

# Agenda of Regular

## The Board of Trustees El Campo Independent School District

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A Regular of the Board of Trustees of El Campo Independent School District will be held May 20, 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. Public Comment
2. Recognition
  - A. El Campo High School Class of 2014 Valedictorian and Salutatorian 4
  - B. El Campo High School Golf Team - State Qualifiers
3. Consent Agenda
  - A. Personnel
  - B. Students
4. Curriculum and Instruction
  - A. Consider Approval of New High School Course - Lifetime Nutrition and Wellness
5. Closed Session:
6. Personnel
  - A. Review Elementary Principal Selection Process
  - B. Consider Approval of Superintendent's Recommendation for Elementary School Principal
7. Call to Order/Opening Prayer/Pledge of Allegiance
8. El Campo FFA Career Development Teams - State Qualifiers
  - A. Dairy Cattle Team - State Champions
  - B. Vet Tech Team - Seventh Place
9. Outgoing Trustees - Kristi David; Tim Supak
10. Governance
11. Consider Approval of the Minutes 7
12. April 22, 2014 Regular Meeting 9
13. Business and Support Services
  - A. Consider Approval of Budget Amendments 13
14. Monthly Report on High School Baseball and Softball Fields Complex Construction Progress Meetings 17
15. Review Application and Certification for Payment No. 8 43
16. Review RWS Invoice 50
17. Review of Monthly Financial Reports 58
18. Review of Checks Written for the Month of April, 2014 66
19. Curriculum and Instruction
20. Business and Operations
  - A. Consider Approval of Resolution Authorizing the Issuance, Sale and Delivery of El Campo Independent School District Maintenance Tax & Refunding Notes, Series 2014; Authorizing the Redemption Prior to 68

Maturity of Certain Outstanding Notes; and Containing Other Matters Related Thereto.	
B. Consider Construction Delivery Method for High School Parking Lot Renovations	101
C. Review Change in Consumer Price Index for Past Twelve Months As It Relates to ECISD Compensation Structure	104
21. Consider Approval of Competitive Sealed Proposals for El Campo High School Tennis Courts Overlay and Ricebird Stadium Track Repair - Sidewalk Addition	107
22. Review of Projects Completed or Under Consideration from General Fund Fund Balance	112
23. Review Compensation Market Study for Teachers, Professional Support, Paraprofessionals, Clerical and Manual Trades Personnel	115
24. Review and Discuss Possibility of a General Pay Increase for 2014-2015	123
25. Review of AVID Program	
26. Discuss Possibility of an Independent Contractor to Serve as AVID District Director	
27. Discuss Proposal to Close High School Campus to Ninth Grade Students to Help Improve Academic Performance	
28. Governance	
A. Discuss Dates and Time for Facilities and Budget Workshops	127
29. Administer Oath of Office to Newly Elected Trustees	129
30. Reorganization of the Board	132
31. Reaffirm Board Member Code of Ethics	146
32. 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	
33. Discuss Employment of Elementary School Principal	
34. Discuss Employment of High School Dean of Instruction	
35. Discuss Employment of Teachers and Other Professional Personnel	
36. Review Personnel Job Descriptions	
37. Consider Approval of Administrator and Professional Support Evaluation Documents	
38. Consider Approval of Administrations's Recommendation for High School Dean of Instruction	
39. Consider Approval of Personnel Recommendations	
A. High School	
B. Consider Approval of New Personnel Position	
1. Elementary Behavior Interventionist	
C. Review of Personnel Changes for 2014-2015	
40. Myatt Elementary	
A. Kindergarten Bilingual Teacher	
41. Guidance Counselor	
42. Northside Elementary	
A. Special Education Teacher	
43. Middle School	
A. Special Education Life Skills Teacher	

- B. Special Education Inclusion Teacher / Coach
  - C. Special Education Inclusion Teacher
  - 44. Social Studies Teacher
  - 45. Social Studies / Science Teacher
  - 46. High School Mathematics
  - 47. Assistant Athletic Trainer
  - 48. Derby Doll Director
  - 49. Special Education Shared Services Arrangement
  - 50. PPCD for Rice CISD
  - 51. Third Grade Transition Teacher
  - 52. Fourth Grade Bilingual Teacher
  - 53. Lifetime Nutrition and Wellness
  - 54. Superintendent's Report
  - 55. Governance
  - 56. Business and Support Services
  - 57. Personnel
  - 58. Curriculum and Instruction
  - 59. Students
  - 60. Community and Governmental Relations
  - 61. 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 May 16, 2014 at 2:00 p.m.

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For the Board of Trustees

**Recognition**

- A. El Campo High School Class of 2014 Valedictorian and Salutatorian
- B. El Campo FFA Career Development Teams – State Qualifiers
  - 1. Dairy Cattle Team – State Champion
  - 2. Vet Tech Team – Seventh Place
- C. El Campo High School Golf Team – State Qualifiers
- D. Outgoing Trustees – Kristi David; Tim Supak

**Summary**

**El Campo High School Class of 2014 Valedictorian and Salutatorian.**

**Valedictorian** – The Class of 2014 Valedictorian is TBA

**Salutatorian** - The Class of 2014 Salutatorian is TBA

**El Campo FFA Career Development Teams – State Qualifiers**

**Dairy Cattle Team** – The Dairy Judging Contest is a complex competition with five different activities the students must complete including: (1) Linear Scoring – students learn the Holstein universal scorecard to properly score cattle; (2) Pedigree – students are given cattle pedigrees and a scenario to analyze and complete a practicum based on the provided scenario; (3) Test – students are given a test covering dairy cattle management practices and business knowledge; (4) Placing Classes – students have to place/rank classes of both heifers and cows of multiple dairy breeds; and (5) Questions – after analyzing the placing classes, students are asked questions regarding the animals in which they have to recall from memory the correct responses.

To win the State Championship is no small accomplishment with over 400 teams from across the state competing in the Dairy Cattle Evaluation Contest. As the State Champions El Campo FFA received the honor to represent Texas at the National Contest held in Louisville, Kentucky, October 26 – November 1, 2014.

Team Members Include – Corey Kudelka – 1<sup>st</sup> place individual; Kyler Valenta – 4<sup>th</sup> place individual; Katelyn Davlin; and Kyler Couvillion.

**Vet Tech Team** – The Vet Science Contest is a hands-on, real life example of veterinarian practices. The contest allows students to promote post-secondary readiness, develop knowledge, as well as demonstrate skills in the field of veterinary science.

Parts of the contest include: (1) Test – students complete a test which

includes veterinary knowledge and practices; (2) Identification – students have to identify breeds of animals, parasites, tools, organs, etc.; (3) Practicum – students complete a practicum designed to evaluate their knowledge and ability to evaluate common laboratory, radiology, and examination procedures performed in a veterinarian’s clinic.

The El Campo FFA Vet Tech Team placed seventh in the State Contest. Team members include: Rosie Krenek – 10<sup>th</sup> place individual; Danielle Valenta; Fran Powers; and Michelle Sutton.

**El Campo High School Golf Team – State Qualifiers.** The 2013-2014 Boys Golf Team were District Champions; placed second in the Region IV Tournament; and finished ninth in the 3A State Tournament.

Members of this year’s team include:

- Blake Krpec 11 – third at Lamar CISD Tournament;
- Cody Marquardt 11 – District and Regional Champion
- Ethan Martin 11 – third at District Preview
- Chad Quinn 11 – top 10 finish at Region
- Kordell Smith 11 – fourth place at Sweeny Invitational
- Collin Quinn 10 – fifth place at State

**Outgoing Trustees**

**Kristi David** – Kristi was first elected to the Board of Trustees in May 2011, and served through June 2013, during the 2011-2012 and 2012-2013 school years. She resigned her position in June 2013.

**Tim Supak** – Tim was appointed by the Board in June 2013, to fill the vacancy created by Kristi David’s resignation, and served during the 2013-2014 school year.

**ECISD Board Policy**

None.

**Effective Date**

May 20, 2014

**Previous Board Action**

The Board periodically recognizes students for their accomplishments above and beyond district level competition or faculty and staff members who have achieved some type of special recognition. This section of the agenda is also used to introduce teachers who are new to the District.

**Future Action Expected**

The Board periodically recognizes students for their accomplishments above and beyond district level competition or faculty and staff members who have achieved some type of special recognition. This section of the agenda is also used to introduce teachers who are new to the District.

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

**Agenda Item Summary Sheet (4 A.1)**  
**Meeting Date: May 20, 2014**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

<b>Consent Agenda: Governance</b>	Minutes of Previous Meetings  A. April 22, 2014 – Regular Meeting
<b>Summary</b>	According to policy BE (LOCAL), BOARD MEETINGS, MINUTES, board action shall be carefully recorded by the secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the President and the Secretary of the Board.
<b>ECISD Board Policy</b>	BE (LOCAL), BOARD MEETINGS
<b>Effective Date</b>	May 20, 2014.
<b>Previous Board Action</b>	The Board approves minutes at each regular monthly meeting.
<b>Future Action Expected</b>	The Board approves minutes at each regular monthly meeting.
<b>Background Information and Significant Issues</b>	None.
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	An accurate record of all discussions and actions by the Board of Trustees is maintained.
<b>Procedural and Reporting Implications</b>	After approval minutes are filed with the official records of the District.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.

**Attachments**

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

1. Regular Meeting – April 22, 2014 at 7:30 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  
April 22, 2014**

The Board of Trustees of the El Campo Independent School District met in a Regular Session April 22, 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, James Russell

**MEMBERS ABSENT:** Timothy Supak

**OTHERS PRESENT:** Mark Pool, Dianne Cerny, David Bright, Kelly Waters, Carolyn Gordon, Dixie Waldrop, V Rod, Carl Woodworth, Matthew Zahn, Robin Crowell, Sara Kahla, Dan Hammock, Cheryl Roitsch, Todd Fuechec, Mark Freeman, Diana Macias, Gabby Macias, Adam Resendez, Drake Resendez, Stade Yount, Mauri Couey, Molly Kresta, A. J. Kresta, Liz Graves

Board President Tommy Turner called the meeting to order at 7:31 p.m. David Hodges gave the opening prayer followed by the Pledge of Allegiance. There was a quorum present.

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

**RECOGNITION:** Ms. Dixie Waldrop Adaptive Physical Education Teacher recognized Maddie Macias as the 2013 – 2014 Texas Association for Health, Physical Education, Recreation, and Dance Student of the Year. Maddie is a seventh grader at El Campo Middle School. Mr. Turner presented Maddie with a certificate.

Matthew Zahn recognized the El Campo FFA Tractor Restoration Team of Matthew Nelson and Carson Rose. Matthew and Carson shared with the board their project and the awards they won at the Houston Livestock Show and Rodeo Ag Mechanics, the San Antonio Livestock Show and Rodeo Ag Mechanics and the San Angelo Stock Show Ag Mechanics.

Lindsey Poenitzsch recognized Cameron Todd, Christina Stehno, Gonzalo Ferrel and Marcos Cruz who won first place at a Mystery Basket Competition at the Escoffier School of Culinary Arts in Austin on April 4<sup>th</sup>. The students were competing against 15 other schools in the Austin, Dallas, Houston and San Antonio area. Each student received a \$1,000.00 scholarship to attend the culinary school and they were also showcased in "Austin Food Magazine."

The Board took a recess at 7:46.

The Board returned to Open Session at 7:52 p.m.

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

- A. Governance
  - 1. Consider Approval of the Minutes

- a. March 24, 2014 – Regular Meeting
    - 2. Review of District Organizational Structure
    - 3. Consider Approval of Superintendent Performance Goals for 2014
    - 4. Report on Review and Revision Employee Performance Evaluation Procedures
    - 5. Consider Approval of TASB Policy Service Update 99
    - 6. Consider Approval of Proposed Changes to Policy EIF (LOCAL) – ACADEMIC ACHIEVEMENT, GRADUATION
- B. Business and Support Service
  - 1. Monthly Report on High School Baseball and Softball Fields Complex Construction Progress Meetings
  - 2. Consider Approval of Budget Amendments
  - 3. Review Application and Certification for Payment No. 7
  - 4. Review Timeline for \$2,700,000 Maintenance Tax Notes (NM & Refunding), Series 2014
  - 5. Monthly Review of Financial Reports
  - 6. Consider Approval of Student Athletic/Activities and Student Catastrophic Insurance
  - 7. Review of Checks Written for the Month of March, 2014
- C. Personnel
- D. Curriculum and Instruction
  - 1. Review of Proposed Summer School Programs
- E. Students

Motion carried by a 6 – 0 – 1 vote Trustee Timothy Supak being absent.

***BUSINESS AND OPERATIONS***

**REVIEW PROGRESS ON SALE OF UNLIMITED TAX REFUNDING BONDS, SERIES 2014:** Mr. Pool reported that the Unlimited Tax Refunding Bonds, Series 2014 had sold on April 22, 2014.

**REVIEW TIMELINE FOR TRACK PATCH AND REPAIR, TRACK RETOP, AND RECONDITIONING OF TENNIS COURTS:** Mr. Pool reviewed the timeline for track patch and repair, track retop and reconditioning of the tennis courts.

**REVIEW PROPOSED IMPROVEMENTS TO HIGH SCHOOL PARKING LOT WITH WEST NORRIS STREET PROJECT:** Mr. Pool presented a slide presentation of the proposed improvements to the High School Parking Lot with the West Norris Street Project.

**REVIEW OF PROJECTS COMPLETED OR UNDER CONSIDERATION FROM GENERAL FUND FUND BALANCE:** Mr. Pool reviewed completed or under consideration from General Fund Fund Balance.

**CONSIDER AUTHORIZATION TO PURCHASE TWO BUSES FOR TRANSPORTATION OF STUDENTS WITH DISABILITIES:** A motion was made by David Hodges to purchase three buses for transportation of students with disabilities; David Hodges amended his motion to authorize the purchase of two buses for transportation of students with disabilities and the motion was seconded by James Russell. Motion carried by a 6 – 0 – 1 vote Trustee Timothy Supak being absent.

## ***CURRICULUM AND INSTRUCTION***

**UPDATE ON IMPLEMENTATION OF HOUSE BILL 5:** Kelly Waters, Assistant Superintendent of Curriculum and Instruction, presented the Board with an update on implementation of House Bill 5 and the effects on students.

## ***GOVERNANCE***

**CONSIDER APPROVAL OF INTERLOCAL AGREEMENT WITH WHARTON INDEPENDENT SCHOOL DISTRICT FOR TRANSPORTATION OF A STUDENT WITH DISABILITIES:** A motion was made by Ralph Novosad and seconded by David Hodges to approve the Interlocal Agreement with Wharton Independent School District for transportation of a student with disabilities as recommended by the School District's attorney, and direct the School Administration and School District's attorney to finalize the terms of the written agreement. Motion carried by a 6 – 0 – 1 vote with Trustee Timothy Supak being absent.

## ***CLOSED SESSION***

**EXECUTIVE SESSION:** The 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 9:36 p.m. and reconvened in Open Session at 10:27 p.m.

1. Discuss Employment and/or Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee

## ***PERSONNEL***

**CONSIDER APPROVAL OF RECOMMENDATIONS FOR ACTION ON TEACHER AND OTHER PROFESSIONAL PERSONNEL:** A motion was made by Ralph Novosad and seconded by David Hodges to approve recommendation to hire Douglas Babcock on a one year probationary contract. Motion carried by a 6 – 0 – 1 vote Trustee Timothy Supak being absent.

## ***SUPERINTENDENT'S REPORT***

- A. Governance
  1. Preliminary Agenda for January 21, 2014
  2. January Activity Calendar
- B. Business and Support Services
- C. Personnel
- D. Curriculum and Instruction
- E. Students
  1. Monthly DAEP Report
  2. Monthly SRO Report
- F. Community and Governmental Relations
  1. Legislative Update

There being no further discussion, the meeting adjourned at 10:28 p.m.

DRAFT

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PRESIDENT

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SECRETARY

Agenda Item Summary Sheet (4 B.2)  
Meeting Date: May 20, 2014  
Submitted by: Mark Pool, Superintendent

## ***Action Required***

**Consent Agenda:  
Business and Support  
Services**

**Budget Amendment**

**Summary**

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

**Ballpark Amendment No. 4** appropriates funds for construction expenditures for the new High School Baseball and Softball Fields Complex. The amendment transfers \$149,760 from the General Fund 199 fund balance to Fund 622 – Building Construction.

This amendment is to pay Application and Certification for Payment No. 8 from Polasek Construction, Inc. The Application was certified by RWS Architects on May 2, 2014 and approved by El Campo Little League.

**Special Education Buses** appropriates funds for the purchase of two specially adapted buses to transport students with special needs, including those confined to a wheelchair. The amendment transfers \$102,370 from the General Fund 199 fund balance to Fund 199 Function 34 (General Fund Transportation Services).

**ECISD Board Policy**

CE (LOCAL), ANNUAL OPERATING BUDGET

**Effective Date**

May 20, 2014

**Previous Board Action**

The Board approved the 2013-2014 General Operating Budget on August 27, 2013.

**Future Action Expected**

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

**Background Information and  
Significant Issues**

In accordance with the recently executed Escrow Agreement, the district will escrow additional earnest money each time an *Application and Certification for Payment* from Polasek Construction Inc., is certified by RWS Architects and approved by El Campo Little League.

Seven *Applications and Certification for Payment* have been approved and certified:

- Application No. 1 ..... \$58,285.35
- Application No. 2 ..... \$51,727.50
- Application No. 3 ..... \$114,793.25
- Application No. 4 ..... \$105,238.15
- Application No. 5 ..... \$123,825.85
- Application No. 6 ..... \$192,726.26
- Application No. 7 ..... \$220,064.65
- Application No. 8 ..... \$149,760.00
- **TOTAL..... \$1,016,421.01**

<b>Fiscal Impact</b>	These amendments reduce the General Fund 199 fund balanced by (\$252,130.00).
<b>Student and Public Benefit</b>	Accurate accounting for the expenditure of public funds.
<b>Procedural and Reporting Implications</b>	Record the official budget amendment and make the necessary changes in the general operating budget.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Ballpark Amendment #4</li> <li>• Budget Amendment for Special Education Buses</li> </ul>
<b>Contact Person(s)</b>	David Bright, Assistant Superintendent of Finance and Operations
<b>Action Required</b>	Motion, second and majority vote to approve budget amendment(s).
<b>Superintendent's Recommendation</b>	<p>I recommend you approve the budget amendment(s) as a part of the Consent Agenda.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

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

May 20, 2014

DATE

2013-14

BUDGET YEAR

TO: Board of Trustees

FROM: David Bright *DMB*  
 Assistant Superintendent for Finance

RE: Budget Amendment(s)

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

**BALLPARK AMENDMENT #4**

BUDGET CODE	ACCOUNT NAME	BUDGET	CHANGE+-	AMENDED
199 00 8911 00 000 400000	Transfers Out	\$ 867,663	+\$ 149,760	\$ 1,017,423
199 00 3700 00 000 400000	Unassigned Fund Balance	\$ 7,061,737	-\$ 149,760	\$ 6,911,977
622 00 7915 00 000 400000	Transfers In	\$ 867,663	+\$ 149,760	\$ 1,017,423
622 81 6629 00 001 499000	Building Construction	\$ 867,663	+\$ 149,760	\$ 1,017,423

Appropriate funds for construction expenditures for the new Baseball/Softball Complex; transfer funds from the General Fund balance.

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

May 20, 2014  
DATE

2013/14  
BUDGET YEAR

TO: Board of Trustees  
FROM: David Bright *KB*  
Assistant Superintendent for Finance  
RE: Budget Amendment(s)

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

**BUDGET AMENDMENT**

BUDGET CODE	ACCOUNT NAME	BUDGET	CHANGE+-	AMENDED
199 34 6631 00 999 499000	Vehicles - Buses	\$ -0-	+\$ 102,370	\$ 102,370
199 00 3700 00 000 400000	Fund Balance	\$ 6,911,977	-\$ 102,370	\$ 6,809,607

Appropriate funds for the purchase of (2) specially adapted buses; transfer funds from the General Fund Balance.

**Consent Agenda  
Business and Support  
Services**

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

**Summary**

Progress Meeting No. 11 was held on May 1, 2014; and Progress Meeting No. 12 was held on May 15, 2014. The following is a list of the work completed and the projected work reviewed and discussed at each meeting:

**Progress Meeting No. 11 – May 1, 2014**

**Work Completed**

1. Trim / metal roofing at baseball batting cage ongoing
2. Trim / metal roofing at softball batting cage ongoing
3. Wood trusses at Concessions complete
4. Plywood roof deck at Concessions 75% complete
5. Plumbing vent and water at Concessions Bldg. 40% complete
6. Rough electrical at Concessions 35% complete
7. Interior masonry at Concessions 65% complete
8. Masonry backstop at softball field complete
9. Masonry backstop at baseball field complete
10. Masonry at entry pavilion complete
11. Rough electrical at Ticket Booth 50% complete
12. Concrete beam / fence posts at bullpens complete
13. Rough grading of both fields complete
14. Outfield fence post installation a baseball field 75% complete

**Projected Work**

1. Complete trim / metal roofing at baseball batting cage
2. Complete trim / metal roofing at softball batting cage
3. Complete plywood roof deck at Concessions
4. Install ice and water shield at roof deck on Concessions
5. Complete plumbing vent and water at Concessions
6. Electrical rough at Concessions Bldg. ongoing
7. Begin structural columns and wood framing at dugouts
8. Interior masonry at Concessions ongoing
9. Begin metal roofing at Concessions Bldg.
10. Begin layout of bleachers / press box foundations

**Progress Meeting No. 12 – May 15, 2014**

**Work Completed**

1. Trim / metal roofing at baseball batting cage ongoing
2. Trim / metal roofing at softball batting cage ongoing
3. Plywood roof deck at Concessions complete

4. Ice and water shield at Concessions complete
5. Plumbing vent and water at Concessions Bldg. 70% complete
6. Rough electrical at Concessions 55% complete
7. Interior masonry at Concessions 65% complete
8. Roof deck and waterproofing at entry pavilion complete
9. Structural columns and wood beams at dugouts complete
10. Roof framing at dugouts 65% complete
11. Roof deck at dugouts 25% complete
12. Metal roofing at Ticket Booth ongoing
13. Layout of bleacher covers and pressbox ongoing
14. Drilled footing at bleacher covers and pressbox ongoing
15. Masonry storage building at baseball batting cage 65% complete

**Projected Work**

1. Complete trim / metal roofing at baseball batting cage
2. Complete trim / metal roofing at softball batting cage
3. Complete metal roofing at Ticket Booth
4. Begin metal roofing at Entry Pavilion
5. Begin metal roofing at Concessions Bldg.
6. Electrical rough at Concessions ongoing
7. Interior masonry at Concessions ongoing
8. Complete plumbing vent and water at Concessions
9. Complete electrical rough at baseball storage building
10. Complete masonry at baseball storage building
11. Complete drilled footings at bleacher covers and pressboxes
12. Begin concrete paving at bleacher areas
13. Install electrical and sound underground to pressboxes
14. Receive delivery of aluminum bleachers
15. Begin masonry at softball storage building
16. Roof framing and deck ongoing

**ECISD Board Policy**

None.

**Effective Date**

May 1<sup>th</sup> and May 15<sup>th</sup>, 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. 11, May 1, 2014
- Construction Project Meeting No. 12, May 15, 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: Thursday, May 01, 2014

El Campo Independent School District  
New Baseball - Softball Complex

Time: 10:00 AM

Location: PCI Job Trailer

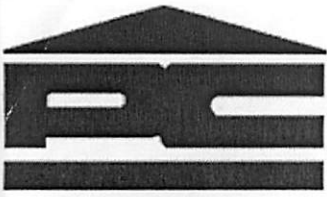
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PROGRESS MEETING NO. 11

AGENDA

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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 12 to be held on Thursday, May 15, 2014 at the PCI job trailer.



# POLASEK CONSTRUCTION, INC.

GENERAL CONTRACTORS • COMMERCIAL • RESIDENTIAL • INSTITUTIONAL

## MEETING MINUTES

**Date of Issue:** 05/01/14

**Date of Meeting:** 04/17/14

**Place of Meeting:** PCI Job Trailer

**Time of Meeting:** 10:00 AM

**Subject:** Progress Meeting # 10

**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.	
Brent Bubela	El Campo Little League	(absent)
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	<u>PREVIOUS ISSUES:</u>			
Mtg 9	9.01 Discussion held concerning placement of columns at backstop. Possible removal of center columns due to visual sight lines. Construction details do not allow for an overhead cable system to support netting. All to remain per construction documents			Closed
9	9.02 Colors were selected for the front entry baseball graphics. SW6871 "Positive Red" for stitching and EC logo with Gemini 2025 Black to be used for seams.			Closed

Item No.	Item Description	Responsibility	Due Date	Status
2.0	<p><b><u>A. CONSTRUCTION PROGRESS:</u></b></p> <ol style="list-style-type: none"> <li>1. PEMB framing a baseball batting cage complete</li> <li>2. PEMB framing a softball batting cage complete</li> <li>3. Trim / metal roofing at baseball batting cage ongoing</li> <li>4. Interior masonry at Concessions 65% complete</li> <li>5. Plumbing vent and water at Concession Bldg. 35% complete</li> <li>6. Rough electrical at Concessions ongoing</li> <li>7. Plumbing and electrical rough at dugouts 75% complete</li> <li>8. Rough carpentry at Concessions ongoing</li> <li>9. Concrete pour at trench drain / backstop at Softball complete</li> <li>10. Masonry backstop at softball field 80% complete</li> <li>11. Trench drain / backstop foundation at Baseball complete</li> <li>12. Rough electrical at Ticket booth 50% complete</li> <li>13. Masonry at entry pavillion 50% complete</li> <li>14. Outfield fence post installation at Boys baseball 75% complete</li> <li>15. Concrete beam / fence posts at softball bullpen 50% complete</li> <li>16. Concrete beam / fence posts at baseball bullpen 50% complete</li> </ol> <p><b><u>B. PROJECTED WORK:</u></b></p> <ol style="list-style-type: none"> <li>1. Complete trim / metal roofing at baseball batting cage</li> <li>2. Complete masonry backstop at softball field</li> <li>3. Begin masonry backstop at baseball field</li> <li>4. Complete bullpen concrete / fence posts at softball field</li> <li>5. Complete rough grading at both fields</li> <li>6. Complete masonry columns at entry pavillion</li> <li>7. Begin structural columns and wood framing at dugouts</li> <li>8. Begin trim / metal roofing at softball batting cage</li> <li>9. Begin wood truss installation at Concession bldg.</li> <li>10. Begin roof deck at Concessions bldg.</li> <li>11. Electrical rough at Concession Bldg. ongoing</li> <li>12. Plumbing vent and water at Concession Bldg. ongoing</li> <li>13. Interior masonry at Concession ongoing</li> </ol>			
3.0	<p><b><u>C. MATERIALS DELIVERY ISSUES / DELAYS:</u></b></p> <ol style="list-style-type: none"> <li>1.</li> </ol> <p><b><u>FIELD ISSUES AND QUALITY CONTROL:</u></b></p> <ol style="list-style-type: none"> <li>1.</li> </ol> <p><b><u>Comments related to construction activity</u></b></p> <p><b><u>Scheduled pre-installation conferences:</u></b></p> <ol style="list-style-type: none"> <li>1.</li> </ol>			
4.0	<p><b><u>DOCUMENT STATUS LOGS:</u></b></p> <p><b><u>Submittal Log reviewed with the following comments:</u></b></p> <p>Outstanding:</p> <p>Current:</p>			
4.1	<p><b><u>RFI Log reviewed:</u></b></p> <p>None</p>			

Item No.	Item Description	Responsibility	Due Date	Status
4.2	<u>CPR / AEA Log reviewed:</u> Outstanding:     None Current: <u>Note:</u>  <u>Minor Changes and Clarifications:</u> None			

Item No.	Item Description	Responsibility	Due Date	Status
5.0 Mtg	<u>NEW ISSUES</u>			
10	10.01 Secondary water meter for irrigation to be installed at well house. Each entity will have separate meter to be billed accordingly. These will remain as an alternate source should need arise.			Closed
10	10.02 Exterior sealant samples were approved by Malcolm. Color selections at spec brik is aluminum gray and off white at limestone caps.			Closed
10	10.03			
10	10.04			

**Next Team Meeting 4/17/14 @ 10:00 ar 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*

Greg Polasek  
Project Manager  
Polasek Construction, Inc.

**END OF MINUTES**



# **POLASEK CONSTRUCTION, INC.**

**GENERAL CONTRACTORS • COMMERCIAL • RESIDENTIAL • DESIGN BUILD**

## **El Campo Independent School District Baseball - Softball Athletic Complex**

### **Project Overview**

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<b>Meeting Location:</b>	PCI Office Trailer	<b>Date:</b>	5/1/2014
	El Campo, Texas	<b>Time:</b>	10:00 AM

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#### **1. SCHEDULE AND PROGRESS:**

##### **A. WORK COMPLETED**

1. Trim / metal roofing at baseball batting cage ongoing
2. Trim / metal roofing at softball batting cage ongoing
3. Wood trusses at Concessions complete
4. Plywood roof deck at Concessions 75% complete
5. Plumbing vent and water at Concession Bldg. 40% complete
6. Rough electrical at Concessions 35% complete
7. Interior masonry at Concessions 65% complete
8. Masonry backstop at softball field complete
9. Masonry backstop at baseball field complete
10. Masonry at entry pavillion complete
11. Rough electrical at Ticket booth 50% complete
12. Concrete beam / fence posts at bullpens complete
13. Rough grading of both fields complete
14. Outfield fence post installation at Boys baseball 75% complete
- 15.
- 16.

