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 July 20, 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.

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 July 15, 2010 at 2:00 p.m.

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For the Board of Trustees

Agenda Item Summary Sheet (6 A)
Meeting Date: July 20, 2010
Submitted by: Mark Pool, Superintendent

Action Required

Curriculum and Instruction Consider Approval of District Grading Policy

Summary

SB 2033 passed by the 81st Texas Legislature requires each school district to adopt a grading policy, including provisions for the assignment of grades on class assignments and examinations. Guidance was also provided by the Commissioner of Education. The legislation and guidance provided that a district grading policy:

- Must require a classroom teacher to assign a grade that reflects the student's relative mastery of an assignment;
- May not require a classroom teacher to assign a minimum grade for an assignment without regard to the student's quality of work; and
- May allow a student reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade.

To comply with this mandate we selected a Process Improvement Team to review our current grading policy and recommend revisions that are in compliance with the statute. The team was given the following charge:

Develop a LOCAL grading policy that will be followed by all teachers to provide consistency throughout the district in how students' nine-week and semester grades are determined.

We have just received the team's recommendations. Carolyn Gordon, campus principals and I will be meeting with team members on Monday to review their recommendations. We may have recommended guidelines to present to the Board at the meeting Tuesday evening.

ECISD Board Policy EIA (LOCAL), ACADEMIC ACHIEVEMENT: GRADING / PROGRESS REPORTS TO PARENTS

Effective Date 2010-2011 School Year

Previous Board Action None.

Future Action Expected None.

Background Information and Significant Issues

The following teachers served on the Process Improvement Team for the development of district grading guidelines:

Team Facilitators – Alicia Starry and Kimberly Couvillion

Myatt – Kimberly Clark

Hutchins – Emily Bush, Stacy Ermis

Northside – Terry White, Jerica Smidovec

El Campo Middle School – Jennifer Bullard, Shelby Gadeke, Dana Jung, Nicholas Popp, Nicki Rodriguez

El Campo High School – Brenda Donrak, Tina Marek, Cindy McClure, Rose Peikert, Linda Polasek, Katrese Skinner

The Team was given the following parameters:

- Policy must address all requirements of SB 2033 and adhere to guidance furnished by the Commissioner of Education.
- Team should strive for consistency, but leave room for some flexibility between elementary and secondary grades.
- Policy should specify a minimum number of daily grades for each three-week reporting period that are used to monitor students' progress toward mastery of performance objectives.
- Policy should specify a minimum number of performance assessments for each three-week reporting period that are used to evaluate students' mastery of performance objectives.
- Policy should specify how nine-week grades are to be determined based on percentage weights of required daily grades, required performance assessments, and required common/comprehensive nine-week assessment.
- Policy should address plagiarism and academic dishonesty.
- Policy should specify that grades are to be a determination of a student's academic achievement and not used for disciplinary consequences.

Fiscal Impact

None.

Student and Public Benefit

Students and parents will be able to expect more consistency in how grades are determined and assured that grades are more reflective of the student's academic performance.

Procedural and Reporting Implications	Policy and guidelines will be communicated to all students, parents and faculty.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.
Attachments	None.
Contact Person(s)	Carolyn Gordon, Assistant Superintendent of Curriculum and Instruction
Action Required	Motion, second and majority vote to approve district grading policy and guidelines.
Superintendent's Recommendation	I could have a recommendation at the meeting following the scheduled meeting with Team members. **Mark Pool, Superintendent of Schools**

Agenda Item Summary Sheet (4 C.1)
Meeting Date: July 20, 2010
Submitted by: Mark Pool, Superintendent

Action Item

Consent Agenda: Business and Support Services	Approval of Proposed Compensation Plan
Summary	According to ECISD Board Policy DEA (LOCAL): *The Superintendent shall recommend to the Board for approval compensation plans for all District employees. Compensation plans may include wage and salary structures, stipends, benefits, and incentives.* The policy further states: *The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine annual increases for individual employees, within budgeted amounts.* In accordance with the guidance received from TASB HR Services on the implementation of HB 3646 passed by the 81st Texas Legislature, last year the Board approved raises for teachers, librarians, and registered nurses in the amount of $1,684. To maintain the internal equity for other employees who are not under the state minimum pay statutes the Board also approved a comparable 3.0% structure adjustment and 3.1% general pay increase. There was discussion and a general consensus at the time that because of the size of the increase and concerns about future budget constraints that there would be no increase in compensation for 2010-2011. That has been the premise we have continued to work under and the one upon which the 2010-2011 General Operating Budget has been developed.
ECISD Board Policy	DEA (LOCAL), COMPENSATION AND BENEFITS: SALARIES, WAGES AND STIPENDS
Effective Date	2010 – 2011 Employee Contract and School Fiscal Year
Previous Board Action	The Board adopted the current compensation plan in the Spring of 2005. Annually the Board reviews the compensation plan. Comparisons are made to the area job market and decisions are made with regards to structure adjustments and general pay increases.

Future Action Expected

Annually the Board reviews the compensation plan. Comparisons are made to the area job market and decisions are made with regards to structure adjustments and general pay increases.

Background Information and Significant Issues

The Board was made aware in an email dated June 30, 2010, that the Attorney General had just issued an answer to a question raised by Commissioner of Education Robert Scott in January. The primary issue at stake was whether the statutory language in HB 3646 established a minimum salary requirement (which school districts were advised last summer was the legislative intent), or required that each teacher receive an additional step increase for the 2010-2011 school year based on the 2008-2009 salary schedule. The AG's Opinion No. GA-0785 stated that teachers, counselors, librarians, registered nurses, and speech pathologist are entitled to an additional step increase for 2010-2011.

As has been explained on numerous occasions ECISD has not had a teacher salary schedule (incremental step pay plan) since we moved to a pay structure system in 2005-2006. Our pay structure system is based on a minimum, midpoint, and maximum pay for all positions —including those under the state minimum pay schedule that provides for annual step increases. As long as we continue to pay above the state statutory minimum salary the state minimum pay schedule basically means nothing to us locally.

The only incremental step salary schedule we have is a hiring schedule with 25 steps that correlate to years of experience for those teachers, librarians, and registered nurses who are new to the district. The hiring schedule also determined the pay increase for teachers, librarians, and registered nurses last year because of the language in HB 3646 and a Commissioner of Education's ruling from the late 1990's. The ruling basically stated that districts that no longer used an incremental step salary schedule, but used a hiring schedule for initial placement in their salary structure, must consider the hiring schedule when the Legislature requires step increases in legislation mandating a state raise; as was the case last year with HB 3646.

We continue to be of the opinion (our attorney and TASB HR Services are of the same opinion) that what we did with salary increases last year followed the legislative intent of HB 3646. We gave an increase that would be the equivalent of two steps (based on our hiring schedule) had we been on an incremental step salary schedule. Some districts that do not use a salary structure like we do apparently gave the mandated increase ($800 per eligible employee or $60 per WADA divided among all eligible employees) plus their usual step increase for 2010-2011. The Attorney General has now ruled that those districts must give an additional step increase for 2010-2011.

TASB HR Services has issued guidance based on this recent Attorney General opinion. Using the guidance document TASB

developed, we have determined that all or our eligible employees have received an amount equal to or greater than the state mandated increase in HB 3646 except for those with sixteen through twenty years of experience. The following table represents the small equity adjustments that we are recommending for these employees to make sure we are in absolute compliance with the statutory salary requirements:

Years Experience through 2008-2009	Number of Employees	Recommended Equity Adjustment	Total Cost
16	13	$31	$403
17	9	$71	$639
18	10	$51	$510
19	11	$71	$781
20	7	$11	$77
Total Cost			$2,410

This information has been reviewed and confirmed by our attorney, Dorcas Green, with *Walsh, Anderson, Brown, Gallegos and Green, P.C.*

Fiscal Impact

The one-time equity adjustment for teachers with sixteen to twenty years is projected to cost less than $2,500.

Student and Public Benefit

A competitive compensation plan helps to attract quality applicants and retain excellent employees.

Procedural and Reporting Implications

This proposed compensation plan has been used to prepare the proposed 2010-2011 budget and once approved will be the basis for all employee compensation for the coming school year.

Public Comments

None.

Alternatives

None.

Other Comments and Related Issues

Rich DuBroc has requested that we add $1500 to our supplemental compensation plan for the high school art teacher for the many extra hours spent with students preparing art projects for the Houston Livestock Show and Rodeo School Art competition.

Attachments

- 2010-2011 Pay Structure for Teachers, Librarians, and Registered Nurses
- 2010-2011 Hiring Schedule for Teachers, Librarians, and Registered Nurses
- 2010-2011 Pay Structure for Manual Trades
- 2010-2011 Pay Structure for Clerical/Paraprofessionals
- 2010-2011 Pay Structure for Administrative/Professionals
- 2010-2011 Stipend Schedule
- 2010-2011 Supplemental Pay Schedule
- 2010-2011 Pay Structure for Substitutes

Contact Person(s)

Mark Pool, Superintendent of Schools

David Bright, Assistant Superintendent of Finance and Operations

Terese Faas, Human Resources Coordinator

Action Required

Motion, second and majority vote to approve the proposed compensation plan for 2010-2011.

Superintendent's Recommendation

I recommend that you approve the proposed compensation plan for the 2010-2011 school year as a part of the Consent Agenda.

Mark Pool, Superintendent of Schools

2010-2011 Pay Structure

Teachers, Registered Nurses, and Librarians

The salary range for teachers, registered and librarians is:

Minimum:	**$40,224 annually**	**$215.10 per day**
Midpoint:	**$50,902 annually**	**$272.21 per day**
Maximum:	**$61,580 annually**	**$329.30 per day**

NOTE: Because of no structure adjustment and no general pay increase for 2010-2011 the 2010-2011 Hiring Schedule was adjusted to maintain the correct steps on the hiring schedule. A new Step 0 Beginning (minimum) Salary was established. With a lower minimum salary the maximum salary was increased to maintain the same midpoint as 2009-2010.

2010-2011 Hiring Schedule

Teachers, Librarians and Registered Nurses

For the first year of employment in ECISD, teachers, registered nurses and librarians are compensated according to their years of creditable experience through the Teacher Retirement System.

The following chart shows the annual compensation for each year of experience and the corresponding daily rate for those on a 187 day contract. For those whose contract is more or less than 187 days, annual compensation is computed by multiplying the daily rate by the number of contract days.

An exception to this rule is when the extra days are contracted for supplemental duties under a dual assignment contract, in which case they are compensated through the Supplemental Compensation Plan.

Years Experience	Annual Compensation	Daily Rate	Years Experience	Annual Compensation	Daily Rate
0	$40,224	$215.10	13	$46,370	$247.97
1	$40,820	$218.29	14	$46,930	$250.96
2	$41,320	$220.96	15	$47,540	$254.22
3	$42,260	$225.99	16	$48,180	$257.65
4	$42,580	$227.70	17	$48,990	$261.98
5	$42,980	$229.84	18	$49,840	$266.52
6	$43,400	$232.09	19	$50,670	$270.96
7	$43,800	$234.22	20	$51,520	$275.51
8	$44,200	$236.36	21	$52,310	$279.73
9	$44,650	$238.77	22	$53,080	$283.85
10	$45,100	$241.18	23	$53,790	$287.65
11	$45,500	$243.32	24	$54,470	$291.28
12	$45,900	$245.45	25+	$55,110	$294.71

Those who have a Masters Degree receive an additional $1,230 stipend.

NOTE: <u>This hiring schedule is for those new employees who are not currently under contract with El Campo ISD and is applicable to the 2010-2011 school year only.</u>

2010 - 2011 Pay Structure

Manual Trades

Pay Grade 1

Bus Aide, Custodian, Food Service Worker, Groundskeeper,
Food Service Delivery Driver

Minimum:	**$ 7.61 per hour**
Midpoint:	**$ 9.66 per hour**
Maximum:	**$11.71 per hour**

Pay Grade 2

Lead Custodian, Food Service Asst. Manager, Transportation Service Technician

Minimum:	**$ 8.25 per hour**
Midpoint:	**$11.11 per hour**
Maximum:	**$13.47 per hour**

Pay Grade 3

Food Service Manager, General Maintenance Personnel

Minimum:	**$10.06 per hour**
Midpoint:	**$12.77 per hour**
Maximum:	**$15.49 per hour**

Pay Grade 4

Food Service Warehouse/Cafeteria Manager, Locksmith, Office Equipment Repair

Minimum:	**$11.59 per hour**
Midpoint:	**$14.69 per hour**
Maximum:	**$17.79 per hour**

Pay Grade 5

Bus Driver, Carpenter, Mechanic

Minimum:	**$13.30 per hour**
Midpoint:	**$16.90 per hour**
Maximum:	**$20.49 per hour**

Pay Grade 6

Computer Network Technician, Help Desk Technician, Licensed Electrician,
HVAC Technician, Master Plumber

Minimum:	**$15.34 per hour**
Midpoint:	**$19.43 per hour**
Maximum:	**$23.51 per hour**

2010-2011 Pay Structure

Clerical / Paraprofessional Positions

Pay Grade 1

Aides - Clerical, Instructional, Phys Ed, Special Ed Resource, Special Ed Inclusion, Content Mastery, Deaf Ed

Minimum: **$ 8.998 per hour**

Midpoint: **$11.42 per hour**

Maximum: **$13.86 per hour**

Pay Grade 2

Aides – Adaptive PE, At -Risk, Behavior, Bilingual, Computer Lab, DAEP, Elementary Art, ESL, Fast Forward Lab, ISS, Library, Personal, Special Ed Life Skills, Special Ed PPCD, Special Ed 18+ - Choir Accompanist

Minimum: **$ 9.72 per hour**

Midpoint: **$12.33 per hour**

Maximum: **$14.96 per hour**

Pay Grade 3

Aides – Grand Central Station, Science Lab, Behavior Management -
Campus Secretary, Central Office Receptionist, Counselor Secretary, MLRC Secretary, Special Ed Department Secretary, Migrant Clerk

Minimum: **$10.51 per hour**

Midpoint: **$13.32 per hour**

Maximum: **$16.14 per hour**

Pay Grade 4

Accounts Payable Clerk, Parent Liaison, Registrar, Campus PEIMS Clerk, Directors' Secretary, Principals' Secretary, Food Service Administrative Asst. Special Ed SSA Secretary

Minimum: **$11.76 per hour**

Midpoint: **$14.92 per hour**

Maximum: **$18.08 per hour**

Pay Grade 5

Central Office Bookkeeper Certified Interpreter, Federal Programs Clerk, LVN, Leave Specialist, Human Resource Coordinator, Payroll Clerk

Minimum: **$13.21 per hour**

Midpoint: **$16.71 per hour**

Maximum: **$20.22 per hour**

Pay Grade 6

Superintendent Secretary

Minimum: **$14.79 per hour**

Midpoint: **$18.72 per hour**

Maximum: **$22.65 per hour**

2010-2011 Pay Structure
Administrative / Professional Positions

Pay Grade 1

ARD Facilitator, Assessment Coordinator, Counselor, Curriculum Facilitators, Diagnosticians, Directors of Maintenance and Transportation, Network Supervisors, Orientation and Mobility Specialist, Speech Therapist ,Speech Therapy Assistant, Teacher Technology Specialist

Minimum:	**$224.90 per day**
Midpoint:	**$281.13 per day**
Maximum:	**$337.36 per day**

Pay Grade 2

Assistant Principals - Elementary, Middle School and DAEP

Minimum:	**$246.66 per day**
Midpoint:	**$300.81 per day**
Maximum:	**$354.96 per day**

Pay Grade 3

Assistant High School Principals, Director of Information Systems, Special Education RIT Coordinator

Minimum:	**$263.93 per day**
Midpoint:	**$321.87 per day**
Maximum:	**$379.80 per day**

Pay Grade 4

Elementary Principals

Minimum:	**$282.40 per day**
Midpoint:	**$344.40 per day**
Maximum:	**$406.39 per day**

Pay Grade 5

Athletic Director, Special Education Director, Middle School Principal

Minimum:	**$302.17 per day**
Midpoint:	**$368.51 per day**
Maximum:	**$434.83 per day**

Pay Grade 6

High School Principal

Minimum:	**$323.32 per day**
Midpoint:	**$394.30 per day**
Maximum:	**$465.28 per day**

Pay Grade 7

Assistant Superintendents

Minimum:	**$345.96 per day**
Midpoint:	**$421.90 per day**
Maximum:	**$497.84 per day**

2010-2011 Stipend Schedule

Masters Degree	**$1,230**
Health Science Technology	**$10,500**
Vision, Orientation and Mobility	**$2,000**
Bilingual / ESL	**$2,000**
Elementary Music	**$300**

2010-2011 Supplemental Compensation

Athletics

Athletic Trainer	$9,325
Assistant AD / Head Coach	$8,550
Football – Varsity Coordinator	$8,250
Football – Varsity Assistant	$5,975
Football – Sub Varsity	$5,575
Volleyball – Head Coach	$6,325
Volleyball – Varsity Assistant	$3,675
Volleyball – Sub Varsity	$3,250
Basketball – Head Coach	$4,800
Basketball – Varsity Assistant	$2,800
Basketball – Sub Varsity	$2,100
Baseball – Head Coach	$4,800
Baseball – Varsity Assistant	$2,325
Baseball – Sub Varsity	$2,100
Softball – Head Coach	$4,400
Softball – Varsity Assistant	$2,325
Softball – Sub Varsity	$2,100
Track – Head Coach	$3,675
Tack – Varsity Assistant	$2,325
Track Coordinator	$1,125

Tennis	$4,050
Soccer	$3,675
Golf	$3,675
Swimming	$4,050
Cross Country	$3,150
Powerlifting	$3,150
Middle School Coordinator	$1,000
Middle School Football	$3,900
Middle School Volleyball	$2,050
Middle School Basketball	$1,750
Middle School Track	$1,575
Middle School Tennis	$1,575

2010-2011 Supplemental Compensation

Non-Athletics

Band Director – High School	$11,550
Band Director - Assistant	$7,675
Band Director – Middle School	$6,725
Color Guard Sponsor	$1,575
Drill Team	$7,200
Drill Team – Assistant	$1,575
Choir Director	$4,200
Cheerleader Sponsor – High School	$2,700
Cheerleader Sponsor – High School Assistant	$1,575
Cheerleader Sponsor – Middle School	$1,050
NFL Speech / Debate Advisor – High School	$1,000
Drama / OAP Director Advisor – High School	$2,500
Speech / Drama - Middle School	$1,000
Yearbook Sponsor – High School	$1,575
Yearbook Sponsor – Middle School	$850
Newspaper Sponsor – High School	$1,175
Newspaper Sponsor – Middle School	$475
Junior Class Sponsor	$1,050
Student Council Sponsor – High School	$1,050
Student Council Sponsor – Middle School	$600
National Honor Society Sponsor	$850
National Junior Honor Society Sponsor	$500
Campus UIL Coordinator	$1,000
High School Department Chair (Non-core Subject Areas)	$1,425
Middle School Department Chair (Non-core Subject Areas)	$1,050
Elementary Grade Level Chair	$725

CATE Coordinator	$2,000
Vocational Adjustment Coordinator	$2,000
Bilingual Family Literacy Coordinator	$500
Campus Webmaster	$500

Supplemental compensation is paid as a part of an employee's annual salary.

