

# 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 April 16, 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. Public Comment
2. Recognition
  - A. Roman Michael Herek - Texas Association for Health, Physical Education, Recreation, and Dance 2012-2013 Outstanding Student of the Year 3
3. Consent Agenda
  - A. Governance
  - B. Personnel
4. Curriculum and Instruction
  - A. Report on 2013 Summer Programs 5
5. Call to Order/Opening Prayer/Pledge of Allegiance
6. Consider Approval of the Minutes 12
7. March 19, 2013 - Regular Meeting 14
8. Business and Support Services
  - A. Quarterly Review of Investment Reports 17
9. Consider Approval of Renewal of Food Service Contract 19
10. Consider Approval of Renewal of Student Athletics/Activities and Catastrophic Insurance 23
11. Monthly Review of Financial Reports 29
12. Monthly Review of Checks Written for the Month of March, 2013
13. Curriculum and Instruction
14. Consider Approval of First and Second Grade Transitional Classes 37
15. Students
16. Business and Operations
  - A. Discuss 2013-2014 Compensation Plan 40
  - B. Discuss Options for Collection of Delinquent Property Taxes 46
17. Review of Compensation Market Study for Contract Personnel 56
18. Discuss Projected Increases in Employee Health Insurance Premiums 60
19. Review *Fraud Guard* as Part of a Comprehensive Fraud Deterrence Program 65
20. Report on AVID Program from a Student's Perspective 67
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22. Report on Proposed Changes to District Assessments 71
23. Report on Learn-to-Swim Program 75
24. Governance

A. Review of Administrative Regulation EIA (REGULATION), ACADEMIC ACHIEVEMENT: GRADING	77
B. Discuss Date for Board Workshop on Construction of High School Baseball and Softball Fields	
25. Review Proposed Changes to District Policy EIA (LOCAL) - ACADEMIC ACHIEVEMENT, GRADING / PROGRESS REPORTS TO PARENTS	87
26. Closed Session:	
27. 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	
28. Discuss Employment of Teachers and Other Professional Personnel	
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30. Consider Approval of Personnel Recommendations	90
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32. Review of Personnel Changes for 2013 - 2014	
33. Superintendent's Report	
A. Governance	
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34. Preliminary Agenda for Regular Meeting on May 21, 2013	
35. Monthly Calendar of Activities and Events	
36. Business and Support Services	
37. Personnel	
38. Curriculum and Instruction	
39. Monthly DAEP Report	
40. Monthly SRO Report	
41. Community and Governmental Relations	
42. Legislative Update	
43. 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 April 12, 2013 at 2:00 p.m.

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For the Board of Trustees

**Agenda Item Summary Sheet (3 A)**  
**Meeting Date: April 16, 2013**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

<b>Recognition</b>	Texas Association for Health, Physical Education, Recreation and Dance Student of the Year
<b>Summary</b>	<b>Texas Association for Health, Physical Education, Recreation and Dance Outstanding Student of the Year.</b> Our Adaptive Physical Education Teacher, Ms. Dixie Waldrop, will introduce the TAPERD Student of the Year —Roman Michael Herek.
<b>ECISD Board Policy</b>	None.
<b>Effective Date</b>	April 16, 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>	None.
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	The Board has the opportunity to recognize student and faculty for their extra effort.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Other Comments and Related Issues</b>	None
<b>Attachments</b>	None.

**Contact Person(s)**

Rich DuBroc, High School Principal  
Dan Hammock, Director of Special Education  
Dixie Waldrop, Adaptive Physical Education Teacher

**Action Required**

No action required.

**Superintendent's  
Recommendation**

Information item only.  
**Mark Pool, Superintendent of Schools**

**Curriculum and Instruction**      2013 Summer Programs

**Summary**      Some major changes are being made this year to the summer programs that we have offered in the past. One of the major changes is the timing where most of our programs will be offered during the second half of the summer rather than the first.

**ECISD Board Policy**      There are a number of policies that pertain to one or more of the summer programs offered by the district.

**Effective Date**      Summer 2013

**Previous Board Action**      The Board annually reviews the summer programs offered by the District.

**Future Action Expected**      The Board annually reviews the summer programs offered by the District.

**Background Information and Significant Issues**      The following is a list of the programs to be offered this summer:

- Kindergarten Jump Start (*New*)
- Bilingual/ESL/Migrant
- Transition Classes (*New*)
- Retention Reduction Program
- Student Success Initiative
- High School TAKS/EOC Preparation
- High School Acceleration
- High School Credit Recovery
- Fast for Word
- Special Education Extended Year Services
- Special Education Social Skills Program

**Fiscal Impact**      Approximately \$75,000.

**Student and Public Benefit**      Provides needed remediation opportunities for students who have failed to master the curriculum and accelerated learning opportunities for students who may be behind academically.

<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>• Chart – <i>2013 Summer Programs</i></li> </ul>
<b>Contact Person(s)</b>	<p>Mark Pool, Superintendent of Schools</p> <p>Melissa Koop, Assistant Superintendent for Curriculum and Instruction</p> <p>Carolyn Gordon, Executive Director of Special Programs and Compliance</p>
<b>Action Required</b>	No action required.
<b>Superintendent's Recommendation</b>	<p>This is an information item only.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

# 2013 Summer Programs

Program	Dates Time	Location	Students Served	Projected Enrollment	Staffing	Food Service	Trans	Budget *	Funding Source
<b>Kindergarten Jump Start</b> Students entering Kindergarten for the first time with no formal (public or private) pre-school experience.	Jul 29 – Aug 15 M-TH 8:00 – 11:30	Myatt	Kinder	TBD  Following Kindergarten Roundup	Teachers and instructional aides determined by enrollment.	Breakfast 7:30 – 8:00  Lunch 11:30 – 12:00	Yes	\$8,331 3 Teachers 3 Aides	State Compensatory Education Funds
<b>Bilingual/ESL/Migrant</b> Instruction and language, reading and writing for identified students.	Jul 15 – Aug 15 M-TH 8:00 – 2:30	Myatt	Bilingual PK-K; Migrant 1-8	Bilingual PK -21  ESL PK – 6; Kindergarten – 43  Migrant TBD	Teachers and instructional aides determined by enrollment.	Breakfast 7:30-8:00  Lunch 11:30 – 12:00	Yes	\$30,341 4 Teachers (Bilingual / ESL) 1 Teacher (Migrant) 4 Aides 1 Admin	Bilingual/ESL and Migrant Funds
<b>Transition Classes</b> Provides Kindergarten and First Grade students who would normally be retained the opportunity to accelerate their instruction and close the achievement gap with peers.	Jul 29 – Aug 15 M-TH 8:00 – 11:30	Myatt	1 - 2	TBD  Based on number of students who do not pass Kindergarten or First Grade	1 Teacher and 1 Instructional Aide for each Class	Breakfast 7:30-8:00  Lunch 11:30 – 12:00	Yes	\$5,553 2 Teachers 2 Aides	State Compensatory Education Funds

\* A total of \$4,000 has been budgeted for transportation.

# 2013 Summer Programs

Program	Dates Time	Location	Students Served	Projected Enrollment	Staffing	Food Service	Trans	Budget *	Funding Source
<b>Retention Reduction</b> Provides opportunity for students in danger of being retained due to failing grades or poor attendance to regain credit. (Emphasis on ELA and math; Eng I and Alg I for Eighth Grade)	Jul 29 – Aug 15 M-TH 8:00 – 11:30	Northside 2-7 High School Grade 8	2 - 8	TBD Based on number of students who are not promoted to next grade	Teachers and instructional aides determined by enrollment.	Breakfast 7:30-8:00 Lunch 11:30 – 12:00	Yes	\$10,367 6 Teachers 2 Aides	State Compensatory Education Funds
<b>Student Success Initiative</b> Provides accelerated instruction for students who were not successful on the second administration of the STAAR	Jun 17 - 26 M-TH 8:00 – 11:30	Middle School	5 & 8	TBD Based on number of students who do not pass second administration of STAAR	Teachers and instructional aides determined by enrollment.	Breakfast 8:00-8:30 Lunch 11:30-12:00	Yes	\$4,402 8 Teachers 1 Admin 1 Clerical	Student Success Initiative Funds
<b>High School TAKS/EOC Preparation</b> Provides remediation for students who have not been successful on Exit Level TAKS or EOC exams and wish to retake the test during the summer.	July 8-19 M-F 5:30 – 8:30	High School	9 - 12	TBD Based on number of students who have not passed Exit Level TAKS or EOC Exams	Teachers determined by enrollment.	No	No	\$2,221 4 Teachers	State Compensatory Education Funds

\* A total of \$4,000 has been budgeted for transportation.

# 2013 Summer Programs

Program	Dates Time	Location	Students Served	Projected Enrollment	Staffing	Food Service	Trans	Budget *	Funding Source
<b>High School Acceleration</b> Provides students opportunity to accelerate their four-year plan by taking Government, Economics, and/or Personal Finance On-Line instruction via Odyssey	Jun 17 – Jul 12 Jul 4-5 holidays M-TH 8:00-1:00	High School	9 - 12	TBD Based on student requests	Personnel to monitor computer lab	No	No	\$8,330 3 Teachers	ECISD Student \$85 per semester (0.5 credit) Non-ECISD Student \$200 per semester (0.5 credit)
<b>High School Credit Recovery</b> Limited availability with prior administrative approval for students who have been denied credit due to grades or attendance to recover credits.	Jun 17 – Jul 12 Jul 4-5 holidays M-TH 8:00-1:00	High School	9 – 12 Only students who have started, but not completed, Credit Recovery	TBD	1 Teacher	No	No		State Compensatory Education Funds

\* A total of \$4,000 has been budgeted for transportation.

# 2013 Summer Programs

Program	Dates Time	Location	Students Served	Projected Enrollment	Staffing	Food Service	Trans	Budget *	Funding Source

<b>Fast for Word</b> Fast for Word Lab is opened to students on a tuition basis.	Jun 12 – Jul 12 Jul 4-5 holidays M-F 8:00 – 10:00 a.m. 10:00 – 12:00 noon 1:00 – 3:00 p.m.	Northside	1-8	TBD  Based on student requests	Fast for Word Personnel already under Contract	No	No		Tuition All Students \$85
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\* A total of \$4,000 has been budgeted for transportation.

# 2013 Summer Programs

Program	Dates Time	Location	Students Served	Projected Enrollment	Staffing	Food Service	Trans	Budget *	Funding Source
<b>Special Education Extended Year Services</b> Extended-Year-Services for Special Education students as determined by ARD	June 17-20; 24-27; July 15-18; 22-25 August 5-8 9:00 – 12:00	Myatt EC-7 High School 8-12	EC - 12	PPCD – 2 Life Skills – 7 Academics – 2 Speech - 2	Teachers and instructional aides determined by enrollment.	Yes	ARD Decision		Special Education Funds
<b>Special Education Social Skills Program</b>	Jun 17-20 Jul 15-18 High School 9:00 – 12:00 Grades 4-8 1:00-4:00	High School Step II Class	Grades 4-12	Elementary – 8 Secondary - 10	Jackie Condra Kim Mickelson		Yes		Special Education Funds

\* A total of \$4,000 has been budgeted for transportation.

**Agenda Item Summary Sheet (4 A.1)**  
**Meeting Date: April 16, 2013**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

<b>Consent Agenda: Governance</b>	Minutes of Previous Meetings
	a. March 19, 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>	April 16, 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.
<b>Other Comments and Related Issues</b>	None.

**Attachments**

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

1. Regular Meeting – March 19, 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**

**MINUTES OF THE BOARD OF TRUSTEES  
EL CAMPO INDEPENDENT SCHOOL DISTRICT  
March 19, 2013**

The Board of Trustees of the El Campo Independent School District met in a Regular Session March 19, 2013 at the El Campo Independent School District Administration Office, 700 W Norris Street, El Campo, Texas.

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

Kristi David arrived at 8:30 p.m.

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mark Pool, Carolyn Gordon, Melissa Koop, Scott Gelardi, Mark Freeman, Dianne Cerny, Rich DuBroc, Liz Graves, Mauri Couey, Molli Bodungen, Richard Raun, Carl Woodworth, V Rod, Mark Freeman, Brittany Rives, Chris Skinner, Katrese Skinner, Carlee Skinner, Polly Wilkins, Richard Nava, Pat Krpec, Julie Strnadell

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

**PUBLIC COMMENT:** Richard Raun made a public comment on the location of the livestock barn in a residential area.

**RECOGNITION:**

UIL Cross Examination Debate State Qualifiers: Rich Du Broc and Katrese Skinner introduced the UIL Cross Examination Debate State Qualifiers, Carlee Skinner and Matthew Graff

National Forensic League (NFL) National Competition Qualifiers:

State Swim Meet Qualifier: Rich Du Broc and Richard Nava introduced State Swim Meet Qualifier, Kari Wilkins. Coach Nava also informed the Board of all Kari's Swim Team accomplishments over the past three years.

4<sup>th</sup> Grade Teacher: Mollie Bodungen, Northside Elementary School Principal, introduced Brittany Rives, new 4<sup>th</sup> Grade Teacher.

The Board took a recess at 7:14.

The Board reconvened at 7:26

**CONSENT AGENDA:** A motion was made by James Russell and seconded by Cecil Davis to approve the consent agenda with corrections to the minutes of the February 26, 2013 board meeting:

A. Governance

1. Consider Approval of the Minutes
  - a. February 19, 2013 – Regular Meeting
  - b. February 26, 2013 – Special Meeting for Development of Superintendent Performance Goals
2. Take Necessary Actions to Cancel May 11, 2013 Trustee Election
3. Consider Approval of TASB Policy Services Localized Update 96
4. Consider Approval of Local Accountability Board Monitoring Document
- B. Business and Support Service
  1. Consider Approval of Financial Auditor
  2. Consider Approval of Employee Travel Reimbursement Guidelines
  3. Monthly Review of Financial Reports
  4. Quarterly Review of Investment Reports
  5. Monthly Review of Checks Written for the Month of February, 2013
- C. Personnel
- D. Curriculum and Instruction
- E. Students

Motion carried unanimously.

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

**DISCUSS PROPOSED FACILITIES IMPROVEMENT PRIORITIES:** Malcolm Gaus of RWS Architects and Greg Polasek of Polasek Construction presented a proposal of the new baseball and softball fields based on the committees specifications. The Board discussed and prioritized upcoming facilities improvements.

**DISCUSS POSSIBILITY OF WEBSITE ADVERTISING (ECISD AND LEADER-NEWS):** Mr. Pool presented a video from Scholastic Sponsors Association to incorporate advertising on the website with El Campo ISD and the Leader- News.

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

**REVIEW TRANSITION FROM CURRICULUM FACILITATORS TO INSTRUCTIONAL COACHING MODEL:**

Melissa Koop, Assistant Superintendent for Curriculum and Instruction presented a video that reviewed the transition from Curriculum Facilitators to Instructional Coaching Model.

**REPORT ON PROPOSED CHANGES TO DISTRICT ASSESSMENTS:** Mr. Pool reported on the proposed changes to District Assessments.

### ***GOVERNANCE***

**DISCUSS WITH DISTRICT ATTORNEY STATUS OF EMPLOYEE FRAUD CASE:** Mr. Pool informed the Board that in order to not jeopardize any future action on the fraud case, he and the Board would forego any discussion with the District Attorney on the status of the employee fraud case. Mr. Pool has been in touch with a forensic auditor to further investigate the case. Any questions will be given to Mr. Pool and he, the Board President and School Attorney would meet with the District Attorney.

