

# 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 May 17, 2011, beginning at 7:00 PM in the Boardroom, 700 W. Norris, El Campo, TX 77437.

The subjects to be discussed are as listed below.

1. Recognition
  - A. Recognition of Class of 2011
    1. Valedictorian
2. Curriculum and Instruction
3. Governance
  - A. Reorganization of the Board 4
  - B. Consider Approval of Memorandum of Understanding Between Board of Trustees and the El Campo Independent School District Education Foundation Board of Directors 18
4. Closed Session:
  - A. Texas Government Code § 551.071 CONSULTATION WITH SCHOOL ATTORNEY Regarding Pending Litigation, S.R. by Next Friends M.R.,N.R., and P.R. v. El Campo ISD, et al., In the U.S. District Court for the Southern District of Texas, Cause Number 4:08-cv-03263;and Cause No. D-1GN-08003644; P.R., M.R., and N.R., Individually and as Next Friend of S.R., v. Central Texas Autism Center, Inc. and Cara Brown v. El Campo Independent School District, In District Court of Travis County, Texas, In the 126th Judicial District
  - B. 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
5. Call to Order/Opening Prayer/Pledge of Allegiance
6. Public Comment
7. Recognition of Outgoing Board Member - Melissa Erwin 2005 - 2011
8. Salutatorian
9. Recognize National Forensic League Students Who Qualified for NFL Nationals
  - A. CX Debate - Kaylee Bram and Paige Wallace
10. CX Debate - Eli Kresta and Carlee Skinner
11. Student Congress - William Hedstom
12. Recognize Students Who Qualified for UIL Academic Meet
13. Prose Interpretation - Shelby May
14. Feature Writing - Casie Kruppa
15. Consent Agenda
  - A. Business and Support Services
    1. Consider Approval of Budget Amendment to Appropriate Funds for Increase in Fuel Costs 23

2. Consider Approval of Depository Contract Bid for the Period Beginning September 1, 2011 and Ending August 31, 2013.	26
3. Consider Authorization for Superintendent to Negotiate Contract for District Custodial Services with Vendor that Offers Best Value to the District	31
4. Review of Monthly Financial Reports	53
B. Curriculum and Instruction	
1. Consider Approval of Annual Evaluation of Pre-Kindergarten Program	61
16. Governance	
17. Consider Approval of the Minutes	71
18. Consider Approval of 2011-2012 Renewal Agreement with ARAMARK Educational Services for Food Service Management Contract	77
19. Review List of Checks Written for the Month of April, 2011	81
20. Personnel	
21. Consider Approval of Waiver Request to TEA to Use Eduphoria as Our Teacher Portal to the Texas Assessment Management System	83
22. Students	
23. Business and Operations	
A. Request by Vicki Molina to Address Board re: Bus Transportation for Children at Delta Street Housing Authority	88
24. Consider Approval of Elimination of Bus Routes Within Two Miles of Each Campus	91
25. Discuss Proposed Cost Reduction Plan	94
26. Consider Approval of Lease Agreement with Northside Education Center for DAEP and Alternative Learning Program Building	100
27. Dialogue with Bilingual/ESL and RTI Facilitators	104
28. Consider Action on Information Discussed During Closed Session Regarding:	
A. Cause No. D-1GN-08003644; P.R.,M.R., and N.R., Individually and as Next Friend of S.R., v. Central Texas Autism Center, Inc. and Cara Brown v. El Campo Independent School District, In District Court of Travis County, Texas, In the 126th Judicial District	
29. Pending Litigation, S.R. by Next Friends M.R.,N.R., and P.R. v. El Campo ISD, et al., In the U.S. District Court for the Southern District of Texas, Cause Number 4:08-cv-03263;and	
30. Administer Oath of Office to Newly Elected Trustees	105
31. Reaffirm Board Member Code of Ethics	109
32. Consider Appointment of a Member of the Board of Trustees to Serve on the ECISD EDucation Foundation Board of Directors	112
33. Consider Appointment of ECISD Representatives to Serve on the Northside Education Center Board of Directors	116
34. The Board Will Seek Advice From the District's Attorney Regarding Pending or Contemplated Litigation	
35. The Board Will Meet in a Closed Meeting to Discuss the Employment and Reassignment of Personnel	
36. Personnel	
A. Review Reduction in Paraprofessional Positions	
B. Review of Professional Personnel Changes	

37. Consider Approval of Probationary Contracts as Recommended by the Administration:

118

38. Head Basketball Coach/Math

39. Head Softball Coach/Special Education

40. Superintendent's Report

A. Business and Support Services

B. Students

C. Legislative Update

41. Governance

42. Personnel

43. Curriculum and Instruction

44. Community and Governmental Relations

45. Adjournment

---

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

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on May 12, 2011 at 2:00 p.m.

---

For the Board of Trustees

## ***Action Required***

<b>Governance</b>	Reorganization of the Board of Trustees
<b>Summary</b>	<p>According to board policy at the first meeting after each election and qualification of Trustees, the members of the Board shall organize by electing a President, a Vice-President, and a Secretary. These officers are elected by a majority vote of the members present and voting.</p> <p>Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office.</p>
<b>ECISD Board Policy</b>	<p>BDAA (LEGAL), OFFICERS AND OFFICIALS: DUTIES AND REQUIREMENTS OF BOARD OFFICERS</p> <p>BDAA (LOCAL), OFFICERS AND OFFICIALS: DUTIES AND REQUIREMENTS OF BOARD OFFICERS</p>
<b>Effective Date</b>	May 17, 2011
<b>Previous Board Action</b>	Reorganization of the Board occurs annually following the canvass of the School Board Trustee Election.
<b>Future Action Expected</b>	Reorganization of the Board occurs annually following the canvass of the School Board Trustee Election.
<b>Background Information and Significant Issues</b>	<p>According to policy BDAA (LEGAL), the Board President shall have the following duties and powers:</p> <ol style="list-style-type: none"><li>1. Call a meeting of the Board, giving public notice not earlier than the 30<sup>th</sup> day or later than the tenth day before the meeting, to discuss and adopt the budget and proposed tax rate. <i>Education Code 44.004</i></li><li>2. Ensure that the annual financial statements are published as required by law. <i>Local Gov't Code 140.006</i></li><li>3. Execute an oil and/or gas lease or sell, exchange, and convey the minerals in land belonging to the District, approved by resolution of the Board. <i>Education Code 11.153</i></li><li>4. Execute the deed for the sale of property, other than minerals, held in trust for free school purposes. <i>Education Code 11.154(b)</i></li></ol>

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

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

The Vice-President of the Board shall:

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

The Secretary of the Board shall:

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

**Fiscal Impact**

None.

**Student and Public Benefit**

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

**Procedural and Reporting Implications**

Newly elected officers of the Board will be so noted on all official documents and correspondence.

**Public Comments**

None.

**Alternatives**

None.

**Other Comments and Related Issues**

None.

**Attachments**

- Memorandum to Board of Trustees from Mark Pool re: Nominations and Elections of Board Officers.
- TASB Leadership Team Services Q & A on Electing Board Officers
- Article from April 1997 *Texas Lone Star* – “Leading the Leaders”
- TASB Resource for support when selecting the school board president – “The Board President’s Job”

**Contact Person(s)**

Mark Pool, Superintendent of Schools

**Action Required**

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

**Superintendent’s Recommendation**

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

**Mark Pool, Superintendent of Schools**

# EL CAMPO INDEPENDENT SCHOOL DISTRICT

ROBERT MARK POOL, Superintendent

**DAVID BRIGHT**  
ASSISTANT SUPERINTENDENT  
FOR FINANCE

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

**CAROLYN GORDON**  
ASSISTANT SUPERINTENDENT  
FOR INSTRUCTION

## Memorandum

**TO:** Board Members  
**FROM:** Mark Pool  
**DATE:** May 17, 2011  
**RE:** Nominations and Elections of Board Officers

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

## Q & A: Electing Board Officers

The law requires the board to reorganize by electing a president and secretary at the first meeting after an election and qualification of Trustees. Local policy may also provide for the election or appointment of other officers and committees the board deems necessary. This usually occurs at the first regular meeting after an election but may also occur at a special meeting provided the election results have been canvassed, and newly elected Trustees have signed and filed the required Statement of Officer and have taken the oath of office. While boards are required to reorganize after an election, the board may also organize at other times. (Atty.Gen.Op.MW-531,1982)

Here are answers to some questions about how to conduct board officer elections smoothly.

### **Q. How do we conduct officer elections if our president and vice president are no longer on the board?**

- A.** Some districts have adopted a local policy that states the secretary will conduct the election of a president pro tem. Others have a policy that designates the secretary to act as the president pro tem and conduct the election of a president. Check your local policy (at code BDAD in TASB Localized Policy Manuals) to see if your district has provided for a temporary chair when the president is not reelected to the board.

When neither the president nor vice president are present to conduct the election of officers and the district has not made provisions in local policy, the secretary conducts an election to select a temporary chair. When selected, the temporary chair conducts the election of the president, then relinquishes the chair to the new president who conducts elections for remaining offices.

### **Q. What if our secretary is no longer on the board or isn't present to conduct the election of a temporary chair?**

- A.** If there is no secretary present, any member (perhaps the most veteran member present) may assume the chair to conduct an election of a temporary chair. The temporary chair then conducts the election for president. The new president then conducts any remaining elections.

### **Q. Can we call other board members to talk about who we think might make a good president?**

- A.** The Texas Open Meetings Act requires a school board to conduct an open meeting, pursuant to proper notice, whenever a quorum of the board discusses or takes action on public business, unless the board is deliberating a topic that falls within an explicit exception to the Act. A meeting may occur even if a quorum is not gathered in a single location, and board members can violate the Open Meetings Act by meeting in groups of less than a quorum or telephoning each other for the purpose of discussing public business. Although an individual might express to other members his or her interest in filling a position, or a member might express an interest in nominating or supporting another member for an office, discussions promoting an individual for office or seeking support for that individual might be construed as deliberations among a quorum of the board outside a properly posted public meeting.

## Board Reorganization

### Page 2

#### **Q. Can we nominate more than one person for a particular office?**

- A. Yes, you may nominate more than one person for an office. In fact, the presiding officer should take care to ensure that all who wish to make a nomination have had a chance before declaring nominations closed.

#### **Q. Does a nomination have to be seconded to be official?**

- A. Unlike a motion, a nomination does not require a second. It is acceptable, however, for another member who supports that nominee to second the nomination.

#### **Q. We've never had more than one nomination for an office. How do we make sure members know that they can make additional nominations?**

- A. To open nominations from the floor, the chair states:

*"Nominations are now in order for the office of President."*

After hearing a nomination, the chair restates the nomination just as he or she would when a motion is made:

*"Mr. A is nominated for the office of president."*

The chair then asks if there are other nominations:

*"Are there any further nominations for the office of president?"*

The chair restates each nomination until it appears that there are no more. To be certain that no one wishes to make another nomination, the chair should repeat:

*"Are there further nominations for President? Then if not, (pause, to allow any additional nominations) nominations are closed."*

#### **Q. Can I move to close nominations after I've nominated my choice for an office?**

- A. A motion to close nominations is not appropriate until all wishing to make nominations have had a reasonable opportunity to do so. If you did make such a motion, the president should still ask if there are others wishing to make nominations. Only if no one else responds should your motion be recognized. A motion to close nominations is not necessary in a body the size of school boards since few nominations are likely to be made in the first place. However, if such a motion is honored, it requires a second and a two-thirds approval vote in order to cease nominations.

#### **Q. It's very important that we have a qualified president, but it is sometimes sensitive bringing up a nominee's weaknesses in open session. Is there a way to avoid embarrassing a nominee and still discuss the merits of those nominated for an office?**

- A. Because boards often require that their officers perform specific leadership duties, it may be advisable to discuss the qualifications, experience, or willingness to serve of the nominees for a given office before voting. Since there is an exception to the Open Meetings Act which allows the board to deliberate the appointment of a public officer in a closed meeting, the board may choose to go into closed session to discuss the merits of nominees for a given office before returning to open session to take the vote.

## Board Reorganization

### Page 3

#### Q. Can we take a secret ballot when voting for board officers?

A. No. Texas law does not allow a school board to take any votes by secret ballot.

#### Q. When we have more than one nomination for an office, how do we conduct the voting?

A. Check your local policy to see if your board has specified a method of voting for board officers. If not, and if your board has designated *Robert's Rules of Order, Newly Revised* as a guide for meeting, then any member may move to adopt one of the methods described in *Robert's Rules* or the president may simply ask consent of the body to use a particular method. *Robert's Rules* describes two methods that would be appropriate for school boards.

In the *Viva Voce* method, when there is more than one nominee for an office, candidates are voted on in the order nominated. The chair asks for all in favor of a particular nominee, then for all opposed, before moving on to the next nominee. If the first nominee does not receive a majority of "yes" votes, the second name is announced and the "yes" and "no" votes called for. Voting continues for each nominee until one receives a majority. When one has received a majority, the remaining nominees need not be announced and voted on.

In a *Roll Call* election, members are called upon one at a time to announce the nominee of their choice. However, if there is more than one nominee for an office, there may not be a majority of votes cast for any one candidate. In this case, voting would continue until one nominee receives a majority. (*Robert's Rules* cautions that the nominee receiving the lowest number of votes is never removed from the next ballot, though, unless the bylaws require or unless he/she withdraws, because that person may turn out to be a compromise candidate upon which all can agree.)

#### Q. Can we adopt a different procedure for electing officers?

A. Yes, your local board may designate the specific method that you think will work best for you. Check your local policy at BDA and the sections immediately thereafter or any written team operating procedures to see if you have specified a preferred method of voting.

In most district policies that designate *Robert's Rules of Order* as a guide, a provision is also made for suspending procedural rules by a majority vote at any board meeting. So, if a board does not have a policy that mandates the voting method and wishes to use a different method of electing officers than outlined in *Robert's Rules* it may choose to suspend the rules and vote to use a different procedure for a given meeting.

If you have other questions about how to conduct your election of officers, call Leadership Team Services at 800-580-8272, or send an e-mail to [lts@tasb.org](mailto:lts@tasb.org).



# Leading the leaders

## Board president selection is a critical responsibility

by Rita Reynolds-Gibbs

*Editor's note: This article first appeared in the April 1997 edition of Texas Lone Star (page 22). Please note that Bettye Stripling is now former president and current member of the Richardson ISD Board; Charles Scoma is a former member of the Birdville ISD Board; and Steven Copenhaver is former president and current member of the Round Rock ISD Board.*

The selection of school board president is as important a board responsibility as selecting a superintendent, developing policy, or adopting district goals. In May, the majority of Texas school boards will fill this critical position. Few boards, however, receive training in how to select a president, so we asked some experienced board presidents for their advice on the subject.

### An important role.

"As the board president goes, so goes the board," said Bettye Stripling, [former] Richardson ISD Board president [and current board member]. Bill Pursley, City View ISD Board president, elaborated on the importance of the role: "The board president is a

leader in all facets of the operation of the board, including communication with other board members and the superintendent, leadership in consensus building, moderating, and speaking on behalf of the board.

"This is important because the board president is looked upon to be all these things and more. Therefore, success or failure of the board functioning together as a team lies directly on the board president's shoulders."

Stripling added that "the role is more important than I realized a few years ago. The perception of the community is one of seeing the president as having a very strong effect on the general tone and personality of the board. This perception is probably more true than I realized."

Former Victoria ISD Board President Theresa Gutierrez noted that "the role is important because the president must reiterate all viewpoints and make certain all board members are included in the decision-making process. The board president must maintain a delicate balancing act, one of conducting the business of the board, while maintaining a sense of fairness

The board recognizes the leadership role of the board president and adheres to law and local policies regarding the duties and responsibilities of the board president and other officers.

—Framework for School Board Development: Unity

At the first meeting after each election and qualification of trustees, the members of the Board shall organize by electing:

1. A president, who shall be a member of the Board.
2. A secretary, who may or may not be a member of the Board.
3. Such other officers and committees as the Board may deem necessary.

—Texas Education Code, §11.061(c), Selection of Officers

In addition to the required post-election organization, the Board may also organize at other times.

—Attorney General's Opinion MW-531 (1982), Reorganization

and objectivity to the educational stakeholders.”

### Time, thought, and energy.

The selection of the board president is critical to the success of the board and ultimately the success of the district. The board president’s primary job is to ensure that the board, in cooperation with the superintendent, effectively and efficiently completes its responsibilities “to govern and oversee the management of the public free schools of the District.” TEC §11.05(b). It stands to reason that the work of the board, with the superintendent as partner, greatly affects district results. Consequently, the board president, the liaison between the board and the administration, is critical to the success of the district, as well.

In selecting its leader, the board should give this important decision the time, thought, and energy it deserves. Each school board must select a leader who best meets the board’s agreed-upon criteria—someone who possesses the general knowledge, skills, and attitudes necessary to be an effective leader of leaders.

### The selection process.

Given the importance and complexity of the president’s job, the board must enter into the selection process with commitment and purpose. “The position of board president should be dealt with in depth,” noted Gutierrez. “Much forethought and planning should be given to the selection of leader. This is not a reward for past experience.”

Tommye Quebe, Plainview ISD Board president, cautioned: “Don’t select someone just because they have had the job for the past five years and no one else wants it.”

Nor should it be based on popularity, added Charles

Scoma, [former] Birdville ISD Board president.

Gutierrez concluded: “Selection of the board president is earned by demonstrating the characteristics and qualifications for the position.” All agree the selection process should focus on the legal and local job requirements, the expectations of the community, and current climate of the district and the board.

### A team procedure.

The selection process and selection criteria will vary from district to district. However, it is important that all members of the board participate and agree. A team procedure is an effective tool for this purpose. The procedure can be as simple or as involved as a board desires. What is important is that the team procedure establish, preferably in writing, the steps the board will complete together and the criteria the team will consider to identify the best person for the job.

An agreed-upon team procedure keeps the team purposefully focused, minimizes misunderstandings, improves team efficiency and effectiveness, and serves as a record of team agreement. In determining criteria that will be used in the selection, Gutierrez recommended that “an effective board president selection process should involve honest dialogue among all board members.”

This should take place in an open meeting. Gutierrez suggested the dialogue include a discussion and listing of skills, knowledge, attitudes, and personal qualities of a good president. The list of desired qualifications should be based on the presidential job roles and responsibilities and their relationship to the needs of the district and the board.

City View’s Pursley summarized the final steps to take after establishing criteria for selection. “The board should accept nominations, discuss the nominee’s qualifications, and vote.” This should take place in a public meeting; however, an exception to the Texas Open Meetings Act allows the board to deliberate on “the appointment . . . of a public officer” (Government Code §551.074) in closed session. This allows the board to discuss qualifications privately prior to electing a president or other officer in open session.

### Developing selection criteria.

The presidents interviewed agreed that a solid knowledge of boardsmanship and the public schools is important in selecting the board’s leader, and some time on the board is usually needed to obtain these. Glenda Marsh, board president of Angleton ISD, said she believes a president should have broad knowledge of school board issues. Plainview’s Quebe noted that

basic knowledge of laws, rules, and regulations of school districts is important. Wayne Este, Hunt ISD Board president, said he believes a president needs to have knowledge of the state as well as local policies on boardsmanship.

A natural first step in determining selection criteria would be to examine the job description. There is no official job description for school board president. A statement of legal job requirements can be found in Policy BDAB (Legal). However, this statement of the board president’s job requirements is limited. It addresses the review and signing of official district documents, the notification of the commissioner in designated instances, and the calling of the budget hearing.

Certainly, these are important duties, but the job of board president is more involved than what is expressed in the legal policy, and, generally, in its companion local policy. Given the void, boards must develop

## TASB CAN PROVIDE ASSISTANCE

### BEFORE SELECTION.

TASB Leadership Team Services has a generic list of board president job responsibilities that was developed by experienced Texas school board presidents. The list can serve as a basis for board dialogue in the determination of criteria for selection. To receive a copy of this list by fax, call Lydia Garcia in TASB Leadership Team Services at 800-580-8272 or check the TASB Web Site at [www.tasb.org](http://www.tasb.org).

TASB Leadership Team Services offers sessions on developing team operating procedures for individual school boards or clusters of school boards.

### AFTER SELECTION.

TASB Leadership Team Services will sponsor new board president training at the annual Summer Leadership Institute, June 17-19 in San Antonio. For more information, call TASB Leadership Team Services at 800-580-8272. ★

their own presidential job description.

A review of other key presidential roles and responsibilities provides a broader picture of the job. The board president fulfills four major presidential roles for the board. These are presiding officer of all board meetings, liaison with the superintendent, team leader, and board spokesperson. Each role requires knowledge, skills, and attitudes specific to the role.

---

The most visible role of the president is probably that of presiding officer of the school board meetings. This role requires the president to carefully prepare for and skillfully lead meetings.

---

#### **Presiding officer of the district.**

The most visible role of the president is probably that of presiding officer of the school board meetings. This role requires the president to carefully prepare for and skillfully lead meetings.

The board president must have knowledge of effective meeting practices, be skilled in using the board's adopted rules of order, and be able to work with the board and the superintendent in setting the board's activity calendar and meeting agendas.

The board president is responsible for maintaining open communication and including all board members in the process before, during, and after the meeting. "These skills

and tools," stated Quebe, "assist the board president in staying focused, keep the board focused on its policy decisions, and allow the administration to carry out the school district operations."

Before the meeting, following policy and board procedures, "The board president sets the board meeting agenda with guidance from the superintendent," said Marsh. Hunt ISD's Este clarified the importance of this role. "To effectively carry out this responsibility, the board president must be informed, well organized, and prepared to conduct board meetings," Este said. "Being prepared and organized encourages others to want to be part of the team."

Stripling added: "Proper organization and control of the board meetings make for good, sound decisions for students, and sound fiscal decisions. It increases respect among board members and between the board and the community."

During the meeting, the skillful board president guides participants through the agenda in an effective and efficient manner. Effective refers not only to the completion of the tasks, but also the inclusion and ownership of the tasks by the board and others. Steve Copenhaver, [former] Round Rock ISD Board president [and current member], explained: "It is important that the board president maintain order while ensuring all members have equal access to information and equal voice." Gutierrez added that "the president must moderate the varying points of view of individual board members."

Stripling agreed, noting that "the board president must be willing to give up the need to talk to every issue at board meetings and serve as a facilitator to move the meeting along to a successful conclusion."