The following supplemental pay is paid on an as earned basis:

High School UIL Sponsor ..... $700 per Event

Middle School UIL Sponsor ..... $175 per Event per Grade Level

WCYF Academic Rodeo ..... $375 per Team

WCYF Spelling ..... $175 per Grade Level

Middle School Activities

1. Art (6-8)
2. Calculator Applications (6-8)
3. Dictionary Skills (6-8)
4. Editorial Writing (7-8)
5. Impromptu Speaking (7-8)
6. Listening (6-8)
7. Maps, Graphs, & Charts (6-8)
8. Mathematics (6-8)
9. Modern Oratory (7-8)
10. Music Memory (6)
11. Number Sense (6-8)
12. One-Act Play (6-8)
13. Oral Reading (6-8)
14. Ready Writing (6-8)
15. Science I and II (7-8)
16. Spelling (6-8)

High School Activities

1. Accounting
2. Calculator Applications
3. Computer Applications
4. Computer Science
5. Current Issues and Events
6. Literary Criticism
7. Mathematics
8. Number Sense
9. Ready Writing
10. Science
11. Social Studies
12. Spelling and Vocabulary
13. Cross-Examination Team Debate
14. Lincoln-Douglass Debate
15. Extemporaneous Informative Speaking
16. Extemporaneous Persuasive Speaking
17. Poetry Interpretation
18. Prose Interpretation
19. Editorial Writing
20. Feature Writing
21. Headline Writing
22. News Writing

Substitute Teacher Compensation

2010-2011 Daily Rates

Regular Non-Degreed	$55.00
Long Term Non-Degreed	$60.00
Regular Degreed	$65.00
Long Term Degreed	$75.00
Regular Certified	$90.00
Long Term Certified	$125.00

Agenda Item Summary Sheet (4.A.1)
Meeting Date: July 20, 2010
Submitted by: Mark Pool, Superintendent

Action Required

Consent Agenda: Governance	Minutes of Previous Meetings 1. June 4, 2010 – Special Meeting; Gym Floor 2. June 8, 2010 – Regular Monthly Meeting 3. June 15, 2010 – Special Meeting; Personnel 4. July 1, 2010 – Special Meeting; Personnel
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	July 20, 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. Special Meeting – June 4, 2010 2. Regular Meeting – June 8, 2010 3. Special Meeting – June 15, 2010 4. Special Meeting – July 1, 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
June 15, 2010

The Board of Trustees of the El Campo Independent School District met in a special session June 15, 2010, at 7:15 a.m. in the ECISD Boardroom, 700 W. Norris, El Campo, Texas.

Tommy Turner called the meeting to order at 7:15 a.m. Tommy Turner gave the opening prayer followed by the Pledge of Allegiance. There was a quorum present.

MEMBERS PRESENT: Tommy Turner, J. J. Croix, Melissa Erwin, Ralph Novosad, David Hodges,

MEMBERS ABSENT: Cecil Davis, James Russell

OTHERS PRESENT: Mark Pool, Carolyn Gordon, David Bright, Rodney Montello, Dianne Cerny

CONSIDER APPROVAL OF NEW PERSONNEL RECOMMENDATIONS: A motion was made by Ralph Novosad and seconded by David Hodges to approve personnel recommendations as follows:

Middle School Assistant Principal – Alicia Stary
Special Education Counselor – Kimberly Mickelson
RTI Facilitator – Molli Bodungen
Bilingual/ESL Facilitator – Rebecca "Lisa" Hernandez

There being no further discussion, the meeting adjourned at 7:35 a.m.

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President

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Secretary

MINUTES OF THE BOARD OF TRUSTEES
EL CAMPO INDEPENDENT SCHOOL DISTRICT
July 1, 2010

The Board of Trustees of the El Campo Independent School District met in a special session July 1, 2010, at 7:15 a.m. in the ECISD Boardroom, 700 W. Norris, El Campo, Texas.

Tommy Turner called the meeting to order at 7:17 a.m. Cecil Davis gave the opening prayer followed by the Pledge of Allegiance. There was a quorum present.

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

MEMBERS ABSENT: None

OTHERS PRESENT: Mark Pool, Carolyn Gordon, Liz Graves, Dianne Cerny

BUSINESS: A motion was made by Cecil Davis and seconded by James Russell to approve the proposal of $158,700.00 submitted by Polasek Construction, Inc. for the replacement for the walk in freezer/cooler at Northside Elementary Cafeteria. Motion carried unanimously.

CLOSED MEETING: There was not a closed session.

CONSIDER APPROVAL OF NEW PERSONNEL RECOMMENDATIONS: A motion was made by David Hodges and seconded by Melissa Erwin to approve personnel recommendations as follows:

Myatt Elementary First Grade Teacher – Stacy Amestoy
Hutchins Elementary Inclusion Teacher – Amy Bridges
Northside Elementary Fourth Grade ELA Teacher – Yvette Garcia
Assistant Athletic Trainer – Cassie Janak
Special Education Deaf Ed Teacher – Monica Alamia

Motion carried unanimously.

There being no further discussion, the meeting adjourned at 7:34 a.m.

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President

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Secretary

MINUTES OF THE BOARD OF TRUSTEES
EL CAMPO INDEPENDENT SCHOOL DISTRICT
June 4, 2010

The Board of Trustees of the El Campo Independent School District met in a special session June 4, 2010, at 7:00 p.m. in the ECISD Boardroom, 700 W. Norris, El Campo, Texas.

Tommy Turner called the meeting to order at 7:13 p.m. Tommy Turner gave the opening prayer followed by the Pledge of Allegiance. There was a quorum present.

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

MEMBERS ABSENT: None

OTHERS PRESENT: Mark Pool, Brenda Sommer, Carol Turner

CONSIDER APPROVAL OF CONTRACT TO REMEDIATE MOISTURE ISSUES, REPLACE HARDWOOD FLOOR, AND REPLACE OR REPAIR BLEACHERS IN RICEBIRD GYMNASIUM: A motion was made by James Russell and seconded by David Hodges to approve the contract to remediate moisture issues, replace hardwood floor and replace bleachers in Ricebird Gymnasium as recommended by the Superintendent. Motion carried unanimously.

There being no further discussion, the meeting adjourned at 7:22 p.m.

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President

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Secretary

Agenda Item Summary Sheet (4 B.2)
Meeting Date: July 20, 2010
Submitted by: Mark Pool, Superintendent

Action Required

Consent Agenda: Business and Support Services	Approval of Final Change Order and Final Application and Certification for Payment from Polasek Construction, Inc. on the Myatt Elementary School Restroom Addition
Summary	**Change Order No. 002 – Final.** The Guaranteed Maximum Price had an owner's contingency of Two-Thousand Dollars ($2000.00). We only used $1,545.00 of that amount. This final change order deducts the balance of $455.00 from the contract sum. **Final Application for Payment.** We have received Application for Payment No. 6 - Final in the amount of $16,474.40. 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	July 20, 2010
Previous Board Action	The Board approved Polasek Construction, Inc. as the Construction Manager at Risk for Miscellaneous District Projects on April 28, 2009. (Actual contract date is April 27, 2009.) Contract negotiations between ECISD and Polasek Construction began, and the district's attorney authorized the superintendent to sign a contract on May 29, 2009. On July 21, 2009, the Board approved Polasek Construction, Inc. as the Construction Manager at Risk for the Myatt Elementary School Restroom Addition. On September 21, 2009, the Superintendent signed Amendment No. 2 to the contract dated April 27, 2009, with a Guaranteed Maximum Price for the restroom addition of $323,129.00. Applications for Payments are in accordance with Article 5.1 of this contract between the owner and the general contractor.
Future Action Expected	This completes the project at Myatt Elementary School.
Background Information and Significant Issues	Change Order No. 001 in the amount of $7,858.97 was signed on March 01, 2010. The change order was for the construction of a concrete access walk and temporary canopy at the access walk. This change order was first reflected on Application for Payment No. 5 that the Board approved last month. Change Order No. 001 increased the contract sum by $7,858.97; i.e., $323,129.00 + $7,858.97 = $330,987.97

Change Order No. 002 decreases the amended contract sum by $455.00; i.e., $330,987.97 - $455.00 = $330,532.97

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
03/23/10	3	$220,272.00	$11,013.60	$209,258.40	$66,155.15	$143,103.25	$113,870.60
04/20/10	4	$301,851.00	$15,092.55	$286,758.45	$77,500.05	$209,258.40	$36,370.55
		Change Order No. 1			$7,858.97		$44,229.52
06/08/10	5	$330,587.97	$16,529.40	$314,058.57	$27,300.12	$286,758.45	$16,929.40
		Change Order No. 2			-$455.00		$16,474.40
07/20/10	6	$330,532.97	$0.00	$330,532.97	$16,474.40	$314,058.57	$0.00

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 Change Order No. 002 – Final
- Copy of Application and Certification for Payment No. 6 - Final

Contact Person(s)

David Bright, Assistance Superintendent of Finance and Operations

Action Required

Motion, second and majority vote to approve the final change order and authorize payment of Application and Certification for Payment No. 6 – Final to Polasek Construction, Inc. for the Myatt Elementary School Restroom Addition.

Superintendent's Recommendation

I recommend that you approve the final change order and authorize payment of Application and Certification for Payment No. 6 – Final to Polasek Construction, Inc. for the Myatt Elementary School Restroom Addition as a part of the Consent Agenda.

Mark Pool, Superintendent of Schools

AIA® Document G701™ – 2001

Change Order

PROJECT *(Name and address)*: Myatt Elementary Restroom Addition 501 W Weiss Street El Campo, Texas 77437	**CHANGE ORDER NUMBER:** 002 **DATE:** June 23, 2010	OWNER: ☐ ARCHITECT: ☐ CONTRACTOR: ☐
TO CONTRACTOR *(Name and address)*: Polasek Construction, Inc. PO Box 64 El Campo, Texas 77437	**ARCHITECT'S PROJECT NUMBER:** 0772 **CONTRACT DATE:** April 27, 2009 **CONTRACT FOR:** General Construction	FIELD: ☐ OTHER: ☐

THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
NOTE: The brief description of the modifications contained herein is for general information only. The detailed description, correspondence, and cost estimates supporting these modifications are available through the Architect.

Allowance	Amount Specified	Amount Spent	Balance
Owner's Contingency	$2,000.00	$1,545.00	$455.00
Hardware	$4,500.00	$4,500.00	$0.00
TOTALS	$6,500.00	$6,045.00	$455.00

TOTAL CREDIT TO CONTRACT SUM DEDUCT ($455.00)

The original Contract Sum was	$	323,129.00
The net change by previously authorized Change Orders	$	7,858.97
The Contract Sum prior to this Change Order was	$	330,987.97
The Contract Sum will be decreased by this Change Order in the amount of	$	455.00
The new Contract Sum including this Change Order will be	$	330,532.97

The Contract Time will be increased by Thirty Two (32) days.
The date of Substantial Completion as of the date of this Change Order therefore is April 5, 2010

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

RWS Architects Incorporated **ARCHITECT** *(Firm name)*	Polasek Construction, Inc. **CONTRACTOR** *(Firm name)*	El Campo Independent School District **OWNER** *(Firm name)*
3100 Timmons Lane, Suite 410 Houston, Texas 77027 **ADDRESS**	PO Box 64 El Campo, Texas 77437 **ADDRESS**	700 West Norris Street El Campo, Texas 77437 **ADDRESS**
Malcolm C. Gaus **BY** *(Signature)*	Greg Polasek **BY** *(Signature)*	Robert Mark Pool **BY** *(Signature)*
Malcolm C. Gaus, AIA *(Typed name)*	Greg Polasek *(Typed name)*	Mark Pool *(Typed name)*
June 23, 2010 **DATE**	6/26/10 **DATE**	07/06/2010 **DATE**

REGISTERED ARCHITECT MALCOLM C. GAUS STATE OF TEXAS

RWS
ARCHITECTS

June 23, 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. 6-FINAL

Gentlemen:

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

Application No.	Period	Amount to be Paid
6-FINAL	06/20/10	$16,474.40

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

Malcolm C. Gaus, AIA
Vice President

Enclosures

cc: Contractor
File 5.1

MCG/dd

REVIEWED
Mark Pool
07/06/2010

H:\0772\Word\AP.doc

RWS Architects Incorporated 3100 Timmons Lane, Suite 410 Houston, Texas 77027-5960 (713)621-1651 Fax:(713)621-1677

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

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

PROJECT: Myatt Elementary
Restroom Addition

APPLICATION NO: #6

PERIOD TO: 6/20/10

Distribution to:
- [X] OWNER
- [X] ARCHITECT
- [X] CONTRACTOR
- [ ]
- [ ]

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

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

PROJECT NOS: #0772

CONTRACT FOR: GENERAL CONSTRUCTION

CONTRACT DATE: 4/27/2009

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	$	7403.97
3. CONTRACT SUM TO DATE (Line 1 ± 2)	$	330532.97
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	$	330532.97
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	$ 0.00	
b. 5 % of Stored Material (Column F on G703)	$ 0.00	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	$	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	$	330532.97
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	$	314058.57
8. CURRENT PAYMENT DUE	$	16474.40
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	$	0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTS
Total changes approved in previous months by Owner	$7,858.97	
Total approved this Month		$455.00
TOTALS	$7,858.97	$455.00
NET CHANGES by Change Order		$7,403.97

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.

KAREN DENISE HLAVATY
My Commission Expires
May 14, 2011
STATE OF TEXAS

CONTRACTOR:
POLASEK CONSTRUCTION INC.

By: [signature] Date: 6/20/10

State of: Texas County of: Wharton
Subscribed and sworn to before me this 20th day of June 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 ..... $ 16,474.40

(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. Haus Date: June 23, 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
07/06/2010

Agenda Item Summary Sheet (4 B.3)
Meeting Date: July 20, 2010
Submitted by: Mark Pool, Superintendent

Information Only

Consent Agenda Business and Support Services	Review of Invoices 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. **Application for Payment No. 7 FINAL – Myatt Elementary School Restroom Addition** Invoice No. 7779 dated June 23, 2010, is for $2,106.32. This amount is for basic professional services through 100% completion of the project. **Application for Payment No. 2 – High School Auditorium Reroofing** Invoice No. 7770 dated June 2, 2010, is for $6,564.00. This amount is for basic professional services through 80% completion of the project. **Application for Payment No. 2 – High School Gym Floor Replacement** Invoice No. 7772 dated June 9, 2010, is for $13,206.00. This amount is for basic professional services through 80% completion of the project.
ECISD Board Policy	CH (LOCAL) PURCHASING AND ACQUISITION, PURCHASING AUTHORITY
Effective Date	July 20, 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. Current projects are 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.

RWS has earned 100.00% of their fee for this project, which is $24,789.97 (7.5% of the Construction Cost), which includes adjustments for Change Orders Nos. 1 and 2.

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
2/25/10	6	7741	$1,066.32	$22,683.65	$1,551.02
Net Increase for Change Orders					**$555.30**
6/23/10	7	7779	$2,106.32	$24,789.97	$0.00

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

High School Auditorium Reroofing

The High School Auditorium Reroofing is 100% complete through the bidding phase of the project.

RWS has earned 80.0%% of their fee for this project, which is $8,205.00 (7.5% of the Construction Cost).

Payment Recap for High School Auditorium Reroofing.

Date Submitted	Application for Payment No.	Invoice No.	Amount	Earned to Date	Balance to Finish
Fee at 7.5% of Construction Costs					**$8,205.00**
6/2/10	2	7770	$6,564.00	$6,564.00	$1,641.00

Recap of Reimbursable Expenses Paid for High School Auditorium Reroofing

Date	Application for Payment No.	Invoice No.	Amount	Paid to Date
5/3/10	1	7758	$298.48	$298.48

High School Gym Floor Replacement

High School Gym Floor Replacement is 100% complete through the bidding phase of the project.

RWS has earned 80.0%% of their fee for this project, which is $16,507.50 (7.5% of the Construction Cost).

