

# 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 June 21, 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. Public Comment	
2. Recognition	
3. Adjournment	
4. Call to Order/Opening Prayer/Pledge of Allegiance	
5. Consent Agenda	
A. Governance	
B. Business and Support Services	
1. Review Approval of Lease Agreement with Northside Center, Inc.	3
2. Review of Quarterly Investment Reports	8
3. Review List of Checks Written for the Month of May, 2011	23
C. Students	
6. Consider Approval of the Minutes	25
A. May 17, 2011 Regular Meeting	27
B. June 1, 2011 Special Meeting	32
7. Consider Annual Renewal of Worker's Compensation Program	33
8. Consider Approval of Student Transportation Department Annual Evaluation	39
9. Review of Monthly Financial Reports	47
10. Personnel	
11. Curriculum and Instruction	
12. Business and Operations	
A. Discuss Planned Budget Workshops and Information Desired	55
13. Discuss Proposed Cost Reduction Plan	57
14. Review of Preliminary Budget for 2011-2012	62
15. Discuss Possibility of Interlocal Agreement with Louise to Provide Transportation Services	76
16. Curriculum and Instruction	
17. Consider Approval for Implementation of Early Act First Knight Program at Northside Elementary School	79
18. Governance	
A. Review TASB Policy Service Localized Update 90	85
B. Discuss Plans for TASA/TASB Annual Convention	116
19. Consider Appointment of ECISD Representatives to Serve on the Northside Education Center Board of Directors	118
20. Closed Session:	
21. Personnel	

22. Superintendent's Report
    - A. Curriculum and Instruction
    - B. Community and Governmental Relations
    - C. Legislative Update
  23. Governance
  24. Business and Support Services
  25. Personnel
  26. Students
- 

*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 June 16, 2011 at 2:00 p.m.

---

For the Board of Trustees

**Agenda Item Summary Sheet (4 B.2)**  
**Meeting Date: June 19, 2011**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Item***

**Consent Agenda: Business and Operations**      Lease Agreement with Northside Center, Inc.

**Summary**

From time to time the Board has discussed the \$36,000 in annual support that we provide to the Northside Center, Inc. To overcome the concern that this support could possibly be considered a use of public funds to support a private entity, which is a violation of the Texas Constitution, a few years ago we started using some of the facilities there for the operation of our Disciplinary Alternative Education Program (DAEP). In more recent years we have added the Alternative Learning Center program.

In addition to the \$36,000 annually we have continued to pay the property and casualty insurance for the entire Northside Education Center facility. I had David Bright to check and see what that was costing the district. According to our insurance reps, insuring the buildings at Northside Center is currently costing us \$4,115 annually.

Last month I presented a proposal by the NEC Board on 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.

Following discussion on the proposed Lease Agreement the Board authorized me *“to negotiate and execute a Lease Agreement with Northside Center, Inc. following review and approval by the district’s legal counsel and final review of the lease agreement by the Board.”*

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

**Effective Date**      June 19, 2011

**Previous Board Action**      Lease Agreement proposal presented last month.

**Future Action Expected**      None.

**Background Information and Significant Issues**      You will recall that last month I had some concerns about the proposed Lease Agreement. Specifically:

- 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?

- 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.
- What would the “*reasonable share of its cleaning and janitorial costs, to be allocated monthly*” cost the district?

I also questioned as to whether we need to continue to pay the property and casualty insurance for the entire NEC, Inc. facilities.

At the last meeting of the Northside Center board these issues were discussed and hopefully resolved. From the original proposed Lease Agreement the following changes have been made:

- We inserted the words “routine maintenances” that relieves the district of replacing the HVAC equipment if it fails.
- The clause requiring us to provide an insurance certificate showing that we carried liability insurance for the operation of the DAEP was deleted since public school districts have limited liability under the Tort Liability Act.
- We inserted the word “electrical” before utility bills to clarify that the district is only required to pay for the electric bill and not all utilities.
- The clause requiring the district to reimburse Northside Center for “a reasonable share of its cleaning and janitorial costs” was deleted.
- The language requiring the district to reimburse Northside Center for a reasonable share of its cleaning and janitorial costs was deleted.
- Finally, at Randy Clapp’s suggestion, the following sentence was added: “*Lessee will endeavor not to directly damage the premises through its operations, except for normal wear and tear, and will cause any such damage to be repaired at Lessee’s expense:*” which I agreed to since we should be responsible for any deliberate damage done to the property.

We have checked with our electric utility consultant and we should be able to transfer the electric utilities over to our plan without any problem, which should result in a lower utility cost. At some point in time we may also want to consider the installation of controls in the DAEP Building (Old Band Hall).

I brought up the issue of the property and casualty insurance at the last Northside Board meeting and will continue to pursue the idea of Northside Center, Inc. providing their own insurance.

<b>Fiscal Impact</b>	<p>At least \$2500 per month (\$30,000) annually plus utilities. Utilities are currently in excess of \$500 per month, but we should be able to secure a lower rate. There was discussion at the meeting that the monthly fee would remain negotiable contingent upon the utility rate we can secure. I expressed to the Northside Center board that we did not want to exceed the current contribution of \$36,000.</p> <p>If we can have Northside Center, Inc. to pay their own property and casualty insurance we can save \$4,115 annually.</p>
<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>	The Lease Agreement has been reviewed by the District's legal counsel.
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Original Proposed Lease Agreement between El Campo Independent School District and Northside Education Center, Inc. (with revisions)</li> <li>• Revised Proposed Lease Agreement between El Campo Independent School District and Northside Education Center, Inc.</li> </ul>
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools
<b>Action Required</b>	No action required. The Board authorized negotiation and execution of the agreement at the regular meeting on May 17, 2011.
<b>Superintendent's Recommendation</b>	Information only.
	<b>Mark Pool, Superintendent of Schools</b>

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 EI 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 EI 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~~ Routine 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 electrical utility bills for DAEP Building.
- 4) Lessee will endeavor not to directly damage the premises through its operations, except for normal wear and tear, and will cause any such damage to be repaired at Lessee's expense

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. \_\_\_\_\_

## 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 Farenthold, El Campo, TX 77437

The Term of this lease will begin on September 1, 2011, and will be for a term of 1 year ending August 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 Farenthold, El Campo, TX 77437.

Rent: Lessee agrees to pay \$2,500 per month on the 1<sup>st</sup> day of each month.

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

- 1) Routine maintenance of the interior of the premises, including the walls, floors, ceilings, furniture and equipment, windows, doors, lighting, restrooms, and HVAC equipment.
- 2) All electrical utility bills for DAEP Building.
- 3) Lessee will endeavor not to directly damage the premises through its operations, except for normal wear and tear, and will cause any such damage to be repaired at Lessee's expense.

Lessor shall be responsible for the following:

- 1) Maintenance of the 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.

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

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

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

**Agenda Item Summary Sheet (04 B.5)**  
**Meeting Date: June 21, 2011**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

**Consent Agenda: Business  
and Support Services**

Quarterly Investment Report

**Summary**

According to the *Texas Government Code § 2256.023(a)*, *Not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity a written report of investment transactions for all funds covered by this chapter for the preceding reporting period.*

This information is taken from the Public Funds Investment Act.

**ECISD Board Policy**

CDA (LEGAL), OTHER REVENUES: INVESTMENTS,  
QUARTERLY REPORTS

**Effective Date**

May 31, 2011

**Previous Board Action**

Board reviews *Quarterly Investment Reports* in September, December, March, and June.

**Future Action Expected**

Next review, September 2011

**Background Information and  
Significant Issues**

None.

**Fiscal Impact**

None.

**Student and Public Benefit**

Closely monitoring district investments ensures the efficient use of public funds.


**Procedural and Reporting  
Implications**

None.

**Public Comments**

None.

<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	<ul style="list-style-type: none"><li>• <i>ECISD Quarterly Financial Report for Quarter Ending May 31, 2011</i></li></ul>
<b>Contact Person(s)</b>	David Bright, Assistant Superintendent of Finance and Operations
<b>Action Required</b>	No Action Required. This is an information report only.
<b>Superintendent's Recommendation</b>	Information only. <b>Mark Pool, Superintendent of Schools</b>



# ***ECISD QUARTERLY INVESTMENT REPORT***

For Quarter Ending  
May 31, 2011

Submitted June 21, 2011  
ECISD Board Meeting

Prepared by David Bright,  
Assistant Superintendent for Finance

**El Campo Independent School District  
Quarterly Report of Investment Activity  
Quarter Ending May 31, 2011**

**Introduction**

House Bill 2459, which was passed during the 1995 legislative session, amended a section of the Education Code dealing with investments. Code Section 2256.023 as amended requires that the Investment Officer of the District prepare a report of investment activity and position on a quarterly basis. The report that follows covers the period September 1, 2010 to May 31, 2011.

**Investment Strategy for all Funds**

The goal of the investment program is to maximize financial returns within current market conditions in accordance with Board Policy CDA (LEGAL) and CDA (LOCAL). All legal, authorized investments shall have sufficient liquidity to meet anticipated cash flow requirements, projected on a weekly, monthly, and annual basis. Investments should not exceed one (1) year in final, stated maturity. Only investments authorized by Board Policy CDA (LEGAL) and CDA (LOCAL) will be purchased. Investments should be purchased with the intent of holding until maturity.

**Investment Activity for the Quarter Ending May 31, 2011**

Interest from checking accounts at Prosperity Bank totaled:	\$ 43,122.93
Interest earned at TexPOOL for the quarter totaled:	10.93
Interest earned at TexSTAR for the quarter totaled:	<u>1.31</u>
<b>Total interest earned for the Quarter Ending May 31, 2011, was:</b>	<b>\$ 43,135.17</b>

**Diversification of Funds**

As a part of the investment policy adopted by the Board, a written investment strategy is required which must describe the investment objective for each fund. One of the priorities listed in Board policy concerns diversification of the investment portfolio. As of May 31, 2011, the District's portfolio held \$9,212,814.60 or 99.53% of available funds with Prosperity Bank, \$38,080.54 or .41% with TexPOOL, and \$4,587.51 or .06% with TexSTAR. The portfolio balance as of May 31, 2011, was \$9,255,482.65.

**Collateral**

In order to protect the District from risk of loss related to uninsured cash balances, the District's depository bank pledges collateral to the District in the form of government securities. On May 31, 2011, securities pledged by the Prosperity State Bank to El Campo ISD had an estimated market value of \$19,293,900.31. With FDIC insurance the District has adequate collateral.

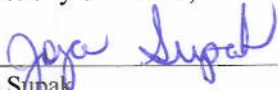
**Investment Position at May 31, 2011**

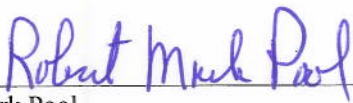
The attached report details the ending cash and investment balances for each of the past three months. Interest earned is posted to the General Ledger on a monthly basis.

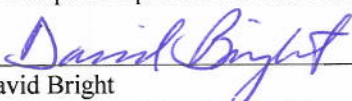
**Investment Officers' Certification**

I hereby certify that the following information to the best of my knowledge is a true and accurate description of the investment portfolio of the El Campo Independent School District for the period ending May 31, 2011. All investments are in compliance with the Public Funds Investment Act (HB2459) and local investment policies.

Respectfully Submitted,

  
\_\_\_\_\_  
Joyce Supak  
Investment Officer  
El Campo Independent School District

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

  
\_\_\_\_\_  
David Bright  
Assistant Superintendent for Finance  
El Campo Independent School District

**EL CAMPO INDEPENDENT SCHOOL DISTRICT  
 QUARTERLY CASH & INVESTMENT REPORT  
 March 1, 2011 to May 31, 2011**

**Prosperity Bank**

<b>Bank Account Balances - Month End</b>	<b>Mar 11</b>	<b>Apr 11</b>	<b>May 11</b>
Money Market Account	\$7,263,711.02	\$7,773,000.28	\$5,715,344.64
General Fund	\$2,298,686.73	\$1,365,920.51	\$2,040,972.60
General Fund - Investment Account	\$5,031.08	\$5,037.70	\$5,044.55
Payroll	\$435,432.20	\$443,876.59	\$422,226.24
Interest & Sinking	\$995,890.92	\$1,015,822.85	\$1,029,226.57
<b>Total</b>	<b>\$10,998,751.95</b>	<b>\$10,603,657.93</b>	<b>\$9,212,814.60</b>

**Prosperity Bank**

<b>Interest Earned</b>	<b>Mar 11</b>	<b>Apr 11</b>	<b>May 11</b>
Money Market Account	\$10,557.71	\$9,289.26	\$9,384.83
General Fund	\$3,238.02	\$3,175.27	\$1,929.12
General Fund - Investment Account	\$6.83	\$6.62	\$6.85
Payroll	\$661.38	\$402.56	\$412.46
Interest & Sinking	\$1,335.69	\$1,325.50	\$1,390.83
<b>Total</b>	<b>\$15,799.63</b>	<b>\$14,199.21</b>	<b>\$13,124.09</b>

**Investment Pools**

<b>Investment Balances - Month End</b>	<b>Mar 11</b>	<b>Apr 11</b>	<b>May 11</b>
TexPool General Fund Investment Account	\$3,038.39	\$3,038.69	\$3,039.00
TexPool Family Crisis Fund	\$35,035.88	\$35,039.07	\$35,041.54
TexSTAR Debt Service	\$1,099.60	\$1,099.70	\$1,099.78
TexSTAR General	\$3,487.15	\$3,487.47	\$3,487.73
<b>Total</b>	<b>\$42,661.02</b>	<b>\$42,664.93</b>	<b>\$42,668.05</b>

**Investment Pools**

<b>Investment Interest Earned</b>	<b>Mar 11</b>	<b>Apr 11</b>	<b>May 11</b>
TexPool General Fund Investment Account	\$0.31	\$0.30	\$0.31
TexPool Family Crisis Fund	\$4.35	\$3.19	\$2.47
TexSTAR Debt Service	\$0.13	\$0.10	\$0.08
TexSTAR General	\$0.42	\$0.32	\$0.26
<b>Total</b>	<b>\$5.21</b>	<b>\$3.91</b>	<b>\$3.12</b>

**Comparison of Interest Rates**

	Average Monthly Rate:			
	Prosperity All Accounts	TexPool	TexStar	T-Bill
Sep-10	1.61%	0.2165	0.2113	0.1470
Oct-10	1.61%	0.2036	0.2002	0.1330
Nov-10	1.61%	0.1917	0.1883	0.1380
Dec-10	1.61%	0.1677	0.1713	0.0000
Jan-11	1.61%	0.1587	0.1637	0.0000
Feb-11	1.61%	0.1470	0.1476	0.0000
Mar-11	1.61%	0.1461	0.1408	0.0000
Apr-11	1.61%	0.1122	0.1108	0.0000
May-11	1.61%	0.0838	0.0863	0.0000



## Monthly Newsletter - May 2011

### Performance

#### As of May 31, 2011

Current Invested Balance	\$5,566,580,016.75
Weighted Average Maturity (1)	43 Days
Weighted Average Maturity (2)	62 Days
Net Asset Value	1.000161
Total Number of Participants	732
Management Fee on Invested Balance	0.05%*
Interest Distributed	\$645,769.88
Management Fee Collected	\$237,046.62
% of Portfolio Invested Beyond 1 Year	2.42%
Standard & Poor's Current Rating	AAAm

Rates reflect historical information and are not an indication of future performance.

#### May Averages

Average Invested Balance	\$5,582,322,636.31
Average Monthly Yield, on a simple basis	0.0863%
Average Weighted Average Maturity (1)*	46 Days
Average Weighted Average Maturity (2)*	66 Days

#### Definition of Weighted Average Maturity (1) & (2)

(1) This weighted average maturity calculation uses the SEC Rule 2a-7 definition for stated maturity for any floating rate instrument held in the portfolio to determine the weighted average maturity for the pool. This Rule specifies that a variable rate instrument to be paid in 397 calendar days or less shall be deemed to have a maturity equal to the period remaining until the next readjustment of the interest rate.

(2) This weighted average maturity calculation uses the final maturity of any floating rate instruments held in the portfolio to calculate the weighted average maturity for the pool.

\* The maximum management fee authorized for the TexSTAR Cash Reserve Fund is 12 basis points. This fee may be waived in full or in part in the discretion of the TexSTAR co-administrators at any time as provided for in the TexSTAR Information Statement.

### New Participants

We would like to welcome the following entities who joined the TexSTAR program in May:

★ West ISD

### News

**Holiday Reminder** - In observance of *Independence Day*, **TexSTAR will be closed on Monday, July 4, 2011**. All ACH transactions initiated on Friday, July 1st will settle on Tuesday, July 5th. Notification of any early transaction deadlines on the business day preceding this holiday will be sent by email to the primary contact on file for all TexSTAR participants. Please plan accordingly for your liquidity needs.

**Audit Confirmations** - With the fiscal year end nearing for many participants, your auditors may wish to begin submitting confirmations for your TexSTAR pool balances. Please note that audit confirmation requests should be sent to the following address:

TexSTAR Participant Services  
325 North St. Paul Street, Suite 800  
Dallas, Texas 75201

### Economic Commentary

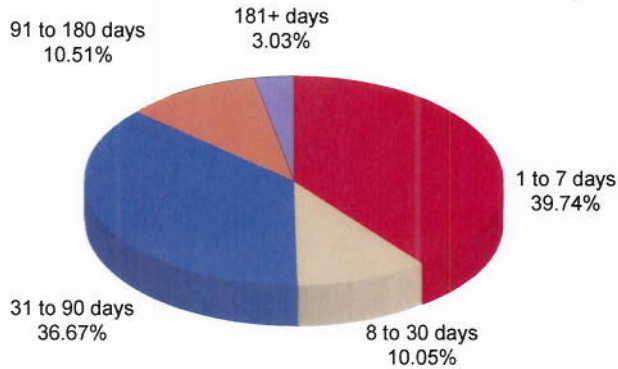
Even with the approaching end of QE2 and a looming U.S. debt ceiling with the rift between parties on the budget deficit still wide, the Treasury market had more than enough support in May. Global economic data continued to soften, as consumer spending, income, housing and manufacturing surveys came in below expectations. A downshift in growth expectations, uncertainty in Europe over the disbursement of more funds to Greece, Italy's outlook downgraded to negative by S&P and fears of additional undisclosed debt in Spanish municipalities, caused markets to react defensively and longer Treasuries to rally during the month. However, Treasury bills remained unchanged to slightly weaker as investors were not enticed by the low yields. Despite Chairman Bernanke's statement that inflation is "transitory" in nature, the FOMC meeting minutes show that members are becoming more concerned about the pace of inflation." While the effectiveness of the Federal Reserve's second asset purchase program, known widely as "QE2," will be debated well into the coming years, one would be hard pressed to ignore that core inflation is now double its level in October 2010. In the coming months, the market will focus more on the looming debt ceiling debate between Republicans and Democrats in Washington. The risk of a U.S. default is minimal. Nevertheless, the longer it takes policymakers to come to an agreement over the eventual increase of the debt ceiling, the more likely market volatility will increase and potentially impact sentiment and the recovery. It is anticipated that the Fed will keep rates on hold well into 2012, implementing a slow reduction in its balance sheet by ceasing to reinvest principal and interest before it begins to raise rates.

This information is an excerpt from an economic report dated May 2011 provided to TexSTAR by JP Morgan Asset Management, Inc., the investment manager of the TexSTAR pool.

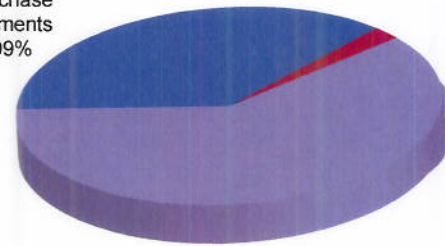
**For more information about TexSTAR, please visit our web site at [www.texstar.org](http://www.texstar.org).**

## Information at a Glance

### Portfolio by Type of Investment As of May 31, 2011



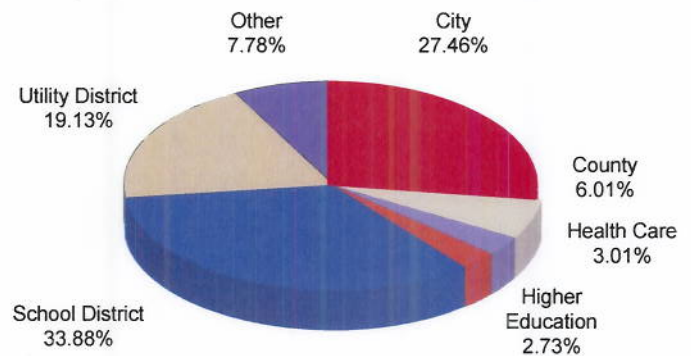
Repurchase  
Agreements  
35.99%



Treasuries  
2.15%

Agencies  
61.86%

### Portfolio by Maturity As of May 31, 2011



### Distribution of Participants by Type As of May 31, 2011

## Historical Program Information

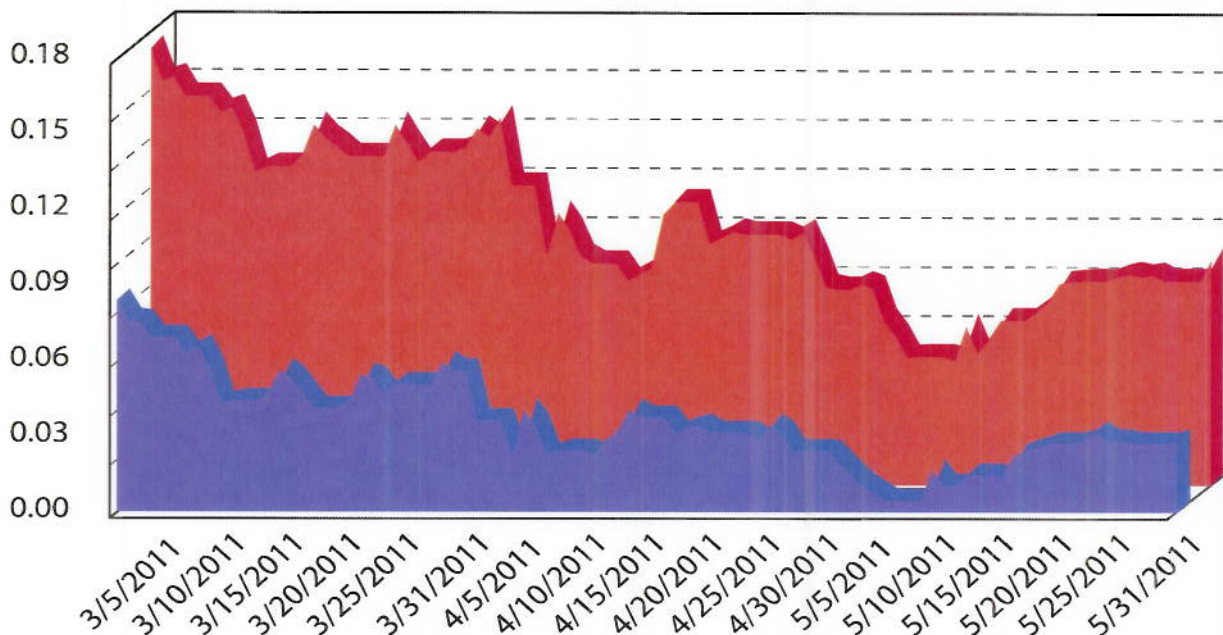
Month	Average Rate	Book Value	Market Value	Net Asset Value	WAM (1)*	WAM (2)*	Number of Participants
May 11	0.0863%	\$5,566,580,016.75	\$5,567,478,247.07	1.000161	46	66	732
Apr 11	0.1108%	5,661,130,480.00	5,662,108,871.87	1.000172	50	72	731
Mar 11	0.1408%	5,949,037,975.79	5,949,804,553.22	1.000128	50	73	730
Feb 11	0.1476%	6,548,224,886.40	6,548,880,605.37	1.000100	48	71	729
Jan 11	0.1637%	6,541,049,111.05	6,541,464,771.26	1.000063	39	66	726
Dec 10	0.1713%	5,593,134,506.98	5,593,670,681.79	1.000091	47	79	723
Nov 10	0.1883%	5,143,274,228.56	5,143,635,927.81	1.000070	52	81	721
Oct 10	0.2002%	5,024,200,466.22	5,024,647,553.30	1.000088	49	74	719
Sep 10	0.2113%	4,970,973,494.85	4,971,467,034.53	1.000099	47	74	718
Aug 10	0.2153%	4,898,435,591.73	4,899,135,875.31	1.000142	49	81	715
Jul 10	0.1992%	4,973,684,902.13	4,974,288,088.24	1.000117	43	71	712
Jun 10	0.1860%	5,156,538,488.97	5,157,298,475.17	1.000147	44	72	712

## Portfolio Asset Summary as of May 31, 2011

	Book Value	Market Value
Uninvested Balance	\$ 607.28	\$ 607.28
Accrual of Interest Income	611,166.42	611,166.42
Interest and Management Fees Payable	(683,089.63)	(683,089.63)
Payable for Investment Purchased	(92,987,793.75)	(92,987,793.75)
Repurchase Agreement	2,037,138,000.00	2,037,138,000.00
Government Securities	3,622,501,126.43	3,623,399,356.75
<b>Total</b>	<b>\$ 5,566,580,016.75</b>	<b>\$ 5,567,478,247.07</b>

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by J.P. Morgan Chase & Co. and the assets are safekept in a separate custodial account at the Federal Reserve Bank in the name of TexSTAR. The only source of payment to the Participants are the assets of TexSTAR. There is no secondary source of payment for the pool such as insurance or guarantee. Should you require a copy of the portfolio, please contact TexSTAR Participant Services.