## **Governance Guides**

### **Selecting a Board President**

- Prepare for the election of a president at least a month in advance.
- Meet as a board and formulate the steps the board will take to elect the president.
- Meet as a board and determine the selection criteria that best meet the needs of the district and the board. Consider the following as you develop criteria:
  1. Board policy
  2. Key presidential job responsibilities
  3. Critical issues facing the district and the board and what leadership skills are necessary to meet those issues
  4. Board experience, knowledge, availability, and commitment to the job
- Share the agreed-upon selection criteria with all members of the board.
- Nominate candidates for president in an open meeting.
- Discuss, in the public meeting, candidates' qualifications based on selection criteria.
- Vote for the nominee who best meets the board's agreed-upon criteria for president.
- Accept majority decision.
- Encourage the new president to participate in leadership training.
- Continue to develop the leadership skills in all board members to ensure the continuity of excellence in board performance. ★

#### **Board liaison to the superintendent.**

As board liaison to the superintendent, the board president is the keystone that aligns the work of the board with that of the superintendent. In this capacity, the board president works closely with the superintendent to arrange the board's annual activity calendar and meeting agendas to reflect school district priorities and requirements.

To successfully carry out this role, the board president

must be able to clearly and assertively articulate the board's expectations to the superintendent while being open to and hearing the expectations of the superintendent. It requires the board president to actively listen, strive for agreement, mediate points of view, and assertively state the board's position.

"The board president helps to keep the communication open between the board and the superintendent," said

Stripling. “Good communication between the superintendent and the board limits misunderstandings and promotes effective decision making. It also eliminates uneasiness among staff and community.”

#### Team leader of the board.

The board, by law, must act as a body corporate in governing and overseeing the management of the public schools of the district. The president ensures that board tasks are completed through participation and agreement of all team members in open meetings. “The effective board president has an attitude of ‘teamsmanship’ and encourages all members to be part of the team,” explained Este. “[The president] should be friendly and trustworthy, and one who will encourage others to share thoughts and ideas and be effective in communicating to all.”

The diversity of board members increases the challenge of this role. The effective board president/team leader promotes openness and respect for different values and opinions. Scoma noted that “the president provides leadership in dealing with sensitive board issues, is fair in relationships, and is a consensus builder.”

Dixie Surratt, Panhandle ISD Board president, remarked that “it takes good communication skills, being willing to listen, being a good mediator, recognizing and using the talents of others, accepting opinions of all board members, and being responsive.” Added Gutierrez: “The president must maintain harmony among the board members,

between the board and the administration, and between the board and the public. Teamwork and harmony are essential elements in the achievement of the district’s vision.”

Gutierrez continued: “I look for a school board president who has experience and skill in bringing diverse people together. This person should have the ability to place personal feelings aside and work for the betterment of the district. It takes patience, tolerance, acceptance of diversity, acceptance of different philosophies, and time to serve. All these are qualities I would look for in an effective president.”

#### The board spokesperson.

It is important that the board speaks with one voice to its publics, the staff, and the media through the board’s spokesperson. The board president is traditionally the board’s spokesperson. The effective board president/spokesperson “must clearly convey the board’s majority opinion,” said Gutierrez.

This role requires the board president to have the ability to think on his or her feet and communicate clearly. Round Rock’s Copenhaver suggested that the effective board president “must be able to maintain an impersonal attitude. No matter what the board president thinks personally, he suppresses bias and thinks before he acts or speaks.”

Stripling agreed: “The board president should be well informed about the district, not agenda-driven, easy to talk to and with, and not overly reactive to situations.”

“Of course,” added Marsh, “the board president, like all board members, must

---

It is important that  
the board speaks with  
one voice to its publics,  
the staff, and the  
media through the  
board’s spokesperson.  
The board president  
is traditionally the  
board’s spokesperson.  
The effective board  
president/spokesperson  
“must clearly convey  
the board’s majority  
opinion.”

---

be willing to refer staff and the public to the appropriate employees of the district to solve problems as opposed to trying to solve them as a board member.”

#### Final considerations.

City View’s Pursley summed up many of the presidents’ responses: “Other factors I think the board should consider when selecting the best person for the job of board president are experience, willingness to serve, ability to serve, time to serve, and willingness to be open-

minded. The job of board president isn’t a Sunday stroll in the park. It takes time sacrifice, family sacrifice, sometimes viewpoint sacrifice, and a willingness to bear an awesome responsibility to direct the leadership of those who educate our children.”

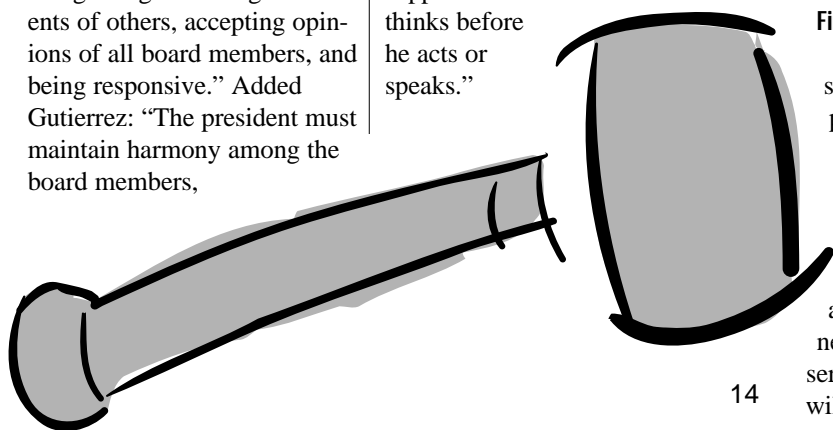
Experienced presidents conclude that it is wise to identify the candidate who best meets the criteria established by the board. Este advised, “Never select a candidate who has an agenda of his own.”

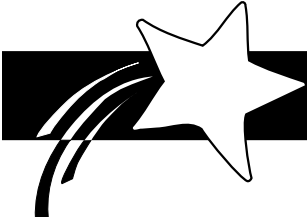
The president must be a team player who is prepared to forward the board’s agenda. Stripling cautioned that “automatic rotation is not necessarily a good plan to follow. Many people are not qualified, inclined, trained, or motivated to hold the position.” Pursley added that if the current board president is doing a good job, is willing to continue, and everyone is satisfied, there may be no reason to change leadership.

On the other hand, Scoma and Surratt recommended developing leadership among all board members so the responsibilities can be shared and others will be prepared to follow in the president’s footsteps.

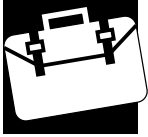
As leader of the district’s governing body, the board president is critical to the success of the board and the district regardless of the criteria each team develops. With that in mind, the selection of the board president should be viewed as a major board responsibility and addressed by all board members with commitment and purpose.★

*Rita Reynolds-Gibbs is a senior consultant for TASB Leadership Team Services.*





## The Board President's Job



### The Board President's Effective Practices Checklist

This checklist represents the experiences of effective school board presidents and superintendents. It is intended to be a tool to support school boards when selecting the school board president.

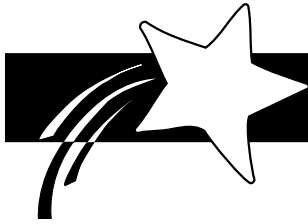
#### I. General Job Responsibilities

- Knows legal responsibilities of the board president
- Knows locally desired responsibilities of the board president
- Has knowledge of all legally referenced policies that address local school governance
- Has general knowledge of the district's policies and how to locate information related to district policies

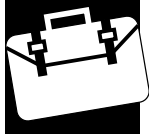
#### II. Liaison Between the Superintendent and the School Board

Makes agreements and establishes procedures with the superintendent addressing the following:

- The board president's responsibilities addressed in Policy BDAA (LEGAL), BDAA (LOCAL)
- The board president's board meeting responsibilities addressed in the BE series
- Board member training and orientation, Policy BBD (LEGAL), Policy BBD (LOCAL), BBD (EXHIBIT)
- Board internal committees, Policy BDB (LEGAL), BDB (LOCAL)
- The hiring of and communicating with legal counsel, Policy BDD (LEGAL), BDD (LOCAL)
- The development and monitoring of board policies, Policy BF (LEGAL), BF (LOCAL)
- The evaluation of the superintendent, Policy BJCD (LEGAL), BJCD (LOCAL)
- The board's responsibilities related to the district's planning and decision-making process, Policy BQ (LEGAL), BQ (LOCAL)
- The board's responsibilities related to the campus-level planning and decision-making process, Policy QB (LEGAL), Policy QB (LOCAL)
- The board's responsibilities related to district reports, Policy BR (LEGAL), BR (LOCAL)
- A tentative board activity calendar that broadly outlines the board's major responsibilities



## The Board President's Job



### III. Team Leader of the Board

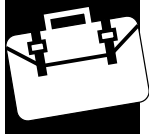
- \_\_\_ Knows the essential characteristics of effective teams
- \_\_\_ Knows board's legal responsibilities
- \_\_\_ Knows board's agreed upon "Code of Ethics"
- \_\_\_ Communicates the board president's responsibilities to the board as a whole
- \_\_\_ Ensures that candidate training sessions are offered by the district
- \_\_\_ Ensures that an effective local new board member training is conducted in compliance with, but not limited to, state regulations
- \_\_\_ Ensures that the entire team participates in at least one team-building session annually
- \_\_\_ Ensures the entire team participates in a team self-assessment
- \_\_\_ Ensures that the team has agreed upon a team mission, goals, and team improvement activities including goals for continuing education
- \_\_\_ Ensures that all team members are provided the same information at the same time, including regular updates from the superintendent
- \_\_\_ Provides for the establishment of agreed upon team-operating procedures
- \_\_\_ Gains team agreement on a board activity calendar that sets general time lines for the implementation and completion of the board's key responsibilities
- \_\_\_ Guides the board in developing policy and team procedures that ensure the board's timely and effective performance of board responsibilities in these roles:
  - \_\_\_ conducting district planning
  - \_\_\_ establishing campus-level planning
  - \_\_\_ monitoring progress related to district and campus goals and objectives
  - \_\_\_ orienting new board members
  - \_\_\_ conducting the superintendent evaluation
  - \_\_\_ completing a team-building session
  - \_\_\_ conducting a team self-assessment
  - \_\_\_ fulfilling team and individual member continuing education requirements
  - \_\_\_ developing policy
  - \_\_\_ getting and approving budget goals
  - \_\_\_ communicating with the district's community

### IV. Presiding Officer

- \_\_\_ Establishes agreed upon board meeting responsibilities and procedures with all team members
- \_\_\_ Knows the behaviors of a competent presiding officer
- \_\_\_ Demonstrates behaviors of a competent presiding officer
- \_\_\_ Sets agreed upon procedures with the superintendent for their shared preparation of the agenda
- \_\_\_ Knows the adopted rules of order
- \_\_\_ Effectively uses the adopted rules of order
- \_\_\_ Proofs the draft of the agenda before it is distributed to members
- \_\_\_ Studies each agenda item and its corresponding resource material before the board meeting



## The Board President's Job



- \_\_\_ Seeks advice from a skilled parliamentarian when necessary
- \_\_\_ Estimates length of time needed for each presentation or discussion item
- \_\_\_ Effectively enforces use of the agenda and time frame
- \_\_\_ Focuses board discussions on the district mission and goals
- \_\_\_ Ensures each board meeting is posted in accordance with the Texas Open Meetings Act
- \_\_\_ Ensures a policy is in place addressing the public's participation in the board meeting
- \_\_\_ Exercises the following options if the board is unable to come to a consensus on an issue:
  - \_\_\_ requests an administrative report for a future meeting
  - \_\_\_ refers the item to a special committee for study and recommendations by a certain date
  - \_\_\_ postpones the item according to Robert's Rules of Order
- \_\_\_ Facilitates meeting discussion through open-ended and probing questions
- \_\_\_ Ensures that all board members have the opportunity during the meeting to speak on an issue
- \_\_\_ Ensures that no individual dominates the meeting discussion
- \_\_\_ Calls an end to meeting discussions when all sides have been heard and no need exists to discuss an issue further
- \_\_\_ After each meeting, debriefs with the superintendent and makes adjustments as necessary
- \_\_\_ Ensures that all agreements made in the meeting are kept and that any promised follow-ups are completed
- \_\_\_ Ensures that closed meetings follow the requirements of the Texas Open Meetings Act

### V. Board Spokesperson

- \_\_\_ Ensures the board speaks with one voice to its constituency by naming the president as the board spokesperson
- \_\_\_ Establishes, through team agreement, a board policy that names the board president as board spokesperson
- \_\_\_ Ensures the establishment of team agreements about the board spokesperson's role and responsibilities
- \_\_\_ Accurately reports the board's message to its constituency
- \_\_\_ Follows the agreed upon chain-of-command procedures when serving as board spokesperson
- \_\_\_ Communicates to the team the constituency's concerns and positive feedback about the board and the district
- \_\_\_ Knows how to organize and write a speech that clearly communicates the board's message
- \_\_\_ Demonstrates the ability to effectively present a speech as board spokesperson
- \_\_\_ Demonstrates the ability to effectively communicate the board's message to the media in a clear and concise manner
- \_\_\_ Effectively represents the board at community and state functions
- \_\_\_ Other: \_\_\_\_\_

**Agenda Item Summary Sheet (7 E)**  
**Meeting Date: May 17, 2011**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Item***

<b>Governance</b>	Memorandum of Understanding Between Board of Trustees and the El Campo Independent School District Education Foundation Board of Directors
<b>Summary</b>	As we move forward with the development of the El Campo Independent School District Education Foundation one of the next steps is the selection of the Foundation Board of Directors. To clarify the relationship between the ECISD Foundation Board of Directors and the ECISD Board of Trustees it is recommended that both boards enter into a Memorandum of Understanding.
<b>ECISD Board Policy</b>	None.
<b>Effective Date</b>	May 17, 2011
<b>Previous Board Action</b>	On December 14, 2010, the Board authorized the Superintendent to enter into an Agreement with Foundation Consulting Services for the development of the ECISD Public Education Foundation
<b>Future Action Expected</b>	None.
<b>Background Information and Significant Issues</b>	A copy of the <i>Draft Memorandum of Understanding</i> is attached.
<b>Fiscal Impact</b>	Unknown.
<b>Student and Public Benefit</b>	Students and teachers will benefit from the formation of an Education Foundation.
<b>Procedural and Reporting Implications</b>	Once the MOU is approved it will be executed by the El Campo ISD Board of Trustees and Secretary, and the El Campo ISD Education Foundation President and Secretary.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.

**Other Comments and Related Issues**

None.

**Attachments**

Draft Memorandum of Understanding.

**Contact Person(s)**

Mark Pool, Superintendent of Schools

**Action Required**

Motion, second and majority vote to approve the Memorandum of Understanding between the El Campo ISD Board of Trustees and the El Campo Education Foundation Board of Directors.

**Superintendent's Recommendation**

I recommend that the Board approve the Memorandum of Understanding between the El Campo ISD Board of Trustees and the El Campo Education Foundation Board of Directors..

**Mark Pool, Superintendent of Schools**

## ***Draft Memorandum of Understanding***

This Memorandum of Understanding is entered into by and between the Board of Trustees of the El Campo Independent School District and the Board of Directors of the El Campo ISD Education Foundation, desiring to memorialize the nature of their relationship, ratify and approve past activities and mutually acknowledge, for the future, the respective obligations and rights of the parties.

**A. *Public Purpose:*** The Board of Trustees has identified the following educational public purposes for the District's support of the Foundation:

1. Because of the uncertainty and restrictions inherent in the Texas public school finance system, the District must seek alternative sources of revenue in order to continue and/or enhance its quality education programs.
2. Maximization of alternative revenue sources requires strong community support.
3. Strong community support to assist the District in maximizing alternative revenue sources requires reciprocal commitment and support from the District.
4. The District has realized gains from its investment in the El Campo ISD Education Foundation.
5. The Foundation will provide grants to the District for a variety of educational programs specifically designed to enhance teaching and learning in the classroom.
6. Continuation of the momentum achieved in maximizing alternative revenue sources through the Foundation requires a continued commitment from the District.
7. Community involvement in raising money for educational programs achieves a concurrent psychological and philosophical investment in the school district.
8. The community's legitimate expectation is that the District supports the Foundation through the Foundation's limited use of facilities, equipment and personnel.
9. The community realizes a convenience in having the District allow use of its facilities by the Foundation.
10. Solicitations of additional revenue by Foundation directors and personnel relieves the fundraising burden of the District's Superintendent, administrators, teachers and staff, leaving them free to focus on the District's educational mission.
11. All additional revenues obtained by the Foundation will be provided by the Foundation for the betterment of the District's educational programs.
12. It is essential that the District have oversight over any individual who represents the District or the Foundation in seeking additional revenue sources.

**B. Commitment:** The District agrees to continue to provide the following to the Foundation, provided that the public purposes continue to be met and the controls continue to be implemented and subject to the Board of Trustees' continuing right to refuse to appropriate the necessary funds in any budget year. All District contribution amounts shall be within the sole discretion of the Board of Trustees. Such contribution shall be monitored by the Board of Trustees and recorded in the District's accounting records as donations to the Foundation. At such time as an executive director is employed, the District will provide the following:

1. A portion of the salary and benefits of the employee of the District serving the Foundation.
2. Office space facilities and utilities for the employee of the District serving the Foundation.
3. All or a portion of the equipment used by the employee of the District serving the Foundation.

**C. Responsibilities of Foundation:**

1. The Foundation is a nonprofit educational corporation organized in the State of Texas for educational and charitable purposes exclusively for the benefit of the District.
2. The Foundation agrees that during the term of the Memorandum of Understanding, the Foundation will use its best efforts to solicit, collect, invest and administer funds for the Foundation, which shall be used to enrich the educational environment of the District.
3. The Foundation agrees that, in each of the Foundation's fiscal years, the Foundation shall contribute more to the District than the value of the District's contribution to the Foundation or ISD funding may, in the Board's discretion, either cease or be decreased for the coming fiscal year. For purposes of this Agreement, amounts contributed to the District in any fiscal year shall include all Foundation grants to the District and all payments to the Endowment Fund made in that fiscal year, but shall not include monies deposited into retained earnings until those retained earnings are spent for the benefit of the District through a grant or an Endowment Fund payment.
4. The Foundation agrees that it will require its personnel and the District personnel providing services to the Foundation to follow all policies and procedures of the District when representing the District or the foundation in any capacity.
5. The Foundation agrees that it will continue to recognize the District as the sole beneficiary of its solicitation program.

**D. Controls:** The Board of Trustees and the Foundation Board agree on the following controls to ensure that a proper public educational purpose is served by this arrangement:

1. The executive director and any support personnel serving the Foundation shall be at-will employees of the District, under the direct supervision and control of the Superintendent of Schools. The Foundation may consult with the Superintendent regarding the executive director's job performance. The Foundation shall abide by all policies and procedures of the District related to

facility and equipment uses, personnel, public information and all other applicable policies.

2. The Board of Trustees and the Foundation Board hereby designate the executive director of the Foundation as the fiscal agent with the authority to accept grants to either the Foundation or the District. The executive director shall report all grants received to the Superintendent of Schools.
3. The Foundation shall provide the School Board with a five-year plan, updated annually, which shall be presented to the School Board at a public School Board meeting.
4. The Foundation shall provide an IRS Form 990 annually to the Board of Trustees, which shall reflect the District's contributions to the Foundation and which shall be reviewed against the District's accounting records to ensure accuracy. The completed Form 990 will be posted on the Foundation's website within one month after filing with the Internal Revenue Service.
5. The Foundation shall annually provide a cost-benefit evaluation to the District regarding the District's investment in the Foundation and the foundation's use of this investment for educational or public purposes. This evaluation shall be presented annually at a public School Board meeting.
6. The District shall determine each year, at the time of development of the District's budget, whether adequate consideration has been received from the Foundation in the previous fiscal year and will likely be received in the following fiscal year, to assist the Board in determining funding for the coming fiscal year.
7. The Foundation agrees and understands that the executive director of the Foundation shall, outside of his work with the Foundation, and solely as an employee of the District, research, develop, write and submit private and corporate grants for educational programs to further the District's educational mission.
8. The Foundation understands that, as a result of the District's investment in the Foundation, the documents of the Foundation are subject to the Texas Public Information Act, absent any specific exemption and the Foundation agrees to abide by the Texas Public Information Act.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

**El Campo ISD Board of Trustees**

**El Campo ISD Education Foundation**

\_\_\_\_\_  
President

\_\_\_\_\_  
President

**ATTEST:**

**ATTEST:**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Secretary

Agenda Item Summary Sheet (4 B.1)  
Meeting Date: May 17, 2011  
Submitted by: Mark Pool, Superintendent

## ***Action Required***

**Consent Agenda:  
Business and Support  
Services**

**Budget Amendment**

**Summary**

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

**Amendment No. 1** appropriates \$70,000 for additional transportation funds to cover fuel costs overruns by moving the money from funds in Function 81 appropriated for auditorium upgrades to Function 34 for fuel expense.

**ECISD Board Policy**

CE (LOCAL), ANNUAL OPERATING BUDGET

**Effective Date**

May 17, 2011

**Previous Board Action**

The Board approved the 2010-2011 General Operating Budget on August 17, 2010.

**Future Action Expected**

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

**Background Information and  
Significant Issues**

None.

**Fiscal Impact**

**Amendment No.1** simply moves funds from one functional area to another with a net zero impact on the budget.

**Student and Public Benefit**

Accurate accounting for the expenditure of public funds.

**Procedural and Reporting  
Implications**

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

**Public Comments**

None.

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

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

May 17, 2011

DATE

2010/11

BUDGET YEAR

TO: Board of Trustees

FROM: David Bright *KBB*  
 Assistant Superintendent for Finance

RE: Budget Amendment(s)

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

**AMENDMENT #1**

BUDGET CODE	ACCOUNT NAME	BUDGET	CHANGE+-	AMENDED
199 34 6311 00 999 199000	Fuel Expense	\$ 150,000	+\$ 70,000	\$ 220,000
199 81 6639 00 001 199000	Fixed Asset Equipment (Auditorium Upgrades)	\$ 146,042	-\$ 70,000	\$ 76,042

Appropriate funds for cost overruns for the Transportation department fuel expense.

**Agenda Item Summary Sheet (04 B.3)**  
**Meeting Date: May 17, 2009**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

**Consent Agenda:  
 Business and Operations**

Depository Bids

**Summary**

According to policy LEGAL policy at least 30 days prior to the termination of the current depository contract, the Board shall mail to each bank in the District and, if desired, to other banks, a notice stating the time and place in which bid applications will be received for selecting a depository or depositories. The notice must include a uniform bid blank in the form prescribed by State Board rule.

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

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

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

Bids were received on Tuesday, May 10, 2011. Only one bid was submitted and that was by our current depository, Prosperity Bank.

