

# 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 February 19, 2013, 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
  - A. Review Proposal for a FFA Project Center 4
3. Governance
  - A. Review of TASB Policy Service Localized Update 96
4. Superintendent's Report
  - A. Personnel
  - B. Students
    1. Monthly SRO Report
5. Public Comment
6. Recognition
7. Middle School UIL Participants 14
8. Consent Agenda
  - A. Students
9. Governance
  - A. Consider Approval of the Minutes 21
  - B. Consider Annual Approval of Legal Services Retainer Agreement 23
10. November 13, 2012 - Special Meeting for Public Hearing on FIRST Report 34
11. January 22, 2013 - Regular Meeting 35
12. Consider Approval of Amendment to 2013-2014 School Calendar 38
13. Consider Approval of Amendment to Agreement on Demolition of Buildings at the Old Middle School 41
14. Consider Approval of all Necessary Actions to Order Trustee Election for Saturday, May 11, 2013 50
  - A. Order Trustee Election 52
15. Designate Location of Polling Places 53
16. Designate Location of Early Voting Polling Place 54
17. Set Dates and Times for Early Voting
18. Designate Early Voting Clerk and Presiding Officer
19. Business and Support Services
  - A. Monthly Review of Financial Reports 55
20. Monthly Review of Checks Written for the Month of January, 2013 63
21. Personnel
22. Curriculum and Instruction

23. Review Budget Assumptions for 2013 - 2014	65
24. Review of Request for Qualifications for Financial Auditor	70
25. Review Proposed Changes to Employee Travel Reimbursement Guidelines	73
26. Curriculum and Instruction	
A. Consider Approval of New High School Course Offerings	77
27. Discuss Retention Reduction Plan	79
28. Review and Discuss Local Accountability from Board Monitoring Document	
A. 2012 - 2013 Common Assessment Performance Gaps for the Second Nine Weeks	
B. Report on Dual Credit Enrollment for 2011 - 2012	
29. Report on College Readiness for 2011 - 2012	
30. Report on Advanced Placement Exams for 2011 - 2012	
31. Report on Initiatives to Improve Reading Instruction	
32. Review of Local Accountability Board Monitoring Document	
33. Closed Session:	
34. 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	
35. Discuss Employment of Administrative Personnel	
36. Personnel	
A. Consider Approval of Recommendations for Action on Administrators' Contracts	
37. Governance	
38. Preliminary Agenda for Regular Meeting on March 19, 2013	
39. Reminder of Special Meeting on Tuesday, February 26, 2013 at 6:00 p.m. to Conduct a Workshop for the Development of Superintendent Performance Goals	
40. Business and Support Services	
41. Report on Foundation School Program State Funding	
42. Curriculum and Instruction	
43. Monthly DAEP Report	
44. End of Semester Report on Enrollment and Attendance	
45. First Semester Withdrawals	
46. Community and Governmental Relations	
47. Legislative Update	
48. 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 February 15, 2013 at 2:00 p.m.

For the Board of Trustees

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**Agenda Item Summary Sheet (5 D)**  
**Meeting Date: February 19, 2013**  
**Submitted by: Mark Pool, Superintendent**

## ***Discussion Item***

<b>Budget and Facilities</b>	Proposal for FFA Project Center
<b>Summary</b>	<p>As we consider district facilities improvements from our current fund balance I would like to include the possibility of building a FFA Chapter Project Center. Such a facility would allow many students who currently do not have a place to raise a livestock project the opportunity to do so. More importantly it would serve as a laboratory for demonstration and hands-on experiences for students of animal science and other agri-science skills that are taught in the classroom.</p> <p>The Ag Teachers will attend Tuesday's meeting to share a presentation with you on this idea.</p>
<b>ECISD Board Policy</b>	CV (LOCAL), FACILITIES CONSTRUCTION
<b>Effective Date</b>	February 19, 2013
<b>Previous Board Action</b>	None.
<b>Future Action Expected</b>	Consider approving the construction of the FFA Project Center along with other district facility improvements.
<b>Background Information and Significant Issues</b>	Attached is a summary of the proposal.
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Provides students who otherwise would not have the opportunity to raise a livestock project because of no place to house the project an opportunity to do so. Also creates a place for students to participate in demonstrations and hands-on experiences of the skills and concepts they learn in the classroom.
<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>• Summary of El Campo FFA Project Center Proposal</li><li>• Copy of Project Center Proposal PowerPoint Handout</li></ul>
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools
<b>Action Required</b>	None.
<b>Superintendent's Recommendation</b>	This is a discussion item only. <b>Mark Pool, Superintendent of Schools</b>

# El Campo FFA Chapter Project Center Proposal 2013

The growth and success of the El Campo FFA has been outstanding the past few years and we are at a point that in order to continue to provide positive and successful experiences through our FFA chapter, we feel a project center is needed. Many students today do not live on family farms; they live in town on small lots or apartments which keep them from raising livestock projects and taking full advantage of the opportunities of the El Campo FFA. By the construction of an Agriculture Education Project Center we will be better able to ensure our students and members have the most success as possible. This Project Center will provide those FFA and Junior FFA members with the proper housing facilities for their livestock projects. With the diversity of students enrolled in our classrooms, deed restrictions, and limited amount of space, some students do not have the location to raise livestock projects when they have the financial means and personal desire to embark on such a positive character building experience. This is where a project center will truly benefit the students of El Campo ISD.

The El Campo FFA has increased in the number of student exhibitors over the past few years, with this growth it has become apparent that many El Campo FFA and Junior FFA members are at a disadvantage with their current animal housing situations, and/or the lack of facilities discourages participation of many students. At this point we are unable to accommodate students and their projects, and each year are faced with students unable to participate due to the lack of facilities. As facilities have been made available, this has proven to be very successful and has helped increase the number of students exhibiting animals on a local and state level including market steers, breeding cattle, market swine, breeding swine, market lambs, and market goats. With the construction of facility we plan to give more students an opportunity, increase participation, and conduct showmanship workshops to better prepare students as well as allowing the most positive experience for the students of all social economic status.

The Project Center could not only allow students opportunities to participate, as well as being a source of community pride for years to come. As educators we strive for student success, a facility like this would help ensure a quality place for students to house a project and be an active part of the El Campo FFA Chapter, as well as have the opportunity to gain revenue to aid them in their future endeavors.

We feel the construction of a FFA project center will play an integral role in the growth of the Agri-Science Department, being used year round to allow for an increase educational experience that would not be attainable without the facility, which includes a laboratory for Advanced Animal Science, Livestock Production, and Principles of Agriculture courses. In addition, being a valuable training facility for students for both Leadership and Career Development skills. The use of this facility will allow for unparalleled educational experiences.

We clearly understand the planning of such an important construction project to meet the needs of all involved. The 75X150 foot facility will be used as an extension of the classroom in addition to housing a variety of animal projects. As you will see from the quotes for the proposed barn, the concrete is for sanitation and fire safety. The livestock pens meet the requirements for square footage for show projects and can be disassembled for cleaning and allow for multiple uses of the facility. The rooms will be used for secure storage of supplies and to serve as a feed/tack room. The project center will be kept clean at all times and will be a source of pride for the El Campo FFA and the community; the needed facility will ensure increased participation and student learning experience.

**Some of the different ways the Project Center can be used:**

- Allow students to house their show animals  
(Many of which would have no other facilities available to them)
- Lab Center for hands-on experiences  
(Animal Science, Livestock Production, and Principles of Agriculture)
- Showmanship Facility for workshops as well as progress shows held annually for the community to take part in and observe student participation.
- To secure record keeping skills, advanced awards, as well as scholarships.
- Provide opportunities/activities for other programs in El Campo ISD. (including, but not limited to, Special Education activities)

**Some aspects needed to establish a successful Project Center**

- Adequate square footage for the growing cycle of livestock projects
- Exercise Area that serves as a show ring for workshops
- Electricity, Plumbing, Security Cameras, Security Fence, Pens for Livestock
- Establish District Policies of rules and use of the project center
- Annual Budget for upkeep and supplies
- Removal of waste and soiled bedding
- Barn space to meet the growing desire of student participation

We strive to offer every student a positive experience through a Supervised Agricultural Experience Program, and many students would benefit from the construction of a project center by having a central location available to everyone; we can provide a fair opportunity for all students. We thank you for your time and consideration for the El Campo FFA Project Center.



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**El Campo FFA Chapter  
Increase in Student Participation**

- FFA has reached an all time high in student participation of most aspects of the program.
  - Due to the opportunities that have been provided
  - SAE (Animal Projects) has been limited
- El Campo FFA is striving to be a Well Rounded Program
  - Building on Tradition- while being progressive as possible
  - Student achievement highest priority
  - Leadership and Career Development Events
    - » State and National Level



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**El Campo FFA Project Center**

- Due to the success of the FFA program there is a growing need and increased student desire for such facility.
- There has been a need for a livestock facility for many years, but the need at present is even more necessary due to the diversity of our students.
- A Project Center will allow participation to continue to increase.



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### El Campo FFA Project Center

- **Provide Opportunities for Livestock Projects**
  - Survey of students currently enrolled show an overwhelming need for a project center
- **Experienced Staff to manage the facility**
- **Project Center Benefits Include**
  - Better Management of Projects
  - Student Camaraderie
  - Opportunity for all students to be involved and participate
  - Source of Pride for the Community

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### Survey Results

- 235 Freshman thru Senior students enrolled in Ag Classes were surveyed
- Has the lack of facilities kept you from participating or being involved with Supervised Agricultural Experiences?
  - Yes 68% (160 students)
  - No 32% (75 students)



Response	Percentage	Number of Students
Yes	68%	160
No	32%	75

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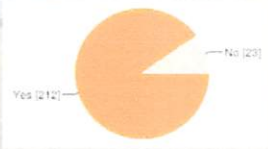
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### Survey Results

- If a School District Project Center (Ag Barn) was available would you be more likely to participate?
  - Yes 90% (212 students)
  - No 10% (93 students)



Response	Percentage	Number of Students
Yes	90%	212
No	10%	93

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### Survey Results

- **Do you feel raising a livestock project in a school district Project Center would allow for**
  - Opportunity for Responsibility **1%** (3 students)
  - Allow for New Experiences which otherwise would not be available **1%** (2 students)
  - Would benefit all students by being an extension of the classroom **2%** (4 students)
  - All of the above **94%** (221 students)
  - None of the above **2%** (5 students)




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### Survey Results

- **If personal livestock facilities were available to you, would you prefer to?**
  - Raise your project at home **19%** (44 students)
  - Utilize the FFA Project Facility **81%** (191 students)




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### El Campo FFA Project Center

- The Project Center would benefit **ALL Students** by providing a central location for:
  - Animal Project Housing
  - Conducting Showmanship Workshops
  - Preparation for the WCYF
  - Educational Experiences

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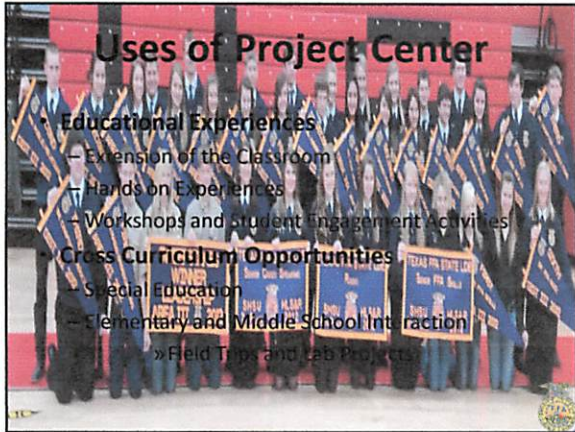
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### Uses of Project Center

- **Educational Experiences**
  - Extension of the Classroom
  - Hands on Experiences
  - Workshops and Student Engagement Activities
- **Cross Curriculum Opportunities**
  - Special Education
  - Elementary and Middle School Interaction
    - » Field Trips and Lab Projects

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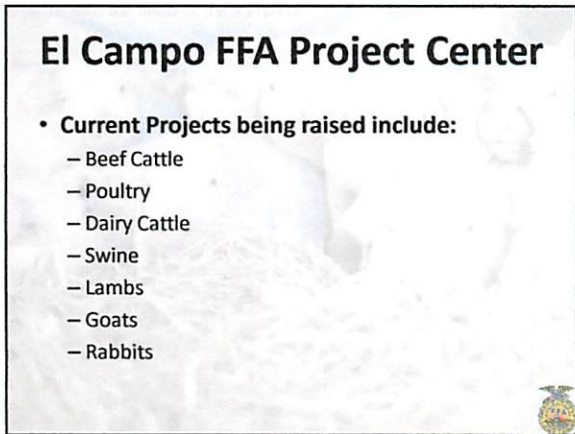
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### El Campo FFA Project Center

- **Current Projects being raised include:**
  - Beef Cattle
  - Poultry
  - Dairy Cattle
  - Swine
  - Lambs
  - Goats
  - Rabbits

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PHOTO BY: HEATHER MILLER • CHAMPAIGN COUNTY

### El Campo FFA Project Center

- **Currently:**
  - We have 145 different projects on feed for the Major Livestock Shows and Wharton County Youth Fair.
  - Of these 145 projects 37 are currently being kept at temporary facilities.
  - 5 projects are being housed in trailers due to the lack of facilities.

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### El Campo FFA Project Center

- The numbers of our FFA entries at the Wharton County Youth Fair as well as the Major Livestock Shows have increased.
- 2011— \$93,214, plus additional Add-on funds
- 2012— \$117,055 plus additional Add-on funds

to students for college or future endeavors




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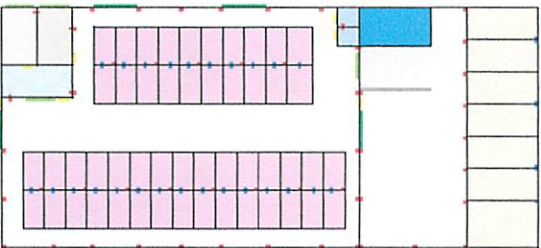
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### El Campo FFA Project Center

- Functional and Practical Design to meet the growing needs of the FFA Program



75 x 150 Project Center Layout 4/12

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### El Campo FFA Project Center

- 75 x 150 foot**
  - Multi-Purpose - Multi-Species Facility
  - Barn size to accommodate student involvement
- Concrete floor**
  - Sanitation Purposes and Disease Control
- 12 foot Eave Height**
  - Temperature Control
- 50 Hot Dipped Galvanized Pens**
  - Swine, Lamb, Goat Projects
- 7 Cattle Pens**
- Indoor Exercise and Showmanship Practice Area**

PHOTO BY: YVONIA HENCHMAN




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## El Campo FFA Project Center

*Thank You for your continued  
Support of the FFA Program and  
allowing for student participation*



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**Agenda Item Summary Sheet (3 A)**  
**Meeting Date: February 19, 2013**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

<b>Recognition</b>	UIL Tournament Results – El Campo Middle School
<b>Summary</b>	<b>UIL Tournament Results.</b> El Campo Middle School students recently competed in the District UIL Academic Meet. Our students made a very strong showing and we would like to take the opportunity to recognize some of them at this month’s meeting.
<b>ECISD Board Policy</b>	None.
<b>Effective Date</b>	February 19, 2013
<b>Previous Board Action</b>	The Board periodically recognizes students for their accomplishments above and beyond district level competition or faculty and staff members who have achieved some type of special recognition. This section of the agenda is also used to introduce teachers who are new to the District.
<b>Future Action Expected</b>	The Board periodically recognizes students for their accomplishments above and beyond district level competition or faculty and staff members who have achieved some type of special recognition. This section of the agenda is also used to introduce teachers who are new to the District.
<b>Background Information and Significant Issues</b>	<b>UIL Tournament Results.</b> Individual students’ will be recognized at the meeting.
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	The Board has the opportunity to recognize student and faculty for their extra effort.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Other Comments and Related Issues</b>	None
<b>Attachments</b>	El Campo Middle School UIL Tournament Results

**Contact Person(s)**

Mark Freeman, Middle School Principal  
Kathy Simmons, ECMS UIL Coordinator

**Action Required**

No action required.