# TexSTAR versus 90-Day Treasury Bill



This material is for information purposes only. This information does not represent an offer to buy or sell a security. The above rate information is obtained from sources that are believed to be reliable; however, its accuracy or completeness may be subject to change. The TexSTAR management fee may be waived in full or in part at the discretion of the TexSTAR co-administrators and the TexSTAR rate for the period shown reflects waiver of fees. This table represents investment performance/return to the customer, net of fees, and is not an indication of future performance. An investment in the security is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the issuer seeks to preserve the value of an investment at \$1.00 per share, it is possible to lose money by investing in the security. Information about these and other program details are in the fund's Information Statement which should be read carefully before investing. The yield on the 90-Day Treasury Bill ("T-Bill Yield") is shown for comparative purposes only. When comparing the investment returns of the TexSTAR pool to the T-Bill Yield, you should know that the TexSTAR pool consist of allocations of specific diversified securities as detailed in the respective Information Statements. The T-Bill Yield is taken from Bloomberg Finance L.P. and represents the daily closing yield on the then current 90-day T-Bill.

## Daily Summary for May 2011

Date	Mny Mkt Fund Equiv. [SEC Std.]	Daily Allocation Factor	TexSTAR Invested Balance	Market Value Per Share	WAM Days (1)*	WAM Days (2)*
5/1/2011	0.0929%	0.000002545	\$5,661,130,480.00	1.000170	47	68
5/2/2011	0.0979%	0.000002682	\$5,673,051,223.19	1.000178	46	67
5/3/2011	0.0842%	0.000002306	\$5,680,986,383.47	1.000184	47	68
5/4/2011	0.0812%	0.000002226	\$5,710,928,461.88	1.000188	50	71
5/5/2011	0.0723%	0.000001980	\$5,703,922,042.63	1.000196	50	71
5/6/2011	0.0777%	0.000002128	\$5,584,451,439.78	1.000198	49	70
5/7/2011	0.0777%	0.000002128	\$5,584,451,439.78	1.000198	49	70
5/8/2011	0.0777%	0.000002128	\$5,584,451,439.78	1.000198	49	70
5/9/2011	0.0752%	0.000002059	\$5,626,593,589.27	1.000189	48	69
5/10/2011	0.0777%	0.000002128	\$5,625,398,590.50	1.000184	48	69
5/11/2011	0.0700%	0.000001918	\$5,636,514,127.68	1.000183	49	69
5/12/2011	0.0802%	0.000002197	\$5,622,301,676.49	1.000181	49	69
5/13/2011	0.0848%	0.000002324	\$5,665,880,948.04	1.000173	46	66
5/14/2011	0.0848%	0.000002324	\$5,665,880,948.04	1.000173	46	66
5/15/2011	0.0848%	0.000002324	\$5,665,880,948.04	1.000173	46	66
5/16/2011	0.0922%	0.000002526	\$5,559,667,696.07	1.000173	47	67
5/17/2011	0.0840%	0.000002300	\$5,500,812,517.72	1.000173	47	67
5/18/2011	0.0934%	0.000002559	\$5,495,314,275.67	1.000185	47	67
5/19/2011	0.0921%	0.000002523	\$5,538,784,396.57	1.000179	46	66
5/20/2011	0.0899%	0.000002463	\$5,493,927,470.52	1.000172	44	64
5/21/2011	0.0899%	0.000002463	\$5,493,927,470.52	1.000172	44	64
5/22/2011	0.0899%	0.000002463	\$5,493,927,470.52	1.000172	44	64
5/23/2011	0.0908%	0.000002489	\$5,577,275,498.45	1.000169	42	62
5/24/2011	0.0875%	0.000002398	\$5,537,169,866.02	1.000169	43	62
5/25/2011	0.0908%	0.000002489	\$5,531,783,832.27	1.000170	45	64
5/26/2011	0.0921%	0.000002523	\$5,522,473,205.83	1.000178	46	65
5/27/2011	0.0901%	0.000002468	\$5,512,133,567.50	1.000164	44	63
5/28/2011	0.0901%	0.000002468	\$5,512,133,567.50	1.000164	44	63
5/29/2011	0.0901%	0.000002468	\$5,512,133,567.50	1.000164	44	63
5/30/2011	0.0901%	0.000002468	\$5,512,133,567.50	1.000164	44	63
5/31/2011	0.1018%	0.000002789	\$5,566,580,016.75	1.000161	43	62
Average	0.0863%	0.000002363	\$5,582,322,636.31		46	66

TexSTAR Participant Services  
 First Southwest Asset Management, Inc.  
 325 North St. Paul Street, Suite 800  
 Dallas, Texas 75201



### **TexSTAR Board Members**

<i>William Chapman</i>	<i>Central Texas Regional Mobility Authority</i>	<i>Governing Board President</i>
<i>Nell Lange</i>	<i>City of Frisco</i>	<i>Governing Board Vice President</i>
<i>Melinda Garrett</i>	<i>Houston ISD</i>	<i>Governing Board Treasurer</i>
<i>Michael Bartolotta</i>	<i>First Southwest Company</i>	<i>Governing Board Secretary</i>
<i>Will Williams</i>	<i>JP Morgan Chase</i>	<i>Governing Board Asst. Sec./Treas.</i>
<i>Hardy Browder</i>	<i>City of Cedar Hill</i>	<i>Advisory Board</i>
<i>Oscar Cardenas</i>	<i>Northside ISD</i>	<i>Advisory Board</i>
<i>Stephen Fortenberry</i>	<i>McKinney ISD</i>	<i>Advisory Board</i>
<i>Monte Mercer</i>	<i>North Central TX Council of Government</i>	<i>Advisory Board</i>
<i>Becky Brooks</i>	<i>Government Resource Associates, LLC</i>	<i>Advisory Board</i>
<i>Len Santow</i>	<i>Griggs &amp; Santow</i>	<i>Advisory Board</i>

For more information contact TexSTAR Participant Services ★ 1-800-TEX-STAR ★ [www.texstar.org](http://www.texstar.org)



### ANNOUNCEMENTS

#### Upcoming Events

06/09/11 – 06/11/11

AWBD Annual Conference, Ft. Worth

06/15/11 – 06/17/11

TASBO Summer Conference,  
Corpus Christi

06/21/11 – 06/24/11

TACCBO Summer Conference, El Paso

#### Holiday Closing

In observance of Independence Day, TexPool will be closed on Monday, July 4, 2011.

All ACH transactions placed on Friday, July 1, 2011 will settle on Tuesday, July 5, 2011.

Please plan accordingly for your liquidity needs.

#### TexPool Advisory Board Members

R.C. Allen

LaVonne Mason

Pati Buchenau

John McGrane

Jose Elizondo, Jr.

Clay McPhail

Ron Leverett

Vivian Wood

Overseen by the State of Texas Comptroller of Public Accounts Susan Combs.

Operated under the supervision of the Texas Treasury Safekeeping Trust Company.

#### Additional information regarding TexPool is available upon request:

www.texpool.com

1-866-839-7665

(1-866-TEX-POOL)

Fax: 866-839-3291

## Federated®

Federated, founded in 1955, is a S&P 500 company that is a publicly traded on the NYSE. It is one of the largest managers of AAA-rated money market portfolios in the country. Visit us at [FederatedInvestors.com](http://FederatedInvestors.com).

Federated is a registered trademark of Federated Investors, Inc.

2011 ©Federated Investors, Inc.

Interest rates from one-month to one-year settled lower in May as a stream of weaker-than-expected economic news persuaded investors that the Federal Reserve would wait still longer before undertaking a monetary tightening cycle. One month Libor slipped by two basis points to 0.19%, three month Libor fell by an identical amount to 0.253%, six month Libor dropped 2.7 basis points to 0.403%, and 12-month Libor skidded 3.2 basis points to 0.73%.

In a rare bit of good news for savers, yields on overnight money rebounded by a few basis points — albeit from the low to mid-single digit range — as the supply of repo collateral increased. In addition, the Fed named GSEs as potential counterparties to its reverse repurchase agreement program. The move to possibly allow such quasi-government institutions as Ginnie Mae and Freddie Mac to use the so-called discount window is intended to facilitate the Fed's anticipated shrinkage of its bloated balance sheet, which would be a byproduct of an exit strategy from its super-accommodative monetary policy. It also would give the Fed enhanced control over the effective funds rate, which usually has been trading significantly below the upper end of the central bank's zero to 0.25% target range.

Technical factors aside, the U.S. economy clearly has entered a soft patch at roughly the same time — and under some of the same circumstances — as in 2010. Though the nation's unemployment rate had been ticking down, initial unemployment claims as of mid-May had surpassed the crucial 400,000 threshold for seven consecutive weeks, thus undermining consumer confidence.

In addition, the initial report of a paltry 1.8% increase in first quarter GDP was left unrevised, disappointing the consensus view that the American economy grew by at least 2% during the January-March period. Multiple manufacturing surveys also suggested the expansion was slowing, as did the leading economic indicators, which declined in April for the first time in 10 months and by the largest amount in two years. Finally, the average U.S. house price sank to the lowest level since before the financial crisis. The domestic economic slowdown unfolded against a backdrop of another Japanese recession and a renewed sovereign debt crisis in the eurozone.

Though we anticipate that the Fed's \$600 billion second round of quantitative easing (known as QE2) will conclude as planned on June 30th and that there will be no

*(continued page 6)*

#### PERFORMANCE As of May 31, 2011

	TexPool	TexPool Prime
Current Invested Balance	\$16,548,095,742.85	\$1,649,189,281.44
Weighted Average Maturity (1)*	40 Days	43 Days
Weighted Average Maturity (2)*	82 Days	45 Days
Net Asset Value	1.00012	1.00010
Total Number of Participants	2,248	127
Management Fee on Invested Balance	0.0473%	0.0638%
Interest Distributed	\$1,208,297.05	\$ 200,449.27
Management Fee Collected	\$688,172.88	\$93,677.62
Standard & Poor's Current Rating	AAA <sub>m</sub>	AAA <sub>m</sub>

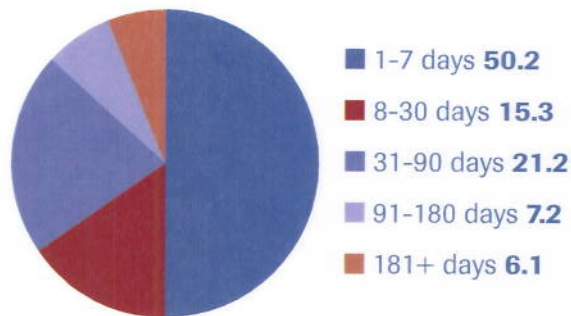
#### May Averages

Average Invested Balance	\$17,042,319,358.86	\$ 1,737,941,539.59
Average Monthly Yield, on a simple basis (3)*	0.08%	0.14%
Average Weighted Average Maturity (1)*	43 Days	47 Days
Average Weighted Average Maturity (2)*	82 Days	50 Days

\*Definitions for Average Weighted Maturity can be found on Page 2.

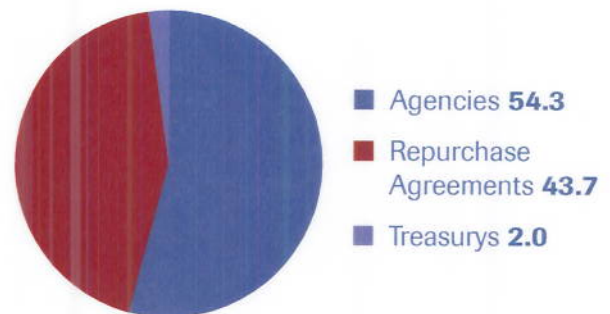
## Portfolio by Maturity

As of May 31, 2011



## Portfolio by Type of Investment

As of May 31, 2011



### PORTFOLIO ASSET SUMMARY AS OF MAY 31, 2011

	Book Value	Market Value
Uninvested Balance	\$(1,278.38)	\$(1,278.38)
Receivable for Investments Sold	0.00	0.00
Accrual of Interest Income	9,530,135.41	9,530,135.41
Interest and Management Fees Payable	(1,208,275.93)	(1,208,275.93)
Payable for Investments Purchased	(129,894,466.00)	(129,894,466.00)
Repurchase Agreements	7,287,176,000.00	7,287,176,000.00
Mutual Fund Investments	0.00	0.00
Government Securities	9,048,170,909.71	9,049,925,064.87
US Treasury Bills	0.00	0.00
US Treasury Notes	334,322,718.04	334,497,137.00
<b>Total</b>	<b>\$16,548,095,742.85</b>	<b>\$16,550,024,316.97</b>

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by Federated Investment Counseling and the assets are safe kept in a separate custodial account at State Street Bank in the name of TexPool. The only source of payment to the Participants is the assets of TexPool. There is no secondary source of payment for the pool such as insurance or State guarantee. Should you require a copy of the portfolio, please contact TexPool Participant Services.

### MONTH SUMMARY

	Money Mkt Fund Equiv (SEC Std.)	Daily Allocation Factor	TexPool Invested Balance	Market Value Per Share	WAM Days (1)	WAM Days (2)
Averages	0.0838%	0.000002295	\$17,042,319,358.86	1.00012	43	82

### PARTICIPANT SUMMARY

	Number of Participants	Balance
School District	564	\$5,534,730,108.81
Higher Education	55	\$1,891,297,378.19
Health Care	79	\$488,002,527.23
Utility District	690	\$1,568,428,279.67
City	437	\$4,510,772,222.66
County	171	\$1,371,359,278.71
Other	252	\$1,183,158,108.57

#### Definition of Weighted Average Maturity (1) & (2)

\*(1) This weighted average maturity calculation uses the SEC Rule 2A-7 definition for stated maturity for any floating rate instrument held in the portfolio to determine the weighted average maturity for the pool. This rule specifies that a variable rate instrument to be paid in 397 calendar days or less shall be deemed to have a maturity equal to the period remaining until the next readjustment of the interest rate.

\*(2) This weighted average maturity calculation uses the final maturity of any floating rate instruments held in the portfolio to calculate

# TEXPOOL

## DAILY SUMMARY

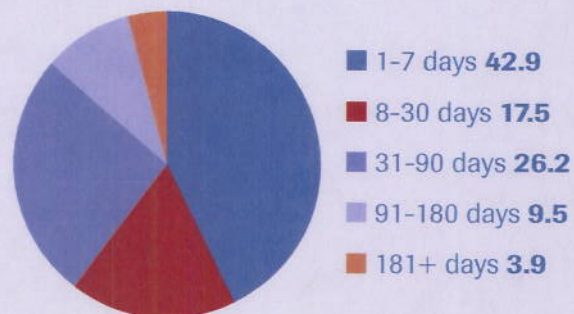
Date	Money Mkt Fund Equiv (SEC Std.)	Daily Allocation Factor	TexPool Invested Balance	Market Value Per Share	WAM Days (1)	WAM Days (2)
1-May	0.0856%	0.000002346	\$17,619,677,209.83	1.00009	41	78
2-May	0.1015%	0.000002780	\$17,702,932,581.77	1.00011	40	75
3-May	0.0770%	0.000002110	\$17,679,653,372.12	1.00012	40	79
4-May	0.0715%	0.000001959	\$17,720,608,155.94	1.00012	42	80
5-May	0.0662%	0.000001814	\$17,761,476,641.84	1.00013	41	79
6-May	0.0749%	0.000002053	\$17,638,153,123.19	1.00014	42	80
7-May	0.0749%	0.000002053	\$17,638,153,123.19	1.00014	42	80
8-May	0.0749%	0.000002053	\$17,638,153,123.19	1.00014	42	80
9-May	0.0684%	0.000001874	\$17,622,697,212.78	1.00013	40	78
10-May	0.0751%	0.000002057	\$17,562,667,794.12	1.00013	41	80
11-May	0.0664%	0.000001818	\$17,547,381,944.54	1.00013	44	83
12-May	0.0760%	0.000002081	\$17,350,646,722.49	1.00013	43	82
13-May	0.0890%	0.000002437	\$16,876,438,540.24	1.00012	46	85
14-May	0.0890%	0.000002437	\$16,876,438,540.24	1.00012	46	85
15-May	0.0890%	0.000002437	\$16,876,438,540.24	1.00012	46	85
16-May	0.0989%	0.000002710	\$16,758,699,818.82	1.00013	44	82
17-May	0.0864%	0.000002366	\$16,797,181,311.28	1.00013	44	83
18-May	0.0935%	0.000002563	\$16,779,374,398.60	1.00012	44	82
19-May	0.0905%	0.000002480	\$16,705,155,803.95	1.00013	45	82
20-May	0.0861%	0.000002360	\$16,590,575,006.01	1.00012	46	84
21-May	0.0861%	0.000002360	\$16,590,575,006.01	1.00012	46	84
22-May	0.0861%	0.000002360	\$16,590,575,006.01	1.00012	46	84
23-May	0.0880%	0.000002412	\$16,573,154,141.35	1.00012	43	81
24-May	0.0863%	0.000002365	\$16,551,985,627.76	1.00012	43	81
25-May	0.0819%	0.000002243	\$16,717,263,699.20	1.00012	42	84
26-May	0.0860%	0.000002357	\$16,662,056,737.34	1.00013	42	84
27-May	0.0841%	0.000002303	\$16,583,922,799.90	1.00013	43	86
28-May	0.0841%	0.000002303	\$16,583,922,799.90	1.00013	43	86
29-May	0.0841%	0.000002303	\$16,583,922,799.90	1.00013	43	86
30-May	0.0841%	0.000002303	\$16,583,922,799.90	1.00013	43	86
31-May	0.1110%	0.000003042	\$16,548,095,742.85	1.00012	40	82
Averages	0.0838%	0.000002295	\$17,042,319,358.86	1.00012	43	82

# TEXPOOL PRIME

June 2011

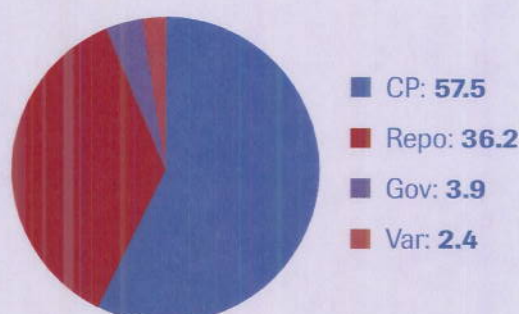
## Portfolio by Maturity

As of May 31, 2011



## Portfolio by Type of Investment

As of May 31, 2011



### PORTFOLIO ASSET SUMMARY AS OF MAY 31, 2011

	Book Value	Market Value
Uninvested Balance	\$1,365.64	\$1,365.64
Accrual of Interest Income	39,350.74	39,350.74
Interest and Management Fees Payable	(200,449.21)	(200,449.21)
Payable for Investments Purchased	0.00	0.00
Accrued Expenses & Taxes	0.00	0.00
Repurchase Agreements	597,140,000.00	597,140,000.00
Commercial Paper	947,981,465.31	948,110,496.58
Bank Instruments	0.00	0.00
Mutual Fund Investments	0.00	0.00
Government Securities	84,231,024.37	84,255,044.80
Variable Rate Notes	19,996,524.59	20,007,980.00
<b>Total</b>	<b>\$1,649,189,281.44</b>	<b>\$1,649,353,788.55</b>

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by Federated Investment Counseling and the assets are safe kept in a separate custodial account at State Street Bank in the name of TexPool Prime. The assets of TexPool Prime are the only source of payments to the Participants. There is no secondary source of payment for the pool such as insurance or State guarantee. Should you require a copy of the portfolio, please contact TexPool Participant Services.

### MONTH SUMMARY

	Money Mkt Fund Equiv (SEC Std.)	Daily Allocation Factor	TexPool Invested Balance	Market Value Per Share	WAM Days (1)	WAM Days (2)
<b>Averages</b>	0.1369%	0.000003751	\$1,724,302,559.99	1.00010	47	50

### PARTICIPANT SUMMARY

Number of Participants	Balance
School District	63
Higher Education	8
Health Care	6
Utility District	3
City	21
County	16
Other	10

<sup>(3)</sup>This current yield for TexPool Prime for each date may reflect a waiver of some portion or all of each of the management fees.

# TEXPOOL PRIME

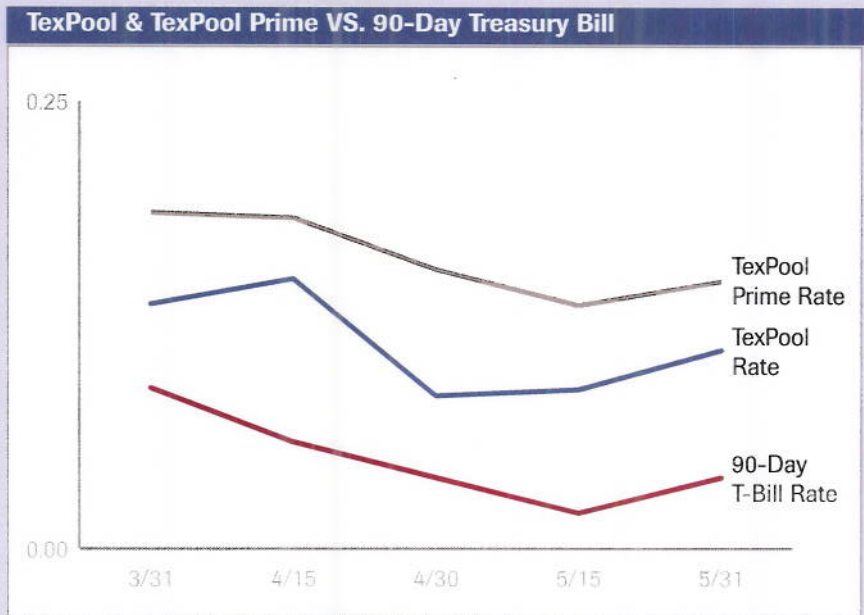
## DAILY SUMMARY

Date	Money Mkt Fund Equiv (SEC Std.)	Daily Allocation Factor	TexPool Invested Balance	Market Value Per Share	WAM Days (1)	WAM Days (2)
1-May	0.1560%	0.000004273	\$1,743,371,305.30	1.00009	49	52
2-May	0.1704%	0.000004668	\$1,736,356,123.91	1.00010	46	50
3-May	0.1382%	0.000003787	\$1,743,947,565.11	1.00009	52	55
4-May	0.1318%	0.000003611	\$1,752,787,260.38	1.00010	51	54
5-May	0.1372%	0.000003758	\$1,787,610,527.44	1.00010	51	54
6-May	0.1259%	0.000003450	\$1,769,066,117.11	1.00009	53	56
7-May	0.1259%	0.000003450	\$1,769,066,117.11	1.00009	53	56
8-May	0.1259%	0.000003450	\$1,769,066,117.11	1.00009	53	56
9-May	0.1249%	0.000003423	\$1,760,635,063.97	1.00010	51	53
10-May	0.1246%	0.000003415	\$1,759,639,310.40	1.00010	51	53
11-May	0.1236%	0.000003386	\$1,725,526,045.06	1.00010	52	54
12-May	0.1303%	0.000003570	\$1,722,890,937.08	1.00010	46	53
13-May	0.1361%	0.000003730	\$1,725,706,458.22	1.00009	46	53
14-May	0.1361%	0.000003730	\$1,725,706,458.22	1.00009	46	53
15-May	0.1361%	0.000003730	\$1,725,706,458.22	1.00009	46	53
16-May	0.1494%	0.000004092	\$1,740,972,100.25	1.00011	43	50
17-May	0.1348%	0.000003692	\$1,741,922,525.83	1.00011	43	49
18-May	0.1394%	0.000003818	\$1,722,894,869.28	1.00010	43	44
19-May	0.1403%	0.000003843	\$1,718,698,704.58	1.00010	42	44
20-May	0.1386%	0.000003798	\$1,716,733,262.44	1.00009	42	44
21-May	0.1386%	0.000003798	\$1,716,733,262.44	1.00009	42	44
22-May	0.1386%	0.000003798	\$1,716,733,262.44	1.00009	42	44
23-May	0.1364%	0.000003738	\$1,717,383,247.14	1.00010	41	43
24-May	0.1325%	0.000003630	\$1,699,083,831.49	1.00010	42	44
25-May	0.1342%	0.000003678	\$1,674,171,634.76	1.00010	45	47
26-May	0.1382%	0.000003785	\$1,687,031,252.29	1.00010	45	47
27-May	0.1378%	0.000003774	\$1,683,687,565.18	1.00009	46	47
28-May	0.1378%	0.000003774	\$1,683,687,565.18	1.00009	46	47
29-May	0.1378%	0.000003774	\$1,683,687,565.18	1.00009	46	47
30-May	0.1378%	0.000003774	\$1,683,687,565.18	1.00009	46	47
31-May	0.1494%	0.000004092	\$1,649,189,281.44	1.00010	43	45
<b>Averages</b>	<b>0.1369%</b>	<b>0.000003751</b>	<b>\$1,724,302,559.99</b>	<b>1.00010</b>	<b>47</b>	<b>50</b>

# TEXPOOL

Participant Services  
1001 Texas Ave. 14th Floor  
Houston, TX 77002

QE3, Chairman Ben Bernanke and the majority of FOMC members will be loathe to raise benchmark interest rates until the economy picks up steam. In our view, the recent growth slowdown will prove transitory, owing in large measure to the temporary impact of Japan's tragic earthquake and to rising commodity prices, which appear to have peaked. Assuming growth revives this fall, the first rate hike is still possible in the fourth quarter of 2011 or the first quarter of next year. Importantly, we expect market interest rates to start moving higher before policy rates as evidence emerges that the economy is reaccelerating. For that reason, we continued to focus new purchases in TexPool and TexPool Prime in floating rate securities and those which mature within a few months. Each pool is positioned to benefit from rising cash yields while avoiding the substantial interest rate risk that would accompany a sharp rise in rate expectations on the value of longer-dated paper.



