the individual is employed in the position immediately before the election or appointment of the Trustee to whom the individual is related in a prohibited degree and that prior employment is continuous for at least thirty days if the Trustee is appointed; or six months if the Trustee is elected.

If a person continues in a position under this exception, the Trustee who is related to the employee shall not participate in any deliberation or voting on the appointment, reappointment, employment, reemployment, change in status, compensation, or dismissal of the employee, if the action applies only to the employee and is not taken regarding a bona fide class or category of employee.

Attachments

None.

Contact Person(s)

Mark Pool, Superintendent of Schools

Action Required

Motion, second and majority vote to approve Superintendent's recommendation on administrator contracts.

Superintendent's Recommendation

I will have a recommendation for you Tuesday evening following a closed session.

Mark Pool, Superintendent of Schools