##### **B. PROJECTED WORK:**

1. Complete trim / metal roofing at baseball batting cage
2. Complete trim / metal roofing at softball batting cage
3. Complete plywood roof deck at Concessions
4. Install ice and water shield at roof deck on Concessions
5. Complete plumbing vent and water at Concessions
6. Electrical rough at Concession Bldg. ongoing
7. Begin structural columns and wood framing at dugouts
8. Interior masonry at Concession ongoing
9. Begin metal roofing at Concessions bldg.
10. Begin layout of bleachers / press box foundations
- 11.
- 12.
- 13.

#### **2. FIELD ISSUES**

##### **A. OUTSTANDING**

- 1.
- 2.

##### **B. CURRENT**

- 1.
- 2.

Baseball – Softball Athletic Complex – Progress Report Photos



1. Final subgrade prep at baseball field



2. Masonry backstop at baseball field



3. Masonry partition at bullpen / dugout



4. Metal roofing at baseball Batting Cage



5. Wood trusses at Concession Building



6. Wood trusses at Concession Building

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



7. Wood truss installation at Concession Building



8. Metal roofing at Batting Cage



9. Wood truss installation at Concession Building



10. Concrete prep at Softball Bullpen

**POLASEK CONSTRUCTION INC.**

**SUBMITTAL LOG - ECISD Baseball & Softball Complex**

**May 1, 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			4/15/2014		X			Released
02827	02827-35	Natural Field Turf	Texas Multi Chem	3/17/2014			3/27/2014	X				Released
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			2/27/2014		X			Released
02832-BC	02832-38	Batting Cage Nets	Always Fence	3/31/2014			4/13/2014		X			Released
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			2/27/2014		X			
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	28		2/27/2014	X				Released
09678	09678-31	Resilient Base	El Campo Carpet One	2/24/2014			2/27/2014	X				Released
09900	09900-25	Painting	Ideal Finishes	2/12/2014			2/25/2014		X			Released

**POLASEK CONSTRUCTION INC.**

**SUBMITTAL LOG - ECISD Baseball & Softball Complex**

**May 1, 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			2/27/2014		X			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	10401-42	Exterior Graphics	St George Sign	4/30/2014								
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			2/25/2014		X			Released
13000	13000-18	PEMB	LMB Structures	1/21/2014			1/22/2014		X			Released w/ colors
13000-BL	13000-39	Bleacher Covers	Whirlwind Steel Bldg	4/11/2014			4/11/2014		X			Released
13125	13125-33	Alum. Bleachers	Sturdisteel	2/24/2014			3/7/2014		X			Released
15450	15450-08	Plumbing Fixtures	El Campo Plumbing	10/7/2013			11/3/2013		X			Released
15800	15800-41	Air Distribution	Eldridge A/C	4/30/2014	JSE	e-mail						
16420	16420-36	Light Fixtures	Penner Electric	3/18/2014	JSE		4/12/2014		X			Released
16420	16420-40	Switchgear	Penner Electric	4/28/2014	JSE	e-mail						
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	16720-37	Public Address Sys	Bayou City Interests	3/31/2014			4/3/2014		X			Released



# CHANGE PROPOSAL REQUEST LOG

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

El Campo ISD  
**Project No. 1388**  
5/1/14



## 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
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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

Date: Thursday, May 15, 2014

El Campo Independent School District  
New Baseball - Softball Complex

Time: 10:00 AM

Location: PCI Job Trailer

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PROGRESS MEETING NO. 12

AGENDA

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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 13 to be held on Thursday, May 29, 2014 at the PCI job trailer.



# POLASEK CONSTRUCTION, INC.

GENERAL CONTRACTORS • COMMERCIAL • RESIDENTIAL • INSTITUTIONAL

## MEETING MINUTES

**Date of Issue:** 05/15/14

**Date of Meeting:** 05/01/14

**Place of Meeting:** PCI Job Trailer

**Time of Meeting:** 10:00 AM

**Subject:** Progress Meeting # 11

**Present:**

Mark Pool, Superintendent	El Campo ISD	
Jeff Balcar	El Campo ISD	(absent)
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.	
Brent Bubela	El Campo Little League	(absent)
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	<u>PREVIOUS ISSUES:</u>			
Mtg				
10	10.01 Secondary water meter for irrigation to be installed at well house. Each entity will have separate meter to be billed accordingly. These will remain as an alternate source should need arise.			Closed
10	10.02 Exterior sealant samples were approved by Malcolm. Color selections at spec brik is aluminum gray and off white at limestone caps.			Closed

Item No.	Item Description	Responsibility	Due Date	Status
2.0	<p><b><u>A. CONSTRUCTION PROGRESS:</u></b></p> <ol style="list-style-type: none"> <li>1. Trim / metal roofing at baseball batting cage ongoing</li> <li>2. Trim / metal roofing at softball batting cage ongoing</li> <li>3. Wood trusses at Concessions complete</li> <li>4. Plywood roof deck at Concessions 75% complete</li> <li>5. Plumbing vent and water at Concession Bldg. 40% complete</li> <li>6. Rough electrical at Concessions 35% complete</li> <li>7. Interior masonry at Concessions 65% complete</li> <li>8. Masonry backstop at softball field complete</li> <li>9. Masonry backstop at baseball field complete</li> <li>10. Masonry at entry pavillion complete</li> <li>11. Rough electrical at Ticket booth 50% complete</li> <li>12. Concrete beam / fence posts at bullpens complete</li> <li>13. Rough grading of both fields complete</li> <li>14. Outfield fence post installation at Boys baseball 75% complete</li> <li>15.</li> <li>16.</li> </ol> <p><b><u>B. PROJECTED WORK:</u></b></p> <ol style="list-style-type: none"> <li>1. Complete trim / metal roofing at baseball batting cage</li> <li>2. Complete trim / metal roofing at softball batting cage</li> <li>3. Complete plywood roof deck at Concessions</li> <li>4. Install ice and water shield at roof deck on Concessions</li> <li>5. Complete plumbing vent and water at Concessions</li> <li>6. Electrical rough at Concession Bldg. ongoing</li> <li>7. Begin structural columns and wood framing at dugouts</li> <li>8. Interior masonry at Concession ongoing</li> <li>9. Begin metal roofing at Concessions bldg.</li> <li>10. Begin layout of bleachers / press box foundations</li> <li>11.</li> <li>12.</li> <li>13.</li> </ol>			
3.0	<p><b><u>C. MATERIALS DELIVERY ISSUES / DELAYS:</u></b></p> <ol style="list-style-type: none"> <li>1.</li> </ol> <p><b><u>FIELD ISSUES AND QUALITY CONTROL:</u></b></p> <ol style="list-style-type: none"> <li>1.</li> </ol> <p><b><u>Comments related to construction activity</u></b></p> <p><b><u>Scheduled pre-installation conferences:</u></b></p> <ol style="list-style-type: none"> <li>1.</li> </ol>			

Item No.	Item Description	Responsibility	Due Date	Status
4.0	<u>DOCUMENT STATUS LOGS:</u> Submittal Log reviewed with the following comments: Outstanding: Current:			
4.1	<u>RFI Log reviewed:</u> None			
4.2	<u>CPR / AEA Log reviewed:</u> Outstanding: None Current: Note:  <u>Minor Changes and Clarifications:</u> None			
5.0 Mtg	<u>NEW ISSUES</u>			
11	11.01 Discussed electrical at storage room on batting cages. Place light fixtures in room based on original layout and install a receptacle next to door below light switch. Install one receptacle each in CMU wall for pitching machine.	PCI		Closed
11	11.02			
11	11.03			
11	11.04			

**Next Team Meeting 5/15/14 @ 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.**

**GENERAL CONTRACTORS • COMMERCIAL • RESIDENTIAL • DESIGN BUILD**

## **El Campo Independent School District Baseball - Softball Athletic Complex**

### **Project Overview**

<b>Meeting Location:</b>	PCI Office Trailer El Campo, Texas	<b>Date:</b>	5/15/2014
		<b>Time:</b>	10:00 AM

#### **1. SCHEDULE AND PROGRESS:**

##### **A. WORK COMPLETED**

1. Trim / metal roofing at baseball batting cage ongoing
2. Trim / metal roofing at softball batting cage ongoing
3. Plywood roof deck at Concessions complete
4. Ice and water shield at Concessions complete
5. Plumbing vent and water at Concession Bldg. 70% complete
6. Rough electrical at Concessions 55% complete
7. Interior masonry at Concessions 65% complete
8. Roof deck and waterproofing at entry pavillion complete
9. Structural columns and wood beams at dugouts complete
10. Roof framing at dugouts 65% complete
11. Roof deck at dugouts 25% complete
12. Metal roofing at Ticket booth ongoing
13. Layout of bleacher covers and pressbox complete
14. Drilled footing at bleacher covers and pressbox ongoing
15. Masonry storage,building at baseball batting cage 65% complete

##### **B. PROJECTED WORK:**

1. Complete trim / metal roofing at baseball batting cage
2. Complete trim / metal roofing at softball batting cage
3. Complete metal roofing at Ticket booth
4. Begin metal roofing at Entry Pavillion
5. Begin metal roofing at Concessions bldg.
6. Electrical rough at Concession Bldg. ongoing
7. Interior masonry at Concession ongoing
8. Complete plumbing vent and water at Concessions
9. Complete electrical rough at baseball storage building
10. Complete masonry at baseball storage building
11. Complete drilled footings at bleacher covers and pressboxes
12. Begin concrete paving at bleacher areas
13. Install electrical and sound underground to pressboxes
14. Receive delivery of aluminum bleachers
15. Begin masonry at softball storage building
16. Roof framing and deck ongoing

#### **2. FIELD ISSUES**

##### **A. OUTSTANDING**

- 1.

##### **B. CURRENT**

- 1.

Baseball – Softball Athletic Complex – Progress Report Photos



1. Dugout columns and support beam at softball field



2. Wood trusses at entry pavilion



3. Masonry storage building at baseball batting cage



4. Masonry storage building at baseball batting cage



5. Roof Deck at Concession building



6. Roof framing at softball dugout

**POLASEK CONSTRUCTION INC.**

**REQUEST FOR INFORMATION LOG - ECISD Baseball & Softball Complex**

**May 15, 2014**

RFI #	SPECIFIED DIVISION	DESCRIPTION	RESPONSE REQUIRED BY	DATE SUBMITTED	Consultant		DATE OF RESPONSE	REMARKS / FURTHER ACTION REQUIRED
					To	From		
#01	03300	Verification of grade beams / piers at batting cage	RWS	11/14/2013			11/14/2013	Verbal Approval at meeting
#02	03300	Drilled footing size at Bleacher Covers	RWS / Matrix	5/7/2014	Matrix		5/8/2014	See E-mail - Chip Hurley
#03	03300	Verification of dimensions at bleacher covers	RWS	5/13/2014			5/13/2014	E-mail - Malcolm

# CHANGE PROPOSAL REQUEST LOG

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

El Campo ISD  
 Project No. 1388  
 5/15/14



CPR NO.	DATE ISSUED	DESCRIPTION OF CHANGE	DWGS	FUNDING SOURCE ALLOWANCE	DATE PRICING SUBMITTED	DATE PRICING APPROVED	ESTIMATED/PENDING CPR AMOUNT	APPROVED CPR AMOUNT	CO#	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)			
4	11/14/13	1. Provide hydromulch in lieu of sold sod at commons areas.	N	CO	01/30/14	01/30/14		(\$17,517.25)			
5	11/14/13	1. Install Owner provided drinking fountains at dugouts.	N	CO	01/30/14	01/30/14		(\$1,772.00)			
		<b>TOTALS FOR CPR'S</b>					\$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**  
5/15/14



## 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**

TOTAL ESTIMATED/ PENDING CPRs

\$0.00

REMAINING BALANCE AFTER PENDING AND APPROVED CPRs

**\$ 46,793.25**

**POLASEK CONSTRUCTION INC.**

**SUBMITTAL LOG - ECISD Baseball & Softball Complex**

**May 15, 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			4/15/2014		X			Released
02827	02827-35	Natural Field Turf	Texas Multi Chem	3/17/2014			3/27/2014	X				Released
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			2/27/2014		X			Released
02832-BC	02832-38	Batting Cage Nets	Always Fence	3/31/2014			4/13/2014		X			Released
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			2/27/2014		X			
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	41		2/27/2014	X				Released
09678	09678-31	Resilient Base	El Campo Carpet One	2/24/2014			2/27/2014	X				Released
09900	09900-25	Painting	Ideal Finishes	2/12/2014			2/25/2014		X			Released

**POLASEK CONSTRUCTION INC.**

**SUBMITTAL LOG - ECISD Baseball & Softball Complex**

**May 15, 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			2/27/2014		X			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	10401-42	Exterior Graphics	St George Sign	4/30/2014			5/1/2014	X				Released
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
13000-BL	13000-39	Bleacher Covers	Whirlwind Steel Bldg	4/11/2014			4/11/2014		X			Released
13125	13125-33	Alum. Bleachers	Sturdisteel	2/24/2014			3/7/2014		X			Released
15450	15450-08	Plumbing Fixtures	El Campo Plumbing	10/7/2013			11/3/2013		X			Released
15800	15800-41	Air Distribution	Eldridge A/C	4/30/2014	JSE	e-mail	5/2/2014		X			Released
16420	16420-36	Light Fixtures	Penner Electric	3/18/2014	JSE		4/12/2014		X			Released
16420	16420-40	Switchgear	Penner Electric	4/28/2014	JSE	e-mail			X			Released
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	16720-37	Public Address Sys	Bayou City Interests	3/31/2014			4/3/2014		X			Released

**Agenda Item Summary Sheet (4 B.3)**  
**Meeting Date: May 20, 2014**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

**Consent Agenda  
Business and Support  
Services**

Application(s) for Payment Approved by El Campo Little League for High School Baseball and Softball Fields Complex

**Summary**

As agreed upon in our Escrow Agreement with the El Campo Little League, the following procedures will be followed:

- Polasek Construction, Inc. will complete an *Application and Certification for Payment* and submit it with supporting documentation to RWS Architects.
- RWS will review the application and supporting documentation and if everything is correct will certify the application for payment.
- *Application and Certification for Payment* will be returned to El Campo Little League (Seller). Pat Krpec, former Little League board president, will approve the application and submit copies to El Campo ISD (Buyer) and Duckett, Bouligny & Collins L.L.P (Escrow Agent).
- Within three business days after receipt of the certified *Application and Certification for Payment* from El Campo Little League, the district will submit to the Escrow Agent additional earnest money in an amount equal to the amount certified by RWS Architects.
- Within two business days after receipt of the additional earnest money from the district, the Escrow Agent will disburse to Polasek Construction, Inc. an amount equal to the amount on the *Application and Certification for Payment* certified by RWS Architects.

**ECISD Board Policy**

None.

**Effective Date**

May 20, 2014

**Previous Board Action**

At the regular meeting on November 19, 2013, the Board approved a Real Estate Sales Contract and Facilities Use Agreement between the district and El Campo Little League. The Real Estate Sales Contract called for the district to periodically escrow additional earnest money that would be used to pay for construction draws by Polasek Construction, Inc.

**Future Action Expected**

The Board will review Applications for Payment from Polasek Construction, Inc. that have been certified by RWS Architects and approved by El Campo Little League as a part of the Consent Agenda each month throughout the duration of the High School Baseball and Softball Fields Complex construction project.

**Background Information and Significant Issues** None.

**Fiscal Impact**

**Payment Recap for High School Baseball and Softball Fields Complex**

Date Approved	Application for Payment No.	Total Completed and Stored	Retainage at 5.0%	Total Earned Less Retainage	Current Payment	Total Paid To Date	Balance to Finish
<b>Original Contract</b>							<b>\$2,386,707.00</b>
01/09/14	1	\$61,353.00	\$3,067.65	\$58,285.35	\$58,285.35	\$0.00	\$2,328,421.65
01/09/14	2	\$115,803.00	\$5,790.15	\$110,012.85	\$51,727.50	\$58,285.35	\$2,276,694.15
01/09/14	3	\$236,638.00	\$11,831.90	\$224,806.10	\$114,793.25	\$110,012.85	\$2,161,900.90
01/09/14	4	\$347,415.00	\$17,370.75	\$330,044.25	\$105,238.15	\$224,806.10	\$2,056,662.75
01/09/14	5	\$477,758.00	\$23,887.90	\$453,870.10	\$123,825.85	\$330,044.25	\$1,932,836.90
02/21/14	6	\$680,627.75	\$34,031.39	\$646,596.36	\$192,726.26	\$453,870.10	\$1,740,110.64
03/31/14	7	\$912,274.75	\$45,613.74	\$866,661.01	\$220,064.65	\$646,596.36	\$1,520,045.99
05/15/14	8	\$1,069,917.25	\$53,495.86	\$1,016,421.39	\$149,760.38	\$866,661.01	\$1,370,285.61

**Student and Public Benefit** Monthly review of the Applications for Payment from the contractor that have been certified by the architects and approved by the Little League insures accounting transparency for the public on this project.

**Procedural and Reporting Implications** None.

**Public Comments** None.

**Alternatives** None.

**Other Comments and Related Issues** None

**Attachments** Copy of Application and Certification for Payment No. 8

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

**Action Required** No action required.

**Superintendent's Recommendation** This is an information item only.

**Mark Pool, Superintendent of Schools**

**APPLICATION AND CERTIFICATION FOR PAYMENT**

AIA DOCUMENT G702

PAGE ONE OF

4 PAGES

TO OWNER: EC LITTLE LEAGUE PROJECT: ECISD BASEBALL & SOFTBALL COMPLEX  
 P.O. BOX 586  
 EL CAMPO, TEXAS

APPLICATION NO: #8

Distribution to:

OWNER  
 ARCHITECT  
 CONTRACTOR

FROM CONTRACTOR: VIA ARCHITECT: RWS ARCHITECTS INC.  
 POLASEK CONSTRUCTION INC. 3100 TIMMONS, STE 410  
 P.O. BX 64 HOUSTON, TEXAS  
 EL CAMPO, TEXAS 77437

PERIOD TO: 4/25/14

PROJECT NOS: 1388

CONTRACT FOR: GENERAL CONSTRUCTION

CONTRACT DATE: 3/5/2013

**RECEIVED**  
**APR 30 2014**

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	2386707.00
2. Net change by Change Orders	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	2386707.00
4. TOTAL COMPLETED & STORED TO DATE	1069917.25
(Column G on G703)	
5. RETAINAGE:	
a. <u>5</u> % of Completed Work	\$ 52507.86
(Column D + E on G703)	
b. <u>5</u> % of Stored Material	\$ 988.00
(Column F on G703)	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$ 53495.86
6. TOTAL EARNED LESS RETAINAGE	1016421.39
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 866661.01
8. CURRENT PAYMENT DUE	149760.38
9. BALANCE TO FINISH, INCLUDING RETAINAGE	1370285.61
(Line 3 less Line 6)	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTS
Total changes approved in previous months by Owner	\$0.00	
Total approved this Month	\$0.00	
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

**RWS ARCHITECTS**

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments have been received from the Owner, and that current payment shown herein is now due.



CONTRACTOR: POLASEK CONSTRUCTION INC.

By: *[Signature]* Date: *4/28/14*

State of: *TEXAS* County of: *W. HARRIS*  
 Subscribed and sworn to before me this *28th* day of *April*, 2014  
 Notary Public: *Denise Haines*  
 My Commission expires: *5/14/15*

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 149,760.38

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: *[Signature]* Date: *May 2, 2014*

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

*[Handwritten Signature]*

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: #8  
 APPLICATION DATE: 4/25/14  
 PERIOD TO: 4/25/14  
 ARCHITECT'S PROJECT NO: N/A

ECHS Athletic Complex

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED THIS PERIOD		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
1	<b>DIVISION 1 - GEN. REQUIREMENTS</b>							
2	GENERAL CONDITIONS	\$36,000.00	\$12,000.00	\$3,000.00	\$0.00	\$15,000.00	\$21,000.00	\$750.00
3	INSURANCE	\$7,500.00	\$3,600.00	\$1,200.00	\$0.00	\$4,800.00	\$2,700.00	\$240.00
4	TESTING / FIELD SURVEYS	\$19,000.00	\$10,447.75	\$3,702.50	\$0.00	\$14,150.25	\$4,849.75	\$707.51
5	CONSTRUCTION MANAGER FEE	\$46,798.00	\$16,000.00	\$4,000.00	\$0.00	\$20,000.00	\$26,798.00	\$1,000.00
6	ARCHITECTURAL FEES	\$80,000.00	\$72,000.00	\$0.00	\$0.00	\$72,000.00	\$8,000.00	\$3,600.00
7	CONSTRUCTION DOC PRINTING	\$1,353.00	\$1,353.00	\$0.00	\$0.00	\$1,353.00	\$0.00	\$67.65
8	FINAL CLEAN	\$2,930.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,930.00	\$0.00
9	CONTRACTOR CONTINGENCY	\$8,647.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,647.00	\$0.00
10	<b>DIVISION 2 - SITEWORK</b>							
11	EARTHWORK	\$38,753.00	\$32,000.00	\$0.00	\$0.00	\$32,000.00	\$6,753.00	\$1,600.00
12	SELECT FILL MATERIALS	\$27,935.00	\$27,935.00	\$0.00	\$0.00	\$27,935.00	\$0.00	\$1,396.75
13	FINAL SITE GRADING	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00
14	EROSION CONTROL	\$3,800.00	\$1,600.00	\$800.00	\$0.00	\$2,400.00	\$1,400.00	\$120.00
15	TERMITE CONTROL	\$1,424.00	\$1,424.00	\$0.00	\$0.00	\$1,424.00	\$0.00	\$71.20
16	CONCRETE WALKS	\$110,085.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,085.00	\$0.00
17	REINFORCING STEEL	\$8,009.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,009.00	\$0.00
18	TRANSFORMER PAD / PULL BOX	\$3,600.00	\$3,600.00	\$0.00	\$0.00	\$3,600.00	\$0.00	\$180.00
19	ORNAMENTAL FENCING	\$13,142.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,142.00	\$0.00
20	CHAIN LINK FENCING	\$67,072.00	\$0.00	\$0.00	\$0.00	\$0.00	\$67,072.00	\$0.00
21	BACKSTOP / NETTING	\$45,645.00	\$27,400.00	\$0.00	\$0.00	\$27,400.00	\$18,245.00	\$1,370.00
22	METAL PANEL FENCING	\$79,905.00	\$27,500.00	\$0.00	\$0.00	\$27,500.00	\$52,405.00	\$1,375.00
23	BATTING CAGE FENCE / NETS	\$39,868.00	\$8,000.00	\$0.00	\$18,000.00	\$26,000.00	\$13,868.00	\$1,300.00
24	WINDSCREENS AT BULLPENS	\$3,728.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,728.00	\$0.00
25	STORM WATER SYSTEMS	\$40,443.00	\$40,443.00	\$0.00	\$0.00	\$40,443.00	\$0.00	\$2,022.15
26	SITE UTILITY CONNECTIONS	\$8,166.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,166.00	\$0.00
27	FIELD DRAINAGE SYSTEMS	\$35,950.00	\$35,950.00	\$0.00	\$0.00	\$35,950.00	\$0.00	\$1,797.50
28	SPORT FIELDS PREP / SOD	\$251,635.00	\$0.00	\$0.00	\$0.00	\$0.00	\$251,635.00	\$0.00
29	IRRIGATION SYSTEM	\$71,500.00	\$0.00	\$2,700.00	\$0.00	\$2,700.00	\$68,800.00	\$135.00
30	PUMP STATION	\$9,800.00	\$0.00	\$9,800.00	\$0.00	\$9,800.00	\$0.00	\$490.00
31	GRASS AT COMMONS	\$23,926.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,926.00	\$0.00

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: #8

APPLICATION DATE: 4/25/14

PERIOD TO: 4/25/14

ARCHITECT'S PROJECT NO: N/A

ECHS Athletic Complex

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE		D WORK COMPLETED THIS PERIOD		E FROM PREVIOUS APPLICATION (D + E)	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
		FROM PREVIOUS APPLICATION (D + E)		THIS PERIOD						
32	<b>DIVISION 3 - CONCRETE</b>									
33	SITE LIGHTING FOOTINGS	\$2,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,200.00	\$0.00
34	CONCESSIONS FOUNDATIONS	\$22,948.00	\$0.00	\$0.00	\$0.00	\$22,948.00	\$0.00	\$22,948.00	\$0.00	\$1,147.40
35	MAIN ENTRY FOUNDATIONS	\$4,200.00	\$0.00	\$0.00	\$0.00	\$4,200.00	\$0.00	\$4,200.00	\$0.00	\$210.00
36	DUGOUT / BS FOUNDATIONS	\$61,680.00	\$0.00	\$27,680.00	\$0.00	\$34,000.00	\$0.00	\$61,680.00	\$0.00	\$3,084.00
37	BATTING CAGE FOUNDATION	\$38,424.00	\$0.00	\$0.00	\$0.00	\$38,424.00	\$0.00	\$38,424.00	\$0.00	\$1,921.20
38	REINFORCING STEEL	\$30,282.00	\$0.00	\$0.00	\$0.00	\$30,282.00	\$0.00	\$30,282.00	\$0.00	\$1,514.10
39	<b>DIVISION 4 - MASONRY</b>									
40	CMU REINFORCEMENT	\$4,316.00	\$0.00	\$0.00	\$0.00	\$4,316.00	\$0.00	\$4,316.00	\$0.00	\$215.80
41	SPEC-BRIK MATERIALS	\$68,000.00	\$0.00	\$12,000.00	\$0.00	\$56,000.00	\$0.00	\$68,000.00	\$0.00	\$3,400.00
42	SPEC-BRIK LABOR	\$54,826.00	\$0.00	\$16,000.00	\$0.00	\$34,500.00	\$0.00	\$50,500.00	\$4,326.00	\$2,525.00
43	<b>DIVISION 5 METALS</b>									
44	MAIN ENTRY STRUCTURAL STEEL	\$17,345.00	\$0.00	\$0.00	\$0.00	\$10,237.00	\$0.00	\$10,237.00	\$7,108.00	\$511.85
45	MISC STEEL / INSTALLATION	\$2,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,400.00	\$0.00
46	<b>DIVISION 6 - WOODS &amp; PLASTICS</b>									
47	ROUGH CARPENTRY	\$52,900.00	\$0.00	\$12,000.00	\$0.00	\$4,300.00	\$0.00	\$16,300.00	\$36,600.00	\$885.00
48	WOOD TRUSSES	\$11,045.00	\$0.00	\$0.00	\$0.00	\$11,045.00	\$0.00	\$11,045.00	\$0.00	\$552.25
49	DUGOUT BENCHES	\$8,824.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,824.00	\$0.00
50	BATRACKS / HELMET STORAGE	\$3,550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00	\$0.00
51	<b>DIVISION 7 - MOISTURE PROTECT.</b>									
52	BUILDING INSULATION	\$1,970.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,970.00	\$0.00
53	MASONRY COATINGS	\$10,320.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,320.00	\$0.00
54	METAL ROOFING	\$45,103.00	\$0.00	\$0.00	\$0.00	\$15,400.00	\$0.00	\$15,400.00	\$29,703.00	\$770.00
55	SEALANTS / CAULKING	\$10,740.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,740.00	\$0.00
56	<b>DIVISION 8 - DOORS &amp; WINDOWS</b>									
57	HOLLOW METAL	\$8,777.00	\$0.00	\$0.00	\$0.00	\$7,770.00	\$0.00	\$7,770.00	\$1,007.00	\$388.50
58	CEILING ACCESS DOORS	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$0.00
59	ALUM. ROLLING COUNTER DOOR	\$8,658.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,658.00	\$0.00
60	FINISH HARDWARE	\$4,994.00	\$0.00	\$0.00	\$0.00	\$3,800.00	\$0.00	\$3,800.00	\$1,194.00	\$190.00
61	GLASS AND GLAZING	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: #8

APPLICATION DATE: 4/25/14

PERIOD TO: 4/25/14

ARCHITECT'S PROJECT NO: N/A

ECHS Athletic Complex

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)							
62	<b>DIVISION 9 - FINISHES</b>									
63	RESILIENT BASE	\$1,277.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,277.00	\$0.00	
64	FLOOR SEALER	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	
65	PAINTING	\$14,725.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,725.00	\$0.00	
66	<b>DIVISION 10 SPECIALTIES</b>									
67	TOILET PARTITIONS	\$8,220.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,220.00	\$0.00	
68	METAL LOUVERS	\$835.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$835.00	\$0.00	
69	FLAGPOLES	\$2,260.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,260.00	\$0.00	
70	GRAPHICS ALLOWANCE	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	
71	INTERIOR GRAPHICS	\$1,798.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,798.00	\$0.00	
72	FIRE EXTINGUISHERS	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	\$0.00	
73	TOILET ACCESSORIES	\$2,745.00	\$0.00	\$0.00	\$0.00	\$1,760.00	\$1,760.00	\$985.00	\$88.00	
74	<b>DIVISION 11 EQUIPMENT</b>									
75	<b>DIVISION 12 FURNISHINGS</b>									
76	CASEWORK / STAINLESS TOPS	\$18,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,100.00	\$0.00	
77	<b>DIVISION 13 SPECIAL CONSTRUCTION</b>									
78	BATTING CAGE PEMB	\$41,524.00	\$33,900.00	\$4,000.00	\$0.00	\$0.00	\$37,900.00	\$3,624.00	\$1,895.00	
79	BLEACHER ROOF SYSTEM	\$91,580.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$91,580.00	\$0.00	
80	ANGLE FRAME BLEACHERS	\$145,820.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$145,820.00	\$0.00	
81	<b>DIVISION 14 CONVEYING SYSTEMS</b>									
82	<b>DIVISION 15 - PLUMBING</b>									
83	PLUMBING SYSTEMS	\$65,171.00	\$25,400.00	\$0.00	\$0.00	\$0.00	\$25,400.00	\$39,771.00	\$1,270.00	
84	<b>DIVISION 15 - MECH. HVAC</b>									
85	HVAC SYSTEMS	\$4,950.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,950.00	\$0.00	
86	<b>DIVISION 16 - ELECTRICAL</b>									
87	MAIN ELEC. SERVICE CONDUITS	\$16,500.00	\$16,500.00	\$0.00	\$0.00	\$0.00	\$16,500.00	\$0.00	\$825.00	
88	SITE LIGHTING	\$24,695.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,695.00	\$0.00	
89	SPORT LIGHTING	\$209,900.00	\$185,000.00	\$0.00	\$0.00	\$0.00	\$185,000.00	\$24,900.00	\$9,250.00	

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

APPLICATION NO: #8

APPLICATION DATE: 4/25/14

PERIOD TO: 4/25/14

ARCHITECT'S PROJECT NO: N/A

ECHS Athletic Complex

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	E WORK COMPLETED THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
						TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)		
90	GENERAL ELECTRICAL	\$139,147.00	\$33,500.00	\$41,000.00	\$0.00	\$74,500.00	53.54%	\$64,647.00	\$3,725.00
91	PUBLIC ADDRESS SYSTEM	\$26,944.00	\$19,500.00	\$0.00	\$0.00	\$19,500.00	72.37%	\$7,444.00	\$975.00
	GRAND TOTALS	\$2,386,707.00	\$912,274.75	\$137,882.50	\$19,760.00	\$1,069,917.25	44.83%	\$1,316,789.75	\$53,495.86

**Agenda Item Summary Sheet (4 B.4)**  
**Meeting Date: May 20, 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.

**Invoice #121736 from A&E The Graphics Complex.** This invoice in the amount of \$301.23 was for printing services required to bid the El Campo HS Tennis Court Overlay & Ricebird Stadium Track Repair-Sidewalk.