*90-Day Treasury Bill is a short term debt instrument backed by the national government. These are used to collect immediate cash to meet outstanding obligations.*

*Any private investor can invest in a treasury bill. The day Treasury bill is a weighted average rate of the weekly auctions of 90-day treasury bills.*

**Agenda Item Summary Sheet (4 B.6)**  
**Meeting Date: June 21, 2011**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

**Consent Agenda:  
Business and Support  
Services**

Review of Checks Written – May 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**

May 31, 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>May</b>	\$947,243.08	\$867,612.30	\$1,105,700.63	\$758,644.83	\$620,111.02
<b>Subtotal YTD</b>	<b>\$10,583,329.97</b>	<b>\$8,700,125.84</b>	<b>\$8,874,613.83</b>	<b>\$7,284,891.07</b>	<b>\$6,179,487.84</b>
<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 (May and August) when we pay principal and interest on debt.

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

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

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

**Superintendent's Recommendation** Information only.

**Mark Pool, Superintendent of Schools**

**Agenda Item Summary Sheet (4 A.1)**  
**Meeting Date: June 21, 2011**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

<b>Consent Agenda: Governance</b>	Minutes of Previous Meetings <ol style="list-style-type: none"> <li>1. May 17, 2011 – Regular Meeting</li> <li>2. June 1, 2011 – Special Meeting</li> </ol>
<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>	June 21, 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 – May 17, 2011
2. Special Meeting – June 1, 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  
May 17, 2011**

The Board of Trustees of the El Campo Independent School District met in a Regular Session May 17, 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, Kristi David

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mark Pool, Carolyn Gordon, David Bright, Leanna Shimek, Brett D. Schoppe, Shelby May, John Lane, Jeremy Haney, David Vallejo, Edward Vallejo, Lisa Hernandez, Vicki Molina, Cathie Garcia, Katrese Skinner, Paige Wallace, Mary Wissinger, John E. Wissinger, Carol Turner, Caitlin Appling, Anna Wissinger, Rich DuBroc, Mauri Couey, Liz Graves, B. C. Sommer, Molli Bodungeon

Board President Tommy Turner called the meeting to order at 7:05 p.m. Melissa Erwin gave the opening prayer followed by the Pledge of Allegiance. There was a quorum present.

**PUBLIC COMMENT:** There was no public comment.

**RECOGNITION:** Recognition of Outgoing Board Member - Melissa Erwin 2005 – 2011: Board President Tommy Turner presented a plaque of appreciation to Melissa Erwin for her years of service on the El Campo ISD Board of Trustees.

Recognition of Class of 2011 Valedictorian and Salutatorian: Rich DuBroc, Principal of El Campo High School recognized Mary Christine Wissinger as Valedictorian of El Campo High School and Caitlin Lee Appling as Salutatorian of El Campo High School.

Rich DuBroc, Principal of El Campo High School recognized Christina Flores as Texas Career and Technology Council Best of Texas Awards.

Craig Hardin recognized Cody Korenek, Will Chappell, Tyrel Bohrer and Cody Gangl for FFA Tractor Restoration Awards.

Rich DuBroc, Principal of El Campo High School and Terese Skinner, National Forensic League Sponsor, introduced the following students that qualified for NFL Nationals: Eli Kresta, Carlee Skinner, Kaylee Bram, Paige Wallace, and William Hedstrom.

Rich DuBroc, Principal of El Campo High School recognized the following students that qualified for UIL Academic Meet: Shelby May and Casie Kruppa.

**CONSENT AGENDA:** J. J. Croix requested removal of Item 4-B.4. A motion was made by J. J. Croix and seconded by Cecil Davis to approve the Consent Agenda with the exception of Item 4-B.4:

- A. Governance
  - a. Consider Approval of the Minutes
- B. Business and Support Services

- a. Consider Approval of Budget Amendment to Appropriate Funds for Increase in Fuel Costs
  - b. Consider Approval of 2011-2012 Renewal Agreement with ARAMARK Education Services for Food Service Management Contract
  - c. Consider Approval of Depository Contract Bid for the Period Beginning September 1, 2011 and Ending August 31, 2013.
  - d. Consider Authorization for Superintendent to Negotiate Contract for District Custodial Services with Vendor that Offers Best Value to the District
  - e. Review of Monthly Financial Reports
  - f. Review List of Checks Written for the Month of April, 2011
- C. Personnel
- D. Curriculum and Instruction
- a. Consider Approval of Annual Evaluation of Pre-Kindergarten Program
  - b. Consider Approval of Waiver Request to TEA to Use Eduphoria as Our Teacher Portal to the Texas Assessment Management System
- E. Students

Motion carried unanimously.

A motion was made by J. J. Croix and seconded by James Russell to reject all proposals and authorize David Bright to enter and negotiate a contract through Buy Board with IQS. Motion failed by a 5 – 2 vote with Trustees J. J. Croix and James Russell in favor and Trustees Cecil Davis, David Hodges, Melissa Erwin, Tommy Turner and Ralph Novosad opposed.

A motion was made by David Hodges and seconded by Cecil Davis to authorize 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. Motion carried by a 4 – 3 vote with Trustees David Hodges, Cecil Davis, Melissa Erwin and Tommy Turner in favor and Trustees James Russell, Ralph Novosad and J. J. Croix opposed.

### ***BUSINESS AND OPERATIONS***

**REQUEST BY VICKI MOLINA TO ADDRESS BOARD RE: BUS TRANSPORTATION FOR CHILDREN AT DELTA STREET HOUSING AUTHORITY:** Vicki Molina of the Delta Street Housing Authority addressed the Board and asked that transportation be continued for the children that live at the Delta Street Housing Authority.

**CONSIDER APPROVAL OF ELIMINATION OF BUS ROUTES WITHIN TWO MILES OF EACH CAMPUS:** A motion was made by Melissa Erwin and seconded by Cecil Davis to postpone definitely until the graduation meeting or until the June meeting with further instructions as given to Mr. Pool. Motion carried unanimously.

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

**CONSIDER APPROVAL OF LEASE AGREEMENT WITH NORTHSIDE EDUCATION CENTER FOR DAEP AND ALTERNATIVE LEARNING PROGRAM BUILDING:** A motion was made by James Russell and seconded by David Hodges to authorize the Superintendent to negotiate and execute a Lease Agreement with

Northside Education, Inc. following review and approval by the district's legal counsel and final review of the lease agreement by the Board. Motion carried unanimously.

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

**DIALOGUE WITH BILINGUAL/ESL AND RTI FACILITATORS**: Lisa Hernandez, Bilingual/ESL Facilitator and Mollie Bodungeon, RTI Facilitator, updated and discussed their programs with the Board.

### ***GOVERNANCE***

**CONSIDER ACTION ON 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 126<sup>TH</sup> JUDICIAL DISTRICT**: A motion was made by Melissa Erwin and seconded by David Hodges to authorize the Superintendent to negotiate the terms of the litigation as discussed in closed session.

**ADMINISTER OATH OF OFFICE TO NEWLY ELECTED TRUSTEES**: Dianne Cerny, Notary for El Campo Independent School District, administered the oath of office to newly elected trustees Tommy Turner and Kristi David.

**REORGANIZATION OF THE BOARD**: Cecil Davis presided over the election of president. A nomination was made by J. J. Croix and seconded by James Russell to elect Tommy Turner as President. Motion carried unanimously.

Tommy Turner presided over the election of vice president and secretary.

A nomination was made by J. J. Croix and seconded by David Hodges to elect Cecil Davis as Vice President. Motion carried by a vote of 6 – 0 – 0 with Cecil Davis abstaining.

A nomination was made by Cecil Davis and seconded by J. J. Croix to elect David Hodges as Secretary. Motion carried unanimously.

**REAFFIRM BOARD MEMBER CODE OF ETHICS**: A motion was made by James Russell and seconded by Cecil Davis to reaffirm the Board Member Code of Ethics. Motion carried unanimously.

**CONSIDER APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN BOARD OF TRUSTEES AND THE EL CAMPO INDEPENDENT SCHOOL DISTRICT EDUCATION FOUNDATION BOARD OF DIRECTORS**: A motion was made by J. J. Croix and seconded by Cecil Davis to approve a Memorandum of Understanding between the Board of Trustees and the El Campo Independent School District Education Foundation Board of Directors. Motion carried unanimously.

**CONSIDER APPOINTMENT OF A MEMBER OF THE BOARD OF TRUSTEES TO SERVE ON THE ECISD EDUCATION FOUNDATION BOARD OF DIRECTORS**: A nomination was made by J. J. Croix and seconded by Cecil Davis to appoint Cecil Davis to serve on the El Campo Independent School District Education Foundation Board of Directors. Motion carried unanimously.

**CONSIDER APPOINTMENT OF ECISD REPRESENTATIVES TO SERVE ON THE NORTHSIDE EDUCATION CENTER BOARD OF DIRECTORS**: A motion was made by J. J. Croix and seconded by Cecil Davis to table definitely until the June, 2011 meeting the appointment of El Campo Independent School District

representative to serve on the Northside Education Center Board of Directors. Motion carried unanimously.

### ***CLOSED SESSION***

**EXECUTIVE SESSION:** The president of the Board called for an Executive Session as authorized by 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 126<sup>th</sup> Judicial District. The Board entered executive session at 8:30 p.m. and reconvened in open session at 8:41 p.m. to take the following action: No action taken.

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 9:43 p.m. and reconvened in open session at 9:51 p.m. to take the following action: No action taken.

### ***PERSONNEL***

#### **CONSIDER APPROVAL OF PROBATIONARY CONTRACTS AS RECOMMENDED BY THE ADMINISTRATION:**

A motion was made by J. J. Croix and seconded by Ralph Novosad approve the probationary contracts as recommended by Administration for:

Head Basketball Coach/Math – Matthew Sandoval  
Head Softball Coach/Special Education – Rachel Dluhos

Motion carried unanimously.

**REVIEW REDUCTION IN PARAPROFESSIONAL POSITIONS:** Mr. Pool reviewed the plan for the reduction of paraprofessional positions.

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

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

- A. Governance
- B. Business and Support Services
- 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 10:00 p.m.

# DRAFT

DRAFT

---

PRESIDENT

---

SECRETARY

**MINUTES OF THE BOARD OF TRUSTEES  
EL CAMPO INDEPENDENT SCHOOL DISTRICT  
June 1, 2011**

The Board of Trustees of the El Campo Independent School District met in a Special Meeting June 1, 2011 at 6:30 p.m. in the Boardroom, 700 W. Norris, El Campo, Texas.

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mark Pool, Carolyn Gordon, David Bright, Rich DuBroc, Mauri Couey, Dollie Coleman, B. C. Sommer, Brett Schoppe, Tracy Braden

Tommy Turner called the meeting to order at 6:32 p.m. Tommy Turner gave the opening prayer followed by the Pledge of Allegiance. There was a quorum present.

**CONSIDER ACTION ON PLAN FOR REDUCTION OF STUDENT**

**TRANSPORTATION COST:** A motion was made by James Russell and seconded by David Hodges to reduce student transportation cost by using the city limits as a boundary and offering transportation to students outside the city limits. The motion carried by a 4 – 3 vote with Trustees J. J. Croix, David Hodges, James Russell and Kristi David for and Trustees Tommy Turner, Cecil Davis and Ralph Novosad against.

**CONSIDER APPROVAL OF FUNDING FOR AVID PROGRAM:** A motion was made by J. J. Croix and seconded by James Russell to approve funding for the AVID Program. Motion carried unanimously.

**CLOSED MEETING:** There was not a closed session.

There being no further discussion, the meeting adjourned at 8:00 p.m.

DRAFT

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

## ***Action Required***

**Consent Agenda: Business and Support Services**      Workers' Compensation Insurance

### **Summary**

According to policy CRE (LEGAL), INSURANCE AND ANNUITIES MANAGEMENT: WORKERS' COMPENSATION, the District shall extend workers' compensation benefits to its employees by choosing one of the following options:

- Becoming a self-insurer.
- Providing insurance under worker's compensation insurance contracts or policies.
- Entering into interlocal agreements with other political subdivisions providing for self-insurance.

ECISD has chosen to provide workers' compensation benefits to our employees through participation in the Texas Educational Insurance Association that is administered by Claims Administrative Services, Inc.

CAS is currently the largest provider of Workers' Compensation for Texas schools and has a proven record over the past eighteen years of providing cost savings to its member districts.

In 2004 we bid our Workers' Compensation Insurance and received two proposals:

- Claims Administrative Services – 3 Year Option with a first year rate of \$140,645
- North American Solutions – 1 Year Term for \$218,120

The Board approved the 3 Year Option from Claims Administrative Services. The plan was renewed in 2005, and again in 2006.

We extended the plan for an additional three years in 2007, and again in 2009.

We are currently in the second year of our three year contract. At this time we have the option to begin a new Three Year Plan at the current Fixed Cost Rate of \$171,577, or continue with our current year plan until it runs out.

Because of our recent reduction in the number of personnel we employ, particularly in high risk groups, we could see a decrease in Workers Comp claims. For this reason David Bright is recommending that we renew and continue with our current plan rather than begin a new Three Year Plan.

<b>ECISD Board Policy</b>	CRE (LEGAL), INSURANCE AND ANNUITIES MANAGEMENT: WORKERS' COMPENSATION
<b>Effective Date</b>	September 1, 2011.
<b>Previous Board Action</b>	<p>The Board has previously approved Claims Administrative Services as our provider for Workers' Compensation Insurance. The initial three-year contract was approved July 19, 2004 for the 2004-2005 fiscal year; and renewed in 2005-2006 and 2006-2007.</p> <p>In April of 2007 we extended our plan for an additional three years: 2007-2008, 2008-2009, and 2009-2010.</p> <p>In August of 2009 we extended our plan for an additional three years: 2009-2010, 2010-2011, and 2011-2012.</p>
<b>Future Action Expected</b>	The Board has the opportunity to renew or extend this plan annually.
<b>Background Information and Significant Issues</b>	None.
<b>Fiscal Impact</b>	The Guaranteed Cost for the program is based on actual payroll. In this proposal the estimated Guaranteed Cost is \$171,577 based on an estimated payroll for the 2011-2012 fiscal year of \$22,250,382. The final annual cost may be more or less depending upon a recalculation based upon the actual payroll figures for the fiscal year ended August 31, 2012.
<b>Student and Public Benefit</b>	Legal Requirement.
<b>Procedural and Reporting Implications</b>	<p>According to LEGAL policy, the District shall notify the Texas Workers' Compensation Commission (TWCC) of the method by which the District employees shall receive benefits, the approximate number of employees covered, and the estimated amount of payroll.</p> <p>Notice of the provision for workers' compensation benefits and the effective date of the coverage shall be given the Districts employees.</p>
<b>Public Comments</b>	None.
<b>Alternatives</b>	<p>The three-year contact can be terminated with 60 days advance notice.</p> <p>Termination of the contact would result in reimbursement to the Texas Educational Insurance Association for discounts received</p>

plus an additional ten percent withdrawal charge for early cancellation. The withdrawal charge will be calculated by multiplying the Guaranteed Cost for all years of the member's current contract by ten percent.

**Other Comments and Related Issues**

None.

**Attachments**

Workers' Compensation Renewal Information

**Contact Person(s)**

David Bright, Assistant Superintendent of Finance and Operations

**Action Required**

Motion, second and majority vote to renew our current agreement with the Texas Educational Insurance Association to provide Workers' Compensation coverage.

**Superintendent's Recommendation**

I recommend that the Board approve the renewal of our current agreement with the Texas Educational Insurance Association to provide Workers' Compensation coverage as a part of the consent agenda.

**Mark Pool, Superintendent of Schools**

**June 8, 2011**

**TO: Mark Pool**

**FROM: David Bright**

**SUBJECT: 2011-2012 Worker's Compensation Program Renewal**

Attached are renewal documents for the district's Worker's Compensation Program. Currently, we're in the 2<sup>nd</sup> year of a Three Year Plan with Claims Administrative Services, Inc. (CAS). At this time, we have the option to begin a new Three Year Plan at the current Fixed Cost Rate of \$171,577, or continue with our current three year plan until it runs out.

I recommend we renew and continue with our current plan rather than begin a new Three Year Plan. Hopefully, we will see a decrease in Workers Comp claims as a result of our changes in personnel. CAS will also adjust the Fixed Cost Rate once they complete their annual audit of our personnel.



# Claims Administrative Services, Inc.

*Our reputation for excellence is no accident.<sup>TM</sup>*

TEXAS EDUCATIONAL INSURANCE ASSOCIATION

## WORKERS' COMPENSATION

### Plan Year 2011-2012 Renewal Addendum – Part 1 of 2

Plan Sponsor: El Campo ISD

2nd Year of a 3 Year Contract

GUARANTEED COST .....\$171,577

Renewal Based on Estimated Payroll of \$22,550,382

**Fixed Cost Includes:** Claims Administration, Record Keeping, Safety and Loss Control, Excess Insurance, plus...

Initial contact with claimant	Setting IME appointments	Communicating with Doctor
Initial contact with insured	Administering benefits timely	Visits by Adjuster
Initial contact with doctor	Annual Reports	Recorded statements
Faxes	Check stock & issuing checks	Filing state forms
Regular Meetings with Client	Subrogation Management	Answering WC legal questions
Photographs	Reports	Supervisor review of claims
Telephone	Litigation Management	Travel expenses
Monitoring medical treatment	Communicating with employee	Reviewing claims with clients
Airfare, except extraordinary	Mileage, except extraordinary	Excess Carrier Reporting
Loss Runs	Express mail, except extraordinary	EDI requirements for Ins Carrier
Filing of 1099's	Obtain Records, except extraordinary	

.....CAS Service Guarantee, and much more.....

**Guaranteed Cost Includes:** Incurred Claims, Claims Expense Allowance, Allocated Claims Expenses, and Cost Containment

<b>Allocated Expenses:</b>	Cost associated with bank account or its maintenance
Attorney fees	Extraordinary travel expenses incurred by CAS
Medical opinions	Cost associated with Occupational Rehabilitation
Independent Medical Examination	Pre-authorization or Utilization
Peer Review	Cost for obtaining and copying of public or medical records
Court costs	Cost for photography, preparation of maps, diagrams or physical analysis
Medical Case Management	Cost of employing experts' testimony
Cost of surveillance	Cost for property damage appraisal fees

Interest paid as result of Litigation  
Witness travel expense  
Witness fees

**Cost Containment:**

CAS does provide cost containment services for our clients. Cost containment services are allocated to the claim and billed at the following rates. Field Case Management, \$88 per hour + mileage; Telephonic Case Management, \$88 per hour; Rehabilitation/Vocational Case Management, \$88 per hour + mileage; Pre-Authorization, \$150 flat rate per request; Out of Network Hospital Bill Review, 25% of savings; Pharmacy Network, 9% of savings; Peer Review, based on physician specialty/with average fee of \$500; Subrogation, no charge if done in-house or at cost if a complicated case that would be better represented by an attorney; Investigation Services, \$35 for initial database research/\$84 per hour for surveillance.

**CAS has a proven record in reducing claims cost. CAS adjusters aggressively work with the injured employee and doctors to get the employee back to work and close their file. CAS works closely with their clients to establish a long-term partnership.**



# Claims Administrative Services, Inc.

*Our reputation for excellence is no accident.<sup>TM</sup>*

Texas Educational Insurance Association

## WORKERS' COMPENSATION

### Plan Year 2011-2012 Renewal Addendum – Part 2 of 2

Plan Sponsor: El Campo ISD

2nd Year of a 3 Year Contract

**Option 1: Select New 3-Year Plan--Locks in Fixed Cost Rate Three Additional Years  
Guarantees 5% Discount on Fixed Cost Rate**

**Begin New 3 Year Plan/Year 1\***

<input type="checkbox"/> <b>Guaranteed Cost</b> Payment in Full Due on 9/1 <i>Allows 1% Discount if Paid by 11/1/2011</i>	<input type="checkbox"/> <b>Guaranteed Cost</b> Quarterly Payments of 40%, 20%, 20%, 20% Due on 9/1, 12/1, 3/1, and 6/1
\$171,577	\$171,577

**Option 2: Current Plan—Guaranteed Cost Subject to Change at End of Contract Term.**

**Continue Current 3 Year Plan/Year 2\***

<input type="checkbox"/> <b>Guaranteed Cost</b> Payment in Full Due on 9/1: <i>Allows 1% Discount if Paid by 11/1/2011</i>	<input checked="" type="checkbox"/> <b>Guaranteed Cost</b> Quarterly Payments of 40%, 20%, 20%, 20% Due on 9/1, 12/1, 3/1, and 6/1
\$171,577	\$171,577

\*The Plan Sponsor agrees, should they choose to terminate the contract before any multi-year term is completed, the Plan Sponsor will reimburse the Plan Supervisor for discounts received plus an additional ten percent withdrawal charge for early cancellation. The withdrawal charge is calculated by multiplying the non-discounted Guaranteed Cost for all years of the Plan Sponsor's contract by ten percent.

**DRAFT OUR W/C FUND BANK ACCOUNT ON DUE DATE – Plan Sponsor authorizes payment by draft on the due date for any and all billings. Plan Supervisor will provide copy of Draft Invoice prior to due date.**

SHOULD THE DISTRICT NOT CHOOSE THE DRAFT PAYMENT METHOD, INITIAL INVOICE WILL BE ISSUED PRIOR TO 8/1/11, PAYABLE ON 9/1/11. QUARTERLY INVOICES WILL BE MAILED TO PLAN SPONSOR PRIOR TO AND PAYABLE ON DUE DATES LISTED ABOVE.

\_\_\_\_\_/\_\_\_\_\_/2011 \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Date Signature (Designated Employee) Title

**Please Select a Plan Option and return signed Renewal Addendum to CAS by 6/30/2011.**

**CAS-Claims Administrative Services, Inc.**

501 Shelley Drive

P. O. Box 7500 Tyler, TX 75711

Phone: 903.509.8484  
Toll Free: 800.765.2412

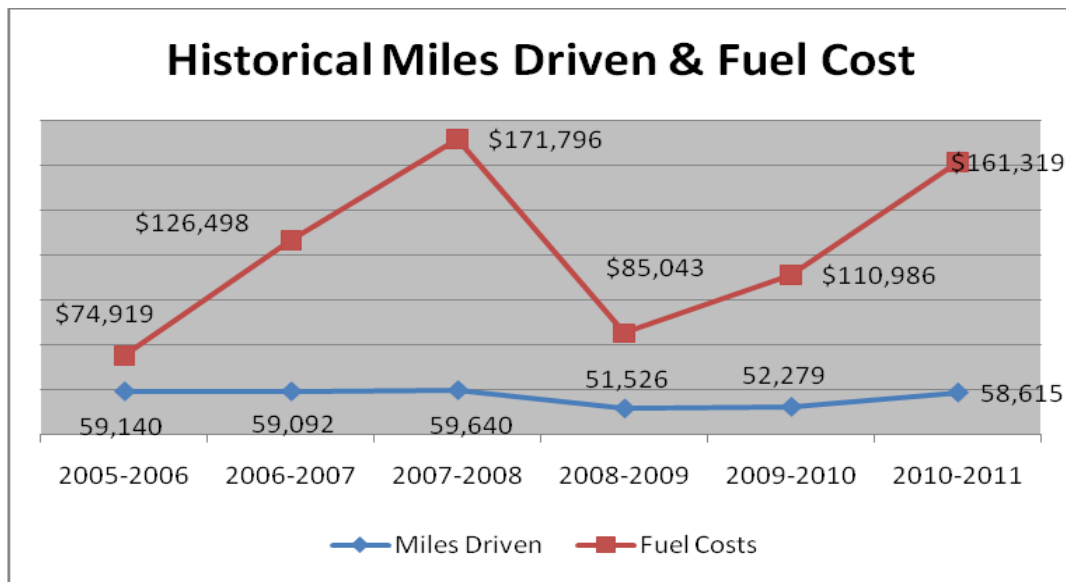
Fax: 903.509.1888  
[www.cas-services.com](http://www.cas-services.com)

# Action Required

**Consent Agenda** Evaluation of Transportation Program

**Summary** To continue with our practice of continuous evaluation and improvement of all systems within the District, we have completed a review of our student transportation operations for the year. Brett Schoppe, Director of Transportation, will be available at the board meeting to answer any questions you might have on this year's review.

The cost of fuel has been a major concern for the past few years. The following chart gives a historical perspective of the annual fuel costs, which is a result of the price of fuel and the number of miles driven.



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

**Effective Date** June 21, 2011

**Previous Board Action** The Board annually reviews the district's Transportation Department.

**Future Action Expected** Next month the Board will be presented with an *Improvement Plan* for the district's Transportation Program.

