

# Agenda of Regular

## The Board of Trustees El Campo Independent School District

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A Regular of the Board of Trustees of El Campo Independent School District will be held May 15, 2012, 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. Call to Order/Opening Prayer/Pledge of Allegiance
2. Governance
  - A. Administer Oath of Office to Newly Elected Trustees 4
  - B. Consider Calling a Special Meeting for Friday, June 1, at 7:00 p.m. for the Purpose of Hiring Personnel
  - C. Confirm Plans for TASB Spring Workshop in Victoria on May 16th, and TASB Summer Leadership Institute in San Antonio June 14th - 16th
3. Adjournment
4. Public Comment
5. Recognition
  - A. State FFA Judging Contest
  - B. Teacher Service Awards
6. Recognition of Class of 2012 7
7. Valedictorian
8. Salutatorian
9. Dairy Judging Team
10. Wharton County Youth Fair Academic Teams
11. High School Academic Rodeo
12. Spelling Bee
13. National Forensic League National Contest Qualifiers
14. 2012 TASB Media Honor Roll - Bob Nason, KULP Radio
15. Consent Agenda
  - A. Curriculum and Instruction
    1. Consider Approval of the Annual Evaluation of Pre-Kindergarten Program 11
16. Governance
  - A. Consider Approval of the Minutes 22
  - B. Consider Approval of TASB Policy Service Localized Policy Manual Update 93 24
17. April 17, 2012 - Regular Meeting Minutes 26
18. Business and Support Services
  - A. Consider Approval of 2012 Proposal from Property Causality Alliance of Texas for District Insurance Coverage 29
19. Consider Renewal of Student Athletic / Activities and Student Catastrophic Insurance 40

20. Review of Monthly Financial Reports	54
21. Review List of Checks Written for the Month of April, 2012	63
22. Personnel	
23. Review Special Education Program Annual Improvement Plan	65
24. Review of Summer School Plans	70
25. Students	
26. Business and Operations	
27. Review Budget Development and Adoption Process, Including Proposed Dates for Budget Workshops	80
28. Curriculum and Instruction	
29. Discuss the Long-Term Benefits of Pre-Kindergarten Instruction	82
30. Reorganization of the Board	83
31. Reaffirm Board Member Code of Ethics	97
32. Closed Session:	
A. Texas Government Code § 551.074 (1) PERSONNEL MATTERS, to Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee	
1. The Board Will Meet in a Closed Meeting to Discuss the Employment and Reassignment of Personnel	
33. Personnel	
A. Authorize the Administration to Enter into an Agreement with JR3 to Employ a High School Biology Teacher / Coach	
B. Discuss Funding for Salary and Benefits	
34. Consider Approval of Administration's Recommendation for the Following Personnel Positions:	
A. Middle School Math Teacher / Coach	
35. Assistant Superintendent of Curriculum and Instruction	
36. Elementary Bilingual Teacher - Second Grade	
37. Elementary Bilingual Teacher - Kindergarten	
38. Review of Current Vacant Personnel Positions:	
A. High School Composite Science Teacher / Coach	
B. Middle School Special Education Inclusion Teacher	
39. District Instructional Technology Specialist (or vacancy created by reassignment)	
40. Elementary Special Education Inclusion Teacher - Northside Elementary	
41. First Grade Classroom Teacher	
42. Kindergarten Classroom Teacher	
43. Review of Professional Personnel Changes	
44. Superintendent's Report	
A. Business and Support Services	
B. Curriculum and Instruction	
45. Governance	
46. Personnel	
47. Students	
48. Community and Governmental Relations	

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

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on April 13, 2012 at 2:00 p.m.

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For the Board of Trustees

## ***Action Required***

**Governance**

Oath of Office for New Trustees

**Summary**

The *Texas Constitution* requires that newly elected and appointed Trustees, before taking the oath or affirmation of office and entering upon the duties of office, shall sign the required officer's statement. The statement shall be retained with the official records of the office.

The *Texas Constitution* and the *Texas Education Code § 11.061* further require that after the officer's statement has been signed and certificates of election have been issued, but before entering upon the duties of the office, the Trustee shall take the oath or affirmation of office and shall file it with the President of the Board.

This year the three incumbents —Position 1, J.J. Croix; Position 2, David Hodges; and Position 3, James Russell, were unopposed. At the regular meeting of the Board of Trustees on April 19, 2012, the Board officially declared the unopposed candidates elected and canceled the election.

If an election is cancelled, the Texas Election Code requires the board to issue a Certificate of Election to each candidate who is declared elected in the same manner as required for a candidate elected at the election. The elections division of the Secretary of State's office advises that Certificates of Election are issued to unopposed candidates after election day, and the unopposed candidates are then sworn in just as candidates elected at an election.

**ECISD Board Policy**

BBB (LEGAL), BOARD MEMBERS: ELECTIONS

**Effective Date**

May 17, 2011

**Previous Board Action**

The *Oath of Office* is administered to newly elected members of the Board following the annual School Board Trustee Election.

**Future Action Expected**

The *Oath of Office* is administered to newly elected members of the Board following the annual School Board Trustee Election.

**Background Information and Significant Issues**

The *Texas Government Code §602.002, 602.006* specifies individuals who may administer the oath of office, one of whom is a notary public.

Dianne Cerny is a notary public and will be administering the

oath of office to the newly elected trustees.

<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Students and taxpayers benefit by having highly qualified Trustees elected to oversee the management of the District.
<b>Procedural and Reporting Implications</b>	According to policy, the <i>Officer's Statement</i> shall be retained with the official records of the office; and the <i>Oath of Office</i> shall be filed with the President of the Board.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	(1) Copy of <i>Officer's Statement</i> (2) Copy of <i>Oath of Office</i> .
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools
<b>Action Required</b>	J.J Croix, David Hodges, and James Russell will take the oath or affirmation of office.
<b>Superintendent's Recommendation</b>	I recommend that the necessary action(s) be taken to administer the <i>Oath of Office</i> to newly elected Trustees. <b>Mark Pool, Superintendent of Schools</b>

**Officer's Statement**

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

Texas Constitution, Article XVI, Section 1(b)

**Oath of Office**

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

Texas Constitution, Article XVI, Section 1(a)

**Recognition**

- A. Class of 2012 Valedictorian and Salutatorian
- B. State FFA Dairy Judging Team
- C. Wharton County Youth Fair Academic Teams
- D. National Forensic League National Contest Qualifiers
- E. Teacher Service Awards
- F. 2012 TASB Media Honor Roll

**Summary**

**Valedictorian and Salutatorian.** This year's Valedictorian is Eli Joseph Kresta. Eli is the son of A.J. and Molly Kresta and has a GPA of 5.284. He will be attending Harvard University and plans to enter their Pre-Med Program.

The Salutatorian is Sara Elizabeth Supak, daughter of Terry and Linda Supak. Sara has a GPA of 5.261 and plans to attend Texas A&M University and major in Biomedical Science.

**State FFA Dairy Judging Team.** This spring our FFA added to their fall accomplishments of winning both the District and Area Leadership Development Event Sweepstakes by winning the District III Sweepstakes Award in the Career and Development Events. This spring's CDE competition was highlighted by winning the State Dairy Cattle Evaluation Contest with a point spread of 19 points that had previously been unheard of in the history of this state contest.

The three person team, consisting of Marshall Mach (sophomore), Danielle Valenta (sophomore) and Korie Couvillion (freshman) qualified for the state event by placing in the Area contest held at Tarleton State University on April 11<sup>th</sup>. They returned to TSU in Stephenville on April 19<sup>th</sup> for the state competition where all three placed in the top ten individuals: Valenta – 3<sup>rd</sup>; Couvillion – 4<sup>th</sup>; and Mach – 10<sup>th</sup> high point individual.

Winning the state contest qualifies them to compete in the national competition, which will be held in conjunction with the National FFA Convention during the third week of October in Indianapolis, IN; a first for El Campo FFA in either a Leadership or Career Development Event.

**Wharton County Youth Fair Academic Teams.** In the fourth grade Spelling Bee competition there was a three-way tie for first place with two of the students being from Northside Elementary —Ryan Williamson and Oliva Ermis. Their coach was Yvette Garcia. In the fifth grade competition, coached by Terry White, Riley Todd took first place and Dierra George was fourth.

The El Campo High School Academic Rodeo team achieved their 4th

consecutive victory at this year's Wharton County Youth Fair. The winning team consisted of veteran members: Senior William Hedstrom (Captain, 6th year on a winning team), Junior Carlee Skinner (4th year on a winning team), Sophomore Sawyer Stumer (3rd year on a winning team) and rookie member Freshman Isaac Kresta. The competition began with the El Campo team defeating Louise with a score of 390 - 70. El Campo then defeated Wharton to move into the finals to face East Bernard who gained their first round victory over Boling High School. The final round concluded with El Campo retaining their championship status by overcoming East Bernard with a score of 420-200. El Campo impressively scored over 300 points in each round and no opponent came closer than 100 point margin.

**National Forensic League National Contest Qualifiers.** Two students from ECHS will be attending the National Forensic League National tournament in Indianapolis June 10-15. William Hedstrom qualified by placing 2<sup>nd</sup> in Student Congress Debate. Eli Kersta qualified by placing first in International Extemporaneous Speaking.

Eli Kresta was also honored by the NFL as an Academic All American. This award is given to only 1% of high school speech and debate competitors. It is based on the student's overall win-loss record, their SAT score, GPA, and class rank.

**Teacher Service Awards.** At this year's 55<sup>th</sup> Annual Teacher Appreciation Night, jointly sponsored by the Rotary Club of El Campo and the El Campo ISD Board of Trustees, we recognized a number of teachers with their service pins. Some of those teachers were unable to attend the event and we would like to publicly present their pins at the board meeting.

Below is a list of recipients of the various service pin awards. The names that are highlighted did not attend the appreciation dinner and have been asked to come to the board meeting for their presentation:

**Five Years:** Kendra Boone, Travis Clark, **Katie Cox**, Leslie Cranek, Natalie Faas, Jennifer Haas, Stephanie Lyford, Richard Nava, **Jerica Neumann**, Kim Perry, Cheryl Roitsch, Chris Skinner, Any Walters, **Terry White**, and Holly Willis.

**Ten Years:** Tala Allen, Dana Bartosh, Gloria Brandl, David Bright, **Senae Farrar**, Yvette Garcia, Joy Janish, Jean Merck, Rhonda Merta, **Alfred Pavlu**, Marcia Quitta, Alicia Stary, Linda Supak, **Lorie Van Gorp**, and **Raymond Wilsher**.

**Fifteen Years:** Norma Kremling, **Joann Losoya**, Linda Miculka, Lura Faye Motley, Tracy Salyer, Tommy Smith, and Kim Wilson.

**Twenty Years:** Mauri Couey, Debra Hamman, **James Harp**, **Susan Kresta**, Misti Lutringer, Laura Pustejovsky, Christene Schoener, Matthew Schoener, Kathy Smith, Laura Smith, Carrie Stogner, and Stacey Vesely.

**Twenty-five Years:** Carol Barbee, Patricia Buss, **Bruno Novosad**, and Manuela Sanchez

**Thirty Years:** Craig Hardin

**Retirement Recognition:** Fritz Cornelius, Dot Hermansen

**2012 TASB Media Honor Roll.** Media representatives from more than 470 Texas newspapers, radio and television stations, and online publications have been named to the 2012 Texas Association of School Boards Media Honor Roll. From El Campo, we are pleased to honor Bob Nason of KULP Radio. Bob has long been the voice of Ricebirds sports and was instrumental in initiating District News, a bi-weekly live interview that I do on the air at 7:05 a.m. every other Thursday.

<b>ECISD Board Policy</b>	None.
<b>Effective Date</b>	May 15, 2012
<b>Previous Board Action</b>	The Board periodically recognizes students for their accomplishments above and beyond district level competition or faculty and staff members who have achieved some type of special recognition. This section of the agenda is also used to introduce teachers who are new to the District.
<b>Future Action Expected</b>	The Board periodically recognizes students for their accomplishments above and beyond district level competition or faculty and staff members who have achieved some type of special recognition. This section of the agenda is also used to introduce teachers who are new to the District.
<b>Background Information and Significant Issues</b>	None.
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	The Board has the opportunity to recognize student and faculty for their extra effort.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Other Comments and Related Issues</b>	None
<b>Attachments</b>	None.
<b>Contact Person(s)</b>	Rich DuBroc, High School Principal Dezda Hyer, High School Art Teacher

Dan Hammock, Director of Special Education  
Mark Freeman, Middle School Principal  
Dixie Waldrop, Adaptive Physical Education Teacher

**Action Required**

No action required.

**Superintendent's  
Recommendation**

Information item only.

**Mark Pool, Superintendent of Schools**

## ***Action Required***

<b>Consent Agenda</b>	Evaluation Pre-Kindergarten Program
<b>Summary</b>	<p>Texas Education Code § 7.027 (b) of this statute states:</p> <p><i>The board of trustees of a school district or the governing body of an open-enrollment charter school has primary responsibility for ensuring that the district or school complies with all applicable requirements of state educational programs.</i></p> <p>To comply with these requirements we have evaluated our Pre-Kindergarten Program and will present the results of that evaluation for your consideration.</p>
<b>ECISD Board Policy</b>	EHBG (LEGAL), SPECIAL PROGRAMS: PREKINDERGARTEN
<b>Effective Date</b>	May 15, 2012
<b>Previous Board Action</b>	The Board annually reviews and evaluates the Pre-Kindergarten program.
<b>Future Action Expected</b>	Next month the Board will be presented with an <i>Improvement Plan</i> for the district's Pre-Kindergarten Program. The Board will next evaluate the PK program in May of 2013.
<b>Background Information and Significant Issues</b>	<p>According to board policy, the District shall offer free pre-kindergarten if it identifies 15 or more eligible students who are at least four years of age and may offer free pre-kindergarten if it identifies 15 or more eligible children who are at least three years of age.</p> <p>A child is eligible for enrollment in free pre-kindergarten if the child is at least three years of age and is:</p> <ol style="list-style-type: none"><li>1. Unable to speak and comprehend the English language;</li><li>2. Educationally disadvantaged; or</li><li>3. Homeless, as defined by federal law regardless of the residence of the child, of either parent of the child, or of the child's guardian or other person having lawful control.</li><li>4. The child of an active duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who is ordered to</li></ol>

active duty by proper authority;

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

**Fiscal Impact**

<b>Funding Source</b>	<b>2010-2011</b>	<b>2011-2012</b>
<b>Local</b>	\$107,045	\$166,754
<b>State Compensatory</b>	\$46,172	\$44,711

**Student and Public Benefit**

Program evaluation and improvement planning will provide an environment of continuous improvement of all programs for all students.

**Procedural and Reporting Implications**

None.

**Public Comments**

None.

**Alternatives**

None.

**Other Comments and Related Issues**

None.

**Attachments**

- Pre-Kindergarten Program PowerPoint Handout (will be available at the meeting)
- Pre-Kindergarten Program Board Approval Document
- Pre-Kindergarten Program Evaluation (will be available at the meeting)

**Contact Person(s)**

Carolyn Gordon, Assistant Superintendent of Curriculum and Instruction

Liz Graves, Myatt Elementary School Principal

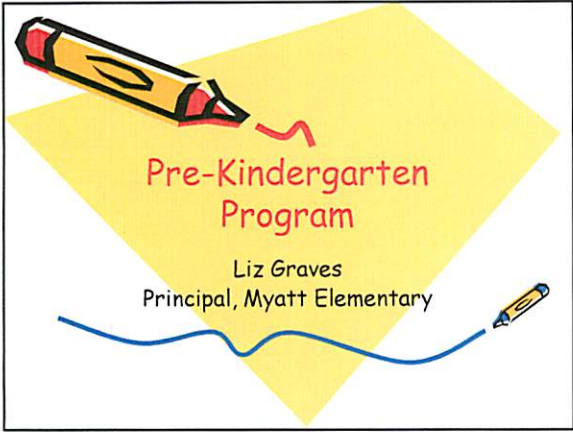
**Action Required**

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

**Superintendent's Recommendation**

I recommend that you approve the 2011-2012 evaluation of the ECISD Pre-Kindergarten Program as a part of the consent agenda.