**ECISD Board Policy**

CH (LOCAL) PURCHASING AND ACQUISITION, PURCHASING AUTHORITY

**Effective Date**

May 20, 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
<b>Fee at 7.5% of Construction Costs</b>					<b>\$6,375.00</b>
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
<b>Fee at 7.5% of Construction Costs</b>					<b>\$9,150.00</b>
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
<b>Fee at 7.5% of Construction Costs</b>					<b>\$10,500.00</b>
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

**El Campo High Tennis Court Overlay & Ricebird Stadium Track Repair-Sidewalk**

Invoice No. 121736 from A&E The Graphics Complex is for printing services required to bid the project.

Date	Application for Payment No.	Invoice No.	Amount	Paid to Date
4/23/14	A&E	121736	\$301.23	\$301.23

<b>Student and Public Benefit</b>	Monthly review of the Applications for Payment from the district's architect insures accounting transparency for the public on these projects.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Transmittal Letter from RWS Architects and Invoice from A&amp;E The Graphics Complex</li> </ul>
<b>Contact Person(s)</b>	David Bright, Assistance Superintendent of Finance and Operations
<b>Action Required</b>	None.
<b>Superintendent's Recommendation</b>	No action required. <b>Mark Pool, Superintendent of Schools</b>

# RWS ARCHITECTS Transmittal Letter

**PROJECT:** El Campo HS Tennis Court Overlay & Ricebird Stadium Track Repair-Sidewalk  
**OWNER:** El Campo Independent School District

**DATE:** April 30, 2014

**OWNER'S PROJECT NUMBER:**

**TO:** El Campo Independent School District  
 700 West Norris Street  
 El Campo, Texas 77437

**RWS PROJECT NUMBER:** 2014-02/2014-03

**ATTENTION:** Mr. Mark Pool, Superintendent

**CONTRACTOR'S PROJECT NUMBER:**

**FOR YOUR:**  approval  distribution to parties  information  review & comment  record  use  
 \_\_\_\_\_

COPIES	DATE	NO.	DESCRIPTION
1	4/23/14		A&E The Graphics Complex Invoice #I21736 in the amount of \$301.23

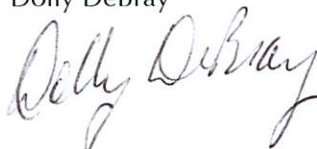
**REMARKS:**

**WE RECOMMEND PAYMENT OF THE ATTACHED A&E INVOICE FOR PLANS AND SPECIFICATIONS ON THE ABOVE REFERENCED PROJECTS. THANK YOU.**

*REVIEWED  
 Mark Pool  
 05/15/2014*

**DISTRIBUTION:**

**BY:** Dolly DeBray





# INVOICE

Please Remit to:

**A&E - The Graphics Complex**  
A DIVISION OF THOMAS REPROGRAPHICS, INC.  
P.O. Box 27286, Houston, TX 77227  
713.621.0022 • Fax: 713.621.2537  
www.aecomplex.com

INVOICE DATE

04/23/14

PAGE

1

INVOICE NO.

I21736

LOC-0 LI-0 REF> 354812

INVOICE TO

EL CAMPO ISD  
C/O RWS ARCHITECTS  
3100 TIMMONS LN STE. 410  
HOUSTON TX 77027-5926

RECEIVED

APR 28 2014

RWS ARCHITECTS (713) 621-1651

TG 21.56 0  
SENT ON DELIVERY TICKET - 4235 RICH

SM	WORK ORDER#	ACCOUNT NO.	REFERENCE	JOB#	P.O. NO.	SHIP DATE	TERMS
ES	003058656	31466	I21736	2014-02/	2014-03	04/23/14	DUE 05/10/14
	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL		
	166	ORIS	13 EA COPY HIGH VOLUME 8.5X11		159.69		
	39	EA	8.5 X 11 CANARY 20# TEXT (500/		1.37		
	26	EA	9 1/4 X 11 KROMEKOTE 10PT DIS		13.52		
	165	EA	DFS POSTING - SMALL DOC		16.50		
	15	EA	SCREEN POST BOND 1"		76.55		
39	PRINTS	351	SF BOND PRINTS		33.70		
			13 sets of 3 orig. (10 X 12)				
1	PRINTS	1	EA BOND PRINT SETUP		2.59		
	15	EA	STAPLE BOND PRINTS		11.51		
	3	EA	DFS POSTING - PLANS		6.00		
	1	EA	DELIVERY CHARGE (ALUSD)		1.00		
	1	EA	PICKUP SERVICE (IF APPLICABLE)		NO CHARGE		
ORDERED BY: DOLLY DEBRAY							
PRINTS TO RWS ARCHITECTS							
JOB NAME: 2014-02/2014-03							
INVOICED BY: T. GEBREMICAEL							
SUB-TOTAL						301.23	
56							
ODS							
(0424 0830A) REC. BY:					TIME:	NO. PAGES:	

PHYSICAL ADDRESS: 4235 RICHMOND AVE., HOUSTON, TEXAS 77027  
DUE AND PAYABLE IN HOUSTON, HARRIS COUNTY, TEXAS 77027

TOTAL AMOUNT DUE ▶

301.23

RECEIVED

APR 8 1994

RECEIVED

RECEIVED

APR 8 1994

RECEIVED

**Agenda Item Summary Sheet (4 B.5)**  
**Meeting Date: May 20, 2014**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

**Consent Agenda:  
Business and Support  
Services**

Review of Monthly Financial Reports for Month of April

**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**

April 30, 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 77.18% of our amended revenue projections; and expended 68.40% of our amended expenditure estimates.  
Compared to the same time last year, our revenue increased by \$209,229 and our expenditures increased by \$1,679,500.

	2009-2010		2010-2011		2011-2012		2012-2013		2013-2014	
	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp
<b>Sep</b>	10.41%	10.59%	9.93%	10.95%	10.63%	12.13%	10.87%	15.21%	9.73%	13.30%
<b>Oct</b>	19.64%	17.92%	18.64%	18.81%	19.79%	20.05%	19.84%	22.74%	19.43%	21.26%
<b>Nov</b>	26.01%	25.17%	27.97%	23.69%	29.84%	27.07%	30.94%	28.88%	29.49%	28.75%
<b>Dec</b>	38.96%	32.11%	41.96%	30.73%	41.60%	33.20%	44.98%	35.39%	44.93%	35.84%
<b>Jan</b>	57.38%	39.07%	60.48%	37.99%	64.61%	40.50%	65.81%	42.09%	64.89%	43.90%
<b>Feb</b>	68.68%	50.45%	66.83%	48.02%	69.97%	50.83%	71.78%	51.52%	70.55%	52.93%
<b>Mar</b>	70.62%	58.65%	68.88%	55.20%	72.10%	57.21%	74.26%	57.69%	72.50%	60.40%
<b>Apr</b>	75.39%	65.99%	73.41%	62.72%	77.12%	64.95%	78.68%	65.38%	77.18%	68.40%
<b>May</b>	79.21%	72.77%	77.20%	69.62%	81.11%	71.59%	82.15%	71.53%		
<b>Jun</b>	85.20%	80.00%	82.93%	76.81%	87.17%	78.14%	87.97%	79.86%		
<b>Jul</b>	91.73%	85.63%	89.99%	84.05%	93.70%	85.44%	94.13%	88.19%		
<b>Aug</b>	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 \$22,549 giving us a new adjusted levy of \$13,900,969; and we have currently collected \$13,314,570 which amounts to 95.78% of the adjusted levy. This leaves an uncollected balance of \$586,398.

Delinquent collections YTD are \$221,700 plus \$142,646 in penalty and interest.

	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
<b>Oct</b>	0.00%	0.00%	0.35%	0.31%	0.21%	0.26%
<b>Nov</b>	2.58%	0.44%	8.60%	9.54%	12.48%	6.96%
<b>Dec</b>	32.28%	30.01%	39.54%	34.01%	39.14%	41.43%
<b>Jan</b>	81.82%	73.71%	81.26%	84.41%	83.67%	84.25%
<b>Feb</b>	93.04%	92.80%	93.50%	94.04%	94.27%	94.03%
<b>Mar</b>	94.06%	94.60%	94.95%	95.38%	95.47%	95.09%
<b>Apr</b>	94.97%	95.27%	95.52%	96.12%	96.07%	95.78%
<b>Jun</b>	95.61%	95.84%	96.26%	96.75%	96.51%	
<b>Jun</b>	96.69%	96.50%	96.67%	97.14%	96.88%	
<b>Jul</b>		96.83%	97.10%	97.65%	97.50%	
<b>Aug</b>	97.48%	97.17%	97.74%	97.90%	97.68%	
<b>Sep</b>	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
<b>Revenue</b>	\$1,356,809	\$1,478,670	\$121,861	\$24,153,674	\$24,362,904	\$209,230
<b>Expenditures</b>	\$2,180,184	\$2,825,921	\$645,737	\$18,954,382	\$20,886,063	\$1,931,681
<b>Balance</b>	(\$823,375)	(\$1,347,251)	(\$523,876)	\$5,199,292	\$3,476,841	(\$1,722,451)

**Attachments**

- Monthly Financial Report – April 30, 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**  
 May 20, 2014

**Comparison of Revenue and Expenditures  
 to the Budget for the General Operating Fund  
 9-1-13 to 4-30-14**

**ESTIMATED REVENUE:**

	<i>Original Budget</i>	<i>Amended Budget</i>	<i>Revenue Realized</i>	<i>Revenue Balance</i>
<i>Local:</i>	\$14,776,922	\$14,776,922	\$14,447,327	(\$329,595)
<i>State:</i>	\$15,207,443	\$15,207,443	\$8,659,342	(\$6,548,101)
<i>Federal:</i>	\$1,580,846	\$1,580,846	\$1,254,615	(\$326,231)
<i>Other Resources:</i>	\$0	\$0	\$1,619	\$1,619
<i>Total:</i>	\$31,565,211	\$31,565,211	\$24,362,904	(\$7,202,307)

**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	\$32,694,197	\$20,886,064	\$1,478,394	\$22,364,457	\$10,329,740

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

	<i>2012-2013</i>	<i>2013-2014</i>	<i>Increase/ Decrease</i>
<i>Revenues:</i>	\$24,153,675	\$24,362,904	\$209,229
<i>Expenditures:</i>	\$20,684,957	\$22,364,457	\$1,679,500
<i>Cash Position:</i>	\$14,986,568	\$13,157,978	(\$1,828,590)

**PRIOR MONTH CASH POSITION as of 3/31/14:** \$13,822,608

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	\$867,663
Transfer funds for land acquisition for the proposed FFA Project Center from the General Fund Balance	\$45,247

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

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

<b>Reporting Period</b>	<b>Beginning Levy</b>	<b>Adjustments</b>	<b>Adjusted Levy</b>	<b>Current Tax Year Collections</b>	<b>% Collected</b>	<b>% Collected Prior Year</b>	<b>Delinquent Collections</b>	<b>Penalty &amp; Interest</b>	<b>Total Collections</b>	<b>Current Tax Year Uncollected</b>
<b>Monthly Recap</b>										
Oct-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	
Mar-14	\$13,878,419	\$25,844	\$13,904,263	145,854	1.05%	1.19%	\$14,132	\$18,142	\$178,128	
April-14	\$13,878,419	\$22,549	\$13,900,969	92,665	0.67%	0.60%	\$25,668	\$21,817	\$140,149	
<b>Year To Date</b>				<b>13,314,570</b>	<b>95.78%</b>	<b>96.07%</b>	<b>221,700</b>	<b>142,646</b>	<b>\$13,678,916</b>	<b>\$586,398</b>

**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-14	Actual Mar-14	Actual Apr-13	Actual Apr-14	Actual May-13	Actual Jun-13	Actual Jul-13	Actual Aug-13	2012-13 Totals
<b>REVENUE:</b>															
<b>5700</b>	<b>Local Revenue:</b>														
5711	Taxes Current Year	19,381	31,010	1,144,443	3,840,618	5,176,225	1,181,680	126,868	71,371	80,603	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	43,942	12,349	9,044	22,616	8,184	9,425	26,919	11,995	231,507
5717	Misc-Vehicle Inventory	0	0	0	0	0	10,783	0	0	0	0	0	0	0	0
5719	Pen, Int, & Other	10,827	15,539	10,107	9,702	16,505	40,801	15,948	11,161	19,437	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	4,096	3,850	10,391	5,859	7,441	7,110	12,052	295,656	411,402
5750	Co/Curr Activities	22,571	22,069	18,556	4,595	3,283	2,494	719	560	26	-992	107	17,775	2,888	129,977
	<b>Total Local Rev:</b>	<b>67,984</b>	<b>118,721</b>	<b>1,440,772</b>	<b>3,873,703</b>	<b>5,229,739</b>	<b>1,283,795</b>	<b>159,734</b>	<b>102,527</b>	<b>128,541</b>	<b>76,588</b>	<b>75,782</b>	<b>142,579</b>	<b>346,666</b>	<b>12,570,897</b>
<b>5800</b>	<b>State Revenue:</b>														
5811	Available School Fund	0	0	0	93,427	29,376	29,376	138,747	98,872	96,900	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	894,497	967,250	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	102,651	102,826	86,450	102,106	86,839	88,027	86,420	160,071	1,097,223
	<b>Total State Rev:</b>	<b>2,940,383</b>	<b>2,442,078</b>	<b>1,325,126</b>	<b>246,999</b>	<b>131,977</b>	<b>132,027</b>	<b>241,573</b>	<b>1,079,819</b>	<b>1,166,256</b>	<b>775,107</b>	<b>1,518,761</b>	<b>1,725,989</b>	<b>1,979,191</b>	<b>14,746,637</b>
<b>5900</b>	<b>Federal Revenue:</b>														
5930	Federal	0	283,668	0	4,231	0	0	0	4,690	0	0	0	0	4,945	142,433
	<b>Total Federal Rev:</b>	<b>0</b>	<b>283,668</b>	<b>0</b>	<b>4,231</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,690</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,945</b>	<b>142,433</b>
<b>7900</b>	<b>Other Res/Non-Oper</b>														
	Other Res/Non-Oper	0	0	0	0	0	0	0	0	0	0	0	0	0	199,850
	<b>Total Other Res:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>199,850</b>
	<b>Total Revenue:</b>	<b>3,008,367</b>	<b>2,844,467</b>	<b>2,765,898</b>	<b>4,124,934</b>	<b>5,361,716</b>	<b>1,415,822</b>	<b>401,307</b>	<b>1,187,036</b>	<b>1,294,797</b>	<b>851,695</b>	<b>1,594,543</b>	<b>1,868,568</b>	<b>2,330,803</b>	<b>27,659,817</b>
<b>EXPENDITURES:</b>															
<b>6000</b>	<b>Expenditures:</b>														
6100	Payroll Costs	1,130,298	1,698,951	1,720,586	1,726,120	1,694,389	1,720,841	1,721,032	1,593,517	1,694,897	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	309,543	263,733	96,106	281,119	355,574	369,547	352,558	389,589	3,427,355
6300	Supplies & Materials	105,692	87,818	144,296	126,131	148,015	72,797	162,010	130,262	193,907	195,472	127,890	163,244	138,906	1,603,574
6400	Other Operating	36,999	223,652	23,308	44,324	215,905	57,181	35,112	187,960	223,415	83,544	282,476	187,464	283,143	1,579,403
6500	Debt Services	0	0	500	0	0	98,675	0	0	0	0	0	0	18,675	994,593
6600	Capital Outlay	36,700	86,055	335,164	26,790	35,410	0	30,570	8,690	0	0	0	66,377	357,734	469,408
8900	Other Uses/Non Operating	0	0	0	0	454,870	0	192,726	0	265,311	0	0	185,482	-2,749	244,212
	<b>Total Expenditures:</b>	<b>1,499,962</b>	<b>2,406,227</b>	<b>2,542,778</b>	<b>2,231,537</b>	<b>2,880,869</b>	<b>2,259,037</b>	<b>2,405,183</b>	<b>2,016,536</b>	<b>2,658,649</b>	<b>2,252,660</b>	<b>2,793,621</b>	<b>2,514,447</b>	<b>3,458,625</b>	<b>28,067,955</b>
	<b>ENDING BALANCE</b>	<b>1,508,405</b>	<b>438,240</b>	<b>223,121</b>	<b>1,893,397</b>	<b>2,480,847</b>	<b>-843,216</b>	<b>-2,003,876</b>	<b>-829,500</b>	<b>-1,363,852</b>	<b>-1,400,966</b>	<b>-1,199,078</b>	<b>-645,879</b>	<b>-1,127,822</b>	<b>-408,138</b>
	<b>GF FB as of 8/31/13</b>	<b>8,490,723</b>													
		9,999,128	10,437,368	10,660,489	12,553,886	15,034,733	14,191,517	12,187,642	12,952,119	10,823,790	9,422,825	8,223,747	7,577,867	6,450,045	

240	FOOD SERVICE	Actual Sep-13	Actual Oct-13	Actual Nov-13	Actual Dec-13	Actual Jan-14	Actual Feb-14	Actual Mar-14	Actual Apr-13	Actual Apr-14	Actual May-13	Actual Jun-13	Actual Jul-13	Actual Aug-13	2012-13 Totals
<b>REVENUE:</b>															
<b>5700</b>	<b>Local Revenue:</b>														
	Earnings from Temp Dep			413	0	0	459	0	0	0	1,023	0	0	994	3,579
	Foundation Revenue														0
	Lunch	32,163	35,514	28,146	21,567	29,874	30,366	23,007	29,526	29,684	26,465	2,397	0	20,398	243,170
	Breakfast	7,241	8,574	6,646	5,980	6,464	7,296	6,469	7,951	7,152	6,644	844	0	4,537	71,130
	A La Carte	8,563	9,853	8,162	6,740	8,998	10,605	7,420	10,215	10,889	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	1,181	0	535	1,042	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
	<b>Total Local Rev:</b>	<b>47,967</b>	<b>53,942</b>	<b>43,367</b>	<b>34,556</b>	<b>46,441</b>	<b>49,908</b>	<b>36,896</b>	<b>48,227</b>	<b>48,766</b>	<b>43,874</b>	<b>5,027</b>	<b>182</b>	<b>30,193</b>	<b>406,632</b>
<b>5800</b>	<b>State Revenue</b>														
5829	Misc St Program Rev.	0	1,046	0	0	0	0	9,685	9,504	0	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
	<b>Total State Rev:</b>	<b>0</b>	<b>1,046</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,685</b>	<b>9,504</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,504</b>
<b>5900</b>	<b>Federal Revenue</b>														
5921	School Breakfast	0	36,071	41,264	33,639	26,664	28,447	33,641	22,110	26,732	37,175	41,672	0	7,437	293,729
5922	National School Lunch	0	102,977	116,069	92,093	77,755	92,659	101,619	68,386	80,978	113,436	127,121	0	24,568	886,331
5923	USDA Donated Com	9,513	9,513	9,513	9,513	9,513	9,513	9,513	7,195	9,513	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
	<b>Total Federal Rev:</b>	<b>9,513</b>	<b>148,562</b>	<b>166,846</b>	<b>135,246</b>	<b>113,933</b>	<b>130,619</b>	<b>144,774</b>	<b>97,691</b>	<b>117,224</b>	<b>157,806</b>	<b>175,989</b>	<b>7,195</b>	<b>73,872</b>	<b>1,301,079</b>
<b>7900</b>	<b>Other Res/Non-Oper:</b>														
7940	Other Res/Non-Oper	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Total Other Res:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Revenue:</b>	<b>57,481</b>	<b>203,550</b>	<b>210,213</b>	<b>169,802</b>	<b>160,374</b>	<b>180,527</b>	<b>191,355</b>	<b>155,421</b>	<b>165,990</b>	<b>201,680</b>	<b>181,015</b>	<b>7,377</b>	<b>104,065</b>	<b>1,717,215</b>
<b>EXPENDITURES:</b>															
<b>6000</b>	<b>Expenditures:</b>														
6100	Payroll & Benefits	39,132	45,692	47,895	50,202	46,494	46,470	47,552	42,658	45,321	45,269	56,333	43,036	55,932	536,793
6200	Contracted Services	0	123,608	135,901	111,701	124,026	48,909	110,613	113,384	112,214	100,199	96,090	51,081	26,148	949,540
6300	Supplies & Materials	9,806	20,610	10,007	9,945	10,164	9,720	9,681	7,520	9,695	7,678	7,455	7,757	8,635	90,512
6400	Other Operating	11	165	105	160	55	61	234	86	42	111	159	130	130	1,085
6600	Capital Outlay	0	9,243	0	0	0	0	14,177	0	0	0	0	0	0	0
	<b>Total Expenditures:</b>	<b>48,948</b>	<b>199,318</b>	<b>193,908</b>	<b>172,007</b>	<b>180,739</b>	<b>105,161</b>	<b>182,257</b>	<b>163,648</b>	<b>167,272</b>	<b>153,257</b>	<b>160,037</b>	<b>102,004</b>	<b>90,846</b>	<b>1,577,931</b>
<b>ENDING BALANCE</b>		<b>8,533</b>	<b>12,765</b>	<b>29,071</b>	<b>26,865</b>	<b>6,500</b>	<b>81,865</b>	<b>90,963</b>	<b>152,122</b>	<b>89,681</b>	<b>138,104</b>	<b>159,083</b>	<b>64,455</b>	<b>77,674</b>	<b>139,284</b>

511	DEBT SERVICE	Actual Sep-13	Actual Oct-13	Actual Nov-13	Actual Dec-13	Actual Jan-14	Actual Feb-14	Actual Mar-14	Actual Apr-13	Actual Apr-14	Actual May-13	Actual Jun-13	Actual Jul-13	Actual Aug-13	2012-13 Totals
<b>REVENUE:</b>															
5700	<b>Local Revenue:</b>														
5711	Taxes Current Year	2,909	4,640	171,262	574,735	774,605	176,834	18,986	10,712	12,062	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	6,201	1,783	1,337	3,051	1,115	1,153	3,903	1,645	32,730
5719	Pen, Int, & Other	1,158	1,928	1,048	785	1,105	5,166	2,194	1,533	2,379	1,207	1,265	2,658	1,350	20,229
5742	Earnings Fm Temp Dep	92	90	107	166	344	388	394	770	390	803	783	817	456	6,826
	<b>Total Local Rev:</b>	5,417	13,434	175,764	577,702	780,348	188,590	23,357	14,351	17,883	11,136	9,813	17,386	6,633	1,797,924
5800	<b>State Revenue:</b>														
5829	St Rev Dist By TEA	0	0	22,190	0	0	0	0	0	0	0	0	0	0	53,770
	<b>Total State Rev:</b>	0	0	22,190	0	0	0	0	0	0	0	0	0	0	53,770
7900	<b>Other Res/Non-Oper:</b>														
7940	Other Res/Non-Oper Rev	0	0	1,619	0	0	0	0	0	0	0	0	0	0	0
	<b>Total Other Res:</b>	0	0	1,619	0	0	0	0	0	0	0	0	0	0	0
	<b>Total Revenue:</b>	5,417	13,434	199,573	577,702	780,348	188,590	23,357	14,351	17,883	11,136	9,813	17,386	6,633	1,851,694
<b>EXPENDITURES:</b>															
6000	<b>Expenditures:</b>														
6500	Debt Service														
6511	Bond Principal	0	0	0	0	0	405,000	0	0	0	0	0	0	520,000	855,000
6521	Interest on Bonds	0	0	0	0	0	346,312	0	0	0	0	0	0	469,384	945,469
6599	Other Debt Fees	0	0	500	0	0	0	400	0	0	0	0	0	0	900
	<b>Total Expenditures:</b>	0	0	500	0	0	751,312	400	0	0	0	0	0	989,384	1,801,369
<b>ENDING BALANCE</b>		5,417	18,851	217,924	795,626	1,575,974	1,013,252	1,036,209	994,741	1,054,092	1,065,227	1,075,041	1,092,427	109,676	50,325
<b>Total Approved Budget 199, 240, 511</b>															
<b>TOTAL REVENUE</b>		3,071,266	3,061,451	3,175,684	4,872,437	6,302,438	1,784,939	616,019	1,356,809	1,478,670	1,064,510	1,785,372	1,893,331	2,441,501	31,228,726
<b>TOTAL EXP</b>		1,548,910	2,605,545	2,737,185	2,403,544	3,061,608	3,115,510	2,587,840	2,180,184	2,825,921	2,405,917	2,953,658	2,616,451	4,538,855	31,447,254
<b>ENDING BALANCE</b>		1,522,355	1,978,262	2,416,761	4,885,654	8,126,484	6,795,912	4,824,091	5,200,123	3,476,840	2,135,433	967,147	244,026	-1,853,328	

**Agenda Item Summary Sheet (4 B.6)**  
**Meeting Date: May 20, 2014**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

**Consent Agenda:  
Business and Support  
Services**

Review of Checks Written – April 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**

April 30, 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:

	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>
<b>September</b>	\$655,949.80	\$629,351.65	\$591,106.98	\$629,530.76	\$695,282.94
<b>October</b>	\$970,451.63	\$640,667.05	\$655,040.01	\$710,446.37	\$894,925.72
<b>November</b>	\$750,661.87	\$865,783.43	\$718,579.69	\$716,741.33	\$880,283.81
<b>December</b>	\$853,561.12	\$720,971.25	\$355,804.15	\$620,159.58	\$741,092.88
<b>January</b>	\$880,591.27	\$747,638.61	\$701,991.20	\$771,487.77	\$828,457.21
<b>March</b>	\$694,107.70	\$704,337.28	\$656,212.94	\$635,776.11	\$616,434.71
<b>April</b>	\$846,903.79	\$656,212.94	\$554,991.73	\$561,416.91	\$725,103.23
<b>May</b>	\$758,644.83	\$620,111.02	\$891,849.50	\$894,796.41	\$781,180.01
<b>Total</b>	<b>\$6,410,872.01</b>	<b>\$5,585,073.23</b>	<b>\$5,125,576.20</b>	<b>\$5,540,355.24</b>	<b>\$6,162,760.51</b>
<b>June</b>	\$718,912.56	\$736,989.79	\$751,699.54	\$1,003,320.40	
<b>July</b>	\$718,935.08	\$658,378.35	\$762,236.64	\$966,194.37	
<b>August</b>	\$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 April are available in electronic format and were emailed to each member of the Board.

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

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

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

**Agenda Item Summary Sheet (5 A)**  
**Meeting Date: May 20, 2014**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

**Business and Operations** Consider Approval of Resolution Authorizing the Issuance, Sale and Delivery of El Campo Independent School District Maintenance Tax & Refunding Notes, Series 2014; Authorizing the Redemption Prior to Maturity of Certain Outstanding Notes; and Containing Other Matters Related Thereto

**Summary** You will note on the attached Timetable of Events for the El Campo Independent School District \$2,700,000 Maintenance Tax Notes (NM & Refunding), Series, 2014, that the bids on these notes are due at 11:00 a.m. on Tuesday, May 20<sup>th</sup>. If the bids are acceptable, the Board is scheduled to adopt a Bond Order authorizing the sale of Notes and approving other matters at the regular meeting that night.

