

# 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 November 17, 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. Superintendent's Report	
A. Students	
3. Call to Order/Opening Prayer/Pledge of Allegiance	
4. Recognition	
A. Ladybird Volleyball Team	
5. Consent Agenda	
6. Governance	
A. Consider Approval of the Minutes	4
1. October 20, 2014, 2014 - Regular Monthly Meeting	6
7. October 20, 2014 - Special Meeting of a Public Hearing – Financial Management Report 2014 School FIRST Rating	10
8. Business and Support Services	
A. Consider Approval of Change Order and Final Application for Payment for ECHS Tennis Court Overlay, and Ricebird Stadium Track Repair and Sidewalk Addition	11
B. Review RWS Invoices for ECHS Tennis Court Overlay, and Ricebird Stadium Track Repair and Sidewalk Addition	16
C. Consider Annual Resolution to Commit Fund Balance	21
D. Review of Checks Written for the Month of October, 2014	27
9. Monthly Report on High School Baseball and Softball Fields Complex Construction Progress Meetings	29
10. Monthly Report on High School Auditorium Renovation Progress Meetings	50
11. Review Application and Certification for Payment for High School Auditorium Renovations	79
12. Review RWS Invoices for El Campo High School Auditorium Renovations	88
13. Review of Monthly Financial Reports	98
14. Personnel	
15. Curriculum and Instruction	
16. Students	
17. Curriculum and Instruction	
18. Report on Special Education Performance Based Monitoring Analysis System	107
19. Business and Operations	

A. Discuss Proposed Structure for Unlimited Tax School Building Bonds, Series 2015 and Series 2016	109
B. Review Preliminary Timeline for Proposed Renovation and New Construction Projects	111
20. Review Proposed Timetable of Events for Unlimited Tax School Building Bonds, Series 2015	116
21. Consider Approval of a Reimbursement Resolution for Unlimited Tax School Building Bonds, Series 2015	120
22. Review of Student Transportation Data and Discuss Possibility of Internal Audit	125
23. Governance	
A. Canvas Election Results of November 4, 2014, Bond Referendum and Take Necessary Action to Certify Election	169
B. Review of Board Member Continuing Education Hours	183
24. Consider Rescheduling Regular Board Meeting on January 19th to Tuesday, January 20, 2015	197
25. Review of District Policy on Standardized Dress	199
26. Closed Session:	
27. Texas Government Code §551.074 (1) PERSONNEL MATTERS, to Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee	
28. Discuss Personnel Recommendation for Middle School	
29. Personnel	
A. Review of Status of Personnel Performance Evaluation Process	203
30. Consider Approval of Personnel Recommendation for Middle School English Language Arts	204
31. Governance	
32. Business and Support Services	
33. Personnel	
34. Curriculum and Instruction	
35. Community and Governmental Relations	
36. Adjournment	

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

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on November 14, 2014 at 2:00 p.m.

For the Board of Trustees

**Agenda Item Summary Sheet (4 A.1)**  
**Meeting Date: November 17, 2014**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

<b>Consent Agenda: Governance</b>	Minutes of Previous Meetings  A. October 20, 2014 – Special Meeting for a Public Hearing – Financial Management Report 2014 School FIRST Rating B. October 20, 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>	November 17, 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.

**Other Comments and Related Issues**

None.

**Attachments**

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

1. Special Meeting – October 20, 2014, 6:45 p.m.
2. Regular Meeting – October 20, 2014 – 7:00 p.m.

**Contact Person(s)**

Dianne Cerny, Executive Secretary

**Action Required**

Motion, second and majority vote to approve the minutes.

**Superintendent's Recommendation**

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

**Mark Pool, Superintendent of Schools**

**MINUTES OF THE BOARD OF TRUSTEES  
EL CAMPO INDEPENDENT SCHOOL DISTRICT  
October 20, 2014**

The Board of Trustees of the El Campo Independent School District met in a Regular Session October 20, 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, James Russell, Cecil Davis, J. J. Croix

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mark Pool, Carolyn Gordon, Kelly Waters, Scott Gelardi, Mark Freeman, Dianne Cerny, Rebecca Crowell, Alicia Sary, Mauri Couey, Charlotte Brown, Jama Allen, Anjonli Allen, Harold Simmons, Sharon Stokes, Karen Connor, Mary Penn, Ann Strarup, Laura Pustejovsky, Deborah Capak, Kim Wood, Steven Ward, Brett D. Schoppe, Ursula Parson, Verlee Henderson, Ruby Williams, Erica Farrow, Rich DuBroc, TaShanda Moon, Jasmine Waddy, Melissa Miller, Michael Moon

Board President Tommy Turner called the meeting to order at 7:01 p.m. James Russell gave the opening prayer followed by the Pledge of Allegiance. There was a quorum present.

**PUBLIC COMMENT:** A public comment was made by Ann Strarup, Founder and Executive Director of Helping Hands Ministry in reference to transportation for school children.

**RECOGNITION:** Mr. Pool read a proclamation by the Governor Rick Perry of Texas in honor of October as Principal's Month in the State of Texas. Mr. Pool thanked each Principal and Assistant Principal for their dedication to their positions as Principals and Assistant Principals.

**CONSENT AGENDA:** A motion was made by James Russell and seconded by Adam Gusman to approve the consent agenda with the removal of Item D1 to be discussed and voted separately after Item 7A – Review Progress Toward Improvement of Employee Performance Appraisal System.

1. Consider Approval of the Minutes
  - a. September 16, 2014 – Regular Meeting
2. Consider Approval of Parameters for the Development of the 2015-2016 School Calendar
- B. Business and Support Service
  1. Monthly Report on High School Baseball and Softball Fields Complex Construction Progress Meetings
  2. Review Application and Certification for Payment for Baseball and Softball Construction Escrow Account
  3. Consider Approval of Budget Amendment to Appropriate Funds for Baseball and Softball Field Complex
  4. Monthly Report on High School auditorium Renovation Progress Meetings
  5. Review Application and Certification for Payment for High School Auditorium Renovations

6. Review and Consider Approval of Change Order No. 1 for the Myatt and Northside Elementary Security Entrances and Northside Canopy Project
  7. Review Application and Certification for Payment for the Myatt and Northside Elementary Entrances and Northside Canopy Project
  8. Review Certificate of Substantial Completion for the Myatt and Northside Elementary Security Entrances and Northside Canopy Project
  9. Review of Monthly Financial Reports
  10. Review of Checks Written for the Month of September, 2014
- C. Personnel
- D. Curriculum and Instruction
1. Consider Approval of District and Campus Performance Objectives
- E. Students

Motion carried unanimously.

***CURRICULUM AND INSTRUCTION***

**REPORT ON CAREER AND TECHNOLOGY CERTIFICATIONS:** Mr. Pool reported on Career and Technology Certifications and the Board and Mr. DuBroc discussed future needs of the Program.

**REVIEW OF AFTERSCHOOL PROGRAM SURVEY RESULTS:** Mr. Pool and the Board reviewed survey results for an Afterschool Program.

***BUSINESS AND OPERATIONS***

**HEAR CITIZEN REQUESTS FOR PLACEMENT OF AN ITEM ON THE AGENDA:**

- 1) **JAMA ALLEN – ISSUE OF NO BUS TRANSPORTATION IN EL CAMPO FOR SCHOOL CHILDREN:** Jama Allen requested the Board consider bus transportation for students inside the city limits
- 2) **KAREN CONNOR – SOLUTION FOR TRANSPORTATION FOR MY THREE GRANDCHILDREN TO GET TO SCHOOL:** Karen Connor requested the Board consider bus transportation for students inside the city limits.

**REVIEW HISTORICAL USE OF FUND BALANCE FOR CAPITAL IMPROVEMENT PROJECTS AND EQUIPMENT PURCHASES:** Mr. Pool and the Board reviewed the historical use of Fund Balance for Capital Improvement Projects and equipment purchase.

**REVIEW COMPARISON OF AREA TAX RATES:** Mr. Pool and the Board reviewed comparison of area tax rates with districts around El Campo Independent School District.

***GOVERNANCE***

**REVIEW PROGRESS TOWARD IMPROVEMENT OF EMPLOYEE PERFORMANCE APPRAISAL SYSTEM:** Mr. Pool reviewed progress toward improvement of Employee Performance Appraisal System.

**ITEM 4D1 CONSIDER APPROVAL OF DISTRICT AND CAMPUS PERFORMANCE OBJECTIVES:** A motion was made by Ralph Novosad and seconded by James Russell to approve the District and Campus Performance Objectives. Motion carried unanimously.

**REVIEW TASB POLICY SERVICE LOCALIZED POLICY UPDATE 101:** A motion was made by James Russell and seconded by Ralph Novosad to table the review of TASB Policy Service Localized Policy Update 101 until the next regular board meeting. Motion carried unanimously.