Payment Recap for High School Gym Floor Replacement

Date Submitted	Application for Payment No.	Invoice No.	Amount	Earned to Date	Balance to Finish
Fee at 7.5% of Construction Costs					**$16,507.50**
6/9/10	2	7772	$13,206.00	$13,206.00	$3,301.50

Recap of Reimbursable Expenses Paid for High School Gym Floor Replacement

Date	Application for Payment No.	Invoice No.	Amount	Paid to Date
5/5/10	1	7759	$815.33	$815.33

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	• Application for Payment No. 7 - FINAL for Myatt Elementary School Restroom Addition • Application for Payment No. 2 for High School Auditorium Reroofing • Application for Payment No. 2 for High School Gym Floor Replacement
Contact Person(s)	David Bright, Assistance Superintendent of Finance and Operations
Action Required	None.
Superintendent's Recommendation	No action required. **Mark Pool, Superintendent of Schools**

RWS Invoice
ARCHITECTS

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: June 23, 2010

Invoice No.: 7779

RWS Application for Payment No.: 7 FINAL

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:

Two Thousand One Hundred Six & 32/100 Dollars **$2,106.32**

The amount of the invoice is calculated as follows:

For Professional Services through 100% Completion of Construction Administration Phase

Construction Cost	$323,129.00
Change Order No. 1	$ 7,858.97
Change Order No. 2	($ 455.00)
Final Construction Cost	$330,532.97
Fee %	7.5%
Fee	$ 24,789.97
Percent Complete	x 100%
Fee Earned	$ 24,789.97
Less Previous Payment	22,683.65
TOTAL AMOUNT DUE THIS INVOICE	**$ 2,106.32**

THANK YOU

	Percentage of Total Fee By Phase	Degree of Completion of Phase	Percentage of Total Fee Earned
SD	15%	100%	15%
DD	20%	100%	20%
CD	40%	100%	40%
Bidding	5%	100%	5%
Construction	20%	100%	20%
	100%		100%

REVIEWED
Mark Pool
07/06/2010

Payable at the offices of:

RWS Architects Incorporated 3100 Timmons Lane, Suite 410 Houston, Texas 77027-5960 (713)621-1651 Fax:(713)621-1677

RWS Invoice
ARCHITECTS

To: **El Campo ISD**
700 West Norris Street
El Campo, Texas 77437

Attention: **Mr. Mark Pool, Superintendent**

Project: **El Campo High School Auditorium Reroofing**

Project No.: 1038

Date: June 2, 2010

Invoice No.: 7770

RWS Application for Payment No.: 2

Fee Basis: 7 ½% of Final Construction Cost

Your Purchase Order:

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

Six Thousand Five Hundred Sixty Four & No/100 Dollars **$6,564.00**

The amount of the invoice is calculated as follows:

For Professional Services through 100% Completion of Bidding Phase

ABG Contracting Group, Inc. Base Proposal	$109,400.00
Fee %	7.5%
Fee	$ 8,205.00
Percent Complete	x 80.0%
Fee Earned	$ 6,564.00
Less Previous Payment	0.00
TOTAL AMOUNT DUE THIS INVOICE	**$ 6,564.00**

THANK YOU

	Percentage of Total Fee By Phase	Degree of Completion of Phase	Percentage of Total Fee Earned
SD	15%	100%	15%
DD	20%	100%	20%
CD	40%	100%	40%
Bidding	5%	100%	5%
Construction	20%	0%	0%
	100%		80%

REVIEWED
Mark Pool
07/06/2010

Payable at the offices of:

RWS Architects Incorporated 3100 Timmons Lane, Suite 410 Houston, Texas 77027-5960 (713)621-1651 Fax:(713)621-1677

RWS Invoice
ARCHITECTS

To: **El Campo ISD**
700 West Norris Street
El Campo, Texas 77437
Attention: **Mr. Mark Pool, Superintendent**

Project: **El Campo High School**
Gym Floor Replacement

Project No.: 1039

Date: June 9, 2010

Invoice No.: 7772

RWS Application for Payment No.: 2

Fee Basis: 7 ½% of Final Construction Cost

Your Purchase Order:

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

Thirteen Thousand Two Hundred Six & No/100 Dollars **$13,206.00**

The amount of the invoice is calculated as follows:

For Professional Services through 100% Completion of Bidding Phase

Polasek Construction, Inc. Base Proposal submitted May 18, 2010	$134,700.00
Alternate No. 1 "Gymnasium Wood Flooring System Two", accepted	$ 4,900.00
Alternate No. 2 "Aquron 2000 Moisture Vapor Blocker", accepted	$ 0.00
Alternate No. 4 "New Handicap Accessible Telescopic Bleachers", accepted	$ 80,500.00
Total Construction Cost	$220,100.00
Fee %	7.5%
Fee	$ 16,507.50
Percent Complete	x 80.0%
Fee Earned	$ 13,206.00
Less Previous Payment	0.00
TOTAL AMOUNT DUE THIS INVOICE	**$ 13,206.00**

THANK YOU

	Percentage of Total Fee By Phase	Degree of Completion of Phase	Percentage of Total Fee Earned
SD	15%	100%	15%
DD	20%	100%	20%
CD	40%	100%	40%
Bidding	5%	100%	5%
Construction	20%	0%	0%
	100%		80%

REVIEWED
Mark Pool
07/06/2010

Payable at the offices of:

RWS Architects Incorporated 3100 Timmons Lane, Suite 410 Houston, Texas 77027-5960 (713)621-1651 Fax:(713)621-1677

Agenda Item Summary Sheet (4 B.8)
Meeting Date: July 20, 2010
Submitted by: Mark Pool, Superintendent

Information Only

Consent Agenda: Business and Support Services	Review of Checks Written – May 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	June 30, 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
February	$596,279.24	$775,240.17	$1,993,265.44	$1,128,501.50	$874,019.06
March	$484,835.73	$1,924,176.33	$660,962.20	$1,107,119.75	$694,107.70
April	$497,466.55	$1,955,246.06	$777,024.72	$779,634.45	$846,903.79
May	$779,559.59	$947,243.08	$867,612.30	$1,105,700.63	$758,644.83
June	$888,976.15	$841,401.34	$1,529,388.36	$816,384.98	$718,912.56
Subtotal YTD	***$5,861,502.53***	***$11,424,731.31***	***$10,229,514.20***	***$9,690,998.81***	***$8,003,803.63***
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 (March and August) when we pay principal and interest on debt.

Attachments List of checks written during the month of May 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 B.1)
Meeting Date: July 20, 2010
Submitted by: Mark Pool, Superintendent

Action Required

Consent Agenda Business and Support Services	Formal Acceptance of Myatt Elementary School Restroom Addition
Summary	Policy CV (LOCAL) states: *"Final payments for construction work and/or the supervision of such work in the District shall not be made until the work has been completed and accepted by the Board."* The Myatt Elementary School Restroom Addition was determined to be substantially complete on Monday, April 5, 2010. Students have utilized the facility through the last half of the spring semester while final punch list items were being addressed.
ECISD Board Policy	CV (LOCAL), FACILITIES CONSTRUCTION
Effective Date	April 05, 2010.
Previous Board Action	The Board approved Polasek Construction, Inc. as the Construction Manager at Risk for Miscellaneous District Projects on April 28, 2009. (Actual contract date is April 27, 2009.) Contract negotiations between ECISD and Polasek Construction began, and the district's attorney authorized the superintendent to sign a contract on May 29, 2009. On July 21, 2009, the Board approved Polasek Construction, Inc. as the Construction Manager at Risk for the Myatt Elementary School Restroom Addition. On September 21, 2009, the Superintendent signed Amendment No. 2 to the contract dated April 27, 2009, with a Guaranteed Maximum Price for the restroom addition of $323,129.00.
Future Action Expected	The Board will be asked to approve a final change order and final application for payment once all punch list items have been completed and all warranties, operating manuals, and closeout documents have been delivered.
Background Information and Significant Issues	All punch list items have been completed.
Student and Public Benefit	The public is assured that the Board has accepted the project before final payments are made.

Procedural and Reporting Implications	None.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None
Attachments	• Certificate of Substantial Completion
Contact Person(s)	Mark Pool, Superintendent of Schools
Action Required	Motion, second and majority vote to formally accept the Myatt Elementary School Restroom Addition.
Superintendent's Recommendation	I recommend that you formally accept the Myatt Elementary School Restroom Addition as a part of the Consent Agenda. **Mark Pool, Superintendent of Schools**

AIA® Document G704™ – 2000

Certificate of Substantial Completion

PROJECT:
(Name and address)
Myatt Elementary School Restroom Addition
501 W Weiss Street
El Campo, Texas 77437

PROJECT NUMBER: 0772/
CONTRACT FOR: General Construction
CONTRACT DATE: February 2, 2010

OWNER: ☐
ARCHITECT: ☐
CONTRACTOR: ☐
FIELD: ☐
OTHER: ☐

TO OWNER:
(Name and address)
Polasek Construction, Inc.
PO Box 64
El Campo, Texas 77437

TO CONTRACTOR:
(Name and address)
El Campo Independent School District
700 West Norris Street
El Campo, Texas 77437

PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:

ENTIRE PROJECT

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

Warranty
April 5, 2010

Date of Commencement
April 5, 2010

RWS Architects Incorporated	Malcolm C. Hare	June 23, 2010
ARCHITECT	**BY**	**DATE OF ISSUANCE**

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

Cost estimate of Work that is incomplete or defective: $0.00

The Contractor will complete or correct the Work on the list of items attached hereto within Thirty (30) days from the above date of Substantial Completion.

Polasek Construction, Inc.	[signature]	6/26/2010
CONTRACTOR	**BY**	**DATE**

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at 5:00 P.M. (time) on April 5, 2010 (date).

El Campo Independent School District	[signature]	07/06/2010
OWNER	**BY**	**DATE**

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:
(Note: Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)

El Campo Independent School District accepts responsibility for security, maintenance, damage to the Work, utilities, and insurance as of 5:00 P.M., April 5, 2010.

Agenda Item Summary Sheet (4 B.4) ***Action Required***
Meeting Date: July 20, 2010
Submitted by: Mark Pool, Superintendent

Consent Agenda Business and Support Services	Date and Time for Hearing on Budget and Proposed Tax Rate
Summary	According to the *Texas Education Code* a proposed budget must be prepared on or before a date set by the State Board of Education. That date is currently August 20th. After the proposed budget has been prepared, the Board President must call a public meeting to discuss and adopt a budget and proposed tax rate. The Board must provide notice of the budget and proposed tax rate meeting by publishing a notice in a daily, weekly, or bi-weekly newspaper published in the District. The notice must be published not earlier that the 30th day or later than the 10th day before the date of the hearing; and must meet the size, format, and content requirements dictated by law.
ECISD Board Policy	CE (LEGAL), ANNUAL OPERATING BUDGET CCG (LEBAL), LOCAL REVENUE SOURCES: AD VALOREM TAXES
Effective Date	July 20, 2010
Previous Board Action	The Board annually sets the date for the public meeting to discuss the budget and proposed tax rate.
Future Action Expected	The Board annually sets the date for the public meeting to discuss the budget and proposed tax rate.
Background Information and Significant Issues	The public hearing is generally held prior to or during a regular or special meeting when the Board approves the budget and adopts the proposed tax rate. Currently the regular meeting in the month of August is scheduled for August 17, at 7:00 p.m. If we continue to follow the same procedure we have followed in past years we will call a Special Meeting for August 17, at 7:00 p.m. for the purpose of conducting a public hearing on the proposed budget and tax rate. The Regular Monthly meeting then would commence immediately upon adjournment of this special meeting.

Fiscal Impact	Cost of publication of NOTICE.
Student and Public Benefit	The public is notified ahead of the scheduled meeting and given the opportunity to comment on the budget and/or proposed tax rate at that meeting.
Procedural and Reporting Implications	Publication of date and time of meeting in a daily, weekly, or bi-weekly newspaper published in the District (*Leader-News)*.
Public Comments	None.
Alternatives	• Call a Special Meeting on another date that would still allow us to comply with notice publication requirements.
Other Comments and Related Issues	None.
Attachments	None.
Contact Person(s)	David Bright, Assistant Superintendent of Finance and Operations
Action Required	Motion, second and majority vote to set August 17, 2010, at 7:00 p.m. as the date and time for the public meeting to discuss and adopt the budget and proposed tax rate.
Superintendent's Recommendation	I recommend that you set August 17, 2010, at 7:00 p.m. as the date and time for the public meeting to discuss and adopt the budget and proposed tax rate as a part of the Consent Agenda. **Mark Pool, Superintendent of Schools**

Agenda Item Summary Sheet (4 B.5)
Meeting Date: July 20, 2010
Submitted by: Mark Pool, Superintendent

Action Required

Consent Agenda Business and Support Services	Evaluation of Maintenance Department
Summary	To continue with our practice of continuous evaluation and improvement of all systems within the District, we have completed a review of our maintenance department operations for the year. Jeff Balcar, Director of Maintenance, has prepared a document for your consideration.
ECISD Board Policy	CLB (LOCAL) BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: MAINTENANCE
Effective Date	July 20, 2010
Previous Board Action	The Board annually evaluates the district's Maintenance Department.
Future Action Expected	The Board annually evaluates the district's Maintenance Department. The following month the Board will receive a department improvement plan based upon this evaluation.
Background Information and Significant Issues	According to LEGAL policy and the *Health and Safety Code § 341.065,* every school building shall be located on grounds that are well-drained and maintained in a sanitary condition. All buildings shall be properly ventilated and provided with an adequate supply of drinking water, an approved sewage disposal system, hand washing facilities, a heating system, and lighting facilities, all of which shall conform with established standards of good public health engineering practices. All school buildings and appurtenances to buildings shall be maintained in a sanitary manner, and all full-time building custodians and janitors shall know the fundamentals of safety and school sanitation. LOCAL policy further states that the Superintendent shall establish procedures for the periodic re-evaluation of all District facilities, as well as for the maintenance of plants and equipment, through a continuous program of repair and reconditioning. All school facilities shall conform at all times to local, state, and federal laws, codes, and policies.

The Superintendent is also to develop procedures to enable each principle to request ordinary maintenance or repairs; also, an emergency maintenance or repair system shall be maintained to handle situations that cannot be processed through normal channels because of danger to life or property.

Fiscal Impact

2005-2006 Operating Budget of $2,473,994.

2006-2007 Operating Budget of $3,050,138.

2007-2008 Operating Budget of $3,341,524

2008-2009 Operating Budget of $3,649,473

2009-2010 Operating Budget of $3,512,567

Student and Public Benefit

Maintaining district facilities and equipment in a safe and sanitary condition is a major responsibility in the effective and efficient use of tax dollars, and in maintaining the appropriate student learning environment.

Procedural and Reporting Implications

None.

Public Comments

None.

Alternatives

None.

Other Comments and Related Issues

The Maintenance Department is also responsible for the District's integrated pest management program, developed in accordance with the requirements of the Texas Structural Pest Control Act. The program governs the District's use of pesticides, herbicides, and other chemical agents for the purpose of controlling pests, rodents, insects, and weeds in and around District facilities.

Attachments

A copy of the Maintenance Department evaluation report is included.

Contact Person(s)

David Bright, Assistant Superintendent of Finance and Operations

Jeff Balcar, Director of Maintenance

Action Required

Motion, second and majority vote to approve the annual evaluation of the Maintenance Department.

Superintendent's Recommendation

I recommend that you approve the annual evaluation of the Maintenance Department as a part of the consent agenda.

Mark Pool, Superintendent of Schools

EL CAMPO INDEPENDENT SCHOOL DISTRICT

JEFF BALCAR, MAINTENANCE DIRECTOR

700 WEST NORRIS
EL CAMPO, TEXAS 77437
(979) 543-7067 - FAX (979) 543-7557

MARK POOL
SUPERINTENDENT

DAVID BRIGHT
ASSISTANT SUPERINTENDENT
FOR FINANCE

7/12/2010

STAFFING

❒ MAINTENANCE DIRECTOR

- LICENSED HVAC SUPERVISOR
- CERTIFIED SECRETARY
- COPIER REPAIRMAN
- GEN. MAINTENANCE (3)
- CUSTODIAN SPERVISOR
- MASTER ELECTRICIAN
- MASTER PLUMBER
- GROUNDSKEEPER (4)
- PARTIME GROUNDSKEEPER (1)
- CUSTODIANS (32)

CONTRACTED SERVICES

- INDOOR PESTICIDE TREATMENT
- FIRE ALARM INSPECTIONS
- CAFETERIAS (Inspections & Cleaning)
- ELEVATORS
- WATER TREATMENT
- HVAC

STATE REQUIREMENTS

- MSDS (Material Safety Data Sheet)
- ASBESTOS MANAGEMENT PLAN
- ELEVATOR INSPECTIONS
- BACK FLOW PREVENTORS
- TIER II ANNUAL REPORT
- ENVIRONMENTAL WASTE
- BOILER INSPECTION

WORK REQUESTS & TELEPHONE CALLS

- HIGH SCHOOL–4,302
- MEADOW LANE–125
- MYATT–2,317
- HUTCHNS-1,894
- MIDDLE-3,128
- NORTHSIDE–1,631

- **TELEPHONE CALLS. – 23,051**

OPERATING EXPENSES

❒ TOTAL BUDGET **$3,512,567**

- SALARIES & BENEFITS - $1,116,742.06
- UTILITIES - $932,548.61
- FIXED OPERATING EXPENSES - $608,640.74

GOALS

The goal of the El Campo Independent School District Maintenance Department is to provide all students with a safe and clean environment. We strive for excellence!

Agenda Item Summary Sheet (4 B.6)
Meeting Date: July 20, 2010
Submitted by: Mark Pool, Superintendent

Information Only

Consent Agenda	Transportation Department Improvement Plan
Summary	Last month the Board approved the annual evaluation of our Student Transportation Program. Based upon our self-evaluation of this program Brett Scoppe has developed an improvement plan for your review.
ECISD Board Policy	CNA (LOCAL) TRANSPORTATION MANAGEMENT: STUDENT TRANSPORTATION
Effective Date	July 20, 2010
Previous Board Action	The Board annually will evaluate the Student Transportation Program and prepare a department improvement plan from that evaluation.
Future Action Expected	The Board annually will evaluate the Student Transportation Program and prepare a department improvement plan from that evaluation.
Background Information and Significant Issues	The improvement plan has the following goals and objectives:

Goal 1 – To provide a safe and efficient mode of transporting our children and supporting all curricular and extracurricular needs.