***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 and Texas Government Code §551.074 CONSULTATION WITH ATTORNEY. The Board will Consult with its Attorney in an Executive Session to Seek Advice on Legal Matters Regarding Pending or Contemplated Litigation; or a Settlement Offer. The Board entered executive session at 9:41 p.m. and reconvened in open session at 10:35 p.m. to take the following action:

No action taken.

***PERSONNEL***

**DISCUSS EMPLOYMENT OF TEACHERS AND OTHER PROFESSIONAL PERSONNEL:** A motion was made by James Russell and seconded by Kristi David to approve the Superintendent’s recommendation on teachers and other professional contracts as discussed in closed session. Motion carried unanimously.

**REVIEW PROPOSED JOB DESCRIPTION AND PERFORMANCE EVALUATION FOR INSTRUCTIONAL COACH POSITION:** Mr. Pool, and Assistant Superintendent of Curriculum, Melissa Koop, reviewed the proposed job description and performance evaluation for Instruction Coach Position.

***SUPERINTENDENT’S REPORT***

- A. Governance
  - 1. Preliminary Agenda for Regular Meeting on April 16, 2013
  - 2. Monthly Calendar of Activities and Events
- B. Business and Support Services
- C. Personnel
- D. Curriculum and Instruction
- E. Students
  - 1. Monthly DAEP Report
  - 2. Monthly SRO Report
- F. Community and Governmental Relations
  - 1. Legislative Update

There being no further discussion, the meeting adjourned at 10:37 p.m.

DRAFT

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PRESIDENT

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SECRETARY

**Agenda Item Summary Sheet (4 B.4)**  
**Meeting Date: April 16, 2013**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

**Consent Agenda:  
Business and Support  
Services**

Review of Checks Written – March 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**

March 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>February</b>	\$1,128,501.50	\$874,019.06	\$594,414.61	\$526,943.91	\$878,983.83
<b>March</b>	\$1,107,119.75	\$694,107.70	\$704,337.28	\$656,212.94	\$635,776.11
<b>Total</b>	<b>\$6,989,278.75</b>	<b>\$5,679,342.45</b>	<b>\$4,903,163.88</b>	<b>\$4,205,678.88</b>	<b>\$4,963,125.75</b>
<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 March are available in electronic format and were emailed to each member of the Board.

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

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

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

**Agenda Item Summary Sheet (4 B.1)**  
**Meeting Date: April 16, 2013**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

**Consent Agenda:  
Business and Operations**

Renewal of Contract with ARAMARK for Food Service Management Services

### **Summary**

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

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

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

On April 1, 2009 the District received two Food Service Management bids and the Board approved the proposal submitted by ARAMARK Educational Services, LLC at the regular meeting on April 28, 2009, for the 2009-2010 school year. The contract was subsequently renewed for the 2010-2011, 2011-2012, and 2012-2013 school years.

We are very pleased with the service they have provided and therefore are recommending that we once again renew our agreement with ARAMARK Educational Services. This proposed renewal for 2013-2014 will be the fourth one-year term, which means that next year we will be required to bid the contract for 2014-2015.

**ECISD Board Policy**

CH (LEGAL), PURCHASING AND ACQUISITION

**Effective Date**

April 16, 2013

**Previous Board Action**

The Board approved the original contract with ARAMARK Educational Services, Inc. for the 2003-2004 school year. The

contract was renewed annually in 2004-2005, 2005-2006, 2006-2007, and 2007-2008.

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

The contract has subsequently been renewed for 2010-2011, 2011-2012 and 2012-2013.

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

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

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

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

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

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

**Public Comments** None.

**Alternatives** None.

**Other Comments and Related Issues** None.

**Attachments**

- Memorandum from David Bright regarding the Food Service Management Contract

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

**Action Required** Motion, second and majority vote to approve a renewal agreement with ARAMARK Educational Services, Inc. to provide food service management services to the district for the 2013-2014 school year.

**Superintendent's  
Recommendation**

I recommend that you a renewal agreement with ARAMARK Educational Services, Inc. to provide food service management services to the district for the 2013-2014 school year as a part of the Consent Agenda.

**Mark Pool, Superintendent of Schools**

April 1, 2013

TO: Mark Pool

FROM: David Bright

SUBJECT: **Food Service Management Contract**

This coming year we have the option to bid or renew our Food Service Management Contract with Aramark. This will be the final year we're able to renew under our current contract. Next year we will be required to go thru the bid process. Based on our continued success and the relationship we have developed with ARAMARK, I recommend we extend our contract with ARAMARK for the 2013-14 school year.

**Agenda Item Summary Sheet (4 B.2)**  
**Meeting Date: April 16, 2013**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

**Consent Agenda  
Business and Support  
Services**

### **Renewal of Student Insurance**

**Summary**

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

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

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

**ECISD Board Policy**

FFD (LEGAL), STUDENT WELFARE: STUDENT INSURANCE

**Effective Date**

April 16, 2013

**Previous Board Action**

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

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

On April 15, 2008 the Board approved a change in our student insurance provider to Texas Kids First. The Board renewed with Texas Kids First on April 28, 2009, April 20, 2010, April 19, 2011,

and May 15, 2013.

**Future Action Expected**

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

**Background Information and Significant Issues**

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

Last year, as a result of high claims our premium increased by 19.9%, which negated the automatic renewal option. This year we have the option for automatic renewal with no increase in premiums.

We have been very pleased with the service provided by Texas Kids First. Prior to last year we had not had a premium increase in the three years.

**Fiscal Impact**

The renewal quote for Student Athletic/Activities Insurance for 2013-2014 is \$43,900.

The renewal quote for Catastrophic Insurance is \$1,560.

**Student and Public Benefit**

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

**Procedural and Reporting Implications**

None.

**Public Comments**

None.

**Alternatives**

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

**Other Comments and Related Issues**

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

FDD (LOCAL) states that the District shall cooperate in a program to offer low-cost accident insurance for students. Students or parents shall pay the premium for the coverage, if they choose to

participate. By declining the insurance offer or failing to respond to it, the parents/guardians are accepting full responsibility for costs associated with a student's injury or injuries.

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

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

**Attachments**

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

**Contact Person(s)**

David Bright, Assistant Superintendent of Finance and Operations

**Action Required**

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

**Superintendent's Recommendation**

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

**Mark Pool, Superintendent of Schools**

DATE: April 3, 2013  
 TO: Mark Pool  
 FROM: David Bright  
 SUBJECT: **Renewal for Student Athletic/Activities and Student Catastrophic Insurance**

Even though our claims are higher than usual, Texas Kids First has indicated they will not be requesting an increase for the 2013-14 school-year. The quoted premium for Student Athletic /Activities insurance is \$43,900, and for Catastrophic coverage is \$1,560. The quotes are attached.

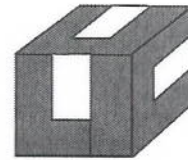
I recommend we continue our contract with Texas Kids First.

<u>Year</u>	<u>Student Athletic/Activities</u>		<u>Catastrophic</u>
	<u>Annual Premium</u>	<u>Claims</u>	<u>Annual Premium</u>
2013-14 Proposed	\$43,900		\$1,560
2012-13	\$43,900	\$53,343	\$1,560
2011-12	\$36,600	\$21,667	\$1,418
2010-11	\$36,600	\$35,882	\$1,418
2009-10	\$36,600	\$25,551	\$1,418
2008-09	\$33,365	\$40,492	\$1,418

cc: Bob Gillis

2013-2014

Application for K-12 Blanket Athletics and Activities Accident Insurance



UNIFIED LIFE INSURANCE COMPANY

GENERAL INFORMATION

School/District: El Campo ISD
Address: 700 West Norris Street
City: El Campo State: TX Zip: 77437 County: Wharton
Telephone: (979) 543-6771 Fax: (979) 543-1670
Policy Effective Date: 8/01/2013 1st Day of Football Practice: 8/05/2013

ENROLLMENT DATA

Student Enrollment: Grades K - 8 2,469 Grades 9 - 12 972
Number of High Schools in District: 1

Deductible: \$0

Table with columns: Texas Kids First Plan Selection, Plan Design (Lone Star Custom, Lone Star Advantage, Lone Star), Interscholastic Football Rider, Premium. Includes options for All School Activities and Athletics, All Interscholastic Athletics and Activities, etc.

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

AUTHORIZED SIGNATURES

School Official Name (print):
School Official Title (print):
School Official Signature: Date:
Agent Name (print): Rommie Maxey
Agent Signature: Rommie Maxey Date: Nov 29 '13

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

For Office Use Only:



# 2013 Enrollment Form for Catastrophic Coverage Underwritten by Zurich

LEGEND INSURANCE AGENCY LLC, 13931 QUAIL POINTE DR, OKLAHOMA CITY, OK 73134;  
PHONE 800-366-8354

### Participant Information:

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

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

### Benefits:

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

Rates: See page 2.

Premium: Total Premium: \$ 1560.00

### Requested Effective Date:

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

08 / 01 / 2013  
Month Day Year

### Approval for Enrollment:

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

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

### General Statement:

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

**Agenda Item Summary Sheet (4 B.3)**  
**Meeting Date: April 16, 2013**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

**Consent Agenda:  
Business and Support  
Services**

Review of Monthly Financial Reports for Month of February

**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**

March 31, 2013

**Previous Board Action**

Approval of 2012-2013 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 74.26% of our amended revenue projections; and expended 57.69% of our amended expenditure estimates.  
Compared to the same time last year, our revenue increased by \$351,698 and our expenditures increased by \$1,079,207.

	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%	71.78%	51.52%
<b>Mar</b>	81.29%	55.83%	70.62%	58.65%	68.88%	55.20%	72.10%	57.21%	74.26%	57.69%
<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 -\$25,771 giving us a new adjusted levy of \$13,630,914; and we have currently collected \$13,013,128 which amounts to 95.47% of the adjusted levy. This leaves an uncollected balance of \$617,786.

Delinquent collections YTD are \$177,778 plus \$110,331 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%	94.27%
Mar	94.44%	94.06%	94.60%	94.95%	95.38%	95.47%
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	\$663,913	\$761,003	\$97,090	\$22,445,168	\$22,796,865	\$351,697
Expenditures	\$2,365,815	\$2,115,490	(\$250,325)	\$15,811,270	\$16,774,198	\$962,928
Balance	(\$1,701,902)	(\$1,354,487)	\$347,415	\$6,633,898	\$6,022,667	(\$611,231)

**Attachments**

- Monthly Financial Report – March 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**  
 April 16, 2013

**Comparison of Revenue and Expenditures  
 to the Budget for the General Operating Fund  
 9-1-12 to 3-31-13**

**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	\$13,844,491	(\$745,212)
<i>State:</i>	\$14,751,605	\$14,751,605	\$7,831,201	(\$6,920,404)
<i>Federal:</i>	\$1,356,051	\$1,356,051	\$921,324	(\$434,727)
<i>Other Resources:</i>	\$0	\$0	\$199,850	\$199,850
<i>Total:</i>	\$30,697,359	\$30,697,359	\$22,796,866	(\$7,900,493)

**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	\$16,774,198	\$1,478,345	\$18,252,543	\$13,386,164

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

	<i>2011-2012</i>	<i>2012-2013</i>	<i>Increase/ Decrease</i>
<i>Revenues:</i>	\$22,445,168	\$22,796,866	\$351,698
<i>Expenditures:</i>	\$17,173,336	\$18,252,543	\$1,079,207
<i>Cash Position:</i>	\$13,735,016	\$15,340,013	\$1,604,997

**PRIOR MONTH CASH POSITION as of 2/28/13:** \$16,772,035

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	
Feb-13	\$13,656,685	-\$23,602	\$13,633,083	1,445,056	10.60%	9.63%	\$27,127	\$26,207	\$1,498,391	
March-13	\$13,656,685	-\$25,771	\$13,630,914	161,828	1.19%	1.32%	\$29,085	\$25,666	\$216,580	
<b>Year To Date</b>				<b>13,013,128</b>	<b>95.47%</b>	<b>95.38%</b>	<b>177,778</b>	<b>110,331</b>	<b>\$13,301,237</b>	<b>\$617,786</b>

**EL CAMPO INDEPENDENT SCHOOL DISTRICT**

**Cash Flow**

**2012-2013**

<b>199 GENERAL FUND</b>	<b>Actual Sep-12</b>	<b>Actual Oct-12</b>	<b>Actual Nov-12</b>	<b>Actual Dec-12</b>	<b>Actual Jan-13</b>	<b>Actual Feb-13</b>	<b>Actual Mar-12</b>	<b>Actual Mar-13</b>	<b>Actual Apr-12</b>	<b>Actual May-12</b>	<b>Actual Jun-12</b>	<b>Actual Jul-12</b>	<b>Actual Aug-12</b>	<b>2011-12 Totals</b>
<b>REVENUE:</b>														
<b>5700 Local Revenue:</b>														
5711 Taxes Current Year	8,760	34,802	1,465,869	3,160,795	5,276,434	1,277,883	152,370	140,709	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	18,810	23,749	20,942	25,424	19,723	20,647	16,304	9,114	17,622	266,621
5719 Pen, Int, & Other	8,087	15,298	12,716	11,915	13,365	23,222	21,676	22,573	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	8,824	10,590	2,247	10,305	14,837	19,254	6,552	10,974	133,381	288,686
5750 Co/Curr Activities	13,964	20,917	18,778	14,514	3,379	-1,020	1,992	39,106	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>5,320,811</b>	<b>1,334,424</b>	<b>199,227</b>	<b>238,118</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 State Revenue:</b>														
5811 Available School Fund	104,551	37,009	58,256	295,568	46,518	46,518	169,105	240,487	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	87,398	87,516	89,344	86,836	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>133,916</b>	<b>134,034</b>	<b>258,449</b>	<b>327,323</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 Federal Revenue:</b>														
5930 Federal	0	124,398	4,303	0	4,096	0	0	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>4,096</b>	<b>0</b>	<b>0</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 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>5,458,824</b>	<b>1,468,459</b>	<b>457,677</b>	<b>565,440</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 Expenditures:</b>														
6100 Payroll Costs	1,065,364	1,600,937	1,528,502	1,706,826	1,595,645	1,601,359	1,578,918	1,614,841	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	307,728	413,028	451,700	243,810	212,171	292,533	252,788	256,848	429,996	3,323,675
6300 Supplies & Materials	71,269	104,894	165,974	84,402	162,568	161,160	127,640	97,531	128,314	187,884	108,488	111,025	181,499	1,537,539
6400 Other Operating	42,229	190,782	36,875	46,153	168,530	43,566	30,488	26,680	179,177	98,364	81,135	405,156	29,645	1,334,099
6500 Debt Services	879,868	0	500	0	0	95,550	0	0	0	500	0	0	41,331	324,338
6600 Capital Outlay	0	23,207	0	0	0	13,499	1,610	-99	18,310	0	14,828	50,767	60,446	179,745
8900 Other Uses/Non Operating	0	61,479	0	0	0	0	29,000	0	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>2,234,471</b>	<b>2,328,163</b>	<b>2,219,356</b>	<b>1,982,763</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>3,224,353</b>	<b>-859,705</b>	<b>-1,761,679</b>	<b>-1,417,322</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	16,058,646	15,198,942	12,232,065	13,781,619	13,034,435	11,879,077	11,554,258	11,137,990	10,448,414	