**ECISD Board Policy**

BDAE (LEGAL), OFFICERS AND OFFICIALS, DUTIES AND REQUIREMENTS OF DEPOSITORY

**Effective Date**

September 1, 2011 through August 31, 2013

**Previous Board Action**

The Board request bids for a depository every two years.

**Future Action Expected**

The Board request bids for a depository every two years.

**Background Information and Significant Issues**

None

<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	The public is assured that district funds are handled appropriately and fully collateralized at all times.
<b>Procedural and Reporting Implications</b>	Depository contract with selected bank.
<b>Public Comments</b>	None.
<b>Alternatives</b>	Reject all bids and reissue requests for depository bids.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Memorandum from David Bright</li> <li>• Letters from First State Bank of Louise and First National Bank Texas</li> </ul>
<b>Contact Person(s)</b>	David Bright, Assistant Superintendent of Finance and Operations
<b>Action Required</b>	Motion, second and majority vote to approve Prosperity Bank as the districts local depository for funds.
<b>Superintendent's Recommendation</b>	<p>I recommend that the Board approve Prosperity Bank as the districts local depository for funds for the period commencing on September 1, 2011 and ending on August 31, 2013, as a part of the Consent Agenda.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

May 12, 2011

TO: Mark Pool

FROM: David Bright

SUBJECT: **Depository Bank Bid**

On April 22, 2011, bid packets were mailed to each bank in our District, requesting they submit a bid to serve as the Districts Bank Depository. The bid notice indicated the District would select a Depository to assist with the banking functions for district funds for a two-year period commencing on September 1, 2011 and ending August 31, 2013. Sealed bids were to be returned by 2:00 p.m., Tuesday, May 10, 2011. The banks who received a bid packet include the following: Prosperity Bank, (our current depository); Commercial State Bank; First National Bank - Texas; NewFirst National Bank; First State Bank – Louise, and International Bank of Commerce.

We received one bid from Prosperity Bank.

Two other banks responded by memo/email thanking us for including them in the bid process but indicated they would not be bidding.

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

## David Bright

---

**From:** Brandon Zabodyn [bzabodyn@fsblouise.com]  
**Sent:** Tuesday, April 19, 2011 12:19 PM  
**To:** David Bright  
**Cc:** Chip Jenkins  
**Subject:** ECISD Depository Bid

Good morning David!

In our executive committee meeting this morning, we reviewed your packet requesting a depository bid for ECISD. The First State Bank is going to respectfully decline at this date and time simply for the fact that when accounting for market conditions and the Bank's current goals and strategic planning, we could not offer the District a competitive bid. However, if you are in need of a courtesy bid from FSB as a formality, please let me know and we will be happy to oblige.

Again, thank you for the opportunity to bid on ECISD's deposit accounts and please always keep us in mind. Hopefully by the next time around we will be able to see enough change that we will take a more competitive approach to bidding for your business. Take care and have a great day!

**Brandon W. Zabodyn**  
**Senior Vice President**  
**El Campo Branch Manager**



**The First State Bank**

*"Friendliest Bank Anywhere"*

P.O. Box 967  
1808 West Loop  
El Campo, TX 77437  
Office: (979) 543-2274  
Cell: (979) 578-2006  
bzabodyn@fsblouise.com  
[www.fsblouise.com](http://www.fsblouise.com)  
[www.diamondchecking.com](http://www.diamondchecking.com)  
[www.mytunesaccount.com](http://www.mytunesaccount.com)

NOTICE: This E-mail (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521, is confidential and may be legally privileged. If you are not the intended recipient, you are hereby notified that any retention, dissemination, distribution or copying of this communication is strictly prohibited. Please reply to the sender that you have received the message in error, then delete it.



Jessica Pelache  
Senior Vice President

April 26, 2011

David Bright, Assistant Superintendent for Finance  
El Campo ISD  
700 West Norris Street  
El Campo, TX 77437

Dear Mr. Bright;

Thank you for including us in your proposal for depository services for El Campo ISD. At this time we are not looking to expand our public funds holdings. We would like for you to please consider us again in the future.

Sincerely,

A handwritten signature in cursive script that reads 'Jessica Pelache'.

Jessica Pelache  
SVP Director of Customer Experience  
First National Bank Texas

**Agenda Item Summary Sheet (4 B.4)**  
**Meeting Date: May 17, 2011**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Item***

**Consent Agenda:  
Business and Operations**

Authorize Superintendent to Negotiate Contract for Custodial Services

**Summary**

At the regular meeting on February 22, 2011, the Board authorized the administration to request proposals for contracted custodial services. RFP's were issued and proposals were received on Tuesday, April 12, 2011. Two companies submitted proposals:

- IQS, Inc. – Houston, TX
- SCS Service Solutions – Knoxville, TN

IQS, Inc. proposed an annual rate of \$667,617 and SCS Service Solutions proposed an annual rate of \$695,979.

Proposals were reviewed and information was presented at the regular meeting on April 19, 2011, with a recommendation to negotiate a contract with SSC Service Solutions. At the time there were some unanswered questions regarding each proposal so the Board tabled the action and requested the administration to do additional research.

David Bright, Jeff Balcar, and Robert Montalvo were asked to evaluate and rank both proposals using the criteria and evaluation sheets specified in the RFP. They all three have ranked SSC Service Solutions over IQS, Inc. as providing a better value for the district.

**ECISD Board Policy**

CH (LEGAL), PURCHASING AND ACQUISITION

**Effective Date**

May 17, 2011

**Previous Board Action**

Discussion of the possibility of contracting custodial services and authorization for administration to issue a Request for Proposals.

Discussion of proposals that were submitted and action tabled on authorizing negotiations for a contract.

**Future Action Expected**

None.

**Background  
Information and  
Significant Issues**

Since the meeting on April 19<sup>th</sup>, a thorough review of the two proposals has been completed and both companies have been consulted on several points for clarification. Attached is a document that lists all of the specifications that were in the Request for Proposals and an outline of how each company responded. The

following are some of the significant issues that should be considered:

- SSC Service Solutions is a national company that has been in business for 42 years and was recently acquired by Compass Group, the world's largest provider of facility management and food services. IQS, Inc. is a regional company that has been in business since 1998.
- There was a specification in the RFP that required the vendor to have been in the cleaning business for a minimum of 15 years.
  - SSC Service Solutions has been in business for 42 years.
  - ISQ, Inc., did not meet this specification since they have only been in business for 14 years. They did provide a letter of acknowledgement that they did not meet this requirement with their explanation of why.
- The RFP specified that the proposer must submit a list of at least ten accounts serviced by the vendor for at least five years that are similar in size, type, and/or quality of cleaning. The RFP stated that "failure to comply would result in rejection of proposal."
  - SSC Service Solutions submitted a list of 18 Texas school districts (including Edna, Goliad, Montgomery, Needville, Sealy, Smithville, and Wharton).
  - IQS, Inc. submitted a list of six references, three of which were school districts (Columbus, Royal and Hitchcock). They did provide a letter of acknowledgement that they did not meet this requirement with their explanation of why.
- The RFP required each proposer to list all educational contracts that were lost in the last five years along with the reason for cancellation of non-renewal. The RFP stated that "failure to comply would result in rejection of proposal."
  - SSC Service Solutions provided a list of 20 school districts nationwide they have lost over the past five years (three of which were Texas accounts —Wichita Falls in 2007, Columbus in 2007, and Huntsville in 2008) stating that all accounts were lost to a lower bidder.
  - IQS, Inc. did not provide a list of accounts that have been lost even though reference checks indicated that they lost accounts in Louise in 2008 and Van Vleck in 2009.
- The RFP detailed the certificates of insurance that must be provided and the requirements for each.
  - SSC Service Solutions met or exceeded all insurance requirements.
  - IQS, Inc. did not provide Workers compensation as specified. Instead they proposed to provide Occupational Accident Coverage. (Since the last meeting they have notified us that they are in the process of renewing their Texas Workers Compensation coverage.) They also did not meet the coverage requirements with regards to General Liability property damage; did not include an employer's non-ownership endorsement with their Automobile Liability; and did not provide a certificate for fidelity bond on employees.

- The RFP asked that each vendor outline the number of daily proposed day and evening cleaning hours.
  - SSC Service Solutions proposed 52.00 daytime hours and 172.50 evening hours for a total of 224.50 hours.
  - IQS, Inc. did not break their proposal down into daytime and evening hours as specified, but rather submitted a total of 208 hours.
- THE RFP requested that each vendor explain their staffing and management plan for each campus. This was of particular interest since we have asked that they initially hire our custodial staff.
  - SSC Service Solutions proposes to use 29 of our current employees.
  - IQS, Inc. proposes to use 27 of our current employees.
- The RFP requested that each proposer outline employee benefits package including paid vacation, medical coverage, dental coverage, paid uniforms and retirement benefits. SSC Service Solutions arguably has the best benefit package for employees.
- The RFP asked each vendor to include training plans and procedures that will be implemented at El Campo ISD. SSC Service Solutions submitted a much more comprehensive employee training plan in their proposal.
- The RFP asked each proposer to show pricing on an annual, monthly and per square foot basis. Strictly looking at the annual and monthly amounts it appears that IQS, Inc. has a lower cost. However, a further analysis of the numbers presented provides SSC Service Solutions with a better value considering that they intend to employ more of our current employees and they propose a greater number of cleaning hours per day.

Pricing	SSC Service Solutions	IQS, Inc.	Difference
Annual	\$ 695,979.11	\$ 667,617.00	\$28,362.11
Monthly	\$ 57,998.26	\$ 55,643.75	\$2,354.51
Calculated Cost per SF	\$ 1.13	\$ 1.08	\$0.05
Calculated Annual Cost per Employee	\$ 23,999.28	\$ 24,726.56	(\$727.28)
Calculated Daily Cost per Hour	\$ 11.74	\$ 12.16	(\$0.42)
Hourly Rates of Emergencies	\$ 17.00	\$ 17.50	(\$0.50)

**Fiscal Impact**

We currently have \$857,507 budgeted for custodial services. Contracted this service to a private company can save the District in excess of \$150,000 annually.

<b>Student and Public Benefit</b>	Providing a high quality service that is designed for a K-12 educational environment.
<b>Procedural and Reporting Implications</b>	Following approval by the Board we will attempt to negotiate a contract with the top proposer.
<b>Public Comments</b>	None.
<b>Alternatives</b>	IQS, Inc. clearly failed to meet two of the criteria specified in the RFP that stated <i>“Failure to comply will result in rejection of proposal.”</i> If the Board’s desire is to use IQS, Inc. over SSC Service Solutions then I would suggest that you reject all proposals and direct David Bright to enter into a contract with IQS, Inc. through the Buy Board.
<b>Other Comments and Related Issues</b>	<ul style="list-style-type: none"> <li>• The proposed contract term will run July 1, 2011 through June 30, 2012 for 1 year, and may be extended at the option of El Campo ISD in four one-year increments.</li> <li>• ECISD has the right to terminate the contract for failure of performance of the Contractor that has been brought to their attention by written notice. The Contractor will have 30 days to remedy the situation. Should they fail to do so ECISD has the right to terminate the contract with 60 days written notice.</li> </ul> <p style="margin-left: 40px;">Notwithstanding the above, either party shall have the right to terminate the agreement by providing the other party with a 90 day written notice of termination.</p> <ul style="list-style-type: none"> <li>• On the anniversary date of the contact, the cost of service will be adjusted to reflect any change, which may have occurred in the Consumer Price Index during the preceding 12 months, effective 45 days prior to the termination of the contract period.</li> <li>• Should additional increases in the Federal or applicable state minimum wage occur, SSC Service Solutions will negotiate with ECISD (prior to budgeting) to compensate employees fairly.</li> <li>• <u>I would suggest that we try to retain our equipment for at least one-year and possibly lease it, rather than sell it, to the vendor in the event that the outsourcing does not work out and we decide to return to doing our custodial services in-house.</u></li> <li>• One of the major issues with contracting this service is how it would impact our employees: <ul style="list-style-type: none"> <li>○ We have two custodians who are eligible to retire at this time. We would recommend to them that they</li> </ul> </li> </ul>

go ahead and retire and then go to work for the contractor.

- We have four employees who are within five years of being eligible for retirement. If we retained them as our employees until they were TRS eligible, but they worked for the contractor (much like we do with our Food Service employees), it would cost us \$88,031. If they retained their same positions, SSC Service Solutions has indicated they would discount their annual contract amount by \$83,257.41; so the net cost to the District would be \$4,773.51.
- If we contract with SSC Service Solutions, and all employees retain their same positions, we will have nine employees that will lose \$0.55 per hour in wages and twelve employees that will receive a \$0.78 per hour increase in wages. I think this could be a contract negotiating point to try to ensure that no one experiences a decrease in wages.

**Attachments**

Detailed RFP Evaluation Sheet.

**Contact Person(s)**

David Bright, Assistant Superintendent for Finance and Operations

Jeff Balcar, Director of Maintenance and Operations

Robert Montalvo, Custodial Operations Supervisor

**Action Required**

Motion, second and majority vote to accept the bid submitted by SCS Service Solutions and authorize the administration to negotiate a contract with them to provide custodial services for the 2011-2012 school year.

**Superintendent's Recommendation**

I recommend that the Board accept the bid submitted by SCS Service Solutions and authorize the administration to negotiate a contract with them to provide custodial services for the 2011-2012 school year as a part of the Consent Agenda.

**Mark Pool, Superintendent of Schools**

RFP Requirements	SSC Service Solutions	IQS, Inc.
<b>A. Company Profile</b>		
1. History of Company	<ul style="list-style-type: none"> <li>• Founded in 1969 as Southeast Service Corporation</li> <li>• Changed the name to SSC Service Solutions in 1998 to provide a more national image</li> <li>• Acquired by Compass Group (the world’s largest provider of facility management and foodservices) in 2010</li> <li>• Will continue to do business under Crothall Services, a division of Compass Group, as their education division. (Crothall Services is one of the largest facility management companies in the U.S., currently ranked in the top three for services in healthcare facility management, housekeeping, patient transportation, plant operations and laundry services.)</li> </ul>	<ul style="list-style-type: none"> <li>• Founded in 1998 as a building maintenance company operating as a sole proprietorship to serve local commercial clientele.</li> <li>• Certificate of incorporation issued on March 29, 2000</li> </ul>
2. Year Founded	1969 (42 years)	1998 (14 years)
3. Philosophy or Mission Statement	<i>“To provide the best services and greatest value to our customers, growth and prosperity for our employees, and profit for our company.”</i>	<i>“To provide the highest value, available services and a Quality Program structured to meet the needs of you, our customer.”</i>
4. Description of types and number of accounts	<ul style="list-style-type: none"> <li>• Serve more than 1,000 customers across 36 states</li> </ul>	<ul style="list-style-type: none"> <li>• Currently serve several different clients.</li> </ul>

RFP Requirements	SSC Service Solutions	IQS, Inc.
	<ul style="list-style-type: none"> <li>Specialized Divisions serving Colleges &amp; Universities and K-12 School facilities (Corporate organization chart shows Division President over each division)</li> <li>Serve over 60 school districts</li> </ul>	<ul style="list-style-type: none"> <li>Offer janitorial services to various types of facilities including but not limited to: industrial, corporate, financial, educational, and governmental office environments.</li> </ul>
5. Number of Employees		>200 employees
6. Ownership of Company	Compass Group	<p>IQS, Inc. is a corporation incorporated in the state of Texas. Principle Officers include:</p> <ul style="list-style-type: none"> <li>Edward Vallejo, Jr. – CEO, El Campo</li> <li>Robert Vallejo – CFO, El Campo</li> <li>David Vallejo – COO, El Campo</li> <li>Edward Vallejo III – CPO, El Campo</li> </ul>
7. Business Classification	<ul style="list-style-type: none"> <li>Corporation</li> <li>Initially incorporated in 1969</li> <li>Corporate Headquarters – Knoxville, TN</li> </ul>	<ul style="list-style-type: none"> <li>Corporation</li> <li>Initially incorporated in</li> <li>Corporate Headquarters – Houston, TX</li> </ul>
8. Other names the company has operated under in the past 10 years.	<ul style="list-style-type: none"> <li>1969 – Southeast Service Corporation</li> <li>1998 – SSC Service Solutions</li> <li>2010 – Crothall Services, a Division of Compass Group</li> </ul>	<ul style="list-style-type: none"> <li>Industrial Quality Services</li> </ul>
<b>B. Qualifications</b>		
1. Evidence of qualifications (experience and financial stability).		
2. Vendor must have been in cleaning business	SSC Service Solutions has been in the	IQS, Inc. has been in business for 14

RFP Requirements	SSC Service Solutions	IQS, Inc.
for a minimum of 15 years.	cleaning business for 42 years.	years as of April 2011. (Letter of acknowledgment in proposal that they did not meet this requirement.)
3. Vendor must submit at least 10 school accounts serviced by the vendor for at least 5 years that are similar in size, type, and/or quality of cleaning. <b>Failure to comply will result in rejection of proposal.</b>	SSC Service Solutions submitted a list of 18 Texas school districts that were similar in size, scope of work or geographic proximity to ECISD (including: Edna, Goliad, Montgomery, Needville, Sealy, Smithville, and Wharton)	<p><b>IQS, Inc. submitted a list of six references, three of which were school districts (Columbus, Royal and Hitchcock).</b> The other three references were: Shell Chemical &amp; Refinery in Deer Park; INEOS, a petrochemical company in La Porte; and Shell in Norco, LA.</p> <p>(Letter of acknowledgment in proposal that they did not meet this requirement.)</p> <p><b>RFP stated that failure to comply with this requirement would result in rejection of the proposal.</b></p>
4. Vendor is required to list all educational contracts lost in the last 5 years along with the reason for cancellation or non-renewal. <b>Failure to comply will result in rejection of proposal.</b>	<p>SSC Service Solutions boasts a 95% customer account retention rate. They provided a list of 20 school districts nationwide they have lost over the past five years. All accounts were lost due to a lower bid.</p> <p>Texas accounts lost include: 2007 – Wichita Falls and Columbus ISDs; and 2008 – Huntsville ISD.</p>	<p><b>IQS, Inc. did not provide the names of any accounts lost in the past five years.</b></p> <p>Reference checks indicated that IQS, Inc. lost accounts with Louise ISD in 2008, and Van Vleck ISD in 2009.</p> <p><b>RFP stated that failure to comply with this requirement would result in rejection of the proposal.</b></p>
5. Provide audited financial statements for the last three years.	SCS Service Solutions has the financial backing of Compass Group.	IQS, Inc. provided financial statements for the past three years, but there is

RFP Requirements	SSC Service Solutions	IQS, Inc.
	<p>Compass Group provided their annual report for the past three years along with a letter from independent auditor firm Deloitte &amp; Touche, LLP. Their Balance Sheets were reported in million British pounds, which have been converted to million U.S. dollars using the historical conversion factor.</p> <p><b>December 31, 2008</b></p> <ul style="list-style-type: none"> <li>• Total Assets - \$10,115.23m <ul style="list-style-type: none"> <li>○ Non-Current – \$6,623.642m</li> <li>○ Current - \$3,491.589m</li> </ul> </li> <li>• Total Liabilities &amp; Equity - \$10,115.23m <ul style="list-style-type: none"> <li>○ Current - \$4,337.813m</li> <li>○ Non-Current - \$2,553.288m</li> <li>○ Equity - \$3,224.129m</li> </ul> </li> </ul> <p><b>December 31, 2009</b></p> <ul style="list-style-type: none"> <li>• Total Assets - \$12,355.35m <ul style="list-style-type: none"> <li>○ Non-Current – \$8,232.048m</li> <li>○ Current - \$4,213.3m</li> </ul> </li> <li>• Total Liabilities &amp; Equity - \$12,355.35m <ul style="list-style-type: none"> <li>○ Current - \$5,011.023m</li> <li>○ Non-Current - \$3,229.11m</li> </ul> </li> </ul>	<p>no indication that they were audited statements:</p> <p><b>December 31, 2009</b></p> <ul style="list-style-type: none"> <li>• Total Assets - \$465,536.86 <ul style="list-style-type: none"> <li>○ Current - \$411,979.86</li> <li>○ Fixed - \$29,557.00</li> <li>○ Other - \$24,000.00</li> </ul> </li> <li>• Total Liabilities &amp; Equity - \$465,536.86 <ul style="list-style-type: none"> <li>○ Current - \$24,219.19</li> <li>○ Long Term - \$407,872.00</li> <li>○ Equity - \$33,445.67</li> </ul> </li> </ul> <p><b>December 31, 2010</b></p> <ul style="list-style-type: none"> <li>• Total Assets - \$1,023,000.46 <ul style="list-style-type: none"> <li>○ Current - \$884,447.10</li> <li>○ Fixed - \$50,051.57</li> <li>○ Other - \$88,501.79</li> </ul> </li> <li>• Total Liabilities &amp; Equity - \$1,023,000.46 <ul style="list-style-type: none"> <li>○ Current - \$1,145.25</li> </ul> </li> </ul>

RFP Requirements	SSC Service Solutions	IQS, Inc.
	<ul style="list-style-type: none"> <li>○ Equity - \$4,115.216m</li> </ul> <p><b>December 31, 2010</b></p> <ul style="list-style-type: none"> <li>• Total Assets - \$12,883.86m <ul style="list-style-type: none"> <li>○ Non-Current – \$8,588.198m</li> <li>○ Current - \$4,295.66m</li> </ul> </li> <li>• Total Liabilities &amp; Equity - \$12,883.86m <ul style="list-style-type: none"> <li>○ Current - \$5,055.829m</li> <li>○ Non-Current - \$3,031.312m</li> <li>○ Equity - \$4,796.716m</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Long Term - \$392,779.55</li> <li>○ Equity - \$629,075.66</li> </ul> <p><b>March 31, 2011</b></p> <ul style="list-style-type: none"> <li>• Total Assets - \$395,708.39 <ul style="list-style-type: none"> <li>○ Current - \$246,095.03</li> <li>○ Fixed - \$61,111.57</li> <li>○ Other - \$88,501.79</li> </ul> </li> <li>• Total Liabilities &amp; Equity - \$395,708.39 <ul style="list-style-type: none"> <li>○ Current - \$1,465.32</li> <li>○ Long Term - \$328,277.34</li> <li>○ Equity - \$65,965.73</li> </ul> </li> </ul>
<p>6. Provide certificate of liability insurance that meets the requirements outlined.</p>	<ul style="list-style-type: none"> <li>• Workers’ Compensation Insurance, Statutory Benefits and Employer’s Liability with limits not less than \$500,000.00 <ul style="list-style-type: none"> <li>○ Workers’ Compensation provided with statutory benefits and a \$2,000,000 limit.</li> </ul> </li> <li>• Commercial General Liability with limits not less than \$1,000,000.00 for bodily injury and \$1,000,000.00 for property damage.</li> </ul>	<ul style="list-style-type: none"> <li>• Workers’ Compensation Insurance, Statutory Benefits and Employer’s Liability with limits not less than \$500,000.00 <ul style="list-style-type: none"> <li>○ <b>Did not provide Workers Compensation and Employers’ Liability.</b> Providing Occupational Accident Coverage with a \$1,000,000 limit.</li> </ul> </li> <li>• Commercial General Liability with limits not less than \$1,000,000.00 for bodily injury and \$1,000,000.00 for property damage.</li> </ul>