**Superintendent's  
Recommendation**

Information item only.

**Mark Pool, Superintendent of Schools**

**UIL TOURNAMENT  
RESULTS**

**FOR**

**EL CAMPO MIDDLE  
SCHOOL**

**January 26, 2013**

**Antoinette Reading Junior High**

**Submitted by Kathy Simmons  
UIL Director**

**Sixth Grade UIL Competition Winners  
Antoinette Reading Junior High  
January 26, 2013**

**Listening (sponsored by Ms. Simmons)**

4<sup>th</sup> place Megan Creemens

**Maps, Graphs, Charts (sponsored by Mrs. Gwosdz)**

2<sup>nd</sup> place Sydney Slattery

3<sup>rd</sup> place team—Sydney Slattery, Lucia Mendez, and Malorie Solis)

**Music Memory (sponsored by Mrs. Hendricks)**

2<sup>nd</sup> place Kinley Bubela

4<sup>th</sup> place Aubree Matthews

1<sup>st</sup> place team—Karsyn Russell, Aubree Matthews, Kinley Bubela, Blaine Bullard, and  
Lynn Osina

**Number Sense (sponsored by Mrs. Bullard)**

4<sup>th</sup> place Logan Carter

3<sup>rd</sup> place team—Logan Carter, Will Swenson, and Luis Hernandez

**Oral Reading (sponsored by Mrs. Farrar)**

3<sup>rd</sup> place Madi Montalvo

(no team event in speaking)

**Spelling (sponsored by Mrs. Gadeke)**

1<sup>st</sup> place Riley Todd

2<sup>nd</sup> place team—Reagan David, Bethani Gold, and Riley Todd

**Seventh Grade UIL Competition Winners  
Antoinette Reading Junior High  
January 26, 2013**

**Calculator Applications (sponsored by Mrs. Priesmeyer)**

6<sup>th</sup> place Kinsey Priesmeyer

3<sup>rd</sup> place team—Deanna Aguilar, Zachary Collins, and Kinsey Priesmeyer

**Dictionary (sponsored by Mrs. Merta)**

6<sup>th</sup> place Kelly Osina

**Editorial Writing (sponsored by Mrs. Gadeke)**

1<sup>st</sup> place Ivy Willis

4<sup>th</sup> place Crystal Raun

(no team points offered in writing events)

**Impromptu (sponsored by Mrs. Farrar)**

6<sup>th</sup> place Kierana Manis

(no team points offered in speaking events)

**Listening (sponsored by Ms. Simmons)**

2<sup>nd</sup> place Kyle Peterson

2<sup>nd</sup> place team—Crystal Raun, Kyle Peterson, and Savanna Eggemeyer)

**Maps, Graphs, Charts (sponsored by Mrs. Gwosdz)**

2<sup>nd</sup> place Jillian Owens

3<sup>rd</sup> place team—Jillian Owens, Tate Fuechec, and Meredith Gwosdz

**Math (sponsored by Mrs. Gaines)**

5<sup>th</sup> place Marco Gomez

3<sup>rd</sup> place team—Brandon Brito, Paige Chumchal, and Marco Gomez

**Modern Oratory (sponsored by Ms. Simmons)**

1<sup>st</sup> place Elyssa Smith

3<sup>rd</sup> place Darian Dutcher

4<sup>th</sup> place Kayla Rāchunek

(no team points offered in speaking events)

**Number Sense (sponsored by Mrs. Bullard)**

3<sup>rd</sup> place team—Taylor Vaclavick, Kolton Mazoch, and Mark Ortiz

**Seventh Grade continued**

**Oral Reading (sponsored by Mrs. Farrar)**

5<sup>th</sup> place Sarah Martinez

(no team points offered in speaking events)

**Social Studies (sponsored by Mrs. Hendricks)**

4<sup>th</sup> place Daniel Flores

**Science I (sponsored by Mrs. Faas)**

3<sup>rd</sup> place team—Wyatt Gordon, Justin Davlin, and Alyssa Pena

**Eighth Grade UIL Competition Winners**  
**Antoinette Reading Junior High**  
**January 26, 2013**  
**(8<sup>th</sup> grade brought home a 3<sup>rd</sup> place plaque for overall tournament)**

**Art (sponsored by Mrs. Supak)**

4<sup>th</sup> place Brooke Krpec

**Dictionary (sponsored by Mrs. Merta)**

3<sup>rd</sup> place Weston Lutringer

5<sup>th</sup> place Aliyah Monzano

3<sup>rd</sup> place team—Jenna Janke, Weston Lutringer, and Aliyah Monzano

**Editorial Writing (sponsored by Mrs. Gadeke)**

1<sup>st</sup> place Zona Martin

3<sup>rd</sup> place Lauren Rod

6<sup>th</sup> place Ally Ener

(no team points offered in writing events)

**Listening (sponsored by Ms. Simmons)**

1<sup>st</sup> place Shea Slattery

6<sup>th</sup> place Zona Martin

6<sup>th</sup> place Kelly Gerdes

1<sup>st</sup> place team—Zona Martin, Shea Slattery, and Kelly Gerdes

**Maps, Graphs, Charts (sponsored by Mrs. Gwosdz)**

1<sup>st</sup> place Kelley Peterson

4<sup>th</sup> place Brock Brandl

3<sup>rd</sup> place team—Kelley Peterson, Brock Brandl, and Dawson Mach

**Modern Oratory (sponsored by Ms. Simmons)**

2<sup>nd</sup> place Makayla Biskup

3<sup>rd</sup> place Brooke Horta

(no team points offered in speaking events)

**Oral Reading (sponsored by Mrs. Farrar)**

5<sup>th</sup> place Jae Avendano

(no team points offered in speaking events)

**Ready Writing (sponsored by Ms. Simmons)**

1<sup>st</sup> place Emily Gonzales

3<sup>rd</sup> place Cameron Wall

(no team points offered in writing events)

**Social Studies (sponsored by Mrs. Faas)**

5<sup>th</sup> place Anthony McKeen

**Agenda Item Summary Sheet (4 A.1)**  
**Meeting Date: February 19, 2013**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

<b>Consent Agenda: Governance</b>	Minutes of Previous Meetings  1. November 13, 2012 – Special Meeting for Public Hearing on FIRST Report 2. January 22, 2013 – Regular Meeting
<b>Summary</b>	According to policy BE (LOCAL), BOARD MEETINGS, MINUTES, board action shall be carefully recorded by the secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the President and the Secretary of the Board.
<b>ECISD Board Policy</b>	BE (LOCAL), BOARD MEETINGS
<b>Effective Date</b>	February 19, 2013.
<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**

We failed to approve the minutes of the Special Meeting held on November 13, 2012, when we approved the minutes of the regular meeting for that date in December.

**Attachments**

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

1. Special Meeting – November 13, 2012 at 6:45 p.m.
2. Regular Meeting – January 22, 2013 at 7:00 p.m.

**Contact Person(s)**

Dianne Cerny, Executive Secretary

**Action Required**

Motion, second and majority vote to approve the minutes.

**Superintendent's Recommendation**

I recommend you approve the minutes of previous meetings as part of the Consent Agenda.

**Mark Pool, Superintendent of Schools**

**Agenda Item Summary Sheet (4 A.4)**  
**Meeting Date: February 19, 2013**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

**Consent Agenda:**  
**Governance**

**Legal Services Retainer Agreement**

**Summary**

According to LEGAL policy, the purchasing requirements of Education Code Section 44.031 do not apply to a contract for professional services rendered, including the services of an attorney. Contracts for these professional services shall be made on the basis of demonstrated competence and qualifications to perform the services and for a fair and reasonable price. *Gov't Code 2254.002, 2254.003(a)*

The Board has had a Legal Services Retainer Agreement with Walsh, Anderson, Brown, Schulze & Aldridge, P.C. (now *Walsh, Anderson, Gallegos, Green, and Trevino P.C.*) since 2002. The annual retainer fee is \$1,000 and is billed each year on the anniversary of the District joining the program.

Telephone consultation with school officials in this program regarding general routine legal matters is free of charge. The firm has toll-free telephone numbers that are made available to these clients.

An hourly rate of \$190/hour for associates licensed less than one year, \$200/hour for associates licensed one or two years, \$255/hour for associates licensed over two years, or \$275/hour for shareholders is charged for time spent on research, opinion letters, office visits, board meetings, and other work of a general nature.

For matters requiring more in-depth work, such as document review, negotiation of contract, grievance, nonrenewal, review of construction documents, litigation, administrative appeals, and the like, all time, including telephone calls, is charged at the current hourly retainer rates shown above, plus expenses.

**ECISD Board Policy**

CH (LEGAL), PURCHASING AND ACQUISITION

**Effective Date**

February 19, 2013

**Previous Board Action**

The Board previously approved the Legal Services Retainer Agreement with the Walsh-Anderson firm.

**Future Action Expected**

Annually the Board will consider the renewal of the Legal Services Retainer Agreement.

<b>Background Information and Significant Issues</b>	None.
<b>Fiscal Impact</b>	\$1,000
<b>Student and Public Benefit</b>	Tax dollars are saved by being able to obtain certain legal services under a retainer agreement.
<b>Procedural and Reporting Implications</b>	Following approval by the Board, a contract will be signed and returned to Walsh, Anderson, Gallegos, Green & Trevino P.C.
<b>Public Comments</b>	None.
<b>Alternatives</b>	Seek another law firm.
<b>Other Comments and Related Issues</b>	None
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Copy of Letter re: Renewal of Membership in Independent Retainer Program</li> <li>• Copy of Legal Services Retainer Contract</li> <li>• Copy of Fee Schedule</li> <li>• Benefits of Walsh-Anderson Retainer Program</li> </ul>
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools
<b>Action Required</b>	Motion, second and majority vote to approve the Legal Services Retainer Agreement with <i>Walsh, Anderson, Gallegos, Green and Trevino, P.C.</i>
<b>Superintendent's Recommendation</b>	<p>I recommend you approve the Legal Services Retainer Agreement with <i>Walsh, Anderson, Gallegos, Green and Trevino, P.C.</i> as part of the consent agenda.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

WALSH, ANDERSON,  
GALLEGOS, GREEN  
and TREVIÑO, P.C.

ATTORNEYS AT LAW

February 1, 2013

VIA FIRST CLASS MAIL

Mr. Robert Mark Pool  
Superintendent  
El Campo ISD  
700 West Norris Street  
El Campo, Texas 77437

RE: Renewal of Membership in Walsh Anderson's Retainer Program

Dear Mr. Pool:

It's hard to believe another year has gone by but once again it is time to renew El Campo Independent School District's membership in the Walsh Anderson Retainer Program. To that end, enclosed with your monthly statement, you will find our Legal Services Retainer Agreement and our invoice for membership in our Retainer Program. As you know, this valuable program includes the following benefits for just \$1,000.00 per year:

- Unlimited free telephone consultation with attorneys in any of our offices,
- Reduced rates for legal work,
- Reduced fees for inservices,
- Reduced rates for practical Walsh Anderson products such as The Legal Guide to DAEP & Expulsion, Extracurricular Code of Conduct, and A Campus Guide to Response to Intervention,
- A free subscription to our bi-monthly general education newsletter "Time Out with Walsh Anderson,"
- A free subscription to our monthly special education newsletter "This Just In," and
- Email updates about the latest developments in education law.

More information about these services and other advantages of the retainer program are included in the attached description.

We enjoy working with El Campo Independent School District and hope the district will continue its membership in our retention program. Many districts have adopted the Texas Association of School Boards Policy BDD (local) which requires approval of the agreement by the Board of Trustees of each school district who is authorized to approve and sign the

Agreement.

Very truly yours,

\_\_\_\_\_  
Name of the person

FOR THE

Employer

\_\_\_\_\_  
Name of the person  
Title of the person  
Name of the Employer

We enjoy working with El Campo Independent School District and hope the district will continue its membership in our retainer program. Many districts have adopted the Texas Association of School Boards' policy BDD (local) which requires approval of the agreement by the Board of Trustees; check your policy to see who is authorized to approve and sign the Agreement.

We look forward to receiving your signed contract. In the meantime, please remember that you can call any of our offices and speak with the attorney of your choice to get the advice you need, when you need it. Should you have any questions about the Retainer Agreement or wish to reach me directly, please feel free to contact me at (800) 232-9169.

Sincerely,



Paige C. Kyle

PCK/mk

Enclosures

cc: Mr. Thomas Turner, Board President  
Mr. Dan Hammock, Director of Special Education  
(not including billing statement  
or email update form)

**LEGAL SERVICES RETAINER AGREEMENT  
FOR  
EL CAMPO  
INDEPENDENT SCHOOL DISTRICT**

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The El Campo Independent School District (hereinafter "District"), acting by and through the authorized Trustee or Employee whose signature appears below, hereby retains the law firm of Walsh, Anderson, Gallegos, Green & Treviño, P.C. (hereinafter "Law Firm"), to provide the services to the District set forth below.

1. Telephone Consultation: The Law Firm shall provide telephone consultation at no charge to the District's Board President, Superintendent, Special Education Director, or designee pertaining to questions arising out of the general operation of the District. The District shall have access to a statewide toll-free telephone number for calls to the Law Firm.
2. Additional Legal Work: The District shall be entitled to reduced hourly rates for additional legal work over and above general telephone consultation. Examples of such additional legal work are research, opinion letters, and legal advice or representation in adversarial matters. Expenses incurred by the Law Firm in providing such additional legal work shall be charged.
3. Publications: The Law Firm shall provide at no charge the monthly publication *This Just In*, dealing with special education law issues, and the bi-monthly general school law publication *Time Out with Walsh Anderson*, both published by the Law Firm.
4. E-mail Updates: The Law Firm shall send periodic e-mail updates to designated District personnel and trustees relating to developments in school law. The content and publication schedule of such updates shall be determined solely by the Law Firm.
5. Retainer Term and Cost: There shall be a fee of \$1,000.00 for this Retainer Agreement due upon execution and annually thereafter on the anniversary of the execution date below. This Retainer Agreement shall remain in effect until notice of cancellation is received.
6. Scope of Attorney-Client Relationship: This Retainer Agreement establishes a limited attorney-client relationship only between the Law Firm and the District. The relationship exists only as to the consultations and additional legal work that are initiated by the District and accepted by the Law Firm pursuant to this Agreement. The Retainer Agreement does not impose any duty upon the Law Firm to provide advice or

work to the District regarding legal matters absent a request by the District's Board President, Superintendent, Special Education Director, or designee for such advice or work on a matter. The Law Firm and the District acknowledge and represent that this Agreement does not establish an attorney-client relationship between the Law Firm and any individual Trustees or Employees of the District. If a lawsuit or other adversarial matter is brought against the District and/or any Trustee or Employee of the District, the Law Firm may require the execution of one or more separate Letters of Engagement prior to undertaking an attorney-client relationship in the matter.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

EL CAMPO INDEPENDENT SCHOOL DISTRICT

By: Robert Mark Roof  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

WALSH, ANDERSON, GALLEGOS, GREEN & TREVIÑO, P.C.

