

Agenda of Regular

The Board of Trustees El Campo Independent School District

A Regular of the Board of Trustees of El Campo Independent School District will be held July 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. Governance
 - A. Discuss Appointment of Community Facilities Advisory Committee
3. Call to Order/Opening Prayer/Pledge of Allegiance
4. Recognition
 - A. El Campo FFA - Golden Horizon Award 3
5. Consent Agenda
 - A. Curriculum and Instruction
6. Governance
 - A. Consider Approval of the Minutes 5
 1. June 18, 2013 - Regular Meeting 7
 - B. Consider Approval of Annual Board Planning Calendar 11
7. Consider Approval of TASB Localized Policy Update 97 40
8. Business and Support Services
9. Review of Monthly Financial Reports 42
10. Review of Checks Written for the Month of June, 2013 50
11. Personnel
12. Students
13. Consider Approval of List of School-Sponsored/School-Related Activities 52
14. Business and Operations
 - A. Consider Approval of Settlement with Insurance Company Employee Dishonesty Claim 56
15. Review Preliminary General Fund Budget 63
16. Report on Capital Improvement Projects 71
17. Review of Market Study on Employee Stipends and Supplemental Pay 75
18. Consider Approval of Supplemental Pay Plan and Pay Structure for Substitutes 86
19. Consider Approval of Additional Contract Days for Elementary Principals and Assistant Principals 97
20. Curriculum and Instruction
 - A. Set Date and Time for Curriculum and Instruction Workshop 100
21. Report on Gifted and Talented Program Parent Survey 102
22. Select Delegate to the TASB Delegate Assembly 105
23. Closed Session:

24. 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
 25. Discuss Employment of Teachers and Other Professional Personnel
 26. Conduct Mid-Year Formative Evaluation of Superintendent
 27. Personnel
 - A. Review of Personnel Changes for 2013 - 2014
 28. Consider Approval of Personnel Recommendations
 - A. High School
 29. English Language Arts
 30. Agriculture Science Teacher
 31. Superintendent's Report
 - A. Business and Support Services
 - B. Curriculum and Instruction
 32. Governance
 33. Personnel
 34. Students
 35. Community and Governmental Relations
 36. Adjournment
-

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

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on July 11, 2013 at 2:00 p.m.

For the Board of Trustees

Recognition

- A. Former Trustee – Kristi David
- B. El Campo FFA – Golden Horizon Award

Summary

Kristi David. The Board traditionally recognizes outgoing Trustees who have so unselfishly given of their time and energy to serving the El Campo Independent School District. Kristi was elected to the Board in May 2011, and served through June 2013 before resigning for personal reasons.

El Campo FFA Golden Horizon Award. The Golden Horizon Chapter Recognition program is a state level award to provide a measurement tool for chapter officers and advisors and recognize chapters who succeed in involving a large number of members in the diverse array of activities available through the FFA. The award recognizes a well-rounded local FFA chapter with an inclusive, progressive, aggressive program of activities that promotes maximum participation in order to deliver the leadership component of agriculture education. Award winning chapters are placed into Gold, Silver, and Bronze categories.

The gold-level Golden Horizon award is the highest state rating bestowed upon a Texas FFA chapter. Golden Horizon award selection is based on exceptional chapter involvement and activities within the school and community.

ECISD Board Policy

None.

Effective Date

July 16, 2013

Previous Board Action

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.

Future Action Expected

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.

Background Information and Significant Issues	None.
Fiscal Impact	None.
Student and Public Benefit	The Board has the opportunity to recognize student and faculty for their extra effort.
Procedural and Reporting Implications	None.
Public Comments	None.
Other Comments and Related Issues	None
Attachments	None.
Contact Person(s)	Mark Pool, Superintendent of Schools Rich DuBroc, High School Principal
Action Required	No action required.
Superintendent's Recommendation	Information item only. Mark Pool, Superintendent of Schools

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

Action Required

Consent Agenda: Governance	Minutes of Previous Meetings
	A. June 18, 2013 – Regular Meeting
Summary	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.
ECISD Board Policy	BE (LOCAL), BOARD MEETINGS
Effective Date	July 16, 2013.
Previous Board Action	The Board approves minutes at each regular monthly meeting.
Future Action Expected	The Board approves minutes at each regular monthly meeting.
Background Information and Significant Issues	None.
Fiscal Impact	None.
Student and Public Benefit	An accurate record of all discussions and actions by the Board of Trustees is maintained.
Procedural and Reporting Implications	After approval minutes are filed with the official records of the District.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.

Attachments

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

1. Regular Meeting – June 18, 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
June 18, 2013**

The Board of Trustees of the El Campo Independent School District met in a Regular Session June 18, 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, J. J. Croix, Kristi David

MEMBERS ABSENT: None

OTHERS PRESENT: Mark Pool, Carolyn Gordon, Scott Gelardi, Mark Freeman, Dianne Cerny, Dan Hammock, V. Rod, Julie Strnadel, Cheryl Roitsch, Brett Schoppe, Molli Bodungen, Mauri Couey

Board President Tommy Turner called the meeting to order at 7:02 p.m. Cecil Davis gave the opening prayer followed by the Pledge of Allegiance. There was a quorum present.

PUBLIC COMMENT: No public comment

RECOGNITION: None

CONSENT AGENDA: A motion was made by James Russell and seconded by David Hodges to approve the consent agenda:

- A. Governance
 - 1. Consider Approval of the Minutes
 - a. May 19, – Regular Meeting
 - b. June 12, 2013 – Board Workshop to Discuss Debt Reduction, Capital Improvement Projects and Preliminary Budget
 - 2. Consider Approval of Letter of Engagement with U. S. Capital Advisors
 - 3. Review Proposed Budget from the Wharton County Central Appraisal District
- B. Business and Support Service
 - 1. Consider Approval of 2013 – 2014 Employee Compensation Plan
 - 2. Consider Approval of 2013 – 2014 Workers’ Compensation Renewal
 - 3. Consider Approval of Interlocal Participation Agreement with the TASB Energy Cooperative for Purchase of Fuel
 - 4. Review of Monthly Financial Reports
 - 5. Quarterly Review of Investment Reports
 - 6. Monthly Review of Checks Written for the Month of May, 2013
- C. Personnel
- D. Curriculum and Instruction
- E. Students

Motion carried unanimously.

BUSINESS AND OPERATIONS

DISCUSS CAPITAL IMPROVEMENT PROJECTS: Mr. Pool and the Board discussed Capital Improvement Projects and their priorities; and the use of Fund Balance for the Capital Improvement Projects.

CONSIDER APPROVAL OF A FUTURE REAL ESTATE SALES CONTRACT TO PURCHASE THE PROPOSED HIGH SCHOOL BASEBALL AND SOFTBALL COMPLEX FROM THE EL CAMPO LITTLE LEAGUE: A motion was made by David Hodges and seconded by James Russell to approve a future real estate sales contract to purchase the proposed high school baseball and softball complex from the El Campo Little League not to exceed a Guaranteed Maximum Price of \$2,386,707.00. Motion carried by a 4 – 3 vote with Trustees David Hodges, James Russell, Kristi David and J. J. Croix in favor and Trustees Cecil Davis, Tommy Turner and Ralph Novosad opposed.

CURRICULUM AND INSTRUCTION

REVIEW OF LOCAL AND STATE RESULTS OF THE STATE OF TEXAS ASSESSMENT OF ACADEMIC READINESS (STAAR) AND END-OF-COURSE (EOC) EXAMS: Carolyn Gordon reviewed local and state results of the state of Texas Assessment of Academic Readiness (STAAR) and End-of-Course (EOC) Exams. J. J. Croix proposed the Board have a workshop to discuss exam scores.

REVIEW HOUSE BILL 5 TRANSITION PLAN AND IMPLICATIONS FOR ECISD STUDENTS: Mr. Pool and the Board reviewed House Bill 5 Transition Plan and the implications for El Campo Independent School District students.

CONSIDER APPROVAL OF ACCOUNTABILITY AND STATE ASSESSMENT WAIVER DUE TO CENSORSHIP OF CSCOPE: A motion was made by James Russell and seconded by Kristi David to approve accountability and state assessment waiver due to censorship of CSCOPE. Motion carried unanimously.

GOVERNANCE

CONSIDER ACCEPTANCE OF TRUSTEE RESIGNATION: A motion was made by David Hodges, amended by James Russell to thank her for her service and second. Motion carried by a 6 – 0 – 1 vote with Trustees David Hodges, James Russell, Tommy Turner, Cecil Davis, David Hodges and Ralph Novosad in favor and Trustee Kristi David abstaining.

CONSIDER APPOINTMENT OF TRUSTEE TO FILL VACANCY: A motion was made by J. J. Croix and seconded by James Russell to appoint Timothy Supak to fill the vacancy left by the resignation of Kristi David. Motion carried by a 6 – 0 -1 vote with Trustees David Hodges, James Russell, Tommy Turner, Cecil Davis, David Hodges and Ralph Novosad in favor and Trustee Kristi David abstaining. Mr. Supak was sworn in by El Campo Independent School District Notary Public, Dianne Cerny.

REVIEW TASB LOCALIZED POLICY UPDATE 97: Mr. Pool and the Board reviewed TASB Localized Policy Update 97.

REQUEST TO REVIEW DISTRICT'S ORGANIZATIONAL CHART AND ROLES AND RESPONSIBILITIES: The Board would like to review the District's Organizational Chart roles and responsibilities. Mr. Pool will revise the current chart and report to the Board.

CLOSED SESSION

EXECUTIVE SESSION: The president of the Board called for an Executive Session as authorized by Texas Government Code § 551.074 (1) PERSONNEL MATTERS, to Deliberate the Appointment, Employment, Evaluation, Reassignment, duties, Discipline or Dismissal of a Public Officer or Employee; The Board entered Executive Session at 8:22 p.m. and reconvened in open session at 8:51 p.m. to take the following action:

DISCUSS EMPLOYMENT OF TEACHERS AND OTHER PROFESSIONAL PERSONNEL
DISCUSS EMPLOYMENT OF ASSISTANT SUPERINTENDENT OF CURRICULUM AND INSTRUCTION

No action taken.

The Board took a recess at 8:54 p.m. and reconvened in open session at 8:59 p.m. The Board entered into Executive Session at 9:14 p.m. and reconvened in open session at 9:42 p.m. to take the following action.

DISCUSS EMPLOYMENT OF TEACHERS AND OTHER PROFESSIONAL PERSONNEL
DISCUSS EMPLOYMENT OF ASSISTANT SUPERINTENDENT OF CURRICULUM AND INSTRUCTION

No action taken.

PERSONNEL

CONSIDER APPROVAL OF PERSONNEL RECOMMENDATIONS: A motion was made by James Russell and seconded by Ralph Novosad to approve the Superintendent’s recommendation of teachers:

Northside Elementary

Fourth Grade – Elizabeth Tupa

Middle School

Special Education Inclusion – no recommendation for this position

Behavior Intervention – Douglas Babcock

High School

Science Teacher/Coach – Christopher Burrow

Athletic Trainer/Teacher – Shelby Kindrick

Science Teacher – Sarah Eder

Special Education Life Skills Teacher – Heather Maust

Special Education

Assistant Speech Therapist – Renell Moore

District Administration

Assistant Superintendent of Curriculum and Instruction – Kelly Waters

Motion carried unanimously.

REVIEW OF PERSONNEL CHANGES FOR 2013-2014: Mr. Pool and the Board reviewed personnel changes for the 2013-2014 school year.

REQUEST TO DISCUSS REPLACEMENT OF GIFTED AND TALENTED COORDINATOR'S POSITION: Mr. Pool and the Board discuss replacement of Gifted and Talented Coordinator's position; Mr. Pool plans for the new Assistant Superintendent for Curriculum and Instruction to take on that role.

SUPERINTENDENT'S REPORT

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

There being no further discussion, the meeting adjourned at 9:47 p.m.

DRAFT

PRESIDENT

SECRETARY

Agenda Item Summary Sheet (4 A.3)
Meeting Date: July 13, 2013
Submitted by: Mark Pool, Superintendent

Information Only

Consent Agenda: Governance	2013-2014 Board Activity Calendar
Summary	A crucial tool for smooth operations by the Board is a written, annual calendar of board events. Such calendars are normally broken down by month and list, for each month, activities the board is expected to perform. This calendar also shows the LOCAL Accountability Reports the Board has asked to receive in the <i>Board Monitoring Document</i> .
ECISD Board Policy	None.
Effective Date	July 1, 2013
Previous Board Action	None.
Future Action Expected	The <i>Activity and Events Calendar</i> is a working document and may be revised as needed throughout the year.
Background Information and Significant Issues	None.
Fiscal Impact	None.
Student and Public Benefit	Students and patrons of the District will benefit from the Board being organized and focused in overseeing the management of the District, spending less time on routine matters and more time on the more important issues that matter the most.
Procedural and Reporting Implications	None.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.

Attachments	Monthly Board Activities for July 1, 2013 through June 30, 2014
Contact Person(s)	Mark Pool, Superintendent of Schools
Action Required	No action required.
Superintendent's Recommendation	This is an information item only. Mark Pool, Superintendent of Schools

El Campo Independent School District

Board of Trustees Planning Calendar

July 16, 2013

Consent Agenda				
Governance	Business and Support	Personnel	Curriculum and Instruction	Students
1. Approve Minutes	<ol style="list-style-type: none"> 1. Approve Date & Time for Hearing on Proposed Budget & Tax Rate (Special Meeting) 2. Approve Proposed Tax Rate for Publication of Notice (Special Meeting) 3. Review Monthly Finance Reports 4. Review Monthly Checks 	1.	1. Set Date and Time for August Curriculum & Instruction Workshop	1. Approval of School-Sponsored / School-Related Activities
• Approve Local Policy Updates	<ul style="list-style-type: none"> • Budget Amendment(s) • Contract for Judicial Appeal of Property Value Study 	•	•	•

El Campo Independent School District

Board of Trustees Planning Calendar

July 16, 2013

Business and Operations	Curriculum and Instruction	Governance	Personnel
1. Review Proposed Budget	1. Monthly Report	1. Select Delegate to the TASB Delegate Assembly	1. Superintendent Mid-Year Formative Performance Evaluation (Closed Session)
•	•	• Review Local Policy Updates	• Contract Personnel • Professional Personnel Changes

Superintendent's Report					
Governance	Business and Support	Personnel	Curriculum and Instruction	Students	Community & Governmental Relations
1.	1.	1.	1.	1.	1.

El Campo Independent School District

Board of Trustees Planning Calendar

August 20, 2013

Consent Agenda				
Governance	Business and Support	Personnel	Curriculum and Instruction	Students
<ol style="list-style-type: none"> Minutes <u>Public Hearing</u> on Proposed Budget and Tax Rate (Special Meeting) 	<ol style="list-style-type: none"> Approve Final Budget Amendments for Current Year (Special Meeting) Approval of Vendors List Approval of Interlocal Agreements with Purchasing Cooperatives Approve Resolution to Commit Fund Balance Finance Reports Checks 	<ol style="list-style-type: none"> Approve PDAS Calendar Approve PDAS Appraisers <u>Recognition of Teachers</u> New to the District 	<ol style="list-style-type: none"> 	<ol style="list-style-type: none">
<ul style="list-style-type: none"> Approve Local Policy Updates 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

Business and Operations	Curriculum and Instruction	Governance	Personnel
<ol style="list-style-type: none"> Approval of General Operating Budget (Special Meeting) Review of Special 	<ol style="list-style-type: none"> Monthly Report Review Preliminary Accountability Ratings 	<ol style="list-style-type: none"> 	<ol style="list-style-type: none"> LOCAL Accountability: Report on Recruitment and Selection of

Approved: July 18, 2013

Updated: July 10, 2013

El Campo Independent School District

Board of Trustees Planning Calendar

August 20, 2013

<p>Revenue Budgets (Special Meeting)</p> <p>3. Approval of Ordinance Setting Tax Rates (Special Meeting)</p>	<p>3. LOCAL Accountability: Performance of ECISD students on State Assessments Compared to State Cohort</p> <p>4. LOCAL Accountability: Report Comparing State and Local Gaps Between Economically and Non-Economically Disadvantaged Students on State Assessments</p>		<p>Personnel.</p> <p>2. LOCAL Accountability: Report on Number of Teachers Teaching Outside Certification Areas.</p>
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Review Local Policy Updates 	<ul style="list-style-type: none"> • Contract Personnel • Review of Professional Personnel Changes

Superintendent's Report

Governance	Business and Support	Personnel	Curriculum and Instruction	Students	Community & Governmental Relations
<p>1. Preliminary Agenda</p> <p>2. Activity Calendar</p>	<p>1.</p>	<p>1. LOCAL Accountability: Administrative Systems Effectiveness and Efficiency – Human Resources</p>	<p>1.</p>	<p>1.</p>	<p>1. Legislative Update</p>

El Campo Independent School District

Board of Trustees Planning Calendar

September 13, 2013

Consent Agenda				
Governance	Business and Support	Personnel	Curriculum and Instruction	Students
<ol style="list-style-type: none"> 1. Minutes 2. Approve Attendance Committee Members 	<ol style="list-style-type: none"> 1. Review of FIRST Accountability Criteria 2. Finance Reports 3. Review Quarterly Investment Reports 4. Review Annual Portfolio Report 5. Checks 	<ol style="list-style-type: none"> 1. Approve Adjunct Faculty Members 	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1.
<ul style="list-style-type: none"> • Approve Local Policy Updates 	<ul style="list-style-type: none"> • Budget Amendment(s) 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

El Campo Independent School District

Board of Trustees Planning Calendar

September 13, 2013

Business and Operations	Curriculum and Instruction	Governance	Personnel
1.	1. Monthly Report 2. Review District Goals and Performance Objectives 3. Review Campus Goals and Performance Objectives 4. LOCAL Accountability: Report on LEP Students Who Exited Bilingual/ESL Programs in the Prior Year by Grade Level 5. LOCAL Accountability: Report on the Number of Students Enrolled in CATE Program; and, Number of Certification Tests Taken and Certifications Awarded for Each Program that Offers a Certification.	1.	1.
•	•	• Review Local Policy Updates	• Contract Personnel