240	FOOD SERVICE	Actual Sep-12	Actual Oct-12	Actual Nov-12	Actual Dec-12	Actual Jan-13	Actual Feb-13	Actual Mar-12	Actual Mar-13	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	831	0	0	0	773	0	0	754	2,699
	Foundation Revenue														
	Lunch	23,117	29,957	23,645	17,303	25,625	27,014	20,286	17,723	17,461	18,642	20	0	17,313	198,973
	Breakfast	7,590	8,493	8,679	4,917	8,065	8,241	6,641	5,169	7,435	7,286	34	0	4,863	71,633
	A La Carte	9,523	9,720	8,607	5,862	7,576	9,000	7,600	5,766	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	871	280	84	1,146	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>	<b>40,230</b>	<b>48,222</b>	<b>41,141</b>	<b>31,499</b>	<b>42,137</b>	<b>45,366</b>	<b>34,611</b>	<b>29,804</b>	<b>33,029</b>	<b>35,779</b>	<b>674</b>	<b>163</b>	<b>26,823</b>	<b>354,831</b>
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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,800</b>
5900	<b>Federal Revenue</b>														
5921	School Breakfast	0	31,461	36,866	32,962	24,113	28,093	33,187	31,840	32,577	52,054	34,376	1,382	6,954	293,015
5922	National School Lunch	0	94,732	107,003	97,017	68,117	87,884	101,192	98,069	80,985	89,162	97,656	3,135	26,880	847,126
5923	USDA Donated Com	7,195	7,195	7,195	7,195	7,195	7,195	6,878	7,198	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>	<b>7,195</b>	<b>133,388</b>	<b>151,064</b>	<b>137,174</b>	<b>99,425</b>	<b>123,172</b>	<b>141,257</b>	<b>137,107</b>	<b>120,440</b>	<b>148,095</b>	<b>138,910</b>	<b>16,444</b>	<b>44,116</b>	<b>1,231,133</b>
7900	<b>Other Res/Non-Oper:</b>														
7940	Other Res/Non-Oper	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Total Other Res:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Revenue:</b>	<b>47,425</b>	<b>181,611</b>	<b>192,935</b>	<b>168,673</b>	<b>141,562</b>	<b>169,369</b>	<b>175,868</b>	<b>166,912</b>	<b>153,469</b>	<b>193,673</b>	<b>139,585</b>	<b>16,606</b>	<b>70,939</b>	<b>1,595,764</b>
<b>EXPENDITURES:</b>															
6000	<b>Expenditures:</b>														
6100	Payroll & Benefits	29,839	44,913	44,834	45,333	42,157	42,736	42,157	43,751	46,430	47,755	40,892	42,697	57,295	535,223
6200	Contracted Services	0	133,987	94,931	104,452	98,720	49,351	96,840	81,196	103,645	87,685	89,287	20,183	24,454	893,802
6300	Supplies & Materials	7,334	7,578	7,195	7,374	7,307	7,320	7,024	7,359	6,889	6,936	7,012	7,243	18,808	97,418
6400	Other Operating	0	144	46	122	27	111	37	21	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>	<b>37,173</b>	<b>186,622</b>	<b>147,006</b>	<b>157,282</b>	<b>148,211</b>	<b>99,518</b>	<b>146,059</b>	<b>132,327</b>	<b>157,106</b>	<b>142,490</b>	<b>137,332</b>	<b>70,123</b>	<b>100,633</b>	<b>1,527,354</b>
	<b>ENDING BALANCE</b>	<b>10,253</b>	<b>5,242</b>	<b>51,171</b>	<b>62,562</b>	<b>55,914</b>	<b>125,764</b>	<b>101,823</b>	<b>160,349</b>	<b>156,712</b>	<b>207,895</b>	<b>210,148</b>	<b>156,631</b>	<b>126,936</b>	<b>68,410</b>

511	DEBT SERVICE	Actual Sep-12	Actual Oct-12	Actual Nov-12	Actual Dec-12	Actual Jan-13	Actual Feb-13	Actual Mar-12	Actual Mar-13	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>														
5711	Taxes Current Year	1,374	3,752	218,591	474,260	791,935	188,583	23,898	21,119	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	2,647	3,378	2,818	3,661	2,370	2,766	2,008	1,220	1,994	34,079
5719	Pen, Int, & Other	974	1,961	1,204	1,051	947	2,986	2,918	3,093	2,263	2,289	1,798	1,775	1,872	22,018
5742	Earnings Fm Temp Dep	154	162	189	370	713	831	734	778	728	763	747	780	421	6,019
	<b>Total Local Rev:</b>	3,834	11,409	223,286	479,405	796,242	195,777	30,367	28,651	18,748	17,310	11,366	12,947	8,794	1,840,356
5800	<b>State Revenue:</b>														
5829	St Rev Dist By TEA	0	0	53,770	0	0	0	0	0	0	0	0	0	0	98,000
	<b>Total State Rev:</b>	0	0	53,770	0	0	0	0	0	0	0	0	0	0	98,000
7900	<b>Other Res/Non-Oper:</b>														
7940	Other Res/Non-Oper Rev	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Total Other Res:</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Total Revenue:</b>	3,834	11,409	277,056	479,405	796,242	195,777	30,367	28,651	18,748	17,310	11,366	12,947	8,794	1,938,356
<b>EXPENDITURES:</b>															
6000	<b>Expenditures:</b>														
6500	Debt Service														
6511	Bond Principal	0	0	0	0	0	335,000	0	0	0	0	0	0	500,000	815,000
6521	Interest on Bonds	0	0	0	0	0	476,084	0	0	0	0	0	0	486,084	978,469
6599	Other Debt Fees	0	0	500	0	0	0	400	400	0	0	0	0	0	900
	<b>Total Expenditures:</b>	0	0	500	0	0	811,084	400	400	0	0	0	0	986,084	1,794,369
	<b>ENDING BALANCE</b>	3,834	15,243	291,799	771,204	1,567,446	952,139	613,892	980,390	999,138	1,016,449	1,027,814	1,040,761	63,470	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	6,396,628	1,833,604	663,913	761,003	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	2,382,682	3,238,766	2,365,815	2,115,490	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	8,783,147	7,377,985	6,186,882	6,023,499	5,291,426	4,204,562	3,893,361	3,436,523	1,739,962	

**Agenda Item Summary Sheet (4 D.1)**  
**Meeting Date: April 16, 2013**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

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

Consider Approval of First and Second Grade Transition Classes

### **Summary**

At the regular meeting in October 2012, and again in February 2013, we presented our concern over the high retention rates in kindergarten and first grade compared to state averages. I have provided additional data from the 2011-2012 AEIS Report:

<b>AEIS</b>	<b>2010-2011</b>	<b>2011-2012</b>
<b>Kindergarten Retention Rate</b>		
ECISD	6.3%	4.6%
State	2.3%	2.2%
Difference	+4.0%	+2.4%
<b>First Grade Retention Rate</b>		
ECISD	6.7%	5.8%
State	4.7%	4.7%
Difference	+2.0%	+1.1%

The research is clear that there is insufficient evidence to support any claim that grade retention is more beneficial than grade promotion. In fact, most studies conclude that promoted students have higher academic achievement, better personal adjustment, and more positive attitudes toward school than retained students. Other studies conclude that retention, particularly in the middle grades, increases the likelihood that a student will drop out of school. Over all the preponderance of evidence argues that students who repeat a grade are no better off, and are sometimes worse off, than if they had been promoted with their classmates.

So what about students who do not master the curriculum at a particular grade level? "Social promotion" certainly is not the answer, but retention without acceleration of learning has minimal immediate impact on student performance and may even have a regressive impact over time. Why should we believe that repeating the same experience will produce a different result? Simply repeating a grade without appropriate interventions has little to no long-term impact on improving a student's academic performance.

To address this concern we have proposed the implementation of transition classes from kindergarten to first grade, and from first grade to second grade, for those students who have not mastered the curriculum.

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

**Effective Date** 2013-2014 School Year

**Previous Board Action** The Board was introduced to the idea of transition classes as an alternative to grade retention at kindergarten and first grade during the regular meeting on October 23, 2012. A subsequent discussion occurred at the regular board meeting on February 19, 2013.

**Future Action Expected** The Board will review the effectiveness of the transition classes and make the determination as to whether or not to continue them.

**Background Information and Significant Issues** The goal of the transition classes is to accelerate the learning of the students in these classes and to the extent possible catch their academic performance up with that of their grade level peers. In many cases they may be expected to make as much as 12 – 15 months academic growth in the ten-month extended school year.

These students will not follow the regular first or second grade curriculum scope and sequence, nor will the teachers' instructional strategies and methodologies be the same as those of their grade-level team. The major emphasis will be on reading, language development, and mathematics.

Students will receive appropriate instructional interventions and their academic performance will be continuously monitored to ensure that they are making adequate progress.

Students will also be required to participate in our early start summer program. They will attend school Monday through Thursday for four weeks prior to the beginning of the regular school year; July 22<sup>nd</sup> through August 15<sup>th</sup>, from 8:00 – 11:30 a.m. Breakfast will be served from 7:30 – 8:00 a.m. and lunch from 11:30 a.m. – 12:00 noon. Transportation will be provided.

The first grade transition class will have two groups of approximately 16 students each that alternate between two teachers for English Language Arts and math. The second grade transition class will have approximately 16 students with one teacher. Both grade levels will have a full-time instructional aide.

Students selected for these classes are those who have an Rtl plan in place and yet continue to struggle even with the interventions and support recommended by the Rtl team. Students who are being successful with the normally available instructional interventions will remain in a regular classroom.

<b>Fiscal Impact</b>	In addition to two new instructional aide positions, additional compensation will be required for staffing the summer program and a stipend will be paid to each teacher.  There may also be a minimal additional cost for supplemental instructional materials.
<b>Student and Public Benefit</b>	Students who have fallen behind academically in kindergarten and/or first grade will be given the opportunity to catch up to their peers by third grade.
<b>Procedural and Reporting Implications</b>	Student progress will be monitored on an ongoing basis to evaluate the effectiveness of the program.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	<i>None.</i>
<b>Contact Person(s)</b>	Melissa Koop, Assistant Superintendent of Curriculum and Instruction  Carolyn Gordon, Executive Director of Special Programs and Compliance  Liz Graves and Mauri Couey, Elementary Principals
<b>Action Required</b>	Motion, second and majority vote to approve the creation of a Transition First Grade and a Transition Second Grade class.
<b>Superintendent's Recommendation</b>	I recommend that you approve the creation of a Transition First Grade and a Transition Second Grade class as a part of the Consent Agenda.  <b>Mark Pool, Superintendent of Schools</b>

**Agenda Item Summary Sheet (5.B)**  
**Meeting Date: April 16, 2013**  
**Submitted by: Mark Pool, Superintendent**

## ***Discussion Item***

**Business and Support Services**

Discuss Proposed Compensation Plan

**Summary**

The last general pay increase (GPI) for district employees was in the 2008-2009 school year.

We were able to increase the district contribution to employee health insurance premiums in 2010-2011 from \$250 per month to \$275 per month and we have been able to maintain that contribution level.

Additionally, for 2012-2013 we were able to provide a one-time lump sum supplemental pay for service rendered, which employees will receive with their June paycheck.

From discussions in previous meetings it seems the consensus of the Board is that we need to give some kind of general pay increase for 2013-2014 if at all possible. As a starting point I have been looking at a 2.0% structure adjustment with a 3.0% to 3.5% general pay increase.

**ECISD Board Policy**

DEA (LOCAL), COMPENSATION AND BENEFITS: SALARIES, WAGES AND STIPENDS

**Effective Date**

September 1, 2013

**Previous Board Action**

The Board adopted the current compensation plan in the Spring of 2005.

Annually the Board reviews the compensation plan. Comparisons are made to the area job market and decisions are made with regards to structure adjustments and general pay increases.

**Future Action Expected**

Annually the Board reviews the compensation plan. Comparisons are made to the area job market and decisions are made with regards to structure adjustments and general pay increases.

**Background Information and Significant Issues**

With our compensation plan, anytime a general pay increase is considered it is advisable to also consider a structure adjustment. Pay structure adjustments are necessary to keep the district's plan competitive and to keep the salaries of long-time employees within the pay structure. Without periodic structure adjustments as employees move through a pay grade their compensation will eventually exceed the maximum for that pay grade.

With no adjustments to the district's compensation plan since 2008-2009 and considering the fact that we have lost some competitive market advantage, I am considering proposing a 2.0% structure adjustment.

The following spreadsheet represents a 2.0% pay grade structure adjustment for teachers:

	Current		Proposed	
Teachers	Annual	Daily	Annual	Daily
Minimum	\$39,250	\$209.89	\$40,035	\$214.09
Midpoint	\$50,902	\$272.20	\$51,920	\$277.65
Maximum	\$62,554	\$334.51	\$63,805	\$341.20

The following spreadsheets represent a 2.0% pay grade structure adjustment of each of the seven pay grades in the Administrative/Professional Group:

	Current		Proposed	
Pay Grade 1		Daily		Daily
Minimum		\$224.90		\$229.40
Midpoint		\$281.13		\$286.75
Maximum		\$337.36		\$344.11

	Current		Proposed	
Pay Grade 2		Daily		Daily
Minimum		\$246.66		\$251.59
Midpoint		\$300.81		\$306.83
Maximum		\$354.96		\$362.06

	Current		Proposed	
<b>Pay Grade 3</b>		Daily		Daily
Minimum		\$263.93		\$269.21
Midpoint		\$321.87		\$328.30
Maximum		\$379.80		\$387.40

	Current		Proposed	
<b>Pay Grade 4</b>		Daily		Daily
Minimum		\$282.40		\$288.05
Midpoint		\$344.40		\$351.28
Maximum		\$406.39		\$414.52

	Current		Proposed	
<b>Pay Grade 5</b>		Daily		Daily
Minimum		\$302.17		\$308.21
Midpoint		\$368.51		\$375.87
Maximum		\$434.83		\$443.53

	Current		Proposed	
<b>Pay Grade 6</b>		Daily		Daily
Minimum		\$323.32		\$329.79
Midpoint		\$394.30		\$402.19
Maximum		\$465.28		\$474.59

	Current		Proposed	
<b>Pay Grade 7</b>		Daily		Daily
<b>Minimum</b>		\$345.96		\$352.88
<b>Midpoint</b>		\$421.90		\$430.34
<b>Maximum</b>		\$497.84		\$507.80

After applying the 2.0% structure adjustment the general pay increase will then be based on the new midpoint (highlighted in yellow). For discussion purposes I have considered a 3.0% of midpoint and 3.5% of midpoint general pay increase. The following tables represent the annual, daily, or hourly rate of the various pay grades in each compensation group based on this model:

	3.00%	3.50%
<b>Teachers - Annual</b>	\$1,558	\$1,817

	3.00%	3.50%
<b>Administrator / Professional - Daily</b>		
Pay Grade 1	\$8.60	\$10.04
Pay Grade 2	\$9.20	\$10.74
Pay Grade 3	\$9.85	\$11.49
Pay Grade 4	\$10.54	\$12.29
Pay Grade 5	\$11.28	\$13.16
Pay Grade 6	\$12.07	\$14.08
Pay Grade 7	\$12.91	\$15.06

	3.00%	3.50%
<b>Paraprofessional / Clerical - Hourly</b>		
Pay Grade 1	\$0.35	\$0.41
Pay Grade 2	\$0.38	\$0.44
Pay Grade 3	\$0.41	\$0.48
Pay Grade 4	\$0.46	\$0.53
Pay Grade 5	\$0.51	\$0.60
Pay Grade 6	\$0.62	\$0.72