**Background Information and Significant Issues**

Under the authority of *Education Code §34.077*, the District may establish and operate an economical public school transportation system in the District. For that part of the system that the District operates directly, it shall employ bus drivers certified by the Department of Public Safety.

According to policy, if the District operates a transportation system, the District is entitled to a state transportation allotment. The allotted funds are based on the cost of providing transportation services to students who live two or more miles from the school they attend.

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. *Education Code §42.155; §11.158*

**Fiscal Impact**

Budgeted Expenditures for Function 34:

2010-2011	\$1,286,124	
2009-2010	\$1,174,409	Actual \$1,150,983
2008-2009	\$1,341,341	Actual \$1,153,270
2007-2008	\$1,290,448	Actual \$1,279,436
2006-2007	\$1,214,595	Actual \$1,211,332
2005-2006	\$1,072,994.	
2004-2005	\$1,012,364.	

**Student and Public Benefit**

Safe and efficient student transportation system.

**Procedural and Reporting Implications**

None.

**Public Comments**

None.

**Alternatives**

None.

**Other Comments and Related Issues**

*Education Code §42.155(d)* allows the District to apply to the Commissioner of Education for an additional amount of up to ten percent of its regular transportation allotment to be used for the transportation of students living within two miles of the school they attend who would be subject to hazardous traffic conditions if they walked to school. The Board shall provide to the Commissioner the definition of hazardous conditions applicable to the District and shall identify the specific hazardous areas for which the allocation is requested.

A hazardous condition exists where no walkway is provided and students must walk along or cross a freeway or expressway, an underpass, an overpass or a bridge, an uncontrolled major traffic artery, an industrial or commercial area, or another comparable condition.

<b>Attachments</b>	Handout with information from Transportation Department Evaluation Report
<b>Contact Person(s)</b>	David Bright, Assistant Superintendent of Finance Brett Schoppe, Director of Transportation
<b>Action Required</b>	Motion, second and majority vote to approve the annual evaluation of the Transportation Department.
<b>Superintendent's Recommendation</b>	I recommend that you approve the annual evaluation of the Transportation Department as a part of the consent agenda. <b>Mark Pool, Superintendent of Schools</b>

# El Campo ISD Transportation

Evaluation June 2011

## Personnel

- Director
- Secretary
- 37 Bus Drivers
- 2 Mechanics
- 1 Service Tech/Driver
- 1 Assistant Principal

## Vehicles

- 48 School Buses Total
- 10 Spare Buses
- 33 Regular Education Route Buses
- 65 & 71 Passenger Capacity
- All Diesel Powered
- All Automatic Transmissions

## Vehicles

- 5 Special Education Buses
- All Diesel Powered
- All Automatic Transmissions
- 2 Wheelchair equipped with A/C (1 is spare)
- 1 47 passenger bus equipped with integral child restraint seats. (Early Childhood) A/C
- 1 35 passenger bus equipped with A/C
- 1 35 passenger bus

## Cost of Operation

- Fuel consumption
- Oil consumption
  - Regular oil change intervals and filter replacement
- Repair parts
  - Components/parts that have failed (normal wear)
  - Tires/tire repair (Contracted Service)
  - Body repair (Contracted Service)
  - Seat repair/replacement

## Bus Replacement

- Buses are replaced on a rotating schedule based on mileage or condition of the bus.
- New buses are placed on rural routes.
- High mileage vehicles on rural routes replace town route buses that travel less miles per year.

## Bus Replacement 2009/2010

- Bus # Year Model Total Miles Annual Miles
- 52 1995 188403 Spare

## Fuel Consumption

- 2005/06 59,140 gallons diesel  
\$74,919.05  
Average cost per gallon \$1.27
  - 2006/07 59,092 gallons diesel  
\$126,498.07  
Average cost per gallon \$2.14
- Increase of \$51,579.02

## Fuel Consumption cont.

- 2007/08      59,640 gallons diesel  
                   \$171,736.16  
                   Average cost per gallon \$2.88  
                   Increase of      \$45,238.09

## Fuel Consumption cont.

- 2008/2009      51,526 gallons diesel  
                   \$85,042.78      Average cost per gallon  
                   \$1.65              Decrease of \$86,693.38
- 2009/2010      52,279 gallons diesel  
                   \$110,986.12      Average cost per gallon  
                   \$2.42              Increase of \$25,943.34
- 2010/2011      58,615 gallons diesel  
                   \$161,318.89      Average cost per gallon  
                   \$2.45              Increase of \$50,332.34

**Agenda Item Summary Sheet (4 B.4)**  
**Meeting Date: June 21, 2011**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

**Consent Agenda:  
Business and Support  
Services**

Review of Monthly Financial Reports for Month of May

**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**

May 31, 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 77.20% of our amended revenue projections; and expended 69.62% of our amended expenditure estimates.  
Compared to the same time last year, our revenue decreased by \$92,769 and our expenditures decreased by \$728,133.

	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%	77.20%	69.62%
<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 \$25,271 giving us a new adjusted levy of \$13,373,776; and we have currently collected \$12,873,295 which amounts to 96.26% of the adjusted levy. This leaves an uncollected balance of \$500,481.

Delinquent collections YTD are \$241,061 plus \$151,031 in penalty and interest.

	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
Oct	0.06%	0.048%	0.01%	0.00%	0.00%	0.35%
Nov	6.81%	6.67%	5.07%	2.58%	0.44%	8.60%
Dec	40.15%	29.49%	38.76%	32.28%	30.01%	39.54%
Jan	82.47%	86.80%	85.29%	81.82%	73.71%	81.26%
Feb	92.59%	94.40%	93.58%	93.04%	92.80%	93.50%
Mar	95.44%	95.38%	94.44%	94.06%	94.60%	94.95%
Apr	95.68%	96.11%	95.13%	94.97%	95.27%	95.52%
May	96.54%	96.69%	95.78%	95.61%	95.84%	96.26%
Jun	97.04%	97.40%	96.55%	96.69%	96.50%	
Jul	97.19%	97.64%	96.87%		96.83%	
Aug	97.59%	97.81%	97.15%	97.48%	97.17%	
Sep	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
Revenue	\$1,210,213	\$1,227,253	\$17,040	\$24,836,421	\$25,012,048	\$175,627
Expenditures	\$2,398,744	\$2,323,118	(\$75,626)	\$22,159,049	\$22,157,688	(\$1,361)
Balance	(\$1,188,531)	(\$1,095,865)	\$92,666	\$2,677,372	\$2,854,360	\$176,988

**Attachments**

- Monthly Financial Report – May 31, 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**  
 June 21, 2011

**Comparison of Revenue and Expenditures  
 to the Budget for the General Operating Fund  
 9-1-10 to 5-31-11**

**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	\$13,827,500	(\$904,032)
<i>State:</i>	\$17,394,053	\$16,428,745	\$10,164,536	(\$6,264,209)
<i>Federal:</i>	\$1,202,013	\$1,240,524	\$1,020,012	(\$220,512)
<i>Other Resources:</i>	\$0	\$0	\$0	\$0
<i>Total:</i>	\$33,327,598	\$32,400,801	\$25,012,048	(\$7,388,753)

**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	\$22,157,689	\$548,200	\$22,705,889	\$9,907,113

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

	<i>2009-2010</i>	<i>2010-2011</i>	<i>Increase/ Decrease</i>
<i>Revenues:</i>	\$25,104,817	\$25,012,048	(\$92,769)
<i>Expenditures:</i>	\$23,434,022	\$22,705,889	(\$728,133)
<i>Cash Position:</i>	\$9,697,827	\$9,255,483	(\$442,344)

**PRIOR MONTH CASH POSITION as of 4/30/11:** \$10,646,323

<b>GENERAL FUND - FUND BALANCE</b>	<b>GENERAL OPERATING</b>	<b>FUND BALANCE</b>	<b>% of OPERATING</b>
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	
May-11	\$13,399,047	-\$25,271	\$13,373,776	96,898	0.72%	0.52%	\$22,351	\$24,565	\$143,815	
<b>Year To Date</b>				<b>12,873,295</b>	<b>96.26%</b>	<b>95.84%</b>	<b>\$241,061</b>	<b>\$151,031</b>	<b>\$13,265,387</b>	<b>\$500,481</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-11	Actual May-10	Actual May-11	Actual Jun-10	Actual Jul-10	Actual Aug-10	2009-10 Totals
	<b>REVENUE:</b>														
5700	<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	64,787	59,724	84,341	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	10,983	13,875	19,951	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	14,098	15,015	22,122	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	14,815	11,496	10,028	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	1,432	1,439	171	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>106,116</b>	<b>101,549</b>	<b>136,613</b>	<b>114,659</b>	<b>67,731</b>	<b>198,027</b>	<b>12,156,216</b>
5800	<b>State Revenue:</b>														
5811	Available School Fund	25,845	141,876	122,645	25,491	52,702	52,702	141,876	111,578	75,081	111,578	109,293	1,419	38,602	379,707
5812	Foundation Entitlement	3,074,131	2,333,540	1,224,643	0	0	0	400	995,143	704,601	659,279	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	38,355	22,418	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	109,011	108,979	110,974	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>1,215,732</b>	<b>927,016</b>	<b>904,249</b>	<b>1,636,657</b>	<b>1,954,197</b>	<b>2,748,191</b>	<b>16,214,111</b>
5900	<b>Federal Revenue:</b>														
5930	Federal	0	0	0	38,511	0	7,315	0	0	0	6,805	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>6,805</b>	<b>6,223</b>	<b>0</b>	<b>6,449</b>	<b>173,648</b>
7900	<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>1,321,849</b>	<b>1,028,565</b>	<b>1,047,666</b>	<b>1,757,538</b>	<b>2,021,928</b>	<b>3,119,917</b>	<b>28,711,226</b>
	<b>EXPENDITURES:</b>														
6000	<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	1,856,577	1,893,143	1,892,389	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	129,218	158,071	129,352	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	152,758	167,781	137,127	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	149,558	37,906	24,510	267,788	100,247	36,165	774,106
6500	Debt Services	0	0	500	0	0	277,438	0	0	500	500	0	0	52,438	326,063
6600	Capital Outlay	82,658	44,949	8,230	64,338	93,800	6,563	6,758	0	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>2,288,112</b>	<b>2,257,401</b>	<b>2,183,878</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>-966,263</b>	<b>-1,228,836</b>	<b>-1,136,212</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	8,768,868	7,495,961	7,632,656	6,942,462	6,767,870	6,111,919	

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-11	Actual May-10	Actual May-11	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	2,263	1,542	0	0	1,928	8,679
	Foundation Revenue														
	Breakfast	6,580	7,564	6,560	4,382	8,423	7,856	7,006	7,503	6,689	6,925	601	0	7,680	87,585
	Lunch	18,288	19,225	17,796	11,727	21,548	19,647	18,578	16,479	15,490	16,815	1,489	15	14,805	191,692
	A La Carte	10,790	11,167	8,916	6,734	11,168	11,166	10,435	8,981	9,915	9,917	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	384	326	498	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 Rev:</b>	<b>35,658</b>	<b>38,062</b>	<b>33,347</b>	<b>22,967</b>	<b>41,782</b>	<b>38,699</b>	<b>36,386</b>	<b>33,347</b>	<b>34,683</b>	<b>35,696</b>	<b>3,516</b>	<b>225</b>	<b>31,746</b>	<b>404,267</b>
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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,939</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,822</b>
5900	<b>Federal Revenue</b>														
5921	School Breakfast	0	29,398	28,191	24,100	17,658	26,517	25,456	25,088	32,044	26,437	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	65,302	95,965	91,784	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	6,878	5,799	6,878	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>	<b>6,878</b>	<b>139,313</b>	<b>137,910</b>	<b>118,420</b>	<b>88,335</b>	<b>130,464</b>	<b>123,692</b>	<b>97,268</b>	<b>133,808</b>	<b>125,099</b>	<b>122,398</b>	<b>36,767</b>	<b>51,164</b>	<b>1,211,674</b>
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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Revenue:</b>	<b>42,536</b>	<b>177,375</b>	<b>171,258</b>	<b>141,387</b>	<b>130,118</b>	<b>170,456</b>	<b>170,017</b>	<b>130,615</b>	<b>168,490</b>	<b>160,796</b>	<b>125,914</b>	<b>36,992</b>	<b>82,910</b>	<b>1,625,763</b>
<b>EXPENDITURES:</b>															
6000	<b>Expenditures:</b>														
6100	Payroll & Benefits	33,814	50,498	48,873	47,261	45,146	47,558	49,493	47,805	50,227	51,264	48,736	42,814	58,574	571,972
6200	Contracted Services	0	114,290	94,681	84,834	66,288	73,769	88,066	92,671	85,234	80,782	0	127,189	44,211	921,254
6300	Supplies & Materials	6,878	6,963	6,995	6,919	7,069	6,958	7,001	7,014	5,853	7,157	5,799	5,841	-1,761	62,722
6400	Other Operating	0	34	13	70	18	58	39	33	29	37	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>	<b>40,693</b>	<b>171,785</b>	<b>150,562</b>	<b>139,085</b>	<b>118,521</b>	<b>128,343</b>	<b>144,599</b>	<b>147,523</b>	<b>141,343</b>	<b>139,240</b>	<b>54,685</b>	<b>185,651</b>	<b>302,551</b>	<b>1,818,682</b>
	<b>ENDING BALANCE</b>	<b>1,844</b>	<b>7,434</b>	<b>28,130</b>	<b>30,433</b>	<b>42,029</b>	<b>84,143</b>	<b>109,561</b>	<b>92,653</b>	<b>104,152</b>	<b>114,208</b>	<b>185,438</b>	<b>36,779</b>	<b>-182,863</b>	<b>-192,919</b>

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-11	Actual May-10	Actual May-11	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	3,386	6,079	143,174	536,561	723,533	211,541	25,187	9,646	8,558	12,557	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	1,422	1,593	2,400	1,217	775	877	26,275
5719	Pen, Int, & Other	983	1,426	1,418	821	1,444	2,553	3,051	1,629	1,599	2,443	1,981	1,127	1,540	19,375
5742	Earnings Fm Temp Dep	133	144	192	441	1,177	1,411	1,336	1,326	1,408	1,391	0	1,447	602	9,773
	<b>Total Local Rev:</b>	<u>4,603</u>	<u>12,691</u>	<u>150,092</u>	<u>540,556</u>	<u>731,458</u>	<u>218,197</u>	<u>32,209</u>	<u>14,023</u>	<u>13,158</u>	<u>18,791</u>	<u>13,010</u>	<u>8,868</u>	<u>5,443</u>	<u>1,661,125</u>
<b>5800</b>	<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>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>35,714</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>53,869</u>	<u>64,696</u>
<b>7900</b>	<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>	<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>1,381</u>	<u>0</u>	<u>0</u>	<u>1,381</u>
	<b>Total Revenue:</b>	<u>4,603</u>	<u>12,691</u>	<u>150,092</u>	<u>540,556</u>	<u>767,172</u>	<u>218,197</u>	<u>32,209</u>	<u>14,023</u>	<u>13,158</u>	<u>18,791</u>	<u>14,391</u>	<u>8,868</u>	<u>59,312</u>	<u>1,727,202</u>
<b>EXPENDITURES:</b>															
<b>6000</b>	<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>	<u>0</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>0</u>	<u>818,184</u>	<u>400</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>977,384</u>	<u>1,796,569</u>
	<b>ENDING BALANCE</b>	4,603	17,293	166,885	707,441	1,474,613	874,625	906,434	920,457	825,447	939,249	953,640	962,508	44,435	-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	1,466,487	1,210,213	1,227,253	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	2,435,635	2,398,744	2,323,118	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	3,949,075	2,677,373	2,853,210	2,248,636	1,934,254	140,589	

**Business and Operations**      Planned Budget Workshops

**Summary**

David Bright and I have looked at possible dates for summer budget workshops. We are proposing the following schedule:

- Regular Meeting on June 21, 2011 – presentation of preliminary budget using preliminary values and what we know about state funding cuts at this time.
- Early to mid-July – Appraisal Review Board appeals process.
- Budget Workshop on July 12, 2011 – continued discussions of budget priorities. Decide on the public meeting date on the budget and proposed tax rate. Hopefully we will have a better understanding of where we stand with our state funding at that time.
- Regular Meeting on July 19, 2011 – update information and discussions of budget priorities.
- Budget Workshop on August 9, 2011 – proposed budget (if the state funding templates are available) using certified values.
- Regular Meeting on August 16, 2011 – Public meeting date on the budget and proposed tax rate. Anticipated adoption of budget and setting tax rate.
- August 20, 2010 – statutory deadline for development of proposed budget.
- Special Meeting on August 23, 2011 (if necessary)
- Special Meeting on August 30, 2011 (if necessary)

**ECISD Board Policy**      CE (LEGAL), ANNUAL OPERATING BUDGET

**Effective Date**      Summer, 2011

**Previous Board Action**      Dates for Budget Workshops were previously communicated.

**Future Action Expected**      None.

**Background Information and Significant Issues**      As an administration we want to provide the Board with all of the information that you need to make appropriate budget decisions.

Collecting finance data and putting it in an easy to understand format takes a considerable amount of time, so we do not want to spend our time collecting and formatting information that the Board as a whole is not interested in. We would like to have clarity at this meeting with regards to the information you want to see and the format you want to see it in if it differs from anything we have presented in the past.

<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	The public benefits by an appropriate amount of time being set aside to develop the annual operating budget.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	The proposed dates are all based on corresponding dates from last summer.
<b>Attachments</b>	None.
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools David Bright, Assistant Superintendent of Finance and Operations
<b>Action Required</b>	No action required.
<b>Superintendent's Recommendation</b>	This is an information report only. <b>Mark Pool, Superintendent of Schools</b>

**Business and Operations** Discuss Proposed Cost 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, April 19, 2011, and May 17, 2011. This is the fourth 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.

Update No. 3 was presented at the Regular Meeting on May 17, 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. 14-** The amount has been changed to reflect the final decision the Board made regarding bus transportation.

- **Line No.15** – The amount was changed to reflect our current position on reduction in educational aide and other clerical/paraprofessional positions.
- **Line No. 17** – Although the previous amount shown (\$264,600) will not be in our general fund operating expenses, I removed the amount because the plan is to continue to pay the health insurance premiums for the 2011-2012 school year with federal EduJobs stimulus funds.
- **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. 17** – Calculation of total proposed cost reductions was corrected.

<b>Fiscal Impact</b>	Revised cost reductions grow from \$3.18 to \$3.40 million.
<b>Student and Public Benefit</b>	A budget reduction plan that has the minimum amount of direct impact on student achievement and improves efficiency in the use of tax dollars.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None
<b>Other Comments and Related Issues</b>	<p>Right now it appears that the Budget Reduction Plan will cover the anticipated loss in state funding. Using the proposed budget reductions, with the information we have available to us at this time, our preliminary budget has a surplus of \$773,207 for the first year of the biennium and a deficit of (\$26,171) for the second year of the biennium. This is all subject to change as the Legislature is still in session and no school finance bills have been passed at this time.</p> <p>As I have indicated on more than one occasion I believe that we have to look at this as at least a two-year funding shortfall.</p>
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Budget Reduction Plan – Version No. 4.</li> </ul>

**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 Adminstration; 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.	(\$475,085)
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.	(\$458,064)
15	Reduce number of workdays for At-Will Employees as per TASBO Staffing Study Recommendations	Currently our Parent Liasions 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 statorily 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.	N/A
	<b>Cumulative Total</b>				(\$3,379,356)

**Business and Operations**      Review of Preliminary Budget Estimates

**Summary**

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

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

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

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

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

**ECISD Board Policy**      CE (LEGAL) / (LOCAL) ANNUAL OPERATING BUDGET

**Effective Date**      June 17, 2011

**Previous Board Action**      The Board has reviewed the proposed Budget Reduction Plan monthly since the regular meeting in February.

**Future Action Expected**      Budget Workshop on July 12<sup>th</sup> at 6:00 p.m.  
Budget Review – Regular Meeting on July 19<sup>th</sup> at 7:00 p.m.  
Budget Workshop on August 9<sup>th</sup> at 6:00 p.m.  
Proposed Budget - Regular Meeting on August 16<sup>th</sup> at 7:00 p.m.  
Possible Special Meeting August 23<sup>rd</sup> at 6:00 p.m. (If Required)

**Background Information and Significant Issues**

Our preliminary budget has estimated revenues of \$31,041,013, which is down (\$2,643,744) from last year's preliminary revenues; and estimated expenditures of \$30,267,806, which is down \$(2,852,359) from last year's preliminary expenditures in the three funds approved by the Board.

In Fund 199, revenue estimates are \$27,633,994. Of that amount, 43.54% is from local revenue, 56.42% is from state revenue, and 0.04% is from federal revenue. This is virtually the same distribution as last year when the distribution was 43.23% local, 56.73% state, and 0.04% federal.

Of the \$26,860,787 in Fund 199 expenditures, 74.36% are for payroll and benefits. Last year that percentage was 77.50%.

If we subtract the preliminary estimated expenditures of \$30,267,806 from the \$33,327,598 in original adopted budget expenditures for 2010-2011, we are budgeting \$3,059,792 less in expenditures.

Our Budget Reduction Plan included \$3,379,356 in proposed cost reductions plus \$264,600 for health insurance benefits to be paid with federal EduJobs stimulus funds for a total reduction of \$3,643,956. As indicated above we are budgeting \$3,059,792 less in expenditures, so our proposed budget cuts exceed our preliminary reduction in expenditures by \$584,164, which I proposed that we set aside to cover the shortfall for the second year of the biennium.

Our preliminary revenues for 2012-2013 are \$26,834,616, which is \$799,378 less than 2011-2012. If we retain the \$584,164 and consider not funding the health insurance premiums of \$264,600 that we plan to fund this year with EduJobs stimulus funds, we should be able to absorb the shortfall; i.e., \$584,164 + \$264,600 = \$848,764, which is \$49,386 more than the projected shortfall of \$799,378.

It should be noted that these projections are based on projected revenue only and assume no change in expenditures.

**Fiscal Impact**

Unknown.

**Student and Public Benefit**

Detailed financial planning ensures that funds are available to provide the necessary personnel, facilities, equipment and supplies for an appropriate education for all students; and that taxpayer' dollars are spent wisely.

<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	As noted on page 14 of the Preliminary Budget, our Administrative Cost Ratio continues to decrease indicating that we continue to make maximum efforts to hold administrative costs down.
<b>Attachments</b>	ECISD Preliminary Budget, 2011-2012
<b>Contact Person(s)</b>	David Bright, Assistant Superintendent of Finance and Operations
<b>Action Required</b>	No action required.
<b>Superintendent's Recommendation</b>	This is a discussion item only. <b>Mark Pool, Superintendent of Schools</b>

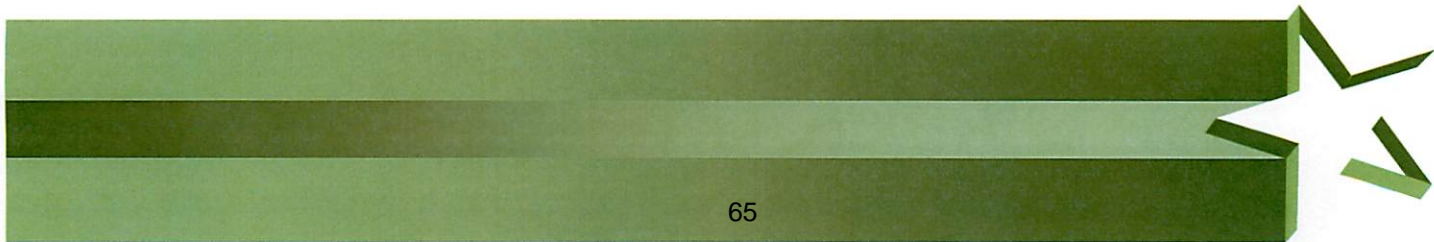
# ***ECISD PRELIMINARY BUDGET***

***2011-2012***

***Submitted June 21, 2011***

***ECISD BOARD MEETING***

***Prepared by David Bright,  
Assistant Superintendent for Finance***



**EL CAMPO INDEPENDENT SCHOOL DISTRICT  
REVENUE PROJECTION  
2011-2012**

6/21/2011

Year	Refined ADA	Rate	M&O Tax Rate	Certified Freeze-Adjusted	Local Revenue @ 98%	State Revenue	Total M&O Revenue	Deficit/Surplus vs 09/10	Additional Aide above Compressed Rate			M&O Tax Rate	I&S Tax Rate	Total Tax Rate	
									Local	State	Total				
2007-08	3,195.5														
2008-09	3,205.0	SCR + .04	1.04005	1,055,787,385	11,237,869	15,939,479	27,177,348						1.04005	0.15212	1.19217
2009-10	3,201.9	SCR + .04	1.04005	1,073,320,252	11,443,462	16,242,943	27,686,405						1.04005	0.14904	1.18909
2010-11	3,239.3	SCR + .04	1.04005	1,076,011,418	11,506,719	16,135,094	27,641,813						1.04005	0.15485	1.19490
					41.6%	58.4%									
2010-11	3,250.0	SCR	1.00005	1,051,000,000	10,898,815	15,971,685	26,870,500	(815,905)							
2010-11	3,250.0	SCR + .01	1.01005	1,051,000,000	11,001,813	16,005,323	27,007,136	(679,269)	102,998	33,638	136,636	2011-12 Debt Service	I&S Tax Rate	Total Tax Rate	
2010-11	3,250.0	SCR + .02	1.02005	1,051,000,000	11,104,811	16,038,832	27,143,643	(542,762)	205,996	67,147	273,143				
2010-11	3,250.0	SCR + .03	1.03005	1,051,000,000	11,207,809	16,072,215	27,280,024	(406,381)	308,994	100,530	409,524				
2010-11	3,250.0	SCR + .04	1.04005	1,051,000,000	11,310,807	16,105,478	27,416,285	(270,120)	411,992	133,793	545,785	1,735,826	0.16516	\$1.2052	
					41.3%	58.7%			75%	25%	100%				Est.