El Campo Independent School District

Board of Trustees Planning Calendar

September 13, 2013

Superintendent's Report					
Governance	Business and Support	Personnel	Curriculum and Instruction	Students	Community & Governmental Relations
<ol style="list-style-type: none"> 1. Preliminary Agenda 2. Activity Calendar 3. Superintendent Annual Travel Plans 4. District and Campus Site-Based Committee Membership 	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1. Annual Staffing Report for Beginning of School 	<ol style="list-style-type: none"> 1. LOCAL Accountability: Administrative Systems Effectiveness and Efficiency – Curriculum 	<ol style="list-style-type: none"> 1. Report on Beginning of School Enrollment 2. Monthly DAEP Report 3. Monthly SRO Report 	<ol style="list-style-type: none"> 1. Legislative Update

El Campo Independent School District

Board of Trustees Planning Calendar

October 15, 2013

Consent Agenda				
Governance	Business and Support	Personnel	Curriculum and Instruction	Students
<ol style="list-style-type: none"> 1. Minutes 2. <u>Public Hearing</u> on FIRST Accountability Rating (Special Meeting) 3. Approve District Goals and Performance Objectives 4. Approve Campus Goals and Performance Objectives 5. Approve Parameters for Development of School Calendar 	<ol style="list-style-type: none"> 1. Review Budget Planning / Preparation Calendar 2. Finance Reports 3. Checks 	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1.
<ul style="list-style-type: none"> • Approve Local Policy Updates 	<ul style="list-style-type: none"> • Budget Amendment(s) 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

El Campo Independent School District

Board of Trustees Planning Calendar

October 15, 2013

Business and Operations	Curriculum and Instruction	Governance	Personnel
1.	1. Monthly Report 2. LOCAL Accountability: Report on the Number of Students Achieving Level III – Advanced Academic Performance on State Assessments	1. Review Superintendent Performance Goals 2. Review Superintendent Performance Evaluation Process and Instrument	1.
•	•	• Review Local Policy Updates	• Contract Personnel

Superintendent's Report					
Governance	Business and Support	Personnel	Curriculum and Instruction	Students	Community & Governmental Relations
1. Preliminary Agenda 2. Activity Calendar	1. LOCAL Accountability: Administrative Systems Effectiveness and Efficiency – Finance and Procurement	1.	1.	1. Monthly DAEP Report 2. Monthly SRO Report	1. Legislative Update

El Campo Independent School District

Board of Trustees Planning Calendar

November 19, 2013

Consent Agenda				
Governance	Business and Support	Personnel	Curriculum and Instruction	Students
<ol style="list-style-type: none"> Minutes Approve Superintendent Performance Evaluation Process and Instrument Approve Appointment of Local Instructional Materials Selection Committee 	<ol style="list-style-type: none"> Annual Review of District Technology Plan Finance Reports Checks 	<ol style="list-style-type: none"> 	<ol style="list-style-type: none"> 	<ol style="list-style-type: none">
<ul style="list-style-type: none"> Approve Local Policy Updates 	<ul style="list-style-type: none"> Budget Amendment(s) 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

Business and Operations	Curriculum and Instruction	Governance	Personnel
<ol style="list-style-type: none"> 	<ol style="list-style-type: none"> Monthly Report Review AEIS and AYP Accountability Systems LOCAL Accountability: Report on Special Education Program 	<ol style="list-style-type: none"> Review Board Member Continuing Education Hours 	<ol style="list-style-type: none">
<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Review Local Policy Updates 	<ul style="list-style-type: none"> Contract Personnel

El Campo Independent School District

Board of Trustees Planning Calendar

November 19, 2013

Superintendent's Report					
Governance	Business and Support	Personnel	Curriculum and Instruction	Students	Community & Governmental Relations
<ol style="list-style-type: none"> 1. Preliminary Agenda 2. Activity Calendar 	<ol style="list-style-type: none"> 1. Review of Foundation School Program State Funding Status 2. LOCAL Accountability: Administrative Systems Effectiveness and Efficiency – Facilities and Construction 	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1. Nine-Week Report on Enrollment and Attendance 2. Monthly DAEP Report 3. Monthly SRO Report 	<ol style="list-style-type: none"> 1. Legislative Update

El Campo Independent School District

Board of Trustees Planning Calendar

December 17, 2013

Consent Agenda				
Governance	Business and Support	Personnel	Curriculum and Instruction	Students
1. Minutes	1. Finance Reports 2. Review Quarterly Investment Report 3. Checks	1.	1.	1.
<ul style="list-style-type: none"> • Approve Local Policy Updates • Designate Representative to WCAD 	<ul style="list-style-type: none"> • Budget Amendment(s) 	•	•	•

El Campo Independent School District

Board of Trustees Planning Calendar

December 17, 2013

Business and Operations	Curriculum and Instruction	Governance	Personnel		
1. Approve Annual Financial Audit and Compliance Report	1. Monthly Report 2. Review Annual AEIS Report (Public Hearing) 3. Approve New Course Offerings and/or Changes to Curriculum 4. LOCAL Accountability: Report Reflecting the Number and Percentages of Students Demonstrating College Readiness as Defined by AEIS.	1. Review Proposed School Calendar 2. Announce Individual Board Member Training Hours 3. Discuss Annual Superintendent Performance Evaluation Process 4. Set Date and Time for Annual Superintendent Evaluation	1.		
•	•	• Review Local Policy Updates	• Contract Personnel		
Superintendent's Report					
Governance	Business and Support	Personnel	Curriculum and Instruction	Students	Community & Governmental Relations
1. Preliminary Agenda 2. Activity Calendar	1. LOCAL Accountability: Administrative Systems Effectiveness and Efficiency – Transportation	1.	1.	1. Monthly DAEP Report 2. Monthly SRO Report	1. Legislative Update

El Campo Independent School District

Board of Trustees Planning Calendar

January 21, 2014

Consent Agenda				
Governance	Business and Support	Personnel	Curriculum and Instruction	Students
<ol style="list-style-type: none"> Minutes Approve School Calendar School Board Appreciation Month 	<ol style="list-style-type: none"> Approve List of Investment Officers Report on Investment Officer Training Review of Investment Policies Finance Reports Checks 	<ol style="list-style-type: none"> Review of Superintendent Compensation Market Study 	<ol style="list-style-type: none"> 	<ol style="list-style-type: none">
<ul style="list-style-type: none"> Approve Local Policy Updates 	<ul style="list-style-type: none"> Budget Amendment(s) Engagement of Financial Auditor 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

Business and Operations	Curriculum and Instruction	Governance	Personnel
<ol style="list-style-type: none"> LOCAL Accountability: Report on Long-Range Facilities Planning 	<ol style="list-style-type: none"> Monthly Report Review AYP Accountability Reports Review Campus Report Cards LOCAL Accountability: 	<ol style="list-style-type: none"> Conduct Summative Performance Evaluation of Superintendent (Closed Session) Consider Action on Superintendent's Contract Set Date and Time 	<ol style="list-style-type: none">

Approved: July 18, 2013

Updated: July 10, 2013

El Campo Independent School District

Board of Trustees Planning Calendar

January 21, 2014

	Report on Performance Gaps Between Economically and Non-Economically Disadvantaged Students on District Common Assessments	for Facilities Workshop (February 25)	
•	•	• Review Local Policy Updates	• Contract Personnel

Superintendent's Report					
Governance	Business and Support	Personnel	Curriculum and Instruction	Students	Community & Governmental Relations
1. Preliminary Agenda 2. Activity Calendar	1. LOCAL Accountability: Administrative Systems Effectiveness and Efficiency – Food Service	1.	1. Report on Status of Exit Level TAKS and EOC Exams	1. Monthly DAEP Report 2. Monthly SRO Report	1. Legislative Update

El Campo Independent School District

Board of Trustees Planning Calendar

February 18, 2014

Consent Agenda				
Governance	Business and Support	Personnel	Curriculum and Instruction	Students
<ol style="list-style-type: none"> 1. Minutes 2. Order Trustee Election 3. Designate Location of Polling Places 4. Designate Location of Early Voting Polling Place 5. Set Dates and Times for Early Voting 6. Designate Early Voting Clerk and Presiding Officer 	<ol style="list-style-type: none"> 1. Review Budget Assumptions and Priorities 2. Finance Reports 3. Checks 	<ol style="list-style-type: none"> 1. Review of Administrative / Professional Compensation Market Study 	<ol style="list-style-type: none"> 1. Mid-year District and Campus Plans Updates 	<ol style="list-style-type: none"> 1.
<ul style="list-style-type: none"> • Approve Local Policy Updates • Legal Services Retainer 	<ul style="list-style-type: none"> • Budget Amendment(s) 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

Business and Operations	Curriculum and Instruction	Governance	Personnel
<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1. Monthly Report 2. LOCAL Accountability: 	<ol style="list-style-type: none"> 1. Discuss Superintendent Performance Goals 	<ol style="list-style-type: none"> 1. Action on Administrator Contracts

El Campo Independent School District

Board of Trustees Planning Calendar

February 18, 2014

	<p>Report on Number of Students Enrolled in AP Courses, AP Exams Taken, and Exam Scores ≥ 3.</p> <p>3. LOCAL Accountability: Report on the Number of Students Taking Dual Credit Courses and Receiving College Credit (First Semester)</p>		<p>2. LOCAL Accountability: Report on Creation of a Positive District Culture (Even Years)</p>
•	•	• Review Local Policy Updates	• Contract Personnel Updates

Superintendent's Report

Governance	Business and Support	Personnel	Curriculum and Instruction	Students	Community & Governmental Relations
<p>1. Preliminary Agenda</p> <p>2. Activity Calendar</p> <p>3. District Analysis of Student Transfers (First Semester)</p>	<p>1. Semester FSP State Funding Status</p> <p>2. LOCAL Accountability: Administrative Systems Effectiveness and Efficiency – Information Management Systems</p>	<p>1.</p>	<p>1.</p>	<p>1. Semester Report on Enrollment and Attendance</p> <p>2. Report on Student Withdrawals (First Semester)</p> <p>3. Monthly DAEP Report</p> <p>4. Monthly SRO Report</p>	<p>1. Legislative Update</p>

El Campo Independent School District

Board of Trustees Planning Calendar

March 18, 2014

Consent Agenda				
Governance	Business and Support	Personnel	Curriculum and Instruction	Students
<ol style="list-style-type: none"> Minutes Approve Superintendent Performance Goals 	<ol style="list-style-type: none"> Annual Insurance Renewals (Property & Casualty) Finance Reports Review Quarterly Investment Reports Checks 	<ol style="list-style-type: none"> Review Compensation Market Study for Teachers, Librarians, and RNs 	<ol style="list-style-type: none"> Approve recommendation of Local Instructional Materials Selection Committee 	<ol style="list-style-type: none">
<ul style="list-style-type: none"> Approve Local Policy Updates Cancel Trustee Election if No Opposed Candidates 	<ul style="list-style-type: none"> Budget Amendment(s) 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Review Proposed Summer School Plans 	<ul style="list-style-type: none">

Business and Operations	Curriculum and Instruction	Governance	Personnel
<ol style="list-style-type: none"> Review Proposed Capital Improvement Plans 	<ol style="list-style-type: none"> Monthly Report 	<ol style="list-style-type: none"> Discuss Plans for Summer Leadership Institute LOCAL Accountability: Report on Public Support and Confidence in ECISD Schools (Even Years) 	<ol style="list-style-type: none"> Approve Non-Administrator Professional Contracts Review of Staffing Ratios

El Campo Independent School District

Board of Trustees Planning Calendar

March 18, 2014

•	•	<ul style="list-style-type: none"> Review Local Policy Updates Election of Region III Board of Directors 	<ul style="list-style-type: none"> Contract Personnel
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Superintendent's Report					
Governance	Business and Support	Personnel	Curriculum and Instruction	Students	Community & Governmental Relations
<ol style="list-style-type: none"> Preliminary Agenda Activity Calendar 	<ol style="list-style-type: none"> LOCAL Accountability: Administrative Systems Effectiveness and Efficiency – Benefits and Risk Management 	<ol style="list-style-type: none"> 	<ol style="list-style-type: none"> 	<ol style="list-style-type: none"> Monthly DAEP Report Monthly SRO Report 	<ol style="list-style-type: none"> Legislative Update

El Campo Independent School District

Board of Trustees Planning Calendar

April 15, 2014

Consent Agenda				
Governance	Business and Support	Personnel	Curriculum and Instruction	Students
1. Minutes	<ol style="list-style-type: none"> Approve Student Insurance Renewal Approve Worker's Compensation Insurance Renewal Finance Reports Checks 	1. Compensation Market Study for Clerical / Para-professional Personnel	1.	1.
• Approve Local Policy Updates	• Budget Amendment(s)	•	•	•

Business and Operations	Curriculum and Instruction	Governance	Personnel
1.	<ol style="list-style-type: none"> Monthly Report Report on Proposed Summer School Programs 	1.	1.
•	•	• Review Local Policy Updates	<ul style="list-style-type: none"> Contract Personnel Review of Professional Personnel Changes Additional Staffing Requests

El Campo Independent School District

Board of Trustees Planning Calendar

April 15, 2014

Superintendent's Report					
Governance	Business and Support	Personnel	Curriculum and Instruction	Students	Community & Governmental Relations
1. Preliminary Agenda 2. Activity Calendar	1. Review of FSP State Funding Status 2. Approve Dates and Times for Summer Budget Workshops	1.	1.	1. Report on Enrollment and Student Attendance 2. Monthly DAEP Report 3. Monthly SRO Report	1. Legislative Update 2. LOCAL Accountability: Administrative Systems Effectiveness and Efficiency – Communication

El Campo Independent School District

Board of Trustees Planning Calendar

May 20, 2014

Consent Agenda				
Governance	Business and Support	Personnel	Curriculum and Instruction	Students
1. Minutes	<ol style="list-style-type: none"> Approve Food Service Contract Approve Unemployment Compensation Renewal Finance Reports Checks 	<ol style="list-style-type: none"> Review Compensation Market Study for Manual Trades Review Market Study for Supplemental Compensation and Stipends 	<ol style="list-style-type: none"> Approve TEKS Certification for Instructional Materials Allotment 	<ol style="list-style-type: none">
<ul style="list-style-type: none"> Approve Local Policy Updates 	<ul style="list-style-type: none"> Budget Amendment(s) Depository Contract (Odd Years) 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

Business and Operations	Curriculum and Instruction	Governance	Personnel
<ol style="list-style-type: none"> Set Dates and Times for Budget Workshops LOCAL Accountability: Report on Resources Devoted to Instruction. 	<ol style="list-style-type: none"> Monthly Report 	<ol style="list-style-type: none"> Canvass Election Results and Certify Election Oath of Office for Newly Elected Trustees Reorganization of Board Reaffirm Board Member Ethics 	<ol style="list-style-type: none"> Discuss Proposed Compensation Plan

El Campo Independent School District

Board of Trustees Planning Calendar

May 20, 2014

		Statement 5. Review Superintendent Performance Goals	
•	•	• Review Local Policy Updates	• Contract Personnel • Review Professional Personnel Changes

Superintendent's Report					
Governance	Business and Support	Personnel	Curriculum and Instruction	Students	Community & Governmental Relations
1. Preliminary Agenda 2. Activity Calendar 3. Plans for Graduation Ceremony	1. LOCAL Accountability: Administrative Systems Effectiveness and Efficiency – Safety and Security	1.	1.	1. Monthly DAEP Report 2. Monthly SRO Report	1. Legislative Update

El Campo Independent School District

Board of Trustees Planning Calendar

June 17, 2014

Consent Agenda				
Governance	Business and Support	Personnel	Curriculum and Instruction	Students
<ol style="list-style-type: none"> Minutes Review / Revise / Approve Board Operating Procedures Review Board of Trustees Annual Planning Calendar 	<ol style="list-style-type: none"> Finance Reports Review Quarterly Investment Reports Checks 	<ol style="list-style-type: none"> Approval of Employee Compensation Plan 	<ol style="list-style-type: none"> 	<ol style="list-style-type: none">
<ul style="list-style-type: none"> Approve Local Policy Updates Review Wharton Co. CAD Proposed Budget 	<ul style="list-style-type: none"> Budget Amendment(s) 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

Business and Operations	Curriculum and Instruction	Governance	Personnel
<ol style="list-style-type: none"> Discuss Preliminary Budget 	<ol style="list-style-type: none"> Monthly Report Review of District STAAR / EOC Test Scores LOCAL Accountability: Report on Correlation Between Student Performance on 	<ol style="list-style-type: none"> Review / Revise Comprehensive District Goals Review Appropriateness, Adequacy, and Usefulness of Administrative Reports Set Date and Time 	<ol style="list-style-type: none"> LOCAL Accountability: Report on the Human Resources Department Customer Satisfaction Survey.