***CLOSED SESSION***

**EXECUTIVE SESSION:** The president of the Board called for an Executive Session as authorized by Texas Government Code § 551.074 (1) PERSONNEL MATTERS, to Deliberate the Appointment, Employment, Evaluation, Reassignment, duties, Discipline or Dismissal of a Public Officer or Employee; The Board entered executive session at 8:57 p.m. and reconvened in open session at 8:59 p.m. to take the following action:

Consider Personnel Resignations  
Discuss Employment of Personnel

No action taken in Closed Session

***PERSONNEL***

**CONSIDER APPROVAL OF PERSONNEL RESIGNATIONS:** A motion was made by James Russell and seconded by David Hodges to approve the resignation of Kathy Simmons. Motion carried by a vote of 5 – 2 with Trustees James Russell, David Hodges, Tommy Turner, Adam Gusman and J. J. Croix in favor and Trustees Cecil Davis and Ralph Novosad opposed.

**CONSIDER RECOMMENDATION FOR PROBATIONARY CONTRACT:** A motion was made by James Russell and seconded by Adam Gusman to approve the Superintendent’s recommendation for a probationary contract for Sena “Jenny” Alley for Special Education at Northside Elementary School. Motion carried unanimously.

***SUPERINTENDENT’S REPORT***

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

There being no further discussion, the meeting adjourned at 9:00 p.m.

# DRAFT

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PRESIDENT

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SECRETARY

**MINUTES OF THE BOARD OF TRUSTEES  
EL CAMPO INDEPENDENT SCHOOL DISTRICT  
October 20, 2014**

The Board of Trustees of the El Campo Independent School District met in a Special Session October 20, 2014 in the Board Room, 700 West Norris, El Campo, Texas.

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

**MEMBERS ABSENT:** J. J. Croix

**OTHERS PRESENT:** Mark Pool, David Bright, Kelly Waters, Carolyn Gordon, Mark Freeman, Dianne Cerny

Board President Tommy Turner called the meeting to order at 6:45 p.m. There was a quorum present.

J. J. Croix arrived at 6:54 p.m.

**PUBLIC HEARING**

- A. Public Hearing – Financial Management Report 2014 School FIRST Rating: David Bright, Assistant Superintendent for Finance reviewed the FIRST Rating. Ann Strarup, Founder and Executive Director of Helping Hands Ministry made a Public Comment asking the Board to consider bus transportation for students in need.

There being no further discussion, the meeting adjourned at 6:58 p.m.

DRAFT

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
SECRETARY

**Agenda Item Summary Sheet (4 B.5)**  
**Meeting Date: November 17, 2014**  
**Submitted by: Mark Pool, Superintendent**

***Action Required***

**Consent Agenda  
 Business and Support  
 Services**

Final Change Order and Application for Payment for Tennis Court Overlay and Ricebird Stadium Track Repair – Sidewalk Addition

**Summary**

On May 20, 2014, Hellas Construction, Inc. was awarded a contract under a competitive sealed proposal to repair the track and install sidewalks, apply a structural spray to the track, and apply an overlay to the high school tennis courts. The combined total proposal for all three projects was \$228,000.00.

We have received Application and Certification for Payment No. 3 - FINAL, which has been reviewed and certified for payment by Malcolm Gaus with RWS Architects, Inc., for the amount of \$8,400.01. This application includes a (\$3,000.00) Change Order to credit the district for the Owner's Contingency that was not used.

**ECISD Board Policy**

None.

**Effective Date**

November 17, 2014

**Previous Board Action**

At a regular meeting on May 20, 2014, the Board received and approved a competitive sealed proposal in the amount of \$228,000.00 from Hellas Construction, Inc. for the combined proposals – Tennis Court Overlay and Ricebird Stadium Track Repair-Sidewalk Addition.

**Future Action Expected**

None.

**Background Information and  
 Significant Issues**

With this Change Order and Final Application for Payment the Tennis Courts and Track projects are complete.

**Fiscal Impact**

**Payment Recap for El Campo High School Tennis Court Overlay and  
 Ricebird Stadium Track Repair – Sidewalk Addition**

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>\$228,000.00</b>
07/03/14	1	\$41,319.35	\$2,065.97	\$39,253.38	\$39,253.38	\$0.00	\$188,746.62
08/19/14	2	\$228,000.00	\$11,400.00	\$216,600.00	\$177,346.61	\$39,253.38	\$11,400.01
10/13/14	Change Order				(\$3,000.00)		\$8,400.01
11/17/14	3-FINAL	\$225,000.00	\$0.00	\$225,000.00	\$8,400.01	\$216,599.99	\$0.00

<b>Student and Public Benefit</b>	Monthly review of the Applications for Payment from the contractor that have been certified by the architects insures accounting transparency for the public on this project.
<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>• Copy of Change Order No. 001</li> <li>• Copy of Application and Certification for Payment No. 3 - FINAL</li> </ul>
<b>Contact Person(s)</b>	David Bright, Assistance Superintendent of Finance and Operations
<b>Action Required</b>	Motion, second and majority vote to approve Change Order No. 001 and Application and Certification for Payment No. 3 – FINAL for Hellas Construction, Inc.
<b>Superintendent’s Recommendation</b>	<p>I recommend the Board approve Change Order No. 001 and Application and Certification for Payment No. 3 – FINAL for Hellas Construction, Inc. as a part of the Consent Agenda.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>



# AIA<sup>®</sup>

# Document G701<sup>™</sup> – 2001

## Change Order

<b>PROJECT</b> <i>(Name and address):</i> El Campo High School Tennis Court Overlay & Ricebird Stadium Track Repair-Sidewalk Addition 600 West Norris El Campo, Texas 77437	<b>CHANGE ORDER NUMBER:</b> 001 <b>DATE:</b> September 29, 2014	<b>OWNER:</b> <input type="checkbox"/> <b>ARCHITECT:</b> <input type="checkbox"/> <b>CONTRACTOR:</b> <input type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> <i>(Name and address):</i> Hellas Construction, Inc. 12710 Research Blvd, #240 Austin, Texas 78759	<b>ARCHITECT'S PROJECT NUMBER:</b> 2014-02/2014-03 <b>CONTRACT DATE:</b> May 28, 2014 <b>CONTRACT FOR:</b> General Construction	

### THE CONTRACT IS CHANGED AS FOLLOWS:

*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*

#### Allowance Adjustments

Allowance	Amount Specified	Amount Spent	Balance
Owner's Contingency Allowance	\$3,000.00	\$ 0.00	\$3,000.00
<b>TOTALS</b>	<u>\$3,000.00</u>	<u>\$ 0.00</u>	<u>\$3,000.00</u>

TOTAL CREDIT TO THE CONTRACT SUM

DEDUCT (\$3,000.00)

The original Contract Sum was	\$	<u>228,000.00</u>
The net change by previously authorized Change Orders	\$	<u>0.00</u>
The Contract Sum prior to this Change Order was	\$	<u>228,000.00</u>
The Contract Sum will be decreased by this Change Order in the amount of	\$	<u>3,000.00</u>
The new Contract Sum including this Change Order will be	\$	<u>225,000.00</u>

The Contract Time will be unchanged by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is August 14, 2014

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

RWS Architects Incorporated  
**ARCHITECT** *(Firm name)*  
3100 Timmons Lane, Suite 410  
Houston, Texas 77027  
**ADDRESS**  
*Malcolm C. Gaus*  
**BY** *(Signature)*  
Malcolm C. Gaus  
*(Typed name)*  
October 6, 2014  
**DATE**

Hellas Construction, Inc.  
**CONTRACTOR** *(Firm name)*  
12710 Research Blvd, #240  
Austin, Texas 78759  
**ADDRESS**  
*Tommy McDougal*  
**BY** *(Signature)*  
Tommy McDougal, Vice President  
*(Typed name)*  
10/2/14  
**DATE**

El Campo Independent School District  
**OWNER** *(Firm name)*  
700 West Norris  
El Campo, Texas 77437  
**ADDRESS**  
*Robert Mark Pool*  
**BY** *(Signature)*  
Mr. Mark Pool, Superintendent  
*(Typed name)*  
10/13/2014  
**DATE**

To(OWNER): El Campo ISD  
700 West Norris Street  
El Campo, TX 77437

Project: El Campo Ricebird TK TN  
600 West Norris  
El Campo, TX 77437

Application No: 5  
Invoice No: 8554  
Period To: 9/30/2014

From: Hellas Construction, Inc.  
12710 Research Blvd., Ste 240  
Austin, TX 78759

Via(Architect):

Architect's  
Project No:  
Invoice Date: 9/26/2014  
Contract Date: 6/13/2014

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Approved previous months	0.00	0.00
Approved this month	0.00	3,000.00
TOTALS	0.00	3,000.00
Net change by change orders	-3,000.00	

1. ORIGINAL CONTRACT SUM.....	\$	228,000.00 ✓
2. Net change by Change Orders.....	\$	-3,000.00 ✓
3. CONTRACT SUM TO DATE(Line 1 +/- 2).....	\$	225,000.00
4. TOTAL COMPLETED & STORED TO DATE.....	\$	225,000.00
5. RETAINAGE.....	\$	0.00
6. TOTAL EARNED LESS RETAINAGE..... (Line 4 less Line 5)	\$	225,000.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT..... (Line 6 from prior Certificate)	\$	216,599.99 ✓
8. SALES TAX.....	\$	0.00
9. CURRENT PAYMENT DUE.....	\$	8,400.01 ✓
10. BALANCE TO FINISH, PLUS RETAINAGE..... (Line 3 less Line 6)	\$	0.00

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 received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Hellas Construction, Inc.