- Continue to recruit and secure qualified personnel as bus drivers.

Goal 2 – Maintain the district's school bus fleet to obtain optimum performance standards.

- Replacement of vehicles as needed to stay current with new technology and federal guidelines.

Goal 3 – Implement computerized bus routing and mapping program

- Efficient scheduling of bus routes to optimize and reduce fuel consumption.

Goal 4 – Drug and alcohol testing of all employees that drive district owned vehicles

- Insure safe operation of district owned vehicles.

Goal 5 – Monitor district's fleet safety policy.

- Provide personnel driving school owned vehicles guidelines to protect district resources

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	*Transportation Department Improvement Plan*
Contact Person(s)	David Bright, Assistant Superintendent of Finance Brett Schoppe, Director of Transportation
Action Required	None.
Superintendent's Recommendation	This is an information item only. No action required. **Mark Pool, Superintendent of Schools**

Transportation Department Annual Improvement Plan

2010-2011

Goals	Objectives	Person Responsible	Timeline	Cost Estimate	Resources Needed
To Provide a Safe and Efficient Mode of Transporting our Children Supporting all Curricular and Extra-Curricular Needs	Continue to Recruit and Secure Qualified Personnel as Bus Drivers	Brett D. Schoppe	Continual	$500-$800 Annually	*El Campo Leader News* *The Victoria Advocate* KULP Radio
Maintain the District's School Bus Fleet to Obtain Optimum Performance Standards	Replacement of Vehicles as Needed to Stay Current With New Technology and Federal Guidelines	Brett D. Schoppe	Annual Review Of Fleet	$85,000 Per Bus	BuyBoard
Computerized Bus Routing/Mapping Program	Efficient Scheduling of Bus Routes to Optimize and Reduce Fuel Consumption	Brett D. Schoppe	2010-2011 School Year	$6,000	Edulog
Drug/Alcohol Testing of all Employees That Drive District Owned Vehicles	Insure Safe Operation of District owned Vehicles	Brett D. Schoppe	Random Tests are Performed Quarterly	$50.00 Per Drug Test $20.00 Per Alcohol Test	Driving Safety Services

Transportation Department Annual Improvement Plan

2010-2011

Monitor District's Fleet Safety Policy	Provide Personnel Driving District Owned Vehicles Guidelines to Protect District Resources	Brett D. Schoppe Transportation Jeff Balcar Maintenance Steve Gelardi Food Service CATE Steve Werneck	Hold Quarterly Meetings During School Year	$2150.00 Annual Cost for Driver Safety Training	SafePupil School Bus Driver Safety Training DVD Catalog

Agenda Item Summary Sheet (4 B.5)
Meeting Date: July 20, 2010
Submitted by: Mark Pool, Superintendent

Information Only

Consent Agenda: Business and Support Services	Review of Monthly Financial Reports for Month of June
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	June 30, 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 85.2% of our amended revenue projections; and expended 80.0% of our amended expenditure estimates.

Compared to the same time last year, our revenue decreased by ($600,698) and our expenditures increased by $1,131,433.

	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%	68.68%	50.45%
Mar	83.48%	53.54%	79.75%	53.89%	85.20%	58.88%	81.29%	55.83%	70.62%	58.65%
Apr	85.72%	60.43%	84.35%	61.00%	86.78%	66.91%	82.79%	62.87%	75.39%	65.99%
May	95.97%	69.63%	87.88%	68.32%	89.07%	76.81%	84.31%	69.96%	79.21%	72.77%
Jun	97.50%	76.64%	92.93%	75.96%	90.38%	82.81%	86.04%	77.28%	85.20%	80.00%
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 -$122,055 giving us a new adjusted levy of $13,192,674; and we have currently collected $12,730,893 which amounts to 96.50% of the adjusted levy. This leaves an uncollected balance of $461,781.

Delinquent collections YTD are $233,499 plus $180,357 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%	92.80%
Mar	94.82%	95.44%	95.38%	94.44%	94.06%	94.60%
Apr	95.31%	95.68%	96.11%	95.13%	94.97%	95.27%
May	95.89%	96.54%	96.69%	95.78%	95.61%	95.84%
Jun	97.30%	97.04%	97.40%	96.55%	96.69%	96.50%
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.

	Month			Year-to-Date		
Fiscal Year	**2008-2009**	**2009-2010**	**Difference**	**2008-2009**	**2009-2010**	**Difference**
Revenue	$557,218	$1,897,843	$1,340,625	$27,603,357	$27,002,659	($600,698)
Expenditures	$2,484,622	$2,520,645	$36,023	$24,205,966	$24,914,095	$708,129
Summary	($1,927,404)	($622,802)	$1,304,602	$3,397,391	$2,088,564	($1,308,827)

Attachments

- Monthly Financial Report – June 30, 2010
- Tax Collection Recap 2009-2010
- 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
July 20, 2010

Comparison of Revenue and Expenditures
to the Budget for the General Operating Fund
9-1-09 to 6-30-10

ESTIMATED REVENUE:

	Original Budget	*Amended Budget*	*Revenue Realized*	*Revenue Balance*
Local:	$14,121,607	$14,187,107	$13,910,948	($276,159)
State:	$17,427,522	$16,400,975	$11,800,768	($4,600,207)
Federal:	$1,104,861	$1,104,861	$1,290,943	$186,082
Other Resources:	$0	$0	$0	$0
Total:	$32,653,990	$31,692,943	$27,002,660	($4,690,283)

ESTIMATE EXPENDITURES:

Original Budget	*Amended Budget*	*Expended*	*Outstanding Encumbrances*	*Expenditures Year to Date*	*Balance for Year*
$32,307,585	$32,358,418	$24,914,094	$956,979	$25,871,073	$6,487,345

COMPARISONS TO JUNE 30 OF PRIOR YEAR:

	2008-2009	*2009-2010*	*Increase/ Decrease*
Revenues:	$27,603,358	$27,002,660	($600,698)
Expenditures:	$24,739,640	$25,871,073	$1,131,433
Cash Position:	$8,441,865	$8,591,947	$150,082

PRIOR MONTH CASH POSITION as of 5/31/10: $9,697,827

GENERAL FUND - FUND BALANCE	GENERAL OPERATING	FUND BALANCE	% of OPERATING
GENERAL FUND - FUND BALANCE as of 8-31-05:	**$20,330,010**	**$6,825,620**	**33.57%**
GENERAL FUND - FUND BALANCE as of 8-31-06:	**$21,109,405**	**$7,050,993**	**33.40%**
GENERAL FUND - FUND BALANCE as of 8-31-07:	**$23,517,713**	**$9,759,144**	**41.50%**
GENERAL FUND - FUND BALANCE as of 8-31-08:	**$25,318,724**	**$4,676,422**	**18.47%**
GENERAL FUND - FUND BALANCE as of 8-31-09:	***$28,005,136***	**$5,951,953**	**21.25%**

See page 2 for BUDGET AMENDMENTS:

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

BUDGET AMENDMENTS:

Appropriate Prior Year (2008-09) High School Allotment fund balance	$203,766
Purchase dishwashers from Food Service Fund Balance	$51,000
Appropriate Technology - E-rate	$65,000
Transfer to Fund 266 - Stimulus Funds	-$482,896
Purchase Band Uniforms from General Fund Balance	$57,063
Purchase 2 Steamers for Cafeterias from Food Service Fund Balance	$32,000
Install new High School Auditorium roof from General Fund Balance	$109,400
Pay Architectural Services for Myatt Restroom Project from General Fund Balance	$15,000

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	
February-10	$13,314,729	-$102,542	$13,212,187	2,593,565	19.63%	11.21%	$33,687	$26,814	$2,654,065	
March-10	$13,314,729	-$105,688	$13,209,041	234,342	1.77%	0.98%	$24,975	$33,302	$292,619	
April-10	$13,314,729	-$105,688	$13,209,041	88,767	0.67%	0.91%	$29,021	$24,968	$142,756	
May-10	$13,314,729	-$112,780	$13,201,949	68,282	0.52%	0.64%	$15,468	$16,614	$100,364	
June-10	$13,314,729	-$122,055	$13,192,674	78,280	0.59%	1.07%	$15,007	$20,923	$114,210	
Year To Date				**12,730,893**	**96.50%**	**96.69%**	**$233,499**	**$180,357**	**$13,144,749**	**$461,781**

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-10	Actual Feb-10	Actual Mar-10	Actual Apr-10	Actual May-10	Actual Jun-09	Actual Jun-10	Actual Jul-09	Actual Aug-09	2008-09 Totals
	REVENUE:														
5700	**Local Revenue:**														
5711	Taxes Current Year	14,181	0	51,429	3,437,085	4,967,402	2,268,489	204,970	77,641	59,724	121,528	68,468	56,576	23,876	11,050,425
5712	Taxes Prior Years	15,950	37,817	19,398	29,097	17,543	29,999	22,641	26,131	13,875	26,049	13,790	16,582	15,471	269,554
5719	Pen, Int, & Other	11,564	14,803	8,759	15,941	15,319	23,983	29,960	22,777	15,015	29,390	18,942	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	32,322	24,300	14,674	21,649	11,496	13,895	13,458	44,259	628,133	908,268
5750	Co/Curr Activities	25,437	12,631	76,155	-35,667	1,715	2,837	3,314	4,752	1,439	0	0	8,180	6,869	76,484
	Total Local Rev:	74,836	75,053	252,555	3,459,390	5,034,301	2,349,608	275,558	152,950	101,549	190,862	114,659	148,982	691,906	12,529,975
5800	**State Revenue:**														
5811	Available School Fund	0	63,207	3,712	18,562	29,347	29,347	3,712	7,425	75,081	126,137	109,293	78,347	148,301	826,392
5812	Foundation Entitlement	3,164,525	2,475,854	1,333,393	23,737	0	0	0	931,826	704,601	-2,500	1,417,200	0	3,198,143	14,232,949
5812	Founda Ent-Prior Yr	0	0	0	0	0	0	0	0	38,355	0	0	0	0	118,073
5819	LEP Student Success Init	0	0	0	0	0	0	0	0	0	0	0	0	11,996	11,996
5820	Misc State Program Rev	0	0	3,599	0	0	0	0	0	0	0	0	0	4,298	8,004
5831	TRS On-Behalf	103,972	105,809	106,303	106,641	109,679	109,481	109,050	108,870	108,979	104,123	110,164	102,579	162,259	1,287,875
	Total State Rev:	3,268,497	2,644,870	1,447,007	148,940	139,026	138,828	112,762	1,048,121	927,016	227,760	1,636,657	180,926	3,524,996	16,485,289
5900	**Federal Revenue:**														
5930	Federal	0	0	151,085	4,896	0	0	4,997	0	0	0	6,223	0	5,600	17,123
	Total Federal Rev:	0	0	151,085	4,896	0	0	4,997	0	0	0	6,223	0	5,600	17,123
7900	**Other Res/Non-Oper**														
	Other Res/Non-Oper	0	0	0	0	0	0	0	0	0	17	0	0	81,771	81,788
	Total Other Res:	0	0	0	0	0	0	0	0	0	17	0	0	81,771	81,788
	Total Revenue:	3,343,333	2,719,922	1,850,646	3,613,225	5,173,327	2,488,437	393,317	1,201,071	1,028,565	418,638	1,757,538	329,908	4,304,273	29,114,175
	EXPENDITURES:														
6000	**Expenditures:**														
6100	Payroll Costs	1,248,063	1,880,754	1,911,417	1,866,025	1,856,130	1,875,525	1,884,363	1,852,478	1,893,143	1,850,452	1,881,247	1,791,375	2,383,121	21,695,532
6200	Contracted Services	93,596	205,034	198,172	265,248	217,419	229,022	274,231	127,185	158,071	258,427	239,653	211,956	362,249	2,762,933
6300	Supplies & Materials	107,259	187,257	134,109	86,296	113,956	109,979	105,046	137,664	167,781	66,448	58,747	106,468	148,232	1,566,045
6400	Other Operating	41,807	40,519	33,642	29,700	35,494	72,627	43,187	35,023	37,906	72,156	267,788	657,539	64,857	1,158,292
6500	Debt Services	0	0	500	0	0	272,625	0	0	500	0	0	0	57,625	336,335
6600	Capital Outlay	75,435	125,670	0	0	28,549	3,441	2,097	122	0	30,498	298	24,345	-33,015	337,828
8900	Other Uses/Non Operating	0	0	0	0	0	0	0	0	0	0	0	0	0	75,542
	Total Expenditures:	1,566,160	2,439,234	2,277,840	2,247,269	2,251,547	2,563,220	2,308,925	2,152,472	2,257,401	2,277,982	2,447,733	2,791,684	2,983,069	27,932,508
	ENDING BALANCE	1,777,172	280,688	-427,194	1,365,957	2,921,780	-74,783	-1,915,608	-951,401	-1,228,836	-1,859,343	-690,194	-2,461,776	1,321,204	1,181,667
	GF FB as of 8/31/09	5,748,187													
		7,525,359	7,806,046	7,378,852	8,744,809	11,666,589	11,591,806	9,676,198	8,724,797	7,495,961	6,977,841	6,805,767	4,343,991	5,665,195	

197	HS ALLOTMENT	Actual Sep-09	Actual Oct-09	Actual Nov-09	Actual Dec-09	Actual Jan-10	Actual Feb-10	Actual Mar-10	Actual Apr-10	Actual May-10	Actual Jun-09	Actual Jun-10	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	135,456	0	0	0	0	0	0
	Total State Rev:	0	107,521	25,418	0	0	0	0	135,456	0	0	0	0	0	0
	EXPENDITURES:														
6000	**Expenditures:**														
6100	Payroll Costs	7,348	7,087	8,654	7,657	7,750	8,513	8,986	9,082	30,998	0	18,228	0	0	0
6200	Contracted Services	0	2,500	0	25,318	0	16,637	0	0	2,220	0	0	0	0	0
6300	Supplies & Materials		59,727	11,685	0	0	6,250	0	7,296	6,503	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	7,750	31,400	8,986	16,378	39,721	0	18,228	0	0	0
	ENDING BALANCE	-7,348	30,859	35,750	2,774	-4,976	-36,376	-45,362	73,715	33,994	0	15,766	15,766	15,766	

240	FOOD SERVICE	Actual Sep-09	Actual Oct-09	Actual Nov-09	Actual Dec-09	Actual Jan-10	Actual Feb-10	Actual Mar-10	Actual Apr-10	Actual May-10	Actual Jun-09	Actual Jun-10	Actual Jul-09	Actual Aug-09	2008-09 Totals
	REVENUE:														
5700	**Local Revenue:**														
	Earnings from Temp Dep			2,288	0	0	2,200	0	0	2,263	0	0	0	2,916	11,415
	Foundation Revenue														
	Breakfast	9,317	9,105	9,159	6,368	11,525	10,365	8,204	8,572	6,689	441	601	0	6,766	93,864
	Lunch	21,413	23,918	19,762	13,634	20,784	21,363	19,088	19,930	15,490	882	1,489	0	16,279	195,290
	A La Carte	15,007	13,545	10,801	8,682	12,324	13,454	10,674	10,975	9,915	1,061	1,227	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	545	517	0	0	326	508	0	173	670	3,822
	Summer Food Service	0	0	0	0	0	0	0	0	0	403	199	0	0	403
	Total Local Ren:	45,843	46,569	42,170	28,994	45,179	47,899	37,967	39,477	34,683	3,295	3,516	173	31,390	425,759
5800	**State Revenue**														
5829	Misc St Program Rev.	0	0	0	0	0	0	9,822	0	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	9,822	0	0	0	0	0	0	10,105
5900	**Federal Revenue**														
5921	School Breakfast	0	30,215	32,999	27,756	21,454	29,212	31,365	28,470	32,044	26,376	29,317	3,652	6,819	235,861
5922	National School Lunch	0	96,247	102,412	80,679	64,888	91,047	97,523	86,348	95,965	77,022	87,282	11,062	25,093	726,080
5923	USDA Donated Com	5,799	5,799	6,332	5,799	5,799	5,799	5,799	5,799	5,799	6,077	5,799	6,077	23,299	93,019
5929	Fed Rev TEA-Sum Feed	0	0	0	0	0	0	0	0	0	0	0	15,702	3,365	19,067
	Total Federal Rev:	5,799	132,261	141,743	114,234	92,141	126,058	134,687	120,617	133,808	109,475	122,398	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	137,320	173,957	182,476	160,094	168,490	112,770	125,914	36,666	89,965	1,509,892
	EXPENDITURES:														
6000	**Expenditures:**														
6100	Payroll & Benefits	33,976	47,704	50,672	47,049	46,454	48,305	48,938	48,523	50,227	44,428	48,736	43,441	54,108	523,711
6200	Contracted Services	380	380	126,502	99,509	93,554	149,600	97,723	96,972	85,234	156,050	0	35,455	32,289	809,554
6300	Supplies & Materials	5,799	5,826	5,889	5,831	6,015	5,865	5,906	5,861	5,853	6,116	5,799	6,107	24,142	92,719
6400	Other Operating	18	50	42	63	10	14	219	27	29	46	150	227	0	687
6600	Capital Outlay	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	196,815	203,783	152,785	151,383	141,343	206,640	54,685	102,030	110,539	1,443,471
	ENDING BALANCE	11,469	136,340	137,148	127,924	68,429	38,604	68,294	77,004	104,152	152,359	175,381	110,017	89,443	