**Mark Pool, Superintendent of Schools**



**Pre-Kindergarten Program**  
Liz Graves  
Principal, Myatt Elementary

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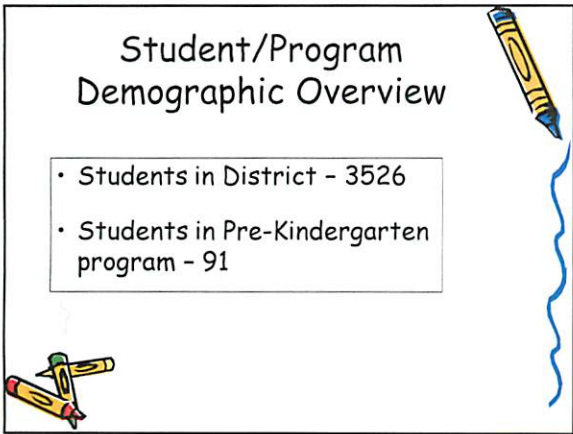
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**Student/Program Demographic Overview**

- Students in District - 3526
- Students in Pre-Kindergarten program - 91

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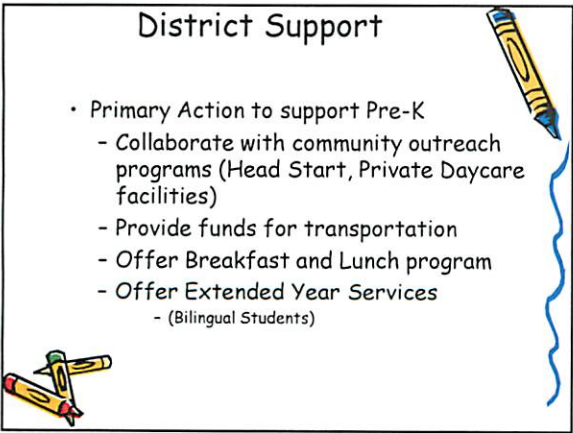
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**District Support**

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

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## District Support, cont.

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



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## Financial Information

- Total funding for Pre-Kindergarten in local current budget is \$166,754
  - Teachers' salaries & benefits
- Total funding for Pre-Kindergarten in the State Compensatory budget is \$44,711
  - Aides' salaries & benefits
- Areas in which funds are expended:
  - Teachers' & Aides' salaries & benefits
  - Materials & staff development (Local funds - Campus budget)
  - Budgetary process input provided by teaching staff



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## Staff Information

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



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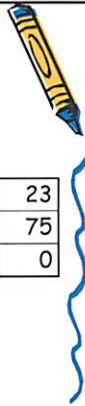
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## Current Student Information

Non-English speaking students	23
Low Socio-Economic status	75
Homeless	0



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## Curriculum/Instruction

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



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## Parental Information

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



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## Program Evaluation

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



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## School Board Approval

### Prekindergarten Program 2011-2012 School Year

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

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

Yes

No

Area for Correction:

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

Yes

No

Area for Correction:

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

Yes

No

Area for Correction:

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4. The Prekindergarten program is evaluated annually .

Yes

No

Area for Correction:

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# ECISD Pre-Kindergarten Program Evaluation

## May 2012

The following information is a report on progress toward the accomplishment of activities and strategies identified in the ECISD Pre-Kindergarten Program Improvement plan for 2011-2012 presented to the Board in May 2012:

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

The following data represents the number of Pre-Kindergarten students and their Progress for 2011-2012.

Score on Assessment (122 Objectives)	Beginning of Year # of students	Mid-Year # of students	End of Year # of students
100%	0	9	32
90-99%	0	46	44
80-89%	8	18	8
70-79%	13	7	2
60-69%	12	2	4
50-59%	17	3	1
40-49%	19	2	0
30-39%	10	2	0
29% and below	10	1	0
<b>Total students</b>	<b>89</b>	<b>90</b>	<b>91</b>
<b>Notes</b> (Not the same 91 students all year)	During the year, several students were evaluated for speech and other services. Utilization of the motor lab and other interventions continue to enhance the classroom instruction to help students accomplish great gains academically.		

**Objective 1:** By the end of school year 2011-2012, Pre-Kindergarten students will master Pre-Kindergarten guideline objectives as set forth by Texas Education Agency.

The information in the following table represents the status of the activities and/or strategies identified in the 2011-2012 ECISD Pre-Kindergarten Program Improvement Plan.

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

5. Teachers will use "Handwriting without Tears" and Zoophonics" to increase student letter phonemic knowledge and writing.	Kelli Cook, Pre-K teachers	Lesson Plans	Handwriting without Tears and Zoophonics is being used in all Pre-K classes	Student increase in letter phonemic knowledge and writing	Yes
6. Provide full day PreK to All students and Bilingual to enhance their English/Spanish oral language skills and Kindergarten readiness skills.	Maria Delgado, Bilingual Pre-K teacher	Lesson Plans	Bilingual Pre-K program is being offered to non-English speaking Pre-K students	Bilingual students are being introduced to oral language skills and Kindergarten readiness skills	Yes
7. Homeroom teachers will give incentives to improve attendance for classroom and individual attendance.	Kelli Cook, Pre-K teachers	List of attendance incentives	Students are given tokens daily/weekly for attendance	Increase in Pre-K student attendance	Yes
8. PreK teachers will review data and begin development of new assessment to mirror the new TEA guidelines and increase of expectations due to all day instruction.	J. Miranda, Pre-K teachers	Sign-in sheets	Complete for use in 2012-2013	Assessment will be formatted and completed for August 2012	Yes

**Agenda Item Summary Sheet (4 A.1)**  
**Meeting Date: May 15, 2012**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

<b>Consent Agenda: Governance</b>	Minutes of Previous Meetings  1. April 17, 2012 – Regular Meeting
<b>Summary</b>	According to policy BE (LOCAL), BOARD MEETINGS, MINUTES, board action shall be carefully recorded by the secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the President and the Secretary of the Board.
<b>ECISD Board Policy</b>	BE (LOCAL), BOARD MEETINGS
<b>Effective Date</b>	May 15, 2012.
<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.
<b>Other Comments and Related Issues</b>	None

**Attachments**

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

1. Regular Meeting – April 17, 2012 at 7:00 p.m.

**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**

**Agenda Item Summary Sheet (4 A.2)**  
**Meeting Date: May 15, 2012**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

<b>Consent Agenda: Governance</b>	Approval of Localized Policy Update 93
<b>Summary</b>	<p>Last month you received a copy of the Explanatory Notes, <i>Vantage Points</i> and a copy of actual policy changes for Localized Update 93.</p> <p>According to guidelines established by TASB Policy Service, Board action on Localized Update 93 must occur within a properly posted, open meeting of the Board.</p> <p>The Board's action on Localized Update 93 must be reflected in Board minutes. The Instruction Sheet —annotated to reflect any changes made by the Board—and the Explanatory Notes for the update should be filed with the Board minutes where they comprise the authoritative historical record of the District's policy manual. A copy of the replaced or rescinded (LOCAL) policies should also be retained in the historical record.</p>
<b>ECISD Board Policy</b>	BF (LOCAL), BOARD POLICES
<b>Effective Date</b>	May 15, 2012
<b>Previous Board Action</b>	Localized Policy Update 93 was presented at the regular meeting on April 17, 2012, for the Board's review.
<b>Future Action Expected</b>	None.
<b>Background Information and Significant Issues</b>	None.
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Board policies are designed to promote fair and equitable treatment for all district patrons.
<b>Procedural and Reporting Implications</b>	Following Board approval, TASB Policy Service will be notified so this action may be reflected in our Localized Policy Manual as it appears on TASB's Web server for <i>Policy On-Line</i> .

<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
<b>Action Required</b>	Motion, second and majority vote to add, revise, or delete (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 93.
<b>Superintendent's Recommendation</b>	I recommend that you approve the (LOCAL) policies as recommended by the TASB Policy Service according to the Instruction Sheet for Localized Policy Manual Update 93 as a part of the Consent Agenda.  <b>Mark Pool, Superintendent of Schools</b>

**MINUTES OF THE BOARD OF TRUSTEES  
EL CAMPO INDEPENDENT SCHOOL DISTRICT  
April 17, 2012**

The Board of Trustees of the El Campo Independent School District met in a Regular Session April 17, 2012 in the Board Room, 700 West Norris, El Campo, Texas.

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

J. J. Croix arrived at 7:06 p.m.

James Russell arrived at 7:12 p.m.

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mark Pool, Carolyn Gordon, David Bright, Deborah Ehlert, Jerrell A. Barron, Dollie Coleman, Brenda Tomanek, Dan Hammock, Cheryl Roitsch, Mark Freeman, Mauri Couey, Natalie Bednorz, Mollie Bodungeon, Jeff Balcar, Liz Graves, Tom Jones, Bill Silliman, Nancy Sadlim, Terese Faas

Board President Tommy Turner called the meeting to order at 7:04p.m. Cecil Davis gave the opening prayer followed by the Pledge of Allegiance. There was a quorum present.

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

**RECOGNITION:**

- A. Houston Rodeo Art Winners
  - 1. Jagavi Naik – Best of Show
  - 2. Stephanie Ortiz – Gold Medal
  - 3. Daisy Huerta – Gold Medal
  - 4. Nick Jasek – Special Merit
  - 5. Hunter Merta – Special Merit
  - 6. Stephanie Janak – Special Merit
- B. Texas Association for Health, Physical Education, Recreation and Dance 2011 – 2012 Outstanding Student of the Year Eighth Grade – Lucio Terrazas

**CONSENT AGENDA:**

A motion was made by David Hodges and seconded by Cecil Davis to approve the consent agenda:

- A. Governance
  - 1. Consider Approval of the Minutes
    - a. March 20, 2012 – Special Meeting for Development of Superintendent Performance Goals
    - b. March 20, 2012 – Regular Meeting
  - 2. Consider Approval of the El Campo Independent School District Foundations for Success
  - 3. Consider Approval of 2012 – 2013 Superintendent Performance Goals
- B. Business and Support Services
  - 1. Consider Renewal of Food Service Management Contract

2. Monthly Review of Financial Reports
  3. Monthly Review of Checks Written for the Month of March, 2012
- C. Personnel
- D. Curriculum and Instruction
1. Consider Approval of the Annual Evaluation of the District Instructional Special Education Program
  2. Review Annual Program Improvement Plans:
    - a. Instructional Technology
    - b. State Compensatory Education
- E. Students

Motion carried unanimously.

***BUSINESS AND OPERATIONS***

**DISCUSS MAJOR SUMMER MAINTENANCE PROJECTS:**

1. Replacement of Transformers and Electrical Power Supply to Hutchins Elementary School
2. Asbestos Abatement and Replacement of Floor Tiles in High School AVS (Career and Technology) Building

The Board, Mr. Pool, Mr. Bright and Mr. Balcar discussed the major summer maintenance projects and the completion timeline.

***CURRICULUM AND INSTRUCTION***

**REPORT FROM EXTERNAL CAMPUS IMPROVEMENT TEAM MEMBERS:** The External Campus Improvement Team members present were Nancy Sadlim, Bill Stilliman and Tom Jones; Mr. Jones and Mr. Stilliman gave a report on the findings of the team.

**DISCUSS CONCERNS WITH COMMON ASSESSMENTS:**

***GOVERNANCE***

**CONSIDER RESOLUTION CONCERNING HIGH STAKES, STANDARDIZED TESTING OF TEXAS PUBLIC SCHOOL STUDENTS:** A motion was made by Kristi David and seconded by James Russell to approve a resolution concerning High Stakes, Standardized Testing of Public School students. Motion carried unanimously.

**REVIEW TASB POLICY SERVICE LOCALIZED UPDATE 93:** Mr. Pool and the Board reviewed TASB Policy Service Localized Update 93.

***CLOSED SESSION***

**EXECUTIVE SESSION:** The president of the Board called for an Executive Session as authorized by Texas Government Code § 551.074 (1) (a) PERSONNEL MATTERS, to Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee. The Board

entered executive session at 9:18 p.m. and reconvened in open session at 10:15 p.m. to take the following action: No action taken.

J. J. CROIX left the meeting at 10:18 p.m.

***PERSONNEL***

**CONSIDER APPROVAL OF RECOMMENDATION FOR MIDDLE SCHOOL ASSISTANT PRINCIPAL:** A motion was made by James Russell and seconded by Ralph Novosad to approve the Superintendents recommendation of Jerrell Barron for Middle School Principal. Motion carried by a vote of 6 – 0 with trustees James Russell, Ralph Novosad, Tommy Turner, Cecil Davis, David Hodges and Kristi David in favor and trustee J. J. Croix being absent.

**CONSIDER APPROVAL OF ADDITIONAL SPECIAL EDUCATION POSITIONS:** A motion was made by James Russell and seconded by Kristi David to approve the Superintendent’s recommendation of additional Special Education Positions. Motion carried by a vote of 6 – 0 with trustees James Russell, Ralph Novosad, Tommy Turner, Cecil Davis, David Hodges and Kristi David in favor and trustee J. J. Croix being absent.

***SUPERINTENDENT’S REPORT***

- A. Governance
- B. Business and Support Services
- C. Personnel
- D. Curriculum and Instruction
- E. Students
- F. Community and Governmental Relations

There being no further discussion, the meeting adjourned at 10:22 p.m.

DRAFT

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PRESIDENT

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SECRETARY

**Agenda Item Summary Sheet (4 B.1)**  
**Meeting Date: May 15, 2012**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

<b>Consent Agenda: Business and Operations</b>	Consider approval of 2012 Renewal Proposal from Property Casualty Alliance of Texas for District Insurance Coverage
<b>Summary</b>	<p>We have been a member of the Property Casualty Alliance of Texas (PCAT) for ten years.</p> <p>In 2008 we approved an addendum to our Interlocal Agreement with PCAT which gave us the opportunity to extend our policy contract for three more years; i.e., 2008-2009, 2009-2010, and 2010-2011.</p> <p>In May of 2010, we extend the Interlocal agreement for another three years; i.e., 2010-2011, 2011-2012, and 2012-2013. At this time we would like to renew our insurance package with PCAT for the third year of this agreement.</p>
<b>ECISD Board Policy</b>	CK (LOCAL), SAFETY PROGRAM / RISK MANAGEMENT CRB (LEGAL), INSURANCE AND ANNUITIES MANAGEMENT: LIABILITY INSURANCE
<b>Effective Date</b>	July 1, 2012
<b>Previous Board Action</b>	The Board annually considers bids on property and casualty insurance or the option of extending the current policy contract though an interlocal agreement.
<b>Future Action Expected</b>	The Board annually considers bids on property and casualty insurance or the option of extending the current policy contract though an interlocal agreement.
<b>Background Information and Significant Issues</b>	<p>This proposal is for the third year of a three-year rate guarantee. The slight increase of \$811 from 2011 is due to an increase in our Average Daily Attendance.</p> <p>We could bid our insurance for next year, but according to our insurance consultant the insurance market is beginning to see significant rate increases; so we are benefitting from our long-term strategy that gives us a guaranteed rate. Since this is the third year of our three-year rate guarantee, next year we will need to request bids for our insurance or we may have the option to extend our Interlocal agreement with PCAT to provide us with a new three-year guaranteed rate. I do anticipate the rate will be higher than our current rate.</p>

In the past when we have requested bids for our insurance we have had few, if any, local companies to bid.