By: [Signature] Date: 9/30/2014

State of: Texas County of: Travis  
Subscribed and sworn to before me this 30 day of September 2014

Notary Public: [Signature]  
My Commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above 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.



**REVIEWED**  
*Maria Hoop*  
11/14/2014

AMOUNT CERTIFIED..... \$ 8400.01  
(Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT:  
By [Signature] Date Nov. 10, 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.

CONTINUATION SHEET

Application Number: 5  
 Application Date: 9/26/2014  
 Period To: 9/30/2014  
 Architect's Project No:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % G/C	I BALANCE TO FINISH (C-G)	RETAINAGE
			FROM PREV. APPLICATION (D+E)	THIS PERIOD					
0001	Gross Receipts Tax	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00
1	Allowances & Contingencies	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00
1400	Mobilization	26,250.00	26,250.00	0.00	0.00	26,250.00	100	0.00	0.00
1401	Bonds & Insurance	1,537.72	1,537.72	0.00	0.00	1,537.72	100	0.00	0.00
1750	Demolition	9,356.25	9,356.25	0.00	0.00	9,356.25	100	0.00	0.00
1751	Excavation	5,167.50	5,167.50	0.00	0.00	5,167.50	100	0.00	0.00
2350	Field Events	45,581.00	45,581.00	0.00	0.00	45,581.00	100	0.00	0.00
2950	Flex Base	14,417.50	14,417.50	0.00	0.00	14,417.50	100	0.00	0.00
4550	Track	93,347.56	93,347.56	0.00	0.00	93,347.56	100	0.00	0.00
4750	TENNIS	32,342.47	32,342.47	0.00	0.00	32,342.47	100	0.00	0.00
4800	Cleanup & Closeout	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00
9990	Month-end WIP Adjustments	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00
9999	Cost Clearing	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00
9001	CO 1-Remove Unused Contingency	-3,000.00	0.00	-3,000.00	0.00	-3,000.00	100	0.00	0.00
	Totals	225,000.00	228,000.00	-3,000.00	0.00	225,000.00	100	0.00	0.00

**Agenda Item Summary Sheet (4 B.6)**  
**Meeting Date: November 17, 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 No. 8291 – ECHS Tennis Court Overlay.** This is the final payment to RWS Architects for professional services through 100% completion of the project.

**Invoice No. 8292 – Ricebird Stadium Track Repair – Sidewalks.** This is the final payment to RWS Architects for professional services through 100% completion of the project.

**ECISD Board Policy**

CH (LOCAL) PURCHASING AND ACQUISITION, PURCHASING AUTHORITY

**Effective Date**

November 17, 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**

Payment of these invoices to RWS Architects should close out these two projects.

Fiscal Impact

**ECHS Tennis Court Overlay & Ricebird Stadium Track Repair – Sidewalk**

**Payment Recap for Ricebird Stadium Track Repair - Sidewalk**

Date	Application for Payment No.	Invoice No.	Amount	Earned to Date	Balance Due
<b>Fee at 7.5% of Construction Costs</b>					<b>\$14,804.25</b>
7/9/14	2	8262	\$11,843.40	\$11,843.40	\$2,960.85
8/19/14	3	8277	\$2,664.76	\$14,508.16	\$296.09
<b>11/10/14 Final Fee at 7.5% of Revised Construction Costs</b>					<b>\$14,608.50</b>
11/10/14	4-FINAL	8292	\$100.34	\$14,608.50	\$0.00

**Payment Recap for Tennis Court Overlay**

Date	Application for Payment No.	Invoice No.	Amount	Earned to Date	Balance Due
<b>Fee at 7.5% of Construction Costs</b>					<b>\$2,295.75</b>
7/9/14	2	8263	\$1,836.60	\$1,836.60	\$459.15
<b>11/10/14 Final Fee at 7.5% of Revised Construction Costs</b>					<b>\$2,266.50</b>
11/10/14	3 - FINAL	8291	\$429.90	\$2,266.50	\$0.00

**Reimbursable Expenses for Tennis Court Overlay & Ricebird Stadium Track Repair - Sidewalk**

Date	Application for Payment No.	Invoice No.	Amount	Paid to Date
9/14/14	1 REIM	8260	\$250.37	\$250.37

**Student and Public Benefit**

Monthly review of the Applications for Payment from the district’s architect insures accounting transparency for the public on these projects.

<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>• Invoice No. 8291 from RWS Architects for ECHS Tennis Court Overlay</li> <li>• Invoice No. 8292 from RWS Architects for Ricebird Stadium Tack Repair and Sidewalks</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 Invoice

## ARCHITECTS

To: **El Campo ISD**  
 700 West Norris Street  
 El Campo, Texas 77437

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

Project: **ECHS Tennis Court Overlay**

Project No.: 2014-02

Date: November 10, 2014

Invoice No.: 8291

RWS Application for Payment No.: 3 FINAL

Fee Basis: 7 1/2% of Final Construction Cost

You're Purchase Order:

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

**Four Hundred Twenty Nine & 90/100 Dollars** **\$429.90**

The amount of the invoice is calculated as follows:

**For Professional Services through 100% Completion Construction Phase**

Construction Cost .....	\$30,610.00
Change Order No. 1 .....	( 390.00) ✓
Final Construction Cost.....	\$30,220.00
Fee % .....	7.5%
Fee .....	\$ 2,266.50 ✓
Percent Complete .....	x 100.0%
Fee Earned .....	\$ 2,266.50
Less Previous Payment .....	1,836.60 ✓
<b>TOTAL AMOUNT DUE THIS INVOICE .....</b>	<b>\$ 429.90</b> ✓

	Percentage of Total Fee By Phase	Degree of Completion of Phase	Percentage of Total Fee Earned
SD	15%	100%	15%
DD	20%	100%	20%
CD	40%	100%	40%
Bidding	5%	100%	5%
Construction	20%	100%	20%
	100%		100%

THANK YOU

*REVIEWED*  
*Mark Pool*  
*11/14/2014*

Payable at the offices of:

# RWS Invoice

## ARCHITECTS

To: **El Campo ISD**  
 700 West Norris Street  
 El Campo, Texas 77437

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

Project: **Ricebird Stadium Track Repair Sidewalks**

Project No.: 2014-03

Date: November 10, 2014

Invoice No.: 8292

RWS Application for Payment No.: 4-Final

Fee Basis: 7 1/2% of Final Construction Cost

You're Purchase Order:

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

**One Hundred & 34/100 Dollars** **\$100.34**

The amount of the invoice is calculated as follows:

**For Professional Services through 100% Completion of Construction Administration Phase**

Construction Cost .....	\$197,390.00
Change Order No. 1 .....	( 2,610.00) ✓
Final Construction Cost.....	\$194,780.00
Fee % .....	7.5%
Fee .....	\$ 14,608.50 ✓
Percent Complete .....	x 100.0%
Fee Earned .....	\$ 14,608.50
Less Previous Payment .....	14,508.16 ✓
<b>TOTAL AMOUNT DUE THIS INVOICE .....</b>	<b>\$ 100.34 ✓</b>

	Percentage of Total Fee By Phase	Degree of Completion of Phase	Percentage of Total Fee Earned
SD	15%	100%	15%
DD	20%	100%	20%
CD	40%	100%	40%
Bidding	5%	100%	5%
Construction	20%	100%	20%
	100%		100%

*REVIEWED*  
*Mark Pool*  
*11/14/2014*

THANK YOU  
20

Payable at the offices of:

**Agenda Item Summary Sheet (4 B.7)**  
**Meeting Date: November 17, 2014**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

**Consent Agenda:**  
**Business and Operations**

Resolution to Commit District Fund Balance

**Summary**

At the regular meeting on November 11, 2011, the Board approved the El Campo ISD Fund Balance Policy that was revised to comply with GASB 54. (A copy of the policy is attached.)

The Governmental Accounting Standard Board (GASB) released Statement 54 —“Fund Balance Reporting and Governmental Fund Type Definitions” —requires that prior to the end of the fiscal year a resolution must be adopted by the Board of Trustees that “commits fund balance to specific purpose(s) . . . , but the amount(s), if any, which will be subject to the constraint, may be determined in the subsequent period.” The committed amounts may be determined when the audited fund balance amounts are known after the fiscal year end.

At the August 19, 2014, meeting by resolution the Board committed fund balance to the following specific purposes:

- Campus Activity Funds
- Child Nutrition Funds
- Family Crisis Fund
- Non-Permanent High School Scholarship Funds
- Permanent High School Scholarship Funds
- Capital Projects Fund

We are now recommending the amounts to be committed to each of these funds.

