

# 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 July 17, 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. Business and Operations
3. Closed Session:
4. Personnel 4
  - A. Review Exit Interview Summary from 2011-2012
5. Public Comment
6. Recognition
7. Consent Agenda
  - A. Governance
    1. Consider Endorsement of Pamela Remmers as the Region 3 Representative to the TASB Board of Directors 9
    2. Consider Approval of Changes to Student Code of Conduct 26
  - B. Business and Support Services
    1. Consider Approval of Contract with Linebarger Goggan Blair & Sampson, LLP, to Represent the District in an Appeal of the Comptroller's 2012 Property Value Study 31
    2. Consider Approval of a Budget Amendment to Appropriate Funds for Middle School Gym Acoustical Panels and Additional Funds for Fuel 35
8. Consider Approval of the Minutes 38
  - A. June 19, 2012 - Regular Meeting Minutes 40
  - B. July 10, 2012 - Special Meeting for Budget Workshop 43
9. Review Board of Trustees Annual Planning Calendar 44
10. Review Annual Evaluation of District Transportation Department 46
11. Review of Monthly Financial Reports 53
12. Review List of Checks Written for the Month of June, 2012 61
13. Personnel
14. Curriculum and Instruction
15. Students
16. Review of Preliminary Budget for 2012-2013 63
17. Review of Reconciliation of Fund 801 – El Campo High School Scholarship Fund 74
18. Consider Request for Use of the Old Middle School Located on MLK Blvd. for the Purpose of Filming an Independent Film 77
19. Curriculum and Instruction

20. Monthly Report on Curriculum and Instruction – Review of 5E Instructional Model	80
21. Governance	
22. Review of Administrative Regulation for Activity Fund Management	83
23. Review TASB Policy Service Localized Policy Manual Update 94.	104
24. Discussion and Action on Offer by the City of El Campo to Acquire Tax Resale Property Described as:	108
A. 1.65 acres, More or Less, Situated in Section 10, E T RR Co Survey, Abstract 523, Wharton County, Texas, as Described as Tract ‘A’, in a Deed Dated January 8, 1997, from Boys and Girls Club of El Campo to Carl P. Lehman Et Al, in Volume 216, Page 614, Official Records of Wharton County, Texas (Account No. 10935-830-001-00/R055111)	
25. That Portion of Lots 7, 8, 10, 11 and 12 Lying on the Northerly and Northeasterly Side of Tres Palacios Creek, in block 3 of South El Campo, Wharton County, Texas, as Shown on the Amended Map Thereof in Volume "P", Page 74, Deed Records of Wharton County, Texas (Account No 11220-003-010-10/R055113)	
26. Lot 6, Block 2, Colored Addition, an Addition to the City of El Campo, Wharton County, Texas, According to the Map or Plat Thereof Recorded in Volume 24, Page 1, Deed Records of Wharton County, Texas (Account No. 10260-002-006-00/R012900)	
27. Lot 7, Block 2, Colored Addition, an Addition to the City of El Campo, Wharton County, Texas, According to the Map or Plat Thereof, Recorded in Volume 24, Page 1, Deed Records of Wharton County, Texas (Account No. 10260-002-007-00/R012901)	
28. Lot 8, Block 2, Colored Addition, an Addition to the City of El Campo, Wharton County, Texas, According to the Map or Plat Thereof, Recorded in Volume 24, Page 1, Deed Records of Wharton County, Texas (Acct. No. 10260-002-008-00/R012902)	
29. 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	
30. The Board Will Meet in a Closed Meeting to Discuss the Employment and Reassignment of Personnel	
31. Midyear Formative Evaluation of Superintendent	
32. Consider Approval of Probationary Contracts for the Following Personnel Positions:	127
33. High School Science Teacher	
34. High School Drill Team Director	
35. High School / Middle School Assistant Band Director	
36. Review of Personnel Changes for 2012-2013	
37. Superintendent's Report	
A. Governance	
B. Personnel	
C. Students	
38. Business and Support Services	
39. Curriculum and Instruction	
40. Community and Governmental Relations	
41. Adjournment	

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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 July 13, 2012 at 2:00 p.m.

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For the Board of Trustees

<b>Personnel</b>	Annual Report on Employee Exit Interviews
<b>Summary</b>	<p>According to LOCAL policy an exit interview is to be conducted, if possible, and an exit report prepared for employee who leaves employment with the District.</p> <p>The Exit Interview allows employee to share their evaluation of various aspects of their employment experience in the ECISD and offer suggestions for improvement.</p> <p>Terese Faas has prepared a summary of the information from the Exit Interview forms completed by those who terminated their employment with the District in the past twelve months.</p>
<b>ECISD Board Policy</b>	DC (LOCAL), EMPLOYMENT PRACTICES
<b>Effective Date</b>	July 17, 2012
<b>Previous Board Action</b>	The Board receives an annual report summarizing information from Exit Interview forms over the past twelve months.
<b>Future Action Expected</b>	The Board will receive an annual report summarizing information from Exit Interview forms over the past twelve months.
<b>Background Information and Significant Issues</b>	Please reference report.
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Provides information to allow us to improve.
<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>	<i>2011-2012 Exit Interview Results</i>
<b>Contact Person(s)</b>	Terese Faas, Human Resources Coordinator
<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>

## 2011-2012 Exit Interview results

REASON FOR LEAVING	TOTALS	PROFF	PARAS
Retirement	5	4	1
Relocation	4	2	2
Family Circumstances / Health reasons	2	1	1
Personal Reasons	1	1	
Accepting position in other District	4	4	
Dissatisfied with type of work/ Changing Careers			
Other			
Reduction in Force			
Student Teaching			
Returned to College - Full Time	2	1	1
Contract not renewed			
Resigned	5	1	4
Terminated			
	23	14	9

Based on 23 forms returned to office.

Rating Items	Excellent	Good	Fair	Poor	N/A
Working relationship with supervisor	14	8		1	
Cooperation within dept/campuses	13	7	3		
Adequacy of orientation and training	1	9	3		1
Workload	10	7	3	2	
Physical working conditions	15	6	2		
Availability of materials and equipment	17	5	1		
Evaluation procedures	14	2	3		3
Recognition on the job	11	6	2	2	
Employee benefits	12	8	2		1
Communication within the district	11	9	2	1	
Central administration support	14	6	2	1	
Community support for district	12	9	2		
Overall experience	15	7	1		

### Additional Comments:

- ◇ Lack of consistent communication between high school and middle school. No central location for scheduling of extra curriculum events throughout the district and community. This created unnecessary conflicts with event.
- ◇ No problems with district or employees. A lot of family problems at this time.
- ◇ When physically able, I would like to return as employee. Loved my job and people I worked with and those I helped serve. Very rewarding work.
- ◇ I appreciate the time I have spent here in ECISD. I took a new position because it is time for me to show how much I have grown here at ECISD.
- ◇ It's been great!
- ◇ I am going to miss my high school faculty and kiddoes; but, ready to go home.
- ◇ This has been the best teaching experience I've had.

## What did you like about your experience as a District employee?

- ◇ There are a lot of good hard working people here at ECISD that want the very best for our students and school. They have an ongoing passion for student excellence.
- ◇ Great kids! Faculty cooperation, wonderful faculties.
- ◇ I like the children and the staff at Northside was very good to me.
- ◇ I love teaching high school girls and the discipline it takes to succeed with a drill team. It is very challenging but also very rewarding
- ◇ I love the kids.
- ◇ Getting to coach something I love.
- ◇ I really enjoyed the students I was blessed to work with and the wonderful women I worked with.
- ◇ Able to work the hours my son was in school. Got to learn different things about my job.
- ◇ Camaraderie, hours, benefits, not boring, love to cook, love to serve (reminded me of working in "Mission Fields" feeding the hungry and the needy. It was a blessing. Made me happy. Like family.
- ◇ The amount of professional development provided which helped me grow as a professional.
- ◇ I enjoyed feeling like part of a family. El Campo ISD is trying its best to help children succeed in their academics.
- ◇ Great students, aides, peers, campus, and district.
- ◇ I was always supported by colleagues and administration.
- ◇ Love the family oriented atmosphere.
- ◇ I loved working for ECISD. That is why I stayed for 26 years. It certainly improved my job when a few years ago all the PEIMS clerks started helping me to input all new kindergarten and Pre-K students into the computer in August.
- ◇ I love the people I worked with.
- ◇ The work faculty and staff.
- ◇ The support of administration and reasonable budget.

## What did you dislike about your experience as a District employee?

- ◇ Not a thing!
- ◇ Extra training for special needs students would have been more beneficial.
- ◇ No complaints!
- ◇ At times things seemed chaotic and unorganized.
- ◇ No complaints here. I enjoyed my time here.
- ◇ Pay (yet I was not paid financially while serving in the "Mission Fields" of South America, etc.)
- ◇ As a drill team director, I need full control and that only eliminates many other problems. I have proven that I follow standard drill team procedures after teaching 13 years. The director and the organization should be more recognized for being leaders and in the school. The importance of this organization is crucial to a well-run school in many ways.
- ◇ I feel the workload does not match my pay check. Too many demands and not enough pay.
- ◇ Communication with immediate supervisor was difficult. There was no clear direction provided.
- ◇ The thing I dislike the most is the inability for those people that are hired to be in a leadership role actually get to lead in the way they were trained and their conscience allows them. They tend to be afraid of making the tough decisions (the right ones) because of fear of not being backed and supported from the top. They may feel like puppets.
- ◇ I didn't like that there wasn't an equitable way with which all people were treated. If you're going to have rules, everyone should be held accountable to them.
- ◇ No air conditioning in the gym.

## Do you have any comments/suggestions to improve the district?

- ◇ Hire the best qualified person to do the job. Leave them alone, don't interfere or micromanage and let them do their job. Give them honest support and I genially believe they will be successful and be a great asset to our school and community.
- ◇ Overall I see great potential for success in the district. For the band program specifically, there is room for improvement in communication from supervisor, vision, and overall organization.
- ◇ Improve accountability with the students and then with the teachers that don't follow through. The discipline and dress code needs to be stricter.
- ◇ It has been my privilege to work with one of my aides for 24 years and the other for 3 years. I believe that our district should consider increasing their salaries from time to time. They work hard are very professional in all they do are dedicated to our students aand to me as a classroom teacher, and are loyal to our district. I do understand the budget crunch but I firmly believe that in all fairness our district needs to address this issue for all of our paraprofessionals.
- ◇ Continue to increase morale by having socials and gatherings.
- ◇ A central registrar for the whole district would be great. A receptionist on all campuses would greatly assist all PEIMS clerks.

## Would you recommend the district to others as a place to work?

- 19 - Yes
- 2 - Yes, with reservations
- 0 - No

## Why?

- ◇ I loved working at Myatt.
- ◇ You are able to learn different things. Also we are able to be off on weekends.
- ◇ It's a great place to learn and grow.
- ◇ I had a wonderful experience working for ECISD. There was a sense of community. Learning is very much the top priority for the students.
- ◇ Other than the above suggestion/comment, I would highly recommend our district!
- ◇ Very positive, supportive, and family oriented.
- ◇ My personal issues aside, great students and staff. I see great potential!
- ◇ Morale is at an all time low. People need to be treated with respect and know that what they do is important. We don't need lip service 2 or 3 times a year with pseudo rewards that don't mean a thing without support from the top down.
- ◇ Great community.

**Agenda Item Summary Sheet (4 A.3)**  
**Meeting Date: July 17, 2012**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Item***

**Consent Agenda:** Endorsement of Region III Representative to TASB Board of  
**Governance** Directors

**Summary**

In May I was notified that the term of Pamela Remmer, your representative on the TASB Board of Directors from TASB Region 3, will expire this year at the close of the 2012 Convention.

I have also received information that Ms. Remmer, Trustee from Nordheim ISD, intends to seek reelection and she is seeking your endorsement.

The TASB Board of Directors is charged with carrying out the policies established by the Delegate Assembly of the Association. The individual Director is expected to attend four meetings of the Board each year with one of the meetings being at the same time as the annual state convention in the fall. In addition, the Director will be asked to serve on a standing committee that will meet on a need basis, normally in conjunction with a Board meeting.

The Director should be a capable, experience school board member who can assist in providing the Association with outstanding leadership.

To endorse a nominated individual, Active member school boards may take board action no earlier than July 3 and no later than August 29. If at least 25 percent and less than a majority of Active members from the nominated individual's TASB region endorse the same individual, that individual will be included on the official ballot. If a majority of the Active members in a TASB Region endorse the same nominated individual, that individual will be elected to the TASB Board and will take office after the final session of the convention.

**ECISD Board Policy** None.

**Effective Date** July 17, 2012

**Previous Board Action** The Board has previously endorsed Ms. (Stehle) Remmer in 2006 and 2009.

**Future Action Expected** None.

<b>Background Information and Significant Issues</b>	I have include several attachments that should help provide background information for this action item
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Students and taxpayers benefit by having our region represented in the decision making process of a body that represents the interests of public schools and school boards before state and national policy makers.
<b>Procedural and Reporting Implications</b>	Completion and submission of Endorsement Form
<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>• Letter from Sylvester E. Vasquez, Jr., Nominations Committee Chair</li> <li>• Texas Association of School Boards Term List</li> <li>• Board of Directors of the Texas Association of School Boards, Nominations Questions and Answers</li> <li>• Excerpt from the Bylaws of the Texas Association of School Boards, Inc. —Article VI. Board of Directors</li> <li>• Copy of Endorsement Form</li> </ul>
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools
<b>Action Required</b>	Motion, second and majority vote to endorse Pamela Remmer as the Region 3 Trustee to the TASB Board of Directors.
<b>Superintendent's Recommendation</b>	<p>I recommend that you endorse Pamela Remmer as the Region 3 Trustee to the TASB Board of Directors as a part of the Consent Agenda.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>



**Texas Association of School Boards**

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*Serving Texas Schools Since 1949*

TO: Board Presidents and Superintendents, TASB Region 3  
FROM: Sylvester E. Vasquez, Jr., Nominations Committee Chair  
DATE: May 16, 2012  
SUBJECT: TASB Director Expiring Term of Pamela Remmers

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As prescribed by the Bylaws of the Texas Association of School Boards, this is to serve as written notice that the term of Pamela Remmers, your representative on the TASB Board of Directors from TASB Region 3, will expire this year at the close of the 2012 Convention. **Ms. Remmers has indicated an intent to seek reelection.** Your district is invited to submit a nominee for this position on the TASB Board or your district may support the current Director.

The Nominations Committee will meet in Austin on **September 7 - 8, 2012**, to interview nominated individuals and prepare a slate of nominees to present to the Delegate Assembly. Candidates will be notified of the time for the interviews. Expenses incurred for the interview will be the responsibility of the local school district.

The TASB Board of Directors is charged with carrying out the policies established by the Delegate Assembly of the Association. The individual Director is expected to attend four meetings of the Board each year with one of the meetings being at the same time as the annual state convention in the fall. In addition, the Director will be asked to serve on a standing committee that will meet on a need basis, normally in conjunction with a Board meeting.

The Director should be a capable, experienced school board member who can assist in providing the Association with outstanding leadership. Lodging and transportation expenses incurred by Board members attending regular Spring, Summer, and December Board meetings, are reimbursed by the Association, along with transportation and up to three nights in lodging expenses incurred attending the convention Board meeting.

**TO NOMINATE AN INDIVIDUAL FROM YOUR LOCAL SCHOOL BOARD**

Each nominated individual's local school board (Active Member) must submit the following: (a) the Active Member's nomination (Form A), (b) the nominated individual's biographical information (Form B), (c) a signed letter from the nominated individual confirming an intention to be a candidate and a willingness to serve, if elected (Form C), and (d) candidate questionnaire (Form D). **These four items must be received in the TASB Austin office no later than July 2, 2012.** Pursuant to the Bylaws, Nominations that do not meet this deadline cannot be accepted. The enclosed provides additional information regarding this process. Shortly after receipt of nomination forms, TASB will email to the nominated individual and the superintendent confirmation of receipt of the forms. **If an acknowledgment is not received, contact Hershawna Turner at TASB prior to the July 2<sup>nd</sup> deadline.**

**TO ENDORSE A NOMINATED INDIVIDUAL FROM A BOARD WITHIN YOUR TASB REGION**

From July 3 to August 29, Active Member school boards may endorse a nominated individual (tan form) from their TASB Region who has complied with the requirements stated in the above paragraph. **(If you have nominated one of your local board members, that nomination will be counted as your endorsement as well.)** If at least 25 percent and less than a majority of the Active Members from the nominated individual's TASB Region endorse the same individual, that individual will be included on the official ballot. If a majority of the Active Members in a TASB Region endorse the same nominated individual, that individual will be elected to the TASB Board and will take office after the final session of the convention in the year elected [TASB Bylaws Art. VI, Section 2D(5)]. By July 3, a list of all candidates running for a position will be posted to the TASB Web Site (www.tasb.org).

**Pursuant to the bylaws, endorsements adopted by an Active Member before July 3 or endorsements that are not on the endorsement form provided by the Association in a given year shall not be accepted. To endorse a nominated individual, complete the enclosed Endorsement Form (Form E) and return to the TASB office. This form must be received in the TASB Austin office no earlier than JULY 3 or no later than AUGUST 29, 2012 (see enclosed for additional information regarding this process).**

If you have questions or need further information, please contact Hershawna Turner at TASB 1-800-580-8272, ext. 6365 or 512-467-0222, ext. 6365; or by e-mail at [hershawna.turner@tasb.org](mailto:hershawna.turner@tasb.org). We appreciate your participation in this nomination process.

Enclosures

# TEXAS ASSOCIATION OF SCHOOL BOARDS TERM LIST

Region /Position	Director	Year/Month Appointed by TASB Board	First Year Elected by Delegate Assembly	Current Term Expires	Term and Dates of Re-Election
1A	Gloria Casas (La Feria ISD)	not appointed	2004	2012	(2004, elected, 2-yr. term replacing Gerry Fleuriet)(2006 initial 3-yr. term) (2009 re-elected 3-yr term)
3	Pamela Remmers (Nordheim ISD)	not appointed	2003	2012	(2003, elected, 3-yr. term replacing Cara Herlin) (2006 re-elected 3-yr. term) (2009 re-elected 3-yr term)
4A	VACANCY			2012	(2012, position vacated by Joe Adams due to Katy ISD attaining Large District Status)
4C	Benny May (Barbers Hill ISD)	Jan 2009	2009	2012	(2009, elected, 3-yr. term replacing Sarah Winkler due to her election as President-Elect 2008 )
4F *	Lida Woodul (Cypress-Fairbanks ISD)	not appointed	2006	2012	(2006, elected, 3-yr. term replacing Don Ryan) (2009 re-elected 3-yr term)
5	Jim de Garavilla ( Silsbee ISD)	not appointed	2009	2012	(2009, elected, 3-yr. term replacing Wayne Sonnier)
10A	Karen Ellis (Richardson ISD)	not appointed	2006	2012	(2006, elected, 3-yr. term replacing Lynn Sperry) (2009 re-elected 3-yr term)
11C *	Gloria Pena (Arlington ISD)	not appointed	2008	2012	(2008, elected, 1-yr. term replacing Jim Ash) (initial 3-yr term 2009)
11D	Faye Beaulieu (Hurst-Eules-Bedford ISD)	not appointed	2005	2012	(2005, elected, 1 yr. term replacing Ron May) (2006 initial 3-yr. term) (2009 re-elected 3-yr term)
12	Susan Thames (Connally ISD)	not appointed	2009	2012	(2009, elected, 3-yr. term replacing Tamra Walthall)
13C	Vernagene Mott (Pflugerville ISD)	not appointed	2008	2012	(2008, elected, 1-yr. term replacing Mike Sagebiel) (2009 initial 3-yr term)
17	Wes Naron (Plainview ISD)	not appointed	2008	2012	(2008, elected, 1-yr. term replacing Cindy Purdy) (2009 initial 3-yr term)
18	Lee Lentz-Edwards ( Kermit ISD)	not appointed	2009	2012	(2009, elected, 3-yr. term replacing Vanessa Simmons)
19B	Marty Reyes (Ysleta ISD)	Jan 2008	2008	2012	(2008, elected, 1-yr. term replacing Roberto Garcia) (2009 initial 3-yr term)
20E *	Sandy Hughey (North East ISD)	not appointed	2009	2012	(2009, elected, 3-yr. term replacing Edd White)
1B	Maria G. Leal (South Texas ISD)	not appointed	2004	2013	(2004, elected, 3-yr. term replacing Elisa Salinas) (2007 re-elected 3-yr term) (2010 re-elected 3-yr term)
2	Teresa Flores ( Ingleside ISD)	not appointed	2006	2013	(2006, elected, 1-yr. term replacing S. Jimmie Adame) ( initial 3-yr. term 2007) (2010 re-elected 3-yr term)
4E *	VACANCY (Katy ISD)	New Position		2012	(2012, position added due to Katy ISD attaining Large District Status)
6	Marilyn Bettles ( Navasota ISD)	Nov 2010	2011	2013	(2011, elected 2-yr term replacing Michael Watkins)
7	Andra Self (Lufkin ISD)	not appointed	2006	2013	(2006, elected, 1-yr. term replacing Ray Player) ( initial 3-yr. term 2007) (2010 re-elected 3-yr term)
9	Bob Payton (Wichita Falls ISD)	Jan 2011	2011	2013	(2011, elected, 2-yr term replacing David Ickert)
10B	James Goode (Carrollton-Farmers Branch ISD)	Jan 2008	2008	2013	(2008, elected, 2-yr. term replacing Robert Seward due to election as President-Elect 2007.) (2010 re-elected 3-yr term)
10C *	Carla Ranger (Dallas ISD)	not appointed	2010	2013	(2010, elected 3-yr term replacing Lew Blackburn)
10D	VACANCY			2013	(2012, position vacated by Keith Foisey as he lost his bid for his local board)
10E *	Linda L. Griffin (Garland ISD)	not appointed	2004	2013	(2004, elected, 3-yr. term to new position by virtue of ADA) (2007 re-elected 3-yr. term) (2010 re-elected 3-yr term)
11A	Charles Stafford (Denton ISD)	not appointed	2006	2013	(2006, elected, 1-yr. term replacing Rick Woolfolk) ( initial 3-yr. term 2007) (2010 re-elected 3-yr term)
13A *	Lori Moya (Austin ISD)	Aug 2007	2007	2013	(2007, elected, 3-yr. term replacing Rudy Montoya) (2010 re-elected 3-yr term)
16	Bret Begert (Fort Elliott CISD)	Mar 2005	2005	2013	(2005, elected, 2-yr. term replacing Tim Reid) (initial 3-yr. term 2007) (2010 re-elected 3-yr term)
20D	Joshua Cerna (Harlandale ISD)	not appointed	2010	2013	(2010, elected 3-yr term replacing Rolinda Schmidt)
4B	Manuel Guajardo, Jr. (Texas City ISD)	Dec 2001	2002	2014	(2002, elected, 3-yr. term replacing Rick Ogden) (2005 re-elected 3-yr term; 2008 re-elected 3-yr. term)
4D *	Michael Lunceford (Houston ISD)	Not appointed	2011	2014	(2011, elected, 3-yr. term replacing Manuel Rodriguez)
4G *	VACANCY (Fort Bend ISD)			2014	(2012, position vacated by Sonal Bhuchar as she did not run for reelection to her local board)
4H *	VACANCY (Aldine ISD)	not appointed		2014	(Unexpired term of Viola Garcia due to her election as President-Elect 2011)
8	Robert Sheppard (Pleasant Grove ISD)	Apr 2007	2007	2014	(2007, elected, 1-yr term replacing Sharon Tyler) (initial 3-yr. term 2008)
11B *	Carlos Vasquez (Fort Worth ISD)	not appointed	2011	2014	(2011, elected, 3-yr. term replacing Judy Needham)
13B	Desiree Cornelius-Fisher (Manor ISD)	Jan 2011	2011	2014	(2011, elected, 3-yr term replacing Gary Inmon due to his election as President-Elect 2010)
14 **	Richard Chambers (Snyder ISD)	Jan 2010	2010	2014	(2010, elected 1-yr. term replacing Melinda Harrington)
15	Fred Contreras (Grape Creek ISD)	not appointed	2006	2014	(2006, elected, 2-yr. term replacing Eddie Albin) (initial 3-yr. term 2008)
19A *	Patricia Hughes ( El Paso ISD)	Aug 2007	2007	2014	(2007, elected, 1-yr. term replacing Lorraine O'Donnell) (initial 3-yr. term 2008)
20B *	Karen Freeman, (Northside ISD, Bexar County)	not appointed	2011	2014	(2011, elected, 3-yr. term replacing Bobby Blount, Jr.)