I have attached a copy of a Certificate of Resolution authorizing the issuance, sale, and delivery of El Campo Independent School District Maintenance Tax and Refunding Notes, Series 2014; authorizing the redemption prior to maturity of certain outstanding notes; and containing other matters related thereto.

I believe that financial advisor, Lewis Wilks, and bond counsel will be present at the meeting to address any question or concerns you may have regarding this transaction.

**ECISD Board Policy** CCA (LEGAL), LOCAL REVENUE SOURCES: BOND ISSUES

**Effective Date** May 20, 2014

**Previous Board Action** At the regular meeting on February 25, 2014, the Board discussed the issuance of Maintenance Tax Notes for refunding the existing maintenance tax debt and providing \$1M - \$2M in new money for capital improvement projects; and again on March 25, 2014.

**Future Action Expected** None.

**Background Information and Significant Issues** \$700,000 of the proposed maintenance tax notes will be used to refund the current Maintenance Tax Notes, Series 2005, which were issued under a performance contract for energy savings. According to the Long-Term Obligations Notes in our annual audit report, on August 31, 2013, the ending balance on the Maintenance Tax Notes, Series 2005, was \$780,000, with

\$80,000 due within one year. This would leave a remaining balance of \$700,000 on August 31, 2014.

The proposed notes also have \$2,000,000 in “new money” that can be used for the rehabilitation of existing facilities, such as the auditorium, and/or the purchase of equipment.

<b>Fiscal Impact</b>	Information will be available at the meeting Tuesday night. Previous analysis has been presented to the Board.
<b>Student and Public Benefit</b>	Paying off the debt improves the District’s financial position and new money can be obtained at a current lower interest rate.
<b>Procedural and Reporting Implications</b>	Execution and filing of the attached resolution. Other procedural and reporting issues will be completed by our financial advisor and bond counsel.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	<p>Under the authority of <i>Texas Education Code § 45.108</i>, the Board may borrow money for the purpose of paying maintenance expenses. The term “maintenance expenses” or “maintenance expenditures” means any lawful expenditure of the District other than payment of principal of and interest on bonds. In other words, proceeds from the maintenance tax notes could not be used to pay off bonded indebtedness on the Interest and Sinking Fund side of the budget.</p> <p>The term does include expenditures relating to notes issued to refund notes previously issued if the refunding notes are coterminous (i.e., coextensive or current in scope and duration) with the refunded obligation. In other words, these maintenance tax notes could be used to pay off the existing Maintenance Tax Notes, Series 2005.</p> <p>The term also includes:</p> <ul style="list-style-type: none"><li>Costs incurred in connection with environmental cleanup and asbestos cleanup and removal programs implemented by the District.</li><li>Costs incurred in connection with the maintenance, <u>repair</u>, <u>rehabilitation</u>, or <u>replacement</u> of heating, air conditioning, water, sanitation, roofing, flooring, electric, or other <u>building systems of existing school properties</u>.</li></ul>
<b>Attachments</b>	<ul style="list-style-type: none"><li>• Certificate of Resolution and Copy of Resolution</li><li>• Timetable of Events for El Campo Independent School District \$2,700,000 Maintenance Tax Notes (NM &amp; Refunding), Series 2014</li></ul>

**Contact Person(s)**

Mark Pool, Superintendent of Schools

David Bright, Assistant Superintendent of Finance and Operations

**Action Required**

Motion, second and majority vote to adopt a resolution authorizing the issuance, sale, and delivery of El Campo Independent School District Maintenance Tax and Refunding Notes, Series 2014; authorizing the redemption prior to maturity of certain outstanding notes; and containing other matters related thereto.

**Superintendent's Recommendation**

Recommendation at the meeting following consultation with financial advisor and bond counsel.

**Mark Pool, Superintendent of Schools**

**CERTIFICATE FOR RESOLUTION**

STATE OF TEXAS §  
COUNTY OF WHARTON §

We, the undersigned officers of the Board of Trustees (the "Board") of El Campo Independent School District (the "District"), hereby certify as follows:

1. The Board convened in a regular meeting on May 20, 2014, at the regular meeting place thereof, within the District, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Thomas Turner	President
Cecil Davis	Vice President
David Hodges	Secretary
J.J. Croix	Trustee
Timothy Supak	Trustee
Ralph Novosad	Trustee
James Russell	Trustee

and all of such persons were present, thus constituting a quorum. Whereupon, among other business, the following was transacted at such meeting: a written

**RESOLUTION AUTHORIZING THE ISSUANCE, SALE AND DELIVERY OF EL CAMPO INDEPENDENT SCHOOL DISTRICT MAINTENANCE TAX AND REFUNDING NOTES, SERIES 2014; AUTHORIZING THE REDEMPTION PRIOR TO MATURITY OF CERTAIN OUTSTANDING NOTES; AND CONTAINING OTHER MATTERS RELATED THERETO**

was duly introduced for the consideration of such Board and read in full. It was then duly moved and seconded that such Resolution be adopted; and, after due discussion, such motion, carrying with it the adoption of such Resolution, prevailed and carried by the following vote:

AYES:            \_\_\_                    NOES:            \_\_\_                    ABSTAIN:        \_\_\_

2. A true, full and correct copy of the aforesaid Resolution adopted at the meeting described in the above and foregoing paragraph is attached to and follows this certificate; that such Resolution has been duly recorded in the Board's minutes of such meeting; that the above and foregoing paragraph is a true, full and correct excerpt from the Board's minutes of such meeting pertaining to the adoption of such Resolution; that the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of the Board as indicated therein; that each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the date, hour, place and purpose of the aforesaid meeting, and that the Resolution would be introduced and considered for adoption at such meeting, and each of such officers and members consented, in advance, to the holding of such meeting for such purpose; that such meeting was open to the public as required by law; and that public notice of the date, hour, place and subject of such meeting was given as required by Chapter 551, Texas Government Code, as amended.

SIGNED AND SEALED this 20<sup>th</sup> day of May, 2014.

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President, Board of Trustees

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Secretary, Board of Trustees

(SEAL)

**RESOLUTION AUTHORIZING THE ISSUANCE, SALE AND DELIVERY OF EL CAMPO INDEPENDENT SCHOOL DISTRICT MAINTENANCE TAX & REFUNDING NOTES, SERIES 2014; AUTHORIZING THE REDEMPTION PRIOR TO MATURITY OF CERTAIN OUTSTANDING NOTES; AND CONTAINING OTHER MATTERS RELATED THERETO**

STATE OF TEXAS §  
COUNTY OF WHARTON §  
EL CAMPO INDEPENDENT SCHOOL DISTRICT §

WHEREAS, EL CAMPO INDEPENDENT SCHOOL DISTRICT (the "District") was organized, created and established pursuant to the Constitution and laws of the State of Texas as an independent school district and political subdivision of the State of Texas, and the District operates under the authority of the Texas Education Code, as amended;

WHEREAS, the District has heretofore issued its Maintenance Tax Notes, Series 2005;

WHEREAS, the District desires to refund a portion of said notes (the "Refunded Notes") in advance of their maturities;

WHEREAS, Sec. 45.108, Texas Education Code, as amended (the "Act"), authorizes the Board of Trustees (the "Board") of the District to borrow money for the purpose of paying any lawful expenditure of the District including expenditures related to notes issued to refund the Refunded Notes; and to evidence such loans with negotiable notes maturing not more than twenty years from their date;

WHEREAS, pursuant to Article 2784e-1, Texas Revised Civil Statutes, and an election held on November 18, 1961, the District has been authorized to levy annual ad valorem taxes for maintenance purposes in an amount not to exceed \$1.50 per \$100 assessed valuation on all taxable property within the District;

WHEREAS, the Board desires to finance certain lawful expenditures of the District and to refund the Refunded Notes through the issuance of a note issued under the authority of the Act;

WHEREAS, the notes herein authorized (the "Notes"), together with other notes issued by the District pursuant to the Act, at no time will exceed seventy-five percent (75%) of the previous year's income of the District;

WHEREAS, a budget has been adopted for the current school year;

WHEREAS, the Board considers it necessary, useful and appropriate to adopt this Resolution and issue the Notes, as permitted by the Act;

WHEREAS, upon the issuance of the Notes herein authorized and the deposit of funds referred to above, the Refunded Notes shall no longer be regarded as being outstanding, except for the purpose of being paid pursuant to such deposit, and the pledges, liens, trusts and all other covenants, provisions, terms and conditions of the orders authorizing the issuance of the

Refunded Notes shall be, with respect to the Refunded Notes, discharged, terminated and defeased; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF EL CAMPO INDEPENDENT SCHOOL DISTRICT THAT:

Section 1. Findings and Determinations. The Board hereby finds and determines that the facts and recitations contained in the preamble of this Resolution are true and correct.

It is hereby found and determined that the refunding contemplated in this Resolution will benefit the District by providing a present value savings in the debt service payable by the District, equal to \$\_\_\_\_\_ or \_\_\_\_\_%, and that such benefit is sufficient consideration for the refunding of the Refunded Notes, and that the issuance of the refunding notes is in the best interests of the District.

Section 2. Amount and Purpose of Notes. The Notes shall be issued in fully registered form, without coupons, in the original aggregate principal amount of TWO MILLION SEVEN HUNDRED THOUSAND and NO/100 DOLLARS (\$2,700,000) for the purpose of paying all or a portion of the District's costs incurred to (i) currently refund the District's outstanding Maintenance Tax Notes, Series 2005, (ii) renovate and repair current facilities, (iii) purchase equipment; and (iv) pay the costs of issuing the Notes. The term "Notes," as used in this Resolution, shall mean and include, collectively, the notes initially issued and delivered pursuant to this Resolution and all substitute notes exchanged therefor, as well as all other substitute notes and replacement notes issued pursuant hereto, and the term "Note" shall mean any of the Notes.

Section 3. Designation, Date and Interest Payment Dates. The Notes shall be designated as the "El Campo Independent School District Maintenance Tax & Refunding Notes, Series 2014" and shall be dated June 1, 2014. The Notes shall bear interest per annum at the rates set forth in Section 4 of this Resolution from the later of June 1, 2014 or the most recent date for which such interest has been paid or duly provided for, calculated on the basis of a 360-day year of twelve 30-day months, payable commencing August 15, 2014, and semiannually thereafter on February 15 and August 15 of each year (each an "Interest Payment Date") until maturity. The Notes shall be issued in the denomination of \$5,000, or any integral multiple thereof, and shall be payable to the respective initial registered owners thereof or to the registered assignee or assignees thereof (in each case, the "registered owners" or "owner"). Notes delivered in transfer of or in exchange for other Notes shall be numbered (with appropriate prefix) in order of their authentication, shall be in the denomination of \$5,000, or integral multiples thereof, and shall mature on the same dates and bear interest at the same rates as the Note or Notes in lieu of which they are delivered.

Section 4. Initial Notes; Number; Maturity. The Notes shall be initially issued bearing the numbers, in the principal amounts and bearing interest at the rates set forth in the following schedule, and may be transferred and exchanged as set out in this Resolution. The Notes shall mature on February 15 in each of the years and in the amounts set out in such schedule. Notes delivered on transfer of or in exchange for other Notes shall be numbered (with appropriate prefix) in order of their authentication by the Registrar, shall be in the denomination

of \$5,000 or integral multiples thereof and shall mature on the same date and bear interest at the same rate as the Note or Notes in lieu of which they are delivered.

<u>Number</u>	<u>Year of Maturity</u>	<u>Principal Amount</u>	<u>Interest Rate</u>
R-1			
R-2			
R-3			
R-4			
R-5			
R-6			
R-7			
R-8			
R-9			
R-10			

Section 5. Execution of Notes; Seal. The Notes shall be signed by the President or the Vice President of the Board and countersigned by the Secretary of the Board, by their manual, lithographed or facsimile signatures, and the official seal of the District shall be impressed or placed in facsimile thereon. Facsimile signatures shall have the same effect as if the Notes had been signed manually and in person by each of such officers, and such facsimile seal on the Notes shall have the same effect as if the official seal of the District had been manually impressed upon the Notes. If any officer of the District whose manual or facsimile signature has been placed on the Notes ceases to be such officer before the authentication or delivery of the Notes, such manual or facsimile signature shall nevertheless be valid and sufficient for all purposes as if such officer had remained in such office.

Section 6. Approval by Attorney General; Registration by Comptroller. The Notes to be initially issued shall be delivered to the Attorney General of the State of Texas (the "Attorney General") for approval and shall be registered by the Comptroller of Public Accounts of the State of Texas (the "Comptroller"). The President, the Vice President and the Secretary of the Board are authorized hereby to have control and custody of the Notes and all necessary records and proceedings pertaining thereto pending their delivery, and the President, Vice President and the Secretary and other officers and employees of the District are hereby authorized and directed to make such certifications and to execute such instruments as may be necessary to accomplish the delivery of the Notes and to assure the investigation, examination and approval thereof by the Attorney General and the registration of the initial Notes by the Comptroller. Upon registration of the Notes, the Comptroller (or the Comptroller's bond clerk, or an assistant bond clerk lawfully designated in writing to act for the Comptroller) shall manually execute the registration certificate of the Comptroller substantially in the form provided in Section 19 of this Resolution, and such certificate shall be affixed or attached to the Notes to be initially issued, and the seal of the Comptroller shall be impressed or placed in facsimile thereon.

Section 7. Authentication. Except for the Notes to be initially issued, which need not be authenticated by the Registrar, only such Notes as shall bear thereon a certificate of authentication, substantially in the form provided in Section 19 of this Resolution, manually executed by an authorized representative of the Registrar, shall be entitled to the benefits of this

Resolution or shall be valid or obligatory for any purpose. Such duly executed certificate of authentication shall be conclusive evidence that the Note so authenticated was delivered by the Registrar hereunder.

Section 8. Payment of Principal and Interest. Wells Fargo Bank, N. A., Minneapolis, Minnesota (the "Registrar"), is hereby appointed as the registrar and paying agent for the Notes pursuant to the terms of the Paying Agent/Registrar Agreement, a substantial copy of which is attached hereto as Exhibit A, which is hereby authorized and approved by the Board. The appropriate officers of the District are each hereby authorized and directed to execute, attest and affix the District's seal to the Paying Agent/Registrar Agreement. The Registrar and any successor, by undertaking the performance of the duties of the registrar and paying agent hereunder, and in consideration of the payment of any fees by the District and/or the deposits of money pursuant to this Resolution, shall be deemed to accept and agree to abide by the terms of this Resolution. All money transferred to the Registrar in its capacity as registrar or paying agent for the Notes under this Resolution (except any sums representing registrar or paying agent fees) shall be held in trust for the benefit of the District, shall be the property of the District and shall be disbursed in accordance with this Resolution. Subject to the provisions of Section 14 of this Resolution, all matured Notes presented to the Registrar for payment shall be paid without the necessity of further instructions from the District. Such Notes shall be canceled as provided herein.

The principal of the Notes shall be payable, without exchange or collection charges, in any coin or currency of the United States of America which, on the date of payment, is legal tender for the payment of debts due the United States of America, upon their presentation and surrender as they respectively become due and payable, at the principal payment office of the Registrar. The interest on each Note shall be payable by check on the Interest Payment Date and mailed by the Registrar on or before each Interest Payment Date to the Owner of record as of the Record Date to the address of such Owner as shown on the Register. Any accrued interest payable at maturity on a Note shall be paid upon presentation and surrender of such Note at the principal payment office of the Registrar.

If the date for payment of the principal of or interest on any Note is not a Business Day (hereinafter defined), then the date for such payment shall be the next succeeding Business Day with the same force and effect as if made on the date payment was originally due.

Section 9. Successor Registrars. The District covenants that at all times while any Notes are outstanding it will provide a qualified bank, trust company, financial institution or other agency to act as Registrar for the Notes. The District reserves the right to change the Registrar for the Notes on not less than sixty (60) days' written notice to the Registrar, as long as any such notice is effective not less than sixty (60) days prior to the next succeeding principal payment date or Interest Payment Date for the Notes. Promptly upon the appointment of any successor Registrar, the previous Registrar shall deliver the books of registration or a copy thereof and its other records relating to the Notes to the new Registrar; the new Registrar shall act in the same capacity as the previous Registrar; and the new Registrar shall notify each owner, by United States mail, first class postage prepaid, of such change and of the address of the new Registrar. Each Registrar hereunder, by acting in that capacity, shall be deemed to have agreed to the provisions of this Resolution.

Section 10. Special Record Date. If interest on any Note is not paid on any Interest Payment Date and continues unpaid for thirty (30) days thereafter, the Registrar shall establish a new record date for the payment of such interest, to be known as a Special Record Date. The Registrar shall establish a Special Record Date if and when funds to make such interest payment are received from or on behalf of the District. Such Special Record Date shall be fifteen (15) days prior to the date fixed for payment of such past due interest, and notice of the date of payment and the Special Record Date shall be sent by United States mail, first class, postage prepaid, not later than five (5) days prior to the Special Record Date, to each owner of record of an affected Note as of the close of business on the last day which is not a Saturday, Sunday, day on which the Registrar is authorized by law or executive order to remain closed or legal holiday ("Business Day") prior to the mailing of such notice.

Section 11. Ownership; Unclaimed Principal and Interest. The District, the Registrar and any other person may treat the person in whose name any Note is registered as the absolute owner of such Note for the purpose of making and receiving payment of the principal of or interest on such Note and for all other purposes, whether or not such Note is overdue, and neither the District nor the Registrar shall be bound by any notice or knowledge to the contrary. All payments made to the person deemed to be the owner of any Note in accordance with this Section shall be valid and effectual and shall discharge the liability of the District and the Registrar upon such Note to the extent of the sums paid.

Amounts held by the Registrar which represent principal of and interest on the Notes remaining unclaimed by the owner after the expiration of three (3) years from the date such amounts have become due and payable shall be reported and disposed of by the Registrar in accordance with the applicable provisions of Texas law, including, to the extent applicable, Title 6 of the Texas Property Code, as amended. To the extent such provisions of the Property Code do not apply to the funds, such funds shall be paid by the Registrar to the District upon receipt by the Registrar of a written request therefor from the District. The Registrar shall have no liability to the owners of the Notes by virtue of actions taken in compliance with this Section.

Section 12. Registration, Transfer and Exchange. As long as any Notes remain outstanding, the Registrar shall keep the books of registration at its principal corporate trust office and, subject to such reasonable regulations as it may prescribe, the Registrar shall provide for the registration of the Notes in accordance with the terms of this Resolution.

Each Note shall be transferable only upon the presentation and surrender thereof at the principal corporate trust office of the Registrar, or at such other office designated by the Registrar, duly endorsed for transfer or accompanied by an assignment duly executed by the registered owner or his authorized representative in form satisfactory to the Registrar. Upon due presentation and surrender of any Note in proper form for transfer, the Registrar shall authenticate and deliver in exchange therefor, to the extent possible, within seventy-two (72) hours after such presentation and surrender, a new Note or Notes, registered in the name of the transferee or transferees, in the same aggregate principal amount and in authorized denominations, maturing on the same dates and bearing interest at the same rates as the Note or Notes so presented and surrendered.

All Notes shall be exchangeable upon presentation and surrender thereof at the principal corporate trust office of the Registrar, or at such other office designated by the Registrar, for a Note or Notes of the same maturity and interest rate and in any authorized denomination, in an aggregate principal amount equal to the unpaid principal amount of the Note or Notes presented for exchange. The Registrar shall be and is hereby authorized to authenticate and deliver exchange Notes in accordance with the provisions of this Section. Pursuant to Chapter 1201, Texas Government Code, as amended, the duty of conversion and exchange of the Notes is hereby imposed upon the Registrar, and upon the execution thereof, the converted and exchanged Notes delivered in accordance with this Section shall be valid, incontestable, enforceable and entitled to the benefits and security of this Resolution to the same extent as the Note or Notes in lieu of which such Note is delivered.

The District or the Registrar may require the owner of any Note to pay a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with the transfer or exchange of such Note. Any fee or charge of the Registrar for such transfer or exchange shall be paid by the District.

Section 13. Book-Entry Only System. The definitive Notes shall be initially issued in the form of a separate single fully registered Note for each of the maturities thereof. Upon initial issuance, the ownership of each such Note shall be registered in the name of Cede & Co., as nominee of DTC, and except as provided in Section 15 hereof, all of the Outstanding Notes shall be registered in the name of Cede & Co., as nominee of DTC. Upon delivery by DTC to the Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., and subject to the provisions in this Resolution with respect to interest checks being mailed to the Owner at the close of business on the Record Date, the word "Cede & Co." in this Resolution shall refer to such new nominee of DTC.

With respect to Notes registered in the name of Cede & Co., as nominee of DTC, the District and the Registrar shall have no responsibility or obligation to any DTC Participant or to any person on behalf of whom such a DTC Participant holds an interest in the Notes. Without limiting the immediately preceding sentence, the District and the Registrar shall have no responsibility or obligation with respect to (a) the accuracy of the records of DTC, Cede & Co. or any DTC Participant with respect to any ownership interest in the Notes, (b) the delivery to any DTC Participant or any other person, other than a Noteholder, as shown on the Register, of any notice with respect to the Notes, including any notice of redemption or (c) the payment to any DTC Participant or any other person, other than a Noteholder, as shown in the Register of any amount with respect to principal of Notes, premium, if any, or interest on the Notes.

Except as provided in Section 14 of this Resolution, the District and the Registrar shall be entitled to treat and consider the person in whose name each Note is registered in the Register as the absolute owner of such Note for the purpose of payment of principal of, premium, if any, and interest on Notes, for the purpose of giving notices of redemption and other matters with respect to such Note, for the purpose of registering transfer with respect to such Note, and for all other purposes whatsoever. The Registrar shall pay all principal of Notes, premium, if any, and interest on the Notes only to or upon the order of the respective owners, as shown in the Register as provided in this Resolution, or their respective attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District's obligations

with respect to payment of principal of, premium, if any, and interest on the Notes to the extent of the sum or sums so paid. No person other than an owner shall receive a Note certificate evidencing the obligation of the District to make payments of amounts due pursuant to this Resolution.

Section 14. Payments and Notices to Cede & Co. Notwithstanding any other provision of this Resolution to the contrary, as long as any Notes are registered in the name of Cede & Co., as nominee of DTC, all payments with respect to principal of, premium, if any, and interest on the Notes, and all notices with respect to such Notes shall be made and given, respectively, in the manner provided in the representation letter of the District to DTC.

Section 15. Successor Securities Depository; Transfer Outside Book-Entry Only System. In the event that the District or the Registrar determines that DTC is incapable of discharging its responsibilities described herein and in the representation letter of the District to DTC, or that it is in the best interest of the beneficial owners of the Notes that they be able to obtain certificated Notes, the District or the Registrar shall (a) appoint a successor securities depository, qualified to act as such under Section 17(a) of the Securities and Exchange Act of 1934, as amended, notify DTC of the appointment of such successor securities depository and transfer one or more separate Notes to such successor securities depository or (b) notify DTC and DTC Participants of the availability through DTC of Notes and transfer one or more separate Notes to DTC Participants having Notes credited to their DTC accounts. In such event, the Notes shall no longer be restricted to being registered in the Register in the name of Cede & Co., as nominee of DTC, but may be registered in the name of the successor securities depository, or its nominee, or in whatever name or names Noteholders transferring or exchanging Notes shall designate, in accordance with the provisions of this Resolution.

Section 16. Damaged, Mutilated, Lost, Destroyed or Stolen Notes. Upon the presentation and surrender to the Registrar of a damaged or mutilated Note, the Registrar shall authenticate and deliver in exchange therefor a replacement Note of like maturity, interest rate and principal amount, bearing a number not contemporaneously outstanding. The District or the Registrar may require the owner of a damaged or mutilated Note to pay a sum sufficient to cover any tax or other governmental charge that may be imposed in connection therewith and the fees and expenses of the Registrar.

If any Note is lost, apparently destroyed or wrongfully taken, in the absence of notice to the District or Registrar or knowledge of either that such Note has been acquired by a bona fide purchaser, the Registrar shall authenticate and deliver a replacement Note of like maturity, interest rate and principal amount, bearing a number not contemporaneously outstanding. The District or the Registrar will require the owner of a lost, apparently destroyed or wrongfully taken Note, before any replacement Note is issued, to:

- (a) furnish to the District and the Registrar satisfactory evidence of the ownership of such Note and the circumstances of its loss, destruction or theft;
- (b) furnish such security or indemnity as may be required by the Registrar and the District to save them harmless;

- (c) pay all expenses and charges in connection therewith, including, but not limited to, printing costs, legal fees, fees of the Registrar and any tax or other governmental charge that may be imposed; and
- (d) meet any other reasonable requirements of the District and the Registrar.

If, after the delivery of a replacement Note, a bona fide purchaser of the original Note in lieu of which such replacement Note was issued presents and surrenders for payment such original Note, the District and the Registrar shall be entitled to recover such replacement Note from the person to whom it was delivered or any person taking therefrom, except a bona fide purchaser, and shall be entitled to recover upon the security or indemnity provided therefor to the extent of any loss, damage, cost or expense incurred by the District or the Registrar in connection therewith.

If any such damaged, mutilated, lost, apparently destroyed or wrongfully taken Note has become or is about to become due and payable, the District in its discretion may, instead of issuing a replacement Note, authorize the Registrar to pay such Note.

Each replacement Note delivered in accordance with this Section shall be entitled to the benefits and security of this Resolution to the same extent as the Note or Notes in lieu of which such replacement Note is delivered.

Section 17. Cancellation of Notes. All Notes paid or redeemed in accordance with this Resolution, and all Notes in lieu of which exchange Notes or replacement Notes are authenticated and delivered in accordance herewith, shall be canceled and destroyed upon the making of proper records regarding such payment. The Registrar shall furnish the District with appropriate certificates of destruction of such Notes.

Section 18. Optional and/or Mandatory Redemption; Defeasance. The Notes are subject to optional and/or mandatory redemption as set forth in the Form of Notes.

Notice of any redemption identifying the Notes to be redeemed in whole or in part shall be given by the Registrar at least thirty days prior to the date fixed for redemption by sending written notice by first class mail to the Owner of each Note to be redeemed in whole or in part at the address shown on the Register. Such notices shall state the redemption date, the redemption price, the place at which Notes are to be surrendered for payment and, if less than all Notes of a particular maturity are to be redeemed, the numbers of the Notes or portions thereof of such maturity to be redeemed. Any notice given as provided in this Section shall be conclusively presumed to have been duly given, whether or not the Owner receives such notice. By the date fixed for redemption, due provision shall be made with the Registrar for payment of the redemption price of the Notes or portions thereof to be redeemed. When Notes have been called for redemption in whole or in part and due provision has been made to redeem same as herein provided, the Notes or portions thereof so redeemed shall no longer be regarded as outstanding except for the purpose of receiving payment solely from the funds so provided for redemption, and the rights of the Owners to collect interest which would otherwise accrue after the redemption date on any Note or portion thereof called for redemption shall terminate on the date fixed for redemption.

The Notes may be discharged, defeased, redeemed or refunded in any manner now or hereafter permitted by law.

Section 19. Form of Notes. The form of the Notes, including the form of the Registrar's Authentication Certificate, the form of Assignment and the form of Comptroller's Registration Certificate, which shall be attached or affixed to the Notes originally issued, shall be, respectively, substantially as follows, with such omissions, insertions and variations as may be necessary and desirable and not prohibited by this Resolution:

*[The remainder of this page intentionally left blank.]*

FORM OF NOTE

United States of America  
State of Texas

NUMBER  
R-\_\_\_\_<sup>1</sup>  
REGISTERED

PRINCIPAL AMOUNT  
\$ \_\_\_\_\_  
REGISTERED

EL CAMPO INDEPENDENT SCHOOL DISTRICT  
MAINTENANCE TAX & REFUNDING NOTE  
SERIES 2014

<sup>2</sup>INTEREST RATE: \_\_\_\_\_%      DATED DATE: June 1, 2014      <sup>2</sup>MATURITY DATE: February 15, \_\_\_\_\_      <sup>2</sup>CUSIP: \_\_\_\_\_

REGISTERED OWNER:

PRINCIPAL AMOUNT: \_\_\_\_\_ DOLLARS

<sup>3</sup>EL CAMPO INDEPENDENT SCHOOL DISTRICT (the "District"), for value received, promises to pay to the Registered Owner identified above, or registered assigns, on the Maturity Date specified above, upon presentation and surrender of this Note at the principal payment office of Wells Fargo Bank, N.A., Minneapolis, Minnesota, or its successor (the "Registrar"), the Principal Amount identified above, payable in any coin or currency of the United States of America which on the date of payment of such principal is legal tender for the payment of debts due the United States of America, and to pay interest thereon at the rate shown above, calculated on the basis of a 360-day year of twelve 30-day months, from the later of the Dated Date specified above, or the most recent interest payment date to which interest has been paid or duly provided for. Interest on this Note is payable on August 15, 2014, and on each February 15 and August 15 thereafter, by check dated as of the interest payment date and mailed to the Registered Owner of record as of the last business day of the month next preceding each interest payment date, to the address of such owner, as shown on the books of registration kept by the Registrar. Any accrued interest due at maturity shall be paid upon presentation and surrender of this Note at the principal payment office of the Registrar.

<sup>1</sup> Initial Note shall be numbered "I-1."

<sup>2</sup> Delete from Initial Note.