511	DEBT SERVICE	Actual Sep-09	Actual Oct-09	Actual Nov-09	Actual Dec-09	Actual Jan-10	Actual Feb-10	Actual Mar-10	Actual Apr-10	Actual May-10	Actual Jun-09	Actual Jun-10	Actual Jul-09	Actual Aug-09	2008-09 Totals
	REVENUE:														
5700	**Local Revenue:**														
5711	Taxes Current Year	2,074	0	7,370	492,538	711,833	325,076	29,372	11,126	8,558	17,775	9,812	8,275	3,492	1,615,679
5712	Taxes Prior Years	1,414	4,313	1,990	3,281	1,904	3,688	2,334	2,890	1,593	2,518	1,217	1,121	1,191	23,522
5719	Pen, Int, & Other	1,017	1,284	736	1,061	665	2,830	3,342	2,191	1,599	3,526	1,981	1,926	1,183	19,999
5742	Earnings Fm Temp Dep	292	311	308	416	1,136	1,166	1,346	1,342	1,408	1,991	1,381	2,095	1,065	16,360
	Total Local Rev:	4,798	5,908	10,403	497,295	715,538	332,760	36,395	17,549	13,158	25,810	14,391	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	715,538	332,760	36,395	17,549	13,158	25,810	14,391	13,417	65,206	1,818,725
	EXPENDITURES:														
6000	**Expenditures:**														
6500	Debt Service														
6511	Bond Principal	0	0	0	0	0	295,000	0	0	0	0	0	0	420,000	700,000
6521	Interest on Bonds	0	0	0	0	0	523,284	0	0	0	0	0	0	531,159	1,067,569
6599	Other Debt Fees	0	0	500	0	0	0	400	0	0	0	0	0	0	900
	Total Expenditures:	0	0	500	0	0	818,284	400	0	0	0	0	0	951,159	1,768,469
	ENDING BALANCE	4,798	10,705	31,436	528,731	1,244,269	758,745	794,740	812,289	825,447	923,293	839,837	853,254	-32,699	
	Total Approved Budget 199, 197, 240, 511														
	TOTAL REVENUE	3,399,772	3,012,180	2,081,207	4,253,749	6,026,184	2,995,154	612,188	1,514,169	1,210,213	557,218	1,897,843	379,990	4,459,444	32,442,792
	TOTAL EXP	1,613,680	2,562,507	2,481,972	2,432,696	2,456,112	3,616,687	2,471,097	2,320,233	2,438,465	2,484,622	2,520,645	2,893,714	4,044,768	31,144,447
	ENDING BALANCE	1,786,091	2,235,764	1,834,999	3,656,052	7,226,125	6,604,592	4,745,683	3,939,619	2,711,367	3,377,072	2,088,565	-425,159	-10,482	

Agenda Item Summary Sheet (4 C.2)
Meeting Date: July 20, 2010
Submitted by: Mark Pool, Superintendent

Action Required

Consent Agenda: Personnel

PDAS Appraisal Calendar and Certified Appraisers

Summary

Appraisal Calendar. According to the board policy DNA (LEGAL), PERFORMANCE APPRAISAL: EVALUATION OF TEACHERS, the District shall establish a calendar for teacher appraisals. The appraisal period for each teacher must include all of the days of the teacher's contract.

DNA (LEGAL) further states that observations during the appraisal period must be conducted during the required days of instruction for students during one school year.

The policy also specifies certain criteria that must be included in the calendar.

Certified Appraisers. According to the board policy DNA (LEGAL), PERFORMANCE APPRAISAL: EVALUATION OF TEACHERS, before conducting appraisals, an appraiser must be certified by having satisfactorily completed uniform appraiser training. Periodic recertification and training shall be required.

DNA (LEGAL) also states that a teacher may request a second appraisal by another appraiser; and that the District shall adopt written procedures for determining the selection of second appraisers.

To comply with this requirement the board has adopted DNA (LOCAL), which states that upon a teacher's request for a second appraiser, the Superintendent or designee shall select the second appraiser from a <u>pre-established roster of trained appraisers</u>.

To approve this *"pre-established roster of trained appraisers"* the Board annually approves a list of certified appraisers for the District.

ECISD Board Policy

DNA (LEGAL), PERFORMANCE APPRAISAL: EVALUATION OF TEACHERS

DNA (LOCAL), PERFORMANCE APPRAISAL: EVALUATION OF TEACHERS

Effective Date

2010 - 2011 School Year.

Previous Board Action

The Board annually approves the PDAS Teacher Appraisal Calendar and list of Certified Appraisers.

Future Action Expected	The Board annually approves the PDAS Teacher Appraisal Calendar and list of Certified Appraisers.
Background Information and Significant Issues	DNA (LEGAL) specifies that the calendar shall: • Exclude observations in the three weeks after the day of completion of the PDAS orientation in the school years when an orientation is required; • Exclude observations in the three weeks after the day of completion of the PDAS orientation for teachers new to the PDAS; • Exclude observations in the first three weeks of instruction in the school years when the PDAS orientation is not required; • Prohibit observations on the last day of instruction before any official school holiday or on any other day deemed inappropriate by the Board; and • Indicate a period for summative annual conferences that ends no later than 15 working days before the last day of instruction for students. DNA (LOCAL) further specifies that: • In addition to those days on which observations are prohibited by law, the District shall not schedule observations on the day before and the day after a school holiday, October 31, days scheduled for end-of-semester examinations, or days scheduled for state-mandated assessment or other standardized tests.
Fiscal Impact	None.
Student and Public Benefit	A teacher performance evaluation system is in place that complies with statutory requirements.
Procedural and Reporting Implications	None.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None

Attachments	• 2010 - 2011 Teacher Appraisal Calendar • 2010 – 2011 List of Certified Appraisers
Contact Person(s)	Mark Pool, Superintendent of Schools Carolyn Gordon, Assistant Superintendent of Curriculum and Instruction
Action Required	Motion, second and majority vote to approve the 2010-2011 PDAS Appraisal Calendar and list of Certified Appraisers.
Superintendent's Recommendation	I recommend you approve the 2010-2011 Teacher Appraisal Calendar and list of Certified Appraisers as part of the Consent Agenda. **Mark Pool, Superintendent of Schools**

Teacher Appraisal Calendar 2010 - 2011
El Campo ISD

Appraisal Calendar Year:	August 23, 2010 – June 3, 2011
Appraisal Training:	Within the two weeks of employment for all professionals
Self-Report Section I:	Due to principal on or before September 7, 2010 or within three weeks of appraisal training for professionals hired after beginning of the year.
No observations for appraisal purposes on:	August 23, 2010 - September 7, 2010 November 5 & November 9, 2010 November 23 & November 29, 2010 December 17 & January 3, 2011 January 14 & 18, 2011 March 11 & 21, 2011 April 14 & 18, 2011 April 21 & 25, 2011 May 5 & 9, 2011
Appraisal Window:	One week window
Second Appraisal:	Must be requested within 10 working days of receiving a written observation summary or a written annual summary report with which the teacher disagrees. Second appraiser will be assigned by the superintendent. The two appraisals (one by original appraiser and one by second appraiser) will have each domain score averaged (added together and divided by two) to calculate each final domain score.
Teacher Self-Report Section II & III:	Due to principals at least two weeks prior to conference.
Summative Conferences:	To be scheduled by the principal no later than May 9, 2011. Principal must give the teacher notice of the date of the summative conference at least three weeks in advance to allow one week for the teacher to prepare the Teacher Self-Report Section II & III and turn it in two weeks prior to the summative conference.

Certified Appraisers

Professional Development and Appraisal System
El Campo ISD – 2010-2011

Teacher Appraisers:

Rich DuBroc, Mark Freeman, Steve Wernecke, Dollie Coleman
Rodney Montello, Todd Fuechec, Alicia Stary
Diann Srubar, Kyle Poenitzsch
Mauri Couey, Laura Pustejovsky
Liz Graves, Deborah Capak
Mark Pool, Carolyn Gordon, Dan Hammock

Second Appraisers for Teachers:

Rich DuBroc, Mark Freeman, Steve Wernecke, Dollie Coleman
Rodney Montello, Todd Fuechec, Alicia Stary
Diann Srubar, Kyle Poenitzsch
Mauri Couey, Laura Pustejovsky
Liz Graves, Deborah Capak
Mark Pool, Carolyn Gordon, Dan Hammock

Administrative Appraisers for Leadership Team:

ECHS Principal -- evaluates two assistant principals and Dean of Instruction
Rodney Montello -- evaluates two assistant principals
Diann Srubar -- evaluates the assistant principal
Mauri Treybig -- evaluates the assistant principal
Liz Graves -- evaluates the assistant principal
Carolyn Gordon -- evaluates special education director and instructional facilitators
David Bright -- evaluates the system analyst and directors of transportation and maintenance; evaluates assistant principal responsible for transportation discipline and textbooks
Mark Pool – evaluates two assistant superintendents, district testing coordinator, five principals, and the athletic director

Agenda Item Summary Sheet (4 E.1)
Meeting Date: July 20, 2010
Submitted by: Mark Pool, Superintendent

Action Required

Consent Agenda Students	Board approved School-Sponsored / School-Related Activities
Summary	For attendance accounting purposes and school administrative jurisdiction the Board should approve a list of school-sponsored / school-related extracurricular activities. This list is also the official list of activities for the ECISD student drug testing program.
ECISD Board Policy	There are a number of policies that refer to school-sponsored, school-related, or board sanctioned extracurricular activities.
Effective Date	2010-2011 School Year
Previous Board Action	The Board annually approves the list of school sponsored, school-related, or board sanctioned extracurricular activities.
Future Action Expected	The Board annually approves the list of school sponsored, school-related, or board sanctioned extracurricular activities.
Background Information and Significant Issues	Throughout district policies and the Student Code of Conduct there are numerous references to school-sponsored, school-related, or board sanctioned extracurricular activities. One specific policy FEB (LEGAL), ATTENDANCE: ATTENDANCE ACCOUNTING states that *"A student not actually on campus at the time attendance is taken may be considered in attendance for Foundation School Program purposes if the student is participating in a Board-approved extracurricular activity or public performance, which is under the direction of a member of the District's professional staff or an adjunct staff member who has a bachelor's degree and is eligible for participation in TRS."* So there is a clear distinction of whether or not an activity is a school-sponsored, school-related, or board sanctioned extracurricular activity, the Board should formally approve a list of activities.
Fiscal Impact	None.
Student and Public Benefit	None.

Procedural and Reporting Implications	None.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.
Attachments	• List of Extracurricular Activities from the 20092-2010 school year
Contact Person(s)	Rich DuBroc, El Campo High School Principal Rodney Montello, El Campo Middle School Principal
Action Required	Motion, second and majority vote to approve the list of school-sponsored/school-related activities.
Superintendent's Recommendation	I recommend you approve the list of school-sponsored/school-related activities as part of the consent agenda. **Mark Pool, Superintendent of Schools**

TO: Mark Pool

FROM: Carolyn Gordon

DATE: Tuesday, August 18, 2009

RE: Board Approved Extracurricular Activities

The following list of extracurricular activities is recommended for approval as school-sponsored, school-related, or board sanctioned extracurricular activities:

- All activities of the University Interscholastic League

El Campo High School

- Athletics
- Band
- Cheerleaders and Mascot
- Choir
- Derby Dolls
- National Honor Society (NHS)
- Student Council
- Anchor Club
- Anime Club
- Art Club
- Business Professionals of America (BPOA
- Chess Club
- Distributive Education Clubs of America (DECA)
- Family and Career and Community Leaders of America (FCCLA)
- Fellowship of Christian Athletes (FCA)
- Health Occupations Students of America (HOSA)
- Industrial Arts Club
- Interact Club
- Science Club
- Spanish Club
- STARS Club
- Vocational Industrial Clubs of America (VICA)
- 4-H
- Future Farmers of America (FFA)
- Writers Club
- Pan America Student Forum

El Campo Middle School

- Annual Staff
- Athletics
- Band
- Choir
- Cheerleaders
- Fellowship of Christian Athletes (FCA)
- National Junior Honors Society (NJHS)
- Student Council
- 4H
- Junior FFA
- Speech and Drama Club

Agenda Item Summary Sheet (4.E.2)
Meeting Date: July 20, 2010
Submitted by: Mark Pool, Superintendent

Action Required

Consent Agenda Students	Changes to 2010-2011 Student Code of Conduct
Summary	According to LOCAL policy, the District's rules of conduct and discipline, maintained in the student handbook and/or the Board-adopted Student Code of Conduct, are established to achieve and maintain order in the schools, and to teach respect toward others and responsible behavior. The Student Code of Conduct is the District's response to the requirements of Chapter 37 of the Texas Education Code. The law requires the District to establish standards of student conduct and to identify the circumstances under which a student may be removed from a classroom, campus, or disciplinary alternative education program, transferred to a disciplinary alternative education program, suspended, or expelled. The Code provides information to parents and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline. Violations of the Code of Conduct are documented by teachers and other professional employees using campus discipline referral system. When the principal receives a referral, he or she will notify the parent or guardian within 24 hours and provide notice of action to the referring teacher.
ECISD Board Policy	FNC (LOCAL), STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT CONDUCT
Effective Date	2010-2011 School Year
Previous Board Action	The Board annually approves any changes to the board approved Student Code of Conduct.
Future Action Expected	The Board annually approves any changes to the board approved Student Code of Conduct.. This Code is not a contract and can be amended by the District at any time. However, any change or amendment to the Code must be approved by the Board of Trustees.
Background Information and Significant Issues	For the past four years we have used a model Student Code of Conduct produced by Walsh, Anderson, Brown, Gallegos, & Green, P.C., Attorneys at Law. We will continue to use their model as our guide.

Fiscal Impact	None.
Student and Public Benefit	Students and parents are assured that there is a system in place to guide administrative decisions regarding student discipline. The system is designed to ensure that discipline policies and procedures are fair and equitable. [Please note that "equitable" does not necessarily mean "equal".] The system also is designed to provide students and parents with a way to appeal any administrative decision made at the campus level to the Superintendent; and if necessary, to the Board of Trustees.
Procedural and Reporting Implications	Student Code of Conduct is posted on district and campus websites.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.
Attachments	• Changes to the 2010-2011 Student Code of Conduct
Contact Person(s)	Mark Pool, Superintendent of Schools Carolyn Gordon, Assistant Superintendent for Curriculum and Instruction
Action Required	Motion, second and majority vote to approve the changes to the 2010-2011 Student Code of Conduct.
Superintendent's Recommendation	I recommend that you approve the changes to the 2010-2011 Student Code of Conduct as a part of the Consent Agenda. **Mark Pool, Superintendent of Schools**

TO: Mark Pool
FROM: Carolyn Gordon
DATE: July 15, 2010
RE: Changes to the 2010-2011 Student Code of Conduct

The only change that was made to the 2010-2011 Student Code of Conduct was the deletion of one paragraph under Length of DAEP Placement. The following is the wording of the paragraph:

In order for a day to count toward the DAEP assignment, the student must be present for the entire day, arrive on time, complete all assignments, follow all rules, and engage in no additional violations of the SCC.

When I spoke with Marquette with Walsh Anderson she informed me that this deletion was a recommendation from TEA.

Agenda Item Summary Sheet (4 E.3)
Meeting Date: July 20, 2010
Submitted by: Mark Pool, Superintendent

Information Only

Consent Agenda Students	Changes in High School Student Handbook
Summary	According to policy, the Superintendent or designee shall develop student handbooks with information on curriculum, grading, extracurricular activities, and other such topics that students and parents are likely to need during the school year. Student handbooks shall be distributed at the beginning of the school year to students, parents, teachers, and administrators and shall be provided also to newly hired professional employees, newly enrolled students, and any other person on request. Amendments to the handbook shall be communicated promptly to students and parents. Because of the need to coordinate the handbooks with board policy, we use the Model Student Handbook published by TASB Policy Services. Each campus then customizes the handbook to meet the needs of that particular campus. Generally one of the assistant principals on a campus is assigned the responsibility to develop and publish the handbook for their particular campus. Campus principals, however, are ultimately responsible for the content and accuracy of the handbook for their campus. Carolyn Gordon coordinates this effort from the district perspective. Elementary and middle school handbooks were reviewed last month. The changes to the high school handbook were not ready at that time and are being presented this month for the Board's review.
ECISD Board Policy	FN (LOCAL), STUDENT RIGHTS AND RESPONSIBILITIES
Effective Date	2010-2011 School Year
Previous Board Action	The Board annually reviews changes to the Student Handbooks for each campus.
Future Action Expected	The Board annually reviews changes to the Student Handbooks for each campus.

Background Information and Significant Issues	According to policy, student handbooks are subject to Board review but shall not be adopted by the Board. The Superintendent or designee shall ensure that no student handbook information is in conflict with policy or the Student Code of Conduct. In case of conflict between a Board policy or the Student Code of Conduct and provisions of student handbooks, policy and/or the Student Code of Conduct shall prevail.
Fiscal Impact	None.
Student and Public Benefit	Student handbooks are designed to provide information that students and/or parents are likely to need during a school year.
Procedural and Reporting Implications	None.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.
Attachments	• Memorandum from Rich DuBroc outlining proposed changes to the High School Student Handbook
Contact Person(s)	Carolyn Gordon, Assistant Superintendent of Curriculum and Instruction Rich DuBroc, High School Principal
Action Required	No action required.
Superintendent's Recommendation	This is an information report only. **Mark Pool, Superintendent of Schools**

EL CAMPO HIGH SCHOOL
600 West Norris Street
El Campo, TX 77437

Phone (979) 543-6341
Fax (979) 543-2528

RICH DUBROC
Principal
rdubroc@ecisd.org

DOLLIE COLEMAN
Dean of Instruction
dcoleman@ecisd.org

MARK FREEMAN
Assistant Principal
mfreeman@ecisd.org

STEVE WERNECKE
Assistant Principal
swernecke@ecisd.org

Handbook Changes 2010-2011

Items below were taken from the 2009-2010 Handbook. Additions are highlighted in yellow. Deletions have a line through them.

