

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 March 24, 2014, beginning at 7:00 PM in the Boardroom, 700 W. Norris, El Campo, TX 77437.

The subjects to be discussed are as listed below.

1. Call to Order/Opening Prayer/Pledge of Allegiance
2. Public Comment
3. Recognition
4. Governance
 - A. Review of Proposed Plan to Review and Revise Employee Performance Evaluation Procedures 3
5. Personnel
 - A. Consider Approval of Recommendation for Middle School Librarian
6. Superintendent's Report
 - A. Personnel
 - B. Students
 1. Monthly DAEP Report
7. Consent Agenda
8. Governance
 - A. Consider Necessary Actions to Cancel the May 10, 2014 Board Election and Declare Unopposed Candidates Elected 9
9. Consider Approval of the Minutes 13
 - A. March 3, 2014 - Special Meeting to Discuss Appraisal Policies and Practices 15
10. February 25, 2014 - Special Meeting to Discuss Superintendent Performance Goals 16
11. February 25, 2014 - Regular Meeting 17
12. Business and Support Services
 - A. Review of Change Proposals No. 1388-03, No. 1388-04, and No. 1388-05 21
 - B. Consider Adoption of Resolution for the Purchase of Approximately Five (5) Acres of Land Located in the I. & G. N. R. R. Co. Survey No. 21, Abstract No. 239 in Wharton County, Texas, Being a Part or Portion of the Residue of a Called 247.50 Acre Tract Conveyed to Gerd Peters, Jr. in Volume 171, Page 518 in Deed Records of Wharton County, Texas, from the Estate of Aline Peters for a Purchase Price of \$7,500.00 Per Acre of Net Area 32
13. Monthly Report on High School Baseball and Softball Fields Complex Construction Progress Meetings 39
14. Review RWS Architects Invoice 67

15. Monthly Review of Financial Reports	88
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17. Monthly Review of Checks Written for the Month of February, 2014	111
18. Personnel	
19. Curriculum and Instruction	
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21. Students	
22. Business and Operations	
23. Discuss the Possibility of Refunding Series 2005 Maintenance Tax Notes and/or New Money with Series 2014 Maintenance Tax Notes	116
24. Consider Approval of Extra Duty Pay Rate Schedule	119
25. Curriculum and Instruction	
26. Review of Proposed Superintendent Performance Goals for 2014	123
27. Review of TASB Policy Update 99	127
28. Closed Session:	
A. Texas Government Code § 551.074 (1) PERSONNEL MATTERS, to Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee	
29. Discuss Employment of Teachers and Other Professional Personnel	
30. Consider Approval of Recommendations for Action on Teacher and Other Professional Personnel Contracts	153
31. Review Professional Personnel Actions for 2014 - 2015	
32. Governance	
A. Preliminary Agenda for Regular Meeting on April 15, 2014	
33. Monthly Calendar of Activities and Events	
34. Business and Support Services	
35. Curriculum and Instruction	
36. Monthly SRO Report	
37. Community and Governmental Relations	
38. Hispanic Education Project 22nd Annual Scholarship Banquet	
39. 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 March 21, 2014 at 2:00 p.m.

For the Board of Trustees

Agenda Item Summary Sheet (7 B)
Meeting Date: March 25, 2014
Submitted by: Mark Pool, Superintendent

Information Only

Governance	Review of Proposed Plan to Review and Revise Employee Performance Evaluation Procedures
Summary	Following the Special Meeting on March 3, 2014, we have developed a plan for reviewing, and if necessary revising, our employee performance evaluation procedures.
ECISD Board Policy	DN (LOCAL), PERFORMANCE APPRAISAL DNA (LEGAL) (LOCAL), PERFORMANCE APPRAISAL, EVALUATION OF TEACHERS DNB (LEGAL) (LOCAL), PERFORMANCE APPRAISAL, EVALUATION OF OTHER PROFESSIONAL EMPLOYEES
Effective Date	March 25, 2014.
Previous Board Action	Special Meeting to discuss the performance appraisal process of district personnel
Future Action Expected	See Proposed Task List
Background Information and Signification Issues	This process will include the review and possible revision of: <ul style="list-style-type: none">• District Organizational Chart• Employee Job Descriptions• Employee Job Performance Evaluation Process and Documents• Use of District and Campus Student Performance Data
Fiscal Impact	None.
Student and Public Benefit	Efficient and effective employee performance evaluation process.
Procedural and Reporting Implications	Periodic reports to the Board of Trustees. See proposed task list.
Public Comments	None.

Alternatives	None.
Other Comments and Related Issues	None.
Attachments	<ul style="list-style-type: none"> • Proposed Task List
Contact Person(s)	<p>Mark Pool, Superintendent of School</p> <p>Kelly Waters, Assistant Superintendent of Curriculum and Instruction</p> <p>David Bright, Assistant Superintendent of Finance and Operations</p> <p>Carolyn Gordon, Director of Federal Programs and Compliance</p>
Action Required	None.
Superintendent's Recommendation	<p>This is a discussion item only.</p> <p>Mark Pool, Superintendent of Schools</p>

Task	Person Responsible	Start Date	Deadline
Collect ALL Evaluation Instruments that are currently being used for ALL positions.	Terese Faas	March 17	April 11
Create a NOTEBOOK with copies of Evaluation Instruments and Corresponding Job Description for ALL Personnel Positions	Terese Faas	March 17	April 11
Identify and create list of Personnel Positions that do not have Evaluation Instruments and/or Job Descriptions	Terese Faas	March 17	April 11
Review and Revise District Organization Chart	Mark Pool, Kelly Waters, David Bright and Carolyn Gordon	March 17	March 21
Publish Revised District Organization Chart	Kelly Waters	March 24	March 27
Review and Discuss Revised District Organization Chart	Mark Pool with Leadership Team		March 27
Review and Discuss Personnel Appraisal Process Task List and Calendar	Mark Pool with Leadership Team		March 27
Review Personnel Positions that do not have Job Descriptions and/or Performance Evaluation Instruments	Terese Fass with Leadership Team		March 27
Review Job Descriptions and Develop or Revise as Necessary	Leadership Team	March 31	April 11
Review Paraprofessional, Clerical, and Manual Trades Performance Evaluations Instruments and Develop or Revise as Necessary	Leadership Team	March 31	April 11
Review Administrator and Professional Support Evaluation Instruments and Develop or Revise as Necessary	Leadership Team	March 31	May 2
Submit Developed and/or Revised Job Descriptions to Terese Faas	Leadership Team		April 14
Submit Developed and/or Revised Paraprofessional, Clerical, and Manual Trades Performance Evaluation Instruments to Terese Faas	Leadership Team		April 14
School Board Meeting Agenda Item to Review District Organizational Chart	Mark Pool	April 1	April 15

Review and Discuss Paraprofessional, Clerical, and Manual Trades Performance Evaluation Process	Mark Pool with Leadership Team		April 17
Discuss Pros and Cons of Requiring an Annual Summative Conference for Teachers (Limit those who can waive their summative conference based on Performance Evaluation. No waiver for Probationary Teachers.)	Mark Pool and Kelly Waters with Leadership Team		April 17
Review Administrator Evaluation Instruments	Mark Pool with Leadership Team		April 17
Complete Discuss Paraprofessional, Clerical, and Manual Trades Performance Evaluations	Leadership Team	April 18	May 16
PDAS Annual Summative Appraisal Report due to Teachers at least five days prior to Annual Summative Conference	Campus Principals	April 21	May 9
PDAS Annual Summative Conference complete no later than 15 days before the last day of instruction.	Campus Principals	April 28	May 16
School Board Meeting Agenda Item to Approve Job Descriptions	Mark Pool	May 6	May 20
School Board Meeting Agenda Item to Approve Administrator and Professional Support Evaluation Documents	Mark Pool	May 6	May 20
Certification to Superintendent that Paraprofessional, Clerical, and Manual Trades Performance Evaluations and Conferences have been completed (Prior to Letters of Reasonable Assurance)	Leadership Team		May 23
Complete Central Administrator Evaluations and Summative Conferences <ul style="list-style-type: none"> • Assistant Superintendent of Curriculum and Instruction • Executive Director of Special Programs and Compliance • Assistant Superintendent of Finance and Operations • Athletic Director and Head Football Coach 	Mark Pool	May 26	June 6
Complete Evaluations of Department Directors <ul style="list-style-type: none"> • Transportation • Maintenance 	David Bright	May 26	June 6

<ul style="list-style-type: none"> Information Management & Technology Services Student Health Services (Nurse) 			
Consultation on Principal Evaluations	Mark Pool, Kelly Waters, David Bright	June 2	June 6
School Board Meeting Agenda Item to Certify Completion of all Teacher Summative Evaluations and PDAS Data Report	Mark Pool	June 3	June 17
Complete Principal Summative Evaluations and Conduct Annual Summative Conferences	Mark Pool	June 9	June 20
Complete Annual Summative Evaluation and Summative Conference of Assistant Principals and Professional Support Personnel <ul style="list-style-type: none"> Assistant Principals Guidance Counselors School Librarian 	Campus Principals	June 9	June 20
Complete Annual Summative Evaluation and Summative Conference of Professional Support Personnel <ul style="list-style-type: none"> Instructional Coaches 	Kelly Waters and Campus Principals	June 9	June 20
Complete Annual Summative Evaluation and Summative Conference of Professional Support Personnel <ul style="list-style-type: none"> Research and Accountability 	Kelly Waters	June 9	June 20
Conduct Annual Summative Evaluation and Summative Conference with Special Education Professional Support Personnel <ul style="list-style-type: none"> Diagnosticians 	Campus Principals and Dan Hammock	June 9	June 20
Conduct Annual Summative Evaluation and Summative Conferences with Special Education Professional Support Personnel <ul style="list-style-type: none"> Special Education Coordinator LSSP Special Education Counselor Autism Specialist 	Dan Hammock	June 9	June 20

<ul style="list-style-type: none"> • Speech Language Pathologist • Vision Impairment Instructor • Orientation and Mobility Instructor • Adaptive Physical Education Instructor 			
School Board Meeting Agenda Item to Certify Completion of all Administrator and Professional Support Evaluations	Mark Pool	July 1	July 15
Review and/or Revise Annual Personnel Evaluation Calendar (including PDAS Calendar)	Kelly Waters and Leadership Team	July 28	August 1
School Board Meeting Agenda Item to Approve Personnel Evaluation Calendar	Mark Pool	August 5	August 19

Agenda Item Summary Sheet (4 A.2)
Meeting Date: March 25, 2014
Submitted by: Mark Pool, Superintendent

Action Required

**Consent Agenda:
Governance**

Cancel the May 10, 2014 Board Election and Declare Unopposed Candidates Elected

Summary

In an at-large election, the election may be canceled if the number of candidates for at-large positions is the same or fewer as the number of at-large positions up for election.

For the 2014 School Board Election there were two positions up for election and only one unopposed candidate for each position.

To cancel an election, after receiving certification of unopposed status from the authority responsible for preparing the ballot, the board must take action in a properly-posted meeting to cancel the election and declare the unopposed candidates elected. A copy of the order canceling the election should be posted during early voting and on election day at each polling place that would have been used in the election. Copies of the cancellation order can simply be posted on the polling place door.

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

ECISD Board Policy

BBB(LEGAL), BOARD MEMBERS, ELECTIONS

Effective Date

March 25, 2014

Previous Board Action

The Board called the May 10, 2014, School Board Election at the regular meeting on February 25, 2014.

Future Action Expected

The Board will swear in the unopposed candidates at the regular meeting on May 20, 2014.

Background Information and Significant Issues

None.

Fiscal Impact

Cost of election is saved.

Student and Public Benefit	District voters will be assured that the Board of Trustees has reviewed the election results before certifying the election.
Procedural and Reporting Implications	Post Order for Cancellation on Election Day.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.
Attachments	<ul style="list-style-type: none"> • Order of Cancellation • Certification of Unopposed Candidates
Contact Person(s)	David Bright, Assistant Superintendent of Finance and Operations
Action Required	Motion, second and majority vote to cancel the May 10, 2014, School Board Election and certify unopposed candidates Tommy Turner, Position 6, and Cecil Adam Gusman, Position 7, as elected.
Superintendent's Recommendation	<p>I recommend that you take the necessary action to cancel the May 10, 2014, School Board Election and certify unopposed candidates Tommy Turner and Adam Gusman as elected as a part of the Consent Agenda.</p> <p>Mark Pool, Superintendent of Schools</p>

SAMPLE ORDER OF CANCELLATION
EJEMPLO DE ORDEN DE CANCELACIÓN

The El Campo ISD hereby cancels the election scheduled to be held on
(official name of governing body)
May 10, 2014 in accordance with Section 2.053(a) of the Texas
(date on which election was scheduled to be held)
Election Code. The following candidates have been certified as unopposed and are hereby
elected as follows:

*El El Campo ISD por la presente cancela la elección que, de lo contrario,
(nombre oficial de la entidad gobernante)
se hubiera celebrado el May 10, 2014 de conformidad, con
(fecha en que se hubiera celebrado la elección)
la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han sido
certificados como candidatos únicos y por la presente quedan elegidos como se haya indicado
a continuación:*

Candidate (Candidato)	Office Sought (Cargo al que presenta candidatura)
Tommy Turner	School Trustee Position #6
Adam Gusman	School Trustee Position #7

A copy of this order will be posted on Election Day at each polling place that would have
been used in the election.

*El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales
que se hubieran utilizado en la elección.*

President (Presidente)

Secretary (Secretario)

(seal) (sello)

March 25, 2014
Date of adoption (Fecha de adopción)

See reverse side for instructions
Instrucciones en el reverso

**CERTIFICATION OF UNOPPOSED CANDIDATES FOR
OTHER POLITICAL SUBDIVISIONS (NOT COUNTY)
CERTIFICACIÓN DE CANDIDATOS ÚNICOS
PARA OTRAS SUBDIVISIONES POLITICAS (NO EL CONDADO)**

To: Presiding Officer of Governing Body
Al: Presidente de la entidad gobernante

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 10, 2014

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el May 10, 2014

List offices and names of candidates:
Lista de cargos y nombres de los candidatos:

Office(s) Cargo(s)	Candidate(s) Candidato(s)
School Trustee Position #6	Tommy Turner
School Trustee Position #7	Adam Gusman

Signature (Firma)

David Hodges
Printed name (Nombre en letra de molde)

Secretary, ECISD Board of Trustees
Title (Puesto)

March 25, 2014
Date of signing (Fecha de firma)

(Seal) (sello)

See reverse side for instructions
(Instrucciones en el reverso)
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Agenda Item Summary Sheet (4 A.1)
Meeting Date: March 25, 2014
Submitted by: Mark Pool, Superintendent

Action Required

Consent Agenda: Governance	Minutes of Previous Meetings A. February 25, 2014 – Special Meeting to Discuss Superintendent Performance Goals B. February 25, 2014 – Regular Meeting C. March 3, 2014 – Special Meeting to Discuss Appraisal Policies and Practices
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	March 25, 2014.
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: <ol style="list-style-type: none"> 1. Special Meeting – February 25, 2014 at 6:00 p.m. 2. Regular Meeting – February 25, 2014 at 7:00 p.m. 3. Special Meeting – March 3, 2014 at 7:00 p.m.
Contact Person(s)	Dianne Cerny, Executive Secretary
Action Required	Motion, second and majority vote to approve the minutes.
Superintendent's Recommendation	I recommend you approve the minutes of previous meetings as part of the Consent Agenda. Mark Pool, Superintendent of Schools

**MINUTES OF THE BOARD OF TRUSTEES
EL CAMPO INDEPENDENT SCHOOL DISTRICT
March 3, 2014**

The Board of Trustees of the El Campo Independent School District met in a Special Session March 3, 2014 in the Board Room, 700 West Norris, El Campo, Texas.

MEMBERS PRESENT: Tommy Turner, David Hodges, Cecil Davis, James Russell, Timothy Supak, Ralph Novosad

MEMBERS ABSENT: J. J. Croix arrived at 7:28 p.m.

OTHERS PRESENT: Mark Pool, Kelly Waters, David Bright, Carolyn Gordon, Dianne Cerny, Liz Graves, Mauri Couey, Mark Freeman, Rich DuBroc, Dollie Coleman, Dan Hammock, Bob Gillis

Board President Tommy Turner called the meeting to order at 7:02 p.m. There was a quorum present.

WORKSHOP

- A. Discuss the Appraisal Policy and Practices: Mr. Pool and the Board reviewed the Appraisal Policy and Practices.

CLOSED SESSION

EXECUTIVE SESSION: The president of the Board called for an Executive Session in accordance president of the Board called for an Executive Session in accordance with 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 7:32 p.m. and reconvened in Open Session at 9:39 p.m.

Review Superintendent Job Performance

There being no further discussion, the meeting adjourned at 9:40 p.m.

DRAFT

PRESIDENT

SECRETARY

**MINUTES OF THE BOARD OF TRUSTEES
EL CAMPO INDEPENDENT SCHOOL DISTRICT
February 25, 2014**

The Board of Trustees of the El Campo Independent School District met in a Special Session February 25, 2014 in the Board Room, 700 West Norris, El Campo, Texas.

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

MEMBERS ABSENT: None

OTHERS PRESENT: Mark Pool, David Bright

Board President Tommy Turner called the meeting to order at 6:00 p.m. There was a quorum present.

WORKSHOP

THE BOARD WILL CONDUCT A WORKSHOP TO DEVELOP SUPERINTENDENT PERFORMANCE GOALS:

The Board conducted a workshop to develop Superintendent Performance Goals.

There being no further discussion, the meeting adjourned at 6:55 p.m.

DRAFT

PRESIDENT

SECRETARY

**MINUTES OF THE BOARD OF TRUSTEES
EL CAMPO INDEPENDENT SCHOOL DISTRICT
February 25, 2014**

The Board of Trustees of the El Campo Independent School District met in a Regular Session February 25, 2014 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, J. J. Croix, Timothy Supak, James Russell

MEMBERS ABSENT: None

OTHERS PRESENT: Mark Pool, Carolyn Gordon, Kelly Waters, Carl Woodworth, Magodalena Brito, Jose Brito, Clay Holland, Mark Freeman, Carol Turner, Kathy Simmons, Rebecca Creevan, Kim Raun, Pam Hunt, Mauri Couey, Liz Graves

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

PUBLIC COMMENT: There was no public comment.

RECOGNITION: Middle School UIL Participants: El Campo Middle School Principal, Mark Freeman, introduced the Middle School UIL Participants.

The Board took a recess at 7:08.

The Board returned to Open Session at 7:19.

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

- A. Governance
 - 1. Consider Approval of the Minutes
 - a. January 28, 2014 – Regular Meeting
 - 2. Consider Approval of Legal Services Retainer Agreement
 - 3. Consider Approval of all Necessary Actions to Order Trustee Election for Saturday, May 10, 2014 Election
 - a. Order Trustee Election
 - b. Designate Location of Polling Places
 - c. Designate Location of Early Voting
 - d. Designate Early Voting Clerk and Presiding Officer
- B. Business and Support Service
 - 1. Review Budget Assumptions for 2014 – 2015
 - 2. Review El Campo High School Baseball and Softball Field Complex Construction Progress Meeting Notes for Meetings No. 5 and 6
 - 3. Review RWS Architects' Application for Payments
 - a. Myatt Elementary School New Proposed Security Entrance

- b. Northside Elementary School New Proposed Security Entrance
- c. Northside Elementary School Canopy Addition
- 4. Consider Approval of Budget Amendment to Move Funds from General Fund Balance to Construction Fund
- 5. Review Change Proposals No. 1 and 2 on the El Campo High School Baseball and Softball Complex
- 6. Review Request for Proposals for Texas Department of Agriculture New Food Service Management Contract
- 7. Monthly Review of Financial Reports
- 8. Monthly Review of Checks Written for the Month of January, 2014
- C. Personnel
- D. Curriculum and Instruction
- E. Students

Motion carried unanimously.

BUSINESS AND OPERATIONS

DISCUSS POSSIBLE ISSUANCE OF MAINTENANCE TAX NOTES TO REFUND 2005 MAINTENANCE TAX NOTES AND ADD \$1 MILLION TO \$2 MILLION IN NEW MONEY: Mr. Pool and the Board discussed the possible issuance of Maintenance Tax Notes to refund 2005 Maintenance Tax notes and add \$1Million to \$2Million in new money.

CONSIDER AND APPROVE ORDER AUTHORIZING THE ISSUANCE OF EL CAMPO INDEPENDENT SCHOOL DISTRICT UNLIMITED TAX REFUNDING BONDS SERIES 2014; SETTING CERTAIN PARAMETERS FOR THE BONDS; AUTHORIZING THE PRICING OFFICER TO APPROVE THE AMOUNT, THE INTEREST RATE, PRICE, INCLUDING THE TERMS THEREOF AND CERTAIN OTHER PROCEDURES AND PROVISIONS RELATED THERETO; AUTHORIZING THE REDEMPTION PRIOR TO MATURITY OF CERTAIN OUTSTANDING BONDS; AND CONTAINING OTHER MATTERS RELATED THERETO: A motion was made by Ralph Novosad and seconded by James Russell to approve an order authorizing the issuance of El Campo Independent School District Unlimited Tax Refunding Bonds Series 2014; setting certain parameters for the Bonds; authorizing the Pricing Officer to approve the amount, the interest rate, price, including the terms thereof and certain other procedures and provisions related thereto; authorizing the redemption prior to maturity of certain outstanding bonds; and containing other matters related thereto. Motion carried unanimously.

CONSIDER AUTHORIZING THE SUPERINTENDENT TO NEGOTIATE A CONTRACT FOR CONSTRUCTION MANAGER AT RISK FOR THE HIGH SCHOOL AUDITORIUM RENOVATIONS: A motion was made by James Russell and seconded by J. J. Croix to authorize the Superintendent to negotiate a contract for Construction Manager at Risk for the High School Auditorium renovations. Motion carried unanimously.

CONSIDER APPROVAL OF A GENERAL CONTRACTOR FOR THE MYATT ELEMENTARY AND NORTHSIDE ELEMENTARY SECURITY ENTRANCES AND THE NORTHSIDE ELEMENTARY CANOPY PROJECTS: A motion was made by J. J. Croix and seconded by James Russell to approve Polasek Construction as the General Contractor for the Myatt Elementary security entrances and the Northside Elementary canopy projects. Motion carried by a vote of 5 – 2 with Trustees J. J. Croix, James Russell, Tommy Turner, David Hodges and Tim Supak in favor and Trustees Cecil Davis and Ralph Novosad against.

REVIEW TIMELINES FOR REQUESTING AND ACCEPTING COMPETITIVE SEALED PROPOSALS FOR RICEBIRD STADIUM TRACK REPAIR, TRACK RE-TOP, AND RESURFACING TENNIS COURTS: Mr. Pool and the Board reviewed timelines for requesting and accepting competitive sealed proposals for Ricebird Stadium track repair, track re-top and resurfacing tennis courts.

REVIEW GENERAL FUND FUND BALANCE AND DISCUSS POTENTIAL CAPITAL IMPROVEMENT PROJECTS AND PROJECTS TO BE CONSIDERED IN 2013 – 2014 MAINTENANCE DEPARTMENT BUDGET: Mr. Pool and the Board reviewed General Fund Fund Balance and discussed potential Capital Improvement Projects.

CURRICULUM AND INSTRUCTION

REPORT ON PERFORMANCE GAPS BETWEEN ECONOMICALLY DISADVANTAGED AND NON-ECONOMICALLY DISADVANTAGED STUDENTS ON DISTRICT COMMON ASSESSMENTS: Mr. Pool and Kelly Waters reviewed the performance gaps between economically disadvantaged and non-economically disadvantaged students on District Common Assessments.

REPORT ON NUMBER OF STUDENTS ENROLLED IN AP COURSE, AP EXAMS TAKEN, AND EXAM SCORES = 3: Mark Pool, Superintendent, Kelly Waters, Assistant Superintendent for Curriculum and Instruction, and Rich DuBroc, High School Principal, reported on the number of students enrolled in AP courses, AP exams taken and exam scores =3.

REPORT ON NUMBER OF STUDENTS TAKING DUAL CREDIT COURSES AND RECEIVING COLLEGE CREDIT (FIRST SEMESTER): Mark Pool, Superintendent, Kelly Waters, Assistant Superintendent for Curriculum and Instruction, and Rich DuBroc, High School Principal, reported on the number of students taking Dual Credit Courses and receiving college credit.

REVIEW ON HOUSE BILL 5 COMMUNITY ENGAGEMENT COMPONENT PROCESS: Mr. Pool reviewed House Bill 5 Community Engagement Component Process.

REVIEW PROGRESS ON HOUSE BILL 5 GRADUATION REQUIREMENTS: Mr. Pool reviewed House Bill 5 graduation requirements.

GOVERNANCE

CLOSED SESSION

EXECUTIVE SESSION: The president of the Board called for an Executive Session in accordance president of the Board called for an Executive Session in accordance with Texas Government Code § 551.074 (1) PERSONNEL MATTERS, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a Public Officer or Employee. The Board entered Executive Session at 9:59 p.m. and reconvened in Open Session at 10:39 p.m.

1. Discuss Employment of Administrative Personnel

PERSONNEL

CONSIDER APPROVAL OF RECOMMENDATIONS FOR ACTION ON ADMINISTRATORS' CONTRACTS: A motion was made by James Russell and seconded by David Hodges to approve the Superintendent's recommendations for Administrator contracts. Motion carried unanimously.

REVIEW PROPOSED EXTRA DUTY PAY SCALE FOR DISTRICT EMPLOYEES: Mr. Pool and the Board reviewed proposed extra duty pay scale for District employees.

SUPERINTENDENT'S REPORT

- A. Governance
 - 1. Preliminary Agenda for March 25, 2014
 - 2. Activity Calendar
- B. Business and Support Services
 - 1. Report on Foundation School Program State Funding
- C. Personnel
- D. Curriculum and Instruction
- E. Students
 - 1. Monthly DAEP Report
 - 2. Monthly SRO Report
 - 3. End of Semester Report on Enrollment and Attendance
 - 4. First Semester Withdrawals
- F. Community and Governmental Relations
 - 1. Legislative Update

There being no further discussion, the meeting adjourned at 10:40 p.m.

DRAFT

PRESIDENT

SECRETARY

Agenda Item Summary Sheet (4 B.2)
Meeting Date: March 25, 2014
Submitted by: Mark Pool, Superintendent

Information Only

Consent Agenda: Review Change Proposals No. 1388-03, No. 1388-04, and No. 1388-05
Business and Operations

Summary During the construction of the High School Baseball and Softball Complex, we are working with the contractor (Polasek Construction, Inc.), the architect (RWS Architects), and the owner (El Campo Little League) to look for ways to improve the project and at the same time reduce total project cost. These proposals have been reviewed and accepted by all parties.

These three proposals reduce the total amount by \$24,489.25.

ECISD Board Policy CV (LOCAL), FACILITIES CONSTRUCTION

Effective Date March 25, 2014.

Previous Board Action None.

Future Action Expected None.

Background Information and Significant Issues Change Proposal No. 3 is to reduce the height of 40 linear feet of the high section of the outfield fence (20 feet on each side) from 16' to 8'. This proposal results in a savings of \$5,200.00 to the total project cost.

Change Proposal No. 4 is to provide Hydromulch grass planting in lieu of solid sod at all of the common areas outside of the baseball and softball fields. Grass type shall equal to Cynodon Dactylon (Hulled – Common Bermuda Grass) 85% / 65 Minimum % Pound Pure Live Seed required per Acre.

Work of this change proposal shall include maintenance of all areas during the planting period of a period of ninety (90) days for all areas after all seeding and mulching work is completed, inspected and approved by the architect.

The proposal results in a savings of \$17,517.25 to the total project cost.

Change Proposal No. 5 is to provide a credit for the deletion of the electric drinking fountains as specified on the drawings at the Baseball and Softball Field Dugouts. Plumbing and labor shall remain as a part of the project as the Owner will furnish the Electric Drinking Fountains

which will be given to the Contractor for installation. Warranty of the drinking fountains will be covered by the Owner's Purchase Order, warranty for installation will be by the General Contractor.

This proposal results in a savings of \$1,772.00 to the total project cost

Fiscal Impact	Reduction of (\$24,489.25)
Student and Public Benefit	The public benefits every time we are able to reduce the overall cost of the project.
Procedural and Reporting Implications	These Change Proposals have been signed by all parties: Polasek Construction, Inc. by Greg Polasek; RWS Architects by Malcolm Gaus; El Campo Independent School District by Robert Mark Pool; and El Campo Little League by Pat Krpec.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None
Attachments	<ul style="list-style-type: none">• RWS Architects Change Proposal CP#1388-03• RWS Architects Change Proposal CP#1388-04• RWS Architects Change Proposal CP#1388-05
Contact Person(s)	Mark Pool, Superintendent of School
Action Required	No action required
Superintendent's Recommendation	Information Item Only Mark Pool, Superintendent of Schools

RWS ARCHITECTS Change Proposal CP#1388-03

PROJECT: El Campo High School
Baseball and Softball Complex
OWNER: El Campo Little League
TO CONTRACTOR: Polasek Construction, Inc.
P.O. Box 64
El Campo, Texas 77437

TITLE OF CP: Reduction of Outfield High Fence
DATE OF ISSUANCE: January 24, 2014
OWNER PROJECT NUMBER: n/a
RWS PROJECT NUMBER: 1388
CONTRACTOR PROJECT NUMBER:

ATTENTION: Mr. Greg Polasek

1. PROPOSED CHANGE IN WORK: Please submit an itemized quotation for all costs for the proposed changes to the Contract Documents described herein. This is not a Change Order nor Authorization to Proceed with the proposed changes. The Work is generally described below and should be priced as marked and the appropriate amounts inserted in Item 2. CONTRACTOR'S CHANGE PROPOSAL QUOTATION below.