RFP Requirements	SSC Service Solutions	IQS, Inc.
	<ul style="list-style-type: none"> <li>○ Certificate for General Liability provided that meets RFP specifications.</li> <li>● Motor Vehicle Liability Insurance with an employer’s non-ownership endorsement. Limits of liability shall not be less than \$1,000,000.00 combined single limit. <ul style="list-style-type: none"> <li>○ Automobile Liability had a combined single limit of \$5,000,000 for any auto.</li> <li>○ SSC Service Solutions will name ECISD as an additional insured.</li> </ul> </li> <li>● Third Party Fidelity bond of \$50,000 per employee along with umbrella coverage in the amount of not less than \$5,000,000.00</li> </ul>	<ul style="list-style-type: none"> <li>○ Certificate for General Liability provided with limits for bodily injury at \$1,000,000; <b>damage to rented premises at \$200,000.</b></li> <li>● Motor Vehicle Liability Insurance with an employer’s non-ownership endorsement. Limits of liability shall not be less than \$1,000,000.00 combined single limit. <ul style="list-style-type: none"> <li>○ Automobile Liability had a combined single limit of \$1,000,000, but was for scheduled autos. <b>Did not include an employer’s non-ownership endorsement.</b></li> </ul> </li> <li>● Third Party Fidelity bond of \$50,000 per employee along with umbrella coverage in the amount of not less than \$5,000,000.00. <ul style="list-style-type: none"> <li>○ <b>No certificate for fidelity bond on employees.</b></li> </ul> </li> </ul>
<b>C. Staffing Plan and Policies</b>		
1. Outline number of proposed day and evening cleaning hours	<ul style="list-style-type: none"> <li>● Day Hours – 52.00</li> <li>● Evening Hours – 172.50</li> </ul>	<p>Total Hours – 208</p> <p><b>Proposal did not split hours into day</b></p>

RFP Requirements	SSC Service Solutions	IQS, Inc.
	<ul style="list-style-type: none"> <li>• Total Hours – 224.50</li> </ul>	<p>time and evening hours as specified in RFP.</p>
<p>2. Explain staffing and management plan for campuses</p>	<ul style="list-style-type: none"> <li>• Division President – Bill Steward</li> <li>• Senior Regional Manager – John Lane</li> <li>• South Texas Group Manager, K-12 Schools Division – Jeremy Haney</li> <li>• Contract Manager – Local</li> <li>• 6 Day Porters – Local</li> <li>• 5 Evening Supervisors – Local</li> <li>• 17 General Cleaners – Local</li> </ul> <p>Total of 29 Local Employees</p>	<ul style="list-style-type: none"> <li>• Area Manager – Robert L. Lopez</li> <li>• Project Manager – Local</li> <li>• 5 Day Porters - Local</li> <li>• 5 Working Leads – Local</li> <li>• 16 Housekeepers – Local</li> </ul> <p>Total of 27 Local Employees</p>
<p>3. Provide organizational chart for El Campo ISD site</p>	<p>Provided</p>	<p>Provided</p>
<p>4. Provide resumes or bios for key corporate employees.</p>	<p>Provided for:</p> <ul style="list-style-type: none"> <li>• President – Don R. Williams</li> <li>• Assistant Secretary Legal Counsel – John A. Donovan</li> <li>• National Vice President of Sales – Greg Edwards</li> <li>• Division President – Bill Stewart</li> <li>• Senior Regional Manager – John Lane</li> <li>• South Texas Group Manager, K-12 Schools Division – Jeremy Haney</li> </ul>	<p>Provided for:</p> <ul style="list-style-type: none"> <li>• Chief Operations Officer – David Vallejo</li> <li>• Chief Personnel Officer – Edward Vallejo</li> <li>• Chief Financial Officer – Robert Vallejo</li> </ul>
<p>5. Include sample bios for any proposed on-site</p>	<p>Local</p>	<p>Local – Robert Montalvo</p>

RFP Requirements	SSC Service Solutions	IQS, Inc.
management.		
<p>6. Outline employee benefits package including paid vacation, medical coverage, dental coverage, paid uniforms and retirement benefits.</p>	<ul style="list-style-type: none"> <li>• <b>Vacation</b> – All SSC Service Solutions employees will be eligible to receive a one-week paid vacation, after the one year anniversary date. The amount of vacation depends upon the employees’ average hours worked per week.</li> <li>• <b>Medical Coverage</b> – CIGNA Starbridge. Employees who work 16+ hours per week are eligible to participate in SSC’s health insurance plan. Effective after first payroll deduction with no waiting period for eligibility. Affordable insurance options with limited benefits for hourly employees. Coverage can include: doctor visits, injury and illness coverage, prescriptions, and family plans.</li> <li>• Dental and vision coverage available.</li> <li>• Paid uniform benefit – Uniforms required.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Vacation</b> – Full-time employees receive one week of paid vacation after 365 days of service and two weeks of paid vacation after five years of service.  Employees are eligible for paid federal holidays after two years of service.</li> <li>• <b>Medical Coverage</b> – Pan American PanaMed. IQS offers a Fixed Indemnity Plan. Doctors visits as low as \$15; Up to \$5,000 inpatient care; Up to \$10,000 accident coverage; prescription drug program; 24-Hour Employee Assistance program</li> <li>• Dental and vision plans also available.</li> <li>• Employees are required to wear clothing that is appropriate for the work environment and will meet proper dress codes, as directed by</li> </ul>

RFP Requirements	SSC Service Solutions	IQS, Inc.
	<ul style="list-style-type: none"> <li>• <b>Retirement</b> – 401K Savings Plan. All employees who have been with the company for 60 days and work at least 1,000 hours per year are eligible to participate. Employee contributions are matched by the company at 25% up to the IRS annual limit.</li> <li>• <b>Other</b> <ul style="list-style-type: none"> <li>○ Career Opportunities – SSC offers career opportunities to custodians that most schools cannot. All upper level management started as general cleaners or contract managers and worked their way up through the ranks.</li> <li>○ Employee of the Month – Each month various locations nominate an employee who has been recognized as an outstanding, dedicated, hard-working employee. This is reported in <i>The Clean Sweep</i>, a quarterly</li> </ul> </li> </ul>	<p>IQS, Inc. management. Proposal does not indicate that there is a uniform benefit.</p> <ul style="list-style-type: none"> <li>• <b>Retirement</b> - Although not mentioned in their proposal, IQS, Inc. has indicated that employees are eligible to participate in a 401K Plan with a 6% employer match.</li> <li>• <b>Other</b> <ul style="list-style-type: none"> <li>○ Emergency Leave or Sick Leave – In addition to regular sick leave program, employees may receive up to 30 days of leave for special circumstances such as personal illness or critical family problems.</li> <li>○ Safety Equipment – Employees receive, without charge, all equipment and training required for their job.</li> <li>○ Employee Incentives – Compensatory incentives are offered as encouragement to employees for their participation in safety</li> </ul> </li> </ul>

RFP Requirements	SSC Service Solutions	IQS, Inc.
	<p>newsletter.</p> <ul style="list-style-type: none"> <li>○ Contract Manager of the Year – Each year a contract manager is recognized for their outstanding achievements.</li> </ul>	<p>programs, quality programs, and recruitment of new employees, customer support, attendance, and cost reduction.</p> <ul style="list-style-type: none"> <li>○ Employee Loans – Available after 90-day probation period is completed</li> </ul>
<b>D. Operations Plan and Policies</b>		
<p>1. Explain quality control procedures</p>	<p>SSC Service Solutions utilizes centralized, Internet-based technology called TeamCHIMES™ to ensure delivery of standardized excellence.</p> <p>Quality Assurance &amp; Inspection Program Objectives:</p> <ul style="list-style-type: none"> <li>● Provide measurable assurance that services are delivered with consistent quality and are evaluated for continuous improvement opportunities.</li> <li>● Create an ongoing cycle of measurably improved service levels and thus, improved working and studying environments for students, faculty and staff.</li> <li>● Objectively monitor and evaluate the service provided in compliance with the company</li> </ul>	<ul style="list-style-type: none"> <li>● Customer Satisfaction Survey</li> <li>● Client Inspection Report</li> <li>● Performance Evaluations</li> <li>● Restroom Daily Checklist</li> </ul>

RFP Requirements	SSC Service Solutions	IQS, Inc.
	<p>mission, with the school district's desired service level.</p> <ul style="list-style-type: none"> <li>• Create (1) continuous quality measurements that can be utilized in benchmarking and (2) other formal performance monitoring and improvement processes in the organization.</li> <li>• Evaluate the effectiveness of SSC's facilities plan at intervals not to exceed six months and report results at least annually.</li> <li>• Encourage two-way communication with the school district in order to obtain constructive feedback regarding effectiveness of SSC Service Solutions and its leadership and service.</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>○ Monthly Report Card for Custodial Services completed by Campus Principal</li> <li>○ Janitorial Log Book – Placed in the administrative office of each school, the log book is available to Principals, Teachers, Students, and Staff as a means of communicating</li> </ul>	

RFP Requirements	SSC Service Solutions	IQS, Inc.
	<p>compliments, concerns, and special events with the custodial staff.</p> <p>The Log Book is checked regularly by the Contract Manager and periodically by the Regional Manager and Division President during scheduled visits.</p>	
<p>2. Explain how vendor will be accountable for service problems and failures</p>		
<p>3. Explain emergency cleaning procedures</p>		
<p>4. Include training plans and procedures that will be implemented at El Campo ISD</p>	<p>SSC Service Solutions employees undergo an initial probationary period. During this time they are trained in proper cleaning techniques and correct operating procedures for all equipment and supplies they will use.</p> <p>At the end of this probationary period they are evaluated on the basis of their reliability, attitude, quality of work, and productivity. They become regular employees only if they receive satisfactory evaluations in all areas.</p> <p><b>Orientation Programs</b></p> <ul style="list-style-type: none"> <li>• Personnel Manual Review</li> </ul>	<p>The objective of IQS, Inc.'s training program is to provide all employees with sufficient knowledge of:</p> <ul style="list-style-type: none"> <li>• Safety</li> <li>• Technical matters</li> <li>• Chemicals</li> <li>• Procedures</li> <li>• Equipment</li> <li>• Security</li> </ul> <p>The training program involves:</p> <ul style="list-style-type: none"> <li>• Pre-employment training on procedures</li> <li>• Safety security</li> <li>• Benefits</li> </ul>

RFP Requirements	SSC Service Solutions	IQS, Inc.
	<ul style="list-style-type: none"> <li>• Probationary Period</li> <li>• Security and Safety</li> <li>• Customer Property</li> <li>• Customer Relations</li> </ul> <p><b>Custodial Training</b></p> <ul style="list-style-type: none"> <li>• Hazard Communications</li> <li>• Asbestos Awareness</li> <li>• Functional English</li> <li>• Functional Spanish</li> <li>• Quality Control</li> <li>• Job Tasks <ul style="list-style-type: none"> <li>○ Floor Care</li> <li>○ Carpet Care</li> <li>○ Window Cleaning</li> <li>○ Classroom Cleaning</li> <li>○ Restroom Cleaning</li> </ul> </li> <li>• Chemical Safety</li> <li>• Equipment Safety</li> <li>• Blood Borne Pathogen Safety</li> <li>• Safety Training Topic of the Month</li> </ul> <p><b>Management Training</b></p> <ul style="list-style-type: none"> <li>• Account Acquisition &amp; Retention Seminar</li> <li>• Regional Manager Seminar</li> <li>• Product Review</li> <li>• Certified Trainer</li> <li>• Fourteen Week Manager Trainee Class</li> </ul>	<ul style="list-style-type: none"> <li>• Acceptable Personal Conduct</li> </ul> <p>Each employee receives a combination of classroom training, one-on-one training and on-the-job training.</p>

RFP Requirements	SSC Service Solutions	IQS, Inc.
<p>5. List grades, qualities, and brand name of chemicals that would be used at El Campo.</p>	<p>SSC Service Solutions has an extensive network of vendor contracts and broad purchasing power which allows them to provide supplies and equipment at a much lower cost. Their Distribution Center's core function is to drive demand to a select standard group of products allowing them to collect larger volumes and major discounts on those products.</p>	<ul style="list-style-type: none"> <li>• Spartan brand products including cleaners, disinfectants, sanitizers, waxes and stripping solution.</li> <li>• Kimberly Clark or equivalent paper products.</li> <li>• Commercial Sanitare vaccums</li> <li>• Rubbermaid trash barrels</li> <li>• Tornado and Sanitare Extractors</li> <li>• Kawasaki high speed burnishers</li> <li>• Seal Ray low speed machines</li> </ul> <p>A complete list of items can be provided upon request.</p>
<p>6. Provide evidence of a green cleaning program and plan to implement at El Campo ISD.</p>	<p>SSC's K-12 Division made the choice to utilize all green chemicals in the vast majority of daily cleaning at all of its campuses in 2006.</p> <p>SSC Service Solutions offers Green Cleaning Programs and dilutions systems through their main chemical supplier, Spartan Chemical. From cleaners to disinfectants, from carpet cleaners to floor finish, Spartan offers a full line of products that meet the approval of the independent, non-profit organization Green Seal. These products contain n ozone depleting compounds, no carcinogens and no toxic chemicals.</p> <p>It is the intention of SSC to</p>	<p>Spartan "<i>green seal</i>" line of products available.</p>

RFP Requirements	SSC Service Solutions	IQS, Inc.
	incorporate Green Seal products in the daily cleaning activities at ECISD.	
7. Explain security plans and procedures including company’s background check procedure on all personnel.	<p>SSC employs several specially trained background check specialists who run every pre-employment check on potential SSC employees before they are placed.</p> <p>The following are steps/screenings that each SSC employee goes through prior to being offered employment. If the applicant does not meet the minimum employment standards of SSC, as well of that of the school district, the applicant is not eligible for employment.</p> <ul style="list-style-type: none"> <li>• SSC Background Check – research to ensure that the applicant is the legal owner of their provided social security number as well as previous residences in which the applicant resided.</li> <li>• Scan Screen run through R.T.I. – includes three national databases and county and state searches from 45 states plus the District of Columbia criminal background databases.</li> <li>• Fingerprinting</li> </ul>	<p>Contract – Background Verification Checks 3.0</p> <p><i>“The method, manner and detail by which CONTRACTOR performs background verification checks of its employees will be at the sole discretion of the CONTRACTOR; however, whatever method CONTRACTOR utilizes must be thorough and reliable. If requested by ECISD, CONTRACTOR will be required to demonstrate the validity and comprehensiveness of its background check methodology, either generally or specifically as to any CONTRACTOR’S employees or any of its Subcontractor’s employees to the satisfaction of ECISD.”</i></p> <p>An email answer to an inquiry indicates that IQS, Inc. uses Texas Department of Public Safety for their background checks.</p>

RFP Requirements	SSC Service Solutions	IQS, Inc.
	<ul style="list-style-type: none"> <li>• Social Security Card Verification through E-Verify</li> </ul>	
<p>8. Provide description of uniform to be worn by contract personnel.</p>	<ul style="list-style-type: none"> <li>• Employees must wear clean uniforms daily;</li> <li>• Shirts or smocks will have the company name and/or logo imprinted on them so that custodians are easily identifiable and professionally attired at all times.</li> <li>• Employees are never allowed to substitute personal apparel for approved uniform pieces.</li> <li>• Uniforms that are permanently soiled, stained, or the incorrect size will be replaced.</li> <li>• Slip-resistant shoes are recommended. All shoes must be closed toe, polished and in good repair.</li> </ul> <p>Picture of sample uniform included with proposal.</p>	<ul style="list-style-type: none"> <li>• Employees will wear clothing that is appropriate for the work environment and that will meet proper dress codes, as directed by IQS, Inc. Management.</li> <li>• All employees wear uniformed shirts and proper identification.</li> </ul> <p>Written employee dress code included with proposal.</p>
<p><b>D. Pricing</b></p>		
<p>1. Show pricing on an annual, monthly and per square foot basis</p>	<ul style="list-style-type: none"> <li>• Annual - \$695,979.11</li> <li>• Monthly - \$57,998.26</li> <li>• Per sf - \$1.13</li> </ul> <p>Calculates to 51,329 sf</p>	<ul style="list-style-type: none"> <li>• Annual - \$667,617.00</li> <li>• Monthly - \$55,643.75</li> <li>• Per sf - \$.0899</li> </ul> <p>Calculates to 618,861 sf</p>

RFP Requirements	SSC Service Solutions	IQS, Inc.
	<p>Gross sf in RFP was 618,164</p> <p>Calculated \$57,998.26 / 618,164 sf = \$0.0938</p> <p>This price includes Contract Manager's salary and benefits, custodial labor, custodial equipment, custodial supplies, paper and plastic goods, cleaning coverage of all school related activities, on-going training program and quality control program.</p> <p>Price does not include any applicable sales tax which will be added to the above base services price.</p>	<p>Gross sf in RFP was 618,164</p> <p>Calculated \$55,643.75 / 618,164 sf = \$0.0900</p>
<p>2. List hourly rates for emergency situations and work not included in the original contact price.</p>	<p>SSC Service Solutions views an emergency occurring within the scope of a normal work day (when staff is present) as a cost covered by the quoted annual price.</p> <p>After hours emergency and/or on call service will be billed at the rate of \$17.00 per hour.</p>	<p>Hourly rate for emergencies will be \$17.50 per hour.</p>

**Agenda Item Summary Sheet (4 B.5)**  
**Meeting Date: May 17, 2011**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

**Consent Agenda:  
Business and Support  
Services**

Review of Monthly Financial Reports for Month of April

**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**

April 30, 2011

**Previous Board Action**

Approval of 2010-2011 General Operating Budget on August 17, 2010.

**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, 2010 was \$5,832,903, which is 20.22% of the approved General Fund operating expenditures (as defined in the AEIS Report) of \$28,851,273.

Fund balance designated for replacement of artificial turf at Ricebird Stadium is \$150,000, leaving an undesignated fund balance of \$5,682,903; or 19.70% of the approved General Fund operating expenditures (as defined in the AEIS Report).

The undesignated fund balance is currently below the 20% goal by \$87,352.

**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 73.41% of our amended revenue projections; and expended 62.72% of our amended expenditure estimates.  
Compared to the same time last year, our revenue decreased by \$109,809 and our expenditures decreased by \$758,613.

	2006-2007		2007-2008		2008-2009		2009-2010		2010-2011	
	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp
<b>Sep</b>	8.49%	8.16%	19.97%	10.32%	20.59%	11.53%	10.41%	10.59%	9.93%	10.95%
<b>Oct</b>	16.45%	15.08%	36.50%	17.60%	36.88%	17.18%	19.64%	17.92%	18.64%	18.81%
<b>Nov</b>	25.79%	22.03%	40.10%	24.60%	39.46%	24.10%	26.01%	25.17%	27.97%	23.69%
<b>Dec</b>	39.14%	28.13%	55.32%	32.30%	52.68%	31.52%	38.96%	32.11%	41.96%	30.73%
<b>Jan</b>	71.88%	35.58%	75.42%	42.30%	73.77%	38.60%	57.38%	39.07%	60.48%	37.99%
<b>Feb</b>	77.49%	46.72%	83.18%	51.98%	79.39%	48.85%	68.68%	50.45%	66.83%	48.02%
<b>Mar</b>	79.75%	53.89%	85.20%	58.88%	81.29%	55.83%	70.62%	58.65%	68.88%	55.20%
<b>Apr</b>	84.35%	61.00%	86.78%	66.91%	82.79%	62.87%	75.39%	65.99%	73.41%	62.72%
<b>May</b>	87.88%	68.32%	89.07%	76.81%	84.31%	69.96%	79.21%	72.77%		
<b>Jun</b>	92.93%	75.96%	90.38%	82.81%	86.04%	77.28%	85.20%	80.00%		
<b>Jul</b>	98.46%	84.97%	91.72%	88.08%	87.23%	85.52%	91.73%	85.63%		
<b>Aug</b>	100.20%	98.95%	100.03%	99.34%	99.94%	98.05%	100.10%	98.92%		

**Tax Collection Report.** Our beginning tax levy of \$13,399,047 has been adjusted by \$24,020 giving us a new adjusted levy of \$13,375,027; and we have currently collected \$12,776,397 which amounts to 95.52% of the adjusted levy. This leaves an uncollected balance of \$598,630.

Delinquent collections YTD are \$218,710 plus \$126,466 in penalty and interest.