Page 7.

Upon registration, the student will be issued one ~~**FREE**~~ parking permit for $10.00 to be hooked from the vehicle's rear view mirror. The same registration procedure applies to motorcycles and similar vehicles. Replacement parking permits will cost $15.00.

Page 10.

Cell Phones, IPODs, Radios, CD Players, Games and Other Electronic Devices

Students are permitted to possess such items as cell phones, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school; however, use of such devices is not permitted during ~~the~~ instructional ~~day~~ class time. ~~If the device is seen during the instructional day, it will be collected and turned in to the office. The device will be returned to the parent or guardian only at the end of the day~~. All electronic devices used to play music require the use of headphones. (External speakers are not permitted).

If an electronic device is seen or heard during class time the device will be confiscated by the teacher for the remainder of the period and a discipline referral will be generated. Failure to relinquish cell phones or any electronic device will result in additional disciplinary actions. These items are brought to school at the student's own risk. El Campo High School will not be responsible for theft of these items.

The use of any electronic device to record videos while at school is prohibited unless under the direction of a teacher. Disciplinary action will be taken against students who record videos at school or during school sponsored activities.

~~For safety purposes, the district permits students to possess cell phones; however, cell phones must remain turned off and concealed during the instructional day, including during all testing. The use of cell phones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited. If the cell phone is seen during the instructional day, it will be collected and turned in to the office. The cell phone will be returned to parent or guardian only at the end of the day.~~

Any disciplinary action will be in accordance with the ***Student Code of Conduct*** and may include confiscation of the device. The school may charge the owner for the release of certain telecommunications devices [See policy FNCE.]

Page 16.

- Solid colored hoodies that state ~~El Campo~~ Ricbebird or ECHS organizations will be allowed in the classroom. No Hoodies with "slogans" or "sayings" will be allowed to be worn on campus

- Acceptable styles include leather-like or canvas lace up, loafers, tennis shoes, close-toed mule styles or slides, sandals ~~with a backstrap~~ or boots.
~~o Unacceptable shoe styles include flip-flops and open-toed shoes without a back strap.~~

Agenda Item Summary Sheet (5 A)
Meeting Date: June 8, 2010
Submitted by: Mark Pool, Superintendent

Discussion Topic

Business and Operations

Review of Preliminary General Operating Budget for 2010-2011

Summary

According to *Texas Education Code §44.002,* the Superintendent shall prepare, or cause to be prepared, a proposed budget covering all estimated revenue and proposed expenditures of the District for the following fiscal year. The proposed budget shall be prepared on or before August 20th.

LOCAL policy on budget planning states that *Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the District's programs and activities and provides the resources to implement them. In the budget planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered, as well as input from the District- and campus-level planning and decision-making committees.*

According to TEA guidelines, the Board shall adopt a budget by Fund and Function. Funds included in the General Operating Budget include:

- 199 – General Fund
- 240 – Food Service
- 511 – Debt Service

Revenue and expenditures for special revenue funds will be presented to the Board for review, but do not require formal approval.

ECISD Board Policy

CE (LEGAL) / (LOCAL) ANNUAL OPERATING BUDGET

Effective Date

July 20, 2010

Previous Board Action

Review of Preliminary Budget Estimates – Regular Meeting on June 8, 2010

Review of Preliminary General Operating Budget - Budget Workshop on July 13, 2010

Future Action Expected

Budget Workshop on August 10, 2010

Proposed Budget - Regular Meeting on August 17, 2010

Possible Special Meeting August 23 – 31, 2010 (If Required)

Background Information and Significant Issues	Our preliminary budget has estimated revenues of $33,377,000 and estimated expenditures of $32,818,332 in the three funds approved by the Board. In Fund 199 revenue estimates are $29,918,737. Of that amount, 43.67% is from local revenue, 56.29% is from state revenue, and 0.04% is from federal revenue. Of the $29,436,840 in Fund 199 expenditures, 77.51% are for payroll and benefits. This does not include any pay increases for 2010-2011, but it includes $115,000 to help cover the seven percent increase in employee health insurance premiums. This amount is based upon the monthly increase in premiums for TRS ActiveCare 2 participants, which is $26.00 per month. The proposed amount would pay each eligible employee $25.00 per month in health insurance premium benefit. This amount is based on "employee only" coverage and is only passed on to those employees who participate in the TRS ActiveCare Health Insurance Program. Employees who opt not to take the health insurance offered by the district will not see this increase in benefits, and those who cover their spouse and/or children will see additional increases. Consideration may also be given to a number of preventative maintenance items and/or capital improvement projects that are being developed and prioritized for Board review. The Board has also requested that the Leadership Team review their budget requests one more time to determine if additional expense requests can be eliminated.
Fiscal Impact	The Preliminary General Operating Budget can be balanced with the current revenue projections and expenditure estimates.
Student and Public Benefit	Detailed financial planning ensures that funds are available to provide the necessary personnel, facilities, equipment and supplies for an appropriate education for all students; and that taxpayer' dollars are spent wisely.
Procedural and Reporting Implications	None.
Public Comments	None.
Alternatives	None.

Other Comments and Related Issues	None.
Attachments	ECISD Preliminary Budget, 2010-2011
Contact Person(s)	David Bright, Assistant Superintendent of Finance and Operations
Action Required	No action required.
Superintendent's Recommendation	This is a discussion item only. **Mark Pool, Superintendent of Schools**

Agenda Item Summary Sheet (5 B)
Meeting Date: July 20, 2010
Submitted by: Mark Pool, Superintendent

Discussion Only

Business and Operations	Discuss Possibility of Tiered Bus Routes
Summary	A couple of months ago Transportation Director, Brett Schoppe, approached David Bright with a plan to use a tiered bus routing system that has proven to save money in other districts. They began to estimate some potential cost savings for the ECISD and brought that information to me, which we presented to the Board at the regular meeting on May 8, 2010. The plan showed that by going to a two- or three-tier system, or a combination of the two, we can eliminate five to twelve buses from the fleet. The elimination of these buses accounts for the greatest cost savings. (We are going to be able to eliminate one bus from the fleet with no changes.) A tiered system would require different start and dismissal times on different campuses in order to allow us to run two or three bus routes (known as "zone" runs) with a single bus. The Board requested that this idea of changing the school start times in order to save money by going to the tiered routing system be communicated to parents and the public in order to provide them with the opportunity for feedback before a decision is made.
ECISD Board Policy	CNA (LEGAL), TRANSPORTATION MANAGEMENT: STUDENT TRANSPORTATION
Effective Date	Unknown.
Previous Board Action	This idea was initially presented to the Board at the regular meeting on May 8, 2010.
Future Action Expected	If the Board believes this idea is something worth pursuing a formal recommendation can be made at a future meeting.
Background Information and Significant Issues	We currently start at 8:00 a.m. and dismiss at 3:30 p.m. Under the tiered bus route proposal there needs to be at least a 30 minute window for buses to run additional routes within the zone. For example, middle school and high school classes would start at 7:30 a.m. and dismiss at 3:00 p.m. The three elementary schools would continue to start at 8:00 a.m. and dismiss at 3:30 p.m. We could start the elementary schools earlier and leave the

	secondary start and dismissal times as they currently are, or we could adjust times on both the elementary and secondary campuses in any combination to create the 30 minute window of opportunity for the second tier routes.
Fiscal Impact	David Bright has calculated the potential savings using a two- or three-tier system based on the fact that we would be reducing the overall fleet and therefore would need to replace fewer buses. He has estimated a ten year savings of $304,974 for a two-tier system and $642,706 for a three-tier system.
Student and Public Benefit	Anytime we can save money by doing something more efficiently everyone in the system benefits.
Procedural and Reporting Implications	None.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.
Attachments	None.
Contact Person(s)	David Bright, Assistant Superintendent of Finance and Operations Brett Schoppe, Director of Transportation
Action Required	No action required.
Superintendent's Recommendation	This item is for discussion only. **Mark Pool, Superintendent of Schools**

Agenda Item Summary Sheet (7 B)
Meeting Date: July 20, 2010
Submitted by: Mark Pool, Superintendent

Discussion Item

Governance	Appropriateness, Adequacy and Usefulness of Administrative Reports
Summary	Many times throughout the year the administration provides the Board with reports as "information only" items, or sometimes they may be provided as a "discussion item." Criterion 4.2 on the TASB Board Effectiveness Audit states that *"The board reviews the appropriateness, adequacy, and usefulness of the reports annually with the superintendent."*
ECISD Board Policy	None.
Effective Date	July 1, 2010 through June 30, 2011
Previous Board Action	The Board annually reviews the appropriateness, adequacy, and usefulness of administrative reports with the superintendent.
Future Action Expected	The Board annually reviews the appropriateness, adequacy, and usefulness of administrative reports with the superintendent.
Background Information and Significant Issues	Boards sometimes find themselves presented with reports that are so data-intensive or so detailed they cannot discern the information they most need to have about plan implementation and success. Similarly, boards sometimes receive reports that focus so extensively on specific programs being used to achieve the goal that measures of success of the program or questions of efficiency are overlooked. Members of a given board sometimes have different ideas about the scope and extent of the information they need before they can believe the district is moving forward. Though some members are content with the information they are receiving, others, finding the information inadequate, raise numerous questions about data or issues not included in the report. It is crucial that the board and superintendent discuss briefly, once a year, the types of information the board received over the past year and which information was and was not useful. The board and superintendent should also come to agreement about the nature and extent of information to be presented in the future.

Fiscal Impact	None.
Student and Public Benefit	Improved efficiency for both the board and the administration.
Procedural and Reporting Implications	None.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.
Attachments	List of informational reports from the Board's Annual Planning Calendar,
Contact Person(s)	Mark Pool, Superintendent of Schools
Action Required	No action required.
Superintendent's Recommendation	This is a discussion item only. **Mark Pool, Superintendent of Schools**

EL CAMPO INDEPENDENT SCHOOL DISTRICT

ROBERT MARK POOL, Superintendent

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

DAVID BRIGHT
ASSISTANT SUPERINTENDENT
FOR FINANCE

CAROLYN GORDON
ASSISTANT SUPERINTENDENT
FOR INSTRUCTION

Memorandum

TO: Board of Trustees

FROM: Mark Pool

DATE: Tuesday, July 20, 2010

RE: Agenda Item 7.B. Administrative Reports

The following is a list of administrative reports from the Board of Trustees Activity and Events Calendar:

- Applications of Payment and Invoices for Construction Projects
- Program / Department Evaluations and Improvement Plans
- Monthly Check List
- Monthly Financial Reports (Financials, Tax Collection, Cash Flow, Capital Projects)
- Quarterly Financial Reports
- Annual Report on Student Drug Testing
- Annual Report on Student Retention
- Changes to Student / Parent Handbooks
- Extracurricular Standards of Behavior
- Personnel Recommendations
- Monthly Report on Professional Personnel Changes
- Annual Report on Employee Exit Interviews
- Annual Report on Student Scholarships
- Preliminary Agenda for the Following Month's Meeting
- Monthly Calendar of Events and Activities
- Annual Report on FIRST Accountability Rating
- Annual Report on Beginning of School and Student Enrollment
- Annual Report on Superintendent's Travel Plans

- Annual Report on AEIS and AYP Accountability Ratings
- Monthly Report on DAEP
- Monthly SRO Report
- Nine Weeks Report on Enrollment and Attendance
- Nine Weeks Report on Foundation School Program Funding
- Semester Report on Academic Failures
- Annual Report on Student Discipline
- Annual Review of Student Test Scores
- Semester Review of Student Transfer Numbers
- Semester Review of Student Withdrawals
- Annual Report from WCJC on ECHS Graduates

Agenda Item Summary Sheet (7 A)
Meeting Date: July 20, 2010
Submitted by: Mark Pool, Superintendent

Action Required

Governance	Election of Delegate and Alternate to TASB Delegate Assembly
Summary	The TASB Delegate Assembly, held annually in conjunction with the TASB/TASA Convention, is the foundation of the Association's governance structure and provides critical direction as the Association represents members' interests before state and national policy makers. The 2010 Delegate Assembly is scheduled for September 25, 2010, in Houston. Delegates and alternates in each region will meet with TASB Directors over lunch to discuss the issues coming before the Assembly and to clarify Delegate Assembly processes. Caucuses and lunch for delegates and alternates will begin at 12:30 p.m. and end just before the opening of the Assembly at 1:45 p.m.
ECISD Board Policy	BBD (LEGAL), BOARD MEMBERS: TRAINING AND ORIENTATION
Effective Date	September 25, 2010
Previous Board Action	The Board annually selects a delegate and alternate to serve on the TASB Delegate Assembly.
Future Action Expected	The Board annually selects a delegate and alternate to serve on the TASB Delegate Assembly.
Background Information and Significant Issues	TASB's Delegate Assembly is a vital component of the Association's governance structure. During the half-day Assembly, local trustees from across Texas provide crucial direction to the TASB Board and staff in representing members' interests before state and national policy makers. The Delegate Assembly charts TASB's future in three significant ways: • Elects TASB's leadership —officers and members of the TASB Board of Directors • Amends TASB Bylaws to ensure a responsive and effective Association. • Formally adopts TASB's Advocacy Agenda, the legislative "roadmap" for issues critical to public education for the foreseeable future.

	As stated in a letter from TASB President, Sarah Winkler, and TASB Executive Director, James B. Crow: *"The representation of your district at the Delegate Assembly is of the utmost importance to both your board and to TASB. It is vital that your representative understand the processes and the issues that come before the Assembly for action. Please carefully select your district's delegate and alternate from among the more experienced member of your board. The decisions made by the Assembly will set the course for the TASB organization for the coming year."*
Fiscal Impact	Registration fee and travel expenses for delegate and alternate to the convention in Houston.
Student and Public Benefit	Students and taxpayers benefit by having our district represented in the decision making process of a body that represents the interests of public schools and school boards before state and national policy makers.
Procedural and Reporting Implications	Registration of delegate and alternate.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.
Attachments	None.
Contact Person(s)	Dianne Cerny , Executive Secretary to Superintendent
Action Required	The Board should nominate and elect a delegate and alternate to the 2010 Delegate Assembly to be held on September 25th, in Houston.
Superintendent's Recommendation	I recommend that you elect a delegate and alternate to the TASB 2010 Delegate Assembly. **Mark Pool, Superintendent of Schools**

Agenda Item Summary Sheet (9 A)
Meeting Date: July 20, 2010
Submitted by: Mark Pool, Superintendent

Action Required

Personnel	Consider approval of probationary contracts for new personnel.
Summary	Recommendations will be presented to fill the following position(s): 1. Middle School Math Teacher to fill vacancy created by Charles Marez's retirement. 2. High School Math Teacher/Coach to fill vacancy created by Lane Tobola's resignation. Personnel Recommendation Data Summary Sheets will be furnished for each candidate that is being recommended.
ECISD Board Policy	DCA (LEGAL). EMPLOYMENT PRACTICES: PROBATIONARY CONTRACTS
Effective Date	July 20, 2010
Previous Board Action	None.
Future Action Expected	Contract renewals will be considered next March.
Background Information and Significant Issues	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 may not be appealed.
Fiscal Impact	Salary and Benefits
Student and Public Benefit	We are ethically bound to provide the best instructors possible for the children we serve.
Procedural and Reporting Implications	Probationary 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	Personnel Recommendation Data Summary Sheets (not released to public)
Contact Person(s)	Mark Pool, Superintendent of Schools Rodney Montello, Middle School Principal Rich DuBroc, High School Principal Bob Gillis, Athletic Director
Action Required	Motion, second and majority vote to approve administration's recommendations for personnel contracts.
Superintendent's Recommendation	I recommend that you approve administration's recommendations for personnel contracts. **Mark Pool, Superintendent of Schools**

Agenda Item Summary Sheet (9 B)
Meeting Date: July 20, 2010
Submitted by: Mark Pool, Superintendent

Discussion Item

Governance

Possibility of Contracting for a District Staffing Study

Summary

During the past year on several occasions the Board has discussed the possibility of contracting for a district staffing study. In January I solicited proposals from the Texas Association of School Business Officials and the Texas Association of School Boards, Inc. HR Services Division. Copies of both of the proposals are attached for your review.

There is a considerable difference in the price of the proposals (TASBO - $8,425.00; TASB HR Services $18,000.00 plus expenses). The TASB study is conducted by a contracted consultant who has conducted staffing studies in over 60 districts since 2003 and would be much more thorough — including a review and analysis of class loads and master schedules. Although the TASBO proposal is not totally clear it is my understanding that their review would be done by a team of certified school business officials from other districts and would require more ECISD staff time and participation.

Because of the cost of this study David Bright, Terese Faas and I attended a TASB training seminar, *"Staffing Controls for Public Schools – Developing a Five-Year Staffing Plan,"* in late January. The seminar was conducted by the consultant who actually does the reviews for HR Services. Although not as thorough as the consultant might be, it was our thought that we could do a similar study over time that could provide some useful information in establishing a staffing plan for the district. The information presented to the Board in June was the beginning of this work.

At the June meeting it was brought up that it might be better if we hired an outside consultant to do the review; therefore this item is being presented for your discussion.

ECISD Board Policy

None.

Effective Date

Proposals were submitted in January 2010.

Previous Board Action

Discussion about the need and possibility of conducting a staffing study.

Future Action Expected

The Board may consider authorizing the administration to contract with an outside consultant to do a review of the district staffing patterns.