Approved: July 18, 2013

Updated: July 10, 2013

El Campo Independent School District

Board of Trustees Planning Calendar

June 17, 2014

	<p>State Assessments and Local Common Summative Assessments</p> <p>4. LOCAL Accountability: Report on Performance Gaps Between Economically and Non-Economically Disadvantaged Students on District Common Assessments</p>	<p>for Annual Team Building Workshop</p> <p>4. Discuss Plans for TASA/TASB Annual Conference</p>	
•	•	• Review Local Policy Updates	<ul style="list-style-type: none"> • Contract Personnel • Review Professional Personnel Changes

Superintendent's Report					
Governance	Business and Support	Personnel	Curriculum and Instruction	Students	Community & Governmental Relations
<ol style="list-style-type: none"> 1. Preliminary Agenda 2. Activity Calendar 3. Review District Analysis of Student Transfers 	<ol style="list-style-type: none"> 1. Review FSP State Funding Status (Second Semester) 	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1. WCJC Report on ECHS Graduates 	<ol style="list-style-type: none"> 1. Semester Report on Enrollment and Attendance 2. Report on Student Withdrawals (Second Semester) 	<ol style="list-style-type: none"> 1. Legislative Update

El Campo Independent School District

Board of Trustees Planning Calendar

July 15, 2014

Consent Agenda				
Governance	Business and Support	Personnel	Curriculum and Instruction	Students
<ol style="list-style-type: none"> 1. Approve Minutes 2. Approve Comprehensive District Goals 	<ol style="list-style-type: none"> 1. Approve Date & Time for Hearing on Proposed Budget & Tax Rate (Special Meeting) 2. Approve Proposed Tax Rate for Publication of Notice (Special Meeting) 3. Review Monthly Finance Reports 4. Review Monthly Checks 	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1. Set Date and Time for August Curriculum & Instruction Workshop 	<ol style="list-style-type: none"> 1. Approval of School-Sponsored / School-Related Activities 2. Approval of Student Code of Conduct (Changes) 3. Review of Student Handbooks 4. Review of Extracurricular Standards of Behavior
<ul style="list-style-type: none"> • Approve Local Policy Updates 	<ul style="list-style-type: none"> • Budget Amendment(s) • Contract for Judicial Appeal of Property Value Study 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

Business and Operations	Curriculum and Instruction	Governance	Personnel
<ol style="list-style-type: none"> 1. Review Preliminary Budget 	<ol style="list-style-type: none"> 1. Monthly Report 2. LOCAL 	<ol style="list-style-type: none"> 1. Superintendent Mid-Year Formative 	<ol style="list-style-type: none"> 1. LOCAL Accountability:

Approved: July 18, 2013

Updated: July 10, 2013

El Campo Independent School District

Board of Trustees Planning Calendar

July 15, 2014

<p>2. LOCAL Accountability: Report on Strategic Plan to Create and Maintain a Safe School Environment.</p>	<p>Accountability: Report Reflecting Value-Added Gains by Subject and Grade Level</p> <p>3. LOCAL Accountability: Report on the Number of Students Taking Dual Credit Courses and Receiving College Credit (Second Semester)</p>	<p>Performance Evaluation (Closed Session)</p> <p>2. Select Delegate to the TASB Delegate Assembly</p>	<p>Report on Personnel Evaluation.</p>
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Review Local Policy Updates 	<ul style="list-style-type: none"> • Contract Personnel • Professional Personnel Changes

Superintendent's Report

Governance	Business and Support	Personnel	Curriculum and Instruction	Students	Community & Governmental Relations
<ol style="list-style-type: none"> 1. Preliminary Agenda 2. Activity Calendar 3. Report on Operation and Effectiveness of Student Attendance System 	<ol style="list-style-type: none"> 1. End of Year Report on Foundation School Program Funding 	<ol style="list-style-type: none"> 1. Annual Report on Employee Exit Interviews 2. Annual Report on Employee Absences 3. Annual Report on PDAS 	<ol style="list-style-type: none"> 1. End of Year Academic Failure Report and Student Retention 	<ol style="list-style-type: none"> 1. End of Year Report on Enrollment and Attendance 2. End of Year Discipline Report 3. Annual Report on Student Drug Testing 	<ol style="list-style-type: none"> 1. Legislative Update

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

Action Required

Consent Agenda: Governance	Approval of Localized Policy Update 97
Summary	<p>Last month you received a copy of the Explanatory Notes, <i>Vantage Points</i> and a copy of actual policy changes for Localized Update 97.</p> <p>According to guidelines established by TASB Policy Service, Board action on Localized Update 97 must occur within a properly posted, open meeting of the Board.</p> <p>The Board's action on Localized Update 97 must be reflected in Board minutes. The Instruction Sheet —annotated to reflect any changes made by the Board—and the Explanatory Notes for the update should be filed with the Board minutes where they comprise the authoritative historical record of the District's policy manual. A copy of the replaced or rescinded (LOCAL) policies should also be retained in the historical record.</p>
ECISD Board Policy	BF (LOCAL), BOARD POLICES
Effective Date	July 16, 2013
Previous Board Action	Localized Policy Update 97 was presented at the regular meeting on June 18, 2013, for the Board's review.
Future Action Expected	None.
Background Information and Significant Issues	None.
Fiscal Impact	None.
Student and Public Benefit	Board policies are designed to promote fair and equitable treatment for all district patrons.
Procedural and Reporting Implications	Following Board approval, TASB Policy Service will be notified so this action may be reflected in our Localized Policy Manual as it appears on TASB's Web server for <i>Policy On-Line</i> .

Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.
Attachments	None.
Contact Person(s)	Mark Pool, Superintendent of School
Action Required	Motion, second and majority vote to add, revise, or delete (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 97.
Superintendent's Recommendation	I recommend that you approve the (LOCAL) policies as recommended by the TASB Policy Service according to the Instruction Sheet for Localized Policy Manual Update 97 as a part of the Consent Agenda. Mark Pool, Superintendent of Schools

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

Information Only

**Consent Agenda:
Business and Support
Services**

Review of Monthly Financial Reports for Month of June

Summary

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

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

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

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

ECISD Board Policy

None.

Effective Date

June 30, 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 87.97% of our amended revenue projections; and expended 79.86% of our amended expenditure estimates.
Compared to the same time last year, our revenue decreased by (\$131,562) and our expenditures increased by \$1,812,845.

	2008-2009		2009-2010		2010-2011		2011-2012		2012-2013	
	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp
Sep	20.59%	11.53%	10.41%	10.59%	9.93%	10.95%	10.63%	12.13%	10.87%	15.21%
Oct	36.88%	17.18%	19.64%	17.92%	18.64%	18.81%	19.79%	20.05%	19.84%	22.74%
Nov	39.46%	24.10%	26.01%	25.17%	27.97%	23.69%	29.84%	27.07%	30.94%	28.88%
Dec	52.68%	31.52%	38.96%	32.11%	41.96%	30.73%	41.60%	33.20%	44.98%	35.39%
Jan	73.77%	38.60%	57.38%	39.07%	60.48%	37.99%	64.61%	40.50%	65.81%	42.09%
Feb	79.39%	48.85%	68.68%	50.45%	66.83%	48.02%	69.97%	50.83%	71.78%	51.52%
Mar	81.29%	55.83%	70.62%	58.65%	68.88%	55.20%	72.10%	57.21%	74.26%	57.69%
Apr	82.79%	62.87%	75.39%	65.99%	73.41%	62.72%	77.12%	64.95%	78.68%	65.38%
May	84.31%	69.96%	79.21%	72.77%	77.20%	69.62%	81.11%	71.59%	82.15%	71.53%
Jun	86.04%	77.28%	85.20%	80.00%	82.93%	76.81%	87.17%	78.14%	87.97%	79.86%
Jul	87.23%	85.52%	91.73%	85.63%	89.99%	84.05%	93.70%	85.44%		
Aug	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 -\$24,484 giving us a new adjusted levy of \$13,632,201; and we have currently collected \$13,207,258 which amounts to 96.88% of the adjusted levy. This leaves an uncollected balance of \$424,943.

Delinquent collections YTD are \$208,036 plus \$143,791 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%	96.07%
June	95.78%	95.61%	95.84%	96.26%	96.75%	96.51%
Jun	96.55%	96.69%	96.50%	96.67%	97.14%	96.88%
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	\$1,887,789	\$1,785,372	(\$102,417)	\$27,135,120	\$27,003,556	(\$131,564)
Expenditures	\$2,198,989	\$2,953,658	\$754,669	\$22,631,359	\$24,313,957	\$1,682,598
Balance	(\$311,200)	(\$1,168,286)	(\$857,086)	\$4,503,761	\$2,689,599	(\$1,814,162)

Attachments

- Monthly Financial Report – June 30, 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
 July 16, 2013

**Comparison of Revenue and Expenditures
 to the Budget for the General Operating Fund
 9-1-12 to 6-30-13**

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	\$14,231,816	(\$357,887)
<i>State:</i>	\$14,751,605	\$14,751,605	\$11,214,392	(\$3,537,213)
<i>Federal:</i>	\$1,356,051	\$1,356,051	\$1,357,499	\$1,448
<i>Other Resources:</i>	\$0	\$0	\$199,850	\$199,850
<i>Total:</i>	\$30,697,359	\$30,697,359	\$27,003,557	(\$3,693,802)

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	\$24,313,991	\$952,916	\$25,266,906	\$6,371,801

COMPARISONS TO JUNE 30 OF PRIOR YEAR:

	<i>2011-2012</i>	<i>2012-2013</i>	<i>Increase/ Decrease</i>
<i>Revenues:</i>	\$27,135,119	\$27,003,557	(\$131,562)
<i>Expenditures:</i>	\$23,454,061	\$25,266,906	\$1,812,845
<i>Cash Position:</i>	\$12,049,856	\$12,086,537	\$36,681

PRIOR MONTH CASH POSITION as of 5/31/13: \$13,925,421

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**

Reporting Period	Beginning Levy	Adjustments	Adjusted Levy	Current Tax Year Collections	% Collected	% Collected Prior Year	Delinquent Collections	Penalty & Interest	Total Collections	Current Tax Year Uncollected
Monthly Recap										
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	
April-13	\$13,656,685	-\$26,104	\$13,630,581	82,083	0.60%	0.74%	\$10,381	\$12,693	\$105,157	
May-13	\$13,656,685	-\$24,484	\$13,632,201	61,382	0.45%	0.63%	\$9,300	\$9,790	\$80,471	
June-13	\$13,656,685	-\$24,484	\$13,632,201	50,665	0.37%	0.38%	\$10,578	\$10,976	\$72,219	
Year To Date				13,207,258	96.88%	97.14%	208,036	143,791	\$13,559,085	\$424,943

EL CAMPO INDEPENDENT SCHOOL DISTRICT
Cash Flow
2012-2013

199	GENERAL FUND	Actual Sep-12	Actual Oct-12	Actual Nov-12	Actual Dec-12	Actual Jan-13	Actual Feb-13	Actual Mar-13	Actual Apr-13	Actual May-13	Actual Jun-12	Actual Jun-13	Actual Jul-12	Actual Aug-12	2011-12 Totals
REVENUE:															
5700	Local Revenue:														
5711	Taxes Current Year	8,760	34,802	1,465,869	3,160,795	5,276,434	1,277,883	140,709	71,371	53,372	43,439	44,053	58,481	28,737	11,338,880
5712	Taxes Prior Years	10,408	37,972	24,023	25,555	18,810	23,749	25,424	9,044	8,184	16,304	9,425	9,114	17,622	266,621
5719	Pen, Int, & Other	8,087	15,298	12,716	11,915	13,365	23,222	22,573	11,161	8,583	15,049	9,711	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	2,646	5,375	0	-235	7,446
5740	Other Local Sources	6,509	27,565	7,577	7,381	8,824	10,590	10,305	10,391	7,441	6,552	7,110	10,974	133,381	288,686
5750	Co/Curr Activities	13,964	20,917	18,778	14,514	3,379	-1,020	39,106	560	-992	0	107	14,361	11,568	99,820
	Total Local Rev:	47,728	136,554	1,528,962	3,220,159	5,320,811	1,334,424	238,118	102,527	76,588	83,990	75,782	105,679	208,956	12,214,122
5800	State Revenue:														
5811	Available School Fund	104,551	37,009	58,256	295,568	46,518	46,518	240,487	98,872	108,717	161,831	260,270	0	14,035	822,093
5812	Foundation Entitlement	3,047,666	2,174,905	1,142,910	-30,448	0	0	0	894,497	579,551	1,393,696	1,170,464	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	86,836	86,450	86,839	90,645	88,027	88,689	183,186	1,165,361
	Total State Rev:	3,239,339	2,299,241	1,203,231	440,347	133,916	134,034	327,323	1,079,819	775,107	1,646,172	1,518,761	1,898,355	2,000,838	15,630,414
5900	Federal Revenue:														
5930	Federal	0	124,398	4,303	0	4,096	0	0	4,690	0	6,677	0	0	4,762	84,339
	Total Federal Rev:	0	124,398	4,303	0	4,096	0	0	4,690	0	6,677	0	0	4,762	84,339
7900	Other Res/Non-Oper														
	Other Res/Non-Oper	0	0	199,850	0	0	0	0	0	0	0	0	0	0	0
	Total Other Res:	0	0	199,850	0	0	0	0	0	0	0	0	0	0	0
	Total Revenue:	3,287,067	2,560,193	2,936,347	3,660,507	5,458,824	1,468,459	565,440	1,187,036	851,695	1,736,839	1,594,543	2,004,034	2,214,556	27,928,875
EXPENDITURES:															
6000	Expenditures:														
6100	Payroll Costs	1,065,364	1,600,937	1,528,502	1,706,826	1,595,645	1,601,359	1,614,841	1,593,517	1,618,071	1,604,420	2,013,708	1,596,506	2,161,215	19,062,518
6200	Contracted Services	190,538	197,996	288,101	222,780	307,728	413,028	243,810	96,106	355,574	252,788	369,547	256,848	429,996	3,323,675
6300	Supplies & Materials	71,269	104,894	165,974	84,402	162,568	161,160	97,531	130,262	195,472	108,488	127,890	111,025	181,499	1,537,539
6400	Other Operating	42,229	190,782	36,875	46,153	168,530	43,566	26,680	187,960	83,544	81,135	282,476	405,156	29,645	1,334,099
6500	Debt Services	879,868	0	500	0	0	95,550	0	0	0	0	0	0	41,331	324,338
6600	Capital Outlay	0	23,207	0	0	0	13,499	-99	8,690	0	14,828	0	50,767	60,446	179,745
8900	Other Uses/Non Operating	0	61,479	0	0	0	0	0	0	0	0	0	0	0	29,000
	Total Expenditures:	2,249,269	2,179,295	2,019,952	2,060,162	2,234,471	2,328,163	1,982,763	2,016,536	2,252,660	2,061,658	2,793,621	2,420,302	2,904,132	25,790,913
	ENDING BALANCE	1,037,798	380,898	916,394	1,600,344	3,224,353	-859,705	-1,417,322	-829,500	-1,400,966	-324,819	-1,199,078	-416,268	-689,576	2,137,962
	GF FB as of 8/31/12	8,898,859													
		9,936,657	10,317,555	11,233,949	12,834,294	16,058,646	15,198,942	13,781,619	12,952,119	11,551,154	10,015,115	10,352,076	9,935,808	9,246,232	

240	FOOD SERVICE	Actual Sep-12	Actual Oct-12	Actual Nov-12	Actual Dec-12	Actual Jan-13	Actual Feb-13	Actual Mar-13	Actual Apr-13	Actual May-13	Actual Jun-12	Actual Jun-13	Actual Jul-12	Actual Aug-12	2011-12 Totals
REVENUE:															
5700	Local Revenue:														
	Earnings from Temp Dep			731	0	0	831	0	0	1,023	0	0	0	754	2,699
	Foundation Revenue														
	Lunch	23,117	29,957	23,645	17,303	25,625	27,014	17,723	29,526	26,465	20	2,397	0	17,313	198,973
	Breakfast	7,590	8,493	8,679	4,917	8,065	8,241	5,169	7,951	6,644	34	844	0	4,863	71,633
	A La Carte	9,523	9,720	8,607	5,862	7,576	9,000	5,766	10,215	8,603	28	1,307	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	1,146	535	1,140	378	398	0	1,045	4,638
	Summer Food Service	0	0	0	0	0	0	0	0	0	214	81	163	0	377
	Total Local Rev:	40,230	48,222	41,141	31,499	42,137	45,366	29,804	48,227	43,874	674	5,027	163	26,823	354,831
5800	State Revenue														
5829	Misc St Program Rev.	0	0	0	0	0	0	0	9,504	0	0	0	0	0	9,800
5831	TRS On-Behalf Benefit	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total State Rev:	0	0	0	0	0	0	0	9,504	0	0	0	0	0	9,800
5900	Federal Revenue														
5921	School Breakfast	0	31,461	36,866	32,962	24,113	28,093	31,840	22,110	37,175	34,376	41,672	1,382	6,954	293,015
5922	National School Lunch	0	94,732	107,003	97,017	68,117	87,884	98,069	68,386	113,436	97,656	127,121	3,135	26,880	847,126
5923	USDA Donated Com	7,195	7,195	7,195	7,195	7,195	7,195	7,198	7,195	7,195	6,878	7,195	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
	Total Federal Rev:	7,195	133,388	151,064	137,174	99,425	123,172	137,107	97,691	157,806	138,910	175,989	16,444	44,116	1,231,133
7900	Other Res/Non-Oper:														
7940	Other Res/Non-Oper	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Other Res:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Revenue:	47,425	181,611	192,935	168,673	141,562	169,369	166,912	155,421	202,703	139,585	181,015	16,606	70,939	1,595,764
EXPENDITURES:															
6000	Expenditures:														
6100	Payroll & Benefits	29,839	44,913	44,834	45,333	42,157	42,736	43,751	42,658	45,269	40,892	56,333	42,697	57,295	535,223
6200	Contracted Services	0	133,987	94,931	104,452	98,720	49,351	81,196	113,384	100,199	89,287	96,090	20,183	24,454	893,802
6300	Supplies & Materials	7,334	7,578	7,195	7,374	7,307	7,320	7,359	7,520	7,678	7,012	7,455	7,243	18,808	97,418
6400	Other Operating	0	144	46	122	27	111	21	86	111	140	159	0	76	911
6600	Capital Outlay	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Expenditures:	37,173	186,622	147,006	157,282	148,211	99,518	132,327	163,648	153,257	137,332	160,037	70,123	100,633	1,527,354
	ENDING BALANCE	10,253	5,242	51,171	62,562	55,914	125,764	160,349	152,122	201,568	151,622	222,546	169,029	139,334	68,410