By: \_\_\_\_\_  
Oscar G. Treviño  
Managing Shareholder

WALSH, ANDERSON,  
GALLEGOS, GREEN  
and TREVIÑO, P.C.

ATTORNEYS AT LAW

FEE SCHEDULE AS OF JULY 16, 2010  
LEGAL SERVICES RETAINER AGREEMENT

For Retainer Program Clients

Annual retainer fee is \$1,000 billed each year on the anniversary of the client joining the program.

Telephone consultation with school officials in this program regarding general routine legal matters is free of charge. The firm has toll-free telephone numbers that are made available to these clients.

An hourly rate of \$190/hour for associates licensed less than one year, \$200/hour for associates licensed one to two years, \$235/hour for associates licensed over two years, or \$255/hour for shareholders is charged for time spent on research, opinion letters, office visits, board meetings, and other work of a general nature.

For matters requiring more in-depth work, such as document review, negotiation of a contract, grievance, nonrenewal, review of constructions documents, litigation, administrative appeals, and the like, all time, including telephone calls, is charged at the current hourly retainer rates shown above, plus expenses. A new file is set up so that the billings show legal fees attributable to that particular matter.

For Non-retainer Program Clients

An hourly rate of \$190/hour for associates licensed less than one year, \$200/hour for associates licensed one to two years, \$255/hour for associates licensed over two years, or \$275/hour for shareholders is charged for time spent on any work, including all telephone calls, office visits, litigation, research, opinion letters, hearings, and the like.

**The above rates are subject to change at any time.**

WALSH, ANDERSON,  
GALLEGOS, GREEN  
and TREVIÑO, P.C.

ATTORNEYS AT LAW

BENEFITS OF THE WALSH ANDERSON RETAINER PROGRAM

1. **FREE TELEPHONE CONSULTATION:** The law firm provides unlimited telephone consultation at no charge to the District's Board President, Superintendent, Special Education Director or any designee pertaining to questions arising out of the general operation of the District. Last year, our member clients received an average of 8 free hours of telephone consultation. That is a \$1,800 value in telephone calls alone!

As a retainer client, the District has exclusive access to the statewide toll-free telephone numbers for calls to the law firm. Before making decisions with legal consequences, use our exclusive toll-free number to reach any Walsh Anderson attorney:

- Austin (800) 252-3405
- San Antonio (800) 232-9169
- Irving (800) 231-4207
- Houston (888) 565-6864
- McAllen (866) 770-6864
- Albuquerque (800) 771-6864

2. **REDUCED RATES FOR ADDITIONAL LEGAL WORK:** The District receives reduced hourly rates for additional work that goes beyond general telephone consultations, such as analyzing documents, writing opinion letters, or attending school board meetings. Though the hourly rates are reduced for retainer clients, any actual expenses (copy costs or mileage, for example) incurred by the law firm in providing such additional work are charged.
3. **FREE SUBSCRIPTIONS TO FIRM PUBLICATIONS:** Membership in the Walsh Anderson Retainer Program also entitles the District to receive free subscriptions to both of the firm's newsletters:
  - (1) the informative bi-monthly newsletter "*Time Out with Walsh Anderson*" that provides timely reminders and practical suggestions about general education law issues arising throughout the school year, and
  - (2) the monthly publication "*This Just In*" which addresses legal issues specific to the special needs of students with disabilities
4. **E-MAIL UPDATES:** As another benefit of the Retainer Program, Walsh Anderson sends periodic e-mail updates to you (and to any other District personnel or trustees you designate) to help keep the District abreast of the latest developments in school law. These updates, averaging more than one per month, address a broad range of timely topics and are

designed to keep you informed and better prepared in your work for the District. In 2011 we sent over 12 updates, including:

- A summary of HB 2380 regarding new options for contracts when promoting employees
- Highlights of the 82<sup>nd</sup> Legislative Session
- Detailed summaries of new election laws
- Changes in the law regarding charity and fundraiser efforts
- Information on student and employee issues brought on by the summer and fall wildfires across the state
- Changes in the law regarding truancy and measures districts need to take
- How to avoid an automatic exemption of goods in transit within a district
- How to retain the authority of eminent domain
- Board Policies regarding the new STAAR exam
- Impact of health care reform on health benefits for Superintendents and other administrators
- Mandatory Open Government Training for New Board Members
- Requirements for posting board meeting information on-line

Don't let your District personnel miss our next update!

5. **REDUCED RATES ON ALL WALSH ANDERSON INSERVICES:** Our Retainer Program members also receive reduced rates on all inservices presented at the District. Our up-to-date training programs are presented by attorneys with firsthand experience and knowledge about the current legal issues confronting Texas school districts. Our retainer clients also receive priority scheduling for inservice training.
  
6. **REDUCED RATES ON ALL WALSH ANDERSON PRODUCTS:** To assist clients in their day-to-day operations, we have developed several practical products to save you time and head off potential problems during the school year. These products are easy to navigate, written in plain language, and are full of useful suggestions. As a member of the Retainer Program, clients receive reduced rates on these helpful tools, including:
  - Interactive Student Code of Conduct
  - Discipline Guide for DAEP & Expulsion
  - Student Dress Code
  - Student Activities Guide
  - A School District's Guide to Section 504 and the ADA
  - A Campus Guide to Response to Intervention
  - Extracurricular Code of Conduct
  - School District Bond Elections: The Roles & Responsibilities of Board Members & Employees
  - Tax Ratification Elections: The Roles & Responsibilities of Board Members & Employees
  
7. **ONE FREE AUDIO CONFERENCE DURING THE 2012-2013 SCHOOL YEAR:** In recognition of the tough economic times facing school districts, this year we are also offering our retainer clients one free audio conference of the District's choice, to be selected from the calendar for the 2012-2013 school year. Our audio conferences provide excellent training for school administrators without having to leave the district.

WALSH, ANDERSON,  
GALLEGOS, GREEN  
and TREVIÑO, P.C.

ATTORNEYS AT LAW

**WALSH ANDERSON E-MAIL UPDATE FORM**

**El Campo ISD**

The Walsh Anderson E-mail Update program is designed to keep our clients informed of the latest developments in school law. These updates address a broad range of topics related to legal issues confronting school districts. In addition, e-mail update recipients will also be notified of upcoming audio/video conferences and specialty publications produced by Walsh Anderson.

Below is the list of personnel and/or Board of Trustees you previously provided us. Please review carefully and make any necessary changes or additions. Also note that there may be some names without an e-mail address or position. Please provide a current e-mail address, indicate whether the individual should remain one of our e-mail update recipients, and provide the named position of the individual. If you are having difficulty receiving our e-mail updates, please ask your technology department to add mypinpointe.com to the list of accepted domains.

<u>Name</u>	<u>Title</u>	<u>E-mail</u>
Mr. Robert Mark Pool	Superintendent	mpool@ecisd.org
Mr. Thomas Turner	Board President	
Mr. Dan Hammock	Director of Special Education	dhammock@ecisd.org
Ms. Carolyn Gordon	Assistant Superintendent of Curriculum	cgordon@ecisd.org
Mr. David Bright	Assistant Superintendent of Finance	dbright@ecisd.org
Ms. Dianne Cerny	Executive Secretary	dcerny@ecisd.org
Ms. Joyce Supak	Finance/Bookkeeper	jsupak@ecisd.org

Attach additional sheets if necessary. Please return this form to Diana Stangl. If you have any questions or need additional information, please contact Diana at (800) 252-3405.

VIA FAX  
(512) 467-9318

VIA MAIL  
Diana Stangl  
Walsh Anderson  
P.O. Box 2156  
Austin, TX 78768

Add:

Melissa Koop

Terese Faas

**MINUTES OF THE BOARD OF TRUSTEES  
EL CAMPO INDEPENDENT SCHOOL DISTRICT  
November 13, 2012**

The Board of Trustees of the El Campo Independent School District met in a Special Session November 13, 2012 in the Board Room, 700 West Norris, El Campo, Texas.

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mark Pool, Mauri Couey, Chris Skinner, Scott Gelardi, Dianne Cerny

Board President Tommy Turner called the meeting to order at 6:48 p.m. There was a quorum present.

**PUBLIC HEARING**

- A. Public Hearing – Financial Management Report 2012 School FIRST Rating: David Bright, Assistant Superintendent for Finance reviewed the FIRST Rating. There were no public comments.

There being no further discussion, the meeting adjourned at 7:03 p.m.

DRAFT

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
SECRETARY

**MINUTES OF THE BOARD OF TRUSTEES  
EL CAMPO INDEPENDENT SCHOOL DISTRICT  
January 22, 2013**

The Board of Trustees of the El Campo Independent School District met in a Regular Session January 22, 2013 in the Board Room, 700 West Norris, El Campo, Texas.

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mark Pool, Carolyn Gordon, David Bright, Melissa Koop, Scott Gelardi, Natalie Bednorz, Mark Freeman, Dianne Cerny, Mauri Couey, Turk Krenek, John Petty, Molli Bodungen, Nathan Krpke, Joy Janish, Cheryl Korenek, Brett D. Schoppe, Wade David, Jackson David, Russell Krenek, Daryl Socha, Cory Braden, Pat Krpec, Ryan Jung, Keith Rioux, Ed Erwin, Terry Stanphill, Mindi Snyder, Brittany Rives, Lori Rives and see attached list.

Board President Tommy Turner called the meeting to order at 7:00 p.m. Ralph Novosad gave the opening prayer followed by the Pledge of Allegiance. There was a quorum present.

**PUBLIC COMMENT:** Public Hearing on District's Annual AEIS Report. Mr. Pool reviewed the Academic Excellence Indicator System report. There was no public comment.

**RECOGNITION:** School Board Appreciation Month – The Board was recognized with a dinner prepared by Scott Gelardi, recognition certificates presented by Mr. Pool and gift boxes from campuses.

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

- A. Governance
  - 1. Consider Approval of the Minutes
    - a. December 20, 2012 – Regular Meeting
    - b. January 15, 2013 – Special Meeting for Annual Performance Evaluation of Superintendent
  - 2. Consider Approval of 2013 – 2014 School Calendar
- B. Business and Support Service
  - 1. Review Approval of 2013 – 2014 district Technology Plan
  - 2. Annual Approval of List of District Investment Officers
  - 3. Annual Report on Investment Officers Training
  - 4. Annual Review of District Investment Policies
  - 5. Review of Monthly Financial Reports
  - 6. Review of Checks Written for the Month of December, 2012
- C. Personnel
- D. Curriculum and Instruction
  - 1. Report on Status of Exit Level TAKS (Texas Assessment of Academic Skills)
  - 2. Appointment of Instructional Materials Selection Committee
- E. Students

Motion carried unanimously.

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

#### **REVIEW AND CONSIDER APPROVAL OF ANNUAL FINANCIAL AUDIT AND COMPLIANCE REPORT:**

A motion was made by Ralph Novosad and seconded by James Russell to approve the Annual Financial Audit and Compliance Report. Motion carried unanimously.

#### **REVIEW PROPOSAL FROM POLASEK CONSTRUCTION FOR HIGH SCHOOL BASEBALL AND SOFTBALL FIELDS AND CONSIDER ACTION WHETHER OR NOT TO PARTICIPATE IN EL CAMPO LITTLE LEAGUE PROJECTS:**

A motion was made by James Russell and seconded by Kristi David to approve participation with the El Campo Little League and the City of El Campo in the construction and development of the West Loop Park Baseball and Softball Complex. Motion carried with a vote of 5 – 1 – 1 with Trustees James Russell, Kristi David, Tommy Turner, Cecil Davis and J. J. Croix in favor, Trustee Ralph Novosad against and Trustee David Hodges abstaining.

#### **DISCUSS MODIFICATION OF CONTRACT FOR DEMOLITION OF BUILDINGS AT OLD MIDDLE SCHOOL:**

The Board discussed modification of contract for demolition of buildings at Old Middle School; the Board agreed to the modification of the contract and will vote on at the February board meeting.

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

#### **DISCUSS PROPOSED CHANGES TO MIDDLE SCHOOL PRE-AP PROGRAM:**

Mr. Pool and Melissa Koop discussed the proposed changes to middle school and pre-AP program and the increased rigor of a more challenging program.

#### **DISCUSS PENDING VISITS TO AVID SCHOOLS ON FEBRUARY 18, 2013:**

Board members Cecil Davis, Kristi David and J. J. Croix, along with Mr. Pool, Melissa Koop and Carolyn Gordon will visit AVID Schools on February 18, 2013.

### ***GOVERNANCE***

#### **CONSIDER APPROVAL OF ANTI-VOUCHER RESOLUTION:**

A motion was made by Cecil Davis and seconded by Kristi David to approve the Anti-Voucher Resolution. Motion carried unanimously.

#### **REVIEW AND DISCUSS SCHOOL DISTRICT SAFETY AND SECURITY:**

Mr. Pool and the Board discussed School District Safety and Security. Mr. Pool will look at options for safety for all campuses.

#### **CONSIDER APPOINTMENT OF BOARD COMMITTEE FOR DEVELOPMENT OF EDUCATION FOUNDATION:**

Board President, Tommy Turner appointed Trustees Cecil Davis and Kristi David to the Education Foundation Committee.

#### **DISCUSS DATE AND TIME FOR FEBRUARY WORKSHOP TO REVIEW DISTRICT GOALS, BOARD MONITORING DOCUMENT, AND BEGIN DEVELOPMENT OF SUPERINTENDNT GOALS:**

The Board will meet February 5, 2013, 12:00 p.m., Committee Meeting, February 19, 2013, Regular Meeting, and February 26, 2013, Goal Setting Meeting. The Goal Setting Meeting will include input from principals and Central Office Staff.

***CLOSED SESSION***

**EXECUTIVE SESSION:** The president of the Board called for an Executive Session as authorized by 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. The Board entered executive session at 9:07 p.m. and reconvened in open session at 9:22 p.m. to take the following action:

1. Discuss Action on Superintendent’s Contract
2. Deliberate the Employment of Teacher(s)

***PERSONNEL***

**CONSIDER APPROVAL OF ACTION ON SUPERINTENDENT’S CONTRACT DISCUSSED IN CLOSED SESSION:**

A motion was made by Cecil Davis and seconded by Kristi David to approve the extension of the Superintendent’s contract for one year until June 30, 2016. Motion carried unanimously.

**CONSIDER APPROVAL OF ADMINISTRATIONS’S RECOMMENDATION FOR ELEMENTARY:**

A motion was made by James Russell and seconded by Ralph Novosad to approve Administration’s recommendation for elementary classroom teachers:

Jennifer Green 5<sup>th</sup> Grade  
Brittany Rives 4<sup>th</sup> Grade

Motion carried unanimously.