**ECISD Board Policy**

CE (LOCAL), ANNUAL OPERATING BUDGET

**Effective Date**

2014-2015 Fiscal Year.

**Previous Board Action**

Original resolution to commit district fund balance was approved by the Board at the Regular Meeting on August 19, 2014.

**Future Action Expected**

Resolution will be considered annually to commit fund balance.

<b>Background Information and Significant Issues</b>	<p>In addition to the resolution passed on August 19, 2014, that committed an additional \$50,000 for future Turf replacement at the El Campo I.S.D. High School Stadium and named the six funds for which fund balance would be committed, we are now recommending a Resolution that commits specific dollar amounts to those funds:</p> <ul style="list-style-type: none"> <li>• Campus Activity Funds \$57,617.24</li> <li>• Child Nutrition Funds \$541,526.23</li> <li>• Family Crisis Fund \$54.37</li> <li>• Non-Permanent High School Scholarship Funds \$63,757.93</li> <li>• Permanent High School Scholarship Funds \$22,685.29</li> <li>• Capital Projects Fund \$1,872,943.31</li> </ul>
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	The public will see a more structured classification for reporting fund balance.
<b>Procedural and Reporting Implications</b>	Once approved, amounts will be subject to annual financial audit.
<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>• Copy of Fund Balance Policy</li> <li>• Copy of Resolution to Commit Fund Balance that specifies the dollar amount to be committed to each of the six funds approved on August 19, 2014</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 the proposed Resolution to Commit Fund Balance.
<b>Superintendent's Recommendation</b>	<p>I recommend that the Board approve the proposed Resolution to Commit Fund Balance as a part of the Consent Agenda.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

# El Campo ISD

## Fund Balance Policy

(Revised for GASB 54)

### *Purpose*

The purpose of this policy is to establish a key element of the financial stability of the District by setting guidelines for fund balance. Unassigned fund balance is an important measure of economic stability. It is essential that the District maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the District's general operations.

### *Classifications of Fund Balance*

A fund's equity - commonly referred to as 'fund balance' - is generally the difference between its assets and its liabilities. Fund balance will be displayed in the following classifications depicting the relative strength of the spending constraints placed on the purposes for which resources can be used:

- **Nonspendable fund balance** – amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).
- **Restricted fund balance** – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government) through constitutional provisions or by enabling legislation.
- **Committed fund balance** – amounts constrained to specific purposes by the government itself. This requires a formal action by the Board of Trustees. Commitments may be changed or lifted only by the Board of Trustees taking the same formal action that imposed the constraint originally.
- **Assigned fund balance** – amounts *intended* to be used by the District for specific purposes. Intent can be expressed by the Board of Trustees or by an official or body to whom the Board of Trustees delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
- **Unassigned fund balance** – is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

### *Funds with Non-Spendable Fund Balance*

The Board of Trustees resolves that all special revenue funds with inventory balances or that received nonexpendable trust funds where only the earnings, and not principal, may be used for purposes that support the reporting organization's programs will report non-spendable fund balance for those special revenue funds based on the definition described within this policy.

Non-Spendable fund balances include:

- Child Nutrition Fund (Fund 240) inventory only portion.
- Family Crisis Fund (Fund 479) principal only portion.
- High School Scholarship-Pam American & Class of 1974 (Fund 802) principal only portion.
- High School Scholarship-Wenglar Scholarships (Funds 803-805) principal only portion.

### ***Funds with Restricted Fund Balance***

The Board of Trustees resolves that all special revenue funds which received funds from a grantor agency at the federal, state, or local level and hence are constrained to spend those funds on a specific purpose as dictated by the grantor agency will report restricted fund balance for those special revenue funds based on the definition described within this policy.

Restricted fund balances include:

- Capital Projects Funds (Fund 611) bond proceeds portion.
- Debt Service Funds (Fund 511) for retirement of long-term debt.

### ***Authorization and Action to Commit Fund Balance***

The Board of Trustees is the District's highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Board at a District meeting. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.

### ***Special Revenue Funds with Committed Fund Balance***

The Board of Trustees is committing fund balance via this fund balance policy for the following Special Revenue Funds:

- Campus Activity Funds (Fund 461) for funds generated at the campuses.
- Child Nutrition Fund (Fund 240) for funds generated by the child nutrition department.
- Family Crisis Fund (Fund 479) for interest earnings only.

### ***Other Funds with Committed Fund Balance***

The Board of Trustees is committing fund balance via this fund balance policy for the following Other Funds:

- Non-permanent High School Scholarship Fund (Fund 801) for funds generated for high school scholarships.
- Permanent High School Scholarship Funds (Funds 802-805) for interest earnings only to be used for high school scholarships.
- Capital Projects Funds (Fund 611) for bond proceeds interest earnings only; and to be used for future acquisition, building, and renovation of capital projects.

***Authorization and Action to Assign Fund Balance***

The District has designated the Superintendent and Business Manager as the officials who are authorized to assign fund balance to a specific purpose as approved by this fund balance policy. Both authorized officials must approve each assignment before the item can be presented in the financial statements. Assignments of fund balance do not require formal action by the Board of Trustees and can be made subsequent to year end.

***Minimum Unassigned Fund Balance***

The District will strive to maintain an unassigned fund balance of not less than 20% of the budgeted operational expenditures in the District's general fund. Due to the volatile nature of a majority of its revenues, it is not deemed excessive for the District to maintain fund balance in the General Fund at a level greater than 33% of the budgeted operational expenditures. The purpose of this unassigned fund balance is to alleviate significant unanticipated budget shortfalls and to ensure the orderly provisions of services. Should unassigned fund balance fall below the goal or has a deficiency, the District will seek to reduce expenditures prior to increasing revenues to replenish fund balance within a reasonable timeframe.

The District will try to avoid using fund balances for recurring operational expenditures. To the extent that the unassigned fund balance exceeds the minimum target, the District may draw upon the fund balance to provide cash financing for capital projects or other one-time purchases. The Board of Trustees may also approve the systematic reduction of any excess fund balance as a tactic to prevent tax increases or offset reductions in State funding.

***Order of Expenditure of Funds***

When multiple categories of fund balance are available for expenditure (for example, a construction project is being funded partly by bonds, funds set aside by the Board of Trustees, and unassigned fund balance), the District will start with the most restricted category - spending those funds first - before moving down to the next category with available funds.

**El Campo I.S.D.  
Resolution to Commit Fund Balance**

**STATE OF TEXAS  
COUNTY OF WHARTON**

**RESOLUTION**

The Board of Trustees of the El Campo Independent School District being convened in Regular Session at the El Campo I.S.D. Administration Office within the boundaries of the El Campo Independent School District, on the 17<sup>th</sup> day of November, 2014, with a quorum present in the persons of the El Campo I.S.D. Board of Trustees.

Trustees being absent: \_\_\_\_\_

WHEREAS Trustee \_\_\_\_\_ introduced the following order, moved its adoption, and the motion having been seconded by Trustee \_\_\_\_\_ was duly put and carried, said Order reading as follows:

**IT IS HEREBY RESOLVED**, ordered, and directed that the El Campo Independent School District commits the following portions of its August 31, 2014, Special Revenue and Other Funds unassigned fund balances as follows:

- **Campus Activity Funds-- \$57,617.24** for funds generated at the campuses and accounted for in the campus activity special revenue funds committed to the respective campus.
- **Child Nutrition Fund--\$541,526.23** for funds generated by the child nutrition department and accounted for in the child nutrition special revenue fund.
- **Family Crisis Fund--\$54.37** for funds generated by interest earnings only for family crisis spending.
- **Non-Permanent High School Scholarship (Fund 801)-- \$63,757.93** for funds generated for awarding student scholarships.
- **Permanent High School Scholarship (Funds 802-805)--\$22,685.29** for funds generated by interest earnings only for awarding student scholarships.
- **Capital Projects Fund (Fund 624)--\$1,872,943.31** for funds generated, including interest earnings, for renovations to existing school district buildings and properties.

Attest:

\_\_\_\_\_  
Tommy Turner, President  
*El Campo I.S.D. Board of Trustees*

\_\_\_\_\_  
David Hodges, Secretary  
*El Campo I.S.D. Board of Trustees*

**Agenda Item Summary Sheet (4 B.9)**  
**Meeting Date: November 17, 2014**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

**Consent Agenda:  
Business and Support  
Services**

Review of Checks Written – October 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 2014-2015 General Operating Budget.

**ECISD Board Policy**

None.