511	DEBT SERVICE	Actual Sep-12	Actual Oct-12	Actual Nov-12	Actual Dec-12	Actual Jan-13	Actual Feb-13	Actual Mar-13	Actual Apr-13	Actual May-13	Actual Jun-12	Actual Jun-13	Actual Jul-12	Actual Aug-12	2011-12 Totals
REVENUE:															
5700	Local Revenue:														
5711	Taxes Current Year	1,374	3,752	218,591	474,260	791,935	188,583	21,119	10,712	8,010	6,813	6,612	9,172	4,507	1,778,240
5712	Taxes Prior Years	1,332	5,533	3,302	3,724	2,647	3,378	3,661	1,337	1,115	2,008	1,153	1,220	1,994	34,079
5719	Pen, Int, & Other	974	1,961	1,204	1,051	947	2,986	3,093	1,533	1,207	1,798	1,265	1,775	1,872	22,018
5742	Earnings Fm Temp Dep	154	162	189	370	713	831	778	770	803	747	783	780	421	6,019
	Total Local Rev:	3,834	11,409	223,286	479,405	796,242	195,777	28,651	14,351	11,136	11,366	9,813	12,947	8,794	1,840,356
5800	State Revenue:														
5829	St Rev Dist By TEA	0	0	53,770	0	0	0	0	0	0	0	0	0	0	98,000
	Total State Rev:	0	0	53,770	0	0	0	0	0	0	0	0	0	0	98,000
7900	Other Res/Non-Oper:														
7940	Other Res/Non-Oper Rev	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Other Res:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Revenue:	3,834	11,409	277,056	479,405	796,242	195,777	28,651	14,351	11,136	11,366	9,813	12,947	8,794	1,938,356
EXPENDITURES:															
6000	Expenditures:														
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	0	0	0	0	0	0	900
	Total Expenditures:	0	0	500	0	0	811,084	400	0	0	0	0	0	986,084	1,794,369
ENDING BALANCE		3,834	15,243	291,799	771,204	1,567,446	952,139	980,390	994,741	1,005,877	1,108,331	1,015,690	1,028,637	51,346	143,987
Total Approved Budget 199, 240, 511															
TOTAL REVENUE		3,338,326	2,753,212	3,406,338	4,308,585	6,396,628	1,833,604	761,003	1,356,809	1,065,533	1,887,789	1,785,372	2,033,587	2,294,288	31,462,995
TOTAL EXP		2,286,441	2,365,917	2,167,458	2,217,444	2,382,682	3,238,766	2,115,490	2,180,184	2,405,917	2,198,989	2,953,658	2,490,425	3,990,850	29,112,635
ENDING BALANCE		1,051,885	1,439,180	2,678,060	4,769,201	8,783,147	7,377,985	6,023,499	5,200,123	3,859,739	4,514,171	2,691,453	2,234,615	538,053	

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

Information Only

**Consent Agenda:
Business and Support
Services**

Review of Checks Written – June 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

June 30, 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:

	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
September	\$808,126.97	\$655,949.80	\$629,351.65	\$591,106.98	\$629,530.76
October	\$778,762.11	\$970,451.63	\$640,667.05	\$655,040.01	\$710,446.37
November	\$1,140,664.10	\$750,661.87	\$865,783.43	\$718,579.69	\$716,741.33
December	\$1,030,485.01	\$853,561.12	\$720,971.25	\$355,804.15	\$620,159.58
January	\$995,619.31	\$880,591.27	\$747,638.61	\$701,991.20	\$771,487.77
February	\$1,128,501.50	\$874,019.06	\$594,414.61	\$526,943.91	\$878,983.83
March	\$1,107,119.75	\$694,107.70	\$704,337.28	\$656,212.94	\$635,776.11
April	\$779,634.45	\$846,903.79	\$656,212.94	\$554,991.73	\$561,416.91
May	\$1,105,700.63	\$758,644.83	\$620,111.02	\$891,849.50	\$894,796.41
June	\$816,384.98	\$718,912.56	\$736,989.79	\$751,699.54	\$1,003,320.40
Total	\$9,690,998.81	\$8,003,803.63	\$6,916,477.63	\$6,404,219.65	\$7,422,659.47
July	\$813,160.04	\$718,935.08	\$658,378.35	\$762,236.64	
August	\$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 June are available in electronic format and were emailed to each member of the Board.

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

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

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

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

Action Required

Consent Agenda Students	Board approved School-Sponsored / School-Related Activities
Summary	<p>For attendance accounting purposes and school administrative jurisdiction the Board should approve a list of school-sponsored / school-related extracurricular activities.</p> <p>This list is also the official list of activities for the ECISD student drug testing program.</p>
ECISD Board Policy	There are a number of policies that refer to school-sponsored, school-related, or board sanctioned extracurricular activities.
Effective Date	2013-2014 School Year
Previous Board Action	The Board annually approves the list of school sponsored, school-related, or board sanctioned extracurricular activities.
Future Action Expected	The Board annually approves the list of school sponsored, school-related, or board sanctioned extracurricular activities.
Background Information and Significant Issues	<p>Throughout district policies and the Student Code of Conduct there are numerous references to school-sponsored, school-related, or board sanctioned extracurricular activities. One specific policy FEB (LEGAL), ATTENDANCE: ATTENDANCE ACCOUNTING states that <i>"A student not actually on campus at the time attendance is taken may be considered in attendance for Foundation School Program purposes if the student is participating in a <u>Board-approved extracurricular activity</u> or public performance, which is under the direction of a member of the District's professional staff or an adjunct staff member who has a bachelor's degree and is eligible for participation in TRS."</i></p> <p>So there is a clear distinction of whether or not an activity is a school-sponsored, school-related, or board sanctioned extracurricular activity, the Board should formally approve a list of activities.</p>
Fiscal Impact	None.
Student and Public Benefit	None.

Procedural and Reporting Implications	None.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.
Attachments	<ul style="list-style-type: none"> List of Extracurricular Activities from the 2012-2013 school year
Contact Person(s)	Campus Principals
Action Required	Motion, second and majority vote to approve the list of school-sponsored/school-related activities.
Superintendent's Recommendation	<p>I recommend you approve the list of school-sponsored/school-related activities as part of the consent agenda.</p> <p>Mark Pool, Superintendent of Schools</p>

School-Sponsored / School-Related Activities 2013-2014

The following list of extracurricular activities is recommended for approval as school-sponsored, school-related, or board sanctioned extracurricular activities:

- All activities of the University Interscholastic League

El Campo High School

- Athletics
- Band
- Cheerleaders and Mascot
- Choir
- Derby Dolls
- National Honor Society (NHS)
- Student Council
- Anchor Club
- Anime Club
- Art Club
- Business Professionals of America (BPOA)
- Chess Club
- Distributive Education Clubs of America (DECA)
- Family and Career and Community Leaders of America (FCCLA)
- Fellowship of Christian Athletes (FCA)
- Health Occupations Students of America (HOSA)
- Industrial Arts Club
- Interact Club
- PowerSet
- Science Club
- Spanish Club
- STARS Club
- Vocational Industrial Clubs of America (VICA)
- Workforce Industry Training (WIT)
- 4-H
- Future Farmers of America (FFA)
- Writers Club
- Pan America Student Forum

El Campo Middle School

- Annual Staff
- Athletics
- Band
- Choir
- Cheerleaders
- Fellowship of Christian Athletes (FCA)
- Interact Club
- National Junior Honors Society (NJHS)
- Student Council
- 4H
- Junior FFA
- Speech and Drama Club

Elementary

- Special Olympics
- EarlyAct FirstKinght

Action Required

Business and Operations	Insurance Settlement in Fraud Case
Summary	Without additional evidence or action by the District Attorney, Edwards Risk Management is requesting that we take action to accept or reject the Property and Casualty Alliance of Texas' (PCAT) settlement offer for our loss from the theft of student activity funds by a former employee. Their investigation identified a loss of \$15,518.06. We have a \$1,000 deductible which means that we should recover \$14,518.06.
ECISD Board Policy	CR (LEGAL) – INSURANCE AND ANNUITIES MANAGEMENT
Effective Date	July 16, 2013
Previous Board Action	We previously reported this offer to the Board in February, but decided at the time to delay in accepting the offer until there was other evidence available or a criminal prosecution.
Future Action Expected	None.
Background Information and Significant Issues	<p>We recently worked with Angie Armstrong, a Forensic Auditor with Briggs & Veselka Co., who consulted with us in an effort to uncover additional evidence that could be used by the District Attorney and/or our insurance company to prove additional stolen funds. We were able to discover a significant amount of additional circumstantial evidence, but evidence that will serve as absolute proof was minimal. We are in the process of turning that additional information over to our loss claims representative, which could result in some additional settlement from PCAT, but we don't expect anything significant.</p> <p>Angie Armstrong and Dorcas Green have also been trying to schedule a meeting with the District Attorney to present this information to him, but to date has been unsuccessful.</p>
Fiscal Impact	Settlement less deductible \$14,518.06
Student and Public Benefit	Recovery of stolen student activity funds.

Procedural and Reporting Implications	Completion of <i>Proof of Loss</i> and submission to Edwards Risk Management, Inc.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.
Attachments	<ul style="list-style-type: none"> • Letter from Larry Harper, Edwards Risk Management, Inc. • Proof of Loss Form
Contact Person(s)	<p>Mark Pool, Superintendent of Schools</p> <p>David Bright, Assistant Superintendent of Business and Operations</p>
Action Required	Motion, second and majority vote to approve the settlement offer from Property and Casualty Alliance of Texas for a loss in the amount of \$15,518.06 from a theft of student activity funds by a former employee.
Superintendent's Recommendation	<p>I recommend you approve the settlement offer from Property and Casualty Alliance of Texas for a loss in the amount of \$15,518.06 from a theft of student activity funds by a former employee.</p> <p>Mark Pool, Superintendent of Schools</p>



Edwards Risk Management, Inc.

1004 Marble Heights Drive
Marble Falls, Texas 78654
(830) 693-2728
(830) 693-2729 Fax

February 13, 2013

El Campo ISD
Attn: David Bright
700 W Norris
El Campo, Texas 77437

RE: PCAT Member: El Campo ISD
Claim Number: 241903-03301
Type Claim: Employee Dishonesty / theft of funds

Dear Mr. Bright:

This will confirm that the investigation concerning reported theft of funds by an employee has identified a loss in the amount \$ 15, 518.06. PCAT has interest in resolving the claim and seeking recovery from the responsible party following the claim payment.

We are enclosing a Proof of Loss form to be completed by the school district for claim submission. We also enclose a copy of pages 20 and 21 of the PCAT Building and Personal Property Coverage form issued to El Campo ISD. These pages contain the loss condition language relative to C. Duties in the Event of Loss or Damage. We are requesting that the Proof of Loss be submitted within 60 days pursuant to the language at C. g. on page 21 which is highlighted on your copy.

Thank you for your assistance with submitting a Proof of Loss form. If you have any questions concerning the claim or this request please contact me at 800 575 2657.

Sincerely,

A handwritten signature in blue ink that reads "Larry Harper".
Larry Harper

Page 1 of 1

Date: 10/10/2008

10/10/2008 10:10:10 AM
10/10/2008 10:10:10 AM
10/10/2008 10:10:10 AM

Page 1 of 1

The following information was obtained from the records of the
Department of Health and Human Services, Office of the
Inspector General, on 10/10/2008. The information was
obtained from the records of the Department of Health and
Human Services, Office of the Inspector General, on 10/10/2008.
The information was obtained from the records of the
Department of Health and Human Services, Office of the
Inspector General, on 10/10/2008. The information was
obtained from the records of the Department of Health and
Human Services, Office of the Inspector General, on 10/10/2008.

10/10/2008 10:10:10 AM
10/10/2008 10:10:10 AM

- (3) Personal Property At Exhibition Coverage section;
- (4) Personal Property in Transit Coverage section;
- (5) Valuable Papers and Records Coverage section.

LIMITS OF COVERAGE

The most we will pay for loss or damage in any one occurrence, subject to any limitations or exclusions, is the applicable Limit of Coverage for each coverage shown in the Contribution and Coverage Summary, except as provided below.

- I. **Coverage Year Limit.** The limit shown in the Contribution and Coverage Summary for Earthquake and Volcanic Eruption Additional Covered Cause of Loss is the most we will pay for all loss or damage caused directly or indirectly by **earthquake** or **volcanic eruption** in any one coverage year. This is regardless of any other cause or event that contributes concurrently or in any sequence to the loss.
Each coverage year:
 - A. Begins with the inception or anniversary date of this coverage; and
 - B. Ends at the expiration or at the next anniversary date of this coverage.
 Any amount paid for loss or damage for each claim will reduce the amount of the Coverage Year Limit of Coverage available for payment of loss or damage for any other claim caused by the same Additional Covered Cause of Loss. This includes claims arising out of any Coverage section or Additional Coverage section provided under this Coverage Part as a consequence of **earthquake** or **volcanic eruption**.
- II. The following Additional Coverages are part of, and not in addition to, the Limits of Coverage applicable to Covered Property. No Limits of Coverage will be shown in the Contribution and Coverage Summary for these Additional Coverages:
 - A. Building Ordinance or Law – Loss to the Undamaged Portion of the Building;
 - B. Theft Damage To Building.

DEDUCTIBLE

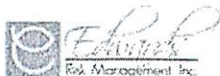
We will not pay for loss or damage in any one occurrence or any one accident until the amount of loss or damage exceeds the applicable Deductible shown in the Contribution and Coverage Summary. We will then pay the amount of loss or damage in excess of the Deductible, up to the applicable Limit of Coverage.

- I. **Separate Deductibles.** Certain Coverages are subject to separate Deductibles as shown in the Contribution and Coverage Summary.
- II. **Deductibles Applicable Only to Earthquake and Volcanic Eruption Additional Covered Cause of Loss.** Earthquake and Volcanic Eruption Additional Covered Cause of Loss is subject to separate deductibles as shown in the Contribution and Coverage Summary.
 - A. The deductible for Earthquake and Volcanic Eruption Additional Covered Cause of Loss is calculated separately for, and applies separately to:
 - 1. Each building, if one or more buildings sustain loss or damage;
 - 2. The building and to personal property in that building, if both sustain loss or damage;
 - 3. Personal property at each building, if personal property at one or more buildings sustains loss or damage;
 - 4. Personal property in the open.
- III. **Multiple Deductibles.** More than one Deductible may apply to loss or damage arising out of a single occurrence covered by this Coverage Part. If so, we will not deduct more from the entire amount of loss or damage than the largest Deductible applying to the occurrence.
This Multiple Deductible provision does not apply to loss or damage by the Earthquake and Volcanic Eruption Additional Covered Cause of Loss.

COMMERCIAL PROPERTY CONDITIONS

The following conditions apply in addition to the Common Coverage Conditions:

- I. **LOSS CONDITIONS**
 - A. **Abandonment.** There can be no abandonment of any property to us.
 - B. **Appraisal.** If we and you disagree on the value of the property, the amount of loss or the net income and operating expenses, either may make written demand for an appraisal of the loss. In this event, each party will select a competent and impartial appraiser. The two appraisers will select an umpire. If



they cannot agree, either may request that selection be made by a judge of a court having jurisdiction. The appraisers will state separately the value of the property, the amount of loss or the net income and operating expenses. If they fail to agree, they will submit their differences to the umpire. A decision agreed to by any two will be binding. Each party will:

1. Pay its chosen appraiser; and
2. Bear the other expenses of the appraisal and umpire equally.

If there is an appraisal, we will still retain our right to deny the claim.

C. Duties In The Event Of Loss Or Damage

1. In the event of loss or damage to Covered Property, you must
 - a. Notify the police if a law may have been broken.
 - b. Give us prompt notice of the loss or damage. This notice must include a description of the property involved.
 - c. As soon as possible, give us a description of how, when and where the loss or damage occurred.
 - d. Take all reasonable steps to protect the Covered Property from further damage and keep a record of your expenses necessary to protect the Covered Property for consideration in the settlement of the claim. This will not increase the Limit of Coverage. However, we will not pay for any subsequent loss or damage resulting from a cause of loss that is not a Covered Cause of Loss. Also, if feasible, set the damaged property aside and in the best possible order for examination.
 - e. At our request, give us complete inventories of the damaged and undamaged property. Include quantities, costs, values and amount of loss claimed.
 - f. As often as may be reasonably required, permit us to inspect the property proving the loss or damage and examine your books and records.
 - g. Send us a signed, sworn proof of loss containing the information we request to investigate the claim. You must do this within 60 days after our request. We will supply you with the necessary forms.
 - h. Cooperate with us in the investigation or settlement of the claim.
2. We may examine any Member under oath, while not in the presence of any other Member and at such times as may be reasonably required, about any matter relating to this coverage or the claim, including a Member's books and records. In the event of an examination, a Member's answers must be signed.

D. Loss Adjustment

1. This condition is intended to facilitate payment of claims proceeds in the event of loss or damage to Covered Property from a Covered Cause of Loss that is covered by:
 - a. This Property Coverage Part; and
 - b. Boiler & Machinery insurance.It applies when there is a disagreement between the companies providing coverage as to the amount of loss to be paid by each company.
2. The provisions of paragraph 3. of this condition apply only if all of the following requirements are met:
 - a. The Boiler and Machinery coverage carried by the Member and covering the Covered Property contains a provision with substantially the same requirements, procedures and conditions as stated here.
 - b. The amount in disagreement to be paid by us under this condition will not exceed the amount payable under the equivalent Loss Adjustment provisions of the Boiler and Machinery coverage provider.
 - c. The amount to be paid under this condition will not exceed the amount we would have paid had no Boiler and Machinery coverage been in effect at the time of loss.
 - d. Acceptance by you of sums paid under this coverage does not alter, waive or surrender any other rights against us.
 - (1) A Covered Cause of Loss under this Coverage Part; and
 - (2) An accident covered under the Boiler and Machinery coverage as defined in that coverage form.



PROOF OF LOSS

Program: Property Casualty Alliance of Texas

Claim#: 241903-03301

Member: El Campo ISD

Address: 700 W Norris El Campo Texas 77437

PCAT issued under Member Number: 241-903 in force until June 30, 2012, a coverage agreement against loss or damage by employee dishonesty to the amount of 100,000.00 dollars according to the terms and conditions printed therein, including all forms and/or endorsements attached thereto and forming part thereof.

TIME AND ORIGIN: A loss occurred on the 1st day of March, 2012 at 12:01 AM caused by employee dishonesty.

LOCATION: The said loss occurred at multiple campuses

OCCUPANCY: The building covered or containing the property covered was occupied for no other purpose than the following: education.

TITLE AND INTEREST: At the time of the loss the interest of the Member in the property described was sole and unconditional ownership and no other person or persons had any interest therein, lien or encumbrance thereon, except: None.

CHANGES: Since the above coverage was issued there has been no change in use, possession, location or exposure of the property described, except: None

COVERAGE AND LOSS: A particular account of the loss is attached hereto and forms part of this proof. The replacement cost value of damage or loss, the actual cash value of damage or loss and the amount claimed under this coverage are as follows:

Items Claimed	Replacement Cost Loss	Actual Cash Value Loss	Amount Claimed Under Coverage Form
Theft of funds			
Deductible			(\$1,000.00)
TOTAL			

OTHER COVERAGE: There is no other contract or coverage written or oral, valid or invalid, except (include amounts):
None

The said loss or damage did not occur through any willful act, neglect, procurement, means or connivance of the Member or this declarant.