**ANNUAL REVIEW OF SUPERINTENDENT COMPENSATION INFORMATION:** No action taken.

***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 9:28 p.m.

DRAFT

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PRESIDENT

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SECRETARY



**Other Comments and Related Issues**

None.

**Attachments**

- Copy of Proposed Amended School Calendar

**Contact Person(s)**

Melissa Koop, Assistant Superintendent for Curriculum and Instruction

**Action Required**

Motion, second, majority to amend the 2013-2014 school calendar.

**Superintendent's Recommendation**

I recommend that the Board amend the 2013-2014 school calendar as a part of the Consent Agenda.

**Mark Pool, Superintendent of Schools**

# El Campo ISD 2013-2014

## AUGUST

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## SEPTEMBER

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## OCTOBER

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## NOVEMBER

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## JANUARY

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## APRIL

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## JUNE

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## JULY

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ST – STAAR Test  
 TK – TAKS Test  
 EO – End Of Course Test  
 PC – Parent Conference/Early Release- Students  
 ER – Early Release – Teachers & Students  
 [ Beginning of 9 weeks  
 ] End of 9 weeks

40

Staff Development (Student Holiday)  
 Curriculum Planning (Student Holiday)  
 Holiday  
 Parent Conference/Early Release

○ Report Card      ○ Progress Report

1<sup>st</sup> 9 weeks – 44  
 2<sup>nd</sup> 9 weeks – 36 ---->80  
 3<sup>rd</sup> 9 weeks – 47  
 4<sup>th</sup> 9 weeks – 51---->98

Bad Weather Days – May 2<sup>nd</sup> & May 26<sup>th</sup>

**Agenda Item Summary Sheet (4 A.3)**  
**Meeting Date: February 19, 2013**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Item***

**Consent Agenda:** Modification of Contract for Demolition of Buildings at Old Middle School  
**Governance**

### **Summary**

When we entered into a Real Estate Sales Contract with Mike Mobley for the sale of the Old Middle School located at 1401 Martin Luther King Blvd., the Title Company requested as a condition of issuing an Owner's Policy of Title Insurance that the Buyer (Mike Mobley) and Seller (El Campo ISD) execute an agreement in recordable form setting out their agreement concerning demolition and reimbursement.

Section B of this "Demolition and Reimbursement Agreement" states the following:

***B. Agreement.*** *In consideration of the promises set out in the Contracts and in this Agreement, Buyer and Seller agree as follows:*

- 1. Within six (6) months after the closing on the Property, Buyer will demolish down to the slabs Buildings A, C, D and E located on the Property. Demolition shall be in compliance with all applicable county, state and federal laws.*
- 2. Upon completion of the demolition, Seller will reimburse Buyer the sum of TWO HUNDRED THOUSAND (\$200,000.00). Completion of demolition shall be determined by Seller in Seller's reasonable discretion. If Buyer fails to complete demolition as described herein, Seller shall have no obligation to reimburse Buyer for demolition.*

After entering into the Sales Contract and the Demolition and Reimbursement Agreement the Buyer, Mike Mobley, requested a modification to the Agreement in order to rehabilitate rather than demolish Buildings C and D.

On Page 3 of 5 of the Agreement, Section D.3, Miscellaneous Provisions, Amendment, states that the Agreement may be amended only by an instrument in writing signed by the parties.

**ECISD Board Policy** None.

**Effective Date** February 19, 2013

**Previous Board Action** On October 23, 2012, the Board approved the following action as recorded in the minutes of that meeting:

**CONSIDER APPROVAL OF BID(S) AND TAKE ALL NECESSARY ACTION(S) FOR THE SALE OF THE OLD MIDDLE SCHOOL PROPERTY LOCATED ON MLK BLVD:** A motion was made by James Russell and seconded by David Hodges to approve a bid and approve the Superintendent to take all necessary action for the sale of the Old Middle School Property located on MLK BLVD. Motion carried unanimously.

On November 9, 2012, Tommy Turner, on behalf of the El Campo Independent School District, and Mike Mobley signed and executed the following contracts:

1. "Commercial Contract – Improved Property";
2. "Bid Package Exhibit "B" Real Estate Sales Contract," which shall prevail to the extent of any conflict between the two; and
3. Demolition and Reimbursement Agreement

On January 22, 2013, Mike Mobley appeared before the Board and requested a modification to the "*Demolition and Reimbursement Agreement*."

<b>Future Action Expected</b>	None.
<b>Background Information and Significant Issues</b>	At the meeting on January 22, 2013, the Board by consensus agreement agreed to the proposed modification to the " <i>Demolition and Reimbursement Agreement</i> " allowing Mike Mobley to not demolish Buildings C and D with no change in the agreed upon reimbursement. The matter is being considered this month for formal approval.
<b>Fiscal Impact</b>	No change in original reimbursement agreement at \$200,000.
<b>Student and Public Benefit</b>	The rehabilitation of these buildings and development of the Old Middle School property will benefit the entire community.
<b>Procedural and Reporting Implications</b>	Amended Agreement will need to be filed with the appropriate entities.
<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>• Highlighted Copy of the "Demolition and Reimbursement Agreement"</li> <li>• Campus Site Plan</li> </ul>

**Contact Person(s)**

Mark Pool, Superintendent of School

**Action Required**

Motion, second and majority vote to formally approve an amendment to the "Demolition and Reimbursement Agreement" that allows Mike Mobley to rehabilitate rather than demolish Buildings C and D.

**Superintendent's Recommendation**

I recommend the Board formally approve an amendment to the "Demolition and Reimbursement Agreement" that allows Mike Mobley to rehabilitate rather than demolish Buildings C and D as a part of the Consent Agenda.

**Mark Pool, Superintendent of Schools**

## DEMOLITION AND REIMBURSEMENT AGREEMENT

This agreement is between Seller and Buyer as identified below, and is effective on the date ("Effective Date") of the last of the signatures by Seller and Buyer as parties to this Agreement.

**Seller:** The Board of Trustees of the El Campo Independent School District  
**Address:** 700 W. Norris Street  
El Campo, Texas 77437  
**Phone:** 979-543-6771  
**Fax:** 979-543-1670

**Seller's Attorney:** George E. Grimes, Jr.  
**Address:** WALSH, ANDERSON, BROWN, SCHULZE & ALDRIDGE, P.C.  
100 N. E. Loop 410, Suite 1000  
San Antonio, Texas 78216  
**Phone:** 210-979-6633

**Buyer:** Mike Mobley  
**Address:** P.O. Box 1215  
El Campo, Texas 77437  
**Phone:** 979-541-9956

**Buyer's Attorney:** Ken Lipscomb  
**Address:** 135 W. Burlison  
Wharton, Texas 77488  
**Phone:** 979-532-2448

**Property:** The surface only of:

Tract No. 1, a 15.87 acre tract of land situated in the J.B. Morford Survey No. 8, Abstract No. 522, in the City of El Campo, Wharton County, Texas and

Tract No. 2, a 3.587 acre tract of land situated in the J.B. Morford Survey No. 8, Abstract No. 522, in the City of El Campo, Wharton County,

said Tract No. 1 and Tract No. 2 being more particularly described by metes and bounds in Exhibit A, attached hereto and incorporated herein for all purposes.

**Title Company:** Mid-Coast Title Co.  
**Address:** 207 W. Jackson Street  
El Campo, Texas 77437  
**Phone:** 979-543-6845  
**Fax:** 979-543-1240

**A. Background.**

1. Buyer and Seller entered two contracts for sale and purchase of the Property as follows:  
(1) that certain "Commercial Contract – Improved Property" dated \_\_\_\_\_ [date] and "Bid Package Exhibit "B" Real Estate Sales Contract" dated \_\_\_\_\_ [date]. Buyer and Seller intend these contracts to be complementary; however, to the extent of any conflict, the Bid Package Exhibit "B" Real Estate Sales Contract shall prevail. The two contracts are referred to herein as the "Contracts".
2. The Contracts provide, among other things the following:
  - a. The sale price of the property is TWO HUNDRED THOUSAND DOLLARS (\$200,000.00).
  - b. Within six (6) months after closing on the Property, Buyer will demolish down to the slabs Buildings A, C, D and E located on the Property. Demolition shall be in compliance with all applicable county, state and federal laws.
  - c. Upon completion of the demolition, Seller will reimburse Buyer the sum of TWO HUNDRED THOUSAND DOLLARS (\$200,000.00).
3. The Title Company has requested as a condition of issuing an Owner's Policy of Title Insurance that Buyer and Seller execute an agreement in recordable form setting out their agreement concerning demolition and reimbursement.

Buyer:  
Initial \_\_\_\_\_  
Date \_\_\_\_\_  
Seller:  
Initial \_\_\_\_\_  
Date \_\_\_\_\_

**B. Agreement.** In consideration of the promises set out in the Contracts and in this Agreement, Buyer and Seller agree as follows:

1. Within six (6) months after closing on the Property, Buyer will demolish down to the slabs Buildings A, C, D and E located on the Property. Demolition shall be in compliance with all applicable county, state and federal laws.
2. Upon completion of the demolition, Seller will reimburse Buyer the sum of TWO HUNDRED THOUSAND DOLLARS (\$200,000.00). Completion of demolition shall be determined by Seller in Seller's reasonable discretion. If Buyer fails to complete demolition as described herein, Seller shall have no obligation to reimburse Buyer for the demolition.

Buyer:  
Initial \_\_\_\_\_  
Date \_\_\_\_\_  
Seller:  
Initial \_\_\_\_\_  
Date \_\_\_\_\_

**C. Release of Title Company by Buyer.** Buyer hereby releases the Title Company from liability arising from the demolition and reimbursement described in this Agreement.

**D. Miscellaneous Provisions.**

1. **Notices.** Any notice required by or permitted under this Agreement must be in writing. Any notice required by this Agreement will be deemed to be delivered (whether actually received or not) when deposited with the United States Postal Service, postage prepaid, certified mail, return receipt requested, and addressed to the intended recipient at the address shown in this Agreement. Notice may also be given by regular mail, personal delivery, courier delivery, facsimile transmission, or other commercially reasonable means and will be effective when

actually received. Any address for notice may be changed by written notice delivered as provided herein. Copies of each notice must be given by one of these methods to the attorney of the party to whom notice is given, if the attorneys have been identified by the parties.

**2. Entire Agreement.** This Agreement, together with its exhibits, constitutes the entire agreement of the parties concerning the demolition of buildings on the Property and reimbursement for demolition. There are no oral representations, warranties, agreements, or promises not incorporated in writing in this Agreement.

**3. Amendment.** This Agreement may be amended only by an instrument in writing signed by the parties.

**4. Prohibition of Assignment.** Buyer may not assign this Agreement or any of Buyer's rights under it without Seller's prior written consent, and any attempted assignment is void. This Agreement binds, benefits, and may be enforced by the parties and their respective heirs, successors, and permitted assigns.

**5. Survival.** The obligations of this Agreement that cannot be performed before termination of this Agreement will survive termination of this Agreement, and the legal doctrine of merger will not apply to these matters.

**6. Choice of Law; Venue.** This Agreement will be construed under the laws of the State of Texas, without regard to choice-of-law rules of any jurisdiction. Venue is in Wharton County, except as otherwise provided by applicable law.

**7. Waiver of Default.** It is not a waiver of default if the nondefaulting party fails to declare immediately a default or delays taking any action with respect to the default.

**8. No Third-Party Beneficiaries.** There are no third-party beneficiaries of this Agreement.

**9. Severability.** The provisions of this Agreement are severable. If a court of competent jurisdiction finds that any provision of this Agreement is unenforceable, the remaining provisions will remain in effect without the unenforceable parts.

**10. Ambiguities Not to Be Construed against Party Who Drafted Agreement.** The rule of construction that ambiguities in a document will be construed against the party who drafted it will not be applied in interpreting this Agreement.

**11. No Special Relationship.** The parties' relationship is an ordinary commercial relationship, and they do not intend to create the relationship of principal and agent, partnership, joint venture, or any other special relationship.

**12. Counterparts.** If this Agreement is executed in multiple counterparts, all counterparts taken together will constitute this Agreement.

**E. Execution.** This agreement is entered into by and between the undersigned parties, and shall be effective on the date ("Effective Date") of the last of the signatures by Seller and Buyer.

**SELLER:**

THE BOARD OF TRUSTEES OF THE EL  
CAMPO INDEPENDENT SCHOOL DISTRICT

By: Thomas Turner  
Thomas Turner, President

Date: 11-9-12

**BUYER:**

By: [Signature]  
Mike Mobley

Date: 11-9-12

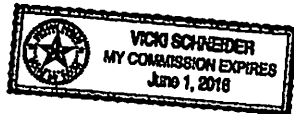
*(Acknowledgments on following page.)*

THE STATE OF TEXAS }  
                                  }     ACKNOWLEDGMENT  
COUNTY OF WHARTON }

This instrument was acknowledged before me on this date by THOMAS TURNER.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the 9th day of  
November, 2012.

Vicki Schneider  
Notary Public, State of Texas

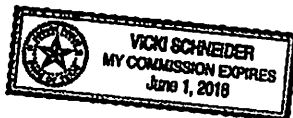


THE STATE OF TEXAS }  
                                  }     ACKNOWLEDGMENT  
COUNTY OF WHARTON }

This instrument was acknowledged before me on this date by MIKE MOBLEY.