This change in the work requires that 40 linear feet of the high section of the outfield fence at the Baseball Field be reduced in height from 16' to 8'. Note that 20 feet should be reduced at each side of the centerfield fence in lieu of reduction of a continuous 40' section.

Attachments:

Architect: RWS Architects Incorporated

By Malcolm C. Haus Date 01-24-2014

2. CONTRACTOR'S CHANGE PROPOSAL QUOTATION

- The Owner Contingency Allowance will be (increased)(decreased) by \$ 5200⁰⁰
- The Contract Sum will be (increased)(decreased)(unchanged) by \$ -0-
- The Contract Time will be (increased)(decreased)(unchanged) by (Regular Work Days)..... 0 Days
- Other: _____

Attachments:

Contractor: Polasek Construction Company

By Greg Polasek Date 2/12/14

3. ARCHITECT RECOMMENDATION

- The Architect recommends (acceptance, rejection) of this Change Proposal.
- The OWNER CONTINGENCY Allowance will be (increased)(decreased) by \$ 5,200⁰⁰
- The Contract Sum will be (increased)(decreased)(unchanged) by \$ 0
- The Contract Time will be (increased)(decreased)(unchanged) by (Regular Work Days)..... 0 Days
- Other: _____

Attachments:

Architect: RWS Architects Incorporated

By Malcolm C. Haus Date 02-07-2014

4. El Campo Independent School District Approval of Requested ACTION

- The Architect's recommendation as stated herein is accepted.
- Other: _____

Buyer: El Campo ISD

By Richard Mark Pool Date 02/17/2014

5. OWNER ACTION

- The Architect's recommendation as stated herein is accepted base on the acceptance of the Buyer.
- Other: _____

Owner: El Campo Little League

By RAL Date 2-25-14

6. DISTRIBUTION

- File 5.2, Owner- Architect Contractor Buyer Field Other



POLASEK CONSTRUCTION, INC.

GENERAL CONTRACTORS • COMMERCIAL • RESIDENTIAL • INSTITUTIONAL

January 24, 2014

RWS Architects, Inc.
3100 Timmons
Houston, Texas 77027

Re: CP #03
El Campo ISD Athletic Complex

Reduce raised section (16' tall) of outfield fence at Baseball field by
40 linear feet.

Always Fence:

Fencing ----- \$ (5,200.00)

Contractor Fee ----- N/A
Bond Fee ----- N/A

Total Amount \$ (5,200.00)

Randy Sucha, Owner

281-342-2466 Off
281-543-5917 Cell



2557

randy@allwaysfencing.com

WOOD • CHAIN LINK • WROUGHT IRON • RAIL
• FREE ESTIMATES! •

JOB SITE:

Name: Polasek Co ECTSD
Contact: Greg Polasek
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cross Street: _____
Work: _____ Key Map: _____

GATE POSTS	
CORNER POSTS	
UTILITY	
Release Date	_____
Transmittal No.	_____
AMOUNT	
Total Cash Price	_____
1/2 Down Payment	_____
Balance Due on Completion	_____
Crew to Pick up Check	<input type="checkbox"/> Yes <input type="checkbox"/> No

HEIGHT & FOOTAGE	
<input type="checkbox"/> 4	_____
<input type="checkbox"/> 5	_____
<input type="checkbox"/> 6	_____
<input type="checkbox"/> 70A	_____
<input type="checkbox"/> 7	_____
<input type="checkbox"/> 80A	_____
<input type="checkbox"/> 8	_____
<input type="checkbox"/> Other	_____

GATES	

Reduction of 40' 16' → 8' Height Metal

- \$ 5,200⁰⁰

ECTSD Boys Field

By execution of this document, Customer acknowledges that he has read and understand the terms and conditions set forth on front side and hereof together with any attachments.

THE CUSTOMER REPRESENTS THAT HE IS THE OWNER OF THE PROPERTY AND ASSUMES ALL RESPONSIBILITY FOR ALL UTILITY LINES UPON THE CUSTOMER'S PROPERTY. THE CUSTOMER IS RESPONSIBLE FOR OBTAINING BUILDING PERMITS, COMPLIANCE WITH DEED RESTRICTIONS LOCATING PROPERTY LINES AND PLACEMENT OF THE FENCE. THE CUSTOMER SHALL INDEMNIFY AND HOLD HARMLESS ALL-WAYS FENCING, INC. FROM ANY AND ALL DAMAGES OR LIABILITIES RESULTING FROM ANY CUT OR DAMAGED UTILITY LINES INCLUDING, BUT NOT LIMITED TO GAS, WATER, SEWER, SPRINKLER, ELECTRIC, TELEPHONE AND CABLE LINES.

Customer shall comply with all applicable statues codes or ordinances relating to the location of underground utility lines prior to commencement of construction.

IMPORTANT NOTICE: You and your contractor are responsible for meeting the terms and conditions of this contract. If you sign the contract and you fail to meet the terms and conditions of this contract, you may lose your legal ownership rights to your home. KNOW YOUR RIGHTS AND DUTIES UNDER THE LAW.

SUBMITTED BY _____ DATE 12/20/13 CUSTOMER _____
ACCEPTED BY [Signature] DATE _____
OWNER OF COMPANY _____

RWS ARCHITECTS Change Proposal CP#1388-04

PROJECT: El Campo High School
Baseball and Softball Complex
OWNER: El Campo Little League
TO CONTRACTOR: Polasek Construction, Inc.
P.O. Box 64
El Campo, Texas 77437

TITLE OF CP: Hydromulch in Lieu of Sod
DATE OF ISSUANCE: January 24, 2014
OWNER PROJECT NUMBER: n/a
RWS PROJECT NUMBER: 1388
CONTRACTOR PROJECT NUMBER:

ATTENTION: Mr. Greg Polasek

1. PROPOSED CHANGE IN WORK: Please submit an itemized quotation for all costs for the proposed changes to the Contract Documents described herein. This is not a Change Order nor Authorization to Proceed with the proposed changes. The Work is generally described below and should be priced as marked and the appropriate amounts inserted in Item 2. CONTRACTOR'S CHANGE PROPOSAL QUOTATION below.

This change proposal is to provide Hydromulch grass planting in lieu of solid sod at all of the common areas outside of the baseball and softball fields. Grass type shall equal to Cynodon Dactylon (Hulled - Common Bermuda Grass) 85% /65 Minimum %Pound Pure Live Seed required per Acre. Work of this change proposal shall include maintenance of all areas during the planting period for a period of ninety (90) days for all areas after all seeding and mulching work is completed, inspected and approved by the architect.

Attachments:

Architect: RWS Architects Incorporated

By Malcolm C. Stuss Date 01-24-2014

2. CONTRACTOR'S CHANGE PROPOSAL QUOTATION

- The Owner Contingency Allowance will be (increased)(~~decreased~~) by \$ 17,517.25
- The Contract Sum will be (increased)(~~decreased~~)(unchanged) by \$ -0-
- The Contract Time will be (increased)(~~decreased~~)(unchanged) by (Regular Work Days)..... 0 Days
- Other: _____

Attachments:

Contractor: Polasek Construction Company

By Greg Polasek Date 2/12/14

3. ARCHITECT RECOMMENDATION

- The Architect recommends (acceptance, ~~rejection~~) of this Change Proposal.
- The OWNER CONTINGENCY Allowance will be (increased)(~~decreased~~) by \$ 17,517.25
- The Contract Sum will be (increased)(~~decreased~~)(unchanged) by \$ 0
- The Contract Time will be (increased)(~~decreased~~)(unchanged) by (Regular Work Days)..... 0 Days
- Other: _____

Attachments:

Architect: RWS Architects Incorporated

By Malcolm C. Stuss Date 02-07-2014

4. El Campo Independent School District Approval of Requested ACTION

- The Architect's recommendation as stated herein is accepted.
- Other: _____

Buyer: El Campo ISD

By Robert Mark Prof Date 02/17/2014

5. OWNER ACTION

- The Architect's recommendation as stated herein is accepted base on the acceptance of the Buyer.
- Other: _____

Owner: El Campo Little League

By Polasek Date 2-25-14

6. DISTRIBUTION

- File 5.2, Owner- Architect Contractor Buyer Field Other



POLASEK CONSTRUCTION, INC.

GENERAL CONTRACTORS • COMMERCIAL • RESIDENTIAL • INSTITUTIONAL

January 24, 2014

RWS Architects, Inc.
3100 Timmons
Houston, Texas 77027

Re: CP #04
El Campo ISD Athletic Complex

Provide hydromulch in lieu of solid sod at commons areas outside ballfields.

Amberscapes:

Solid Sod -----	\$	(23,926.00)
Hydromulch -----	\$	6,408.75

Contractor Fee -----	N/A
Bond Fee -----	N/A

Total Amount	\$	(17,517.25)
---------------------	-----------	--------------------

Amberscapes, Inc

dba: R L Shelley's Lawn Service
 PO Box 1574
 El Campo, TX 77437

Estimate

Date	Estimate #
6/11/2013	522

Name / Address
Polasek Construction P.O. Box 64 El Campo, TX 77437

			Project
Description	Qty	Cost	Total
EL CAMPO WEST LOOP ATHLETIC COMPLEX & PARK HIGH SCHOOL			
Bermuda Sod	85,450	0.28	23,926.00T
Deduction - use Hydromulch instead of solid sod		-23,926.00	-23,926.00
Hydromulch - Bermuda heavy seeding and fertilizer	85,450	0.075	6,408.75T
		Subtotal	\$17,517.25
		Sales Tax (0.0%)	\$0.00
		Total	\$17,517.25

Phone #	Fax #
979-543-9494	979-578-0472

PROJECT: El Campo High School
Baseball and Softball Complex
OWNER: El Campo Little League
TO CONTRACTOR: Polasek Construction, Inc.
P.O. Box 64
El Campo, Texas 77437

TITLE OF CP: Credit for Electric Drinking Fountains at Dugouts
DATE OF ISSUANCE: January 24, 2014
OWNER PROJECT NUMBER: n/a
RWS PROJECT NUMBER: 1388
CONTRACTOR PROJECT NUMBER:

ATTENTION: Mr. Greg Polasek

1. PROPOSED CHANGE IN WORK: Please submit an itemized quotation for all costs for the proposed changes to the Contract Documents described herein. This is not a Change Order nor Authorization to Proceed with the proposed changes. The Work is generally described below and should be priced as marked and the appropriate amounts inserted in Item 2. CONTRACTOR'S CHANGE PROPOSAL QUOTATION below.

This change proposal is to provide a credit for the deletion of the electric drinking fountains as specified on the drawings at the Baseball and Softball Field Dugouts. Plumbing and labor shall remain as part of the project as the Owner will furnish the Electric Drinking Fountains which will be given to the Contractor for installation. Warranty of the drinking fountains will be covered by the Owner's Purchase Order, warranty for installation will be by the General Contractor.

Attachments:

Architect: RWS Architects Incorporated

By Malcolm C. Law Date 01-24-2014

2. CONTRACTOR'S CHANGE PROPOSAL QUOTATION

- The Owner Contingency Allowance will be (increased)(decreased) by \$ 1772⁰⁰
- The Contract Sum will be (increased)(decreased)(unchanged) by \$ - 0 -
- The Contract Time will be (increased)(decreased)(unchanged) by (Regular Work Days)..... 0 Days
- Other: _____

Attachments:

Contractor: Polasek Construction Company

By Greg Polasek Date 2/12/14

3. ARCHITECT RECOMMENDATION

- The Architect recommends (acceptance, rejection) of this Change Proposal.
- The OWNER CONTINGENCY Allowance will be (increased)(decreased) by \$ 1,772⁰⁰
- The Contract Sum will be (increased)(decreased)(unchanged) by \$ 0
- The Contract Time will be (increased)(decreased)(unchanged) by (Regular Work Days)..... 0 Days
- Other: _____

Attachments:

Architect: RWS Architects Incorporated

By Malcolm C. Law Date 02-07-2014

4. El Campo Independent School District Approval of Requested ACTION

- The Architect's recommendation as stated herein is accepted.
- Other: _____

Buyer: El Campo ISD

By Robert Munk Paul Date 02/17/2014

5. OWNER ACTION

- The Architect's recommendation as stated herein is accepted base on the acceptance of the Buyer.
- Other: _____

Owner: El Campo Little League

By RA Date 2-25-14

6. DISTRIBUTION

- File 5.2, Owner- Architect Contractor Buyer Field Other



POLASEK CONSTRUCTION, INC.

GENERAL CONTRACTORS • COMMERCIAL • RESIDENTIAL • INSTITUTIONAL

January 24, 2014

RWS Architects, Inc.
3100 Timmons
Houston, Texas 77027

Re: CP #05
El Campo ISD Athletic Complex

Provide credit for electric drinking fountains (4) at dugouts.
Contractor to install Owner furnished fixtures.

El Campo Plumbing:

Drinking fountains ----- \$ (1,772.00)

Contractor Fee ----- N/A

Bond Fee ----- N/A

Total Amount \$ (1,772.00)



January 28, 2014

Revision

Project El Campo ISD - HS Baseball Softball

Location El Campo , Texas

General Contractor Polasek Construction, Inc.

Submitted by,
Ed Kulcak

REVISION	
Delete 4 drinking fountains at dugouts (fixture only)	-\$1,772.00
Install Owner furnished fixtures	
DEDUCT	-\$1,772.00

Agenda Item Summary Sheet (4 B.4)
Meeting Date: March 25, 2014
Submitted by: Mark Pool, Superintendent

Action Item

Consent Agenda:
Business and Operations

Resolution for the Purchase of Property for FFA Project Center

Summary

At a Regular Meeting on November 19, 2013, the Board authorized the Superintendent to enter into negotiations for the purchase of property for a FFA Project Center. Since that time I have been in contact with Mr. John Wilbeck, Executor of the Aline Gladys Wilbeck Peters Estate, regarding the purchase of the property. After reaching an agreement on the purchase price of \$7,500 per acre, attorneys from Duckett, Bouliny & Collins (Jim Bouliny) and Walsh, Anderson, Gallegos, Green & Trevino (George Grimes and Hector Benavides) have prepared all of the legal documents for this transaction.

On January 27, 2014, John Wilbeck signed the Real Estate Sales Contract, and it was signed by Tommy Turner on behalf of the District on February 10, 2014.

We have also received a Commitment for Title Insurance in the amount of \$37,500.00 and a Tax Certificate from Mid-Coast Title Company, Inc.

The Board now needs to pass a Resolution for the purchase of this property before we can close with the Title Company.

ECISD Board Policy

CHG (LEGAL) – PURCHASE AND ACQUISITION, REAL PROPERTY AND IMPROVEMENTS

Effective Date

March 25, 2014

Previous Board Action

At a Regular Meeting on November 19, 2013, the Board authorized the Superintendent to negotiate the purchase of property for a FFA Project Center.

Future Action Expected

None.

Background Information and Significant Issues

Property is approximately five (5) acres of land located in the I. & G.N.R.R. Co. Survey No. 21, Abstract No. 239 in Wharton County, Texas, being a part or portion of the residue of a called 247.50 acre tract conveyed to Gerd Peters, Jr. in Volume 171, Page 518 in Deed Records of Wharton County, Texas.

The property is adjacent to and east of the existing El Campo Middle School Campus and is contiguous with the District's existing property line.

Fiscal Impact	\$37,500.00
Student and Public Benefit	A FFA Project Center will be a significant benefit to many FFA members who are raising livestock or poultry projects as part of their supervised experience program and do not have an adequate place to raise an animal.
Procedural and Reporting Implications	Resolution to be filed and Closing Documents executed.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.
Attachments	<ul style="list-style-type: none"> • Copy of Resolution
Contact Person(s)	Mark Pool, Superintendent of Schools
Action Required	Motion, second and majority vote to adopt a resolution to authorize the purchase of approximately five (5) acres of land from the Estate of Aline Peters for a purchase price of \$7,500.00 per acre of net area, and authorize the Superintendent to tender the purchase price and other costs and execute closing documents on behalf of the District.
Superintendent's Recommendation	<p>I recommend the Board adopt a resolution to authorize the purchase of approximately five (5) acres of land from the Estate of Aline Peters for a purchase price of \$7,500.00 per acre of net area, and authorize the Superintendent to tender the purchase price and other costs and execute closing documents on behalf of the District as a part of the Consent Agenda.</p> <p>Mark Pool, Superintendent of Schools</p>

**EL CAMPO INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

RESOLUTION TO PURCHASE REAL PROPERTY

WHEREAS, pursuant to Texas Education Code section 11.151, the Board of Trustees of the El Campo Independent School District (“District”) is authorized to acquire and hold real and personal property;

WHEREAS, the Board of Trustees is currently acquiring real property for the construction of facilities to meet the educational needs of the students residing in the District;

WHEREAS, the real property described in Exhibit A attached hereto and incorporated herein for all purposes (“Property”) is necessary for the construction of facilities to meet the educational needs of the students residing in the District; and

WHEREAS, the District has entered a real estate sales contract with the owner of the Property, the Estate of Aline Peters, Deceased, John Wilbeck, Administrator, for purchase of the Property by the District; therefore,

Be it resolved,

1. That the findings and recitals in the preamble of this Resolution are hereby found to be true and correct and are hereby approved and adopted.
2. That the Board of Trustees of the El Campo Independent School District approves and authorizes the purchase of the Property described in Exhibit A.
3. That the Superintendent is authorized to tender the purchase price of the Property and the amount of closing and other costs to the title company for payment to the sellers of the Property and to execute any documents necessary to effect the purchase.
4. That it is hereby found, determined and declared that a sufficient written notice of the date, time, place and subject of the meeting of the Board of Trustees of the El Campo Independent School District at which this Resolution was adopted was posted at a place convenient and readily accessible at all times to the general public for the time required by law preceding this meeting as required by chapter 551, Texas Government Code, and that this meeting has been open to the public as required by law at all times during which this Resolution and the subject matter thereof has been discussed, considered and formally acted upon. The Board of Trustees further ratifies, approves and confirms such written notice and posting thereof.

FINALLY PASSED AND ADOPTED this ____ day of _____, 2014.

By: _____

Thomas Turner, President, Board of Trustees of
the El Campo Independent School District

ATTEST:

By: _____
David Hodges, Secretary, Board of Trustees of
the El Campo Independent School District

Certificate for Resolution

I hereby certify that the foregoing resolution was presented to the Board of Trustees of the El Campo Independent School District during a regularly scheduled meeting on _____, 2014. A quorum of the Board of Trustees being then present, it was then duly moved and seconded that the resolution be adopted, and such resolution was then adopted according to the following vote:

Ayes: _____

Noes: _____

Abstentions: _____

To certify which, witness my hand this ____ day of _____, 2014.

By: _____

Thomas Turner, President, Board of Trustees of
the El Campo Independent School District

THE STATE OF TEXAS }
 }
COUNTY OF WHARTON } ACKNOWLEDGMENT

BEFORE ME, a Notary Public, on this day personally appeared THOMAS TURNER, known to me to be the person whose name is subscribed to the foregoing instrument, and having been sworn, upon his oath stated that he is the President of the Board of Trustees of the El Campo Independent School District; that he was authorized to execute such instrument pursuant to resolution of the Board of Trustees adopted on _____, 2014; and that said instrument is executed as the free and voluntary act and deed of such governmental unit for the purposes expressed therein.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the ____ day of _____, 2014.

Notary Public, State of Texas

EXHIBIT A

Continuation of Schedule A

GF No. 2014-0225

Field Note Description of a 5.00 acre tract of land situated in the I. & G.N. R.R. Co. Survey No. 21, Abstract No. 239 in Wharton County, Texas, being a part or portion of the residue of a called 247.50 acre tract conveyed to Gerd Peters, Jr. in Volume 171, Page 518 in Deed Records of Wharton County, Texas.

COMMENCING at a 3/4" Iron Pipe found in the Northeast margin of 100' wide Farm-to-Market Road No. 2765 as described in Volume 353, Page 263 in Deed Records of Wharton County, Texas, marking the West corner of a 29.98 acre tract conveyed to El Campo Independent School District in Volume 675, Page 105 in Official Records of Wharton County, Texas.

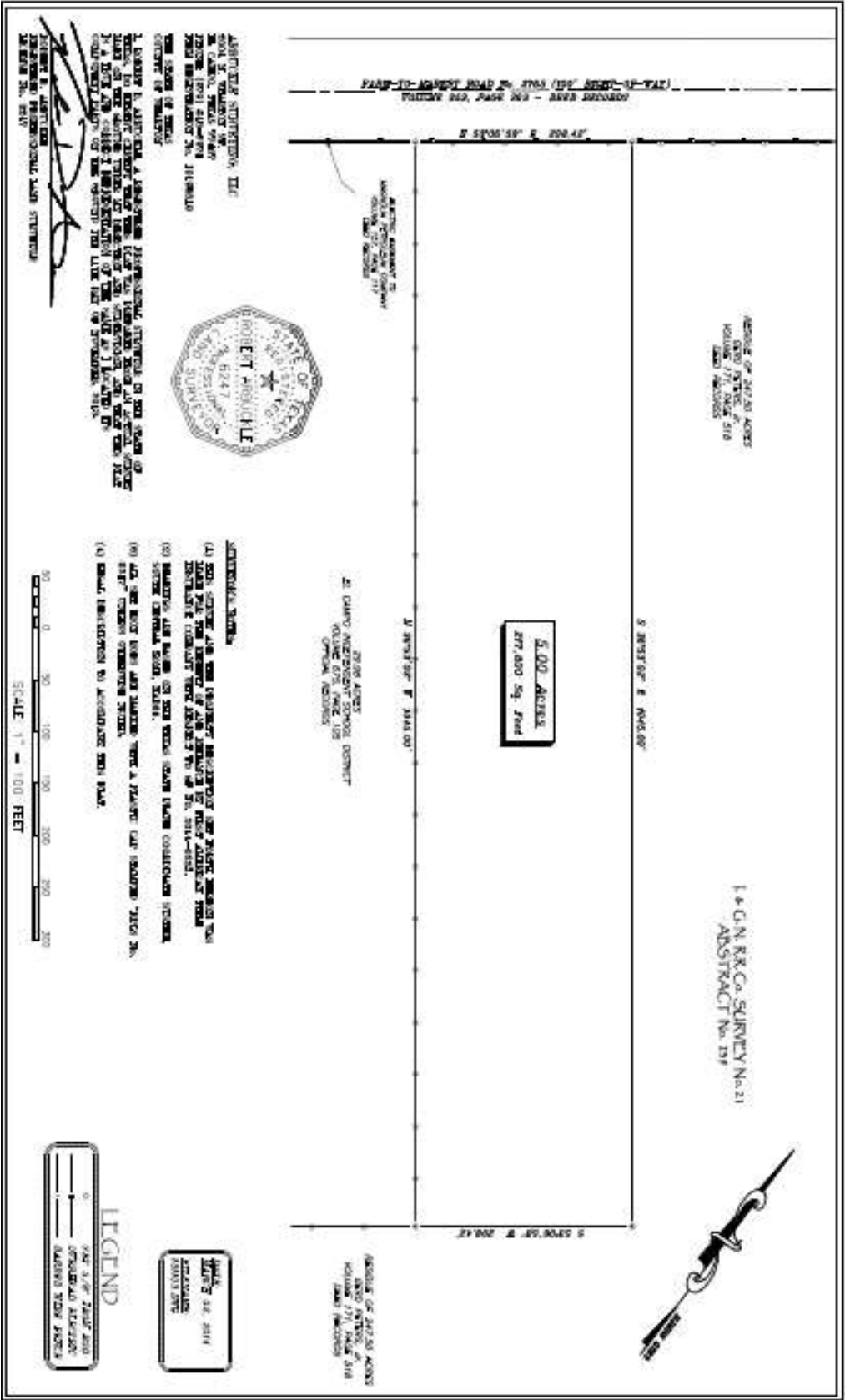
THENCE: N 53°06'58" E - along and with the Northeast margin of FM Road 2765, same being the Northwest line of said 29.98 acre tract, 1,250.00 feet to a 5/8" Iron Rod marked with plastic cap stamped "RPLS No. 6247" set for the North corner of said 29.98 acre tract, same being in the Northwest line of parent 247.50 acre tract and for the West corner and **POINT OF BEGINNING** of this herein described tract;

THENCE: N 53°06'58" E - continuing with the Northeast margin of FM Road 2765, same being the Northwest line of parent 247.50 acre tract, 208.42 feet to a 5/8" Iron Rod marked with plastic cap stamped "RPLS No. 6247" set for the North corner of this herein described tract;

THENCE: S 36°53'02" E - across parent 247.50 acre tract, 1,045.00 feet to a 5/8" Iron Rod marked with plastic cap stamped "RPLS No. 6247" set for the East corner of this herein described tract;

THENCE: S 53°06'58" W - severing parent 247.50 acre tract, 208.42 feet to a 5/8" Iron Rod marked with plastic cap stamped "RPLS No. 6247" set for the East corner of said 29.98 acre tract and for the South corner of this herein described tract, from which a 5/8" Iron Rod called and found for the South corner of said 29.98 acre tract bears: S 53°06'58" W - 1250.00 feet;

THENCE: N 36°53'02" W - along and with the Northeast line of said 29.98 acre tract, 1,045.00 feet to the **POINT OF BEGINNING**, containing within these metes and bounds 5.00 Acres (217,800 Sq. Feet), more or less.



ABSTRACT 19, SECTION 10,
 T20N, R10E, S10E,
 PLATT COUNTY, IOWA
 5.00 ACRES
 BEING THE TRACT
 DESCRIBED IN THE
 ORDER OF SALE



I, ROBERT APPLEHILL, a Notary Public, do hereby certify that the foregoing is a true and correct copy of the original record of the State of Iowa, as the same appears in the office of the State Auditor, at Des Moines, Iowa, on this 14th day of August, 2014.

ROBERT APPLEHILL
 Notary Public
 State of Iowa

FARM-TO-ADVISORY ROAD No. 4703 (1st Street - W-242)
 POLYLINE 200, PAGE 202 - AREA RECORDS

S 28°05'59" E 200.42'

SECTION OF 207.50 ACRES
 DIVISION 17, RANGE 10E
 T20N, R10E, S10E

5.00 ACRES
 217,400 Sq. Feet

S 28°05'59" E 200.42'

L & G N. R. Co. SURVEY No. 21
 ABSTRACT No. 19

207.50 ACRES
 21,000,000 SQ. FEET
 POLYLINE 200, PAGE 102
 OPTION RECORDS

S 28°05'59" E 200.42'

SECTION OF 207.50 ACRES
 DIVISION 17, RANGE 10E
 T20N, R10E, S10E

- ADDITIONAL NOTES:
- (1) THE SURVEY AND THE BOUNDARY MONUMENTS AND MARKS THEREON WERE PLACED IN POSITION BY THE SURVEYOR IN 1914-1915.
 - (2) BOUNDARY MONUMENTS ON THE WEST LINE WERE CONSIDERED PERMANENT.
 - (3) ALL SURVEY MARKS AND MONUMENTS WERE PLACED BY THE SURVEYOR IN 1914-1915.
 - (4) SMALL REVISIONS TO ABSTRACT 19, SECTION 10, PLATT COUNTY, IOWA.



**Consent Agenda
Business and Support
Services**

Report on High School Baseball and Softball Fields Complex
Construction Progress Meeting

Summary

Progress Meeting No. 7 was held on February 26, 2014; and Progress Meeting No. 8 was held on March 20, 2014. The following is a list of the work completed and the projected work reviewed and discussed at each meeting:

Progress Meeting No. 7 – February 26, 2014

Work Completed

1. Girls softball dugout concrete foundations complete
2. Concrete foundation at concessions complete
3. Concrete foundation prep at baseball batting cage complete
4. Chain link fence post installation at baseball batting cage complete
5. Concrete foundation at baseball batting cage complete
6. Outfield fence post installation at girls softball 75% complete
7. Outfield fence post installation at boys baseball 75% complete
8. Concrete curb at baseball outfield fence ongoing
9. Grade beam excavation at softball batting cage complete
10. Reinforcing steel placement at softball batting cage ongoing
11. Plumbing and electrical rough at dugouts 75% complete
12. Spek-brick masonry at softball dugouts begun

Projected Work

1. Complete foundation at softball batting cage
2. Set chain link fence posts at softball batting cage
3. Complete concrete curb at baseball outfield fence
4. Complete outfield fence post and concrete curb at girls softball
5. Outfield fence post installation at baseball field ongoing
6. Begin concrete foundation for backstop / trench drain at softball
7. Masonry at softball dugouts ongoing
8. Begin masonry at baseball dugouts
9. Begin masonry at concessions building
10. Rough grading at both fields ongoing

Progress Meeting No. 8 – March 20, 2014

Work Completed

1. Fence post installation at softball batting cage complete
2. Concrete slab on grade at softball batting cage complete
3. Concrete curb at baseball outfield fence complete
4. Concrete curb at softball outfield fence complete
5. Outfield fence post installation at softball complete

6. Outfield fence post installation at boys baseball 75% complete
7. Masonry at dugouts on both fields complete
8. Plumbing and electrical rough at dugouts 75% complete
9. Masonry at ticket booth complete
10. Steel columns and beams at entry pavilion complete
11. Steel columns and wood beams at concession complete
12. Spek-brick masonry at concessions ongoing
13. Rough electrical at ticket booth 50% complete
14. Rough electrical at concessions building ongoing
15. Plumbing vent and water at concessions building 15% complete
16. PEMB at softball and baseball batting cages delivered

Projected Work

1. Plumbing vent and water at concessions building ongoing
2. Electrical rough at concession building ongoing
3. Complete exterior masonry at concessions building
4. Begin interior masonry at concessions building
5. Set wood trusses and install plywood roof deck at ticket booth
6. Begin concrete foundation for backstop / trench drain at softball
7. Begin structural columns and wood framing at dugouts
8. Begin erection of batting cage PEMB's
9. Complete rough grading at both fields

ECISD Board Policy

None.