Background Information and Significant Issues	None.
Fiscal Impact	$10,000 to $20,000
Student and Public Benefit	Improved efficiency in staffing.
Procedural and Reporting Implications	None.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.
Attachments	• TASBO Proposal • TASB HR Services Division Proposal
Contact Person(s)	Mark Pool, Superintendent of Schools
Action Required	No action required.
Superintendent's Recommendation	This is a discussion item only. **Mark Pool, Superintendent of Schools**

Exhibit A

Texas Association of School Business Officials
2538 South Congress Avenue • Austin, Texas 78704

512.462.1711 Administrative FAX 512.462.7274
1.800.336.6531 Registration FAX 512.462.1782
www.tasbo.org

January 19, 2010

Mark Pool
Superintendent
El Campo ISD
700 W Norris St
El Campo, TX 77437-2432

Dear Mr. Pool:

Thank you for inviting TASBO to submit a proposal for a review of the Staffing Efficiencies of the District. This letter summarizes my understanding of the objectives that you would like to see addressed. Also, it will describe the approach that TASBO would use to accomplish those objectives, and provides projected costs associated with the review.

PURPOSE

The purpose of the review would be to:

1. Assess all staffing levels of El Campo ISD; and

2. Provide recommendations for reductions in staffing and/or changes in organizational structure in order to maintain an efficient and effective organization.

3. Provide sample staffing ratios for the district's consideration.

SCOPE

Activities would include reviews of:

1. Staffing levels

2. Organizational structure

3. Economy and efficiency of the organizational structure

4. Roles and responsibilities

5. Review and analyze district staffing levels to peer districts or to industry standards

6. Other items as determined by review of information furnished as part of the review process.

OUR APPROACH

In order to accomplish the objectives, the following activities will take place:

1. Arrangements will be made with you and/or selected staff members to finalize the plan of review.

2. Have the department perform its own self-evaluation (Guidelines would be provided to facilitate this process.)

3. Written material submitted by district staff members will be reviewed. These documents will include:

    a. Organizational charts
    b. Staffing guidelines
    c. Budget/financial data
    d. Job descriptions
    e. Other information determined helpful or necessary

4. The Review Team will meet with the appropriate district personnel while onsite to obtain needed insight into operations.

5. Interviews will be conducted.

6. Procedures will be analyzed.

7. A final written report will be prepared documenting the findings and recommendations. An oral presentation can be arranged for the Board of Trustees, you, and other staff, if you so elect. This would be at an additional charge.

JOINT PARTICIPATION

Experience has shown that one of the most important contributing factors to a successful assignment of this type is active participation by personnel in the department(s) being reviewed. Incorporated into the recommended work program is a level of participation

that should enhance completion of this assignment. As you can appreciate, an assignment of this nature places demands on the time of key personnel. While an attempt

would be made to minimize interference, access to the District's personnel is critical. It is recommended that you designate an individual to provide assistance in scheduling interviews and meetings with appropriate personnel.

COST OF EVALUATION

Fee for evaluation and report	$8,425.00

(TASBO will be responsible for handling the expenses of the review team.)

I appreciate the opportunity to prepare this proposal for you, and I look forward to working with you on this important project. I will be happy to respond to any questions that you may have regarding this proposal.

Sincerely,

Gwen Santiago

Gwendolyn W. Santiago, CAE, CTSBA
Executive Director

CONTRACT FOR MANAGEMENT REVIEW SERVICES

This is an Agreement between the Texas Association of School Business Officials (hereinafter referred to in this Agreement as "TASBO" or "the Team"), 2538 South Congress, Austin, Texas 78704, and El Campo ISD (hereinafter referred to in this Agreement as the "DISTRICT"), for the provision of management review services to the District. TASBO and the District are collectively referred to in this Agreement as the "Parties."

RECITAL

The purpose of this Agreement is to state the terms and conditions under which TASBO will provide management review services for the DISTRICT and the compensation to be paid by El Campo ISD to TASBO for said services. In consideration of the mutual promises contained in this Agreement, TASBO and the DISTRICT agree as follows:

SERVICES PROVIDED

1. TASBO will provide the services of a TASBO representative to coordinate a management review as outlined in the proposal attached as Exhibit A and incorporated by reference into this Agreement for all purposes.

2. The purpose of the review is to evaluate the Staffing Efficiencies of the District. The informal evaluation is NOT a comprehensive analysis of the DISTRICT nor functions examined.

3. The Team will perform the following functions as required by the department(s) under review:

   a. review the material requested by TASBO and provided by DISTRICT staff members
   b. study other relevant written material provided by the DISTRICT.
   c. interview personnel at the DISTRICT
   d. observe the on-going activities of the department evaluated as well as related departments
   e. analyze operational procedures.

4. The DISTRICT agrees to make available to the Team all documentation, facilities and records, along with access to personnel as necessary for the provision of the management review services.

5. The DISTRICT agrees to provide an in-depth self-evaluation report prior to the Team's scheduled visit to the DISTRICT. (TASBO will provide Guidelines.)

6. The DISTRICT understands the limited nature and scope of the TASBO management review. THE DISTRICT UNDERSTANDS THAT THIS IS NOT A COMPLIANCE AUDIT.

7. Upon completion of the on-site evaluation, TASBO representative(s) will prepare a final written report summarizing all recommendations and findings within six (6) weeks of receiving any additional information from the DISTRICT needed to complete the report.

8. The Project Director will make a presentation to the Board of Trustees, if requested, to communicate findings and recommendations. (This will be at an additional charge.)

CONFIDENTIALITY

9. All information given by the DISTRICT to TASBO will be kept in the strictest confidence by TASBO and its employees to the extent permitted by law.

FEE

10. The DISTRICT shall pay TASBO the sum of $8,425.00 for the management review services described herein within thirty (30) days of submission of the written report. TASBO will honor this fee for sixty (60) days from the date of the proposal (Exhibit A). After sixty (60) days, TASBO reserves the right to review and adjust the fee, if necessary, prior to accepting the contract.

TERM OF AGREEMENT

11. The term of this Agreement shall begin on a date to be determined between TASBO and the DISTRICT. Extension of the term may be arranged by mutual written agreement between the parties.

ATTORNEY'S FEES AND COSTS

12. Pursuant to Texas Local Government Code, Section 271.159, if any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.

MISCELLANEOUS PROVISIONS

Texas Law to Apply

13.A. This Agreement shall be construed under and in accordance with the laws of the State of Texas.

Parties Bound

13.B. This Agreement shall be binding on and enure to the benefit of the parties and their respective heirs, executors, administrators, legal representatives, successors and assigns, when permitted by this Agreement.

Legal Construction

13.C. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not effect any other provision in this Agreement and this Agreement shall be construed as if such invalid, illegal or unenforceable provision has never been contained in it.

Prior Agreements Superseded

13.D. This Agreement constitutes the sole and only Agreement of the parties and supersedes any prior understandings or written or oral agreements between the parties respecting the subject matter of this Agreement.

Executed on the ____ of _____, 2010.

Gwen Santiago

Gwendolyn W. Santiago, CAE, CTSBA Executive Director TASBO 2538 South Congress Austin, TX 78704 (512) 462-1711, ext. 213	Mr. Mark Pool Superintendent of Schools El Campo ISD 700 W. North Street El Campo, TX 77437 Phone: 979-543-6771 Fax: 979-543-1670

Texas Association of School Boards, Inc.
HR Services Division
P.O. Box 400, Austin, TX 78767-0400
Phone 800-580-7782
Fax 512-467-3508

Service Agreement for a Staffing Review
El Campo ISD
January 20,2010

Description of Services
TASB will conduct a district wide review of staffing practices. This service includes staffing comparisons against benchmarking data, evaluation of class loads and schedules, and an itemized report of findings and potential opportunities for cost savings, cost avoidance, and improved operating efficiency. An attached document describes the scope of work in detail.

Consulting Fees & Charges
The consulting fee will be $18,000 plus reimbursement of travel expenses for two site visits.

Schedule
Upon receipt of this agreement, these services will be scheduled for completion with the district during the 2009-10 fiscal year. Completion time is typically two months following the initial site visit.

Term of Agreement
This Agreement is effective upon the District's delivery (by mail or facsimile) of an executed counterpart of this Agreement to TASB and either party may rely upon a facsimile or photocopy of the Agreement for all purposes. This proposal will remain valid for **30 days** from the date issued.

Limitation of Liability
TASB's liability under this Agreement is limited to the fees paid by the District to TASB under this Agreement. The parties agree that, in the event of a lawsuit between the parties relating to this Agreement, the prevailing party is entitled to recover reasonable and necessary attorney's fees pursuant to Section 271.159 of the Texas Local Govt. Code.

Cancellation of Agreement
In the event either party terminates this Agreement before the completion of services, the District will reimburse TASB for all costs incurred up to the date of cancellation and will pay TASB's fee for consulting hours actually rendered.

Cindy.Clegg
Director, HR Services

Signature of Authorized Official

Date Approved

District P.O. #_____

Staffing Reviews For Texas Public Schools

HR Services Division
Texas Association of School Boards, Inc.
12007 Research Blvd.
Austin, TX 78759
800-580-7782
hrservices@tasb.org

Introduction to TASB HR Services

HR (Human Resource) Services is a specialized program of the Texas Association of School Boards (TASB), serving Texas public schools since 1984. HR Services offers several types of consulting specialties to our clients, over 930 public school districts and regional education service centers. Our staffing review services are provided to member districts by experienced school administrators. Since 2003 we have conducted staffing reviews for 66 school districts, both large and small.

Purpose of a Staffing Review

A staffing review will assist district leaders in decision making through an objective independent assessment of current staffing practices based on data, benchmarks, and experience. The results will identify opportunities and strategies to reduce current costs, avoid future costs, or improve the distribution and utilization of current staff resources. With personnel expenditures representing approximately 80-85 percent of typical district operating budgets, an objective and measured approach to staffing is critical to achieving effective budget management and operating results.

The application of mathematical formulas to guide future staffing decisions will provide other operational advantages, such as:

1. Replacing subjective decisions with objective standards,
2. Eliminating the time and energy-consuming negotiation process for staffing,
3. Empowering administrators to focus staffing according to their site needs, while still maintaining district allotments,
4. Forecasting long-range personnel budgets to control staffing costs.

Scope of a Staffing Review

A staffing review conducted through TASB HR Services will typically include a detailed analysis of the following staff categories:

- Instructional and administrative support staff
  - Principals
  - Assistant Principals
  - Counselors
  - Librarians
  - Library Aides
  - Office Clerks
  - Educational Aides

- Elementary School Teachers (includes bilingual education)

- Middle School Teachers (includes master schedule analysis)

- High School Teachers (includes master schedule analysis)

- Special Education
    - Teachers
    - Special Education Aides

- Food Service (includes meals per labor hour analysis)

- Facilities
    - Skilled trades
    - General maintenance
    - Grounds maintenance
    - Custodial Services

Benchmark Data Sources

The staffing review provides an illustrated analysis of current staffing practices, compared to a variety of benchmark indicators. Benchmark indicators are applied, as appropriate, to each district and each program. Special needs populations, special programs, and district priorities are an important consideration in the interpretation and use of benchmarks. Sources for benchmark indicators include the following:

- AEIS data for peer districts
- Secondary and Elementary School Staffing Accreditation Standards of the Southern Association of Colleges and Schools (SACS).
- Class size comparisons at the grade, course, and campus level.
- Pupil/staff ratios for special education.
- Meals per labor hour for food service.
- Total square footage for maintenance and custodial staffing.
- TASB surveys of pay and staffing for selected positions.
- An understanding of norms and best practices from other Texas schools.

Review Process and Deliverables

Phase One - Data collection and analysis

- Collect documentation and review current district staffing documents to include:
    - Staffing guidelines or formulas currently in use
    - HR position control databases
    - Master schedules by campus, by course, and by teacher
    - Staffing questionnaires (provided by the consultant) to be completed by principals and supervisors

Phase Two - On-site interviews with key management personnel

- Site-visit interviews are conducted to pinpoint how the district's planning and decision-making processes work and to understand how the concerns of campus principals and central administrators impact staffing practices.

- Persons to be interviewed are selected from the following categories in consultation with district leaders:
    - Superintendent and Assistant Superintendents
    - Directors, Program Managers, and Supervisors
    - Elementary Principals
    - Middle School or Junior High Principals
    - High School Principals

Phase Three – Analyze class loads and master schedules

- Develop a concise and accurate summary of current staffing practices.

- Analyze staffing across campuses for class loads, utilization efficiency, adequacy and internal equity.

- Evaluate the effect of secondary master schedules on staffing needs.

Phase Three - Develop staffing models and complete the preliminary analysis

- Develop a mathematical model to project future staffing for enrollment growth.

- Compare current staffing to benchmark indicators for comparable school districts.

- Identify opportunities for cost savings, cost avoidance, and/or operational suggestions under each category.

- Quantify the opportunities for cost reductions and cost avoidance.

Phase Four – Review, refinement, and delivery of final analysis to the district

- Provide a working draft of preliminary findings and suggestions to the Superintendent or

designee.

- Review preliminary findings by conference call or on-site.
- Adjust preliminary draft as per input from the Superintendent or designee.
- Complete final written report documenting the process, summary findings and suggestions, and data tables for each staffing category.
- Present final report to Board of Trustees, Principals, and/or Administrators as directed by the Superintendent.

District Responsibilities

The district must provide TASB consultants with the requested staffing information and completed questionnaires related to the scope of the review and will arrange interviews with selected personnel.

Project Staff

Richard Lane, RWL Consulting

The lead consultant for this project will be Mr. Richard Lane. Mr. Lane is a contract consultant for TASB HR Services. He is recognized in the human resource profession for his expertise in staffing practices and has 38 years of experience in Texas public schools. Mr. Lane has served as a human resource administrator for 14 years in districts ranging from 10,000 students and 1,200 employees to 33,000 students and 3,400 employees. He retired as the Associate Superintendent for Human Resources at Clear Creek ISD. During his tenure at Clear Creek, he was instrumental in developing and implementing staffing control formulas during times of rapid enrollment growth and significant financial constraints. Mr. Lane served as a high school principal for 12 years on campuses ranging from 1,000 to 3,100 students. Mr. Lane has conducted over 60 district staffing reviews for TASB since 2003.

Partial List of Client References for Staffing Efficiency Reviews 2004 - 2006
TASB HR Services

Belton ISD - 2004
ESC Region 12
Enrollment - 6,472
Contact:
Dr. Vivian Baker
Superintendent
254-939-1881

Ysleta ISD - 2004
ESC Region 19
Enrollment 46,307
Contact:
Mr. Jerry Molinoski
Associate Superintendent HR
915-434-0402

Crowley ISD - 2004
ESC Region 11
Enrollment -11,783
Contact:
Mr. Greg Gibson
Superintendent
817-297-5800

Fort Sam Houston ISD - 2004
ESC Region 20
Enrollment 1,248
Contact:
Dr. Gail Siller
Superintendent
210-368-8701

Kerrville ISD - 2004
ESC Region 20
Enrollment 4,778
Contact:
Dr. Dan Troxell
Superintendent
830-257-2200

Pflugerville ISD - 2006
ESC Region 13
Enrollment 15,714
Contact:
Willie Watson
Director Human Resources
512-594-0000

Weatherford ISD - 2006
ESC Region 11
Enrollment 6,981
Contact:
Holly Teague
Assistant Superintendent
817-598-2800

Northside ISD - 2004
ESC Region 20
Enrollment 71,705
Contact:
Dr. John Folks
Superintendent
210-706-8770

Crane ISD - 2005
ESC Region 18
Enrollment 859
Contact:
Mr. Larry Lee
Superintendent
432-558-1022

Bridgeport ISD - 2006
ESC Region 11
Enrollment - 2,118
Contact:
Mr. Bill Thetford
Assistant Superintendent
940-683-5124

Temple ISD - 2005
ESC Region 12
Enrollment - 8,366
Contact:
Ms. Susan Brown
Director of Human Resources
254-778-6721

Willis ISD - 2005
ESC Region 6
Enrollment - 4,600
Contact:
Mr. Brian Zemlicka
Superintendent
936-856-1200

Gonzales ISD - 2006
ESC Region 13
Enrollment 2,647
Contact:
Dr. Stephen Ebell
Superintendent
830-672-9551

San Marcos - 2006
ESC Region 13
Enrollment 6,463
Contact:
Dr. Lolly Guerra
Assistant Superintendent
512-393-6702

Sheldon ISD - 2007
ESC Region 4
Enrollment 4,524
Contact:
Ms. Marna Harper
Executive Director HR
281-727-2075

Burkburnett ISD - 2005
ESC Region 09
Enrollment - 3,651
Contact:
Danny Taylor
Superintendent
940-569-3326

Gainesville ISD - 2006
ESC Region 11
Enrollment - 2,798
Contact:
Cindy Tatum
Business Manager
940-665-0277

San Antonio ISD
ESC Region 20
Enrollment - 53,034
Contact:
Toni Thompson
Associate Superintendent
210-299-5500

Gregory-Portland ISD - 2005
ESC Region 02
Enrollment: 4,392
Contact:
Larry Bonner
Business Manager
361-643-6566

Hillsboro ISD - 2006
ESC Region 12
Enrollment 1,822
Contact:
Barbara Robinson
HR Director
254-582-8585

New Braunfels
ESC Region 13
Enrollment 6,094
Contact:
Mr. Michael Smith
Superintendent
830-643-5700

Agenda Item Summary Sheet (9 C)
Meeting Date: July 20, 2010
Submitted by: Mark Pool, Superintendent

Discussion Item

Governance	Process Improvement Team to Review / Improve the Process for Hiring District Personnel
Summary	For some time I have felt a need to review and improve our process for selection and hiring of district personnel. In the near future I plan to put together a process improvement team to do so.
ECISD Board Policy	None.
Effective Date	Unknown at this time.
Previous Board Action	Individual members of the Board have discussed this issue with me, but there has been no formal discussion by the Board.
Future Action Expected	Process will be reviewed by the Board.
Background Information and Significant Issues	Some of the issues to be reviewed include, but will not be limited to: • Application process and how applications are processed; • How applications are screened for potential interview candidates; • Whether or not we will use interview committees and if so, what the make-up of the committee will be and how committee members are chosen; • How the interview process is carried out including the types of questions to ask; • How references are checked; and • How candidates are ranked and how the final determination of who will be recommended to the Board is made.
Fiscal Impact	None.
Student and Public Benefit	A standardized process will help to ensure that we are consistent throughout the district in how we select personnel.