	3.00%	3.50%
<b>Manual Trades - Hourly</b>		
Pay Grade 1	\$0.30	\$0.35
Pay Grade 2	\$0.34	\$0.40
Pay Grade 3	\$0.39	\$0.46
Pay Grade 4	\$0.45	\$0.52
Pay Grade 5	\$0.52	\$0.60
Pay Grade 6	\$0.60	\$0.69

**Fiscal Impact** The following table is an estimate of the total dollar amount, based on current personnel, that a 3.00% and 3.50% of midpoint general pay increase would cost —excluding benefits:

	Local		Federal		Total	
	3.00%	3.50%	3.00%	3.50%	3.00%	3.50%
Teachers	\$339,772	\$396,469	\$32,712	\$38,170	\$372,484	\$434,639
Adm/Prof	\$90,936	\$106,162	\$25,456	\$29,718	\$116,392	\$135,880
Para/Clerical	\$43,157	\$50,261	\$19,256	\$22,415	\$62,413	\$72,676
Manual	\$18,562	\$21,443	\$12,195	\$14,239	\$30,757	\$35,682
<b>TOTAL</b>	<b>\$492,427</b>	<b>\$574,335</b>	<b>\$89,619</b>	<b>\$104,542</b>	<b>\$582,046</b>	<b>\$678,877</b>

Budgeted benefit costs are estimated to be 9.7218%. Based upon that estimated benefit payroll cost increase would be as follows:

	Local		Federal		TOTAL	
	3.00%	3.50%	3.00%	3.50%	3.00%	3.50%
<b>Cost of GPI</b>	\$492,427	\$574,335	\$89,619	\$104,542	\$582,046	\$678,877
<b>Cost of Benefits</b>	\$47,873	\$55,836	\$8,713	\$10,163	\$56,585	\$65,999
<b>TOTAL Cost</b>	<b>\$540,300</b>	<b>\$630,171</b>	<b>\$98,332</b>	<b>\$114,705</b>	<b>\$638,631</b>	<b>\$744,876</b>

<b>Student and Public Benefit</b>	A competitive compensation plan helps to attract quality applicants and retain excellent employees.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	No general pay increase or a different midpoint percentage.
<b>Other Comments and Related Issues</b>	<p>Given that it has been some time since we have taken an in-depth look at our compensation plan I plan to look at the pay grade ranges (i.e., the range from minimum to maximum pay for each pay grade) and the pay grade intervals (i.e., the difference between the minimum, maximum, and midpoint from one pay grade to the next).</p> <p>Additionally, pay grade minimums will be compared to market study minimums and pay grade maximums will be evaluated based upon current employees and their years of service. Adjustments to either of these points could impact the midpoint and therefore any general pay increase. I expect any changes to be minimal.</p>
<b>Attachments</b>	None.
<b>Contact Person(s)</b>	<p>Mark Pool, Superintendent of Schools</p> <p>David Bright, Assistant Superintendent of Finance and Operations</p> <p>Terese Faas, Human Resources Coordinator</p>
<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>

**Business and Support Services**

Options for Collection of Delinquent Taxes

**Summary**

The County recently issued a Request for Qualifications for the Collection of Delinquent Taxes and awarded a contract to *McCreary, Veselka, Bragg & Allen, P.C.*

Prior to the RFQ and subsequent awarding of contract our delinquent taxes had been collected by *Linebarger, Grogan, Blair & Sampson, LLP*. Their firm, in my opinion, has done an outstanding job of delinquent tax collection for the district as evidence by the data on your monthly Tax Assessor – Collector’s Report.

In 2009, the District entered into an Interlocal Agreement with Wharton County for Assessment and Collection Services. That Agreement included the collection of delinquent taxes. In Article V, §5.02 of the Agreement it states:

*“...the COUNTY has entered into a contract with a law firm for the enforcement of the collection of delinquent taxes. The TAXING UNIT consents to the representation of it by the same law firm with whom the COUNTY contracts for collection of delinquent taxes on the same terms and conditions provided in that contract. The COUNTY is authorized to negotiate on behalf of TAXING UNIT and to enter future contracts with law firms to enforce and collect delinquent taxes owing to TAXING UNIT.”*

In Article II of the Agreement §2.01 it states:

*“...This Agreement shall be automatically renewed for subsequent years on July 1<sup>st</sup> of each calendar year unless either party gives written notice to the other of its intent to terminate at least thirty (30) days prior to the renewal date.”*

**ECISD Board Policy**

BDAF (LEGAL), OFFICERS AND OFFICIALS: SELECTION AND DUTIES OF CHIEF TAX OFFICIALS

**Effective Date**

July 1, 2013

**Previous Board Action**

On May 19, 2009, the Board entered into an Interlocal Agreement with Wharton County for Assessment and Collection Services.

**Future Action Expected**

The Board could choose to terminate the Interlocal Agreement with Wharton County and contract on our own for the collection of delinquent taxes.

<b>Background Information and Significant Issues</b>	<p>If the District chooses to stay with <i>Linebarger, Groggan, Blair &amp; Sampson, LLP</i>, we will need to terminate our Interlocal Agreement with the County prior to July 1, 2013, and individually contract with <i>Linebarger, et al.</i> The County's new contract with <i>McCreary, Veselka, Bragg &amp; Allen, P.C.</i>, begins on May 1, 2013, so they would actually handle our delinquent collections under the existing Interlocal Agreement with the County until such time that we could notify the County of our intent to cancel our agreement.</p> <p>The advantage to remaining with <i>Linebarger, et al</i> is that they already have researched and are familiar with the delinquent properties and property owners. The disadvantage is that there will be two firms collecting delinquent taxes, which can be confusing to delinquent tax payers. There may also be some duplication of effort in the County Tax Assessor – Collector's office.</p> <p>It is my understanding that if we choose to stay with <i>Linebarger, Groggan, Blair &amp; Sampson, LLP</i> we will be the only taxing entity in the County that does so.</p>
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Interlocal Agreement with the County for Assessment and Collection Services is more efficient.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	Terminate Interlocal Agreement with the County and contract individually with another law firm.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Highlighted Copy of 2009 Interlocal Agreement Between the District and the County</li> </ul>
<b>Contact Person(s)</b>	<p>Mark Pool, Superintendent of Schools</p> <p>David Bright, Assistant Superintendent of Finance and Operations</p>

**Action Required**

No action required.

**Superintendent's  
Recommendation**

This is a discussion item only.

**Mark Pool, Superintendent of Schools**

PATRICK L. KUBALA, RTA  
WHARTON COUNTY TAX ASSESSOR-COLLECTOR

309 EAST MILAM  
POST OFFICE BOX 189  
WHARTON, TEXAS 77488

979/532-3312  
FAX 979/532-3897

May 5, 2009

Mark Pool, Superintendent  
El Campo Independent School District  
700 West Norris Street  
El Campo, Texas 77437

**RE: Proposed New Agreement for Assessment and Collection Services**

Dear Mr. Pool:

A significant amount of time has passed since the interlocal agreement that enables the County to provide assessment and collection services for the District have been updated. During this time period, there have been many statutory changes that have had a significant impact on the assessment and collection services that the County provides the District. I have enclosed with this letter a proposed new Agreement for Assessment and Collection Services between the District and the County. The proposed new Agreement includes provisions that address the statutory changes; however, one provision that has not changed is that the assessment and collection services provided to District by the County remain at no cost to the District except in some very limited situations.

Time is of the essence with respect to the adoption of the new Agreement, and I would appreciate it if once your legal counsel has reviewed this proposed Agreement, that the proposed Agreement be placed on the next available Board Agenda for the District. This Agreement is drafted to cover 2009 and subsequent tax years and has a beginning date of July 1, 2009. I am available to meet with you, your staff members, your legal counsel and/or the District's Board regarding the provisions of this proposed Agreement.

Sincerely,



Patrick L. Kubala, RTA  
Wharton County Tax Assessor-Collector

AGREEMENT FOR ASSESSMENT AND COLLECTION  
SERVICES BETWEEN WHARTON COUNTY AND  
EL CAMPO INDEPENDENT SCHOOL DISTRICT

STATE OF TEXAS

COUNTY OF WHARTON

This AGREEMENT FOR ASSESSMENT AND COLLECTION SERVICES ("Agreement") is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_ 2009 (the "Effective Date") by and between the COUNTY OF WHARTON, a political subdivision of the State of Texas (hereinafter called "COUNTY"), and EL CAMPO INDEPENDENT SCHOOL DISTRICT (hereinafter called "TAXING UNIT") each acting herein by and through their respective officers duly authorized to so act by their respective governing bodies pursuant to the Texas Government Code Section 791.001, et seq.

WITNESSETH

The parties desire the COUNTY, by and through the Wharton County Tax Assessor-Collector (the "County Tax Assessor-Collector") to assess and collect TAXING UNIT'S ad valorem taxes and perform related functions pursuant to the authority granted by Sections 6.22, 6.23, and 6.24 of the Texas Property Tax Code, and Chapter 791 of the Texas Government Code, known as the Interlocal Cooperation Act.

NOW, THEREFORE, in consideration of the premises and of the terms, provisions, and mutual promises herein contained, it is mutually agreed as follows:

ARTICLE I

PURPOSE

1.01 The purpose of this Agreement is to secure the services of the COUNTY on behalf of the TAXING UNIT to assess, bill and collect current and delinquent ad valorem property taxes and to perform all the duties relating to the collection of taxes as provided by the laws of the State of Texas, plus other duties set forth in this Agreement.

ARTICLE II

TERM

2.01 This Agreement is for the collection of TAXING UNIT taxes for the 2009 tax year. This Agreement shall be automatically renewed for subsequent tax years on July 1<sup>st</sup> of each calendar year unless either party gives written notice to the other of its intent to terminate at least thirty (30) days prior to the renewal date.

## ARTICLE III

### DESCRIPTION OF SERVICES

3.01. The COUNTY, through the County Tax Assessor-Collector, hereby agrees to provide the following ad valorem tax related services:

- A. Compute and publish the effective tax rate subject to consideration and approval of the TAXING UNIT;
- B. Establish the tax roll based on property values and exemptions certified by the Wharton County Appraisal District and the tax rate, exemptions, and discounts authorized by the TAXING UNIT;
- C. Prepare and mail tax statements for all TAXING UNIT tax accounts;
- D. Receive payment of taxes on behalf of the TAXING UNIT;
- E. Prepare and issue tax certificates requested regarding TAXING UNIT'S taxes. Pursuant to Section 31.08 of the Texas Property Tax Code, COUNTY shall retain any fees collected for this service to offset the cost of said service.
- F. COUNTY shall approve and make refunds for TAXING UNIT as provided by the Texas Property Tax Code and any other applicable law. Refunds requiring the approval of TAXING UNIT'S governing body shall be authorized by the Wharton County Commissioner's Court. Such refunds may include but are not limited to, refunds due to late exemption claims, Wharton County Appraisal District reductions to value, clerical errors, duplicate payments, erroneous payments and overpayments. The amount of TAXING UNIT'S refund shall be deducted from available current tax collections and accounted for in reports;
- G. The amount of taxes, penalties and interest collected for TAXING UNIT shall be remitted by the COUNTY to the TAXING UNIT no less than one (1) time weekly or more frequently as these tax payments clear the COUNTY'S bank depository and become available for remittance. If this remittance schedule is interrupted due to a situation beyond the control of the COUNTY, any such interruption shall be deemed necessary and will be for a temporary period;
- H. Prepare and submit reports as required pursuant to Section 31.10 of the Texas Property Tax Code to the TAXING UNIT accounting for all taxes collected. The COUNTY further agrees to prepare and/or provide information and reports for state agencies, auditors and other activities regarding the assessment, collection, and disbursement of ad valorem taxes.

3.02. The TAXING UNIT hereby authorizes and designates the Wharton County Tax Assessor-Collector as the Tax Assessor and Collector for the TAXING UNIT, and unless otherwise required by applicable law, the Wharton County Tax Assessor-Collector shall assert the same rights in collecting TAXING UNIT'S taxes in regard to a particular tax account as it does in collecting other taxes on the same tax account. The TAXING UNIT hereby designates the Wharton County Tax Assessor-Collector to calculate the effective tax rate and the rollback tax rate for the TAXING UNIT and to publish the effective and rollback tax rate notice as prescribed by the Texas State Comptroller.

3.03. The TAXING UNIT hereby specifically authorizes and empowers the COUNTY, its employees, officials and agents to perform any and all acts which the COUNTY, its employees, officials and agents determine necessary and proper in the best interest of the TAXING UNIT in order to accomplish the services hereby agreed to be performed by the COUNTY.

3.04. The following duties and responsibilities of the TAXING UNIT are specifically excluded from this Agreement:

- A. Any obligation of the Wharton County Appraisal District;
- B. Adoption of a budget and a tax rate for the TAXING UNIT by September 30<sup>th</sup> of each year;
- C. Obligation of the TAXING UNIT regarding the publication of tax information, meeting notices and elections regarding the establishment of a tax rate; and
- D. Any other obligation imposed by law upon the TAXING UNIT not specifically agreed to be performed by the COUNTY.

3.05. Each party agrees to give the other free and open access, at reasonable times and without charge, to whatever information is needed for mutual performance of the terms of this Agreement.

#### ARTICLE IV

##### COUNTY AUDITING PROCEDURES

4.01. It is understood by the TAXING UNIT that nothing in this Agreement shall in any way impair or otherwise compromise the Wharton County Auditor's authority pursuant to Texas Local Government Code to:

- A. Prescribe the system of accounting for the COUNTY and the forms to be used by all persons in the collection and disbursement of COUNTY funds held in trust for the TAXING UNIT pursuant to this Agreement;
- B. Prescribe the mode and manner in which the County Tax Assessor-Collector shall keep COUNTY accounts including any account designated for the TAXING UNIT pursuant to this Agreement;
- C. Require the County Tax Assessor-Collector and the TAXING UNIT to furnish monthly, annual or other reports under oath of all monies, taxes or fees of every nature received, disbursed, or remaining on hand;
- D. Verify and count the cash on hand or on deposit in a bank in connection with any report submitted by the County Tax Assessor-Collector; and
- E. Adopt and enforce reasonable regulations not inconsistent with the Constitution and laws of this State as may be deemed essential for the proper collection, checking, and accounting of revenues received by the COUNTY, including funds held in trust for the TAXING UNIT.

#### ARTICLE V

##### DELINQUENT TAXES

5.01. Pursuant to Section 6.24 of the Texas Property Tax Code, TAXING UNIT hereby authorizes the COUNTY, by and through the County Tax Assessor-Collector, to collect delinquent taxes and penalties provided under Texas Property Tax Code Sections 33.01, 33.07, 33.08 and 33.11, interest provided under Texas Property Tax Code Section 33.01, attorney fees provided under Texas Property Tax Code Section 33.48, and any other tax related collections as otherwise authorized by law.

5.02. Pursuant to Subsection (c), Section 6.30, Texas Property Tax Code, the COUNTY has entered into a contract with a law firm for the enforcement of the collection delinquent taxes. The TAXING UNIT consents to the representation of it by the same law firm with whom the COUNTY contracts for collection of delinquent taxes and on the same terms and conditions provided in that contract. The COUNTY is authorized to negotiate on behalf of TAXING UNIT and to enter future contracts with law firms to enforce and collect delinquent taxes owing to TAXING UNIT.