**Effective Date**

October 31, 2014

**Previous Board Action**

Approval of 2014-2015 General Operating Budget on September 26, 2014 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:

	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
<b>September</b>	\$629,351.65	\$591,106.98	\$629,530.76	\$695,282.94	\$658,325.30
<b>October</b>	\$640,667.05	\$655,040.01	\$710,446.37	\$894,925.72	\$1,064,624.04
<b>Total</b>	<b>\$1,270,018.70</b>	<b>\$1,246,146.99</b>	<b>\$1,339,977.13</b>	<b>\$1,590,208.66</b>	<b>\$1,722,949.34</b>
<b>November</b>	\$865,783.43	\$718,579.69	\$716,741.33	\$880,283.81	
<b>December</b>	\$720,971.25	\$355,804.15	\$620,159.58	\$741,092.88	
<b>January</b>	\$747,638.61	\$701,991.20	\$771,487.77	\$828,457.21	
<b>February</b>	\$594,414.61	\$526,943.91	\$878,983.83	\$616,434.71	
<b>March</b>	\$704,337.28	\$656,212.94	\$635,776.11	\$725,103.23	
<b>April</b>	\$656,212.94	\$554,991.73	\$561,416.91	\$781,180.01	
<b>May</b>	\$620,111.02	\$891,849.50	\$894,796.41	\$890,561.40	
<b>June</b>	\$736,989.79	\$751,699.54	\$1,003,320.40	\$945,082.48	
<b>July</b>	\$658,378.35	\$762,236.64	\$966,194.37	\$909,843.79	
<b>August</b>	\$1,172,766.92	\$798,167.33	\$796,743.84	\$1,327,169.46	

**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 September 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**

**Consent Agenda  
Business and Support  
Services**

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

**Summary**

Progress Meeting No. 22 was held on October 30, 2014; and Progress Meeting No. 23 was held on November 13, 2014. The following is a list of the work completed and the projected work reviewed and discussed at each meeting:

**Progress Meeting No. 22 – October 30, 2014**

**Work Completed**

1. Concrete paving / walks 99% complete
2. Hardi trims and soffits at dugouts complete
3. Earthwork at parking complete
4. Lime stabilization at parking ongoing
5. Sound system installation 45% complete
6. Toilet room plumbing fixtures complete
7. Final site grading 95% complete
8. Exterior paint ongoing
9. Concrete footings for site lighting 40% complete
10. Irrigation system at commons area 25% complete
11. Main entry sign steel erection complete
12. Masonry columns at main entry sign complete

**Projected Work**

1. Complete concrete footings for site lighting
2. Complete final site grading
3. Complete irrigation system at commons area
4. Lime stabilization at parking ongoing
5. Begin limestone installation at parking
6. Exterior paint ongoing
7. Complete permanent electrical to Concessions
8. Complete electrical connections to press boxes
9. Begin installation of toilet partitions / accessories
10. Complete sound system installation
11. Install supports for scoreboards
12. Install railing at dugouts
13. Install ornamental fencing
14. Complete chain link fencing

**Progress Meeting No. 23 – November 13, 2014**

**Work Completed**

1. Complete paving / walks complete

2. Lime stabilization at parking complete
3. Final site grading complete
4. Concrete footings for site lighting complete
5. Sound system installation 55% complete
6. Irrigation system at commons area complete
7. Exterior paint 90% complete
8. Chain link fencing 98% complete
9. Permanent electrical complete
10. Miscellaneous trim and downspouts at batting cages complete
11. Coring for rails at dugouts complete

**Projected Work**

1. Begin limestone installation at parking
2. Complete exterior painting
3. Complete chain link fencing gates
4. Install ornamental fencing
5. Install railing at dugouts
6. Install supports for scoreboards
7. Complete sound system installation
8. Install toilet partitions / accessories
9. Hydromulch common areas
10. Install batting cage nets / backstop nets

**ECISD Board Policy**

None.

**Effective Date**

November 17, 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)

- **No. 6 – Provide two 12' gates into commons area for equipment. Add \$1,900.00.**
- **No. 7 – Provide seamless aluminum gutter system at dugout roofs. Add \$1,600.00.**

**Total Change Orders to Date..... (\$20,293.25)**

**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 after CPRs ..... \$46,793.25**
- **Estimate of Pending CPRs ..... (\$3,500)**
- **Remaining Balance..... \$43,293.25**

**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. 22, October 30, 2014
- Construction Project Meeting No. 23, November 13, 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, October 30, 2014

El Campo Independent School District  
New Baseball - Softball Complex

Time: 10:00 AM

Location: ECISD Administration Building

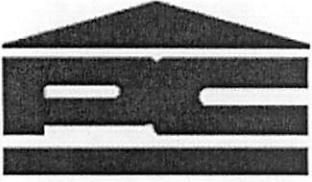
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PROGRESS MEETING NO. 22

AGENDA

---

1. Review Previous Weeks Meeting Minutes
  - a. Status of action items
  - b. Comments or Changes
  
2. Review Logs - Discuss Outstanding Issues
  - a. RFI Logs
  - b. Submittal Logs
  - c. Minor Changes & Clarifications
  - d. Change Proposal Request & Change Proposals
  - e. Allowance Expenditure Authorizations
  
3. Review Schedule
  - a. Review work progress since previous meeting
  - b. Overall construction schedule and 3 week look ahead
  - c. Identify any material delivery issues or issues that may create delays
  - d. Change Proposal Request & Change Proposals
  
4. Review Field and Quality Control Issues
  - a. Previous week activity: Observations, problems, conflict, field directives
  - b. Schedule pre-installation conferences this week
  - c. Schedule inspections this week
  - d. Other issues and questions
  
5. New Issues
  - a. Polasek Construction, Inc.
  - b. El Campo Independent School District
  - c. RWS Architects, Inc.
  
6. Scheduled Meetings
  - a. Progress Meeting Number 23 to be held on Thursday, November 13, 2014 at the ECISD Administration building.



# POLASEK CONSTRUCTION, INC.

GENERAL CONTRACTORS • COMMERCIAL • RESIDENTIAL • INSTITUTIONAL

## MEETING MINUTES

**Date of Issue:** 10/30/14

**Date of Meeting:** 10/16/14

**Place of Meeting:** ECISD Administration Building

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

**Subject:** Progress Meeting # 21

**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	(absent)
David Bright	El Campo ISD	

**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				
19	19.02 Mark requested that he be notified in advance should the city proceed with installation of water meter for irrigation of fields.	PCI		Open
20	20.01 ECISD requested that we swap bullpen orientation at the girls softball field.	PCI		Open
	20.02 ECISD requested the possibility of a curb at the entrance to the bullpen from the dugout on the baseball field. This will help maintain the mound surface in the bullpen.			Open

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. Concrete paving / walks 90% complete</li> <li>2. Chain link fence at bullpens complete</li> <li>3. Hardi trims and soffits at dugouts 65% complete</li> <li>4. Earthwork at parking area ongoing</li> <li>5. Sound system installation 45% complete</li> <li>6. Toilet room plumbing fixtures 75% complete</li> <li>7. Final site grading 70% complete</li> <li>8.</li> <li>9.</li> <li>10.</li> <li>11.</li> <li>12.</li> <li>13.</li> <li>14.</li> </ol> <p><b><u>B. PROJECTED WORK:</u></b></p> <ol style="list-style-type: none"> <li>1. Complete concrete paving and walks</li> <li>2. Complete hardi trim and soffits at dugouts</li> <li>3. Exterior paint ongoing</li> <li>4. Complete installation of toilet room fixtures</li> <li>5. Begin installation of toilet partitions / accessories</li> <li>6. Drill footings for site lighting</li> <li>7. Complete permanent electrical to Concessions</li> <li>8. Complete electrical connections to press boxes</li> <li>9. Complete final site grading</li> <li>10. Begin irrigation system at commons</li> <li>11. Earthwork at parking area ongoing</li> <li>12. Complete sound system installation</li> <li>13.</li> <li>14.</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> <u>Submittal Log reviewed with the following comments:</u> Outstanding: Current:			
4.1	<u>RFI Log reviewed:</u> None			
4.2	<u>CPR / AEA Log reviewed:</u> Outstanding: None Current: <u>Note:</u>  <u>Minor Changes and Clarifications:</u> None			
5.0	<u>NEW ISSUES</u>			
Mtg				
21	21.01 Mark Pool requested pricing to install gutters at the dug-out roofs.	PCI		Open
	21.02 Location of access gates for equipment was determined by All. Field locate by Kevin Stehling.			Closed
	21.03			
<b>Next Team Meeting 10/30/2014 at the ECISD Administration Building</b>				
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.				
 <hr/> Greg Polasek Project Manager Polasek Construction, Inc.				
<b>END OF MINUTES</b>				



# **POLASEK CONSTRUCTION, INC.**

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

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

### **Project Overview**

---

<b>Meeting Location:</b>	Administration Bldg. El Campo, Texas	<b>Date:</b>	10/30/2014
		<b>Time:</b>	10:00 AM

---

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

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

1. Concrete paving / walks 99% complete
2. Hardi trims and soffits at dugouts complete
3. Earthwork at parking complete
4. Lime stabilization at parking ongoing
5. Sound system installation 45% complete
6. Toilet room plumbing fixtures complete
7. Final site grading 95% complete
8. Exterior paint ongoing
9. Concrete footings for site lighting 40% complete
10. Irrigation system at commons area 25% complete
11. Main entry sign steel erection complete
12. Masonry columns at main entry sign complete

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

1. Complete concrete footings for site lighting
2. Complete final site grading
3. Complete irrigation system at commons area
4. Lime stabilization at parking ongoing
5. Begin limestone installation at parking
6. Exterior paint ongoing
7. Complete permanent electrical to Concessions
8. Complete electrical connections to press boxes
9. Begin installation of toilet partitions / accessories
10. Complete sound system installation
11. Install supports for scoreboards
12. Install railing at dugouts
13. Install ornamental fencing
14. Complete chain link fencing

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

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

- 1.