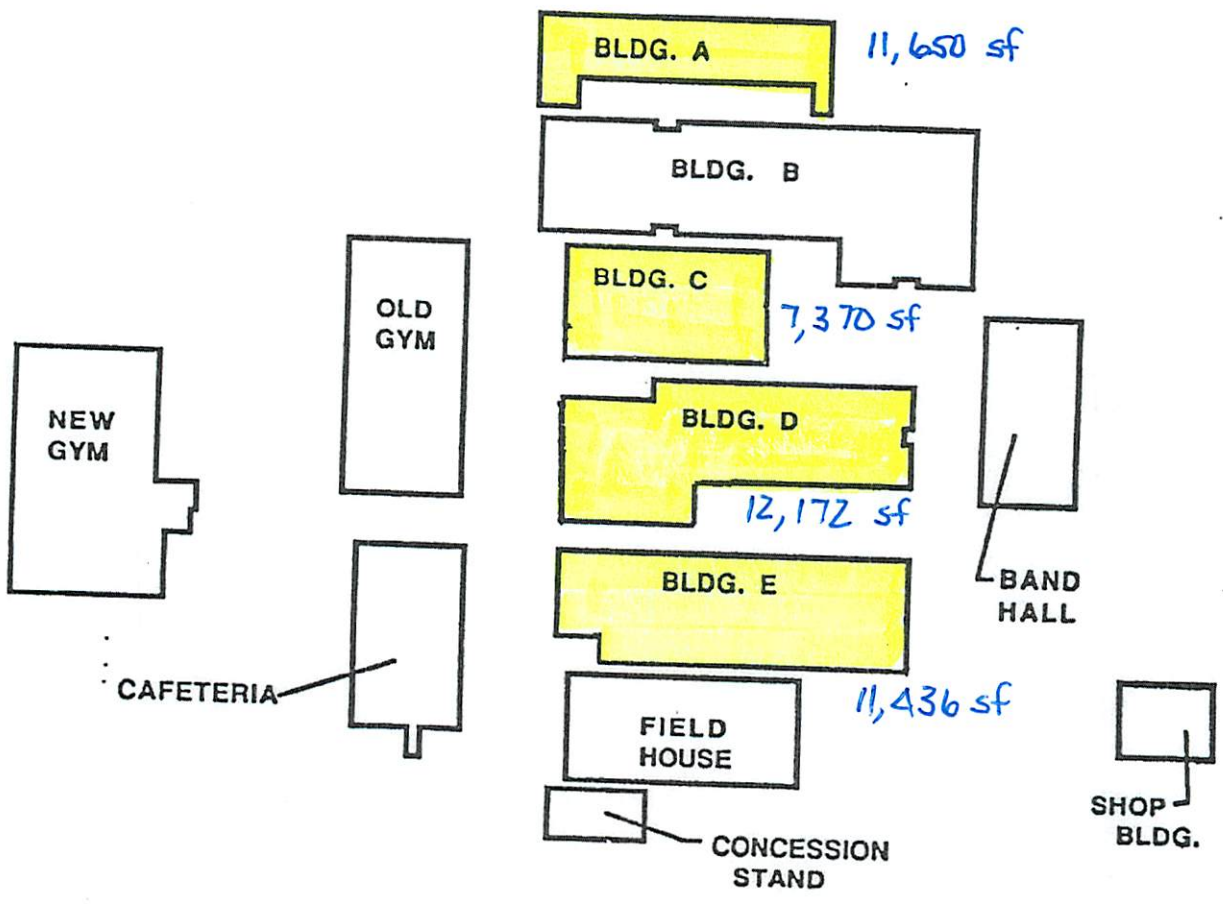
GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the 9th day of  
November, 2012.

Vicki Schneider  
Notary Public, State of Texas



# EL CAMPO I.S.D.

## MIDDLE SCHOOL CAMPUS



LEGEND	DATE
DISTRICT: EL CAMPO I.S.D.	2/28/89
CAMPUS: MIDDLE SCHOOL	
CO./DIST. NUMBER: 241/903	
AGENT: BKS DRAWN BY: BKS	
SCALE: 1" = 100'	

**Agenda Item Summary Sheet (4 A.5)**  
**Meeting Date: February 19, 2013**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

**Consent:  
Governance**

Order Trustee Election for Saturday, May 11, 2013, and All Matters Pertaining Thereto

**Summary**

February is the month to order the annual trustee election.

The following is a list of actions that need to take place in order to order the annual trustee election to be held on May 11, 2013:

1. Order the trustee election to be held on May 11, 2013, from 7:00 a.m. to 7:00 p.m. for the purpose of electing / re-electing trustees for Position No. 4, currently held by Ralph Novosad, and Position No. 5, currently held by Cecil Davis.
2. Designate the location of the polling places to be:
  - (a) Precinct No. 1 – El Campo City Hall Council Chambers; and
  - (b) Precinct No. 2 – Glen Flora Fire Station.
3. Designate the location of the early-voting polling place to be the Wharton County Library-El Campo Branch, 200 W. Church St., El Campo, TX;
4. Set the dates and time for early voting to be each week day from 8:00 a.m. to 5:00 p.m. beginning on Monday, April 29, 2013, and ending on Friday, May 3, 2013.

In addition, early voting will be conducted between the hours of 7:00 a.m. and 7:00 p.m. on Monday, May 6, 2013, and Tuesday, May 7, 2013.

5. Designate the early voting clerk and presiding officer.

**ECISD Board Policy**

BBA (LEGAL), BOARD MEMBERS: ELIGIBILITY / QUALIFICATIONS

BBB (LEGAL), BOARD MEMBERS: ELECTIONS

BBB (LOCAL), BOARD MEMBERS: ELECTIONS

**Effective Date**

Spring 2013 election. [See separate document identifying key dates.]

**Previous Board Action**

The Board annually calls the Trustee Election at the regular meeting in February.

<b>Future Action Expected</b>	Votes will be canvassed at a meeting between May 14th and May 22nd, 2013. The regular meeting for the month is scheduled for Tuesday, May 21, 2013.
<b>Background Information and Signification Issues</b>	None.
<b>Fiscal Impact</b>	Approximately \$5,097.00
<b>Student and Public Benefit</b>	Election of Trustees to govern and oversee the management of the District.
<b>Procedural and Reporting Implications</b>	The Order of Election will be filed in the Board Minutes, and Notice of Election will be posted in usual posting places.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	Changes in voting locations from previous years are highlighted in yellow.
<b>Attachments</b>	<ul style="list-style-type: none"> <li>(1) Order of Regular Election</li> <li>(2) Memorandum from David Bright re: Approval of Election Workers for May 11, 2013 School Board Election</li> <li>(3) Memorandum from David Bright re: summary of "key dates" for the 2013 election</li> </ul>
<b>Contact Person(s)</b>	David Bright, Assistant Superintendent for Finance
<b>Action Required</b>	Motion, second and majority vote to order a trustee election for May 11, 2013 and all matters pertaining thereto.
<b>Superintendent's Recommendation</b>	<p>I recommend you order the Trustee Election for May 11, 2013, and all matters pertaining thereto as part of the Consent Agenda.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

## ORDER OF REGULAR ELECTION

An election is hereby ordered to be held on Saturday, May 11, 2013, for the purpose of electing to the Board of Trustees of the El Campo Independent School district, two (2) trustees for a 3-year term, for Positions #4 and #5.

The first day to apply for a place on the ballot is January 30, 2013. The filing deadline for candidates is 5:00 P.M. on March 1, 2013. Filings for candidates will be accepted by either Dianne Cerny or Kim Wood, at the ECISD Administration Office, 700 West Norris Street, El Campo, Texas, as authorized by the Secretary of the Board.

The polling places are as follows:

- Precinct No. 1: El Campo City Hall Council Chambers  
315 E. Jackson, El Campo, Texas
- Precinct No. 2: Glen Flora Fire Station  
Glen Flora, Texas

Polls open at 7:00 A.M. and close at 7:00 P.M. on Saturday, May 11, 2013.

Early voting by personal appearance will be conducted at the following location:

Wharton County Library-El Campo Branch, 200 W. Church St., El Campo, Texas

Early voting will be conducted between the hours of 8:00 A.M. and 5:00 P.M. beginning on Monday, April 29, 2013, and ending on Friday, May 3, 2013. In addition, early voting will be conducted between the hours of 7:00 A.M. and 7:00 P.M. on Monday, May 6, 2013, and Tuesday, May 7, 2013.

Applications for ballots by mail shall be mailed to:

Ms. Audrey Wessels, Early Voting Clerk  
Wharton County Elections Dept.  
P. O. Box 390  
Wharton, Texas 77488

Applications for ballots by mail must be received no later than the close of business on May 3, 2013.

Issued this the 19<sup>th</sup> day of February 2013.

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Signature of Presiding Officer

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

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February 19, 2013

Board of Trustees  
El Campo Independent School District  
700 West Norris Street  
El Campo, Texas 77437

RE: Approval of Election Workers for May 11, 2013 School Board Election

Dear Board Members:

Once again, it is time to begin preparations for the ECISD Board of Trustees Election to be held on May 11, 2013. Listed below are the recommendations for the election workers for this election:

- Ms. Audrey Wessels, Elections Administrator for Wharton County, is recommended for **early voting clerk** for this election.
- Mr. David Hodges is recommended for the **presiding officer**.

The Election Administrator is authorized to hire the judges and alternate judges for the election pursuant to section 6 of the Election Service Contract with Wharton County.

If there are any questions, or if additional information is desired, please contact me at your convenience.

Sincerely,



David Bright  
Assistant Superintendent for Finance

DB/js



**Agenda Item Summary Sheet (4 B.1)**  
**Meeting Date: February 19, 2013**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

**Consent Agenda:  
Business and Support  
Services**

Review of Monthly Financial Reports for Month of January

**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**

January 31, 2013

**Previous Board Action**

Approval of 2011-2012 General Operating Budget on August 21, 2012.

**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, 2012 was \$8,898,859, which is 34.54% of the approved General Fund operating expenditures (as defined in the AEIS Report) of \$25,761,913.

Fund balance designated for replacement of artificial turf at Ricebird Stadium is \$250,000, leaving an undesignated fund balance of \$8,648,859; or 33.57% of the approved General Fund operating expenditures (as defined in the AEIS Report).

The undesignated fund balance currently exceeds the 20% goal by \$3,496,476.

**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 65.81% of our amended revenue projections; and expended 42.09% of our amended expenditure estimates.  
Compared to the same time last year, our revenue increased by \$90,871 and our expenditures increased by \$1,159,895.

	2008-2009		2009-2010		2010-2011		2011-2012		2012-2013	
	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp
<b>Sep</b>	20.59%	11.53%	10.41%	10.59%	9.93%	10.95%	10.63%	12.13%	10.87%	15.21%
<b>Oct</b>	36.88%	17.18%	19.64%	17.92%	18.64%	18.81%	19.79%	20.05%	19.84%	22.74%
<b>Nov</b>	39.46%	24.10%	26.01%	25.17%	27.97%	23.69%	29.84%	27.07%	30.94%	28.88%
<b>Dec</b>	52.68%	31.52%	38.96%	32.11%	41.96%	30.73%	41.60%	33.20%	44.98%	35.39%
<b>Jan</b>	73.77%	38.60%	57.38%	39.07%	60.48%	37.99%	64.61%	40.50%	65.81%	42.09%
<b>Feb</b>	79.39%	48.85%	68.68%	50.45%	66.83%	48.02%	69.97%	50.83%		
<b>Mar</b>	81.29%	55.83%	70.62%	58.65%	68.88%	55.20%	72.10%	57.21%		
<b>Apr</b>	82.79%	62.87%	75.39%	65.99%	73.41%	62.72%	77.12%	64.95%		
<b>May</b>	84.31%	69.96%	79.21%	72.77%	77.20%	69.62%	81.11%	71.59%		
<b>Jun</b>	86.04%	77.28%	85.20%	80.00%	82.93%	76.81%	87.17%	78.14%		
<b>Jul</b>	87.23%	85.52%	91.73%	85.63%	89.99%	84.05%	93.70%	85.44%		
<b>Aug</b>	99.94%	98.05%	100.10%	98.92%	100.38%	98.74%	100.06%	98.47%		

**NOTE:** \$875,000 expenditure to pay off Limited Tax Refunding Bonds, Series 2004, increased expenditure percentage for September 2012.

**Tax Collection Report.** Our beginning tax levy of \$13,656,685 has been adjusted by -\$23,602 giving us a new adjusted levy of \$13,633,083; and we have currently collected \$11,406,244 which amounts to 83.67% of the adjusted levy. This leaves an uncollected balance of \$2,226,839.

Delinquent collections YTD are \$121,566 plus \$58,458 in penalty and interest.

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Oct	0.01%	0.00%	0.00%	0.35%	0.31%	0.21%
Nov	5.07%	2.58%	0.44%	8.60%	9.54%	12.48%
Dec	38.76%	32.28%	30.01%	39.54%	34.01%	39.14%
Jan	85.29%	81.82%	73.71%	81.26%	84.41%	83.67%
Feb	93.58%	93.04%	92.80%	93.50%	94.04%	
Mar	94.44%	94.06%	94.60%	94.95%	95.38%	
Apr	95.13%	94.97%	95.27%	95.52%	96.12%	
Jun	95.78%	95.61%	95.84%	96.26%	96.75%	
Jun	96.55%	96.69%	96.50%	96.67%	97.14%	
Jul	96.87%		96.83%	97.10%	97.65%	
Aug	97.15%	97.48%	97.17%	97.74%	97.90%	
Sep	97.31%	97.60%	97.37%	97.88%	97.98%	

**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		
	2011-2012	2012-2013	Difference	2011-2012	2012-2013	Difference
Revenue	\$7,162,068	\$6,396,628	(\$765,440)	\$20,112,218	\$20,203,089	\$90,871
Expenditures	\$2,346,230	\$2,382,682	\$36,452	\$10,252,047	\$11,419,942	\$1,167,895
Balance	\$4,815,838	\$4,013,946	(\$801,892)	\$9,860,171	\$8,783,147	(\$1,077,024)

**Attachments**

- Monthly Financial Report – January 31, 2013
- Tax Collection Recap 2012-2013
- Cash Flow Report 2012-2013

**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**  
 February 19, 2013

**Comparison of Revenue and Expenditures  
 to the Budget for the General Operating Fund  
 9-1-12 to 1-31-13**

**ESTIMATED REVENUE:**

	<i>Original Budget</i>	<i>Amended Budget</i>	<i>Revenue Realized</i>	<i>Revenue Balance</i>
<i>Local:</i>	\$14,589,703	\$14,589,703	\$11,972,352	(\$2,617,351)
<i>State:</i>	\$14,751,605	\$14,751,605	\$7,369,844	(\$7,381,761)
<i>Federal:</i>	\$1,356,051	\$1,356,051	\$661,044	(\$695,007)
<i>Other Resources:</i>	\$0	\$0	\$199,850	\$199,850
<i>Total:</i>	\$30,697,359	\$30,697,359	\$20,203,090	(\$10,494,269)

**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>
\$30,697,359	\$31,638,707	\$11,419,943	\$1,896,389	\$13,316,332	\$18,322,375

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

	<i>2011-2012</i>	<i>2012-2013</i>	<i>Increase/ Decrease</i>
<i>Revenues:</i>	\$20,112,219	\$20,203,090	\$90,871
<i>Expenditures:</i>	\$12,156,437	\$13,316,332	\$1,159,895
<i>Cash Position:</i>	\$14,218,471	\$16,433,234	\$2,214,763

**PRIOR MONTH CASH POSITION as of 12/31/12:** \$12,945,126

GENERAL FUND - FUND BALANCE	GENERAL OPERATING	FUND BALANCE	% of OPERATING
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:	\$28,096,459	\$6,760,897	24.06%
GENERAL FUND - FUND BALANCE as of 8-31-12:	\$25,761,913	\$8,898,859	34.54%

**BUDGET AMENDMENTS:**

Appropriate funds to pay-off the Maintenance Tax Note-from General Fund Balance	\$879,869
Funds to reimburse the H.S. Co-Curricular account due to alleged employee theft	\$45,723
Funds to reimburse the H.S. Scholarship account due to alleged employee theft	\$15,756

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

**EL CAMPO INDEPENDENT SCHOOL DISTRICT  
TAX COLLECTION RECAP  
2012 - 2013**

<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-12	\$13,656,685	\$220	\$13,656,905	28,747	0.21%	0.31%	\$43,506	\$17,259	\$89,512	
Nov-12	\$13,656,685	-\$1,683	\$13,655,002	1,675,003	12.27%	9.23%	\$27,325	\$13,919	\$1,716,247	
Dec-12	\$13,656,685	-\$20,365	\$13,636,320	3,634,126	26.65%	24.46%	\$29,279	\$12,966	\$3,676,370	
Jan-13	\$13,656,685	-\$23,602	\$13,633,083	6,068,369	44.51%	50.40%	\$21,456	\$14,313	\$6,104,137	
<b>Year To Date</b>				<b>11,406,244</b>	<b>83.67%</b>	<b>84.40%</b>	<b>121,566</b>	<b>58,458</b>	<b>\$11,586,267</b>	<b>\$2,226,839</b>