<b>Fiscal Impact</b>	\$236,011
<b>Student and Public Benefit</b>	Protection of district assets from property loss and or liability claims.
<b>Procedural and Reporting Implications</b>	Complete and return renewal documents
<b>Public Comments</b>	None.
<b>Alternatives</b>	Forego the guaranteed rate and prepare a bid package to secure bids for next year.
<b>Other Comments and Related Issues</b>	In October we received a \$25,799.57 dividend from PCAT. This was the fourth time in four years that PCAT approved cash dividends to be distributed to their 107 member school districts.
<b>Attachments</b>	<ul style="list-style-type: none"><li>• Memorandum from David Bright</li><li>• PCAT Proposal</li></ul>
<b>Contact Person(s)</b>	David Bright, Assistant Superintendent of Finance
<b>Action Required</b>	Motion, second and majority vote to approve renewal of property and casualty insurance with Property Casualty Alliance of Texas; North American Solutions, Program Administrator.
<b>Superintendent's Recommendation</b>	<p>I recommend the Board approve the renewal of property and casualty insurance with Property Casualty Alliance of Texas; North American Solutions, Program Administrator as a part of the Consent Agenda.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

April 20, 2012

TO: Mr. Pool  
FROM: David Bright  
SUBJECT: 2012 Proposal – Property Casualty Alliance of Texas (PCAT)

On April 19, 2012, I received the 2012 Proposal from Property Casualty Alliance of Texas (PCAT) for our insurance coverage of (property, equipment breakdown, general liability, educator’s legal liability, automobile liability, and auto physical damage). The 2012 proposal is the 3<sup>rd</sup> year of a three year rate guarantee provided by PCAT. According to Kerry Sims the insurance market is beginning to see significant increases and as a result ECISD is benefiting from our long term strategy. Below is a breakdown of the coverage compared to 2011. The slight increase of \$811 is due to our increase in ADA. As a result of our ongoing success, I recommend we renew our contract with PCAT.

**Total Contributions**

	<u>2011</u>	<u>2012</u>
Property	\$ 144,096	\$ 144,123
Equipment Breakdown	\$ 5,494	\$ 5,495
General Liability	\$ 1,106	\$ 1,127
Educators Legal Liability	\$ 67,837	\$ 69,172
Automobile Liability	\$ 12,308	\$ 11,918
Automobile Physical Damage	<u>\$ 4,359</u>	<u>\$ 4,176</u>
Total Contribution	\$ 235,200	\$ 236,011



Property Casualty Alliance of Texas

# EL CAMPO ISD

## 2012 – 2013 CONTRIBUTION SUMMARY

PROPERTY	\$ 144,123
EQUIPMENT BREAKDOWN	\$ 5,495
GENERAL LIABILITY	\$ 1,127
EDUCATORS LEGAL LIABILITY	\$ 69,172
AUTOMOBILE LIABILITY	\$ 11,918
AUTO PHYSICAL DAMAGE	\$ 4,176
TOTAL	\$ 236,011

### COVERAGE PRESENTED BY:

**Kerry Sims**  
North American Solutions  
12300 Dundee Court  
Suite 112  
Cypress, TX 77429  
877-373-9339  
Fax: 281-373-9333  
[kerry@northamericansolutions.com](mailto:kerry@northamericansolutions.com)



PCAT  
SUMMARY





# EL CAMPO ISD

## PROPOSAL 2012

### PRESENTED BY:

**Kerry Sims**  
North American Solutions  
12300 Dundee Court  
Suite 112  
Cypress, TX 77429  
877-373-9339  
Fax: 281-373-9333  
[kerry@northamericansolutions.com](mailto:kerry@northamericansolutions.com)



PCAT  
CCS Cover





# EL CAMPO ISD

## CONTRIBUTION & COVERAGE SUMMARY

*3rd Year of 3 Year Rate Guarantee*  
*Participation Period: June 30, 2012 to June 30, 2013*

**PROPERTY**

<b>Buildings</b>	\$ 85,030,403	
<b>Business Personal Property</b>	\$ 18,655,553	
Blanket, Replacement Cost, Agreed Value & Actual Cash Value See Statement of Property Values	\$ 103,685,956	<b>TOTAL VALUES</b>
<b>Deductibles</b>		
All Perils, Except Wind & Hail	\$ 5,000	
Wind & Hail	\$ 35,000	

**ADDITIONAL PROPERTY COVERAGES**

Limits

*Subject to the Deductibles shown above*

Accounts Receivable	\$ 250,000
Arson, Theft and Vandalism Rewards	\$ 25,000
Back-up of Sewers, Drains or Sumps	\$ 25,000
Building Ordinance or Law - Blanket Demolition Cost & Increased Cost of Construction Loss to Undamaged Portion of the Building	\$ 1,036,860 Included
Debris Removal	\$ 250,000
Earthquake and Volcanic Eruption	\$ 1,000,000
Extra Expense	\$ 1,000,000
Fire Department Service Charge	\$ 25,000
Fire Extinguishing Equipment Recharge	Included
Foundations and Underground Pipes	\$ 100,000

**ADDITIONAL PROPERTY COVERAGES, CONT.**

	<u>Limits</u>
Inventory & Appraisal	\$ 25,000
Newly Acquired or Constructed Buildings - 180 days	\$ 1,000,000
Outdoor Property	\$ 518,430
Outdoors Trees, Shrubs & Plants	\$ 25,000
Personal Effects and Property of Others	\$ 100,000
Personal Property at Newly Acquired or Constructed Buildings - 180 days	\$ 500,000
Pollution Cleanup and Removal	\$ 100,000
Preservation of Property	Included
Spoilage	\$ 100,000
Tenant Glass	\$ 10,000
Theft Damage to Building	Included
Underground Water Seepage	\$ 25,000
Utilities Services -- Direct Damage	\$ 50,000
Valuable Papers and Records	\$ 50,000

**INLAND MARINE COVERAGES**

	<u>Deductible</u>	<u>Limits</u>
Audio Visual Equipment	\$ 5,000	\$ 100,000
Band Equipment, Uniforms, & Musical Instruments	\$ 1,000	\$ 500,000
Electronic Data Processing Equipment Media & Data	\$ 5,000	\$ 1,925,500 Included
Fine Arts	\$ 1,000	\$ 25,000
Miscellaneous Equipment	\$ 1,000	\$ 500,000
Personal Effects and Property of Others - Off Premises	\$ 1,000	\$ 100,000
Personal Property In Transit	\$ 1,000	\$ 50,000
Property Off-Premises	\$ 1,000	\$ 100,000

<b>CRIME</b>	<b>Deductible</b>	<b>Limits</b>
Employee Dishonesty	\$ 1,000	\$ 100,000
Money & Securities - Inside Premises	\$ 1,000	\$ 50,000
Money & Securities - Outside Premises	\$ 1,000	\$ 50,000
Fraudulent Instruction	\$ 1,000	\$ 50,000
Forgery & Alteration	\$ 1,000	\$ 50,000

<b>EQUIPMENT BREAKDOWN COVERAGE</b>	<b>Deductible</b>	<b>Limits</b>
Equipment Breakdown Limit	\$ 5,000	\$ 100,000,000
Property Damage		\$ Included
Off Premises Property Damage		\$ 25,000
Business Income/Extra Expense/Service Interruption		\$ 1,000,000
Contingent Business Income		\$ 25,000
Perishable Goods		\$ 100,000
Demolition		\$ 100,000
Ordinance or Law		\$ 100,000
Expediting Expenses		\$ 100,000
Hazardous Substances		\$ 100,000
Newly Acquired Locations		\$ 1,000,000

<b>GENERAL LIABILITY</b>	<b>Deductible</b>	<b>Limits</b>
General Aggregate Limit	\$ 1,000	\$ 1,000,000
Each Occurrence Limit	\$ 1,000	\$ 1,000,000
Damage To Premises Rented To You Limit	\$ 1,000	\$ 500,000 any one premise
Law Enforcement Liability Limit	\$ 5,000	\$ 1,000,000 any one person
Personal and Advertising Injury Limit	\$ 1,000	\$ 1,000,000 person or organization
Products/Completed Operations Aggregate Limit	\$ 1,000	\$ 1,000,000

<b>EMPLOYEE BENEFITS LIABILITY</b>	<b>Deductible</b>	<b>Limits</b>
<b>Claims-Made &amp; Reported Form</b>	<b>Retroactive Date: <u>June 30, 2005</u></b>	
Each Employee	\$ 1,000	\$ 1,000,000
Aggregate (Included in General Liability General Aggregate)		

<b>EDUCATOR'S LEGAL LIABILITY</b>	<b>Deductible</b>	<b>Limits</b>
<b>Claims-Made &amp; Reported Form</b>	<b>Retroactive Date: <u>June 30, 2000</u></b>	
<b>Coverage A: Professional Educational Services</b>	\$ 10,000	
Each Professional Incident		\$ 1,000,000
Professional Incident Aggregate		\$ 1,000,000
<b>Coverage B: Employment-Practices Liability</b>	\$ 10,000	
Each Employment Incident		Combined with Coverage A
Employment Incident Aggregate		Combined with Coverage A
<b>Coverage C: Non-Pecuniary Defense</b>	\$ 10,000	
Defense Reimbursement		\$ 100,000
Defense Reimbursement Aggregate		\$ 300,000

<b>CONTRIBUTIONS FOR GENERAL LIABILITY, EMPLOYEE BENEFITS LIABILITY, AND EDUCATOR'S LEGAL LIABILITY ARE BASED UPON THE FOLLOWING EXPOSURES</b>		
<b># Students</b>	<b># Employees</b>	
3,316	482	

AUTOMOBILE		Deductible	Limits	
<b>LIABILITY</b>				
Bodily Injury - per person	<b># Vehicles</b> 61 Power Units 7 Trailers	\$ 2,000	\$	100,000
Bodily Injury - per accident			\$	300,000
Property Damage - per accident			\$	100,000
Non-owned & Hired Liability				BI/PD Limit
<hr/>				
<b>PHYSICAL DAMAGE</b>		Deductible		
Comprehensive & Collision Coverage	<b># Vehicles</b> 61	\$ 1,000	See Schedule	
Actual Cash Value				
Newly Acquired Vehicles		\$1,000/\$1,000	Comp/Coll	Actual Cash Value
Garagekeepers Legal Liability		\$1,000/\$1,000	Comp/Coll	\$ 50,000
Hired Car Physical Damage		\$1,000/\$1,000	Comp/Coll	\$ 100,000
<hr/>				
<b>TOTAL CONTRIBUTION</b>			\$	<b>236,011</b>

This quote includes package discounts. Therefore, all proposed coverages must be accepted as a package and not by line of coverage. If you wish to select individual coverages, please contact us for a revised proposal.

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## REQUIREMENTS TO BIND COVERAGE / CONDITIONS

1. This proposal represents the third year of a three (3 ) year term. The contributions shown are annual and will be adjusted with current exposures each year. Please contact your PCAT Agent for alternative quotes.
  2. Coverage, limits, deductibles, terms and/or conditions may not comply with any RFP published by the District.
  3. Automobile Liability coverage does not extend to 15 Passenger Vans "while transporting students".
  4. This Contribution & Coverage Summary is a summary only. Please consult the PCAT Coverage Documents for a complete explanation fo the applicable coverages, conditions and exclusions.
- 

### Vehicle Coverage

Automobile Liability and/or Physical Damage coverage is provided for all vehicles as shown on the attached schedule. If changes to your schedule need to be made, advise your PCAT Agent before the beginning of the Participation Period. Adjustments to the schedule will be made and an Amended Auto CCS will be issued. **ANY VEHICLE OWNED PRIOR TO THE PARTICIPATION PERIOD BUT NOT ON THE SCHEDULE MAY NOT BE COVERED.**

### Newly Acquired Vehicles

Vehicles obtained after the beginning of the participation period are automatically covered. Coverage will follow those shown above as respects limits and deductibles applicable.

This coverage form will not be audited.

Please do not send endorsement requests to your PCAT Agent or PCAT.

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**Agenda Item Summary Sheet (4 B.2)**  
**Meeting Date: May 15, 2012**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

**Consent Agenda  
Business and Support  
Services**

### **Renewal of Student Insurance**

**Summary**

According to policy FFD (LEGAL) the Board may purchase insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus. Such insurance shall be purchased from a reliable insurance company authorized to do business in Texas. The amount shall be in keeping with the financial condition of the District and shall not exceed the amount that the Board considers reasonable and necessary to afford adequate medical treatment of students so injured.

In the summer of 2004 we accepted bids for student insurance and awarded a contract to Texas Monarch Management Corporation —the number one provider of student accident insurance in Texas. The contract negotiated for the 2004-2005 school year allowed annual renewals and we renewed with them until 2008.

In 2008 our student insurance consultant and his partner left Texas Monarch to form a new group in Texas known as Texas Kids First. Based on David Bright's recommendation we changed and contracted with Texas Kids First to provide our student insurance. We signed a multi-year contract that could automatically renew provided premium increases did not exceed 10% from the previous year's premium.

**ECISD Board Policy**

FFD (LEGAL), STUDENT WELFARE: STUDENT INSURANCE

**Effective Date**

May 15, 2012

**Previous Board Action**

On June 21, 2004 the Board of Trustees approved Texas Monarch Management Corporation as the provider for our student accident insurance.

Our student accident insurance was renewed with Texas Monarch Management Corporation on June 20, 2005; July 17, 2006; and May 17, 2007.

On April 15, 2008 the Board approved a change in our student insurance provider to Texas Kids First. The Board renewed with Texas Kids First on April 28, 2009, April 20, 2010, and April 19,

2011.

**Future Action Expected**

The Board will consider the purchase of student insurance coverage annually.

**Background Information and Significant Issues**

Our multi-year agreement with Texas Kids First (which currently runs through the 2014-2015 school year) provides a three-year option for automatic renewal provided the premium rate does not increase more than 10% from the previous year. The agreement also has the following statement: *“Texas Kids First and the underwriting company will strive to keep the premium of the base plan (blanket plan) at the same level or at a level not to exceed ten percent (10%) of the previous year’s premium.”*

However, as a result of high claims this past year and the potential for high claims this next year our premium will increase by 19%, which negates the automatic renewal option.

We have been very pleased with the service provided by Texas Kids First. We have not had a premium increase in the past three years, but their representative indicated to David Bright that because of our claims they were going to have to increase our premiums or drop our coverage.

**Fiscal Impact**

The renewal quote for Student Athletic/Activities Insurance for 2012-2013 is \$43,900; an increase of \$7,300 over last year’s premium.

The renewal quote for Catastrophic Insurance is \$1,560; an increase of \$142.

**Student and Public Benefit**

Students benefit by having coverage furnished while they are participating in athletics or school-sponsored activities. Parents of other students benefit by being offered low-cost accident insurance for their children.

**Procedural and Reporting Implications**

None.

**Public Comments**

None.

**Alternatives**

Request bids for a new Student Athletic/Activities and Student Catastrophic Insurance provider.

**Other Comments and Related Issues**

ECISD policy FFD (LEGAL) clearly states that the failure of the Board to purchase student insurance shall not be construed as placing any legal liability upon the District or its officers, agents, or employees, for any injury that may result.

FDD (LOCAL) states that the District shall cooperate in a program to offer low-cost accident insurance for students. Students or parents shall pay the premium for the coverage, if they choose to participate. By declining the insurance offer or failing to respond to it, the parents/guardians are accepting full responsibility for costs associated with a student's injury or injuries.

The District is not responsible for costs of treating injuries and cannot assume liability for any other costs associated with an injury.

The company we are recommending offers this voluntary program described in FDD (LOCAL).

**Attachments**

- Memorandum from David Bright recommending Texas Kids First as our provider for student athletic / activities and student catastrophic insurance.