	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
<b>Oct</b>	0.06%	0.048%	0.01%	0.00%	0.00%	0.35%
<b>Nov</b>	6.81%	6.67%	5.07%	2.58%	0.44%	8.60%
<b>Dec</b>	40.15%	29.49%	38.76%	32.28%	30.01%	39.54%
<b>Jan</b>	82.47%	86.80%	85.29%	81.82%	73.71%	81.26%
<b>Feb</b>	92.59%	94.40%	93.58%	93.04%	92.80%	93.50%
<b>Mar</b>	95.44%	95.38%	94.44%	94.06%	94.60%	94.95%
<b>Apr</b>	95.68%	96.11%	95.13%	94.97%	95.27%	95.52%
<b>May</b>	96.54%	96.69%	95.78%	95.61%	95.84%	
<b>Jun</b>	97.04%	97.40%	96.55%	96.69%	96.50%	
<b>Jul</b>	97.19%	97.64%	96.87%		96.83%	
<b>Aug</b>	97.59%	97.81%	97.15%	97.48%	97.17%	
<b>Sep</b>	97.69%	97.97%	97.31%	97.60%	97.37%	

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

Fiscal Year	Month			Year-to-Date		
	2009-2010	2010-2011	Difference	2009-2010	2010-2011	Difference
<b>Revenue</b>	\$1,378,713	\$1,466,487	\$87,774	\$23,626,208	\$23,784,795	\$158,587
<b>Expenditures</b>	\$2,303,855	\$2,435,635	\$131,780	\$19,760,305	\$19,834,570	\$74,265
<b>Balance</b>	(\$925,142)	(\$969,148)	(\$44,006)	\$3,865,903	\$3,950,225	\$84,322

**Attachments**

- Monthly Financial Report – April 30, 2011
- Tax Collection Recap 2010-2011
- Cash Flow Report 2010-2011

**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  
May 17, 2011**

**Comparison of Revenue and Expenditures  
to the Budget for the General Operating Fund  
9-1-10 to 4-30-11**

**ESTIMATED REVENUE:**

	<i>Original Budget</i>	<i>Amended Budget</i>	<i>Revenue Realized</i>	<i>Revenue Balance</i>
<i>Local:</i>	\$14,731,532	\$14,731,532	\$13,636,400	(\$1,095,132)
<i>State:</i>	\$17,394,053	\$16,428,745	\$9,260,287	(\$7,168,458)
<i>Federal:</i>	\$1,202,013	\$1,240,524	\$888,108	(\$352,416)
<i>Other Resources:</i>	\$0	\$0	\$0	\$0
<i>Total:</i>	\$33,327,598	\$32,400,801	\$23,784,794	(\$8,616,007)

**ESTIMATE EXPENDITURES:**

<i>Original Budget</i>	<i>Amended Budget</i>	<i>Expended</i>	<i>Outstanding Encumbrances</i>	<i>Expenditures Year to Date</i>	<i>Balance for Year</i>
\$33,327,598	\$32,613,002	\$19,834,570	\$620,490	\$20,455,060	\$12,157,942

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

	<i>2009-2010</i>	<i>2010-2011</i>	<i>Increase/ Decrease</i>
<i>Revenues:</i>	\$23,894,603	\$23,784,794	(\$109,809)
<i>Expenditures:</i>	\$21,213,673	\$20,455,060	(\$758,613)
<i>Cash Position:</i>	\$9,636,066	\$10,646,323	\$1,010,257

**PRIOR MONTH CASH POSITION as of 3/31/11:** \$11,041,413

GENERAL FUND - FUND BALANCE	GENERAL OPERATING	FUND BALANCE	% of OPERATING
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%
GENERAL FUND - FUND BALANCE as of 8-31-10:	\$28,851,273	\$5,832,903	20.22%

**BUDGET AMENDMENTS:**

Appropriate prior year (2009-10) High School Allotment fund balance	\$167,251
Appropriate funds to complete Ricebird Gym Floor-from General Fund Balance	\$44,950
Transfer to Fund 266 - Stimulus Funds to pay utility costs	-\$965,308
Appropriate prior year medicaid revenue (SHARS settle-up)	\$38,511

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

**EL CAMPO INDEPENDENT SCHOOL DISTRICT  
TAX COLLECTION RECAP  
2010 - 2011**

<b>Reporting Period</b>	<b>Beginning Levy</b>	<b>Adjustments</b>	<b>Adjusted Levy</b>	<b>Current Tax Year Collections</b>	<b>% Collected</b>	<b>% Collected Prior Year</b>	<b>Delinquent Collections</b>	<b>Penalty &amp; Interest</b>	<b>Total Collections</b>	<b>Current Tax Year Uncollected</b>
<b>Monthly Recap</b>										
Oct-10	\$13,399,047		\$13,399,047	46,910	0.35%	0.00%	\$44,610	\$15,759	\$107,279	
Nov-10	\$13,399,047		\$13,399,047	1,104,804	8.25%	0.44%	\$44,470	\$13,608	\$1,162,882	
Dec-10	\$13,399,047	-\$15,935	\$13,383,111	4,140,381	30.94%	29.56%	\$23,473	\$11,322	\$4,175,176	
Jan-11	\$13,399,047	-\$15,614	\$13,383,433	5,583,148	41.72%	42.99%	\$45,852	\$18,763	\$5,647,762	
Feb-11	\$13,399,047	-\$21,609	\$13,377,438	1,632,362	12.20%	19.63%	\$24,037	\$24,328	\$1,680,726	
Mar-11	\$13,399,047	-\$21,609	\$13,377,438	194,358	1.45%	1.77%	\$23,863	\$26,958	\$245,180	
April-11	\$13,399,047	-\$24,020	\$13,375,027	74,433	0.56%	0.67%	\$12,406	\$15,727	\$102,566	
<b>Year To Date</b>				<b>12,776,397</b>	<b>95.52%</b>	<b>95.27%</b>	<b>\$218,710</b>	<b>\$126,466</b>	<b>\$13,121,572</b>	<b>\$598,630</b>

**EL CAMPO INDEPENDENT SCHOOL DISTRICT**  
**Cash Flow**  
**2010-2011**

199	GENERAL FUND	Actual Sep-10	Actual Oct-10	Actual Nov-10	Actual Dec-10	Actual Jan-11	Actual Feb-11	Actual Mar-11	Actual Apr-10	Actual Apr-11	Actual May-10	Actual Jun-10	Actual Jul-10	Actual Aug-10	2009-10 Totals
<b>REVENUE:</b>															
<b>5700</b>	<b>Local Revenue:</b>														
5711	Taxes Current Year	23,630	40,831	961,630	3,603,820	4,859,615	1,420,820	169,171	77,641	64,787	59,724	68,468	38,517	16,918	11,204,824
5712	Taxes Prior Years	1,638	39,569	39,161	20,740	40,548	37,597	21,228	26,131	10,983	13,875	13,790	7,416	9,472	243,129
5719	Pen, Int, & Other	12,398	14,333	12,190	10,501	17,319	21,775	23,907	22,777	14,098	15,015	18,942	10,095	15,348	202,506
5720	Service to Other LEAs	0	0	0	0	0	0	0	0	0	0	0	0	654	654
5730	Tuition and Fees	0	0	0	0	0	0	0	0	0	0	0	0	3,735	3,735
5740	Other Local Sources	10,621	11,063	9,931	10,678	15,194	15,482	18,455	21,649	14,815	11,496	13,458	5,111	136,020	386,284
5750	Co/Curr Activities	7,025	20,062	33,874	-6,729	860	2,746	2,083	4,752	1,432	1,439	0	6,591	15,879	115,084
	<b>Total Local Rev:</b>	<b>55,312</b>	<b>125,858</b>	<b>1,056,787</b>	<b>3,639,009</b>	<b>4,933,535</b>	<b>1,498,420</b>	<b>234,844</b>	<b>152,950</b>	<b>106,116</b>	<b>101,549</b>	<b>114,659</b>	<b>67,731</b>	<b>198,027</b>	<b>12,156,216</b>
<b>5800</b>	<b>State Revenue:</b>														
5811	Available School Fund	25,845	141,876	122,645	25,491	52,702	52,702	141,876	7,425	111,578	75,081	109,293	1,419	38,602	379,707
5812	Foundation Entitlement	3,074,131	2,333,540	1,224,643	0	0	0	400	931,826	995,143	704,601	1,417,200	1,842,727	2,544,070	14,437,933
5812	Founda Ent-Prior Yr	0	400	0	30,571	0	0	0	0	0	38,355	0	0	0	38,355
5819	LEP Student Success Init	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5820	Misc State Program Rev	0	0	3,495	0	0	0	0	0	0	0	0	952	2,265	6,816
5831	TRS On-Behalf	108,735	109,955	109,990	110,124	110,026	110,116	109,639	108,870	109,011	108,979	110,164	109,099	163,254	1,351,300
	<b>Total State Rev:</b>	<b>3,208,711</b>	<b>2,585,771</b>	<b>1,460,773</b>	<b>166,186</b>	<b>162,728</b>	<b>162,818</b>	<b>251,915</b>	<b>1,048,121</b>	<b>1,215,732</b>	<b>927,016</b>	<b>1,636,657</b>	<b>1,954,197</b>	<b>2,748,191</b>	<b>16,214,111</b>
<b>5900</b>	<b>Federal Revenue:</b>														
5930	Federal	0	0	0	38,511	0	7,315	0	0	0	0	6,223	0	6,449	173,648
	<b>Total Federal Rev:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38,511</b>	<b>0</b>	<b>7,315</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,223</b>	<b>0</b>	<b>6,449</b>	<b>173,648</b>
<b>7900</b>	<b>Other Res/Non-Oper</b>														
	Other Res/Non-Oper	0	0	0	0	0	0	0	0	0	0	0	0	167,251	167,251
	<b>Total Other Res:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>167,251</b>	<b>167,251</b>
	<b>Total Revenue:</b>	<b>3,264,022</b>	<b>2,711,629</b>	<b>2,517,561</b>	<b>3,843,707</b>	<b>5,096,263</b>	<b>1,668,553</b>	<b>486,759</b>	<b>1,201,071</b>	<b>1,321,849</b>	<b>1,028,565</b>	<b>1,757,538</b>	<b>2,021,928</b>	<b>3,119,917</b>	<b>28,711,226</b>
<b>EXPENDITURES:</b>															
<b>6000</b>	<b>Expenditures:</b>														
6100	Payroll Costs	1,176,237	1,873,879	1,912,447	1,865,040	1,856,847	1,863,096	1,866,706	1,852,478	1,856,577	1,893,143	1,881,247	1,846,362	2,534,729	22,530,236
6200	Contracted Services	84,769	127,769	179,474	155,457	151,504	188,092	229,891	127,185	129,218	158,071	239,653	184,252	577,164	2,769,045
6300	Supplies & Materials	113,192	162,541	258,971	153,976	107,145	107,631	132,393	137,664	152,758	167,781	58,747	42,968	194,293	1,445,354
6400	Other Operating	64,894	145,124	45,012	39,746	148,348	56,257	34,593	35,023	149,558	37,906	267,788	100,247	36,165	774,106
6500	Debt Services	0	0	500	0	0	277,438	0	0	0	500	0	0	52,438	326,063
6600	Capital Outlay	82,658	44,949	8,230	64,338	93,800	6,563	6,758	122	0	0	298	22,692	381,080	639,385
8900	Other Uses/Non Operating	0	0	6,037	-6,037	0	0	0	0	0	0	0	0	0	0
	<b>Total Expenditures:</b>	<b>1,521,749</b>	<b>2,354,262</b>	<b>2,410,671</b>	<b>2,272,520</b>	<b>2,357,644</b>	<b>2,499,076</b>	<b>2,270,342</b>	<b>2,152,472</b>	<b>2,288,112</b>	<b>2,257,401</b>	<b>2,447,733</b>	<b>2,196,520</b>	<b>3,775,868</b>	<b>28,484,189</b>
	<b>ENDING BALANCE</b>	<b>1,742,273</b>	<b>357,367</b>	<b>106,890</b>	<b>1,571,186</b>	<b>2,738,619</b>	<b>-830,524</b>	<b>-1,783,583</b>	<b>-951,401</b>	<b>-966,263</b>	<b>-1,228,836</b>	<b>-690,194</b>	<b>-174,592</b>	<b>-655,951</b>	<b>227,037</b>
	<b>GF FB as of 8/31/10</b>	<b>5,832,903</b>													
		7,575,176	7,932,542	8,039,432	9,610,618	12,349,238	11,518,714	9,735,131	8,724,797	8,768,868	7,540,032	6,849,838	6,675,246	6,019,295	

240	FOOD SERVICE	Actual Sep-10	Actual Oct-10	Actual Nov-10	Actual Dec-10	Actual Jan-11	Actual Feb-11	Actual Mar-11	Actual Apr-10	Actual Apr-11	Actual May-10	Actual Jun-10	Actual Jul-10	Actual Aug-10	2009-10 Totals
<b>REVENUE:</b>															
5700	<b>Local Revenue:</b>														
	Earnings from Temp Dep			1,149	0	0	1,293	0	0	0	2,263	0	0	1,928	8,679
	Foundation Revenue														
	Breakfast	6,580	7,564	6,560	4,382	8,423	7,856	7,006	8,572	7,503	6,689	601	0	7,680	87,585
	Lunch	18,288	19,225	17,796	11,727	21,548	19,647	18,578	19,930	16,479	15,490	1,489	15	14,805	191,692
	A La Carte	10,790	11,167	8,916	6,734	11,168	11,166	10,435	10,975	8,981	9,915	1,227	0	6,505	113,111
	Adult Lunches	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Catering/Vending	0	106	75	125	644	30	367	0	384	326	0	0	828	2,791
	Summer Food Service	0	0	0	0	0	0	0	0	0	0	199	210	0	409
	<b>Total Local Ren:</b>	<u>35,658</u>	<u>38,062</u>	<u>33,347</u>	<u>22,967</u>	<u>41,782</u>	<u>38,699</u>	<u>36,386</u>	<u>39,477</u>	<u>33,347</u>	<u>34,683</u>	<u>3,516</u>	<u>225</u>	<u>31,746</u>	<u>404,267</u>
5800	<b>State Revenue</b>														
5829	Misc St Program Rev.	0	0	0	0	0	0	9,939	0	0	0	0	0	0	9,822
5831	TRS On-Behalf Benefit	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Total State Rev:</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>9,939</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>9,822</u>
5900	<b>Federal Revenue</b>														
5921	School Breakfast	0	29,398	28,191	24,100	17,658	26,517	25,456	28,470	25,088	32,044	29,317	5,456	8,104	276,392
5922	National School Lunch	0	103,037	102,841	87,442	63,799	97,069	91,358	86,348	65,302	95,965	87,282	17,536	32,335	852,262
5923	USDA Donated Com	6,878	6,878	6,878	6,878	6,878	6,878	6,878	5,799	6,878	5,799	5,799	5,799	6,016	70,335
5929	Fed Rev TEA-Sum Feed	0	0	0	0	0	0	0	0	0	0	0	7,976	4,709	12,685
	<b>Total Federal Rev:</b>	<u>6,878</u>	<u>139,313</u>	<u>137,910</u>	<u>118,420</u>	<u>88,335</u>	<u>130,464</u>	<u>123,692</u>	<u>120,617</u>	<u>97,268</u>	<u>133,808</u>	<u>122,398</u>	<u>36,767</u>	<u>51,164</u>	<u>1,211,674</u>
7900	<b>Other Res/Non-Oper:</b>														
7940	Other Res/Non-Oper	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Total Other Res:</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>Total Revenue:</b>	<u><u>42,536</u></u>	<u><u>177,375</u></u>	<u><u>171,258</u></u>	<u><u>141,387</u></u>	<u><u>130,118</u></u>	<u><u>170,456</u></u>	<u><u>170,017</u></u>	<u><u>160,094</u></u>	<u><u>130,615</u></u>	<u><u>168,490</u></u>	<u><u>125,914</u></u>	<u><u>36,992</u></u>	<u><u>82,910</u></u>	<u><u>1,625,763</u></u>
<b>EXPENDITURES:</b>															
6000	<b>Expenditures:</b>														
6100	Payroll & Benefits	33,814	50,498	48,873	47,261	45,146	47,558	49,493	48,523	47,805	50,227	48,736	42,814	58,574	571,972
6200	Contracted Services	0	114,290	94,681	84,834	66,288	73,769	88,066	96,972	92,671	85,234	0	127,189	44,211	921,254
6300	Supplies & Materials	6,878	6,963	6,995	6,919	7,069	6,958	7,001	5,861	7,014	5,853	5,799	5,841	-1,761	62,722
6400	Other Operating	0	34	13	70	18	58	39	27	33	29	150	26	128	774
6600	Capital Outlay	0	0	0	0	0	0	0	0	0	0	0	9,780	201,400	261,960
	<b>Total Expenditures:</b>	<u>40,693</u>	<u>171,785</u>	<u>150,562</u>	<u>139,085</u>	<u>118,521</u>	<u>128,343</u>	<u>144,599</u>	<u>151,383</u>	<u>147,523</u>	<u>141,343</u>	<u>54,685</u>	<u>185,651</u>	<u>302,551</u>	<u>1,818,682</u>
	<b>ENDING BALANCE</b>	1,844	7,434	28,130	30,433	42,029	84,143	109,561	77,004	92,653	119,800	191,029	42,370	-177,271	-192,919

511	DEBT SERVICE	Actual Sep-10	Actual Oct-10	Actual Nov-10	Actual Dec-10	Actual Jan-11	Actual Feb-11	Actual Mar-11	Actual Apr-10	Actual Apr-11	Actual May-10	Actual Jun-10	Actual Jul-10	Actual Aug-10	2009-10 Totals
<b>REVENUE:</b>															
5700	<b>Local Revenue:</b>														
5711	Taxes Current Year	3,386	6,079	143,174	536,561	723,533	211,541	25,187	11,126	9,646	8,558	9,812	5,520	2,424	1,605,703
5712	Taxes Prior Years	101	5,041	5,308	2,733	5,304	2,691	2,635	2,890	1,422	1,593	1,217	775	877	26,275
5719	Pen, Int, & Other	983	1,426	1,418	821	1,444	2,553	3,051	2,191	1,629	1,599	1,981	1,127	1,540	19,375
5742	Earnings Fm Temp Dep	133	144	192	441	1,177	1,411	1,336	1,342	1,326	1,408	0	1,447	602	9,773
	<b>Total Local Rev:</b>	4,603	12,691	150,092	540,556	731,458	218,197	32,209	17,549	14,023	13,158	13,010	8,868	5,443	1,661,125
5800	<b>State Revenue:</b>														
5829	St Rev Dist By TEA	0	0	0	0	35,714	0	0	0	0	0	0	0	53,869	64,696
	<b>Total State Rev:</b>	0	0	0	0	35,714	0	0	0	0	0	0	0	53,869	64,696
7900	<b>Other Res/Non-Oper:</b>														
7940	Other Res/Non-Oper Rev	0	0	0	0	0	0	0	0	0	0	1,381	0	0	1,381
	<b>Total Other Res:</b>	0	0	0	0	0	0	0	0	0	0	1,381	0	0	1,381
	<b>Total Revenue:</b>	4,603	12,691	150,092	540,556	767,172	218,197	32,209	17,549	14,023	13,158	14,391	8,868	59,312	1,727,202
<b>EXPENDITURES:</b>															
6000	<b>Expenditures:</b>														
6500	Debt Service														
6511	Bond Principal	0	0	0	0	0	310,000	0	0	0	0	0	0	460,000	755,000
6521	Interest on Bonds	0	0	0	0	0	508,184	0	0	0	0	0	0	517,384	1,040,669
6599	Other Debt Fees	0	0	500	0	0	0	400	0	0	0	0	0	0	900
	<b>Total Expenditures:</b>	0	0	500	0	0	818,184	400	0	0	0	0	0	977,384	1,796,569
	<b>ENDING BALANCE</b>	4,603	17,293	166,885	707,441	1,474,613	874,625	906,434	812,289	920,457	933,616	948,006	956,875	38,802	-69,367
<b>Total Approved Budget 199, 240, 511</b>															
	<b>TOTAL REVENUE</b>	3,311,162	2,901,695	2,838,910	4,525,649	5,993,553	2,057,206	688,984	1,378,713	1,466,487	1,210,213	1,897,843	2,067,788	3,262,139	32,332,586
	<b>TOTAL EXP</b>	1,562,442	2,526,047	2,561,733	2,411,605	2,476,165	3,445,603	2,415,340	2,303,855	2,435,635	2,398,744	2,502,417	2,382,171	5,055,804	32,571,601
	<b>ENDING BALANCE</b>	1,748,719	2,124,367	2,401,544	4,515,589	8,032,977	6,644,579	4,918,223	3,865,904	3,949,075	2,760,544	2,155,970	1,841,588	47,923	

## ***Action Required***

<b>Consent Agenda</b>	Evaluation Pre-Kindergarten Program
<b>Summary</b>	<p>Texas Education Code § 7.027 (b) of this statute states:</p> <p><i>The board of trustees of a school district or the governing body of an open-enrollment charter school has primary responsibility for ensuring that the district or school complies with all applicable requirements of state educational programs.</i></p> <p>To comply with these requirements we have evaluated our Pre-Kindergarten Program and will present the results of that evaluation for your consideration.</p>
<b>ECISD Board Policy</b>	EHBG (LEGAL), SPECIAL PROGRAMS: PREKINDERGARTEN
<b>Effective Date</b>	May 17, 2011
<b>Previous Board Action</b>	The Board annually reviews and evaluates the Pre-Kindergarten program.
<b>Future Action Expected</b>	Next month the Board will be presented with an <i>Improvement Plan</i> for the district's Pre-Kindergarten Program. The Board will next evaluate the PK program in May of 2012.
<b>Background Information and Significant Issues</b>	<p>According to board policy, the District shall offer free pre-kindergarten if it identifies 15 or more eligible students who are at least four years of age and may offer free pre-kindergarten if it identifies 15 or more eligible children who are at least three years of age.</p> <p>A child is eligible for enrollment in free pre-kindergarten if the child is at least three years of age and is:</p> <ol style="list-style-type: none"><li>1. Unable to speak and comprehend the English language;</li><li>2. Educationally disadvantaged; or</li><li>3. Homeless, as defined by federal law regardless of the residence of the child, of either parent of the child, or of the child's guardian or other person having lawful control.</li><li>4. The child of an active duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who is ordered to</li></ol>

active duty by proper authority;

5. The child of a member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who was injured or killed while serving on active duty; or
6. Is or ever has been in the conservatorship of the Department of Family and Protective Services following an adversary hearing under Family Code § 262.201

**Fiscal Impact**  
Local .....\$107,045  
State Compensatory Education Funds.....\$46,172

**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.

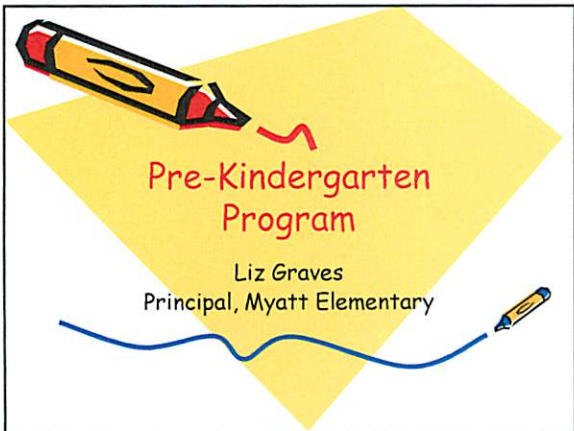
- Attachments**
- Pre-Kindergarten Program PowerPoint Handout
  - Pre-Kindergarten Program Board Approval Document
  - Pre-Kindergarten Program Evaluation

**Contact Person(s)**  
Carolyn Gordon, Assistant Superintendent of Curriculum and Instruction  
Liz Graves, Myatt Elementary School Principal

**Action Required** Motion, second and majority vote to approve the evaluation of the district's Pre-Kindergarten Program.

**Superintendent's Recommendation** I recommend that you approve the 20010-2011 evaluation of the ECISD Pre-Kindergarten Program as a part of the consent agenda.