Effective Date

February 26th and March 20th, 2014

Previous Board Action

During the construction phase of this project we will designate a section of the consent agenda each month to review and/or discuss construction issues.

Future Action Expected

During the construction phase of this project we will designate a section of the consent agenda each month to review and/or discuss construction issues.

Background Information and Significant Issues

The following Change Proposals have been approved:

- **No. 1** - Provide deletion of dug-out storage buildings. Provide storage at batting cages. Add \$696.00.
- **No. 2** – Provide relocation of chain link fencing from baseball batting cages to outfield fence along swale and sidewalk. No Charge.
- **No. 3** – Reduce length of the raised section of outfield fence by 40 ft at Boys' Baseball Field. Deduct (\$5,200.00)
- **No. 4** – Provide hydromulch in lieu of solid sod at commons areas. Deduct (\$17,517.25).
- **No. 5** – Install Owner provided drinking fountains at dugouts.

Deduct (\$1,772.00)

Total Change Orders to Date..... (\$23,793.25)

Fiscal Impact

The Guaranteed Maximum Price for this project is \$2,386,707.00, which includes the following allowances:

- Graphics/ Front Entry.....\$4,000.00
- Materials Testing / Survey\$19,000.00
- **TOTAL\$23,000.00**
- Total Change Proposals Approved..... (\$23,793.25)
- **Remaining Allowances Balance..... \$46,793.25**

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

- Construction Project Meeting No. 7, February 26, 2014
- Construction Project Meeting No. 8, March 20, 2014

Contact Person(s)

Mark Pool, Superintendent of School

Action Required

No action required.

Superintendent's Recommendation

Information only.

Mark Pool, Superintendent of Schools



POLASEK CONSTRUCTION, INC.

GENERAL CONTRACTORS • COMMERCIAL • RESIDENTIAL • DESIGN BUILD

Date: Wednesday, February 26, 2014

El Campo Independent School District
New Baseball - Softball Complex

Time: 9:00 AM

Location: PCI Job Trailer

PROGRESS MEETING NO. 7

AGENDA

1. Review Previous Weeks Meeting Minutes
 - a. Status of action items
 - b. Comments or Changes

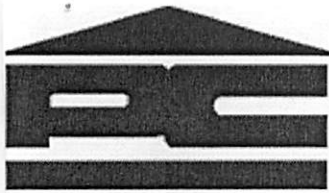
2. Review Logs - Discuss Outstanding Issues
 - a. RFI Logs
 - b. Submittal Logs
 - c. Minor Changes & Clarifications
 - d. Change Proposal Request & Change Proposals
 - e. Allowance Expenditure Authorizations

3. Review Schedule
 - a. Review work progress since previous meeting
 - b. Overall construction schedule and 3 week look ahead
 - c. Identify any material delivery issues or issues that may create delays
 - d. Change Proposal Request & Change Proposals

4. Review Field and Quality Control Issues
 - a. Previous week activity: Observations, problems, conflict, field directives
 - b. Schedule pre-installation conferences this week
 - c. Schedule inspections this week
 - d. Other issues and questions

5. New Issues
 - a. Polasek Construction, Inc.
 - b. El Campo Independent School District
 - c. RWS Architects, Inc.

6. Scheduled Meetings
 - a. Progress Meeting Number 08 to be held on Thursday, March 13, 2014 at the PCI job trailer.



POLASEK CONSTRUCTION, INC.

GENERAL CONTRACTORS • COMMERCIAL • RESIDENTIAL • INSTITUTIONAL

MEETING MINUTES

Date of Issue: 02/26/14

Date of Meeting: 02/13/14

Place of Meeting: ECISD Admin. Building

Time of Meeting: 3:30 AM

Subject: Progress Meeting # 06

Present:

Mark Pool, Superintendent	El Campo ISD	
Jeff Balcar	El Campo ISD	
Tim Supak	El Campo ISD - Trustee	(absent)
Malcolm Gaus	RWS Architects, Inc.	
Greg Polasek	Polasek Construction, Inc.	
Tyler Williams	Polasek Construction, Inc.	(absent)
Kevin Stehling	Polasek Construction, Inc.	(absent)
Brent Bubela	El Campo Little League	(absent)
Pat Krpec	El Campo Little League	(absent)

Distribution: All Attendees

Submitted By: Greg Polasek, Project Manager, Polasek Construction, Inc.

Item No.	Item Description	Responsibility	Due Date	Status
1.0 Mtg 5	<u>PREVIOUS ISSUES:</u> 5.01 Discussion concerning color selections: Malcolm to provide preliminary selections for approval by ECISD	PCI / RWS		Closed

Item No.	Item Description	Responsibility	Due Date	Status
2.0	<p><u>A. CONSTRUCTION PROGRESS:</u></p> <ol style="list-style-type: none"> 1. Storm water system 95% complete 2. Drilled footings at dugouts complete 3. Drilled footings at Girls batting cage complete 4. Backstop netting column support installation complete 5. Girls softball dugout concrete foundations 75% complete 6. Boys baseball dugout concrete foundations complete 7. Concrete formwork at Concessions bldg 90% complete 8. Concrete grade beam excavation at Concessions ongoing 9. Concrete reinforcing steel fab at Concessions 80% complete 10. Outfield fence post installation at Girls softball 75% complete 11. Outfield fence post installation at Boys baseball 35% complete 12. Concrete formwork at baseball batting cage 90% complete <p><u>B. PROJECTED WORK:</u></p> <ol style="list-style-type: none"> 1. Pour 1st base dugout foundation at Girls softball 2. Complete foundation prep / reinforcing steel at Concession Bldg. 3. Pour concrete foundation at Concession Bldg. 4. Complete outfield fence post and concrete curb at Girls softball 5. Outfield fence post installation at Boys baseball ongoing 6. Begin concrete foundation for backstop / trench drain at softball 7. Begin spec-brik installation at dugouts 8. 9. 10. 			
3.0	<p><u>C. MATERIALS DELIVERY ISSUES / DELAYS:</u></p> <ol style="list-style-type: none"> 1. <p><u>FIELD ISSUES AND QUALITY CONTROL:</u></p> <ol style="list-style-type: none"> 1. <p><u>Comments related to construction activity</u></p> <p><u>Scheduled pre-installation conferences:</u></p> <ol style="list-style-type: none"> 1. 			
4.0	<p><u>DOCUMENT STATUS LOGS:</u></p> <p><u>Submittal Log reviewed with the following comments:</u></p> <p>Outstanding:</p> <p>Current:</p>			
4.1	<p><u>RFI Log reviewed:</u></p> <p>None</p>			
4.2	<p><u>CPR / AEA Log reviewed:</u></p> <p>Outstanding: None</p> <p>Current:</p> <p><u>Note:</u></p> <p><u>Minor Changes and Clarifications:</u> None</p>			

Item No.	Item Description	Responsibility	Due Date	Status
5.0	<u>NEW ISSUES</u>			
Mtg 6	6.01 Final paperwork for CP's given to Mark for signature.	ECISD		Open
6	6.02			
6	6.03			
6	6.04			

Next Team Meeting TBD @ 10:00 am at the PCI Job Trailer

The preceding summation is our interpretation of the items discussed at the referenced meeting. Any persons desiring to add to or otherwise correct the minutes are requested to put their comments in writing to the project manager on or before the next meeting. Otherwise, the minutes will stand as written.



 Greg Polasek
 Project Manager
 Polasek Construction, Inc.

END OF MINUTES

POLASEK CONSTRUCTION INC.

SUBMITTAL LOG - ECISD Baseball & Softball Complex

February 26, 2014

Specified Division	Submittal No.	Description	Submitted By	Date Rec'd.	Consultant		Date Returned	Rev'd.	Rev'd As Noted	Rev. & Resub	Rej.	Remarks
					To	From						
10167	10167-14	Toilet Partitions	Crossroad Specialties	1/14/2014			1/22/2014		X			Color Pending
10201	10201-30	Louvers	TMG	2/24/2014								
10351	10351-10	Flagpole	Kronberg Flagpole	10/7/2013			10/11/2013		X			
10401	10401-26	Graphics	St George Sign	2/12/2014								
10800	10800-15	Toilet Accessories	Crossroad Specialties	11/14/2013			1/22/2014		X			Released
10951	10951-16	Fire Extinguishers	Crossroad Specialties	11/14/2013			1/22/2014	X				Released
12341	12341-27	Casework / SS	Victoria Cabinetworks	2/12/2014								
13000	13000-18	PEMB	LMB Structures	1/21/2014			1/22/2014		X			Released w/ colors
13125		Alum. Bleachers	Sturdisteel									
15450	15450-08	Plumbing Fixtures	El Campo Plumbing	10/7/2013			11/3/2013		X			Released
15650		Mech Equipment	Eldridge A/C									
15800		Air Distribution	Eldridge A/C									
16420		Light Fixtures/Gear	Penner Electric									
16510	16510-07	Sport Lighting	Techline	10/7/2013			11/3/2013			X		Re-submitted
16510	16510-07R	Sport Lighting	Techline	11/14/2013			11/18/2013		X			Released
16720		Public Address Sys	Bayou City Interests									

CHANGE PROPOSAL REQUEST LOG

Project: Baseball and Softball Complex
 Architect: RWS Architects
 Contractor: Polasek Construction, Inc.

El Campo ISD
 Project No. 1388
 2/26/14



CPR NO.	DATE ISSUED	DESCRIPTION OF CHANGE	DWGS	FUNDING SOURCE ALLOWANCE	DATE PRICING SUBMITTED	DATE PRICING APPROVED	ESTIMATED/PENDING CPR AMOUNT	APPROVED CPR AMOUNT	CC#	AEA ISSUE DATE	COMMENTS
01	10/06/13	1. Provide deletion of dug-out storage bldgs. Provide storage at batting cages.	N	CO	10/30/13	11/16/13		\$696.00			
2	10/31/13	1. Provide relocation of chain link fencing from baseball batting cages to outfield fence along swale and sidewalk.	N	CO	11/14/13	11/16/13	N/C				
3	11/14/13	1. Reduce the length of the raised section of outfield fence by 40' at Boy's baseball field.	N	CO	01/16/14	01/30/14		(\$5,200.00)			Verbal approval
4	11/14/13	1. Provide hydromulch in lieu of solid sod at commons areas.	N	CO	01/30/14	01/30/14		(\$17,517.25)			Verbal approval
5	11/14/13	1. Install Owner provided drinking fountains at dugouts.	N	CO	01/30/14	01/30/14		(\$1,772.00)			Verbal approval
TOTALS FOR CPR'S								\$0.00	(\$23,793.25)		

CHANGE PROPOSAL REQUEST LOG

Project: Baseball and Softball Complex
Architect: RWS Architects
Contractor: Polasek Construction, Inc.

El Campo ISD
Project No. 1388
2/26/14



SUMMARY (ALLOWANCES)

Graphics / Front Entry	\$	4,000.00
Materials Testing / Surveying	\$	19,000.00

TOTAL ALLOWANCE AMOUNT

\$	23,000.00
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CPR TOTAL APPROVED TO DATE

(\$23,793.25)

REMAINING BALANCE AFTER APPROVED CPRs

\$	46,793.25
----	-----------

TOTAL ESTIMATED/ PENDING CPRs

\$0.00

REMAINING BALANCE AFTER PENDING AND APPROVED CPRs

\$	46,793.25
----	-----------



POLASEK CONSTRUCTION, INC.

GENERAL CONTRACTORS • COMMERCIAL • RESIDENTIAL • DESIGN BUILD

El Campo Independent School District Baseball - Softball Athletic Complex

Project Overview

Meeting Location:	ECISD Administration	Date:	2/26/2014
	El Campo, Texas	Time:	9:00 AM

1. SCHEDULE AND PROGRESS:

A. WORK COMPLETED

1. Girls softball dugout concrete foundations complete
2. Concrete foundation at Concessions complete
3. Concrete foundation prep at Baseball batting cage complete
4. Chain link fence post installation at Baseball batting cage complete
5. Concrete foundation at Baseball batting cage complete
6. Outfield fence post installation at Girls softball 75% complete
7. Outfield fence post installation at Boys baseball 75% complete
8. Concrete curb at baseball outfield fence ongoing
9. Grade beam excavation at Softball batting cage complete
10. Reinforcing steel placement at Softball batting cage ongoing
11. Plumbing and electrical rough at dugouts 75% complete
12. Spek-brik masonry at softball dugouts begun

B. PROJECTED WORK:

1. Complete foundation at Softball batting cage
2. Set chain link fence posts at Softball batting cage
3. Complete concrete curb at Baseball outfield fence
4. Complete outfield fence post and concrete curb at Girls softball
5. Outfield fence post installation at Baseball field ongoing
6. Begin concrete foundation for backstop / trench drain at softball
7. Masonry at Softball dugouts ongoing
8. Begin masonry at Baseball dugouts
9. Begin masonry at Concessions bldg.
10. Rough grading at both fields ongoing
- 11.
- 12.

2. FIELD ISSUES

A. OUTSTANDING

- 1.
- 2.

B. CURRENT

1. Toilet partition color
2. Casework color
3. Paint color

Baseball – Softball Athletic Complex – Progress Report Photos



1. Sport lighting installation



2. Concrete foundation at Concessions



3. Concrete foundation at Concessions



4. Grade beam excavation at baseball batting cage



5. Grade beam excavation at baseball batting cage



6. Wet well installation at lake wall

Baseball – Softball Athletic Complex – Progress Report Photos (2)



7. Irrigation building roof framing



8. Irrigation system at main drive



9. Wet well piping at irrigation building



10. Wet well piping at irrigation building



11. Concrete bulkhead at irrigation intake piping



12. Concession stand concrete foundation

Baseball – Softball Athletic Complex – Progress Report Photos (3)



13. Baseball batting cage concrete pour



14. Baseball batting cage concrete pour



15. Masonry prep at softball dugouts



16. Softball batting cage grade beam excavation



17. Softball batting cage grade beam excavation



POLASEK CONSTRUCTION, INC.

GENERAL CONTRACTORS • COMMERCIAL • RESIDENTIAL • DESIGN BUILD

Date: Thursday, March 20, 2014

El Campo Independent School District
New Baseball - Softball Complex

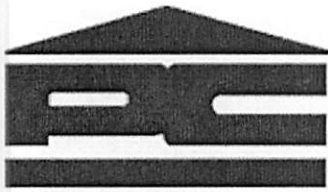
Time: 10:00 AM

Location: PCI Job Trailer

PROGRESS MEETING NO. 8

AGENDA

1. Review Previous Weeks Meeting Minutes
 - a. Status of action items
 - b. Comments or Changes
2. Review Logs - Discuss Outstanding Issues
 - a. RFI Logs
 - b. Submittal Logs
 - c. Minor Changes & Clarifications
 - d. Change Proposal Request & Change Proposals
 - e. Allowance Expenditure Authorizations
3. Review Schedule
 - a. Review work progress since previous meeting
 - b. Overall construction schedule and 3 week look ahead
 - c. Identify any material delivery issues or issues that may create delays
 - d. Change Proposal Request & Change Proposals
4. Review Field and Quality Control Issues
 - a. Previous week activity: Observations, problems, conflict, field directives
 - b. Schedule pre-installation conferences this week
 - c. Schedule inspections this week
 - d. Other issues and questions
5. New Issues
 - a. Polasek Construction, Inc.
 - b. El Campo Independent School District
 - c. RWS Architects, Inc.
6. Scheduled Meetings
 - a. Progress Meeting Number 09 to be held on Thursday, April 03, 2014 at the PCI job trailer.



POLASEK CONSTRUCTION, INC.

GENERAL CONTRACTORS • COMMERCIAL • RESIDENTIAL • INSTITUTIONAL

MEETING MINUTES

Date of Issue: 03/20/14

Date of Meeting: 02/26/14

Place of Meeting: ECISD Admin. Building

Time of Meeting: 3:30 PM

Subject: Progress Meeting # 07

Present:

Mark Pool, Superintendent	El Campo ISD	
Jeff Balcar	El Campo ISD	
Tim Supak	El Campo ISD - Trustee	(absent)
Malcolm Gaus	RWS Architects, Inc.	
Greg Polasek	Polasek Construction, Inc.	
Tyler Williams	Polasek Construction, Inc.	
Kevin Stehling	Polasek Construction, Inc.	
Brent Bubela	El Campo Little League	
Pat Krpec	El Campo Little League	

Distribution: All Attendees

Submitted By: Greg Polasek, Project Manager, Polasek Construction, Inc.

Item No.	Item Description	Responsibility	Due Date	Status
1.0 Mtg 6	<u>PREVIOUS ISSUES:</u> 6.01 Final paperwork for CP's given to Mark for signature.	ECISD		Closed

Item No.	Item Description	Responsibility	Due Date	Status
2.0	<p><u>A. CONSTRUCTION PROGRESS:</u></p> <ol style="list-style-type: none"> 1. Girls softball dugout concrete foundations complete 2. Concrete foundation at Concessions complete 3. Concrete foundation prep at Baseball batting cage complete 4. Chain link fence post installation at Baseball batting cage complete 5. Concrete foundation at Baseball batting cage complete 6. Outfield fence post installation at Girls softball 75% complete 7. Outfield fence post installation at Boys baseball 75% complete 8. Concrete curb at baseball outfield fence ongoing 9. Grade beam excavation at Softball batting cage complete 10. Reinforcing steel placement at Softball batting cage ongoing 11. Plumbing and electrical rough at dugouts 75% complete 12. Spek-brik masonry at softball dugouts begun <p><u>B. PROJECTED WORK:</u></p> <ol style="list-style-type: none"> 1. Complete foundation at Softball batting cage 2. Set chain link fence posts at Softball batting cage 3. Complete concrete curb at Baseball outfield fence 4. Complete outfield fence post and concrete curb at Girls softball 5. Outfield fence post installation at Baseball field ongoing 6. Begin concrete foundation for backstop / trench drain at softball 7. Masonry at Softball dugouts ongoing 8. Begin masonry at Baseball dugouts 9. Begin masonry at Concessions bldg. 10. Rough grading at both fields ongoing 			
3.0	<p><u>C. MATERIALS DELIVERY ISSUES / DELAYS:</u></p> <ol style="list-style-type: none"> 1. <p><u>FIELD ISSUES AND QUALITY CONTROL:</u></p> <ol style="list-style-type: none"> 1. <p><u>Comments related to construction activity</u></p> <p><u>Scheduled pre-installation conferences:</u></p> <ol style="list-style-type: none"> 1. 			
4.0	<p><u>DOCUMENT STATUS LOGS:</u> <u>Submittal Log reviewed with the following comments:</u> Outstanding: Current:</p> <p>4.1 <u>RFI Log reviewed:</u> None</p> <p>4.2 <u>CPR / AEA Log reviewed:</u> Outstanding: None Current: <u>Note:</u></p> <p><u>Minor Changes and Clarifications:</u> None</p>			

Item No.	Item Description	Responsibility	Due Date	Status
5.0	<u>NEW ISSUES</u>			
Mtg 7	7.01 Reviewed recommended color selections provided by Malcolm. ECISD confirmed color selections as presented.			Closed
7	7.02 Mark requested an adjustment in the draw submission schedule beginning the month of April. Draw should be submitted by the 10th of the month.	PCI		Closed
7	7.03			
7	7.04			

Next Team Meeting 03/20/14 @ 10:00 at the PCI Job Trailer

The preceding summation is our interpretation of the items discussed at the referenced meeting. Any persons desiring to add to or otherwise correct the minutes are requested to put their comments in writing to the project manager on or before the next meeting. Otherwise, the minutes will stand as written.



Greg Polasek
Project Manager
Polasek Construction, Inc.

END OF MINUTES

POLASEK CONSTRUCTION INC.

SUBMITTAL LOG - ECISD Baseball & Softball Complex

March 20, 2014

Specified Division	Submittal No.	Description	Submitted By	Date Rec'd.	Consultant		Date Returned	Rev'd.	Rev'd As Noted	Rev. & Resub	Rej.	Remarks
					To	From						
02240	02240-21	Ornamental Fence	Always Fence	1/28/2014			2/5/2014		X			Released
02701	02701-05	Storm Sewer	Mercer Construction	10/7/2013			10/11/2013		X			Released
02701F	02701F-01	Field Trench Drains	Sports Edge	7/11/2013			7/12/2013		X			Released
02810	02810-28	Irrigation System	Amberscapes	2/24/2014								
02827	02827-35	Natural Field Turf	Texas Multi Chem	3/17/2014								
02831	02831-21	Color Coated CL	Always Fence	1/28/2014			2/5/2014					Released
02833	02833-32	Metal Panel Fence	Always Fence	2/24/2014								
02832-BC		Batting Cage Nets	Always Fence									
02860	02860-06	Dugout Benches	National Recreation	10/7/2013			10/11/2013	X				
03210	03210-02	Pier Steel Reinf.	Polasek Construction	10/7/2013			10/11/2013	X				Released
03210	03210-17	Concrete Reinforce	Polasek Construction	1/6/2014			1/22/2014		X			Released
03300	03300-03	Concrete	Polasek Construction	10/7/2013			10/11/2013	X				Released
04200	04200-04	Unit Masonry	C & S Masonry	10/7/2013			10/11/2013		X			Released
04400	04400-22	Cast Stone	C & S Masonry	2/12/2014			2/25/2014		X			Released
05120	05120-20	Structural Steel	Henderson Fabrication	1/27/2014			2/6/2014		X			Released
05500	05500-20	Metal Fabrications	Henderson Fabrication	1/27/2014			2/6/2014		X			Verify sign element
06192	06192-09	Wood Trusses	American Truss	10/7/2013			10/11/2013		X			Released
06220	06220-29	Millwork	Baseball Racks	2/24/2014								
07183	07183-23	Anti Graffiti Coating	Hervey Barlow	2/12/2014			2/25/2014		X			Released
07210	07210-19	Building Insulation	Garland Insulating	1/21/2013			1/22/2014	X				Released
07610	07610-12	Metal Roofing	Rain King Inc	1/14/2014			1/22/2014		X			Released
07610SD	07610-13	Metal Roof Shops	Rain King Inc	1/14/2014			1/22/2014		X			Released
07920	07920-23	Sealants	Hervey Barlow	2/12/2014			2/25/2014		X			Released
08114	08114-10	Hollow Metal	H & H Overhead Door	1/4/2014			1/22/2014		X			Released
08334	08334-24	OH Counter Doors	H & H Overhead Door	2/12/2014			2/25/2014		X			Released
08715	08715-11	Finish Hardware	H & H Overhead Door	1/4/2014			1/22/2014		X			Contact ECISD for Specifics
08801	08801-34	Glass and Glazing	Theut Glass	3/17/2014	60							
09678	09678-31	Resilient Base	El Campo Carpet One	2/24/2014								
09900	09900-25	Painting	Ideal Finishes	2/12/2014			2/25/2014		X			Released

POLASEK CONSTRUCTION INC.

SUBMITTAL LOG - ECISD Baseball & Softball Complex

March 20, 2014

Specified Division	Submittal No.	Description	Submitted By	Date Rec'd.	Consultant		Date Returned	Rev'd.	Rev'd As Noted	Rev. & Resub	Rej.	Remarks
					To	From						
10167	10167-14	Toilet Partitions	Crossroad Specialties	1/14/2014			1/22/2014		X			Released
10201	10201-30	Louvers	TMG	2/24/2014								Released
10351	10351-10	Flagpole	Kronberg Flagpole	10/7/2013			10/11/2013		X			Released
10401	10401-26	Graphics	St George Sign	2/12/2014			2/24/2014		X			Released
10401		Exterior Graphics	St George Sign									
10800	10800-15	Toilet Accessories	Crossroad Specialties	11/14/2013			1/22/2014		X			Released
10951	10951-16	Fire Extinguishers	Crossroad Specialties	11/14/2013			1/22/2014	X				Released
12341	12341-27	Casework / SS	Victoria Cabinetworks	2/12/2014			2/25/2014		X			Released
13000	13000-18	PEMB	LMB Structures	1/21/2014			1/22/2014		X			Released w/ colors
13125	13125-33	Alum. Bleachers	Sturdisteel	2/24/2014								
15450	15450-08	Plumbing Fixtures	El Campo Plumbing	10/7/2013			11/3/2013		X			Released
15800		Air Distribution	Eldridge A/C									
16420	16420-36	Light Fixtures/Gear	Penner Electric	3/18/2014	JSE							
16510	16510-07	Sport Lighting	Techline	10/7/2013			11/3/2013			X		Re-submitted
16510	16510-07R	Sport Lighting	Techline	11/14/2013			11/18/2013		X			Released
16720		Public Address Sys	Bayou City Interests									

CHANGE PROPOSAL REQUEST LOG

El Campo ISD
Project No. 1388
3/20/14



Project: Baseball and Softball Complex
Architect: RWS Architects
Contractor: Polasek Construction, Inc.

SUMMARY (ALLOWANCES)

Graphics / Front Entry	\$	4,000.00
Materials Testing / Surveying	\$	19,000.00

TOTAL ALLOWANCE AMOUNT

	\$	23,000.00
--	----	-----------

CPR TOTAL APPROVED TO DATE

(\$23,793.25)

REMAINING BALANCE AFTER APPROVED CPRs

	\$	46,793.25
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TOTAL ESTIMATED/ PENDING CPRs

\$0.00

REMAINING BALANCE AFTER PENDING AND APPROVED CPRs

	\$	46,793.25
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POLASEK CONSTRUCTION, INC.

GENERAL CONTRACTORS • COMMERCIAL • RESIDENTIAL • DESIGN BUILD

El Campo Independent School District Baseball - Softball Athletic Complex

Project Overview

Meeting Location:	PCI Office Trailer	Date:	3/20/2014
	El Campo, Texas	Time:	10:00 AM

1. SCHEDULE AND PROGRESS:

A. WORK COMPLETED

1. Fence post installation at Softball batting cage complete
2. Concrete slab on grade at Softball batting cage complete
3. Concrete curb at baseball outfield fence complete
4. Concrete curb at softball outfield fence complete
5. Outfield fence post installation at Softball complete
6. Outfield fence post installation at Boys baseball 75% complete
7. Masonry at dugouts on both fields complete
8. Plumbing and electrical rough at dugouts 75% complete
9. Masonry at Ticket booth complete
10. Steel columns and beams at Entry Pavillion complete
11. Steel columns and wood beams at Concession complete
12. Spek-brik masonry at Concessions ongoing
13. Rough electrical at Ticket booth 50% complete
14. Rough electrical at Concession Bldg. ongoing
15. Plumbing vent and water at Concession Bldg. 15% complete
16. PEMB at Softball and Baseball Batting cages delivered

B. PROJECTED WORK:

1. Plumbing vent and water at Concession Bldg. ongoing
2. Electrical rough at Concession Bldg. ongoing
3. Complete exterior masonry at Concession Bldg.
4. Begin interior masonry at Concession Bldg.
5. Set wood trusses and install plywood roof deck at Ticket booth
6. Begin concrete foundation for backstop / trench drain at softball
7. Begin structural columns and wood framing at dugouts
8. Begin erection of Batting cage PEMB's
9. Complete rough grading at both fields
- 10.
- 11.
- 12.

2. FIELD ISSUES

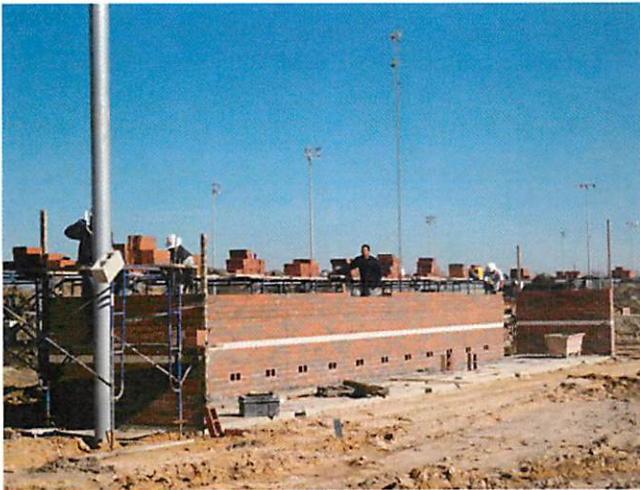
A. OUTSTANDING

- 1.
- 2.

B. CURRENT

- 1.
- 2.