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

- 1.

Baseball – Softball Athletic Complex – Progress Report Photos



1. Concrete walks at baseball commons area



2. Main entry signage



3. Concrete preparation at main entrance



4. Final site grading



5. Final site grading



6. Hardi soffits and trim at baseball dug-outs

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



7. Turf establishment at baseball field



8. Turf establishment at baseball field



9. Concrete preparation at main entrance



10. Berm at baseball field



# CHANGE PROPOSAL REQUEST LOG

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

El Campo ISD  
**Project No. 1388**  
10/30/14



## 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

\$7,650.00

REMAINING BALANCE AFTER PENDING AND APPROVED CPRs

**\$ 39,143.25**



# POLASEK CONSTRUCTION, INC.

GENERAL CONTRACTORS • COMMERCIAL • RESIDENTIAL • DESIGN BUILD

Date: Thursday, November 13, 2014

El Campo Independent School District  
New Baseball - Softball Complex

Time: 10:00 AM

Location: ECISD Administration Building

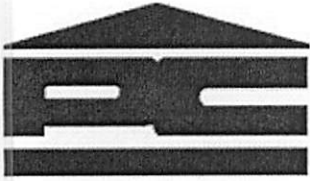
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PROGRESS MEETING NO. 23

AGENDA

---

1. Review Previous Weeks Meeting Minutes
  - a. Status of action items
  - b. Comments or Changes
2. Review Logs - Discuss Outstanding Issues
  - a. RFI Logs
  - b. Submittal Logs
  - c. Minor Changes & Clarifications
  - d. Change Proposal Request & Change Proposals
  - e. Allowance Expenditure Authorizations
3. Review Schedule
  - a. Review work progress since previous meeting
  - b. Overall construction schedule and 3 week look ahead
  - c. Identify any material delivery issues or issues that may create delays
  - d. Change Proposal Request & Change Proposals
4. Review Field and Quality Control Issues
  - a. Previous week activity: Observations, problems, conflict, field directives
  - b. Schedule pre-installation conferences this week
  - c. Schedule inspections this week
  - d. Other issues and questions
5. New Issues
  - a. Polasek Construction, Inc.
  - b. El Campo Independent School District
  - c. RWS Architects, Inc.
6. Scheduled Meetings
  - a. Progress Meeting Number 24 to be held on Thursday, November 27, 2014 at the ECISD Administration building.



# POLASEK CONSTRUCTION, INC.

GENERAL CONTRACTORS • COMMERCIAL • RESIDENTIAL • INSTITUTIONAL

## MEETING MINUTES - ECHS Athletic Complex

**Date of Issue:** 11/13/14

**Date of Meeting:** 10/30/14

**Place of Meeting:** ECISD Administration Building

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

**Subject:** Progress Meeting # 22

**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.	
Tom Coblentz	Polasek Construction, Inc.	
Kevin Stehling	Polasek Construction, Inc.	
Brent Bubela	El Campo Little League	(absent)
Pat Krpec	El Campo Little League	(absent)
David Bright	El Campo ISD	(absent)

**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				
19	19.02 Mark requested that he be notified in advance should the city proceed with installation of water meter for irrigation of fields.	PCI		Open
20	20.01 ECISD requested that we swap bullpen orientation at the girls softball field.	PCI		Open
	20.02 ECISD requested the possibility of a curb at the entrance to the bullpen from the dugout on the baseball field. This will help maintain the mound surface in the bullpen.			Open
21	21.01 Mark Pool requested pricing to install gutters at the dug-out roofs. <b>Reprice as residential type.</b>	PCI		Open
	21.02 Location of access gates for equipment was determined by All. Field locate by Kevin Stehling.			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. Concrete paving / walks 99% complete</li> <li>2. Hardi trims and soffits at dugouts complete</li> <li>3. Earthwork at parking complete</li> <li>4. Lime stabilization at parking ongoing</li> <li>5. Sound system installation 45% complete</li> <li>6. Toilet room plumbing fixtures complete</li> <li>7. Final site grading 95% complete</li> <li>8. Exterior paint ongoing</li> <li>9. Concrete footings for site lighting 40% complete</li> <li>10. Irrigation system at commons area 25% complete</li> <li>11. Main entry sign steel erection complete</li> <li>12. Masonry columns at main entry sign complete</li> <li>13.</li> <li>14.</li> </ol> <p><b><u>B. PROJECTED WORK:</u></b></p> <ol style="list-style-type: none"> <li>1. Complete concrete footings for site lighting</li> <li>2. Complete final site grading</li> <li>3. Complete irrigation system at commons area</li> <li>4. Lime stabilization at parking ongoing</li> <li>5. Begin limestone installation at parking</li> <li>6. Exterior paint ongoing</li> <li>7. Complete permanent electrical to Concessions</li> <li>8. Complete electrical connections to press boxes</li> <li>9. Begin installation of toilet partitions / accessories</li> <li>10. Complete sound system installation</li> <li>11. Install supports for scoreboards</li> <li>12. Install railing at dugouts</li> <li>13. Install ornamental fencing</li> <li>14. Complete chain link fencing</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> <u>Submittal Log reviewed with the following comments:</u> Outstanding: Current:			
4.1	<u>RFI Log reviewed:</u> None			
4.2	<u>CPR / AEA Log reviewed:</u> Outstanding: None Current: <u>Note:</u>  <u>Minor Changes and Clarifications:</u> None			
5.0 Mtg 22	<u>NEW ISSUES</u>  22.01  22.02  22.03			

**Next Team Meeting 11/13/2014 at the ECISD Administration Building**

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**

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<b>Meeting Location:</b>	Administration Bldg. El Campo, Texas	<b>Date:</b>	11/13/2014
		<b>Time:</b>	8:30 AM

---

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

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

1. Concrete paving / walks complete
2. Lime stabilization at parking complete
3. Final site grading complete
4. Concrete footings for site lighting complete
5. Sound system installation 55% complete
6. Irrigation system at commons area complete
7. Exterior paint 90% complete
8. Chain link fencing 98% complete
9. Permanent electrical complete
10. Misc trim and downspouts at batting cages complete
11. Coring for rails at dugouts complete
- 12.

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

1. Begin limestone installation at parking
2. Complete exterior painting
3. Complete chain link fencing gates
4. Install ornamental fencing
5. Install railing at dugouts
6. Install supports for scoreboards
7. Complete sound system installation
8. Install toilet partitions / accessories
9. Hydromulch common areas
10. Install batting cage nets / backstop nets
- 11.
- 12.
- 13.
- 14.

### **2. FIELD ISSUES**

#### **A. OUTSTANDING**

- 1.

#### **B. CURRENT**

- 1.

**Baseball – Softball Athletic Complex – Progress Report Photos**



1. Final site grading at commons area



2. Chain link at west elevation



3. Final site grading at softball field



4. Site lighting concrete foundation



5. Irrigation system at commons



6. West elevation at baseball field

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



7. West elevation concession building



8. Final grading and irrigation system



# CHANGE PROPOSAL REQUEST LOG

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

EI Campo ISD  
**Project No. 1388**  
11/13/14



## 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

\$3,500.00

## REMAINING BALANCE AFTER PENDING AND APPROVED CPRs

	\$	43,293.25
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**Consent Agenda  
Business and Support  
Services**

Report on Auditorium Renovation Construction Progress Meeting

**Summary**

Progress Meeting No. 3 was held on October 30, 2014; and Progress Meeting No. 4 was held on November 13, 2014. The following is a list of the work completed and the projected work reviewed and discussed at each meeting:

**Progress Meeting No. 3 – October 30, 2014**

**Work Completed**

1. Scaffold erection 50% complete
2. Restroom demolition ongoing

**Projected Work**

1. Complete scaffolding erection
2. Complete restroom demolition
3. Complete demolition at stage area
4. Begin ceiling tile removal at Auditorium

**Progress Meeting No. 4 – November 13, 2014**

**Work Completed**

1. Scaffold erection complete
2. Restroom demolition complete
3. Door frame filed verification complete

**Projected Work**

1. Complete Lobby demolition
2. Complete Stage demolition
3. Complete ceiling tile removal at seating area
4. Begin plumbing rough-in at Lobby restrooms
5. Field verify millwork dimensions

**ECISD Board Policy**

None.