Immediate Past President, President, and President-Elect do not represent a region and are not included. Also, the ESC Representative serves a two-year term by virtue of position with ESC Association and is not listed.1

\*Denotes representation of LARGE DISTRICT MEMBER

\*\*Created by Delegate Assembly action changing 26 districts to 20

NOTES: (1) All trustees elected by the 1979 Delegate Assembly or after are subject to the following bylaw limitation: *Upon election to a three-year term, a director may be re-elected no more than three times* (Art. 6, Sec 5A, amended 9/23/2000). (2) Due to action of the 1991 Delegate Assembly changing TASB districts to align with ESC districts, TASB District 23 was eliminated at the end of the Assembly with Jerrell McDonald's resignation. (3) The grandfathered position held by Leroy Goodson was removed in May 1993 as he did not seek reelection to his local board. (4) The grandfathered position held by John Pechacek was removed in Sept. 1994, at the end of his existing term. (5) In 1993-94, Corpus Christi's ADA fell below 1.25% of the total state ADA. It remained below 1.25% in 1994-95, which eliminated its large district member position on the Board. Per the Bylaws, Frank Reyes served out his existing term and left the Board in 1996. In 1994, Cypress-Fairbanks ISD qualified for a large district seat. (6) In 1997-98, District 7's ADA fell below 4.25% of the total state ADA. It remained below 4.25% in 1998-99, which eliminated the at-large position with the next expiring term. Per the Bylaws, Troy Simmons' 7A position was eliminated with his election to the office of President-Elect in 1999. In 2000, Ft. Bend qualified for a large district seat. (7) IN 1998-99, Ysleta's ADA fell below 1.25% of the total state ADA. It remained below 1.25% in 1999-2000, which eliminated its large district member position on the Board. Per the Bylaws, Roberto Lerma served out his existing term and left the Board in 2001. (8) In 2002, Aldine and North East qualified for large district seats. As both districts were already represented on the Board, the seats were not filled. (9) In 2003, District 20 ADA fell, therefore eliminating the at-large 20A seat at the end of its term. (10) When Bonnie Longnion assumed the office of President-Elect in 2003, the position was left vacant. Position 4E was eliminated as Region 4 failed to sustain the 1.25% of the total state ADA. (11) Position 20A was eliminated in 2003, as North East ISD qualified as a large district position and region 20 did not have enough ADA to sustain the seat. (12) Edd White was elected in 2003 to fill the new large district seat for North East ISD. (13) Position 10E was created in 2004, as Garland ISD qualified for a large district seat. (14) In 2004 Viola Garcia was elected to fill the new large district seat for Aldine ISD. (15) In 2004 Linda Griffin was elected to fill the new large district seat for Garland ISD. (16) In 2008-09, San Antonio's ADA fell below 1.25% of the total state ADA. It remained below 1.25% in 2009-10, which eliminated its large district member position on the Board. (17) Position 4E was created in 2012, as Katy ISD qualified for a large district seat.

**BOARD OF DIRECTORS  
OF THE  
TEXAS ASSOCIATION OF SCHOOL BOARDS**

**Nominations Questions and Answers**

***1. How is the Texas Association of School Boards (TASB) governed?***

The general governing body of TASB is the Delegate Assembly, which meets each fall on the Saturday of the TASB/TASA Joint Annual Convention. One of the responsibilities of the voting representatives of the Assembly is to elect the TASB Board of Directors (TASB Board).

***2. Who makes up the Delegate Assembly?***

Annually, the Active Members designate a Delegate and Alternate from their local boards to represent their interests at the Delegate Assembly. Either the Delegate or the Alternate, whichever is present on the floor, is the Active Member's voting representative. Elected TASB Board members and Legislative Advisory Council Members of the TASB Legislative Committee are also voting representatives on the Assembly floor by virtue of their positions.

***3. What is an Active Member of TASB?***

Active Members are public school boards and the boards of the 20 Education Service Centers who have paid current annual dues.

***4. What is the composition of the TASB Board?***

The 45-member TASB Board is composed of the President, the President-Elect, the Immediate Past President, and members from the 20 TASB Regions, which follow the Education Service Center boundaries. An Education Service Center representative is also a member of the Board serving as a voting *ex officio* member.

***5. What are the responsibilities of the TASB Board?***

The TASB Board supervises, controls, and directs the affairs of TASB, within the limits of and consistent with the bylaws, beliefs, resolutions, and Advocacy Agenda Priorities and Positions approved by the Delegate Assembly.

**6. *Why do some TASB Regions have more than one representative?***

Representation is determined by student enrollment:

**a. Large District Members**

An Active Member will be entitled to a position on the TASB Board if, for two consecutive years, the Active Member has had at least 1.25 percent of the total state average daily attendance (ADA). If the Active Member's ADA falls below this percentage for two consecutive school years, the Active Member's entitlement to a position on the TASB Board will end with the expiration of the current representative's term.

**b. Regional Members**

A TASB Region will be entitled to a position on the Board for each 4.25 percent or fraction thereof of the total state ADA contained within the TASB Region for two consecutive years and after the ADA of each Large District Member has been subtracted.

**7. *What data is used to calculate the student enrollment?***

Calculations are based on state ADA, as furnished by the Texas Education Agency (TEA), available as of April 1 preceding the Annual Convention.

**8. *How many Large District Members currently have representatives on the TASB Board?***

At present, 13 districts qualify as Large District Members. They are: Aldine ISD, Arlington ISD, Austin ISD, Cypress-Fairbanks ISD, Dallas ISD, El Paso ISD, Fort Bend ISD, Fort Worth ISD, Garland ISD, Houston ISD, Katy ISD, North East ISD (San Antonio), and Northside ISD (San Antonio).

**9. *Does a TASB Board of Directors member have to be a member of a school board?***

Yes, each voting member of the TASB Board must be a member of a school board that is an Active Member of TASB. Except in the case of the President and the Immediate Past President, any member of the TASB Board who ceases to be a member of a school board will cease to be a member of the TASB Board. The President must be a member of a local board at the time of succession to the office.

***10. How are vacancies on the Board filled throughout the year?***

The TASB Board can fill vacancies on the Board that occur during the year. The Superintendent and Board President of each Active Member within the Region where there is a vacancy will be notified that the vacancy exists and the process for nomination. The Nominations Committee will interview all candidates and make a recommendation to the Board. The TASB Board will elect an individual to fill the vacancy until the next Delegate Assembly.

***11. How do districts know when to nominate an individual for a position for consideration by the Delegate Assembly?***

After the May local school board elections and prior to May 31, the Superintendent and Board President of each Active Member receive notification from the Chair of the TASB Nominations Committee that either a vacancy or expiring term exists for a position in the Active Member's TASB Region. This information will also be posted on the TASB Website.

***12. What is meant by "expiring term?"***

TASB Board of Directors members are elected to three-year terms. The terms were initially staggered so that one-third of the Board is up for reelection each year. Prior to the May notification to districts, incumbent Directors are asked if their intent is to seek reelection to the TASB Board. Their intent is stated in the notification letter to districts.

***13. How does an Active Member nominate an individual to be considered by the Delegate Assembly?***

Active Members have until July 2 to place the name of a local board member in nomination for a position. Local board action is required. In the May notification to Active Members, a nomination form (specific to the year's election) is provided for this purpose. The form requires the nominated individual's name and address, the date of the board meeting at which the individual was nominated, and the signature of the board president. All forms will also be posted on the TASB Website.

Four items must be received in the TASB Austin office no later than July 2: (1) the nomination form provided by TASB in a given year (stating nominated individual's name and address, date of board meeting at which the individual was nominated, and signed by the local board president), (2) the nominated individual's biographical information, (3) a signed letter from the nominated individual indicating a willingness to serve, if elected, and (4) the candidate questionnaire.

***14. Can an Active Member nominate more than one individual for a position?***

No.

**15. Can an individual be a candidate for more than one position?**

No.

**16. Does TASB acknowledge receipt of an Active Member's nomination?**

Yes, the nominated individuals receive a letter acknowledging their candidacy, along with information regarding a meeting (prior to the Annual Convention) with the TASB Nominations Committee, at which time all nominated individuals (unless an individual receives endorsements from a majority of the districts in the region – see question 17 below) are interviewed by the committee. A copy of this information is also sent to the nominated individual's superintendent.

**17. In the Delegate Assembly election process, how does an Active Member endorse a nominated individual?**

Active Members have from July 3 until August 29 to endorse the candidacy of a nominated individual from another board in their TASB Region. Local board action is required. In the May notification to Active Members, the endorsement form for a given year is provided for this purpose. The form requires the nominated individual's name and address, the date of the board meeting at which the nominated individual was endorsed, and the signature of the board president.

TASB Bylaws do not allow the Nominations Committee to accept any endorsement acted on prior to July 3, or those not on the form provided by the Association in a given year. Endorsement forms must be received in the TASB Austin office on or before August 29. All forms will also be posted on the TASB Website.

If a majority of the Active Members in an Association Region endorses the same candidate, that candidate is elected to the Board and will take office at the completion of the final official session of the Annual Convention.

**18. What is the role of the TASB Nominations Committee in the Delegate Assembly election process?**

The Nominations Committee will meet prior to the Annual Convention to interview nominated individuals in races that have not been decided by the Regions (see question 17 above) and will prepare a slate of nominees for the election ballot presented to the Delegate Assembly.

**19. How are the members of the Nominations Committee chosen?**

The TASB Nominations Committee is elected from the members of the TASB Board by the TASB Board at the Annual Convention meeting of the Board each year, to take office immediately following the Annual Convention. In the election of the committee, the Board must consider representation by gender, ethnicity, school district size, geographic location, and wealth per student. The Immediate Past President serves as Chair. The TASB President serves as a voting *ex officio*

member and the President-Elect serves as a nonvoting *ex officio* member.

**20. *Who pays the nominated individual's expenses incurred in attending the interview meeting with the Nominations Committee?***

The nominated individual's local board.

**21. *How are the nominated individuals chosen for inclusion on the official Delegate Assembly ballot?***

The Nominations Committee selects one or more of the nominated individuals for each open position on the ballot. If a nominated individual has received endorsements from a majority of the Active Members in the TASB Region, one more than 50%, that individual is elected to the position and will take office after the final convention session in the year elected.

If no individual has received a majority of the endorsements, the ballot will include the Committee's nominees and will also list any nominated individuals who have received endorsements from at least 25 percent, but less than a majority of the Active Members within their TASB Region.

**22. *What if a nominated individual is not the committee's choice and has not received endorsements from 25 percent of the Active Members in their TASB Region?***

A delegate nomination may be made by the candidate's Delegate provided the following conditions are met: (a) The candidate's nomination was submitted in compliance with Article VI, Section 2D(2) of the TASB Bylaws, and (b) the candidate's intent and consent to run for the position by this alternate means is received in the Austin office of the Association five days prior to the annual Delegate Assembly.

**23. *When are the Active Members notified of the official slate of nominees?***

As soon as feasible after the August 29 deadline for Active Member endorsements and prior to Delegate Assembly, Active Members and named voting representatives will be notified of the Nominations Committee's slate of nominees along with the officer nominees selected by the TASB Board at the Summer Board Meeting. This information will also be posted on the TASB Website.

**24. *What happens if a nominee is unable to serve?***

The Nominations Committee, at the call of its Chair, will select an alternate nominee and notify Active Members and voting representatives of its amended report as soon as feasible, but no later than the opening of the annual Delegate Assembly.

**25. Can nominated individuals get mailing labels to use for providing information regarding their candidacy to the Active Members in their TASB Region or to the named voting representatives of the Delegate Assembly?**

Yes, labels are available from TASB at no charge to members.

**26. Are nominated individuals permitted to distribute campaign materials at the Delegate Assembly?**

Yes, prior to the call to order and as long as their activity does not disrupt the Assembly.

**27. Will the nominated individuals be allowed to speak or have someone speak on behalf of their candidacy at the Delegate Assembly?**

Yes, speeches are allowed in contested races only and are limited to one three-minute speech per nominated individual, in accordance with the standing rules of the Assembly. Nominated individuals will speak in alphabetical order for each position.

**28. At the Delegate Assembly, do voting representatives cast their vote for all positions on the ballot, or just those in their TASB Region?**

All voting representatives of the Assembly cast a vote on all positions on the ballot.

**29. How are votes cast, tallied, and reported?**

Voting in the election is done by electronic keypads. The Teller Committee supervises the voting and certifies the accuracy of the counts. The Teller Committee Chair reports the results to the Assembly.

**30. How is the Teller Committee selected?**

After the Nominations Committee's slate of nominees is chosen, the TASB President appoints board members from Active Members to serve on the Teller Committee. The TASB President considers representation by school size, geographic location, and wealth per student in the selection of this committee. No Active Member represented on the slate of nominees is allowed to have a board member participate as a member of the Teller Committee.

**31. How are the winners determined?**

If there are two nominees for a position, the nominee receiving the larger number of votes shall be elected Director. If there are three or more nominees for a Director position and no nominee receives a majority vote of the voting representatives present and voting for the position, a run-off

election will be conducted between the two nominees receiving the largest numbers of votes.

**32. *When will the run-off election be conducted?***

Immediately following the election results announcement.

**33. *When do the terms of newly elected Directors and Officers begin?***

The newly elected Directors and Officers (including those elected by receiving a majority of the endorsements in their region) begin serving their terms at the end of the final official session of the Annual Convention during which the Director or Officer was elected by the Delegate Assembly.

**34. *When does the TASB Board meet?***

The TASB Board meets four times a year (Annual TASB/TASA Convention, December, Spring, and Summer).

**35. *Who pays Director expenses to attend meetings?***

Lodging and transportation expenses incurred by Directors attending the regular December, Spring, and Summer TASB Board meetings are reimbursed by TASB. Transportation expenses and three nights' lodging expenses incurred by Directors attending the regular Annual Convention board meeting held in conjunction with the Annual Convention are reimbursed by TASB. Generally, expenses incurred while attending any other meetings of the TASB Board or Standing Committees, not held in conjunction with the three regular meetings, will be reimbursed by TASB, in accordance with TASB Board policy.

**36. *Who do I contact for more information?***

Contact Mary Ann Briley (800-580-8272, ext. 3594) at TASB or e-mail [maryann.briley@tasb.org](mailto:maryann.briley@tasb.org).

**Excerpt from the Bylaws of the  
Texas Association of School Boards, Inc.  
(As last amended on October 1, 2011)**

ARTICLE VI. BOARD OF DIRECTORS

SECTION 1. ASSOCIATION REGIONS.

The Association Regions shall correspond to the ESC region boundaries. The annual Delegate Assembly shall approve any changes to the number or boundaries of Association Regions.

SECTION 2. QUALIFICATIONS, NOMINATION, ENDORSEMENT, AND ELECTION OF DIRECTORS.

A. Each voting Director shall be a trustee of the governing board of a school district that is an Active Member, except as provided below:

- (1) The President and the Immediate Past President, and
- (2) The ESC *ex officio* Director, in accordance with Article VI, Section 4F.

B. No Active Member shall have more than one candidate for each Director position. No person shall be a candidate for more than one Director position.

C. For purposes of this section, an Active Member school district with an Average Daily Attendance (ADA) meeting the requirements of Article VI, Section 4C(1) shall be treated as an Association Region and referred to in these Bylaws as a Large District.

D. Nominations and endorsements shall be accepted in accordance with the following requirements:

(1) By May 31 Active Members in any Association Region in which there are expiring terms or vacancies in Director positions shall be notified that the Active Member may nominate one of its trustees as a candidate for a Director position in which the term is expiring or a vacancy exists within the Active Member's Region.

(2) By June 30 the Nominations Committee's chair, or designee, shall have received the following in writing in the Austin office of the Association:

(a) The Active Member's nomination, on the form supplied by the Association for the process in a given year and signed by the Active Member's board president indicating the date of its board action,

(b) The candidate's biographical information,

(c) A signed letter from the candidate confirming his or her intention to be a candidate for nomination and a willingness to serve, if elected, and

(d) A candidate questionnaire completed by the candidate on the form supplied by the Association for the process in a given year.

(3) By July 3 a listing of all candidates running for Director positions shall be sent to the superintendent and board president of each Active Member in each Association Region in which there are any expiring terms or vacancies in Director positions. The candidate listing shall also be posted on the Association's Web site.

(4) By August 29, any Active Member endorsements of candidates shall be received in the Austin office of the Association for such endorsements to be considered. An Active Member may endorse only one candidate for each open Director position within its Association Region. Only candidates who have complied with the requirements of Article VI, Section 2(D)(2) may be endorsed. Endorsements adopted by an Active Member before July 3 or endorsements that are not on the endorsement form provided by the Association in a given year shall not be accepted. An Active Member's nomination of one of its trustees [Article VI, Section 2D(2)] shall be considered the Active Member's endorsement for that Director position.

(5) If a majority of the Active Members in an Association Region endorses the same candidate, that candidate shall be elected to the Director position and shall take office at the completion of the final official session of the annual convention during the year in which the Director was elected.

(6) If no candidate receives endorsements from a majority of the Active Members in the candidate's Association Region [Article VI, Section 2D(4)], the official annual Delegate Assembly ballot shall include the following:

(a) Candidates nominated by the Nominations Committee [Article VIII, Section 2H] and

(b) Candidates receiving endorsements from at least 25 percent but less than a majority of the Active Members in an Association Region.

(7) Thereafter nominations may be made by the candidate's Delegate, provided the following conditions are met:

(a) The candidate's nomination was submitted in compliance with Article VI, Section 2D(2), and

(b) The candidate's intent and consent to run for the position by this alternate means is received in the Austin office of the Association five days prior to the annual Delegate Assembly.

E. The annual Delegate Assembly shall elect a person to fill each Director position in which an expiring term or a vacancy exists, unless the position has been filled in accordance with Article VI, Section 2D(5). The official annual Delegate Assembly ballot shall be prepared by the Nominations Committee as provided in these Bylaws. If there is more than one nominee for any Director position, nominees shall comply with rules and procedures adopted by the annual Delegate Assembly at the start of the meeting.

F. If there is more than one nominee for a Director position, the nominee receiving the majority of the votes of the Delegates present and voting shall be elected. If no nominee receives a majority vote of the Delegates, a run-off election shall be conducted between the two nominees receiving the greater numbers of votes. The balloting shall be repeated for that position as many times as necessary to obtain a majority vote for a single nominee.

SECTION 3. DUTIES. The Board shall supervise, control, and direct affairs of the Association in accordance with the Articles of Incorporation, Bylaws, beliefs, and Advocacy Agenda approved by the annual Delegate Assembly. The Board shall:

A. Actively promote the mission, beliefs, and purposes of the Association.

B. Adopt the Association's budget and have discretion in the disbursement of the Association's funds.

C. Receive any devise, bequest, donation, or otherwise, either real or personal property, or both, and hold the same absolutely or in trust, and invest, reinvest, and manage the same, and apply said property and the income arising there from to the mission, beliefs, and purposes of the Association.

D. Establish such Board policies, as it deems appropriate in fulfilling its responsibilities under these Bylaws.

E. Appoint such agents as it may consider necessary.

SECTION 4. COMPOSITION.

A. The Association's governing body shall be composed of Directors from Large Districts or Association Regions. No Active Member shall have more than one individual serving on the Board.

B. All Directors shall represent their respective Association Regions, except the President, President-Elect, and the Immediate Past President.

C. By virtue of student enrollment, individual Active Members or Association Regions may be eligible for a Director position as follows:

(1)(a) Not more than 14 Active Members shall be entitled to Large District Director positions. To qualify for a Large District Director position, the Active Member shall have had at least 1.25 percent of the total state ADA for

two consecutive years. If more than 14 Active Members qualify for Large District Director positions under this provision, the 14 Active Members with the largest ADA shall qualify.

(b) If the Active Member's ADA falls below 1.25 percent of the total state ADA for two consecutive school years, or if an Active Member has qualified for a Large District Director position and that Active Member is no longer one of the 14 school districts with the ADA required under Article VI, Section 4C(1)(a), the Active Member's entitlement to a Large District Director position shall end with the expiration of the current representative's term.

(2)(a) An Association Region shall be entitled to Regional Director positions for each 4.25 percent or fraction thereof of the total state ADA contained within the Association Region for two consecutive years and after the ADA of each Active Member qualifying for a position by virtue of Article VI, Section 4 C(1), has been subtracted. Notwithstanding the foregoing, an Association Region shall be entitled to no more than three Regional Director positions.