SCR - State Compression Rate

State Revenue Projection includes:

Foundation School Program	\$15,135,031
Available School Fund	\$859,575
Technology Allotment	\$89,635
Existing Debt Allotment	\$21,237
	<b>\$16,105,478</b>

**EL CAMPO INDEPENDENT SCHOOL DISTRICT  
2011-2012  
PRELIMINARY BUDGET**

6/21/2011

**BUDGET SUMMARY - GENERAL FUND 199**

**REVENUE**

			<b>Current Law</b>		<b>2011-12</b>		<b>2012-13</b>		
	<u>Object</u>	<u>Revenue Source</u>	<u>Estimated Revenue</u>	<u>Percent of Total</u>	<u>Estimated Revenue</u>	<u>Percent of Total</u>	<u>Estimated Revenue</u>	<u>Percent of Total</u>	
<b>LOCAL</b>	5711	Taxes - Current Year	\$11,310,807	38.81%	\$11,310,807	40.93%	\$11,310,807	42.15%	
	5712	Prior Year Taxes	\$250,000	0.86%	\$250,000	0.90%	\$250,000	0.93%	
	5719	Penalty, Interest & Other	\$210,000	0.72%	\$210,000	0.76%	\$210,000	0.78%	
	5742	Investment Earnings	\$80,000	0.27%	\$80,000	0.29%	\$80,000	0.30%	
	5752	Athletic Activity & Misc. Local	\$179,700	0.62%	\$179,700	0.65%	\$179,700	0.67%	
		<b>Total Local Revenue</b>	<b>\$12,030,507</b>	<b>41.28%</b>	<b>\$12,030,507</b>	<b>43.54%</b>	<b>\$12,030,507</b>	<b>44.83%</b>	
<b>STATE</b>	5811	Available School Fund	\$859,575	2.95%	\$859,575	3.11%	\$859,575	3.20%	<i>Release 17</i>
	5812	Foundation School Program	\$15,135,031	51.93%	\$15,135,031	54.77%	\$15,135,031	56.40%	<i>Release 17</i>
	5831	TRS On Behalf	\$1,109,256	3.81%	\$1,109,256	4.01%	\$1,109,256	4.13%	
		<b>Projected Formula Adjustment</b>			<b>-\$1,512,375</b>		<b>-\$2,311,753</b>		
		<b>Total State Revenue</b>	<b>\$17,103,862</b>	<b>58.68%</b>	<b>\$15,591,487</b>	<b>56.42%</b>	<b>\$14,792,109</b>	<b>55.12%</b>	
<b>FEDERAL</b>	5929	MAC	\$12,000	0.04%	\$12,000	0.04%	\$12,000	0.04%	
		<b>Total Federal Revenue</b>	<b>\$12,000</b>	<b>0.04%</b>	<b>\$12,000</b>	<b>0.04%</b>	<b>\$12,000</b>	<b>0.04%</b>	
		<b>Total Revenue</b>	<b>\$29,146,369</b>	<b>100.00%</b>	<b>\$27,633,994</b>	<b>100.00%</b>	<b>\$26,834,616</b>	<b>100.00%</b>	

**EXPENDITURES**

	<u>Object</u>	<u>Expenditures for:</u>	<u>Estimated Expenditures</u>	<u>Percent of Total</u>	<u>Estimated Expenditures</u>	<u>Percent of Total</u>	<u>Estimated Expenditures</u>	<u>Percent of Total</u>
	6100	Payroll & Benefits	\$19,974,823	74.36%	\$19,974,823	74.36%	\$19,974,823	74.36%
	6200	Contracted Services	\$3,396,796	12.65%	\$3,396,796	12.65%	\$3,396,796	12.65%
	6300	Supplies & Materials	\$1,572,394	5.85%	\$1,572,394	5.85%	\$1,572,394	5.85%
	6400	Other Operating	\$1,370,448	1.22%	\$1,370,448	1.22%	\$1,370,448	1.22%
	6500	Debt Service	\$327,063	1.22%	\$327,063	1.22%	\$327,063	1.22%
	6600	Capital Outlay	\$219,263	0.82%	\$219,263	0.82%	\$219,263	0.82%
	8900	Other Uses	\$0	0.00%	\$0	0.00%	\$0	0.00%
		<b>Total Expenditures</b>	<b>\$26,860,787</b>	<b>100.00%</b>	<b>\$26,860,787</b>	<b>100.00%</b>	<b>\$26,860,787</b>	<b>100.00%</b>
		<b>Surplus/(Deficit)</b>	<b>\$2,285,582</b>		<b>\$773,207</b>		<b>(\$26,171)</b>	

**INDEPENDENT SCHOOL DISTRICT  
2011-2012  
PROPOSED BUDGET**

6/21/2011

**BUDGET SUMMARY - GENERAL FUND 199**

**REVENUE**

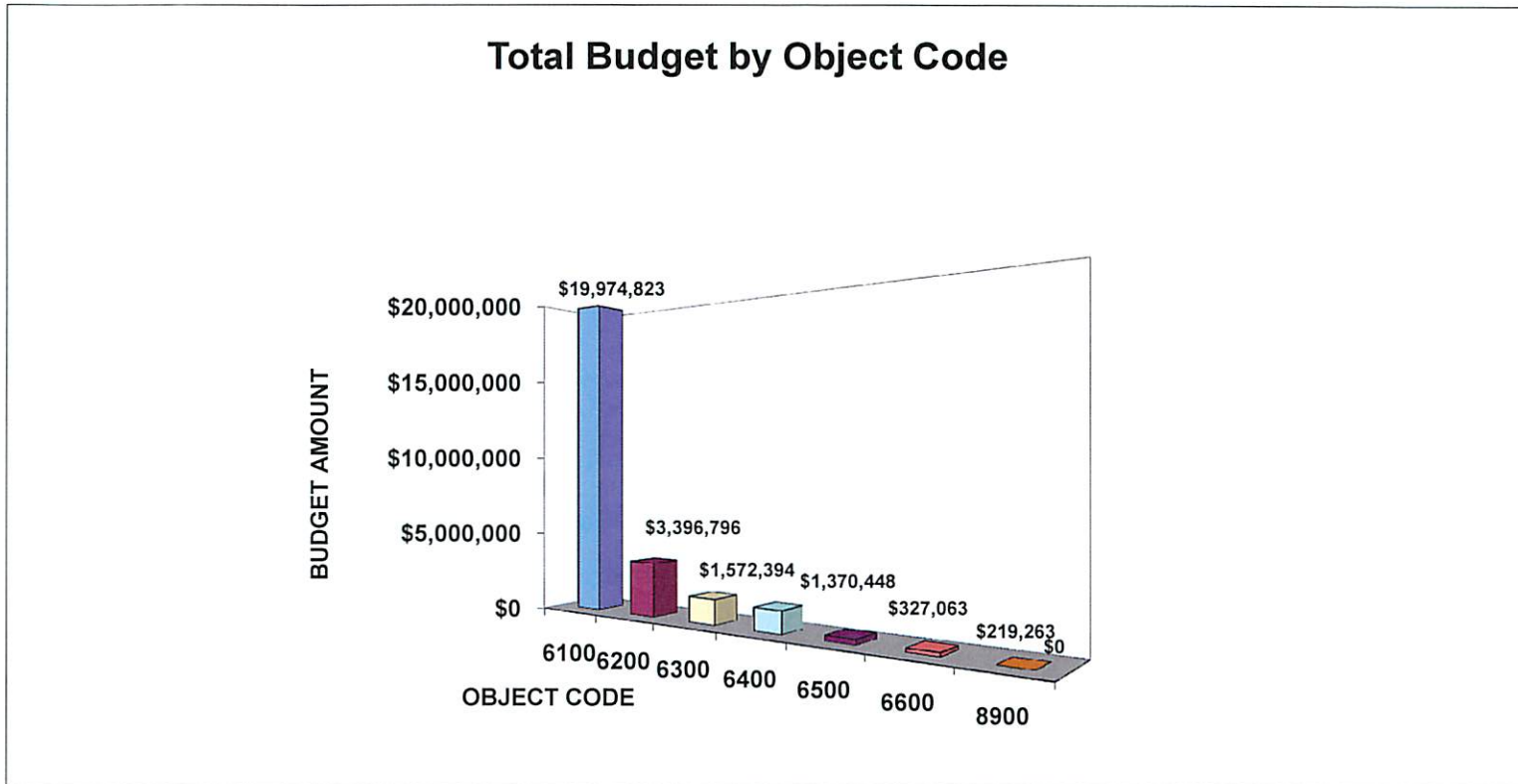
			2011-12		Prior Year		
	<u>Object</u>	<u>Revenue Source</u>	<u>Estimated Revenue</u>	<u>Percent of Total</u>	<u>Estimated Revenue</u>	<u>Incr./ Decr.</u>	
<b>LOCAL</b>	5711	Taxes - Current Year	\$11,310,807	40.93%	\$11,506,719	-\$195,912	Decreased Value Estimate
	5712	Prior Year Taxes	\$250,000	0.90%	\$250,000	\$0	
	5719	Penalty, Interest & Other	\$210,000	0.76%	\$210,000	\$0	
	5742	Investment Earnings	\$80,000	0.29%	\$120,000	-\$40,000	Lower Interest Rate
	5752	Athletic Activity & Misc. Local	\$179,700	0.65%	\$437,670	-\$257,970	Lower E-Rate Reimbursement
		<b>Total Local Revenue</b>	<b>\$12,030,507</b>	<b>43.54%</b>	<b>\$12,524,389</b>	<b>-\$493,882</b>	
<b>STATE</b>	5811	Available School Fund	\$859,575	3.11%	\$715,612	\$143,963	
	5812	Foundation School Program	\$15,135,031	54.77%	\$15,301,130	-\$166,099	
	5831	TRS On Behalf	\$1,109,256	4.01%	\$1,345,304	-\$236,048	
		<b>Projected Formula Adjustment</b>	<b>-\$1,512,375</b>		\$0	-\$1,512,375	Adjustment in State Funding
		<b>Total State Revenue</b>	<b>\$15,591,487</b>	<b>56.42%</b>	<b>\$17,362,046</b>	<b>-\$1,770,559</b>	
<b>FEDERAL</b>	5929	MAC	\$12,000	0.04%	\$12,000	\$0	
		<b>Total Federal Revenue</b>	<b>\$12,000</b>	<b>0.04%</b>	<b>\$12,000</b>	<b>\$0</b>	
		<b>Total Revenue</b>	<b>\$27,633,994</b>	<b>100.00%</b>	<b>\$29,898,435</b>	<b>-\$2,264,441</b>	

**EXPENDITURES**

<u>Object</u>	<u>Expenditures for:</u>	<u>Estimated Expenditures</u>	<u>Percent of Total</u>			
6100	Payroll & Benefits	\$19,974,823	74.36%	\$22,691,533	-\$2,716,710	
6200	Contracted Services	\$3,396,796	12.65%	\$3,287,189	\$109,607	
6300	Supplies & Materials	\$1,572,394	5.85%	\$1,875,334	-\$302,940	
6400	Other Operating	\$1,370,448	1.22%	\$1,378,197	-\$7,749	
6500	Debt Service	\$327,063	1.22%	\$326,444	\$619	
6600	Capital Outlay	\$219,263	0.82%	\$333,906	-\$114,643	
8900	Other Uses	\$0	0.00%	\$5,832	-\$5,832	
	<b>Total Expenditures</b>	<b>\$26,860,787</b>	<b>100.00%</b>	<b>\$29,898,435</b>	<b>-\$3,037,648</b>	
	<b>Surplus/(Deficit)</b>	<b>\$773,207</b>		<b>\$0</b>		

**EL CAMPO INDEPENDENT SCHOOL DISTRICT  
2010-2011 PRELIMINARY BUDGET**

6/21/2011



<u>BUDGET OBJECT</u>	<u>BUDGET</u>	<u>PERCENT of TOTAL</u>
6100 - PAYROLL	\$19,974,823	74.36%
6200 - PURCHASED & CONTRACTED SVCS	3,396,796	12.65%
6300 - SUPPLIES & MATERIALS	1,572,394	5.85%
6400 - OTHER OPERATING EXPENSE	1,370,448	5.10%
6500 - DEBT SERVICE	327,063	1.22%
6600 - CAPITAL OUTLAY	219,263	0.82%
8900 - Other Uses	0	0.00%
	<u>\$26,860,787</u>	<u>100.00%</u>

\* General Fund only

**EL CAMPO INDEPENDENT SCHOOL DISTRICT  
2011-2012  
PRELIMINARY BUDGET**

**SUMMARY BY FUND**

6/21/2011

<u>FUND</u>	<u>PROGRAM DESCRIPTION</u>	<u>ESTIMATED REVENUES</u>	<u>ESTIMATED EXPENDITURES</u>	<u>SURPLUS/ (DEFICIT)</u>
199	General Fund	27,633,994	26,860,787	773,207
240	Food Service Fund	1,612,650	1,612,650	0
511	Debt Service Fund	1,794,369	1,794,369	0
<b>TOTAL ESTIMATED BUDGET</b>		<b>\$31,041,013</b>	<b>\$30,267,806</b>	<b>\$773,207</b>

**Note:** \$75,000 of the projected revenue for Debt Service will come from Debt Service Fund - Fund Balance

**EL CAMPO INDEPENDENT SCHOOL DISTRICT  
REVENUE HISTORY**

6/21/2011

**PERCENTAGE OF ACTUAL REVENUE**

**INCREASE/(DECREASE) OF ACTUAL REVENUE**

	<u>LOCAL REVENUE</u>			<u>STATE REVENUE</u>			<u>FEDERAL REVENUE</u>		
<b>1988-1989</b>	6,298,383	51.14%	5,635,951	45.77%	380,583	3.09%	<b>(57,129)</b>	<b>(341,003)</b>	25,513
<b>1989-1990</b>	6,671,065	51.54%	5,822,550	44.99%	449,187	3.47%	372,682	186,599	68,604
<b>1990-1991</b>	7,434,645	53.31%	6,021,605	43.18%	489,645	3.51%	763,580	199,055	40,458
<b>1991-1992</b>	10,962,495	82.01%	1,873,998	14.02%	530,115	3.97%	<b>3,527,850</b>	<b>(4,147,607)</b>	40,470
<b>1992-1993</b>	11,803,106	86.52%	1,305,218	9.57%	534,426	3.92%	840,611	<b>(568,780)</b>	4,311
<b>1993-1994</b>	7,990,414	57.65%	5,341,848	38.54%	527,198	3.80%	<b>(3,812,692)</b>	4,036,630	<b>(7,228)</b>
<b>1994-1995</b>	8,218,511	56.52%	5,801,428	39.90%	521,111	3.58%	228,097	459,580	<b>(6,087)</b>
<b>1995-1996</b>	8,364,999	51.77%	7,237,518	44.79%	555,934	3.44%	146,488	1,436,090	34,823
<b>1996-1997</b>	9,090,234	51.66%	7,975,977	45.32%	531,134	3.02%	725,235	738,459	<b>(24,800)</b>
<b>1997-1998</b>	9,712,658	46.69%	10,411,542	50.05%	678,482	3.26%	622,424	2,435,565	147,348
<b>1998-1999</b>	8,891,929	46.64%	9,497,654	49.82%	675,094	3.54%	<b>(820,729)</b>	<b>(913,888)</b>	<b>(3,388)</b>
<b>1999-2000</b>	8,682,952	41.65%	11,432,469	54.83%	734,385	3.52%	<b>(208,977)</b>	1,934,815	59,291
<b>2000-2001</b>	9,451,553	43.52%	11,513,046	53.01%	752,260	3.46%	768,601	80,577	17,875
<b>2001-2002</b>	10,606,587	46.31%	11,519,937	50.30%	776,928	3.39%	1,155,034	6,891	24,668
<b>2002-2003</b>	10,609,723	47.83%	10,730,674	48.37%	844,029	3.80%	3,136	<b>(789,263)</b>	67,101
<b>2003-2004</b>	10,785,381	47.41%	11,120,844	48.89%	840,816	3.70%	175,658	390,170	<b>(3,213)</b>
<b>2004-2005</b>	12,407,313	49.85%	11,598,739	46.60%	884,076	3.55%	1,621,932	477,895	43,260
<b>2005-2006</b>	13,394,803	54.02%	10,503,361	42.36%	897,436	3.62%	987,490	<b>(1,095,378)</b>	13,360
<b>2006-2007</b>	17,635,496	57.34%	12,207,581	39.69%	911,254	2.96%	4,240,693	1,704,220	13,818
<b>2007-2008</b>	13,866,928	44.29%	16,440,608	52.51%	1,003,170	3.20%	<b>(3,768,568)</b>	4,233,027	91,916
<b>2008-2009</b>	14,631,297	45.37%	16,528,653	51.25%	1,091,150	3.38%	764,369	88,045	87,980
<b>2009-2010</b>	14,222,989	44.49%	16,360,835	51.18%	1,385,322	4.33%	<b>(408,308)</b>	<b>(167,818)</b>	294,172
<b>2010-11 Budget</b>	14,731,532	44.20%	17,394,053	52.19%	1,202,013	3.61%	508,543	1,033,218	<b>(183,309)</b>

GENERAL, FOOD SERVICE and DEBT SERVICE FUNDS

**EL CAMPO INDEPENDENT SCHOOL DISTRICT  
EXPENDITURE HISTORY**

6/21/2011

Year		Contracted	Other	Debt	Capital	Total		
		Payroll	Operating	Service	Outlay			
		61XX	62XX	63XX	64XX	65XX	66XX	
1999-00	Actual	\$15,276,739	\$1,282,046	\$1,332,678	\$933,146	\$519,503	\$352,575	\$19,696,686
2000-01	Actual	\$17,094,100	\$1,978,976	\$1,629,642	\$929,877	\$523,878	\$160,638	\$22,317,110
2001-02	Actual	\$17,745,316	\$1,792,638	\$1,301,597	\$950,141	\$522,315	\$232,141	\$22,544,148
2002-03	Actual	\$17,561,264	\$1,501,200	\$1,544,179	\$614,289	\$453,850	\$520,128	\$22,194,910
2003-04	Actual	\$17,701,464	\$2,101,637	\$1,225,110	\$978,553	\$512,315	\$62,595	\$22,581,674
2004-05	Actual	\$17,326,489	\$2,448,262	\$1,310,390	\$1,112,613	\$508,815	\$511,133	\$23,217,702
2005-06	Actual	\$17,843,367	\$2,490,550	\$1,387,006	\$1,093,138	\$523,816	\$381,297	\$23,719,174
2006-07	Actual	\$19,547,704	\$3,130,316	\$1,523,112	\$1,180,402	\$2,053,083	\$476,034	\$27,910,652
2007-08	Actual	\$21,053,954	\$3,335,366	\$1,602,531	\$1,278,787	\$2,063,369	\$656,535	\$29,990,541
2008-09	Actual	\$22,219,238	\$3,530,231	\$1,658,765	\$1,158,979	\$2,104,906	\$396,782	\$31,068,902
2009-10	Actual	\$23,102,207	\$3,681,294	\$1,500,107	\$774,880	\$2,122,631	\$918,320	\$32,099,440
2010-11	Budgeted	\$23,432,334	\$4,131,582	\$1,907,034	\$1,379,397	\$2,127,513	\$343,906	\$33,321,766

Year		Contracted	Other	Debt	Capital	Total		
		Payroll	Operating	Service	Outlay			
		61XX	62XX	63XX	64XX	65XX	66XX	
1999-00	Actual	77.56%	6.51%	6.77%	4.74%	2.64%	1.79%	100.00%
2000-01	Actual	76.60%	8.87%	7.30%	4.17%	2.35%	0.72%	100.00%
2001-02	Actual	78.71%	7.95%	5.77%	4.21%	2.32%	1.03%	100.00%
2002-03	Actual	79.12%	6.76%	6.96%	2.77%	2.04%	2.34%	100.00%
2003-04	Actual	78.39%	9.31%	5.43%	4.33%	2.27%	0.28%	100.00%
2004-05	Actual	74.63%	10.54%	5.64%	4.79%	2.19%	2.20%	100.00%
2005-06	Actual	75.23%	10.50%	5.85%	4.61%	2.21%	1.61%	100.00%
2006-07	Actual	70.04%	11.22%	5.46%	4.23%	7.36%	1.71%	100.00%
2007-08	Actual	70.20%	11.12%	5.34%	4.26%	6.88%	2.19%	100.00%
2008-09	Actual	71.52%	11.36%	5.34%	3.73%	6.77%	1.28%	100.00%
2009-10	Actual	71.97%	11.47%	4.67%	2.41%	6.61%	2.86%	100.00%
2010-11	Budgeted	70.32%	12.40%	5.72%	4.14%	6.38%	1.03%	100.00%

\*Includes General Fund, Food Service Fund, and Debt Service Fund.

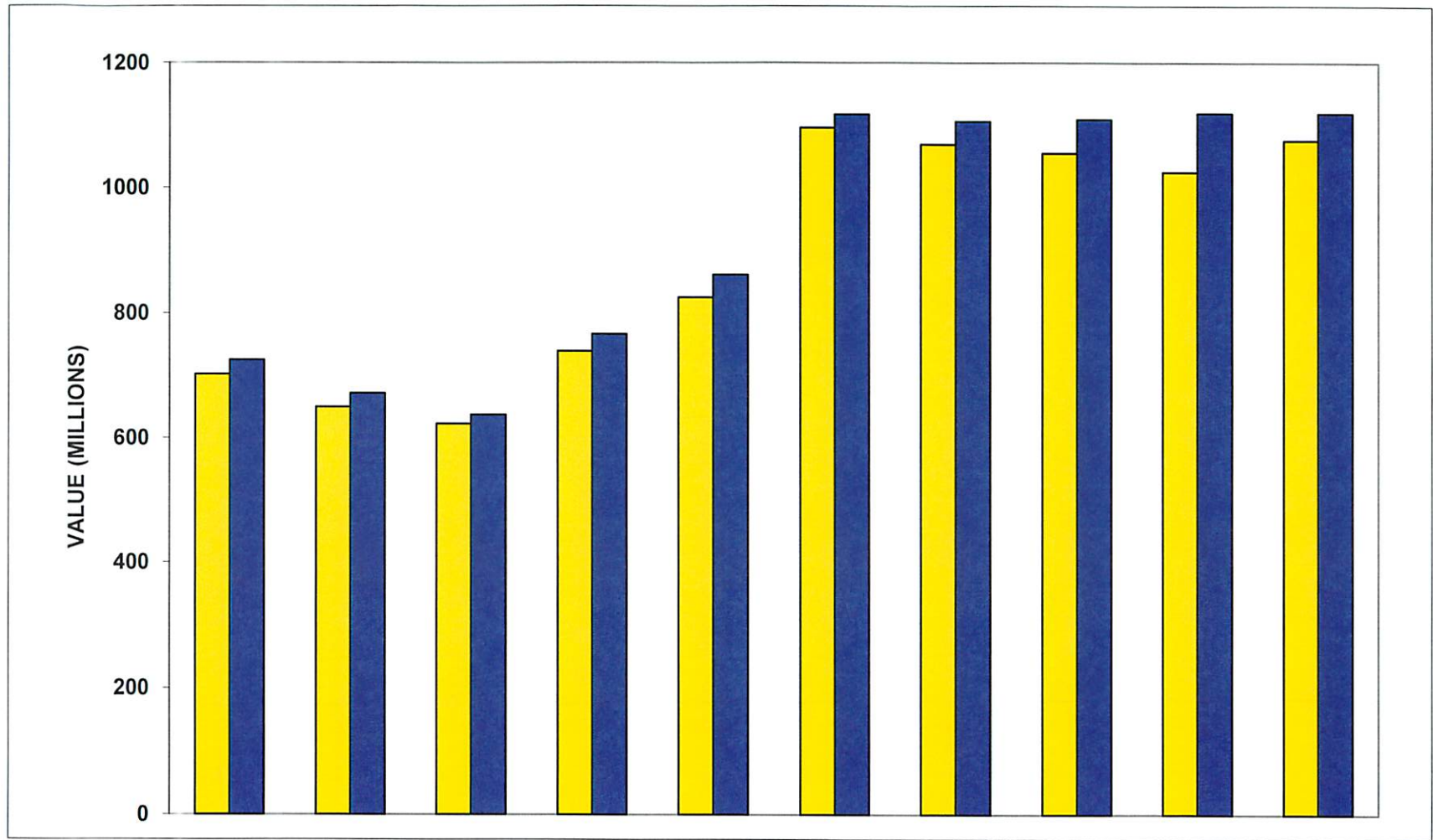
**EL CAMPO INDEPENDENT SCHOOL DISTRICT  
199 GENERAL FUND  
FUND BALANCE HISTORY**