<sup>3</sup> The first sentence of the Initial Note shall read as follows:

EL CAMPO INDEPENDENT SCHOOL DISTRICT (the "District"), for value received, promises to pay to the Registered Owner identified above, or registered assigns, on the maturity dates specified below, upon presentation and surrender of this Bond at the corporate trust office of Wells Fargo Bank, N. A., Minneapolis, MN., or its successor (the "Registrar"), the principal amounts set forth in the following schedule: [Insert information regarding years of maturity, principal amounts and interest rates from Section 4 herein], payable in any coin or currency of the United States of America which on the date of payment of such principal is legal tender for the payment of debts due the United States of America, and to pay interest thereon at the rate shown above, calculated on the basis of a 360-day year of twelve 30-day months, from the later of the Dated Date specified above, or the most recent interest payment date to which interest has been paid or duly provided for.

IN CONSIDERATION of the Registered Owner's acceptance hereof, which acceptance shall constitute the Registered Owner's assent hereto and to the terms and conditions of the Resolution of the District's Board of Trustees dated May 20, 2014 (the "Resolution") authorizing the issuance of this Note, the District hereby covenants with such Registered Owner that it will utilize the net proceeds of the Notes to pay all or a portion of the District's costs incurred to (i) currently refund and restructure the District's outstanding Maintenance Tax Notes, Series 2005, (ii) renovate and repair current facilities, (iii) purchase equipment and; (iv) pay the costs of issuance thereof, as described in the Resolution, in accordance with the provisions of Section 45.108, Texas Education Code, as amended, and the Resolution. The District covenants with the Registered Owner of this Note that on or before each date for the payment of interest on or principal of this Note it will make available to the Registrar, from the debt service fund created by the Resolution, the amounts required to provide for the payment, in immediately available funds, of all principal of and interest on the Notes, when due. The Resolution is incorporated herein by reference. (Terms used herein and not otherwise defined shall have the meanings ascribed to them in the Resolution.)

THE DISTRICT reserves the right, at its option, to redeem Notes having stated maturities on and after February 15, 2024, in whole or in part in principal amounts of \$5,000 or any integral multiple thereof, on February 15, 2023, or any date thereafter, at the par value thereof plus accrued interest from the most recent interest payment date to the date of redemption.

NOTICE OF ANY REDEMPTION shall be given by the Registrar at least thirty (30) days prior to the date fixed for redemption by first class mail, addressed to the registered owners of each Note to be redeemed in whole or in part at the address shown on the books of registration kept by the Registrar. When Notes or portions thereof have been called for redemption, and due provision has been made to redeem the same, the principal amounts so redeemed shall be payable solely from the funds provided for redemption, and interest which would otherwise accrue on the amounts called for redemption shall terminate on the date fixed for redemption.

THIS NOTE IS TRANSFERABLE only upon presentation and surrender at the principal corporate trust office of the Registrar, or at such other office designated by the Registrar, duly endorsed for transfer or accompanied by an assignment duly executed by the Registered Owner or his authorized representative, subject to the terms and conditions of the Resolution.

THIS NOTE IS EXCHANGEABLE at the principal corporate trust office of the Registrar, or at such other office designated by the Registrar, for Notes in the principal amount of \$5,000, or any integral multiple thereof, subject to the terms and conditions of the Resolution.

THIS NOTE shall not be valid or obligatory for any purpose or be entitled to any benefit under the Resolution unless this Note is either (i) registered by the Comptroller of Public Accounts of the State of Texas by due execution of the registration certificate attached or affixed hereto or (ii) authenticated by the Registrar by due execution of the authentication certificate endorsed hereon.

THE REGISTERED OWNER of this Note, by acceptance hereof, acknowledges and agrees to be bound by all the terms and conditions of the Resolution, a copy of which is on file in the official records of the District, and the Notes.

THE DISTRICT has covenanted in the Resolution that it will at all times provide a legally qualified registrar for the Notes and will cause notice of any change of registrar to be mailed to each Registered Owner.

IT IS HEREBY CERTIFIED, COVENANTED AND REPRESENTED that this Note has been duly and validly issued and delivered; that all acts, conditions and things required or proper to be performed, to exist and to be done precedent to or in the issuance and delivery of this Note in order to render the same a legal, valid and binding obligation of the District have been performed, exist and have been done in accordance with law; that this Note does not exceed any constitutional or statutory limitation; and that annual ad valorem maintenance taxes, within the limits prescribed by law, sufficient to provide for the payment of the principal of and interest on this Note, as such interest comes due and such principal matures, have been levied and ordered to be levied against all taxable property in the District, and have been pledged for such payment. The District hereby certifies that this Note has been issued pursuant to and in compliance with the Act and pursuant to the Resolution.

IN WITNESS WHEREOF, this Note has been signed with the manual or facsimile signature of the President or the Vice President of the Board of Trustees of the District and countersigned with the manual or facsimile signature of the Secretary of the Board of Trustees of the District, and the official seal of the District has been duly impressed, or placed in facsimile, on this Note.

EL CAMPO INDEPENDENT SCHOOL  
DISTRICT

---

President, Board of Trustees

(SEAL)

---

Secretary, Board of Trustees

\* \* \* \* \*

Form of Registration Certificate  
of Comptroller of Public Accounts

COMPTROLLER'S REGISTRATION CERTIFICATE: REGISTER NO. \_\_\_\_\_

I hereby certify that this Note has been examined, certified as to validity and approved by the Attorney General of the State of Texas, and that this Note has been registered by the Comptroller of Public Accounts of the State of Texas.

WITNESS MY SIGNATURE AND SEAL this \_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Comptroller of Public Accounts  
of the State of Texas

\* \* \* \* \*

Form of Registrar's Authentication Certificate

AUTHENTICATION CERTIFICATE

It is hereby certified that this Note has been delivered pursuant to the Resolution described in the text of this Note, in exchange for or in replacement of a note, notes or a portion of a note of an issue of notes which was originally approved by the Attorney General of the State of Texas and registered by the Comptroller of Public Accounts of the State of Texas.

Wells Fargo Bank, N. A., Minneapolis, Minnesota,  
Paying Agent/Registrar

By \_\_\_\_\_  
Authorized Signature  
Date of Authentication: \_\_\_\_\_

\* \* \* \* \*

Form of Assignment

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto \_\_\_\_\_

\_\_\_\_\_  
(Please print or type name, address, and zip code of Transferee)

\_\_\_\_\_  
(Please insert Social Security or Taxpayer Identification Number of Transferee)

the within note and all rights thereunder, and hereby irrevocably constitutes and appoints \_\_\_\_\_, attorney to transfer the within note on the books kept for registration thereof, with full power of substitution in the premises.

DATED: \_\_\_\_\_

Signature Guaranteed:

\_\_\_\_\_  
\_\_\_\_\_

NOTICE: The signature above must correspond to the name of the registered owner as shown on the face of this note in every particular, without any alteration, enlargement or change whatsoever.

NOTICE: Signature must be guaranteed by a member firm of the New York Stock Exchange or a commercial bank or trust company.

\* \* \* \* \*

Section 21. Debt Service Fund; Maintenance Tax Levy. A special fund to be designated "El Campo Independent School District Maintenance Tax and Refunding Notes, Series 2014 Debt Service Fund" (the "Debt Service Fund") is hereby created. The proceeds from all taxes levied, assessed and collected for and on account of the Notes authorized by this Resolution shall be deposited, as collected, in the Debt Service Fund. Money on deposit in the Debt Service Fund may, at the option of the District, be invested as permitted under Texas law, provided that all such investments shall be made in such manner that the money will be available at the proper time or times. For purposes of maximizing investment returns, money in the Debt Service Fund may be invested with other money of the District in common investments, or in a common pool of investments, which shall not be deemed to be or constitute a commingling of such money as long as safekeeping receipts or certificates of participation clearly evidencing the investment or investment pool in which such money is invested and the share thereof purchased with such money or owned by the Debt Service Fund are held by or on behalf of the Debt Service Fund. Money in the Debt Service Fund may, to the extent necessary, be used to make any required payments to the federal government under the Code to assure that interest on the Notes is excludable from gross income for federal income tax purposes.

(a) During each year while any of the Notes are outstanding and unpaid, the Board shall compute and ascertain, as a part of the District's maintenance tax, a rate and amount of ad valorem tax which will be sufficient to raise and produce the money required (i) to pay the interest on the Notes as such interest comes due and (ii) to provide and maintain a sinking fund adequate to pay the principal of such Notes as such principal matures. Such tax shall be based on the latest approved tax rolls of the District, with full allowance being made for tax delinquencies and the cost of tax collection. Such rate and amount of ad valorem tax is hereby levied out of the maintenance tax of the District and ordered to be levied against all taxable property in the District for each year while any of the Notes are outstanding and unpaid; and such tax shall be assessed and collected each such year. Such ad valorem taxes sufficient to provide for the payment of the interest on and principal of the Notes, as such interest comes due and such principal matures, are hereby pledged irrevocably from the maintenance tax of the District for such payment, within the limits prescribed by law.

(b) To pay the debt service coming due on any Bonds issued prior to receipt of the taxes levied to pay such debt service, there is hereby appropriated from current funds on hand, which are hereby certified to be on hand and available for such purpose, an amount sufficient to pay such debt service, and such amount shall be used for no other purpose..

Section 22. Sale and Delivery of Notes; Rating. The Notes are hereby sold and shall be delivered to \_\_\_\_\_ at a price of \$ \_\_\_\_\_ (representing the par amount of the Notes, plus a net reoffering premium of \$ \_\_\_\_\_ less an underwriters' discount of \$ \_\_\_\_\_), plus accrued interest on the Notes to the date of delivery, in accordance with the terms of the official bid form, which price and terms are hereby found and determined to be the most advantageous reasonably obtainable by the District. The Notes have been sold at public sale to the bidder offering the lowest interest cost after receiving sealed bids pursuant to the Official Notice of Sale and Bidding Instructions. The President of the Board and all other officials, agents and representatives of the District are hereby authorized to do any and all things necessary or desirable to provide for the issuance and delivery of the Notes. The initial Notes shall be registered in the name of [Cede & Co.]

The President of the Board and the District's Superintendent, financial advisor and other consultants are hereby authorized to take such action as the President of the Board shall approve in seeking a rating on the Notes from Standard & Poor's Ratings Group, and any such action is hereby ratified and confirmed

Section 23. Tax Exemption. The District intends that the interest on the Notes shall be excludable from gross income of the owners thereof for federal income tax purposes pursuant to Sections 103 and 141 through 150 of the Internal Revenue Code of 1986, as amended (the "Code"), and all applicable temporary, proposed and final regulations (the "Regulations") and procedures promulgated thereunder and applicable to the Notes. For this purpose, the District covenants that it will monitor and control the receipt, investment, expenditure and use of all gross proceeds of the Notes (including all property the acquisition, construction or improvement of which is to be financed directly or indirectly with the proceeds of the Notes) and take or omit to take such other and further actions as may be required by Sections 103 and 141 through 150 of

the Code and the Regulations to cause interest on the Note to be and remain excludable from the gross income, as defined in Section 61 of the Code, of the owners of the Notes for federal income tax purposes. Without limiting the generality of the foregoing, the District shall comply with each of the following covenants:

(a) The District will use all of the proceeds of the Notes to (i) currently refund and restructure the District's outstanding Maintenance Tax Notes, Series 2005, (ii) renovate and repair current facilities, (iii) purchase equipment and; (iv) pay the costs of issuing the Notes. The District will not use any portion of the proceeds of the Notes to pay the principal of or interest or redemption premium on, any other obligation of the District or a related person.

(b) The District will not directly or indirectly take any action, or omit to take any action, which action or omission would cause the Notes to constitute "private activity notes" within the meaning of Section 141(a) of the Code.

(c) Principal of and interest on the Notes will be paid solely from ad valorem taxes collected by the District, investment earnings on such collections, and as available, proceeds of the Notes.

(d) Based upon all facts and estimates now known or reasonably expected to be in existence on the date the Notes are delivered, the District reasonably expects that the proceeds of the Notes will not be used in a manner that would cause the Notes or any portion thereof to be an "arbitrage bond" within the meaning of Section 148 of the Code.

(e) At all times while the Notes are outstanding, the District will identify and properly account for all amounts constituting gross proceeds of the Notes in accordance with the Regulations. The District will monitor the yield on the investments of the proceeds of the Notes and, to the extent required by the Code and the Regulations, will restrict the yield on such investments to a yield which is not materially higher than the yield on the Notes. To the extent necessary to prevent the Notes from constituting "arbitrage notes," the District will make such payments as are necessary to cause the yield on all yield restricted nonpurpose investments allocable to the Notes to be less than the yield that is materially higher than the yield on the Notes.

(f) The District will not take any action or knowingly omit to take any action that, if taken or omitted, would cause the Notes to be treated as "federally guaranteed" obligations for purposes of Section 149(b) of the Code.

(g) The District represents that not more than fifty percent (50%) of the proceeds of the Notes will be invested in nonpurpose investments (as defined in Section 148(f)(6)(A) of the Code) having a substantially guaranteed yield for four years or more within the meaning of Section 149(g)(3)(A)(ii) of the Code, and the District reasonably expects that at least eighty-five percent (85%) of the spendable proceeds of the Notes will be used to carry out the governmental purpose of the Notes within the three-year period beginning on the date of issue of the Notes.

(h) The District will take all necessary steps to comply with the requirement that certain amounts earned by the District on the investment of the gross proceeds of the Notes, if any, be rebated to the federal government. Specifically, the District will (i) maintain records regarding the receipt, investment, and expenditure of the gross proceeds of the Notes as may be required to calculate such excess arbitrage profits separately from records of amounts on deposit in the funds and accounts of the District allocable to other obligations of the District or moneys which do not represent gross proceeds of any obligations of the District and retain such records for at least six years after the day on which the last outstanding Note is discharged, (ii) account for all gross proceeds under a reasonable, consistently applied method of accounting, not employed as an artifice or device to avoid in whole or in part, the requirements of Section 148 of the Code, including any specified method of accounting required by applicable Regulations to be used for all or a portion of any gross proceeds, (iii) calculate, at such times as are required by applicable Regulations, the amount of excess arbitrage profits, if any, earned from the investment of the gross proceeds of the Notes and (iv) timely pay, as required by applicable Regulations, all amounts required to be rebated to the federal government. In addition, the District will exercise reasonable diligence to assure that no errors are made in the calculations required by the preceding sentence and, if such an error is made, to discover and promptly correct such error within a reasonable amount of time thereafter, including payment to the federal government of any delinquent amounts owed to it, interest thereon and any penalty.

(i) The District will not directly or indirectly pay any amount otherwise payable to the federal government pursuant to the foregoing requirements to any person other than the federal government by entering into any investment arrangement with respect to the gross proceeds of the Notes that might result in a reduction in the amount required to be paid to the federal government because such arrangement results in a smaller profit or a larger loss than would have resulted if such arrangement had been at arm's length and had the yield on the Notes not been relevant to either party.

(j) The District will timely file or cause to be filed with the Secretary of the Treasury of the United States the information required by Section 149(e) of the Code with respect to the Notes on such form and in such place as the Secretary may prescribe.

(k) The District will not issue or use the Notes as part of an "abusive arbitrage device" (as defined in Section 1.148-10(a) of the Regulations). Without limiting the foregoing, the Notes are not and will not be a part of a transaction or series of transactions that attempts to circumvent the provisions of Section 148 of the Code and the Regulations, by (i) enabling the District to exploit the difference between tax-exempt and taxable interest rates to gain a material financial advantage, or (ii) increasing the burden on the market for tax-exempt obligations.

(l) Proper officers of the District charged with the responsibility for issuing the Notes are hereby directed to make, execute and deliver certifications as to facts, estimates or circumstances in existence as of the date of issuance of the Notes and stating whether there are facts, estimates or circumstances that would materially change the

District's expectations. On or after the date of issuance of the Notes, the District will take such actions as are necessary and appropriate to assure the continuous accuracy of the representations contained in such certificates.

(m) The covenants and representations made or required by this Section are for the benefit of the Note holders and any subsequent Note holders, and may be relied upon by the Note holders and any subsequent Note holders and bond counsel to the District.

In complying with the foregoing covenants, the District may rely upon an unqualified opinion issued to the District by nationally recognized bond counsel that any action by the District or reliance upon any interpretation of the Code or Regulations contained in such opinion will not cause interest on the Notes to be includable in gross income for federal income tax purposes under existing law.

Notwithstanding any other provision of this Resolution, the District's representations and obligations under the covenants and provisions of this Section 23 shall survive the defeasance and discharge of the Notes for as long as such matters are relevant to the exclusion of interest on the Notes from the gross income of the owners for federal income tax purposes.

Section 24. Qualified Tax-Exempt Obligations. The District hereby designates the Notes as "qualified tax-exempt obligations" for purposes of section 265(b) of the Code. In connection therewith, the District represents (a) that the aggregate amount of tax-exempt obligations issued by the District during calendar year 2014, including the Notes, which have been designated as "qualified tax-exempt obligations" under section 265(b)(3) of the Code does not exceed \$10,000,000, and (b) that the reasonably anticipated amount of tax-exempt obligations which will be issued by the District during calendar year 2014, including the Notes, will not exceed \$10,000,000. For purposes of this Section, the term "tax-exempt obligation" does not include "private activity notes" within the meaning of section 141 of the Code, other than "qualified 501(c)(3) notes" within the meaning of section 145 of the Code. In addition, for purposes of this Section, the District includes all entities which are aggregated with the District under the Code.

Section 25. Use of Proceeds. The proceeds of the issuance of the Notes, other than proceeds representing accrued interest, shall be used in accordance with the terms thereof and for the purposes for which the Notes are hereby authorized to be issued. Proceeds representing accrued interest shall be deposited to the Debt Service Fund and used to pay the first interest payment due on the Notes. Surplus proceeds of the issuance of the Notes, together with any remaining investment earnings on such proceeds, remaining after completion of the purposes for which the Notes are authorized shall be deposited to the Debt Service Fund.

Proceeds from the sale of the Notes shall, promptly upon receipt by the District, be applied as follows:

- (a) Accrued interest in the amount of \$\_\_\_\_\_ and, if necessary, net premium on the Notes in the amount of \$\_\_\_\_\_, shall be deposited into the Debt Service Fund.

- (b) Net premium on the Notes in the amount of \$\_\_\_\_\_ shall be used to pay the costs of issuance.
- (c) Net premium on the Notes in the amount of \$\_\_\_\_\_ shall be used to pay the underwriter's discount.
- (d) Note proceeds in the amount of \$\_\_\_\_\_ shall be used for the purposes described in Section 2 (ii) and (iii).
- (e) Note proceeds in the amount of \$\_\_\_\_\_, and, if necessary, other available funds from the District in the amount of \$\_\_\_\_\_ from the Debt Service Fund shall be applied to refund the Refunded Notes and to the extent not otherwise provided for, to pay all expenses arising in connection with the issuance of the Notes. (Any proceeds of the Notes remaining after making all such deposits and payments shall be deposited into the Debt Service Fund.)

Section 26. Redemption Prior to Maturity of Refunded Notes. The District has irrevocably exercised its option to call the Refunded Notes for redemption prior to maturity on the dates and at the prices shown in Schedule I attached hereto, and has authorized and directed notice of such redemption to be given in accordance with the Resolution authorizing the issuance of the Refunded Notes.

Section 27. Continuing Disclosure Undertaking. (a) Annual Reports. The District will provide certain updated financial information and operating data to the MSRB annually in an electronic format as prescribed by the MSRB and available via the Electronic Municipal Market Access ("EMMA") system at [www.emma.msrb.org](http://www.emma.msrb.org). The information to be updated includes all quantitative financial information and operating data with respect to the District of the general type included in the Official Statement in Tables 1 through 5 and 7 through 10 of "Appendix A", and "Appendix B." The District will update and provide this information within six months after the end of each fiscal year.

If the District changes its fiscal year, it will submit a notice of such change to the MSRB, and the date of the new fiscal year end prior to the next date by which the District otherwise would be required to provide financial information and operating data pursuant to this Section.

The financial information and operating data to be provided pursuant to this Section may be set forth in full in one or more documents or may be included by specific reference to any document (including an official statement or other offering document, if it is available from the MSRB).

(b) Material Event Notices. The District shall submit a notice to the MSRB, in a timely manner, of any of the following events with respect to the Notes, if such event is material within the meaning of the federal securities laws:

- (i) Principal and interest payment delinquencies;
- (ii) Non-payment related defaults, if material;

- (iii) Unscheduled draws on debt service reserves reflecting financial difficulties;
- (iv) Unscheduled draws on credit enhancements reflecting financial difficulties;
- (v) Substitution of credit or liquidity providers or their failure to perform;
- (vi) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Notes, or other material events affecting the tax status of the Notes;
- (vii) Modifications to rights of holders of the Notes, if material;
- (viii) Bond calls, if material, and tender offers;
- (ix) Defeasances;
- (x) Release, substitution, or sale of property securing repayment of the Notes, if material;
- (xi) Rating changes;
- (xii) Bankruptcy, insolvency, receivership or similar event of the District;
- (xiii) The consummation of a merger, consolidation, or acquisition involving the District or the sale of all or substantially all of the assets of the District, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and
- (xiv) Appointment of a successor or additional trustee or the change of name of a trustee, if material.

The District shall notify the MSRB, in a timely manner, of any failure by the District to provide financial information or operating data in accordance with Section 28(a) of this Order by the time required by such Section.

(c) Limitations, Disclaimers, and Amendments. The District shall be obligated to observe and perform the covenants specified in this Section for so long as, but only for so long as, the District remains an “obligated person” with respect to the Notes within the meaning of the Rule, except that the District in any event will give notice of any deposit made in accordance with Texas law that causes Notes no longer to be outstanding.

The provisions of this Section are for the sole benefit of the holders and the beneficial owners of the Notes, and nothing in this Section, express or implied, shall give any benefit or any legal or equitable right, remedy, or claim hereunder to any other person. The District undertakes to provide only the financial information, operating data, financial statements, and notices which it has expressly agreed to provide pursuant to this Section and does not hereby undertake to provide any other information that may be relevant or material to a complete presentation of the District’s financial results, condition, or prospects or hereby undertake to update any information provided in accordance with this Section or otherwise, except as expressly provided herein. The District does not make any representation or warranty concerning such information or its usefulness to a decision to invest in or sell Notes at any future date.

UNDER NO CIRCUMSTANCES SHALL THE DISTRICT BE LIABLE TO THE HOLDER OR BENEFICIAL OWNER OF ANY BOND OR ANY OTHER PERSON, IN CONTRACT OR TORT, FOR DAMAGES RESULTING IN WHOLE OR IN PART FROM ANY BREACH BY THE DISTRICT, WHETHER NEGLIGENT OR WITHOUT FAULT ON ITS PART, OF ANY COVENANT SPECIFIED IN THIS SECTION, BUT EVERY RIGHT AND REMEDY OF ANY SUCH PERSON, IN CONTRACT OR TORT, FOR OR ON ACCOUNT OF ANY SUCH BREACH SHALL BE UNLIMITED TO AN ACTION FOR MANDAMUS OR SPECIFIC PERFORMANCE.

No default by the District in observing or performing its obligations under this Section shall comprise a breach of or default under this Order for purposes of any other provision of this Order.

Nothing in this Section is intended or shall act to disclaim, waive, or otherwise limit the duties of the District under federal and state securities laws.

The provisions of this Section may be amended by the District from time to time to adapt to changed circumstances that arise from a change in legal requirements, a change in law, or a change in the identity, nature, or status or type of principal payment of the District, if (1) the agreement, as so amended, would have permitted an underwriter to purchase or sell Notes in the initial primary offering in compliance with the Rule, taking into account any amendments or interpretations of the Rule to the date of such amendment, as well as such changed circumstances, and (2) either (a) the holders of a majority in aggregate amount of the outstanding Notes consent to such amendment or (b) a person unaffiliated with the District (such as nationally recognized bond counsel) determines that the amendment will not materially impair the interests of the holders and beneficial owners of the Notes. The District may also amend or repeal the provisions of this continuing disclosure agreement if the SEC amends or repeals the applicable provisions of the Rule or a court of final jurisdiction enters judgment that such provisions of the Rule are invalid, but only if and to the extent that the provisions of this sentence would not prevent an underwriter from lawfully purchasing or selling Notes in the primary offering of the Notes. If any such amendment is made, the District will include in its next annual update an explanation in narrative form of the reasons for the change and its impact on the type of operating data or financial information being provided.

Section 28. Related Matters. To satisfy in a timely manner all of the District's obligations under this Resolution, the President, the Vice President and Secretary of the Board and all other appropriate officers, agents and representatives of the District are hereby authorized and directed to take all other actions that are reasonably necessary to provide for the issuance of the Notes, including, without limitation, executing and delivering on behalf of the District all certificates, consents, receipts, requests and other documents as may be reasonably necessary to satisfy the District's obligations under this Resolution and to direct the transfer and application of funds of the District consistent with the provisions of this Resolution.

Section 29. Resolution a Contract – Amendments. This Resolution shall constitute a contract with the Owners from time to time, be binding on the District, and shall not be amended or repealed by the District so long as any Note remains Outstanding except as permitted in this Section. The District may, without the consent of or notice to any Owners, from time to time and

at any time, amend this Resolution in any manner not detrimental to the interests of the Owners, including the curing of any ambiguity, inconsistency, or formal defect or omission herein. In addition, the District may, with the consent of Owners who own in the aggregate 51% of the principal amount of the Notes then Outstanding, amend, add to, or rescind any of the provisions of this Resolution; provided that, without the consent of all Owners of Outstanding Notes, no such amendment, addition, or rescission shall (i) extend the time or times of payment of the principal of and interest on the Notes, reduce the principal amount thereof, the redemption price, or the rate of interest thereon, or in any other way modify the terms of payment of the principal of or interest on the Notes, (ii) give any preference to any Note over any other Note, or (iii) reduce the aggregate principal amount of Notes required to be held by Owners for consent to any such amendment, addition, or rescission.

When used with reference to the Notes, "Outstanding" shall mean, as of a particular date, all Notes theretofore and thereupon delivered pursuant to this Resolution except: (a) any Notes canceled by or on behalf of the District at or before such date; (b) any Notes defeased pursuant to the defeasance provisions of this Resolution or otherwise defeased as permitted by applicable law; and (c) any Notes in lieu of or in substitution for which a replacement Note shall have been delivered pursuant to this Resolution.

Section 30. Power to Revise Form of Documents. Notwithstanding any other provision of this Resolution, the President of the Board and the Superintendent are hereby authorized to make or approve such revisions, additions, deletions, and variations to this Resolution and in the form of the documents attached hereto as exhibits as, in the judgment of the President or the Superintendent, and in the opinion of Bond Counsel to the District, may be necessary or convenient to carry out or assist in carrying out the purposes of this Resolution, the Preliminary Official Statement, the final Official Statement, or as may be required for approval of the Notes by the Attorney General of Texas; provided, however, that any material changes to such documents resulting in substantive amendments to the terms and conditions of the Notes or such documents shall be subject to the prior approval of the Board.

Section 31. Official Statement. The Board hereby ratifies, authorizes and approves, in connection with the sale of the Notes, the preparation and distribution of the Preliminary Official Statement and a final Official Statement. The appropriate officials of the District are hereby authorized to sign such Official Statement and/or to deliver a certificate pertaining to such Official Statement as prescribed in the Preliminary Official Statement and the Official Statement. It is further hereby officially found, determined and declared that the statements and representations contained in the Preliminary Official Statement and final Official Statement are true and correct in all material respects, to the best knowledge and belief of the Board, and that, as of the date thereof the Preliminary Official Statement was an official statement of the District with respect to the Notes that was deemed "final" by an authorized official of the District except for the omission of no more than the information permitted by Subsection(b)(1) of SEC Rule 15c2-12.

Section 32. No Personal Liability. No recourse shall be had for payment of the principal of or interest on any Notes or for any claim based thereon, or on this Resolution, against any official or employee of the District or any person executing any Notes.

Section 33. Defeasance. The District may defease the provisions of this Resolution and discharge its obligation to the Owners of any or all of the Notes to pay the principal of and interest thereon in any manner now or hereafter permitted by law, including by depositing with a trust company or commercial bank that does not serve as a depository for the District, the Registrar or with the Comptroller of the State of Texas either:

(e) cash in an amount equal to the principal amount of and interest thereon to the date of maturity or earlier redemption, or

(f) pursuant to an escrow or trust agreement, cash and/or (i) direct noncallable obligations of United States of America, including obligations that are unconditionally guaranteed by the United States of America; (ii) noncallable obligations of an agency or instrumentality of the United States, including obligations that are unconditionally guaranteed or insured by the agency or instrumentality; or (iii) noncallable obligations of a state or an agency or a county, municipality, or other political subdivision of a state that have been refunded, which, in the case of (i), (ii) or (iii), may be in book-entry form, and the principal of and interest on which will, when due or redeemable at the option of the holder, without further investment or reinvestment of either the principal amount thereof or the interest earnings thereon, provide money in an amount which, together with other moneys, if any, held in such escrow at the same time and available for such purpose, shall be sufficient to provide for the timely payment of the principal of and interest thereon to the date of maturity or earlier redemption.

provided, however, that if any of such Notes are to be redeemed prior to their respective dates of maturity, provision shall have been made for giving notice of redemption as provided in this Resolution. Upon such deposit, such Notes shall no longer be regarded to be outstanding or unpaid. Any surplus amount not required to accomplish such defeasance shall be returned to the District.