(b) If an Association Region becomes entitled to multiple positions by this provision and, subsequently, for two consecutive years, fails to sustain sufficient ADA for the entitlement, a Regional Director position shall be eliminated as follows:

- i. If a vacancy exists in the Regional Director position, that position shall be eliminated, or
- ii. If there is more than one vacancy in the Regional Director positions, the vacant position with the first expiring term shall be eliminated, or
- iii. If there is no vacancy in the Regional Director positions, the existing position with the first expiring term within the Region shall be eliminated at the end of that term, or
- iv. If there is no vacancy and more than one Regional Director position having the first expiring term in the same year, the position being held by the individual with the least tenure as a Regional Director shall be eliminated at the end of that term, or
- v. If there is no vacancy and more than one Regional Director position having the first expiring term in the same year and being held by individuals with the same tenure, there shall be a drawing of lots to determine which Regional Director position shall be eliminated at the end of the term.

D. All calculations under this section shall be based on ADA data furnished by the Texas Education Agency available as of April 1 preceding the annual Delegate Assembly.

E. The Executive Director shall be a nonvoting *ex officio* Director and shall not be counted in the quorum of the Board.

F. The ESC boards shall be represented by one voting *ex officio* Director selected by a process and for a term prescribed by guidelines established by the ESC boards, but shall not be counted in the quorum of the Board.

#### SECTION 5. DURATION OF OFFICE.

A. The term of office of each Director shall be three years and shall begin at the completion of the final official session of the annual convention during which the Director was elected by the annual Delegate Assembly.

B. Terms of Directors shall be staggered to allow, to the extent possible, for the election of one-third of the Directors each year. New Director positions shall be assigned to terms to retain this balance; however, if this is not possible, the assignment of terms shall be decided by drawing of lots.

C. Upon election to a three-year term, a Director may be reelected to no more than three additional terms. A Director having served as President shall be eligible to serve only one additional year, as Immediate Past President.

D. Upon election or succession to the office of President-Elect, the Director position previously held shall be declared vacant and a successor elected, except as provided in Article VI, Section 4A.

#### SECTION 6. RESIGNATION AND REMOVAL.

A. A Director may resign by submitting a letter of resignation to the President. The resignation shall become effective upon receipt by the President.

B. A Director who is absent from three consecutive regularly scheduled Board meetings or from three consecutive regularly scheduled standing committee meetings may be removed from the Director position by a majority vote of all of the Directors. A Large District Director removed pursuant to this section shall be ineligible to serve for the remainder of the term to which the Director was elected.

C. Any Director may be removed by a two-thirds vote of the Board when, in the Board's judgment, the best interests of the Association would be served by removal.

#### SECTION 7. MEETINGS.

A. The Board shall hold at least four meetings annually at such time and place as determined by the President and Executive Director. One meeting shall be held within the week of the annual Delegate Assembly. The dates of the other three meetings shall be reported at the last regular meeting of the Board in each fiscal year. The Board shall be given 30 days' notice before each regular meeting by electronic means, or by any other means accessible to the Directors. Additional meetings of the Board may be called by the President or by the written request of a majority of the Board, provided that a written notice is sent to each Director at least 10 days before the meeting.

B. A meeting of the Board or a committee may be conducted in person or by alternate means, such as teleconference, videoconference, the Internet, or any other means by which each participant can communicate with all other participants.

#### SECTION 8. QUORUM AND VOTING.

A. A quorum shall consist of a majority of the Board.

B. Unless otherwise specifically provided by these Bylaws, a majority vote of those present and voting shall govern. No proxy voting shall be permitted.

C. Any action required to be taken at a meeting of Directors, or any action which may be taken at a meeting of the Directors or any committee, may be taken without a meeting if a consent in writing, setting forth the action to be taken, shall have been signed or executed by the number of Directors or committee members as would be necessary to take that action at a meeting at which all of the Directors or members of the committee were present and voted. The Board, by policy or resolution, may increase the number of votes required for an action taken by written consent. A written consent shall be signed or executed and dated by each Director or committee member, and consent may be provided in multiple counterparts. Directors or committee members may provide written consent by facsimile, email (from the email address of record), or any other form of writing which comes from the Director or committee member.

SECTION 9. VACANCIES. By majority vote of those present and voting, the Board may fill vacancies that occur in Director positions by electing an individual to fill the vacancy until the next annual Delegate Assembly, in accordance with Board policy. At that time, a candidate shall be elected by the annual Delegate Assembly to fill the unexpired term in accordance with Article VI, Section 2D.

**ENDORSEMENT FORM**

Date \_\_\_\_\_

This form to be used to endorse a nominated individual from a BOARD within your TASB Region who has completed the July 2, 2012 requirements.

**Endorsements will only be accepted if acted on from JULY 3 to AUGUST 29. Must be received in the TASB Austin office on or before AUGUST 29, 2012**

Sylvester E. Vasquez, Jr., Chair  
TASB Nominations Committee  
P. O. Box 400  
Austin, Texas 78767-0400

Dear Mr. Vasquez:

Our school board endorses the candidacy of the following individual nominated to fill a position on the TASB Board of Directors.

**CANDIDATE INFORMATION**

NAME: \_\_\_\_\_

SCHOOL DISTRICT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_, TEXAS ZIP \_\_\_\_\_

This endorsement was approved by our school district's board of trustees at a duly called meeting on \_\_\_\_\_  
(Date)

Sincerely,

\_\_\_\_\_  
(BOARD PRESIDENT)

NAME: \_\_\_\_\_

SCHOOL DISTRICT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_, TEXAS ZIP \_\_\_\_\_

**Must be received in the TASB Austin office on or before AUGUST 29, 2012**

**RETURN TO:  
TASB, Attn: Management Services  
P.O. Box 400, Austin, Texas 78767-0400  
or FAX (512) 467-3554**

**Agenda Item Summary Sheet (4 A.4)**  
**Meeting Date: July 17, 2012**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

**Consent Agenda  
Students**

Changes to 2012-2013 Student Code of Conduct

**Summary**

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

The Student Code of Conduct is the District's response to the requirements of Chapter 37 of the Texas Education Code. The law requires the District to establish standards of student conduct and to identify the circumstances under which a student may be removed from a classroom, campus, or disciplinary alternative education program, transferred to a disciplinary alternative education program, suspended, or expelled. The Code provides information to parents and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.

Violations of the Code of Conduct are documented by teachers and other professional employees using campus discipline referral system. When the principal receives a referral, he or she will notify the parent or guardian within 24 hours and provide notice of action to the referring teacher.

**ECISD Board Policy**

FNC (LOCAL), STUDENT RIGHTS AND RESPONSIBILITIES:  
STUDENT CONDUCT

**Effective Date**

2012-2013 School Year

**Previous Board Action**

The Board annually approves any changes to the board approved Student Code of Conduct.

**Future Action Expected**

The Board annually approves any changes to the board approved Student Code of Conduct.

This Code is not a contract and can be amended by the District at any time. However, any change or amendment to the Code must be approved by the Board of Trustees.

**Background Information and  
Significant Issues**

For the past six years we have used a model Student Code of Conduct produced by Walsh, Anderson, Gallegos, Green and Trevino. P.C., Attorneys at Law. We will continue to use their model as our guide.

<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Students and parents are assured that there is a system in place to guide administrative decisions regarding student discipline. The system is designed to ensure that discipline policies and procedures are fair and equitable. [Please note that “equitable” does not necessarily mean “equal”.] The system also is designed to provide students and parents with a way to appeal any administrative decision made at the campus level to the Superintendent; and if necessary, to the Board of Trustees.
<b>Procedural and Reporting Implications</b>	Student Code of Conduct is posted on district and campus websites.
<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>• Changes to the 2012-2013 Student Code of Conduct</li> </ul>
<b>Contact Person(s)</b>	<p>Mark Pool, Superintendent of Schools</p> <p>Carolyn Gordon, Executive Director of Federal Programs and Compliance</p>
<b>Action Required</b>	Motion, second and majority vote to approve the changes to the 2012-2013 Student Code of Conduct.
<b>Superintendent’s Recommendation</b>	<p>I recommend that you approve the changes to the 2012-2013 Student Code of Conduct as a part of the Consent Agenda.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

## STUDENT CODE OF CONDUCT 2012-2013 ADDITIONS AND CHANGES

### Page 6 – DISCIPLINE CONSIDERATIONS & TECHNIQUES

Final paragraph added

A student who, upon investigation, is found to be subject to bullying (see *definitions*) will not be disciplined on the basis of using reasonable self-defense (see *definitions*) in response to the bullying, as determined by the campus administration.

### Page 9 – MISCONDUCT INVOLVING OTHERS

New bullet added

- Retaliating against a student for (1) reporting either a violation of the SCC or bullying, or (2) participating in an investigation of a violation of the SCC or bullying

### Page 11 – SAFETY AND DISRUPTION

Text added

Discharging a fire extinguisher, pulling a fire alarm, calling 911, **tampering with an Automated External Defibrillator**, or causing the sprinkler system to activate when there is no smoke, fire, danger, or emergency.

### Page 13 – FAILURE TO FOLLOW RULES

New bullet added

- Failure to ensure that personal property, mode of transportation, or school property used by the student does not contain prohibited items

### Page 15 – ASSIGNMENTS DURING OSS

New subheading and text

The student will be required to complete all class assignments, homework, tests, and other academic work covered during the suspension. The student will have the opportunity to receive full credit for completed academic work.

### Page 18 – REASONS FOR DISCRETIONARY DAEP PLACEMENT

New bullet added

- Offering to sell any amount of marijuana, a controlled substance (see *definitions*), a dangerous drug (see *definitions*), an abusable volatile chemical (see *definitions*), a prescription drug, or an alcoholic beverage (see *definitions*).

### Page 25 – REASONS FOR DISCRETIONARY EXPULSION

New paragraph

**At School.** A student may be expelled for engaging in documented serious misbehavior (see *definitions*) while the student is placed in DAEP and on the DAEP site/campus despite documented behavioral interventions.

**Length of DAEP Placement.** Students placed in DAEP at the end of one school year may be required to complete the assigned term at the beginning of the next school year. For DAEP placement to extend beyond the end of the school year, the administrator must determine that: (1) the student’s presence in the regular classroom or campus presents a danger of physical harm to the student or others; or (2) the student has engaged in serious or persistent misbehavior that violates the SCC. For the purposes of this section only, “serious or persistent misbehavior” means any misconduct identified as being punishable with placement in DAEP or expulsion or three or more violations of the SCC or repeated occurrences of the same violation.

## DEFINITIONS

2011-2012 SSC	2012-2013 SSC
<b>BULLYING</b>	
Written or verbal expression or physical conduct that the campus administrator determines (1) has the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; or (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.	Written or verbal expression, including electronic communications, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District that exploits an imbalance of power and interferes with a student’s education or substantially disrupts the operation of a school, and either (1) has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; or (2) is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. See District policy FFI for additional information regarding bullying.
<b>INTENT</b>	
The design, resolve, or determination with which a person acts. Since intent is a state of mind, it is ordinarily proved through inferences drawn from the act and/or circumstances surrounding the act. Intent includes the conscious objective or desire to engage in the conduct or cause the result, an awareness that the conduct is reasonably certain to cause the result, or disregard of a substantial and justifiable risk when there is an awareness that the circumstances exist or the result will occur.	The design, resolve, or determination with which a person acts. Since intent is a state of mind, it is ordinarily proved through inferences drawn from the act and/or circumstances surrounding the act. Intent includes the conscious objective or desire to engage in the conduct or cause the result, an awareness that the conduct is reasonably certain to cause the result, or disregard of a substantial and justifiable risk when there is an awareness that the circumstances exist or the result will occur. <b>The fact that a student may not have been motivated by a desire to violate the SCC does not preclude imposing a disciplinary consequence so long as the student intended to engage in the underlying conduct that violated the SCC.</b>

<b>2011-2012 SCC</b>	<b>2012-2013 SCC</b>
<b>SERIOUS</b>	<b>SERIOUS MISBEHAVIOR</b>
Any misconduct identified as being punishable with placement in DAEP or expulsion.	To engage in (1) deliberate violent behavior that poses a direct threat to the health or safety of others, (2) extortion to gain money or other property by force or threat, (3) coercion, meaning to threaten to either commit an offense; inflict bodily harm; accuse a person or any offense; expose a person to hatred, contempt, or ridicule; or to harm the credit of any person, (4) public lewdness as defined in Texas Penal Code § 21.07, (5) indecent exposure as defined in Texas Penal Code § 21.08, (6) criminal mischief as defined in Texas penal Code § 28.03, (7) personal hazing as defined in Texas Education Code § 37.152, or (8) harassment of a student or District employee as defined in Texas Penal Code § 42.07(a)(1).

**Agenda Item Summary Sheet (4 B.1)**  
**Meeting Date: July 17, 2012**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

**Consent Agenda:  
Business and Support  
Services**

Annual Agreement with Linebarger, Goggan Blair & Sampson, LLP

**Summary**

Tom Witt, with Linebarger, Goggan, Blair & Sampson, LLP has submitted their proposal to continue representing ECISD for an appeal of the Comptroller's 2012 Property Value Study.

Any school district not assigned local value in the Comptroller's 2012 Property Value Study will have to appeal to prevent unnecessary losses in state funding. The time allowed to do so is limited. When the 2012 Property Value Study is officially released on January 31, 2013, a school district has only 40 days to prepare and submit an appeal.

Regardless of the Comptroller's value assignment, state or local, Linebarger, Goggan, Blair & Sampson will conduct a review of local tax roll values to ensure an accurate Property Value Study finding. After the original certification of values, the tax roll is adjusted due to late homestead exemptions, duplicate accounts, post-certification value changes, and court-ordered reductions. The Property Value Study will only include these losses when a school district prepares and files an appeal. Whenever possible and financially beneficial to the district, Linebarger, Goggan, Blair & Sampson will continue to file appeals to ensure these value losses are removed from our assigned value in order to maximize our state funding.

**ECISD Board Policy**

None.

**Effective Date**

July 17, 2012

**Previous Board Action**

The Board currently contracts with Linebarger, Goggan, Blair & Sampson for our Property Value Study appeals. With the exception of updating years, the contract is identical to that used in previous years.

**Future Action Expected**

The Board will annually consider the Property Value Study Appeal Agreement

**Background Information and  
Significant Issues**

Linebarger, Goggan, Blair & Sampson's appeals for the district from 2000 to 2011 studies have resulted in total value

reductions of \$78,736,776 and approximately \$293,000 in additional state aid.

<b>Fiscal Impact</b>	Services are provided on a contingent fee, so the district incurs no fee unless it realizes a gain in state aid. The fee is payable in quarterly installments as the district actually receives its state aid payments.
<b>Student and Public Benefit</b>	Maximizing state funding.
<b>Procedural and Reporting Implications</b>	Complete contract.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	Report and Proposal from Linebarger, Goggan, Blair & Sampson, LLP (included as a separate document) Copy of proposed Contract
<b>Contact Person(s)</b>	David Bright, Assistant Superintendent of Finance and Operations
<b>Action Required</b>	Motion, second and majority vote to authorize Linebarger, Goggan, Blair & Sampson to represent the district in an appeal of the Comptroller's 2012 Property Value Study.
<b>Superintendent's Recommendation</b>	I recommend that you authorize Linebarger, Goggan, Blair & Sampson to represent the district in an appeal of the Comptroller's 2012 Property Value Study as a part of the Consent Agenda.  <b>Mark Pool, Superintendent of Schools</b>

STATE OF TEXAS §

COUNTY OF WHARTON §

**CONTRACT**

This Contract is between the law firm of Linebarger Goggan Blair & Sampson, LLP, hereinafter referred to as Firm, and El Campo Independent School District, hereinafter referred to as District. This Contract is for the administrative appeal and any judicial appeal of the property value study findings as conducted by the Comptroller's Office as of January 1, 2012 for the school year 2013-2014. Firm and District agree as follows:

I.

Administrative and Judicial Appeal Services

Firm agrees to represent District in the administrative appeal and any judicial appeal of the property value study conclusions for District for the school year 2013-2014. Included in such administrative and judicial appeal representation is research of the preliminary conclusions, the gathering and analysis of property sales, appraisals and such other evidence as may be necessary or appropriate, presentation of the appeal at administrative hearings, and prosecution of any judicial appeal. Firm agrees to retain any necessary consultants or appraisers as required.

II.

Fees and Expenses

Firm agrees to bear the costs of preparing and presenting the administrative appeal and prosecuting any judicial appeal including the expenses, if any, for appraisers or other consultants.

District agrees to pay Firm as compensation for services under this Contract a contingent fee equal to ten percent (10%) of the additional State aid that District qualifies for in the year 2013-2014 as a result of the administrative or judicial appeal. Payment of the fee to Firm shall be made in equal quarterly payments on November 1, February 1, May 1, and August 1 following the certification of State aid amounts by the Commissioner of Education, or as agreed upon in a letter to District executed by a partner of the Firm.

This Contract is executed on \_\_\_\_\_, 2012 in duplicate originals at Wharton County, Texas.

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

Linebarger Goggan Blair & Sampson, LLP  
By: Keaton Rieu  
PARTNER

\_\_\_\_\_  
TITLE

STATE OF TEXAS §

COUNTY OF WHARTON §

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This Contract is executed on \_\_\_\_\_, 2012 in duplicate originals at Wharton County, Texas.

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

Linebarger Goggan Blair & Sampson, LLP  
By: Kenton Rosen  
PARTNER

\_\_\_\_\_  
TITLE

**Agenda Item Summary Sheet (4 B.2)**  
**Meeting Date: July 17, 2012**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

**Business and Support Services**

**Budget Amendment**

**Summary**

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

**Amendment No. 1** appropriates funds for the acoustic repairs to the Middle School Gym by transferring \$35,800 from Fund 199, Function 11 - Professional Salaries to Fund 199, Function 51 - Building Improvements.

**Amendment No. 2** transfers \$28,000 from Fund 199, Function 11 - Professional Salaries to Fund 199, Function 34 - Fuel Expense to appropriate additional funds for fuel expense.

**ECISD Board Policy**

CE (LOCAL), ANNUAL OPERATING BUDGET

**Effective Date**

July 17, 2012

**Previous Board Action**

The Board approved the 2011-2012 General Operating Budget on August 19, 2011.

**Future Action Expected**

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

**Background Information and Significant Issues**

None.

**Fiscal Impact**

These amendments simply transfer funds from one functional area to another with a net zero impact on the budget.

**Student and Public Benefit**

Accurate accounting for the expenditure of public funds.

**Procedural and Reporting Implications**

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

<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>• Proposed Budget Amendment(s)</li> </ul>
<b>Contact Person(s)</b>	David Bright, Assistant Superintendent of Finance and Operations
<b>Action Required</b>	Motion, second and majority vote to approve budget amendment(s).
<b>Superintendent's Recommendation</b>	<p>I recommend you approve the budget amendments that have been presented to provide for the transfer of funds from Function 11 to Functions 51 and 34 respectively.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

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

July 17, 2012

DATE

2011/12

BUDGET YEAR

TO: Board of Trustees

FROM: David Bright *DOB*  
 Assistant Superintendent for Finance

RE: Budget Amendment(s)

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

**AMENDMENT #1**

BUDGET CODE	ACCOUNT NAME	BUDGET	CHANGE+/-	AMENDED
199 51 6629 00 999 299000	Building Improvements	\$ 56,175	+\$ 35,800	\$ 91,975
199 11 6119 00 999 211W00	Salaries-Professional	\$ 238,039	-\$ 35,800	\$ 202,239

Appropriate funds for acoustic repairs to the Middle School ~~Practice~~ Gym.

**AMENDMENT #2**

BUDGET CODE	ACCOUNT NAME	BUDGET	CHANGE+/-	AMENDED
199 34 6311 00 999 299000	Fuel Expense	\$ 115,000	+\$ 28,000	\$ 143,000
199 11 6119 00 999 211W00	Salaries-Professional	\$ 202,239	-\$ 28,000	\$ 174,239

Appropriate funds for fuel expense.

**Agenda Item Summary Sheet (4 A.1)**  
**Meeting Date: July 17, 2012**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

<b>Consent Agenda: Governance</b>	Minutes of Previous Meetings  1. June 19, 2012 – Regular Meeting 2. July 10, 2012 – Special Meeting, Budget Workshop
<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>	July 17, 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.

**Other Comments and Related Issues**

None

**Attachments**

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

1. Regular Meeting – June 19, 2012 at 7:00 p.m.
2. Special Meeting – July 10, 2012 at 6:00 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**

**MINUTES OF THE BOARD OF TRUSTEES  
EL CAMPO INDEPENDENT SCHOOL DISTRICT  
June 19, 2012**

The Board of Trustees of the El Campo Independent School District met in a Regular Session June 19, 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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mark Pool, Carolyn Gordon, David Bright, Melissa Koop, Scott Gelardi, Carrie Stogner, Pam Hunt, Joyce Supak, Gary Supak, Katrese Skinner, Natalie Bednorz, K. Williams, Terese Faas, Carol Turner. Mr. Pool introduced Melissa Koop as the new Assistant Superintendent of Curriculum and Instruction.

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

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

**RECOGNITION:** There was no recognition.

**CONSENT AGENDA:** A motion was made by James Russell and seconded by Ralph Novosad to approve the consent agenda:

- A. Governance
  - 1. Consider Approval of the Minutes
    - a. May 15, 2012 – Regular Meeting
    - b. June 1, 2012 – Special Meeting
  - 2. Consider Annual Review and Approval of Board Operating Procedures
- B. Business and Support Services
  - 1. Review of Monthly Financial Reports
  - 2. Review of Quarterly Investment Reports
  - 3. Monthly Review of Checks Written for the Month of May, 2012
- C. Personnel
  - 1. Consider Annual Approval of 2012-2013 Compensation Plan
- D. Curriculum and Instruction
- E. Students

Motion carried unanimously.

***BUSINESS AND OPERATIONS***

**DISCUSS ISSUES RELATED TO HIGH SCHOOL ACTIVITY ACCOUNTS:** Mr. Pool and the Board discussed issues related to the High School Activity Accounts that were involved in the Theft by Public Servant of a former employee.

**CONSIDER APPROVAL OF BUDGET AMENDMENT TO CORRECT BALANCES IN HIGH SCHOOL ACTIVITY ACCOUNTS:** Mr. Pool withdrew his recommendation and there was no vote.

**REVIEW OF PRELIMINARY BUDGET FOR 2012 - 2013:** David Bright went over the projected budget for 2012 – 2013.

**CONSIDER APPROVAL OF RETROFIT FOR MIDDLE SCHOOL GYMNASIUM ACOUSTICAL PROBLEMS:** A motion was made by David Hodges and seconded by Kristi David. Motion carried unanimously.