5.03. The TAXING UNIT shall act pursuant to Section 33.07, Texas Property Tax Code and Section 33.11, Texas Property Tax Code to provide that delinquent taxes incur an additional penalty of twenty percent (20%) to defray costs of collection, and the TAXING UNIT shall furnish the COUNTY with a copy of the resolution of the TAXING UNIT'S governing body or other appropriate action imposing such penalty. The COUNTY agrees as the collector for the TAXING UNIT to deliver the required Notice of Delinquency in the time and manner provided by law.

5.04. The TAXING UNIT authorizes the COUNTY to deduct all sums due to the law firm under the terms of the Agreement for the Collection of Delinquent Taxes from the amount of delinquent taxes, penalties and interest collected by the COUNTY on behalf of the TAXING UNIT, and pay the same directly to the law firm.

## ARTICLE VI

### COSTS

6.01. If for any reason the TAXING UNIT is unable to provide the COUNTY with TAXING UNIT'S current year adopted tax rate by September 30<sup>th</sup> or the tax rate that has been adopted by TAXING UNIT is subject to a tax rollback election(T.R.E.) and the COUNTY'S tax bills are ready to be processed for mailing, then TAXING UNIT agrees to assume the entire cost for TAXING UNIT'S separate tax statement mailing for that year. It is understood however, that the TAXING UNIT will be charged a prorated amount on an equal basis if another taxing unit is consolidated on such billing. COUNTY will have the option of invoicing TAXING UNIT for said costs or forwarding the original invoice to TAXING UNIT for payment.

6.02. In the event TAXING UNIT'S adopted tax rate is subject to a tax rollback election(T.R.E.), rolled back or otherwise changed so that the COUNTY is required to separately process TAXING UNIT'S collections in any given year, the TAXING UNIT shall pay all additional costs of separately processing TAXING UNIT'S collections and/or refunds. These costs shall be the actual costs of providing those extra services required by the separate processing of the TAXING UNIT'S collections. COUNTY will invoice TAXING UNIT for the cost of the separate processing of the collections and said invoice shall be deemed due upon receipt or as soon thereafter as practical.

6.03. The TAXING UNIT agrees that it is obligated to pay the cost of all publications that the COUNTY is required to conduct for TAXING UNIT pursuant to the Truth in Taxation Laws of the State of Texas.

6.04. If changes to the COUNTY'S tax collection software are required due to a statutory change by the Legislature of the State of Texas or a rule change by a department of the State of Texas, the TAXING UNIT agrees to pay its proportional share of the costs of making the necessary changes to the tax collection software.

COUNTY will have the option of invoicing TAXING UNIT for said costs or forwarding the original invoice to TAXING UNIT for payment.

6.05. If due to a statutory change by the Legislature of the State of Texas or a rule change by a department of the State of Texas additional costs are incurred by the COUNTY in the performance of its duties under this Agreement, the TAXING UNIT agrees to pay its proportional share of the additional costs. COUNTY will have the option of invoicing TAXING UNIT for said costs or forwarding the original invoice to TAXING UNIT for payment.

6.06. The County Tax Assessor-Collector shall maintain the bonds required by Section 6.28 of the Texas Property Tax Code. However, if the TAXING UNIT requires an additional bond, the TAXING UNIT shall pay the cost of said bond pursuant to Section 6.29 of the Texas Property Tax Code.

## ARTICLE VII

### NOTICE

7.01. All notices provided to be given under this Agreement shall be given by registered or certified mail, return receipt requested to the proper party(ies), at the following address(es):

IF TO COUNTY:	Wharton County Courthouse Attn: County Judge 309 East Milam Street Wharton, Texas 77488
WITH COPIES TO:	Wharton County Tax Assessor-Collector P. O. Box 189 Wharton, Texas 77488
IF TO TAXING UNIT:	El Campo Independent School District Attn: Superintendent 700 West Norris Street El Campo, Texas 77437

## ARTICLE VIII

### TEXAS LAW TO APPLY

8.01. This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Wharton County, Texas.

ARTICLE IX

LEGAL CONSTRUCTION

9.01. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

ARTICLE X

PRIOR AGREEMENT SUPERSEDED

10.01. This Agreement constitutes the sole and only Agreement of the parties hereto and supersedes any prior understandings or written or oral agreements between the parties respecting the subject matter.

ARTICLE XI

AMENDMENT

11.01. No amendment, modification, or alteration of the terms shall be binding unless the same be in writing, dated subsequent to the date hereof, and duly executed by the parties.

EXECUTED IN DUPLICATE ORIGINALS, EACH OF WHICH SHALL HAVE THE FULL FORCE AND EFFECT OF AN ORIGINAL THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2009.

EL CAMPO INDEPENDENT SCHOOL DISTRICT

By: \_\_\_\_\_  
Judy Waligura  
Board President

ATTEST:

By: \_\_\_\_\_  
Laketa Jo Dennis  
Board Secretary

**Business and Operations** Compensation Market Study for Contract Personnel

**Summary**

This year's Compensation Market Study looks at salary data from the past three years. Two comparison groups are used to provide information on how ECISD compensation compares to districts across the State and Region with similar enrollments, i.e., 3,000 to 4,000 students. A third comparison group of "districts like us" is used to provide a comparison to districts with similar student ethnicity, socio-economic status, percentage of Bilingual students, student mobility, and school size.

The Statewide Comparison Group contains approximately 35 districts from across the state with enrollments of 3,000 to 4,000 students.

The Regional Comparison Group contains approximately 13 districts with 3,000 to 4,000 students located in the following Education Service Center Regions:

- Region 2 – Corpus Christi
- Region 3 – Victoria
- Region 4 – Houston
- Region 5 – Beaumont
- Region 6 – Huntsville
- Region 13 – Austin
- Region 20 – San Antonio

The "Districts Like Us" Comparison Group contains fourteen districts from across the state that are most similar to El Campo with regards to student ethnicity, socio-economic status, percentage of Bilingual students, student mobility, and school size.

**ECISD Board Policy** DEA (LOCAL), COMPENSATION AND BENEFITS: SALARIES, WAGES AND STIPENDS

**Effective Date** April 16, 2013

**Previous Board Action** The Board adopted the current compensation plan in the Spring of 2005.

Annually the Board reviews the compensation plan. Comparisons are made to the area job market and decisions are

made with regards to structure adjustments and general pay increases.

**Future Action Expected**

Annually the Board reviews the compensation plan. Comparisons are made to the area job market and decisions are made with regards to structure adjustments and general pay increases.

**Background Information and Significant Issues**

**District Administrators and Directors.** This group contains the following positions:

- Director of Athletics / Head Football Coach
- Federal Programs Administrator
- Director of Special Education
- Chief Information Technology Officer
- Chief Instruction/Curriculum Officer
- Chief Financial Officer
- Director of Maintenance
- Director of Transportation

	2010	2011	2012
<b>State Group</b>	101.3%	100.0%	98.4%
<b>Regional Group</b>	103.0%	99.7%	98.3%
<b>"Districts Like Us"</b>	105.9%	106.7%	108.5%

**Campus Administrators.** This group contains the following positions:

- Assistant Principal – Elementary School
- Assistant Principal – High School
- Assistant Principal – Middle School
- Principal – Elementary School
- Principal – High School
- Principal – Middle School

	2010	2011	2012
<b>State Group</b>	106.3%	103.6%	100.5%
<b>Regional Group</b>	107.7%	104.1%	102.1%
<b>"Districts Like Us"</b>	107.4%	104.4%	104.5%

**Professional Support Personnel.** This group contains the following positions:

- Athletic Trainer
- Instructional Technology Specialist
- High School Band Director
- Counselor – Elementary
- Counselor – Middle School
- Counselor – High School
- Diagnostician

- Licensed Specialist in School Psychology
- Librarian
- Nurse (RN)
- Speech-Language Pathologist
- District Testing Coordinator

	2010	2011	2012
<b>State Group</b>	108.7%	108.8%	104.6%
<b>Regional Group</b>	109.8%	108.2%	105.6%
<b>"Districts Like Us"</b>	112.3%	106.7%	101.3%

**Teachers.** With teacher salaries years of experience are also taken into consideration:

	2008	2009	2010	2011	2012
<b>Beginning Salary</b>					
<b>State Group</b>	109.0%	109.1%	105.9%	104.9%	102.6%
<b>Regional Group</b>	105.4%	108.0%	101.7%	103.4%	100.8%
<b>"Districts Like Us"</b>	110.2%	110.5%	108.7%	104.5%	103.3%

	2008	2009	2010	2011	2012
<b>5-Year Salary</b>					
<b>State Group</b>	108.7%	109.6%	106.1%	107.5%	104.0%
<b>Regional Group</b>	105.8%	107.6%	104.0%	104.7%	103.0%
<b>"Districts Like Us"</b>	112.3%	112.9%	108.8%	105.7%	103.0%

	2008	2009	2010	2011	2012
<b>10-Year Salary</b>					
<b>State Group</b>	106.4%	105.9%	104.4%	105.3%	104.2%
<b>Regional Group</b>	103.8%	104.6%	102.8%	103.6%	102.0%
<b>"Districts Like Us"</b>	108.9%	109.5%	107.1%	103.9%	102.3%

	2008	2009	2010	2011	2012
<b>15-Year Salary</b>					
<b>State Group</b>	105.2%	104.7%	102.9%	103.2%	101.4%
<b>Regional Group</b>	103.4%	103.8%	103.2%	103.8%	101.1%
<b>"Districts Like Us"</b>	106.9%	106.5%	103.4%	102.6%	100.8%

	2008	2009	2010	2011	2012
<b>20-Year Salary</b>					
<b>State Group</b>	104.8%	104.9%	103.0%	103.3%	101.2%
<b>Regional Group</b>	104.5%	104.9%	103.3%	103.6%	100.6%
<b>"Districts Like Us"</b>	108.1%	106.5%	103.7%	102.5%	100.3%

<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	A compensation plan that remains at 103% to 105% of the market median helps to attract quality applicants and retain excellent employees.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	None.
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools
<b>Action Required</b>	No Action Required.
<b>Superintendent's Recommendation</b>	Information item only. <b>Mark Pool, Superintendent of Schools</b>

***Discussion Item***

**Business and Support Services**

Projected Increases in Employee Health Insurance Premiums

**Summary**

All of our employees will see a significant increase in their health insurance premiums for 2013-2014 and on two of the three plans offered the deductible and out-of-pocket will increase.

The following chart shows a comparison between 2012-2013 and 2013-2014:

	ActiveCare HD 1		ActiveCare 1		ActiveCare 2		ActiveCare 3	
	12-13	13-14	12-13	13-14	12-13	13-14	12-13	13-14
Deductible (Employee Only)	\$2,400	\$2,400	\$1,200	N/A	\$750	\$1,000	\$300	\$300
Deductible (per Family)	\$2,400	\$4,800	\$3,000	N/A	\$2,250	\$3,000	\$900	\$900
Max Out-of-Pocket (per Individual)	\$3,000	\$3,850	\$2,000	N/A	\$2,000	\$4,000	\$1,000	\$1,000
Max Out-of-Pocket (per Family)	\$5,000	\$4,200	\$6,000	N/A	\$6,000	\$8,000		
Monthly Premium (Employee Share)	\$23	\$50	\$63	N/A	\$185	\$254	\$362	\$521

**ECISD Board Policy**

CRD (LEGAL) – INSURANCE AND ANNUITIES  
MANAGEMENT, HEALTH AND LIFE INSURANCE

**Effective Date**

September 1, 2013

**Previous Board Action**

The Board previously opted to offer employee health insurance through the state TRS ActiveCare plan.

**Future Action Expected**

None.

**Background Information and Significant Issues**

We currently have 397 employees enrolled in the TRS ActiveCare health insurance plan, and 83 employees who have declined coverage. Of the four different plans currently offered — 17 are on ActiveCare HD 1; 141 on ActiveCare 1; 218 on ActiveCare 2; and 8 on ActiveCare 3.

ActiveCare 1 will not be offered for 2013-2014.

For those who chose ActiveCare HD 1, there will be a 9% increase in premiums for Employee Only and Employee/Spouse coverage; a 23% increase for the Employee/Children coverage; and an 11% increase for Employee/Family coverage.

The ActiveCare 2 plan will increase 15% for all coverage options, and the ActiveCare 3 plan will increase 25% for all coverage options.

**Fiscal Impact**

The following table represents the monthly increase in premiums for the different coverages in each plan:

	ActiveCare HD 1			ActiveCare 2			ActiveCare 3		
	12-13	13-14	% Inc	12-13	13-14	% Inc	12-13	13-14	% Inc
Employee Only	\$298	\$325	9.06%	\$460	\$529	15.00%	\$637	\$796	24.96%
Employee / Spouse	\$731	\$794	8.62%	\$1,046	\$1,203	15.01%	\$1,448	\$1,810	25.00%
Employee / Children	\$466	\$572	22.75%	\$731	\$841	15.05%	\$1,015	\$1,269	25.02%
Employee / Family	\$957	\$1,060	10.76%	\$1,150	\$1,323	15.04%	\$1,592	\$1,990	25.00%

The District pays \$275 per month toward the total cost of the monthly premium.

**Student and Public Benefit** A competitive benefit plan helps to attract quality applicants and retain excellent employees.

**Procedural and Reporting Implications** None.

**Public Comments** None.

**Alternatives** None.

**Other Comments and Related Issues** The following tables represent the monthly and annual increase for the employee's contribution toward their health insurance premiums for the coverages in each plan:

Monthly Increase	ActiveCare HD 1			ActiveCare 2			ActiveCare 3		
	12-13	13-14	Inc	12-13	13-14	Inc	12-13	13-14	Inc
Employee Only	\$23	\$50	\$27	\$185	\$254	\$69	\$362	\$521	\$159
Employee / Spouse	\$456	\$519	\$63	\$771	\$928	\$157	\$1,173	\$1,535	\$362
Employee / Children	\$191	\$297	\$106	\$456	\$566	\$110	\$740	\$994	\$254
Employee / Family	\$682	\$896	\$214	\$875	\$1,048	\$173	\$1,317	\$1,715	\$398

Annual Increase	ActiveCare HD 1			ActiveCare 2			ActiveCare 3		
	12-13	13-14	Inc	12-13	13-14	Inc	12-13	13-14	Inc
Employee Only	\$276	\$600	\$324	\$2,220	\$3,048	\$828	\$4,344	\$6,252	\$1,908
Employee / Spouse	\$5,472	\$6,228	\$756	\$9,252	\$11,136	\$1,884	\$14,076	\$18,420	\$4,344
Employee / Children	\$2,292	\$3,564	\$1,272	\$5,472	\$6,792	\$1,320	\$8,880	\$11,928	\$3,048
Employee / Family	\$8,184	\$10,752	\$2,568	\$10,500	\$12,576	\$2,076	\$15,804	\$20,580	\$4,776

**Attachments**

- 2012-2013 TRS ActiveCare Plan Highlights
- 2013-2014 TRS ActiveCare Plan Highlights

**Contact Person(s)**

Mark Pool, Superintendent of Schools  
David Bright, Assistant Superintendent of Finance and Operations  
Terese Faas, Human Resources Coordinator

**Action Required**

No action required.