Section 34. Notice. Any notice, demand, direction, request or other instrument authorized or required by this Resolution to be given to or filed with the District or the Registrar shall be deemed to have been given only upon receipt. Any notice shall be sent by first class mail, postage prepaid, to the address specified below or, to such other address as may be designated in writing by the parties:

District: El Campo Independent School District  
700 West Norris Street  
El Campo, Texas 77437-2499  
Attention: Superintendent

Registrar: Wells Fargo Corporate Trust Services  
N9311-115  
625 Marquette Ave S - 11<sup>th</sup> floor  
Minneapolis, MN 55479

Section 35. Open Meeting. It is hereby officially found and determined that the meeting at which this Resolution was adopted was open to the public, and public notice of the

time, place and purpose of said meeting was given, all as required by the Open Meetings Law, Chapter 551, Texas Government Code, as amended.

Section 36. Effective Date. This Resolution shall be in full force and effect from and upon its adoption.

Section 37. Severability. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 38. Repealer. All resolutions, orders and ordinances, or parts thereof, inconsistent herewith are hereby repealed to the extent of such inconsistency.

*[The remainder of this page intentionally left blank.]*

PASSED AND APPROVED this May 20, 2014.

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President, Board of Trustees  
El Campo Independent School District

ATTEST:

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Secretary, Board of Trustees  
El Campo Independent School District

(SEAL)

\* \* \*

EXHIBIT A - Paying Agent/Registrar Agreement

**EXHIBIT A**

**PAYING AGENT/REGISTRAR AGREEMENT**

See Tab No. \_\_\_

**SCHEDULE I**

**Schedule of Refunded Notes**

**Maintenance Tax Notes, Series 2005**

<u>Maturity Date</u>	<u>Amount</u>	<u>Call Date</u>
02/15/2015	\$85,000	06/18/2014
02/15/2016	90,000	06/18/2014
02/15/2017	95,000	06/18/2014
02/15/2018	100,000	06/18/2014
02/15/2019	105,000	06/18/2014
02/15/2020	110,000	06/18/2014
02/15/2021	115,000	06/18/2014

**EL CAMPO INDEPENDENT SCHOOL DISTRICT**  
**\$2,700,000 MAINTENANCE TAX NOTES (NM & REFUNDING), SERIES 2014**

**Timetable of Events**

MARCH						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

<u>Date</u>	<u>Action</u>	<u>Responsibility</u>
3/31	Rating agency meeting/conference call	ISD, FA
4/4	Submit draft of POS, NOS & Bid Form to rating agencies	FA
4/4	First draft of POS, NOS & Bid Form to working group	FA
4/14	Comments from working group on first draft of POS, NOS & Bid Form	BC, FA
4/15	Receive rating	FA
4/17	Second draft of POS, NOS & Bid Form to working group	FA
4/28	Second draft of comments from working group on POS, NOS & Bid Form	BC, FA
5/9	Notify Texas Bond Reporter, The Bond Buyer, and Bloomberg of sale	FA
5/9	Print and distribute POS, NOS & Bid Form and order CUSIPs	FA
5/20	<b>Bids Due - Pricing of the Notes – 11:00 a.m. Central Time</b>	ISD, FA, P
5/20	<b>Regular Board Meeting</b> – adopt Bond Order authorizing sale of the Notes and approving other related matters	ISD, BC, FA
5/23	Bond counsel compiles transcript of proceedings and submits to Texas Attorney General	BC
5/27	Print and distribute final offering documents	FA
6/11	Prepare and distribute closing memorandum	FA
6/18	<b>Deliver Bonds</b>	BC, FA, P

**Financing Team Members:**

ISD - El Campo Independent School District  
 BC - Bond Counsel – Andrews Kurth LLP  
 FA - Financial Advisor – U.S. Capital Advisors  
 P - Purchaser – TBD

**Agenda Item Summary Sheet (5 C)**  
**Meeting Date: May 20, 2014**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

**Business and Operations** Consider Construction Delivery Method for High School Parking Lot Renovations

**Summary** With the City's West Norris Street Project beginning almost immediately, decisions must be made regarding the High School Parking Lot Renovations and the delivery method to be used.

The district has a couple of options:

- Request competitive sealed proposals; or
- Add the project to existing Construction Manager at Risk Contract with Polasek Construction, Inc. as an addendum to the contract.

Since this project must be completed this summer, time is of the essence. The CMAR option should save the district both time and money. Adding this project, which is primarily concrete work, masonry, and electrical, to the existing contract would allow the project to begin immediately after school is out. Requesting competitive sealed proposals would delay the project a minimum of one month while proposals are developed, printed, noticed, received, contractor approved and mobilized.

The CMAR contract addendum should also save the district money in eliminating proposal development and printing costs, cost of publishing legal notices, and contractors general conditions and mobilization costs. I have asked Greg Polasek to provide me with an estimate on what the actual dollar amount of savings might be.

**ECISD Board Policy** CV (LEGAL), FACILITIES CONSTRUCTION

**Effective Date** May 20, 2014

**Previous Board Action** At the regular meeting on April 15, 2104, the Board reviewed the preliminary site design for the parking lot renovation prepared by Malcolm Gaus.

**Future Action Expected** Select a contractor for the project.

**Background Information and Significant Issues** The proposed project will provide for a new four-way stop entrance at the intersection of West Norris Street and Avenue I.

The proposed renovations not only provide for this entrance, which has one entry lane and two exit lanes (one that goes straight onto Ave I or turns left on to West Norris; and one that turns right on to West Norris); but also a single-lane one-way entry on the east side of the parking lot and a single-lane one-way exit on the west side of the parking lot.

The proposed project also calls for a number of traffic islands throughout the parking lot for traffic control; and parking lot lighting and security cameras. Reconfiguration of designated parking spaces will also increase the number of designated spaces in the parking lot.

Preliminary designs also call for the creation of a single-line one-way drive, separated from the street by a traffic island, in front of the guidance counselors' office. Short-term parallel parking will be considered along the inside curb of the traffic island.

The design calls for the parking lot to be separated from the street by a low brick wall with evenly spaced brick columns and ornamental wrought iron on top of the wall. State Championship signs for athletics and other UIL and co-curricular activities will be mounted to the wrought iron fence.

Malcolm Gaus has prepared a preliminary opinion of probable cost for the parking lot project of \$353,763.00. This cost does not include seal coating and restriping of the existing parking lot; nor does it include the area in front of the guidance counselors' office, which where we are working with the City to determine what our responsibility will be. We had a budget estimate last summer from Faltisek Paving Partnership, Ltd, to sealcoat the high school parking lot for \$52,020.00. Stripping could run another \$2,000 - \$3,000.

<b>Fiscal Impact</b>	Estimate: \$407,750
<b>Student and Public Benefit</b>	Renovations to the entries and exits to the parking lot in conjunction with the West Norris Street project should make the area in and around the school much safer for both vehicular and pedestrian traffic.
<b>Procedural and Reporting Implications</b>	<ul style="list-style-type: none"> <li>• Option No. 1 – follow all the legal procedures and timelines for competitive sealed proposals;</li> <li>• Option No. 2 – prepare and execute an addendum to CMAR contract with Polasek Construction, Inc.</li> </ul>
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.

**Other Comments and Related Issues**

None.

**Attachments**

- None.

**Contact Person(s)**

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

**Action Required**

Motion, second and majority vote to approve a construction delivery method for the high school parking lot renovations.

**Superintendent's Recommendation**

I will have a recommendation once I have the opportunity to review the proposed savings from the CMAR contract addendum option..

**Mark Pool, Superintendent of Schools**

**Agenda Item Summary Sheet (5 E)**  
**Meeting Date: May 20, 2014**  
**Submitted by: Mark Pool, Superintendent**

***Information Only***

<b>Business and Operations</b>	Review Twelve-Month Changes in Consumer Price Index
<b>Summary</b>	<p>The current Compensation Plan used by the district was established in 2005 and is based on a minimum, midpoint, and maximum pay structure for each pay grade. Any general pay increase is based upon a percentage of the midpoint for each pay grade, thus everyone in that pay grade, which is based on compensable factors, gets the same dollar increase.</p> <p>For the Compensation Plan to stay viable the structure must periodically be adjusted for inflation. This is done by considering any change in the Consumer Price Index (CPI) over the past year (December to December).</p> <p>The current change in CPI from December 2012 to December 2013 was 1.50%.</p> <p>We are considering recommending a 1.50% structure adjustment to our current Compensation Plan structure.</p>
<b>ECISD Board Policy</b>	DEA (LOCAL) – COMPENSATION AND BENEFITS: WAGES AND HOUR LAWS
<b>Effective Date</b>	May 20, 2014
<b>Previous Board Action</b>	The Board annually reviews compensation market studies and considers recommendations from the Superintendent on compensation plan structure adjustments and/or general pay increases.
<b>Future Action Expected</b>	The Board will decide whether to make a structure adjustment to the current compensation plan.
<b>Background Information and Significant Issues</b>	To illustrate how a structure adjustment works, consider the historical changes in the minimum, midpoint, and maximum of the Administrative Professional Pay Grade 1:

	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
<b>Minmum</b>	\$196.00	\$203.84	\$209.96	\$218.35	\$224.90	\$224.90	\$224.90	\$224.90	\$229.40
<b>Midpoint</b>	\$245.00	\$254.80	\$262.44	\$275.94	\$281.13	\$281.13	\$281.13	\$281.13	\$286.75
<b>Maximum</b>	\$294.00	\$305.76	\$314.93	\$327.53	\$337.36	\$337.36	\$337.36	\$337.36	\$344.11
<b>CPI Change</b>	3.40%	2.50%	4.10%	0.10%	2.70%	1.50%	3.00%	1.70%	1.50%
<b>Adjustment</b>	4.00%	3.00%	4.00%	3.00%	0.00%	0.00%	0.00%	2.00%	

**Fiscal Impact**

Unknown at this time.

**Student and Public Benefit**

Compensation structure is adjusted to offset inflationary factors so that employees feel that got some kind of a pay increase.

**Procedural and Reporting Implications**

- Compensation structure will be adjusted by 1.50% before any general pay increase is calculated.

**Public Comments**

None.

**Alternatives**

None.

**Other Comments and Related Issues**

The Consumer Price Index is one of the most closely watched national economic statistics. In the United States CPI is defined by the Bureau of Labor Statistics as “a measure of the average change over time in the prices paid by urban consumers for a market basket of consumer goods and services.”

The CPI is a statistical estimate constructed using the prices of a sample of representative items whose prices are collected periodically. The annual percentage change in a CPI is used as a measure of inflation and can be used to index (i.e., adjust for the effect of inflation) the real value of wages and salaries.

**Attachments**

- None.

<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools
<b>Action Required</b>	No action required.
<b>Superintendent's Recommendation</b>	This is an information item only. <b>Mark Pool, Superintendent of Schools</b>

**Agenda Item Summary Sheet (5 B)**  
**Meeting Date: May 20, 2014**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

**Business and Operations** Consider Approval of Contractor for El Campo High School Tennis Court Overlay and Ricebird Stadium Track Repair – Sidewalk Addition

**Summary** On April 23, 2014, we issued a Request for Competitive Sealed Proposals for the El Campo High School Tennis Court Overlay and Ricebird Stadium Track Repair and Sidewalk Addition. The RFP was written to provide three options: (1) Base Proposal-Tennis Courts; (2) Base Proposal-Ricebird Stadium Track Repair-Sidewalk Addition; and (3) Combined Base Proposal – Tennis Court Overlay and Ricebird Stadium.

A Pre-Proposal Conference was held on Thursday, May 1, 2014. The only contractor to attend that meeting was Hellas Construction, Inc.

Malcolm Gaus made efforts to contact additional contractors. Six companies were contacted and requested project manuals (American Sports & Concrete, LLC; Beynon Sports Surfaces; Fisher Tracks, Inc.; Hellas Construction; Paragon Sports Constructors; and Trans Texas Tennis).

On Thursday, May 15<sup>th</sup>, at 2:00 p.m. we received and evaluated the sealed proposals. We only received one legitimate proposal and that was from Hellas Construction.

Beynon Sports Surfaces did submit a pricing proposal for retopping the track. Their price of \$125,262.00 was for the structural spray system only and did not include any track repairs nor the tennis courts. Their proposal was basically a no-bid since they did not comply with any of the specifications, including legal requirements, in the RFP. The representative from Hellas Construction indicated that their price for the structural spray system was at least \$40,000 more than Hellas' proposal.

Hellas Construction submitted the following proposals:

- Base Proposal – Tennis Court Overlay: \$31,000.00 with 10 calendar days completion time;
- Base Proposal – Ricebird Stadium Track Repair-Sidewalk Addition: \$200,000.00 with 35 calendar days completion time;
- Combined Base Proposal – Tennis Court Overlay and Ricebird Stadium Track Repair-Sidewalk Addition: \$228,000.00 with 35 calendar days completion time.

**ECISD Board Policy**

CV (LEGAL), FACILITIES CONSTRUCTION

<b>Effective Date</b>	May 20, 2014
<b>Previous Board Action</b>	The Board has discussed cost estimates and proposed timelines for this projects at several meetings (December 13, 2013; February 23, 2014; and April 21, 2014) since our Facilities Workshop last summer.
<b>Future Action Expected</b>	Construction Progress Reports.
<b>Background Information and Significant Issues</b>	<p>Budget estimates for this project were based on estimates provided by Hellas Construction, Inc. on September 5, 2013. At that time they estimated the track repair to be \$40,220.00 and the track structural spray retop to be \$85,868.00; a total of \$126,088.00. Their estimate specifically stated that they would require the owner to furnish a geotechnical exploration and recommendations from a geotechnical engineer mediate the expansive soil conditions, and that their price did not include any contingency for mediation of the existing poor soil conditions.</p> <p>Based on the original geotechnical report the engineer recommended excavation of the existing soil and replacement with compacted select fill to a depth of eight inches. The representative from Hellas Construction told us when their proposal was submitted that this requirement was a large portion of their bid. Once RWS receives their schedule of values we will be able to determine exactly how much, but based upon their previous estimate it will be in the neighborhood of \$74,000.00 (i.e., \$200,000.00 - \$126,088.00 = \$73,912.00)</p> <p>The budget estimate Hellas Construction provided for the tennis court overlay on September 5, 2013, was \$23,200.00. This estimate did not include new nets nor wind screens on the north and south fences, which were requested in the RFP. The difference in their previous estimate and their proposed bid is \$7,800.00 (i.e., \$31,000.00 - \$23,200.00). We also had an alternate in the tennis court proposal to provide wind screens on the east and west fences. Hellas proposed a bid of \$4,000.00 for the alternate.</p> <p>In their budget estimate, Hellas Construction proposed a combined project cost of \$140,128.00. Their Combined Base Proposal – Tennis Court Overlay and Ricebird Stadium Track Repair is \$228,000.00; \$87,872.00 more than the budget estimate we have been working with.</p>
<b>Fiscal Impact</b>	\$228,000.00 from the General Fund fund balance
<b>Student and Public Benefit</b>	Student and community members benefit from having the track repaired and overlaying the tennis courts. Both of these facilities are heavily used by the public.

<b>Procedural and Reporting Implications</b>	If approved a contract will be signed with Hellas Construction, Inc. John Robertson, of RWS Architects, and George Grimes, of <i>Walsh, Anderson, Gallegos, Green, and Trevino, P.C.</i> , will prepare the proposed contract.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Proposal Tabulation</li> </ul>
<b>Contact Person(s)</b>	<p>Mark Pool, Superintendent of Schools</p> <p>David Bright, Assistant Superintendent of Finance and Operations</p>
<b>Action Required</b>	Motion, second and majority vote to approve Hellas Construction, Inc. as the contractor for the El Campo High School Tennis Courts Overlay and Ricebird Stadium Track Repair – Sidewalk Addition.
<b>Superintendent's Recommendation</b>	<p>I recommend the Board approve Hellas Construction, Inc. as the contractor for the El Campo High School Tennis Courts Overlay and Ricebird Stadium Track Repair – Sidewalk Addition.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

**PROPOSAL TABULATION**  
**EL CAMPO HIGH SCHOOL TENNIS COURT OVERLAY &**  
**RICEBIRD STADIUM TRACK REPAIR-SIDEWALK ADDITION**  
**EL CAMPO INDEPENDENT SCHOOL DISTRICT**  
**COMPETITIVE SEALED PROPOSALS RECEIVED: MAY 15, 2014 AT 2:00 P.M.**  
**RWS PROJECT NOS. 2014-02/2014-03**

PROPOSERS	AMERICAN SPORTS & CONCRETE LLC	BEYNON SPORTS SURFACE	FISHER TRACKS, INC.
BASE PROPOSAL-TENNIS COURT OVERLAY	\$ _____	NO BID	\$ _____
BASE PROPOSAL-RICEBIRD STADIUM TRACK REPAIR-SIDEWALK ADDITION	\$ _____	NO BID SEE BELOW *	\$ _____
COMBINED BASE PROPOSAL-TENNIS CRT OVERLAY AND RICEBIRD STADIUM	\$ _____	NO BID	\$ _____
COMPLETION TIME-TENNIS COURT OVERLAY	_____	NO BID	_____
COMPLETION TIME-RICEBIRD STADIUM TRACK REPAIR-SIDEWALK ADDITION	_____	NO BID	_____
COMBINED COMPLETION TIME	_____	NO BID	_____
ALTERNATES No. 1-"Windscreens at Side Courts"	+\$ _____	+\$ NO BID	+\$ _____
ADDENDA	_____	NO	_____
PROPOSER'S PROPOSED SURETY	_____	NONE PROVIDED	_____
PROPOSAL BOND	_____ Yes _____ No	NO	_____ Yes _____ No
CONFLICT OF INTEREST QUESTIONNAIRE	_____ Yes _____ No	NO	_____ Yes _____ No
RESUME OF PROJECT MANAGER	_____ Yes _____ No	NO	_____ Yes _____ No
RESUME OF SUPERINTENDENT	_____ Yes _____ No	NO	_____ Yes _____ No
AIA Document G305-1086	_____ Yes _____ No	NO	_____ Yes _____ No

\$125,262.00 Structural Spray of Track Only Number Submitted

**PROPOSAL TABULATION**  
**EL CAMPO HIGH SCHOOL TENNIS COURT OVERLAY &**  
**RICEBIRD STADIUM TRACK REPAIR-SIDEWALK ADDITION**  
**EL CAMPO INDEPENDENT SCHOOL DISTRICT**  
**COMPETITIVE SEALED PROPOSALS RECEIVED: MAY 15, 2014 AT 2:00 P.M.**  
**RWS PROJECT NOS. 2014-02/2014-03**

PROPOSERS	HELLAS CONSTRUCTION	PARAGON SPORTS CONSTRUCTORS	TRANS TEXAS TENNIS
BASE PROPOSAL-TENNIS COURT OVERLAY	\$31,000.00	\$ _____	\$ _____
BASE PROPOSAL-RICEBIRD STADIUM TRACK REPAIR-SIDEWALK ADDITION	\$200,000.00	\$ _____	\$ _____
COMBINED BASE PROPOSAL-TENNIS CRT OVERLAY AND RICEBIRD STADIUM	\$228,000.00	\$ _____	\$ _____
COMPLETION TIME-TENNIS COURT OVERLAY	10	_____	_____
COMPLETION TIME-RICEBIRD STADIUM TRACK REPAIR-SIDEWALK ADDITION	35	_____	_____
COMBINED COMPLETION TIME	35	_____	_____
ALTERNATES No. 1-"Windscreens at Side Courts"	+\$4000.00	+\$ _____	+\$ _____
ADDENDA	Acknowledge Addm 1	_____	_____
PROPOSER'S PROPOSED SURETY	Liberty Mutual Ins. Co.	_____	_____
PROPOSAL BOND	Yes	_____ Yes _____ No	_____ Yes _____ No
CONFLICT OF INTEREST QUESTIONNAIRE	Yes	_____ Yes _____ No	_____ Yes _____ No
RESUME OF PROJECT MANAGER	Yes	_____ Yes _____ No	_____ Yes _____ No
RESUME OF SUPERINTENDENT	Yes	_____ Yes _____ No	_____ Yes _____ No
AIA Document G305-1086	Yes	_____ Yes _____ No	_____ Yes _____ No

**Agenda Item Summary Sheet (5 D)**  
**Meeting Date: May 20, 2014**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

**Business and Operations**

Review General Fund 199 Fund Balance and Discuss Potential Capital Improvement Projects

**Summary**

The spreadsheet under Background Information and Significant Issues reflects where we stand at this time with regards to use of surplus General Fund 199 fund balance for capital improvement projects.

The top portion of the spreadsheet includes all of the projects that have been completed, in progress, or formally bid. The three items listed in blue are budget estimates. High school library furniture and/or security cameras may possibly be considered as budget items.

We anticipate the General Fund 199 fund balance will increase some this fiscal year, but that is difficult to estimate at this time. We may have a better idea of how much when we have our first Budget Workshop scheduled for July 10<sup>th</sup>.

**ECISD Board Policy**

None.

**Effective Date**

May 20, 2014

**Previous Board Action**

The Board conducted a Facilities Workshop on June 11, 2013. These projects have been a part of our ongoing discussions since that time.

**Future Action Expected**

At some point a decision has to be made as to what additional projects we will fund from surplus fund balance, what projects will be future budget items, and what projects will require new money.

**Background Information  
and Significant Issues**

<b>Project</b>	<b>Cost or Estimate</b>	<b>18% Surplus</b>
Audited Fund Balance - August 31, 2013		\$8,490,723
Designated Funds for Turf - 8/31/13	\$250,000	\$8,240,723
General Operating Expenses - FY13-14	\$27,161,780	\$4,889,120
Surplus Fund Balance for Capital Projects		\$3,351,603
Designated Funds for Turf Replacement	\$50,000	\$3,301,603
Security Cameras - Myatt Elementary	\$18,206	\$3,283,397
Security Cameras - Hutchins Elementary	\$15,177	\$3,268,220
Security Cameras - Northside Elementary	\$19,873	\$3,248,347
Security Cameras - Middle School	\$11,872	\$3,236,475
Enhanced Wireless Connectivity	\$151,000	\$3,085,475
Ricebird Stadium Public Address System	\$82,714	\$3,002,761
High School Baseball and Softball Complex	\$2,386,707	\$616,054
Approved Change Orders to Complex	\$696	\$615,358
Pending Change Orders to Complex	(\$24,489)	\$639,847
FFA Project Center - Property	\$38,500	\$601,347
Myatt Elementary Security Entrance	\$151,700	\$449,647
Northside Elementary Security Entrance	\$173,200	\$276,447
Northside Elementary Canopy System	\$86,300	\$190,147
Combining Myatt and Northside Projects	(\$21,200)	\$211,347
Add Myatt Acoustical Panels Alternate	\$1,350	\$209,997
Deduct Myatt Completion Schedule	(\$7,500)	\$217,497
Deduct Northside Completion Schedule	(\$6,500)	\$223,997
Special Education Buses	\$102,370	\$121,627
Track Repair and Tennis Court Overlay	\$228,000	(\$106,373)
High School Security Cameras	\$99,496	(\$205,869)
High School Library Furniture	\$36,721	(\$242,590)
High School Parking Lot Renovations	\$407,750	(\$650,340)

**Fiscal Impact**

None.

**Student and Public Benefit**

Surplus fund balance is used effectively for one-time expenditures to upgrade facilities.

<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	<p>Jeff Balcar has indicated that he will complete the following projects this summer out of the General Maintenance Budget:</p> <ul style="list-style-type: none"> <li>• Ricebird Stadium Structural Steel (Prep and Paint) ..... \$43,740</li> <li>• High School Library Replacement Flooring ..... \$22,235</li> <li>• High School Library Asbestos Removal ..... \$12,000</li> <li>• High School Library Paint ..... \$4,000</li> </ul> <p>Additional projects that have been discussed that can be funded with Maintenance Tax Notes (\$2 million) and General Obligation Bonds that must be voter approved.</p> <ul style="list-style-type: none"> <li>• Additional Elementary Classrooms..... \$7,005,213</li> <li>• High School Auditorium Renovations ..... \$2,125,071</li> <li>• New Field House and Public Restrooms ..... \$2,123,955</li> <li>• FFA Project Center ..... \$562,500</li> </ul>
<b>Attachments</b>	None.
<b>Contact Person(s)</b>	Mark Pool, Superintendent of School
<b>Action Required</b>	No action required.
<b>Superintendent's Recommendation</b>	<p>Information only.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

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

**Summary**

Two comparison groups are used to provide information on how ECISD compensation compares to districts across the State and Region with similar enrollments, i.e., 3,000 to 4,000 students.

The Statewide Comparison Group contains approximately 39 districts from across the state with enrollments of 3,000 to 4,000 students.

The Regional Comparison Group contains approximately 16 districts with 3,000 to 4,000 students located in the following Education Service Center Regions:

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

**ECISD Board Policy**

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

**Effective Date**

May 20, 2014

**Previous Board Action**

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

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

**Future Action Expected**

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

**Background Information and Significant Issues**

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

- Athletic Trainer
- Instructional Technology Specialist
- High School Band Director
- Counselor – Elementary
- Counselor – Middle School
- Counselor – High School
- Diagnostician
- Licensed Specialist in School Psychology
- Librarian
- Nurse (RN)
- Speech-Language Pathologist
- District Testing Coordinator

	2010	2011	2012	2013
<b>State Group</b>	108.7%	108.8%	104.6%	105.0%
<b>Regional Group</b>	109.8%	108.2%	105.6%	106.0%

The attachments break this group down by specific position.