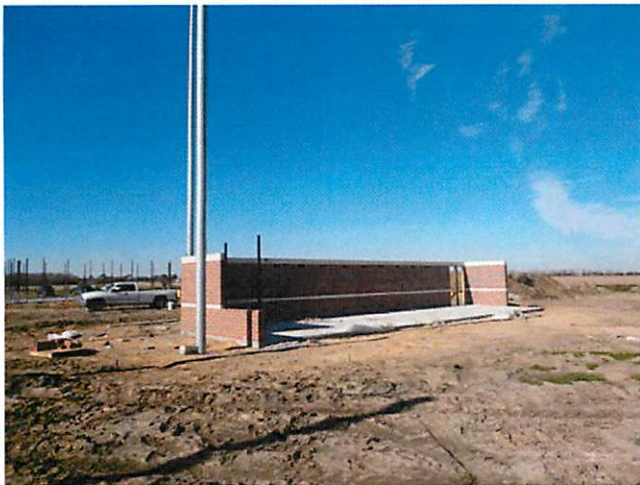
Baseball – Softball Athletic Complex – Progress Report Photos



1. Masonry at baseball field dugout



2. 1st base dugout at softball field



3. 3rd base dugout at softball field



4. Structural columns & beams at concession bldg.



5. Softball batting cage concrete foundation



6. Structural columns & beams at concession bldg.

Baseball – Softball Athletic Complex – Progress Report Photos (2)



7. Structural columns at entry pavilion



8. Ticket booth masonry prep



9. Concrete beam at outfield fence



10. Masonry partitions at ticket booth



11. Masonry partitions at concession building



12. Masonry partitions at concession building

Agenda Item Summary Sheet (4 B.3)
Meeting Date: March 25, 2014
Submitted by: Mark Pool, Superintendent

Information Only

**Consent Agenda
Business and Support
Services**

Review of Invoices from RWS Architects, Inc.

Summary

Although payments to RWS Architects, Inc. are in accordance with their contract with the district, applications for payment are presented for review each month as a part of the Consent Agenda.

**Application for Payment No. 3 REIM – Myatt Elementary School
New Proposed Security Entrance**

Invoice No. 8218 dated February 28, 2014, is for \$1,275.00. This amount is to be reimbursed to RWS for their Check No. 7792, dated 02/24/14, to Specialties of Texas, Inc. for Plan Review and Inspection / TDLR Barriers Project Registration.

**Application for Payment No. 3 REIM – Northside Elementary
School New Proposed Security Entrance**

Invoice No. 8219 dated February 28, 2014, is for \$1,275.00. This amount is to be reimbursed to RWS for their Check No. 7792, dated 02/24/14, to Specialties of Texas, Inc. for Plan Review and Inspection / TDLR Barriers Project Registration.

**Application for Payment No. 3 REIM – Northside Elementary
School Canopy Addition**

Invoice No. 8220 dated February 28, 2014, is for \$1,275.00. This amount is to be reimbursed to RWS for their Check No. 7792, dated 02/24/14, to Specialties of Texas, Inc. for Plan Review and Inspection / TDLR Barriers Project Registration.

**Application for Payment No. 4 REIM – Northside Elementary
School New Proposed Security Entrance**

Invoice No. 8221 dated February 28, 2014, is for \$1,250.66. This amount is a reimbursement to RWS Architects for Advertisements and Legal Notices in the El Campo Leader-News, Victoria Advocate, and Houston Chronicle for Competitive Sealed Proposals.

**Application for Payment No. 4 REIM – Myatt Elementary School
New Proposed Security Entrance**

Invoice No. 8222 dated March 5, 2014, is for \$1,250.66. This amount is a reimbursement to RWS Architects for Advertisements and Legal Notices in the El Campo Leader-News, Victoria Advocate, and Houston

Chronicle for Competitive Sealed Proposals.

Application for Payment No. 4 REIM – Northside Elementary School Canopy Addition

Invoice No. 8223 dated February 28, 2014, is for \$1,216.08. This amount is a reimbursement to RWS Architects for Advertisements and Legal Notices in the El Campo Leader-News, Victoria Advocate, and Houston Chronicle for Competitive Sealed Proposals.

Application for Payment No. 1 Reimbursement – El Campo High School Auditorium

Invoice No. 8224 dated February 28, 2014, is for \$5,840.33. This amount is a reimbursement to RWS Architects for Advertisements and Legal Notices in the El Campo Leader-News, Victoria Advocate, and Houston Chronicle for Construction Manager at Risk.

ECISD Board Policy

CH (LOCAL) PURCHASING AND ACQUISITION, PURCHASING AUTHORITY

Effective Date

March 25, 2014.

Previous Board Action

On November 20, 2007, the Board approved RWS Architects, Inc. as the design firm for the El Campo High School Addition and Renovations to Existing Science Building. Contract negotiations between ECISD and RWS Architects began, and the district's attorney authorized the superintendent to sign the contract on November 30, 2007.

Language in this contract provides for RWS to do miscellaneous projects for the district. Current projects are being done under that contract provision.

Applications for Payment are in accordance with Article 11.2 of this contract between the owner and the architect.

Future Action Expected

The Board will review Applications for Payment from RWS Architects as a part of the Consent Agenda each month throughout the duration of the construction projects.

Background Information and Significant Issues

Myatt Elementary School New Proposed Security Entrance

Payment Recap for Myatt Elementary School New Proposed Security Entrance

Date Submitted	Application for Payment No.	Invoice No.	Amount	Earned to Date	Balance to Finish
Fee at 7.5% of Construction Costs					\$6,375.00
1/31/14	1	8205	\$4,781.25	\$4,781.25	\$1,593.75

Application for Payment No. 3 REIM is for reimbursement to RWS Architects for Plan Review and Inspection / TDLR Architectural Barriers Project Registration.

Application for Payment No. 4 REIM is for reimbursement to RWS Architects for Legal Notices and Advertisements for Competitive Sealed Proposals (El Campo Leader-News, Victoria Advocate, and Houston Chronicle).

Recap of Reimbursable Expenses Paid for Myatt Elementary School New Proposed Security Entrance

Date	Application for Payment No.	Invoice No.	Amount	Paid to Date
1/31/14	2 REIM	8208	\$743.56	\$743.56
2/28/14	3 REIM	8218	\$1,275.00	\$2,018.56
3/5/14	4 REIM	8222	\$1,250.66	\$3,269.22

Northside Elementary School New Proposed Security Entrance

Payment Recap for Northside Elementary School New Proposed Security Entrance

Date Submitted	Application for Payment No.	Invoice No.	Amount	Earned to Date	Balance to Finish
Fee at 7.5% of Construction Costs					\$9,150.00
1/31/14	1	8206	\$6,862.50	\$6,862.50	\$2,287.50

Application for Payment No. 3 REIM is for reimbursement to RWS Architects for Plan Review and Inspection / TDLR Architectural Barriers Project Registration.

Application for Payment No. 4 REIM is for reimbursement to RWS Architects for Legal Notices and Advertisements for Competitive Sealed Proposals (El Campo Leader-News, Victoria Advocate, and Houston Chronicle).

**Recap of Reimbursable Expenses Paid for Northside Elementary School
New Proposed Security Entrance**

Date	Application for Payment No.	Invoice No.	Amount	Paid to Date
1/31/14	2 REIM	8209	\$798.36	\$798.36
2/28/14	3 REIM	8219	\$1,275.00	\$2,073.36
2/28/14	4 REIM	8221	\$1,250.66	\$3,324.02

Northside Elementary School Canopy Addition

Payment Recap for Northside Elementary School Canopy Addition

Date Submitted	Application for Payment No.	Invoice No.	Amount	Earned to Date	Balance to Finish
Fee at 7.5% of Construction Costs					\$10,500.00
1/31/14	1	8207	\$7,875.00	\$7,875.00	\$2,625.00

Recap of Reimbursable Expenses Paid for Northside Elementary School Canopy Addition

Application for Payment No. 3 REIM is for reimbursement to RWS Architects for Plan Review and Inspection / TDLR Architectural Barriers Project Registration.

Application for Payment No. 4 REIM is for reimbursement to RWS Architects for Legal Notices and Advertisements for Competitive Sealed Proposals (El Campo Leader-News, Victoria Advocate, and Houston Chronicle).

Date	Application for Payment No.	Invoice No.	Amount	Paid to Date
1/31/14	2 REIM	8210	\$629.22	\$629.22
2/28/14	3 REIM	8220	\$1,275.00	\$1,904.22
2/28/14	4 REIM	8223	\$1,216.08	\$3,120.30

El Campo High School Auditorium Renovations

Application for Payment No. 1 REIM is for reimbursement to RWS Architects for Legal Notices and Advertisements for Construction Manager at Risk (El Campo Leader-News, Victoria Advocate, and Houston Chronicle).

Date	Application for Payment No.	Invoice No.	Amount	Paid to Date
2/28/14	1 REIM	8224	\$5,840.33	\$5,840.33

Student and Public Benefit Monthly review of the Applications for Payment from the district's architect insures accounting transparency for the public on these projects.

Procedural and Reporting Implications None.

Public Comments None.

Alternatives None.

Other Comments and Related Issues

None.

Attachments

- Applications for Payments to reimbursement RWS Architects for payment to Specialties of Texas, Inc. for plan review and inspection / TDLR Architectural Barriers Project Registration
- Applications for Payments to reimbursement RWS Architects for payment to El Campo Leader-News, Victoria Advocate, and the Houston Chronicle for advertisement and publication of required legal notices for Competitive Sealed Proposals.
- Applications for Payments to reimbursement RWS Architects for payment to El Campo Leader-News, Victoria Advocate, and the Houston Chronicle for advertisement and publication of required legal notices for Construction Manager at Risk.

Contact Person(s)

David Bright, Assistance Superintendent of Finance and Operations

Action Required

None.

Superintendent's Recommendation

No action required.

Mark Pool, Superintendent of Schools

RWS Invoice

ARCHITECTS

To: **El Campo ISD**
700 West Norris Street
El Campo, Texas 77437
Attention: **Mr. Mark Pool, Superintendent**
Project: **Myatt Elementary School New Proposed Security Entrance**
Project No.: 1392

Date: February 28, 2014
Invoice No.: 8218
RWS Application for Payment No.: 3 REIM
Fee Basis: At Cost
You're Purchase Order:

There is due at this time for professional services and/or reimbursable items on the above Project, the sum of:

One Thousand Two Hundred Seventy Five & No/100 Dollars **\$1,275.00**

The amount of the invoice is calculated as follows:

Reimbursable Expenses

Plan Review & Inspection/TDLR Architectural Barriers Project Registration

-paid on your behalf by RWS Architects

(see attached RWS Check No. 7792 dated 02/24/14 and Specialties of Texas, Inc.

Invoice-Proposal dated 02/11/14).....\$1,275.00

TOTAL AMOUNT DUE THIS INVOICE\$1,275.00 ✓

THANK YOU

REVIEWED
Mark Pool
03/21/2014

REMIT TO:
SPECIALTIES OF TEXAS, INC.
Mail: P.O. Box 3574 77903-3574
Shipping: 158 Hangar Dr 77904
Victoria, Texas
Ph# 361/578-3065 Fax# 361/578-0016

INVOICE-PROPOSAL

DATE: 2/11/2014
JOB: Northside Elem Security Entrance
Northside Elementary
2610 Meadow Lane
El Campo, TX 77437

CUSTOMER PO:

To:
Malcolm C. Gaus, AIA
RWS Architects, Inc.
3100 Timmons Lane 410
Houston, Tx 77027

TERMS:
PER TDLR: All fees for TAS work are due and payable upon receipt of Plan Submittal and Prior to the Site Inspection if not paid with Plan Review payment.

Contact: Malcolm C. Gaus, AIA
OPH# :
OFX#
E-mail : gaus@rwsarchitects.com

DESCRIPTION PRICE
Based on an estimated PROJECT construction cost of: \$ 122,000.00

- 1ea. State Registration of the project for Texas Accessibility Standards with Texas Architectural Barriers and acquisition of a State EAB #.
- 1ea. State required Plan Review Report of project for compliance with Texas Accessibilities Standards and State filing.
- 1ea. State required Site Inspection Report of project for compliance with Texas Accessibilities Standards and State filing. Travel and Reimbursables
- 1ea. All State required filings for complete compliance of project with Texas Accessibilities Standards and Administrative Rules

TOTAL: \$1,275.00

THE PLAN REVIEW AND OR SITE INSPECTION FOR COMPLIANCE ONLY WITH THE TEXAS ACCESSIBILITY STANDARDS FOR THIS PROJECT , IS BASED ON A BEST EFFORTS ENDEAVOR AND IS ONLY AN OPINION OF COMPLIANCE OF THE TEXAS STANDARDS FOLLOWING INSTRUCTIONS AND LICENSING FROM THE TEXAS DEPARTMENT OF LICENSING REGULATION, AUSTIN TEXAS. THE PLAN REVIEW AND OR SITE INSPECTION REPORTS BY NO WAY WARRENTS COMPLETE OR ABSOLUTE COMPLIANCE TO THE TEXAS -TAS OR FEDERAL- ADA STANDARDS. THE BUILDING OWNER , THE PROFESSIONAL OR THE CLIENT AND THEIR EMPLOYERS, EMPLOYEES, ENGINEERS, FOR WHOM THE REVIEW AND OR INSPECTION IS MADE, AGREES TO HOLD HARMLESS AND IDEMNIFY THE REGISTERED ACCESSIBILITY SPECIALIST- RAS- FROM AND AGAINST ANY LIABILITY ARISING FROM THE PERFORMANCE OF THE WORK.



RWS
ARCHITECTS

RWS ARCHITECTS INCORPORATED
3100 TIMMONS LN STE 410
HOUSTON, TX 77027-5960

WELLS FARGO BANK, N.A.
www.wellsfargo.com
37-65/1119

7792

February 24, 2014

PAY TO THE
ORDER OF

SPECIALTIES OF TEXAS, INC.

\$ ***\$3,825.00***

***** Three Thousand Eight Hundred Twenty Five and 00/100***** DOLLARS

SPECIALTIES OF TEXAS, INC.
PO BOX 3574
VICTORIA, TEXAS 77903-3574

MEMO


AUTHORIZED SIGNATURE

⑈0000007792⑈ ⑆111900659⑆ 6885036993⑈

RWS ARCHITECTS INCORPORATED

7792

SPECIALTIES OF TEXAS, INC.

February 24, 2014

\$3,825.00

Myatt Elementary School Security Entrance
Northside Elementary School Security Entrance
Northside Elementary School Canopy Addition

RWS ARCHITECTS INCORPORATED

7792

SPECIALTIES OF TEXAS, INC.

February 24, 2014

\$3,825.00

Myatt Elementary School Security Entrance
Northside Elementary School Security Entrance
Northside Elementary School Canopy Addition

RWS Invoice

ARCHITECTS

To: **El Campo ISD**
700 West Norris Street
El Campo, Texas 77437
Attention: **Mr. Mark Pool, Superintendent**
Project: **Northside Elementary School New Proposed Security Entrance**
Project No.: 1393

Date: February 28, 2014
Invoice No.: 8219
RWS Application for Payment No.: 3 REIM
Fee Basis: AT COST
You're Purchase Order:

There is due at this time for professional services and/or reimbursable items on the above Project, the sum of:

One Thousand Two Hundred Seventy Five & No/100 Dollars **\$1,275.00**

The amount of the invoice is calculated as follows:

Reimbursable Expenses

Plan Review & Inspection/TDLR Architectural Barriers Project Registration

-paid on your behalf by RWS Architects

(see attached RWS Check No. 7792 dated 02/24/14 and Specialties of Texas, Inc.

Invoice-Proposal dated 02/11/14).....\$1,275.00

TOTAL AMOUNT DUE THIS INVOICE\$1,275.00 ✓

THANK YOU

REVIEWED
Mark Pool
03/21/2014

REMIT TO:
SPECIALTIES OF TEXAS, INC.
Mail: P.O. Box 3574 77903-3574
Shipping: 158 Hangar Dr 77904
Victoria, Texas
Ph# 361/578-3065 Fax# 361/578-0016

INVOICE-PROPOSAL

DATE: 2/11/2014
JOB: Myatt Elem School Security Entrance
Myatt Elem School
501 W. Webb St.
El Campo, TX 77437

CUSTOMER PO:

To:
Malcolm C. Gaus, AIA
RWS Architects, Inc.
3100 Timmons Lane 410
Houston, Tx 77027

TERMS:
PER TDLR: All fees for TAS work are due and payable upon receipt of Plan Submittal and Prior to the Site Inspection if not paid with Plan Review payment.

Contact: Malcolm C. Gaus, AIA
OPH# :
OFX#
E-mail : gaus@rwsarchitects.com

DESCRIPTION	PRICE
Based on an estimated PROJECT construction cost of: \$ 85,000.00	

1ea. State Registration of the project for Texas Accessibility Standards with Texas Architectural Barriers and acquisition of a State EAB #.

1ea. State required Plan Review Report of project for compliance with Texas Accessibilities Standards and State filing.

1ea. State required Site Inspection Report of project for compliance with Texas Accessibilities Standards and State filing. Travel and Reimbursables

1ea. All State required filings for complete compliance of project with Texas Accessibilities Standards and Administrative Rules

TOTAL: \$1,275.00

THE PLAN REVIEW AND OR SITE INSPECTION FOR COMPLIANCE ONLY WITH THE TEXAS ACCESSIBILITY STANDARDS FOR THIS PROJECT, IS BASED ON A BEST EFFORTS ENDEAVOR AND IS ONLY AN OPINION OF COMPLIANCE OF THE TEXAS STANDARDS FOLLOWING INSTRUCTIONS AND LICENSING FROM THE TEXAS DEPARTMENT OF LICENSING REGULATION, AUSTIN TEXAS. THE PLAN REVIEW AND OR SITE INSPECTION REPORTS BY NO WAY WARRANTS COMPLETE OR ABSOLUTE COMPLIANCE TO THE TEXAS -TAS OR FEDERAL-ADA STANDARDS. THE BUILDING OWNER, THE PROFESSIONAL OR THE CLIENT AND THEIR EMPLOYERS, EMPLOYEES, ENGINEERS, FOR WHOM THE REVIEW AND OR INSPECTION IS MADE, AGREES TO HOLD HARMLESS AND IDEMNIFY THE REGISTERED ACCESSIBILITY SPECIALIST- RAS- FROM AND AGAINST ANY LIABILITY ARISING FROM THE PERFORMANCE OF THE WORK

RWS
ARCHITECTS

RWS ARCHITECTS INCORPORATED
3100 TIMMONS LN STE 410
HOUSTON, TX 77027-5960

WELLS FARGO BANK, N.A.
www.wellsfargo.com
37-65/1119

7792

February 24, 2014

PAY TO THE
ORDER OF

SPECIALTIES OF TEXAS, INC.

\$ ***\$3,825.00***

***** Three Thousand Eight Hundred Twenty Five and 00/100***** DOLLARS

SPECIALTIES OF TEXAS, INC.
PO BOX 3574
VICTORIA, TEXAS 77903-3574

MEMO


AUTHORIZED SIGNATURE

⑈0000007792⑈ ⑆111900659⑆ 6885036993⑈

RWS ARCHITECTS INCORPORATED

7792

SPECIALTIES OF TEXAS, INC.

February 24, 2014

\$3,825.00

Myatt Elementary School Security Entrance
Northside Elementary School Security Entrance
Northside Elementary School Canopy Addition

RWS ARCHITECTS INCORPORATED

7792

SPECIALTIES OF TEXAS, INC.

February 24, 2014

\$3,825.00

Myatt Elementary School Security Entrance
Northside Elementary School Security Entrance
Northside Elementary School Canopy Addition

RWS Invoice

ARCHITECTS

To: **El Campo ISD**
700 West Norris Street
El Campo, Texas 77437
Attention: **Mr. Mark Pool, Superintendent**
Project: **Northside Elementary School
Canopy Addition**
Project No.: 1394

Date: February 28, 2014
Invoice No.: 8220
RWS Application for Payment No.: 3 REIM
Fee Basis: AT COST
You're Purchase Order:

There is due at this time for professional services and/or reimbursable items on the above Project, the sum of:

One Thousand Two Hundred Seventy Five & No/100 Dollars **\$1,275.00**

The amount of the invoice is calculated as follows:

Reimbursable Expenses

Plan Review & Inspection/TDLR Architectural Barriers Project Registration -paid on your behalf by RWS Architects

(see attached RWS Check No. 7792 dated 02/24/14 and Specialties of Texas, Inc.

Invoice-Proposal dated 02/11/14).....\$1,275.00

TOTAL AMOUNT DUE THIS INVOICE\$1,275.00 ✓

THANK YOU

REVIEWED
Mark Pool
03/21/2014

RWS
ARCHITECTS

RWS ARCHITECTS INCORPORATED
3100 TIMMONS LN STE 410
HOUSTON, TX 77027-5960

WELLS FARGO BANK, N.A.
www.wellsfargo.com
37-65/1119

7792

February 24, 2014

PAY TO THE
ORDER OF

SPECIALTIES OF TEXAS, INC.

\$ ***\$3,825.00***

***** Three Thousand Eight Hundred Twenty Five and 00/100***** DOLLARS

SPECIALTIES OF TEXAS, INC.
PO BOX 3574
VICTORIA, TEXAS 77903-3574

MEMO


AUTHORIZED SIGNATURE

⑈0000007792⑈ ⑆111900659⑆ 6885036993⑈

RWS ARCHITECTS INCORPORATED

7792

SPECIALTIES OF TEXAS, INC.

February 24, 2014

\$3,825.00

Myatt Elementary School Security Entrance
Northside Elementary School Security Entrance
Northside Elementary School Canopy Addition

RWS ARCHITECTS INCORPORATED

7792

SPECIALTIES OF TEXAS, INC.

February 24, 2014

\$3,825.00

Myatt Elementary School Security Entrance
Northside Elementary School Security Entrance
Northside Elementary School Canopy Addition

REMIT TO:
SPECIALTIES OF TEXAS, INC.
Mail: P.O. Box 3574 77903-3574
Shipping: 158 Hangar Dr 77904
Victoria, Texas
Ph# 361/578-3065 Fax# 361/578-0016

INVOICE-PROPOSAL

DATE: 2/11/2014
JOB: Northside Elementary School Canopy Addition
Northside Elementary
2610 Meadow Lane
El Campo, TX 77437

CUSTOMER PO:

To:
Malcolm C. Gaus, AIA
RWS Architects, Inc.
3100 Timmons Lane 410
Houston, Tx 77027

TERMS:
PER TDLR: All fees for TAS work are due and payable upon receipt of Plan Submittal and Prior to the Site Inspection if not paid with Plan Review payment.

Contact: Malcolm C. Gaus, AIA
OPH# :
OFX#
E-mail : gaus@rwsarchitects.com

DESCRIPTION	PRICE
Based on an estimated PROJECT construction cost of: \$	140,000.00

1ea. State Registration of the project for Texas Accessibility Standards with Texas Architectural Barriers and acquisition of a State EAB #.

1ea. State required Plan Review Report of project for compliance with Texas Accessibilities Standards and State filing.

1ea. State required Site Inspection Report of project for compliance with Texas Accessibilities Standards and State filing. Travel and Reimbursables

1ea. All State required filings for complete compliance of project with Texas Accessibilities Standards and Administrative Rules

TOTAL: \$1,275.00

THE PLAN REVIEW AND OR SITE INSPECTION FOR COMPLIANCE ONLY WITH THE TEXAS ACCESSIBILITY STANDARDS FOR THIS PROJECT, IS BASED ON A BEST EFFORTS ENDEAVOR AND IS ONLY AN OPINION OF COMPLIANCE OF THE TEXAS STANDARDS FOLLOWING INSTRUCTIONS AND LICENSING FROM THE TEXAS DEPARTMENT OF LICENSING REGULATION, AUSTIN TEXAS. THE PLAN REVIEW AND OR SITE INSPECTION REPORTS BY NO WAY WARRANTS COMPLETE OR ABSOLUTE COMPLIANCE TO THE TEXAS -TAS OR FEDERAL-ADA STANDARDS. THE BUILDING OWNER, THE PROFESSIONAL OR THE CLIENT AND THEIR EMPLOYERS, EMPLOYEES, ENGINEERS, FOR WHOM THE REVIEW AND OR INSPECTION IS MADE, AGREES TO HOLD HARMLESS AND IDEMNIFY THE REGISTERED ACCESSIBILITY SPECIALIST- RAS- FROM AND AGAINST ANY LIABILITY ARISING FROM THE PERFORMANCE OF THE WORK.



RWS Invoice

ARCHITECTS

To: **El Campo ISD**
700 West Norris Street
El Campo, Texas 77437
Attention: **Mr. Mark Pool, Superintendent**
Project: **Northside Elementary School New Proposed Security Entrance**
Project No.: 1393

Date: February 28, 2014
Invoice No.: 8221
RWS Application for Payment No.: 4 REIM
Fee Basis: AT COST
You're Purchase Order:

There is due at this time for professional services and/or reimbursable items on the above Project, the sum of:

One Thousand Two Hundred Fifty & 66/100 Dollars **\$1,250.66**

The amount of the invoice is calculated as follows:

Reimbursable Expenses – Advertisements for Competitive Sealed Proposals

El Campo Leader-News -paid on your behalf by RWS Architects

(see attached RWS Check No. 7760 dated 02/13/14 and El Campo Leader-News Invoice)\$52.92
(Advertisement run on January 29, 2014)
(Affidavit from El Campo Leader-News attached)

(see attached RWS Check No. 7795 dated 03/05/14 and El Campo Leader-News Invoice)\$52.92
(Advertisement run on February 5, 2014)
(Affidavit from El Campo Leader-News attached)

Victoria Advocate -paid on your behalf by RWS Architects

(see attached RWS Check No. 7775 dated 02/27/14 and RWS American Express Invoice)\$134.80
(Advertisements run on January 26, 2014 and February 2, 2014)
(Affidavits from Victoria Advocate attached)

Houston Chronicle -paid on your behalf by RWS Architects

(see attached RWS Check No. 7775 dated 02/27/14 and RWS American Express Invoice)\$1,010.02
(Advertisements run on January 26, 2014 and February 2, 2014)
(Affidavit from Houston Chronicle attached)

TOTAL AMOUNT DUE THIS INVOICE**\$1,250.66**

THANK YOU

REVIEWED
Mark Pool
03/21/2014

RWS Invoice

ARCHITECTS

To: **El Campo ISD**
700 West Norris Street
El Campo, Texas 77437
Attention: **Mr. Mark Pool, Superintendent**
Project: **Myatt Elementary School New Proposed Security Entrance**
Project No.: 1392

Date: March 5, 2014
Invoice No.: 8222
RWS Application for Payment No.: 4 REIM
Fee Basis: At Cost
You're Purchase Order:

There is due at this time for professional services and/or reimbursable items on the above Project, the sum of:

One Thousand Two Hundred Fifty & 66/100 Dollars **\$1,250.66**

The amount of the invoice is calculated as follows:

Reimbursable Expenses – Advertisements for Competitive Sealed Proposals

El Campo Leader-News -paid on your behalf by RWS Architects

(see attached RWS Check No. 7760 dated 02/13/14 and El Campo Leader-News Invoice)\$52.92
(Advertisement run on January 29, 2014)
(Affidavit from El Campo Leader-News attached)

(see attached RWS Check No. 7795 dated 03/05/14 and El Campo Leader-News Invoice)\$52.92
(Advertisement run on February 5, 2014)
(Affidavit from El Campo Leader-News attached)

Victoria Advocate -paid on your behalf by RWS Architects

(see attached RWS Check No. 7775 dated 02/27/14 and RWS American Express Invoice)\$134.80
(Advertisements run on January 26, 2014 and February 2, 2014)
(Affidavits from Victoria Advocate attached)

Houston Chronicle -paid on your behalf by RWS Architects

(see attached RWS Check No. 7775 dated 02/27/14 and RWS American Express Invoice)\$1,010.02
(Advertisements run on January 26, 2014 and February 2, 2014)
(Affidavit from Houston Chronicle attached)

TOTAL AMOUNT DUE THIS INVOICE\$1,250.66

THANK YOU

REVIEWED
Mark Pool
03/21/2014

RWS Invoice

ARCHITECTS

To: **El Campo ISD**
700 West Norris Street
El Campo, Texas 77437
Attention: **Mr. Mark Pool, Superintendent**
Project: **Northside Elementary School
Canopy Addition**
Project No.: 1394

Date: February 28, 2014
Invoice No.: 8223
RWS Application for Payment No.: 4 REIM
Fee Basis: AT COST
You're Purchase Order:

There is due at this time for professional services and/or reimbursable items on the above Project, the sum of:

One Thousand Two Hundred Sixteen & 08/100 Dollars **\$1,216.08**

The amount of the invoice is calculated as follows:

Reimbursable Expenses – Advertisements for Competitive Sealed Proposals

El Campo Leader-News -paid on your behalf by RWS Architects

(see attached RWS Check No. 7760 dated 02/13/14 and El Campo Leader-News Invoice)\$51.84
(Advertisement run on January 29, 2014)
(Affidavit from El Campo Leader-News attached)

(see attached RWS Check No. 7795 dated 03/05/14 and El Campo Leader-News Invoice)\$51.84
(Advertisement run on February 5, 2014)
(Affidavit from El Campo Leader-News attached)

Victoria Advocate -paid on your behalf by RWS Architects

(see attached RWS Check No. 7775 dated 02/27/14 and RWS American Express Invoice)\$134.80
(Advertisements run on January 26, 2014 and February 2, 2014)
(Affidavits from Victoria Advocate attached)

Houston Chronicle -paid on your behalf by RWS Architects

(see attached RWS Check No. 7775 dated 02/27/14 and RWS American Express Invoice)\$977.60
(Advertisements run on January 26, 2014 and February 2, 2014)
(Affidavit from Houston Chronicle attached)