I, _____ do solemnly declare that the foregoing claim and statements are to the best of my knowledge and belief true in every particular, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared severally before me at _____

This _____ day of _____

 X _____
Member Representative

Notary Public

Business and Operations Review of Preliminary Budget Estimates

Summary

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

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

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

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

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

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

Effective Date July 16, 2013

Previous Board Action The Board previously reviewed the 2013-2014 budget development process and calendar at a regular meeting on October 23, 2012; and the budget assumptions for the 2013-2014 General Fund Budget were presented at the regular meeting on February 15, 2013.

A preliminary budget was presented at the at the Budget Workshop on June 11, 2013 and reviewed at the regular meeting on June 18, 1013.

Future Action Expected

Budget Workshop August 13th – Presentation of proposed budget using certified values; and a record vote on proposed tax rate and date and time for Public Meeting to discuss budget and proposed tax rate.

Regular Meeting on August 20th - Final review of proposed budget

Special Meeting on August 27th – Conduct a Public Hearing on the proposed budget and tax rates; and approve the 2013-2014 General Fund Budget and tax rates.

Background Information and Significant Issues

The following are some highlights of our revised preliminary budget:

- Projected local and state revenue at the current tax rate of \$1.04 is \$429,439 more than it was last year. 45.1% of that revenue projection is local revenue and 54.9% is state revenue.
- Comparison of General Fund projected revenue and estimated expenditures between 2012-2013 and 2013-2014:

	2012-2013	2013-2014	Difference
Revenue	\$27,221,253	\$27,823,565	\$602,312
Expenditures	\$26,860,515	\$27,840,402	\$979,887
Surplus/(Deficit)	\$360,738	(\$16,837)	(\$377,575)

- Total Local Projected Revenue is (\$133,291) less than 2012-013 due to a drop in preliminary taxable values and decrease in investment earnings. The local tax revenue could increase or decrease depending on final certified values.
- Total State Projected State Revenue is \$585,603 more than 2012-2013. The Available School Fund amount is down by \$(453,286), but the Foundation School Program funding is \$965,549 more.
- Total Estimated Expenditures are \$979,887 more than 2012-2013. Primary increases include:
 - Payroll & Benefits \$912,939
 - Contracted Services\$74,224
 - Supplies & Materials.....\$7,098
 - Other Operating..... \$150,395
 - Debt Service **(\$203,019)**
 - Capital Outlay\$38,250
- Payroll expenditures account for 73.75% of the proposed budget. For most school district budgets that percentage is 80.0% or more.

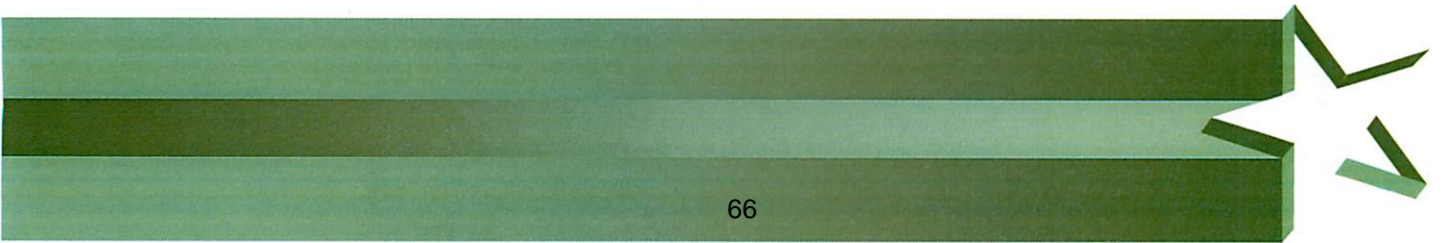
Fiscal Impact	Unknown.
Student and Public Benefit	Detailed financial planning ensures that funds are available to provide the necessary personnel, facilities, equipment and supplies for an appropriate education for all students; and that taxpayer' dollars are spent wisely.
Procedural and Reporting Implications	None.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.
Attachments	<i>ECISD Preliminary Budget for 2013-2014 (Revised 7/16/13)</i>
Contact Person(s)	David Bright, Assistant Superintendent of Finance and Operations
Action Required	No action required.
Superintendent's Recommendation	This is a discussion item only. Mark Pool, Superintendent of Schools

***ECISD PRELIMINARY
BUDGET***

2013-2014

Submitted July 16, 2013

ECISD BOARD MEETING



**EL CAMPO INDEPENDENT SCHOOL DISTRICT
REVENUE PROJECTION
2013-2014
PRELIMINARY BUDGET**

7/16/13

Year	Refined ADA	Rate	M&O Tax Rate	Certified Freeze-Adjusted	Local Revenue @ 98%	State Revenue	Total M&O Revenue	Deficit/Surplus vs 12/13	Additional Aide above Compressed Rate			M&O Tax Rate	I&S Tax Rate	Total Tax Rate
									Local	State	Total			
2008-09	3,205.0	SCR + .04	1.04005	1,055,787,385	11,237,869	15,939,479	27,177,348					1.04005	0.15212	1.19217
2009-10	3,201.9	SCR + .04	1.04005	1,073,320,252	11,443,462	16,242,943	27,686,405					1.04005	0.14904	1.18909
2010-11	3,239.3	SCR + .04	1.04005	1,076,011,418	11,506,719	16,135,094	27,641,813					1.04005	0.15485	1.19490
2011-12	3,250.0	SCR + .04	1.04005	1,064,125,826	11,447,235	14,521,715	25,968,950					1.04005	0.16312	1.20317
2012-13	3,274.3	SCR + .04	1.04005	1,083,920,893	11,739,941	13,677,109	25,417,050					1.04005	0.15610	1.19615
					46.2%	53.8%								
CADs Estimate														
2013-14	3,277.3	SCR	1.00005	1,072,100,000	11,235,386	14,038,369	25,273,755	(143,295)						
2013-14	3,277.3	SCR + .01	1.01005	1,072,100,000	11,340,452	14,076,721	25,417,173	123	105,066	38,352	143,418			
2013-14	3,277.3	SCR + .02	1.02005	1,072,100,000	11,445,518	14,114,913	25,560,431	143,381	210,132	76,544	286,676			
2013-14	3,277.3	SCR + .03	1.03005	1,072,100,000	11,550,584	14,152,951	25,703,535	286,485	315,197	114,582	429,779			
2013-14	3,277.3	SCR + .04	1.04005	1,072,100,000	11,655,650	14,190,839	25,846,489	429,439	420,263	152,470	572,733			
					45.1%	54.9%			73%	27%	100%			

SCR - State Compression Rate

State Revenue Projection includes:

Foundation School Program	\$13,220,421
Available School Fund	\$917,630
Existing Debt Allotment (511)	\$52,788
	\$14,190,839

EDA	from DS Fund fundbalance	2013-14 Debt Service	I&S Tax Rate	Total Tax Rate	Incr./ Decr.
\$52,788	\$248,047				
\$52,788	\$0	1,761,799	0.16433	\$1.20438	0.00823
\$52,788	\$100,000	1,660,789	0.15491	\$1.19496	-0.00119
\$52,788	\$150,000	1,610,284	0.15020	\$1.19025	-0.00590
\$52,788	\$200,000	1,559,779	0.14549	\$1.18554	-0.01061
\$52,788	\$248,047	1,511,246	0.14096	\$1.18101	-0.01514

**EL CAMPO INDEPENDENT SCHOOL DISTRICT
2013-2014
PRELIMINARY BUDGET**

7/16/13

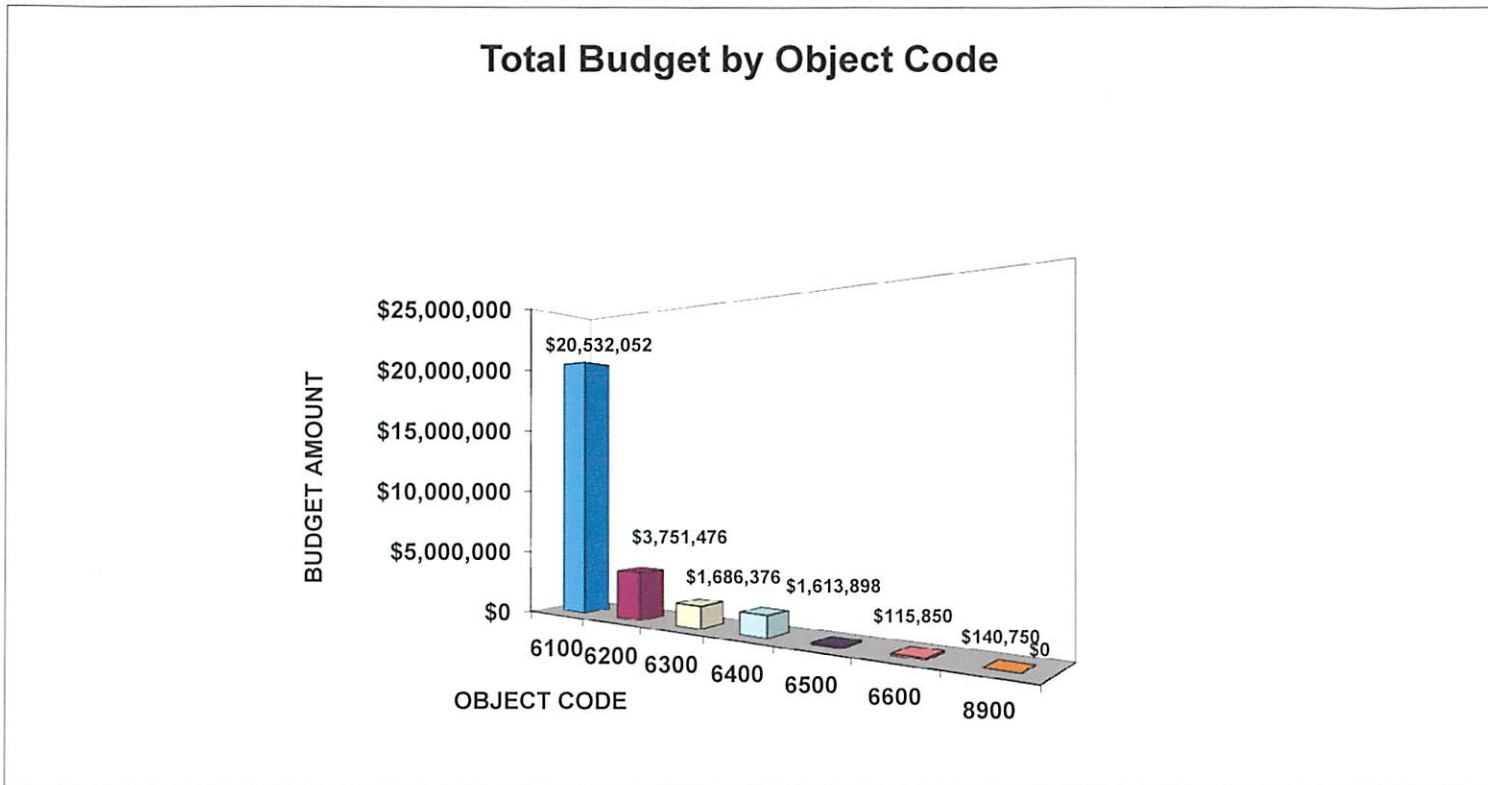
BUDGET SUMMARY - GENERAL FUND 199

REVENUE		2013-14 SB-1		Prior Year SB-1		
LOCAL	<u>Object</u>	<u>Revenue Source</u>	<u>Estimated Revenue</u>	<u>Percent of Total</u>	<u>Estimated Revenue</u>	<u>Incr./ Decr.</u>
	5711	Taxes - Current Year	\$11,655,650	41.89%	\$11,739,941	-\$84,291
	5712	Prior Year Taxes	\$250,000	0.90%	\$250,000	\$0
	5719	Penalty, Interest & Other	\$210,000	0.75%	\$210,000	\$0
	5742	Investment Earnings	\$35,000	0.13%	\$80,000	-\$45,000
	5752	Athletic Activity & Misc. Local	\$203,000	0.73%	\$207,000	-\$4,000
		Total Local Revenue	\$12,353,650	44.40%	\$12,486,941	-\$133,291
STATE	5811	Available School Fund	\$917,630	3.30%	\$1,370,916	-\$453,286
	5812	Foundation School Program	\$13,220,421	47.52%	\$12,254,872	\$965,549
	5831	TRS On Behalf	\$1,119,864	4.02%	\$1,046,524	\$73,340
		Total State Revenue	\$15,257,915	54.84%	\$14,672,312	\$585,603
FEDERAL	5929	SHARS	\$200,000	94.34%	\$50,000	\$150,000
		MAC	\$12,000	0.04%	\$12,000	\$0
		Total Federal Revenue	\$212,000	0.76%	\$62,000	\$150,000
		Total Revenue	\$27,823,565	100.00%	\$27,221,253	\$602,312

EXPENDITURES		2013-14 SB-1		Prior Year SB-1		
LOCAL	<u>Object</u>	<u>Expenditures for:</u>	<u>Estimated Expenditures</u>	<u>Percent of Total</u>	<u>Estimated Expenditures</u>	<u>Incr./ Decr.</u>
	6100	Payroll & Benefits	\$20,532,052	73.75%	\$19,619,113	\$912,939
	6200	Contracted Services	\$3,751,476	13.47%	\$3,677,252	\$74,224
	6300	Supplies & Materials	\$1,686,376	6.06%	\$1,679,278	\$7,098
	6400	Other Operating	\$1,613,898	0.42%	\$1,463,503	\$150,395
	6500	Debt Service	\$115,850	0.42%	\$318,869	-\$203,019
	6600	Capital Outlay	\$140,750	0.51%	\$102,500	\$38,250
	8900	Other Uses	\$0	0.00%	\$0	\$0
		Total Expenditures	\$27,840,402	100.00%	\$26,860,515	\$979,887
		Surplus/(Deficit)	(\$16,837)	68	\$360,738	

**EL CAMPO INDEPENDENT SCHOOL DISTRICT
2013-2014
PRELIMINARY BUDGET**

6/12/13



<u>BUDGET OBJECT</u>	<u>BUDGET</u>	<u>PERCENT of TOTAL</u>
6100 - PAYROLL	\$20,532,052	73.75%
6200 - PURCHASED & CONTRACTED SVCS	3,751,476	13.47%
6300 - SUPPLIES & MATERIALS	1,686,376	6.06%
6400 - OTHER OPERATING EXPENSE	1,613,898	5.80%
6500 - DEBT SERVICE	115,850	0.42%
6600 - CAPITAL OUTLAY	140,750	0.51%
8900 - Other Uses	0	0.00%
	<u>\$27,840,402</u>	<u>100.00%</u>

* General Fund only

EL CAMPO INDEPENDENT SCHOOL DISTRICT
2013-2014
PRELIMINARY BUDGET

6/12/13

SUMMARY BY FUND

<u>FUND</u>	<u>PROGRAM DESCRIPTION</u>	<u>ESTIMATED REVENUES</u>	<u>ESTIMATED EXPENDITURES</u>	<u>SURPLUS/ (DEFICIT)</u>
199	General Fund	27,840,402	27,840,402	0
240	Food Service Fund	1,726,612	1,726,612	0
511	Debt Service Fund	1,796,969	1,796,969	0
TOTAL ESTIMATED BUDGET		\$31,363,983	\$31,363,983	\$0

Business and Operations Report on Capital Improvement Projects

Summary

- **Myatt and Northside Security Entrances and Northside Canopy System.** RWS Architects has been contacted to prepare the construction documents for these projects. They are also working with us on the steps that need to be taken to select a Construction Manager at Risk for these three and possibly future projects. I do not have an established timeline at this point, but anticipate that we may begin the CAMR selection process at our next regular meeting in August.
- **Security Cameras.** I have asked Turk Krenek to move forward with this project. He met with a security vendor last week who will help develop the scope of work and material list to be used to seek a Request for Proposals (RFP), which should happen in the next couple of weeks.

Since most of the work on this project will be outside of the classrooms, the project can be completed while classes are in session. Elementary campuses should be completed within 4-6 weeks from the date of receiving proposals. We will know more about the high school upgrade once we get the scope of work and material list from the security vendor.

At the middle school Turk is recommending that we accept the proposal that has already been submitted from our regional vendor on the campus since the addition of cameras on the middle school campus is minimal.
- **Wireless Connectivity.** Turk Krenek has submitted the following report on this project:

This project is nearly identical to the e-rate project that was bid and awarded (pending FCC funding and approval) earlier this year, therefore, there is no need to re-bid the project. The Board's approval allows us to proceed, whether or not we receive e-rate funding.

Turk will be ready to order the equipment in early August and anticipates that the project should be complete before the Christmas break. If we do receive e-rate funding for the project, (we should receive notification before December) then we will apply for a reimbursement, at which time we can return the reimbursement to the General Fund, or use the reimbursement to further leverage this project.
- **Ricebird Stadium Public Address System.** Mike Mathews (Bayou City Interests) has been contacted and is proceeding with the engineering of this project. The project should take 8-10 weeks to complete, which could push us right up to our first

home varsity football game on September 6th.

- **Ricebird Stadium Press Boxes.** As you are aware the construction of both press boxes is being donated to the district.

At this time both of the old press boxes have been removed from atop the bleachers and the construction of the home side press box is proceeding nicely.

Malcolm Gaus has looked at the project and is working with a structural engineer to make sure that we have adequate structural support for both press boxes. At this time Malcolm has recommended some additional supports for the home side press box. He is confirming his recommendation with the structural engineer. The engineer has already indicated that we will need to pour additional piers and erect additional support columns for the visitor side press box.

- **High School Library Upgrades (Furniture, Carpet and Paint).** I have asked Leah Morton and Rich DuBroc to work with Jeff Balcar to secure pricing for new furniture, carpet and paint.
- **Recondition of Tennis Court.** Bob Gillis has been trying to get a tennis court contractor to come by and give us an estimate on what it would cost to recondition our tennis courts.
- **Replacement of Red Turf at Ricebird Stadium.** Bob Gillis has been in touch with a representative from Hellas Construction regarding replacement of the red turf on the football field.
- **Top Coat Track and Repair Curbs in North and South Curves.** Bob Gillis has talked with a representative from Hellas Construction regarding top coating the track and repairing the curbs in the curves. Malcolm Gaus has also looked at the curbs and believes the track has heaved upward from water infiltration in the expansive clays rather than the curbs settling. He has asked Jeff Balcar to shoot a grade every 30 feet to determine if the track is heaving or the curb is settling.