**EL CAMPO INDEPENDENT SCHOOL DISTRICT**

**Cash Flow**

2012-2013

199	GENERAL FUND	Actual Sep-12	Actual Oct-12	Actual Nov-12	Actual Dec-12	Actual Jan-12	Actual Jan-13	Actual Feb-12	Actual Mar-12	Actual Apr-12	Actual May-12	Actual Jun-12	Actual Jul-12	Actual Aug-12	2011-12 Totals
<b>REVENUE:</b>															
<b>5700</b>	<b>Local Revenue:</b>														
5711	Taxes Current Year	8,760	34,802	1,465,869	3,160,795	5,831,418	5,276,434	1,114,099	152,370	85,358	73,272	43,439	58,481	28,737	11,338,880
5712	Taxes Prior Years	10,408	37,972	24,023	25,555	24,184	18,810	18,348	20,942	19,723	20,647	16,304	9,114	17,622	266,621
5719	Pen, Int, & Other	8,087	15,298	12,716	11,915	16,369	13,365	28,725	21,676	19,206	17,779	15,049	12,748	17,883	212,668
5720	Service to Other LEAs	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5730	Tuition and Fees	0	0	0	0	0	0	0	0	0	5,035	2,646	0	-235	7,446
5740	Other Local Sources	6,509	27,565	7,577	7,381	23,461	8,824	20,810	2,247	14,837	19,254	6,552	10,974	133,381	288,686
5750	Co/Curr Activities	13,964	20,917	18,778	14,514	5,578	3,379	3,133	1,992	2,862	199	0	14,361	11,568	99,820
	<b>Total Local Rev:</b>	<b>47,728</b>	<b>136,554</b>	<b>1,528,962</b>	<b>3,220,159</b>	<b>5,901,011</b>	<b>5,320,811</b>	<b>1,185,116</b>	<b>199,227</b>	<b>141,987</b>	<b>136,187</b>	<b>83,990</b>	<b>105,679</b>	<b>208,956</b>	<b>12,214,122</b>
<b>5800</b>	<b>State Revenue:</b>														
5811	Available School Fund	104,551	37,009	58,256	295,568	28,282	46,518	28,282	169,105	99,262	110,266	161,831	0	14,035	822,093
5812	Foundation Entitlement	3,047,666	2,174,905	1,142,910	-30,448	0	0	0	0	1,058,196	695,373	1,393,696	1,809,666	1,797,692	13,637,035
5812	Founda Ent-Prior Yr	0	0	2,065	0	0	0	0	0	0	0	0	0	0	0
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	5,925	5,925
5831	TRS On-Behalf	87,122	87,327	0	175,227	89,441	87,398	89,279	89,344	88,677	89,014	90,645	88,689	183,186	1,165,361
	<b>Total State Rev:</b>	<b>3,239,339</b>	<b>2,299,241</b>	<b>1,203,231</b>	<b>440,347</b>	<b>117,723</b>	<b>133,916</b>	<b>117,561</b>	<b>258,449</b>	<b>1,246,135</b>	<b>894,653</b>	<b>1,646,172</b>	<b>1,898,355</b>	<b>2,000,838</b>	<b>15,630,414</b>
<b>5900</b>	<b>Federal Revenue:</b>														
5930	Federal	0	124,398	4,303	0	0	4,096	5,787	0	0	0	6,677	0	4,762	84,339
	<b>Total Federal Rev:</b>	<b>0</b>	<b>124,398</b>	<b>4,303</b>	<b>0</b>	<b>0</b>	<b>4,096</b>	<b>5,787</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,677</b>	<b>0</b>	<b>4,762</b>	<b>84,339</b>
<b>7900</b>	<b>Other Res/Non-Oper</b>														
	Other Res/Non-Oper	0	0	199,850	0	0	0	0	0	0	0	0	0	0	0
	<b>Total Other Res:</b>	<b>0</b>	<b>0</b>	<b>199,850</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>3,287,067</b>	<b>2,560,193</b>	<b>2,936,347</b>	<b>3,660,507</b>	<b>6,018,734</b>	<b>5,458,824</b>	<b>1,308,465</b>	<b>457,677</b>	<b>1,388,122</b>	<b>1,030,840</b>	<b>1,736,839</b>	<b>2,004,034</b>	<b>2,214,556</b>	<b>27,928,875</b>
<b>EXPENDITURES:</b>															
<b>6000</b>	<b>Expenditures:</b>														
6100	Payroll Costs	1,065,364	1,600,937	1,528,502	1,706,826	1,604,254	1,595,645	1,617,610	1,578,918	1,597,334	1,606,917	1,604,420	1,596,506	2,161,215	19,062,518
6200	Contracted Services	190,538	197,996	288,101	222,780	320,220	307,728	190,649	451,700	212,171	292,533	252,788	256,848	429,996	3,323,675
6300	Supplies & Materials	71,269	104,894	165,974	84,402	79,179	162,568	131,708	127,640	128,314	187,884	108,488	111,025	181,499	1,537,539
6400	Other Operating	42,229	190,782	36,875	46,153	183,953	168,530	36,353	30,488	179,177	98,364	81,135	405,156	29,645	1,334,099
6500	Debt Services	879,868	0	500	0	0	0	282,006	0	0	500	0	0	41,331	324,338
6600	Capital Outlay	0	23,207	0	0	33,786	0	0	1,610	18,310	0	14,828	50,767	60,446	179,745
8900	Other Uses/Non Operating	0	61,479	0	0	0	0	0	29,000	0	0	0	0	0	29,000
	<b>Total Expenditures:</b>	<b>2,249,269</b>	<b>2,179,295</b>	<b>2,019,952</b>	<b>2,060,162</b>	<b>2,221,392</b>	<b>2,234,471</b>	<b>2,258,327</b>	<b>2,219,356</b>	<b>2,135,306</b>	<b>2,186,198</b>	<b>2,061,658</b>	<b>2,420,302</b>	<b>2,904,132</b>	<b>25,790,913</b>
	<b>ENDING BALANCE</b>	<b>1,037,798</b>	<b>380,898</b>	<b>916,394</b>	<b>1,600,344</b>	<b>3,797,342</b>	<b>3,224,353</b>	<b>-949,863</b>	<b>-1,761,679</b>	<b>-747,184</b>	<b>-1,155,358</b>	<b>-324,819</b>	<b>-416,268</b>	<b>-689,576</b>	<b>2,137,962</b>
	<b>GF FB as of 8/31/12</b>	<b>8,898,859</b>													
		9,936,657	10,317,555	11,233,949	12,834,294	14,943,607	16,058,646	15,108,784	13,347,104	12,599,920	11,444,562	11,119,743	10,703,475	10,013,899	

240	FOOD SERVICE	Actual Sep-12	Actual Oct-12	Actual Nov-12	Actual Dec-12	Actual Jan-12	Actual Jan-13	Actual Feb-12	Actual Mar-12	Actual Apr-12	Actual May-12	Actual Jun-12	Actual Jul-12	Actual Aug-12	2011-12 Totals	
<b>REVENUE:</b>																
5700	<b>Local Revenue:</b>															
	Earnings from Temp Dep			731	0	0	0	605	0	0	773	0	0	754	2,699	
	Foundation Revenue															
	Breakfast	7,590	8,493	8,679	4,917	9,451	8,065	9,122	6,641	7,435	7,286	34	0	4,863	71,633	
	Lunch	23,117	29,957	23,645	17,303	25,704	25,625	23,950	20,286	17,461	18,642	20	0	17,313	198,973	
	A La Carte	9,523	9,720	8,607	5,862	9,589	7,576	9,476	7,600	7,456	7,792	28	0	2,848	76,512	
	Adult Lunches	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Catering/Vending	0	52	210	3,417	149	871	120	84	676	1,286	378	0	1,045	4,638	
	Summer Food Service	0	0	0	0	0	0	0	0	0	0	214	163	0	377	
	<b>Total Local Ren:</b>	<u>40,230</u>	<u>48,222</u>	<u>41,141</u>	<u>31,499</u>	<u>44,892</u>	<u>42,137</u>	<u>43,272</u>	<u>34,611</u>	<u>33,029</u>	<u>35,779</u>	<u>674</u>	<u>163</u>	<u>26,823</u>	<u>354,831</u>	
5800	<b>State Revenue</b>															
5829	Misc St Program Rev.	0	0	0	0	0	0	0	0	0	9,800	0	0	0	9,800	
5831	TRS On-Behalf Benefit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	<b>Total State Rev:</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>9,800</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>9,800</u>	
5900	<b>Federal Revenue</b>															
5921	School Breakfast	0	31,461	36,866	32,962	16,945	24,113	29,118	33,187	32,577	52,054	34,376	1,382	6,954	293,015	
5922	National School Lunch	0	94,732	107,003	97,017	56,986	68,117	100,804	101,192	80,985	89,162	97,656	3,135	26,880	847,126	
5923	USDA Donated Com	7,195	7,195	7,195	7,195	6,878	7,195	6,878	6,878	6,878	6,878	6,878	6,878	10,282	85,943	
5929	Fed Rev TEA-Sum Feed	0	0	0	0	0	0	0	0	0	0	0	5,049	0	5,049	
	<b>Total Federal Rev:</b>	<u>7,195</u>	<u>133,388</u>	<u>151,064</u>	<u>137,174</u>	<u>80,809</u>	<u>99,425</u>	<u>136,801</u>	<u>141,257</u>	<u>120,440</u>	<u>148,095</u>	<u>138,910</u>	<u>16,444</u>	<u>44,116</u>	<u>1,231,133</u>	
7900	<b>Other Res/Non-Oper:</b>															
7940	Other Res/Non-Oper	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	<b>Total Other Res:</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
	<b>Total Revenue:</b>	<u>47,425</u>	<u>181,611</u>	<u>192,935</u>	<u>168,673</u>	<u>125,701</u>	<u>141,562</u>	<u>180,073</u>	<u>175,868</u>	<u>153,469</u>	<u>193,673</u>	<u>139,585</u>	<u>16,606</u>	<u>70,939</u>	<u>1,595,764</u>	
<b>EXPENDITURES:</b>																
6000	<b>Expenditures:</b>															
6100	Payroll & Benefits	29,839	44,913	44,834	45,333	45,109	42,157	47,594	42,157	46,430	47,755	40,892	42,697	57,295	535,223	
6200	Contracted Services	0	133,987	94,931	104,452	72,549	98,720	72,912	96,840	103,645	87,685	89,287	20,183	24,454	893,802	
6300	Supplies & Materials	7,334	7,578	7,195	7,374	7,130	7,307	7,064	7,024	6,889	6,936	7,012	7,243	18,808	97,418	
6400	Other Operating	0	144	46	122	51	27	127	37	142	114	140	0	76	911	
6600	Capital Outlay	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	<b>Total Expenditures:</b>	<u>37,173</u>	<u>186,622</u>	<u>147,006</u>	<u>157,282</u>	<u>124,838</u>	<u>148,211</u>	<u>127,697</u>	<u>146,059</u>	<u>157,106</u>	<u>142,490</u>	<u>137,332</u>	<u>70,123</u>	<u>100,633</u>	<u>1,527,354</u>	
	<b>ENDING BALANCE</b>	10,253	5,242	51,171	62,562	19,636	55,914	108,290	138,100	134,463	185,647	187,900	134,382	104,688	68,410	

511	DEBT SERVICE	Actual Sep-12	Actual Oct-12	Actual Nov-12	Actual Dec-12	Actual Jan-12	Actual Jan-13	Actual Feb-12	Actual Mar-12	Actual Apr-12	Actual May-12	Actual Jun-12	Actual Jul-12	Actual Aug-12	2011-12 Totals
<b>REVENUE:</b>															
<b>5700</b>	<b>Local Revenue:</b>														
5711	Taxes Current Year	1,374	3,752	218,591	474,260	914,592	791,935	174,734	23,898	13,387	11,492	6,813	9,172	4,507	1,778,240
5712	Taxes Prior Years	1,332	5,533	3,302	3,724	3,451	2,647	2,555	2,818	2,370	2,766	2,008	1,220	1,994	34,079
5719	Pen, Int, & Other	974	1,961	1,204	1,051	997	947	2,434	2,918	2,263	2,289	1,798	1,775	1,872	22,018
5742	Earnings Fm Temp Dep	154	162	189	370	594	713	777	734	728	763	747	780	421	6,019
	<b>Total Local Rev:</b>	<u>3,834</u>	<u>11,409</u>	<u>223,286</u>	<u>479,405</u>	<u>919,633</u>	<u>796,242</u>	<u>180,499</u>	<u>30,367</u>	<u>18,748</u>	<u>17,310</u>	<u>11,366</u>	<u>12,947</u>	<u>8,794</u>	<u>1,840,356</u>
<b>5800</b>	<b>State Revenue:</b>														
5829	St Rev Dist By TEA	0	0	53,770	0	98,000	0	0	0	0	0	0	0	0	98,000
	<b>Total State Rev:</b>	<u>0</u>	<u>0</u>	<u>53,770</u>	<u>0</u>	<u>98,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>98,000</u>
<b>7900</b>	<b>Other Res/Non-Oper:</b>														
7940	Other Res/Non-Oper Rev	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Total Other Res:</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>Total Revenue:</b>	<u>3,834</u>	<u>11,409</u>	<u>277,056</u>	<u>479,405</u>	<u>1,017,633</u>	<u>796,242</u>	<u>180,499</u>	<u>30,367</u>	<u>18,748</u>	<u>17,310</u>	<u>11,366</u>	<u>12,947</u>	<u>8,794</u>	<u>1,938,356</u>
<b>EXPENDITURES:</b>															
<b>6000</b>	<b>Expenditures:</b>														
6500	Debt Service														
6511	Bond Principal	0	0	0	0	0	0	315,000	0	0	0	0	0	500,000	815,000
6521	Interest on Bonds	0	0	0	0	0	0	492,384	0	0	0	0	0	486,084	978,469
6599	Other Debt Fees	0	0	500	0	0	0	0	400	0	0	0	0	0	900
	<b>Total Expenditures:</b>	<u>0</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>807,384</u>	<u>400</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>986,084</u>	<u>1,794,369</u>
	<b>ENDING BALANCE</b>	3,834	15,243	291,799	771,204	1,210,810	1,567,446	940,561	970,528	989,277	1,006,587	1,017,953	1,030,899	53,609	143,987
<b>Total Approved Budget</b>															
<b>199, 240, 511</b>															
	<b>TOTAL REVENUE</b>	3,338,326	2,753,212	3,406,338	4,308,585	7,162,068	6,396,628	1,669,037	663,913	1,560,340	1,241,823	1,887,789	2,033,587	2,294,288	31,462,995
	<b>TOTAL EXP</b>	2,286,441	2,365,917	2,167,458	2,217,444	2,346,230	2,382,682	3,193,408	2,365,815	2,292,412	2,328,688	2,198,989	2,490,425	3,990,850	29,112,635
	<b>ENDING BALANCE</b>	1,051,885	1,439,180	2,678,060	4,769,201	9,413,156	8,783,147	7,258,776	5,556,873	4,824,801	3,737,936	3,426,736	2,969,898	1,273,336	

**Agenda Item Summary Sheet (4 B.2)**  
**Meeting Date: February 19, 2013**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

**Consent Agenda:  
Business and Support  
Services**

Review of Checks Written – January 2013

**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 2012-2013 General Operating Budget.

**ECISD Board Policy**

None.