**Superintendent's Recommendation**

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

# 2012 – 2013 Plan Highlights

Effective September 1, 2012 through August 31, 2013

Network Level of Benefits\*



## TRS-ActiveCare®

TEACHER RETIREMENT SYSTEM OF TEXAS

	ActiveCare 1-HD	ActiveCare 1	ActiveCare 2	ActiveCare 3
<b>Deductible</b> (per plan year)	\$2,400 employee-only \$2,400 employee and spouse, employee and child(ren), employee and family	\$1,200 per individual \$3,000 per family	\$750 per individual \$2,250 per family	\$300 per individual \$900 per family
<b>Out-of-Pocket Maximum</b> (per plan year; does not include deductible/copays)	\$3,000 employee-only \$5,000 employee and spouse, employee and child(ren), employee and family	\$2,000 per individual \$6,000 per family	\$2,000 per individual \$6,000 per family	\$1,000 per individual
<b>Coinsurance</b> Plan pays (up to allowable amount) Participant pays (after deductible)	80% 20%	80% 20%	80% 20%	80% 20%
<b>Office Visit Copay</b> Participant pays	20% after deductible	20% after deductible	\$30 for primary \$50 for specialist	\$20 for primary \$30 for specialist
<b>Preventive Care</b> See reverse side for a list of covered services	Plan pays 100%	Plan pays 100%	Plan pays 100%	Plan pays 100%
<b>High-tech Radiology</b> (CT scan, MRI, nuclear medicine) Participant pays	20% after deductible	20% after deductible	\$100 copay, plus 20% after deductible	\$100 copay, plus 20% after deductible
<b>Inpatient Hospital</b> (facility charges) Participant pays	20% after deductible	20% after deductible	\$150 copay per day, plus 20% after deductible (\$750 maximum copay per admission; \$2,250 maximum copay per plan year)	\$150 copay per day, plus 20% after deductible (\$750 maximum copay per admission; \$2,250 maximum copay per plan year)
<b>Emergency Room</b> Participant pays	20% after deductible	20% after deductible	\$150 copay plus 20% after deductible (copay waived if admitted)	\$150 copay plus 20% after deductible (copay waived if admitted)
<b>Outpatient Surgery</b> Participant pays	20% after deductible	20% after deductible	\$150 copay per visit plus 20% after deductible	\$150 copay per visit plus 20% after deductible
<b>Prescription Drugs</b> Drug Deductible (per plan year)	Subject to plan year deductible	Subject to plan year deductible	\$200 per person for brand, \$0 for generic	\$75 per person
<b>Retail Short-Term</b> (up to a 30-day supply) • Generic Copay • Brand Copay (preferred list) • Brand Copay (non-preferred list)	Participant pays 20% after deductible	Participant pays 20% after deductible	Participant pays \$15 \$35** \$60**	Participant pays \$15 \$35** \$60**
<b>Retail Maintenance</b> (after first fill; up to a 30-day supply) • Generic Copay • Brand Copay (preferred list) • Brand Copay (non-preferred list)	Participant pays 20% after deductible	Participant pays 20% after deductible	Participant pays \$20 \$45** \$75**	Participant pays \$20 \$45** \$75**
<b>Medco by Mail and Retail-Plus Network</b> (up to a 90-day supply) • Generic Copay • Brand Copay (preferred list) • Brand Copay (non-preferred list)	Participant pays 20% after deductible	Participant pays 20% after deductible	Participant pays \$ 45 \$105** \$180**	Participant pays \$ 45 \$105** \$180**
<b>Specialty Drugs</b>	Participant pays 20% after deductible	Participant pays 20% after deductible	\$200 per fill	\$200 per fill
<b>Monthly Premium Cost</b>	ECISD contributes \$275.00 toward premiums.			
Employee Only	\$298 23	\$338 63	\$ 460 185	\$ 637 362
Employee and Spouse	\$731 456	\$771 496	\$1,046 771	\$1,448 1173
Employee and Child(ren)	\$466 191	\$540 265	\$ 731 456	\$1,015 740
Employee and Family***	\$957 682	\$850 575	\$1,150 875	\$1,592 1317

\* A specialist is any physician other than family practitioner, internist, OB/GYN or pediatrician.

\*\* Illustrates benefits when network providers are used. Non-network benefits are also available; see Enrollment Guide for more information.

\*\*\* If the patient obtains a brand-name drug when a generic equivalent is available, the patient will be responsible for the generic copayment plus the cost difference between the brand-name drug and the generic drug.

\*\*\* Employee and Family coverage is more expensive for ActiveCare 1-HD than ActiveCare 1 because the deductible and out-of-pocket maximum amounts for family are less and the plan may begin paying benefits sooner. Employee and Family coverage is less expensive for ActiveCare 1 than ActiveCare 1-HD because the deductible and out-of-pocket maximum amounts for family are greater, and it will take longer to accumulate the medical and prescription drug expenses to satisfy these amounts.



BlueCross BlueShield of Texas



# 2013 – 2014 TRS-ActiveCare Plan Highlights

Effective September 1, 2013 through August 31, 2014

Network Level of Benefits\*



	ActiveCare 1-HD	ActiveCare 2	ActiveCare 3
<b>Deductible</b> (per plan year)	\$2,400 employee only \$4,800 employee and spouse; employee and child(ren); employee and family	\$1,000 individual \$3,000 family	\$300 individual \$900 family
<b>Out-of-Pocket Maximum</b> (per plan year; does not include deductible/copays)	\$3,850 employee only \$4,200 employee and spouse; employee and child(ren); employee and family	\$4,000 individual \$8,000 family	\$1,000 per individual
<b>Coinsurance</b> Plan pays (up to allowable amount) Participant pays (after deductible)	80% 20%	80% 20%	80% 20%
<b>Office Visit Copay</b> Participant pays	20% after deductible	\$30 for primary \$50 for specialist	\$20 for primary \$30 for specialist
<b>Preventive Care</b> See reverse side for a list of covered services	Plan pays 100%	Plan pays 100%	Plan pays 100%
<b>High-tech Radiology</b> (CT scan, MRI, nuclear medicine) Participant pays	20% after deductible	\$100 copay, plus 20% after deductible	\$100 copay, plus 20% after deductible
<b>Inpatient Hospital</b> (preauthorization required) (facility charges) Participant pays	20% after deductible	\$150 copay per day, plus 20% after deductible (\$750 maximum copay per admission; \$2,250 maximum copay per plan year)	\$150 copay per day, plus 20% after deductible (\$750 maximum copay per admission; \$2,250 maximum copay per plan year)
<b>Emergency Room</b> Participant pays	20% after deductible	\$150 copay plus 20% after deductible (copay waived if admitted)	\$150 copay plus 20% after deductible (copay waived if admitted)
<b>Outpatient Surgery</b> Participant pays	20% after deductible	\$150 copay per visit plus 20% after deductible	\$150 copay per visit plus 20% after deductible
<b>Prescription Drugs</b> Drug Deductible (per plan year)	Subject to plan year deductible	\$0 for generic drugs \$200 per person for brand-name drugs	\$75 per person
<b>Retail Short-Term</b> (up to a 31-day supply) • Generic Copay • Brand Copay (preferred list) • Brand Copay (non-preferred list)	Participant pays 20% after deductible	Participant pays \$20 \$40** \$65**	Participant pays \$15 \$35** \$60**
<b>Retail Maintenance</b> (after second fill; up to a 31-day supply) • Generic Copay • Brand Copay (preferred list) • Brand Copay (non-preferred list)	Participant pays 20% after deductible	Participant pays \$25 \$50** \$80**	Participant pays \$20 \$45** \$75**
<b>Mail Order and Retail-Plus</b> (up to a 90-day supply) • Generic Copay • Brand Copay (preferred list) • Brand Copay (non-preferred list)	Participant pays 20% after deductible	Participant pays \$45 \$105** \$180**	Participant pays \$45 \$105** \$180**
<b>Specialty Drugs</b>	Participant pays 20% after deductible	\$200 per fill	\$200 per fill
<b>Monthly Premium Cost</b>	ECISD contributes \$275 toward premiums.		
Employee Only	\$325 50	\$529 254	\$796 521
Employee and Spouse	\$794 519	\$1,203 928	\$1,810 1535
Employee and Child(ren)	\$572 297	\$841 566	\$1,269 994
Employee and Family	\$1,060 896	\$1,323 1048	\$1,990 1715

A specialist is any physician other than family practitioner, internist, OB/GYN or pediatrician.

\* Illustrates benefits when network providers are used. Non-network benefits are also available; see Enrollment Guide for more information. Non-contracting providers may bill for amounts exceeding the allowable amount for covered services. Participants will be responsible for this balance bill amount, which may be considerable.

\*\* If the patient obtains a brand-name drug when a generic equivalent is available, the patient will be responsible for the generic copayment plus the cost difference between the brand-name drug and the generic drug.

## TRS-ActiveCare 1 to be discontinued effective September 1, 2013

The Teacher Retirement System of Texas (TRS) regularly reviews the TRS-ActiveCare plan options to ensure the plans meet the health care needs of public school employees and their families. Based on this review, TRS will eliminate the ActiveCare 1 option for the 2013-2014 plan year.



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**Agenda Item Summary Sheet (5.D)**  
**Meeting Date: April 16, 2013**  
**Submitted by: Mark Pool, Superintendent**

## ***Discussion Item***

**Business and Support Services**

Comprehensive Fraud Deterrence Program

**Summary**

The *Fraud Guard* is a comprehensive fraud deterrence service developed specifically for governmental entities. The *Fraud Guard* works as a supplement to our annual audit to create, implement, and support a zero tolerance fraud policy.

The *Fraud Guard* was created to provide the additional support an audit cannot provide. To support the organization's overall efforts to protect against fraud, *The Fraud Guard* will:

- Provide a complete and comprehensive marketing "awareness" campaign to raise awareness of the Organization's policy to all community members, employees and vendors;
- Provide a 24 hours per day, 7 days per week, 365 days per year tip line with access via phone or web;
- Provide documentation of incident reports within 24 hours with recommendations;
- Provide monthly / quarterly follow up of incident reports; and
- Provide Annual Program and Campaign Compliance.

**ECISD Board Policy**

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

**Effective Date**

September 1, 2013

**Previous Board Action**

None.

**Future Action Expected**

The Board may be asked to purchase and implement *The Fraud Guard* program.

**Background Information and Significant Issues**

Please reference accompanying materials under a separate cover.

**Fiscal Impact**

Annual cost of the program is \$2500.

<b>Student and Public Benefit</b>	Another deterrent to financial fraud in the District.
<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>• Folder containing information regarding <i>The Fraud Guard</i> program</li> </ul>
<b>Contact Person(s)</b>	<p>Mark Pool, Superintendent of Schools</p> <p>David Bright, Assistant Superintendent of Finance and Operations</p>
<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>

**Agenda Item Summary Sheet (6 A)**  
**Meeting Date: April 16, 2013**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Item***

<b>Curriculum and Instruction</b>	AVID Program from a Student's Perspective
<b>Summary</b>	<p>On different occasions we have given reports to the Board regarding our AVID program. We wanted you to hear about the program from a student's perspective.</p> <p>There will be several students attend the meeting to share their AVID experiences with the Board.</p>
<b>ECISD Board Policy</b>	EHAD (LEGAL), BASIC INSTRUCTIONAL PROGRAM: ELECTIVE INSTRUCTION
<b>Effective Date</b>	April 15, 2013
<b>Previous Board Action</b>	The Board approved implementation of the AVID program.
<b>Future Action Expected</b>	The Board may consider requests to expand the AVID program.
<b>Background Information and Significant Issues</b>	<p>The following information was taken from the AVID website, <a href="http://www.avid.org/">http://www.avid.org/</a> where much more information can be found:</p>

AVID, Advancement Via Individual Determination, is a college readiness system for elementary through higher education that is designed to increase schoolwide learning and performance. The AVID College Readiness System (ACRS) accelerates student learning, uses research based methods of effective instruction, provides meaningful and motivational professional learning, and acts as a catalyst for systemic reform and change.

### **Overview**

At the secondary grade levels (7th-12th grades), AVID is an approved elective course taken during the school day. Students are usually selected to enroll in an AVID class after an application process. For one class period a day, they learn organizational and study skills, work on critical thinking and asking probing questions, get academic help from peers and college tutors, and participate in enrichment and motivational activities that make college seem attainable. Students enrolled in AVID are typically required to enroll in at least one of their school's toughest classes, such as honors or Advanced Placement®, in addition to the AVID elective. As students

progress in AVID, their self-images improve, and they become academically successful leaders and role models for other students.

The AVID curriculum, based on rigorous standards, was developed by middle and senior high school teachers in collaboration with college professors. It is driven by the WICOR method, which stands for writing, inquiry, collaboration, organization and reading. AVID curriculum is used in AVID elective classes and in content-area classes (English language arts, math, science, and social studies) in AVID schools.

***The AVID Student***

AVID targets students in the academic middle - B, C, and even D students - who have the desire to go to college and the willingness to work hard. These are students who are capable of completing rigorous curriculum but are falling short of their potential. Typically, they will be the first in their families to attend college, and many are from low-income or minority families. AVID pulls these students out of their unchallenging courses and puts them on the college track: acceleration instead of remediation.

<b>Fiscal Impact</b>	Unknown.
<b>Student and Public Benefit</b>	Great opportunity for non-traditional college bound students.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None
<b>Attachments</b>	None.
<b>Contact Person(s)</b>	Melissa Koop, Assistant Superintendent for Curriculum and Instruction Mark Freeman, Principal of El Campo Middle School Alicia Stary, Assistant Principal at El Campo Middle School and AVID Campus Coordinator
<b>Action Required</b>	No action required
<b>Superintendent's Recommendation</b>	This is an information item only. <b>Mark Pool, Superintendent of Schools</b>

## ***Action Required***

**Curriculum and Instruction** Consider Approval of new Middle School Courses

**Summary**

The following additions to our middle school elective course offerings have been requested:

1. Sixth Grade Study Skills Class – a one semester course to be paired with technology class.
2. Seventh and Eighth Grade Journalism – There used to be a middle school Journalism class, but it has not been taught the past few years. One section of Journalism will be offered and the plan is to publish a school newspaper. This is a full year course and will provide an additional elective, thus taking some of the pressure off of the limited number of current elective classes (art, music, speech/theatre, band, shop). It will also offer another elective choice for eighth grade pre-AP students who will not have a reading class.
3. Eighth Grade Career Investigation / Career Connection class. This one semester class will be paired with Teen Leadership, which is required in the eighth grade. Teen Leadership curriculum is actually a one semester course that we have been teaching for the entire year.

**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** None.

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

**Student and Public Benefit** Any time we can improve our course offerings our students benefit by broadening their educational opportunities.

<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	No changes to approved course offerings.
<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 Mark Freeman, Principal of El Campo Middle School
<b>Action Required</b>	Motion, second and majority vote to approve the recommended changes to the middle school elective course offerings.
<b>Superintendent's Recommendation</b>	I recommend that the Board approve the changes to the middle school elective course offerings as recommended by the middle school campus principal. <b>Mark Pool, Superintendent of Schools</b>

**Curriculum and Instruction**      Report on Proposed Changes to District Assessments

**Summary**

Last summer the Leadership Team and Curriculum Facilitators spent a considerable amount of time studying the TASA School Transformation document “*Creating a New Vision for Public Education.*” Article III of that document deals with *Assessments for Learning.*

We also studied “*The New Vision for Public Education in Texas Implementation Rubric*” and completed a self-analysis to determine where we were as a district with regards to implementation of each of the premises that support Article III.