6/21/2011

	General Fund Fund Balance	Change in Fund Balance Increase / (Decrease)	General Fund Expenditures	General Fund Fund Balance @ Year End	Fund Balance as % of Expenditures
1986-87	\$4,229,898	\$361,410	\$11,731,112	\$4,229,898	36.06%
1987-88	\$3,398,380	(\$831,518)	\$13,306,720	\$3,398,380	25.54%
1988-89	\$3,356,656	(\$41,724)	\$12,213,023	\$3,356,656	27.48%
1989-90	\$3,743,932	\$387,276	\$12,355,083	\$3,743,932	30.30%
1990-91	\$4,168,434	\$424,502	\$13,348,094	\$4,168,434	31.23%
1991-92	\$4,149,722	(\$18,712)	\$13,155,643	\$4,149,722	31.54%
1992-93	\$3,369,783	(\$779,939)	\$13,061,862	\$3,369,783	25.80%
1993-94	\$3,009,208	(\$360,575)	\$12,976,655	\$3,009,208	23.19%
1994-95	\$2,603,141	(\$406,067)	\$14,017,228	\$2,603,141	18.57%
1995-96	\$3,437,753	\$834,612	\$14,410,090	\$3,437,753	23.86%
1996-97	\$4,519,200	\$1,081,447	\$14,892,096	\$4,519,200	30.35%
1997-98	\$5,399,303	\$880,103	\$18,044,237	\$5,399,303	29.92%
1998-99	\$4,884,949	(\$514,354)	\$17,995,370	\$4,884,949	27.15%
1999-00	\$5,729,382	\$844,433	\$18,108,318	\$5,729,382	31.64%
2000-01	\$5,308,105	(\$421,277)	\$20,568,925	\$5,308,105	25.81%
2001-02	\$5,599,515	\$291,410	\$20,985,296	\$5,599,515	26.68%
2002-03	\$4,962,852	(\$636,663)	\$20,812,619	\$4,962,852	23.85%
2003-04	\$5,727,067	\$764,215	\$20,866,607	\$5,727,067	27.45%
2004-05	\$6,825,620	\$1,098,553	\$21,485,215	\$6,825,620	31.77%
2005-06	\$7,050,993	\$225,373	\$21,993,985	\$7,050,993	32.06%
2006-07	\$9,759,144	\$2,708,151	\$24,895,538	\$9,759,144	39.20%
2007-08	\$4,676,422	(\$5,082,722)	\$26,937,008	\$4,676,422	17.36%
2008-09	\$5,951,953	\$1,275,531	\$27,856,963	\$5,951,953	21.37%
2009-10	\$5,832,903	(\$119,050)	\$28,963,012	\$5,975,225	20.63%

**EL CAMPO INDEPENDENT SCHOOL DISTRICT  
PROPERTY TAX VALUES  
Local (WCAD) vs State (CPTD)**

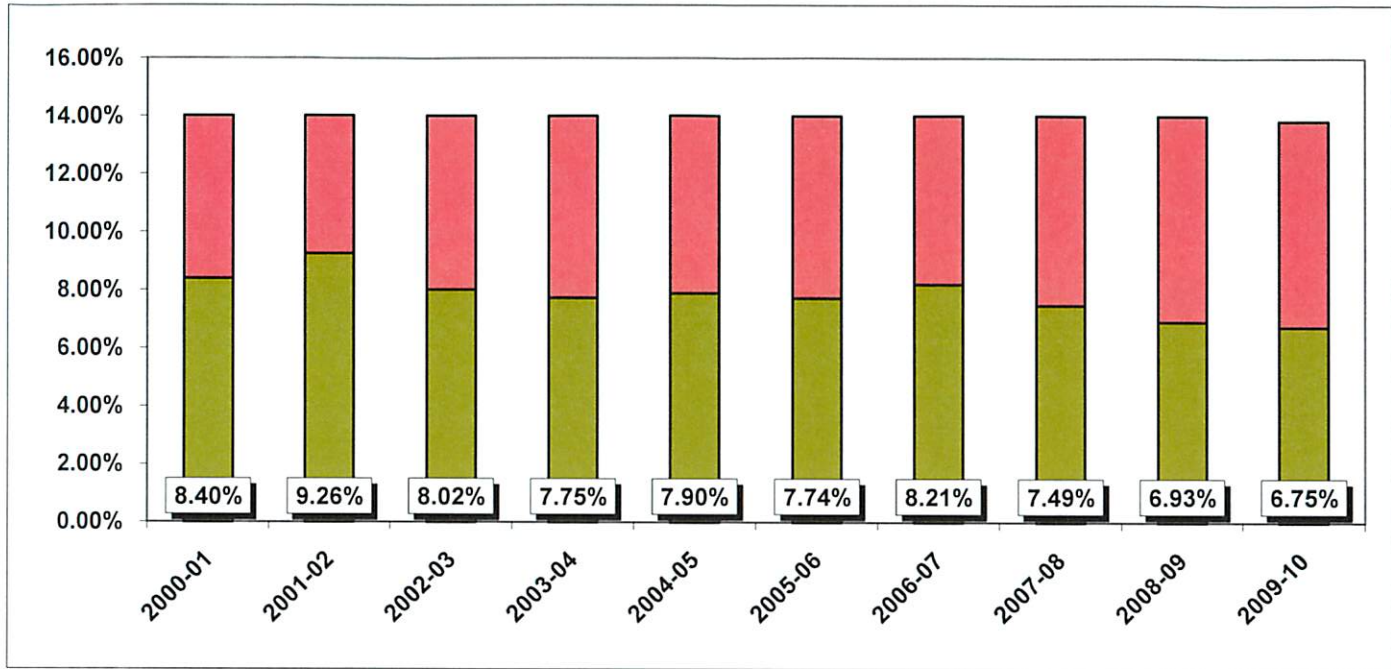
6/21/2011



	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
<b>Local (WCAD)</b>	702.7	650.0	622.8	740.0	825.7	1,096.0	1,069.2	1,055.8	1,025.0	1,076.0
<b>State (CPTD)</b>	725.3	672.1	637.3	767.1	861.9	1,117.4	1,105.4	1,109.2	1,119.2	1,118.8

## EL CAMPO INDEPENDENT SCHOOL DISTRICT Administrative Cost Ratio

6/21/2011



### ADMINISTRATIVE COST RATIO

The Administrative Cost Ratio is a calculation to see if ECISD's expenditures in Function 21 and 41 exceed the established administrative cost standards.

District ADA Group = 1,000 to 4,999

District Standard = 14.01%

<u>Year</u>	<u>Standard</u>	<u>ECISD</u>	<u>Variance</u>
2000-01	14.01	8.40	(5.61)
2001-02	14.01	9.26	(4.75)
2002-03	14.01	8.02	(5.99)
2003-04	14.01	7.75	(6.26)
2004-05	14.01	7.90	(6.11)
2005-06	14.01	7.74	(6.27)
2006-07	14.01	8.21	(5.80)
2007-08	14.01	7.49	(6.52)
2008-09	14.01	6.93	(7.08)
2009-10	14.01	6.75	(7.26)

#### Calculation

Total Expenditures for each Function - Expenditures for Object Code 6144 (TRS On-Behalf excluded)

$$\frac{\text{Sum of Functions 21 \& 41}}{\text{Sum of Functions 11, 12, 13, \& 31}}$$

Note: 21 Instructional Administration  
41 General Administration

11 Instruction  
12 Instructional Resources & Media  
13 Curriculum & Staff Development  
31 Guidance & Counseling

75

**Business and Operations** Possible Interlocal Agreement with Louise ISD to Provide their Transportation Services.

**Summary** At the special meeting on June 1<sup>st</sup>, I mentioned the fact that we have been contacted by Louise ISD to see if we might be interested in providing transportation services for their district. Since that time we have met with Andy Peters and the new interim superintendent, Robert Brezina. Brett Schoppe has also met with Louise Transportation Employee, Mike Braden, and Louise principal, Donna Kutac. The following is a list of services we would provide:

- Route buses for four regular morning and evening bus routes.

Buses would be housed at the ECISD bus barn overnight. We would continue to use Louise ISD personnel as drivers. This would allow the buses to remain in Louise during the day without deadheading back and forth from our transportation facility.

- Maintenance on Louise ISD activity buses and white fleet.

Louise would keep their current buses housed on their campus for activity buses. We would maintain those buses, but we would not be responsible for any extracurricular activity trips unless they were short on buses and/or drivers.

We would also maintain their white fleet that consists of a Suburban and a couple of pickups.

- Routing and other administrative duties for operation of their transportation system.

We would be responsible for all of their routing, filing of reports, and other administrative duties.

**ECISD Board Policy** CH (LEGAL), PURCHASING AND ACQUISITION – INTERLOCAL AGREEMENTS

**Effective Date** June 19, 2011

**Previous Board Action** Idea was mentioned at special meeting on June 1, 2011.

<b>Future Action Expected</b>	Consider approval of Interlocal Agreement.
<b>Background Information and Significant Issues</b>	<p>The services we provide would be at cost plus 5.0% for administrative overhead. Costs include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Pro rata percentage (approx. 25%) of total compensation (wages and benefits) for director, mechanic, and service technician.</li> <li>• Cost of all supplies and materials for maintaining buses and other vehicles that are used for the benefit of Louise ISD.</li> <li>• Cost of any contracted maintenance on vehicles that are used for the benefit of Louise ISD.</li> <li>• Insurance, vehicle registration, vehicle inspection, etc. for all vehicles owned by ECISD but used for the benefit of Louise ISD.</li> <li>• Vehicle depreciation on all vehicles owned by ECISD but used for the benefit of Louise ISD.</li> <li>• Any and all personnel costs of drivers who are ECISD employees that may be required to drive from time to time.</li> </ul> <p>The 5.0% for administrative overhead would be evaluated at the end of the first year of the agreement to determine if that percentage was adequate.</p> <p>If there is a consensus among the Board to pursue this proposal we will have our attorney to draft an Interlocal Agreement that will have to be formally approved by the Board of Trustees for both districts.</p>
<b>Fiscal Impact</b>	The intent is that ECISD would not be out any money for providing this service.
<b>Student and Public Benefit</b>	This appears to be a win-win proposal for the taxpayers of both districts.
<b>Procedural and Reporting Implications</b>	Develop and execute interlocal agreement.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.

**Other Comments and Related Issues**

None.

**Attachments**

None.

**Contact Person(s)**

David Bright, Assistant Superintendent of Finance and Operations

Brett Schoppe, Transportation Director

**Action Required**

No action required.

**Superintendent's Recommendation**

Discussion only.

**Mark Pool, Superintendent of Schools**

**Agenda Item Summary Sheet (6 A)**  
**Meeting Date: June 21, 2011**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Item***

**Curriculum and Instruction**      Character Education Program – EarlyAct FirstKnight

**Summary**

Last year Diann Srubar brought a program to the El Campo Rotary Club that her son, who is an assistant principal in Victoria, had told her about that was being used in a number of schools there. Several members of the Rotary Club were interested in the possibility of sponsoring the program for Northside Elementary School. From everything I have been able to find out about this program, including a private meeting that Ms. Srubar set up with the Founder of the program, this is an outstanding way of teaching character education that has proven to benefit a significant number of schools with declines in discipline referrals, declines in the number of incidents of bullying, and improved academics.

Ms. Srubar's intent was to initiate the program for the 2011-2012 school year. Molli Bodungen has researched the program and is very excited about continuing with its implementation.

**ECISD Board Policy**                      EHBK (LEGAL) – SPECIAL PROGRAMS: OTHER INSTRUCTIONAL INITIATIVES

**Effective Date**                              June 21, 2011

**Previous Board Action**                      None.

**Future Action Expected**                      None.

**Background Information and Significant Issues**      According to LEGAL policy the District may provide a character education program, which must :

1. Stress positive character traits, such as:
  - a. Courage;
  - b. Trustworthiness, including honesty, reliability, punctuality, and loyalty;
  - c. Integrity;
  - d. Respect and courtesy;
  - e. Responsibility, including accountability, diligence, perseverance, and self-control;
  - f. Fairness, including justice and freedom from prejudice;
  - g. Caring, including kindness, empathy, compassion, consideration, patience, generosity, and charity;
  - h. Good citizenship, including patriotism, concern for the

common good and the community, and respect for authority and the law; and

- i. School pride.
2. Use integrated teaching strategies; and
3. Be age appropriate.

The following information taken from the program website may help in further explaining the First Act Early Knight program:

### **What is EAFK (EarlyAct FirstKnight)?**

Based on the theme of gallant knights and Rotarian values, EAFK is a curriculum based character education program for elementary and middle schools. The proprietary program is sponsored by Rotary Clubs for local campuses and teaches students to become noble, service-oriented people along with why it is important for them to do so. EAFK is amazingly effective, with 100% of participating schools crediting the program with significantly increased academic scores, decreased behavioral issues, more teaching time and happier faculties and parents.

### **Why EarlyAct FirstKnight?**

The need for character education – Ethical impairment reveals itself through symptoms like dishonesty, irresponsibility, disrespect, hatred, jealousy, greed, and indifference to others. Studies show these attributes are afflicting young people today more than ever before. Ethical impairment also leads to antisocial behaviors and conditions such as crime, poverty, substance abuse, deception, ignorance, dependency, and immorality. EAFK is a proactive strategy that endeavors to prevent many of these potential outcomes before they occur.

Early action – With the breakdown of the traditional family, research indicates that children of all backgrounds and cultures learn character through environmental influences like progressive cultural trends, personal associations, popular celebrities, and social messages conveyed through music, television, movies and video games. A child's character matrix is programmed by the time they are about 12 years old, so proactive, consistent educational intervention is needed earlier, rather than later. The one place where constant influence upon this age group is most possible is the elementary and middle school classroom. EAFK, therefore, concentrates its efforts here, between grades K and 8.

What lawmakers think – 36 states, including Texas via HB 946 in 2001, have found character education important enough to enact legislation that either mandates or encourages it in public schools. Seven more support character education, but without legislation. In tandem, EAFK developed its academic content around the broad consensus of these guidelines, thereby

becoming tailor-made to the standards set forth by each respective State Department of Education.

## Fiscal Impact

### EAFK Components and Pricing:

1. Annual Student Orientation – Tournament Show Variations from \$1,700 - \$3,500 per performance.

*Each new school year, EAFK is launched in spectacular form with a medieval tournament, complete with armored knights, costumed warhorses, musical soundtracks, and fun audience participation. The Tournament introduces students to their Rotarian sponsors, reminds them of EAFK objectives and introduces new children to the program.*

2. EAFK Classroom Curriculum – First-year lease and use of the curriculum is \$250 per grade level; subsequent year lease and use is \$100 per grade level.

*The Code is EAFK's classroom curriculum. The Code provides daily, age-appropriate character building instruction for the entire campus, starting with the first day of Kinder and continuing through the last day of 8<sup>th</sup> grade. The Code explores one character virtue per month and features regular lessons on the key figures, history, and accomplishments of Rotary International. Each school day starts with a student recitation of The Four Way Test:*

The test, which has been translated into more than 100 languages, asks the following questions:

Of the things we think, say or do

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

3. Knighting Ceremonies – Ceremonies cost \$400 - \$800 per ceremony depending on location with 6-8 ceremonies per year required. Medallions cost \$2.75 each for 1/3 of the student population annually.

*The reward component of EAFK takes place every four to six weeks on campus in the form of a school-wide knighting ceremony, led by a Knight of The Guild, a Rotarian advisor and the school principal. Through demonstrating knowledge of the curriculum, each student has the opportunity to earn the rankings of "Page", "Squire", and "Knight". These rankings and corresponding awards are conferred at the knighting ceremonies, which are attended by the student*

body, faculty, families of selectees, and Rotarians.

4. Student Service Club – About \$500 for printing, banners, chartering ceremony cost, etc. for the first year only.

*The student service club is the tactile component of EAFK, allowing children to experience the real world application impact of their Code curriculum lessons. Led by student officers and guided by Rotarian and faculty advisors, the service club will choose, plan and facilitate one local and one global service project per year with voluntary aid from the student body.*

5. Parenting Seminar (optional) – Seminar cost is \$800.

*Some campuses may wish to extend EAFK student families through the Parenting Seminar. This optional multimedia component is held on campus and teaches young families how to carry on EAFK at home. The seminar also teaches relationship building skills, and encourages effective parental involvement in the character-building process.*

The El Campo Rotary Club has currently applied for a grant to help fund this program. Their grant proposal is based upon total project expenditures of \$9,200. \$6,200 from the Club, \$2,500 from the grant, and \$500 from the school. Funding is subject to ECISD and Rotary Club approval.

**Student and Public Benefit**

Improved academic performance and decreased behavioral issues.

**Procedural and Reporting Implications**

None.

**Public Comments**

None.

**Alternatives**

None.

**Other Comments and Related Issues**

Policy EHBK (LEGAL) also states that:

*“In developing or selecting a character education program under this section, the District shall consult with a committee selected by the District that consists of parents of District students, educators, and other members of the community, including community leaders.”*

If the Board feels the need to appoint a special committee for this purpose to review and recommend this program we can do so. However, the program has been presented to the Northside Elementary School Site-Based Committee on two different occasions. The site-based committee meets the criteria specified in policy with regards to committee membership, and they have fully supported the implementation of this program. The program is also, obviously, being supported by the Rotary

Club of El Campo whose membership includes parents, educators, and community leaders.

**Attachments**

None.

**Contact Person(s)**

Mark Pool, Superintendent of Schools

Carolyn Gordon, Assistant Superintendent of Curriculum and Instruction

Molli Bodungen, Northside Elementary School Principal

**Action Required**

Motion, second and majority vote to approve the partnership with the Rotary Club of El Campo for the implementation of the EarlyAct FirstKnight character education Program at Northside Elementary School.

**Superintendent's Recommendation**

I recommend that the Board approve the partnership with the Rotary Club of El Campo for the implementation of the EarlyAct FirstKnight character education Program at Northside Elementary School.

**Mark Pool, Superintendent of Schools**

### **EarlyAct FirstKnight™ Program Information**

**Description.** Developed by Knights of The Guild and sponsored by Rotary Clubs, EarlyAct FirstKnight™ (EAFK) is a proprietary year-round educational program for elementary and middle schools that uses Rotary's Four Way Test as a basis for teaching character, ethics, social skills and morals to students during their most formative years.

**Scope.** EAFK is designed to go anywhere there are Rotary Clubs and schools. 36 out of 50 states in America have now enacted legislation that either mandates or strongly encourages character education in public schools. This is because the good values, ethics and civility that were once part and parcel of earlier generations are increasingly absent among young people today. EAFK addresses this trend at the root by influencing the way children mature. While Interact, for example, is an elective service club for a few 12-18 year-old students who understand the value of ethics and service, EAFK is a daily, required curriculum-based course of study for an entire school that trains each child from age 5-12 how to become noble, service-oriented people and why it is important for them to do so. EAFK, therefore, seeks to eventually change the culture of our society by changing the culture of our schools.

**Method.** EAFK is comprised of a combination of 5 integrated components:

**1. Student Orientation:** Annual outdoor 45-minute campus presentation in which students are introduced to EAFK in an unforgettable way. Featuring a live dramatic performance by our team of knights and horses who illustrate the spirit of service, this media event acquaints students with Rotary, their Rotarian sponsors, the Four Way Test, and the benefits of working hard in the program.

**2. Curriculum:** Comprehensive, age-appropriate studies that examine monthly core values and Rotary International history through daily, teacher-friendly 10-minute lesson plans. Each school day begins with a campus-wide recitation of the Four Way Test.

**3. Reward:** Each month, elaborate knighting ceremonies are held on campus that acknowledge teacher-selected students who have best exemplified the core value taught over the previous four weeks. Led by our knights in armor, student awardees are called to the stage to receive beautiful medallions and the rankings of Page, Squire, or Knight in the presence of their peers, parents, and families.

**4. Service:** Campus service club, meeting bi-monthly and led by Rotarian advisors, faculty members, student club officers and class representatives. Students learn how to facilitate one local and one global service project per year, respectively, and recruit the involvement of their classmates. Average student body participation in these projects is over 90%.

**5. Adult Education:** Annual campus seminars teach parents how to conduct EAFK at home, along with why and how to become more involved with the character-building process.

**Effectiveness:** Since 2008, EAFK has been scientifically evaluated each year for its effectiveness in participating schools. 100% credit EAFK as the primary factor in increased academic performance and decreased disciplinary referrals, and all experience higher parental participation and excellent faculty favorability ratings for the program.

**Program cost.** About \$8 to \$10 per child, per year.

<b>Governance</b>	Review of TASB Policy Update 90
<b>Summary</b>	<p>Localized Update 90 addresses a variety of issues, focusing on two key topics —technology and the new assessment system, the State of Texas Assessments of Academic Readiness (STAFF). New and revised technology policies address board member use of district technology resources, employee and student use of district technology resources, district Web sites, accessing and searching electronic communications, and student use of personal electronic devices for instructional purposes.</p> <p>Other topics covered in the update include board member training requirements, intellectual property, employee standards of conduct, end-of-course assessments, and student use of service animals.</p> <p>To better focus board attention and expedite the review of Update 90, TASB Policy Service furnishes board members with <i>Vantage Points</i>, which offers a highly summarized overview of the update and is intended to provide local officials a first glance at the scope of the update —as a prelude to studying the detailed Explanatory Notes.</p>
<b>ECISD Board Policy</b>	BF (LOCAL), BOARD POLICES
<b>Effective Date</b>	Following approval by the Board at the next regular meeting.
<b>Previous Board Action</b>	None.
<b>Future Action Expected</b>	The Board will act to approve all new LOCAL policies at the next regular meeting.
<b>Background Information and Signification Issues</b>	Please bear in mind that the (LEGAL) policies reflect the ever-changing legal context for governance and management of the district. They should not be adopted but, rather, should inform local decision making. The (LOCAL) policy recommendations in this update will need close attention by both the administration and the board to ensure that they reflect the practices of the district and the intentions of the board. Board action will be needed to adopt, revise, or repeal (LOCAL) policy.

<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Board policies are designed to promote fair and equitable treatment for all district patrons.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	<ul style="list-style-type: none"> <li>(1) Explanatory Notes for TASB Localized Policy Manual Update 90;</li> <li>(2) Local Policy Comparison Packet; and</li> <li>(3) <i>Vantage Points, A Board Member's Guide to Update 90.</i> [Included under separate cover.]</li> </ul>
<b>Contact Person(s)</b>	Mark Pool, Superintendent of School
<b>Action Required</b>	None.
<b>Superintendent's Recommendation</b>	<p>This is a discussion item only.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

# Explanatory Notes

## TASB Localized Policy Manual Update 90

District: El Campo ISD

B (LEGAL) LOCAL GOVERNANCE

The B section table of contents has been revised to add BBI, Technology Resources and Electronic Communications, and to delete BRB, Web Site Postings, which has been moved to CQA.

BBD (LEGAL) BOARD MEMBERS  
TRAINING AND ORIENTATION

Text throughout this policy on board member training has been revised for clarity and to better match statutory language, and provisions have been reordered for better flow.

Specifically, we have:

- Moved the provisions on the required OPEN MEETINGS ACT TRAINING and PUBLIC INFORMATION ACT TRAINING to the beginning of the policy and added detail about both trainings, including that the district must make available for public inspection documentation about board members' completion of the open meetings training;
- Deleted the requirement that the public information coordinator complete the PIA training, since this material has been moved to GBAA(LEGAL);
- Removed the provisions on conventions and workshops that exclude attendance at these activities from the definition of a meeting under the Texas Open Meetings Act, since this material is currently addressed at BE(LEGAL);
- Grouped the provisions on State Board of Education (SBOE)-REQUIRED TRAINING into five main sections: reporting, orientation, legislative updates, team building, and annual continuing education;
- At REPORTING, added new provisions from SBOE rules requiring the board president to annually distribute the SBOE's framework for governance to other board members and the superintendent and, at the last regular board meeting during the calendar year, to announce whether each board member has satisfied training requirements (an announcement is no longer required at the meeting at which the board calls the election for board members); and
- Deleted the provision requiring sitting board members to receive a basic orientation to the Education Code as conducted by a regional education service center, as this was a transitional provision to implement training requirements from SB 1, adopted in 1995.

BBD (LOCAL) BOARD MEMBERS  
TRAINING AND ORIENTATION

At PUBLIC INFORMATION COORDINATOR, we have added a cross-reference to GBAA, since this is where the training requirements for the coordinator are located. BBD(LOCAL) continues to designate the superintendent to fulfill the training requirements on behalf of the board.

# Explanatory Notes

## TASB Localized Policy Manual Update 90

**BBE (LEGAL) BOARD MEMBERS  
AUTHORITY**

This legally referenced policy has been reworked to match the flow of the corresponding local policy. In addition, legal citations throughout have been updated to reflect the most current legal authority.

Several new provisions were added:

- At **ACCESS TO INFORMATION**, a provision from a 2004 attorney general opinion was added to provide more detail about board member access to records that are otherwise confidential or involve a security concern. In these circumstances, the board can establish procedures to preserve confidentiality, but the district cannot absolutely prohibit a board member's access.
- A provision was added to explain that a board member can have **ACCESS TO STUDENT RECORDS** only when acting in his or her official capacity with a legitimate educational interest as defined in **FL(LOCAL)**.
- New material at **RESPONSIBILITY FOR RECORDS** outlines a board member's obligations to maintain the integrity of public records, including prohibitions against distributing confidential records or destroying, mutilating, altering, concealing, or removing records. These obligations are also emphasized in the new local policy recommendation at **BBI**, included in this update.