**Contact Person(s)**

David Bright, Assistant Superintendent of Finance and Operations

**Action Required**

Motion, second and majority vote to approve Texas Kids First as the provider for the district's student athletic / activities and student catastrophic insurance.

**Superintendent's Recommendation**

I recommend you approve Texas Kids First as the provider for the district's student athletic / activities and student catastrophic insurance as part of the Consent Agenda.

**Mark Pool, Superintendent of Schools**

DATE: April 13, 2012  
 TO: Mark Pool  
 FROM: David Bright  
 SUBJECT: **Renewal for Student Athletic/Activities and Student Catastrophic Insurance**

Attached is a quote for Student Insurance for the 2012-13 school year. Our current provider is Texas Kids First. As a result of very high claims the last year and the potential for high claims this year our premiums will increase by about 19%. The new quote for Student Athletic/Activities Insurance is \$43,900 which is an increase of \$7,300.

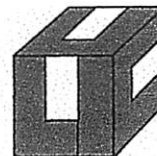
The quoted premium for 2012-13 is \$43,900. Catastrophic coverage has increased the minimum coverage from \$6 million to \$7.5 million for Accidental Medical Expense. The premium for Catastrophic coverage will increase from \$1,418 to \$1,560.

I recommend we continue our contract with Texas Kids First.

<u>Year</u>	<u>Student Athletic/Activities</u>		<u>Catastrophic</u>
	<u>Annual Premium</u>	<u>Claims Pending</u>	<u>Annual Premium</u>
2012-13 Proposed	\$43,900		\$1,560
2011-12	\$36,600	\$17,283 \$29,000	\$1,418
2010-11	\$36,600	\$37,314	\$1,418
2009-10	\$36,600	\$25,550	\$1,418
2008-09	\$33,365	\$40,951	\$1,418
2007-08	\$31,767	\$13,385	\$2,175
2006-07	\$31,767	\$27,694	\$2,056

cc: Bob Gillis

**2012-2013**  
**Application for K-12 Blanket**  
**Athletics and Activities**  
**Accident Insurance**



**UNIFIED LIFE INSURANCE COMPANY**

**GENERAL INFORMATION**

School/District: El Campo  
 Address: 700 West Norris  
 City: El Campo State: Tx Zip: 77437 County: Wharton  
 Telephone: 979-543-6771 Fax: 979-543-1670  
 Policy Effective Date: August 1, 2012 1<sup>st</sup> Day of Football Practice: \_\_\_\_\_

**ENROLLMENT DATA**

Student Enrollment: Grades K-8 \_\_\_\_\_ Grades 9-12 \_\_\_\_\_  
 Number of High Schools in District: 1

Texas Kids First Plan Selection <i>One plan selection per application only. If additional plans are desired please submit with a new application.</i>	Plan Design			Interscholastic Football Rider	Premium
	Lone Star Custom	Lone Star Advantage	Lone Star		
<input type="checkbox"/> All School Activities and Athletics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Circle One Yes No <input type="checkbox"/> <input type="checkbox"/>	\$ _____
<input checked="" type="checkbox"/> All Interscholastic Athletics and Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	\$43,900
<input type="checkbox"/> All Interscholastic Athletics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	\$ _____
<input type="checkbox"/> All School Activities Excluding Athletics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	\$ _____
<input type="checkbox"/> Interscholastic Football	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	\$ _____

**AUTHORIZED SIGNATURES**

School Official Name (print): David Bright  
 School Official Title (print): Assis. Supt for Finance and Operation  
 School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Agent Name (print): Rommie Maxey  
 Agent Signature: Rommie Maxey Date: Apr. 13 '12

**Return to:**  
**Legend Insurance Agency, L.L.C.**  
**13931 Quail Pointe Drive**  
**Oklahoma City, OK 73134**  
**Phone: 800-366-8354 Fax: 405-608-0167**

For Office Use Only:  
**Deductible:** \_\_\_\_\_

## SCHEDULE OF BENEFITS FOR BLANKET PLANS

\*Maximums per Plan are for each Injury.

	Lone Star Custom	Lone Star Advantage	Lone Star
<b>Athletics/Activities Coverage</b> Also Includes Day Field Trip Coverage Vocational Coverage	\$25,000	\$25,000	\$25,000
<b>Motor Vehicle Injury</b>	\$5,000	\$5,000	\$5,000
<b>INPATIENT</b>			
<b>Room and Board</b>	Usual & Customary	Semi-Private room rate	Semi-Private room rate
<b>Intensive Care (in lieu of R&amp;B)</b>	Usual & Customary	Semi-Private room rate	Semi-Private room rate
<b>Hospital Miscellaneous</b>	Usual & Customary	U&C up to \$750 1st day; \$250 per day thereafter/ \$5,000 maximum	U&C up to \$250 per day/ \$5,000 maximum
<b>Registered Nurse</b>	Usual & Customary	Usual & Customary	Usual & Customary
<b>Physician Visits</b>	Usual & Customary/5 days maximum	U&C up to \$40 per day	U&C up to \$40 per day
<b>Family Travel (outside a 100 mile radius from home)</b>	After 5 continuous days of Hospital Confinement, \$150 per day for each continuous day thereafter/5 days max	After 5 continuous days of Hospital Confinement, \$150 per day for each continuous day thereafter/5 days max	After 5 continuous days of Hospital Confinement, \$150 per day for each continuous day thereafter/5 days max
<b>OUTPATIENT</b>			
<b>Ambulatory Surgical Center (facility charge)</b>	Usual & Customary Charges up to \$3,500	Usual & Customary Charges up to \$1,750	Usual & Customary Charges up to \$1,500
<b>Doctor Visits</b>	Usual & Customary Charges/ 5 days maximum	Usual & Customary Charges up to \$40 per day	Usual & Customary Charges up to \$40 per day
<b>Physiotherapy (limited to 1 visit per day)</b>	\$50 per visit up to 20 visits total	\$50 1st visit; \$25 per visit thereafter up to 10 visits total	\$50 1st visit; \$25 per visit thereafter up to 8 visits total
<b>Medical Emergency (for use of emergency room facility and services within 72 hours of Injury)</b>	Usual & Customary Charges up to \$475	Usual & Customary Charges up to \$225	Usual & Customary Charges up to \$175
<b>Medical Emergency Doctor</b>	Usual & Customary Charges up to \$150	Usual & Customary Charges up to \$100	Usual & Customary up to \$50 maximum
<b>Diagnostic X-ray</b>	Usual & Customary Charges up to \$300 and \$50 for reading	Usual & Customary Charges up to \$225 and \$50 for reading	Usual & Customary Charges up to \$200 and \$50 for reading
<b>CAT Scan/MRI/Bone Scan</b>	Usual & Customary Charges up to \$1,100 and \$50 for reading	Usual & Customary Charges up to \$750 and \$50 for reading	Usual & Customary Charges up to \$500 and \$50 for reading
<b>Laboratory Procedures</b>	Usual & Customary Charges	Usual & Customary Charges up to \$100	Usual & Customary Charges up to \$50
<b>OTHER (INPATIENT and/ or OUTPATIENT)</b>			
<b>Surgeon (limited to primary procedure including removal of surgical implanted pins within 2 years of Injury)</b>	Usual & Customary Charges up to \$5,000	90% of Usual & Customary Charges up to \$4,500	75% of Usual & Customary Charges up to \$3,500
<b>Anesthetist</b>	25% of surgeon benefit	25% of surgeon benefit	25% of surgeon benefit
<b>Assistant Surgeon</b>	25% of surgeon benefit	25% of surgeon benefit	25% of surgeon benefit
<b>Ambulance (first trip to Hospital only)</b>	Usual & Customary Charges	Usual & Customary Charges	Usual and Customary Charges
<b>Dental Treatment (benefits paid on Injury to Sound, Natural Teeth only)</b>	Usual & Customary Charges up to \$10,000	Usual & Customary Charges up to \$10,000	Usual & Customary Charges up to \$5,000
<b>Post Surgical Durable Medical Equipment</b>	Usual & Customary Charges up to \$300	Usual & Customary up to \$200 maximum	Usual & Customary up to \$175 maximum
<b>Eyeglasses, Contact Lenses and Hearing Aid Replacement (as a result of a covered Injury only)</b>	Usual & Customary Charges	Usual & Customary Charges	Usual & Customary Charges
<b>Prescription Drugs</b>	Usual & Customary Charges	Usual & Customary Charges	Usual & Customary Charges

\*Usual and Customary Charges are based on data using the 75th percentile.

This is a brief illustration of coverage offered through the Texas Kids First K-12 Student Accident Insurance Program.

The Policy issued will be the contract and will govern and control the payment of benefits.

The Policy is a one-year non-renewable term policy. This is not a Policy of Workers' Compensation Insurance.



## 2012-2013 MULTI-YEAR AGREEMENT

The El Campo Independent School District will have the option to automatically renew its Student Accident and Athletic Injury contract of insurance for up to three (3) additional years following the 2012-2013 school year.

Texas Kids First and the underwriting company will strive to keep the premium of the base plan (blanket plan) at the same level or at a level not to exceed ten percent (10%) of the previous year's premium.

Please check additional contract year(s) selected:

- 2013-2014      Contract of insurance will automatically renew provided the 2012-2013 rate does not increase more than 10%.
- 2014-2015      Contract of insurance will automatically renew provided the 2013-2014 rate does not increase more than 10%.
- 2015-2016      Contract of insurance will automatically renew provided the 2014-2015 rate does not increase more than 10%.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of School District)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(E-mail address)

\_\_\_\_\_  
(School Official's Name and Title)

\_\_\_\_\_  
(School Official's Signature)

Donnie Maxey  
(Agent's Signature)

Reference: "A multi-year contract must . . . contain a clause retaining to the board the continuing right to terminate at the expiration of each budget period of the school district during the term of the contract [Or, the school board may condition the contract on] a best efforts attempt by the school board to obtain appropriate funds for the payment of the contract."

From a formal opinion from the office of the Attorney General, DM-418, Sept, 23, 1996



ZURICH

# 2012 Enrollment Form for Catastrophic Coverage

Underwritten by Zurich

Bene-Marc, Inc., 6301 Southwest Blvd., Suite 101, Fort Worth, TX 76132, 817-738-6899

### Participant Information:

Name of Participating School or District: El Campo  
Address: 700 West Norris City: El Campo State: Tx ZIP: 77437  
Number of Schools Junior High: 1 Senior High: 1  
Estimated Number of Students Grades K-8: \_\_\_\_\_ Grades 9-12: \_\_\_\_\_  
Eligible Classes Junior High:  Yes  No Senior High:  Yes  No

Class I: All enrolled Students of the School or School District, including all sports and activities (includes student coaches, student trainers and student managers). Football:  Yes  No

Class II: All enrolled Students of the School or School District, while participating in gym classes and extracurricular school activities, including intramural and interscholastic sports, such as football, band members, cheerleaders, majorettes, student coaches, student trainers and student managers. Coverage also includes supervised travel to and from such games and practice sessions. Football:  Yes  No

### Benefits:

Accident Medical Expense (AME) Benefit Amount - Excess Coverage \$7,500,000  
 Accidental Death & Dismemberment (AD&D) (\$10,000 Death, \$20,000 Dismemberment)  
 Catastrophic Cash Benefit (Maximum Benefit Amount \$500,000)

Rates: See page 2.

Premium: Total Premium: \$ 1560.00

### Requested Effective Date:

The Effective Date will be the requested dates assuming We have accepted the risk and received the attached enrollment form. If the acceptance of the enrollment form or the enrollment form is not received prior to the requested effective date, the Effective Date will be the date We accept the Enrollment Form. The Expiration Date of the policy will be one (1) year from the Effective Date.

08 / 01 / 2012  
Month Day Year

### Approval for Enrollment:

The authorized signer of this application represents to the best of his or her knowledge and belief that the statements set forth herein are true and include all material information. Signing of this application does not bind Zurich to offer nor the authorized signer to accept insurance, but it is agreed this questionnaire and any attachments thereto shall be the basis of the insurance.

Officer's Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_  
Title (print): \_\_\_\_\_ Date: \_\_\_\_\_

### General Statement:

Any person who knowingly and with intent to defraud any insurance company or another person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects the person to criminal and civil penalties.



*Claims History Report*

Name of District: **El Campo ISD**

<u>School Year</u>	<u>Claims</u>
2008-09	\$40,951
2009-10	\$25,550
2010-11	\$37,314
2011-12	\$17,283

→ 29,000 pending

# TEXAS KIDS FIRST

*Providing affordable insurance to Texas Schools  
and school-age children*



The Texas Kids First Program consists of well respected and experienced student accident and insurance industry professionals. The Program currently insures more than 350 school districts in the State of Texas.

The agents for Texas Kids First have been marketing Student Accident Insurance to Texas School Districts since 1981. Our agents represent the preeminent and largest group of student accident insurance agents in Texas, having written the most premium in the State of Texas for a

number of years. This unique team is comprised of top professionals with backgrounds in Business, Finance, School Administration, and Coaching. They have called on all school districts in the State for a number of years.

#### **Texas Kids First Statistics:**

- › Insures more than 350 school districts in the State of Texas
- › Serving Texas since 1981
- › The first "full assignment" nonprofit Medical Provider network in the state
- › Unique team of professionals across the state dedicated to serving you
- › Plans endorsed by TSATA and SWATA

The mission of Texas Kids First is to provide the finest, most affordable accident insurance coverage available to all school-age children. For parents and school districts, we offer accident only plans to insure students for injuries that occur while participating in school-sponsored activities and athletics.

Texas Kids First has unique access to one of the most creative innovations in the insurance industry – the Texas Kids First Provider Network, formerly Texas Athletic Network – the first "full assignment" non-profit network of providers in the State. The network consists of medical professionals and hospitals that have agreed to treat injured students from our insured districts and accept the scheduled benefit amounts for covered services outlined in the Schedule of Benefits of the Texas Kids First Student Accident Plans when the student patient has no other insurance.

Texas Kids First plans are endorsed by the Texas State Athletic Trainers Association and the Southwest Athletic Trainers' Association.



## Our Underwriting Companies and our Network



Founded in 1935, Universal Fidelity Life Insurance Company has specialized in serving the senior market with Medicare Supplement and Long-Term Care products. Today, we remain committed to that market but we also have partnerships that bring niche based products to employee groups and individuals in all stages of life.



**UNIFIED LIFE INSURANCE COMPANY**

Unified Life Insurance Company is a stock life insurance company, incorporated in Texas in May 2001. The company is currently licensed to do business in 48 states and the District of Columbia and operates primarily as a re-insurer of life, health and annuity risks written by other companies who do not wish to retain such business. Unified Life functions primarily as a re-insurer, primarily of life insurance, but also annuity and accident and health coverage.



Headquartered in Kansas City, Mo., our nation's heartland, FSL embraces Midwestern values as a solid foundation for profitable performance. For more than 30 years, FSL has been a company eager to discover and capitalize on new opportunities. Since receiving a charter from the Missouri Department of Insurance in 1969, FSL has remained flexible and responsive in providing products that match both agent and policyholder needs.



The Texas Kids First Provider Network, formerly Texas Athletic Network, is comprised of dedicated physicians, hospital administrators, trainers, coaches and insurance personnel that serve the needs of student athletes in the state of Texas. Providers within the network have agreed to diagnose and treat injured athletes from our insured school districts, private schools and colleges all across Texas and to accept the scheduled benefit amounts for covered services outlined in the Schedule of Benefits of the Texas Kids First Student Accident Plans when the student parent has no other insurance.