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

	2008	2009	2010	2011	2012	2013
<b>Beginning Salary</b>						
<b>State Group</b>	109.0%	109.1%	105.9%	104.9%	102.6%	103.0%
<b>Regional Group</b>	105.4%	108.0%	101.7%	103.4%	100.8%	103.0%
<b>5-Year Salary</b>						
<b>State Group</b>	108.7%	109.6%	106.1%	107.5%	104.0%	106.0%
<b>Regional Group</b>	105.8%	107.6%	104.0%	104.7%	103.0%	102.0%
<b>10-Year Salary</b>						
<b>State Group</b>	106.4%	105.9%	104.4%	105.3%	104.2%	106.0%
<b>Regional Group</b>	103.8%	104.6%	102.8%	103.6%	102.0%	104.0%
<b>15-Year Salary</b>						
<b>State Group</b>	105.2%	104.7%	102.9%	103.2%	101.4%	103.0%
<b>Regional Group</b>	103.4%	103.8%	103.2%	103.8%	101.1%	101.0%
<b>20-Year Salary</b>						
<b>State Group</b>	104.8%	104.9%	103.0%	103.3%	101.2%	102.0%
<b>Regional Group</b>	104.5%	104.9%	103.3%	103.6%	100.6%	101.0%

<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	A compensation plan that remains at 103% to 105% of the market median helps to attract quality applicants and retain excellent employees.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Statewide Comparison Report for Non-Teaching Professional Support</li> <li>• Regional Comparison Report for Non-Teaching Professional Support</li> <li>• Statewide Comparison Report for Teachers</li> <li>• Regional Comparison Report for Teachers</li> </ul>
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools
<b>Action Required</b>	No Action Required.
<b>Superintendent's Recommendation</b>	Information item only. <b>Mark Pool, Superintendent of Schools</b>



HR Services

2013 Custom Comparison Report  
 Report ID = 2014 Statewide Report for Teachers and Professional Personnel  
 Report Created: 5/20/2014 12:55:56 PM  
 Enrollment Selection: 3,000 to 4,000  
 ESC Selection: All

Position	Position Information						Duty Days				Pay Range Minimum				Average Pay	
	Districts Reporting		My District Staff		Median Days	My District Duty Days	Market Minimum	My District Minimum	Market % of Market	My District % of Market	Market Average	My District Average	Market % of Market	My District % of Market	Market Average	My District Average
	Total Staff	My District Staff	Days	Duty Days												
Athletic Trainer	32	38	2	202	187	202	\$45,316	\$48,360	107%	\$50,015	\$55,559	111%		\$50,015	\$55,559	
Counselor - Elementary	38	124	3	197	202	197	\$46,028	\$45,192	98%	\$54,883	\$56,303	103%		\$54,883	\$56,303	
Counselor - High School	38	103	3	202	207	202	\$48,500	\$46,339	96%	\$59,028	\$62,476	106%		\$59,028	\$62,476	
Counselor - Middle School	36	55	3	202	207	202	\$47,574	\$46,339	97%	\$57,749	\$57,885	100%		\$57,749	\$57,885	
Diagnostician	32	118	6	187	199	187	\$45,000	\$42,898	95%	\$55,043	\$55,027	100%		\$55,043	\$55,027	
District Testing Coordinator	8	8	1	210	226	210	\$50,367	\$48,174	96%	\$70,256	\$71,021	101%		\$70,256	\$71,021	
High School Band Director	36	40	1	202	223	202	\$54,466	\$51,585	95%	\$70,961	\$65,622	92%		\$70,961	\$65,622	
Instructional Technology Specialist	17	23	1	210	207	210	\$45,458	\$48,174	106%	\$54,797	\$54,061	99%		\$54,797	\$54,061	
Librarian	36	122	4	197	187	197	\$41,032	\$42,176	103%	\$51,506	\$56,448	110%		\$51,506	\$56,448	
Licensed Specialist in School Psychology	24	40	2	192	197	192	\$44,444	\$44,045	99%	\$54,525	\$59,634	109%		\$54,525	\$59,634	
Nurse (RN)	35	110	1	187	187	187	\$40,000	\$40,035	100%	\$47,160	\$50,752	108%		\$47,160	\$50,752	
Speech-Language Pathologist	32	77	2	187	190	187	\$45,052	\$42,898	95%	\$52,972	\$61,839	117%		\$52,972	\$61,839	

2013 Custom Comparison Report  
 Report ID = 2014 Regional Report for Teachers and Professional Personnel  
 Report Created: 5/20/2014 1:00:08 PM  
 Enrollment Selection: 3,000 to 4,000  
 ESC Selection: Multiple

Position Information				Duty Days		Pay Range Minimum			Average Pay		
Position	Districts Reporting	Total Staff	My District Staff	Median Duty Days	My District Duty Days	Market Minimum	My District Minimum	My District % of Market	Market Average	My District Average	My District % of Market
Athletic Trainer	13	15	2	187	202	\$43,290	\$48,360	112%	\$49,300	\$55,559	113%
Counselor - Elementary	15	49	3	202	197	\$45,705	\$45,192	99%	\$53,689	\$56,303	105%
Counselor - High School	15	42	3	207	202	\$48,007	\$46,339	97%	\$57,995	\$62,476	108%
Counselor - Middle School	15	25	3	207	202	\$46,856	\$46,339	99%	\$60,293	\$57,885	96%
Diagnostician	12	46	6	202	187	\$45,212	\$42,898	95%	\$54,328	\$55,027	101%
District Testing Coordinator	2	2	1	227	210	\$47,105	\$48,174	102%	\$64,848	\$71,021	110%
High School Band Director	14	18	1	218	202	\$52,382	\$51,585	98%	\$63,304	\$65,622	104%
Instructional Technology Specialist	8	11	1	210	210	\$41,735	\$48,174	115%	\$56,517	\$54,061	96%
Librarian	14	42	4	190	197	\$41,432	\$42,176	102%	\$51,826	\$56,448	109%
Licensed Specialist in School Psychology	9	17	2	202	192	\$47,075	\$44,045	94%	\$55,000	\$59,634	108%
Nurse (RN)	14	39	1	187	187	\$40,158	\$40,035	100%	\$47,275	\$50,752	107%
Speech-Language Pathologist	12	25	2	187	187	\$46,210	\$42,898	93%	\$51,972	\$61,839	119%
Speech-Language Pathology Assistant	6	12	1	187	187	\$36,709	\$42,898	117%	\$46,996	\$46,412	99%

2013 Teacher Salary Comparison Report\*

Report ID = 2014 Teacher Comparison Report - Statewide

Report Created: 5/13/2014 8:23:14 AM

Enrollment Selection: 3,000 to 4,000

ESC Selection: All

District	ESC	Enroll	Teacher Count	0-Year Salary	5-Year Salary	10-Year Salary	15-Year Salary	20-Year Salary	Maximum Salary	Max Yrs Credit	Average Teacher Salary
EL CAMPO ISD	03	3,625	247	40,035	43,082	45,562	47,662	50,752	62,404	25	48,470
Market Median		3,458	241	39,000	40,534	43,006	46,488	49,891	56,467	30	45,100
Comparison to Median				103%	106%	106%	103%	102%	111%		1
Dollar Difference				1,035	2,548	2,557	1,175	861	5,937		3,370
ARANSAS COUNTY ISD	02	3,235	237	36,830	39,330	41,830	44,330	47,580	50,430	31	43,689
ATHENS ISD	07	3,378	218	35,500	37,100	41,050	45,200	48,600	52,800	31	41,872
BAY CITY ISD	03	3,660	259	39,000	43,074	45,578	48,303	50,348	50,348	20	46,940
BEEVILLE ISD	02	3,384	230	36,000	37,103	39,053	44,627	49,578	54,622	26	42,277
BURKBURNETT ISD	09	3,415	245	33,000	34,775	37,770	42,130	45,420	45,420	20	43,671
BURNET CISD	13	3,200	204	37,000	38,600	42,639	47,274	50,055	55,205	30	45,788
CASTLEBERRY ISD	11	3,965	227	48,205	49,935	50,830	52,330	55,576	66,228		51,286
CHAPEL HILL ISD-SMITH COUNTY	07	3,494	236	39,500	40,500	42,600	45,400	48,900	54,600	30	44,816
COLUMBIA-BRAZORIA ISD	04	3,036	192	43,357	45,268	46,748	47,790	50,125	59,956	33	47,426
CRANDALL ISD	10	3,141	184	42,000	42,990	44,370	48,720	52,750	58,870	31	45,554
FLORESVILLE ISD	20	3,781	256	43,000	43,600	44,600	47,400	51,200	57,900	20	46,344
HENDERSON ISD	07	3,420	252	33,500	35,214	39,064	44,394	48,154	55,934	25	41,964
HUFFMAN ISD	04	3,343		44,363	46,600	48,100	50,183	53,256	59,766	20	
KAUFMAN ISD	10	3,867	266	39,000	41,510	44,779	48,438	52,417	57,986	27	47,000
KENNEDALE ISD	11	3,181	203	49,300	51,875	54,270	55,953	58,748	67,600	30	54,994
KILGORE ISD	07	4,000	272	33,000	36,100	40,250	45,000	48,500	50,400	25	42,303
KINGSVILLE ISD	02	3,543	254	36,000	39,750	42,500	45,000	47,500	54,862	30	44,216
LA FERIA ISD	01	3,531	237	38,900	39,800	41,862	44,934	49,834	60,755	20	44,548
LAKE DALLAS ISD	11	3,958	265	44,200	44,700	46,400	48,600	53,600	66,316	18	49,689
LAKE WORTH ISD	11	3,239	224	42,400	43,904	47,818	50,393	54,106	59,410	27	47,527
LAMPASAS ISD	12	3,421	227	35,000	38,155	41,525	44,037	48,878	57,000	31	43,292
LEVELLAND ISD	17	3,037	245	35,500	37,000	39,510	44,480	49,310	49,310	20	46,347
LITTLE CYPRESS-MAURICEVILLE CISD	05	3,264	248	34,500	38,086	41,799	45,619	49,862	58,360	38	43,205



2013 Teacher Salary Comparison Report\*

Report ID = 2014 Teacher Comparison Report - Statewide

Report Created: 5/13/2014 8:23:14 AM

Enrollment Selection: 3,000 to 4,000

ESC Selection: All

LOVEJOY ISD	10	3,725	288	45,458	47,478	49,224	51,045	54,936	60,342	30	54,467
LUMBERTON ISD	05	3,881	233	33,800	36,600	41,180	45,250	48,460	53,700	32	43,750
MINERAL WELLS ISD	11	3,346	241	34,099	37,338	41,272	44,696	48,574	54,483	20	39,850
NAVASOTA ISD	06	3,000	220	38,400	39,559	41,822	43,822	48,711	53,102	25	43,400
PALESTINE ISD	07	3,300	256	32,515	36,755	42,235	46,355	49,465	60,755		41,040
PAMPA ISD	16	3,770	260	41,972	42,472	43,372	45,672	49,332	57,700	44	45,100
PARIS ISD	08	3,574	314	30,000	34,060	39,540	43,660	46,770	51,760	20	40,149
PRINCETON ISD	10	3,578	249	39,320	41,360	45,040	49,160	52,270	54,270	30	46,824
SOMERSET ISD	20	3,950	260	43,054	45,229	45,892	50,666	54,379	57,243		49,410
SPLENDORA ISD	06	3,582	219	43,500	45,100	46,000	47,900	51,025	54,250	25	47,023
SPRINGTOWN ISD	11	3,348	229	40,000	42,190	43,590	46,990	50,740	57,540		46,330
STAFFORD MUNICIPAL SCHOOL DISTRICT	04	3,495	337	46,786	47,741	49,862	52,939	56,652	64,715	31	49,000
STEPHENVILLE ISD	11	3,737	242	39,000	40,568	44,092	48,702	52,182	55,922	29	46,808
TAYLOR ISD	13	3,165	232	40,000	42,380	43,980	46,620	49,920	57,690	32	43,773
WYLIE ISD-TAYLOR COUNTY	14	3,829	233	31,800	34,680	40,210	44,582	47,938	55,700	30	37,130

\* Reported salary amounts are for 10-month teachers with bachelor's degree.



2013 Teacher Salary Comparison Report\*

Report ID = 2014 Teacher Comparison Report - Regional

Report Created: 5/13/2014 8:27:53 AM

Enrollment Selection: 3,000 to 4,000

ESC Selection: Multiple

District	ESC	Enroll	Teacher Count	0-Year Salary	5-Year Salary	10-Year Salary	15-Year Salary	20-Year Salary	Maximum Salary	Max Yrs Credit	Average Teacher Salary
EL CAMPO ISD	03	3,625	247	40,035	43,082	45,562	47,662	50,752	62,404	25	48,470
Market Median		3,384	235	39,000	42,380	43,980	47,274	50,055	55,205	30	45,002
Comparison to Median				103%	102%	104%	101%	101%	113%		1
Dollar Difference				1,035	702	1,582	388	697	7,199		3,468
ARANSAS COUNTY ISD	02	3,235	237	36,830	39,330	41,830	44,330	47,580	50,430	31	43,689
BAY CITY ISD	03	3,660	259	39,000	43,074	45,578	48,303	50,348	50,348	20	46,940
BEEVILLE ISD	02	3,384	230	36,000	37,103	39,053	44,627	49,578	54,622	26	42,277
BURNET CISD	13	3,200	204	37,000	38,600	42,639	47,274	50,055	55,205	30	45,788
COLUMBIA-BRAZORIA ISD	04	3,036	192	43,357	45,268	46,748	47,790	50,125	59,956	33	47,426
FLORESVILLE ISD	20	3,781	256	43,000	43,600	44,600	47,400	51,200	57,900	20	46,344
HUFFMAN ISD	04	3,343		44,363	46,600	48,100	50,183	53,256	59,766	20	
KINGSVILLE ISD	02	3,543	254	36,000	39,750	42,500	45,000	47,500	54,862	30	44,216
LITTLE CYPRESS-MAURICEVILLE CISD	05	3,264	248	34,500	38,086	41,799	45,619	49,862	58,360	38	43,205
LUMBERTON ISD	05	3,881	233	33,800	36,600	41,180	45,250	48,460	53,700	32	43,750
NAVASOTA ISD	06	3,000	220	38,400	39,559	41,822	43,822	48,711	53,102	25	43,400
SOMERSET ISD	20	3,950	260	43,054	45,229	45,892	50,666	54,379	57,243		49,410
SPLENDORA ISD	06	3,582	219	43,500	45,100	46,000	47,900	51,025	54,250	25	47,023
STAFFORD MUNICIPAL SCHOOL DISTRICT	04	3,495	337	46,786	47,741	49,862	52,939	56,652	64,715	31	49,000
TAYLOR ISD	13	3,165	232	40,000	42,380	43,980	46,620	49,920	57,690	32	43,773

\* Reported salary amounts are for 10-month teachers with bachelor's degree.

**Business and Operations**      Discuss Possibility of General Pay Increase

**Summary**

As we continue with the FY2014-2015 budget development process and it is time to begin discussion regarding whether or not we can provide a general pay increase to all employees. The following is a summary of an article that was published in the latest edition of *TASB HR Exchange* based on survey responses provided by 400 Texas school districts in April 2014:

- About three-fourths of the participating school districts anticipate giving a pay increase.
- Of the districts planning a salary increase, the average pay increase amount was 2.3 percent. (34 percent expect to give a 2.0% raise; >25 percent anticipate a 3.0% raise; and 20 percent expect to provide an amount less than 2.0%).
- The number of districts giving pay increases varies significantly by location and district enrollment with 90 percent of districts in the major population areas (Houston, Richardson, Fort Worth, San Antonio) anticipating a raise. Of the districts not planning to give a raise nearly 80 percent are small districts with less than 1,000 students.
- Average pay increases also varied by ESC Regions. Region 3 was one of the highest at 2.9%.
- 90 percent of districts plan to increase pay for all employees. Those that indicated raises for teachers only all have an enrollment of less than 1,600 students.
- Slightly less than one-half (42 percent) intend to calculate the increase based on a percentage of the pay range midpoint.

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

**Effective Date**      May 20, 2014

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

made with regards to structure adjustments and general pay increases.

**Future Action Expected**

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

**Background Information and Significant Issues**

None.

**Fiscal Impact**

David Bright has calculated some very preliminary estimates for employees paid from the General Operating Budget (does not include federally funded positions) as:

1.5% General Pay Increase .....	\$273,665
2.0% General Pay Increase .....	\$363,963

These estimates also include estimated benefits. (Potential increases in employee health insurance premiums will not be known until June.)

**Student and Public Benefit**

A compensation plan that remains at 103% to 105% of the market median helps to attract quality applicants and retain excellent employees.

**Procedural and Reporting Implications**

None.

**Public Comments**

None.

**Alternatives**

None.

**Other Comments and Related Issues**

None.

**Attachments**

- Highlighted copy of survey results from *TASB HR Exchange*

**Contact Person(s)**

Mark Pool, Superintendent of Schools

**Action Required**

No Action Required.

**Superintendent's Recommendation**

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

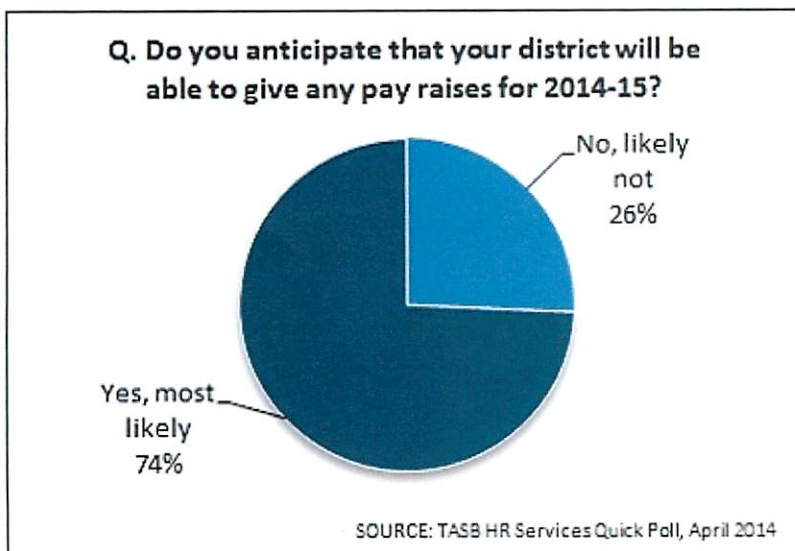


## HR Services poll: most districts planning 2014–15 pay increases

While most school districts in Texas plan to give a pay increase in 2014–15, the amount remains similar to levels seen over the past several years, according to the latest poll on prospective pay raises conducted by TASB HR Services.

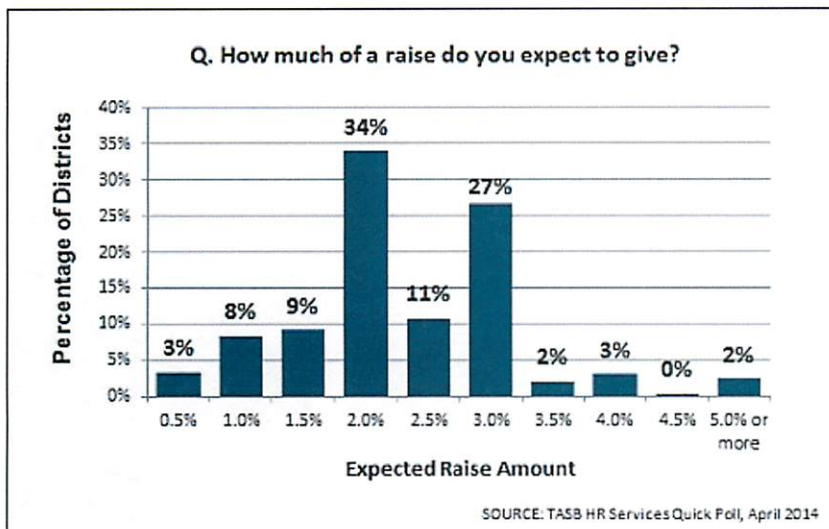
The survey of 400 participating school districts finds that about three-quarters of districts (297 respondents) anticipate giving a pay raise. Of those districts planning a salary increase, the average pay increase amount is 2.3 percent.

The number of districts giving a pay increase varies significantly by location in the state. In ESC Regions 4 (Houston), 10 (Richardson), 11 (Fort Worth), and 20 (San Antonio), 90 percent or more of responding districts anticipate giving a raise. About half (or fewer) of districts in Regions 14 (Abilene), 15 (San Angelo), 16 (Amarillo), and 18 (Midland), anticipate raising pay.



Responses also vary widely by district enrollment. Of those districts not planning to give any increase, nearly 80 percent are small districts with less than 1,000 students. Among larger districts, with 10,000 or more students, only 4 percent balked at a pay raise in 2014–15.

Among those anticipating pay increases, preliminary data shows that school leaders are opting for moderate pay increases as their districts still face the effects of the funding shortfall and rising health care coverage costs (for those participating in TRS-ActiveCare, potential increases in employee health insurance premiums won't be known until June).



Of those districts anticipating an increase, 34 percent of districts are expecting to give a 2 percent raise. More than one-quarter of respondents anticipate a raise of 3.0 percent. Another 20 percent of districts expect to provide an amount that is less than 2.0 percent.

Average pay increases varied by ESC Region. Regions 1 (3.0 percent), 3 (2.9 percent), and 18 (3.2 percent) reported the highest average increase, while Regions 8 (1.6 percent) and 15 (1.4 percent) reported the lowest average increases.

Among the largest districts in Texas, with enrollments of 25,000 or more, most (60 percent) plan a 3.0 percent increase. About half (52 percent) of districts with enrollment between 10,000 to 24,999 also anticipate a 3.0 percent raise. One-quarter of responding small districts (less than 500 students) indicated that they will give a pay increase of 1.0 percent or less.

Identical to last year's poll, 90 percent of districts plan to increase pay for all employees. Four percent will give raises to teachers only, and 6 percent plan a pay increase for some other group or combination of groups. Those districts that indicated raises for teachers only all have an enrollment of less than 1,600 students. Districts with 10,000 or more students anticipate raises for all employees.

Slightly less than half of districts (42 percent) intend to calculate the increase based on a percentage of the pay range midpoint, and some districts (28 percent) will base it on a percentage of employee salaries. Yet another group (30 percent) will use some other method or combination of methods, including pay step schedule increases, one-time payments, and individual employee adjustments.

Poll results are based on survey responses provided by 400 Texas school districts in April 2014. Respondents to the survey represented all ESC Regions and TEA enrollment groups. This is the third year of conducting the pay increase poll, providing an early picture of the pay increases expected statewide.

Looking for more HR data? All HR Services member districts can access up-to-date salary and stipend data in [DataCentral](#). Other current online surveys cover such topics as supplemental pay, insurance premiums, employment contracts, and more. To participate in these surveys, go to HR Surveys in DataCentral.

**Business and Operations**      Planned Budget Workshops

**Summary**

David Bright and I have looked at possible dates for summer budget workshops. We are proposing the following schedule:

- Regular Meeting on June 17, 2014 – presentation of preliminary budget using preliminary values and what we know about state funding at the time.
- Early to mid-July – Appraisal Review Board appeals process.
- Budget Workshop on July 8, 2014 – continued discussions of budget priorities. Decide on the public meeting date on the budget and proposed tax rate. Hopefully we will have a better understanding of where we stand with our state funding at that time.
- Regular Meeting on July 15, 2014 – update information and discussions of budget priorities.
- Budget Workshop on August 12, 2014 – proposed budget (if the state funding templates are available) using certified values.
- Regular Meeting on August 19, 2014 – Public meeting date on the budget and proposed tax rate. Anticipated adoption of budget and setting tax rate.
- August 20, 2014 – statutory deadline for development of proposed budget.
- Special Meeting on August 26, 2014 (if necessary)

**ECISD Board Policy**      CE (LEGAL), ANNUAL OPERATING BUDGET

**Effective Date**      Summer, 2014

**Previous Board Action**      The Board annually sets the dates for Summer Budget Workshops.

**Future Action Expected**      The Board annually sets the dates for Summer Budget Workshops.

**Background Information and Significant Issues**      As an administration we want to provide the Board with all of the information that you need to make appropriate budget decisions. Collecting finance data and putting it in an easy to understand format takes a considerable amount of time, so we do not want to spend our

time collecting and formatting information that the Board as a whole is not interested in. We would like to have clarity at this meeting with regards to the information you want to see and the format you want to see it in if it differs from anything we have presented in the past.

<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	The public benefits by an appropriate amount of time being set aside to develop the annual operating budget.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	The proposed dates are all based on corresponding dates from last summer.
<b>Attachments</b>	None.
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools David Bright, Assistant Superintendent of Finance and Operations
<b>Action Required</b>	No action required.
<b>Superintendent's Recommendation</b>	This is an information report only. <b>Mark Pool, Superintendent of Schools</b>

**Agenda Item Summary Sheet (7 A)**  
**Meeting Date: May 20, 2014**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

**Governance**

Oath of Office for New Trustees

**Summary**

The *Texas Constitution* requires that newly elected and appointed Trustees, before taking the oath or affirmation of office and entering upon the duties of office, shall sign the required officer's statement. The statement shall be retained with the official records of the office.

The *Texas Constitution* and the *Texas Education Code § 11.061* further require that after the officer's statement has been signed and certificates of election have been issued, but before entering upon the duties of the office, the Trustee shall take the oath or affirmation of office and shall file it with the President of the Board.

This year Position 6 – Tommy Turner and Position 7 – Adam Gusman were unopposed. At the regular meeting of the Board of Trustees on March 25, 2014, the Board officially declared the unopposed candidates elected and canceled the election.

If an 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**

May 20, 2014

**Previous Board Action**

The *Oath of Office* is administered to newly elected members of the Board following the annual School Board Trustee Election.

**Future Action Expected**

The *Oath of Office* is administered to newly elected members of the Board following the annual School Board Trustee Election.

**Background Information and Significant Issues**

The *Texas Government Code §602.002, 602.006* specifies individuals who may administer the oath of office, one of whom is a notary public.

Dianne Cerny is a notary public and will be administering the

oath of office to the newly elected trustees.

**Fiscal Impact**

None.

**Student and Public Benefit**

Students and taxpayers benefit by having highly qualified Trustees elected to oversee the management of the District.

**Procedural and Reporting Implications**

According to policy, the *Officer's Statement* shall be retained with the official records of the office; and the *Oath of Office* shall be filed with the President of the Board.

**Public Comments**

None.

**Alternatives**

None.

**Other Comments and Related Issues**

None.

**Attachments**

- (1) Copy of *Officer's Statement*
- (2) Copy of *Oath of Office*.

**Contact Person(s)**

Mark Pool, Superintendent of Schools

**Action Required**

Tommy Turner and Adam Gusman will take the oath or affirmation of office.

**Superintendent's Recommendation**

I recommend that the necessary action(s) be taken to administer the *Oath of Office* to newly elected Trustees.

**Mark Pool, Superintendent of Schools**

### **Officer's Statement**

*"I, \_\_\_\_\_, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God."*

Texas Constitution, Article XVI, Section 1(b)

### **Oath of Office**

*"I, \_\_\_\_\_, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of School Board Trustee for the El Campo Independent School District of the State of Texas, and will to the best of my ability, preserve, protect, and defend the Constitution and laws of the United States and of this state, so help me God."*

Texas Constitution, Article XVI, Section 1(a)

## ***Action Required***

<b>Governance</b>	Reorganization of the Board of Trustees
<b>Summary</b>	<p>According to board policy at the first meeting after each election and qualification of Trustees, the members of the Board shall organize by electing a President, a Vice-President, and a Secretary. These officers are elected by a majority vote of the members present and voting.</p> <p>Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office.</p>
<b>ECISD Board Policy</b>	<p>BDAA (LEGAL), OFFICERS AND OFFICIALS: DUTIES AND REQUIREMENTS OF BOARD OFFICERS</p> <p>BDAA (LOCAL), OFFICERS AND OFFICIALS: DUTIES AND REQUIREMENTS OF BOARD OFFICERS</p>
<b>Effective Date</b>	May 20, 2014
<b>Previous Board Action</b>	Reorganization of the Board occurs annually following the canvass of the School Board Trustee Election.
<b>Future Action Expected</b>	Reorganization of the Board occurs annually following the canvass of the School Board Trustee Election.
<b>Background Information and Significant Issues</b>	<p>According to policy BDAA (LEGAL), the Board President shall have the following duties and powers:</p> <ol style="list-style-type: none"><li>1. Call a meeting of the Board, giving public notice not earlier than the 30<sup>th</sup> day or later than the tenth day before the meeting, to discuss and adopt the budget and proposed tax rate. <i>Education Code 44.004</i></li><li>2. Ensure that the annual financial statements are published as required by law. <i>Local Gov't Code 140.006</i></li><li>3. Execute an oil and/or gas lease or sell, exchange, and convey the minerals in land belonging to the District, approved by resolution of the Board. <i>Education Code 11.153</i></li><li>4. Execute the deed for the sale of property, other than minerals, held in trust for free school purposes. <i>Education Code 11.154(b)</i></li></ol>

According to policy BDAA (LOCAL), in addition to the duties required by law, the President of the Board shall:

1. Preside at all Board meetings unless unable to attend.
2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board,
3. Appoint all Board committees, unless otherwise provided by policy or Board consensus.

The Vice-President of the Board shall:

1. Act in capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
2. Become President only upon being elected to the position.

The Secretary of the Board shall:

1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the President and Vice-President, call the meeting to order and act as presiding officer.
4. Sign or countersign documents as directed by action of the Board.

**Fiscal Impact**

None.

**Student and Public Benefit**

Students and taxpayers benefit by having highly qualified officers elected by the Board to carry out the duties listed in ECISD policy.

**Procedural and Reporting Implications**

Newly elected officers of the Board will be so noted on all official documents and correspondence.

**Public Comments**

None.

**Alternatives**

None.

**Other Comments and Related Issues**

None.

**Attachments**

- Memorandum to Board of Trustees from Mark Pool re: Nominations and Elections of Board Officers.
- TASB Leadership Team Services Q & A on Electing Board Officers
- Article from April 1997 *Texas Lone Star* – “Leading the Leaders”
- TASB Resource for support when selecting the school board president – “The Board President’s Job”

**Contact Person(s)**

Mark Pool, Superintendent of Schools

**Action Required**

Through a nomination and election process, the Board will elect a president, vice-president, and secretary.

**Superintendent’s Recommendation**

I recommend that you the necessary action(s) be taken to elect a president, vice-president, and secretary.

**Mark Pool, Superintendent of Schools**

# EL CAMPO INDEPENDENT SCHOOL DISTRICT

ROBERT MARK POOL, Superintendent

**DAVID BRIGHT**  
ASSISTANT SUPERINTENDENT  
FOR FINANCE

700 WEST NORRIS STREET  
EL CAMPO, TEXAS 77437  
(979) 543-6771 – FAX (979) 543-1670

**CAROLYN GORDON**  
ASSISTANT SUPERINTENDENT  
FOR INSTRUCTION

## Memorandum

**TO:** Board Members  
**FROM:** Mark Pool  
**DATE:** May 20, 2014  
**RE:** Nominations and Elections of Board Officers

- Nomination(s) for President are accepted and recorded.
- If the current president is nominated, it would be in order to ask the sitting vice president to conduct the election; if the vice-president is also nominated, then the secretary; and if the secretary is also nominated then a temporary chair (someone not nominated by the president) could be selected by the Board.
- According to Roberts Rules of Order, *Before proceeding to an election, if nominations have been made from the floor, the chair should inquire if there are any further nominations. If there is no response he/she declares the nominations closed.*
- If more than one person is nominated for the office, the chair shall call for by show of hands and record the votes cast for each nominee. Candidates are voted upon in the same order in which they were nominated.
- If only one candidate is nominated for the office, the chair shall call for a motion that the candidate be elected by acclamation. The motion then requires a second and majority vote to pass.
- According to policy, *officers are elected by a majority vote of the members present and voting.* Local policy also states that the president has the right to discuss, make motions and resolutions, and vote on all matters coming before the Board—but is not required to.
- Once the president has been elected then the procedures above are followed for vice president and then secretary.

## Q & A: Electing Board Officers

The law requires the board to reorganize by electing a president and secretary at the first meeting after an election and qualification of Trustees. Local policy may also provide for the election or appointment of other officers and committees the board deems necessary. This usually occurs at the first regular meeting after an election but may also occur at a special meeting provided the election results have been canvassed, and newly elected Trustees have signed and filed the required Statement of Officer and have taken the oath of office. While boards are required to reorganize after an election, the board may also organize at other times. (Atty.Gen.Op.MW-531,1982)

Here are answers to some questions about how to conduct board officer elections smoothly.

### **Q. How do we conduct officer elections if our president and vice president are no longer on the board?**

- A.** Some districts have adopted a local policy that states the secretary will conduct the election of a president pro tem. Others have a policy that designates the secretary to act as the president pro tem and conduct the election of a president. Check your local policy (at code BDAD in TASB Localized Policy Manuals) to see if your district has provided for a temporary chair when the president is not reelected to the board.

When neither the president nor vice president are present to conduct the election of officers and the district has not made provisions in local policy, the secretary conducts an election to select a temporary chair. When selected, the temporary chair conducts the election of the president, then relinquishes the chair to the new president who conducts elections for remaining offices.