The track is out of warranty, but Malcolm wants to make sure that the base was constructed in accordance with specifications.

We will work with Hellas Construction to determine how to address the curb issue.

Malcolm Gaus and the representative from Hellas have all agreed that the track needs to be top coated. We will proceed with securing a cost estimate for that project.

- **Parking Lot Repair and Seal Coat.** Jeff Balcar has received estimates for the parking lot repair and seal coat projects. The parking lot repair and additional parking north of the high school is estimated to cost \$35,950.00. Seal coating the high school parking lot and area inside the stadium to the field house has been estimated at \$59,096.25.

A decision needs to be made with regards to whether or not to seal coat the high school parking lot before we restripe it. We

generally restripe the lot every summer.

- **High School Baseball and Softball Field Complex.** I have met with Pat Krpec and he is currently working with the El Campo Little League's attorney to review the proposed Real Estate Sales Contract and preliminary Facilities Use Agreement prepared by George Grimes. We are also awaiting a legal description of the property that will be deeded to the District, which should be available sometime within the next couple of weeks once the survey has been completed.
- **High School Auditorium – Phase I.** No additional work has been done at this time.
- **Ricebird Stadium Field House and Restrooms.** Bob Gillis and I met with Malcolm Gaus to discuss the development of a possible program and scope of work for this project.
- **FFA Project Center.** Craig Hardin and I met with Malcolm Gaus to discuss the development of a possible program and scope of work for this project. Craig has also been in touch with John Wilbeck regarding the possible purchase of some property adjacent to the middle school property.

ECISD Board Policy None.

Effective Date July 16, 2013

Previous Board Action The Board conducted a Facilities Workshop on June 11, 2013, and also discussed these projects at the regular meeting on June 18th.

Future Action Expected As we move forward with these projects there will be an item on the agenda each month to review and/or discuss construction issues.

Background Information and Significant Issues None.

Fiscal Impact The following are estimates that we are working with at this time:

- Myatt Security Entrance.....\$82,491
- Northside Security Entrance\$121,130
- Northside Canopy System\$138,306
- Security Cameras\$176,688
- Wireless Connectivity\$150,000
- Ricebird Stadium PA System.....\$74,024
- Ricebird Stadium Press Boxes\$0.00
- High School Library Upgrades.....Unknown
- Recondition Tennis CourtsUnknown

- Replacement of Red Turf.....Unknown
 - Top Coat Track and Repair Curbs.....Unknown
 - Parking Lot Repair\$35,950
 - Sealcoat Parking Lot.....\$59,096
 - Baseball & Softball Field Complex\$2,386,707
 - High School Auditorium – Phase I.....\$1,390,300
 - Ricebird Stadium Field House and Restrooms.....Unknown
 - FFA Project CenterUnknown
- TOTAL** **\$4,614,692**

Student and Public Benefit	The Board and the general public are appropriately informed about the progress on the capital improvement projects.
Procedural and Reporting Implications	None.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.
Attachments	None.
Contact Person(s)	Mark Pool, Superintendent of School
Action Required	No action required.
Superintendent's Recommendation	Information only. Mark Pool, Superintendent of Schools

Business and Operations Compensation Market Study for Supplemental Pay for Extra Duties

Summary

I have completed a market study for our supplemental pay for extra duties. For all UIL and other extracurricular activities I used the UIL Classification 3A and 4A districts in our regional comparison group. For other extra duty pay I used districts with enrollments of 3,000 to 4,000 students.

The regional comparison group contains districts 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

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

Effective Date July 16, 2013

Previous Board Action The Board adopted the current compensation plan in the Spring of 2005.
There has been no market study or Supplemental Compensation Plan increase since the 2007-2008 school year.

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.
Periodic review of the Supplemental Compensation Plan should be a part of this process.

Background Information and Significant Issues

Comparing extra duty pay for coaches is difficult because, in addition to the supplemental pay for coaching duties, some districts pay for extra days and others do not. Of those who pay extra days some districts pay the coach's actual daily rate while others pay a fixed daily "coaching" rate for all coaches.

When we developed our Supplemental Compensation Plan we choose to discontinue the practice of paying for extra days and include the compensation for the extra days worked in the supplemental pay for coaching duties. Additionally, duties and expectations for coaches of different sports may vary significantly in the various districts of the market group. For this reason our supplemental pay for some coaches may be considerably higher than that of their peers in the other comparison group districts.

Because of the variation in duties and expectations, as you look at the market ratio you will notice a considerable amount of variation. (Ours varies from a low of 81.67% of the market for soccer to 167.51% of the market for varsity football coordinator.) This generally would indicate that there are internal equity issues within the system.

However, I have discussed this concern with Coach Gillis and he has assured me that our extra pay for coaching duties is fair, equitable, and justifiable based on the duties assigned and expectations of our coaching staff. He said that with our current system the more responsibility a coach has the more they earn in each sport.

Fiscal Impact

None.

Student and Public Benefit

A compensation plan that remains competitive to the market median helps to attract quality applicants and retain excellent employees.

Procedural and Reporting Implications

None.

Public Comments

None.

Alternatives

None.

Other Comments and Related Issues

None.

Attachments

- 2013-2014 Athletic Supplemental Pay Study
- Texas Association of School Boards HR Services 2012 Athletic Comparison Report
- 2013-2014 Non-Athletic Supplemental Pay Market Study
- Texas Association of School Boards HR Services 2012 Performing Arts Comparison Report
- Texas Association of School Boards HR Services 2012 Academic Comparison Report
- Texas Association of School Boards HR Services 2012 Teacher Substitute Daily Rate Comparison Report

Contact Person(s)

Mark Pool, Superintendent of Schools

Action Required

No Action Required.

Superintendent's Recommendation

Information item only.

Mark Pool, Superintendent of Schools

2013-2014 Athletic Supplemental Pay Market Study

Position	Current	Market	Ratio	2013-2104 Proposed Supplement	Increase	New Market Ratio	
Athletic Coordinator, Female		\$4,175		\$6,300		150.90%	
Athletic Trainer	\$9,325			\$10,325	\$1,000		
Athletic Trainer, Assistant	\$7,325			\$8,325	\$1,000		
Assistant AD / Head Coach	\$8,550			\$8,550	\$0		
Football - Varsity Coordinator	\$8,250	\$4,925	167.51%	\$9,250	\$1,000	187.82%	
Football - Varsity Assistant	\$5,975	\$3,784	157.90%	\$6,975	\$1,000	184.33%	
Football - Sub Varsity	\$5,575	\$3,850	144.81%	\$6,575	\$1,000	170.78%	
Volleyball - Head Coach	\$6,325	\$4,500	140.56%	\$6,825	\$500	151.67%	
Volleyball - Varsity Assistant	\$3,675	\$2,500	147.00%	\$4,175	\$500	167.00%	
Volleyball - Sub Varsity	\$3,250		N/A	\$3,750	\$500	N/A	
Basketball - Head Coach	\$4,800	\$4,500	106.67%	\$5,300	\$500	117.78%	
Basketball - Varsity Assistant	\$2,800	\$2,500	112.00%	\$3,300	\$500	132.00%	
Basketball - Sub Varsity	\$2,100	\$2,500	84.00%	\$2,600	\$500	104.00%	
Baseball - Head Coach	\$4,800	\$4,275	112.28%	\$5,300	\$500	123.98%	
Baseball - Varsity Assistant	\$2,325	\$2,500	93.00%	\$2,825	\$500	113.00%	
Baseball - Sub Varsity	\$2,100	\$2,500	84.00%	\$2,600	\$500	104.00%	
Sotball - Head Coach	\$4,400	\$4,250	103.53%	\$4,900	\$500	115.29%	
Softball - Varsity Assistant	\$2,325	\$2,500	93.00%	\$2,825	\$500	113.00%	
Softball - Sub Varsity	\$2,100		N/A	\$2,600	\$500	N/A	
Track - Head Coach	\$3,675	\$4,000	91.88%	\$4,175	\$500	104.38%	
Track - Varsity Assistant	\$2,325	\$2,500	93.00%	\$2,825	\$500	113.00%	
Track Coordinator	\$1,125		N/A	\$1,125	\$0	N/A	

Tennis	\$4,050	\$4,492	90.16%	\$4,550	\$500	101.29%
Soccer	\$3,675	\$4,500	81.67%	\$4,175	\$500	92.78%
Golf	\$3,675	\$3,500	105.00%	\$4,175	\$500	119.29%
Swimming	\$4,050	\$4,400	92.05%	\$4,550	\$500	103.41%
Cross Country	\$3,150	\$3,091	101.91%	\$3,650	\$500	118.08%
Powerlifting	\$3,150	\$3,000	105.00%	\$3,650	\$500	121.67%
Middle School Coordinator	\$1,000		N/A	\$1,000	\$0	N/A
Middle School Football	\$3,900	\$2,450	159.18%	\$4,700	\$800	191.84%
Middle School Volleyball	\$2,050	\$1,800	113.89%	\$2,550	\$500	141.67%
Middle School Basketball	\$1,750	\$1,667	104.98%	\$3,250	\$1,500	194.96%
Middle School Track	\$1,575	\$1,600	98.44%	\$2,075	\$500	129.69%
Middle School Tennis	\$1,575	\$1,500	105.00%	\$2,075	\$500	138.33%



2012 Athletic Comparison Report
 Report ID = Athletic Supplemental Comparison 2013
 Report Created: 7/13/2013 12:51:55 PM
 UIL Selection: Multiple
 ESC Selection: Multiple

Extra Duty Information		Stipend Amount				Extra Days			
Activity	Role	Districts Reporting	Market Median	My District	% of Market	Dollar Difference (\$175)	Number Paying Extra Days	Percent Paying Extra Days	My District Extra Days
Baseball	Assistant Coach	98	\$2,500	\$2,325	93.0%	(\$175)	23	23.46%	10
Baseball	Head Coach	100	\$4,275	\$4,800	112.28%	\$525	29	29.0%	10
Baseball	JV Coach	81	\$2,500	\$2,100	84.0%	(\$400)	15	18.51%	8
Baseball	Middle School Coach	10	\$1,634				4	40.0%	9
Basketball	9th Grade Coach	82	\$2,500	\$2,100	84.0%	(\$400)	18	21.95%	10
Basketball	Assistant Coach	98	\$2,500	\$2,800	112.0%	\$300	26	26.53%	10
Basketball	Head Coach	100	\$4,500	\$4,800	106.67%	\$300	35	35.0%	10
Basketball	Middle School Coach	98	\$1,667	\$1,750	105.01%	\$84	22	22.44%	9
Coordinator	High School	46	\$4,175				13	28.26%	15
Cross Country	Head Coach	98	\$3,091	\$3,150	101.93%	\$60	42	42.85%	10
Football	9th Grade Coach	81	\$3,500	\$5,575	159.29%	\$2,075	47	58.02%	10
Football	Assistant Coach	94	\$3,784	\$5,975	157.92%	\$2,192	57	60.63%	14
Football	Assistant Coach	89	\$2,000	\$1,750	87.5%	(\$250)	42	47.19%	10
Football	Coordinator/First Assistant Coach	96	\$4,925	\$8,250	167.51%	\$3,325	57	59.37%	15
Football	Head Coach	31	\$10,000	\$8,550	85.5%	(\$1,450)	15	48.38%	25
Football	Head Coach	84	\$2,450	\$3,900	159.18%	\$1,450	40	47.61%	10
Football	Junior Varsity Coach	82	\$3,850	\$5,575	144.81%	\$1,725	47	57.31%	12
Golf	Head Coach (Year Round)	93	\$3,500	\$3,675	105.0%	\$175	18	19.35%	10
Power Lifting	Head Coach	80	\$3,000	\$3,150	105.0%	\$150	17	21.25%	10
Soccer	Assistant Coach	62	\$2,500				13	20.96%	8
Soccer	Head Coach	65	\$4,500	\$3,675	81.67%	(\$825)	18	27.69%	7
Soccer	Middle School Coach	18	\$1,500				2	11.11%	10
Softball	Assistant Coach	99	\$2,500	\$2,325	93.0%	(\$175)	21	21.21%	10
Softball	Head Coach	99	\$4,250	\$4,400	103.53%	\$150	27	27.27%	10
Swimming	Head Coach	36	\$4,400	\$4,050	92.05%	(\$350)	8	22.22%	8
Tennis	Head Coach (Year-Round)	95	\$4,492	\$4,050	90.16%	(\$442)	23	24.21%	10
Tennis	Middle School Coach	63	\$1,500	\$1,575	105.0%	\$75	9	14.28%	10
Track	Assistant Coach	99	\$2,500	\$2,325	93.0%	(\$175)	22	22.22%	9
Track	Head Coach	98	\$4,000	\$3,675	91.88%	(\$325)	25	25.51%	10
Track	Middle School Coach	96	\$1,600	\$1,575	98.44%	(\$25)	20	20.83%	7
Volleyball	Assistant Coach	98	\$2,500	\$3,675	147.0%	\$1,175	45	45.91%	10
Volleyball	Head Coach	100	\$4,500	\$6,325	140.56%	\$1,825	52	52.0%	10
Volleyball	Middle School Coach	97	\$1,800	\$2,050	113.89%	\$250	39	40.2%	7
Wrestling	Head Coach	12	\$4,250				1	8.33%	5

2013-2014 Non-Athletic Supplemental Pay Market Study

Position	Current	Market	Ratio	2013-2014 Proposed Supplement	Increase	New Market Ratio
Band Director - High School	\$11,550	\$7,600	151.97%	\$11,550	\$0	151.97%
Band Director - Assistant	\$7,675	\$4,100	187.20%	\$7,675	\$0	187.20%
Band Director - Middle School	\$6,725	\$4,000	168.13%	\$6,725	\$0	168.13%
Color Guard Sponsor	\$1,575	\$1,575	100.00%	\$1,975	\$400	125.40%
Drill Team Director	\$7,200	\$3,000	240.00%	\$7,200	\$0	240.00%
Drill Team Assistant	\$1,575	\$1,650	95.45%	\$2,075	\$500	125.76%
Choir Director	\$4,200	\$3,675	114.29%	\$4,600	\$400	125.17%
Cheerleader Sponsor - High School	\$2,700	\$2,760	97.83%	\$3,450	\$750	125.00%
Cheerleader Sponsor - HS Assistant	\$1,575	\$1,500	105.00%	\$1,875	\$300	125.00%
Cheerleader Sponsor - Middle School	\$1,050	\$1,250	84.00%	\$1,575	\$525	126.00%
NFL Speech / Debate Advisor - High School	\$1,000	\$1,000	100.00%	\$1,250	\$250	125.00%
Drama /OAP Director Advisor - High School	\$2,500	\$2,000	125.00%	\$2,500	\$0	125.00%
Speech / Drama - Middle School	\$1,000	\$1,000	100.00%	\$1,250	\$250	125.00%
HLSR Rodeo Art - High School	\$1,500	\$1,500	100.00%	\$1,875	\$375	125.00%
Yearbook Sponsor - High School	\$1,575	\$1,380	114.13%	\$1,725	\$150	125.00%
Yearbook Sponsor - Middle School	\$850	\$850	100.00%	\$1,075	\$225	126.47%
Newspaper Sponsor - High School	\$1,175	\$1,000	117.50%	\$1,250	\$75	125.00%
Newspaper Sponsor - Middle School	\$475	\$475	100.00%	\$600	\$125	126.32%
Junior Class Sponsor	\$1,050	\$500	210.00%	\$1,050	\$0	210.00%
Student Council Sponsor - High School	\$1,050	\$1,000	105.00%	\$1,250	\$200	125.00%
Student Council Sponsor - Middle School	\$600	\$500	120.00%	\$625	\$25	125.00%
National Honor Society Sponsor	\$850	\$700	121.43%	\$875	\$25	125.00%
National Junior Honor Society Sponsor	\$500	\$500	100.00%	\$625	\$125	125.00%
Campus UIL Coordinator	\$1,000	\$1,000	100.00%	\$1,250	\$250	125.00%
Elementary UIL Coordinator	\$500	\$500	100.00%	\$625	\$125	125.00%
High School UIL Sponsor	\$700	\$500	140.00%	\$700	\$0	140.00%
Middle School UIL Sponsor	\$175	\$175	100.00%	\$225	\$50	128.57%
WCYF Academic Rodeo	\$375	\$375	100.00%	\$475	\$100	126.67%
WCYF Spelling	\$175	\$175	100.00%	\$225	\$50	128.57%

Position	Current	Market	Ratio	2013-2014 Proposed Supplement	Increase	New Market Ratio
High School Department Chair (Non-Core)	\$1,425	\$1,425	100.00%	\$1,500	\$75	105.26%
Middle School Department Chair (Non-Core)	\$1,050	\$1,050	100.00%	\$1,100	\$50	104.76%
Elementary Grade Level Chair	\$725	\$725	100.00%	\$775	\$50	106.90%
Pre-Kindergargen Grade Chair	\$225	\$225	100.00%	\$250	\$25	111.11%
CATE Coordinator	\$2,000	\$2,000	100.00%	\$2,100	\$100	105.00%
Bilingual Family Literacy Coordinator	\$500	\$500	100.00%	\$525	\$25	105.00%
Instructional Materials Coordinator	\$2,000	\$2,000	100.00%	\$2,100	\$100	105.00%
High School Testing Coordinator	\$2,000	\$2,000	100.00%	\$2,100	\$100	105.00%
District Webmaster	\$2,000	\$2,000	100.00%	\$2,100	\$100	105.00%
Campus Webmaster	\$500	\$500	100.00%	\$525	\$25	105.00%

2012 Performing Arts Comparison Report
 Report ID = Performing Arts Supplemental Comparison 2013
 Report Created: 7/13/2013 1:05:43 PM
 UIL Selection: Multiple
 ESC Selection: Multiple