# Texas Kids First

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## Individual Accident-Only Insurance for Students

**Texas Kids First** offers Accident-Only Insurance to students. These plans provide benefits for loss due to a covered injury up to \$25,000. The plans are designed to help offset deductibles and co-insurance. They are affordable limited-benefit plans that are renewable annually. There are several options for you to choose from:

- The **At-School Accident** Plan covers accidents occurring at school, during school hours. (Excludes participation in High School Varsity Football activities). At-School coverage may be purchased with or without sports.

\$30.00 per school year without sports

\$90.00 per school year with sports

- The **24-Hour Accident** Plan covers accidents anywhere, around the clock. (Excludes participation in High School Varsity Football activities). 24-Hour coverage may be purchased with or without sports.

\$ 80.00 per school year without sports

\$180.00 per school year with sports

- The **Football Accident** Plan covers only High School Varsity Football accidents that occur during practice or during a game. The Plan has a \$250 deductible.

\$325.00 per school year.

See back of page for Schedule of Benefits and Exclusions for all Accident-Only Plans.

Please pick up a brochure from the school for more information regarding these plans. You may also view or purchase plans online at [www.texaskidsfirst.com](http://www.texaskidsfirst.com).

To receive a brochure in the mail or for more information, call us toll-free at 1-800-366-8354.

Plans are underwritten by Universal Fidelity Life Insurance Company. This is a brief illustration of the coverage offered through the Texas Kids First K-12 Student Accident Insurance Program. The Policy issued will be the contract and will govern and control the payment of benefits subject to the exclusions and limitations in the Policy.

## SCHEDULE OF BENEFITS FOR ALL INDIVIDUAL ACCIDENT-ONLY PLANS

<b>Medical Maximum:</b>	\$25,000 for each Injury
<b>Policy Term:</b>	1-Year – Renewable
<b>Benefit Period:</b>	52 Weeks from the date of Injury
<b>Initial treatment Period:</b>	90 days from the date of Injury
<b>Deductible:</b>	At-School/24 Hour Plans - \$0.00      Varsity Football Plan - \$250.00

### Inpatient

Inpatient Hospital:	Usual & Customary Charges up to \$750.00 per day/ 6 days maximum (includes facility and services)
Doctor Visits:	Usual & Customary Charges up to \$40.00 per day

### Outpatient

Ambulatory Surgical Center:	Usual & Customary Charges up to \$2,000.00 (facility charge)
Doctor Visits:	Usual & Customary Charges up to \$40.00 per day
Physiotherapy:	\$50.00 1 <sup>st</sup> visit/\$25.00 per visit thereafter up to 5 visits total ((limited to 1 visit per day)
Medical Emergency:	Usual & Customary Charges up to \$175.00 (for use of emergency room facility and services within 72 hours of Injury)
Medical Emergency Doctor:	Usual & Customary Charges up to \$40.00
Diagnostic X-ray:	Usual & Customary Charges up to \$200.00 and \$50.00 for reading
CAT Scan/MRI:	Usual & Customary Charges up to \$500.00 and \$50.00 for reading
Laboratory Procedures:	Usual & Customary Charges up to \$50.00

### Other (Inpatient and/or Outpatient)

Surgeon:	75% of Usual & Customary Charges up to \$2,000.00 (limited to primary procedure including removal of surgical Implants within two years of Injury)
Anesthetist:	25% of surgeon benefit
Assistant Surgeon:	25% of surgeon benefit
Ambulance:	Usual & Customary Charges up to \$1,000.00 (first trip to Hospital only)
Dental Treatment:	Usual & Customary Charges up to \$5,000.00 (benefits paid on Injury to Sound, Natural Teeth only)
Orthopedic Braces & Appliances:	Usual & Customary Charges up to \$500.00
Post Surgical Durable Medical Equipment:	Usual & Customary Charges up to \$150.00
Eye Glasses, Contact Lenses and and Hearing Aid Replacement:	Usual & Customary Charges (as a result of a covered Injury only)
Prescription Drugs:	\$15 per prescription

## POLICY EXCLUSIONS AND LIMITATIONS FOR ALL INDIVIDUAL ACCIDENT-ONLY PLANS

Benefits will not be paid for: a) loss or expense caused by, contributed to, or resulting from: or b) treatment, services or supplies for, at, or related to:

- Acupuncture.
- Air travel except while as a fare-paying passenger on a regularly scheduled commercial air carrier; travel in or upon, sitting in or upon, alighting to or from, or working on or around any motorcycle or recreational vehicle including, but not limited to, two or three-wheeled motor vehicle; four-wheeled all terrain vehicle (ATV); jet ski; ski cycle; snowmobile or off-road motorized vehicle not requiring licensing as a motor vehicle.
- Artificial aids such as eyeglasses, contact lenses, hearing aids, or examinations or prescriptions therefore unless specifically provided for in the Schedule of Benefits.
- Cosmetic surgery of any kind, except reconstructive surgery as a direct result of a covered Injury.
- Dental treatment, except for accidental Injury to Sound, Natural Teeth.
- Elective Surgery or Elective Treatment.
- Food poisoning or bacterial infections (except an infection occurring through an open visible wound); cysts or skin lesions such as blisters or boils; tumors; over-exerting (not to include heat stroke); fainting; neuritis, lumbago, hernia, regardless of how caused; illness or disease in any form.
- Bursitis, muscle tears, repetitive motion injuries, shin splints, strains, tennis elbow aggravation, and treatment of stress fractures.
- Immunizations, preventive medicines or vaccines, except where required for treatment of a covered Injury.
- Intoxicants and narcotics. The Company is not liable for any loss sustained or contracted in consequence of the Insured being intoxicated or under the influence of any narcotic unless the narcotic is administered on the advice of a Doctor.
- Injury for which benefits are paid or payable by workers' compensation or employer's liability or occupational disease law.
- Injury where the Insured is the operator of a motor vehicle and does not possess a current and valid motor vehicle operator's license (except in a Driver's Education Program).
- Injury where the Insured is riding in or driving any type of motor vehicle as part of a speed contest or scheduled race, including testing such vehicle on a track, speedway, or proving ground.
- War, declared or undeclared (a pro-rata premium will be refunded upon request for such period not covered); participation in a riot or civil disorder; or while a member of the Armed Services.
- Orthodontics (braces) for any reason, damage to, or loss of orthodontics.
- Play or practice of interscholastic High School Football; except where the coverage is elected.
- Participating in or attending any School-Sponsored overnight activities, except where 24-Hour coverage is elected.
- Pre-existing Conditions or aggravation of a Pre-existing Condition, as defined. A Pre-existing Condition is a disease or physical condition for which the Insured received medical advice or treatment during the three months before the Insured's Effective Date of Coverage.
- Stroke or cerebrovascular accident or event; cardiovascular accident or event; myocardial infarction or heart attack; coronary thrombosis; aneurysm.
- Skiing, scuba diving, surfing, roller skating, ice skating, or riding in a rodeo.
- Skydiving, parachuting, hang gliding, glider flying, flight in an ultra light aircraft, parasailing, sail planning, bungee jumping, bob-sledding, or ballooning.
- Suicide or attempt thereof, while sane or insane (including drug overdose); intentionally self-inflicted Injuries; fighting.
- Supplies, except as specifically provided in the Policy.
- While committing or attempting to commit an assault or felony, or to which a contributory cause was the Insured being engaged in an illegal occupation.
- Participation in terrorism.



# Texas Kids First

*Providing affordable insurance to Texas Schools and school-age children*

## HOW TO REPORT A DISTRICT CLAIM

If a student is injured while participating in a UIL-sanctioned high school or middle school sport (practice, game and travel directly to and from) or other UIL-sanctioned activity that requires medical attention, notify the Athletic Trainer that the injury is a result of participation in a UIL-sanctioned activity prior to taking the injured student athlete to a health care provider. If the Athletic Trainer is not available, contact the head coach or athletic coordinator or teacher responsible for supervising the activity. If these persons are not sought out prior to visiting a health care provider, the District Plan may not pay any benefits. After seeking medical care, follow the procedures outlined below:

- Obtain a Student Accident Claim Form from a School Official.
- A coach, trainer, or teacher responsible for the activity must complete all parts of Section 1, and sign and date the form to certify that the accident is a covered activity under the District plan. Failure to have a school official complete Section 1 will result in the District plan not paying any benefits.
- A Parent/Guardian must complete all parts of Section 2, and sign and date the form.
- A copy of the completed and signed Claim Form should be kept by the parent/guardian and School Official to serve as verification of the injury.

### \*\*\*\*\* FILE YOUR DISTRICT CLAIMS ELECTRONICALLY \*\*\*\*\*

- **The completed and signed Claim Form can be scanned and sent electronically to [SAclaims@uflic.com](mailto:SAclaims@uflic.com) to expedite payment of the claim as bills are submitted. The completed and signed Claim Form may also be mailed to the address indicated at the top of the Claim Form. Keep in mind that failure to submit a completed and signed claim form is the most frequent reason why claim payments are delayed.**
- Treatment by a licensed doctor and filing of a Claim Form must occur within 90 days from the date of the injury regardless of whether you have insurance or not.
- Notice for treatment of service must be submitted within 60 days from the date of service or within 60 days from the date the service is paid by primary insurance.
- If you have other insurance, you must comply with the provisions of your primary insurance. File all bills with your primary insurance first and forward copies of itemized bills and EOBs to the Claim Administrator as you receive them indicating 1) the name of school district, 2) the name of the school, 3) the name of the injured student, and 4) the date of the accident.
- The plan purchased by the District is a limited benefit policy and may not cover all medical bills.
- Any charges not covered by the District plan are the responsibility of the Parent/Guardian.

**EL CAMPO INDEPENDENT SCHOOL DISTRICT**

ROBERT MARK POOL, Superintendent

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

**DAVID BRIGHT**  
ASSISTANT SUPERINTENDENT  
FOR FINANCE

**CAROLYN GORDON**  
ASSISTANT SUPERINTENDENT  
FOR INSTRUCTION

**Memorandum**

**TO:** Board of Trustees  
**FROM:** Mark Pool  
**DATE:** Friday, May 11, 2012  
**RE:** Monthly Financial Reports

Due to the fact that this month's board meeting date is several days earlier than normal the monthly financial reports were not ready in time to publish them in the agenda packet. The reports are an information item for review only and will be available at the meeting.

**Agenda Item Summary Sheet (4 B.3)**  
**Meeting Date: May 15, 2012**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

**Consent Agenda:  
Business and Support  
Services**

Review of Monthly Financial Reports for Month of April

**Summary**

Although there is no statutory or policy requirement for the Board to do so, reviewing the Monthly Financial Report is a good practice for the Board to follow in overseeing the management of the District.

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

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

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

**ECISD Board Policy**

None.

**Effective Date**

April 30, 2012

**Previous Board Action**

Approval of 2011-2012 General Operating Budget on August 30, 2011.

**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, 2011 was \$6,760,897, which is 22.78% of the approved General Fund operating expenditures (as defined in the AEIS Report) of \$29,673,717.

Fund balance designated for replacement of artificial turf at Ricebird Stadium is \$200,000, leaving an undesignated fund balance of \$6,560,897; or 22.11% of the approved General Fund operating expenditures (as defined in the AEIS Report).

The undesignated fund balance currently exceeds the 20% goal by \$626,154.

**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 77.12% of our amended revenue projections; and expended 64.95% of our amended expenditure estimates.  
Compared to the same time last year, our revenue increased by \$220,714 and our expenditures decreased by (\$961,086).

	2007-2008		2008-2009		2009-2010		2010-2011		2011-2012	
	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp
<b>Sep</b>	19.97%	10.32%	20.59%	11.53%	10.41%	10.59%	9.93%	10.95%	10.63%	12.13%
<b>Oct</b>	36.50%	17.60%	36.88%	17.18%	19.64%	17.92%	18.64%	18.81%	19.79%	20.05%
<b>Nov</b>	40.10%	24.60%	39.46%	24.10%	26.01%	25.17%	27.97%	23.69%	29.84%	27.07%
<b>Dec</b>	55.32%	32.30%	52.68%	31.52%	38.96%	32.11%	41.96%	30.73%	41.60%	33.20%
<b>Jan</b>	75.42%	42.30%	73.77%	38.60%	57.38%	39.07%	60.48%	37.99%	64.61%	40.50%
<b>Feb</b>	83.18%	51.98%	79.39%	48.85%	68.68%	50.45%	66.83%	48.02%	69.97%	50.83%
<b>Mar</b>	85.20%	58.88%	81.29%	55.83%	70.62%	58.65%	68.88%	55.20%	72.10%	57.21%
<b>Apr</b>	86.78%	66.91%	82.79%	62.87%	75.39%	65.99%	73.41%	62.72%	77.12%	64.95%
<b>May</b>	89.07%	76.81%	84.31%	69.96%	79.21%	72.77%	77.20%	69.62%		
<b>Jun</b>	90.38%	82.81%	86.04%	77.28%	85.20%	80.00%	82.93%	76.81%		
<b>Jul</b>	91.72%	88.08%	87.23%	85.52%	91.73%	85.63%	89.99%	84.05%		
<b>Aug</b>	100.03%	99.34%	99.94%	98.05%	100.10%	98.92%	100.38%	98.74%		

**Tax Collection Report.** Our beginning tax levy of \$13,404,379 has been adjusted by -\$23,382 giving us a new adjusted levy of \$13,380,996; and we have currently collected \$12,861,902 which amounts to 96.12% of the adjusted levy. This leaves an uncollected balance of \$519,095.

Delinquent collections YTD are \$213,275 plus \$143,582 in penalty and interest.

	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
Oct	0.048%	0.01%	0.00%	0.00%	0.35%	0.31%
Nov	6.67%	5.07%	2.58%	0.44%	8.60%	9.54%
Dec	29.49%	38.76%	32.28%	30.01%	39.54%	34.01%
Jan	86.80%	85.29%	81.82%	73.71%	81.26%	84.41%
Feb	94.40%	93.58%	93.04%	92.80%	93.50%	94.04%
Mar	95.38%	94.44%	94.06%	94.60%	94.95%	95.38%
Apr	96.11%	95.13%	94.97%	95.27%	95.52%	96.12%
May	96.69%	95.78%	95.61%	95.84%	96.26%	
Jun	97.40%	96.55%	96.69%	96.50%	96.67%	
Jul	97.64%	96.87%		96.83%	97.10%	
Aug	97.81%	97.15%	97.48%	97.17%	97.74%	
Sep	97.97%	97.31%	97.60%	97.37%	97.88%	

**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		
	2010-2011	2011-2012	Difference	2010-2011	2011-2012	Difference
Revenue	\$1,466,487	\$1,560,340	\$93,853	\$23,784,795	\$24,005,508	\$220,713
Expenditures	\$2,435,635	\$2,282,001	(\$153,634)	\$19,834,570	\$18,093,271	(\$1,741,299)
Balance	(\$969,148)	(\$721,661)	\$247,487	\$3,950,225	\$5,912,237	\$1,962,012

**Attachments**

- Monthly Financial Report – April 30, 2012
- Tax Collection Recap 2011-2012
- Cash Flow Report 2011-2012

**Contact Person(s)**

David Bright, Assistant Superintendent of Finance and Operations

**Action Required**

No Action Required.

**Superintendent's Recommendation**

This is an information report only.