**Mark Pool, Superintendent of Schools**



**Pre-Kindergarten  
Program**

Liz Graves  
Principal, Myatt Elementary

---

---

---

---

---

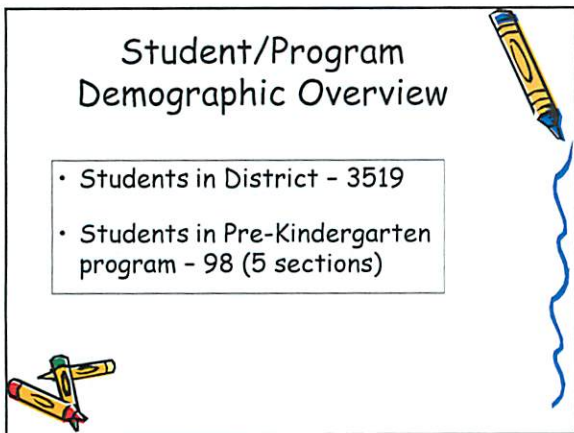
---

---

---

**Student/Program  
Demographic Overview**

- Students in District - 3519
- Students in Pre-Kindergarten program - 98 (5 sections)




---

---

---

---

---

---

---

---

**District Support**

- Primary Action to support Pre-K
  - Collaborate with community outreach programs (Head Start, Private Daycare facilities)
  - Provide funds for transportation - One Way
  - Offer Breakfast and Lunch program
  - Offer Extended Year Services
    - (Bilingual Students)




---

---

---

---

---

---

---

---

## District Support, cont.

- District adopted policies
  - FD Legal (Admissions)
    - Must be 4 years old by September 1
    - Qualified for Free/Reduced Lunch Program
    - Bilingual Student
  - Newsletters, handbooks and other materials developed to inform stakeholders
  - Published material is written in the students' home language



---

---

---

---

---

---

---

## Financial Information

- Total funding for Pre-Kindergarten in local current budget is \$107,045
  - Teachers' salaries & benefits
- Total funding for Pre-Kindergarten in the State Compensatory budget is \$46,172
  - Aides' salaries & benefits
- Areas in which funds are expended:
  - Teachers' & Aides' salaries & benefits
  - Materials & staff development (Local funds - Campus budget)
  - Budgetary process input provided by teaching staff



---

---

---

---

---

---

---

## Staff Information

- 3 Teachers (Highly Qualified)
  - Pre-Kindergarten certification
  - ESL certification
- 3 Instructional Aides
  - Bilingual speaking



---

---

---

---

---

---

---

## Current Student Information

Non-English speaking students	16
Low Socio-Economic status	87
Homeless	0



---

---

---

---

---

---

---

---

## Curriculum/Instruction

- State Curriculum Guidelines for Pre-Kindergarten followed
- District provides supplemental materials to each classroom and at each grade level where Pre-Kindergarten program is implemented
- District follows policies and procedures for compulsory attendance



---

---

---

---

---

---

---

---

## Parental Information

- District encourages parental involvement and provides opportunities for parents of Pre-Kindergarten students to participate in school-sponsored activities:
  - Family Literacy Program/Parenting
  - Parent - Teacher Organization
  - Parent Conference days
  - Field Trips
- Interpreters and babysitters are available for school meetings



---

---

---

---

---

---

---

---

## Program Evaluation

- Pre-Kindergarten program is evaluated on an annual basis
- Pre-Kindergarten is included in the comprehensive needs assessment conducted at the campus and district level
- Needs are reflected in the district and campus improvement plans



---

---

---

---

---

---

---

## School Board Approval

### Prekindergarten Program 2010-2011 School Year

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

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

Yes

No

Area for Correction:

---

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

Yes

No

Area for Correction:

---

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

Yes

No

Area for Correction:

---

4. The Prekindergarten program is evaluated annually .

Yes

No

Area for Correction:

---

# ECISD Pre-Kindergarten Program Evaluation May 2011

The following information is a report on progress toward the accomplishment of activities and strategies identified in the ECISD Pre-Kindergarten Program Improvement plan for 2010-2011 presented to the Board in May 2010:

**Goal:** All Myatt Elementary Pre-Kindergarten students will be academically successful.

The following data represents the number of Pre-Kindergarten students and their Progress for 2010-2011.

Score on Assessment (122 Objectives)	Beginning of Year # of students	Mid-Year # of students	End of Year # of students
100%	0	2	5
90-99%	0	22	44
80-89%	6	22	20
70-79%	17	18	19
60-69%	10	10	7
50-59%	20	9	3
40-49%	18	8	0
30-39%	14	5	0
29% and below	13	2	0
<b>Total students</b>	<b>98</b>	<b>98</b>	<b>98</b>
<b>Notes</b> (Not the same 98 students all year)	During the year, several students were evaluated for speech and other services. Utilization of the motor lab and other interventions have made great gains academically.		

**Objective 1:** By the end of school year 2010-2011, Pre-Kindergarten students will master Pre-Kindergarten guideline objectives as set forth by Texas Education Agency.

The information in the following table represents the status of the activities and/or strategies identified in the 2010-2011 ECISD Pre-Kindergarten Program Improvement Plan.

<i>Activity / Strategy</i>	<i>Person Responsible</i>	<i>Formative Evaluation</i>	<i>Status</i>	<i>Summative Evaluation</i>	<i>Yes or No</i>
1. Review TEA guidelines for Pre-Kindergarten program and update curriculum.	Liz Graves, Principal	Sign-in sheets for team meetings Agendas	Guidelines were reviewed	All Pre-Kindergarten teachers reviewed guidelines at the beginning of year	Yes
2. Evaluate assessments from 2009-2010 and continue assessments for Pre-Kindergarten students for beginning, mid-year and end of year evaluations.	Kelli Cook and Amy Osina, Pre-K teacher	Assessment data	See data table on page 1	Increase in student performance throughout the year	Yes
3. Grade-level teachers will meet each 9 weeks for $\frac{1}{2}$ day planning and coordination of curriculum	Fran Kyle, Special Edu./Team Chairman	Schedule of meetings Agendas Lesson plans	Pre-K and Early Childhood teachers met at the end of each 9 weeks reporting period	Coordinated curriculum and lessons between each Pre-K/Early Childhood class	Yes
4. "Step Up to Literacy" Program from Frog Street press will continue to be implemented for whole group, center time, and literacy connections.	Kelli Cook and Amy Osina, Pre-K teachers	Lesson Plans	Program is being used daily for whole group, center time and literacy connections.	Coordinated Literacy curriculum between Pre-K teachers	Yes

5. Teachers will use "Handwriting without Tears" and Zoophonics" to increase student letter phonemic knowledge and writing.	Kelli Cook and Amy Osina, Pre-K teachers	Lesson Plans	Handwriting without Tears and Zoophonics is being used in all Pre-K classes	Student increase in letter phonemic knowledge and writing	Yes
6. Provide full day PreK to bilingual students to enhance their English oral language skills and Kindergarten readiness skills.	Mary Cantu, Bilingual Pre-K teacher	Lesson Plans	Bilingual Pre-K program is being offered to non-English speaking Pre-K students	Bilingual students are being introduced to oral language skills and Kindergarten readiness skills	Yes
7. Homeroom teachers will give incentives to improve attendance for classroom and individual attendance.	Kelli Cook and Amy Osina, Pre-K teachers	List of attendance incentives	Students are given tokens daily/weekly for attendance	Increase in Pre-K student attendance	Yes

**Agenda Item Summary Sheet (4 A.1)**  
**Meeting Date: May 17, 2011**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

<b>Consent Agenda: Governance</b>	Minutes of Previous Meetings 1. April 19, 2011 – Regular Meeting
<b>Summary</b>	According to policy BE (LOCAL), BOARD MEETINGS, MINUTES, board action shall be carefully recorded by the secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the President and the Secretary of the Board.
<b>ECISD Board Policy</b>	BE (LOCAL), BOARD MEETINGS
<b>Effective Date</b>	May 17, 2011.
<b>Previous Board Action</b>	The Board approves minutes at each regular monthly meeting.
<b>Future Action Expected</b>	The Board approves minutes at each regular monthly meeting.
<b>Background Information and Significant Issues</b>	None.
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	An accurate record of all discussions and actions by the Board of Trustees is maintained.
<b>Procedural and Reporting Implications</b>	After approval minutes are filed with the official records of the District.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.

**Other Comments and Related Issues**

None

**Attachments**

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

1. Regular Meeting – April 19, 2011

**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  
April 19, 2011**

The Board of Trustees of the El Campo Independent School District met in a Regular Session April 19, 2011 in the Board Room, 700 West Norris, El Campo, Texas.

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mark Pool, Carolyn Gordon, David Bright, Brett Schoppe, Shelby Gadeke, Brenda Tomanek, Deborah Capak, Alicia Stary, Jackie Condra, Deborah Ehlert, Kristi David, Scott Gelardi, Cheryl Roitsch, Dixie Waldrop, Jessica Drapela, B. J. Swenson, Edna Farley, Ramsey Farley, Stacy Ermis, Lanise Williams, V. Rod, Dollie Coleman, Marcia Palt, Michael Sanders, Jeremy Haney, Jim Bridgel, Todd Bridgel, Todd Doughty, Teresa Faas, Liz Graves, Kyle Poenitzsch, Jeff Balcar, Amanda Dorotik, Kathryn Petersen, LaWanda Mikulenka, Pat Buss, Debbie Hamman, Edward Vallejo, III, Molli Bodungen, B. C. Sommer, Lisa Hernandez, Rich DuBroc, Turk Krenek, Mauri Couey, Rodney Montello, Stephanie Jensen, Diann Srubar

Board President Tommy Turner called the meeting to order at 7:01 p.m. Cecil Davis gave the opening prayer followed by the Pledge of Allegiance. There was a quorum present.

**PUBLIC COMMENT:** Cathy Garcia commented about her disappointment in employee cuts.

**RECOGNITION:** The Texas Association for Health, Physical Education, Recreation and Dance Outstanding Student of the Year – Collin Linzza. Dixie Waldrop presented Collin Linzza with a certificate honoring his achievement.

**CONSENT AGENDA:** Ralph Novosad requested item 4D1 be removed from the Consent Agenda.

A motion was made by James Russell and seconded by David Hodges to approve the Consent Agenda with the exception of Item 4D1:

Governance

1. Consider Approval of the Minutes
  - a. March 22, 2011 – Regular
  - b. April 11, 2011 – Special Meeting to Conduct Personnel Workshop
- B. Business and Support Services
  1. Consider Renewal of Student Athletic / Activities and Student Catastrophic Insurance
  2. Review of Monthly Financial Reports
  3. Review List of Checks Written for the Month of March, 2011

- C. Personnel
- D. Curriculum and Instruction
  - 1. Consider Approval of Proposed Changes in the Middle School Curriculum:
    - a. Addition of AVID (Advancement via Individual Determination) Program as an Elective
    - b. Addition of Teen Leadership as a Required Eighth Grade Elective
  - 2. Consider Proposed Changes in the High School Curriculum:
    - a. Dropping the Requirement that all Freshman Students Take Teen Leadership
  - 3. Consider Approval of Recommendation of Local Textbook Committee
  - 4. Review Proposed Summer School Program
  - 5. Consider Approval of the Annual Evaluation of the District Special Education Program
  - 6. Review the Districts Instructional Technology Improvement Plan
- E. Students

Motion carried unanimously.

**CONSIDER APPROVAL OF PROPOSED CHANGES IN THE MIDDLE SCHOOL CURRICULUM: A.** Addition of AVID (Advancement via Individual Determination) Program as an Elective: A motion was made by Ralph Novosad and seconded by James Russell to approve the addition of Teen Leadership as a required eighth grade elective, to continue with Algebra I and to table the addition of AVID (Advancement via Individual Determination) Program as an Elective. Motion carried by a 6 – 1 vote with trustees Ralph Novosad, James Russell, Tommy Turner, Cecil Davis, Melissa Erwin and David Hodges in favor and trustee J. J. Croix opposed.

***BUSINESS AND OPERATIONS***

**DISCUSS PROPOSED COST REDUCTION PLAN:** Mr. Pool and the Board reviewed the cost of the Reduction Plan.

**CONSIDER BIDS AND AWARDING OF CONTRACT FOR DISTRICT CUSTODIAL SERVICES:** A motion was made by James Russell and seconded by Ralph Novosad to table definitely until May, the bids and awarding of contract for district custodial services. Motion carried unanimously.

**DISCUSS ELIMINATION OF BUS ROUTES WITHIN TWO MILES OF EACH CAMPUS:** Mr. Pool, Mr. Bright, Brett Schoppe, and the Board discussed the elimination of bus routes within two miles of each campus in order to reduce transportation costs.

***CURRICULUM AND INSTRUCTION***

**DIALOG WITH HIGH SCHOOL CURRICULUM FACILITATORS:** The Board discussed programs with Marcia Palt, Social Studies Facilitator, Sheralyn Janke, Science Curriculum Facilitator, Debbie Hamman, Math Curriculum Facilitator, and B. J. Swenson, ELA Curriculum Facilitator.

***GOVERNANCE***

**TAKE THE NECESSARY ACTION TO CANCEL THE MAY 14, 2011 BOARD ELECTION AND TO DECLARE THE UNOPPOSED CANDIDATES ELECTED:** A motion was made by Melissa Erwin and seconded by David Hodges to cancel the May 14, 2011 board election and to declare the unopposed candidates elected. Motion carried unanimously.

***CLOSED SESSION***

**EXECUTIVE SESSION:** The president of the Board called for an Executive Session as authorized by 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. The Board entered executive session at 7:56 p.m. and reconvened in open session at 8:48 p.m. to take the following action: No action taken.

***PERSONNEL***

**HEAR REQUEST BY DIANA GONZALEZ TO ADDRESS THE BOARD REGARDING THE NONRENEWAL OF HER CONTRACT:** Diana Gonzalez did not address the Board.

**REMOVE FROM THE TABLE AND CONSIDER APPROVAL OF ADMINISTRATOR PERFORMANCE EVALUATION DOCUMENTS:** Information was not available and no action taken at this time.

**CONSIDER APPROVAL OF NON-ADMINISTRATIVE CONTRACTS AS RECOMMENDED BY THE SUPERINTENDENT:** A motion was made by Melissa Erwin and seconded by J. J. Croix to approve non-administrative contracts as recommended by the Superintendent. Motion carried unanimously.

**CONSIDER APPROVAL OF ACTION ON ADMINISTRATIVE CONTRACTS AS RECOMMENDED BY THE SUPERINTENDENT:** A motion was made by Melissa Erwin and seconded by David Hodges to approve Administrative contracts as recommended by the Superintendent. Motion carried unanimously.

**CONSIDER APPROVAL OF SUPERINTENDENT'S RECOMMENDATION FOR HIGH SCHOOL SOCIAL STUDIES TEACHER:** A motion was made by Melissa Erwin and seconded by David Hodges to approve the Superintendent's recommendation for High School Social Studies probationary contract for Natasha Krenek. Motion carried unanimously.

**CONSIDER APPROVAL OF SUPERINTENDENT'S RECOMMENDATION TO EXTEND FOR A FOURTH CONSECUTIVE YEAR CERTAIN PROBATIONARY CONTRACTS:** A motion was made by Melissa Erwin and seconded by Ralph Novosad to extend for a fourth consecutive year certain probationary contracts. Motion carried unanimously.

**CONSIDER APPROVAL OF SUPERINTENDENT'S RECOMMENDATION TO TERMINATE CERTAIN PROBATIONARY CONTRACTS AT THE END OF CONTRACT TERM:** A motion was made by James Russell and seconded by Ralph Novosad to terminate at the end of the contract period the Probationary Contracts of those persons as set forth on the Superintendent's written

recommendation and discussed in closed session, it being the Board’s judgment that the best interests of the District will be served by terminating such employment; and I further move that the Board authorize the Superintendent to provide written notice of the Board’s decision to the persons whose contracts are terminated at the end of the contract period; and further moved that the Superintendents written recommendation be attached to the Minutes of this meeting. Motion carried unanimously.

**REVIEW OF PROFESSIONAL PERSONNEL CHANGES:** Mr. Pool and the Board reviewed professional personnel changes.

***SUPERINTENDENT’S REPORT***

- A. Governance
- B. Business and Support Services
  - 1. Foundation School Program State Funding Update Following the First Semester
- C. Personnel
- D. Curriculum and Instruction
- E. Students
- F. Community and Governmental Relations
- G. Legislative Update

There being no further discussion, the meeting adjourned at 9:36 p.m.

DRAFT

DRAFT

---

PRESIDENT

---

SECRETARY

**Agenda Item Summary Sheet (4 B.2)**  
**Meeting Date: May 17, 2011**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

**Consent Agenda:**  
**Business and Operations**

Renewal of Contract with ARAMARK for Food Service Management Services

### **Summary**

All school districts in Texas that contract with a Food Service Management Company under the National School Lunch Program and the School Breakfast Program have the option to annually renew the contract for four one-year terms after the procurement year. ECISD first contracted with ARAMARK Educational Services, Inc. for the 2003-2004 school year and continued to renew the contract in 2004-2005, 2005-2006, 2006-2007, and 2007-2008.

In the Spring of 2008 David Bright went through the process of securing competitive sealed proposals for food services management for the 2008-2009 school year. Of the nine companies that received Request for Proposals, ARAMARK was the only company to submit a bid and we entered into another contract with them.

After going through the procurement process in 2008, the Texas Department of Agriculture required all school districts in the state to complete another procurement process within the next two years. Since David had recently gone through this process we decided that it would be simpler to go ahead and repeat the process with the required changes, so in the Spring of 2009 we bid the contract again.

On April 1, 2009 the District received two Food Service Management bids and the Board approved the proposal submitted by ARAMARK Educational Services, LLC at the regular meeting on April 28, 2009.

Last spring we renewed the contact for the first one-year term for 2010-2011. We have been notified that due to the current school finance crisis ARAMARK is not proposing any fee increase for 2011-2012. We are very pleased with the service they have provided and therefore are recommending that we renew our agreement with them for the second one-year term.

**ECISD Board Policy**

CH (LEGAL), PURCHASING AND ACQUISITION

**Effective Date**

May 17, 2011

**Previous Board Action**

The Board approved the original contract with ARAMARK Educational Services, Inc. for the 2003-2004 school year. The contract was renewed annually in 2004-2005, 2005-2006, 2006-

2007, and 2007-2008.

In May of 2008 the Board approved a new contract with ARAMARK Educational Services for the 2008-2009 school year; and again in April of 2009 for the 2009-2010 school year.

Last spring we renewed our contract with ARAMARK Educational Services for the 2010-2011 school year.

**Future Action Expected** Annual renewal of the contract or procurement of a new contract.

**Background Information and Significant Issues** Please reference the attached memo from David Bright.

**Fiscal Impact** Please reference the attached memo from David Bright.

**Student and Public Benefit** Students receive nutritious meals at a reasonable price that meets all of the requirements of the National School Lunch Program, the School Breakfast Program, and the Texas Department of Agriculture.

The district saves money by outsourcing our food services to a professional management company and does not have to subsidize the food service budget from the General Fund.

**Procedural and Reporting Implications** Following approval we will complete and submit the Texas Department of Agriculture's *Certificate of Authority for External Users*.

**Public Comments** None.

**Alternatives** None.

**Other Comments and Related Issues** None.

**Attachments**

- Memorandum from David Bright regarding the Food Service Management Contract

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

**Action Required** Motion, second and majority vote to approve a renewal agreement with ARAMARK Educational Services, Inc. to provide food service management services to the district for the 2011-2012 school year.

**Superintendent's  
Recommendation**

I recommend that you a renewal agreement with ARAMARK Educational Services, Inc. to provide food service management services to the district for the 2011-2012 school year as a part of the Consent Agenda.

**Mark Pool, Superintendent of Schools**

May 12, 2011

**TO: Mark Pool**  
**FROM: David Bright**  
**SUBJECT: Food Service Management Contract**

As you know we either have to bid or renew our Food Service Management Contract each year. In 2009 we were required to rebid our contract and as a result awarded the bid to ARAMARK Educational Service, LLC. Last year we renewed our contract, an option we have again this year. Our Food Service Director, Scott Gelardi came to me earlier in the year and indicated ARAMARK was not planning on increasing their fees this year due to the funding crisis school districts are facing in Texas. Based on the success we have experienced, the relationship we have developed with ARAMARK and the fact they are working so hard to keep costs in check, I recommend we extend our contract with ARAMARK for the 2011-12 school year.

**Agenda Item Summary Sheet (4 B.6)**  
**Meeting Date: May 17, 2011**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

**Consent Agenda:  
Business and Support  
Services**

Review of Checks Written – April 2011

**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 2010-2011 General Operating Budget.

**ECISD Board Policy**

None.

**Effective Date**

April 30, 2011

**Previous Board Action**

Approval of 2010-2011 General Operating Budget on August 17, 2010 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:

	<b>2006-2007</b>	<b>2007-2008</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>
<b>September</b>	\$597,731.27	\$589,273.28	\$808,126.97	\$655,949.80	\$629,351.65
<b>October</b>	\$642,432.03	\$804,931.69	\$778,762.11	\$970,451.63	\$640,667.05
<b>November</b>	\$742,766.77	\$750,671.57	\$1,140,664.10	\$750,661.87	\$865,783.43
<b>December</b>	\$658,798.47	<b>\$1,211,146.13</b>	\$1,030,485.01	\$853,561.12	\$720,971.25
<b>January</b>	\$2,339,695.79	\$1,045,238.51	\$995,619.31	\$880,591.27	\$747,638.61
<b>February</b>	\$775,240.17	\$1,993,265.44	\$1,128,501.50	\$874,019.06	\$594,414.61
<b>March</b>	\$1,924,176.33	\$660,962.20	\$1,107,119.75	\$694,107.70	\$704,337.28
<b>April</b>	\$1,955,246.06	\$777,024.72	\$779,634.45	\$846,903.79	\$656,212.94
<b>Subtotal YTD</b>	<b>\$9,636,086.89</b>	<b>\$7,832,513.54</b>	<b>\$7,768,913.20</b>	<b>\$6,526,246.24</b>	<b>\$5,559,376.82</b>
<b>May</b>	\$947,243.08	\$867,612.30	\$1,105,700.63	\$758,644.83	
<b>June</b>	\$841,401.34	\$1,529,388.36	\$816,384.98	\$718,912.56	
<b>July</b>	\$485,322.31	\$803,678.77	\$813,160.04	\$718,935.08	
<b>August</b>	<b>\$1,415,904.27</b>	\$1,161,873.57	\$873,588.10	\$1,463,086.35	

**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 April are available in electronic format and were emailed to each member of the Board.