**BBI (LOCAL) BOARD MEMBERS  
TECHNOLOGY RESOURCES AND ELECTRONIC  
COMMUNICATIONS**

In response to requests from districts and to provide guidance on board member use of the district's **TECHNOLOGY RESOURCES**, we recommend the addition of **BBI(LOCAL)**. This policy defines technology resources to include both electronic equipment and use of the electronic communications system.

Under the policy, technology resources are made available to board members primarily for official duties but, as with employee and student use in most districts, may be used on a limited personal basis as long as any personal use imposes no tangible cost to the district and does not unduly burden the district's technology resources.

As with other users of the district's technology resources, the policy requires board members to sign an **ACCEPTABLE USE** form in which they will agree to follow rules of use and agree that their use of the resources may be monitored by the superintendent or designee to ensure appropriate use. A sample user agreement is included in Update 38 to the *TASB Regulations Resource Manual*, available on myTASB.

Standard **DISCLAIMER OF LIABILITY** language is also included in this new policy.

In addition to the material on technology resources, we included a provision outlining the legal responsibility for board members to retain electronic records, whether created or maintained on the district's or on personal technology resources. As indicated by the cross-reference, further information on **RECORDS RETENTION** may be found at **BBE** and **CPC**.

# Explanatory Notes

## TASB Localized Policy Manual Update 90

**BED            (LEGAL)            BOARD MEETINGS  
   PUBLIC PARTICIPATION**

At UNITED STATES CONSTITUTION, we have added the holding of a 2010 Fifth Circuit Court of Appeals Case, *Fairchild v. Liberty Independent School District*. This case clarified that a board can create a limited public forum for the purpose of hearing comments from the public as long as the board does not engage in viewpoint discrimination, only imposes restrictions that are reasonable in light of the purpose served by the forum, and provides alternative paths for the public to express speech that is excluded from the forum.

**BR            (LEGAL)            REPORTS**

Item 6 in the list of required reports has been updated to reflect revised SBOE rules requiring the board president to announce, at the last regular board meeting during the calendar year, whether each board member has satisfied training requirements. An announcement is no longer required at the meeting at which the board calls the election for board members. See the explanatory note for BBD(LEGAL), above.

We have also deleted an item from the list of reports. Based on an amendment to the Administrative Code, effective April 21, 2010, a district that develops its own assessment instrument is no longer required to report the results electronically to TEA.

**BRB            (LEGAL)            REPORTS  
   WEB SITE POSTINGS**

The text of this legally referenced policy has been moved unchanged to CQA, District, Campus, and Classroom Web Sites.

**C            (LEGAL)            BUSINESS AND SUPPORT SERVICES**

The C section table of contents has been revised to rename CQ to Technology Resources and to add CQA, District, Campus, and Classroom Web Sites, and CY, Intellectual Property.

**CDB            (LEGAL)            OTHER REVENUES  
   SALE, LEASE, OR EXCHANGE OF SCHOOL-OWNED  
   PROPERTY**

We have deleted text previously requiring districts to notify the Commissioner when real property is sold, leased, or otherwise conveyed. Modifications to Civil Order 5281 by the Fifth Circuit Court of Appeals have resulted in all but nine districts being exempted from Civil Order 5281.



# Explanatory Notes

## TASB Localized Policy Manual Update 90

### **CMD (LEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING**

Beginning on page 7, new Administrative Code rules on textbooks, effective November 21, 2010, describe when printed and electronic textbooks and technological equipment are considered to be in **ACCEPTABLE CONDITION** when returned by a student.

Citations to the new rules have been added throughout.

### **CNC (LEGAL) TRANSPORTATION MANAGEMENT TRANSPORTATION SAFETY**

Details on **SCHOOL BUS EMERGENCY EVACUATION TRAINING** from amended Administrative Code rules, effective December 27, 2010, have been added. A definition has been included for districts that conduct school bus emergency evacuation training in the fall, defined as July 1 to December 31. In addition, a link has been provided to the form districts must complete after the training.

### **CQ (LEGAL) TECHNOLOGY RESOURCES**

In light of the technology focus of Update 90, we have made several changes at this code, which is now titled **Technology Resources**:

- We have clarified that the required **CERTIFICATIONS TO THE FCC** regarding Internet safety must be made annually and have moved the filtering exception for adults conducting bona fide research directly under the margin note addressing the **TECHNOLOGY PROTECTION MEASURE**.
- To provide information about district **ACCESS TO ELECTRONIC COMMUNICATIONS**, we have added beginning on page 7 provisions from the federal Electronic Communication Privacy Act and from the Stored Wire and Electronic Communications and Transactional Records Access Act.
- The Electronic Communication Privacy Act generally prohibits the intentional interception, use, or disclosure of any wire, oral, or electronic communication except when the person is a party to the communication or when one of the parties has given prior consent. This provision does not prohibit a district from intercepting electronic mail transmissions and other use of the district's electronic communications system so long as users give permission by signing an acceptable use form.
- The Stored Wire and Electronic Communications and Transactional Records Access Act will assist districts in understanding the rules applicable to accessing electronic communications while in electronic storage. This Act limits access to electronic communications while they are in electronic storage, as defined in the policy. Again, in most instances, this Act will not prohibit the district from accessing e-mails and other electronic communications on district-owned devices or stored on the district's technology resources because students and employees consent to such access in the user agreement. See **EXCEPTIONS** on page 8.
- Definitions have been added for "electronic communication," "electronic storage," "electronic communications system," and "electronic communications service."
- At **AUTHENTICATION OF ELECTRONIC COMMUNICATIONS**, existing statutory text has been added to address requirements for when a district uses a digital signature to authenticate a written electronic communication sent to the district.

# Explanatory Notes

## TASB Localized Policy Manual Update 90

### CQ (LOCAL) TECHNOLOGY RESOURCES

Recommended changes to this local policy stem from our review of the technology policies at Update 90.

These changes broaden the scope of the policy. Previously the policy applied only to use of the district's electronic communications systems and did not address district-issued equipment. Our recommendation is to include electronic equipment in the scope of the policy, since most districts issue some type of electronic equipment, such as computers, laptops, netbooks, tablets, or e-readers, to employees or students. The term "technology resources" defined in the first paragraph and used throughout the policy clarifies that the policy applies to both the use of the district's electronic communications system and use of district-issued equipment.

Districts are still required by federal law to install a FILTERING device or software on each district computer with Internet access, but we have added a requirement to also install filtering devices or software on the district's network systems to reflect common district practice.

At MONITORED USE, recommended text clarifies that members of the public who use the district's technology resources are subject to monitoring by district staff to ensure appropriate use. At DISCLAIMER OF LIABILITY, recommended text gives notice that the district's technology resources may not be available at all times.

A new provision at RECORD RETENTION is recommended to ensure employees understand their obligations to retain electronic records, whether created or maintained on the district's technology resources or on personal equipment or systems, in accordance with the district's records management program.

Provisions on student and employee intellectual property rights have been moved to CY where relevant provisions on copyright, trademarks, and intellectual property are located. See the explanatory notes for CY, below.

Updated user agreements are included in Update 38 to the *TASB Regulations Resource Manual*, available on myTASB.

### CQA (LEGAL) TECHNOLOGY RESOURCES DISTRICT, CAMPUS, AND CLASSROOM WEB SITES

We have moved unchanged from BRB this legally referenced policy on Web site postings, as this material is a better fit under the CQ series Technology Resources title.

### CRB (LEGAL) INSURANCE AND ANNUITIES MANAGEMENT LIABILITY INSURANCE

We have revised the name of the certificate obtained after MOLD REMEDIATION has been performed from the "certificate of mold remediation" to the "certificate of mold damage remediation."

# Explanatory Notes

## TASB Localized Policy Manual Update 90

### CS (LEGAL) FACILITY STANDARDS

As a result of amendments to the Code of Federal Regulations, effective March 15, 2011, we have revised item 1 at READILY ACCESSIBLE PROGRAMS to provide that compliance with accessibility standards for services, programs, and activities may be achieved by redesigning or *acquisitioning* equipment.

### CY (LEGAL) INTELLECTUAL PROPERTY

This new legally referenced policy compiles existing statutory material on intellectual property, including copyright, trademarks, and patents.

The copyright material previously at EFE has been moved to this policy with a minor revision at EXCLUSIVE RIGHTS on page 2 and, on page 5, the inclusion of a new paragraph describing COPYRIGHT INFRINGEMENT. In addition, on pages 1 and 2, we have included from federal law provisions explaining what is considered protected COPYRIGHTED MATERIAL, who holds the OWNERSHIP OF THE COPYRIGHT, how to TRANSFER OWNERSHIP, and information on REGISTERING A COPYRIGHT.

Beginning on page 7, provisions on TRADEMARKED MATERIAL have also been added, including definitions for the various types of marks. As with copyright, we also added provisions on REGISTERING A MARK, ASSIGNMENT OF A MARK, and LIABILITY for using a mark without consent. A **Note** provides a link to the United States Patent and Trademark Office Web page on trademarks.

Material on PATENTS, beginning on page 9, includes definitions of INVENTION and PROCESS, along with information on how to obtain and assign patents. Patent infringement is also described. A **Note** provides a link to the United States Patent and Trademark Office Web page on patents.

### CY (LOCAL) INTELLECTUAL PROPERTY

This policy, addressing intellectual property, copyright, and trademark, includes updates to existing local policy provisions moved from CQ and EFE and new provisions on trademark.

In moving local policy text on student and employee INTELLECTUAL PROPERTY from CQ, we are recommending several new provisions. One provision clarifies EMPLOYEE OWNERSHIP when an employee creates a work on his or her own time with personal equipment and materials. An employee must obtain special PERMISSION to use district materials or equipment for the employee's creative projects. Another new provision explains the district's ability to enter into an agreement for a WORKS MADE FOR HIRE project. Finally, we have added a provision requiring RETURN OF INTELLECTUAL PROPERTY upon the termination of a person's association with the district.

## Explanatory Notes

### TASB Localized Policy Manual Update 90

In moving the local policy text on copyright from EFE, we are recommending several changes. The first paragraph at COPYRIGHT explains that an employee or student is responsible for ensuring that a license or permission is obtained before using copyrighted material for instructional, curricular, or extracurricular purposes, unless use of the material is an exception under the "fair use" guidelines maintained by the superintendent. A new provision also clarifies that the policy does not apply to work that is considered to be in the public domain. Provisions addressing the specifics of computer software are recommended for deletion, as this material is adequately addressed at TECHNOLOGY USE. Throughout, the policy text has been updated to refer to the district's *technology resources* in accordance with Update 90 changes to CQ. The provision on ELECTRONIC MEDIA states the rule that a license or permission must be obtained for using motion pictures and audiovisual materials in the classroom, unless they are used in the course of face-to-face teaching activities as defined by law.

Based on requests from districts, new provisions are recommended to address TRADEMARK, including an affirmative statement that district trademarks are protected from unauthorized use. Trademarks include district and campus names, logos, mascots, and symbols. Use without appropriate authorization is subject to legal action. A paragraph on SCHOOL-RELATED USE grants permission to students, student and parent organizations, and other district-affiliated school-support or booster organizations to use district trademarks to promote a group of students, an activity or event, a campus, or the district if the use is in furtherance of school-related business or activity. These groups do not need to obtain written approval before using district trademarks. The policy language gives the superintendent the authority to revoke permission if the use is improper or does not conform to administrative regulations. In contrast, other entities or groups that wish to use the district's trademarks must obtain prior permission from the superintendent.

#### D (LEGAL) PERSONNEL

The D section table of contents has been revised to delete DGC, Intellectual Property Rights, as these provisions have been moved to CY, addressing intellectual property.

#### DF (LEGAL) TERMINATION OF EMPLOYMENT

Because our records reflect that your district does not have employees on continuing contracts, we have deleted references to continuing contracts in this legally referenced policy. A continuing contract differs from a single-year or multiple-year term contract in that a continuing contract is comparable to "tenure" and is for an indefinite length of time. The district can terminate a continuing contract only for good cause or due to a necessary reduction in personnel. If our records are incorrect, and your district does still have continuing contracts, please contact your policy consultant.

We have deleted from the list of items the superintendent is required to REPORT TO SBEC those that do not involve the certificate holder's termination, such as reporting when the certificate holder violates test security procedures. These items have been moved to DH(LEGAL); see the explanatory note below.

We have revised the definition of "abuse" on page 3 to reflect amended Administrative Code rules, effective December 26, 2010. Previously, the Administrative Code incorporated the Family Code definition of abuse. The new definition adopted by SBEC, although still similar to the Family Code definition, is more applicable to the school environment and replaces "child" with "student or minor" throughout.

Other changes include:

- Moving to DH(LEGAL) the provision subjecting the superintendent to sanctions for failing to report to SBEC;

# Explanatory Notes

## TASB Localized Policy Manual Update 90

- Moving to DH(LLEGAL) the provision explaining that a superintendent has immunity for making a report in good faith; and
- Deletion of the provision requiring the superintendent to notify the board and the educator of a report to SBEC, as this provision only applies to resignations and is already included at DFE(LLEGAL).

### DFE (LEGAL) TERMINATION OF EMPLOYMENT RESIGNATION

Amended Administrative Code rules addressing SANCTIONS FOR ABANDONMENT OF CONTRACT have been added at item 2 on page 2. The deadline for the board to submit a written complaint to SBEC is within 30 calendar days after the educator files a written resignation with the district. Previously, the deadline ran from the date the employee separated from employment. Under the amended rules, if the educator does not submit a written resignation, the district determines the effective resignation date, which cannot be later than 14 days after the educator fails to report for duty.

### DH (LEGAL) EMPLOYEE STANDARDS OF CONDUCT

Several existing provisions that require the superintendent to make a REPORT TO SBEC OF EDUCATOR MISCONDUCT have been moved to this code from DF(LLEGAL).

New details on the CONTENTS OF THE REPORT to SBEC have been added from Administrative Code changes, effective October 25, 2009. These changes require the report to describe in detail the factual circumstances prompting the report and include specific information to identify the subject of the report.

We have also moved two other provisions from DF(LLEGAL) providing for sanctions against the superintendent for failing to report to SBEC and granting the superintendent IMMUNITY for making a report in good faith.

### DH (REGULATION) EMPLOYEE STANDARDS OF CONDUCT

Our records indicate that you have a regulation at this code that you may need to review and revise in light of the changes in this update. Please advise us:

- If this regulation is obsolete and should be deleted from Policy Service's records of your localized policy manual; or
- If you have revisions that you wish to submit to Policy Service for editorial and legal review and incorporation into Policy Service records.

### DH (EXHIBIT) EMPLOYEE STANDARDS OF CONDUCT

Effective December 26, 2010, SBEC updated the educator's code of ethics to incorporate revisions from its recent rule review. Substantive revisions include:

- Amendment of Standard 1.1, addressing deceptive practices, to include reference to educator preparation programs, TEA, and SBEC;
- Addition of Standard 1.9 to prohibit threats of violence;



## Explanatory Notes

### TASB Localized Policy Manual Update 90

Under current law, which has not changed, the district must obtain prior consent from the student or parent for U.S. DOE FUNDED SURVEYS if a survey asks students about the PROTECTED INFORMATION listed in the policy on page 3. For surveys or activities that ask about protected information but that are funded by other sources, the district must notify parents at the beginning of each school year, and offer an opportunity for the parents to opt their child out of participation in a survey or activity.

Additional detail on parental access to surveys was added at POLICIES on pages 1 and 2. No new local policy is required by these changes, as these requirements are addressed in the *TASB Model Student Handbook*.

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

From new Administrative Code rules, effective November 21, 2010, we have added the definitions for OPEN-SOURCE TEXTBOOKS and electronic textbooks.

EFE (LEGAL) INSTRUCTIONAL RESOURCES  
COPYRIGHTED MATERIAL

Legal provisions on copyrighted material have been moved to CY where other relevant provisions on copyright, trademarks, and intellectual property are now located. See the explanatory note for CY(LLEGAL), above.

EFE is no longer an active code.

EFE (LOCAL) INSTRUCTIONAL RESOURCES  
COPYRIGHTED MATERIAL

Provisions on copyrighted material have been moved to CY where other relevant provisions on copyright, trademarks, and intellectual property are now located. See the explanatory note for CY(LOCAL), above.

EFE is no longer an active code.

EHAC (LEGAL) BASIC INSTRUCTIONAL PROGRAM  
REQUIRED INSTRUCTION (SECONDARY)

At item 5, Economics, on page 2, we have deleted the paragraph requiring a district to incorporate personal financial literacy in economics courses. The Administrative Code provision on which this text was based was repealed effective August 22, 2011, because this requirement is now included in the TEKS.

# Explanatory Notes

## TASB Localized Policy Manual Update 90

**EHAD (LEGAL) BASIC INSTRUCTIONAL PROGRAM  
ELECTIVE INSTRUCTION**

Based on changes to the Administrative Code, effective December 29, 2010, at DRIVER EDUCATION, we have added a reference to the applicable Administrative Code provision and have updated the text to reflect the revised name of a driver's education program, which was changed from "teenage" driver education program to "minor and adult" driver education program.

**EHBAB (LEGAL) SPECIAL EDUCATION  
ARD COMMITTEE AND INDIVIDUALIZED EDUCATION  
PROGRAM**

To reflect current language from the Administrative Code, we have revised item 11 on page 2 to refer to career and "technical" education.

We have also added a cross-reference to EHBC at item 8 on page 1.

**EHBAD (LEGAL) SPECIAL EDUCATION  
TRANSITION SERVICES**

Based on changes to the Administrative Code, effective August 22, 2011, at GRADUATION, we have added a reference to the applicable Administrative Code provision and have updated a citation.

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

In anticipation of STAAR (State of Texas Assessments of Academic Readiness), the new state testing system that will launch in the 2011–12 school year, we have updated a provision on page 4 requiring districts to provide ACCELERATED INSTRUCTION to students who do not perform satisfactorily on an end-of-course examination.

For local policy decisions regarding end-of-course examinations, please see the TASB Policy Service *STAAR Program Starting Points* available on myTASB at [http://www.tasb.org/services/policy/mytasb/starting\\_points/staar/index.aspx](http://www.tasb.org/services/policy/mytasb/starting_points/staar/index.aspx).

We have also reordered the items at DEFINITION OF AT-RISK STUDENT, beginning on page 2, to match the order these items appear in statute.

**EHBE (LEGAL) SPECIAL PROGRAMS  
BILINGUAL EDUCATION/ESL**

Changes at HOME LANGUAGE SURVEY, on page 2, come from existing statutory text and include:

- Clarification that the parent of a prekindergarten student must sign the home language survey;
- Addition of a provision limiting one home language survey per student; and
- Clarification that students with disabilities must be tested in accordance with the two sections of the Administrative Code listed in the policy.

# Explanatory Notes

## TASB Localized Policy Manual Update 90

### EI (LEGAL) ACADEMIC ACHIEVEMENT

In accordance with the new STAAR program, districts must include a student's end-of-course assessment results on the student's transcript. See ACADEMIC ACHIEVEMENT RECORD on page 1.

### EI (LOCAL) ACADEMIC ACHIEVEMENT

In accordance with the new STAAR program, students entering grade 9 in the 2011–12 school year must achieve certain scores on the end-of-course assessments in order to graduate. Students in grades 10 and above during the 2011–12 school year must still pass exit-level TAKS tests to graduate. To accommodate both graduation requirements, we recommend replacing the reference to "exit-level" testing requirements with "state" testing requirements at CERTIFICATE OF COURSEWORK COMPLETION. We also recommend deletion of the statement that the student's academic achievement record must indicate the date on which the certificate of coursework completion was issued. This statement is included in EI(LEGAL) and is not necessary to repeat in the local policy. Other changes at this paragraph are editorial.

In anticipation of policy provisions on end-of-course assessments at EIA, we have added a cross-reference to that policy.

**Please note:** This policy does not include provisions allowing a student to earn partial credit for earning a passing grade in only one semester of a two-semester course. Please contact your policy consultant for appropriate language if you believe the district may need to address this issue.

### EIA (LEGAL) ACADEMIC ACHIEVEMENT GRADING/PROGRESS REPORTS TO PARENTS

In accordance with the new STAAR program, districts must adopt local policy requiring a student's performance on an END-OF-COURSE ASSESSMENT to count for 15 percent of the student's final grade for the course. Districts have discretion whether to count RETAKES of an end-of-course assessment in the final course grade calculation.

For local policy decisions regarding end-of-course examinations, please see the TASB Policy Service *STAAR Program Starting Points* available on myTASB at [http://www.tasb.org/services/policy/mytasb/starting\\_points/staar/index.aspx](http://www.tasb.org/services/policy/mytasb/starting_points/staar/index.aspx).

Repeated from DGBA for easy reference are existing statutory provisions limiting the circumstances in which an examination or course grade issued by a classroom teacher may be changed. See FINALITY OF GRADE.

### EIA (LOCAL) ACADEMIC ACHIEVEMENT GRADING/PROGRESS REPORTS TO PARENTS

For local policy decisions regarding end-of-course examinations and grading, please see the TASB Policy Service *STAAR Program Starting Points* available on myTASB at [http://www.tasb.org/services/policy/mytasb/starting\\_points/staar/index.aspx](http://www.tasb.org/services/policy/mytasb/starting_points/staar/index.aspx).

# Explanatory Notes

## TASB Localized Policy Manual Update 90

### EIC (LOCAL) ACADEMIC ACHIEVEMENT CLASS RANKING

For local policy decisions regarding end-of-course examinations and class rank, please see the TASB Policy Service *STAAR Program Starting Points* available on myTASB at [http://www.tasb.org/services/policy/mytasb/starting\\_points/taar/index.aspx](http://www.tasb.org/services/policy/mytasb/starting_points/taar/index.aspx).

### EIE (LOCAL) ACADEMIC ACHIEVEMENT RETENTION AND PROMOTION

In addition to articulating district standards for mastery and promotion, most districts' EIE(LOCAL) policies restate the grade advancement testing provisions requiring students in grades 5 and 8 to meet the passing standard on applicable state-mandated assessment instruments to be promoted to the next grade. TEA's House Bill 3 Transition Plan explains that performance standards for grades 3 through 8 will not be established until fall 2012, which is several months after students have taken the first round of assessments in spring 2012. Because of this timeline, the Student Success Initiative (SSI) promotion requirements will not include use of the STAAR results in the 2011–12 school year only.

To suspend the local policy provision requiring students to pass the grade 5 and 8 assessments, Policy Service suggests that the board consider adopting a resolution to this effect for the 2011–12 school year. Otherwise, a district would need to revise board policy twice—once to remove the provision and a second time to add back the requirement before the 2012–13 school year. A sample resolution has been included in the TASB Policy Service *STAAR Program Starting Points* available on myTASB at [http://www.tasb.org/services/policy/mytasb/starting\\_points/taar/index.aspx](http://www.tasb.org/services/policy/mytasb/starting_points/taar/index.aspx).

### EIF (LEGAL) ACADEMIC ACHIEVEMENT GRADUATION

Changes to the provisions on GRADUATION OF SPECIAL EDUCATION STUDENTS, beginning on page 7, come from Administrative Code rules revised, effective August 22, 2011, to incorporate the new STAAR program.

The rules specify that to receive a high school diploma under the Recommended or Advanced/Distinguished Achievement Programs, a student receiving special education services must achieve satisfactory performance on the required state assessments.

For graduation under the Minimum Program and for students receiving modified instruction, a student receiving special education services must participate in state assessments, but the student's ARD committee determines whether the student must achieve satisfactory performance on the required state assessments for graduation.

New text was added to define employability and self-help skills.

# Explanatory Notes

## TASB Localized Policy Manual Update 90

### EKB            (LEGAL)            TESTING PROGRAMS STATE ASSESSMENT

We have made extensive changes to this legally referenced policy based on implementation of the new STAAR program in the 2011–12 school year, including reordering provisions on the development of criterion-referenced alternative assessment instruments for students receiving SPECIAL EDUCATION services and state testing requirements for MILITARY DEPENDENTS. We have also updated the list of required TESTING IN GRADES 3–8, beginning on page 3.

Beginning on page 4, specific provisions on END-OF-COURSE (EOC) ASSESSMENTS include the following:

- The assessments will be given in 12 courses: Algebra I and II; geometry; biology; chemistry; physics; English I, II, and III; world geography; world history; and U.S. history. Students on the Minimum graduation plan must take an EOC assessment for any class with an EOC assessment in which the student is enrolled.
- To graduate, students must achieve SATISFACTORY PERFORMANCE on the EOC assessments. Satisfactory performance will require a student to achieve a cumulative score for each foundation subject. The cumulative score will be the number of EOC tests per content area times the scale score for satisfactory performance. If a student does not meet the minimum score on an EOC assessment, which is set near but below the passing score, the student must retake the EOC assessment.
- A student's EOC assessment score must count for 15 percent of the student's final grade for the course. See IMPACT ON GRADES.
- TEA may develop EOC assessments in additional subjects.
- EOC assessment RETAKES are required if a student fails to achieve the minimum score on the assessment, which is set near but below the passing standard. Students may retake EOC assessments for any reason at any of the scheduled testing administrations. A student does not have to retake a course to retake the EOC assessment. See the explanatory note for EIA(LLEGAL), above, for information about retakes and course grades.
- Districts must provide notice TO PARENTS AND STUDENTS if the student performs well on questions designed to identify students who are likely to succeed in an advanced high school course.
- Districts must provide ACCELERATED INSTRUCTION to students who do not perform satisfactorily on an EOC examination.
- If the district determines that a student who has completed grade 11 is not likely to achieve the required cumulative score, the student must enroll in a COLLEGE PREPARATORY COURSE if available. The student will be given an EOC assessment for the course, which may be used toward satisfying the cumulative score requirements.