**Mark Pool, Superintendent of Schools**

**EL CAMPO INDEPENDENT SCHOOL DISTRICT  
MONTHLY FINANCIAL REPORT  
May 15, 2012**

**Comparison of Revenue and Expenditures  
to the Budget for the General Operating Fund  
9-1-11 to 4-30-12**

**ESTIMATED REVENUE:**

	<i>Original Budget</i>	<i>Amended Budget</i>	<i>Revenue Realized</i>	<i>Revenue Balance</i>
<i>Local:</i>	\$14,322,830	\$14,322,830	\$13,760,643	(\$562,187)
<i>State:</i>	\$15,587,706	\$15,587,706	\$9,288,396	(\$6,299,310)
<i>Federal:</i>	\$1,218,383	\$1,218,383	\$956,468	(\$261,915)
<i>Other Resources:</i>	\$0	\$0	\$0	\$0
<i>Total:</i>	\$31,128,919	\$31,128,919	\$24,005,508	(\$7,123,411)

**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>
\$30,015,642	\$30,015,642	\$18,093,272	\$1,400,702	\$19,493,974	\$10,521,668

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

	<i>2010-2011</i>	<i>2011-2012</i>	<i>Increase/ Decrease</i>
<i>Revenues:</i>	\$23,784,794	\$24,005,508	\$220,714
<i>Expenditures:</i>	\$20,455,060	\$19,493,974	(\$961,086)
<i>Cash Position:</i>	\$10,646,323	\$13,525,894	\$2,879,571

**PRIOR MONTH CASH POSITION as of 3/31/12:** \$13,735,016

GENERAL FUND - FUND BALANCE	GENERAL OPERATING	FUND BALANCE	% of OPERATING
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%
GENERAL FUND - FUND BALANCE as of 8-31-11:	\$29,673,717	\$6,760,897	22.78%

**BUDGET AMENDMENTS:**

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

**EL CAMPO INDEPENDENT SCHOOL DISTRICT  
TAX COLLECTION RECAP  
2011 - 2012**

<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-11	\$13,404,379	-\$5,272	\$13,399,107	40,939	0.31%	0.35%	\$72,121	\$33,218	\$146,278	
Nov-11	\$13,404,379	-\$15,391	\$13,388,988	1,236,387	9.23%	8.25%	\$26,751	\$13,216	\$1,276,354	
Dec-11	\$13,404,379	-\$17,977	\$13,386,402	3,274,720	24.46%	30.94%	\$20,013	\$11,474	\$3,306,207	
Jan-12	\$13,404,379	-\$19,526	\$13,384,853	6,746,009	50.40%	41.72%	\$27,635	\$17,366	\$6,791,010	
Feb-12	\$13,404,379	-\$19,526	\$13,384,853	1,288,833	9.63%	12.20%	\$20,903	\$22,244	\$1,331,980	
Mar-12	\$13,404,379	-\$23,576	\$13,380,803	176,268	1.32%	1.45%	\$23,760	\$24,594	\$224,622	
April-12	\$13,404,379	-\$23,382	\$13,380,996	98,746	0.74%	0.56%	\$22,093	\$21,469	\$142,308	
<b>Year To Date</b>				<b>12,861,902</b>	<b>96.12%</b>	<b>95.52%</b>	<b>213,275</b>	<b>143,582</b>	<b>\$13,218,759</b>	<b>\$519,095</b>

**EL CAMPO INDEPENDENT SCHOOL DISTRICT**  
**Cash Flow**  
**2011-2012**

199	GENERAL FUND	Actual Sep-11	Actual Oct-11	Actual Nov-11	Actual Dec-11	Actual Jan-12	Actual Feb-12	Actual Mar-12	Actual Apr-11	Actual Apr-12	Actual May-11	Actual Jun-11	Actual Jul-11	Actual Aug-11	2010-11 Totals	
<b>REVENUE:</b>																
<b>5700</b>	<b>Local Revenue:</b>															
5711	Taxes Current Year	16,803	35,389	1,068,764	2,830,750	5,831,418	1,114,099	152,370	64,787	85,358	84,341	47,581	46,591	74,900	11,397,718	
5712	Taxes Prior Years	13,911	64,243	23,740	17,842	24,184	18,348	20,942	10,983	19,723	19,951	22,226	23,658	30,017	307,317	
5719	Pen, Int, & Other	9,786	30,346	12,270	10,830	16,369	28,725	21,676	14,098	19,206	22,122	17,613	18,751	27,157	212,164	
5720	Service to Other LEAs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5730	Tuition and Fees	0	0	0	0	0	0	0	0	0	0	0	0	3,900	3,900	
5740	Other Local Sources	31,373	5,994	11,098	8,705	23,461	20,810	2,247	14,815	14,837	10,028	12,439	10,134	169,975	308,813	
5750	Co/Curr Activities	36,634	16,111	6,182	1,199	5,578	3,133	1,992	1,432	2,862	171	0	5,130	17,959	84,613	
	<b>Total Local Rev:</b>	<b>108,507</b>	<b>152,082</b>	<b>1,122,054</b>	<b>2,869,326</b>	<b>5,901,011</b>	<b>1,185,116</b>	<b>199,227</b>	<b>106,116</b>	<b>141,987</b>	<b>136,613</b>	<b>99,860</b>	<b>104,263</b>	<b>323,907</b>	<b>12,314,525</b>	
<b>5800</b>	<b>State Revenue:</b>															
5811	Available School Fund	0	0	105,172	105,858	28,282	28,282	169,105	111,578	99,262	111,578	175,046	106,130	0	1,067,469	
5812	Foundation Entitlement	3,060,877	2,506,858	1,314,677	0	0	0	0	995,143	1,058,196	659,279	1,321,357	1,718,049	2,717,355	14,163,369	
5812	Founda Ent-Prior Yr	0	0	0	0	0	0	0	0	0	22,418	0	240	0	53,629	
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	0	0	0	0	0	0	0	0	0	0	5,350	8,845	
5831	TRS On-Behalf	88,218	0	179,337	89,530	89,441	89,279	89,344	109,011	88,677	110,974	113,650	100,795	156,816	1,359,831	
	<b>Total State Rev:</b>	<b>3,149,095</b>	<b>2,506,858</b>	<b>1,599,186</b>	<b>195,388</b>	<b>117,723</b>	<b>117,561</b>	<b>258,449</b>	<b>1,215,732</b>	<b>1,246,135</b>	<b>904,249</b>	<b>1,610,053</b>	<b>1,925,214</b>	<b>2,879,521</b>	<b>16,653,143</b>	
<b>5900</b>	<b>Federal Revenue:</b>															
5930	Federal	0	0	67,113	0	0	5,787	0	0	0	6,805	0	0	6,828	59,458	
	<b>Total Federal Rev:</b>	<b>0</b>	<b>0</b>	<b>67,113</b>	<b>0</b>	<b>0</b>	<b>5,787</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,805</b>	<b>0</b>	<b>0</b>	<b>6,828</b>	<b>59,458</b>	
<b>7900</b>	<b>Other Res/Non-Oper</b>															
	Other Res/Non-Oper	0	0	0	0	0	0	0	0	0	0	0	0	3,424	3,424	
	<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>3,424</b>	<b>3,424</b>	
	<b>Total Revenue:</b>	<b>3,257,602</b>	<b>2,658,940</b>	<b>2,788,353</b>	<b>3,064,714</b>	<b>6,018,734</b>	<b>1,308,465</b>	<b>457,677</b>	<b>1,321,849</b>	<b>1,388,122</b>	<b>1,047,666</b>	<b>1,709,913</b>	<b>2,029,477</b>	<b>3,213,681</b>	<b>29,030,550</b>	
<b>EXPENDITURES:</b>																
<b>6000</b>	<b>Expenditures:</b>															
6100	Payroll Costs	891,648	1,531,508	1,705,865	1,566,323	1,604,254	1,617,610	1,578,918	1,856,577	1,597,334	1,892,389	1,994,932	1,714,050	2,441,122	22,313,323	
6200	Contracted Services	237,438	235,722	344,326	99,284	320,220	190,649	451,700	129,218	212,171	129,352	119,845	96,026	401,221	1,992,618	
6300	Supplies & Materials	84,308	161,364	130,259	105,871	79,179	131,708	127,640	152,758	127,430	137,127	177,822	46,401	165,625	1,715,582	
6400	Other Operating	46,415	173,797	40,481	29,135	183,953	36,353	30,488	149,558	169,649	24,510	44,743	408,618	179,056	1,340,460	
6500	Debt Services	0	0	500	0	0	282,006	0	0	0	500	0	0	47,006	325,444	
6600	Capital Outlay	0	5,830	7,075	-12,907	33,786	0	1,610	0	18,310	0	9,351	5,253	93,230	415,130	
8900	Other Uses/Non Operating	0	0	0	0	0	0	29,000	0	0	0	0	0	0	0	
	<b>Total Expenditures:</b>	<b>1,259,808</b>	<b>2,108,221</b>	<b>2,228,506</b>	<b>1,787,706</b>	<b>2,221,392</b>	<b>2,258,327</b>	<b>2,219,356</b>	<b>2,288,112</b>	<b>2,124,895</b>	<b>2,183,878</b>	<b>2,346,692</b>	<b>2,270,347</b>	<b>3,327,261</b>	<b>28,102,556</b>	
	<b>ENDING BALANCE</b>	<b>1,997,793</b>	<b>550,719</b>	<b>559,848</b>	<b>1,277,008</b>	<b>3,797,342</b>	<b>-949,863</b>	<b>-1,761,679</b>	<b>-966,263</b>	<b>-736,772</b>	<b>-1,136,212</b>	<b>-636,780</b>	<b>-240,870</b>	<b>-113,581</b>	<b>927,995</b>	
	<b>GF FB as of 8/31/11</b>	<b>6,760,897</b>														
		<b>8,758,690</b>	<b>9,309,409</b>	<b>9,869,257</b>	<b>11,146,265</b>	<b>14,943,607</b>	<b>13,993,744</b>	<b>12,232,065</b>	<b>8,768,868</b>	<b>11,495,292</b>	<b>10,359,080</b>	<b>9,722,301</b>	<b>9,481,431</b>	<b>9,367,850</b>		

240	FOOD SERVICE	Actual Sep-11	Actual Oct-11	Actual Nov-11	Actual Dec-11	Actual Jan-12	Actual Feb-12	Actual Mar-12	Actual Apr-11	Actual Apr-12	Actual May-11	Actual Jun-11	Actual Jul-11	Actual Aug-11	2010-11 Totals
<b>REVENUE:</b>															
5700	<b>Local Revenue:</b>														
	Earnings from Temp Dep			567	0	0	605	0	0	0	1,542	0	0	1,395	5,379
	Foundation Revenue														
	Breakfast	7,821	7,654	7,948	3,379	9,451	9,122	6,641	7,503	7,435	6,925	344	0	7,060	70,201
	Lunch	20,934	20,726	21,714	12,223	25,704	23,950	20,286	16,479	17,461	16,815	355	0	17,556	178,014
	A La Carte	9,299	8,871	8,589	4,965	9,589	9,476	7,600	8,981	7,456	9,917	1,519	0	4,558	95,351
	Adult Lunches	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Catering/Vending	0	112	403	385	149	120	84	384	676	498	204	0	958	3,389
	Summer Food Service	0	0	0	0	0	0	0	0	0	0	69	70	0	139
	<b>Total Local Ren:</b>	<b>38,054</b>	<b>37,363</b>	<b>39,221</b>	<b>20,951</b>	<b>44,892</b>	<b>43,272</b>	<b>34,611</b>	<b>33,347</b>	<b>33,029</b>	<b>35,696</b>	<b>2,492</b>	<b>70</b>	<b>31,526</b>	<b>352,474</b>
5800	<b>State Revenue</b>														
5829	Misc St Program Rev.	0	0	0	0	0	0	0	0	0	0	0	0	0	9,939
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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,939</b>
5900	<b>Federal Revenue</b>														
5921	School Breakfast	0	29,770	28,572	28,082	16,945	29,118	33,187	25,088	32,577	26,437	28,755	3,483	9,492	244,575
5922	National School Lunch	0	103,863	93,743	92,718	56,986	100,804	101,192	65,302	80,985	91,784	97,426	12,545	37,638	850,241
5923	USDA Donated Com	6,878	6,878	6,878	6,878	6,878	6,878	6,878	6,878	6,878	6,878	6,878	6,878	8,061	83,721
5929	Fed Rev TEA-Sum Feed	0	0	0	0	0	0	0	0	0	0	0	8,075	4,883	12,958
	<b>Total Federal Rev:</b>	<b>6,878</b>	<b>140,511</b>	<b>129,193</b>	<b>127,678</b>	<b>80,809</b>	<b>136,801</b>	<b>141,257</b>	<b>97,268</b>	<b>120,440</b>	<b>125,099</b>	<b>133,059</b>	<b>30,981</b>	<b>60,074</b>	<b>1,191,495</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>44,933</b>	<b>177,874</b>	<b>168,414</b>	<b>148,629</b>	<b>125,701</b>	<b>180,073</b>	<b>175,868</b>	<b>130,615</b>	<b>153,469</b>	<b>160,796</b>	<b>135,551</b>	<b>31,051</b>	<b>91,599</b>	<b>1,553,908</b>
<b>EXPENDITURES:</b>															
6000	<b>Expenditures:</b>														
6100	Payroll & Benefits	25,954	49,166	48,414	41,759	45,109	47,594	42,157	47,805	46,430	51,264	46,978	40,802	61,228	570,721
6200	Contracted Services	0	128,164	97,738	100,346	72,549	72,912	96,840	92,671	103,645	80,782	86,260	16,532	46,906	845,079
6300	Supplies & Materials	6,912	7,009	8,376	7,016	7,130	7,064	7,024	7,014	6,889	7,157	7,024	6,952	53,617	130,547
6400	Other Operating	0	139	19	66	51	127	37	33	142	37	68	0	208	576
6600	Capital Outlay	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Total Expenditures:</b>	<b>32,865</b>	<b>184,477</b>	<b>154,547</b>	<b>149,187</b>	<b>124,838</b>	<b>127,697</b>	<b>146,059</b>	<b>147,523</b>	<b>157,106</b>	<b>139,240</b>	<b>140,329</b>	<b>64,286</b>	<b>161,958</b>	<b>1,546,922</b>
	<b>ENDING BALANCE</b>	<b>12,067</b>	<b>5,464</b>	<b>19,331</b>	<b>18,773</b>	<b>19,636</b>	<b>72,013</b>	<b>101,823</b>	<b>92,653</b>	<b>98,186</b>	<b>119,741</b>	<b>114,963</b>	<b>81,728</b>	<b>11,370</b>	<b>6,985</b>

511	DEBT SERVICE	Actual Sep-11	Actual Oct-11	Actual Nov-11	Actual Dec-11	Actual Jan-12	Actual Feb-12	Actual Mar-12	Actual Apr-11	Actual Apr-12	Actual May-11	Actual Jun-11	Actual Jul-11	Actual Aug-11	2010-11 Totals
<b>REVENUE:</b>															
5700	<b>Local Revenue:</b>														
5711	Taxes Current Year	2,502	5,550	167,623	443,970	914,592	174,734	23,898	9,646	13,387	12,557	7,084	6,937	11,152	1,696,838
5712	Taxes Prior Years	1,839	7,878	3,011	2,170	3,451	2,555	2,818	1,422	2,370	2,400	2,638	3,032	3,999	37,304
5719	Pen, Int, & Other	1,211	2,872	946	644	997	2,434	2,918	1,629	2,263	2,443	1,986	2,381	3,486	23,622
5742	Earnings Fm Temp Dep	66	71	107	230	594	777	734	1,326	728	1,391	1,369	1,433	554	10,906
	<b>Total Local Rev:</b>	5,617	16,372	171,687	447,015	919,633	180,499	30,367	14,023	18,748	18,791	13,077	13,783	19,191	1,768,670
5800	<b>State Revenue:</b>														
5829	St Rev Dist By TEA	0	0	0	0	98,000	0	0	0	0	0	0	0	0	35,714
	<b>Total State Rev:</b>	0	0	0	0	98,000	0	0	0	0	0	0	0	0	35,714
7900	<b>Other Res/Non-Oper:</b>														
7940	Other Res/Non-Oper Rev	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Total Other Res:</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Total Revenue:</b>	5,617	16,372	171,687	447,015	1,017,633	180,499	30,367	14,023	18,748	18,791	13,077	13,783	19,191	1,804,384
<b>EXPENDITURES:</b>															
6000	<b>Expenditures:</b>														
6500	Debt Service														
6511	Bond Principal	0	0	0	0	0	315,000	0	0	0	0	0	0	480,000	790,000
6521	Interest on Bonds	0	0	0	0	0	492,384	0	0	0	0	0	0	501,984	1,010,169
6599	Other Debt Fees	0	0	500	0	0	0	400	0	0	0	0	0	0	900
	<b>Total Expenditures:</b>	0	0	500	0	0	807,384	400	0	0	0	0	0	981,984	1,801,069
	<b>ENDING BALANCE</b>	5,617	21,989	193,176	640,191	1,657,825	1,030,939	1,060,907	920,457	1,079,655	1,098,447	1,111,524	1,125,306	162,513	3,315
<b>Total Approved Budget</b>															
<b>199, 240, 511</b>															
	<b>TOTAL REVENUE</b>	3,308,151	2,853,186	3,128,455	3,660,358	7,162,068	1,669,037	663,913	1,466,487	1,560,340	1,227,253	1,858,541	2,074,311	3,324,471	32,388,842
	<b>TOTAL EXP</b>	1,292,674	2,292,698	2,383,552	1,936,893	2,346,230	3,193,408	2,365,815	2,435,635	2,282,001	2,323,118	2,487,022	2,334,633	4,471,204	31,450,547
	<b>ENDING BALANCE</b>	2,015,477	2,575,965	3,320,868	5,044,333	9,860,171	8,335,799	6,633,897	3,949,075	5,912,236	4,816,371	4,187,890	3,927,569	2,780,835	

**Agenda Item Summary Sheet (4 B.4)**  
**Meeting Date: May 15, 2012**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

**Consent Agenda:  
Business and Support  
Services**

Review of Checks Written – April 2012

**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 2011-2012 General Operating Budget.

**ECISD Board Policy**

None.