**Effective Date**

January 31, 2013

**Previous Board Action**

Approval of 2012-2013 General Operating Budget on August 21, 2012 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>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>
<b>September</b>	\$808,126.97	\$655,949.80	\$629,351.65	\$591,106.98	\$629,530.76
<b>October</b>	\$778,762.11	\$970,451.63	\$640,667.05	\$655,040.01	\$710,446.37
<b>November</b>	\$1,140,664.10	\$750,661.87	\$865,783.43	\$718,579.69	\$716,741.33
<b>December</b>	\$1,030,485.01	\$853,561.12	\$720,971.25	\$355,804.15	\$620,159.58
<b>January</b>	\$995,619.31	\$880,591.27	\$747,638.61	\$701,991.20	\$771,487.77
<b>Total</b>	<b>\$4,753,657.50</b>	<b>\$4,111,215.69</b>	<b>\$3,604,411.99</b>	<b>\$3,022,522.03</b>	<b>\$3,448,365.81</b>
<b>February</b>	\$1,128,501.50	\$874,019.06	\$594,414.61	\$526,943.91	
<b>March</b>	\$1,107,119.75	\$694,107.70	\$704,337.28	\$656,212.94	
<b>April</b>	\$779,634.45	\$846,903.79	\$656,212.94	\$554,991.73	
<b>May</b>	\$1,105,700.63	\$758,644.83	\$620,111.02	\$891,849.50	
<b>June</b>	\$816,384.98	\$718,912.56	\$736,989.79	\$751,699.54	
<b>July</b>	\$813,160.04	\$718,935.08	\$658,378.35	\$762,236.64	
<b>August</b>	\$873,588.10	\$1,463,086.35	\$1,172,766.92	\$798,167.33	

**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** None.

**Attachments** List of checks written during the month of January 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**

**Business and Operations**      2013-2014 Budget Assumptions and Priorities

**Summary**      As we begin to think about the development of our FY2013-2014 general operating budget, there are certain assumptions that must be made; e.g.,

- What will the district's tax base and taxable values be?
- What rate of tax collection can be expected?
- What will the refined ADA that is necessary for calculating state funding be?
- What will the proposed tax rate be?
- Will there be any salary increases, and if so how much?
- What capital expenditures are necessary?

These assumptions will all change as we gain more information and the budget development process continues.

**ECISD Board Policy**      None.

**Effective Date**      FY 2012-2013

**Previous Board Action**      The Board annually reviews the assumptions that will be used for development of the next year's general fund operating budget.

**Future Action Expected**      The Board annually reviews the assumptions that will be used for development of the next year's general fund operating budget.

**Background Information and Significant Issues**      See attached information from David Bright.

**Fiscal Impact**      None.

**Student and Public Benefit**      The development of a realistic general operating budget.

<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Memorandum from David Bright outlining some of the current assumptions that are being made in the development of the FY2012-2013 general operating budget.</li> </ul>
<b>Contact Person(s)</b>	David Bright, Assistance Superintendent of Finance and Operations
<b>Action Required</b>	None.
<b>Superintendent's Recommendation</b>	This is a discussion item only. No action required. <b>Mark Pool, Superintendent of Schools</b>

TO: Mark Pool, Board of Trustees

FROM: David Bright

SUBJECT: **2013-2014 BUDGET ASSUMPTIONS**

Each year we try to make assumptions based on issues that could impact the coming school year budget. The following information is what we know at this time. Change will occur before the 2013-2014 Budget is approved in August 2013.

**TAXABLE VALUES**

Each year, the State Comptroller’s office is required by law to present an annual Property Value Study (Study) to the Legislature. The Study, conducted by the Property Tax Division (PTD), draws heavily on information obtained from the school district and the local County Appraisal District (CAD). Each year before February 1, the Comptroller’s office estimates, and certifies to the Commissioner of Education, the preliminary total taxable value of property for each school district based on the Study as required by Section 403.302 of the Government Code. This begins a process that allows each District to review the Study and to protest it if necessary.

In July 2012, Chief Appraiser, Tylene Gamble certified values at \$1,083,920,893. This represented an increase of \$19,795,067 in value for the district from the prior year’s certification.

In February 2013, we were notified by the CPTD that we had been assigned the local value of \$1,140,632,303 for 2012.

According to the CAD, they were able to meet the states requirement of falling within the Confidence Interval for two consecutive years. This is important because we are, as a result, “in grace” for the 2013 tax year. No matter what happens in 2013, TEA will have to use the CPTD value assigned for state funding purposes.

	<u>2010</u>	<u>2011</u>	<u>2012</u>
<b>CAD Local Certified Value</b>	<b>\$1,076,011,418</b>	<b>\$1,064,125,826</b>	<b>\$1,083,920,893</b>
Increase/Decrease		-\$ 11885,592	\$ 19,795,067
<b>CPTD Value Assigned</b>	<b>\$1,122,694,552</b>	<b>\$1,113,342,043</b>	<b>\$1,140,632,303</b>
Increase/Decrease		-\$ 9,352,509	\$ 27,290,260

**VALUE CATEGORIES**

	<u>2011 Assigned Value</u>	<u>2012 Assigned Value</u>	<u>Difference</u>
A. Single-Family Residences	477,491,607	481,803,654	4,312,047
B. Multifamily Residences	8,333,454	9,792,567	1,459,113
C. Vacant Lots	21,702,501	21,478,457	-224,044
D. Rural Real (Taxable)	171,355,714	172,286,436	930,722
F1. Commercial Real	109,531,535	117,564,976	8,033,441
F2. Industrial Real	8,338,647	8,762,732	424,085
G. Oil, Gas, Minerals	242,066,895	215,091,285	-26,975,610
J. Utilities	85,181,555	115,902,252	30,720,697
L1. Commercial Personal	60,896,873	61,404,858	507,985
L2. Industrial Personal	71,567,513	73,720,766	2,153,253
M. Other Personal	3,338,007	1,853,728	-1,484,279
N. Intangibles Pers/Uncert	0	0	0
O. Residential Inventory	553,975	416,691	-134,284
S. Special Inventory	4,450,216	5,043,039	592,823

## TAX COLLECTIONS (Excluding Delinquent Taxes)

Currently 2012-13 collections are running slightly behind 2011-12 collections for the first quarter of the collection year. As of January 31, 2013, the District's tax collections totaled \$11,406,243.70 or 83.66% of the Adjusted Tax Levy. At this time last year we had collected 84.41% of the Adjusted Tax Levy. As always we expect collections to top out somewhere above the 97 percent level by year end.

<u>Year</u>	<u>Adjusted Levy</u>	<u>Collected</u>	<u>Percent</u>
2000-2001	\$ 8,491,488	\$ 8,269,067	97.38%
2001-2002	\$ 9,945,410	\$ 9,663,362	97.16%
2002-2003	\$10,175,818	\$ 9,613,665	94.48%
2003-2004	\$ 9,621,452	\$ 9,341,768	97.09%
2004-2005	\$10,883,496	\$10,614,929	97.51%
2005-2006	\$11,903,452	\$11,628,695	97.69%
2006-2007	\$16,009,118	\$15,683,404	97.97%
2007-2008	\$12,371,025	\$12,038,345	97.31%
2008-2009	\$13,003,365	\$12,662,310	97.60%
2009-2010	\$13,166,956	\$12,794,273	97.17%
2010-2011	\$13,369,858	\$13,086,844	97.88%
2011-2012	\$13,378,158	\$13,107,950	97.98%
2012-2013	\$13,384,583	\$11,406,244	83.66%*

\* as of 1/31/13

## REVENUE

Below is a breakdown of our revenue as reported in our Audit Reports for the past five years.

### Where does our revenue come from?

	<u>Local</u>	<u>%</u>	<u>% +/-</u>
2007-2008	\$15,043,114	42.4	
2008-2009	\$15,923,753	41.9	5.9
2009-2010	\$15,326,499	39.8	-3.8
2010-2011	\$15,631,275	40.6	2.0
2011-2012	\$15,685,700	43.5	.3
	<u>State</u>	<u>%</u>	<u>% +/-</u>
2007-2008	\$17,089,945	48.1	
2008-2009	\$17,359,816	44.6	1.6
2009-2010	\$16,653,168	43.3	4.1
2010-2011	\$16,896,114	43.9	.6
2011-2012	\$16,059,732	44.5	-5.0
	<u>Federal</u>	<u>%</u>	<u>% +/-</u>
2007-2008	\$ 3,386,002	9.5	.5
2008-2009	\$ 4,753,948	12.5	40.4
2009-2010	\$ 6,513,470	16.9	37.0
2010-2011	\$ 5,967,926	15.5	-1.4
2011-2012	\$ 4,312,068	12.0	-27.7
	<u>Total</u>	<u>%</u>	<u>% +/-</u>
2007-2008	\$35,519,061	100.0	-.6
2008-2009	\$38,037,517	100.0	7.1
2009-2010	\$38,493,137	100.0	1.2
2010-2011	\$38,495,315	100.0	.005
2011-2012	\$36,057,500	100.0	-6.3

**AVERAGE DAILY ATTENDANCE - ADA**

Below is a breakdown of Refined ADA and Attendance Rates for the first, second, and third six weeks periods.

<u>Year</u>	<u>Six Weeks Refined ADA</u>		<u>Percent</u>
2012-2013	1 <sup>st</sup>	3,338.7	96.5%
	2 <sup>nd</sup>	3,320.8	95.8%
	3 <sup>rd</sup>	3246.7	93.8%

Prior Year's Attendance Rates

<u>Year</u>	<u>Percent</u>
2000-2001	95.4%
2001-2002	95.9%
2002-2003	95.8%
2003-2004	95.9%
2004-2005	95.6%
2005-2006	95.7%
2006-2007	95.5%
2007-2008	95.4%
2008-2009	95.3%
2009-2010	95.2%
2010-2011	95.5%
2011-2012	95.6%

**TAX RATE**

Each year the rate needed to equal the prior year's budget level is the first consideration. As always, property values play a big part in any projection. Without knowing what changes may or may not occur from the state it is difficult to predict what may happen. In August 2012, the Board of Trustees approved a Tax Rate of \$1.19615 (\$1.04005 M&O and \$.15610 for I&S).

<u>Year</u>	<u>M&amp;O</u>	<u>I&amp;S</u>	<u>Total</u>
2003-2004	1.50	.0433	1.5433
2004-2005	1.3775	.0389	1.4164
2005-2006	1.3956	.0410	1.4366
2006-2007	1.27747	.15270	1.43017
2007-2008	1.04005	.11791	1.15796
2008-2009	1.04005	.15212	1.19217
2009-2010	1.04005	.14904	1.18909
2010-2011	1.04005	.15485	1.19490
2011-2012	1.04005	.16312	1.20317
2012-2013	1.04005	.15610	1.19615

**SALARY INCREASES**

Mr. Pool submits information each year to the Board of Trustees beginning in February. Below is a schedule based on what we have done in the past.

February 2013	Administrators
March 2013	Teachers
April 2013	Paraprofessionals/Manual Trades
May 2013	Final Recommendation to Board

**Agenda Item Summary Sheet (5 B)**  
**Meeting Date: February 19, 2013**  
**Submitted by: Mark Pool, Superintendent**

## ***Discussion Item***

<b>Budget and Operations</b>	Proposals in Response to Request for Qualifications for Annual Financial Audit
<b>Summary</b>	We recently issued a Request for Qualifications from public accounting firms to perform the District's annual audit for fiscal year 2014. The last time we issued an RFQ for audit services was in 2005.
<b>ECISD Board Policy</b>	CFC (LEGAL), ACCOUNTING: AUDITS CH (LEGAL), PURCHASING AND ACQUISITION
<b>Effective Date</b>	August 31, 2013.
<b>Previous Board Action</b>	The Board has not issued a Request for Qualifications since 2005.
<b>Future Action Expected</b>	Selection of audit firm to conduct our FY2013-2014 Annual Financial Audit.
<b>Background Information and Significant Issues</b>	<p>According to state statute, the Board shall have the District's fiscal accounts audited annually at District expense by a Texas certified or public accountant holding a permit from the State Board of Public Accountancy.</p> <p>The TEA <i>Financial Accountability System Resource Guide</i> states that school districts should appoint an external auditor as far in advance as possible of the close of the school year to be audited. The process should consist of re-engaging the prior year auditor or seeking new auditors through the request-for-proposal process.</p> <p>The <i>Texas Government Code</i> does not permit us to use competitive bids for professional services of licensed or registered certified public accountants. Contracts for these professional services must be made on the basis of demonstrated competence and qualifications to perform the services and for a fair and reasonable price.</p> <p>The TEA <i>Financial Accountability System Resource Guide</i> states that several factors besides price should be considered when selecting an external auditor. The experience of the proposer, the availability of the proposer's staff with appropriate qualifications and the results of the proposer's external quality control reviews are just a few.</p>

<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Selection of a qualified public accounting firm to do the annual financial audit provides the public with assurances of the integrity of financial accounting for the District and the appropriate use of public funds.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	We only had one audit firms to respond to the District's RFQ.
<b>Other Comments and Related Issues</b>	<p>Harrison, Waldrop &amp; Uherek conducted the district's Annual Financial Audit for eleven years, from 1979-80 through 1989-90.</p> <p>Silva, Glassett and Company, P.C., Certified Public Accountants from Bay City conducted the audit for seven years, from 1990-91 through 1996-97.</p> <p>In 1997-98 school year, ECISD engaged Plummer and Plummer, Certified Public Accountants, from Brenham to conduct our annual financial audit.(6 years)</p> <p>In 2003-2004 Mr. Plummer joined with John R. Pechacek.</p> <p>In 2005 the District issued an RFQ for our Annual Financial Audit and received two proposals; one from Silva and Reed from Bay City, and a second from John R. Pechacek from Bellville. (6 years)</p> <p>In 2009-2010 John Pechacek merged his business with Belt-Harris from Houston.</p> <p>For the past three years we have used Belt Harris Pechacek, LLLP, <i>Certified Public Accounts</i>, to conduct our Annual Financial Audit.</p>
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Memorandum of recommendation from David Bright re: Request for Qualifications for Annual Financial Audit</li> <li>• Proposal from Belt Harris Pechacek, LLLP, <i>Certified Public Accounts</i> (under separate cover)</li> </ul>
<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>	<p>This is a discussion item only.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

February 6, 2013

**TO:** Mark Pool  
**FROM:** David Bright  
**SUBJECT:** Request for Qualifications – Annual Financial Audit

As you know, we requested qualifications from public accounting firms to perform the District’s annual audit for fiscal year 2014. We advertised for two weeks in the Leader News, the Victoria Advocate and the Houston Chronicle. Qualifications were opened at 2:00 p.m., Tuesday, February 5, 2013. We received one proposal from our current auditors, Belt Harris Pechacek. Next year will be the final year under our current contract with Belt Harris Pechacek. The fee for fiscal year 2013 will be \$22,200. Below is a comparison of our current contract and the proposal submitted for years 2014, 2015 and 2016. Considering that no accounting firm other than Belt Harris Pechacek demonstrated any interest and the cost (\$1,000) to advertise, I recommend we accept the proposal submitted by Belt, Harris Pechacek.