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

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

**Superintendent's Recommendation** Information only.

**Mark Pool, Superintendent of Schools**

**Agenda Item Summary Sheet (4 D.2)**  
**Meeting Date: May 17, 2011**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

**Consent Agenda:**  
**Curriculum and Instruction**

Waiver Request for Teacher Data Portal of the Texas Assessment Management System

**Summary**

During the last Legislative Session legislation was enacted to provide greater access to student assessment data for students, parents, educators, and the general public. To accomplish the a data portal to the Texas Assessment Management System was designed and implementation is planned for October 2011.

We can currently meet the requirement to provide teacher access to student assessment through our local student data system —Eduphoria. This would prevent our teachers from have to maintain and remember two logins for two separate systems. To do so we must make application to the Agency for an expedited waver.

**ECISD Board Policy**

None. Texas Education Code §32.258

**Effective Date**

May 17, 2011

**Previous Board Action**

None.

**Future Action Expected**

None.

**Background Information and Significant Issues**

Reference attached correspondence from TEA.

**Fiscal Note**

None..

**Student and Public Benefit**

Greater access to student assessment data for students, parents, educators, and the general public.

**Procedural and Reporting Implications**

Submit Application for Expedited and General State Waivers to the State Waiver Unit of the Texas Education Agency.

**Public Comments**

None.

**Alternatives**

None.

**Other Comments and Related Issues**

None.

**Attachments**

- TEA Correspondence —December 2010
- TEA Correspondence —February 2011

**Contact Person(s)**

Carolyn Gordon, Assistant Superintendent of Curriculum and Instruction

Tana Martin, District Assessment Coordinator

**Action Required**

Motion, second and majority vote to approve the expedited waiver for the Teacher Data Portal of the Texas Assessment Management System.

**Superintendent's Recommendation**

I recommend that you approve the expedited waiver for the Teacher Data Portal of the Texas Assessment Management System as a part of the Consent Agenda.

**Mark Pool, Superintendent of Schools**

December 21, 2010

Subject: District Participation in the Teacher Portal of the Texas Assessment Management System

TO THE ADMINISTRATOR ADDRESSED:

Please DO NOT reply to this e-mail.

The purpose of this e-mail is to notify districts of the option to apply for a waiver of participation in the teacher portal of the Texas Assessment Management System. In 2009, the 81<sup>st</sup> Texas Legislature enacted legislation to give greater access to student assessment data for students, parents, educators, and the general public. The assessment data portal will be fully operational in October 2011 and will comply with the requirements of Texas Education Code (TEC), sec. 32.258, as enacted by House Bill 3, 81<sup>st</sup> Legislature.

The Texas Education Agency (TEA) recognizes that districts may already have an operational data portal that meets the requirements of the statute with regard to teacher access to student data. Districts may apply to TEA for a waiver of participation in the teacher data portal. A waiver will be granted if a district can provide assurance that the local teacher data portal meets the requirements of TEC, sec. 32.258. Specifically, the local data portal must meet the following requirements.

- The local data portal must be accessible to all teachers in the district.
- The local data portal must provide access to teachers to view their own students' assessment data.
- Student data must be available from the 2007–2008 school year forward, and include data indicating progress in student achievement.
- Student data must be available on or before the first instructional day of the year following the year in which the data are collected.
- The local data portal must permit comparisons of student performance at the classroom, campus, district, and state levels.

The expedited waiver process is scheduled to be available in early January. Districts will be notified when the waiver form is accessible on TEA's website.

If you have any questions about this information, please call the TEA Student Assessment Division. If you have questions about the waiver process, please call the State Waiver Unit.

Assessment Contact Information

Texas Education Agency  
Department of Assessment, Accountability, and Data Quality, Criss Cloudt, Associate Commissioner  
Division of Student Assessment, Gloria Zyskowski, Deputy Associate Commissioner  
(512) 463-9536

State Waiver Unit

Texas Education Agency  
(512) 463-9630

February 17, 2011

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: District Participation in the Teacher Portal of the Texas Assessment Management System

In 2009, the 81<sup>st</sup> Texas Legislature enacted legislation to provide greater access to student assessment data for students, parents, educators, and the general public. The assessment data portal of the Texas Assessment Management System will be fully operational in October 2011 and will comply with the requirements of Texas Education Code (TEC), §32.258, as enacted by House Bill 3, 81<sup>st</sup> Legislature. Districts that are interested in fulfilling the requirement of TEC, §32.258 to provide teacher access to student assessment data through a local student data system must apply for an expedited waiver from the Texas Education Agency (TEA). The local data portal must meet the following requirements.

- The local data portal must be accessible to all teachers in the core subject areas (reading/English Language Arts, mathematics, science, and social studies) and must allow teachers to view their own students' assessment data. It will be a local decision whether to extend access to teachers outside of the four core subjects; however, districts must consider whether there exists a sound educational reason, allowable under the Family Educational Rights and Privacy Act (FERPA), for non-core teachers to have access to student-level data.
- Student data must be available from the 2007–2008 school year forward, and include data indicating progress in student achievement.
- Student data must be available on or before the first instructional day of the year following the year in which the data were collected.
- The local data portal must permit comparisons of student performance at the classroom, campus, district, and state levels. Though it will not be necessary for local data portals to contain statewide data for comparisons of student performance, local portals must include a link to the TEA's website where statewide reports are posted (<http://www.tea.state.tx.us/student.assessment/results/>).
- As a condition to granting a waiver for teacher access to the state data portal, local systems must have all of the above data available to teachers by October 1, 2011.

It should be noted that districts that receive a waiver from the requirement to provide teachers with access to the state data portal are still required to provide the teacher-student linking information in their summer PEIMS submissions. There is no waiver from the PEIMS submission requirement.

The deadline for submitting an expedited waiver request to fulfill the requirements of TEC, §32.258 through a local student data portal is August 1, 2011. The application for expedited and general state waivers is available online at [http://www.tea.state.tx.us/index2.aspx?id=6637&menu\\_id2=788](http://www.tea.state.tx.us/index2.aspx?id=6637&menu_id2=788).

If you have questions or need further clarification about this information, please contact the Student Assessment Division or the State Waiver Unit at (512) 463-9630 or at [Waivers@tea.state.tx.us](mailto:Waivers@tea.state.tx.us).

Assessment Contact Information

Texas Education Agency

Department of Assessment, Accountability, and Data Quality, Criss Cloudt, Associate Commissioner

Division of Student Assessment, Gloria Zyskowski, Deputy Associate Commissioner  
(512) 463-9536

[studenta@tea.state.tx.us](mailto:studenta@tea.state.tx.us)

**Agenda Item Summary Sheet (5 A)**  
**Meeting Date: May 17, 2011**  
**Submitted by: Mark Pool, Superintendent**

## ***Discussion Item***

<b>Business and Operations</b>	Request to Address the Board by Vicki Molina.
<b>Summary</b>	Vick Molina has made a formal request to be placed on the agenda to address the Board regarding bus transportation for children at the Housing Authority, Delta St. location.  Ms. Molina is the Executive Director of the Housing Authority.
<b>ECISD Board Policy</b>	BED (LOCAL) – BOARD MEETINGS, PUBLIC PARTICIPATION
<b>Effective Date</b>	May 17, 2011
<b>Previous Board Action</b>	None.
<b>Future Action Expected</b>	None.
<b>Background Information and Significant Issues</b>	None.
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Unknown.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	None.
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools
<b>Action Required</b>	None.
<b>Superintendent's Recommendation</b>	This is a discussion item only. <b>Mark Pool, Superintendent of Schools</b>

EXHIBIT F

REQUEST FOR PLACEMENT OF AN ITEM ON THE AGENDA

I wish to address the Board of Trustees at the next scheduled meeting of the Board and request that this presentation be placed on the agenda for that meeting.

Subject of presentation; give brief description:

bus transportation for children  
at the Housing Authority, Delta St.  
location

The presentation will include discussion of specific District personnel.

[ ] YES [  ] NO

The presentation will include discussion of discipline of a specific student.

[ ] YES [  ] NO

I understand that the following rules apply:

1. All appropriate administrative remedies must be exhausted before any complaint is brought before the Board; this is not the form to use when presenting a complaint unless the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy. [See DGBA, FNG, and GF, as appropriate]
2. Only the items appearing on the posted agenda may be discussed with the Board.
3. All presentations will be limited to 5 minutes unless additional time is allotted by the presiding officer.
4. Matters involving specific employees or discipline of a specific student will be discussed in closed meeting unless the right to a closed meeting is waived by the employee or by the student or his or her parent or guardian.
5. The deadline for submitting items for inclusion on the agenda is noon of the 5th day before regular meetings and noon of the 3rd day before special meetings, in accordance with policy BE(LOCAL).

Name of person making request Vicki Molina

Position of person making request (e.g., Trustee, employee, citizen) Executive Director  
Housing Authority

Address 1303 Delta St.

Daytime telephone number 543-6991 or 257-9586

Signature Vicki Molina

Date 5/9/11

enabled of investment and  
is able to provide project out to  
invested

renewed staff office to maintain ability to

to provide the best possible service to

the public and to ensure that the

department is able to meet the

requirements of the community

and to provide a high standard of

service to the public and to

ensure that the department is

able to meet the requirements of

the community and to provide a

high standard of service to the

public and to ensure that the

department is able to meet the

requirements of the community

and to provide a high standard of

service to the public and to

ensure that the department is

able to meet the requirements of

the community and to provide a

high standard of service to the

public and to ensure that the

department is able to meet the

requirements of the community

and to provide a high standard of

service to the public and to

ensure that the department is

Director  
Executive Director  
Director

921-8280

1802 DOLAN ST.

San Francisco

11/11/12

## ***Action Required***

**Business and Operations**      Elimination of Bus Routes Within Two Miles of Each Campus

**Summary**

The legislature has historically provided funding assistance to school districts that provide student transportation. Basic funding is for home-to-school or school-to-home transportation provided to regular eligible students who live more than two miles from their campus of regular attendance and for special needs students who require special transportation to attend school. There is also a provision for limited funding of transportation provided to regular eligible students who live fewer than two miles from their campus if they live in an area designated as a hazardous traffic area by the school board.

For the past couple of months the Board has discussed the possibility of eliminating bus transportation for students who are not regular eligible students; i.e., the live within two miles of the campus they attend. It has been estimated that this budget reduction item would save the district at least \$209,196 in personnel, fuel, and insurance costs. Additional savings would be realized through reduced bus maintenance costs and reduction in the rate of bus replacements.

**ECISD Board Policy**      CNA (LEGAL), TRANSPORTATION MANAGEMENT:  
STUDENT TRANSPORTATION

**Effective Date**      2011-2012 School Year.

**Previous Board Action**      This idea was initially presented to the Board at a Budget Workshop earlier this year and has been discussed at a couple of meetings since then.

**Future Action Expected**      None.

**Background Information and Significant Issues**      We currently have a total of 2,046 enrolled students who have completed a "bus card" and registered to ride a bus. We actually have an average daily ridership of 1,639, which is about 80% of the registered riders.

(The total registered riders does not include current special education students, twelfth grade registered riders. It also does not include those Pre-Kindergarten, Kindergarten, or other students new to the district next year.)

The following is a breakdown by campus of the registered riders:

Campus	Eligible Riders	Ineligible Riders
High School	153	145
Middle School	296	233
Northside	265	122
Hutchins	195	195
Myatt	220	222
<b>TOTALS</b>	<b>1,129</b>	<b>917</b>

Looking at the number of ineligible riders provides with us some indication of the increase in drop-off and pick-up traffic at each campus.

We currently run 37 routes with 33 buses. Implementing this plan would allow us to run 21 routes with 17-18 buses; a 43% reduction in routes provided.

### Fiscal Impact

The following information was taken from the Foundation School Program Summary of Finance Reports and the Annual AEIS Reports:

School Year	Summary of Finance	Transportation Allotment	AEIS Reports			Local
			Total	Per Pupil	Percentage of Expenditures	
<b>2006-2007</b>	<b>Final</b>	\$325,956	\$997,742	\$258	4.2%	\$671,786
<b>2007-2008</b>	<b>Final</b>	\$328,337	\$1,060,299	\$289	4.2%	\$731,962
<b>2008-2009</b>	<b>Final</b>	\$311,591	\$1,068,270	\$311	4.2%	\$756,679
<b>2009-2010</b>	<b>Near Final</b>	\$311,591		\$313	4.0%	
<b>2010-2011</b>	<b>Current</b>	\$308,699				

Locally we are subsidizing our state transportation allotment (which has not been updated for years) about \$.75 million per year. Implementing this plan would reduce our local costs for regular student transportation by over 25%.

Transportation costs for school field trips and extracurricular activities are reclassified at the end of each year to Functions 11 and 36 respectively and therefore are not shown in the numbers

above, which are strictly for Function 34 expenditures. Additional savings could be realized from these trips.

<b>Student and Public Benefit</b>	Reducing local dollars spent on student transportation provides more available funds for other operating areas.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	Do nothing are implement a tiered routing system.
<b>Other Comments and Related Issues</b>	<p>According to board policy, the Board may require payment of a reasonable fee for transportation to and from school of a student who lives within two miles of the school the student attends. However, the Board may not charge a fee for transportation for which the District receives a transportation allotment.</p> <p>LOCAL policy also provides that at the Board's direction, the Superintendent or designee shall permit students for who the District does not receive state transportation funds to use District transportation, in accordance with time and space limitations and administrative regulations.</p>
<b>Attachments</b>	None.
<b>Contact Person(s)</b>	David Bright, Assistant Superintendent of Finance and Operations Brett Schoppe, Director of Transportation
<b>Action Required</b>	Motion, second and majority vote to eliminate bus transportation for all regular education students who live within two miles of the campus they attend.
<b>Superintendent's Recommendation</b>	<p>I recommend that we eliminate bus transportation for all regular education students who live within two miles of the campus they attend.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

**Business and Operations** Update on Budget Reduction Plan

**Summary** According to LOCAL policy it is a duty of the Superintendent to:

*“Oversee a budget development process that results in recommendations based on District priorities, available resources, and anticipated changes to district finances.”*

In accordance with this policy and the current financial crisis in public school funding in the State of Texas we have developed a *Budget Reduction Plan* that was first presented to the Board of Trustees at a Budget Workshop on February 15, 2011. The plan was updated and presented for review at the regular meetings on March 22, 2011 and April 19, 2011. This is the third revision and update of the original plan.

**ECISD Board Policy** BJA (LOCAL) – SUPERINTENDENT, QUALIFICATION AND DUTIES

**Effective Date** September 1, 2011 for FY2011-2012

**Previous Board Action** The Board reviewed the initial Budget Reduction Plan at a Budget Workshop on Tuesday, February 15, 2011. Update No. 1 was presented to the Board at the Regular Meeting on March 22, 2011. Update No. 2 was presented at the Regular Meeting on April 19, 2011.

**Future Action Expected** This plan may be updated and presented for review on a monthly basis until the 2011-2012 General Operating Budget is proposed.

**Background Information and Significant Issues** The following changes have been made to Update No. 2 that was presented in April:

- **Line No. 1** - The number of clerical and/or paraprofessional employees who have terminated their employment with the district since September 1, 2011, that have not been replaced has been updated.
- **Line No. 7** – Total compensation of new head basketball coach recommendation has been updated.

- **Line No. 11** – Updated to reflect third year probationary contract that was issued to one of the probationary teachers who was originally non-renewed.
- **Line No. 15** – Updated to reflect the current plan for reducing the number of educational aides to reflect the staffing levels recommended by the TASBO Staffing Study. Actual compensation costs for planned terminations have been calculated and included.
- **Line No. 16** – Savings from reducing the number of days for at-will employees per the TASBO Staffing Study recommendations has been updated to include the actual calculations for those employees whom we plan to have return next year.
- **Line No. 18** – The amount to be saved by reducing the district’s contribution to employee health insurance premiums is still in the plan. As I have indicated earlier we would like to use the federal stimulus Edu Jobs Grant to cover this cost for FY2011-2012 since district employees will also experience a 9.5% increase in premiums.

**Fiscal Impact**

Revised cost reductions grow from \$3.0 to \$3.18 million.

**Student and Public Benefit**

A budget reduction plan that has the minimum amount of direct impact on student achievement and improves efficiency in the use of tax dollars.

**Procedural and Reporting Implications**

None.

**Public Comments**

None.

**Alternatives**

None

**Other Comments and Related Issues**

This Budget Reduction Plan will get us to the \$3.2 million level.

Last month David prepared and shared a spreadsheet that shows the amount of GF fund balance available above the 20% of general operating costs that could be used to balance the budget. As always, I am concerned about using fund balance for operating expenses, but that might have to be an option this year.

If the Foundation School Program (FSP) funding were cut by \$3.5 million, which at this time I consider to be our worst case scenario; with the current Budget Reduction Plan we would be \$300,000 short.

In looking at the Fund Balance Projection Sheet, I anticipate that our GF fund balance will be more than it was on 8/31/10. We have, at a minimum, saved the balance of the unearned compensation of those former employees who terminated their employment with the district since September 1, 2010, and were not replaced. Additionally, if we use the federal stimulus Edu Jobs Grant to pay for our incentives then the cost of the incentive programs will remain in the fund balance. compensation of those former employees who terminated their employment with the district since September 1, 2010, and were not replaced. Additionally, if we use the Federal Stimulus Edu Jobs grant to pay the cost of our incentive programs that \$339,224 will remain in the fund balance.

There are few, if any, personnel cuts that can be made from this point forward without cutting programs. When you cut programs the students in those programs have to go somewhere, so the class size in the remaining programs increases; and, every program cut is important to someone.

**Attachments**

- Budget Reduction Plan – Version No. 3.
- Fund Balance Projection

**Contact Person(s)**

Mark Pool, Superintendent of Schools  
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**

## Budget Reduction Plan

	Strategy / Action	Notes	Timeline	Fiscal Note	Fiscal Impact
1	2010-2011 "unofficial" hiring freeze for clerical / paraprofessional personnel.	We have had ten paraprofessionals who have terminated their employment with the district since the beginning of school whose positions have not been replaced.	September 1, 2010 thru February 22, 2011	Total compensation (annualized wages and benefits).	(\$181,464)
2	Early Notification Incentive for clerical and paraprofessional employees.	On February 22, 2011, the Board authorized an Early Notification Incentive for the first thirty-three clerical and/or paraprofessional employees to provide the district with notification of their intent not to return to district employment next year.	February 23 - March 25, 2011	Total compensation (annualized wages and benefits) of eleven employees took the incentive	(\$225,996)
3	2010-2011 "unofficial" hiring freeze for Professional contract personnel.	We have had two professional contract personnel who have terminated their employment with the district since the beginning of school.	September 1, 2010 thru February 22, 2011	Total compensation (annualized wages and benefits) for one FTE that was not replaced and net compensation for the second.	(\$173,041)
4	Exit Incentive for contract professional personnel - Elementary Teachers	On February 22, 2011, the Board authorized an Exit Incentive for the first fifteen Elementary Teachers to provide the district with notification of their intent not to return to district employment next year.	February 23 - March 25, 2011	Total annual compensation (salary, supplemental, and benefits) of the six elementary teachers who took the incentive	(\$381,036)
5	Exit Incentive for contract professional personnel - Secondary Teachers	On February 22, 2011, the Board authorized an Exit Incentive for the first twenty Secondary (middle school and high school) Teachers to provide the district with notification of their intent not to return to district employment next year.	February 23 - March 25, 2011	Total annual compensation (salary, supplemental, and benefits) of the fourteen secondary teachers who took the incentive	(\$865,351)
6	Replacement for Head Basketball Coach	Our Head Basketball Coach resigned and this is a position that we will not be able to replace with existing personnel.	May 1, 2011	Estimated annual compensation for recommended Head Basketball Coach / Math Teacher	\$56,915
7	Exit Incentive for contract professional personnel - Mid-Management Administrators	On February 22, 2011, the Board authorized an Exit Incentive for the first four Mid-Management Administrators to provide the district with notification of their intent not to return to district employment next year.	February 23 - March 25, 2011	Total annual compensation (salary, supplemental, and benefits) of the two Mid-Management Administrators who took the incentive	(\$184,708)
8	Exit Incentive for contract professional personnel - Professional Support	On February 22, 2011, the Board authorized an Exit Incentive for the first five Professional Support Personnel to provide the district with notification of their intent not to return to district employment next year.	February 23 - March 25, 2011	Total annual compensation (salary, supplemental, and benefits) of the three professional support personnel who took the incentive	(\$214,139)
9	Freeze compensation and benefits at current (2010-2011) level for next school year (2011-2012)		Immediately	No Additional Savings	\$0
10	Resignation or Non-Renewal of Probationary Contract Employees	We had two probationary contract personnel who either resigned or were non-renewed.	April 19, 2011	Total cost of compensation for two probationary contract personnel who resigned or their contracts were non-renewed.	(\$96,312)

## Budget Reduction Plan

	Strategy / Action	Notes	Timeline	Fiscal Note	Fiscal Impact
11	Reduce 2011-2012 Budget Appropriations Requests to Peer Group Average.	In 2008-2009 we were above the "Districts Like Us" peer group average in the following areas: Instruction; Instructional Realted; School Leadership; Student Support Services; Transportation; Plant Maintenance; and Security. We were below the peer group average in Instructional Leadership; Food Service; Cocurricular/Extracurricular; General Administration; Data Processing; and Community Service.	June 1, 2011	Targeted reductions rather than a general across the board percentage.	TBD
12	Contract for custodial services	We requested proposals for outsourcing our custodial services. Annual cost of successful proposer is \$695,979.	April 19, 2011	Savings determined by comparing proposal submitted by SSC for \$695,979 to our budget of \$857,507.	(\$161,528)
13	Eliminate Bus Transportation within two miles of each campus.	There could be some immediate cost reduction and long-term savings by eliminating all bus routes within the a two-mile radius of each campus. This would reduce the number of routes from 36 to 23.		Fleet Reduction from 47 to 35 buses. (Would not have to purchase a new bus for the next 8-12 years.) Insurance Savings \$8,496; Fuel Savings \$52,500; Reduction of 13 bus drivers \$148,200. Immediate savings of \$209,196.	(\$209,196)
14	Termination of Educational Aides to Staffing Levels Recommended by TASBO Staffing Study	According to the TASBO Staffing Study, 16.0% of the district's total staff are educational aides; compared to the state average of 9.8%. A reduction of 33 educational aide positions would put the district at 10%, just above the state average. We currently have identified 25 positions to be eliminated in addition to those that have already resigned and will not be replaced.	June 3, 2011	Total compensaton for the additional twenty-five positions.	(\$474,140)
15	Reduce number of workdays for At-Will Employees as per TASBO Staffing Study Recommendations	Currently our Parent Liasons work 202 days; Library aides work 190 days; and LVN's and Instructional Aides work 183 days. We only have 180 instructional days. The TASBO study recommended a reduction in the number of days for these at-will paraprofessional employees.	July 1, 2011	We have calculated the cost savings of reducing the 67 remaining aide positions from 183 to 180 workdays.	(\$19,546)
16	Reduce or Eliminate supplemental pay and stipends that are not a contract obligation.	Seeking a legal opinion on whether or not we have to maintain supplemental pay or stipends for employees with a dual contract.	July 1, 2011		TBD
17	Reduce district contribution for employee health insurance premiums.	The district is currently stautorily required to pay \$225 per employee per month as a benefit toward their healthcare insurance premiums. The district pays \$275 per month. There are 467 employees currently on TRS ActiveCare. In addition, 26 of the 28 employees who have taken the incentive program have been removed from this total.	July 1, 2011	467 employees x \$600 per year = \$280,200; less 26 employees x \$600 per year = \$15,600 equals \$264,600.	(\$264,600)
<b>Cumulative Total</b>					<b>(\$3,184,946)</b>

## FUND BALANCE PROJECTION

Current  
General Fund  
Operating  
\$ 28,851,273

<b>Less Projected Loss in State Funding</b>	-3,000,000	-3,500,000	-4,000,000	-4,500,000
<b>Adjusted GF Operating</b>	\$25,851,273	\$25,351,273	\$24,851,273	\$24,351,273
<b>20% of Adjusted GF Operating</b>	\$5,170,255	\$5,070,255	\$4,970,255	\$4,870,255
<b>Fund Balance as of 8/31/10</b>	\$5,832,903	\$5,832,903	\$5,832,903	\$5,832,903
<b>Less Projected 20% of Operating</b>	-5,170,255	-5,070,255	-4,970,255	-4,870,255
<b>Less Cost of Incentive Program</b>	-339,224	-339,224	-339,224	-339,224
<b>Less Designated for Stadium Turf</b>	-200,000	-200,000	-200,000	-200,000
<b>Surplus/Deficit</b>	\$123,424	\$223,424	\$323,424	\$423,424

**Agenda Item Summary Sheet (5 D)**  
**Meeting Date: May 17, 2011**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Item***

**Business and Operations**      Lease Agreement with Northside Education Center, Inc.

**Summary**

From time to time the Board has discussed the \$36,000 in support that we provide to the Northside Education Center, Inc. on an annual basis. I had the concern for a long time that this could be considered a gift of public funds unless we could show that we benefited in some way from this expenditure. That is the reason why several years ago when we moved changed our Disciplinary Alternative Education Program from being housed on campus in the evenings to being conducted during regular school hours we asked to house the program in the Northside Education Center, Inc. facilities. We ran the program for several years from classrooms in the Boys & Girls Club building and more recently moved into the newly renovated "old band hall" building where we now house the DAEP and our Alternative Learning Program. This allows us to show a benefit from our annual investment.