**Effective Date**

April 30, 2012

**Previous Board Action**

Approval of 2011-2012 General Operating Budget on August 30, 2011 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>2007-2008</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>
<b>September</b>	\$589,273.28	\$808,126.97	\$655,949.80	\$629,351.65	\$591,106.98
<b>October</b>	\$804,931.69	\$778,762.11	\$970,451.63	\$640,667.05	\$655,040.01
<b>November</b>	\$750,671.57	\$1,140,664.10	\$750,661.87	\$865,783.43	\$718,579.69
<b>December</b>	<b>\$1,211,146.13</b>	\$1,030,485.01	\$853,561.12	\$720,971.25	\$355,804.15
<b>January</b>	\$1,045,238.51	\$995,619.31	\$880,591.27	\$747,638.61	\$701,991.20
<b>February</b>	\$1,993,265.44	\$1,128,501.50	\$874,019.06	\$594,414.61	\$526,943.91
<b>March</b>	\$660,962.20	\$1,107,119.75	\$694,107.70	\$704,337.28	\$656,212.94
<b>April</b>	\$777,024.72	\$779,634.45	\$846,903.79	\$656,212.94	\$554,991.73
<b>Subtotal YTD</b>	<b>\$7,832,513.54</b>	<b>\$7,768,913.20</b>	<b>\$6,526,246.24</b>	<b>\$5,559,376.82</b>	<b>\$4,760,670.61</b>
<b>May</b>	\$867,612.30	\$1,105,700.63	\$758,644.83	\$620,111.02	
<b>June</b>	\$1,529,388.36	\$816,384.98	\$718,912.56	\$736,989.79	
<b>July</b>	\$803,678.77	\$813,160.04	\$718,935.08	\$658,378.35	
<b>August</b>	\$1,161,873.57	\$873,588.10	\$1,463,086.35	\$1,172,766.92	
<b>Total</b>	<b>\$12,195,066.54</b>	<b>\$11,377,746.95</b>	<b>\$10,185,825.06</b>	<b>\$8,747,622.90</b>	

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

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

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

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

**Agenda Item Summary Sheet (4 D.2)**  
**Meeting Date: May 15, 2012**  
**Submitted by: Mark Pool, Superintendent**

## ***Discussion Only***

<b>Consent Agenda</b>	Special Education Program Improvement Plan
<b>Summary</b>	Last month the Board approved the annual evaluation of our Special Education Program. Based upon the self-evaluation of the program a program improvement plan has been developed.
<b>ECISD Board Policy</b>	EHBA, SPECIAL PROGRAMS: SPECIAL EDUCATION STUDENTS
<b>Effective Date</b>	May 15, 2012
<b>Previous Board Action</b>	Last month the Board heard the annual evaluation of the District's Special Education Program.
<b>Future Action Expected</b>	The Board will evaluate the Special Education Program again in March 2013, and a program improvement plan will be developed and presented to the Board in April, 2013.
<b>Background Information and Significant Issues</b>	<p>The Special Education Program Improvement Plan has the following goals and objectives:</p> <p>Goal 1: Each Special Education student will be provided the opportunity to attain their full academic potential.</p> <ol style="list-style-type: none"><li>1. Objective 1: By the Spring of 2013, all Special Education students will show improvement on the State assessments.</li><li>2. Objective 2: By the Spring of 2013, identified "at risk" students will have the opportunity to increase their academic performance through a variety of interventions.</li><li>3. Objective 3: Provide educational consultants to assist in staff development in areas of RTI (academic and behavior) and inclusion.</li></ol>
<b>Fiscal Impact</b>	Please refer to plan.
<b>Student and Public Benefit</b>	Program evaluation and improvement planning will provide an environment of continuous improvement of all programs for all students.

<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• <i>Special Education Program Improvement Plan 2012-2013</i></li> </ul>
<b>Contact Person(s)</b>	<p>Carolyn Gordon, Assistant Superintendent of Curriculum and Instruction</p> <p>Dan Hammock, Director of Special Education</p>
<b>Action Required</b>	None.
<b>Superintendent's Recommendation</b>	<p>This is an information item only. No action required.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

## ECISD Special Education Improvement Plan 2012-2013

Goal: Each Special Education student will be provided the opportunity to attain their full academic potential.

Objective 1: By the spring of 2013, all Special Education students will show improvement on the State assessments.

Activity/Strategy	Person Responsible	Timeline	Resources Needed	Cost Estimate	Formative Evaluation	Summative Evaluation
1. Provide updated training for all staff at each campus on the ARD Decision Making Process and Standards Based IEP's.	Dan Hammock, Dir. of Special Education Cheryl Roitsch, Sp. Ed. Coord. Principals	Ongoing	Region III Staff Special Education Staff Campus calendar for training	None.	Scheduled meetings Agenda Sign-in sheets	100% of staff trained.
2. All Special Education staff will disaggregate and interpret test scores so that the analysis can then be utilized to make sound instructional decisions.	Dan Hammock, Dir. of Special Education Cheryl Roitsch, Sp. Ed. Coord. Principals	Ongoing	Tana Martin, District Testing Coordinator Special Education Staff	None.	Common Assessments Disaggregated Data	Increased performance on State assessments
3. Continue to provide training for all staff in the use of appropriate accommodations necessary for State assessments.	Dan Hammock, Dir. of Special Education Cheryl Roitsch, Sp. Ed. Coord. Principals	September and January	Diagnosticians District Testing Coordinator	None	Agenda Sign-in sheet	Increased performance on State assessments

## ECISD Special Education Improvement Plan 2012-2013

Objective 2: By the spring of 2013, identified "at risk" students will have the opportunity to increase their academic performance through a variety of interventions.

Activity/Strategy	Person Responsible	Timeline	Resources Needed	Cost Estimate	Formative Evaluation	Summative Evaluation
1. Continue to offer an extended year program for students that so regression on their IEP's.	Dan Hammock, Dir. of Special Education	June, 2013	Special Education teachers and aides as needed	Special Education funds	List of students Summer schedule	Increase in mastery of IEP's goals and objectives
2. Each campus will have additional training on the Response to Intervention Model.	Cheryl Roitsch, Sp. Ed. Coord. All Campus Principals Rhea Prasek, RTI Facilitator	September, 2012	Region III, Educational Consultants	Special Education funds and local funds	Agendas Sign In Sheets	Decrease in Special Education Referrals Increase in research based interventions for "at risk" students

## ECISD Special Education Improvement Plan 2012-2013

Objective 3: Provide educational consultants to assist in staff development in areas of RTI (academic and behavior) and inclusion.

Activity/Strategy	Person Responsible	Timeline	Resources Needed	Cost Estimate	Formative Evaluation	Summative Evaluation
1. Continue to provide staff development for inclusion of students with disabilities in order to allow access to the general curriculum in the least restrictive placement.	Dan Hammock, Dir. of Special Education Cheryl Roitsch, Sp. Ed. Coord. Principals	September, 2012	Carolyn Gordon, Assistant Superintendent for Instruction Educational Consultants	Federal funds	List of students Teacher class schedule	Increase in the # of code 40's (PEIMS report)
2. Each campus will have on-site consultative assistance in RTI (academic and behavioral).	Rhea Prasek, RTI Facilitator	Ongoing	Carolyn Gordon, Assistant Superintendent for Instruction. Region III Ed. Consultants	None	Agendas Sign In Sheets At risk student lists.	Interventions for "at risk" students
3. Diagnosticians will consult and collaborate with Campus RTI teams to verify information needed for a "good" referral to Special Education.	Dan Hammock Cheryl Roitsch Principals Diagnosticians Rhea Prasek, RTI Facilitator	Ongoing	RTI/Special Education Referral Forms	None	Agendas Sign In Sheets At risk student lists Referrals	Special Education Referrals

**Agenda Item Summary Sheet (4 D.3)**  
**Meeting Date: May 15, 2012**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

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

Review of Summer School Plans

**Summary**

Over the past couple of years our Summer School program has changed considerably since we have started our Saturday School Program during the year. This summer we will offer four summer school programs that are explained in the attached information from Carolyn Gordon.

**ECISD Board Policy**

EHBC (LEGAL), SPECIAL PROGRAMS:  
COMPENSATORY/ACCELERATED SERVICES  
  
EHBC (LOCAL), SPECIAL PROGRAMS:  
COMPENSATORY/ACCELERATED SERVICES

**Effective Date**

Summer 2012

**Previous Board Action**

The Board annually reviews the plans for the district's summer school programs.

**Future Action Expected**

The Board annually reviews the plans for the district's summer school programs.

**Background Information and Significant Issues**

According to ECISD policy the District shall use student performance data from state basic skills assessment instruments and achievement tests to design and implement appropriate compensatory, intensive, or accelerated instructional services for students in the District's schools that enable the students to be performing at grade level at the conclusion of the next regular school term.

The District shall also provide accelerated instruction to enrolled students who have not performed satisfactorily on each section of the secondary exit-level assessment instrument or who are at risk of dropping out of school.

**Fiscal Impact**

The costs of the various programs and their funding sources are detailed in the attached information from Carolyn Gordon.

Total estimated cost of all programs is \$52,235. Three years ago the summer school budget was \$131,663. (This was not all cost savings since funds were transferred to the Saturday School Program.)

<b>Student and Public Benefit</b>	Students are provided the opportunity for additional instruction during the summer months.
<b>Procedural and Reporting Implications</b>	Depends upon the program and the funding source.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	<p>According to policy the District shall use its compensatory education allotment to fund supplemental programs and services designed to eliminate any disparity in performance on state assessment instruments or disparity in the rates of high school completion between at-risk students and all other students.</p> <p>Specifically, the District may use the funds in providing a compensatory, intensive, or accelerated instruction program or to support a program eligible under Title I of the Elementary and Secondary Education Act.</p> <p>The District may also set aside an amount from its compensatory education allotment, or may apply to TEA for funding of an extended-year program, for a period not to exceed 30 instructional days for:</p> <ol style="list-style-type: none"> <li>1. Students in kindergarten through grade 11 who are identified as not meeting District standards or policies for promotion on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level; or</li> <li>2. Students in grade 12 who are identified as likely not to graduate from high school before the beginning of the succeeding school year.</li> </ol> <p>The District may not enroll more than 16 students in a class provided in an optional extended-year program. Each class must be taught by a teacher who has completed a program that provides training to teach such a class. The training shall provide teachers with knowledge and skills needed to help students in the program meet challenging state content and student performance standards. Training is to occur prior to the implementation of the program, and additional professional development may be provided throughout the implementation of the program.</p> <p>The District must:</p> <ol style="list-style-type: none"> <li>1. Incorporate effective instructional strategies into the design of the program to ensure students are provided with the skills needed to be successful in the following school year.</li> <li>2. Include a parent/family awareness component in the</li> </ol>

extended-year program.

3. Submit to TEA an annual report evaluating the program. The report must include a complete list of students who participated in the program for at least one day.
4. Maintain documentation of its compliance with the requirements of the optional extended-year provisions.

**Attachments**

- Document from Carolyn Gordon with descriptions of the various summer school programs and their funding sources.

**Contact Person(s)**

Carolyn Gordon, Assistant Superintendent of Curriculum and Instruction

**Action Required**

No Action Required. This item is for information only.

**Superintendent's Recommendation**

Information only.

**Mark Pool, Superintendent of Schools**

TO: Mark Pool  
FROM: Carolyn Gordon  
DATE: May 14, 2012  
RE: Summer School

Attached are descriptions of the various summer school programs that I am recommending for the summer of 2012. Described are:

1. Bilingual/English As A Second Language and Migrant program in language, reading, and writing for identified students currently in grades Pre-K and K for the Bilingual Program and grades 1 – 8 for the Migrant Program.
2. Middle school summer program for students who failed either ELA and/or mathematics and need to recover credit.
3. High school summer program for students who wish to accelerate graduation or need to recover credits.
4. High school program for students needing acceleration for End of Course Exam.

Budget projections for all the programs with funding sources identified are included. These programs offer students an opportunity to improve their achievement levels or to move faster through their three or four year graduation plan.

**Summer School - 2012**  
**Bilingual/ESL and Migrant Program**  
**Grades Pre-Kindergarten and Kindergarten**

**Purpose**

The purpose of the program is to provide identified students the opportunity to further improve their English fluency skills and their academic skills in language arts, reading, and writing.

**Student Eligibility**

Student identified as Bilingual/ESL in grades PreK-K and Migrant students in grades 1-8.

**Results**

Students will improve their English language skills and their academic skills.

**Time Frame**

The program will be conducted for 18 days, Monday through Thursday, beginning June 4 and ending July 3. A total of 6 2/3 hours of instruction will be provided from 8:00 a.m. to 3:15 p.m. each day. Breakfast and lunch will be provided each day.

**Transportation**

Transportation will be provided students residing out of the city limits.

**Personnel**

Will be determined depending on enrollment.

**Funding**

Bilingual/ESL and Migrant funds will be utilized.

# **Summer School 2012 Middle School Program Grades 6-8**

## **Purpose of Program**

The purpose of the middle school program is to offer students an opportunity to recover credit in either ELA and/or mathematics through a computer assisted program. Students needing to recover credit are students who failed either ELA and/or mathematics or do not have a cumulative average of 70.

## **Student Eligibility**

Any middle school student who failed ELA and/or mathematics for the 2011-2012 school year will be required to attend.

## **Results**

Students who successfully complete the work shall obtain credit and eligible to be promoted to the next grade level.

## **Time Frame**

The program will be conducted for 12 days, Monday through Thursday, beginning June 11<sup>th</sup> and ending June 28<sup>th</sup>. Instruction will be provided from 8 a.m. to 11 p.m.

## **Personnel**

Will be determined depending on enrollment.

## **Funding**

The program will be funded through State Compensatory funds.