***CURRICULUM AND INSTRUCTION***

**MONTHLY REPORT ON CURRICULUM AND INSTRUCTION:** Melissa Koop gave a presentation on curriculum and instruction.

**REVIEW PRELIMINARY RESULTS OF HIGH SCHOOL END-OF-COURSE EXAMS:** Mr. Pool and the Board reviewed preliminary results of High School End-of-Course exams.

**CONSIDER APPROVAL OF THE REGION 3 EDUCATION SERVICE CENTER AS THE PROVIDER FOR CREDIT BY EXAM:** A motion was made by James Russell and seconded by Ralph Novosad to approve Region 3 Education Service Center as the provider for Credit by Exam. Motion carried unanimously.

***GOVERNANCE***

**DISCUSS PLANS FOR TASA/TASB ANNUAL CONVENTION:** Mr. Pool and the Board discussed plans for TASA/TASB Annual Convention.

***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 8:48 p.m. and reconvened in open session at 9:04 p.m. to take the following action: No action taken.

***PERSONNEL***

**CONSIDER APPROVAL OF PROBATIONARY CONTRACTS FOR THE FOLLOWING PERSONNEL POSITIONS:**

A motion was made by Ralph Novosad and seconded by Kristi David to approve Administration's recommendation of probationary contracts for the following personnel positions:

1. Second Grade Classroom Teacher – Jody Cerny
2. High School Construction Science / Wood Shop Teacher – Matthew Zahn

Motion carried unanimously.

**CONSIDER COMPENSATION ADJUSTMENTS FOR ADDITIONAL DUTIES OF SELECT ADMINISTRATORS:** A motion was made by James Russell and seconded by Cecil Davis to make compensation adjustments for additional duties of select administrators. Motion carried unanimously.

**REVIEW OF CURRENT PERSONNEL CHANGES FOR 2012-2013:** Mr. Pool and the Board reviewed personnel changes for 2012 – 2013.

***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 9:08 p.m.

DRAFT

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PRESIDENT

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SECRETARY

**MINUTES OF THE BOARD OF TRUSTEES  
EL CAMPO INDEPENDENT SCHOOL DISTRICT  
July 10, 2012**

The Board of Trustees of the El Campo Independent School District met in a Special Meeting July 10, 2012 at 6:00 p.m. in the Boardroom, 700 W. Norris, El Campo, Texas.

**MEMBERS PRESENT:** Tommy Turner, David Hodges, James Russell, Cecil Davis, J. J. Croix, Kristi David  
Ralph Novosad arrived at 6:37 p.m.

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mark Pool, David Bright, Carolyn Gordon, Melissa Koop

Tommy Turner called the meeting to order at 6:00 p.m. Tommy Turner gave the opening prayer followed by the Pledge of Allegiance. There was a quorum present.

***WORKSHOP***

**THE BOARD WILL CONDUCT A BUDGET WORKSHOP:** The Board met and conducted a budget workshop.

There being no further discussion, the meeting adjourned at 8:49 p.m.

DRAFT

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**Agenda Item Summary Sheet (4 A.2)**  
**Meeting Date: July 17, 2012**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

<b>Consent Agenda: Governance</b>	2012-2013 Board Activity Calendar
<b>Summary</b>	A crucial tool for smooth operations by the Board is a written, annual calendar of board events. Such calendars are normally broken down by month and list, for each month, activities the board is expected to perform. Ideally, the calendar will also contain notations by month of what information and reports the Board will receive, such as updates on district goal progress or results from STAAR testing. It can also contain reminders of major district events.
<b>ECISD Board Policy</b>	None.
<b>Effective Date</b>	July 1, 2012.
<b>Previous Board Action</b>	None.
<b>Future Action Expected</b>	The <i>Activity and Events Calendar</i> is a working document and may be revised as needed throughout the year.
<b>Background Information and Significant Issues</b>	None.
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Students and patrons of the District will benefit from the Board being organized and focused in overseeing the management of the District, spending less time on routine matters and more time on the more important issues that matter the most.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.

**Other Comments and Related Issues**

None.

**Attachments**

None. Calendar will be available at the meeting.

**Contact Person(s)**

Mark Pool, Superintendent of Schools

**Action Required**

No action required.

**Superintendent's Recommendation**

This is an information item only.

**Mark Pool, Superintendent of Schools**

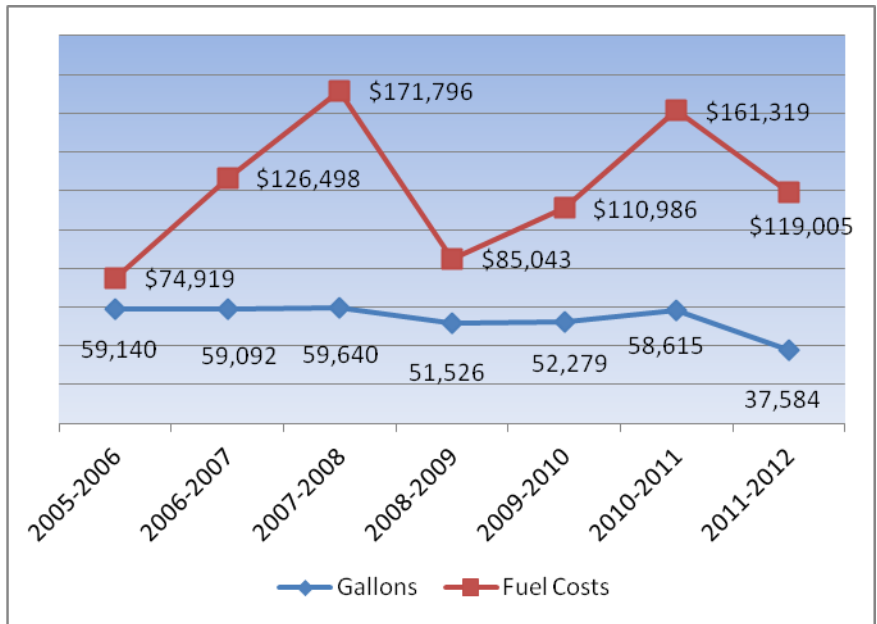
**Consent Agenda**

Evaluation of Transportation Program

**Summary**

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

The cost of fuel has been a major concern for the past few years. The following chart gives a historical perspective of the annual fuel consumption and cost.



**ECISD Board Policy**

CNA (LEGAL), TRANSPORTATION MANAGEMENT: STUDENT TRANSPORTATION

**Effective Date**

July 17, 2012

**Previous Board Action**

The Board annually reviews the district's Transportation Department.

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

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

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

The Board may require payment of a reasonable fee for transportation to and from school of a student who lives within two miles of the school the student attends. *Education Code §42.155; §11.158*

<b>Fiscal Impact</b>	Budgeted Expenditures for Function 34:		
	2011-2012	\$758,992	
	2010-2011	\$1,286,124	Actual \$1,364,803
	2009-2010	\$1,174,409	Actual \$1,150,983
	2008-2009	\$1,341,341	Actual \$1,153,270
	2007-2008	\$1,290,448	Actual \$1,279,436
	2006-2007	\$1,214,595	Actual \$1,211,332
	2005-2006	\$1,072,994.	
	2004-2005	\$1,012,364.	

**Student and Public Benefit** Safe and efficient student transportation system.

**Procedural and Reporting Implications** None.

**Public Comments** None.

**Alternatives** None.

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

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

<b>Attachments</b>	Handout with information from Transportation Department Evaluation Report
<b>Contact Person(s)</b>	David Bright, Assistant Superintendent of Finance Brett Schoppe, Director of Transportation
<b>Action Required</b>	No action required.
<b>Superintendent's Recommendation</b>	This is an information item only. <b>Mark Pool, Superintendent of Schools</b>

El Campo ISD Transportation  
Evaluation June 2012

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Personnel

- Director
- Secretary
- 17 Bus Drivers
- 1 Mechanic
- 1 Service Tech/Driver

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Vehicles

- 34 School Buses Total
- 15 Spare Buses
- Regular Education Route Buses
- 65 & 71 Passenger Capacity
- All Diesel Powered
- All Automatic Transmissions

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### Vehicles

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

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### Cost of Operation

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

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### Fuel Consumption

- 2005/2006 59,140 gallons diesel \$74,919.05  
Average cost per gallon \$1.27
- 2006/2007 59,092 gallons diesel \$126,498.07  
Average cost per gallon \$2.14  
Increase of \$51,579.02
- 2007/2008 59,640 gallons diesel \$171,736.16  
Average cost per gallon \$2.88  
Increase of \$45,238.09

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**Fuel Consumption cont.**

- 2008/2009    51,526 gallons diesel  
               \$85,042.78    Average cost per gallon  
               \$1.65            Decrease of \$86,693.38
  
- 2009/2010    52,279 gallons diesel  
               \$110,986.12    Average cost per gallon  
               \$2.42            Increase of \$25,943.34

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**Fuel Consumption cont.**

- 2010/2011    58,615 gallons diesel  
               \$161,318.89    Average cost per gallon  
               \$2.45            Increase of \$50,332.34
  
- 2011/2012    37,584 gallons diesel  
               \$119,005.28    Average cost per gallon  
               \$3.17            Decrease of \$42,313.61

With 2010-2011's fuel consumption at this year's prices, fuel cost would have been \$185,809.55.

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**Route Service Comparison  
 School Years 2010-11 and 2011-12**

- Modified transportation service to outside the city limit boundary
- Miles Logged May 2011  
   - Sp. Ed. - 54,510 Reg. Ed. - 379,959 Total - 434,469
- Miles Logged May 2012  
   - Sp. Ed. - 71,806 Reg. Ed. - 267,643 Total - 339,449
- Sp. Ed. mileage increased 17,296 mi.
- Reg. Ed. mileage decreased 112,316 mi.
- Total mileage decreased 95,020 mi.
- Reduced fuel consumption 21,031 gallons.
- Reduced fuel cost \$66,668.27

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## El Campo ISD Transportation 2011 - 2012 Trip Tickets

Campus	Trips	Miles	Expenses Incurred	Drivers Pay
High School	359	41719	\$20,859.50	\$16,729.58
Hutchins Elementary	66	5831	\$2,915.50	\$3,635.35
Middle School	91	7596	\$3,745.00	\$2,799.73
Myatt Elementary	47	1742	\$871.00	\$1,906.62
Northside Elementary	48	1948	\$974.00	\$2,142.40
<b>Total School Trips</b>	<b>613</b>	<b>58836</b>	<b>\$29,365.00</b>	<b>\$27,213.68</b>

Expenses Incurred: Fuel Charged Back to Campuses @ \$.50 per mile

**Agenda Item Summary Sheet (4 B.4)**  
**Meeting Date: July 27, 2012**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

**Consent Agenda:  
Business and Support  
Services**

Review of Monthly Financial Reports for Month of June

**Summary**

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

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

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

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

**ECISD Board Policy**

None.

**Effective Date**

June 30, 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 87.17% of our amended revenue projections; and expended 78.14% of our amended expenditure estimates.  
Compared to the same time last year, our revenue increased by \$264,531 and our expenditures decreased by (\$1,597,174).

	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%	81.11%	71.59%
<b>Jun</b>	90.38%	82.81%	86.04%	77.28%	85.20%	80.00%	82.93%	76.81%	87.17%	78.14%
<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 -\$25,234 giving us a new adjusted levy of \$13,379,144; and we have currently collected \$12,996,918 which amounts to 97.14% of the adjusted levy. This leaves an uncollected balance of \$382,277.

Delinquent collections YTD are \$255,000 plus \$180,498 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%
June	96.69%	95.78%	95.61%	95.84%	96.26%	96.75%
Jun	97.40%	96.55%	96.69%	96.50%	96.67%	97.14%
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	\$1,858,541	\$1,887,789	\$29,248	\$26,870,589	\$27,135,120	\$264,531
Expenditures	\$2,487,022	\$2,198,989	(\$288,033)	\$24,644,710	\$22,620,948	(\$2,023,762)
Balance	(\$628,481)	(\$311,200)	\$317,281	\$2,225,879	\$4,514,172	\$2,288,293

**Attachments**

- Monthly Financial Report – June 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  
July 17, 2012**

**Comparison of Revenue and Expenditures  
to the Budget for the General Operating Fund  
9-1-11 to 6-30-12**

**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	\$14,045,949	(\$276,881)
<i>State:</i>	\$15,587,706	\$15,587,706	\$11,839,020	(\$3,748,686)
<i>Federal:</i>	\$1,218,383	\$1,218,383	\$1,250,150	\$31,767
<i>Other Resources:</i>	\$0	\$0	\$0	\$0
<i>Total:</i>	\$31,128,919	\$31,128,919	\$27,135,119	(\$3,993,800)

**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	\$22,631,361	\$822,700	\$23,454,061	\$6,561,581

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

	<i>2010-2011</i>	<i>2011-2012</i>	<i>Increase/ Decrease</i>
<i>Revenues:</i>	\$26,870,588	\$27,135,119	\$264,531
<i>Expenditures:</i>	\$25,051,235	\$23,454,061	(\$1,597,174)
<i>Cash Position:</i>	\$8,317,223	\$12,049,856	\$3,732,633

**PRIOR MONTH CASH POSITION as of 5/31/12:** \$11,873,335

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	
May-12	\$13,404,379	-\$23,382	\$13,380,996	84,764	0.63%	0.72%	\$23,413	\$20,068	\$128,246	
Jun-12	\$13,404,379	-\$25,234	\$13,379,144	50,252	0.38%	0.41%	\$18,312	\$16,847	\$85,411	
<b>Year To Date</b>				<b>12,996,918</b>	<b>97.14%</b>	<b>96.67%</b>	<b>255,000</b>	<b>180,498</b>	<b>\$13,432,416</b>	<b>\$382,227</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-12	Actual May-12	Actual Jun-11	Actual Jun-12	Actual Jul-11	Actual Aug-11	2010-11 Totals
<b>REVENUE:</b>														
<b>5700 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	85,358	73,272	47,581	43,439	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	19,723	20,647	22,226	16,304	23,658	30,017	307,317
5719 Pen, Int, & Other	9,786	30,346	12,270	10,830	16,369	28,725	21,676	19,206	17,779	17,613	15,049	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	5,035	0	2,646	0	3,900	3,900
5740 Other Local Sources	31,373	5,994	11,098	8,705	23,461	20,810	2,247	14,837	19,254	12,439	6,552	10,134	169,975	308,813
5750 Co/Curr Activities	36,634	16,111	6,182	1,199	5,578	3,133	1,992	2,862	199	0	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>141,987</b>	<b>136,187</b>	<b>99,860</b>	<b>83,990</b>	<b>104,263</b>	<b>323,907</b>	<b>12,314,525</b>
<b>5800 State Revenue:</b>														
5811 Available School Fund	0	0	105,172	105,858	28,282	28,282	169,105	99,262	110,266	175,046	161,831	106,130	0	1,067,469
5812 Foundation Entitlement	3,060,877	2,506,858	1,314,677	0	0	0	0	1,058,196	695,373	1,321,357	1,393,696	1,718,049	2,717,355	14,163,369
5812 Founda Ent-Prior Yr	0	0	0	0	0	0	0	0	0	0	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	88,677	89,014	113,650	90,645	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>1,246,135</b>	<b>894,653</b>	<b>1,610,053</b>	<b>1,646,172</b>	<b>1,925,214</b>	<b>2,879,521</b>	<b>16,653,143</b>
<b>5900 Federal Revenue:</b>														
5930 Federal	0	0	67,113	0	0	5,787	0	0	0	0	6,677	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>0</b>	<b>6,677</b>	<b>0</b>	<b>6,828</b>	<b>59,458</b>
<b>7900 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>1,388,122</b>	<b>1,030,840</b>	<b>1,709,913</b>	<b>1,736,839</b>	<b>2,029,477</b>	<b>3,213,681</b>	<b>29,030,550</b>
<b>EXPENDITURES:</b>														
<b>6000 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	1,597,334	1,606,917	1,994,932	1,604,420	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	212,171	292,533	119,845	252,788	96,026	401,221	1,992,618
6300 Supplies & Materials	84,308	161,364	130,259	105,871	79,179	131,708	127,640	127,430	187,884	177,822	108,488	46,401	165,625	1,715,582
6400 Other Operating	46,415	173,797	40,481	29,135	183,953	36,353	30,488	169,649	98,364	44,743	81,135	408,618	179,056	1,340,460
6500 Debt Services	0	0	500	0	0	282,006	0	0	500	0	0	0	47,006	325,444
6600 Capital Outlay	0	5,830	7,075	-12,907	33,786	0	1,610	18,310	0	9,351	14,828	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>2,124,895</b>	<b>2,186,198</b>	<b>2,346,692</b>	<b>2,061,658</b>	<b>2,270,347</b>	<b>3,327,261</b>	<b>28,102,556</b>
<b>ENDING BALANCE</b>	1,997,793	550,719	559,848	1,277,008	3,797,342	-949,863	-1,761,679	-736,772	-1,155,358	-636,780	-324,819	-240,870	-113,581	927,995
<b>GF FB as of 8/31/11</b>	6,760,897													
	8,758,690	9,309,409	9,869,257	11,146,265	14,943,607	13,993,744	12,232,065	11,495,292	10,339,934	6,995,877	10,015,115	9,774,245	9,660,664	

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-12	Actual May-12	Actual Jun-11	Actual Jun-12	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	773	0	0	0	1,395	5,379
	Foundation Revenue														
	Breakfast	7,821	7,654	7,948	3,379	9,451	9,122	6,641	7,435	7,286	344	34	0	7,060	70,201
	Lunch	20,934	20,726	21,714	12,223	25,704	23,950	20,286	17,461	18,642	355	20	0	17,556	178,014
	A La Carte	9,299	8,871	8,589	4,965	9,589	9,476	7,600	7,456	7,792	1,519	28	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	676	1,286	204	378	0	958	3,389
	Summer Food Service	0	0	0	0	0	0	0	0	0	69	214	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>33,029</b>	<b>35,779</b>	<b>2,492</b>	<b>674</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	9,800	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>9,800</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	32,577	52,054	28,755	34,376	3,483	9,492	244,575
5922	National School Lunch	0	103,863	93,743	92,718	56,986	100,804	101,192	80,985	89,162	97,426	97,656	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>120,440</b>	<b>148,095</b>	<b>133,059</b>	<b>138,910</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>153,469</b>	<b>193,673</b>	<b>135,551</b>	<b>139,585</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	46,430	47,755	46,978	40,892	40,802	61,228	570,721
6200	Contracted Services	0	128,164	97,738	100,346	72,549	72,912	96,840	103,645	87,685	86,260	89,287	16,532	46,906	845,079
6300	Supplies & Materials	6,912	7,009	8,376	7,016	7,130	7,064	7,024	6,889	6,936	7,024	7,012	6,952	53,617	130,547
6400	Other Operating	0	139	19	66	51	127	37	142	114	68	140	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>157,106</b>	<b>142,490</b>	<b>140,329</b>	<b>137,332</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>98,186</b>	<b>149,369</b>	<b>109,430</b>	<b>151,622</b>	<b>118,388</b>	<b>48,029</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-12	Actual May-12	Actual Jun-11	Actual Jun-12	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	13,387	11,492	7,084	6,813	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	2,370	2,766	2,638	2,008	3,032	3,999	37,304
5719	Pen, Int, & Other	1,211	2,872	946	644	997	2,434	2,918	2,263	2,289	1,986	1,798	2,381	3,486	23,622
5742	Earnings Fm Temp Dep	66	71	107	230	594	777	734	728	763	1,369	747	1,433	554	10,906
	<b>Total Local Rev:</b>	5,617	16,372	171,687	447,015	919,633	180,499	30,367	18,748	17,310	13,077	11,366	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	18,748	17,310	13,077	11,366	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	1,079,655	1,096,965	952,326	1,108,331	1,122,114	159,320	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	1,560,340	1,241,823	1,858,541	1,887,789	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	2,282,001	2,328,688	2,487,022	2,198,989	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	5,912,236	4,825,371	2,224,729	4,514,171	4,253,850	3,107,116	

**Agenda Item Summary Sheet (4 B.5)**  
**Meeting Date: July 17, 2012**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

**Consent Agenda:  
Business and Support  
Services**

Review of Checks Written – June 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**

June 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>May</b>	\$867,612.30	\$1,105,700.63	\$758,644.83	\$620,111.02	\$891,849.50
<b>June</b>	\$1,529,388.36	\$816,384.98	\$718,912.56	\$736,989.79	\$751,699.54
<b>Subtotal YTD</b>	<b>\$10,229,514.20</b>	<b>\$9,690,998.81</b>	<b>\$8,003,803.63</b>	<b>\$6,916,477.63</b>	<b>\$6,404,219.65</b>
<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 (June and August) when we pay principal and interest on debt.

**Attachments** List of checks written during the month of June 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 (5 A)**  
**Meeting Date: July 17, 2012**  
**Submitted by: Mark Pool, Superintendent**

## ***Discussion Topic***

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

**Summary**

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

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

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

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

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

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

**Effective Date**      July 17, 2012

**Previous Board Action**      The Board previously reviewed the budget assumptions for 2012-2013 at the regular monthly meeting in March; and the budget development and adoption process at the regular meeting in May.

A preliminary budget was presented at the regular meeting in June and our first budget workshop was held on July 10<sup>th</sup>.

**Future Action Expected**      Budget Workshop August 7<sup>th</sup> – Presentation of proposed budget using certified values; and a record vote on proposed tax rate and date and time for Public Meeting to discuss budget and

proposed tax rate.

Regular Meeting on August 21<sup>st</sup> - Public Meeting to discuss budget and proposed tax rates; and anticipated adoption of budget and setting tax rates.

Special Meeting on August 28<sup>th</sup> – (if necessary)

**Background Information and Significant Issues**

The following are some highlights of our revised preliminary budget:

- Projected local and state revenue at the current tax rate of \$1.04 is (\$670,581) less than it was last year. 44.0% of that revenue projection is local revenue and 56.0% is state revenue.
- Comparison of General Fund projected revenue and estimated expenditures between 2011-2012 and 2012-2013:

	<b>2011-2012</b>	<b>2012-2013</b>	<b>Difference</b>
<b>Revenue</b>	\$27,721,900	\$27,115,818	<b>(\$606,082)</b>
<b>Expenditures</b>	\$26,663,161	\$26,981,873	\$318,712
<b>Surplus/(Deficit)</b>	\$1,058,739	\$133,945	<b>(\$924,794)</b>

- Total Local Projected Revenue is (\$272,975) less than 2011-2012 due to a drop in preliminary taxable values. This amount could increase or decrease depending on final certified values.
- Total State Projected State Revenue is (\$383,107) less than 2011-2012. The Available School Fund amount is up by \$567,667, but the Foundation School Program funding is (\$944,284) less.
- Total Estimated Expenditures are \$318,712 more than 2011-2012. Primary increases include:
  - Payroll & Benefits ..... \$177,112
  - Contracted Services .....\$83,445
  - Supplies & Materials..... **(\$6,875)**
  - Other Operating.....\$18,999
  - Debt Service ..... **(\$6,469)**
  - Capital Outlay .....\$52,500
- Payroll expenditures account for 73.21% of the proposed budget. For most school district budgets that percentage is 80.0% or more.