Extra Duty Information			Stipend Amount				Extra Days			
Activity	Role	Districts Reporting	Market Median	My District		Dollar Difference	Number Paying Extra		Median Extra Days	My District Extra Days
				My District	% of Market		Days	Percent Paying Extra Days		
	HS Mariachi Director	11	\$3,500				1	9.09%	12	
Band	HS Band-Assistant Director	84	\$4,100	\$7,675	187.2%	\$3,575	40	47.61%	15	
Band	HS Band-Director	72	\$7,600	\$11,550	151.97%	\$3,950	32	44.44%	23	
Band	MS Band-Director	83	\$4,000	\$6,725	168.13%	\$2,725	45	54.21%	15	
Cheerleading	HS Cheerleading-Asst. Sponsor	72	\$1,500	\$1,575	105.0%	\$75	8	11.11%	10	
Cheerleading	HS Cheerleading-Sponsor	99	\$2,760	\$2,700	97.83%	(\$60)	13	13.13%	10	
Cheerleading	MS Cheerleading-Sponsor	90	\$1,250	\$1,050	84.0%	(\$200)	5	5.55%	5	
Choir	HS Choir-Assistant Director	22	\$2,500				2	9.09%	10	
Choir	HS Choir-Director	69	\$3,675	\$4,200	114.29%	\$525	13	18.84%	10	
Choir	MS Choir-Director	59	\$2,000				4	6.77%	9	
Orchestra	HS Orchestra-Director	9	\$5,000				2	22.22%	16	
Orchestra	MS Orchestra-Director	8	\$3,115				2	25.0%	10	
Pep Squad	HS Pep Squad-Director	8	\$900				1	12.5%	15	
Pep Squad	MS Pep Squad-Director	18	\$625				0	0.0%		
Performing Dance Team	HS Performing Dance/Drill Team-Asst. Director	28	\$1,650	\$1,575	95.45%	(\$75)	4	14.28%	10	
Performing Dance Team	HS Performing Dance/Drill Team-Director	76	\$3,000	\$7,200	240.0%	\$4,200	15	19.73%	10	

2012 Academic Comparison Report
 Report ID = Academic Supplemental Comparison 2013
 Report Created: 7/13/2013 1:03:24 PM
 UIL Selection: Multiple
 ESC Selection: Multiple

Extra Duty Information	Stipend Amount					Extra Days			
	Districts Reporting	Market Median	My District My District	My District % of Market	Dollar Difference	Number Paying Extra Days	Percent Paying Extra Days	Median Extra Days	My District Extra Days
Academic Decathlon Advisor	33	\$1,600				0	0.0%		
Agriculture Sponsor	34	\$2,225				8	23.52%	27	
Debate Advisor	49	\$1,000	\$500	50.0%	(\$500)	1	2.04%	40	
Drama/Theatre Advisor	55	\$2,000	\$1,250	62.5%	(\$750)	2	3.63%	5	
High School Class Advisor	37	\$500				0	0.0%		
National Honor Society Advisor	83	\$700	\$850	121.43%	\$150	0	0.0%		
Newspaper Advisor	53	\$1,000	\$1,175	117.5%	\$175	2	3.77%	5	
One-Act Play Sponsor	69	\$1,500	\$1,250	83.33%	(\$250)	2	2.89%	8	
ROTC Sponsor	13	\$1,500				3	23.07%	33	
Speech Advisor	29	\$1,100	\$500	45.45%	(\$600)	0	0.0%		
Student Council Advisor-HS	84	\$1,000	\$1,050	105.0%	\$50	2	2.38%	5	
Student Council Advisor-MS	78	\$500	\$600	120.0%	\$100	0	0.0%		
UIL Activity Sponsor-HS (Annual Stipend)	80	\$500	\$700	140.0%	\$200	0	0.0%		
UIL Activity Sponsor-MS (Annual Stipend)	71	\$300	\$175	58.33%	(\$125)	0	0.0%		
UIL Campus Coordinator-HS	88	\$1,000	\$1,000	100.0%	\$0	0	0.0%		
UIL Campus Coordinator-MS	72	\$700	\$1,000	142.86%	\$300	0	0.0%		
Yearbook Advisor	93	\$1,380	\$1,575	114.13%	\$195	3	3.22%	5	



2012 Teacher Substitute Daily Rate Comparison Report

Report ID =

Report Created: 7/15/2013 9:30:19 AM

Enrollment Selection: 3,000 to 4,000

ESC Selection: Multiple

Comparison Districts			Short-Term			Long-Term		Other
District	ESC	Enroll	Nondegreed	Degreed	Degreed-Certified	Degreed	Degreed-Certified	
EL CAMPO ISD	03	3,510	\$60.00	\$70.00	\$90.00	\$75.00	\$125.00	
Market Median		3,514	\$60.00	\$70.00	\$80.00	\$85.00	\$105.00	\$112.50
ARANSAS COUNTY ISD	02	3,141	\$65.00	\$70.00	\$80.00	\$80.00	\$90.00	\$160.00
BAY CITY ISD	03	3,660	\$60.00	\$75.00	\$85.00	\$90.00	\$150.00	\$65.00
BEEVILLE ISD	02	3,463	\$60.00	\$70.00	\$70.00	\$75.00	\$229.47	
CALLEN ISD	02	3,972	\$65.00	\$80.00	\$80.00	\$85.00	\$85.00	
FLORESVILLE ISD	20	3,784	\$65.00	\$75.00	\$90.00	\$85.00	\$100.00	\$200.00
HUFFMAN ISD	04	3,565	\$65.00	\$75.00	\$90.00	\$100.00	\$125.00	\$58.00
LA VERNIA ISD	20	3,061	\$58.00	\$65.00	\$65.00	\$75.00	\$230.54	\$100.00
LITTLE CYPRESS-MAURICEVILLE CISD	05	3,418	\$60.00	\$70.00	\$70.00	\$100.00	\$100.00	\$130.00
LUMBERTON ISD	05	3,901	\$60.00	\$70.00	\$80.00		\$120.00	
MEDINA VALLEY ISD	20	3,646	\$55.00	\$65.00	\$75.00	\$146.10	\$146.10	
NAVASOTA ISD	06	3,000	\$60.00	\$65.00	\$70.00	\$65.00	\$100.00	\$100.00
SOMERSET ISD	20	3,900	\$68.00	\$83.00	\$83.00	\$90.00	\$90.00	\$73.00
STAFFORD MUNICIPAL SCHOOL DISTRICT	04	3,360	\$75.00	\$80.00	\$90.00	\$100.00	\$110.00	
TAYLOR ISD	13	3,081	\$60.00	\$70.00	\$75.00	\$80.00	\$85.00	\$125.00

Action Required

Business and Operations

Supplemental Pay Plan and Pay Structure for Substitutes

Summary

There has been no increase in supplemental pay for extra duties since the 2007-2008 school year. Based upon the market study just completed we are recommending the following increases in our supplemental pay for extra duties:

Athletics

- High School Football.....\$1,000
- Middle School Football.....\$800
- All Other Sports.....\$500
- Addition of High School Female Coordinator.....\$6,300

Non-Athletics Extracurricular Activities

All positions were increased to approximately 125% of the market median, with the exceptions of the following positions which were already more than 125% of market median:

- High School Band Director..... 151.97%
- Assistant Band Director 187.20%
- Middle School Band Director 168.13%
- Drill Team Director 240.00%
- Junior Class Sponsor..... 210.00%
- High School UIL Sponsor..... 140.00%

Increases range from \$25 to \$500 per position, with an average increase per position of \$182.

I have also added an extra duty supplement for our FFA Advisors of \$2,775, which is 125% of the market median. We have previously not paid an extracurricular supplement to our FFA Advisors.

We also added positions for Elementary UIL campus coordinator and event sponsors.

Non-Athletics Extra Duty

These positions were increased to approximately 105% of the market median.

Increase range from \$25 to \$100 per position, with an average increase per position of \$65.00.

We also eliminated the supplemental pay for Vocational Adjustment Coordinator.

Salary Stipends

No changes are recommended to our current stipend schedule.

We did add a \$2,500 stipend for the elementary transition class teachers.

Substitute Teachers

I am recommending no change in our daily rate of pay for substitute teachers. The market study revealed that we are in a competitive position with regards to our substitute pay, i.e., at or slightly above the market median.

We have made a conscious decision to pay more to substitutes who are certified teachers.

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

Effective Date July 16, 2013

Previous Board Action The Board adopted the current compensation plan in the Spring of 2005. The Supplemental Pay Plan is reviewed annually, but has not changed since 2007-2008.

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.

The Supplemental Pay Schedule should also be reviewed periodically.

Background Information and Significant Issues None.

Fiscal Impact Increase from current amounts:

Athletics

- High School.....\$27,000
- Middle School.....\$16,800

Non-Athletics Extracurricular

- Approximately\$16,175
- Multiple PositionsUnknown

Non-Athletic Extra Duty

- Vocational Adjustment Coordinator. (\$2,000)

Salary Stipends

- Elementary Transition Teachers\$7,500

Total Increase approx. \$65,000 - \$75,000

Student and Public Benefit

A supplemental compensation plan that remains above the market median helps us to attract quality coaches and recruit teachers to sponsor the different extracurricular activities.

Procedural and Reporting Implications

None.

Public Comments

None.

Alternatives

None.

Other Comments and Related Issues

None.

Attachments

- 2013-2014 Supplemental Pay Proposal
- 2013-2014 Stipend Schedule
- 2013-2014 Daily Rate Schedule for Substitute Teachers

Contact Person(s)

Mark Pool, Superintendent of Schools
Bob Gillis, Athletic Director

Action Required

Motion, second and majority vote to approve the 2013-2014 Supplemental Pay Plan for Extra Duties.

Superintendent's Recommendation

I recommend you approve the proposed 2013-2014 Supplemental Pay Plan for Extra Duties.

Mark Pool, Superintendent of Schools

2013-2014 Supplemental Compensation Athletics

Athletic Coordinator, Female	\$6,300
Athletic Trainer	\$10,325
Athletic Trainer, Assistant	\$8,325
Assistant AD / Head Coach	\$8,550
Football – Varsity Coordinator	\$9,250
Football – Varsity Assistant	\$6,975
Football – Sub Varsity	\$6,575
Volleyball – Head Coach	\$6,825
Volleyball – Varsity Assistant	\$4,175
Volleyball – Sub Varsity	\$3,750
Basketball – Head Coach	\$5,300
Basketball – Varsity Assistant	\$3,300
Basketball – Sub Varsity	\$2,600
Baseball – Head Coach	\$5,300
Baseball – Varsity Assistant	\$2,825
Baseball – Sub Varsity	\$2,600
Softball – Head Coach	\$4,900
Softball – Varsity Assistant	\$2,825
Softball – Sub Varsity	\$2,600
Track – Head Coach	\$4,175
Tack – Varsity Assistant	\$2,825
Track Coordinator	\$1,125

Approved by Board of Trustees: July 16, 2013

Tennis	\$4,550
Soccer	\$4,175
Golf	\$4,175
Swimming	\$4,550
Cross Country	\$3,650
Powerlifting	\$3,650
Middle School Coordinator	\$1,000
Middle School Football	\$4,700
Middle School Volleyball	\$2,550
Middle School Basketball	\$3,250
Middle School Track	\$2,075
Middle School Tennis	\$2,075

2013-2014 Supplemental Compensation Non-Athletics

Agriculture Science – FFA Advisor	\$2,775
Band Director – High School	\$11,550
Band Director - Assistant	\$7,675
Band Director – Middle School	\$6,725
Color Guard Sponsor	\$1,975
Drill Team	\$7,200
Drill Team – Assistant	\$2,075
Choir Director	\$4,600
Cheerleader Sponsor – High School	\$3,450
Cheerleader Sponsor – High School Assistant	\$1,875
Cheerleader Sponsor – Middle School	\$1,575
NFL Speech / Debate Advisor – High School	\$1,250
Drama / OAP Director Advisor – High School	\$2,500
Speech / Drama - Middle School	\$1,250
HLSR Rodeo Art – High School	\$1,875
Yearbook Sponsor – High School	\$1,725
Yearbook Sponsor – Middle School	\$1,075
Newspaper Sponsor – High School	\$1,250
Newspaper Sponsor – Middle School	\$600
Junior Class Sponsor	\$1,050
Student Council Sponsor – High School	\$1,250
Student Council Sponsor – Middle School	\$625
National Honor Society Sponsor	\$875
National Junior Honor Society Sponsor	\$625
Secondary Campus UIL Coordinator	\$1,250
Elementary UIL Coordinator	\$625

Approved by Board of Trustees: July 16, 2013

High School Department Chair (Non-core Subject Areas)	\$1,500
Middle School Department Chair (Non-core Subject Areas)	\$1,100
Elementary Grade Level Chair	\$775
Pre-Kindergarten Grade Chair	\$250
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CATE Coordinator	\$2,100
Bilingual Family Literacy Coordinator	\$525
Textbook Coordinator	\$2,100
High School Testing Coordinator	\$2,100
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District Webmaster	\$2,100
Campus Webmaster	\$525
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Supplemental compensation is paid as a part of an employee’s annual salary.

The following supplemental pay is paid on an as earned basis:

High School UIL Sponsor	\$700 per Event
Middle School UIL Sponsor	\$225 per Event per Grade Level
Elementary School UIL Sponsor	\$225 per Event per Grade Level
WCYF Academic Rodeo	\$475 per Team
WCYF Spelling	\$225 per Grade Level

High School Activities

1. Accounting
2. Calculator Applications
3. Computer Applications
4. Computer Science
5. Current Issues and Events
6. Literary Criticism
7. Mathematics
8. Number Sense
9. Ready Writing
10. Science
11. Social Studies
12. Spelling and Vocabulary
13. Cross-Examination Team Debate
14. Lincoln-Douglass Debate
15. Extemporaneous Informative Speaking
16. Extemporaneous Persuasive Speaking
17. Poetry Interpretation
18. Prose Interpretation
19. Editorial Writing
20. Feature Writing
21. Headline Writing
22. News Writing

Middle School Activities

1. Art (6-8)
2. Calculator Applications (6-8)
3. Dictionary Skills (6-8)
4. Editorial Writing (7-8)
5. Impromptu Speaking (7-8)
6. Listening (6-8)
7. Maps, Graphs, & Charts (6-8)
8. Mathematics (6-8)
9. Modern Oratory (7-8)
10. Music Memory (6)
11. Number Sense (6-8)
12. One-Act Play (6-8)
13. Oral Reading (6-8)
14. Ready Writing (6-8)
15. Science I and II (7-8)
16. Spelling (6-8)

2013-2014 Stipend Schedule

Masters Degree	\$1,230
Health Science Technology	\$10,500
Vision, Orientation and Mobility	\$2,000
Bilingual / ESL	\$2,000
Elementary Music	\$300
Deaf Education	\$3,250
Elementary Transition Teachers	\$2,500

2013-2014 Daily Rates for Substitute Teachers

Non-Degreed	\$60
Degreed *	\$70
Certified	\$90
Long Term **	
Non-Degreed	\$65
Degreed *	\$75
Certified	\$125

* Degree must be at least a Bachelor Degree

** Long-term is defined as 10 or more consecutive days in the same position with NO break in service

Agenda Item Summary Sheet (5 E)
Meeting Date: July 16, 2013
Submitted by: Mark Pool, Superintendent

Action Required

Business and Operations	Additional Contract Days for Elementary Principals and Assistant Principals
Summary	<p>In my mind there has always been a need to increase the contract days for our elementary principals. In this district they have historically worked fewer days than their peers across the state, which makes it difficult when we need the entire leadership team together during the summer months for planning purposes. I have always been hesitant to call them to a meeting if they had fulfilled all of their contract days.</p> <p>Our elementary principals are currently on a 210 day contract (middle school and high school are both on 226 days) while their peers across the state are generally on a 217 day contract.</p> <p>Because of their limited number of contract days we generally have to pay them for additional days anyway if they are responsible for summer school.</p> <p>Likewise, our elementary principals have all requested additional days for their assistant principals. Our assistant elementary principals are currently on a 197 day contract —10 days more than teachers. (Our middle school and high school assistant principals are on 210 day contracts.)</p>
ECISD Board Policy	DCB (LEGAL) – EMPLOYMENT PRACTICES, TERM CONTRACTS
Effective Date	July 16, 2013
Previous Board Action	The Board annually approves contracts for all professional personnel based on the approved contract days.
Future Action Expected	None.
Background Information and Significant Issues	<p>I would like to add seven (7) days to the contract of our elementary principals to put them under contract for 217 days.</p> <p>I also would like to add ten (10) additional days to the contracts of our assistant elementary principals (one week after school and one week before) to put them under contract for 207 days.</p> <p>This would put both of these positions at the same number</p>

of days as their peers in the districts that we use in our market study; i.e., districts with enrollments of 3,000 to 4,000 students in Regions 2, 3, 4, 5, 6, 13, and 20.

Fiscal Impact

Principals Average Increase	\$2,460
Principals Total Increase.....	\$7,380
Assistants Average Increase	\$3,108
Assistants Total Increase.....	\$9,325
Total Increase	\$16,705

Student and Public Benefit

Elementary administrators will be available more readily available for summer planning and more readily available to parents.

Procedural and Reporting Implications

Change in contract days.

Public Comments

None.

Alternatives

None.

Other Comments and Related Issues

None.

Attachments

- Texas Association of School Administrators HR Services 2012 Custom Report

Contact Person(s)

Mark Pool, Superintendent of Schools
Elementary Principals

Action Required

Motion, second and majority vote to approve the recommended increase in the number of contract days for elementary principals and assistant principals.

Superintendent's Recommendation

I recommend you approve the recommended increase in the number of contract days for elementary principals and assistant principals.