TOTAL AMOUNT DUE THIS INVOICE **\$1,216.08**

THANK YOU

REVIEWED
Mark Pool
03/21/2014

RWS Invoice

ARCHITECTS

To: **El Campo ISD**
700 West Norris Street
El Campo, Texas 77437
Attention: **Mr. Mark Pool, Superintendent**
Project: **El Campo High School
Auditorium Renovations**
Project No.: 1383

Date: February 28, 2014
Invoice No.: 8224
RWS Application for Payment No.: 1 REIM
Fee Basis: AT COST
You're Purchase Order:

There is due at this time for professional services and/or reimbursable items on the above Project, the sum of:

Five Thousand Eight Hundred Forty & 33/100 Dollars **\$5,840.33**

The amount of the invoice is calculated as follows:

Reimbursable Expenses – Advertisements for Construction Manager-at-Risk

El Campo Leader-News -paid on your behalf by RWS Architects

(see attached RWS Check No. 7760 dated 02/13/14 and El Campo Leader-News Invoice)\$534.60
(Advertisements run on January 1, 2014 and January 8, 2014)
(Affidavit from El Campo Leader-News attached)

Victoria Advocate -paid on your behalf by RWS Architects

(see attached RWS Check No. 7751 dated 01/30/14 and RWS American Express Invoice)\$567.41
(Advertisements run on December 29, 2013 and January 5, 2014)
(Affidavits from Victoria Advocate attached)

Houston Chronicle -paid on your behalf by RWS Architects

(see attached RWS Check No. 7751 dated 01/30/14 and RWS American Express Invoice)\$4,738.32
(Advertisements run on December 29, 2013 and January 5, 2014)
(Affidavit from Houston Chronicle attached)

TOTAL AMOUNT DUE THIS INVOICE**\$5,840.33**

THANK YOU

REVIEWED
Mark Pool
03/21/2014

STATEMENT/INVOICE
 El Campo Leader-News

Date	Reference	Description	Rate	Column	Inch	Quantity	Charge	Credit
Previous Balance							\$0.00	
1/1/2014	85078 ELC	Legal, Public Notices Construction Manager-At-Risk Step Onew Notice of Request for Qualifications					\$267.30	1383
1/8/2014	85078 ELC	Legal, Public Notices Construction Manager-At-Risk Step Onew Notice of Request for Qualifications					\$267.30	1383
1/29/2014	85626 ELC	Legal, Public Notices ADVERTISEMENT FOR COMPETITIVE SEALED PROPOSALS					\$52.92	1392
1/29/2014	85627 ELC	Legal, Public Notices ADVERTISEMENT FOR COMPETITIVE SEALED PROPOSALS					\$52.92	1392
1/29/2014	85628 ELC	Legal, Public Notices ADVERTISEMENT FOR COMPETITIVE SEALED PROPOSALS					\$51.84	1394

Ask your Ad Rep about Advertising in the El Campo Map!!!
 ** Write your account number on your check!!!**

SUMMARY

RWS ARCHITECTS
 Account No: 907264
 YTD Inches: 0
 No of Tears: 0

<i>Past</i>	0	\$692.28
<i>Due</i>	30	\$0.00
<i>Info</i>	60	\$0.00
	90+	\$0.00

Previous Balance : \$0.00
 Total New Credits : \$0.00
 Total New Charges : \$692.28

Amount Due: \$692.28





Business Gold Card
 RWS ARCHITECTS
 CHERYL B LAWRENCE
 Closing Date 01/22/14

OPENSM

Account Ending 6-56003

Payments and Credits

Summary

	Total
Payments	723.52
Credits	\$0.00
Total Payments and Credits	723.52

Detail *Indicates posting date

Payments	Amount
01/02/14* CHERYL B LAWRENCE PAYMENT RECEIVED - THANK YOU	723.52

New Charges

Summary

	Total
CHERYL B LAWRENCE 6-56003	723.52
MALCOLM C GAUS 6-53059	22.00
JOHN S ROBERTSON 6-54073	11.00
Total New Charges	756.52

Detail

	Amount
CHERYL B LAWRENCE Card Ending 6-56003	
12/23/13 BUILDINGGREEN INC 66BRATTLEBORO VT 8008610954 <i>Membership Renewal - CBL LEED 730.13</i>	730.13
12/27/13 HOUSTON CHRONICLE ADcraig.wohlfort@hou 0025928441001 77002 NEWSPAPER <i>Reimbursable Expense - Legal Ad 1383</i>	\$4,738.32
12/27/13 VICTORIA ADVOCATE VICTORIA TX SUBSCRPT MER <i>1383 Legal Ad</i>	\$567.41
12/28/13 US GREEN BUILD COUNCWASHINGTON DC 202-828-7422 Description MISC & SPECIALTY RE <i>USGBC membership renewal CBL 730.13</i>	730.13
12/30/13 PAYPAL *GBRI 4029357733 CA 402-935-7733 Description PROFESSIONAL SEVICE <i>2014 REFP Renewal - CBL</i>	730.13
12/30/13 THE COUNCIL OF EDUCASCOTTSDALE AZ 480-391-0840 <i>730.13</i>	730.13
01/03/14 MSFT *MICROSOFTSTO877-696-7786 WA 999-999-9999 Description COMPUTER HRDWR/SFTW <i>Microsoft Project Software</i>	131.01
01/08/14 GBCI 800-7951746 DC 8007951747 <i>Credential Renewal - CBL</i>	730.13
01/09/14 NETWORK SOLUTIONS, L888-642-9675 VA 888-642-9675 <i>Computer services purchase monthly fee</i>	750.13

002 004 01 01 R03RVE0E / 7/02/14

Agenda Item Summary Sheet (4 B.5)
Meeting Date: March 25, 2014
Submitted by: Mark Pool, Superintendent

Information Only

**Consent Agenda:
Business and Support
Services**

Review of Monthly Financial Reports for Month of February

Summary

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

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

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

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

ECISD Board Policy

None.

Effective Date

February 28, 2014

Previous Board Action

Approval of 2013-2014 General Operating Budget on August 27, 2013.

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, 2013 was \$8,490,723, which is 31.26% of the approved General Fund operating expenditures (as defined in the AEIS Report) of \$27,161,780.

Fund balance designated for replacement of artificial turf at Ricebird Stadium is \$300,000, leaving an undesignated fund balance of \$8,190,723; or 30.16% of the approved General Fund operating expenditures (as defined in the AEIS Report).

The undesignated fund balance currently exceeds the 20% goal by \$2,758,367.

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 70.55% of our amended revenue projections; and expended 52.93% of our amended expenditure estimates.
Compared to the same time last year, our revenue increased by \$232,352 and our expenditures increased by \$865,897.

	2009-2010		2010-2011		2011-2012		2012-2013		2013-2014	
	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp
Sep	10.41%	10.59%	9.93%	10.95%	10.63%	12.13%	10.87%	15.21%	9.73%	13.30%
Oct	19.64%	17.92%	18.64%	18.81%	19.79%	20.05%	19.84%	22.74%	19.43%	21.26%
Nov	26.01%	25.17%	27.97%	23.69%	29.84%	27.07%	30.94%	28.88%	29.49%	28.75%
Dec	38.96%	32.11%	41.96%	30.73%	41.60%	33.20%	44.98%	35.39%	44.93%	35.84%
Jan	57.38%	39.07%	60.48%	37.99%	64.61%	40.50%	65.81%	42.09%	64.89%	43.90%
Feb	68.68%	50.45%	66.83%	48.02%	69.97%	50.83%	71.78%	51.52%	70.55%	52.93%
Mar	70.62%	58.65%	68.88%	55.20%	72.10%	57.21%	74.26%	57.69%		
Apr	75.39%	65.99%	73.41%	62.72%	77.12%	64.95%	78.68%	65.38%		
May	79.21%	72.77%	77.20%	69.62%	81.11%	71.59%	82.15%	71.53%		
Jun	85.20%	80.00%	82.93%	76.81%	87.17%	78.14%	87.97%	79.86%		
Jul	91.73%	85.63%	89.99%	84.05%	93.70%	85.44%	94.13%	88.19%		
Aug	100.10%	98.92%	100.38%	98.74%	100.06%	98.47%	100.17%	98.97%		

Tax Collection Report. Our beginning tax levy of \$13,878,419 has been adjusted by \$27,276 giving us a new adjusted levy of \$13,905,695; and we have currently collected \$13,076,052 which amounts to 94.03% of the adjusted levy. This leaves an uncollected balance of \$829,644.

Delinquent collections YTD are \$181,900 plus \$102,687 in penalty and interest.

	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Oct	0.00%	0.00%	0.35%	0.31%	0.21%	0.26%
Nov	2.58%	0.44%	8.60%	9.54%	12.48%	6.96%
Dec	32.28%	30.01%	39.54%	34.01%	39.14%	41.43%
Jan	81.82%	73.71%	81.26%	84.41%	83.67%	84.25%
Feb	93.04%	92.80%	93.50%	94.04%	94.27%	94.03%
Mar	94.06%	94.60%	94.95%	95.38%	95.47%	
Apr	94.97%	95.27%	95.52%	96.12%	96.07%	
Jun	95.61%	95.84%	96.26%	96.75%	96.51%	
Jun	96.69%	96.50%	96.67%	97.14%	96.88%	
Jul		96.83%	97.10%	97.65%	97.50%	
Aug	97.48%	97.17%	97.74%	97.90%	97.68%	
Sep	97.60%	97.37%	97.88%	97.98%	97.84%	

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		
	2012-2013	2013-2014	Difference	2012-2013	2013-2014	Difference
Revenue	\$1,832,773	\$1,784,939	(\$47,834)	\$22,035,862	\$22,268,215	\$232,353
Expenditures	\$3,238,766	\$3,115,510	(\$123,256)	\$14,658,708	\$15,472,302	\$813,594
Balance	(\$1,405,993)	(\$1,330,571)	\$75,422	\$7,377,154	\$6,795,913	(\$581,241)

Attachments

- Monthly Financial Report – February 28, 2014
- Tax Collection Recap 2013-2014
- Cash Flow Report 2013-2014

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
 March 24, 2014

**Comparison of Revenue and Expenditures
 to the Budget for the General Operating Fund
 9-1-13 to 2-28-14**

ESTIMATED REVENUE:

	<i>Original Budget</i>	<i>Amended Budget</i>	<i>Revenue Realized</i>	<i>Revenue Balance</i>
Local:	\$14,776,922	\$14,776,922	\$14,032,151	(\$744,771)
State:	\$15,207,443	\$15,207,443	\$7,241,827	(\$7,965,616)
Federal:	\$1,580,846	\$1,580,846	\$992,618	(\$588,228)
Other Resources:	\$0	\$0	\$1,619	\$1,619
Total:	\$31,565,211	\$31,565,211	\$22,268,215	(\$9,296,996)

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>
\$31,565,211	\$32,428,885	\$15,472,303	\$1,692,900	\$17,165,202	\$15,263,683

COMPARISONS TO FEBRUARY 28 OF PRIOR YEAR:

	<i>2012-2013</i>	<i>2013-2014</i>	<i>Increase/ Decrease</i>
Revenues:	\$22,035,863	\$22,268,215	\$232,352
Expenditures:	\$16,299,305	\$17,165,202	\$865,897
Cash Position:	\$16,772,035	\$16,009,538	(\$762,497)

PRIOR MONTH CASH POSITION as of 1/31/14: \$14,935,965

GENERAL FUND - FUND BALANCE	GENERAL OPERATING	FUND BALANCE	% of OPERATING
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%
GENERAL FUND - FUND BALANCE as of 8-31-13:	\$27,161,780	\$8,490,723	31.26%

BUDGET AMENDMENTS:

Appropriate funds for Wireless Enhancements from the General Fund Balance	\$151,001
Appropriate funds for Campus Security Cameras from the General Fund Balance	\$65,075
Transfer funds for the Baseball/Softball Complex from the General Fund Balance	\$647,598

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

**EL CAMPO INDEPENDENT SCHOOL DISTRICT
TAX COLLECTION RECAP
2013 - 2014**

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-13	\$13,878,419	\$72,730	\$13,951,150	35,650	0.26%	0.21%	\$53,574	\$17,467	\$106,691	
Nov-13	\$13,878,419	\$72,403	\$13,950,823	1,315,705	9.43%	12.27%	\$27,413	\$11,156	\$1,354,274	
Dec-13	\$13,878,419	\$40,789	\$13,919,209	4,415,353	31.72%	26.65%	\$16,997	\$10,487	\$4,442,837	
Jan-14	\$13,878,419	\$29,404	\$13,907,824	5,950,829	42.79%	44.51%	\$33,774	\$17,610	\$6,002,213	
Feb-14	\$13,878,419	\$27,276	\$13,905,695	1,358,514	9.77%	10.60%	\$50,143	\$45,967	\$1,454,624	
Year To Date				13,076,052	94.03%	94.27%	181,900	102,687	\$13,360,639	\$829,644

EL CAMPO INDEPENDENT SCHOOL DISTRICT
Cash Flow
2013-2014

199	GENERAL FUND	Actual Sep-13	Actual Oct-13	Actual Nov-13	Actual Dec-13	Actual Jan-14	Actual Feb-13	Actual Feb-14	Actual Mar-13	Actual Apr-13	Actual May-13	Actual Jun-13	Actual Jul-13	Actual Aug-13	2012-13 Totals	
REVENUE:																
5700	Local Revenue:															
5711	Taxes Current Year	19,381	31,010	1,144,443	3,840,618	5,176,225	1,277,883	1,181,680	140,709	71,371	53,372	44,053	66,683	21,200	11,621,929	
5712	Taxes Prior Years	9,927	46,798	24,066	14,982	29,478	23,749	43,942	25,424	9,044	8,184	9,425	26,919	11,995	231,507	
5717	Misc-Vehicle Inventory	0	0	0	0	0	0	10,783	0	0	0	0	0	0	0	
5719	Pen, Int, & Other	10,827	15,539	10,107	9,702	16,505	23,222	40,801	22,573	11,161	8,583	9,711	19,150	10,275	166,055	
5720	Service to Other LEAs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5730	Tuition and Fees	0	0	0	0	0	0	0	0	0	0	5,375	0	4,652	10,027	
5740	Other Local Sources	5,278	3,305	243,599	3,806	4,248	10,590	4,096	10,305	10,391	7,441	7,110	12,052	295,656	411,402	
5750	Co/Curr Activities	22,571	22,069	18,556	4,595	3,283	-1,020	2,494	39,106	560	-992	107	17,775	2,888	129,977	
	Total Local Rev:	<u>67,984</u>	<u>118,721</u>	<u>1,440,772</u>	<u>3,873,703</u>	<u>5,229,739</u>	<u>1,334,424</u>	<u>1,283,795</u>	<u>238,118</u>	<u>102,527</u>	<u>76,588</u>	<u>75,782</u>	<u>142,579</u>	<u>346,666</u>	<u>12,570,897</u>	
5800	State Revenue:															
5811	Available School Fund	0	0	0	93,427	29,376	46,518	29,376	240,487	98,872	108,717	260,270	167,438	71,453	1,535,657	
5812	Foundation Entitlement	2,837,245	2,332,810	1,222,426	49,747	0	0	0	0	894,497	579,551	1,170,464	1,472,131	1,711,323	12,075,348	
5812	Founda Ent-Prior Yr	0	0	0	0	0	0	0	0	0	0	0	0	30,035	32,100	
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	6,834	0	0	0	0	0	0	0	0	0	0	6,309	6,309	
5831	TRS On-Behalf	103,138	102,434	102,700	103,825	102,601	87,516	102,651	86,836	86,450	86,839	88,027	86,420	160,071	1,097,223	
	Total State Rev:	<u>2,940,383</u>	<u>2,442,078</u>	<u>1,325,126</u>	<u>246,999</u>	<u>131,977</u>	<u>134,034</u>	<u>132,027</u>	<u>327,323</u>	<u>1,079,819</u>	<u>775,107</u>	<u>1,518,761</u>	<u>1,725,989</u>	<u>1,979,191</u>	<u>14,746,637</u>	
5900	Federal Revenue:															
5930	Federal	0	283,668	0	4,231	0	0	0	0	4,690	0	0	0	4,945	142,433	
	Total Federal Rev:	<u>0</u>	<u>283,668</u>	<u>0</u>	<u>4,231</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,690</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,945</u>	<u>142,433</u>	
7900	Other Res/Non-Oper															
	Other Res/Non-Oper	0	0	0	0	0	0	0	0	0	0	0	0	0	199,850	
	Total Other Res:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>199,850</u>	
	Total Revenue:	<u>3,008,367</u>	<u>2,844,467</u>	<u>2,765,898</u>	<u>4,124,934</u>	<u>5,361,716</u>	<u>1,468,459</u>	<u>1,415,822</u>	<u>565,440</u>	<u>1,187,036</u>	<u>851,695</u>	<u>1,594,543</u>	<u>1,868,568</u>	<u>2,330,803</u>	<u>27,659,817</u>	
EXPENDITURES:																
6000	Expenditures:															
6100	Payroll Costs	1,130,298	1,698,951	1,720,586	1,726,120	1,694,389	1,601,359	1,720,841	1,614,841	1,593,517	1,618,071	2,013,708	1,559,322	2,273,327	19,749,410	
6200	Contracted Services	190,273	309,751	318,923	308,172	332,280	413,028	309,543	243,810	96,106	355,574	369,547	352,558	389,589	3,427,355	
6300	Supplies & Materials	105,692	87,818	144,296	126,131	148,015	161,160	72,797	97,531	130,262	195,472	127,890	163,244	138,906	1,603,574	
6400	Other Operating	36,999	223,652	23,308	44,324	215,905	43,566	57,181	26,680	187,960	83,544	282,476	187,464	283,143	1,579,403	
6500	Debt Services	0	0	500	0	0	95,550	98,675	0	0	0	0	0	18,675	994,593	
6600	Capital Outlay	36,700	86,055	335,164	26,790	35,410	13,499	0	-99	8,690	0	0	66,377	357,734	469,408	
8900	Other Uses/Non Operating	0	0	0	0	454,870	0	0	0	0	0	0	185,482	-2,749	244,212	
	Total Expenditures:	<u>1,499,962</u>	<u>2,406,227</u>	<u>2,542,778</u>	<u>2,231,537</u>	<u>2,880,869</u>	<u>2,328,163</u>	<u>2,259,037</u>	<u>1,982,763</u>	<u>2,016,536</u>	<u>2,252,660</u>	<u>2,793,621</u>	<u>2,514,447</u>	<u>3,458,625</u>	<u>28,067,955</u>	
	ENDING BALANCE	1,508,405	438,240	223,121	1,893,397	2,480,847	-859,705	-843,216	-1,417,322	-829,500	-1,400,966	-1,199,078	-645,879	-1,127,822	-408,138	
	GF FB as of 8/31/13	8,490,723														
		9,999,128	10,437,368	10,660,489	12,553,886	15,034,733	15,198,942	14,191,517	12,774,195	11,944,695	10,543,730	9,344,651	8,698,772	7,570,950		

240	FOOD SERVICE	Actual Sep-13	Actual Oct-13	Actual Nov-13	Actual Dec-13	Actual Jan-14	Actual Feb-13	Actual Feb-14	Actual Mar-13	Actual Apr-13	Actual May-13	Actual Jun-13	Actual Jul-13	Actual Aug-13	2012-13 Totals
REVENUE:															
5700	Local Revenue:														
	Earnings from Temp Dep			413	0	0	831	459	0	0	1,023	0	0	994	3,579
	Foundation Revenue														0
	Lunch	32,163	35,514	28,146	21,567	29,874	27,014	30,366	17,723	29,526	26,465	2,397	0	20,398	243,170
	Breakfast	7,241	8,574	6,646	5,980	6,464	8,241	7,296	5,169	7,951	6,644	844	0	4,537	71,130
	A La Carte	8,563	9,853	8,162	6,740	8,998	9,000	10,605	5,766	10,215	8,603	1,307	0	2,769	78,948
	Adult Lunches	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Catering/Vending	0	0	0	269	1,105	280	1,181	1,146	535	1,140	398	89	1,435	9,574
	Summer Food Service	0	0	0	0	0	0	0	0	0	0	81	92	59	232
	Total Local Rev:	47,967	53,942	43,367	34,556	46,441	45,366	49,908	29,804	48,227	43,874	5,027	182	30,193	406,632
5800	State Revenue														
5829	Misc St Program Rev.	0	1,046	0	0	0	0	0	0	9,504	0	0	0	0	9,504
5831	TRS On-Behalf Benefit	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total State Rev:	0	1,046	0	0	0	0	0	0	9,504	0	0	0	0	9,504
5900	Federal Revenue														
5921	School Breakfast	0	36,071	41,264	33,639	26,664	28,093	28,447	31,840	22,110	37,175	41,672	0	7,437	293,729
5922	National School Lunch	0	102,977	116,069	92,093	77,755	87,884	92,659	98,069	68,386	113,436	127,121	0	24,568	886,331
5923	USDA Donated Com	9,513	9,513	9,513	9,513	9,513	7,195	9,513	7,198	7,195	7,195	7,195	7,195	16,815	95,967
5929	Fed Rev TEA-Sum Feed	0	0	0	0	0	0	0	0	0	0	0	0	25,052	25,052
	Total Federal Rev:	9,513	148,562	166,846	135,246	113,933	123,172	130,619	137,107	97,691	157,806	175,989	7,195	73,872	1,301,079
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:	57,481	203,550	210,213	169,802	160,374	168,538	180,527	166,912	155,421	201,680	181,015	7,377	104,065	1,717,215
EXPENDITURES:															
6000	Expenditures:														
6100	Payroll & Benefits	39,132	45,692	47,895	50,202	46,494	42,736	46,470	43,751	42,658	45,269	56,333	43,036	55,932	536,793
6200	Contracted Services	0	123,608	135,901	111,701	124,026	49,351	48,909	81,196	113,384	100,199	96,090	51,081	26,148	949,540
6300	Supplies & Materials	9,806	20,610	10,007	9,945	10,164	7,320	9,720	7,359	7,520	7,678	7,455	7,757	8,635	90,512
6400	Other Operating	11	165	105	160	55	111	61	21	86	111	159	130	130	1,085
6600	Capital Outlay	0	9,243	0	0	0	0	0	0	0	0	0	0	0	0
	Total Expenditures:	48,948	199,318	193,908	172,007	180,739	99,518	105,161	132,327	163,648	153,257	160,037	102,004	90,846	1,577,931
	ENDING BALANCE	8,533	12,765	29,071	26,865	6,500	124,933	81,865	116,450	108,223	156,646	177,625	82,997	96,217	139,284

511	DEBT SERVICE	Actual Sep-13	Actual Oct-13	Actual Nov-13	Actual Dec-13	Actual Jan-14	Actual Feb-13	Actual Feb-14	Actual Mar-13	Actual Apr-13	Actual May-13	Actual Jun-13	Actual Jul-13	Actual Aug-13	2012-13 Totals
REVENUE:															
5700	Local Revenue:														
5711	Taxes Current Year	2,909	4,640	171,262	574,735	774,605	188,583	176,834	21,119	10,712	8,010	6,612	10,008	3,182	1,738,138
5712	Taxes Prior Years	1,258	6,775	3,347	2,015	4,295	3,378	6,201	3,661	1,337	1,115	1,153	3,903	1,645	32,730
5719	Pen, Int, & Other	1,158	1,928	1,048	785	1,105	2,986	5,166	3,093	1,533	1,207	1,265	2,658	1,350	20,229
5742	Earnings Fm Temp Dep	92	90	107	166	344	831	388	778	770	803	783	817	456	6,826
	Total Local Rev:	5,417	13,434	175,764	577,702	780,348	195,777	188,590	28,651	14,351	11,136	9,813	17,386	6,633	1,797,924
5800	State Revenue:														
5829	St Rev Dist By TEA	0	0	22,190	0	0	0	0	0	0	0	0	0	0	53,770
	Total State Rev:	0	0	22,190	0	0	0	0	0	0	0	0	0	0	53,770
7900	Other Res/Non-Oper:														
7940	Other Res/Non-Oper Rev	0	0	1,619	0	0	0	0	0	0	0	0	0	0	0
	Total Other Res:	0	0	1,619	0	0	0	0	0	0	0	0	0	0	0
	Total Revenue:	5,417	13,434	199,573	577,702	780,348	195,777	188,590	28,651	14,351	11,136	9,813	17,386	6,633	1,851,694
EXPENDITURES:															
6000	Expenditures:														
6500	Debt Service														
6511	Bond Principal	0	0	0	0	0	335,000	405,000	0	0	0	0	0	520,000	855,000
6521	Interest on Bonds	0	0	0	0	0	476,084	346,312	0	0	0	0	0	469,384	945,469
6599	Other Debt Fees	0	0	500	0	0	0	0	400	0	0	0	0	0	900
	Total Expenditures:	0	0	500	0	0	811,084	751,312	400	0	0	0	0	989,384	1,801,369
ENDING BALANCE		5,417	18,851	217,924	795,626	1,575,974	952,139	1,013,252	1,041,503	1,055,855	1,066,990	1,076,804	1,094,190	111,439	50,325
Total Approved Budget 199, 240, 511															
TOTAL REVENUE		3,071,266	3,061,451	3,175,684	4,872,437	6,302,438	1,832,773	1,784,939	761,003	1,356,809	1,064,510	1,785,372	1,893,331	2,441,501	31,228,726
TOTAL EXP		1,548,910	2,605,545	2,737,185	2,403,544	3,061,608	3,238,766	3,115,510	2,115,490	2,180,184	2,405,917	2,953,658	2,616,451	4,538,855	31,447,254
ENDING BALANCE		1,522,355	1,978,262	2,416,761	4,885,654	8,126,484	7,377,154	6,795,912	5,441,426	4,618,050	3,276,643	2,108,357	1,385,236	-712,118	

Agenda Item Summary Sheet (4 B.6)
Meeting Date: March 25, 2014
Submitted by: Mark Pool, Superintendent

Information Only

Consent Agenda: Business and Support Services

Quarterly Investment Report

Summary

According to the *Texas Government Code § 2256.023(a)*, *Not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity a written report of investment transactions for all funds covered by this chapter for the preceding reporting period.*

This information is taken from the Public Funds Investment Act.

ECISD Board Policy

CDA (LEGAL), OTHER REVENUES: INVESTMENTS, QUARTERLY REPORTS

Effective Date

February 28, 2014

Previous Board Action

Board reviews *Quarterly Investment Reports* in September, December, March, and June.

Future Action Expected

Next review, June 2014

Background Information and Significant Issues

None.

Fiscal Impact

None.

Student and Public Benefit

Closely monitoring district investments ensures the efficient use of public funds.

Procedural and Reporting Implications

None.

Public Comments

None.

Alternatives	None.
Other Comments and Related Issues	None.
Attachments	<ul style="list-style-type: none"> • <i>ECISD Quarterly Financial Report for Quarter Ending February 28, 2014</i>
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



ECISD QUARTERLY INVESTMENT REPORT

For Quarter Ending
February 28, 2014

Submitted March 25, 2014
ECISD Board Meeting

Prepared by David Bright,
Assistant Superintendent for Finance

**El Campo Independent School District
Quarterly Report of Investment Activity
Quarter Ending February 28, 2014**

Introduction

House Bill 2459, which was passed during the 1995 legislative session, amended a section of the Education Code dealing with investments. Code Section 2256.023 as amended requires that the Investment Officer of the District prepare a report of investment activity and position on a quarterly basis. The report that follows covers the period December 1, 2013 to February 28, 2014.

Investment Strategy for all Funds

The goal of the investment program is to maximize financial returns within current market conditions in accordance with Board Policy CDA (LEGAL) and CDA (LOCAL). All legal, authorized investments shall have sufficient liquidity to meet anticipated cash flow requirements, projected on a weekly, monthly, and annual basis. Investments should not exceed one (1) year in final, stated maturity. Only investments authorized by Board Policy CDA (LEGAL) and CDA (LOCAL) will be purchased. Investments should be purchased with the intent of holding until maturity.

Investment Activity for the Quarter Ending February 28, 2014

Interest from checking accounts at Prosperity Bank totaled:	\$11,950.95
Interest earned at TexPOOL for the quarter totaled:	2.63
Interest earned at TexSTAR for the quarter totaled:	<u>.13</u>
Total Interest Earned for the Quarter:	\$11,953.71

Diversification of Funds

As a part of the investment policy adopted by the Board, a written investment strategy is required which must describe the investment objective for each fund. One of the priorities listed in Board policy concerns diversification of the investment portfolio. As of February 28, 2014, the District's portfolio held \$15,966,887.35 or 99.73% of available funds with Prosperity Bank, \$38,052.62 or .24% with TexPOOL, and \$4,598.42 or .03% with TexSTAR. The portfolio balance was \$16,009,538.39.

Collateral

In order to protect the District from risk of loss related to uninsured cash balances, the District's depository bank pledges collateral to the District in the form of government securities. On February 28, 2014, securities pledged by the Prosperity State Bank to El Campo ISD had an estimated market value of \$24,177,219.67. With FDIC insurance the District has adequate collateral.


Investment Position at February 28, 2014

The attached report details the ending cash and investment balances for each of the past three months. Interest earned is posted to the General Ledger on a monthly basis.


Investment Officers' Certification

I hereby certify that the following information to the best of my knowledge is a true and accurate description of the investment portfolio of the El Campo Independent School District for the period ending February 28, 2014. All investments are in compliance with the Public Funds Investment Act (HB2459) and local investment policies.