**Fiscal Impact**

Unknown.

<b>Student and Public Benefit</b>	Detailed financial planning ensures that funds are available to provide the necessary personnel, facilities, equipment and supplies for an appropriate education for all students; and that taxpayer' dollars are spent wisely.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	<i>ECISD Preliminary Budget for 2012-2013 (Revised 7/10/12)</i>
<b>Contact Person(s)</b>	David Bright, Assistant Superintendent of Finance and Operations
<b>Action Required</b>	No action required.
<b>Superintendent's Recommendation</b>	This is a discussion item only. <b>Mark Pool, Superintendent of Schools</b>



***ECISD PRELIMINARY  
BUDGET***

2012-2013

Submitted July 10, 2012

ECISD BOARD MEETING

Prepared by David Bright,  
Assistant Superintendent for Finance

**EL CAMPO INDEPENDENT SCHOOL DISTRICT  
REVENUE PROJECTION  
2012-2013**

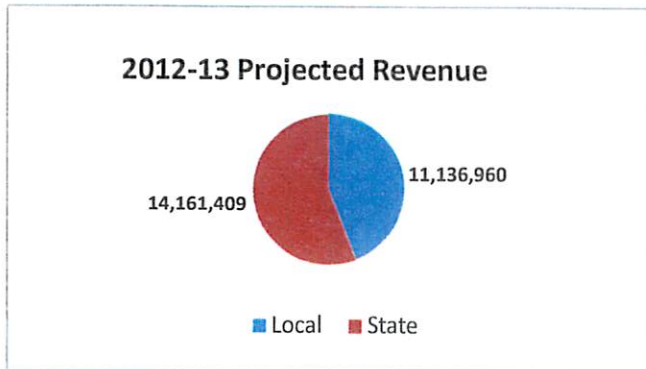
7/10/12

Year	Refined ADA	Rate	M&O Tax Rate	Certified Freeze-Adjusted	Local Revenue @ 98%	State Revenue	Total M&O Revenue	Deficit/Surplus vs 11/12	Additional Aide above Compressed Rate			M&O Tax Rate	I&S Tax Rate	Total Tax Rate	
									Local	State	Total				
2007-08	3,195.5														
2008-09	3,205.0	SCR + .04	1.04005	1,055,787,385	11,237,869	15,939,479	27,177,348								
2009-10	3,201.9	SCR + .04	1.04005	1,073,320,252	11,443,462	16,242,943	27,686,405								
2010-11	3,239.3	SCR + .04	1.04005	1,076,011,418	11,506,719	16,135,094	27,641,813								
2011-12	3,250.0	SCR + .04	1.04005	1,064,125,826	11,447,235	14,521,715	25,968,950								
					44.1%	55.9%									
				Estimate											
2012-13	3,274.3	SCR	1.00005	1,025,000,000	10,735,160	14,026,959	24,762,119	(1,206,831)							
2012-13	3,274.3	SCR + .01	1.01005	1,025,000,000	10,835,610	14,060,789	24,896,399	(1,072,551)	100,450	33,830	134,280	2012-13 Debt Service	I&S Tax Rate	Total Tax Rate	
2012-13	3,274.3	SCR + .02	1.02005	1,025,000,000	10,936,060	14,094,472	25,030,532	(938,418)	200,900	67,513	268,413				
2012-13	3,274.3	SCR + .03	1.03005	1,025,000,000	11,036,510	14,128,010	25,164,520	(804,430)	301,350	101,051	402,401				
2012-13	3,274.3	SCR + .04	1.04005	1,025,000,000	11,136,960	14,161,409	25,298,369	(670,581)	401,800	134,450	536,250	0	0.16610	\$1.20515	
					44.0%	56.0%			75%	25%	100%				Est.

SCR - State Compression Rate

State Revenue Projection includes:

Foundation School Program	\$12,739,173
Available School Fund	\$1,370,916
Existing Debt Allotment (511)	\$51,320
<b>Total</b>	<b>\$14,161,409</b>



## Interest & Sinking Tax Rate Calculation

2012 debt payments  
*less*  
 2011 excess debt tax collections/EDA = Adjusted 2012 debt  
*divided by*  
 2012 anticipated collection rate  
  
 Adjusted 2012 debt  
*divided by*  
 2012 total taxable values\* x \$100 = 2012 debt service rate  
*less*  
 2012 captured appraised value in a TIF fund

\$1,801,369 Debt Payment  
 -\$75,000 less Excess Debt Collections  
 -\$51,000 EDA  


---

 \$1,675,369  
 \$1,675,369 / .99 = \$1,692,292 Adjusted 2012 debt  
 \$1,692,292 / \$1,025,000,000 - 0 TIF \* \$100 = \$0.16510 2012 Debt Service Rate

\$1.04005 M & O Tax Rate  
 \$0.16510 I & S Tax Rate  


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 \$1.20515 Total Tax Rate

### Average Home Value Comparison

Year	Taxable Value		I & S Tax	
2011	\$94,200	(\$94,200 x .0016312)	\$153.66	
2012	\$0	(\$ x .0016510)	\$0.00	
			\$0.00	Increase/(Decrease)

**EL CAMPO INDEPENDENT SCHOOL DISTRICT  
2012-2013  
PRELIMINARY BUDGET**

7/10/12

**BUDGET SUMMARY - GENERAL FUND 199**

**REVENUE**

			2011-12 SB-1		2012-13 SB-1		2013-14 SB-1	
	<u>Object</u>	<u>Revenue Source</u>	<u>Estimated Revenue</u>	<u>Percent of Total</u>	<u>Estimated Revenue</u>	<u>Percent of Total</u>	<u>Estimated Revenue</u>	<u>Percent of Total</u>
<b>LOCAL</b>	5711	Taxes - Current Year	\$11,447,235	41.29%	\$11,136,960	41.07%	\$11,136,960	41.07%
	5712	Prior Year Taxes	\$250,000	0.90%	\$250,000	0.92%	\$250,000	0.92%
	5719	Penalty, Interest & Other	\$210,000	0.76%	\$210,000	0.77%	\$210,000	0.77%
	5742	Investment Earnings	\$80,000	0.29%	\$90,000	0.33%	\$90,000	0.33%
	57XX	Athletic Activity & Misc. Local	\$179,700	0.65%	\$207,000	0.76%	\$207,000	0.76%
		<b>Total Local Revenue</b>	<b>\$12,166,935</b>	<b>43.89%</b>	<b>\$11,893,960</b>	<b>43.86%</b>	<b>\$11,893,960</b>	<b>43.86%</b>
<b>STATE</b>	5811	Available School Fund	\$803,249	2.90%	\$1,370,916	5.06%	\$1,370,916	5.06%
	5812	Foundation School Program	\$13,683,457	49.36%	\$12,739,173	46.98%	\$12,739,173	46.98%
	5831	TRS On Behalf	\$1,056,259	3.81%	\$1,049,769	3.87%	\$1,049,769	3.87%
		<b>Total State Revenue</b>	<b>\$15,542,965</b>	<b>56.07%</b>	<b>\$15,159,858</b>	<b>55.91%</b>	<b>\$15,159,858</b>	<b>55.91%</b>
		<b>Decrease in State Revenue</b>			<b>-\$383,107</b>		<b>-\$383,107</b>	
<b>FEDERAL</b>	5929	SHARS	\$0	0.00%	\$50,000	0.23%	\$50,000	0.23%
		MAC	\$12,000	0.04%	\$12,000	0.04%	\$12,000	0.04%
		<b>Total Federal Revenue</b>	<b>\$12,000</b>	<b>0.04%</b>	<b>\$62,000</b>	<b>0.23%</b>	<b>\$62,000</b>	<b>0.23%</b>
		<b>Total Revenue</b>	<b>\$27,721,900</b>	<b>100.00%</b>	<b>\$27,115,818</b>	<b>100.00%</b>	<b>\$27,115,818</b>	<b>100.00%</b>

Release 7  
Release 7

**EXPENDITURES**

	<u>Object</u>	<u>Expenditures for:</u>	<u>Estimated Expenditures</u>	<u>Percent of Total</u>	<u>Estimated Expenditures</u>	<u>Percent of Total</u>	<u>Estimated Expenditures</u>	<u>Percent of Total</u>
	6100	Payroll & Benefits	\$19,576,415	73.42%	\$19,753,527	73.21%	\$19,753,527	73.21%
	6200	Contracted Services	\$3,580,751	13.43%	\$3,664,196	13.58%	\$3,664,196	13.58%
	6300	Supplies & Materials	\$1,686,153	6.32%	\$1,679,278	6.22%	\$1,679,278	6.22%
	6400	Other Operating	\$1,444,504	1.22%	\$1,463,503	1.18%	\$1,463,503	1.18%
	6500	Debt Service	\$325,338	1.22%	\$318,869	1.18%	\$318,869	1.18%
	6600	Capital Outlay	\$50,000	0.19%	\$102,500	0.38%	\$102,500	0.38%
	8900	Other Uses	\$0	0.00%	\$0	0.00%	\$0	0.00%
		<b>Total Expenditures</b>	<b>\$26,663,161</b>	<b>100.00%</b>	<b>\$26,981,873</b>	<b>100.00%</b>	<b>\$26,981,873</b>	<b>100.00%</b>
		<b>Surplus/(Deficit)</b>	<b>\$1,058,739</b>		<b>\$133,945</b>		<b>\$133,945</b>	

**EL CAMPO INDEPENDENT SCHOOL DISTRICT  
2012-2013  
PRELIMINARY BUDGET**

7/10/12

**BUDGET SUMMARY - GENERAL FUND 199**

**REVENUE**

		2012-13 SB-1		Prior Year SB-1		
	<u>Object</u>	<u>Revenue Source</u>	<u>Estimated Revenue</u>	<u>Percent of Total</u>	<u>Estimated Revenue</u>	<u>Incr./ Decr.</u>
<b>LOCAL</b>	5711	Taxes - Current Year	\$11,136,960	41.07%	\$11,447,235	-\$310,275
	5712	Prior Year Taxes	\$250,000	0.92%	\$250,000	\$0
	5719	Penalty, Interest & Other	\$210,000	0.77%	\$210,000	\$0
	5742	Investment Earnings	\$90,000	0.33%	\$80,000	\$10,000
	5752	Athletic Activity & Misc. Local	\$207,000	0.76%	\$179,700	\$27,300
		<b>Total Local Revenue</b>	<b>\$11,893,960</b>	<b>43.86%</b>	<b>\$12,166,935</b>	<b>-\$272,975</b>
<b>STATE</b>	5811	Available School Fund	\$1,370,916	5.06%	\$803,249	\$567,667
	5812	Foundation School Program	\$12,739,173	46.98%	\$13,683,457	-\$944,284
	5831	TRS On Behalf	\$1,049,769	3.87%	\$1,056,259	-\$6,490
		<b>Total State Revenue</b>	<b>\$15,159,858</b>	<b>55.91%</b>	<b>\$15,542,965</b>	<b>-\$383,107</b>
<b>FEDERAL</b>	5929	SHARS	\$50,000	80.65%	\$0	\$50,000
		MAC	\$12,000	0.04%	\$12,000	\$0
		<b>Total Federal Revenue</b>	<b>\$62,000</b>	<b>0.23%</b>	<b>\$12,000</b>	<b>\$50,000</b>
		<b>Total Revenue</b>	<b>\$27,115,818</b>	<b>100.00%</b>	<b>\$27,721,900</b>	<b>-\$606,082</b>

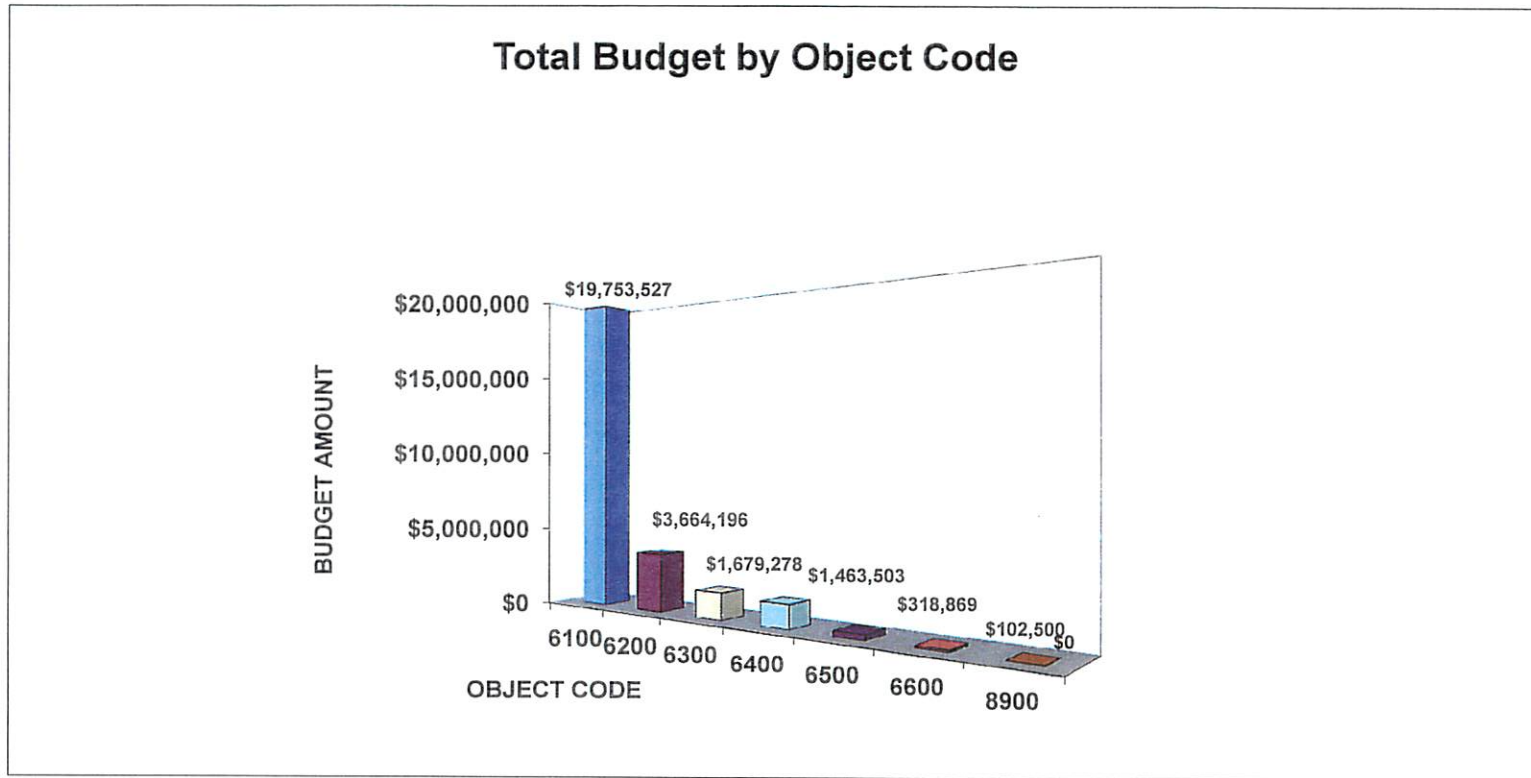
Release 7  
Value Estimate (\$39,125,826)

**EXPENDITURES**

<u>Object</u>	<u>Expenditures for:</u>	<u>Estimated Expenditures</u>	<u>Percent of Total</u>		
6100	Payroll & Benefits	\$19,753,527	73.21%	\$19,576,415	\$177,112
6200	Contracted Services	\$3,664,196	13.58%	\$3,580,751	\$83,445
6300	Supplies & Materials	\$1,679,278	6.22%	\$1,686,153	-\$6,875
6400	Other Operating	\$1,463,503	1.18%	\$1,444,504	\$18,999
6500	Debt Service	\$318,869	1.18%	\$325,338	-\$6,469
6600	Capital Outlay	\$102,500	0.38%	\$50,000	\$52,500
8900	Other Uses	\$0	0.00%	\$0	\$0
	<b>Total Expenditures</b>	<b>\$26,981,873</b>	<b>100.00%</b>	<b>\$26,663,161</b>	<b>\$318,712</b>
	<b>Surplus/(Deficit)</b>	<b>\$133,945</b>	<b>70</b>	<b>\$1,058,739</b>	

**EL CAMPO INDEPENDENT SCHOOL DISTRICT  
2012-2013  
PRELIMINARY BUDGET**

7/10/12



<u>BUDGET OBJECT</u>	<u>BUDGET</u>	<u>PERCENT of TOTAL</u>
6100 - PAYROLL	\$19,753,527	73.21%
6200 - PURCHASED & CONTRACTED SVCS	3,664,196	13.58%
6300 - SUPPLIES & MATERIALS	1,679,278	6.22%
6400 - OTHER OPERATING EXPENSE	1,463,503	5.42%
6500 - DEBT SERVICE	318,869	1.18%
6600 - CAPITAL OUTLAY	102,500	0.38%
8900 - Other Uses	0	0.00%
	<u>\$26,981,873</u>	<u>100.00%</u>

\* General Fund only

**EL CAMPO INDEPENDENT SCHOOL DISTRICT  
2012-2013  
PRELIMINARY BUDGET**

**SUMMARY BY FUND**

7/10/2012

<u>FUND</u>	<u>PROGRAM DESCRIPTION</u>	<u>ESTIMATED REVENUES</u>	<u>ESTIMATED EXPENDITURES</u>	<u>SURPLUS/ (DEFICIT)</u>
199	General Fund	27,115,818	26,981,873	133,945
240	Food Service Fund	1,674,737	1,674,737	0
511	Debt Service Fund	1,801,369	1,801,369	0
<b>TOTAL ESTIMATED BUDGET</b>		<b>\$30,591,924</b>	<b>\$30,457,979</b>	<b>\$133,945</b>

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

**EL CAMPO INDEPENDENT SCHOOL DISTRICT  
2012-2013  
PRELIMINARY BUDGET  
(Information Only)**

**SUMMARY BY FUND**

7/10/2012

<u>FUND</u>	<u>PROGRAM DESCRIPTION</u>	<u>ESTIMATED REVENUES</u>	<u>ESTIMATED EXPENDITURES</u>	<u>SURPLUS/ DEFICIT</u>
199	General Fund	27,115,818	26,981,873	133,945
211	ESEA Title I, Part A	0	0	0
212	ESEA Title I, Part C-Migrant	0	0	0
240	Food Service Fund	1,174,737	1,174,737	0
244	Vocational Ed. - Basic Grant	0	0	0
255	ESEA Title II, Part A	0	0	0
263	Title III, Part A	0	0	0
270	Title IV, Part B, Subpart 2	0	0	0
313	IDEA - Part B, Formula	0	0	0
314	IDEA - Part B, Preschool	0	0	0
386	Deaf Education	0	0	0
437	Shared Services - Special Ed.	0	0	0
459	O/M Consortium	0	0	0
461	Campus Activity Funds	0	0	0
479	Family Crisis Fund	0	0	0
511	Debt Service Fund	1,801,369	1,801,369	0
		<b>\$30,091,924</b>	<b>\$29,957,979</b>	<b>\$133,945</b>

**Agenda Item Summary Sheet (5 B)**  
**Meeting Date: July 17, 2012**  
**Submitted by: Mark Pool, Superintendent**

## ***Discussion Topic***

**Business and Operations**      Discuss Reconciliation of Fund 801 – El Campo High School Scholarship Fund

### **Summary**

As you all are aware from previous board/superintendent communications, former high school registrar, Anita Poncik, was recently arrested for what is commonly known as “Theft by a Public Servant.” (The actual charge is theft in an amount greater than \$20,000 and less than \$100,000 – enhanced.) The charges resulted from discrepancies we discovered in our high school student organization accounts beginning in February of this year.

Ms. Poncik was responsible for accounting for the following funds at the high school:

- Fund 461 – Campus Activity Fund. This fund is a part of the Annual Operating Budget adopted by the Board of Trustees and appears under “Local and Intermediate Revenue Sources.” This fund is used to account for transactions related to a principal’s activity fund if the monies generated are not subject to recall by the school district’s board of trustees into the General Fund.
- Fund 801 – El Campo High School Scholarship Fund. This is a “Private-purpose Trust Fund” used to account for scholarship funds that are received by the school that are to be awarded to current and former students for post-secondary education purposes. It is not reported to PEIMS and not a part of the Annual Operating Budget adopted by the Board of Trustees.
- Fund 865 – Student Activity (Co-curricular) Account. This is an “Agency Fund” used to account for “club” funds or “class” funds. It is not reported to PEIMS and not a part of the Annual Operating Budget adopted by the Board of Trustees.

At the regular meeting on June 19<sup>th</sup>, the Board was presented with a review of our attempt to reconcile the sub-accounts in Fund 865 – Student Activity (Co-curricular) Account.

This month we wanted to present the reconciliation of Fund 801 – the El Campo High School Scholarship Fund.

### **ECISD Board Policy**

CAA (LOCAL), FISCAL MANAGEMENT GOALS AND OBJECTIVES – FINANCIAL ETHICS

CFD (LOCAL), ACCOUNTING – ACTIVITY FUND MANAGEMENT

### **Effective Date**

July 17, 2012

<b>Previous Board Action</b>	At the regular meeting on June 19, 2012, the Board reviewed the reconciliation of the subaccounts in Fund – Student Activity (Co-curricular) Account.
<b>Future Action Expected</b>	Unknown.
<b>Background Information and Significant Issues</b>	<p>Fund 801 is a “Private-purpose Trust Fund” in which the district accounts for and holds in trust the funds for approximately 98 scholarships.</p> <p>Our Bookkeeper, Joyce Supak, has done a considerable amount of work in consultation with High School Counselor, Robin Crowell, in trying to reconcile all of the scholarship subaccounts. It appears that the fund is short \$14,506. They have also identified a number of accounts (highlighted in blue on the attached spreadsheet) that appear to have a surplus totaling \$1,481.48. If the surplus funds were used it would take an additional \$13,024.42 to make all of the scholarship accounts whole.</p>
<b>Fiscal Impact</b>	Unknown at this time.
<b>Student and Public Benefit</b>	These are funds donated by the public that were held in trust for them by the district and must be made whole.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	The following spreadsheet is a recap of amount(s) needed to make all subaccounts in Funds 801 and 865 whole:

<b>Fund 801</b>	
High School Scholarship Accounts	\$13,024.42
<b>Fund 865</b>	
Internal Transfer for Ag Shop Building Fund	\$12,100.00
Internal Transfer for FFA	\$16,900.00
Organizations with Records - Verified	\$40,388.05
Organizations with Records - Unverified	\$14,095.24
Organizations without Records - Reconciled	\$5,334.30
Organizations without Records - Unreconcilable	\$6,829.47
<b>Total</b>	<b>\$108,671.48</b>

Edwards Risk Management will have representatives in the District on July 19<sup>th</sup> to review these records in helping us to determine the actual loss.