**Effective Date**

November 17, 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 are pending:

- **No. 1 – Provide credit for removal of seating prior to scaffold installation. Deduct (\$3,500)**
- **No. 2 – Provide credit for lavatory chase walls at restrooms (2). Existing partition is not a chase.**

**Total Change Orders to Date..... (\$3,500.00)**

**Fiscal Impact**

The Guaranteed Maximum Price for this project is \$1,945,206, which includes the following allowances:

- Owners Contingency .....\$25,000.00
- Finish Hardware.....\$58,445.00
- Contractor Contingency .....\$15,000.00
- **TOTAL .....\$98,445.00**
- Total Change Proposals Pending..... (\$3,500.00)
- **Remaining Allowances Balance..... \$101,945.00**

**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. 3, October 30, 2014
- Construction Project Meeting No. 4, November 13, 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, October 30, 2014

El Campo Independent School District  
Renovations for El Campo High School Auditorium

Time: 10:00 AM

Location: ECISD Admin Building

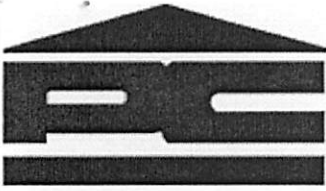
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PROGRESS MEETING NO. 3

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 04 to be held on Thursday, November 13, 2014 at the PCI job trailer.



# **POLASEK CONSTRUCTION, INC.**

**GENERAL CONTRACTORS • COMMERCIAL • RESIDENTIAL • INSTITUTIONAL**

## **MEETING MINUTES - Renovations for El Campo High School Auditorium**

**Date of Issue:** 10/30/14  
**Date of Meeting:** 10/16/14  
**Place of Meeting:** ECISD Admin Building  
**Time of Meeting:** 10:00 AM  
**Subject:** Progress Meeting # 2  
**Present:** Mark Pool, Superintendent El Campo ISD  
 Jeff Balcar El Campo ISD  
 Malcolm Gaus RWS Architects, Inc.  
 Greg Polasek Polasek Construction, Inc.  
 Kevin Stehling Polasek Construction, Inc.  
**Distribution:** All Attendees

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

Item No.	Item Description	Responsibility	Due Date	Status
1.0 Mtg 1	<u>PREVIOUS ISSUES:</u>  01.01 N/A  01.02			
2.0	<u>A. CONSTRUCTION PROGRESS:</u> 1. Seating demolition at Auditorium complete 2. Field measurement for seating complete 3. Restroom fixture removal complete 4. Miscellaneous demolition ongoing at seating area 5. Restroom demolition ongoing 6. 7.  <u>B. PROJECTED WORK:</u> 1. Begin scaffolding erection at Auditorium 2. Complete restroom demolition 3. Complete demolition at stage area 4. Begin concrete ADA platform at seating area 5. Begin ceiling tile removal at Auditorium 6. 7.			

Item No.	Item Description	Responsibility	Due Date	Status
3.0	<p><u>C. MATERIALS DELIVERY ISSUES / DELAYS:</u></p> <p>1.</p> <p><u>FIELD ISSUES AND QUALITY CONTROL:</u></p> <p>1.</p> <p><u>Comments related to construction activity</u></p> <p><u>Scheduled pre-installation conferences:</u></p> <p>1.</p>			
4.0	<p><u>DOCUMENT STATUS LOGS:</u></p> <p><u>Submittal Log reviewed with the following comments:</u></p> <p>Outstanding:</p> <p>Current:</p>			
4.1	<p><u>RFI Log reviewed:</u></p> <p>None</p>			
4.2	<p><u>CPR / AEA Log reviewed:</u></p> <p>Outstanding: None</p> <p>Current:</p> <p><u>Note:</u></p> <p><u>Minor Changes and Clarifications:</u> None</p>			
5.0 Mtg 2	<p><u>NEW ISSUES</u></p> <p>2.01 Protection of curtains was discussed. Malcolm suggested bagging in place. Contact Texas Scenic for bags and recommendation.</p> <p>2.02 Demolition at restrooms discovered the absence of a chase wall for the lavatories. Discussion lead to leaving wall in place and credit Owner for savings.</p> <p>2.03</p> <p>2.04</p>	PCI		Open  Closed

**Next Team Meeting 10/30/2014 @ 10:00 am**

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 Renovations for EL Campo High School Auditorium**

### **Project Overview**

---

<b>Meeting Location:</b>	ECISD Admin Building	<b>Date:</b>	10/30/2014
	El Campo, Texas	<b>Time:</b>	10:00 AM

---

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

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

1. Scaffold erection 50% complete
2. Restroom demolition ongoing
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

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

1. Complete scaffolding erection
2. Complete restroom demolition
3. Complete demolition at stage area
4. Begin ceiling tile removal at Auditorium
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

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

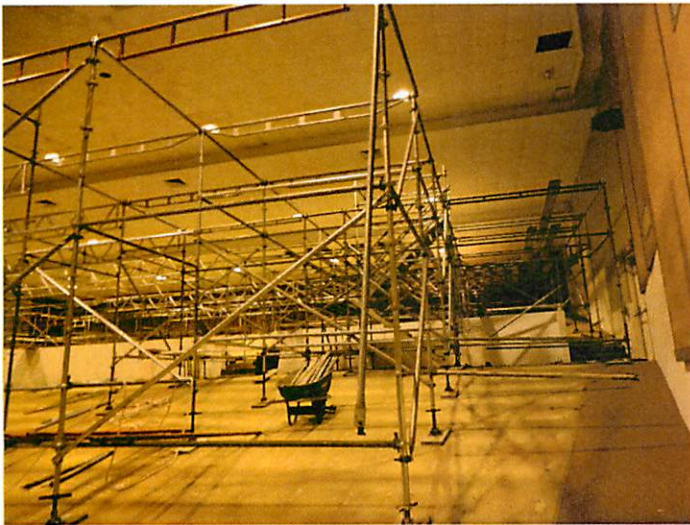
##### **A. OUTSTANDING**

- 1.
- 2.
- 3.

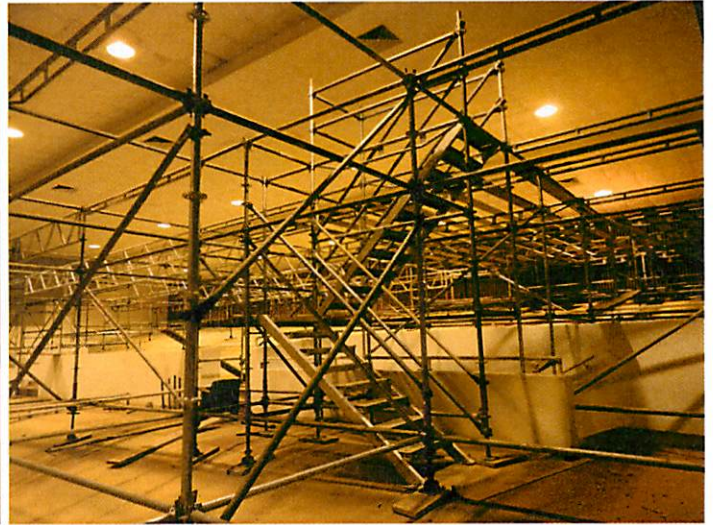
##### **B. CURRENT**

- 1.
- 2.
- 3.

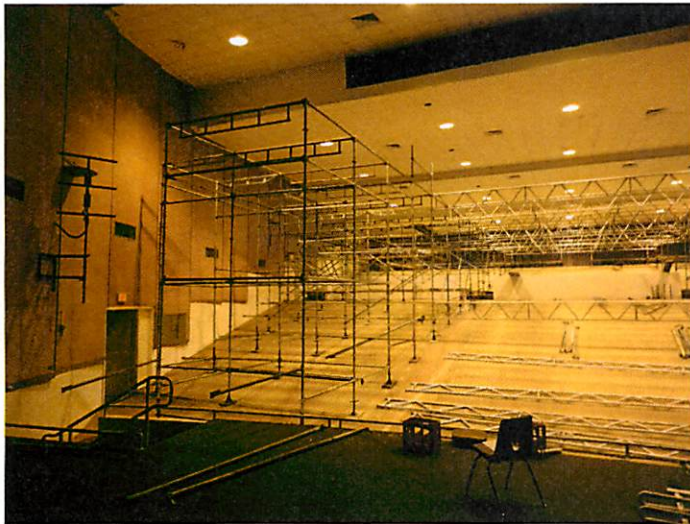
High School Auditorium Renovations – Progress Report Photos



1. Scaffolding erection



2. Scaffolding erection



3. Scaffolding erection



4. Scaffolding erection



5. Scaffolding erection





# CHANGE PROPOSAL REQUEST LOG

**Project:** Renovations for El Campo High School Auditorium  
**Architect:** RWS Architects  
**Contractor:** Polasek Construction, Inc.