<b>Current Contract</b>		<b>Proposed Contract</b>	
2011	\$17,200	2014	\$19,700
2012	\$19,700	2015	\$19,700
2013	\$22,200	2016	\$19,700

**Budget and Facilities**

Travel Reimbursement Rates

**Summary**

Mileage, lodging, and meal reimbursement rates published by the Texas Comptroller of Public Accounts are used by the Texas Education Agency and apply to all grants funded by the TEA. We were recently notified of the new automobile mileage reimbursement rate for January 1, 2013, through August 31, 2013.

In the past we have periodically adjusted our travel reimbursement rates from time to time based upon these Texas Travel Reimbursement Guidelines. However, last time we did a comprehensive comparison of the district and state reimbursement rates was 2005.

**ECISD Board Policy**

DEE (LOCAL), COMPENSATION AND BENEFITS: EXPENSE REIMBURSEMENT

**Effective Date**

September 1, 2013

**Previous Board Action**

Last official action by the Board of Trustees was in 2005.

**Future Action Expected**

Consider recommendation for local reimbursement rate to follow state and federal guidelines.

**Background Information and Significant Issues**

The following is a comparison of the state reimbursement rates to ECISD reimbursement rates:

Reimbursable Expense	State Reimbursement Rate	ECISD Reimbursement Rate
Mileage	56.5 cents / mile	50 cents per mile
Lodging	Standard \$77.00 per night Frequently Visited Cities Average \$110.50 per night	\$85.00 per night (approved exceptions)

Meals and Incidental Expenses	\$46.00 per day Frequently Visited Cities Average \$64.33 per day	\$36.00 per day plus Incidentals <small>(Actual parking fee reimbursed with receipt; Tips for bellman, valet parking, cabs, etc. \$5.00 per day)</small>
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State reimbursement for meals and lodging determined by the Domestic Maximum Per Diem Rates published by the U.S. General Services Administration.

Frequently visited cities (Arlington/Fort Worth/Grapevine, Austin, Corpus Christi, Dallas, Houston, and San Antonio) average from the GSA per diem rates for Texas.

<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Assures the public that we are making the most efficient use of taxpayer dollars, yet offering our employees reasonable expense reimbursement.
<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>• ECISD Reimbursement Guidelines</li> <li>• U.S. General Services Administration FY2013 Per Diem Rates for Texas (frequently visited cities highlighted).</li> </ul>
<b>Contact Person(s)</b>	David Bright, Assistant Superintendent of Finance
<b>Action Required</b>	None.
<b>Superintendent's Recommendation</b>	This is a discussion item only. <b>Mark Pool, Superintendent of Schools</b>

## Schedule A – Mileage

### Mileage Rate

Mileage will be reimbursed at a rate of \$.50 (50 cents) per mile when an employee uses his/her vehicle for school business.

### Mileage Chart (Roundtrip Mileage)

Angleton	127	Huntsville	280
Austin	270	Katy	130
Bay City	65	Port Lavaca	112
Brazoria	116	Richmond	85
Brenham	157	Rosenberg	80
Bryan	240	San Antonio	330
Corpus Christi	300	Sugarland	110
Edna	55	Sweeny	103
Freeport	145	Victoria	115
Dallas	590	Waller	110
Houston	165	Wharton	27

(Or use [www.Mapquest.com](http://www.Mapquest.com) for calculating mileage)

### Certificates of Attendance

Certificates of attendance or documentation of event must be submitted for reimbursements to be approved.

## Schedule B – Lodging

### Receipts for Lodging

Lodging receipts must be submitted for reimbursement. The district **will not reimburse state tax**. It will be the employees responsibility to submit a tax exempt form when checking-in at a commercial lodging establishment.

### Rate of Reimbursement

Actual expense not to exceed \$85 per day. The reimbursement limit applies without carryover from one day to another. For example, if an employee incurs a lodging expense of \$55 on day 1 of a trip and \$90 on day 2 of that trip, only \$140 of those expenses are reimbursable.

### Lodging Rates Beyond the \$85 Limit paid with Local Funds

Reimbursement may be increased to a maximum of \$100 if an employee must stay alone. Any amount beyond the \$100 per day limit must be approved in advance by the Assistant Superintendent for Finance.

## Schedule C - Meals

### Meal Receipts

**Itemized** meal receipts must be submitted for reimbursement. Reimbursement will only be for the amount of the meal or the maximum allowed whichever is less. Tips will be paid at a maximum of 20%. **Itemized** receipts must be submitted for room service expense.

### Taxable Reimbursements

Meal expenses for **one day trips** are considered taxable reimbursements, and must be paid through payroll. To be determined by Central Office.

### Daily Reimbursement Rate for Meals

Meals are reimbursed at a maximum rate of \$36 per day, if you are gone a full day. To be considered a full day the employee must leave before 7 a.m. and return after 6 p.m.

### Meal Rates and Partial Day Maximums

Breakfast - \$10, Lunch - \$10, Dinner - \$16

If traveler leaves before 7 A.M., returns after 1 P.M. and before 6 P.M.

*Traveler is entitled to breakfast, and lunch. Reimbursement will be made for the amount of the receipt submitted, up to the total allowed for the meal, which ever is less.*

If traveler leaves before 10 A.M., and returns after 6 P.M.

*Traveler is entitled to lunch and dinner. Reimbursement will be made for the amount of the receipt submitted, up to the total allowed for the meal, which ever is less.*

If traveler leaves before 7 A.M., and returns after 6 P.M.

*Traveler is entitled to breakfast, lunch, and dinner. Reimbursement will be made for the amount of the receipt submitted, up to the total allowed for the meal, which ever is less.*

## Schedule D – Other Expenses

Other travel expenditures such as parking fees, registration fees, etc., can be submitted for reimbursement. Receipts must be turned to receive reimbursement. **Tips for other expenses will be reimbursed at a maximum rate of \$5 per day.** (i.e. tips for loading luggage, valet parking, cabs, etc.)



Search

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## FY 2013 Per Diem Rates for Texas

(October 2012 - September 2013)

SEARCH BY CITY, STATE OR ZIP CODE

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### ADDITIONAL PER DIEM TOPICS

- [Meals & Incidental Expenses Breakdown \(M&IE\)](#)
- [FAQs](#)
- [State Tax Exemption Forms](#)
- [Factors Influencing Lodging Rates](#)
- [FY 2012 Per Diem Highlights](#)
- [Fire Safe Hotels](#)
- [Have a Per diem Question?](#)
- [Downloadable Per Diem Files](#)

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website \(a non-federal website\)](#).

You searched for: Texas

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**	
		2012			2013										
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Standard Rate	Applies for all locations without specified rates	77	77	77	77	77	77	77	77	77	77	77	77	77	46
Arlington / Fort Worth / Grapevine	Tarrant County and City of Grapevine	139	139	139	139	139	139	139	139	139	139	139	139	139	56
Austin	Travis	108	108	108	108	108	108	108	108	108	108	108	108	108	71
Beaumont	Jefferson	79	79	79	79	79	79	79	79	79	79	79	79	79	51
College Station	Brazos	93	93	93	93	93	93	93	93	93	93	93	93	93	56
Corpus Christi	Nueces	88	88	88	88	88	88	88	88	88	88	88	88	88	51
Dallas	Dallas County	113	113	113	113	113	113	113	113	113	113	113	113	113	71
El Paso	El Paso	88	88	88	88	88	88	88	88	88	88	88	88	88	51
Galveston	Galveston	82	82	82	82	82	82	82	82	100	100	82	82	82	56
Greenville	Hunt County	86	86	86	86	86	86	86	86	86	86	86	86	86	51
Houston (L. B. Johnson Space Center)	Montgomery, Fort Bend and Harris	109	109	109	109	109	109	109	109	109	109	109	109	109	71
Laredo	Webb	82	82	82	82	82	82	82	82	82	82	82	82	82	56
McAllen	Hidalgo	84	84	84	84	84	84	84	84	84	84	84	84	84	56
Midland	Midland	95	95	95	95	95	95	95	95	95	95	95	95	95	51
Plano	Collin	99	99	99	99	99	99	99	99	99	99	99	99	99	61
Round Rock	Williamson	88	88	88	88	88	88	88	88	88	88	88	88	88	51
San Antonio	Bexar	106	106	106	106	106	106	106	106	106	106	106	106	106	66
South Padre Island	Cameron	86	86	86	86	86	86	86	86	106	106	86	86	86	56
Waco	McLennan	82	82	82	82	82	82	82	82	82	82	82	82	82	51

\* NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.  
 \*\* Meals and Incidental Expenses, see [Breakdown of M&IE Expenses](#) for important information on first and last days of travel.

CONTACTS

NEED MORE INFORMATION?

RELATED TOPICS  
[Travel Resources](#) 76

## ***Action Required***

**Curriculum and Instruction** Consider approval of new courses and changes to curriculum.

**Summary** Each year at this time the Board is asked to consider any new courses that are being proposed for the next school year. This year there we have two requests from the high school:

1. Engineer Mathematics, a one credit Career and Technology Education (CTE) course for juniors or seniors who have completed Algebra II as a prerequisite.
2. Medical Billing & Coding, a one credit Career and Technology Education (CTE) course for juniors or seniors.

**ECISD Board Policy** EHAD (LEGAL), BASIC INSTRUCTIONAL PROGRAM:  
ELECTIVE INSTRUCTION

**Effective Date** 2013-2014 School Year.

**Previous Board Action** The Board annually considers request for new courses or changes to the district's curriculum.

**Future Action Expected** The Board annually considers request for new courses or changes to the district's curriculum.

**Background Information and Significant Issues**

**Engineering Mathematics** – Students will solve and model robotic design problems. Students use a variety of mathematical methods and models to represent and analyze problems involving data acquisition, spatial applications, electrical measurement, manufacturing processes, materials engineering, mechanical drives, pneumatics, process control systems, quality control, and robotics with computer programming.

**Medical Billing & Coding** – This program is designed to equip students with the knowledge and technical skills, and work habits required for an entry-level position in the medical insurance billing and coding field by offering problem-solving exercises by utilizing real-world scenarios. It prepares and qualifies students to sit for the National Certification Exam as an Insurance Coding Specialist.

**Fiscal Impact** Unknown. Will not require additional personnel.

<b>Student and Public Benefit</b>	Any time we can improve our course offerings our students benefit by broadening their educational opportunities.
<b>Procedural and Reporting Implications</b>	New high school course offerings are included in the Course Description Handbook used for student registration.
<b>Public Comments</b>	None.
<b>Alternatives</b>	No changes to approved curriculum.
<b>Other Comments and Related Issues</b>	None
<b>Attachments</b>	None.
<b>Contact Person(s)</b>	Melissa Koop, Assistant Superintendent for Curriculum and Instruction Rich DuBroc, Principal of El Campo High School
<b>Action Required</b>	Motion, second and majority vote to approve the recommended changes to the district curriculum.
<b>Superintendent's Recommendation</b>	I recommend that the Board approve the changes to the District's curriculum offerings as recommended by the high school campus principal. <b>Mark Pool, Superintendent of Schools</b>

**Curriculum and Instruction**      Retention Reduction Plan

**Summary**

At the regular meeting in October 2012, we presented our concern over the high retention rates in kindergarten and first grade compared to state averages. We also presented local data that suggests for most students retention without acceleration of learning has minimal immediate impact on student performance and may even have a regressive impact over time.

Stated in another way, simply repeating a grade without appropriate interventions has little to no long-term impact on improving a student's academic performance. On the contrary, because of some of the other social and behavioral issues that often result for "overage" students, retention can have a negative impact on a student's academic performance.

We also stressed that social promotion was not the answer to this problem because students must be held accountable for their academic achievement at the prescribed level. We suggested a number of possible solutions to intervene with these students to accelerate their learning and catch their academic performance up with their grade level peers.

With the Board's approval we are ready to plan for the implementation of our retention reduction plan in 2013-2014.

**ECISD Board Policy**      EIE (LOCAL) – ACADEMIC ACHEIVEMENT, RETENTION AND PROMOTION

**Effective Date**      2013-2014 School Year

**Previous Board Action**      Discussion item at the regular meeting in October 2012.

**Future Action Expected**      Consider approval of proposed alternatives to student retention.

**Background Information and Significant Issues**

The following program components were suggested:

- **Additional Pre-Kindergarten Classes** – Adding an additional pre-kindergarten class would allow us to serve more students and reduce class size. Early this year we presented local data with the positive impact that pre-kindergarten had on the student achievement of educationally disadvantaged students over time.

- **Early Start Program for Kindergarten Students with no Formal Pre-School Experience** – Three four-day weeks (12 half-days) of school experiences for those students entering kindergarten with no formal pre-school experience. This program would run from 8:00 a.m. to 12:00 noon, Monday through Thursday, from July 29<sup>th</sup> through August 15<sup>th</sup>.
- **Transition Classes for Kindergarten to First Grade and First to Second Grade** – For those students who in the past would have been retained in kindergarten or first grade, we will provide a transition class with interventions designed to accelerate their learning in an attempt to get them on grade level. The expectation would be that they would make 12-15 months of academic growth in 11 months.

The students in these classes would be required to participate in our Early Start Program to provide them with four additional weeks of instruction prior to the beginning of the regular school year. They would attend school four days-a-week from 8:00 a.m. to 3:30 p.m. from July 22<sup>nd</sup> through August 15<sup>th</sup> (16 days).

- **Student Success Initiative for students not meeting expectations to move to the next grade level in Grades 3, through 8** – Grade Placement Committees for those students in grades 3-8 who failed to meet the requirements for promotion to the next grade would have the option of requiring that they attend an Early Start Program in order to be promoted. The program would run current with the Early Start for the Transitional First and Second Grade classes; i.e., 8:00 a.m. to 3:30 p.m. from July 22<sup>nd</sup> through August 15<sup>th</sup>.

## Fiscal Impact

**Additional Pre-Kindergarten Class.** Primary cost would be for an additional teacher and instructional aide. However, some of the cost would be offset by additional ADA for additional students.

**Early Start Program for Kindergarten Students with no Formal Pre-School Experience.** Estimated half-day compensation for three teachers and possibly three instructional aides, plus transportation costs, for twelve days.

**Transition Classes.** Estimated daily compensation for two teachers and two instructional aides for the Early Start Program (16 days), plus transportation.

**Student Success Initiative.** Personnel costs depending upon need based on number of students.

<b>Student and Public Benefit</b>	Research shows that students who are promoted are more likely to have higher academic achievement, better personal adjustment, and more positive attitudes toward school than retained students.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	A formal evaluation of each program needs to be established in order to be able to measure the impact of this investment.
<b>Attachments</b>	None.
<b>Contact Person(s)</b>	Melissa Koop, Assistant Superintendent of Curriculum and Instruction Carolyn Gordon, Executive Director of Special Programs and Compliance Campus Principals
<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>