**Attachments**

- Copy of Scholarship Account Reconciliation

**Contact Person(s)**

Mark Pool, Superintendent of Schools  
David Bright, Assistant Superintendent of Finance and Operations  
Rich DuBroc, High School Principal

**Action Required**

No action required.

**Superintendent's  
Recommendation**

This is a discussion item only.  
**Mark Pool, Superintendent of Schools**

**Agenda Item Summary Sheet (5 C)**  
**Meeting Date: July 17, 2012**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Item***

**Business and Operations** Request for Use of School Facilities

**Summary** Normally approval of any request for use of school facilities is an administrative function. However, due to the nature of this request I wanted Board approval.

One of our recent graduates, William Hedstrom, has requested to use the old middle school campus as a location for making an independent film from an original screen play. William and his colleagues anticipate the filming will take two weeks, and have agreed to sign any release of liability required by the Board.

**ECISD Board Policy** None.

**Effective Date** July 17, 2012

**Previous Board Action** None.

**Future Action Expected** None.

**Background Information and Significant Issues** Please reference the attached proposal from William Hedstrom for details. It is my understanding that he plans to attend the meeting to address any question you may have.

**Fiscal Impact** None.

**Student and Public Benefit** None.

**Procedural and Reporting Implications** Completion of any release of liability required by District.

**Public Comments** None.

**Alternatives** None.

**Other Comments and Related Issues** None.

**Attachments**

- Proposal from William Hedstrom.

**Contact Person(s)**

Mark Pool, Superintendent of Schools

**Action Required**

Motion, second and majority vote to authorize the use of the Old Middle School Property on MLK Blvd. for the purpose of filming and independent film for personal use.

**Superintendent's Recommendation**

I will have a recommendation at the meeting Tuesday night.  
**Mark Pool, Superintendent of Schools**

Mark Pool, Superintendent El Campo ISD

600 W. Norris St

El Campo, TX 77437

The following is a proposal to request access to the unused middle school campus located on MLK Boulevard for the purpose of filming an independent film:

- 1.) No damages will be done to the property or anything on said property during filming.
- 2.) We accept full responsibility for any damages caused during filming.
- 3.) Any necessary legal paperwork will be completed in a timely manner.
- 4.) No liability will be held against ECISD or anyone else concerned if injury does occur.
- 5.) Any provisions deemed necessary by the school board will be respected; allowed times for filming, chaperoning, etc.
- 6.) Nothing negative will be said during the film about ECISD or its properties.
- 7.) The school district and the school board will receive due recognition for their willingness to assist this cinematic project.
- 8.) The school board will receive a schedule for filming at least three days in advance before filming will commence.
- 9.) The filming will take place within the span of about two weeks.
- 10.) The people participating will be myself, Blake Grimes, Collin Presslir, and Matthew Graff.
- 11.) The two parties under 18, Matthew and Collin, will receive full parental consent prior to any filming.

#### Summary of the film.

An enigmatic urban legend named Ranger Rick is prevalent in the small south Texas Town of El Campo. Shot in the style of the Blair Witch Project, this film chronicles the exploits of three teenagers as they attempt to prove or disprove the existence of the figure. After a subsequent encounter with Ranger Rick the film shifts from proof of his existence to his identity and purpose in town. The film ends with Ranger Rick attempting to explain his existence, purpose, and prevalence in town.

#### Purpose of the film.

This film will be primarily for personal use. Any subsequent distribution will be with the approval of the board. The board will also retain the power to review the film before any final decisions are made.

**Curriculum and Instruction** Monthly Report on Curriculum and Instruction – Review of 5E Instructional Model

**Summary**

One of our major strategies this next school year for improving student performance will be to provide additional professional development in the *5E Model of Instruction* and to require teachers to plan and submit lesson plans using this model.

Many of our teachers are already using the *5E Model* and the CSCOPE exemplar lessons are written in the 5E format, which is designed to engage the students in their learning before the direct instruction (explanation) actually begins.

The five steps in the *5E Model of Instruction* include:

- Engage
- Explore
- Explain
- Extend/Elaborate
- Evaluate

We believe that a major instructional issue with many of today's students is their lack of engagement in the lesson, and subsequently the ability to extend what they have learned; i.e., being able to apply their new learning in a new or similar situation. For our teachers who are not using the *5E Model* too often their lessons begin with "Explain" and end with "Evaluate" and do not provide opportunities for student engagement, exploration, or extension of new knowledge.

**ECISD Board Policy** None.

**Effective Date** July 17, 2012

**Previous Board Action** Monthly report on curriculum and instruction issues.

**Future Action Expected** Monthly report on curriculum and instruction issues.

**Background Information and Significant Issues** Please refer to the attached document.

**Fiscal Impact** None.

<b>Student and Public Benefit</b>	<p>Our primary focus must be student academic performance, which is contingent upon a solid curriculum, excellent instruction in every classroom, and an assessment program that provides timely data to make appropriate instructional decisions.</p> <p>Use of the <i>5E Model of Instruction</i> will help to insure that we have excellent instruction going on in every classroom.</p>
<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>The 5E Model of Instruction</i></li> </ul>
<b>Contact Person(s)</b>	Melissa Koop, Assistant Superintendent of Curriculum and Instruction
<b>Action Required</b>	No action required.
<b>Superintendent's Recommendation</b>	<p>This is a discussion item only.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

# The 5E Model of Instruction

Definition	Teacher Behavior	Student Behavior
<b>Engage</b>		
<ul style="list-style-type: none"> <li>• Generate interest</li> <li>• Access prior knowledge</li> <li>• Connect to past knowledge</li> <li>• Set parameters of the focus</li> <li>• Frame the idea</li> </ul>	<ul style="list-style-type: none"> <li>• Motivates</li> <li>• Creates interest</li> <li>• Taps into what students know or think about the topic</li> <li>• Raises questions and encourages responses</li> </ul>	<ul style="list-style-type: none"> <li>• Attentive in listening</li> <li>• Ask questions</li> <li>• Demonstrates interest in the lesson</li> <li>• Responds to questions demonstrating their own entry point of understanding</li> </ul>
<b>Explore</b>		
<ul style="list-style-type: none"> <li>• Experience key concepts</li> <li>• Discover new skills</li> <li>• Probe, inquire, and question experiences</li> <li>• Examine their thinking</li> <li>• Establish relationships and understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Acts as a facilitator</li> <li>• Observes and listens to students as they interact</li> <li>• Asks good inquiry-oriented questions</li> <li>• Provides time for students to think and to reflect</li> <li>• Encourages cooperative learning</li> </ul>	<ul style="list-style-type: none"> <li>• Conducts activities, predicts, and forms hypotheses or makes generalizations</li> <li>• Becomes a good listener</li> <li>• Shares ideas and suspends judgment</li> <li>• Records observations and/or generalizations</li> <li>• Discusses tentative alternatives</li> </ul>
<b>Explain</b>		
<ul style="list-style-type: none"> <li>• Connect prior knowledge and background to new discoveries</li> <li>• Communicate new understandings</li> <li>• Connect informal language to formal language</li> </ul>	<ul style="list-style-type: none"> <li>• Encourages students to explain their observations and findings in their own words</li> <li>• Provides definitions, new words, and explanations</li> <li>• Listens and builds upon discussion form students</li> <li>• Asks for clarification and justification</li> <li>• Accepts all reasonable responses</li> </ul>	<ul style="list-style-type: none"> <li>• Explains, listens, defines, and questions</li> <li>• Uses previous observations and findings</li> <li>• Provides reasonable responses to questions</li> <li>• Interacts in a positive, supportive manner</li> </ul>
<b>Extend/Elaborate</b>		
<ul style="list-style-type: none"> <li>• Apply new learning to a new or similar situation</li> <li>• Extend and explain concept being explored</li> <li>• Communicate new understanding with formal language</li> </ul>	<ul style="list-style-type: none"> <li>• Uses previously learned information as a vehicle to enhance additional learning</li> <li>• Encourages students to apply or extend the new concepts and skills</li> <li>• Encourages students to use terms and definitions previously acquired</li> </ul>	<ul style="list-style-type: none"> <li>• Applies new terms and definitions</li> <li>• Uses previous information to probe, ask questions, and make reasonable judgments</li> <li>• Provides reasonable conclusions and solutions</li> <li>• Records observations, explanations, and solutions</li> </ul>
<b>Evaluate</b>		
<ul style="list-style-type: none"> <li>• Assess understanding (Self, peer and teacher evaluation)</li> <li>• Demonstrate understanding of new concept by observation or open-ended response</li> <li>• Apply within problem situation</li> <li>• Show evidence of accomplishment</li> </ul>	<ul style="list-style-type: none"> <li>• Observes student behaviors as they explore and apply new concepts and skills</li> <li>• Assesses students' knowledge and skills</li> <li>• Encourages students to assess their own learning</li> <li>• Asks open-ended questions</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates an understanding or knowledge of concepts and skills</li> <li>• Evaluates his/her own progress</li> <li>• Answers open-ended questions</li> <li>• Provides reasonable responses and explanations to events or phenomena</li> </ul>

**Agenda Item Summary Sheet (7 A)**  
**Meeting Date: July 17, 2012**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

<b>Governance</b>	Administrative Regulation for Activity Fund Management
<b>Summary</b>	<p>According to LOCAL policy the Superintendent and administrative staff are responsible for developing and enforcing procedures for the operation of the District. These procedures constitute the administrative regulations of the District and consist of documents that define standard operating procedure. Administrative regulations are subject to Board review but shall not be adopted by the Board. In case of conflict between the administrative regulations and policy, policy shall prevail.</p> <p>LOCAL policy further states that the Superintendent or designee will ensure that student activity accounts are maintained to manage all class funds, organization funds, and any other funds collected from students for a school-related purpose; and that the Superintendent will establish regulations governing the expenditure of District and campus activity funds.</p> <p>In accordance with these policies, I have requested that David Bright and Rich DuBroc revise procedures for the management of student activity funds. David has prepared a section to be placed in the District's Business Procedures Manual for that purpose.</p> <p>From this point forward all activity sponsors will be trained on the administrative regulation required to acknowledge that they understand and agree to abide by the regulations.</p>
<b>ECISD Board Policy</b>	BP (LOCAL), ADMINISTRATIVE REGULATIONS CFD (LOCAL) – ACCOUNTING: ACTIVITY FUND MANAGEMENT
<b>Effective Date</b>	July 17, 2012
<b>Previous Board Action</b>	None
<b>Future Action Expected</b>	None
<b>Background Information and Significant Issues</b>	Please refer to attached " <i>Activity Fund Management</i> " section for the El Campo Independent School District Business Procedures Manual.
<b>Fiscal Impact</b>	Unknown.

<b>Student and Public Benefit</b>	The students and the public can be assured that written procedures are in place for the management of student activity funds.
<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>• Administrative Regulation – “<i>Activity Fund Management</i>,” Section V of the El Campo Independent School District Business Procedures Manual</li> </ul>
<b>Contact Person(s)</b>	<p>David Bright, Assistant Superintendent of Finance and Operations</p> <p>Rich DuBroc, High School Principal</p>
<b>Action Required</b>	No action required.
<b>Superintendent’s Recommendation</b>	<p>This is an information item only.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

# **Activity Fund Management**

**El Campo Independent School District**

**Business Procedures Manual**

**Section V**

# **ACTIVITY FUNDS**

- I. INTRODUCTION**
- II. ACTIVITY FUND ACCOUNTS**
- III. FUNDRAISING ACCOUNTS**
- IV. NON-FUNDRAISING ACCOUNTS**
- V. RESPONSIBILITY for ACTIVITY FUNDS**
- VI. STUDENT ORGANIZATIONS**
- VII. SPONSORS' RESPONSIBILITIES**
- VIII. COLLECTION of MONEY**
- IX. DEPOSITING FUNDS COLLECTED**
- X. FUND RAISING ACTIVITES**
- XI. DISBURSEMENT of FUNDS**
- XII. CASH RECEIPTS**
- XIII. MISCELLANEOUS ACTIVITY FUND GUIDLINES**

## I. Introduction

This manual was written to provide a set of standardized accounting procedures for the administration of Campus Activity Funds on all campuses in the El Campo Independent School District. Principals, secretaries, and other employees involved in the handling of these funds should become knowledgeable of the instructions prescribed in this manual. Employees are placed in a position of trust by parents and students when funds are placed in their care and adequate measures to control these funds will assure parents and students that the funds are handled properly.

Campus activity accounts may not be used to circumvent the controls outlined in the district's policies or business procedure manual. Purchases must comply with local policies and state laws.

## II. Activity Fund Accounts

Activity Funds consist of monies received and held by the campus to be expended for the benefit of students in accordance with District policy.

There are two types of Activity Funds that are common for Texas public schools.

The first type is a clearing account that is used for such things as school pictures and yearbooks. These funds shall be used to promote the general welfare of each school and the educational development and morale of all students.

The second type consists of funds that are the property of student organizations such as student council, choir, and pep squad. The District is required to provide stewardship by properly safeguarding and accounting for these funds. Decisions on the use of student funds are the concern of the specific student groups to whom the funds belong, as long as the decisions regarding the use of funds do not conflict with Board policy and/or legal regulations or restrictions.

Each checking account must be held at the depository bank used by the school district for district operations. Within the account, a campus may have several sub-accounts which will be classified either as a **Fundraising Account** or a **Non-fundraising Account**. All sub-accounts must be approved by the superintendent at the beginning of each year and no new accounts will be created during a fiscal year.

### III. Fundraising Accounts

Fundraising accounts are used to account separately for money belonging to individual student groups. Examples of such groups are student council, band, and FFA. Money expended from these groups must be spent to benefit that same student group or for the intended purpose. **The group members determine how all money is expended and not the sponsor or any other school employee.** Funds held in various student accounts may NOT be comingled. If one account is allowed to become overdrawn, it is, in effect, borrowing money from the other groups and therefore this practice must NOT occur. To be eligible to be considered as a Fundraising Account, the group must have officers annually elected by members and be recognized by the Board of Trustees. These groups will be eligible to have fund raisers but these activities must adhere to all guidelines given later in this manual. Each organization is allowed no more than 2 fundraisers annually. These accounts must be recorded **in fund 865 by business office staff on a monthly basis.** An acceptable list of Fundraising Accounts is listed below.

### IV. Non-Fundraising Accounts

Non student accounts are used for money contributed or generated by school employees or by groups that do not have elected officers and are not officially recognized by the board of trustees. Examples of such accounts are Library and Employee Wellness and Sympathy. These accounts will not be eligible to have fundraisers as defined later in this manual. In addition, each campus must maintain at least one account that is used for the benefit of the student body as a whole. This account will be used solely for receipts and expenditures that benefits students not belonging to any specific group. Groups using Non-fundraising accounts may not use the employer identification number of the district. These funds must be recorded in fund 461 on a monthly basis by business office staff. Below is a list of approved Non-fundraising Accounts.

### V. Responsibility for Activity Fund

All campus personnel including principals, secretaries, and sponsors will be held responsible for any campus account entrusted to them. The responsible party(ies) will reimburse the account for money or property which is lost due to carelessness, fraud, or theft due to carelessness.

The **PRINCIPAL** is responsible for the overall administration of campus accounts and proper bookkeeping, monthly reporting and compliance with the policies and procedures manual. Each campus must have a safe or vault available for use to safeguard any funds that are deposited with the campus secretary. Only the campus secretary and principal shall have access to this secure area. Money should **NEVER** be left in a classroom or other unsecured

area. The principal must submit a monthly and year to date report of revenues and expenditures to the Business Office no later than the 3<sup>rd</sup> working day of each month. In addition, the principal is responsible for developing any additional procedures needed to ensure all funds are properly accounted for to minimize the risk of fraud or theft.

The campus secretary or registrar is responsible for the following:

1. Maintaining the accounting records as required
2. Issuing checks when properly authorized by the principal
3. Receiving money and issuing a receipt
4. Preparing deposit bags to be picked up
5. Posting all transactions on a daily basis
6. Notifying principal of situation where sponsors disregard procedures
7. Notifying principals of any potential problem

## **VI. Student Organizations**

A student organization is one which has been properly approved by the campus principal and consists of elected student officers and a faculty sponsor. A roster of newly elected officers is to be furnished to the principal by October 1<sup>st</sup> of each school year. Clubs which do not elect officers and/or hold regular activities for two consecutive school years will be considered inactive and any balances transferred to the principal's activity account. In addition, organizations which do not have a slate of approved officers will not be allowed to conduct fund raising activities.

The sponsor of each school organization is required to ensure that adequate financial records are maintained. These records, which are subject to audit, should include, at a minimum, the following:

- Monthly Detail General Ledger Report
- Sponsor's copy of cash receipt forms
- Sponsor's copy of invoices or disbursement vouchers
- Minutes of each meeting which detail, at a minimum, attendance, approval of expenditures, discussion of fund raising activities and approval of financial status.

## **VII. Sponsors' Responsibilities**

The sponsor of each student organization is required to sign a Sponsor Acknowledgment of Responsibilities form and submit to the campus principal.

The sponsor of each student organization is required to maintain adequate records to support the financial activities of the group. These records are

subject to review during the audit of the school's activity funds and should include, at a minimum, the following:

- Monthly reports for the organization
- Copies of cash receipts and tabulations of monies collected
- Copies of invoices or disbursement vouchers
- Copies of fund raising applications
- Detailed records, by student, of fund raising proceeds
- Minutes of the organization's meetings which detail, at a minimum, attendance, discussion of fund raising activities, and review and approval of expenditures and financial status.

Each month, the sponsor should compare his or her balances and financial records to those kept by the campus registrar. If there is a discrepancy, the sponsor should promptly contact the bookkeeper. If necessary, the Assistant Superintendent for Finance may be requested to assist.

## **VIII. Collection of Money**

All money collected by an organization or club for fees, dues or other fund raising activities must be recorded in detail using pre-numbered cash receipts, tabulation of monies collected forms, or collection forms provided by fund raising vendors. All collections must be deposited in the school activity fund.

Money collected should not be kept overnight in a desk or file cabinet, nor should it be taken home by the sponsor. If, for some reason, all records cannot be completed and recorded before the end of the day, the funds should be locked in a locking bank bag and stored in the campus safe or vault. The sponsor should keep the key to the bag and the funds should remain secured until the sponsor can complete the deposit records. This must occur promptly, however, and under no circumstances should personal checks be held for more than five days before being submitted to the campus bookkeeper for deposit.

Personal check cashing by faculty members is prohibited by District policy. Likewise, cash should not be removed from activity fund collections and replaced with the sponsor's personal check. In addition, cash collections may not be used to purchase supplies, refreshments or for any other purpose. Activity fund collections must be deposited intact, in the same manner in which they were received.

Sponsors will often be collecting money for more than one activity. Each activity should be clearly documented on the collection records.

## **IX. Depositing Funds Collected**

When a sponsor submits funds collected to the campus secretary or bookkeeper for deposit, these funds should be verified in the sponsor's presence. This is simply a prudent cash-handling procedure that protects both the campus secretary/bookkeeper and the sponsor. To reduce the risk of fraud or theft, funds should be submitted to campus personnel who are not responsible for the bank reconciliation process.

After counting the funds, the campus secretary/bookkeeper must provide the sponsor with a cash receipt documenting the amount of the deposit. If for some reason immediate verification is not possible, the funds should be locked in the sponsor's locking bag and placed in the vault until such time that both individuals are present for cash verification. The sponsor will bear responsibility for any missing deposits or deposit shortages if funds are not verified in the presence of the bookkeeper.

## **X. Fund Raising Activities**

All fund raising activities involving a vendor or requiring public solicitation must first be approved by the campus Principal. Campuses are not allowed under Texas Law to conduct raffles, bingo, and other games. Each campus and/or organization will be allowed two fund raising activities per year which involve an outside vendor. Additional funds may be generated through service projects with the prior approval of the principal.

Prior to any fund raising activity, all campuses and organizations must complete a Fund Raising application. This requirement includes all sponsors, PTA's and booster clubs desiring to begin a fund raising activity. This application details the vendor, product to be sold or service to be rendered, and the estimated sales proceeds. An amount due from previous fund raising activities should also be noted on the application. Sponsors who do not properly manage their activities and have large monetary amounts outstanding will not be allowed to conduct subsequent fund raising activities. Und no circumstances should door-to-door solicitation be allowed nor should the organization enter into a contract with a solicitation firm.

Within one month of the close of the activity, the fund raising recap portion of the Fund Raising form must be completed and forwarded to the Accounting Department. This form details the total receipts and expenditures of the sale and provides section to detail lost, damaged or returned products. Monies which are uncollected due to the failure of a student to remit funds should be detailed on the recap form. These records should be maintained by the campus so that the monies can be collected at registration or prior to graduation.

The fund raising recap can easily be completed from the information on the tabulation of money collected forms. A copy of the approved application and the recap should be attached to the voucher for payment of the merchandise. Vendors who repeatedly fail to meet established standards will not be allowed to do business with El Campo ISD.

## **XI. Disbursement of Funds**

Club and organization funds should be used for the benefit of the students who participate in the club's activities. These funds should be expended on an annual basis so that the students who generated the funds can have the benefit of their use.

All expenditures from activity funds must be made by check. No expenditures should be made using un-deposited cash. Prior to the expenditure of funds, an activity fund disbursement voucher must be completed and authorized by the campus principal. The Activity Fund Disbursement Voucher must be completed for all expenditures regardless of the amount. A copy of the request should be returned to the sponsor to provide a method for the organization to account for their expenditures.

To the greatest extent possible, purchases should be planned in sufficient time to allow them to be made by activity fund check. El Campo ISD is not required to reimburse a sponsor for purchases not properly approved in advance by the campus principal. Therefore, sponsors' requests for personal reimbursement should be limited in nature. In addition, requests for reimbursement should be submitted within 30 days of the date of purchase.