Respectfully Submitted,



Joyce Supak
Investment Officer
El Campo Independent School District



David Bright
Assistant Superintendent for Finance
El Campo Independent School District

**EL CAMPO INDEPENDENT SCHOOL DISTRICT
 QUARTERLY CASH & INVESTMENT REPORT
 December 1, 2013 to February 28, 2014**

Prosperity Bank

Bank Account Balances - Month End

	Dec 13	Jan 14	Feb 14
Money Market Account	\$7,964,678.78	\$10,607,417.36	\$12,225,111.31
General Fund	\$2,504,174.20	\$2,559,520.02	\$2,397,639.54
General Fund - Investment Account	\$5,148.59	\$5,150.12	\$5,151.50
Payroll	\$194,636.18	\$186,988.30	\$39,071.01
Interest & Sinking	\$603,872.95	\$1,534,239.43	\$1,299,913.99
Total	\$11,272,510.70	\$14,893,315.23	\$15,966,887.35

Prosperity Bank

Interest Earned

	Dec 13	Jan 14	Feb 14
Money Market Account	\$2,582.23	\$2,960.69	\$3,471.16
General Fund	\$553.48	\$756.97	\$500.97
General Fund - Investment Account	\$1.53	\$1.53	\$1.38
Payroll	\$68.96	\$91.51	\$62.66
Interest & Sinking	\$166.49	\$343.59	\$387.80
Total	\$3,372.69	\$4,154.29	\$4,423.97

Investment Pools

Investment Balances - Month End

	Dec 13	Jan 14	Feb 14
TexPool General Fund Investment Account	\$3,046.11	\$3,046.11	\$3,046.11
TexPool Family Crisis Fund	\$35,005.00	\$35,005.77	\$35,006.51
TexSTAR Debt Service	\$1,101.98	\$1,101.98	\$1,101.98
TexSTAR General	\$3,496.36	\$3,496.40	\$3,496.44
Total	\$42,649.45	\$42,650.26	\$42,651.04

Investment Pools

Investment Interest Earned

	Dec 13	Jan 14	Feb 14
TexPool General Fund Investment Account	\$0.00	\$0.00	\$0.00
TexPool Family Crisis Fund	\$1.12	\$0.77	\$0.74
TexSTAR Debt Service	\$0.00	\$0.00	\$0.00
TexSTAR General	\$0.05	\$0.04	\$0.04
Total	\$1.17	\$0.81	\$0.78

Comparison of Interest Rates

Average Monthly Rate:	Prosperity All Accounts	TexPool	TexStar
Sep-13	0.35%	0.0394	0.0390
Oct-13	0.35%	0.0498	0.0434
Nov-13	0.35%	0.0446	0.0405
Dec-13	0.35%	0.0372	0.0357
Jan-14	0.35%	0.0273	0.0303
Feb-14	0.35%	0.0283	0.0318
Mar-14	0.00%	0.0000	0.0000
Apr-14	0.00%	0.0000	0.0000
May-14	0.00%	0.0000	0.0000
Jun-14	0.00%	0.0000	0.0000
Jul-14	0.00%	0.0000	0.0000
Aug-14	0.00%	0.0000	0.0000



Monthly Newsletter - February 2014

Performance

As of February 28, 2014

Current Invested Balance	\$5,890,162,246.46
Weighted Average Maturity (1)	44 Days
Weighted Average Maturity (2)	60 Days
Net Asset Value	1.000066
Total Number of Participants	783
Management Fee on Invested Balance	0.05%*
Interest Distributed	\$371,435.24
Management Fee Collected	\$227,257.01
% of Portfolio Invested Beyond 1 Year	1.36%
Standard & Poor's Current Rating	AAAm

February Averages

Average Invested Balance	\$5,924,764,245.15
Average Monthly Yield, on a simple basis	0.0318%
Average Weighted Average Maturity (1)*	49 Days
Average Weighted Average Maturity (2)*	65 Days

Definition of Weighted Average Maturity (1) & (2)

- (1) This weighted average maturity calculation uses the SEC Rule 2a-7 definition for stated maturity for any floating rate instrument held in the portfolio to determine the weighted average maturity for the pool. This Rule specifies that a variable rate instrument to be paid in 397 calendar days or less shall be deemed to have a maturity equal to the period remaining until the next readjustment of the interest rate.
- (2) This weighted average maturity calculation uses the final maturity of any floating rate instruments held in the portfolio to calculate the weighted average maturity for the pool.

* The maximum management fee authorized for the TexSTAR Cash Reserve Fund is 12 basis points. This fee may be waived in full or in part in the discretion of the TexSTAR co-administrators at any time as provided for in the TexSTAR Information Statement.

Rates reflect historical information and are not an indication of future performance.

New Participants

We would like to welcome the following entities who joined the TexSTAR program in February:

- ★ City of Denison ★ Yoakum ISD

Economic Commentary

In February, most risk markets that had experienced losses in January climbed their way back to positive territory as large cap equity indices hit new post-recession highs, and most fixed income spread sectors tightened. Yields on U.S. Treasury securities remained within a tight range to end the month relatively unchanged. The yield of the three-month U.S. Treasury bill increased 3 bps during the month and ended at 0.05%. Markets paid little heed to softer U.S. economic data, waiting to see the extent to which the weakening was the result of poor weather conditions. In her initial testimony to both houses of Congress, Federal Reserve Chair Janet Yellen noted her expectation that the economy would continue to strengthen and set a high bar for any change in policy around the tapering of asset purchases. Meanwhile, Europe's economy continued to strengthen. Final GDP figures for the fourth quarter of 2013 showed further improvement for many economies; even Italy finally exited recession. As month-end approached, investors were watchful of escalating tensions in Ukraine, but at that point, market impact remained largely contained within the region.

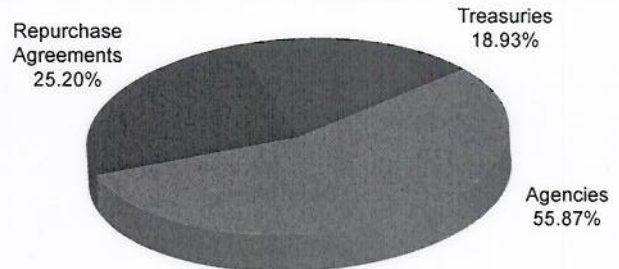
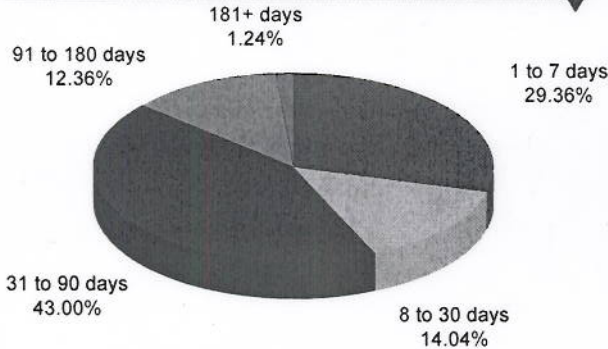
U.S. economic data released during the month continued to weaken relative to expectations. Some of this weakness can be attributed to the severe weather experienced in much of the country. However, part also appears to be a pause from an above-trend second half of 2013. Despite the weather distorting economic activity, the underlying trend in economic growth remains rather unsatisfactory. U.S. growth is forecasted to remain in a mid-2% range for 2014, well below market consensus, but not weak enough to deter the Fed from winding down its asset purchases this year. Housing activity is unlikely to repeat the strong pace of growth experienced during 2013, as new home construction remains low and investment purchases have fallen as home prices have stabilized, lowering return potential. U.S. government spending at the local level should improve while federal spending is expected to be flat or potentially contracting. The pace of job growth should remain below 200,000 per month and only moderately absorb labor market slack and wage and core service inflation should remain well contained. Cross winds in the global economy, primarily an improving Europe offset by a deleveraging China, should keep export growth modest. The disinflationary pressure from weak global growth and a stronger U.S. dollar is expected to keep core goods prices deflating, allowing overall inflation to rise at only a very modest pace. This will provide the Fed with sufficient cause to keep the fed funds rate low well into 2015. Fiscal policy is likely to be ineffective, as partisanship will prevail in the lead up to the mid-term elections in November though moderate, but marginally better, GDP growth and further tapering from the Fed should lead Treasury yields to grind higher through the course of 2014.

This information is an excerpt from an economic report dated February 2014 provided to TexSTAR by JP Morgan Asset Management, Inc., the investment manager of the TexSTAR pool.

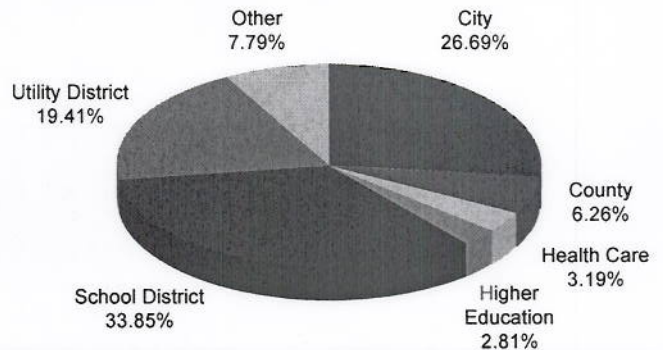
For more information about TexSTAR, please visit our web site at www.texstar.org.

Information at a Glance

Portfolio by Type of Investment As of February 28, 2014



Portfolio by Maturity As of February 28, 2014



Distribution of Participants by Type As of February 28, 2014

Historical Program Information

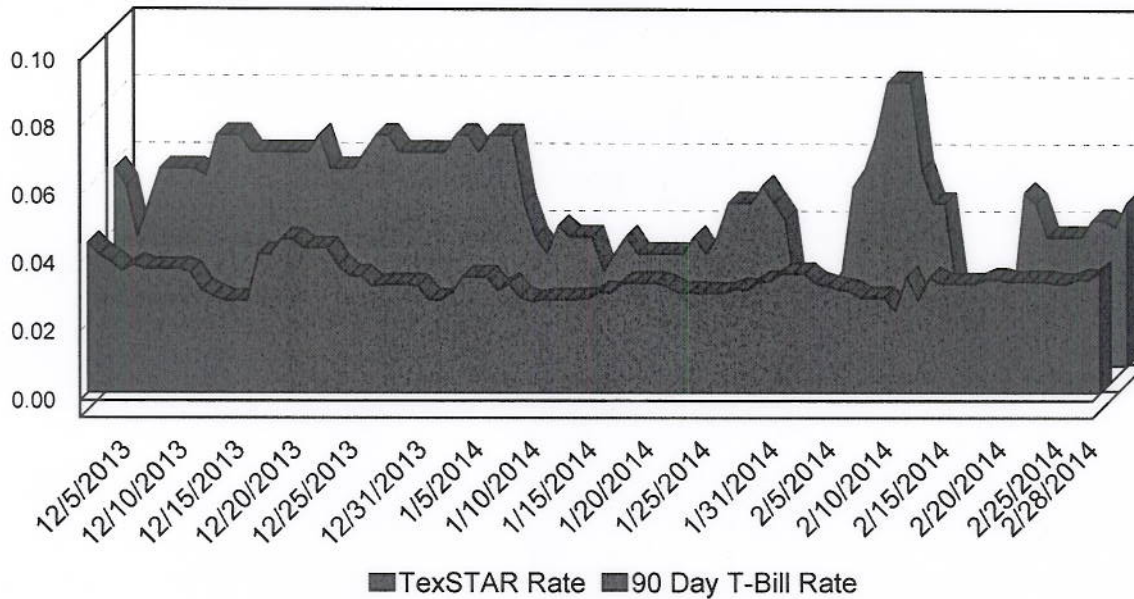
Month	Average Rate	Book Value	Market Value	Net Asset Value	WAM (1)*	WAM (2)*	Number of Participants
Feb 14	0.0318%	\$5,890,162,246.46	\$5,890,513,830.50	1.000066	49	65	783
Jan 14	0.0303%	5,518,659,649.58	5,518,895,897.21	1.000048	49	64	781
Dec 13	0.0357%	4,749,571,555.83	4,749,808,699.35	1.000050	52	65	781
Nov 13	0.0405%	4,358,778,907.03	4,358,933,052.64	1.000035	52	63	781
Oct 13	0.0434%	4,549,543,382.92	4,549,816,768.31	1.000060	52	63	781
Sep 13	0.0390%	4,545,216,845.55	4,545,590,808.40	1.000082	52	64	781
Aug 13	0.0474%	4,682,919,318.35	4,683,351,916.02	1.000091	52	59	777
Jul 13	0.0487%	4,833,856,137.70	4,834,318,370.27	1.000095	52	56	776
Jun 13	0.0614%	5,173,585,142.53	5,173,948,421.52	1.000070	54	58	775
May 13	0.0723%	5,474,920,318.32	5,475,469,836.81	1.000100	54	59	773
Apr 13	0.1038%	5,496,240,712.35	5,496,953,468.88	1.000129	51	57	773
Mar 13	0.1125%	5,635,357,483.25	5,636,069,051.83	1.000126	52	60	770

Portfolio Asset Summary as of February 28, 2014

	Book Value	Market Value
Uninvested Balance	\$ 236.06	\$ 236.06
Accrual of Interest Income	3,367,533.02	3,367,533.02
Interest and Management Fees Payable	(434,371.47)	(434,371.47)
Payable for Investment Purchased	0.00	0.00
Repurchase Agreement	1,483,441,000.00	1,483,441,000.00
Government Securities	4,403,787,848.85	4,404,139,432.89
Total	\$ 5,890,162,246.46	\$ 5,890,513,830.50

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by J.P. Morgan Chase & Co. and the assets are safekept in a separate custodial account at the Federal Reserve Bank in the name of TexSTAR. The only source of payment to the Participants are the assets of TexSTAR. There is no secondary source of payment for the pool such as insurance or guarantee. Should you require a copy of the portfolio, please contact TexSTAR Participant Services.

TexSTAR versus 90-Day Treasury Bill



This material is for information purposes only. This information does not represent an offer to buy or sell a security. The above rate information is obtained from sources that are believed to be reliable; however, its accuracy or completeness may be subject to change. The TexSTAR management fee may be waived in full or in part at the discretion of the TexSTAR co-administrators and the TexSTAR rate for the period shown reflects waiver of fees. This table represents historical investment performance/return to the customer, net of fees, and is not an indication of future performance. An investment in the security is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the issuer seeks to preserve the value of an investment at \$1.00 per share, it is possible to lose money by investing in the security. Information about these and other program details are in the fund's Information Statement which should be read carefully before investing. The yield on the 90-Day Treasury Bill ("T-Bill Yield") is shown for comparative purposes only. When comparing the investment returns of the TexSTAR pool to the T-Bill Yield, you should know that the TexSTAR pool consist of allocations of specific diversified securities as detailed in the respective Information Statements. The T-Bill Yield is taken from Bloomberg Finance L.P. and represents the daily closing yield on the then current 90-day T-Bill.

Daily Summary for February 2014

Date	Mny Mkt Fund Equiv. [SEC Std.]	Daily Allocation Factor	TexSTAR Invested Balance	Market Value Per Share	WAM Days (1)*	WAM Days (2)*
2/1/2014	0.0350%	0.000000958	\$5,518,659,649.58	1.000048	50	69
2/2/2014	0.0350%	0.000000958	\$5,518,659,649.58	1.000048	50	69
2/3/2014	0.0323%	0.000000885	\$5,737,504,023.83	1.000042	48	66
2/4/2014	0.0313%	0.000000857	\$5,915,143,091.67	1.000038	47	65
2/5/2014	0.0305%	0.000000835	\$5,942,670,090.05	1.000031	47	65
2/6/2014	0.0299%	0.000000819	\$5,958,157,592.85	1.000033	46	64
2/7/2014	0.0280%	0.000000766	\$6,063,139,986.31	1.000019	43	60
2/8/2014	0.0280%	0.000000766	\$6,063,139,986.31	1.000019	43	60
2/9/2014	0.0280%	0.000000766	\$6,063,139,986.31	1.000019	43	60
2/10/2014	0.0239%	0.000000656	\$6,039,592,764.83	1.000015	48	63
2/11/2014	0.0342%	0.000000936	\$5,926,597,002.08	1.000036	51	66
2/12/2014	0.0272%	0.000000745	\$6,010,534,065.57	1.000048	49	65
2/13/2014	0.0339%	0.000000930	\$5,925,077,094.63	1.000062	56	73
2/14/2014	0.0321%	0.000000879	\$5,955,947,272.81	1.000075	52	69
2/15/2014	0.0321%	0.000000879	\$5,955,947,272.81	1.000075	52	69
2/16/2014	0.0321%	0.000000879	\$5,955,947,272.81	1.000075	52	69
2/17/2014	0.0321%	0.000000879	\$5,955,947,272.81	1.000075	52	69
2/18/2014	0.0335%	0.000000917	\$5,895,185,243.81	1.000076	52	69
2/19/2014	0.0335%	0.000000919	\$5,889,691,494.03	1.000070	51	68
2/20/2014	0.0326%	0.000000894	\$6,014,648,316.94	1.000066	50	66
2/21/2014	0.0327%	0.000000895	\$5,935,060,634.94	1.000067	49	65
2/22/2014	0.0327%	0.000000895	\$5,935,060,634.94	1.000067	49	65
2/23/2014	0.0327%	0.000000895	\$5,935,060,634.94	1.000067	49	65
2/24/2014	0.0321%	0.000000879	\$5,964,629,266.86	1.000066	47	64
2/25/2014	0.0320%	0.000000876	\$5,978,812,342.41	1.000070	47	63
2/26/2014	0.0333%	0.000000912	\$5,958,565,821.59	1.000074	46	62
2/27/2014	0.0332%	0.000000910	\$5,990,718,152.50	1.000071	45	61
2/28/2014	0.0356%	0.000000975	\$5,890,162,246.46	1.000066	44	60
Average	0.0318%	0.000000870	\$5,924,764,245.15		49	65

TexSTAR Participant Services
 First Southwest Asset Management, Inc.
 325 North St. Paul Street, Suite 800
 Dallas, Texas 75201



TexSTAR Board Members

<i>William Chapman</i>	<i>Central Texas Regional Mobility Authority</i>	<i>Governing Board President</i>
<i>Nell Lange</i>	<i>City of Frisco</i>	<i>Governing Board Vice President</i>
<i>Kenneth Huewitt</i>	<i>Houston ISD</i>	<i>Governing Board Treasurer</i>
<i>Michael Bartolotta</i>	<i>First Southwest Company</i>	<i>Governing Board Secretary</i>
<i>Joni Freeman</i>	<i>JP Morgan Chase</i>	<i>Governing Board Asst. Sec./Treas.</i>
<i>Eric Cannon</i>	<i>Town of Addison</i>	<i>Advisory Board</i>
<i>Nicole Conley</i>	<i>Austin ISD</i>	<i>Advisory Board</i>
<i>Pamela Moon</i>	<i>City of Lubbock</i>	<i>Advisory Board</i>
<i>Monte Mercer</i>	<i>North Central TX Council of Government</i>	<i>Advisory Board</i>
<i>Oscar Cardenas</i>	<i>Northside ISD</i>	<i>Advisory Board</i>
<i>Stephen Fortenberry</i>	<i>Plano ISD</i>	<i>Advisory Board</i>
<i>Becky Brooks</i>	<i>Government Resource Associates, LLC</i>	<i>Advisory Board</i>

For more information contact TexSTAR Participant Services ★ 1-800-TEX-STAR ★ www.texstar.org

FirstSouthwest 

J.P.Morgan
 Asset Management

ANNOUNCEMENTS

We would like to recognize and welcome the following entity who joined the TexPool program in February 2014:

TexPool

City of Denison

TexPool Prime

City of Denison

Upcoming Events

04/14/14 – 04/15/14

GFOAT Spring Conference
Austin

04/21/14 – 04/24/14

County Treasurers' Education Seminar
Austin

05/06/14 – 05/09/14

LBJ School/TACA
Austin

TexPool Advisory Board Members

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Overseen by the State of Texas Comptroller of Public Accounts Susan Combs.

Operated under the supervision of the Texas Treasury Safekeeping Trust Company.

Additional information regarding TexPool is available upon request:

www.texpool.com

1-866-839-7665

(1-866-TEX-POOL)

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Economic and Market Commentary

Month in Cash: Hurry up and wait

March 1, 2014

The nation's sluggish recovery created a waiting game for money markets in February. Mixed economic signals, continued brutal weather and cautious monetary policy kept rates in suspended animation, with all of us waiting for some definitive positive news to move them forward and up.

Jobs remained lackluster, manufacturing slowed and both retail sales and confidence fell in the month. And then there's housing, which was only marginally better earlier in the month but then launched upward at month's end. The report, that new home sales posted a 9.6% rise in January to a seasonally adjusted annual rate of 468,000, gave the best number we have seen in five years.

The signs were conflicting in February, but generally leaning toward the slow-down side compared to the fourth quarter of 2013. As we look for sustained good economic reports, we think we need to see March and April data before we can develop a firmer opinion of the economic standpoint in 2014. Will there be a resurgence when the mercury rises, or is growth still going to be lackluster? The verdict is still out and frustration is the only thing thriving.

In an environment like this, no matter what the climate, the Federal Reserve is extremely scrutinized, with analysts, media and investors poring over every report, speech and meeting minutes. Its continuing taper of the amount of bonds it purchases monthly is the most watched activity. It is now down to \$65 billion per month, but in the last few days of February new Fed Chair Janet Yellen testified to Congress that the slow economic recovery might cause the Fed to pause its tapering, and two members of the Federal Open Market Committee discussed the possibility of raising short rates sooner rather than later. The last part was music to our ears, but there is still too much noise out there.

We are perhaps more focused on the Fed's daily maneuvers. The Fed recast its overnight reverse repo facility from a test to an exercise, in place at least through Jan. 2015. It raised the overnight rate from 3 basis points to 5 basis points, slowly creeping up to a little bit less abysmal. The Fed continues to establish its role as the market-rate setter. Counterparties and participants were allowed to use the program up to \$5 billion a night, an increase of \$2 billion.

(continued page 6)

PERFORMANCE AS OF FEBRUARY 28, 2014

	TexPool	TexPool Prime
Current Invested Balance	\$17,851,480,342.39	\$1,238,257,323.21
Weighted Average Maturity (1)*	46 Days	46 Days
Weighted Average Maturity (2)*	78 Days	52 Days
Net Asset Value	1.00004	1.00004
Total Number of Participants	2,302	168
Management Fee on Invested Balance	0.0473%	0.0638%
Interest Distributed	\$405,683.92	\$54,506.09
Management Fee Collected	\$680,570.92	\$66,818.47
Standard & Poor's Current Rating	AAAm	AAAm

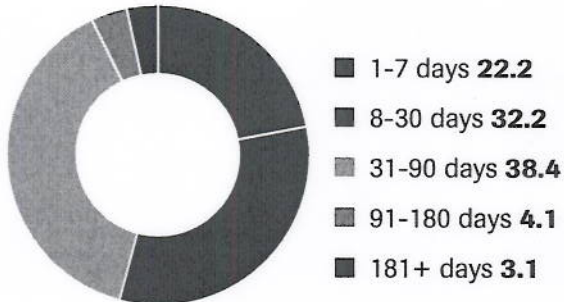
Month Averages

Average Invested Balance	\$18,701,078,439.13	\$1,354,483,564.11
Average Monthly Yield, on a simple basis (3)*	0.03%	0.05%
Average Weighted Average Maturity (1)*	42 Days	47 Days
Average Weighted Average Maturity (2)*	71 Days	54 Days

*Definitions for Average Monthly Yield and Weighted Average Maturity can be found on page 2.

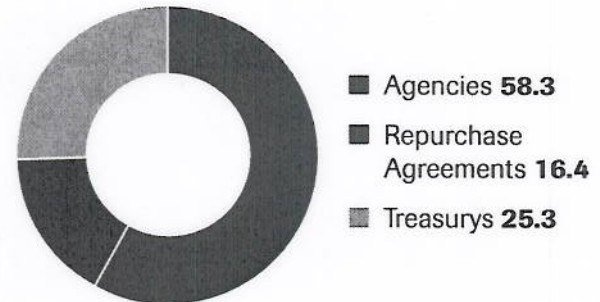
Portfolio by Maturity (%)

As of February 28, 2014



Portfolio by Type of Investment (%)

As of February 28, 2014



PORTFOLIO ASSET SUMMARY AS OF FEBRUARY 28, 2014

	Book Value	Market Value
Uninvested Balance	\$370.82	\$370.82
Receivable for Investments Sold	0.00	0.00
Accrual of Interest Income	12,940,892.55	12,940,892.55
Interest and Management Fees Payable	-405,738.22	-405,738.22
Payable for Investments Purchased	0.00	0.00
Accrued Expenses & Taxes	0.00	0.00
Repurchase Agreements	2,916,270,000.00	2,916,250,450.00
Mutual Fund Investments	0.00	0.00
Government Securities	9,709,405,837.12	9,710,183,200.39
US Treasury Bills	3,339,841,949.19	3,339,886,920.00
US Treasury Notes	1,873,427,030.93	1,873,262,616.60
Total	\$17,851,480,342.39	\$17,852,118,712.14

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by Federated Investment Counseling and the assets are safe kept in a separate custodial account at State Street Bank in the name of TexPool. The only source of payment to the Participants is the assets of TexPool. There is no secondary source of payment for the pool such as insurance or State guarantee. Should you require a copy of the portfolio, please contact TexPool Participant Services.

PARTICIPANT SUMMARY

	Number of Participants	Balance
School District	572	\$6,087,856,440.28
Higher Education	56	\$1,456,088,298.26
Healthcare	80	\$786,580,627.09
Utility District	706	\$1,700,431,018.90
City	450	\$4,749,372,648.18
County	174	\$1,562,827,625.39
Other	264	\$1,508,117,851.89

Definition of Weighted Average Maturity (1) & (2)

* (1) "WAM Days" is the mean average of the periods of time remaining until the securities held in TexPool (a) are scheduled to be repaid, (b) would be repaid upon a demand by TexPool, or (c) are scheduled to have their interest rate readjusted to reflect current market rates. Securities with adjustable rates payable upon demand are treated as maturing on the earlier of the two dates set forth in (b) and (c) if their scheduled maturity is 397 days or less; and the later of the two dates set forth in (b) and (c) if their scheduled maturity is more than 397 days. The mean is weighted based on the percentage of the amortized cost of the portfolio invested in each period.

* (2) "WAM Days" is calculated in the same manner as the described in footnote 1, but is based solely on the periods of time remaining until the securities held in TexPool (a) are scheduled to be repaid or (b) would be repaid upon a demand by TexPool, without reference to when interest rates of securities within TexPool are scheduled to be readjusted.

Definition of Average Monthly Yield (3)

* (3) This current yield for TexPool Prime for each date may reflect a waiver of some portion or all of each of the management fees.

TEXPOOL

DAILY SUMMARY

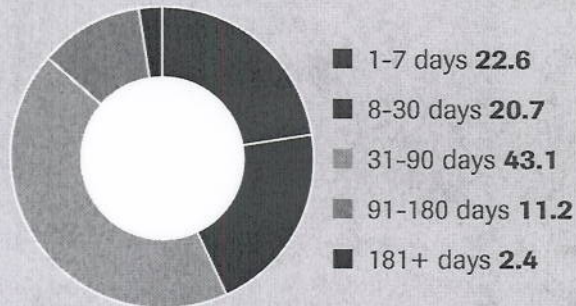
Date	Money Mkt. Fund Equiv. (SEC Std.)	Daily Allocation Factor	TexPool Invested Balance	Market Value Per Share	WAM Days (1)	WAM Days (2)
2/1	0.0251%	0.000000688	\$18,434,261,763.99	1.00003	46	72
2/2	0.0251%	0.000000688	\$18,434,261,763.99	1.00003	46	72
2/3	0.0242%	0.000000662	\$18,506,318,619.32	1.00004	42	69
2/4	0.0230%	0.000000629	\$18,874,141,357.95	1.00005	41	69
2/5	0.0221%	0.000000606	\$19,116,728,131.77	1.00003	40	68
2/6	0.0214%	0.000000585	\$19,250,547,609.83	1.00003	40	68
2/7	0.0233%	0.000000637	\$19,323,958,999.15	1.00003	41	67
2/8	0.0233%	0.000000637	\$19,323,958,999.15	1.00003	41	67
2/9	0.0233%	0.000000637	\$19,323,958,999.15	1.00003	41	67
2/10	0.0245%	0.000000670	\$19,499,919,294.60	1.00002	41	70
2/11	0.0287%	0.000000787	\$19,509,203,036.03	1.00003	43	72
2/12	0.0304%	0.000000834	\$19,311,808,637.25	1.00004	43	73
2/13	0.0318%	0.000000871	\$19,004,765,118.91	1.00004	43	73
2/14	0.0324%	0.000000889	\$18,620,993,634.74	1.00005	43	74
2/15	0.0324%	0.000000889	\$18,620,993,634.74	1.00005	43	74
2/16	0.0324%	0.000000889	\$18,620,993,634.74	1.00005	43	74
2/17	0.0324%	0.000000889	\$18,620,993,634.74	1.00005	43	74
2/18	0.0320%	0.000000878	\$18,459,381,970.70	1.00005	41	72
2/19	0.0305%	0.000000835	\$18,438,796,306.97	1.00005	41	71
2/20	0.0304%	0.000000834	\$18,387,948,221.15	1.00004	41	73
2/21	0.0315%	0.000000862	\$18,408,537,294.84	1.00004	40	74
2/22	0.0315%	0.000000862	\$18,408,537,294.84	1.00004	40	74
2/23	0.0315%	0.000000862	\$18,408,537,294.84	1.00004	40	74
2/24	0.0295%	0.000000807	\$18,321,894,498.75	1.00004	38	69
2/25	0.0298%	0.000000816	\$18,307,554,358.57	1.00005	38	67
2/26	0.0313%	0.000000857	\$18,113,909,003.43	1.00005	39	67
2/27	0.0311%	0.000000852	\$18,125,812,839.00	1.00006	41	68
2/28	0.0288%	0.000000790	\$17,851,480,342.39	1.00004	46	78
Average	0.0283%	0.000000776	\$18,701,078,439.13	1.00004	42	71

TEXPOOL PRIME

March 2014

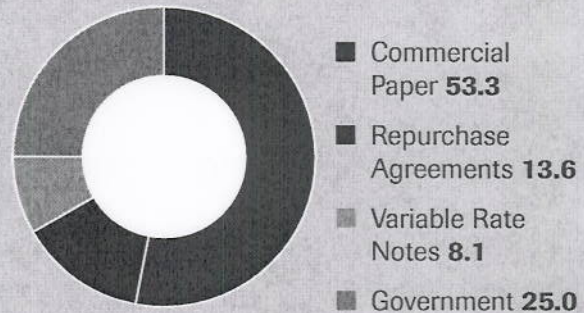
Portfolio by Maturity (%)

As of February 28, 2014



Portfolio by Type of Investment (%)

As of February 28, 2014



PORTFOLIO ASSET SUMMARY AS OF FEBRUARY 28, 2014

	Book Value	Market Value
Uninvested Balance	\$93,543.15	\$93,543.15
Accrual of Interest Income	247,896.69	247,896.69
Interest and Management Fees Payable	-54,506.12	-54,506.12
Payable for Investments Purchased	0.00	0.00
Accrued Expenses & Taxes	0.00	0.00
Repurchase Agreements	168,939,000.00	168,939,000.00
Commercial Paper	659,974,792.75	659,986,778.01
Bank Instruments	0.00	0.00
Mutual Fund Investments	0.00	0.00
Government Securities	344,156,596.74	344,185,068.00
Variable Rate Notes	64,900,000.00	64,901,240.00
Total	\$1,238,257,323.21	\$1,238,299,019.73

Market value of collateral supporting the Repurchase Agreements is at least 102% of the Book Value. The portfolio is managed by Federated Investment Counseling and the assets are safe kept in a separate custodial account at State Street Bank in the name of TexPool Prime. The assets of TexPool Prime are the only source of payments to the Participants. There is no secondary source of payment for the pool such as insurance or State guarantee. Should you require a copy of the portfolio, please contact TexPool Participant Services.