In addition to the \$36,000 annually we have continued to pay the property and casualty insurance for the entire Northside Education Center facility.

There has been some discussion in recent NEC Board Meetings about the possibility of the district entering into a lease agreement with the Northside Center Inc., for use of the facility rather than the annual payment for support. The proposal is for \$2500.00 per month (\$30,000 annually) and the district will pay all utility bills.

The proposal also included the non-exclusive use of the NEC facility, classrooms and equipment at no charge.

Electricity for the "band hall" building for August thru December 2010 totaled \$3,0691.47; an average of \$618.29 per month. If the utility bills exceed \$500 per month this will cost us more than the \$36,000 we are now contributing.

The minutes of the March 28, 2011 NEC board meeting stated that once the lease was revised that Randy Clapp was to meet with me to review the terms and conditions of the lease. I have not heard from Judge Clapp at this time.

**ECISD Board Policy**      CX (LEGAL), RENTING OR LEASING A FACILITIES FROM OTHERS

**Effective Date**      May 17, 2011

<b>Previous Board Action</b>	Discussions about the annual support paid to Northside Education Center, Inc.
<b>Future Action Expected</b>	None.
<b>Background Information and Significant Issues</b>	<p>A copy of the proposed Lease Agreement is attached. I have highlighted some sections that I have questions about:</p> <ul style="list-style-type: none"> <li>• Is the district strictly responsible for the maintenance of the HVAC equipment, or is the expectation that we would replace the equipment if it failed?</li> <li>• Does the discussion about “all utility bills” include electricity, water and waste disposal, gas, and solid waste disposal, or just electric utilities. I do not have a cost estimate on any of the utilities except electricity.</li> <li>• What would the <i>“reasonable share of its cleaning and janitorial costs, to be allocated monthly”</i> cost the district?</li> </ul> <p>I also question as to whether we need to continue to pay the property and casualty insurance for the entire NEC, Inc. facilities.</p>
<b>Fiscal Impact</b>	At least \$2500 per month (\$30,000) annually plus utilities.
<b>Student and Public Benefit</b>	Benefit from the use of the facility for the DAEP, Alternative Learning Program, and NEC classroom facilities.
<b>Procedural and Reporting Implications</b>	Execute Lease Agreement. .
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	Proposed Lease Agreement between El Campo Independent School District and Northside Education Center, Inc.
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools
<b>Action Required</b>	Motion, second and majority vote to authorize the Superintendent to negotiate and execute a Lease Agreement

with the Northside Education Center, Inc. following review and approval by the district's legal counsel.

**Superintendent's  
Recommendation**

I recommend that the Board authorize the Superintendent to negotiate and execute a Lease Agreement with the Northside Education Center, Inc. following review and approval by the district's legal counsel.

**Mark Pool, Superintendent of Schools**

Lease Agreement

State of Texas )

County of Wharton )

Northside Center, Inc, (Lessor), hereby leases to El Campo Independent School District (Lessee), the following real property, along with the furniture and equipment located therein:

Property 1 - The Old Band Hall hereafter referred to as DAEP building. 802 Depot El Campo, TX 77437

Property 2 – Main Building hereafter referred to as NEC facility. 707 Fahrenthold, El Campo, TX 77437

The Term of this lease will begin on January 1, 2011 and will be for a term of 1 year ending December 31, 2012. This Lease will automatically renew for subsequent 1 year periods unless it is terminated in writing as provided below.

Either party may terminate this lease upon 60 days written notice to the other party.

Lessee's Address: El Campo Independent School District, 700 W. Norris St., El Campo, TX 77437

Lessor's Address: Northside Center, Inc. 707 Fahrenthold El Campo, TX. 77437.

Rent: Lessee agrees to pay \$2,500.00 per month on the 1st day of each month.

Property 1: Lessee will have exclusive use of the DAEP building. Lessee shall be responsible for the following:

- 1) Maintenance of the interior of the premises, including the walls, floors, ceilings, furniture and equipment, windows, doors, lighting, restrooms and HVAC equipment.
- 2) Liability insurance for its operations in the facility, a copy of which shall be provided to Lessor.
- 3) All utility bills for DAEP Building.

Lessor shall be responsible for the following

- 1) Maintenance of exterior/structural components of building including roof, foundation, outside walls, parking lot and lawn care.

Property 2: Lessee will have non-exclusive use of the NEC facility, classrooms and equipment at no charge, upon reasonable notice and based upon availability. Lessee will have no obligation to maintain the NEC facility, except that Lessee will reimburse Lessor for a reasonable share of its cleaning and janitorial costs, to be allocated monthly, based upon actual uses by Lessee.

Date: \_\_\_\_\_

LESSEE: El Campo Independent School District \_\_\_\_\_

LESSOR: Northside Center Inc. \_\_\_\_\_

**Agenda Item Summary Sheet (6 D)**  
**Meeting Date: May 17, 2011**  
**Submitted by: Mark Pool, Superintendent**

## ***Discussion Item***

**Curriculum and Instruction** Dialogue with Response to Intervention and Bilingual Education / ESL Facilitators

**Summary** The Board will have the opportunity to engage in dialogue with our Response to Intervention and Bilingual / ESL Facilitators.

**Effective Date** May 17, 2011

**Previous Board Action** None.

**Future Action Expected** The Board will occasionally meet with Rtl and Bilingual / ESL Facilitators to discuss their programs.

**Background Information and Significant Issues** None.

**Fiscal Impact** None.

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

**Procedural and Reporting Implications** None.

**Public Comments** None.

**Alternatives** None.

**Other Comments and Related Issues** None.

**Attachments** None.

**Contact Person(s)** Carolyn Gordon, Assistant Superintendent of Curriculum and Instruction

Molli Bodungen – Response to Intervention Facilitator

Lisa Hernandez – Bilingual Education / ESL Facilitator

**Action Required** No action required.

**Superintendent's Recommendation** This is an information item only. .

**Mark Pool, Superintendent of Schools**

**Agenda Item Summary Sheet (7 B)**  
**Meeting Date: May 17, 2011**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

<b>Governance</b>	Oath of Office for New Trustees
<b>Summary</b>	<p>The <i>Texas Constitution</i> requires that newly elected and appointed Trustees, before taking the oath or affirmation of office and entering upon the duties of office, shall sign the required officer's statement. The statement shall be retained with the official records of the office.</p> <p>The <i>Texas Constitution</i> and the <i>Texas Education Code § 11.061</i> further require that after the officer's statement has been signed and certificates of election have been issued, but before entering upon the duties of the office, the Trustee shall take the oath or affirmation of office and shall file it with the President of the Board.</p>
<b>ECISD Board Policy</b>	BBB (LEGAL), BOARD MEMBERS: ELECTIONS
<b>Effective Date</b>	May 17, 2011
<b>Previous Board Action</b>	The <i>Oath of Office</i> is administered to newly elected members of the Board following the annual School Board Trustee Election.
<b>Future Action Expected</b>	The <i>Oath of Office</i> is administered to newly elected members of the Board following the annual School Board Trustee Election.
<b>Background Information and Significant Issues</b>	<p>The <i>Texas Government Code §602.002, 602.006</i> specifies individuals who may administer the oath of office, one of whom is a notary public.</p> <p>Dianne Cerny is a notary public and will be administering the oath of office to the newly elected trustees.</p>
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Students and taxpayers benefit by having highly qualified Trustees elected to oversee the management of the District.
<b>Procedural and Reporting Implications</b>	According to policy, the <i>Officer's Statement</i> shall be retained with the official records of the office; and the <i>Oath of Office</i> shall be filed with the President of the Board.

<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	(1) Copy of <i>Officer's Statement</i> (2) Copy of <i>Oath of Office</i> .
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools
<b>Action Required</b>	Newly elected Trustees will take the oath or affirmation of office.
<b>Superintendent's Recommendation</b>	I recommend that the necessary action(s) be taken to administer the <i>Oath of Office</i> to newly elected Trustees. <b>Mark Pool, Superintendent of Schools</b>

### **Officer's Statement**

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

Texas Constitution, Article XVI, Section 1(b)

### **Oath of Office**

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

Texas Constitution, Article XVI, Section 1(a)

OFFICER'S STATEMENT

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

*Tex. Const. Art. XVI, Sec. 1(b)*

OATH OF OFFICE

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

*Tex. Const. Art. XVI, Sec. 1(a)*

**Agenda Item Summary Sheet (7 D)**  
**Meeting Date: May 17, 2011**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

<b>Governance</b>	Board of Trustees Code of Ethics
<b>Summary</b>	Criteria number 7.4 of the <i>TASB Board Effectiveness Audit</i> states that <i>“the board has adopted and annually reaffirms an ethics statement or code of conduct for board members.”</i>
<b>ECISD Board Policy</b>	BBF(LOCAL): BOARD MEMBERS, ETHICS
<b>Effective Date</b>	May 17, 2011
<b>Previous Board Action</b>	<p>The Board previously adopted BBF (LOCAL) in Update 63. The policy was issued on June 22, 2000.</p> <p>The Board annually reaffirms the ethics statement in the meeting when school board election results are canvassed and after the newly elected members have been installed.</p>
<b>Future Action Expected</b>	The ethics statement will be reviewed and reaffirmed or changed each May following the board election.
<b>Background Information and Significant Issues</b>	<p>One good way for the board to articulate and agree on certain basic assumptions and expectations about its functioning is to adopt a code of conduct or a statement of ethical principles for its individual members to follow. Such a statement outlines basic ideals in behavior board members intend to be guided by.</p> <p>The value of adopting a code of conduct or ethics statement is not simply in having an ideal against which to measure board member actions. It also lies in the discussion among the members in deciding what to include in the document. Few types of discussion are more fruitful in helping board members to understand the personal priorities and motivations of their body corporate colleagues. Such an understanding can be crucial in isolating potential sources of conflict.</p> <p>Any such document the board adopts should be adopted by unanimous consent. If any member cannot consent to be governed by each principle on the document, the board must continue working on the document until unanimous consent is reached. If unanimous consent cannot be reached, the board should not adopt such a document.</p> <p>Once adopted, the board should reaffirm annually the document to ensure that all members continue to agree to be governed by it. This is especially necessary if there are new members on the board who were not part of the initial adoption.</p>

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

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

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

**E**QUITY  
IN ATTITUDE

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

**T**RUSTWORTHINESS  
IN STEWARDSHIP

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

**H**ONOR  
IN CONDUCT

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

**I**NTEGRITY  
OF CHARACTER

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

**C**OMMITMENT  
TO SERVICE

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

**S**TUDENT-  
CENTEREDFOCUS

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

**Agenda Item Summary Sheet (7 E)**  
**Meeting Date: May 17, 2011**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Item***

<b>Governance</b>	Appointment of a Trustee to Serve on the ECISD Education Foundation Board of Directors
<b>Summary</b>	<p>According to the By-Laws of the El Campo ISD Education Foundation, Article III, Board of Directors, Sec 2.04, "...A trustee representative of the El Campo Independent School District Board of Trustees shall hold permanent official seat with vote...."</p> <p>As we move forward with the selection of directors for the Education Foundation, you need to appoint a member of the Board of Trustees to a permanent seat on the ECISD Education Foundation Board of Directors.</p> <p>The bylaws further state that "...Each permanent Director shall hold office until his or her designated position with the School District is changed."</p>
<b>ECISD Board Policy</b>	None.
<b>Effective Date</b>	May 17, 2011
<b>Previous Board Action</b>	On December 14, 2010, the Board authorized the Superintendent to enter into an Agreement with Foundation Consulting Services for the development of the ECISD Public Education Foundation
<b>Future Action Expected</b>	None.
<b>Background Information and Significant Issues</b>	None.
<b>Fiscal Impact</b>	Unknown.
<b>Student and Public Benefit</b>	Students and teachers will benefit from the formation of an Education Foundation.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.

<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	Copy of Article III, Section 2.04 of the Bylaws of the El Campo ISD Education Foundation.
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools
<b>Action Required</b>	Nominate and elect a Trustee to serve as a permanent director of the El Campo ISD Education Foundation.
<b>Superintendent's Recommendation</b>	I recommend that the Board nominate and elect a Trustee to serve as a permanent director of the El Campo ISD Education Foundation.  <b>Mark Pool, Superintendent of Schools</b>

# BYLAWS OF THE EL CAMPO ISD EDUCATION FOUNDATION

These Bylaws govern the affairs of the EL CAMPO ISD EDUCATION FOUNDATION, INC., (the "Corporation"), a nonprofit Corporation organized under the Texas Non-Profit Corporation Act. The name of the Corporation, its corporate purpose, and the terms of its existence are set forth in the Articles of Incorporation filed with the Secretary of State of Texas, as the same may from time to time be amended. These Bylaws are subject to the provisions of the Articles of Incorporation.

## ARTICLE I OFFICES, CORPORATE SEAL

Section 1.01. **Registered Office.** The registered office of the Corporation in Texas shall be that set forth in the Articles of Incorporation, or in a resolution of the Directors filed with the Secretary of State changing the registered office.

Section 1.02. **Other Offices.** The Corporation may have such other offices, within the State of Texas, as the Directors shall from time to time determine.

## ARTICLE II BOARD OF DIRECTORS

Section 2.01. **Members.** The Corporation shall have no members. All corporate actions shall be approved by the Board of Directors as provided in these Bylaws. All rights which would otherwise rest in the members shall rest in the Directors.

Section 2.02. **General Powers.** The property, affairs and business of the Corporation shall be managed by the Directors.

Section 2.03. **Property.** No Director shall have any right, title or interest in or to the property of the Corporation.

Section 2.04. **Number, Qualification and Term of Office.** The number of Directors shall be at least 17 and not more than 25; however, the number of voting Directors may be increased or decreased to any odd number, by amendment of these Bylaws. Directors to serve until the first annual meeting shall be elected by the initial Directors named in the Articles of Incorporation. Thereafter, all Directors shall be elected by those remaining duly qualified Directors. The Superintendent of Schools of the El Campo Independent School District shall hold permanent official seat with vote. A trustee representative of the El Campo Independent School District Board of Trustees shall hold permanent official seat with vote. These two Directors shall be known as permanent Directors. All other Directors shall be known as elected Directors. Each elected Director shall hold office until the annual meeting three (3) years following his or

her election and until a successor is elected, or until his or her death, or until resignation, or until he or she is removed in the manner hereinafter provided. **Each permanent Director shall hold office until his or her designated position with the School District is changed.** The initial elected Directors shall draw lots for initial terms of office. The term of office for approximately one-third of the elected Directors shall expire each year. Elected Directors may be re-elected to successive terms. Persons, including representatives and directors of banks or trust companies who serve as investment advisors, custodians, or agents for or with respect to funds of or held for the benefit of this Corporation, shall never constitute more than one-half of the Directors of this Corporation.

**Section 2.05. Resignation.** Any Director of the Corporation may resign at any time by giving written notice to the President or to the Secretary of the Corporation. The resignation of any Director shall take effect at the time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**Section 2.06. Vacancies.** Any vacancy in the position of an elected Director caused by death, resignation, disqualification, removal, or any other cause, shall be filled by a majority vote of the Board of Directors and the Director so elected shall hold office for the remaining term of that Directorship and until his or her successor shall be duly elected and qualified by the remaining Directors. Any vacancy in the position of a permanent Director as noted in Section 2.04 shall be filled by the same person filling the school district position.

**Section 2.07. Place of Meeting.** The Board of Directors may hold its meetings at such place or places, within the State of Texas, as it may choose.

**Section 2.08. Annual Meeting.** As soon as practical and not more than sixty (60) days after the beginning of a new fiscal year, the annual meeting of the Corporation shall be held for the purpose of election of officers of the Corporation and any other business or transactions as shall come before the meeting. Notice of the annual meeting shall be given in writing by the Secretary to all Directors not less than ten (10) days prior to the meeting.

**Section 2.09. Regular Meetings.** Regular meetings of the Board of Directors shall be held at such time and place, within the State of Texas, as the Board may determine by resolution adopted by a majority of the members of the Board of Directors. Notice of regular meetings shall be given by the Secretary not less than five (5) days prior to the meeting.

**Agenda Item Summary Sheet (7 F)**  
**Meeting Date: May 17, 2011**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Item***

<b>Governance</b>	Appointment of ECISD Representatives to Serve on Northside Education Center Board of Directors.
<b>Summary</b>	<p>At the last meeting of the Northside Education Center Board we were informed that, in addition to the Superintendent, the El Campo ISD has four member representatives appointed to the Board of Directors. The Superintendent is a standing member. In addition we have the following representatives:</p> <ul style="list-style-type: none"><li>• Dr. Melissa Erwin</li><li>• David Wendt</li><li>• Linda Raun</li><li>• Cecil Davis</li></ul> <p>According to Leeanna Shimek, NEC Executive Director, these representatives are to be appointed, or re-appointed annually.</p>
<b>ECISD Board Policy</b>	None.
<b>Effective Date</b>	May 17, 2011
<b>Previous Board Action</b>	Directors have previously been appointed.
<b>Future Action Expected</b>	Directors will be appointed and/or reappointed annually.
<b>Background Information and Significant Issues</b>	Cecil Davis currently represents the ECISD and is a standing member as the President of the El Campo Economic Development Corp. We could appoint someone in Cecil's place and gain additional representation for the district.
<b>Fiscal Impact</b>	Unknown.
<b>Student and Public Benefit</b>	ECISD is represented in the governance of the Northside Education Center, Inc.
<b>Procedural and Reporting Implications</b>	Notification to Leeanna Shimek.

<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	None.
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools
<b>Action Required</b>	Nominate and elect representatives to be appointed by the Board of Trustees to the Northside Education Center Board of Directors.
<b>Superintendent's Recommendation</b>	I recommend that the Board nominate and elect representatives to be appointed to the Northside Education Center Board of Directors.  <b>Mark Pool, Superintendent of Schools</b>

## ***Action Required***

<b>Personnel</b>	Consider approval of probationary contracts for new personnel.
<b>Summary</b>	<p>Recommendations will be presented to fill the following position(s):</p> <ol style="list-style-type: none"><li>1. High School Math Teacher and Head Basketball Coach to fill vacancy created by Chet Byerly's resignation.</li><li>2. High School Special Education Teacher and Head Softball Coach to fill vacancy created by Shane Wagner's resignation.</li></ol> <p>Personnel Recommendation Data Summary Sheets will be furnished for each candidate that is being recommended.</p>
<b>ECISD Board Policy</b>	DCA (LEGAL). EMPLOYMENT PRACTICES: PROBATIONARY CONTRACTS
<b>Effective Date</b>	May 17, 2011
<b>Previous Board Action</b>	None.
<b>Future Action Expected</b>	Contract renewals will be considered next March.
<b>Background Information and Significant Issues</b>	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 45 <sup>th</sup> 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.
<b>Fiscal Impact</b>	Salary and Benefits
<b>Student and Public Benefit</b>	We are ethically bound to provide the best instructors possible for the children we serve.
<b>Procedural and Reporting Implications</b>	Probationary contracts will be issued following action by the Board.

<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	<p>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</p> <p>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.</p> <p>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.</p>
<b>Attachments</b>	Personnel Recommendation Data Summary Sheets (not released to public)
<b>Contact Person(s)</b>	<p>Mark Pool, Superintendent of Schools</p> <p>Rich DuBroc, High School Principal</p> <p>Bob Gillis, Athletic Director</p>
<b>Action Required</b>	Motion, second and majority vote to approve administration's recommendations for personnel contracts.
<b>Superintendent's Recommendation</b>	<p>I recommend that you approve administration's recommendations for personnel contracts.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>