### F                    (LEGAL)                    STUDENTS

The F section table of contents has been revised to add a new policy, FBA, on service animals and to reflect the title change of FNCE to Personal Telecommunications/Electronic Devices.

# Explanatory Notes

## TASB Localized Policy Manual Update 90

### FB (LEGAL) EQUAL EDUCATIONAL OPPORTUNITY

Existing provisions from the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act addressing DISABILITY DISCRIMINATION have been added to this legally referenced policy. Specifically, we have added general statements prohibiting a district from excluding a qualified individual with a disability from participating in or receiving the benefits of the services, programs, or activities of the district or otherwise subjecting the student to discrimination. A definition of "QUALIFIED INDIVIDUAL WITH A DISABILITY" has been provided, on page 3. We have also added provisions stating that a district must make a REASONABLE MODIFICATION when it is necessary to avoid disability discrimination, unless the modification would fundamentally alter the nature of the service, program, or activity.

New ADA regulations, effective March 15, 2011, addressing DIRECT THREAT have been added. A district does not have to allow an individual to participate in or benefit from the district's services, programs, or activities if the individual poses a direct threat to the health or safety of others. A definition of "direct threat" has been provided.

### FBA (LEGAL) EQUAL EDUCATIONAL OPPORTUNITY SERVICE ANIMALS

On September 15, 2010, the Department of Justice amended regulations implementing Titles II and III of the Americans with Disabilities Act (ADA), effective March 15, 2011. A summary of the changes is available at: <http://www.ada.gov/regs2010/ADAREgs2010.htm>. As a result of these regulations, we have included this new code on service animals.

The rules define "SERVICE ANIMAL" as a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by the animal must be directly related to the person's disability. Other animals, including dogs that are not trained to perform tasks that mitigate the effects of a disability and dogs that are used purely for emotional support, are not service animals. The rule permits the use of trained miniature horses as alternatives to dogs, subject to certain limitations. To allow flexibility in situations where using a horse would not be appropriate, the final rule does not include miniature horses in the definition of "service animal."

As reflected at ACCESS, individuals with a disability must be permitted to have their service dogs in all areas of a district's facilities where members of the public or participants in services, programs, or activities are allowed to go. EXCEPTIONS exist for service animals that are out of control or not housebroken.

Districts are limited in the INQUIRIES they can make about service animals. When it is not readily apparent, a district may ask if the animal is required because of a disability and what work or tasks the animal has been trained to perform, but may not require other documentation. Nor may a district ask for or require SURCHARGES or apply other requirements not applicable to people without pets.

The new rules require public entities to modify POLICIES, PRACTICES, OR PROCEDURES to permit the use of a service animal by an individual with a disability unless the district can show that the modification would fundamentally alter the nature of the service, program, or activity. See page 1. A district does not have to allow an individual to participate in or benefit from the district's services, programs, or activities if the individual poses a direct threat to the health or safety of others. See EXCEPTIONS.

Districts are also required to make reasonable modifications to policies, practices and procedures to permit the use of MINIATURE HORSES for individuals with disabilities, but can consider factors such as the size of the horse and whether the facility can accommodate the horse, whether the handler has sufficient control, whether the horse is housebroken, and whether the horse's presence compromises safety requirements.

# Explanatory Notes

## TASB Localized Policy Manual Update 90

In addition to these provisions from federal regulations, we have also added existing state law provisions addressing ASSISTANCE ANIMALS, on page 3. The rules applying to assistance animals differ slightly from those that apply to service animals and miniature horses. For example, in regard to assistance animals, the district is permitted to require a parent to supply documentation that the student has completed a training course and that the animal has been trained by a recognized organization. For more information on assistance animals, see [http://governor.state.tx.us/disabilities/resources/assistance\\_animals](http://governor.state.tx.us/disabilities/resources/assistance_animals).

To assist districts in complying with the new rules on service animals, TASB Policy Service has created a sample administrative regulation on student use of service and assistance animals, available on myTASB at [http://www.tasb.org/services/policy/mytasb/alerts/service\\_animals.aspx](http://www.tasb.org/services/policy/mytasb/alerts/service_animals.aspx).

### FFAA (LEGAL) WELLNESS AND HEALTH SERVICES PHYSICAL EXAMINATIONS

For ease of reference, we have repeated from EF(LEGAL) existing provisions from the Protection of Pupil Rights Amendment regarding policies and parental notification and opt-out for physical examinations or screenings. See page 5. Please note, new local policy is not required in response to these pre-existing provisions.

### FL (LEGAL) STUDENT RECORDS

Several existing statutory provisions have been added to this legally referenced policy, including:

- Provisions requiring a district to furnish records to a new school district within ten working days after the date the district receives a request and requiring the district to notify a parent or other person with legal control of the student who makes a request for records that the person can pick up an unofficial copy of the records to deliver to the new school. See ENROLLMENT RECORDS on page 4.
- An explanation of "biometric record" at PERSONALLY IDENTIFIABLE INFORMATION and definitions of "RECORD" and "SIGNED AND DATED WRITTEN CONSENT," on page 5.
- For ease of reference, we have repeated from EF(LEGAL) existing provisions from the Protection of Pupil Rights Amendment regarding parental notification and opt-out for surveys that collect the listed student information. See page 10. Please note, new local policy is not required in response to these pre-existing provisions.

### FMH (LOCAL) STUDENT ACTIVITIES COMMENCEMENT

In accordance with the new STAAR program, students entering grade 9 in the 2011-12 school year must achieve certain scores on the end-of-course assessments in order to graduate. Students in grades 10 and above during the 2011-12 school year must still pass exit-level TAKS tests to graduate. To accommodate both graduation requirements, we recommend replacing the reference to "exit-level" testing with "state" testing. Other changes are editorial in nature.

# Explanatory Notes

## TASB Localized Policy Manual Update 90

FNC (LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT CONDUCT

At BEHAVIORAL STANDARDS, recommended changes reflect corresponding terminology changes made at the policies listed.

Editorial changes have been made throughout the policy.

FNCE (LEGAL) STUDENT CONDUCT  
PERSONAL TELECOMMUNICATIONS/ELECTRONIC DEVICES

As mentioned above, we have changed the subtitle of this policy code to clarify that it applies to *personal* telecommunications and electronic devices, not district-owned or -issued devices.

FNCE (LOCAL) STUDENT CONDUCT  
PERSONAL TELECOMMUNICATIONS/ELECTRONIC DEVICES

Recommended changes to this local policy stem from our review of the technology policies at Update 90.

Throughout, we have clarified that this policy refers to "personal" telecommunications devices to differentiate between those devices and district-owned devices, which are addressed at CQ. The subtitle of this policy has been changed accordingly.

We have added a **Note** at the beginning of the policy to refer to policy FNF for searches of student-owned telecommunications and other electronic devices.

New margin notes distinguish existing provisions addressing PERSONAL USE from the new provisions on INSTRUCTIONAL USE. Also at PERSONAL USE, we have clarified that only "authorized" employees may confiscate telecommunications devices.

In response to the growing district practice of permitting students to use their own electronic devices for INSTRUCTIONAL USE, we recommend new provisions requiring students to obtain prior approval before doing so, to comply with relevant administrative regulations, and to sign a user agreement.

FNF (LEGAL) STUDENT RIGHTS AND RESPONSIBILITIES  
INTERROGATIONS AND SEARCHES

To assist districts in understanding the rules applicable to SEARCHES OF TELECOMMUNICATIONS/ELECTRONIC DEVICES that are owned by students, we have added provisions from the Stored Wire and Electronic Communications and Transactional Records Access Act. This Act limits access to electronic communications while they are in electronic storage, as defined in the policy, which could include communications stored on a student-owned electronic device. An EXCEPTION exists if the student gives permission for the district to view the electronic communications.

# Explanatory Notes

## TASB Localized Policy Manual Update 90

### GBAA (LEGAL) INFORMATION ACCESS REQUESTS FOR INFORMATION

We have moved from BBD(LEGAL) the provision requiring the PUBLIC INFORMATION COORDINATOR to obtain training on the Public Information Act. The district must make available documentation about the coordinator's completion of the training. See page 2.

### GKB (LEGAL) COMMUNITY RELATIONS ADVERTISING AND FUND RAISING IN THE SCHOOLS

This legally referenced policy on advertising has been reworked to incorporate changes from Department of Transportation rules, effective July 1, 2011, and to provide more comprehensive material on signs.

We have added a GENERAL DEFINITIONS section and references to the relevant Transportation Code chapters for district signs visible from interstates, state highways, public roads, rural roads, and toll roads. In addition, references to the relevant Administrative Code provisions for electronic and directional signs have been added. Further information may be found on the Texas Department of Transportation's Web site at: [http://www.txdot.gov/business/doing\\_business/outdoor\\_signs.htm](http://www.txdot.gov/business/doing_business/outdoor_signs.htm).

### GRA (LEGAL) RELATIONS WITH GOVERNMENTAL ENTITIES LOCAL GOVERNMENTAL AUTHORITIES

To better match statutory language regarding when law enforcement will provide notice to the superintendent about a registered SEX OFFENDER, we have added text to the notification provision. We also deleted the corresponding margin note for clarity.

## (LOCAL) Policy Comparison Packet

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

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

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

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

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

El Campo ISD  
241903

BOARD MEMBERS  
TRAINING AND ORIENTATION

BBD  
(LOCAL)

PUBLIC INFORMATION  
COORDINATOR

The Superintendent shall fulfill the responsibilities of the public information coordinator and shall receive, on behalf of Board members, the training specified by Government Code 552.012. [\[See GBAA\]](#)

DATE ISSUED: ~~5/1/2011~~ ~~11/29/2005~~  
UPDATE ~~9077~~  
BBD(LOCAL)-~~AB~~

ADOPTED:

1 of 1

---

**Note:** For Board member use of District technology resources, see BBI. For student use of personal ~~The Superintendent or designee shall implement, monitor, and evaluate~~ electronic devices, see FNCE.

---

~~For media resources for instructional and administrative~~ purposes of this policy, “technology resources” means electronic communication systems and electronic equipment.

AVAILABILITY OF ACCESS

~~LIMITED PERSONAL USE~~

Access to the District’s **technology resources**~~electronic communications system~~, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. ~~Limited personal use of the system shall be permitted if the use:~~

**LIMITED PERSONAL USE**

**Limited personal use of the District’s technology resources shall be permitted if the use:**

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District’s **technology**~~computer or network~~ resources; and
3. Has no adverse effect on an employee’s job performance or on a student’s academic performance.

USE BY MEMBERS OF THE PUBLIC

Access to the District’s **technology resources**~~electronic communications system~~, including the Internet, shall be made available to members of the public, in accordance with administrative regulations. Such use shall be permitted so long as the use:

1. Imposes no tangible cost on the District; and
2. Does not unduly burden the District’s **technology**~~computer or network~~ resources.

ACCEPTABLE USE

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy.

Access to the District’s **technology resources**~~electronic communications system~~ is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the **District’s technology resources**~~system~~ and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of

Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

INTERNET SAFETY

The Superintendent or designee shall develop and implement an Internet safety plan to:

1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
2. Ensure student safety and security when using electronic communications;
3. Prevent unauthorized access, including hacking and other unlawful activities;
4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and
5. Educate students about cyberbullying awareness and response and about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms.

FILTERING

Each District computer with Internet access **and the District's network systems** shall have ~~a filtering devices~~**device** or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

MONITORED USE

Electronic mail transmissions and other use of the **District's technology resources**~~electronic communications system~~ by students, ~~and~~ employees, **and members of the public** shall not be considered private. Designated District staff shall be authorized to monitor **the District's technology resources**~~such communication~~ at any time to ensure appropriate use.

~~INTELLECTUAL PROPERTY RIGHTS~~

~~Students shall retain all rights to work they create using the District's electronic communications system.~~

~~As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any product created in the scope of a person's employment even when the author is no longer an employee of the District.~~

**TECHNOLOGY RESOURCES**~~ELECTRONIC COMMUNICATION AND DATA MANAGEMENT~~

CQ

(LOCAL)

DISCLAIMER OF  
LIABILITY

The District shall not be liable for users' inappropriate use of **the District's technology**~~electronic communication~~ resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the **availability of the District's technology resources or the** accuracy, age appropriateness, or usability of any information found on the Internet.

**RECORD RETENTION**

**A District employee shall retain electronic records, whether created or maintained using the District's technology resources or using personal technology resources, in accordance with the District's record management program. [See CPC]**

SECURITY BREACH  
NOTIFICATION

Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the time frames established by law.

The District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the District's Web site.
4. Publication through broadcast media.

El Campo ISD  
241903

ACADEMIC ACHIEVEMENT

EI  
(LOCAL)

**CERTIFICATE**~~CERTIFI~~  
**CATES** OF  
COURSEWORK  
COMPLETION

**The District shall issue a certificate** ~~Certificates~~ of coursework completion ~~shall be issued to a student~~~~senior students~~ who **has** successfully **completed**~~complete~~ state and local credit requirements for graduation, but **has failed**~~who fail~~ to meet all applicable **state**~~exit level~~ testing requirements. ~~The student's academic achievement record shall indicate the date on which the certificate was issued.~~ [See EIF, FMH]

**Note: For provisions addressing end-of-course assessments and course credit, see EIA.**

DATE ISSUED: ~~5/1/2011~~~~4/3/2009~~  
**UPDATE 90**~~LDU-28-03~~  
EI(LOCAL)-A1

ADOPTED:

1 of 1

El Campo ISD  
241903

STUDENT ACTIVITIES  
COMMENCEMENT

FMH  
(LOCAL)

COMMENCEMENT  
EXERCISES

**To be eligible to participate in commencement activities and ceremonies, a student**~~Students~~ shall meet all state and local graduation requirements, including all applicable **state**~~exit-level~~ testing,~~, to be eligible to participate in commencement activities and ceremonies.~~ [See EI, EIF]

DATE ISSUED: ~~5/7/1/2011~~**2002**  
UPDATE ~~9068~~  
FMH(LOCAL)-B

ADOPTED:

1 of 1

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT CONDUCT

FNC  
(LOCAL)

STUDENT HANDBOOK  
— STUDENT CODE OF  
CONDUCT

The District's rules of conduct and discipline, maintained in the student handbook and/or the Board-adopted Student Code of Conduct, are established to achieve and maintain order in the schools, and to teach respect toward others and responsible behavior. [See FO series]

EXTRACURRICULAR  
ACTIVITIES:  
STANDARDS OF  
BEHAVIOR

With the approval of the principal and Superintendent, **a sponsor or a coach**~~sponsors and coaches~~ of **an** extracurricular **activity**~~activities~~ may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. [See FO]

PROHIBITED  
HARASSMENT

**A student**~~Students~~ shall not engage in prohibited harassment, including sexual harassment, of:

1. **Another student**~~Other students~~, as defined at FFH.
2. **A District employee**~~employees~~, as defined at DIA.

While subject to the disciplinary control of the District, **a student**~~students~~ shall not engage in prohibited harassment, including sexual harassment, of **another person**~~other persons~~, including **a** Board **member, vendor, contractor, volunteer**~~members, vendors, contractors, volunteers~~, or **parent**~~parents~~.

**A student**~~Students~~ who **violates**~~violate~~ this prohibition **shall be**~~are~~ subject to appropriate discipline in accordance with the Student Code of Conduct.

BEHAVIORAL  
STANDARDS

The following specific policies address student conduct in the areas of:

1. **Use of District technology resources — CQ**
- ~~4.~~2. Attendance — FEC
- ~~2.~~3. Bullying — FFI
- ~~3.~~4. School-sponsored publications — FMA
- ~~4.~~5. Appropriate attire and grooming — FNCA
- ~~5.~~6. Damage to school property — FNCB
- ~~6.~~7. Prohibited organizations and hazing — FNCC
- ~~7.~~8. Tobacco use — FNCD
- ~~8.~~9. **Use of personal telecommunications devices and other electronic**~~Telecommunications~~ devices — FNCE
- ~~9.~~10. Drug and alcohol use — FNCF

El Campo ISD  
241903

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT CONDUCT

FNC  
(LOCAL)

- ~~40~~.11. Weapons — FNCG
- ~~41~~.12. Assault — FNCH
- ~~42~~.13. Disruptions — FNCI, GKA

DATE ISSUED: 5/1/2011~~16/2008~~  
UPDATE ~~90~~83  
FNC(LOCAL)-A

ADOPTED:

2 of 2

STUDENT CONDUCT  
**PERSONAL** TELECOMMUNICATIONS/ELECTRONIC DEVICES

FNCE  
(LOCAL)

Formatted Table

---

**Note:** For searches of **personal** telecommunications **devices** or other **personal electronic devices**, see **FNF**.

---

**TELECOMMUNICATIONS**  
DEVICES

An authorized District ~~employee~~ **employees** may confiscate a **personal** telecommunications ~~device~~ **devices**, including a mobile **telephone** ~~telephones~~, used in violation of applicable campus rules.

A confiscated **personal** telecommunications device shall be released for a fee determined by the Board. In accordance with the student handbook, the student or the student's parents may retrieve the device after paying the fee.

If a **personal** telecommunications device is not retrieved, the District shall dispose of the device after providing notice required by law.

OTHER ELECTRONIC  
DEVICES

Guidelines regarding other **personal** electronic devices shall be addressed in the student handbook.

**INSTRUCTIONAL USE**

**A student shall obtain prior approval before using personal telecommunications or other personal electronic devices for on-campus instructional purposes. The student shall also acknowledge receipt and understanding of applicable regulations and shall sign the appropriate user agreements. [See CQ]-**

**Agenda Item Summary Sheet (7 C)**  
**Meeting Date: June 21, 2011**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

<b>Governance</b>	TASA/TASB Annual Conference
<b>Summary</b>	<p>The TASA/TASB Annual Conference will be held in Austin this year, September 30 – October 2. As previously notified TASB has waived all registration fees due to the state funding crisis.</p> <p>Registration and housing reservations are now open. Dianne needs to know if any members of the Board are planning to attend. If so, will you drive up for a day or will you need housing. Because I am a member of the TASA State Executive Committee we have the option to secure housing in the Austin Hilton.</p>
<b>ECISD Board Policy</b>	None.
<b>Effective Date</b>	June 27, 2011
<b>Previous Board Action</b>	There had been some discussion at previous board meeting about limiting board travel this year.
<b>Future Action Expected</b>	None.
<b>Background Information and Signification Issues</b>	Information regarding the conference can be accessed at <a href="http://www.tasa.tasb.org/">http://www.tasa.tasb.org/</a>
<b>Fiscal Impact</b>	For those who might want to attend to acquire your continuing education hours you could drive up for the day eliminating the need for housing, and the registration fee is waived.
<b>Student and Public Benefit</b>	Board training is required and designed to promote better governance.
<b>Procedural and Reporting Implications</b>	Please notify Dianne Cerny of your plans one way or the other.

<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 School Dianne Cerny, Executive Secretary
<b>Action Required</b>	Notify Dianne of your intentions.
<b>Superintendent's Recommendation</b>	None. <b>Mark Pool, Superintendent of Schools</b>

## ***Action Required***

**Governance**

Appoint Northside Center, Inc. Board Members

**Summary**

According to the Bylaws of the Northside Center, Inc., the affairs of the corporation shall be managed by its Board of Directors. There are seventeen directors and each is to hold office until the next annual meeting of members and until his/her successor is appointed. The members of the Board of Directors are as follows:

- Four members appointed by the Board of Trustees of the El Campo Independent School District.
- Four members appointed by the El Campo City Council.
- Seven standing members as follows:
  - President or representative of the El Campo Chamber of Commerce & Agriculture;
  - President or representative of the El Campo Economic Development Corporation;
  - Superintendent or representative of the El Campo Independent School District;
  - El Campo City Manager or representative;
  - President or representative of the City Development Corporation;
  - President of Wharton County Junior College; and
  - President of University of Houston-Victoria.
- Four members at large may be appointed for a term by the Northside Center, Inc. Board of Directors

Appointed directors are to serve staggered terms. At the first meeting of the Board, members are to draw for their terms of office. At the first drawing, three members shall draw three-year terms, three members shall draw two-year terms, and two members shall draw one-year terms. After the first year, all new terms of office will be for three years.

Since the Northside Center Board has not followed this section of the bylaws in some time, they are asking that we reappoint all representatives and all new directors will draw for terms at their next meeting on June 27<sup>th</sup>.

**ECISD Board Policy**

None.

**Effective Date**

June 27, 2011

<b>Previous Board Action</b>	Apparently at some time in the past the Board appointed four representatives. The only ones I am aware of since 2003 are Melissa Erwin who replaced Adam Gusman; and Cecil Davis who serves on the Board as a standing member as President of the El Campo Economic Development Corporation.
<b>Future Action Expected</b>	Annual appointment of school representatives whose terms are expiring.
<b>Background Information and Signification Issues</b>	<p>I will be asking for some clarification of the bylaws. The bylaws state that there will be 17 directors; but four appointed by the School, four appointed by the City, seven standing members, and four at-large appointed by the Northside Center board equals 19.</p> <p>The bylaws also state that the appointed members will initially draw for terms. Three for a three-year term; three for a two-year term; and two for a one-year term for a total of eight. However, if the four at-large appointees are included the total number is twelve.</p>
<b>Fiscal Impact</b>	The El Campo Independent School District currently provides \$36,000 in annual support to the Northside Center, Inc., and pays \$4,115 annually for the Center's property and casualty insurance.
<b>Student and Public Benefit</b>	Adult and continuing education facility.
<b>Procedural and Reporting Implications</b>	Nominees will be reported to the Northside Center, Inc. Board of Directors and will draw for terms at the next meeting on June 27 <sup>th</sup> .
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• List of current Northside Center, Inc. Board of Directors</li> </ul>
<b>Contact Person(s)</b>	Mark Pool, Superintendent of School
<b>Action Required</b>	Appoint four representatives.
<b>Superintendent's Recommendation</b>	<p>None.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

Northside Center, Inc.  
Board Members 2010/2011

***Standing Members***

Chandra Spenrath  
Ex Dir., City Dev. Corp.  
PO Box 446  
El Campo, TX 77437  
Wk: 578-0066

Mindi Snyder  
City Manager, City of El Campo  
305 Ave. E  
El Campo, TX 77437  
Wk: 541-5000

Mark Pool  
Superintendent, ECISD  
700 W. Norris  
El Campo, TX 77437  
Wk: 543-6771

Betty McCrohan  
Pres., Wharton County Junior College  
911 Boling Highway  
Wharton, TX 77488

Cecil Davis  
President El Campo Economic  
Development Corporation  
Pharmacist  
317 W. Calhoun  
El Campo, TX 77437  
Wk: 543-5353  
Cell: 541-3540

Rebecca Munos  
Dir., Chamber of Commerce  
PO Box 1400  
El Campo, TX 77437  
Wk: 543-2713

Tim Hudson  
Pres., University of Houston – Victoria  
3007 N. Ben Wilson  
Victoria, TX 77901  
Wk: (361) 570-4332

***ECISD Appointees***

David Wendt  
Accountant  
201 West Webb  
El Campo, TX 77437  
Wk: 543-6836  
***Term Ending June 2011***

Melissa Kainer Erwin  
Dermatologist  
206 Monseratte  
El Campo, TX 77437  
Wk: 543-9933  
***Term Ending June 2011***

Linda Raun  
Lowell Farms Rice Owner  
311 Ave. A  
El Campo, TX 77437  
Wk: 543-4950  
***Term Ending June 2011***

*Need New Members as Melissa is  
leaving and they can appoint a new  
member in place of Cecil Davis*

***City Council Appointees***

John Hancock, Jr.  
1100 Pecan Street  
El Campo, TX 77437  
Wk: 543-5685 Cell: 543-0157  
***Term Ending - June 2011***

Abby Goerig  
Attorney  
2101 Meadow Lane  
El Campo, TX 77437  
Hm: 543-3738  
***Term Ending - June 2011***

Gordon Sorrel  
Insurance Agent  
PO Box 950  
El Campo, TX 77437  
Wk: 543-2709  
***Term Ending - June 2013***

Chase Nielsen(May be replaced with  
Richard Young)  
2001 Avenue F Apt 47  
El Campo, TX 77437  
Cell. 578-3585 Wk. 543-8041  
***Term Ending June 2013***

***Northside Appointees***

Beverly Russell  
Educator  
PO Box 1615  
El Campo, TX 77437  
Wk: 543-7541  
***Term Ending June 2011***

Gwen Willis  
Controller  
103 S Mechanic  
El Campo, TX 77437  
Wk: 541-5454  
***Term Ending June 2011***

Don Naiser  
Director of Wharton County Electric  
PO Box 31  
El Campo, TX 77437  
Wk: 543-6274  
***Term Ending June 2011***

Peter McGill  
Wharton County Extension Agent  
210 S.Rusk  
Wharton, TX 77488  
Wk: 532-3310  
***Term Ending June 2011***

Richard Young  
Greenleaf Nursery  
2514 Myatt Lane  
El Campo, TX 77437  
Hm. 543-1179 Wk. 543-6891  
***Term Ending June 2011***