From our self-analysis we identified a number of barriers to our attainment of the next level on the *Implementation Rubric.* In looking at ways to overcome some of those barriers we are proposing some changes to the way we do student assessment for learning throughout the district.

**ECISD Board Policy**                      EI – ACADEMIC ACHIEVEMENT; EK – TESTING PROGRAM

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

**Previous Board Action**                      None.

**Future Action Expected**                      None.

**Background Information and Significant Issues**      Some of the major changes to the assessment program include:

- Timing of assessments (formative and summative) will be determined by the scope and sequence of the curriculum rather than the grade reporting periods.
- Summative assessments will be developed with teacher input and will be available for planning instruction. Data from summative assessments will be used to determine student mastery of content.
- Formative assessments will be common across the grade level / department and data from these assessments will be used to drive instructional decisions.
- Performance assessments will be common across the grade level / department and will be uniformly graded with rubrics or criterion charts. More performance assessments will be used than in the past.

To better understand the proposed changes to our district assessment program I have prepared an “*Assessment Transition Side-by-Side*” document, which is attached.

<b>Fiscal Impact</b>	Some supplemental pay for teachers who work during the summer on the development of the Common Summative Assessments.
<b>Student and Public Benefit</b>	Assessments will be administered in a timely manner to provide data that drives instruction in the classroom for increased student achievement.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None
<b>Attachments</b>	<ul style="list-style-type: none"><li>• <i>Assessment Transition Side-by-Side</i></li></ul>
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools Melissa Koop, Assistant Superintendent for Curriculum and Instruction Campus Principals
<b>Action Required</b>	No action required.
<b>Superintendent’s Recommendation</b>	This is an information item only. <b>Mark Pool, Superintendent of Schools</b>

# Assessment Transition Side-by-Side

Assessment	Current Practice	Proposed
<p><b>Formative Assessments</b></p> <p>Definition: part of a teacher’s ongoing evaluation of whether his/her students are learning the “student expectations” that are being taught.</p> <p>Data from common formative assessments should be analyzed by PLC and used for planning instruction.</p> <p>EXAMPLES:</p> <ul style="list-style-type: none"> <li>• CSCOPE Unit Tests (with modifications as determined by the PLC)</li> <li>• Grade Level / Department Unit Tests (for non-core content areas)</li> <li>• Weekly tests</li> <li>• Other teacher made tests that are considered more than a daily quiz</li> </ul>	<ul style="list-style-type: none"> <li>• EXAMPLES:               <ul style="list-style-type: none"> <li>○ Weekly tests</li> <li>○ Chapter or Unit tests</li> <li>○ Independent or group projects</li> <li>○ Essays / Journals</li> <li>○ Research Papers</li> <li>○ Notebooks</li> <li>○ Presentations / Speeches</li> </ul> </li> <li>• Some common across grade levels and content and some are not</li> <li>• Some are teacher developed and some are from CSCOPE and/or other test question banks</li> <li>• Some grade levels and/or content areas analyze data for instructional decisions and some do not</li> <li>• 40% of Nine-Weeks Grade</li> <li>• Minimum of two during each nine-weeks grading period with at least one in each of the first two three-week progress reporting periods for the nine-weeks</li> </ul>	<ul style="list-style-type: none"> <li>• Common assessments across the grade level and/or content area</li> <li>• Utilize CSCOPE Unit Tests and/or other test question banks at high level of rigor</li> <li>• PLCs will analyze data after each formative assessment and use information to inform instructional decisions</li> <li>• Combined with performance and summative assessments to account for 50% of nine-week grade (daily work will make up the other 50%)</li> <li>• Minimum of three test grades (formative, summative and/or performance assessments) during each nine-week grading period</li> <li>• Timing of formative assessments determined by the PLC based on the scope and sequence of the curriculum rather than the progress-reporting and grading periods.</li> </ul>
<p><b>Summative Assessments</b></p> <p>Definition: given to determine whether or not a student has mastered the “student expectations” that have been taught.</p> <p>Summative assessments are generally cumulative in nature; i.e., they include</p>	<ul style="list-style-type: none"> <li>• Developed by Curriculum Facilitators</li> <li>• Common Assessment given at the end of each nine-week grading period.</li> <li>• 20% of Nine-Weeks Grade</li> <li>• Data analysis to determine student expectations that students have not mastered</li> </ul>	<ul style="list-style-type: none"> <li>• Summative Assessments will be common across the grade level and/or content area for grades 2-12.</li> <li>• Developed prior to the beginning of school by the Instructional Coach with input and assistance from members of the PLC</li> </ul>

# Assessment Transition Side-by-Side

<p>questions to evaluate all previously taught student expectations.</p>		<ul style="list-style-type: none"> <li>• Summative assessments will be available to guide instructional planning at the beginning of each nine-week reporting period.</li> <li>• PLC will determine how many summative assessments are given (minimum of one per semester) and timing of test administration</li> <li>• Summative assessment will be included with common formative assessments and performance assessments to count as 50% of students' nine-week grade</li> </ul>
<p><b>Performance Assessments</b></p> <p>Definition: more than a short-answer, paper pencil or online test. Students are expected to demonstrate their understanding of student expectations that have been taught through some type of performance.</p> <p>May be completed over time.</p> <p>Generally graded using a rubric or criterion chart that students have access to prior to performance.</p>	<ul style="list-style-type: none"> <li>• EXAMPLES:             <ul style="list-style-type: none"> <li>○ Independent or group projects</li> <li>○ Essays</li> <li>○ Journals</li> <li>○ Research papers</li> <li>○ Speeches</li> <li>○ Presentations</li> <li>○ Lab Practical</li> </ul> </li> <li>• Used for formative assessment</li> <li>• 40% of nine-weeks grade</li> </ul>	<ul style="list-style-type: none"> <li>• Students will have a minimum of one common performance assessment during each nine-week trading period.</li> <li>• Included with common formative and summative assessments as 50% of nine-weeks grade</li> </ul>

**Curriculum and Instruction**      Learn-to-Swim Program

**Summary**

For several years I have wanted to see us pilot a *Learn-to-Swim* program with Northside Elementary School students. This year Community Services Director, Chris Barbee, and Northside Assistant Principal, Kyle Poenitzsch, have worked together to develop a program that we will be piloting in May.

Many school districts across the state bus their students to swimming pools as part of their physical education classes in order to teach them to swim. Here in El Campo we are fortunate enough to have an aquatics facility within walking distance.

A program has been developed to schedule every fourth grade student, with parental permission, eight 30 minute swimming lessons during the month of May. Students will be segregated by gender and sent to the pool during their PE/Computer/Music time. The girls will go for eight consecutive lessons and then the boys will go for eight consecutive lessons. Students will have 15 minutes to get to the Aquatic Center and dressed in swimming attire, a 30 minute lesson, and 15 minutes to get dressed and back to the school.

One adult supervisor will be sent for every 22-25 students.

**ECISD Board Policy**                      None.

**Effective Date**                              Summer 2013

**Previous Board Action**                      None.

**Future Action Expected**                      The Board will hear a report on the pilot program at a future meeting.

**Background Information and Significant Issues**      The District will contract with three certified swim instructors at \$560 each for the eight hours of instruction, which calculates to \$70 per hour for actual instruction time.

The District will pay the City \$1,120 for the on-deck lifeguard, who is already employed by the City.

The El Campo Aquatic Center manager has offered to provide at no charge to the school district a water safety lecture to the students.

<b>Fiscal Impact</b>	Total cost of program approximately \$2,800, which is about \$10 per student.
<b>Student and Public Benefit</b>	This partnership between the City and the District is a significant benefit to our students when it comes to their safety and well being.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	We will need to develop a contract between the District and the independent swim instructors for services provided.
<b>Attachments</b>	None.
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools Kyle Poenitzsch, Assistant Principal at Northside Elementary School
<b>Action Required</b>	No action required.
<b>Superintendent's Recommendation</b>	This is an information item only. <b>Mark Pool, Superintendent of Schools</b>

**Agenda Item Summary Sheet (7 A)**  
**Meeting Date: April 16, 2013**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

<b>Governance</b>	Administrative Regulation for Grading
<b>Summary</b>	<p>According to LOCAL policy the Superintendent and administrative staff are responsible for developing and enforcing procedures for the operation of the District. These procedures constitute the administrative regulations of the District and consist of documents that define standard operating procedure. Administrative regulations are subject to Board review but shall not be adopted by the Board. In case of conflict between the administrative regulations and policy, policy shall prevail.</p> <p>District policy EIA (LOCAL) – ACADEMIC ACHIEVEMENT: GRADING/PROGRESS REPORTS TO PARENTS, GUIDELINES FOR GRADING states:</p> <p><i>The Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are given to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents.</i></p> <p>With the changes to our assessment program we need to also make changes to our grading guidelines.</p>
<b>ECISD Board Policy</b>	EIA (LOCAL) – ACADEMIC ACHIEVEMENT: GRADING/PROGRESS REPORTS TO PARENTS
<b>Effective Date</b>	April 16, 2013
<b>Previous Board Action</b>	None
<b>Future Action Expected</b>	None
<b>Background Information and Significant Issues</b>	Please refer to the attached "marked-up" administrative regulation for specific changes.
<b>Fiscal Impact</b>	None.

<b>Student and Public Benefit</b>	Grading guidelines are established to ensure that all students are grading fairly and equitably, and that they understand in advance how their grades will be calculated.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None
<b>Other Comments and Related Issues</b>	None
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Administrative Regulation – <i>EIA (REGULATION), ACADEMIC ACHIEVEMENT: GRADING</i></li> </ul>
<b>Contact Person(s)</b>	<p>Mark Pool, Superintendent of Schools</p> <p>Melissa Koop, Assistant Superintendent of Curriculum and Instruction</p> <p>Campus Principals</p>
<b>Action Required</b>	No action required.
<b>Superintendent's Recommendation</b>	<p>This is an information item only.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

PERCENTAGE  
WEIGHTS

The following weights shall apply in calculating the nine-week grade for all students in all courses grades 1-12:

- Daily Grades (Average) 40% 50%
- ~~Performance Assessments~~ 40%
- **Formative, Summative and Performance Assessments (Average)** 50%
- ~~Comprehensive Common Assessments~~ 20%

DEFINITIONS AND  
EXAMPLES

The following should serve as examples of the different grade categories: (Examples may not be all inclusive.)

**Daily Grades:**

- Class participation; discussion
- Guided practice
- Independent class work or performances
- Group class work or performances
- Homework assignments
- Lab reports
- Component parts (progress checks) of major assignments
- Daily (minor) quizzes
- Accelerated Reader Tests

**Formative Assessments:**

Formative assessments are a part of a teacher's ongoing evaluation of whether his/her students are learning the "student expectations" that are being taught. Data from formative assessments should be analyzed and used for planning instruction.

- Common Formative Assessments – for the core content courses these are the CSCOPE Unit Tests with modifications as determined by grade level / department Professional Learning Cluster. For non-core content courses these are department developed unit tests. Regardless, all students in any given course will take the same test.
- Weekly tests (e.g., spelling, vocabulary, etc.)
- Other teacher made tests (more than a daily quiz)

### Summative Assessments:

Summative assessments are given to determine whether or not a student has mastered the “student expectations” that have been taught. In the core curriculum areas these tests are developed by Instructional Coaches with input from the content area teachers, and are available for instructional planning purposes. For non-core curriculum areas these tests will be developed by content area teachers.

- Common Cumulative Summative Assessments will be given periodically throughout the year (a minimum of one per semester) as determined by the content area teachers. For all content areas these tests will be common for all students and the “student expectations” tested will be cumulative from the beginning of the school year. These tests are to be used as benchmarks of a student’s learning as it relates to the curriculum scope and sequence and, where applicable, state assessments standards.

### Performance Assessments:

Students are to have a minimum of one common performance assessment during each nine-week grading period. These assessments may be completed over time and are generally graded using a rubric or criterion chart. The assessments and their grading criteria are common to all students.

- ~~Weekly tests (e.g., spelling, vocabulary)~~
- ~~Accelerated Reader Tests~~
- ~~Chapter or unit tests~~
- Independent or group projects
- Essays
- Journals
- Research papers
- Notebooks
- Speeches
- Presentations
- Major (multiple day) science labs

~~**Comprehensive Common Assessments.**—Comprehensive tests developed by curriculum facilitators, or grade-level /department teams, which are given at the end of each nine-week grading period. These tests should be a comprehensive assessment of the~~

~~curriculum objectives taught during the nine-week period and designed to measure whether or not students have mastered these objectives.~~

**Examples of When Grades May Not be Given:** According to district policy a student's grades must reflect a student's relative mastery of an assignment, therefore the following are examples (although not all inclusive) of things grades may not be assigned for:

- Disciplinary matters or compliance issues
- Attendance or reporting on time
- Returning textbooks or bringing textbooks to class
- Returning parental papers, forms, etc. requiring parental signatures
- Work ethic

The final decision as to whether or not a grade reflects a student's relative mastery of an assignment rests with the campus principal.

MINIMUM NUMBER OF  
GRADES

**Daily Grades.** Teachers shall enter a *minimum* of:

- ~~3 grades during the first three weeks of each grading period~~
- ~~3 grades during the second three weeks of each grading period~~
- ~~2 grades during the third three weeks of each grading period~~
- Three daily grades during each three-week progress reporting period.

Total *minimum* of ~~eight~~ nine daily grades per nine-week grading period.

**Performance Common Formative Assessments.** Teachers shall enter a *minimum* of:

- ~~1 grade during the first three weeks of each grading period~~
- ~~1 grade during the second three weeks of each grading period~~

- ~~No grades during the third three-weeks of each grading period~~
- Three Common Formative Assessment during each nine-week grading period.

Total *minimum* of ~~two~~ three ~~performance~~ common formative assessment grades per nine-week grading period.

**Common Performance Assessments.** Teachers shall enter a *minimum* of one common performance assessment per nine-week grading period.

Department meetings should be utilized to create equitable decisions to benefit all students in determining the number of grades taken per subject area above the minimum required; as well as the type of grades to be given. These decisions require campus principal approval to ensure that grades taken are consistent among grade level subject matter for all students.

#### SEMESTER GRADES

Semester grades are determined by:

- 50% first nine-week reporting period for that semester
- 50% second nine-week reporting period for that semester

~~Common assessments for the second nine-week reporting period of each semester may be comprehensive to include curriculum objectives from the first nine-week period, but no semester exams will be given.~~

~~At the high-school level end-of-course exams may be used in lieu of the final nine-week common assessment.~~

#### MAKE-UP WORK

The following guidelines are established for “make-up” work that students missed because they were absent from class:

##### **Elementary and Middle School**

- Daily work – students will be given three days per day they were absent to make up the assignments they missed, up

to a maximum of ten days. (e.g., 3 days absence = 9 days to complete work; 5 days absent = 10 days to complete)

- **Tests Formative and Summative Assessments** – students will be given three days upon their return to school from an absence to make-up any test they missed. If the student was present when the test was assigned they will be expected to make-up the test on the day they return.
- ~~Other performance assessments, other than tests,~~ **Performance Assessments** for which the student knew about prior to the absence, are due upon return to school. (e.g., projects, presentations, speeches, research papers, etc.)

### High School

- Daily work – students will be given one day per absence up to a maximum of ten days.
- **Tests Formative and Summative Assessments** – students will be given three days upon their return to school from an absence to make-up any test they missed. If the student was present when the test was assigned they will be expected to make-up the test on the day they return.
- ~~Other performance assessments, other than tests,~~ **Performance Assessments** for which the student knew about prior to the absence, are due upon return to school. (e.g., projects, presentations, speeches, research papers, etc.)