PARTICIPANT SUMMARY

	Number of Participants	Balance
School District	75	\$613,348,681.03
Higher Education	8	\$47,737,664.56
Healthcare	8	\$10,324,789.58
Utility District	5	\$45,984,095.95
City	34	\$223,856,788.44
County	19	\$184,448,198.43
Other	19	\$112,555,514.58

TEXPOOL PRIME

DAILY SUMMARY						
Date	Money Mkt. Fund Equiv. (SEC Std.)	Daily Allocation Factor	TexPool Prime Invested Balance	Market Value Per Share	WAM Days (1)	WAM Days (2)
2/1	0.0466%	0.000001278	\$1,475,465,709.75	1.00004	43	50
2/2	0.0466%	0.000001278	\$1,475,465,709.75	1.00004	43	50
2/3	0.0456%	0.000001248	\$1,486,101,676.35	1.00004	40	47
2/4	0.0403%	0.000001104	\$1,506,928,107.60	1.00003	40	46
2/5	0.0438%	0.000001200	\$1,520,436,815.94	1.00003	43	49
2/6	0.0400%	0.000001097	\$1,550,827,678.13	1.00003	41	47
2/7	0.0419%	0.000001149	\$1,562,645,987.27	1.00002	41	47
2/8	0.0419%	0.000001149	\$1,562,645,987.27	1.00002	41	47
2/9	0.0419%	0.000001149	\$1,562,645,987.27	1.00002	41	47
2/10	0.0442%	0.000001210	\$1,568,423,148.39	1.00002	43	49
2/11	0.0705%	0.000001931	\$1,320,754,994.73	1.00004	53	60
2/12	0.0601%	0.000001646	\$1,340,542,846.01	1.00004	51	58
2/13	0.0666%	0.000001825	\$1,278,345,163.78	1.00005	54	62
2/14	0.0633%	0.000001735	\$1,249,359,971.53	1.00004	55	62
2/15	0.0633%	0.000001735	\$1,249,359,971.53	1.00004	55	62
2/16	0.0633%	0.000001735	\$1,249,359,971.53	1.00004	55	62
2/17	0.0633%	0.000001735	\$1,249,359,971.53	1.00004	55	62
2/18	0.0677%	0.000001856	\$1,254,375,700.58	1.00005	51	58
2/19	0.0617%	0.000001690	\$1,247,708,068.88	1.00004	50	58
2/20	0.0583%	0.000001596	\$1,249,605,501.85	1.00005	50	57
2/21	0.0488%	0.000001338	\$1,249,205,186.46	1.00004	49	56
2/22	0.0488%	0.000001338	\$1,249,205,186.46	1.00004	49	56
2/23	0.0488%	0.000001338	\$1,249,205,186.46	1.00004	49	56
2/24	0.0513%	0.000001406	\$1,247,386,932.79	1.00005	47	53
2/25	0.0529%	0.000001448	\$1,248,572,670.31	1.00005	47	54
2/26	0.0526%	0.000001442	\$1,245,279,697.38	1.00005	46	53
2/27	0.0574%	0.000001572	\$1,238,068,642.46	1.00005	46	53
2/28	0.0568%	0.000001555	\$1,238,257,323.21	1.00004	46	52
Average	0.0532%	0.000001457	\$1,354,483,564.11	1.00004	47	54

TEXPOOL

Participant Services
1001 Texas Ave. 14th Floor
Houston, TX 77002

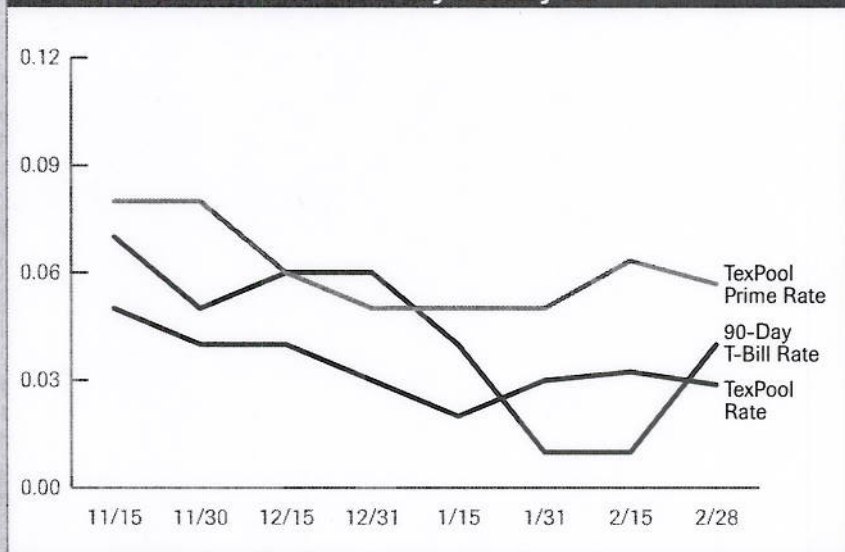
(continued from page 1)

Another positive in terms of supply has been the Treasuries. The Feb. 7 debt-ceiling deadline came and went but Congress then extended the ceiling to 2015. While this kicks the can down the road, it is far enough, and it allowed for debt issuance on the Treasury side that was eligible for money funds (including a huge issuance related to extraordinary measures). If all of this leads you to think you should see substantial change in at least the overnight to 3-month section of the yield curve, think again. There actually has been very little movement. The explanation for this is that rates would have probably been closer to zero had the Fed not been in the marketplace.

The end of January saw a floating-rate Treasury note come to the market for the first time. The Treasury offered \$15 billion of 2-year floating rate notes resetting weekly off 90-day bills at a spread of 4.5 basis points. We are eager to watch the market develop from the standpoint of both spread and liquidity.

And we continue to wait.

TexPool & TexPool Prime vs. 90-Day Treasury Bill



90-Day Treasury Bill is a short-term debt instrument backed by the national government. These are used to collect immediate cash to meet outstanding obligations.

Any private investor can invest in a Treasury bill. The 90-Day Treasury Bill is a weighted average rate of the weekly auctions of 90-Day Treasury Bills.

Agenda Item Summary Sheet (4 B.7)
Meeting Date: March 25, 2014
Submitted by: Mark Pool, Superintendent

Information Only

**Consent Agenda:
Business and Support
Services**

Review of Checks Written – February 2014

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 2013-2014 General Operating Budget.

ECISD Board Policy

None.

Effective Date

February 28, 2014

Previous Board Action

Approval of 2013-2014 General Operating Budget on September 27, 2013 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:

	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
September	\$655,949.80	\$629,351.65	\$591,106.98	\$629,530.76	\$695,282.94
October	\$970,451.63	\$640,667.05	\$655,040.01	\$710,446.37	\$894,925.72
November	\$750,661.87	\$865,783.43	\$718,579.69	\$716,741.33	\$880,283.81
December	\$853,561.12	\$720,971.25	\$355,804.15	\$620,159.58	\$741,092.88
January	\$880,591.27	\$747,638.61	\$701,991.20	\$771,487.77	\$828,457.21
March	\$694,107.70	\$704,337.28	\$656,212.94	\$635,776.11	\$616,434.71
Total	\$4,805,323.39	\$4,308,749.27	\$3,678,734.97	\$4,084,141.92	\$4,656,477.27
April	\$846,903.79	\$656,212.94	\$554,991.73	\$561,416.91	
May	\$758,644.83	\$620,111.02	\$891,849.50	\$894,796.41	
June	\$718,912.56	\$736,989.79	\$751,699.54	\$1,003,320.40	
July	\$718,935.08	\$658,378.35	\$762,236.64	\$966,194.37	
August	\$1,463,086.35	\$1,172,766.92	\$798,167.33	\$796,743.84	

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

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

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

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

Agenda Item Summary Sheet (4 D.1)
Meeting Date: March 25, 2014
Submitted by: Mark Pool, Superintendent

Action Required

Consent Agenda:
Curriculum and Instruction

TEKS Certification for Instructional Materials Allotment

Summary

Districts are required to certify annually to the State Board of Education and the Commissioner of Education that for each subject in the required curriculum students have access to the instructional materials that cover all of the Texas Essential Knowledge and Skills (TEKS).

The Instructional Materials Allotment and TEKS Certification form must be presented before the local board of trustees and signed by the board president, board secretary, and superintendent before it will be accepted by the Texas Education Agency.

ECISD Board Policy

EFAA – INSTRUCTIONAL MATERIALS, SELECTION AND ADOPTION

Effective Date

2014-2015 School Year

Previous Board Action

Annually the Board certifies that for each subject in the required curriculum students have access to instructional materials that cover all of the TEKS.

Future Action Expected

Annually the Board certifies that for each subject in the required curriculum students have access to instructional materials that cover all of the TEKS.

Background Information and Significant Issues

See TEA Correspondence.

Fiscal Impact

Certification must be complete before TEA will disburse our Instructional Materials Allotment.

Student and Public Benefit

Students are guaranteed by the district to have access to instructional materials that cover the entire state curriculum.

Procedural and Reporting Implications

Instructional Materials Allotment and TEKS Certification form must be submitted to TEA.

Public Comments

None.

Alternatives	None.
Other Comments and Related Issues	None.
Attachments	<ul style="list-style-type: none"> • Instructional Materials Allotment and TEKS Certification form
Contact Person(s)	<p>Kelly Waters, Assistant Superintendent of Curriculum and Instruction</p> <p>Kyle Poenitzsch, District Instructional Materials Coordinator</p>
Action Required	Motion, second and majority vote to approve the Instructional Materials Allotment and TEKS Certification for 2014-2015.
Superintendent's Recommendation	<p>I recommend that you approve the Instructional Materials Allotment and TEKS Certification for 2014-2015 as a part of the Consent Agenda.</p> <p>Mark Pool, Superintendent of Schools</p>

Instructional Materials Allotment and TEKS Certification, 2014-2015

Certification:

The district superintendent, along with the president and secretary of the local board of trustees, or the officers of the governing body of the charter school, certify the following:

- 1) That the instructional materials selections transmitted via EMAT have been approved for use in our district or charter school. We understand that all instructional materials adopted by the state are appropriate for use in Texas schools.
2) That this district's instructional materials allotment will be used only for expenses allowed by TEC §31.0211, 82nd Texas Legislature.
3) That this district purchases instructional materials that will assist the district in satisfying performance standards under Texas Education Code (TEC) §39.0241, Satisfactory Performance Standards, on assessment instruments adopted under TEC §39.023(a) and (c), 82nd Texas Legislature.
4) That any instructional materials used by this district should collectively cover all elements of the essential knowledge and skills of the required curriculum, other than physical education for each subject and grade level.
5) That this district will provide the title and publication information for any instructional materials requisitioned or purchased by the district with the district's instructional materials allotment.

Table with 2 columns: Certified (checkboxes), Grade Level (Kindergarten through Grade 12). All checkboxes are checked.

Table with 2 columns: Certified (checkboxes), Subject Area (CAREER & TECHNICAL EDUCATION (CTE), ENGLISH LANGUAGE PROFICIENCY STANDARDS, FINE ARTS, HEALTH, LANGUAGE ARTS AND READING, LANGUAGES OTHER THAN ENGLISH, MATHEMATICS, SCIENCE, SOCIAL STUDIES AND HISTORY, TECHNOLOGY APPLICATIONS). All checkboxes are checked.

Signature of Superintendent: Robert Marsh Pool

Signatures of Board President and Secretary or Governing Board Officers

Mail to: Texas Education Agency, Instructional Materials and Educational Technology, 1701 North Congress Avenue, Austin, TX 78701

OR Fax to: (512) 475-3612

Business and Operations Discuss Possible Issuance of Maintenance Tax Notes

Summary

At the last regular board meeting Financial Advisor, Lewis Wilks, presented a *Refunding and New Money Analysis for Maintenance Tax Notes*. The analysis looked at two possible options:

Scenario I – would refund Series 2005 Maintenance Tax Notes and provide \$2,000,000 in “new money” for capital improvement renovations (no new construction) and/or equipment purchases.

Scenario II - would refund Series 2005 Maintenance Tax Notes and provide \$1,000,000 in “new money” for capital improvement renovations (no new construction) and/or equipment purchases.

If we proceed with either of these options I will need to notify our financial advisor and bond counsel so that the appropriate steps can be taken.

ECISD Board Policy

CFF (LEGAL), LOCAL REVENUE SOURCES, LOANS AND NOTES

Effective Date

April 1, 2014

Previous Board Action

The Board previously issued the Maintenance Tax Notes, Series 2005, under a performance contract with *TAC America* for an energy management retrofit.

At the regular meeting on February 25, 2014, the Board heard a presentation by Financial Advisor, Lewis Wilks, of U.S. Capital Advisors.

Future Action Expected

The Board could consider approving the issuance of Maintenance Tax Notes, Series 2014, to refund the existing maintenance tax notes and provide some additional new money for facility renovations.

Background Information and Significant Issues

The following is a comparison of the two options:

	Scenario I	Scenario II
Refunded Bonds	Series 2005 Maintenance Tax Notes	Series 2005 Maintenance Tax Notes

New Money	\$2,000,000	\$1,000,000
Assumptions	Bank Qualified	Bank Qualified
Bond Par Amount	\$2,685,000	\$1,715,000
Refunded Bond Par Amount	\$700,000	\$700,000
PV Savings	\$59,071	\$49,192
PV % Savings	8.70%	7.58%
Cash Flow Savings	\$64,083	\$53,521
Estimated Annual Cash Flow Savings	\$8,010	\$6,690
True Interest Cost	1.58%	1.58%
Average Life (Refunding Bonds)	3.907 Years	3.892 Years
Average Coupon (Refunding Bonds)	4.66%	4.66%

Fiscal Impact

See estimated annual cash flow savings.

Student and Public Benefit

Either of these could provide some immediate funds for renovation projects and savings by refunding current existing debt.

Procedural and Reporting Implications

Notification to financial advisor and bond counsel to proceed with preparing documents.

Public Comments

None.

Alternatives

None.

Other Comments and Related Issues

The following information is on the Maintenance Tax Note, Series 2005, to be refunded:

Maturity		Coupon	Maturity Amount	Call Date
Year	Date			
2015	Feb. 15	5.000%	\$85,000	4/25/2014
2016	Feb. 15	5.000%	\$90,000	4/25/2014
2017	Feb. 15	5.000%	\$95,000	4/25/2014
2018	Feb. 15	5.000%	\$100,000	4/25/2014
2019	Feb. 15	4.500%	\$105,000	4/25/2014
2020	Feb. 15	4.500%	\$110,000	4/25/2014
2021	Feb. 15	4.500%	\$115,000	4/25/2014
Total			\$700,000	

Attachments

None.

Contact Person(s)

Mark Pool, Superintendent of Schools
David Bright, Assistant Superintendent for Finance and Operations

Action Required

Consensus agreement to authorize Superintendent to contact the district's financial advisor and bond counsel to prepare documents for transaction.

Superintendent's Recommendation

Discussion Only.
Mark Pool, Superintendent of Schools

Action Required

Business and Operations Extra Duty Pay Rate Schedule

Summary

Periodically throughout the year we pay both contract and non-contract employees for duties performed after hours and outside of their regular duties and responsibilities. The District has never established a set amount for these duties, which has in some cases led to some inequity in the amounts paid.

Based upon the amounts that have generally been paid for extra duties we have developed a proposed extra duty pay rate schedule. After this year, this schedule will become of the compensation plan approved by the Board annually, but we are asking you to approve the schedule at this time for the remainder of this school year.

ECISD Board Policy None.

Effective Date June 1, 2014

Previous Board Action None.

Future Action Expected The Board will annually consider this pay rate schedule with the district's compensation plan.

Background Information and Significant Issues We have adjusted some of the amounts that have traditionally been paid to eliminate inequities.

Fiscal Impact None.

Student and Public Benefit Paying off the debt improves the District's financial position.

Procedural and Reporting Implications The Pay Rate Schedule will be included as part of the District's Compensation Plan.

Public Comments None.

Alternatives None.

Other Comments and Related Issues

None.

Attachments

- Proposed Pay Rate Schedule

Contact Person(s)

Mark Pool, Superintendent of Schools

David Bright, Assistant Superintendent of Finance and Operations

Terese Faas, Human Resources Coordinator

Action Required

Motion, second and majority vote to approve the Extra Duty Pay Rate Schedule.

Superintendent's Recommendation

I recommend that you approve the recommended Extra Duty Pay Rate Schedule.

Mark Pool, Superintendent of Schools

PAY RATE SCHEDULE**2014-2015 (as of June 1, 2014)****BUS AIDE / MONITOR**

Employed Aide	Regular hourly rate	
Employed paraprofessional (e.g. clerical)	C/P PG 1 hourly rate	(based on years exp)
Substitute	\$9.16	min Para PG 1

BUS DRIVERS

Athletic Run, Sp Ed Route, Mid-day Run, Lead Driver, Car Driver, Tutorials	Regular hourly rate	
Bus Inspections	\$13.57	min MT PG5 or sub rate
Extra hours - Training (Reg III), meetings, etc.	\$7.25	minimum wage
Substitute drivers	\$13.57	min MT PG5
Summer School	Regular hourly rate	
Trip Tickets (including Coaches driving to games)	\$13.57	min MT PG5 or sub rate
Wait time (including Athletic run)	\$7.25	minimum wage

DETENTION HALL - Saturday - PM

Professional	\$20.00	
Paraprofessional	\$12.50	

FAMILY LITERACY / PARENTING CLASSES

Professional	\$30.00	
Paraprofessional Aide - Instruction	\$15.00	
Paraprofessional - Aide -(babysitting)	\$12.50	
Bus Driver	\$13.57	min MT PG5 or sub rate

FOOD SERVICE

Extra hours for meetings	Regular hourly rate	
Substitute	\$7.25	minimum wage

HOMEBOUND TEACHER

Professional	\$30.00	
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MAKE UP DAYS

Professional	\$20.00	
Paraprofessional	\$12.50	

SPECIAL ED - IN-HOME TRAINING / SUMMER**AUTISM - VI - O&M - DIAG**

Professional	Regular hourly rate	
Para professional - Aide	\$12.50	

SUMMER SCHOOL / EXTENDED YEAR PROGRAMS		
Principal	\$35.00	
Professional	\$30.00	
Paraprofessional	\$12.50	
RN Nurse	\$30.00	
LVN Nurse	\$15.00	
Bus Aide	\$12.50	
Bus Driver	Regular hourly rate	
SUMMER TECHNOLOGY HELP		
	\$15.00	
STUDENT WORKERS		
	\$7.25	<i>minimum wage</i>
TEEN COURT		
	Regular hourly rate	
TRAINING (AVID, GT etc...) (REQUIRED) - SUMMER		
Professional	\$125.00 per day	
TRANSLATING		
Professional or Paraprofessional	\$20.00	
TUTORIALS		
Professional / Certified /Retired EC Teacher	\$30.00	
Paraprofessional / Aides in District	\$12.50	
TUTORIALS / INTERVENTION / STUDENT SUCCESS		
Professional / Certified /Retired EC Teacher	125.00 per day	
Degreed	90.00 per day	
Non- Degreed - Retired Aide	75.00 per day	
TUTORS - AVID		
Training	\$10.00	
1st Year	\$12.00	
2nd Year	\$14.00	
Certified Teacher	\$14.00	
OTHER		
Assisting Cheerleading Tryouts		
Tabulating for Derby Doll Tryouts		
Professional	\$20.00	

Governance	Review of Proposed Superintendent Performance Goals
Summary	<p>Planning is a primary responsibility of the Board. Through the development of district goals and performance goals for the Superintendent, the Board defines their expectations and priorities. The performance goals established by the Board and Superintendent become an integral part of the Superintendent evaluation process.</p> <p>According to research conducted by Katzenbach & Smith in 1993, <i>“Transforming broad directives into specific and measurable performance goals is the surest first step for a team trying to shape a common purpose.”</i></p> <p>The Board generally reviews and/or revises the district goals in the spring or early summer following the superintendent’s evaluation in January. Once the district goals are approved by the Board the superintendent performance are developed to address the district goals.</p>
ECISD Board Policy	BJCD (LOCAL), SUPERINTENDENT: EVALUATION
Effective Date	February 1, 2014 – January 31, 2015
Previous Board Action	The Board annually approves performance goals for the Superintendent.
Future Action Expected	The Board develops goals for the district and sets performance goals for the Superintendent annually.
Background Information and Significant Issues	<p>One of the four best practices identified under the Planning and Governance section of the <i>TASB Effective Board Practices Inventory</i> states that “a comprehensive statement of goals for the district is in place.” Several of the criteria under this section address superintendent performance goals, how they are reviewed, and their implications in the superintendent evaluation process:</p> <p>2.3 The board is familiar with the administration’s written plans for accomplishing the goals. The plan includes time lines for implementation, specific mechanisms for assessing the effectiveness of the plans, and specific times for reporting to</p>

the board on progress.

3.2 The board's superintendent evaluation instrument and process focus first and foremost on the superintendent's success in addressing board-adopted goals.

Fiscal Impact	Unknown.
Student and Public Benefit	Clear, measurable goals provide direction and focus for the district administration in the operations of the school. Periodic review of these goals insures that the administration is making progress toward accomplishment of the goals.
Procedural and Reporting Implications	None.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	Once these performance goals are approved by the Board, an action plan for accomplishing the goals will be developed and presented for Board review.
Attachments	<ul style="list-style-type: none">• Proposed Superintendent Performance Goals for 2014
Contact Person(s)	Mark Pool, Superintendent of Schools
Action Required	No action required.
Superintendent's Recommendation	This is a discussion item only. Mark Pool, Superintendent of Schools

Agenda Item Summary Sheet (7 B)
Meeting Date: March 25, 2014
Submitted by: Mark Pool, Superintendent

Information Only

Governance	Review of Proposed Plan to Review and Revise Employee Performance Evaluation Procedures
Summary	Following the Special Meeting on March 3, 2014, we have developed a plan for reviewing, and if necessary revising, our employee performance evaluation procedures.
ECISD Board Policy	DN (LOCAL), PERFORMANCE APPRAISAL DNA (LEGAL) (LOCAL), PERFORMANCE APPRAISAL, EVALUATION OF TEACHERS DNB (LEGAL) (LOCAL), PERFORMANCE APPRAISAL, EVALUATION OF OTHER PROFESSIONAL EMPLOYEES
Effective Date	March 25, 2014.
Previous Board Action	Special Meeting to discuss the performance appraisal process of district personnel
Future Action Expected	See Proposed Task List
Background Information and Signification Issues	This process will include the review and possible revision of: <ul style="list-style-type: none">• District Organizational Chart• Employee Job Descriptions• Employee Job Performance Evaluation Process and Documents• Use of District and Campus Student Performance Data
Fiscal Impact	None.
Student and Public Benefit	Efficient and effective employee performance evaluation process.
Procedural and Reporting Implications	Periodic reports to the Board of Trustees. See proposed task list.
Public Comments	None.

Alternatives	None.
Other Comments and Related Issues	None.
Attachments	<ul style="list-style-type: none"> • Proposed Task List
Contact Person(s)	<p>Mark Pool, Superintendent of School</p> <p>Kelly Waters, Assistant Superintendent of Curriculum and Instruction</p> <p>David Bright, Assistant Superintendent of Finance and Operations</p> <p>Carolyn Gordon, Director of Federal Programs and Compliance</p>
Action Required	None.
Superintendent's Recommendation	<p>This is a discussion item only.</p> <p>Mark Pool, Superintendent of Schools</p>

Governance	Review of TASB Policy Update 99
Summary	<p>Localized Policy Update 99 is the second of two post-legislative updates and focuses primarily on changes in law from the 83rd Legislative Session that were not included in Update 98 and recent amendments to the Administrative Code as a result of recent legislation.</p> <p>Major topics include:</p> <ul style="list-style-type: none">• District Legal Counsel• Safety Programs• Graduation• Credit by Examination• Student Discrimination and Harassment
ECISD Board Policy	BF (LOCAL), BOARD POLICES
Effective Date	Following approval by the Board at the next regular meeting.
Previous Board Action	None.
Future Action Expected	The Board will act to approve all new LOCAL policies at the next regular meeting.
Background Information and Signification Issues	Please bear in mind that the (LEGAL) policies reflect the ever-changing legal context for governance and management of the district. They should not be adopted but, rather, should inform local decision making. The (LOCAL) policy recommendations in this update will need close attention by both the administration and the board to ensure that they reflect the practices of the district and the intentions of the board. Board action will be needed to adopt, revise, or repeal (LOCAL) policy.
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	None.
Public Comments	None.
Alternatives	None.
Other Comments and Related Issues	None.
Attachments	<ul style="list-style-type: none"> • Explanatory Notes for TASB Localized Policy Manual Update 99 • Highlighted Policy Changes • <i>Vantage Points</i> (separate document)
Contact Person(s)	Mark Pool, Superintendent of School
Action Required	None.
Superintendent's Recommendation	<p>This is a discussion item only.</p> <p>Mark Pool, Superintendent of Schools</p>

Explanatory Notes

TASB Localized Policy Manual Update 99

District: El Campo ISD

ATTN (NOTE) GENERAL INFORMATION ABOUT THIS UPDATE

Please note: Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to bills from the 83rd Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted. Throughout the explanatory notes, House Bill is abbreviated as HB and Senate Bill is abbreviated as SB.

A18 (INTRO) INTRODUCTION

We have revised the Introduction to the manual for clarification and to update the list of terms and abbreviations.

AG (LEGAL) HOME-RULE DISTRICTS

This legally referenced policy addressing the option to operate the district under a home-rule charter is recommended for inclusion in the district's policy manual. These existing statutory provisions explain the legal requirements to become a home-rule charter and applicable law once a home-rule charter is established.

AIA (LEGAL) ACCOUNTABILITY
ACCREDITATION AND PERFORMANCE INDICATORS

Revisions to this legally referenced material addressing accreditation are from HB 5:

- As a condition of ACCREDITATION, districts must now make Algebra II available to each high school student.
- At STUDENT ACHIEVEMENT INDICATORS, the definition of "required improvement" has been amended to refer to college readiness.
- QUALITY OF LEARNING INDICATORS must include the percentage of students who meet the requirements for the foundation high school program, the distinguished level of achievement under the foundation program, and each endorsement. For each campus, the indicators must also include the number of students, disaggregated by student populations, who take courses under the foundation program and take additional courses to earn an endorsement, disaggregated by type of endorsement.

AIC (LEGAL) ACCOUNTABILITY
INVESTIGATIONS AND SANCTIONS

HB 5 requires a district that follows the recommendations from an ON-SITE INVESTIGATION to make reasonable efforts to seek assistance from a third party in developing an action plan for improving district performance.

The criteria for the Commissioner to authorize a SPECIAL ACCREDITATION INVESTIGATION were also revised as a result of the legislative session.

Explanatory Notes

TASB Localized Policy Manual Update 99

CCE (LEGAL) LOCAL REVENUE SOURCES
ATHLETIC STADIUM AUTHORITY

This legally referenced policy addressing the creation of an athletic stadium authority is recommended for inclusion in the district's policy manual. These existing statutory provisions explain how the board establishes an authority and that the authority can issue revenue bonds for any of its purposes.