### **Q. What if our secretary is no longer on the board or isn't present to conduct the election of a temporary chair?**

- A.** If there is no secretary present, any member (perhaps the most veteran member present) may assume the chair to conduct an election of a temporary chair. The temporary chair then conducts the election for president. The new president then conducts any remaining elections.

### **Q. Can we call other board members to talk about who we think might make a good president?**

- A.** The Texas Open Meetings Act requires a school board to conduct an open meeting, pursuant to proper notice, whenever a quorum of the board discusses or takes action on public business, unless the board is deliberating a topic that falls within an explicit exception to the Act. A meeting may occur even if a quorum is not gathered in a single location, and board members can violate the Open Meetings Act by meeting in groups of less than a quorum or telephoning each other for the purpose of discussing public business. Although an individual might express to other members his or her interest in filling a position, or a member might express an interest in nominating or supporting another member for an office, discussions promoting an individual for office or seeking support for that individual might be construed as deliberations among a quorum of the board outside a properly posted public meeting.

## Board Reorganization

### Page 2

#### **Q. Can we nominate more than one person for a particular office?**

- A. Yes, you may nominate more than one person for an office. In fact, the presiding officer should take care to ensure that all who wish to make a nomination have had a chance before declaring nominations closed.

#### **Q. Does a nomination have to be seconded to be official?**

- A. Unlike a motion, a nomination does not require a second. It is acceptable, however, for another member who supports that nominee to second the nomination.

#### **Q. We've never had more than one nomination for an office. How do we make sure members know that they can make additional nominations?**

- A. To open nominations from the floor, the chair states:

*"Nominations are now in order for the office of President."*

After hearing a nomination, the chair restates the nomination just as he or she would when a motion is made:

*"Mr. A is nominated for the office of president."*

The chair then asks if there are other nominations:

*"Are there any further nominations for the office of president?"*

The chair restates each nomination until it appears that there are no more. To be certain that no one wishes to make another nomination, the chair should repeat:

*"Are there further nominations for President? Then if not, (pause, to allow any additional nominations) nominations are closed."*

#### **Q. Can I move to close nominations after I've nominated my choice for an office?**

- A. A motion to close nominations is not appropriate until all wishing to make nominations have had a reasonable opportunity to do so. If you did make such a motion, the president should still ask if there are others wishing to make nominations. Only if no one else responds should your motion be recognized. A motion to close nominations is not necessary in a body the size of school boards since few nominations are likely to be made in the first place. However, if such a motion is honored, it requires a second and a two-thirds approval vote in order to cease nominations.

#### **Q. It's very important that we have a qualified president, but it is sometimes sensitive bringing up a nominee's weaknesses in open session. Is there a way to avoid embarrassing a nominee and still discuss the merits of those nominated for an office?**

- A. Because boards often require that their officers perform specific leadership duties, it may be advisable to discuss the qualifications, experience, or willingness to serve of the nominees for a given office before voting. Since there is an exception to the Open Meetings Act which allows the board to deliberate the appointment of a public officer in a closed meeting, the board may choose to go into closed session to discuss the merits of nominees for a given office before returning to open session to take the vote.

## Board Reorganization

### Page 3

#### Q. Can we take a secret ballot when voting for board officers?

A. No. Texas law does not allow a school board to take any votes by secret ballot.

#### Q. When we have more than one nomination for an office, how do we conduct the voting?

A. Check your local policy to see if your board has specified a method of voting for board officers. If not, and if your board has designated *Robert's Rules of Order, Newly Revised* as a guide for meeting, then any member may move to adopt one of the methods described in *Robert's Rules* or the president may simply ask consent of the body to use a particular method. *Robert's Rules* describes two methods that would be appropriate for school boards.

In the *Viva Voce* method, when there is more than one nominee for an office, candidates are voted on in the order nominated. The chair asks for all in favor of a particular nominee, then for all opposed, before moving on to the next nominee. If the first nominee does not receive a majority of "yes" votes, the second name is announced and the "yes" and "no" votes called for. Voting continues for each nominee until one receives a majority. When one has received a majority, the remaining nominees need not be announced and voted on.

In a *Roll Call* election, members are called upon one at a time to announce the nominee of their choice. However, if there is more than one nominee for an office, there may not be a majority of votes cast for any one candidate. In this case, voting would continue until one nominee receives a majority. (*Robert's Rules* cautions that the nominee receiving the lowest number of votes is never removed from the next ballot, though, unless the bylaws require or unless he/she withdraws, because that person may turn out to be a compromise candidate upon which all can agree.)

#### Q. Can we adopt a different procedure for electing officers?

A. Yes, your local board may designate the specific method that you think will work best for you. Check your local policy at BDA and the sections immediately thereafter or any written team operating procedures to see if you have specified a preferred method of voting.

In most district policies that designate *Robert's Rules of Order* as a guide, a provision is also made for suspending procedural rules by a majority vote at any board meeting. So, if a board does not have a policy that mandates the voting method and wishes to use a different method of electing officers than outlined in *Robert's Rules* it may choose to suspend the rules and vote to use a different procedure for a given meeting.

If you have other questions about how to conduct your election of officers, call Leadership Team Services at 800-580-8272, or send an e-mail to [lts@tasb.org](mailto:lts@tasb.org).



# Leading the leaders

## Board president selection is a critical responsibility

by Rita Reynolds-Gibbs

*Editor's note: This article first appeared in the April 1997 edition of Texas Lone Star (page 22). Please note that Bettye Stripling is now former president and current member of the Richardson ISD Board; Charles Scoma is a former member of the Birdville ISD Board; and Steven Copenhaver is former president and current member of the Round Rock ISD Board.*

The selection of school board president is as important a board responsibility as selecting a superintendent, developing policy, or adopting district goals. In May, the majority of Texas school boards will fill this critical position. Few boards, however, receive training in how to select a president, so we asked some experienced board presidents for their advice on the subject.

### An important role.

"As the board president goes, so goes the board," said Bettye Stripling, [former] Richardson ISD Board president [and current board member]. Bill Pursley, City View ISD Board president, elaborated on the importance of the role: "The board president is a

leader in all facets of the operation of the board, including communication with other board members and the superintendent, leadership in consensus building, moderating, and speaking on behalf of the board.

"This is important because the board president is looked upon to be all these things and more. Therefore, success or failure of the board functioning together as a team lies directly on the board president's shoulders."

Stripling added that "the role is more important than I realized a few years ago. The perception of the community is one of seeing the president as having a very strong effect on the general tone and personality of the board. This perception is probably more true than I realized."

Former Victoria ISD Board President Theresa Gutierrez noted that "the role is important because the president must reiterate all viewpoints and make certain all board members are included in the decision-making process. The board president must maintain a delicate balancing act, one of conducting the business of the board, while maintaining a sense of fairness

The board recognizes the leadership role of the board president and adheres to law and local policies regarding the duties and responsibilities of the board president and other officers.

—Framework for School Board Development: Unity

At the first meeting after each election and qualification of trustees, the members of the Board shall organize by electing:

1. A president, who shall be a member of the Board.
2. A secretary, who may or may not be a member of the Board.
3. Such other officers and committees as the Board may deem necessary.

—Texas Education Code, §11.061(c), Selection of Officers

In addition to the required post-election organization, the Board may also organize at other times.

—Attorney General's Opinion MW-531 (1982), Reorganization

and objectivity to the educational stakeholders.”

### **Time, thought, and energy.**

The selection of the board president is critical to the success of the board and ultimately the success of the district. The board president’s primary job is to ensure that the board, in cooperation with the superintendent, effectively and efficiently completes its responsibilities “to govern and oversee the management of the public free schools of the District.” TEC §11.05(b). It stands to reason that the work of the board, with the superintendent as partner, greatly affects district results. Consequently, the board president, the liaison between the board and the administration, is critical to the success of the district, as well.

In selecting its leader, the board should give this important decision the time, thought, and energy it deserves. Each school board must select a leader who best meets the board’s agreed-upon criteria—someone who possesses the general knowledge, skills, and attitudes necessary to be an effective leader of leaders.

### **The selection process.**

Given the importance and complexity of the president’s job, the board must enter into the selection process with commitment and purpose. “The position of board president should be dealt with in depth,” noted Gutierrez. “Much forethought and planning should be given to the selection of leader. This is not a reward for past experience.”

Tommye Quebe, Plainview ISD Board president, cautioned: “Don’t select someone just because they have had the job for the past five years and no one else wants it.”

Nor should it be based on popularity, added Charles

Scoma, [former] Birdville ISD Board president.

Gutierrez concluded: “Selection of the board president is earned by demonstrating the characteristics and qualifications for the position.” All agree the selection process should focus on the legal and local job requirements, the expectations of the community, and current climate of the district and the board.

### **A team procedure.**

The selection process and selection criteria will vary from district to district. However, it is important that all members of the board participate and agree. A team procedure is an effective tool for this purpose. The procedure can be as simple or as involved as a board desires. What is important is that the team procedure establish, preferably in writing, the steps the board will complete together and the criteria the team will consider to identify the best person for the job.

An agreed-upon team procedure keeps the team purposefully focused, minimizes misunderstandings, improves team efficiency and effectiveness, and serves as a record of team agreement. In determining criteria that will be used in the selection, Gutierrez recommended that “an effective board president selection process should involve honest dialogue among all board members.”

This should take place in an open meeting. Gutierrez suggested the dialogue include a discussion and listing of skills, knowledge, attitudes, and personal qualities of a good president. The list of desired qualifications should be based on the presidential job roles and responsibilities and their relationship to the needs of the district and the board.

City View’s Pursley summarized the final steps to take after establishing criteria for selection. “The board should accept nominations, discuss the nominee’s qualifications, and vote.” This should take place in a public meeting; however, an exception to the Texas Open Meetings Act allows the board to deliberate on “the appointment . . . of a public officer” (Government Code §551.074) in closed session. This allows the board to discuss qualifications privately prior to electing a president or other officer in open session.

### **Developing selection criteria.**

The presidents interviewed agreed that a solid knowledge of boardsmanship and the public schools is important in selecting the board’s leader, and some time on the board is usually needed to obtain these. Glenda Marsh, board president of Angleton ISD, said she believes a president should have broad knowledge of school board issues. Plainview’s Quebe noted that

basic knowledge of laws, rules, and regulations of school districts is important. Wayne Este, Hunt ISD Board president, said he believes a president needs to have knowledge of the state as well as local policies on boardsmanship.

A natural first step in determining selection criteria would be to examine the job description. There is no official job description for school board president. A statement of legal job requirements can be found in Policy BDAB (Legal). However, this statement of the board president’s job requirements is limited. It addresses the review and signing of official district documents, the notification of the commissioner in designated instances, and the calling of the budget hearing.

Certainly, these are important duties, but the job of board president is more involved than what is expressed in the legal policy, and, generally, in its companion local policy. Given the void, boards must develop

## **TASB CAN PROVIDE ASSISTANCE**

### **BEFORE SELECTION.**

TASB Leadership Team Services has a generic list of board president job responsibilities that was developed by experienced Texas school board presidents. The list can serve as a basis for board dialogue in the determination of criteria for selection. To receive a copy of this list by fax, call Lydia Garcia in TASB Leadership Team Services at 800-580-8272 or check the TASB Web Site at [www.tasb.org](http://www.tasb.org).

TASB Leadership Team Services offers sessions on developing team operating procedures for individual school boards or clusters of school boards.

### **AFTER SELECTION.**

TASB Leadership Team Services will sponsor new board president training at the annual Summer Leadership Institute, June 17-19 in San Antonio. For more information, call TASB Leadership Team Services at 800-580-8272. ★

their own presidential job description.

A review of other key presidential roles and responsibilities provides a broader picture of the job. The board president fulfills four major presidential roles for the board. These are presiding officer of all board meetings, liaison with the superintendent, team leader, and board spokesperson. Each role requires knowledge, skills, and attitudes specific to the role.

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The most visible role of the president is probably that of presiding officer of the school board meetings. This role requires the president to carefully prepare for and skillfully lead meetings.

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**Presiding officer of the district.**

The most visible role of the president is probably that of presiding officer of the school board meetings. This role requires the president to carefully prepare for and skillfully lead meetings.

The board president must have knowledge of effective meeting practices, be skilled in using the board's adopted rules of order, and be able to work with the board and the superintendent in setting the board's activity calendar and meeting agendas.

The board president is responsible for maintaining open communication and including all board members in the process before, during, and after the meeting. "These skills

and tools," stated Quebe, "assist the board president in staying focused, keep the board focused on its policy decisions, and allow the administration to carry out the school district operations."

Before the meeting, following policy and board procedures, "The board president sets the board meeting agenda with guidance from the superintendent," said Marsh. Hunt ISD's Este clarified the importance of this role. "To effectively carry out this responsibility, the board president must be informed, well organized, and prepared to conduct board meetings," Este said. "Being prepared and organized encourages others to want to be part of the team."

Stripling added: "Proper organization and control of the board meetings make for good, sound decisions for students, and sound fiscal decisions. It increases respect among board members and between the board and the community."

During the meeting, the skillful board president guides participants through the agenda in an effective and efficient manner. Effective refers not only to the completion of the tasks, but also the inclusion and ownership of the tasks by the board and others. Steve Copenhaver, [former] Round Rock ISD Board president [and current member], explained: "It is important that the board president maintain order while ensuring all members have equal access to information and equal voice." Gutierrez added that "the president must moderate the varying points of view of individual board members."

Stripling agreed, noting that "the board president must be willing to give up the need to talk to every issue at board meetings and serve as a facilitator to move the meeting along to a successful conclusion."

## Governance Guides

### Selecting a Board President

- Prepare for the election of a president at least a month in advance.
- Meet as a board and formulate the steps the board will take to elect the president.
- Meet as a board and determine the selection criteria that best meet the needs of the district and the board. Consider the following as you develop criteria:
  1. Board policy
  2. Key presidential job responsibilities
  3. Critical issues facing the district and the board and what leadership skills are necessary to meet those issues
  4. Board experience, knowledge, availability, and commitment to the job
- Share the agreed-upon selection criteria with all members of the board.
- Nominate candidates for president in an open meeting.
- Discuss, in the public meeting, candidates' qualifications based on selection criteria.
- Vote for the nominee who best meets the board's agreed-upon criteria for president.
- Accept majority decision.
- Encourage the new president to participate in leadership training.
- Continue to develop the leadership skills in all board members to ensure the continuity of excellence in board performance. ★

**Board liaison to the superintendent.**

As board liaison to the superintendent, the board president is the keystone that aligns the work of the board with that of the superintendent. In this capacity, the board president works closely with the superintendent to arrange the board's annual activity calendar and meeting agendas to reflect school district priorities and requirements.

To successfully carry out this role, the board president

must be able to clearly and assertively articulate the board's expectations to the superintendent while being open to and hearing the expectations of the superintendent. It requires the board president to actively listen, strive for agreement, mediate points of view, and assertively state the board's position.

"The board president helps to keep the communication open between the board and the superintendent," said

Stripling. “Good communication between the superintendent and the board limits misunderstandings and promotes effective decision making. It also eliminates uneasiness among staff and community.”

#### Team leader of the board.

The board, by law, must act as a body corporate in governing and overseeing the management of the public schools of the district. The president ensures that board tasks are completed through participation and agreement of all team members in open meetings. “The effective board president has an attitude of ‘teamsmanship’ and encourages all members to be part of the team,” explained Este. “[The president] should be friendly and trustworthy, and one who will encourage others to share thoughts and ideas and be effective in communicating to all.”

The diversity of board members increases the challenge of this role. The effective board president/team leader promotes openness and respect for different values and opinions. Scoma noted that “the president provides leadership in dealing with sensitive board issues, is fair in relationships, and is a consensus builder.”

Dixie Surratt, Panhandle ISD Board president, remarked that “it takes good communication skills, being willing to listen, being a good mediator, recognizing and using the talents of others, accepting opinions of all board members, and being responsive.” Added Gutierrez: “The president must maintain harmony among the board members,

between the board and the administration, and between the board and the public. Teamwork and harmony are essential elements in the achievement of the district’s vision.”

Gutierrez continued: “I look for a school board president who has experience and skill in bringing diverse people together. This person should have the ability to place personal feelings aside and work for the betterment of the district. It takes patience, tolerance, acceptance of diversity, acceptance of different philosophies, and time to serve. All these are qualities I would look for in an effective president.”

#### The board spokesperson.

It is important that the board speaks with one voice to its publics, the staff, and the media through the board’s spokesperson. The board president is traditionally the board’s spokesperson. The effective board president/spokesperson “must clearly convey the board’s majority opinion,” said Gutierrez.

This role requires the board president to have the ability to think on his or her feet and communicate clearly. Round Rock’s Copenhaver suggested that the effective board president “must be able to maintain an impersonal attitude. No matter what the board president thinks personally, he suppresses bias and thinks before he acts or speaks.”

Stripling agreed: “The board president should be well informed about the district, not agenda-driven, easy to talk to and with, and not overly reactive to situations.”

“Of course,” added Marsh, “the board president, like all board members, must

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be willing to refer staff and the public to the appropriate employees of the district to solve problems as opposed to trying to solve them as a board member.”

#### Final considerations.

City View’s Pursley summed up many of the presidents’ responses: “Other factors I think the board should consider when selecting the best person for the job of board president are experience, willingness to serve, ability to serve, time to serve, and willingness to be open-

minded. The job of board president isn’t a Sunday stroll in the park. It takes time sacrifice, family sacrifice, sometimes viewpoint sacrifice, and a willingness to bear an awesome responsibility to direct the leadership of those who educate our children.”

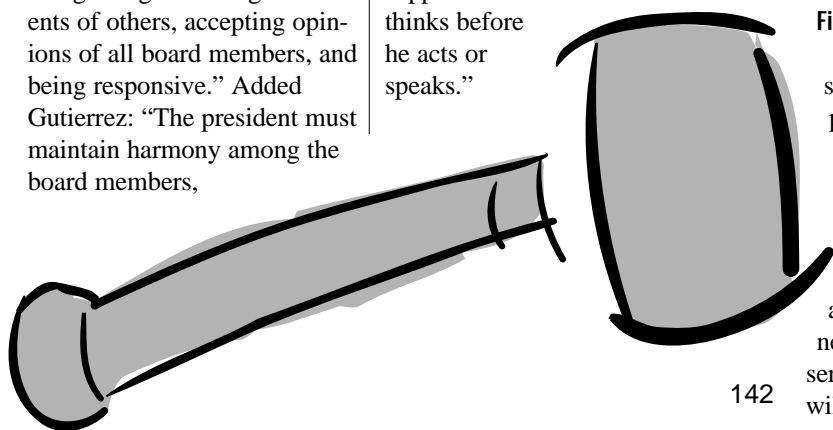
Experienced presidents conclude that it is wise to identify the candidate who best meets the criteria established by the board. Este advised, “Never select a candidate who has an agenda of his own.”

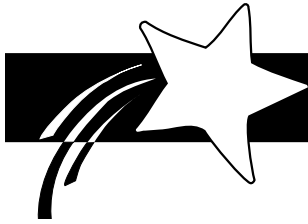
The president must be a team player who is prepared to forward the board’s agenda. Stripling cautioned that “automatic rotation is not necessarily a good plan to follow. Many people are not qualified, inclined, trained, or motivated to hold the position.” Pursley added that if the current board president is doing a good job, is willing to continue, and everyone is satisfied, there may be no reason to change leadership.

On the other hand, Scoma and Surratt recommended developing leadership among all board members so the responsibilities can be shared and others will be prepared to follow in the president’s footsteps.

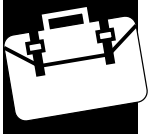
As leader of the district’s governing body, the board president is critical to the success of the board and the district regardless of the criteria each team develops. With that in mind, the selection of the board president should be viewed as a major board responsibility and addressed by all board members with commitment and purpose.★

*Rita Reynolds-Gibbs is a senior consultant for TASB Leadership Team Services.*





## The Board President's Job



### The Board President's Effective Practices Checklist

This checklist represents the experiences of effective school board presidents and superintendents. It is intended to be a tool to support school boards when selecting the school board president.

#### I. General Job Responsibilities

- Knows legal responsibilities of the board president
- Knows locally desired responsibilities of the board president
- Has knowledge of all legally referenced policies that address local school governance
- Has general knowledge of the district's policies and how to locate information related to district policies

#### II. Liaison Between the Superintendent and the School Board

Makes agreements and establishes procedures with the superintendent addressing the following:

- The board president's responsibilities addressed in Policy BDAA (LEGAL), BDAA (LOCAL)
- The board president's board meeting responsibilities addressed in the BE series
- Board member training and orientation, Policy BBD (LEGAL), Policy BBD (LOCAL), BBD (EXHIBIT)
- Board internal committees, Policy BDB (LEGAL), BDB (LOCAL)
- The hiring of and communicating with legal counsel, Policy BDD (LEGAL), BDD (LOCAL)
- The development and monitoring of board policies, Policy BF (LEGAL), BF (LOCAL)
- The evaluation of the superintendent, Policy BJCD (LEGAL), BJCD (LOCAL)
- The board's responsibilities related to the district's planning and decision-making process, Policy BQ (LEGAL), BQ (LOCAL)
- The board's responsibilities related to the campus-level planning and decision-making process, Policy QBQ (LEGAL), Policy QBQ (LOCAL)
- The board's responsibilities related to district reports, Policy BR (LEGAL), BR (LOCAL)
- A tentative board activity calendar that broadly outlines the board's major responsibilities



## The Board President's Job

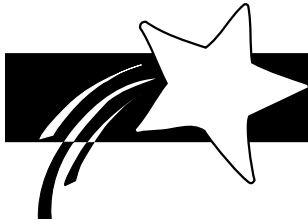


### III. Team Leader of the Board

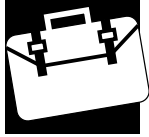
- \_\_\_ Knows the essential characteristics of effective teams
- \_\_\_ Knows board's legal responsibilities
- \_\_\_ Knows board's agreed upon "Code of Ethics"
- \_\_\_ Communicates the board president's responsibilities to the board as a whole
- \_\_\_ Ensures that candidate training sessions are offered by the district
- \_\_\_ Ensures that an effective local new board member training is conducted in compliance with, but not limited to, state regulations
- \_\_\_ Ensures that the entire team participates in at least one team-building session annually
- \_\_\_ Ensures the entire team participates in a team self-assessment
- \_\_\_ Ensures that the team has agreed upon a team mission, goals, and team improvement activities including goals for continuing education
- \_\_\_ Ensures that all team members are provided the same information at the same time, including regular updates from the superintendent
- \_\_\_ Provides for the establishment of agreed upon team-operating procedures
- \_\_\_ Gains team agreement on a board activity calendar that sets general time lines for the implementation and completion of the board's key responsibilities
- \_\_\_ Guides the board in developing policy and team procedures that ensure the board's timely and effective performance of board responsibilities in these roles:
  - \_\_\_ conducting district planning
  - \_\_\_ establishing campus-level planning
  - \_\_\_ monitoring progress related to district and campus goals and objectives
  - \_\_\_ orienting new board members
  - \_\_\_ conducting the superintendent evaluation
  - \_\_\_ completing a team-building session
  - \_\_\_ conducting a team self-assessment
  - \_\_\_ fulfilling team and individual member continuing education requirements
  - \_\_\_ developing policy
  - \_\_\_ getting and approving budget goals
  - \_\_\_ communicating with the district's community

### IV. Presiding Officer

- \_\_\_ Establishes agreed upon board meeting responsibilities and procedures with all team members
- \_\_\_ Knows the behaviors of a competent presiding officer
- \_\_\_ Demonstrates behaviors of a competent presiding officer
- \_\_\_ Sets agreed upon procedures with the superintendent for their shared preparation of the agenda
- \_\_\_ Knows the adopted rules of order
- \_\_\_ Effectively uses the adopted rules of order
- \_\_\_ Proofs the draft of the agenda before it is distributed to members
- \_\_\_ Studies each agenda item and its corresponding resource material before the board meeting



## The Board President's Job



- \_\_\_ Seeks advice from a skilled parliamentarian when necessary
- \_\_\_ Estimates length of time needed for each presentation or discussion item
- \_\_\_ Effectively enforces use of the agenda and time frame
- \_\_\_ Focuses board discussions on the district mission and goals
- \_\_\_ Ensures each board meeting is posted in accordance with the Texas Open Meetings Act
- \_\_\_ Ensures a policy is in place addressing the public's participation in the board meeting
- \_\_\_ Exercises the following options if the board is unable to come to a consensus on an issue:
  - \_\_\_ requests an administrative report for a future meeting
  - \_\_\_ refers the item to a special committee for study and recommendations by a certain date
  - \_\_\_ postpones the item according to Robert's Rules of Order
- \_\_\_ Facilitates meeting discussion through open-ended and probing questions
- \_\_\_ Ensures that all board members have the opportunity during the meeting to speak on an issue
- \_\_\_ Ensures that no individual dominates the meeting discussion
- \_\_\_ Calls an end to meeting discussions when all sides have been heard and no need exists to discuss an issue further
- \_\_\_ After each meeting, debriefs with the superintendent and makes adjustments as necessary
- \_\_\_ Ensures that all agreements made in the meeting are kept and that any promised follow-ups are completed
- \_\_\_ Ensures that closed meetings follow the requirements of the Texas Open Meetings Act

### V. Board Spokesperson

- \_\_\_ Ensures the board speaks with one voice to its constituency by naming the president as the board spokesperson
- \_\_\_ Establishes, through team agreement, a board policy that names the board president as board spokesperson
- \_\_\_ Ensures the establishment of team agreements about the board spokesperson's role and responsibilities
- \_\_\_ Accurately reports the board's message to its constituency
- \_\_\_ Follows the agreed upon chain-of-command procedures when serving as board spokesperson
- \_\_\_ Communicates to the team the constituency's concerns and positive feedback about the board and the district
- \_\_\_ Knows how to organize and write a speech that clearly communicates the board's message
- \_\_\_ Demonstrates the ability to effectively present a speech as board spokesperson
- \_\_\_ Demonstrates the ability to effectively communicate the board's message to the media in a clear and concise manner
- \_\_\_ Effectively represents the board at community and state functions
- \_\_\_ Other: \_\_\_\_\_

**Agenda Item Summary Sheet (7 C)**  
**Meeting Date: May 20, 2014**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

<b>Governance</b>	Board of Trustees Code of Ethics
<b>Summary</b>	Criteria number 7.2 of the <i>TASB Effective Board Practices Inventory</i> states that “ <i>The board has adopted and annually reaffirms an ethics statement or code of conduct for board members.</i> ”
<b>ECISD Board Policy</b>	BBF(LOCAL): BOARD MEMBERS, ETHICS
<b>Effective Date</b>	May 20, 2014
<b>Previous Board Action</b>	<p>The Board previously adopted BBF (LOCAL) in Update 63. The policy was issued on June 22, 2000.</p> <p>The Board annually reaffirms the ethics statement in the meeting when school board election results are canvassed and after the newly elected members have been installed.</p>
<b>Future Action Expected</b>	The ethics statement will be reviewed and reaffirmed or changed each May following the board election.
<b>Background Information and Significant Issues</b>	<p>One good way for the board to articulate and agree on certain basic assumptions and expectations about its functioning is to adopt a code of conduct or a statement of ethical principles for its individual members to follow. Such a statement outlines basic ideals in behavior board members intend to be guided by.</p> <p>The value of adopting a code of conduct or ethics statement is not simply in having an ideal against which to measure board member actions. It also lies in the discussion among the members in deciding what to include in the document. Few types of discussion are more fruitful in helping board members to understand the personal priorities and motivations of their body corporate colleagues. Such an understanding can be crucial in isolating potential sources of conflict.</p> <p>Any such document the board adopts should be adopted by unanimous consent. If any member cannot consent to be governed by each principle on the document, the board must continue working on the document until unanimous consent is reached. If unanimous consent cannot be reached, the board should not adopt such a document.</p> <p>Once adopted, the board should reaffirm annually the document to ensure that all members continue to agree to be governed by it. This is especially necessary if there are new members on the board who were</p>

not part of the initial adoption.

Many boards adopt their ethics statement or code of conduct as a matter of district policy. If the board can reach unanimous agreement, adoption as policy is a good idea. It sets a clear example for the staff and community to follow and respect. Alternately, the board may wish simply to include the statement as part of its written operating procedures or in a board handbook.

<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Students and taxpayers will benefit from the Board having a written document by which members of the Board agree to govern by so that they do so in a responsible and ethical manner.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	Copy of policy BBF (LOCAL), BOARD MEMBERS: ETHICS
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools
<b>Action Required</b>	Motion, second and unanimous vote reaffirming Code of Ethics. If there is not unanimous consensus then the Board will need to work on the document until everyone agrees, or not adopt a Code of Ethics.
<b>Superintendent's Recommendation</b>	I recommend that you take the necessary action to reaffirm the Code of Ethics found in policy BBF (LOCAL), or adopt a new/ revised one. <b>Mark Pool, Superintendent of Schools</b>

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

**E**QUITY  
IN ATTITUDE

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

**T**RUSTWORTHINESS  
IN STEWARDSHIP

- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.

**H**ONOR  
IN CONDUCT

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

**I**NTEGRITY  
OF CHARACTER

- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

**C**OMMITMENT  
TO SERVICE

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

**S**TUDENT-  
CENTERED FOCUS

- I will be continuously guided by what is best for all students of the District.