### Absences due to Extracurricular Activities

- Assignments due the day of the absence for an extracurricular activity must be submitted prior to leaving for the activity.
- Assignments that will be missed due to an absence for an extracurricular activity must be obtained before leaving for the activity.
- It is the students' responsibility to communicate with their teachers concerning absences for extracurricular activities and assignments that must be submitted or obtained prior to the activity.

LATE WORK

The following guidelines are established for “late” work that students in attendance failed to submit on the due date:

**Daily Grades**

- One day late – a deduction of 30 points will be deducted from the grade the student actually made on the assignment.
- Two or more days late (up to the end of the three-week progress report period) - a deduction of 50 points will be deducted from the grade the student actually made on the assignment.
- Once the three-week progress report period has ended any missing assignments will receive a zero.

**Formative, Summative, and Performance Assessments**

- One day late – a deduction of an additional 30 points will be deducted from the grade the student actually made on the assessment.
- Two days late - a deduction of an additional 50 points will be deducted from the grade the student actually made on the assessment.
- After the second day any assessments not submitted will receive a zero.

WORK TO IMPROVE  
GRADES

Students will be given an opportunity within each three-week progress reporting period to “re-do” assignments or tests for which they received a failing grade; as long as the assignment or test was ~~that were~~ completed and submitted by the due date, ~~but not mastered~~. To take advantage of this opportunity it is the student's responsibility to initiate a process with their teacher for re-doing the assignment or test.

The maximum grade a student can receive on an assignment or test that is “redone” to improve a grade is 70.

**EXCEPTION**

For high school students in grades 9-12, the opportunity to “re-do” work to improve their grade applies only to formative, summative, and performance assessments and does not apply to daily work.

The following guidelines shall apply to work that is “re-done” and resubmitted to improve a student’s grade:

**Elementary and Middle School**

- Daily assignments can be re-done or corrections made and resubmitted for a maximum grade of 70.
- At the teachers’ discretion students may have the opportunity to re-take or make corrections on a performance assessment as long as the same opportunity is provided to all students throughout the grade level or content area.

**High School**

- At the teachers’ discretion students may have the opportunity to re-do or correct daily assignments as long as the same opportunity is provided to all students across the content area.
- Students must have the opportunity to take an assessment a second time to improve their grade. The highest score of the two assessments is the grade that will be recorded, up to a maximum grade of 70.

ACADEMIC  
DISHONESTY

Definitions:

*Plagiarism* is the use of another’s original ideas or writing as one’s own without giving credit to the true author.

Consequences:

Academic dishonesty will be handled in accordance with district policy and the El Campo ISD Student Code of Conduct.

District Policy EIA (LOCAL) states the following under the subheading of Academic Dishonesty:

*"Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students."*

The Code of Conduct lists the following as one of the *General Types of Prohibited Conduct*:

*"Academic dishonesty, including cheating, copying the work of another, plagiarism, or unauthorized collaboration with another person in preparing an assignment."*

As a violation of the Student Code of Conduct students who engage in academic dishonesty are subject to one or more of the discipline management techniques listed in the Code of Conduct; including, but not limited to, grade reductions.

**Agenda Item Summary Sheet (7 B)**  
**Meeting Date: April 16, 2013**  
**Submitted by: Mark Pool, Superintendent**

## ***Discussion Item***

<b>Governance</b>	Proposed Changes to District Policy EIA (LOCAL)
<b>Summary</b>	<p>Policy EIA (LEGAL) – ACADEMIC ACHIEVEMENT: GRADING/PROGRESS REPORTS TO PARENTS, GRADING POLICY states:</p> <p><i>The District shall adopt a grading policy, including provisions for the assignment grades on class assignments and examinations, before each school year. The District grading policy ...may allow a student a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade. Education Code §28.0216</i></p> <p>The policy originally adopted by the Board and issued on April 16, 2010, stated that <i>“in accordance with grading guidelines, a student <u>shall</u> be permitted a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.”</i></p> <p>The practice at the high school and the Administrative Regulation established for administering this policy has not permitted the opportunity to redo assignments. Since we are revising the grading guidelines we are recommending that the Board change this policy to reflect the practice that has been followed.</p>
<b>ECISD Board Policy</b>	EIA (LOCAL) – ACADEMIC ACHIEVEMENT: GRADING/PROGRESS REPORTS TO PARENTS
<b>Effective Date</b>	April 16, 2013
<b>Previous Board Action</b>	The Board previously adopted EIA (LOCAL) in TASB Policy Service Localized Update 86 on January 27, 2010.
<b>Future Action Expected</b>	The Board will be asked to approve the recommended changes to EIA (LOCAL) as a consent agenda item.
<b>Background Information and Significant Issues</b>	The only change to the policy is to change the word <i>“shall”</i> to <i>“may”</i> . Changes to the Administrative Regulation will ensure that policy and practice are harmonious.
<b>Fiscal Impact</b>	None.

<b>Student and Public Benefit</b>	Grading guidelines are established to ensure that all students are grading fairly and equitably, and that they understand in advance how their grades will be calculated.
<b>Procedural and Reporting Implications</b>	Proposed policy changes will be presented to the Board for approval next month.
<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>• EIA (LOCAL) – ACADEMIC ACHIEVEMENT, GRADING/PROGRESS REPORTS TO PARENTS</li> </ul>
<b>Contact Person(s)</b>	<p>Mark Pool, Superintendent of Schools</p> <p>Melissa Koop, Assistant Superintendent of Curriculum and Instruction</p> <p>Campus Principals</p>
<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>

ACADEMIC ACHIEVEMENT  
GRADING/PROGRESS REPORTS TO PARENTS

EIA  
(LOCAL)

RELATION TO  
ESSENTIAL  
KNOWLEDGE AND  
SKILLS

The District shall establish instructional objectives that relate to the essential knowledge and skills for grade-level subjects or courses. These objectives shall address the skills needed for successful performance in the next grade or next course in a sequence of courses.

Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that the student's performance indicates the level of mastery of the designated District objectives. The student's mastery level shall be a major factor in determining the grade for a subject or course.

GUIDELINES FOR  
GRADING

The Superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents.

In accordance with grading guidelines, a student shall may be permitted a reasonable opportunity to redo an assignment or re-take a test for which the student received a failing grade.

PROGRESS  
REPORTING

Grade reports shall be issued every nine weeks on a form approved by the Superintendent or designee. Performance shall be measured in accordance with this policy and the standards established in EIE.

INTERIM REPORTS

Interim progress reports shall be issued for all students after the third week and the sixth week of each grading period. Supplemental progress reports may be issued at the teacher's discretion.

CONFERENCES

In addition to conferences scheduled on the campus calendar, conferences may be requested by a teacher or parent as needed. Parents shall be notified every nine weeks of the opportunity for a parent/teacher conference.

ACADEMIC  
DISHONESTY

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

**Agenda Item Summary Sheet (9 A)**  
**Meeting Date: April 16, 2013**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

<b>Personnel</b>	Consider approval of probationary contracts for new personnel.
<b>Summary</b>	<p>Recommendations will be presented to fill the following position(s):</p> <ol style="list-style-type: none"><li>1. Third Grade Bilingual Teacher – new position</li><li>2. Northside Elementary School Counselor – replacing Crisanta Saenz who is retiring</li></ol> <p>Personnel Recommendation Data Summary Sheets will be furnished for each candidate that is being recommended.</p>
<b>ECISD Board Policy</b>	DCA (LEGAL). EMPLOYMENT PRACTICES: PROBATIONARY CONTRACTS
<b>Effective Date</b>	April 16, 2013
<b>Previous Board Action</b>	None.
<b>Future Action Expected</b>	Contract renewals will be considered next March.
<b>Background Information and Significant Issues</b>	A probationary contract employee may be terminated at the end of the contract period if the Board determines that such termination will serve the best interests of the District. The Board shall give the employee notice of its decision to terminate the employment not later than the 45 <sup>th</sup> day before the last day of instruction required under the contract. The Board's decision to terminate a probationary employee at the end of a contract period is final and may not be appealed.
<b>Fiscal Impact</b>	Salary and Benefits
<b>Student and Public Benefit</b>	We are ethically bound to provide the best instructors possible for the children we serve.
<b>Procedural and Reporting Implications</b>	Probationary contracts will be issued following action by the Board.
<b>Public Comments</b>	None.

**Alternatives**

None.

**Other Comments and Related Issues**

In some cases members of the Board may need to abstain from voting on some employees due the nepotism laws. Rules regarding nepotism may be reviewed at ECISD policy DBE (LEGAL). EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: Nepotism

The nepotism prohibitions described in this policy shall not apply to the confirmation or appointment of an individual to a position if the individual is employed in the position immediately before the election or appointment of the Trustee to whom the individual is related in a prohibited degree and that prior employment is continuous for at least thirty days if the Trustee is appointed; or six months if the Trustee is elected.

If a person continues in a position under this exception, the Trustee who is related to the employee shall not participate in any deliberation or voting on the appointment, reappointment, employment, reemployment, change in status, compensation, or dismissal of the employee, if the action applies only to the employee and is not taken regarding a bona fide class or category of employee.

**Attachments**

Personnel Recommendation Data Summary Sheets (not released to public)

**Contact Person(s)**

Mark Pool, Superintendent of Schools  
Mauri Couey, Hutchins Elementary Principal  
Molli Bodungen, Northside Elementary Principal

**Action Required**

Motion, second and majority vote to approve administration's recommendations for personnel contracts.

**Superintendent's Recommendation**

I recommend that you approve administration's recommendations for personnel contracts.

**Mark Pool, Superintendent of Schools**

## ***Action Required***

<b>Personnel</b>	Consider approval of Additional Staffing Requests
<b>Summary</b>	<p>As we begin to look at projected enrollment numbers and staffing for next year we have identified the need for additional staff in the following areas:</p> <ul style="list-style-type: none"><li>• Pre-Kindergarten – 1</li><li>• Kindergarten – at least one, preferably two</li><li>• First Grade – at least one, preferably two</li><li>• Second Grade – (2)</li><li>• Third Grade – 1 (Bilingual Teacher)</li><li>• Fourth Grade – (1)</li><li>• Fifth Grade – 1</li><li>• Sixth Grade ELA – 6 sections (1 FTE)</li><li>• Sixth Grade Social Studies – 3 sections (0.5 FTE)</li><li>• Seventh Grade Science – 4 sections (0.5 FTE)</li><li>• Behavior Interventionist for Grades 5-8 - 1</li></ul>
<b>ECISD Board Policy</b>	BJA (LOCAL) – SUPERINTENDENT: QUALIFICATIONS AND DUTIES, HUMAN RESOURCES MANAGEMENT
<b>Effective Date</b>	April 16, 2013
<b>Previous Board Action</b>	Annually the Board considers staffing needs.
<b>Future Action Expected</b>	Annually the Board considers staffing needs.
<b>Background Information and Significant Issues</b>	<p><b>Pre-Kindergarten.</b> Based upon our local research that was previously presented to the Board on the long-term benefits of pre-kindergarten instruction we have recommended an additional pre-kindergarten class for next year.</p> <p><b>Kindergarten.</b> Our current Kindergarten enrollment is 296 with 15 teachers. We are currently estimating a Kindergarten enrollment for next year of 290 with Kindergarten Round-Up still in progress.</p> <p>We have tried to keep our Kindergarten enrollment at 16-18 students per class (currently at 19.7). Adding one additional teacher for 290 students (16 teachers) will yield an 18.1 ratio.</p>

Adding two additional teachers for 290 students (17 teachers) will yield a 17.1 ratio.

**First Grade.** We currently have 13 First Grade teachers with a projected enrollment of 296, which will yield a ratio of 22.8. We will need to add at least one teacher (14 teachers) to reduce that number to 21.1.

We have tried to keep our First Grade class size at 18-20. To stay within this range we will need to add a second First Grade teacher (15 teachers), which will yield a ratio of 19.7.

**Second Grade.** We currently have 14 teachers in Second Grade, but a projected enrollment of 254. If we reduce the number of Second Grade teacher by one we still would have a ratio of 19.5.

We could reduce the number of second grade teachers by two (12 teachers) and still have an estimated ratio of 21.2. That doesn't give us much flexibility should the Second Grade enrollment increase.

One or two Second Grade teachers may be reassigned to First Grade.

**Third Grade.** We currently have 13 Third Grade teachers with a projected enrollment of 290, which will yield a ratio of 22.3. We need to reduce that number by hiring an additional Third Grade teacher (14 teachers), preferably a Bilingual teacher, which will reduce the ratio to 20.7.

**Fourth Grade.** We currently have 14 teachers in the Fourth Grade. With a projected enrollment of 277 we only need 13 teachers for a ratio of 21.3.

We anticipate that one of our Fourth Grade teachers will be retiring and we do not plan to replace that position.

**Fifth Grade.** We currently have 11 Fifth Grade FTEs with one of those being the Curriculum Facilitator Pod. The facilitator pod will be replaced with the current math intervention position. (Helen Johnson is currently teaching math intervention and she is retiring. Her replacement will be placed in Fifth Grade. Instructional Coaches will pick up the math intervention.)

With 11 teachers in the Fifth Grade and a projected enrollment of 286, the ratio will be 26.0. Because of the physical size of the classrooms at Northside we really need to hire an additional teacher (12 teachers), which will yield a ratio of 23.8.

**Sixth Grade.** We will need to hire an additional English teacher to pick up the six additional sections need for Sixth Grade ELA.

**Science and Social Studies.** We have more than enough staff at high school, so there is a possibility of reassigning high school staff to middle school or having a science and a social studies teacher split assignment between high school and middle school.

**Fiscal Impact**

Salary and Benefits

10-Year Teacher Salary plus Benefits

 $\$44,650 \times 1.097218 \times 5 = \$244,954$ 

Three of these positions can be paid for with Class Size Reduction Funds.

**Student and Public Benefit**

We are ethically bound to provide the best instructors possible for the children we serve.

**Procedural and Reporting Implications**

Positions will be posted for a minimum of ten days.

**Public Comments**

None.

**Alternatives**

None.

**Other Comments and Related Issues**

The following is a summary of staffing needs:

Position	Projected Enrollment	Current Staff	Ratio with Current Staff	Needed Staff	Ratio with Needed Staff	Desired Staff	Ratio with Desired Staff
Pre-Kindergarten						1.0	
Kindergarten	290	15	19.3	1.0	18.1	2.0	17.1
First Grade	296	13	22.8	1.0	21.1	2.0	19.7
Second Grade	254	14	18.1	(2.0)	21.2	(2.0)	21.2
Third Grade	290	13	22.3	1.0	20.7	1.0	20.7
Fourth Grade	277	14	19.8	(1.0)	21.3	(1.0)	21.3
Fifth Grade	286	11	26.0	0.0	26.0	1.0	23.8
Sixth Grade	284			1.5		1.5	
Seventh Grade	272			0.5		0.5	
High School				(1.0)		(1.0)	
Behavior Intervention						1.0	
Net				1.0		5.0	

**Attachments**

None.

**Contact Person(s)**

Mark Pool, Superintendent of Schools

Terese Faas, Human Resources Coordinator

Campus Principals

**Action Required**

Motion, second and majority vote to approve additional staffing requests.

**Superintendent's Recommendation**

I recommend that you approve the additional staffing requests as recommended.

**Mark Pool, Superintendent of Schools**