CCG (LEGAL) LOCAL REVENUE SOURCES
AD VALOREM TAXES

HBs 97 and 709 amended provisions regarding the individuals eligible to pay taxes on a residence homestead through **INSTALLMENT PAYMENTS**. See page 8.

Beginning on page 10 at Section V, addressing exemptions, we have significantly reorganized and revised the text, including:

- Removing provisions addressing common school districts;
- Deleting provisions on an obsolete tax limitation;
- Updating provisions on **PORTABILITY OF TAX CEILING**;
- Adding existing statutory provisions regarding tax limitations for surviving spouses of deceased individuals who had qualified for an exemption based on age at **SURVIVING SPOUSE OF PERSONS 65 OR OLDER**;
- Adding an existing statutory provision allowing a partial year exemption for a **100 PERCENT DISABLED** veteran;
- Adding a provision from HB 97 allowing partial exemption of a residence homestead donated to a disabled veteran by a charitable organization at **PARTIALLY DISABLED WITH DONATED RESIDENCE**;
- Adding a provision from SB 163 exempting the residence homestead of the surviving spouse of a military member killed in action at **SURVIVING SPOUSE OF INDIVIDUAL KILLED IN ACTION**;
- Adding an existing statutory provision allowing a **DISABLED VETERAN** a partial exemption for property, which can be, but is not required to be, a residence homestead; and
- Updating the **OPTIONAL EXEMPTIONS**.

In addition to the above changes, we have added a table of contents and reordered several provisions.

CFB (LEGAL) ACCOUNTING
INVENTORIES

This legally referenced policy addressing inventories is recommended for inclusion in the district's policy manual. These existing provisions from the Administrative Code include the obligation for the district to maintain inventories of its assets in accordance with the *TEA Financial Accountability System Resource Guide*.

Explanatory Notes

TASB Localized Policy Manual Update 99

**CFEA (LOCAL) PAYROLL PROCEDURES
SALARY DEDUCTIONS AND REDUCTIONS**

This local policy addressing salary deductions and reductions is recommended for deletion. Several of the items listed as optional deductions are now included as mandatory deductions in the legally referenced policy at this code and therefore are unnecessary to list in local policy. Other employee requests for deductions can be addressed in administrative regulations.

The provisions addressing deductions for unauthorized leave are included in DEC(LOCAL), the policy on leaves and absences.

CG (LEGAL) BONDED EMPLOYEES AND OFFICERS

This legally referenced policy addressing bonding of employees and officers is recommended for inclusion in the district's policy manual. These existing statutory provisions explain the circumstances when district employees and officers are required to post bond.

CK (LOCAL) SAFETY PROGRAM/RISK MANAGEMENT

The recommended revisions to this local policy addressing safety are to reflect common district practice and to streamline the policy. Recognizing that it is impractical to include the details of the district's safety and risk management programs in board policy, the recommended policy text gives broad authority to the superintendent to develop, implement, and promote comprehensive safety programs to address the safety of all who interact with the district.

In line with the broad scope of CK(LOCAL), specific provisions addressing student safety at FFF(LOCAL) are recommended for deletion. See FFF(LOCAL), below.

**COB (LEGAL) FOOD SERVICES MANAGEMENT
FREE AND REDUCED-PRICE FOOD PROGRAM**

Effective with the 2014–15 school year, SB 376 requires that, if 80 percent or more of the students on a campus that participates in the national school BREAKFAST PROGRAM qualify for a free or reduced-priced breakfast, the campus must offer a free breakfast to every student.

The district may obtain for a campus a waiver from this requirement, not to exceed one year, if the board lists the issue separately on the agenda, receives public comment, and votes to request the waiver at the annual meeting to adopt the budget and tax rate.

**CRF (LEGAL) INSURANCE AND ANNUITIES MANAGEMENT
UNEMPLOYMENT INSURANCE**

We have added existing statutory provisions that address how a district should handle the INITIAL CLAIM AND RESPONSE to a claim for unemployment benefits.

Explanatory Notes

TASB Localized Policy Manual Update 99

**CRG (LEGAL) INSURANCE AND ANNUITIES MANAGEMENT
DEFERRED COMPENSATION AND ANNUITIES**

A new provision from SB 366 permitting a district to establish ROTH CONTRIBUTION PROGRAMS, if authorized by federal law, has been added on page 1.

**DAC (LOCAL) EMPLOYMENT OBJECTIVES
OBJECTIVE CRITERIA FOR PERSONNEL DECISIONS**

This local policy addressing objective criteria for personnel decisions is recommended for deletion. The policy was originally required by Civil Order 5281, which is no longer applicable to your district.

**DBD (LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST**

The Texas Constitution prohibits individuals from holding at the same time more than one civil office of emolument, with certain exceptions. An existing statutory provision, added at HOLDING CIVIL OFFICE on page 4, clarifies that state military service is not considered to be a civil office of emolument. Therefore, state military service would not disqualify an individual from employment at a school district during the period of military service.

**DEAA (LEGAL) COMPENSATION AND BENEFITS
INCENTIVES AND STIPENDS**

HB 1751 repealed the District Awards for Teacher Excellence (DATE) program and created the Educator Excellence Innovation Program (EEIP), which is a competitive grant program for the purpose of systematically transforming educator quality and effectiveness. New Commissioner rules on the EEIP, effective November 18, 2013, address:

- District eligibility;
- The requirement to develop a local educator excellence innovation plan;
- Use of grant funds, which can include mentoring, evaluation systems, restructuring of the school day or year, alternative teacher compensation or retention systems, and incentives to reduce turnover; and
- Waiver requests for certain statutory requirements, which require approval by a majority of the educators employed at each campus for which the waiver is sought, along with other conditions listed in the policy.

DK (LEGAL) ASSIGNMENT AND SCHEDULES

Changes to this policy are a result of amendments to State Board for Educator Certification rules:

Explanatory Notes

TASB Localized Policy Manual Update 99

At LIMITATIONS ON TAKING EXAMINATIONS, the rules repeat statutory provisions prohibiting a student from attempting to earn credit by examination for a specific high school course more than two times and requiring enrollment in the course if a student fails to earn credit by examination for a specific high school course before the school year in which the student would ordinarily enroll in the course.

EHDC (LOCAL) ALTERNATIVE METHODS FOR EARNING CREDIT CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION

HB 2694, SB 1365, and recent State Board rules prompted recommended changes to this policy regarding credit by examination without prior instruction. Because many of the issues previously recommended for inclusion in local policy are now addressed in the rules, we recommend deleting from this local policy provisions addressing selection of test dates, requests for alternate examinations or test dates, fees, and award of credit. The broad language in the first paragraph of the policy requires the district to provide opportunities for credit by examination in accordance with law and State Board rule using examinations that, as required by law, are approved by the school board.

EIF (LEGAL) ACADEMIC ACHIEVEMENT GRADUATION

This legally referenced policy addressing graduation has been extensively revised as a result of legislation and new State Board of Education rules.

As a result of HB 5, at the high school level, a staff member must review PERSONAL GRADUATION PLAN (PGP) options with all entering ninth graders and their parents. By the end of the school year, the student and parent must sign a PGP that identifies a course of study. A student may change his or her PGP; if so, the district must notify the student's parent.

Beginning on page 5 are new State Board rules addressing graduation requirements for STUDENTS ENTERING GRADE 9 IN THE 2014–15 SCHOOL YEAR and specific requirements for the FOUNDATION HIGH SCHOOL PROGRAM, including information on endorsements, permissible substitutions for physical education and fine arts, and performance acknowledgements.

Other changes, beginning on page 10, address the TRANSITION TO THE FOUNDATION HIGH SCHOOL PROGRAM and are a result of new Commissioner's rules, effective December 16, 2013. Students who entered grade 9 before the 2014–15 school year may graduate under one of the three previous graduation plans if they were participating in that program before the 2014–15 school year, or these students can graduate under the foundation program if they take courses under it during the 2014–15 school year. At any time prior to graduation, these students may choose to complete a different high school program than that selected by the student in the 2014–15 school year.

We have deleted obsolete provisions regarding graduation requirements for students who entered grade 9 before the 2007–08 school year.

Please note: In early March, Policy Service sent the district a brief electronic survey to gather information about the district's decisions regarding the foundation graduation program that must be included in board-adopted policy, such as whether the district will require additional credits for graduation and whether students may substitute certain courses and activities for physical education and fine arts credits. From the survey responses, the district's policy consultant will develop and send a draft of EIF(LOCAL) for board adoption, separate from Update 99.

Explanatory Notes

TASB Localized Policy Manual Update 99

EKB (LEGAL) TESTING PROGRAMS STATE ASSESSMENT

Revised Commissioner's rules, effective February 13, 2014, resulted in changes to this legally referenced policy.

- For **STUDENTS ENROLLED BELOW HIGH SCHOOL LEVEL** who take a high school course with an applicable end-of-course (EOC) assessment, the assessment result shall be applied toward the student's high school assessment graduation requirements. See page 5.
- At **ASSESSMENT REQUIREMENTS FOR GRADUATION**, the rules clarify that a student must meet satisfactory performance on each required EOC assessment to receive a Texas diploma. However, the rules provide **EXCEPTIONS** for a student who was administered separate reading and writing EOC assessments under certain circumstances.
- The rules deleted a provision addressing students receiving **SPECIAL EDUCATION** services who are enrolled in a course for which there is no alternative version of the EOC assessment and a provision allowing a student to request to take an EOC when the student is not required to take an EOC assessment.
- On page 7, the rules prohibit an EOC assessment from being used for the purposes of **CREDIT BY EXAMINATION**.
- At **RETAKES**, the rules clarify that if a student must retake a course that he or she failed but for which the student achieved satisfactory performance on the EOC assessment, the student is not required to retake the assessment.

At **SUBSTITUTE ASSESSMENTS**, on page 6, we have added new Commissioner's rules, effective December 16, 2013. These rules explain when a student is eligible to use a substitute assessment in place of an EOC assessment required for graduation. A substitute assessment may be used in place of only one EOC assessment. After the student provides his or her score on a substitute assessment, the district must verify the results.

Text on exit-level assessments has been deleted, as students subject to these graduation testing requirements will graduate in 2014.

Revised Commissioner's rules, effective March 2, 2014, clarify that a district must notify each student's teacher in the tested subject of the student's test results. See **TO PARENTS, STUDENTS, AND TEACHERS** on page 8.

FBA (LEGAL) EQUAL EDUCATIONAL OPPORTUNITY SERVICE ANIMALS

Changes to this policy are from HB 489, which updated state law provisions regarding assistance animal access to public facilities to better correspond with the federal Americans with Disabilities Act rules regarding service animals.

As reflected on page 3, an **ASSISTANCE ANIMAL** may also be referred to as a service animal and is now limited to dogs. Specific statutory requirements regarding the trainer of an assistance animal in training have been deleted.

Explanatory Notes

TASB Localized Policy Manual Update 99

At HARASSMENT AND HARM PROHIBITED, an existing statutory definition of *harass* has been added to support existing provisions prohibiting harassment and other such activities against an assistance animal. Another new provision provides that a person is not entitled to ask about a service animal's qualifications or certifications for purposes of granting access to a public facility except as needed to determine the type of assistance provided by the animal.

The bill also amended the PENALTIES that may be assessed against a person who violates state law regarding assistance animal access.

FFF (LOCAL) STUDENT WELFARE
 STUDENT SAFETY

As mentioned above, the content of this local policy addressing student safety is covered under the broad provisions of CK(LOCAL). Therefore, this local policy is recommended for deletion.

FFH (LOCAL) STUDENT WELFARE
 FREEDOM FROM DISCRIMINATION, HARASSMENT, AND
 RETALIATION

Based on recommendations by the U.S. Department of Education, Office for Civil Rights (OCR), we have amended the text of this policy to clarify that the TITLE IX COORDINATOR also handles reports of gender-based harassment and to require that the district give NOTIFICATION OF THE OUTCOME of an investigation to the relevant parties.

Recommended changes at INVESTIGATION OF THE REPORT explain how the district should proceed with its investigation when a criminal or regulatory investigation is occurring at the same time. The revisions provide that if a law enforcement or regulatory agency notifies the district of an investigation, the district will confer with the criminal or regulatory agency to determine if the district's investigation would impede the agency's investigation. During the agency investigation, the district will continue with its investigation only to the extent that it does not impede the agency investigation. Once the agency has finished gathering its evidence, however, the district is obligated to resume its investigation. Prior to completion of the district's investigation, and regardless of whether a criminal or regulatory investigation is pending, the district must take INTERIM ACTION if appropriate to address prohibited conduct or bullying.

At CONCLUDING THE INVESTIGATION, we have clarified that a pending agency investigation could constitute an extenuating circumstance that would prevent the district from completing its investigation within 10 business days.

A recommended change at CORRECTIVE ACTION replaces a reference to *harassment* with *prohibited conduct* for consistency with the terminology throughout the policy.

Language at APPEAL has been amended to clarify that either a student or *parent* may appeal the outcome of an investigation.

Please note: Board action may also be required for FB(LOCAL) and DIA(LOCAL). Carefully review the contact information for the district's TITLE IX COORDINATOR and ADA/SECTION 504 COORDINATOR in FFH(LOCAL). If the contact information has changed, you will need to update the information in this policy and in FB(LOCAL). If the same individuals serve as the coordinators for students and employees, you will also need to update DIA(LOCAL). Contact your policy consultant for drafts, since any policy revisions will need board action.

Explanatory Notes

TASB Localized Policy Manual Update 99

GB (LEGAL) PUBLIC INFORMATION PROGRAM

This legally referenced policy addressing notification to students and parents about indoor pest control application is recommended for deletion. This provision is already included in FD(LEGAL), addressing student admissions.

GBA (LEGAL) PUBLIC INFORMATION PROGRAM ACCESS TO PUBLIC INFORMATION

Changes to the definition of "public information" on page 1 are from SB 1368. Public information now includes information that is *written* or *produced* (in addition to collected, assembled, or maintained) under a law or ordinance or in connection with the transaction of official business:

- For a board that spends public money to write, produce, collect, assemble, or maintain the information; or
- By an individual officer or employee of a district in his or her official capacity if the information pertains to official business of the district.

The definition of public information also includes any electronic communication on any device if the communication is in connection with the transaction of official business. New definitions of "official business" and "in connection with the transaction of official business" and a list of the FORMS OF PUBLIC INFORMATION have been added.

A new provision from HB 2414 and SB 1297 on page 3 provides that if a board maintains an ONLINE MESSAGE BOARD, communications removed from the board must be maintained for six years and are public information.

Regarding public access to PERSONAL INFORMATION, HB 2961 prohibits a district from requiring an employee or former employee to choose whether to allow access to the employee's or former employee's social security number.

The date of birth of PEACE OFFICERS/SECURITY OFFICERS and certain other individuals is confidential in accordance with HB 1632. See page 4.

There are several changes to the list of INFORMATION EXCEPTED FROM PUBLIC DISCLOSURE beginning on page 7:

- At item 2, a Texas Supreme Court case from 2010 explains the balancing test that will be applied to the disclosure of an employee's birth date;
- At item 12, a new provision from SB 1512 prohibits a district from releasing a sensitive crime scene image that is in the district's possession;
- At item 21, HB 1009 protects from disclosure the identity of a school marshal; and
- At item 34, HB 3357 expands the protections for records related to participants in the TRS retirement program.

Explanatory Notes

TASB Localized Policy Manual Update 99

GKA (LEGAL) COMMUNITY RELATIONS
CONDUCT ON SCHOOL PREMISES

A revision at TRESPASS on page 1 is to better track the statutory language, which provides that an *unauthorized* person who trespasses on school district grounds commits a misdemeanor.

GNC (LEGAL) RELATIONS WITH EDUCATIONAL ENTITIES
COLLEGES AND UNIVERSITIES

At DROPOUT RECOVERY PROGRAM beginning on page 2, we have deleted obsolete text, including an effective date and provisions limiting district eligibility.

(LOCAL) Policy Comparison Packet

Each marked-up (LOCAL) policy in this collection reflects an automated comparison of the updated policy with its precursor, as found in the TASB Policy Service records.

The comparison is generated by an automated process that shows changes as follows.

- *Deletions* are shown in a red strike-through font: ~~deleted text~~.
- *Additions* are shown in a blue, bold font: **new text**.
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text's destination from its origin: ~~moved text~~ becomes moved text.
- *Revision bars* appear in the right margin, as above.

While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow.

For further assistance in understanding changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

El Campo ISD
241903

BOARD INTERNAL ORGANIZATION
ATTORNEY

BDD
(LOCAL)

The Board shall retain an attorney or attorneys, as necessary, to serve as the District's legal counsel and representatives in matters requiring legal services. Services to be performed and reasonable compensation to be paid by the Board shall be set forth in a written contract between the Board and the attorney or attorneys.

In accordance with the written contract, individual **Board members**~~Trustees~~ shall channel legal inquiries through the Superintendent, **Board President**, or **Board's**~~Board~~ designee, as appropriate, when **seeking** advice or information from the District's legal counsel ~~is sought~~.

Staff **shall submit** requests for legal advice from the District's legal counsel ~~shall be submitted~~ through the Superintendent or designee.

Upon~~A report of legal advice received shall be presented to the Board when deemed appropriate by the administration or upon~~ request of the Board **or when deemed necessary by the Superintendent, the Superintendent shall report advice from legal counsel.**

DATE ISSUED: **3/9/2014**~~4/1/2005~~
UPDATE **9975**
BDD(LOCAL)-A

ADOPTED:

1 of 1

ADMINISTRATIVE REGULATIONS

BP
(LOCAL)

DEVELOPMENT	<p>The Superintendent and administrative staff shall be responsible for developing and enforcing procedures for the operation of the District. Procedures must be consistent with Board policy and law and shall be designed to promote the achievement of District goals and objectives.</p> <p>These procedures shall constitute the administrative regulations of the District and shall consist of guidelinesguides, handbooks, manuals, and forms, and anyas well as other documents defining standard operating procedures,procedure and designated "Regulations."</p> <p>The Superintendent or designee shall ensure thatAll administrative regulations are kept up to date and are consistentshall be under the direction of the Superintendent; variations from defined procedures shall be with Board policy. The Superintendent or designee shall resolve any discrepancies among conflicting administrative regulations. In case of conflict between administrative regulations and policy, policy shall prevail.</p>
NO BOARD ACTION	<p>the prior approval of the Superintendent. Administrative regulations are subject to Board review but shall not be adopted by the Board. In case of conflict between the administrative regulations and policy, policy shall prevail.</p>
REVISION	<p>Administrative regulations may be amended at any time by the Superintendent or designated staff, with the prior approval of the Superintendent.</p>
OFFICIAL COPY	<p>The official copy of all documents constituting administrative regulations shall be kept in the Superintendent's office, and the Superintendent or designee shall be responsible for their accuracy. If discrepancies occur among different copies of administrative regulations distributed throughout the District, the official copy shall be regarded as authoritative.</p>
AVAILABILITY	<p>All administrative regulations, including manuals, guides, handbooks, and forms, shall be kept up to date and shall be made accessible to staff, students, and the public as required by law or Board policy,the Public Information Chapter of the Government Code. [See GBA]</p>

DATE ISSUED: ~~3/9/2014~~**10/6/1998**
UPDATE ~~99~~**59**
BP(LOCAL)-A

ADOPTED:

1 of 1

SAFETY PROGRAM/RISK MANAGEMENT

CK
(LOCAL)

COMPREHENSIVE
SAFETY
PROGRAMS

~~The District shall take every reasonable precaution regarding the safety of its students, employees, visitors, and all others with whom it conducts business.~~ The Superintendent or designee shall be responsible for developing, implementing, and promoting a comprehensive safety program.

~~The general areas of responsibility include, but are not limited to, the following:~~

EMERGENCY
STRATEGIES

1. ~~Guidelines and procedures for responding to emergencies.~~

LOSS PREVENTION
STRATEGIES

2. ~~Program activities intended to reduce the frequency of accident and injury, including:~~

~~a. Inspecting work areas and equipment.~~

~~b. Training frontline and supervisory staff.~~

~~c. Establishing safe work procedures and regulations.~~

~~d. Reporting, investigating, and reviewing accidents.~~

~~e. Promoting responsibility for District property on the part of students, employees, and the community.~~

LOSS CONTROL
STRATEGIES

3. ~~Program activities intended to reduce the ultimate cost of accidents and injuries through investigation and documentation.~~

LOSS FINANCING
STRATEGIES

4. ~~Program activities that identify and develop prudent methods of financing loss costs on an annual basis, including the purchase of commercial insurance, self-insured retentions, and risk pooling.~~

VEHICULAR SAFETY
STRATEGIES

5. ~~Driver education programs~~ **designed to address the** , when available.

6. ~~Vehicle safety~~ **of students,** programs.

7. ~~Traffic safety programs and studies related to~~ employees, **visitors** students, and **all others with whom** the community.

INFORMATION
MANAGEMENT

The Superintendent or designee shall be responsible for the **Dis-**
trict conducts its business collection, storage, and analysis of relevant operational and historical data required to develop sound procedures for implementation and operation of the comprehensive safety program.

EXAMINATIONS FOR ACCELERATION TEST SELECTION THE SUPERINTENDENT OR COURSE CREDIT	If designee shall be responsible for the development or selection of tests a student in grades 1–12 wishes may use to earn course credit or accelerate to the next grade level or earn course credit without having received prior instruction in the a course or grade level or course, the District shall offer opportunities in accordance with state law and State Board rules for the student to take a Board-approved examination for this purpose. Each examination shall thoroughly test the essential knowledge and skills in the applicable course or grade level.
TEST DATES	The Superintendent or designee shall establish a schedule of dates, in accordance with law, when examinations for acceleration shall be administered and shall ensure that the dates are published in appropriate District publications or on the District's Web site.
SPECIAL REQUESTS	The District may deny a parent's or student's request for an alternative examination or alternative date.
FEES	The District shall not charge for an examination for acceleration administered on the published dates or alternative dates. However, the student's parent shall pay for an alternative examination approved by the District.
CREDIT APPROVAL	The Superintendent or designee shall award course credit or approve acceleration on the basis of an examination for acceleration, in accordance with State Board rules.
KINDERGARTEN ACCELERATION	In accordance with State Board rules, the The Board shall approve procedures developed by the Superintendent or designee to allow a child who is five years old at the beginning of the school year to be assigned initially to grade 1 rather than kindergarten. Criteria for acceleration may include: <ol style="list-style-type: none">1. Scores on readiness tests or achievement tests that may be administered by appropriate District personnel.2. Recommendation of the kindergarten or preschool the student has attended.3. Chronological age and observed social and emotional development of the student.4. Other criteria deemed appropriate by the principal and Superintendent.

Note: This policy addresses discrimination, harassment, and retaliation involving District students. For provisions regarding discrimination, harassment, and retaliation involving District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. Note that FFH shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

STATEMENT OF
NONDISCRIMINATION

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

DISCRIMINATION

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

PROHIBITED
HARASSMENT

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

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FFH
(LOCAL)

SEXUAL HARASSMENT
BY AN EMPLOYEE

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
 - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DF]

BY OTHERS

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

GENDER-BASED
HARASSMENT

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

DATING VIOLENCE

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the

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	<p>student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.</p>
RETALIATION	<p>The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or participates in an investigation.</p>
EXAMPLES	<p>Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.</p>
FALSE CLAIM	<p>A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action.</p>
PROHIBITED CONDUCT	<p>In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.</p>
REPORTING PROCEDURES	<p>Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, counselor, principal, other District employee, or the appropriate District official listed in this policy.</p>
STUDENT REPORT	
EMPLOYEE REPORT	<p>Any District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.</p>
DEFINITION OF DISTRICT OFFICIALS	<p>For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.</p>
TITLE IX COORDINATOR	<p>Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:</p>

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Name: Carolyn Gordon
Position: Assistant Superintendent for Instruction
Address: 700 W. Norris Street, El Campo, TX 77437
Telephone: (979) 543-6771

ADA/
SECTION 504
COORDINATOR

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Dan Hammock
Position: Special Education Director
Address: 2620 Meadow Lane, El Campo, TX 77437
Telephone: (979) 543-9051

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

ALTERNATIVE
REPORTING
PROCEDURES

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY REPORTING

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

NOTICE TO PARENTS

The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.

INVESTIGATION OF
THE REPORT

The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.

**INITIAL
ASSESSMENT**

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District ~~official~~ shall

immediately ~~authorize or~~ undertake an investigation, **except as provided below at CRIMINAL INVESTIGATION**, ~~regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending. If not, the District official shall refer the complaint for consideration under FFI.~~

If ~~an investigation is required in accordance with this policy,~~ the District official **determines that** ~~shall also determine whether~~ the allegations, if proven, would **not** constitute **prohibited conduct** ~~bullying,~~ as defined by **this policy, the District official shall refer the complaint for consideration under** FFI.

INTERIM ACTION

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending ~~if appropriate,~~ the District shall promptly take interim action calculated to address prohibited conduct or bullying **prior to** ~~during~~ the **completion** ~~course~~ of **the District's** ~~an~~ investigation.

DISTRICT INVESTIGATION

The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

CRIMINAL INVESTIGATION

If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, the District shall promptly resume its investigation.

CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, **such as a request by a law enforcement or regulatory agency for the District to delay its investigation,** the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited con-

duct or bullying occurred. The report shall be filed with the District official overseeing the investigation.

**NOTIFICATION OF
OUTCOME**

Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.

DISTRICT ACTION
PROHIBITED
CONDUCT

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

CORRECTIVE
ACTION

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where **prohibited conduct** ~~harassment~~ has occurred, and reaffirming the District's policy against discrimination and harassment.

BULLYING

If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.

IMPROPER
CONDUCT

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.

CONFIDENTIALITY

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

APPEAL

A student **or parent** who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student **or parent** shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

RECORDS RETENTION

Retention of records shall be in accordance with FB(LOCAL) and CPC(LOCAL).

ACCESS TO POLICY
AND PROCEDURES

Information regarding this policy and any accompanying procedures shall be distributed annually in the employee and student

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handbooks. Copies of the policy and procedures shall be posted on the District's ~~website~~ ~~Web site~~, to the extent practicable, and readily available at each campus and the District's administrative offices.

Agenda Item Summary Sheet (9 A)
Meeting Date: March 25, 2014
Submitted by: Mark Pool, Superintendent

Action Required

Personnel	Consider approval of probationary or term contracts for non-administrative personnel and/or proposed non-renewal of term contracts.
Summary	<p>March is the month to consider action on non-administrator contracts. Employees entitled to a contract under Chapter 21 of the Texas Education Code will be issued either a probationary or a term contract.</p> <p>According to ECISD policy a probationary contract may be renewed for two additional one-year periods for a maximum permissible probationary contract period of three school years, except that the probationary period may not exceed one year for a person who has been employed as a teacher in public education for at least five of the eight years preceding employment by the District.</p> <p>Before a term contract can be issued an employee must be employed under a probationary contract.</p> <p>A term contract must be in writing and include the terms of employment prescribed by Education Code Chapter 21, Subchapter E; the Board may include other provisions in a term contract that are consistent with that subchapter.</p> <p>Each probationary and term contract is subject to approval of the Board.</p>
ECISD Board Policy	DCA (LEGAL). EMPLOYMENT PRACTICES: PROBATIONARY CONTRACTS DCB (LEGAL). EMPLOYMENT PRACTICES: EDUCATOR TERM CONTRACTS
Effective Date	2014-2015 School Year
Previous Board Action	Probationary or Term Contracts have been previously issued.
Future Action Expected	Action on non-administrator Chapter 21 contracts are considered each March.
Background Information and Significant Issues	There is a major difference in these two types of contracts when it comes to termination or nonrenewal.

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

Nonrenewal of a term contract is much more difficult. Before making a decision not to renew a term contract, the Board shall consider the most recent evaluations if the evaluations are relevant to the reason for the Board's action.

The Board has established reasons for nonrenewal at the end of a school year in policy DFBB (LOCAL). TERM CONTRACTS:
NONRENEWAL.

Not later than the 10th day before the last day of instruction in a school year, the Board shall notify in writing each term contract employee whose contract is about to expire its proposal to renew or not renew the contract. The Board's failure to give notice of a proposed renewal or nonrenewal constitutes an election to employ the term contract employee in the same professional capacity for the following school year.

If the employee desires a hearing after receiving notice of the proposed nonrenewal, the employee shall notify the Board in writing not later than the 15th day after receiving the notice of proposed action. The Board shall provide for a hearing to be held within 15 days after receiving written notice from the employee requesting a hearing. The Board shall use the preponderance of the evidence standard of review in making their decision in such a hearing.

Following the hearing, the Board shall take the appropriate action and notify the employee in writing of that action within 15 days following the conclusion of the hearing.

Fiscal Impact

None.

Student and Public Benefit

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

Procedural and Reporting Implications

Contracts will be issued following action by the Board.

Public Comments

None.

Alternatives

None.

Other Comments and Related Issues

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

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

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

Attachments

Personnel lists with administrators' recommendations will be presented at the meeting.

Contact Person(s)

Mark Pool, Superintendent of Schools
Terese Faas, Human Resources Coordinator
Campus Principals

Action Required

Motion, second and majority vote to approve administration's recommendation on personnel contracts.

Superintendent's Recommendation

I will have a recommendation for you Monday evening following a closed session.

Mark Pool, Superintendent of Schools