# **Summer School - 2012 High School Program Grades 9 - 12**

## **Purpose of Program**

The purpose of the high school program is to offer students an opportunity to accelerate their four-year plan for completion by offering the required courses of Government, Economics, and Personal Finance. Students may complete one of these required courses to create flexibility in their schedule to accommodate enrollment in dual-enrollment college courses or career preparation program when students are seniors.

Credit Recovery will also be offered with limited availability and prior administrative approval for students who have failed courses or been denied credits due to lack of attendance. In order for students to attempt to recover credits in classes previously failed or for credits denied for attendance to participate they must have completed prerequisites outside of the regular school day during the Spring semester.

## **Student Eligibility**

Any high school student who wishes to accelerate the four-year plan and is eligible based on completion of applicable prerequisites for the content courses or the age requirement for driver education may enroll. Fees may be assessed for students taking courses.

Students from outside the district may also attend summer school at El Campo High School in order to regain credits, but they must have a letter of approval from their campus principal and a current transcript before they will be enrolled. The cost for non-ECISD students is \$200 for the first full credit and an additional \$50 per semester (or half) credit beyond the initial credit.

## **Results**

Students who successfully complete the work shall obtain credit toward graduation.

## **Time Frame**

The summer semester will be from June 12 through July 3. Classes will be conducted Monday through Friday from 8:00 a.m. to 1:00 p.m.

## **Personnel**

Personnel will be determined by the number of registrants in each of the content areas.

**Funding**

Students who live in the district will pay \$85.00 per semester. Out of district students will pay \$200 per semester.

Funding for the credit recovery program for identified at risk students will be provided by state compensatory funds. The students who are eligible for free or reduced lunch will receive tuition assistance based on their free and reduced lunch status. Students who are not eligible for free or reduced lunch will not be eligible for subsidized tuition and will be required to pay \$85.00 per semester.

**Number of Participants**

For a non-credit recovery class to be taught, a minimum of 15 students must enroll. No class will exceed 35 students in size. Out of district students will be accepted as space is available.

## **Summer School - 2012**

### **High School – TAKS and End of Course Remediation**

#### **Purpose of the Program**

The purpose of the high school summer TAKS and End of Course remediation program is to offer instruction on the Exit TAKS and End of Course objectives in English language arts, mathematics, science and social studies to those students who have not been successful on the test(s) and wish to retake the test during the summer.

Instruction for Exit Level TAKS and End of Course test will be in English language arts, mathematics, science and social studies.

Classes will be held at El Campo High School.

#### **Student Eligibility**

Any high school student who has not been successful on the English language arts, mathematics, science and/or social studies on the Exit Level TAKS or the End of Course test and who wishes to participate in the summer administration of the test(s) is eligible.

#### **Time Frame**

The program will be offered beginning the 2 weeks preceding the summer administration of the Exit TAKS and End of Course retest. The classes will be available Monday through Thursday from 5:30 p.m. to 8:30 p.m. each evening from June 25 to July 3.

#### **Personnel**

Personnel will be determined by the number of students who wish to take the test during the summer.

#### **Funding**

The program will be funded through State Compensatory funds.

## **ECISD SUMMER SCHOOL FUNDING - 2012**

### **Bil/ESL and Migrant Program Grades PreK-K**

5 teachers – 7.5 hours per day x 18 days	\$20,778
5 instructional/clerical aides – 7.25 hours per day x 18 days	10,389
1 teacher – 4.5 hours per day x 18 days	<u>2,663</u>

Funding: Bilingual/ESL and Migrant **\$33,830**

### **Middle School Program Grades 6-8**

3 teachers – 3.5 hours per day x 12 days	<b>\$3,878</b>
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Funding: State Compensatory

### **High School Programs Grades 9-12**

#### Summer School

3 teachers – 5 hours per day x 16 days	\$8,311
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#### ECHS TAKS Class

4 teachers -- 3 hours per day x 6 days	<u>2,216</u>
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Funding: Student tuition and State Compensatory **\$10,527**

### **Transportation**

Estimated total for all programs	<b>\$4,000</b>
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**Estimated total of all programs \$52,235**

**Business and Operations**      Review Budget Development and Adoption Process

**Summary**

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

- Regular Meeting on June 19, 2012 – presentation of preliminary budget using preliminary values and what we know about state funding at the time.
- Early to mid-July – Appraisal Review Board appeals process.
- Budget Workshop on July 10, 2012 – continued discussions of budget priorities.
- Regular Meeting on July 17, 2012 – review and/or revise preliminary budget.
- Budget Workshop on August 7, 2012 – proposed budget (if the state funding templates are available) using certified values. Decide on the public meeting date on the budget and proposed tax rate.
- August 20, 2012 – statutory deadline for development of proposed budget.
- Regular Meeting on August 21, 2012 – Public meeting date on the budget and proposed tax rate. Anticipated adoption of budget and setting tax rate.
- Special Meeting on August 28, 2012 (if necessary)
- August 31, 2012 – statutory deadline for adopting proposed budget.
- Statutory deadline for adopting tax rate is September 29<sup>th</sup>, or 60 days after receiving certified appraisal roll, whichever date is later.

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

**Effective Date**      Summer, 2012

**Previous Board Action**      Budget assumptions were presented at the regular meeting on March 20, 2012.

<b>Future Action Expected</b>	None.
<b>Background Information and Significant Issues</b>	None.
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	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>

**EL CAMPO INDEPENDENT SCHOOL DISTRICT**

ROBERT MARK POOL, Superintendent

**DAVID BRIGHT**  
ASSISTANT SUPERINTENDENT  
FOR FINANCE

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EL CAMPO, TEXAS 77437  
(979) 543-6771 – FAX (979) 543-1670

**CAROLYN GORDON**  
ASSISTANT SUPERINTENDENT  
FOR INSTRUCTION

**Memorandum**

**TO:** Board of Trustees  
**FROM:** Mark Pool  
**DATE:** Friday, May 11, 2012  
**RE:** Long-Term Benefits of Pre-Kindergarten Instruction

In considering whether or not to add an additional pre-kindergarten class we have taken an in-depth look at the TAKS scores of our economically disadvantaged students who enrolled in pre-kindergarten and those who did not. I will have a presentation at the meeting to share some of that longitudinal data with you.

## ***Action Required***

<b>Governance</b>	Reorganization of the Board of Trustees
<b>Summary</b>	<p>According to board policy at the first meeting after each election and qualification of Trustees, the members of the Board shall organize by electing a President, a Vice-President, and a Secretary. These officers are elected by a majority vote of the members present and voting.</p> <p>Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office.</p>
<b>ECISD Board Policy</b>	<p>BDAA (LEGAL), OFFICERS AND OFFICIALS: DUTIES AND REQUIREMENTS OF BOARD OFFICERS</p> <p>BDAA (LOCAL), OFFICERS AND OFFICIALS: DUTIES AND REQUIREMENTS OF BOARD OFFICERS</p>
<b>Effective Date</b>	May 15, 2012
<b>Previous Board Action</b>	Reorganization of the Board occurs annually following the canvass of the School Board Trustee Election.
<b>Future Action Expected</b>	Reorganization of the Board occurs annually following the canvass of the School Board Trustee Election.
<b>Background Information and Significant Issues</b>	<p>According to policy BDAA (LEGAL), the Board President shall have the following duties and powers:</p> <ol style="list-style-type: none"><li>1. Call a meeting of the Board, giving public notice not earlier than the 30<sup>th</sup> day or later than the tenth day before the meeting, to discuss and adopt the budget and proposed tax rate. <i>Education Code 44.004</i></li><li>2. Ensure that the annual financial statements are published as required by law. <i>Local Gov't Code 140.006</i></li><li>3. Execute an oil and/or gas lease or sell, exchange, and convey the minerals in land belonging to the District, approved by resolution of the Board. <i>Education Code 11.153</i></li><li>4. Execute the deed for the sale of property, other than minerals, held in trust for free school purposes. <i>Education Code 11.154(b)</i></li></ol>

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

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

The Vice-President of the Board shall:

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

The Secretary of the Board shall:

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

**Fiscal Impact**

None.

**Student and Public Benefit**

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

**Procedural and Reporting Implications**

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

**Public Comments**

None.

**Alternatives**

None.

**Other Comments and Related Issues**

None.

**Attachments**

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

**Contact Person(s)**

Mark Pool, Superintendent of Schools

**Action Required**

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

**Superintendent’s Recommendation**

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

**Mark Pool, Superintendent of Schools**

# EL CAMPO INDEPENDENT SCHOOL DISTRICT

ROBERT MARK POOL, Superintendent

**DAVID BRIGHT**  
ASSISTANT SUPERINTENDENT  
FOR FINANCE

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EL CAMPO, TEXAS 77437  
(979) 543-6771 – FAX (979) 543-1670

**CAROLYN GORDON**  
ASSISTANT SUPERINTENDENT  
FOR INSTRUCTION

## Memorandum

**TO:** Board Members  
**FROM:** Mark Pool  
**DATE:** May 15, 2012  
**RE:** Nominations and Elections of Board Officers

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

## Q & A: Electing Board Officers

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

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

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

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

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

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

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

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

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

## Board Reorganization

### Page 2

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

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

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

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

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

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

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

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

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

The chair then asks if there are other nominations:

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

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

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

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

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

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

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

## Board Reorganization

### Page 3

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

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

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

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

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

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

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

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

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

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



# Leading the leaders

## Board president selection is a critical responsibility

by Rita Reynolds-Gibbs

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

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

### An important role.

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

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

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

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

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

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

—Framework for School Board Development: Unity

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

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

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

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

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

and objectivity to the educational stakeholders.”

### **Time, thought, and energy.**

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

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

### **The selection process.**

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

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

Nor should it be based on popularity, added Charles

Scoma, [former] Birdville ISD Board president.

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

### **A team procedure.**

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

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

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

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

### **Developing selection criteria.**

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

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

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

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

## **TASB CAN PROVIDE ASSISTANCE**

### **BEFORE SELECTION.**

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

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

### **AFTER SELECTION.**

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

their own presidential job description.

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

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

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**Presiding officer of the district.**

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

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

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

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

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

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

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

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

## Governance Guides

### Selecting a Board President

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

**Board liaison to the superintendent.**

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

To successfully carry out this role, the board president

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

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

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

#### Team leader of the board.

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

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

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

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

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

#### The board spokesperson.

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

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

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

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

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

#### Final considerations.

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

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

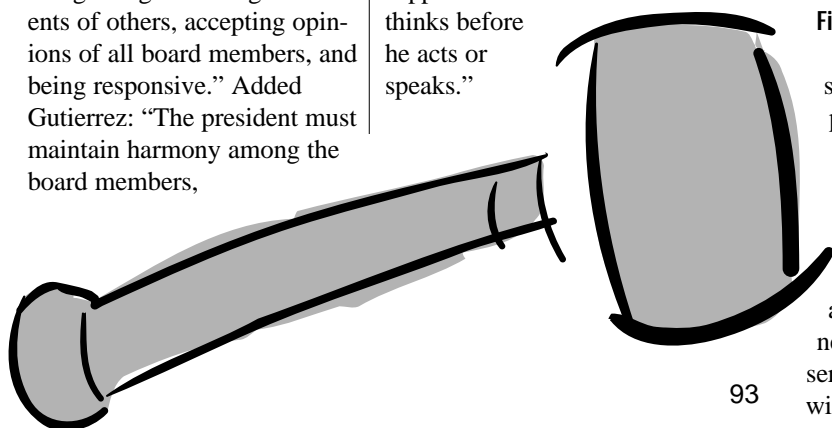
Experienced presidents conclude that it is wise to identify the candidate who best meets the criteria established by the board. Este advised, “Never select a candidate who has an agenda of his own.”

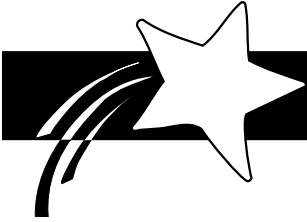
The president must be a team player who is prepared to forward the board’s agenda. Stripling cautioned that “automatic rotation is not necessarily a good plan to follow. Many people are not qualified, inclined, trained, or motivated to hold the position.” Pursley added that if the current board president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

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

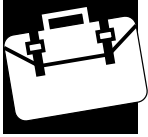
As leader of the district’s governing body, the board president is critical to the success of the board and the district regardless of the criteria each team develops. With that in mind, the selection of the board president should be viewed as a major board responsibility and addressed by all board members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

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





## The Board President's Job



### The Board President's Effective Practices Checklist

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

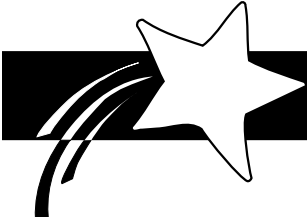
#### I. General Job Responsibilities

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

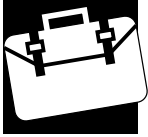
#### II. Liaison Between the Superintendent and the School Board

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

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



## The Board President's Job

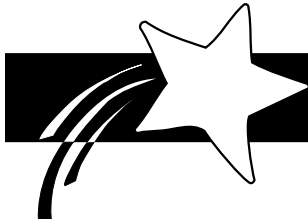


### III. Team Leader of the Board

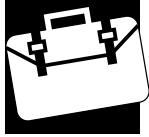
- \_\_\_ Knows the essential characteristics of effective teams
- \_\_\_ Knows board's legal responsibilities
- \_\_\_ Knows board's agreed upon "Code of Ethics"
- \_\_\_ Communicates the board president's responsibilities to the board as a whole
- \_\_\_ Ensures that candidate training sessions are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

### IV. Presiding Officer

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



## The Board President's Job



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

### V. Board Spokesperson

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

**Agenda Item Summary Sheet (7 C)**  
**Meeting Date: May 15, 2012**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

<b>Governance</b>	Board of Trustees Code of Ethics
<b>Summary</b>	Criteria number 7.2 of the <i>TASB Effective Board Practices Inventory</i> states that “ <i>The board has adopted and annually reaffirms an ethics statement or code of conduct for board members.</i> ”
<b>ECISD Board Policy</b>	BBF(LOCAL): BOARD MEMBERS, ETHICS
<b>Effective Date</b>	May 15, 2012
<b>Previous Board Action</b>	<p>The Board previously adopted BBF (LOCAL) in Update 63. The policy was issued on June 22, 2000.</p> <p>The Board annually reaffirms the ethics statement in the meeting when school board election results are canvassed and after the newly elected members have been installed.</p>
<b>Future Action Expected</b>	The ethics statement will be reviewed and reaffirmed or changed each May following the board election.
<b>Background Information and Significant Issues</b>	<p>One good way for the board to articulate and agree on certain basic assumptions and expectations about its functioning is to adopt a code of conduct or a statement of ethical principles for its individual members to follow. Such a statement outlines basic ideals in behavior board members intend to be guided by.</p> <p>The value of adopting a code of conduct or ethics statement is not simply in having an ideal against which to measure board member actions. It also lies in the discussion among the members in deciding what to include in the document. Few types of discussion are more fruitful in helping board members to understand the personal priorities and motivations of their body corporate colleagues. Such an understanding can be crucial in isolating potential sources of conflict.</p> <p>Any such document the board adopts should be adopted by unanimous consent. If any member cannot consent to be governed by each principle on the document, the board must continue working on the document until unanimous consent is reached. If unanimous consent cannot be reached, the board should not adopt such a document.</p> <p>Once adopted, the board should reaffirm annually the document to ensure that all members continue to agree to be governed by it. This is especially necessary if there are new members on the board who were</p>

not part of the initial adoption.

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

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

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

**E**QUITY  
IN ATTITUDE

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

**T**RUSTWORTHINESS  
IN STEWARDSHIP

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

**H**ONOR  
IN CONDUCT

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

**I**NTEGRITY  
OF CHARACTER

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

**C**OMMITMENT  
TO SERVICE

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

**S**TUDENT-  
CENTEREDFOCUS

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