The appropriate supporting documentation (invoices, receipts) should then be attached to the request form and filed in check number order by month. All supporting documentation must be received by the school office prior to payment. Checks which are written without the appropriate documentation will be listed as an audit exception.

At various times it may be necessary to reimburse an individual for school related expenditures. Prior to making the expenditure, the instructor must receive written approval for the expenditure from the principal on the Activity Fund Disbursement Voucher. Use of tax exemption certificates is encouraged.

El Campo ISD will not reimburse a school or individual for purchases not properly approved by the principal. Furthermore, an individual's authority to expend campus funds may be revoked if he/she fails to turn in the appropriate supporting documentation to the school office following the purchase in a timely manner.

If the check was issued directly to the individual for an estimated amount of expenditures, a receipt for any monies returned should also be attached to the supporting documentation for the expenditure. When preparing the receipt, the original account charged should be credited.

If it is necessary to reimburse the individual for an additional amount in excess of the original distribution, a copy of the original Activity Fund Disbursement Voucher should be used as supporting documentation. All corresponding receipts and invoices should be filed with the original request.

When it is necessary to request reimbursement for a district budgeted expenditure, copies of the receipt and canceled check must be attached to a properly completed reimbursement request and forwarded to the Business Office. Generally, reimbursement will only be granted for expenditures of less than \$300.00. At no time will the student activity fund be reimbursed for amounts incurred in an attempt to circumvent the purchase order process.

An activity fund check may be issued for a Consultant Service Agreement (CSA) if the individual is not any employee. A copy of the check, copy of the CSA and the W-9 form must be sent to Becky Popp for 1099 reporting. CSAs will be used for individuals performing a service and do not normally send invoices, i.e., storytellers, consultants, workshop presenters.

## **XII. Cash Receipts**

All cash collections received by the campus or various student organizations for fees, dues, fund raising, etc. must be deposited in the school activity fund upon receipt. All funds must be supported by some type of record documenting the source and amount of funds (tabulation of monies collected form, cash receipt form, ticket sales record, etc.) The accuracy of the records and money must be immediately verified by counting all currency and coins and running an adding machine tape of any checks submitted. The totals should be compared to the totals reflected on the supporting documentation and any differences reconciled.

A cash receipt should be printed upon verification and one copy given to the person submitting the funds. A cash receipt should also be printed when monies are received directly by the business office. The campus copy should be attached to the supporting documentation for the deposit.

## **XIII. Miscellaneous Activity Fund Guidelines**

### ***Alcoholic Beverages***

The purchase of alcoholic beverages with activity funds is strictly prohibited.

**Rewards**

Students participating in fund raising activities may be awarded a maximum of \$50.00 for top sales. Exercise caution when rewarding students for an activity that could be associated with the UIL to ensure compliance with UIL rules and regulations.

**Payments to Employees**

Payments and gifts to employees are not permitted from the student funds.

**Cash Balance**

A record of your organization's cash balance must be maintained at all times to ensure that your account is not overdrawn.

**Personal Check Cashing**

Employees' personal checks may not be cashed or submitted for cash collections.

**Scholarships**

If a club or organization wishes to donate a portion of their ending balance to a scholarship fund, the officers and sponsor of the organization must submit a signed request to the principal. The funds will then be transferred to the scholarship account.

**Cash Loss**

The student activity funds sponsor will be held responsible for any student activity fund entrusted to them. The sponsor will reimburse the student organization for any money which is lost due to carelessness, theft, fraud, or failure to follow **established procedures**.

**EL CAMPO INDEPENDENT SCHOOL DISTRICT**  
**FUND RAISING APPLICATION**

School (Campus) \_\_\_\_\_

Organization \_\_\_\_\_

Beginning sale date \_\_\_\_\_ Ending sale date \_\_\_\_\_

Description of product(s) \_\_\_\_\_

Specific purpose of funds raised \_\_\_\_\_

Who will do the selling? \_\_\_\_\_

Where? \_\_\_\_\_

Vendor name \_\_\_\_\_ Phone \_\_\_\_\_

Vendor address \_\_\_\_\_

Expected net income \$ \_\_\_\_\_

I am familiar with the school and district policies regarding the sale of merchandise at school and in the community. I accept responsibility for the operating procedures in this manual.

\_\_\_\_\_  
Sponsor's Signature                      Date                      Principal Signature                      Date

\_\_\_\_\_  
Superintendent                      Date                      Approved \_\_\_\_\_ Denied \_\_\_\_\_



**EL CAMPO INDEPENDENT SCHOOL DISTRICT**  
**STUDENT ACTIVITY FUNDRAISING**  
**FINANCIAL RECAP**

To be completed at the end of fund raising project.

School (Campus) \_\_\_\_\_

Organization \_\_\_\_\_

Description of product(s) \_\_\_\_\_

\_\_\_\_\_

A. Total Sales                      \$ \_\_\_\_\_

B. Expenses                        \$ \_\_\_\_\_

C. Actual Income ( A – B)      \$ \_\_\_\_\_

Status of any remaining inventory

\_\_\_\_\_

\_\_\_\_\_  
Sponsor's Signature                      Date                      Principal Signature                      Date

\_\_\_\_\_  
Superintendent                              Date



## STUDENT ACTIVITY FUNDS SPONSOR SUPPLEMENT

The policies and procedures that govern student activity funds are set forth in the Financial Information Resource Manual. This supplement contains excerpts from the Manual that are relevant to sponsors of clubs and organizations.

### Definitions:

#### Student Activity Funds:

Activity funds consists of monies received and held by the campus to be expended for the benefit of students in accordance with District policy.

There are two types of Activity Funds that are common for Texas public schools.

The first type is a clearing account that is used for such things as school pictures and yearbooks. These funds shall be used to promote the general welfare of each school and the educational development and morale of all students.

The second type consists of funds that are the property of student organizations such as student council, choir, and pep squad. The District is required to provide stewardship by properly safeguarding and accounting for these funds. Decisions on the use of student funds are the concern of the specific student groups to whom the funds belong, as long as the decisions regarding the use of funds do not conflict with Board policy and/or legal regulations or restrictions.

### Sponsors' Responsibilities:

1. The sponsor of each student organization is required to sign a **Sponsor Acknowledgement of Responsibilities** form and submit to principal.
2. The sponsor of each student organization is required to maintain adequate records to support the financial activities of the group. These records are subject to review during the audit of the school's activity funds and should include, at a minimum, the following:
  - Monthly reports for the organization
  - Copies of cash receipts and tabulations of monies collected
  - Copies of invoices or disbursement vouchers
  - Copies of fund raising applications
  - Detailed records, by student, of fund raising proceeds
  - Minutes of the organization's meetings which detail, at a minimum, attendance, discussion of fund raising activities, and review and approval of expenditures and financial status.
3. Each month, the sponsor should compare his or her balances and financial records to those kept by the campus secretary/bookkeeper. If there is a discrepancy, the sponsor should promptly contact the bookkeeper. If

necessary, the Principal or Assistant Superintendent for Finance may be requested to assist.

**Collection of Money:**

All money collected by an organization or club for fees, dues or other fund raising activities must be recorded in detail using pre-numbered cash receipts, tabulation of monies collected forms, or collection forms provided by fund raising vendors. All collections must be deposited in the school activity fund.

Money collected should not be kept overnight in a desk or file cabinet, nor should it be taken home by the sponsor. If, for some reason, all records cannot be completed and recorded before the end of the day, the funds should be locked in a locking bank bag and stored in the campus safe or vault. The sponsor should keep the key to the bag and the funds should remain secured until the sponsor can complete the deposit records. This must occur promptly, however, and under no circumstances should personal checks be held for more than five days before being submitted to the campus bookkeeper for deposit.

Personal check cashing by faculty members is prohibited by District policy. Likewise, cash should not be removed from activity fund collections and replaced with the sponsor's personal check. In addition, cash collections may not be used to purchase supplies, refreshments or for any other purpose. Activity fund collections must be deposited intact, in the same manner in which they were received.

Sponsors will often be collecting money for more than one activity. Each activity should be clearly documented on the collection records. This will assist the bookkeeper in determining the sales tax due at the end of each month. It will also help the sponsor measure the profitability of fund raising efforts.

**Depositing Funds Collected:**

When a sponsor submits funds collected to the campus secretary or bookkeeper for deposit, these funds should be verified in the sponsor's presence. This is simply a prudent cash-handling procedure that protects both the campus secretary/bookkeeper and the sponsor. To reduce the risk of fraud or theft, funds should be submitted to campus personnel who are not responsible for the bank reconciliation process.

After counting the funds, the campus secretary/bookkeeper must provide the sponsor with a cash receipt documenting the amount of the deposit. If for some reason immediate verification is not possible, the funds should be locked in the sponsor's locking bag and placed in the vault until such time that both individuals are present for cash verification. The sponsor will bear responsibility for any missing deposits or deposit shortages if funds are not verified in the presence of the bookkeeper.

**Fund Raising Activities:**

In order to provide administrative oversight of the extensive fund raising activities promoted by the various campuses and organizations, all fund raising activities involving a vendor or requiring public solicitation must first be approved by the principal and Superintendent. Raffles, bingo, and other games of chance will not be allowed. Each organization will be allowed two fund raising activities per year which involve an outside vendor. Additional funds may be generated through service projects with the prior approval of the principal or Superintendent.

Sponsors desiring to begin a fund raising activity are required to complete a fund raising application. This application details the vendor, product to be sold or service to be rendered, and the estimated proceeds. Any amounts due from previous fund raising activities should also be noted on the application. Sponsors who do not properly manage their activities and have large monetary amounts outstanding will not be allowed to conduct subsequent fund raising activities. Under no circumstances should door-to-door solicitation be allowed, nor should the organization enter into a contract with an outside solicitation firm.

Within one month of the close of the activity, the fund raising recap must be completed and forwarded to the campus secretary/bookkeeper. This form details the total receipts and expenditures of the sale; it also provides a section to detail lost, damaged, or returned products. The fund raising recap can easily be completed from the "Tabulation of Monies Collected" forms. Money that is not collected due to a student's failure to remit funds should be detailed on the recap form. The campus should maintain these records so that the monies due can be collected at registration or prior to graduation.

#### **Expenditures of Activity Funds:**

All expenditures from activity funds must be made by check. No expenditures should be made using un-deposited cash. Prior to the expenditure of funds, an activity fund disbursement voucher must be completed and authorized by the campus principal. The Activity Fund Disbursement Voucher must be completed for all expenditures regardless of the amount. A copy of the request should be returned to the sponsor to provide a method for the organization to account for their expenditures.

To the greatest extent possible, purchases should be planned in sufficient time to allow them to be made by activity fund check. El Campo ISD is not required to reimburse a sponsor for purchases not properly approved in advance by the campus principal. Therefore, sponsors' requests for personal reimbursement should be limited in nature. In addition, requests for reimbursement should be submitted within 30 days of the date of purchase. Remember, too, that the principal is not required to reimburse sales tax paid by a sponsor if a purchase was not properly approved in advance.

Club and organization funds should be used for the benefit of the students who participate in the club's activities. These funds should be expended on an annual

basis so that the students who generated the funds can have the benefit of their use.

## **Miscellaneous Activity Fund Guidelines**

### ***Alcoholic Beverages***

The purchase of alcoholic beverages with activity funds is strictly prohibited.

### ***Rewards***

Students participating in fund raising activities may be awarded a maximum of \$50.00 for top sales. Exercise caution when rewarding students for an activity that could be associated with the UIL to ensure compliance with UIL rules and regulations.

### ***Payments to Employees***

Payments and gifts to employees are not permitted from the student funds.

### ***Cash Balance***

A record of your organization's cash balance must be maintained at all times to ensure that your account is not overdrawn.

### ***Personal Check Cashing***

Employees' personal checks may not be cashed or submitted for cash collections.

### ***Scholarships***

If a club or organization wishes to donate a portion of their ending balance to a scholarship fund, the officers and sponsor of the organization must submit a signed request to the principal. The funds will then be transferred to the scholarship account.

### ***Cash Loss***

The student activity funds sponsor will be held responsible for any student activity fund entrusted to them. The sponsor will reimburse the student organization for any money which is lost due to carelessness, theft, fraud, or failure to follow **established procedures**.

**EL CAMPO INDEPENDENT SCHOOL DISTRICT**

## **SPONSORS' ACKNOWLEDGMENT OF RESPONSIBILITIES**

The purpose for the raising and expending of funds by student groups is for the direct benefit of the students. Fund raising activities will contribute to the education experience of the pupils and will not conflict with the instructional program. Money raised by student groups and organizations will be held by the school as trustee. The faculty sponsor of a student club or group is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed from club accounts.

I hereby acknowledge that I have read the "Student Activity Funds Sponsor Supplement" and that I am responsible for complying with it. In particular, I acknowledge that:

1. All fund raising activities will be approved in advance by the principal using the Fund Raising Application.
2. I am responsible both for safeguarding and accounting for funds received from or on behalf of students.
3. Student activity money will be turned in to the office daily in the same form in which it was received.
4. At the completion of all fund raisers, the Fund Raising Recap will be completed and submitted to the principal for approval.
5. All purchases made on behalf of the student organization will be made by check and approved in advance by the principal using the Activity Fund Disbursement Voucher.
6. I will maintain a positive balance in my organization's account.

I understand that I will be held responsible for any student activity funds entrusted to me and that I will reimburse the student organization for any money which is lost due to carelessness, theft, fraud, or failure to follow established procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Club or Organization

\_\_\_\_\_  
Campus

<b>Governance</b>	Review of TASB Policy Update 94
<b>Summary</b>	Localized Update 94 is a special update to address the requirement for districts to adopt local policy for the care of students with a diagnosed food allergy who are at risk for anaphylaxis, as required by SB 27 from the 82 <sup>nd</sup> Legislative Session. SB 7 requires districts to adopt local policy by August 1, 2012, and the local policy must be based on the <i>Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis</i> developed by the Texas Department of State Health Services.
<b>ECISD Board Policy</b>	BF (LOCAL), BOARD POLICES
<b>Effective Date</b>	Following approval by the Board at the next regular meeting.
<b>Previous Board Action</b>	None.
<b>Future Action Expected</b>	The Board will act to approve all new LOCAL policies at the next regular meeting.
<b>Background Information and Signification Issues</b>	Please bear in mind that the (LEGAL) policies reflect the ever-changing legal context for governance and management of the district. They should not be adopted but, rather, should inform local decision making. The (LOCAL) policy recommendations in this update will need close attention by both the administration and the board to ensure that they reflect the practices of the district and the intentions of the board. Board action will be needed to adopt, revise, or repeal (LOCAL) policy.
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Board policies are designed to promote fair and equitable treatment for all district patrons.
<b>Procedural and Reporting Implications</b>	None.

<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Explanatory Notes for TASB Localized Policy Manual Update 94</li> <li>• <i>Vantage Points</i> (separate document)</li> </ul>
<b>Contact Person(s)</b>	Mark Pool, Superintendent of School
<b>Action Required</b>	None.
<b>Superintendent's Recommendation</b>	<p>This is a discussion item only.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

# Explanatory Notes

## TASB Localized Policy Manual Update 94

District: El Campo ISD  
F (LEGAL) STUDENTS

We have revised the F section table of contents to rename FFAF, now subtitled Care Plans.

FFAF (LOCAL) WELLNESS AND HEALTH SERVICES  
CARE PLANS

SB 27 from the 82<sup>nd</sup> Legislative Session required the commissioner of state health services, in consultation with an ad hoc committee, to create guidelines to help districts develop local policy for the care of students with a diagnosed food allergy who are at risk for anaphylaxis. The commissioner's guidelines may not require a district to purchase prescription anaphylaxis medicine or require the administration of anaphylaxis medication to a student unless the medication is prescribed for that student. These legal provisions were added to FFAF(LEGAL) at Update 91.

**The law requires districts to adopt local policy by August 1, 2012, and the local policy must be based on the guidelines.**

The *Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis* were made available on May 22 at <http://www.dshs.state.tx.us/schoolhealth/default.shtm> and state that the following components should be addressed in policy and administrative regulations:

- Identification of students with food allergies who are at risk for anaphylaxis
- Development, implementation, communication, and monitoring of emergency care plans, individualized health-care plans, and/or Section 504 plans for students with food allergies who are at risk for anaphylaxis
- Reduction of the risk of exposure within the school setting
- Training for school staff on anaphylaxis and emergency response to anaphylactic reactions
- Post-anaphylaxis reaction review of policies and procedures

The *Guidelines* include additional detail on each of the above components.

The enclosed policy, now subtitled Care Plans, incorporates these elements by requiring the district to develop and implement a student FOOD ALLERGY MANAGEMENT PLAN that includes general procedures to limit the risk posed to students by food allergies and specific procedures for when a student is identified with a diagnosed food allergy and is at risk for anaphylaxis.

The policy includes a requirement to develop GENERAL PROCEDURES on the following:

- Specialized training for employees responsible for the development, implementation, and monitoring of the district's food allergy management plan. The *Guidelines* explain that this training is more comprehensive than the general awareness training listed below and should address management of food allergies in the school setting.
- Awareness training for employees on the signs and symptoms of food allergies and emergency procedures employees should follow in the case of a student's anaphylactic reaction. The *Guidelines* include suggested elements of this training and provide information about online training and other training resources.
- General strategies to reduce the risk of exposure to common food allergens. The *Guidelines* include many strategies for the district to consider; the strategies implemented will vary from district to district based on local circumstances.

## Explanatory Notes

### TASB Localized Policy Manual Update 94

- Methods for requesting specific food allergy information from parents. Once a student is identified as having a food allergy and as being at risk for anaphylaxis, the district will need to implement procedures related to the care of that student.
- Annual review of the food allergy management plan.

In addition to these general procedures, the policy requires development of procedures for STUDENTS AT RISK FOR ANAPHYLAXIS, including:

- Development and implementation of food allergy action plans, emergency action plans, individualized health-care plans, and Section 504 plans, as appropriate.
- Training as necessary for employees and others to implement a student's care plan. This training will focus on the roles of various individuals in implementing the specific elements of the care plan and will include strategies to reduce the student's risk of exposure to the diagnosed allergen.
- Review of individual care plans and procedures periodically and after an anaphylactic reaction at school or at a school-related activity. The *Guidelines* emphasize that the review after an anaphylactic reaction would provide an opportunity to adjust the procedures and plans and ensure that any medication used during a reaction is replaced. Periodic review may be necessary, for example, when a student changes grade levels or campuses.

At DISTRIBUTION, the policy also requires the district to provide information about the policy and the food allergy management plan in the student handbook and to make the materials available at each campus.

On June 15, 2012, Policy Service will publish sample administrative procedures and forms in Update 41 to the *Regulations Resource Manual*, available on myTASB. The regulations are aligned with the local policy text and will allow the district to designate a district-wide food allergy coordinator, if any; indicate whether the district will create food allergy management teams at the campus level; and develop procedures to implement the local policy requirements.

**Please note:** Because the law requires districts to adopt a local policy so quickly, districts in which the local policy adoption process calls for two readings of a proposed policy may wish to implement the process for emergency adoption with one reading. [See BF(LOCAL).]

**Agenda Item Summary Sheet (7 C)**  
**Meeting Date: July 17, 2012**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

**Governance** Offer by City of El Campo to Acquire Tax Resale Property

**Summary** The City of El Campo has made offers for the purchase of five tax resale properties owned in trust by the Wharton County Taxing Entities as a result of the failure of the properties to sell at tax sale on the courthouse steps. In order for the properties to be sold for less than the entire amount of taxes and costs owed, the formal approval of all taxing entities, including the El Campo Independent School District, is required. (All of the other taxing entities involved have approved these offers.)

I have attached a map of the properties the City wishes to purchase as a part of the future Tres Palacios drainage project. All of them adjoin Tres Palacios Creek and include:

1. Portion of Lots 7, 8, 10, 11 and 12 lying on the Northerly and Northeasterly side of Tres Palacios Creek, in Block 3 of South El Campo, Wharton County, Texas;
2. 1.65 acres, more or less, situated in Section 10 E T RR Co Survey, Abstract 523, Wharton County, Texas, as described as Tract 'A', in a deed dated January 8, 1997, from Boys and Girls Club of El Campo to Carl P. Lehman Et Al;
3. Lot 6, Block 2, Colored Addition, an addition of the City of El Campo, Wharton County, Texas;
4. Lot 7, Block 2, Colored Addition, an addition of the City of El Campo, Wharton County, Texas;
5. Lot 8, Block 2, Colored Addition, an addition of the City of El Campo, Wharton County, Texas;

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

**Effective Date** July 17, 2012

**Previous Board Action** None.

**Future Action Expected** None.

**Background Information and Significant Issues**

The following is a summary of the information regarding each of these properties:

No.	Date of Sale	Amount due ECISD	Current Value	Amount Bid by City of El Campo	Amount to ECISD
1	05/05/2009	\$1,390.48	\$17,066.00	\$10.00	\$0.00
2	10/04/2011	\$3,141.60	\$15,682.00	\$10.00	\$0.00
3	05/01/2012	\$255.36	\$5,623.00	\$10.00	\$0.00
4	05/01/2012	\$255.36	\$5,623.00	\$10.00	\$0.00
5	05/01/2012	\$255.36	\$5,623.00	\$10.00	\$0.00

**Fiscal Impact**

Loss of \$5,298.16 in taxes owed.

**Student and Public Benefit**

Helps the City with future drainage project.

**Procedural and Reporting Implications**

Resolution for each of the five properties.

**Public Comments**

None.

**Alternatives**

None.

**Other Comments and Related Issues**

None

**Attachments**

- Map of the five properties described
- For each of the five properties:
- Analysis of Bid Received for Tax Resale Property
  - Resolution and Order

**Contact Person(s)**

Mark Pool, Superintendent of School

**Action Required**

Motion, second and majority vote to pass the Resolution and Order required for the sale of the five Tax Resale Properties that have been identified.

**Superintendent's Recommendation**

I recommend you approve the Resolution and Order required for the sale of the five Tax Resale Properties that have been identified.