Procedural and Reporting Implications	None.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.
Attachments	None.
Contact Person(s)	Mark Pool, Superintendent of Schools
Action Required	No action required.
Superintendent's Recommendation	This is a discussion item only. **Mark Pool, Superintendent of Schools**

Items for Board Agenda

Regular Meeting

August 17, 2010 at 7:00 p.m.

DRAFT

No. 1, July 20, 2010

1. Call to Order

2. Public Comment

A. Public Hearing on Proposed Budget and Tax Rate

3. Recognition

B. New ARAMARK Food Service Director – Scott Gelardi

C. Teachers New to District

- First Grade – Stacy Amestoy
- First Grade – Jessica Lauristen
- Second Grade – Lanise Williams
- Second Grade – Jessica Drapela
- Third Grade – Leslie Harris
- Hutchins Elementary Spec Ed Inclusion – Amy Bridges
- Fifth Grade Math / Science – Jennifer Savino
- Middle School Science / Coach – William Brown
- Middle School Spec Ed Inclusion – Kaylyn Miska
- Middle School Mathematics – Leah Morton
- Middle School / High School Choir Director – Stanley Petrisky
- Head Basketball Coach / HS Math Intervention – Chet Byerly
- High School Spec Ed Inclusion – Shelby Currie
- Assistant Athletic Trainer – Cassey Janak
- High School Math Teacher / Coach – Craig George
- Special Education Counselor – Kimberly Mickelson
- Deaf Education Teacher – Monica Alamia
- RTI Facilitator – Molli Bodungen
- Bilingual Facilitator – Rebecca “Lisa” Hernandez

D. Teachers Returning to District

- Third Grade – Amy Walters
- High School Spanish – Sylvia Hall

4. Consent Agenda

A. Governance

1. Consider approval of the minutes:
   a. July 13, 2010 – Special Meeting
   b. July 20, 2010 – Regular Meeting

B. Business and Support Services

1. Consider Approval of Application(s) for Payment to Polasek Construction for:
   a. High School Auditorium Reroofing
   b. High School Gymnasium Floor Replacement
   c. Northside Elementary School Cafeteria Freezer and Cooler Replacement
2. Review of Invoices from RWS Architects
3. Final Budget Amendment(s) for 2009-2010
4. Review of FIRST Accountability Criteria
5. Consider Annual Approval of District Vendor List
6. Consider Annual Approval of Interlocal Agreements with Purchasing Cooperatives
7. Consider Approval of Annual Agreement with Linebarger, Goggan, Blair & Sampson, LLP
8. Review Maintenance Department Improvement Plan
9. Review of Monthly Financial Reports
10. Review list of checks written for the Month of July, 2010

C. Personnel

1.

D. Curriculum and Instruction

1.

E. Students

1. Review of Extracurricular Standards of Behavior

5. Business and Operations

A. Consider Approval of 2010-2011 General Operating Budget

B. Consider Approval of Ordinance Setting Tax Rates for 2010-2011

C. Review Special Revenue Budgets for 2010-2011

6. Curriculum and Instruction

A. Report on Summer School Activities

7. Governance

A.

8. Closed Session

A. 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

   1. The Board will meet in a Closed Meeting to discuss the employment of personnel.

9. Personnel

A. Consider Approval of Probationary Contracts for Personnel to Fill the Following Positions:

   1.

B. Annual Report on Employee Exit Interviews

C. Review Professional Personnel Changes Status Report

10. Superintendent's Report

A. Governance

1. Preliminary Agenda for regular meeting on September 21, 2010
2. Monthly Calendar of Activities and Events
3. Report on Operation and Effectiveness of Student Attendance System

B. Business and Support Services

1.

C. Personnel

1.

D. Curriculum and Instruction

1. End of Year Academic Failure Report
2. Annual Report on Student Retention

E. Students

1. End of Year Discipline Reports
2. Annual Report on Student Drug Testing Program

F. Community and Governmental Relations

1. Legislative Update

11. Adjourn

August 10

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
July 26	27	28	29	30	31	August 1
2	3	4	5	6	7	8
9	10 **SPECIAL BOARD MEETING** **Budget Workshop**	11	12	13	14	15
16	17 **REGULAR BOARD MEETING** **Public Hearing on Proposed Budget and Tax Rate**	18 Professional Staff Development	19	20 RICEBIRD FOOTBALL SCRIMMAGE Pasadena Dobie Ricebird Stadium	21	22
23 **First Day of Instruction**	24	25	26	27 RICEBIRD FOOTBALL Waller Bulldogs Ricebird Stadium	28	29
30	31					

Agenda Item Summary Sheet (10 B.1)
Meeting Date: July 20, 2010
Submitted by: Mark Pool, Superintendent

Information Only

Superintendent's Report	Six Weeks Review of Foundation School Program Funding – Sixth Six Weeks
Summary	At the end of each six weeks reporting period we recalculate our state funding and compare the state funding template calculation with the latest Summary of Finance from the Texas Education Agency. The State Summary of Finance provides us with two numbers: • Legislative Planning Estimate – the amount the Legislature allocates for ECISD in determining state appropriations. • District Planning Estimate – the amount the Texas Education Agency calculates that we should receive. This estimate will generally show whether the district is being under funded or over funded by comparing it to the Legislative Planning Estimate. The number calculated locally is usually the most accurate because we are able to use the latest average daily attendance numbers at the end of each six weeks reporting period. We try to compare our local calculation with the Legislative Planning Estimate and the original local calculated amount used for current year budget revenue projections.
ECISD Board Policy	CBA (LEGAL), STATE AND FEDERAL REVENUE SOURCES
Effective Date	June 4, 2010 – End of Sixth Six Weeks / Second Semester
Previous Board Action	The Board receives a Foundation School Program state funding calculation at the end of each six weeks reporting period.
Future Action Expected	The Board receives a Foundation School Program state funding calculation at the end of each six weeks reporting period.
Background Information and Significant Issues	The following chart provides a cumulative look at information throughout the year:

	Legislative Planning Estimate	TEA District Planning Estimate	Current Local Calculation from State Funding Template	Current Local Variance from LPE	Current Local Variance from Original Budget
Original Budget	$15,853,429	$15,853,429	$16,242,943	$389,514	$0
First Six Weeks	$15,853,429	$15,853,429	$16,399,836	$546,407	$156,893
Second Six Weeks	$15,853,429	$15,853,429	$16,454,225	$600,796	$211,282
Third Six Weeks	$15,853,432	$15,853,429	$16,389,156	$535,724	$146,213
Fourth Six Weeks	$15,775,141	$15,821,983	$16,347,039	$571,898	$104,096
Fifth Six Weeks	$15,775,141	$15,821,983	$16,299,522	$524,381	$56,579
Sixth Six Weeks	$15,818,923	$16,274,983	$16,233,260	$414,337	($9,683)

Fiscal Impact

The data indicates that ECISD is currently under funded from the State by $414,337 (to be settled up at the end of the fiscal year).

The data also shows that the current calculations indicate $9,683 less in state funding than was originally budgeted.

Student and Public Benefit

Recalculating state funding at the end of each six weeks reporting period ensures that the taxpayers that the District is always aware of the amount of money due from the State through the Foundation School Program.

Procedural and Reporting Implications

None.

Public Comments

None.

Alternatives

None.

Other Comments and Related Issues

None.

Attachments

- Foundation School Program Summary of Finance, Sixth Six Weeks

Contact Person(s)

David Bright, Assistant Superintendent of Business and Operations

Action Required

No action required.

Superintendent's Recommendation

This is an information report only.

Mark Pool, Superintendent of Schools

STATE FUNDING
6th Six Weeks
2009-2010

	TEA Summary of Finances		District State Aid Template			
	6/2/2010 Legislative Planning Estimate	District Planning Estimate	Original Budget Planning Estimate	Current Planning Estimate 6th Six Wks	Variance from LPE (Over Funded) Under Funded	Variance from Budget (Over Funded) Under Funded
Tier I Funding By Program Intent Code						
Regular Program Allotment	$14,111,973	$14,549,313	$14,365,991	$14,708,157	$596,184	$342,166
Special Education Program Allotment	$1,888,525	$1,684,455	$1,734,283	$1,438,136	($450,389)	($296,147)
Career & Tech Block Allotment	$1,723,866	$1,851,507	$1,817,018	$1,697,934	($25,932)	($119,084)
Gifted & Talented Adjusted Allotment	$95,096	$94,888	$95,980	$97,183	$2,087	$1,203
Compensatory Education Allotment	$2,298,372	$2,280,346	$2,268,124	$2,316,408	$18,036	$48,284
Bilingual Education Allotment	$146,799	$147,083	$148,512	$143,295	($3,504)	($5,217)
New Instructional Facility Allotment	$0	$0	$0	$0	$0	$0
Transportation Allotment	$311,591	$311,591	$328,337	$311,591	$0	($16,746)
High School Allotment	$268,395	$268,395	$260,917	$253,270	($15,125)	($7,647)
Total Cost of Tier I	**$20,844,617**	**$21,187,578**	**$21,019,162**	**$20,965,974**	**$121,357**	**($53,188)**
LESS: Local Fund Assignment	($10,163,185)	($10,163,185)	($10,163,185)	($10,163,185)	$0	$0
Total Tier I State Aid	**$10,681,432**	**$11,024,393**	**$10,855,977**	**$10,802,789**	**$121,357**	**($53,188)**
Foundation School Fund Detail						
Tier II Aid for Second Level @ $59.02	$933,777	$959,969	$925,039	$922,319	($11,458)	($2,720)
Tier II Aid for Third Level @ $31.95	$161,507	$173,678	$163,821	$162,603	$1,096	($1,218)
Total Tier II State Aid	**$1,095,284**	**$1,133,647**	**$1,088,860**	**$1,084,922**	**($10,362)**	**($3,938)**
Technology Allotment	$93,731	$96,107	$94,231	$95,336	$1,605	$1,105
Existing Debt Allotment	$64,114	$64,114	$45,360	$65,654	$1,540	$20,294
Sub Total Other State Aid	**$157,845**	**$160,221**	**$139,591**	**$160,990**	**$3,145**	**$21,399**
Other Programs						
Additional Aid for School Employee Benefits	$0	$0	$0	$0	$0	$0
Staff Allotment ($500 or $250 per Employee)	$127,500	$127,500	$128,750	$150,000	$22,500	$21,250
Hold Harmless Additional State Aid	$0	$0	$0	$0	$0	$0
Additional Aid for Tax Reduction	$2,730,315	$2,802,675	$3,003,218	$3,008,012	$277,697	$4,794
Transfer to TX School for the Deaf	$0	$0	$0	$0	$0	$0
Transfer to TX School for the Blind	$0	$0	$0	$0	$0	$0
Total Other Programs	**$2,857,815**	**$2,930,175**	**$3,131,968**	**$3,158,012**	**$300,197**	**$26,044**
SFSF - Foundation School Fund Grant	$529,153	$529,153	$529,153	$529,153	$0	$0
SFSF - Available School Fund Grant	$497,394	$497,394	$497,394	$497,394	$0	$0
Total State Aid - All Funds	**$15,818,923**	**$16,274,983**	**$16,242,943**	**$16,233,260**	**$414,337**	**($9,683)**

KDB - 6/7/10

Agenda Item Summary Sheet (10 E.1)
Meeting Date: July 20, 2010
Submitted by: Mark Pool, Superintendent

Information Only

Superintendent's Report Sixth Six Weeks Enrollment and Attendance

Summary The Sixth Six Weeks / Second Semester Reporting Period ended on Friday, June 4, 2010.

The following is a report of enrollment and attendance for the year:

Enrollment by Campus:

	Last Day 2008-09	08/24/09 First Day 2009-10	10/02/09 1st Six Weeks	11/13/09 2nd Six Weeks	01/15/10 3rd Six Weeks	02/26/10 4th Six Weeks	04/16/10 5th Six Weeks	06/04/10 6th Six Weeks	Average for Year
Myatt	692	652	710	704	706	709	707	705	**698**
Hutchins	517	519	539	537	546	549	544	541	**537**
Northside	494	484	492	497	496	501	506	503	**497**
Middle School	728	690	724	733	737	733	733	727	**726**
High School	987	1,004	1,018	1,004	996	996	990	986	**998**
District	**3,418**	**3,349**	**3,483**	**3,475**	**3,481**	**3,488**	**3,480**	**3,462**	**3,455**

Enrollment by Campus Comparison to Previous Years:

	Sixth Six Weeks 2007-2008	Sixth Six Weeks 2008-2009	Sixth Six Weeks 2009-2010	Variance from Previous Year
Myatt	647	692	705	**13**
Hutchins	494	517	541	**24**
Northside	504	494	503	**9**
Middle School	722	728	727	**(1)**
High School	1,037	987	986	**(1)**
District	**3,404**	**3,418**	**3,462**	**44**

Attendance by Grade Level:

	10/02/09	11/13/09	01/15/10	02/26/10	04/16/10	06/04/10	Average for Year
Pre-Kindergarten	94.18%	93.23%	92.20%	93.29%	92.21%	92.35%	**92.91%**
Kindergarten	94.78%	96.32%	95.16%	94.93%	95.27%	95.49%	**95.33%**
First Grade	96.03%	96.44%	5.72%	96.27%	96.51%	96.35%	**81.22%**
Myatt	**95.31%**	**96.10%**	**95.19%**	**95.42%**	**95.60%**	**95.64%**	**95.54%**
Second Grade	96.49%	97.82%	96.72%	96.68%	96.70%	96.66%	**96.85%**
Third Grade	96.40%	97.07%	96.06%	96.34%	96.57%	96.31%	**96.46%**
Hutchins	**96.45%**	**97.48%**	**96.42%**	**96.53%**	**96.64%**	**96.50%**	**96.67%**
Fourth Grade	96.06%	98.01%	96.26%	96.68%	96.97%	97.15%	**96.86%**
Fifth Grade	95.95%	96.94%	96.09%	96.91%	96.77%	96.49%	**96.53%**
Northside	**96.01%**	**97.48%**	**96.18%**	**96.79%**	**96.87%**	**96.82%**	**96.69%**
Sixth Grade	95.13%	95.17%	94.77%	94.66%	95.08%	94.26%	**94.85%**
Seventh Grade	95.58%	95.76%	94.24%	94.50%	95.39%	94.98%	**95.08%**
Eighth Grade	94.58%	94.72%	93.99%	93.45%	95.40%	93.55%	**94.28%**
Middle School	**95.09%**	**95.21%**	**94.32%**	**94.19%**	**95.29%**	**94.26%**	**94.73%**
Ninth Grade	94.97%	95.13%	93.41%	94.12%	93.53%	93.67%	**94.14%**
Tenth Grade	94.91%	95.21%	93.85%	93.97%	94.10%	93.22%	**94.21%**
Eleventh Grade	94.69%	95.49%	94.81%	93.78%	93.85%	94.17%	**94.47%**
Twelfth Grade	94.62%	93.28%	92.65%	92.29%	92.45%	92.54%	**92.97%**
High School	**94.80%**	**94.80%**	**93.69%**	**93.57%**	**93.51%**	**93.42%**	**93.97%**
District Average	**95.39%**	**95.94%**	**94.91%**	**95.00%**	**95.30%**	**95.03%**	**95.26%**

Attendance by Grade Level Comparison to Previous Years:

	Sixth Six Weeks 2007-2008	Sixth Six Weeks 2008-2009	Sixth Six Weeks 2009-2010	Variance from Previous Year
Pre-Kindergarten	93.80%	88.83%	92.35%	**3.52%**
Kindergarten	93.00%	94.44%	95.49%	**1.05%**
First Grade	96.20%	95.80%	96.35%	**0.55%**
Myatt	**94.80%**	**96.23%**	**95.64%**	**-0.59%**
Second Grade	96.30%	96.35%	96.66%	**0.31%**
Third Grade	96.40%	96.43%	96.31%	**-0.12%**
Hutchins	**96.40%**	**96.39%**	**96.50%**	**0.11%**
Fourth Grade	96.60%	96.71%	97.15%	**0.44%**
Fifth Grade	96.10%	95.93%	96.49%	**0.56%**
Northside	**96.40%**	**96.33%**	**96.82%**	**0.49%**
Sixth Grade	95.30%	95.67%	94.26%	**-1.41%**
Seventh Grade	95.00%	95.86%	94.98%	**-0.88%**
Eighth Grade	93.30%	93.68%	93.55%	**-0.13%**
Middle School	**94.50%**	**95.19%**	**94.26%**	**-0.93%**
Ninth Grade	0.00%	93.36%	93.67%	**0.31%**
Tenth Grade	94.50%	94.57%	93.22%	**-1.35%**
Eleventh Grade	95.40%	93.46%	94.17%	**0.71%**
Twelfth Grade	92.00%	91.65%	92.54%	**0.89%**
High School	**93.80%**	**93.31%**	**93.42%**	**0.11%**

ECISD Board Policy None.

Effective Date June 4, 2010

Previous Board Action Enrollment and Attendance are reported at the end of each Six Weeks Reporting Period.

Future Action Expected Enrollment and Attendance are reported at the end of each Six Weeks Reporting Period.

Background Information and Significant Issues	We continue to see small enrollment growth at the younger grade levels.
Fiscal Impact	Both enrollment and average daily attendance impact funding.
Student and Public Benefit	Closely monitoring enrollment and attendance helps to make better financial and instructional decisions.
Procedural and Reporting Implications	None.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.
Attachments	None.
Contact Person(s)	Mark Pool, Superintendent of Schools
Action Required	No action required.
Superintendent's Recommendation	This is an information report only. **Mark Pool, Superintendent of Schools**