Mark Pool, Superintendent of Schools



2012 Custom Comparison Report
 Report ID =
 Report Created: 7/16/2013 8:48:45 AM
 Enrollment Selection: 3,000 to 4,000
 ESC Selection: Multiple

Position Information				Duty Days		Pay Range Minimum			Average Pay		
Position	Districts Reporting	Total Staff	My District Staff	Median Duty Days	My District Duty Days	Market Minimum	My District Minimum	My District % of Market	Market Average	My District Average	My District % of Market
Assistant Principal - Elementary School	11	32	3	207	197	\$49,988	\$48,592	97.2%	\$60,276	\$58,283	96.7%
Principal - Elementary School	13	35	3	217	210	\$60,695	\$59,304	97.7%	\$71,333	\$71,150	99.7%

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

Discussion Item

Curriculum and Instruction	Date and Time for Curriculum and Instruction Workshop
Summary	In our Board Calendar of Activities we have planned a Curriculum and Instruction Workshop for August. Since we already will be meeting in a special meeting on August 27 th for a public hearing on the proposed budget and tax rates and action to approve both, I suggest that we following that business with the curriculum and instruction workshop.
ECISD Board Policy	None.
Effective Date	July 16, 2013
Previous Board Action	The Board periodically holds special meeting workshops for various reasons.
Future Action Expected	The Board periodically holds special meeting workshops for various reasons.
Background Information and Significant Issues	Proposed date and time for Curriculum and Instruction Workshop: Tuesday, August 27, 2013 at 6:00 p.m.
Fiscal Impact	None.
Student and Public Benefit	Trustees are able to discuss and focus on specific issues without distraction of other urgent or pending business.
Procedural and Reporting Implications	Post 72-hour Notice of meeting.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.

Attachments	None.
Contact Person(s)	Mark Pool, Superintendent of Schools
Action Required	No action required. The Board President can call a special meeting based upon the consensus of the Board.
Superintendent's Recommendation	This is a discussion item only. Mark Pool, Superintendent of Schools

Agenda Item Summary Sheet (6 B)
Meeting Date: July 16, 2013
Submitted by: Mark Pool, Superintendent

Discussion Item

Curriculum and Instruction	Discuss Gifted and Talented Program Parent Survey
Summary	Last Spring Pat Buss administered surveys to parents, teachers and students in our gifted and talented program. Tonight we will discuss the results of the parent survey and plans for improvement of our gifted and talented program.
ECISD Board Policy	EHBB – SPECIAL PROGRAMS, GIFTED AND TALENTED STUDENTS
Effective Date	July 16, 2013
Previous Board Action	None.
Future Action Expected	None.
Background Information and Significant Issues	A summary of the parent survey prepared by Melissa Koop is attached. Kelly Waters will review the survey results and discuss plans for differentiating instruction for our elementary gifted and talented students.
Fiscal Impact	None.
Student and Public Benefit	Our brightest students should benefit from a viable program for Gifted and Talented students.
Procedural and Reporting Implications	None.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.
Attachments	<ul style="list-style-type: none">• Summary of Parent Survey

Contact Person(s)	Kelly Waters, Assistant Superintendent of Curriculum and Instruction
Action Required	No action required.
Superintendent's Recommendation	This is an information item only. . Mark Pool, Superintendent of Schools

Gifted and Talented Program Evaluation

2012-2013

Surveys were given to Gifted and Talented students and their parents and to our Gifted and Talented teachers in late spring of 2013. The surveys included questions about student assessment, our Gifted and Talented program design, curriculum and instruction, professional development (teacher survey only), and family-community involvement. The surveys also included a section for participants to add comments and/or suggestions to improve the program. Participants were asked to answer *yes*, *no*, or *don't know* to questions in each of the categories mentioned above. Based on survey results, it appears that for our parents of GT students, communication between this program's stakeholders is one of the biggest issues. There were a large number of questions that were answered with *don't know* from all three groups taking the survey. This confirms that parents comments about communication being an issue.

A summarization of the parent comments follows. These comments were overwhelmingly from the parents of elementary GT students.

- Lack of communication from the school to the parents about the GT program appeared the most in the comment section of the parent survey – many parents commented that they didn't feel informed about what their kids were doing in the GT program that was different than the rest of the student population.
- The perception from some parents is that there was not much done that was different and/or challenging for the GT students at the elementary level.
- Parents would like to see more differentiation in lessons and activities as evidence of our GT program.
- Some parents perceive that our GT students just receive "more worksheets."
- There were several requests in the comment section that the GT students be in a class solely consisting of GT students.
- Some parents commented that they would like to see more field trips for the GT students.
- There was also a comment that focused specifically on increase the emphasis on research and presentation opportunities of our GT students.

Ideas being discussed to improve the GT program at the elementary level for the 2013-2014 school year as a result of the program's evaluation include:

- The schools will develop specific strategies to strengthen the communication between the school and the parents of students in our GT program about the GT program and how this program will serve GT identified students.
- At the elementary level principals will include specific time, built into the school schedule, for GT students to be pulled together to work on GT projects, research, presentations, etc. that are challenging and unique for the GT students.
- Incorporate the Texas Performance Standard Projects into the GT program <http://texaspsp.org>

Action Required

Governance	Election of Delegate and Alternate to TASB Delegate Assembly
Summary	<p>The TASB Delegate Assembly, held annually in conjunction with the TASB/TASA Convention, is the foundation of the Association's governance structure and provides critical direction as the Association represents members' interests before state and national policy makers.</p> <p>The 2013 Delegate Assembly is scheduled for Saturday, September 28, 2013, in Dallas. Delegates and alternates in each region will meet with TASB Directors over lunch to discuss the issues coming before the Assembly and to clarify Delegate Assembly processes. Caucuses and lunch for delegates and alternates will begin at 12:30 p.m. and end just before the opening of the Assembly at 1:45 p.m.</p>
ECISD Board Policy	BBD (LEGAL), BOARD MEMBERS: TRAINING AND ORIENTATION
Effective Date	September 28, 2013
Previous Board Action	The Board annually selects a delegate and alternate to serve on the TASB Delegate Assembly.
Future Action Expected	The Board annually selects a delegate and alternate to serve on the TASB Delegate Assembly.
Background Information and Significant Issues	<p>TASB's Delegate Assembly is a vital component of the Association's governance structure. During the half-day Assembly, local trustees from across Texas provide crucial direction to the TASB Board and staff in representing members' interests before state and national policy makers.</p> <p>The Delegate Assembly charts TASB's future in three significant ways:</p> <ul style="list-style-type: none">• Elects TASB's leadership —officers and members of the TASB Board of Directors• Amends TASB Bylaws to ensure a responsive and effective Association.• Formally adopts TASB's Advocacy Agenda, the legislative "roadmap" for issues critical to public education for the foreseeable future.

Fiscal Impact	Registration fee and travel expenses for delegate and alternate to the convention in Austin.
Student and Public Benefit	Students and taxpayers benefit by having our district represented in the decision making process of a body that represents the interests of public schools and school boards before state and national policy makers.
Procedural and Reporting Implications	Registration of delegate and alternate.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.
Attachments	<i>"Frequently Asked Questions – 2013 Delegate Assembly"</i>
Contact Person(s)	Dianne Cerny , Executive Secretary to Superintendent
Action Required	The Board should nominate and elect a delegate and alternate to the 2013 Delegate Assembly to be held on September 28 th , in Dallas.
Superintendent's Recommendation	I recommend that you elect a delegate and alternate to the TASB 2011 Delegate Assembly. Mark Pool, Superintendent of Schools

Frequently Asked Questions

2013 Delegate Assembly

Omni Dallas Hotel

Saturday, September 28, 2013



Delegate Assembly Frequently Asked Questions

Q. What is the Delegate Assembly?

The TASB Delegate Assembly meets once a year, by tradition, on the Saturday of the annual TASA/TASB Convention. The Delegate Assembly consists of board members appointed from TASB Active Members, the TASB Board, and the four Legislative Advisory Council members of the TASB Legislative Committee. The Delegate Assembly determines the direction TASB will take in terms of leadership and interaction with state and federal officials and with other organizations. Each delegate (or alternate when the delegate is not available) represents his or her district's interests on issues before the Delegate Assembly.

Q. If the Delegate Assembly determines TASB's direction in terms of leadership and interaction with other bodies and organizations what does the TASB Board of Directors do?

Article VI, Section 3, of the TASB Bylaws empowers the TASB Board of Directors to actively promote the purposes of the Association, oversee its fiscal affairs, and establish Board policies. Some of the specific duties of the Board include employing the Executive Director, adopting the TASB strategic plan, approving new programs and services, monitoring ongoing service offerings, adopting the annual association budget, and recommending action to the Delegate Assembly concerning changes to the Bylaws, mission statement, statement of beliefs, articles of incorporation, the TASB Advocacy Agenda, and Active Member dues.

Q. Who serves on the TASB Board of Directors?

The TASB Board consists of 44 Directors. TASB Directors represent TASB's 20 geographical regions (corresponding to the Education Service Center [ESC] regions) as well as their own school district boards. The ESC boards are represented by one voting *ex officio* Director selected by a process and for a term prescribed by guidelines established by the ESC boards. Some TASB Regions—because of large student enrollments—have more than one Director. In some cases, a school district with a very large student enrollment will have its own Director. Each TASB Director represents a TASB Region, except for three Directors: the President, President-Elect, and Immediate Past President, who represent all TASB Regions by virtue of their offices. These officers—along with the two Vice-Presidents and the Secretary-Treasurer—serve as officers of both the TASB Board and the Delegate Assembly.

Q. Where and when is the Delegate Assembly?

Saturday, September 28, 2013, at the Omni Dallas Hotel.

12:30 - 1:45 p.m. TASB Region Caucuses/Lunch for named delegates and alternates (in rooms assigned in the Omni Dallas Hotel – see agenda for list of rooms)

2 - 4 p.m. (or end of Delegate Assembly) Delegate Assembly, in the Dallas Ballroom, 3rd floor of the Omni Dallas Hotel.

Your responsibilities as a delegate or alternate begin at 12:30 p.m. when you attend your TASB Region's caucus before the Delegate Assembly convenes. Caucuses will meet in rooms assigned (see the agenda for a list of rooms) in the Omni Dallas Hotel from 12:30–1:45 p.m. During your caucus, you and other delegates and alternates from your TASB Region will gather with your TASB Directors to discuss

issues that will be coming before the Delegate Assembly, processes, and other topics of interest to the delegates. A complimentary lunch will also be provided to named delegates and alternates. Your region-numbered button and delegate or alternate ribbon will grant you access to the lunch and caucus.

At 2 p.m., after the caucus ends, the Delegate Assembly begins in the Dallas Ballroom of the Omni Dallas Hotel. Within the ballroom, signs will designate groups of tables for each TASB Region number. A diagram appears on the inside front cover of the *2013 Delegate Assembly Handbook* to help you locate your section. At 1:50 p.m., shortly before the Delegate Assembly is called to order, the Chair will request that all but one representative from each school district (apart from TASB Directors and Legislative Advisory Council members of the TASB Legislative Committee) leave the floor so that the Delegate Assembly may begin. TASB staff members (holding red clipboards) will assist the TASB Directors in verifying that only one representative from each school district or ESC remains.

See your *2013 Delegate Assembly Handbook* for a copy of the agenda.

Q. Who are my fellow delegates?

Your fellow delegates and alternates are also members of local school boards. Experience ranges from delegates newly elected to their local boards to those with more than a decade of service on local boards. The typical delegate or alternate is just beginning his or her second term on the local board.

Q. What's the difference between a delegate and an alternate?

Each TASB Active Member is entitled to name a delegate and an alternate, only one of whom is permitted on the Delegate Assembly floor at a time. Each district's delegate and alternate may trade off time on the floor to permit one or the other to attend Convention sessions running concurrently. Seating is provided at the back of the Delegate Assembly hall for delegates or alternates not on duty and others wanting to observe the Delegate Assembly's progress.

Q. How many representatives of a school district can be on the Delegate Assembly floor at one time?

Only one representative of a school district or ESC can be on the Delegate Assembly floor—with an exception for TASB Directors and the Legislative Advisory Council members of the TASB Legislative Committee. TASB Directors represent 20 TASB geographical regions as well as their own school districts. Each Director is entitled to participate as a voting member of the Delegate Assembly even if the school district from which he or she comes has a delegate or alternate on the floor at the same time. The four Legislative Advisory Council members of the TASB Legislative Committee are also entitled to participate as voting members of the Delegate Assembly even if the school districts from which they come have delegates or alternates on the floor at the same time. Check in with the TASB staff member who will be holding a red clipboard at the back of your section as you enter or leave the floor during the Delegate Assembly.

Q. Where will I be seated?

Seating on the floor of the Delegate Assembly is divided into the 20 TASB regions that are marked with signs. As a delegate, you will sit in the section reserved for your TASB Region (see the diagram in your *2013 Delegate Assembly Handbook*). The placement of the TASB Regions on the Delegate Assembly floor is rotated each year to allow each district the opportunity to be placed near the front of the ballroom in some years. At any given time, more than 600 districts are represented on the floor—by a mix of delegates and alternates.

Q. How can I get word to someone on the floor?

Please jot down the message you want relayed and indicate the name of the recipient and the TASB Region number. One of the TASB staff members at the entrance to the Delegate Assembly floor will deliver the message to the delegate or alternate you are trying to reach.

Q. How can I prepare for the Delegate Assembly?

1. Review your *2013 Delegate Assembly Handbook*, paying special attention to nominations (under separate cover), the proposed change to the Bylaws, and the proposed changes to the 2012-14 Advocacy Agenda (Priorities and Resolutions) in the *Handbook*. You will be asked to act on each of these items.
2. Work with your fellow local trustees to determine how your district stands on these action items.
3. Study the Delegate Assembly rules and the Advocacy Agenda adoption process (*Handbook*). Familiarize yourself with the blue form at the back of the *Handbook*.
4. Review the minutes of last year's Delegate Assembly.
5. Attend your TASB Region caucus before the start of the Delegate Assembly.

You will need your Convention registration badge and your board member continuing education credit form, which will be included in your general Convention registration. These materials are available at the Convention Center Thursday afternoon, September 26, and all day on Friday, September 27, and Saturday, September 28.

Bring the materials mailed to you: your *2013 Delegate Assembly Handbook* and related materials, identifying ribbon, and numbered button. If your ribbon or button is incorrect, please give Anisa Pope a call at TASB, 800.580.8272, extension 6120.

If you get to Dallas, but your Delegate Assembly materials don't, please check in at on-site delegate/alternate registration in the the registration area of the caucus rooms listed on the agenda and in the Omni Dallas Ballroom on Saturday, September 28, beginning at noon. If you get to the hotel with your Delegate Assembly materials in hand but after the Delegate Assembly has begun, please proceed to the section of the Delegate Assembly floor reserved for your TASB Region, where you will find a TASB staff member with a red clipboard who will check you in.

Last minute changes in delegate and alternate designations can be made with the Credentials Committee in the Omni Dallas Ballroom just prior to the caucuses on Saturday, September 28 in the Omni Dallas Ballroom beginning at noon.

Q. Can delegates propose amendments to issues the Delegate Assembly considers?

There is a blue form at the back of the *Delegate Assembly Handbook* that permits you to amend a proposed change to the Advocacy Agenda Priorities or propose an amendment to a Resolution, amend a proposed Bylaws change, or request that an Advocacy Agenda Resolution be considered by the Delegate Assembly individually and not as part of a consent agenda vote. The deadline for turning in the blue form is before the call to order of the Delegate Assembly. If you need assistance in completing a blue form, contact staff at the Bylaws/Advocacy Agenda Information Center at the back of the Delegate Assembly floor.

Q. How is anyone heard or seen in such a large group?

There are four ways to be recognized: (1) strategically placed floor microphones, (2) a video projection system with cameras focused on each microphone and on the stage, (3) rules adopted by the Delegate Assembly itself, and (4) the cooperation of every delegate and alternate in maintaining the tradition of decorum and fairness.

If you want to address the Delegate Assembly about an item under consideration, please move quickly to the floor microphone nearest you; when recognized by the Chair (by microphone letter), state your name and school district and deliver your comment. Comments are limited to three minutes. A clock will be posted on the two screens on either side of the stage and will indicate the amount of time you have been speaking; a sound will be played by the timekeeper at the end of the three minutes.

Q. How is voting handled?

Voting is handled several ways:

1. Voting for races for TASB Director and Officer positions will be by electronic keypads.
2. Voting for the changes to the Bylaws, Advocacy Priorities (each requiring a two-thirds majority of the delegates present and voting), and Advocacy Resolutions (requiring a majority) will also be by electronic keypads.
3. All other votes will be by a show of Frisbees™. After scanning raised Frisbees, the Chair will declare whether a particular motion carries or fails. If the vote appears too close to call in this fashion, the Chair will ask for voting by electronic keypads.

Q. What is the difference between Advocacy Agenda Priorities and Resolutions?

They are two components of the TASB Advocacy Agenda—the plan of action TASB will continue to undertake during the 2012-2014 legislative biennium:

1. Advocacy Agenda Priorities are a set of high-profile, high-commitment legislative objectives arising from TASB's intensive, statewide, grassroots process and upon which TASB will focus much of its energies and resources. (See your *Delegate Assembly Handbook* for a description of this process and for the proposed changes to the Advocacy Agenda Priorities recommended for adoption by the Delegate Assembly.)
2. Advocacy Agenda Resolutions, on the other hand, give direction to the Association in *responding* to other issues and opportunities that might arise before the Legislature and other governmental entities. (See your *Delegate Assembly Handbook* for a description of the submissions process and for the proposed Advocacy Agenda Resolutions.)

In light of this difference in weight, Advocacy Agenda Priorities require approval by two-thirds of the delegates present and voting. Advocacy Agenda Resolutions require a majority.

Further information on these actions may be found in the Rules in your *Delegate Assembly Handbook*.

Q. Will there be anyone at the Delegate Assembly who can answer my questions about the Advocacy Agenda or Bylaws changes?

There are two sources of assistance at the Delegate Assembly. Your TASB director or a TASB staff member at the Bylaws /Advocacy Agenda Information Center will be happy to help. The Information Center, open from noon until the end of the Delegate Assembly, will be located near the main entrance to the Delegate Assembly floor in the Omni Dallas Ballroom.

Q. How much board member continuing education credit will I earn?

Board member continuing education credit may not be granted for organizational business. To the extent that the Delegate Assembly focuses on school district governance issues, delegates and alternates may each earn up to one hour of credit. At the close of the Delegate Assembly, the Chair will announce information that you will need to complete the board member continuing education credit form (found in your Convention registration materials).

Q. What about . . . ?

If you have any further questions about the 2013 Delegate Assembly, please call Mary Ann Briley at 800.580.8272, extension 3594, or e-mail maryann.briley@tasb.org. For questions about the Advocacy Agenda, call Dax Gonzalez, 800.580.4885, or e-mail dax.gonzalez@tasb.org.