**Mark Pool, Superintendent of Schools**



**ANALYSIS OF BID RECEIVED FOR TAX RESALE PROPERTY**

**Suit No. 7347, Wharton County, El Campo Independent School District, City of El Campo and West Wharton County Hospital District vs. Carl P. Lehman, Individually & D/B/A El Campo Manufacturing Housing**

**Legal Description:**

**TRACT 1: THAT PORTION OF LOTS 7, 8, 10, 11 AND 12 LYING ON THE NORTHERLY AND NORTHEASTERLY SIDE OF TRES PALACIOS CREEK, IN BLOCK 3 OF SOUTH EL CAMPO, WHARTON COUNTY, TEXAS, AS SHOWN ON THE AMENDED MAP THEREOF RECORDED IN VOLUME "P", PAGE 74, DEED RECORDS OF WHARTON COUNTY, TEXAS (ACCOUNT NO. 11220-003-010-10/R055113).**

**Situs Address: None listed by Wharton CAD**

**Bidder: City of El Campo**

<b>Date of Sale:</b>	May 5, 2009
<b>Amount of Bid:</b>	\$10.00
<b>Amount Due All Entities: (2001-2008)</b>	\$2,942.90 (as of May 2012)
<b>Cost of Sale:</b>	\$1,294.50
<b>Current Value:</b>	\$17,066.00

<b>Entity</b>	<b>Amount Due</b>	<b>Amount You</b>
<b>Name</b>	<b>Each Entity</b>	<b>Will Receive</b>
Wharton Co & FMLR	\$636.33	\$0
El Campo ISD	\$1,390.48	\$0
City of El Campo	\$595.78	\$0
Wharton County Emergency Services District #1	\$31.17	\$0
Wharton County Emergency Services District #4	\$0	\$0
Wharton County Jr. College District	\$153.76	\$0
Coastal Bend Groundwater Conservation District	\$11.76	\$0
West Wharton County Hospital District	\$123.62	\$0

**THE STATE OF TEXAS**  
**COUNTY OF WHARTON**

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**KNOW ALL MEN BY THESE PRESENTS:**

**RESOLUTION AND ORDER**

**WHEREAS**, the El Campo Independent School District (the “District”), Wharton County, the City of El Campo, Wharton County Junior College District, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District foreclosed on the below described property (“the property”) through a delinquent tax lawsuit and judgment:

**TRACT 1: THAT PORTION OF LOTS 7, 8, 10, 11 AND 12 LYING ON THE NORTHERLY AND NORTHEASTERLY SIDE OF TRES PALACIOS CREEK, IN BLOCK 3 OF SOUTH EL CAMPO, WHARTON COUNTY, TEXAS, AS SHOWN ON THE AMENDED MAP THEREOF RECORDED IN VOLUME “P”, PAGE 74, DEED RECORDS OF WHARTON COUNTY, TEXAS (ACCOUNT NO. 11220-003-010-10/R055113).**

**WHEREAS**, the District remains unpaid after exhausting all legal means to satisfy the collection of the delinquent taxes due and owing to the District, including conducting a public auction of the property by the Wharton County Sheriff on the Wharton County Courthouse steps whereby the property was struck off to the taxing authorities and;

**WHEREAS**, Being no bids for the property at the tax sale on May 5, 2009 or at subsequent tax re-sales, the District, Wharton County, the City of El Campo, Wharton County Junior College District, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District now holds title to the property in trust to secure the payment of taxes, penalties, interest and costs owed to all taxing authorities participating in the foreclosure judgment;

**WHEREAS**, the District, Wharton County, the City of El Campo, Wharton County Junior College District, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District has received an offer of \$10.00 to purchase the property from the City of El Campo

**NOW, THEREFORE, IT IS ORDERED** by the El Campo Independent School District:

1. That all of the above paragraphs are true, correct and as such they are hereby incorporated in full and made part of this Resolution;
2. That the El Campo Independent School District accepts this offer and authorizes the President of the District’s Board of Trustees to sign and execute the deed on behalf of the District to transfer all of the District’s title and interest in the property to the entity submitting the offer to purchase the property.

3. That the conveyance of all the title and interest of the tax authorities in the property is contingent on the acceptance of the offer by the governing bodies of Wharton County, the City of El Campo, Wharton County Junior College District, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District.

APPROVED, PASSED AND ORDERED this the \_\_\_\_\_ day of July 2012.

\_\_\_\_\_  
Thomas Turner, Board President

ATTEST: \_\_\_\_\_  
David Hodges, Board Secretary

**ANALYSIS OF BID RECEIVED FOR TAX RESALE PROPERTY**

**Suit No. 8604, Wharton County, El Campo Independent School District, City of El Campo, Et Al vs. Carl P. Lehman, Individually & D/B/A El Campo Manufacturing Housing, Et Al**

**Legal Description:**

**TRACT 2: 1.65 ACRES, MORE OR LESS, SITUATED IN SECTION 10, E T RR CO SURVEY, ABSTRACT 523, WHARTON COUNTY, TEXAS, AS DESCRIBED AS TRACT 'A', IN A DEED DATED JANUARY 8, 1997, FROM BOYS AND GIRLS CLUB OF EL CAMPO TO CARL P. LEHMAN ET AL, IN VOLUME 216, PAGE 614, OFFICIAL RECORDS OF WHARTON COUNTY, TEXAS (ACCOUNT NO. 10935-830-001-00/R055111).**

**Situs Address: W. Second Street, El Campo, Texas**

**Bidder: City of El Campo**

<b>Date of Sale:</b>	October 4, 2011
<b>Amount of Bid:</b>	\$10.00
<b>Amount Due All Entities: (2001-2011)</b>	\$6,711.15 (as of May 2012)
<b>Cost of Sale:</b>	\$1,147.50
<b>Current Value:</b>	\$15,682.00

<b>Entity</b>	<b>Amount Due</b>	<b>Amount You</b>
<b>Name</b>	<b>Each Entity</b>	<b>Will Receive</b>
Wharton Co & FMLR	\$1,435.03	\$0
El Campo ISD	\$3,141.60	\$0
City of El Campo	\$1,332.80	\$0
Wharton County Emergency Services District #1	\$70.60	\$0
Wharton County Emergency Services District #4	\$43.40	\$0
Wharton County Jr. College District	\$355.03	\$0
Coastal Bend Groundwater Conservation District	\$25.96	\$0
West Wharton County Hospital District	\$306.73	\$0

THE STATE OF TEXAS  
COUNTY OF WHARTON

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KNOW ALL MEN BY THESE PRESENTS:

**RESOLUTION AND ORDER**

**WHEREAS**, the El Campo Independent School District (the "District"), Wharton County, the City of El Campo, Wharton County Junior College District, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District foreclosed on the below described property ("the property") through a delinquent tax lawsuit and judgment:

**1.65 ACRES, MORE OR LESS, SITUATED IN SECTION 10, E T RR CO SURVEY, ABSTRACT 523, WHARTON COUNTY, TEXAS, AS DESCRIBED AS TRACT 'A', IN A DEED DATED JANUARY 8, 1997, FROM BOYS AND GIRLS CLUB OF EL CAMPO TO CARL P. LEHMAN ET AL, IN VOLUME 216, PAGE 614, OFFICIAL RECORDS OF WHARTON COUNTY, TEXAS (ACCOUNT NO. 10935-830-001-00/R055111)**

**WHEREAS**, the District remains unpaid after exhausting all legal means to satisfy the collection of the delinquent taxes due and owing to the District, including conducting a public auction of the property by the Wharton County Sheriff on the Wharton County Courthouse steps whereby the property was struck off to the taxing authorities and;

**WHEREAS**, Being no bids for the property at the tax sale on October 4, 2011 or at subsequent tax re-sales, the District, Wharton County, the City of El Campo, Wharton County Junior College District, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District now holds title to the property in trust to secure the payment of taxes, penalties, interest and costs owed to all taxing authorities participating in the foreclosure judgment;

**WHEREAS**, the District, Wharton County, the City of El Campo, Wharton County Junior College District, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District has received an offer of \$10.00 to purchase the property from the City of El Campo

**NOW, THEREFORE, IT IS ORDERED** by the El Campo Independent School District:

1. That all of the above paragraphs are true, correct and as such they are hereby incorporated in full and made part of this Resolution;
2. That the El Campo Independent School District accepts this offer and authorizes the President of the District's Board of Trustees to sign and execute the deed on behalf of the District to transfer all of the District's title and interest in the property to the entity submitting the offer to purchase the property.

3. That the conveyance of all the title and interest of the tax authorities in the property is contingent on the acceptance of the offer by the governing bodies of Wharton County, the City of El Campo, Wharton County Junior College District, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District.

APPROVED, PASSED AND ORDERED this the \_\_\_\_\_ day of July 2012.

\_\_\_\_\_  
Thomas Turner, Board President

ATTEST: \_\_\_\_\_  
David Hodges, Board Secretary

**ANALYSIS OF BID RECEIVED FOR TAX RESALE PROPERTY**

**Suit No. 9174, Wharton County, El Campo Independent School District, City of El Campo, Et Al vs. Martha Johnson A/K/A Martha Brown Johnson, Et Al**

**Legal Description:**

**TRACT 1: LOT 6, BLOCK 2, COLORED ADDITION, AN ADDITION TO THE CITY OF EL CAMPO, WHARTON COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN VOLUME 24, PAGE 1, DEED RECORDS OF WHARTON COUNTY, TEXAS (ACCOUNT NO. 10260-002-006-00/R012900).**

**Situs Address: 111 Olive Street, El Campo, Texas**

**Bidder: City of El Campo**

<b>Date of Sale:</b>	May 1, 2012
<b>Amount of Bid:</b>	\$10.00
<b>Amount Due All Entities: (2006-2011)</b>	\$562.21 (as of May 2012)
<b>Cost of Sale:</b>	\$910.66
<b>Current Value:</b>	\$5,623.00

<b>Entity Name</b>	<b>Amount Due Each Entity</b>	<b>Amount You Will Receive</b>
Wharton Co & FMLR	\$113.56	\$0
El Campo ISD	\$255.36	\$0
City of El Campo	\$113.01	\$0
Wharton County Emergency Services District #1	\$6.31	\$0
Wharton County Emergency Services District #4	\$9.09	\$0
Wharton County Jr. College District	\$29.65	\$0
Coastal Bend Groundwater Conservation District	\$1.65	\$0
West Wharton County Hospital District	\$33.58	\$0

**THE STATE OF TEXAS**  
**COUNTY OF WHARTON**

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**KNOW ALL MEN BY THESE PRESENTS:**

**RESOLUTION AND ORDER**

**WHEREAS**, the El Campo Independent School District (the “District”), Wharton County, the City of El Campo, Wharton County Junior College District, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District foreclosed on the below described property (“the property”) through a delinquent tax lawsuit and judgment:

**LOT 6, BLOCK 2, COLORED ADDITION, AN ADDITION TO THE CITY OF EL CAMPO, WHARTON COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN VOLUME 24, PAGE 1, DEED RECORDS OF WHARTON COUNTY, TEXAS (ACCOUNT NO. 10260-002-006-00/R012900)**

**WHEREAS**, the District remains unpaid after exhausting all legal means to satisfy the collection of the delinquent taxes due and owing to the District, including conducting a public auction of the property by the Wharton County Sheriff on the Wharton County Courthouse steps whereby the property was struck off to the taxing authorities and;

**WHEREAS**, Being no bids for the property at the tax sale on May 1, 2012, the District, Wharton County, the City of El Camp, Wharton County Junior College District, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District now holds title to the property in trust to secure the payment of taxes, penalties, interest and costs owed to all taxing authorities participating in the foreclosure judgment;

**WHEREAS**, the District, Wharton County, the City of El Campo, Wharton County Junior College District, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District has received an offer of \$10.00 to purchase the property from the City of El Campo

**NOW, THEREFORE, IT IS ORDERED** by the El Campo Independent School District:

1. That all of the above paragraphs are true, correct and as such they are hereby incorporated in full and made part of this Resolution;
2. That the El Campo Independent School District accepts this offer and authorizes the President of the District’s Board of Trustees to sign and execute the deed on behalf of the District to transfer all of the District’s title and interest in the property to the entity submitting the offer to purchase the property.
3. That the conveyance of all the title and interest of the tax authorities in the property is contingent on the acceptance of the offer by the governing bodies of Wharton County, the City of El Campo, Wharton County Junior College District, Wharton County Emergency

Services District #1, Wharton County Emergency Services District #4, West Wharton  
County Hospital District and the Coastal Bend Groundwater Conservation District.

APPROVED, PASSED AND ORDERED this the \_\_\_\_\_ day of July 2012.

\_\_\_\_\_  
Thomas Turner, Board President

ATTEST: \_\_\_\_\_  
David Hodges, Board Secretary

**ANALYSIS OF BID RECEIVED FOR TAX RESALE PROPERTY**

**Suit No. 9174, Wharton County, El Campo Independent School District, City of El Campo, Et Al vs. Martha Johnson A/K/A Martha Brown Johnson, Et Al**

**Legal Description:**

**TRACT 2: LOT 7, BLOCK 2, COLORED ADDITION, AN ADDITION TO THE CITY OF EL CAMPO, WHARTON COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN VOLUME 24, PAGE 1, DEED RECORDS OF WHARTON COUNTY, TEXAS (ACCOUNT NO. 10260-002-007-00/R012901).**

**Situs Address: Olive Street, El Campo, Texas**

**Bidder: City of El Campo**

<b>Date of Sale:</b>	May 1, 2012
<b>Amount of Bid:</b>	\$10.00
<b>Amount Due All Entities: (2006-2011)</b>	\$562.21 (as of May 2012)
<b>Cost of Sale:</b>	\$685.67
<b>Current Value:</b>	\$5,623.00

<b>Entity Name</b>	<b>Amount Due Each Entity</b>	<b>Amount You Will Receive</b>
Wharton Co & FMLR	\$113.56	\$0
El Campo ISD	\$255.36	\$0
City of El Campo	\$113.01	\$0
Wharton County Emergency Services District #1	\$6.31	\$0
Wharton County Emergency Services District #4	\$9.09	\$0
Wharton County Jr. College District	\$29.65	\$0
Coastal Bend Groundwater Conservation District	\$1.65	\$0
West Wharton County Hospital District	\$33.58	\$0

**THE STATE OF TEXAS**  
**COUNTY OF WHARTON**

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**KNOW ALL MEN BY THESE PRESENTS:**

**RESOLUTION AND ORDER**

**WHEREAS**, the El Campo Independent School District (the “District”), Wharton County, the City of El Campo, Wharton County Junior College District, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District foreclosed on the below described property (“the property”) through a delinquent tax lawsuit and judgment:

**LOT 7, BLOCK 2, COLORED ADDITION, AN ADDITION TO THE CITY OF EL CAMPO, WHARTON COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN VOLUME 24, PAGE 1, DEED RECORDS OF WHARTON COUNTY, TEXAS (ACCOUNT NO. 10260-002-007-00/R012901)**

**WHEREAS**, the District remains unpaid after exhausting all legal means to satisfy the collection of the delinquent taxes due and owing to the District, including conducting a public auction of the property by the Wharton County Sheriff on the Wharton County Courthouse steps whereby the property was struck off to the taxing authorities and;

**WHEREAS**, Being no bids for the property at the tax sale on May 1, 2012, the District, Wharton County, the City of El Camp, Wharton County Junior College District, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District now holds title to the property in trust to secure the payment of taxes, penalties, interest and costs owed to all taxing authorities participating in the foreclosure judgment;

**WHEREAS**, the District, Wharton County, the City of El Campo, Wharton County Junior College District, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District has received an offer of \$10.00 to purchase the property from the City of El Campo

**NOW, THEREFORE, IT IS ORDERED** by the El Campo Independent School District:

1. That all of the above paragraphs are true, correct and as such they are hereby incorporated in full and made part of this Resolution;
2. That the El Campo Independent School District accepts this offer and authorizes the President of the District’s Board of Trustees to sign and execute the deed on behalf of the District to transfer all of the District’s title and interest in the property to the entity submitting the offer to purchase the property.
3. That the conveyance of all the title and interest of the tax authorities in the property is contingent on the acceptance of the offer by the governing bodies of Wharton County, the City of El Campo, Wharton County Junior College District, Wharton County Emergency

Services District #1, Wharton County Emergency Services District #4, West Wharton  
County Hospital District and the Coastal Bend Groundwater Conservation District.

APPROVED, PASSED AND ORDERED this the \_\_\_\_\_ day of July 2012.

\_\_\_\_\_  
Thomas Turner, Board President

ATTEST: \_\_\_\_\_  
David Hodges, Board Secretary

**ANALYSIS OF BID RECEIVED FOR TAX RESALE PROPERTY**

**Suit No. 9174, Wharton County, El Campo Independent School District, City of El Campo, Et Al vs. Martha Johnson A/K/A Martha Brown Johnson, Et Al**

**Legal Description:**

**TRACT 3: LOT 8, BLOCK 2, COLORED ADDITION, AN ADDITION TO THE CITY OF EL CAMPO, WHARTON COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN VOLUME 24, PAGE 1, DEED RECORDS OF WHARTON COUNTY, TEXAS (ACCOUNT NO. 10260-002-008-00/R012902).**

**Situs Address: Olive Street, El Campo, Texas**

**Bidder: City of El Campo**

<b>Date of Sale:</b>	May 1, 2012
<b>Amount of Bid:</b>	\$10.00
<b>Amount Due All Entities: (2006-2011)</b>	\$562.21 (as of May 2012)
<b>Cost of Sale:</b>	\$910.67
<b>Current Value:</b>	\$5,623.00

<b>Entity Name</b>	<b>Amount Due Each Entity</b>	<b>Amount You Will Receive</b>
Wharton Co & FMLR	\$113.56	\$0
El Campo ISD	\$255.36	\$0
City of El Campo	\$113.01	\$0
Wharton County Emergency Services District #1	\$6.31	\$0
Wharton County Emergency Services District #4	\$9.09	\$0
Wharton County Jr. College District	\$29.65	\$0
Coastal Bend Groundwater Conservation District	\$1.65	\$0
West Wharton County Hospital District	\$33.58	\$0

**THE STATE OF TEXAS**  
**COUNTY OF WHARTON**

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**KNOW ALL MEN BY THESE PRESENTS:**

**RESOLUTION AND ORDER**

**WHEREAS**, the El Campo Independent School District (the “District”), Wharton County, the City of El Campo, Wharton County Junior College District, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District foreclosed on the below described property (“the property”) through a delinquent tax lawsuit and judgment:

**LOT 8, BLOCK 2, COLORED ADDITION, AN ADDITION TO THE CITY OF EL CAMPO, WHARTON COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN VOLUME 24, PAGE 1, DEED RECORDS OF WHARTON COUNTY, TEXAS (ACCOUNT NO. 10260-002-008-00/R012902)**

**WHEREAS**, the District remains unpaid after exhausting all legal means to satisfy the collection of the delinquent taxes due and owing to the District, including conducting a public auction of the property by the Wharton County Sheriff on the Wharton County Courthouse steps whereby the property was struck off to the taxing authorities and;

**WHEREAS**, Being no bids for the property at the tax sale on May 1, 2012, the District, Wharton County, the City of El Camp, Wharton County Junior College District, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District now holds title to the property in trust to secure the payment of taxes, penalties, interest and costs owed to all taxing authorities participating in the foreclosure judgment;

**WHEREAS**, the District, Wharton County, the City of El Campo, Wharton County Junior College District, Wharton County Emergency Services District #1, Wharton County Emergency Services District #4, West Wharton County Hospital District and the Coastal Bend Groundwater Conservation District has received an offer of \$10.00 to purchase the property from the City of El Campo

**NOW, THEREFORE, IT IS ORDERED** by the El Campo Independent School District:

1. That all of the above paragraphs are true, correct and as such they are hereby incorporated in full and made part of this Resolution;
2. That the El Campo Independent School District accepts this offer and authorizes the President of the District’s Board of Trustees to sign and execute the deed on behalf of the District to transfer all of the District’s title and interest in the property to the entity submitting the offer to purchase the property.
3. That the conveyance of all the title and interest of the tax authorities in the property is contingent on the acceptance of the offer by the governing bodies of Wharton County, the City of El Campo, Wharton County Junior College District, Wharton County Emergency

Services District #1, Wharton County Emergency Services District #4, West Wharton  
County Hospital District and the Coastal Bend Groundwater Conservation District.

APPROVED, PASSED AND ORDERED this the \_\_\_\_\_ day of July 2012.

\_\_\_\_\_  
Thomas Turner, Board President

ATTEST: \_\_\_\_\_  
David Hodges, Board Secretary

**Agenda Item Summary Sheet (9 A)**  
**Meeting Date: July 17, 2012**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

**Personnel** Consider approval of probationary contracts for new personnel.

**Summary** Recommendations will be presented to fill the following position(s):

1. High School Science Teacher to fill position that is vacant from Chris Skinner's reassignment to Instructional Technology Specialist.
2. High School Drill Team Director to fill position that is vacant from Dobie Rod's resignation.
3. High School / Middle School Assistant Band Director to fill position that is vacant from David Rice's retirement.

Personnel Recommendation Data Summary Sheets for each candidate are attached, but will not be released to the public until after board action.

**ECISD Board Policy** DCA (LEGAL). EMPLOYMENT PRACTICES: PROBATIONARY CONTRACTS

**Effective Date** July 17, 2012

**Previous Board Action** None.

**Future Action Expected** Contract renewals will be considered next March.

**Background Information and Significant Issues** A probationary contract employee may be terminated at the end of the contract period if the Board determines that such termination will serve the best interests of the District. The Board shall give the employee notice of its decision to terminate the employment not later than the 45<sup>th</sup> day before the last day of instruction required under the contract. The Board's decision to terminate a probationary employee at the end of a contract period is final and may not be appealed.

**Fiscal Impact** Salary and Benefits

**Student and Public Benefit** We are ethically bound to provide the best instructors possible for the children we serve.

<b>Procedural and Reporting Implications</b>	Probationary contracts will be issued following action by the Board.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	<p>In some cases members of the Board may need to abstain from voting on some employees due the nepotism laws. Rules regarding nepotism may be reviewed at ECISD policy DBE (LEGAL). EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: Nepotism</p> <p>The nepotism prohibitions described in this policy shall not apply to the confirmation or appointment of an individual to a position if the individual is employed in the position immediately before the election or appointment of the Trustee to whom the individual is related in a prohibited degree and that prior employment is continuous for at least thirty days if the Trustee is appointed; or six months if the Trustee is elected.</p> <p>If a person continues in a position under this exception, the Trustee who is related to the employee shall not participate in any deliberation or voting on the appointment, reappointment, employment, reemployment, change in status, compensation, or dismissal of the employee, if the action applies only to the employee and is not taken regarding a bona fide class or category of employee.</p>
<b>Attachments</b>	Personnel Recommendation Data Summary Sheets (not released to public)
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools Rich DuBroc, High School Principal
<b>Action Required</b>	Motion, second and majority vote to approve administration's recommendations for personnel contracts.
<b>Superintendent's Recommendation</b>	<p>I recommend that you approve administration's recommendations for personnel contracts.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>