El Campo ISD  
**Project No. 1383**  
10/30/2014



## SUMMARY ( ALLOWANCES )

Owners Contingency	\$	25,000.00
Finish Hardware	\$	58,445.00
Contractor Contingency	\$	15,000.00

### TOTAL ALLOWANCE AMOUNT

\$	98,445.00
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CPR TOTAL APPROVED TO DATE

\$0.00

REMAINING BALANCE AFTER APPROVED CPRs

\$	98,445.00
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TOTAL ESTIMATED/ PENDING CPRs

(\$3,000.00)

REMAINING BALANCE AFTER PENDING AND APPROVED CPRs

\$	101,445.00
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**POLASEK CONSTRUCTION INC.**

**SUBMITTAL LOG - EL Campo ISD - Renovations for EL Campo High School Auditorium**

**October 30, 2014**

Specified Division	Submittal No.	Description	Submitted By	Date Submitted	Consultant		Date Returned	Rev'd.	Rev'd As Noted	Rev. & Resub	Rej.	Remarks
					To	From						
10951	10951-08	Fire Extinguishers	Crossroad Specialties	10/1/2014			10/9/2014		X			Verify Location
11800	11800-10	Wheelchair Lift	Home Elevator TX	10/1/2014			10/9/2014		X			Verify Elec Req.
12341		Casework	KP Cabinets									
12709	12709-04	Auditorium Seats	Irwin Seating	9/22/2014			10/1/2014		X			Color Pending
12709-L	12709-09	Seating Layout	Irwin Seating	10/1/2014			10/9/2014		X			Final Layout Required
15450	15450-15	Plumbing Fixtures	R & R Services	10/30/2014	JSE	e-mail						
15650		Mech Equipment	Eldridge A/C									
15800		Air Distribution	Eldridge A/C									
15800		Grilles / Fans	Eldridge A/C									
15975		HVAC Controls	Eldridge A/C									
16420		Panels & Gear	Penner Electric									
16500		Light Fixtures	Penner Electric									
16720-L		Sound System	Bayou City Interests									
16720		Intercom	Firetron									
16740		Fire Alarm	Firetron									
16750		Dimming Systems	Texas Scenic						X			



# POLASEK CONSTRUCTION, INC.

GENERAL CONTRACTORS • COMMERCIAL • RESIDENTIAL • DESIGN BUILD

Date: Thursday, November 13, 2014

El Campo Independent School District  
Renovations for El Campo High School Auditorium

Time: 10:00 AM

Location: ECISD Admin Building

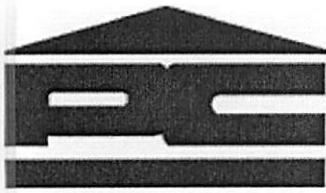
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PROGRESS MEETING NO. 4

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 05 to be held on Thursday, November 27, 2014 at the PCI job trailer.



# POLASEK CONSTRUCTION, INC.


GENERAL CONTRACTORS • COMMERCIAL • RESIDENTIAL • INSTITUTIONAL

## MEETING MINUTES - Renovations for El Campo High School Auditorium

**Date of Issue:** 11/13/14  
**Date of Meeting:** 10/30/14  
**Place of Meeting:** ECISD Admin Building  
**Time of Meeting:** 10:00 AM  
**Subject:** Progress Meeting # 3  
**Present:** Mark Pool, Superintendent El Campo ISD  
 Jeff Balcar El Campo ISD  
 David Bright El Campo ISD  
 Malcolm Gaus RWS Architects, Inc.  
 Greg Polasek Polasek Construction, Inc.  
 Kevin Stehling Polasek Construction, Inc.  
 Tom Coblentz Polasek Construction, Inc.  
**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 2	2.01 Protection of curtains was discussed. Malcolm suggested bagging in place. Contact Texas Scenic for bags and recommendation. <b>PCI to check with Texas Scenic regarding availability and price of storage boxes.</b>	PCI		Open
	2.02 Demolition at restrooms discovered the absence of a chase wall for the lavatories. Discussion lead to leaving wall in place and credit Owner for savings.			Closed
2.0	<u>A. CONSTRUCTION PROGRESS:</u> 1. Scaffold erection 50% complete 2. Restroom demolition ongoing 3. 4. 5. 6. <u>B. PROJECTED WORK:</u> 1. Complete scaffolding erection 2. Complete restroom demolition 3. Complete demolition at stage area 4. Begin ceiling tile removal at Auditorium 5.			

Item No.	Item Description	Responsibility	Due Date	Status
	6.			
3.0	<u>C. MATERIALS DELIVERY ISSUES / DELAYS:</u> 1. <u>FIELD ISSUES AND QUALITY CONTROL:</u> 1. <u>Comments related to construction activity</u> <u>Scheduled pre-installation conferences:</u> 1.			
4.0	<u>DOCUMENT STATUS LOGS:</u> <u>Submittal Log reviewed with the following comments:</u> Outstanding: Current:			
4.1	<u>RFI Log reviewed:</u> None			
4.2	<u>CPR / AEA Log reviewed:</u> Outstanding:     None Current: <u>Note:</u> <u>Minor Changes and Clarifications:</u> None			
5.0	<u>NEW ISSUES</u>			
Mtg 3	3.01 Discussion concerning additions and their start time based on bond election. Will know results at next meeting. 3.02 3.03 3.04	PCI		Open
<b>Next Team Meeting 11/13/2014 @ 10:00 am</b>				
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.				
<b>END OF MINUTES</b>				



# **POLASEK CONSTRUCTION, INC.**

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

## **El Campo Independent School District Renovations for EL Campo High School Auditorium**

### **Project Overview**

---

<b>Meeting Location:</b>	ECISD Admin Building	<b>Date:</b>	11/13/2014
	El Campo, Texas	<b>Time:</b>	8:30 AM

---

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

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

1. Scaffold erection complete
2. Restroom demolition complete
3. Door frame field verification complete
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

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

1. Complete Lobby demolition
2. Complete Stage demolition
3. Complete ceiling tile removal at seating area
4. Begin plumbing rough-in at Lobby restrooms
5. Field verify millwork dimensions
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

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

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

- 1.
- 2.
- 3.

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

- 1.
- 2.
- 3.

High School Auditorium Renovations – Progress Report Photos



1. Demolition at men's restroom



2. Plumbing chase wall at women's restroom



3. Attic space above entry soffit



4. Attic space above entry soffit



5. Stair access to upper level scaffolding



6. Upper level scaffolding

High School Auditorium Renovations – Progress Report Photos (2)



7. Upper level scaffolding



8. Portable scaffolding at stage



9. Upper level scaffolding at theatrical lights



**POLASEK CONSTRUCTION INC.**

**SUBMITTAL LOG - El Campo ISD - Renovations for El Campo High School Auditorium** **November 13, 2014**

Specified Division	Submittal No.	Description	Submitted By	Date Submitted	Consultant		Date Returned	Rev'd.	Rev'd As Noted	Rev. & Resub	Rej.	Remarks
					To	From						
10951	10951-08	Fire Extinguishers	Crossroad Specialties	10/1/2014			10/9/2014		X			Verify Location
11800	11800-10	Wheelchair Lift	Home Elevator TX	10/1/2014			10/9/2014		X			Verify Elec Req.
12341		Casework	KP Cabinets									
12709	12709-04	Auditorium Seats	Irwin Seating	9/22/2014			10/1/2014		X			Color Pending
12709-L	12709-09	Seating Layout	Irwin Seating	10/1/2014			10/9/2014		X			Final Layout Required
15450	15450-15	Plumbing Fixtures	R & R Services	10/30/2014	JSE	e-mail						
15650		Mech Equipment	Eldridge A/C									
15800		Air Distribution	Eldridge A/C									
15800		Grilles / Fans	Eldridge A/C									
15975		HVAC Controls	Eldridge A/C									
16420	16420-19	Panels & Gear	Penner Electric	11/4/2014	JSE	e-mail						
16500	16500-19	Light Fixtures	Penner Electric	11/4/2014	JSE	e-mail						
16720-L		Sound System	Bayou City Interests									
16720	16720-17	Intercom	Firetron	11/4/2014	JSE	e-mail						
16740	16740-18	Fire Alarm	Firetron	11/4/2014	JSE	e-mail						
16750	16750-16	Dimming Systems	Texas Scenic	11/4/2014	JSE	e-mail						



# CHANGE PROPOSAL REQUEST LOG

**Project:** Renovations for El Campo High School Auditorium  
**Architect:** RWS Architects  
**Contractor:** Polasek Construction, Inc.

El Campo ISD  
Project No. 1383  
11/13/2014



## SUMMARY ( ALLOWANCES )

Owners Contingency	\$	25,000.00
Finish Hardware	\$	58,445.00
Contractor Contingency	\$	15,000.00

## TOTAL ALLOWANCE AMOUNT

\$ 98,445.00
--------------

CPR TOTAL APPROVED TO DATE

\$0.00

REMAINING BALANCE AFTER APPROVED CPRs

\$ 98,445.00
--------------

TOTAL ESTIMATED/ PENDING CPRs

(\$3,500.00)

REMAINING BALANCE AFTER PENDING AND APPROVED CPRs

\$ 101,945.00
---------------



EL CAMPO ISD  
HIGH SCHOOL AUDITORIUM RENOVATION  
RWS ARCHITECTS INC.  
POLASEK CONSTRUCTION INC.

ID	Task Name	Duration	Start	Finish	Oct '14		Nov '14			Dec '14				Jan '15				Feb '15			Mar '15			Apr '15			May '15			Jun '15			Jul '15								
					21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1	8	15	22	1	8	15	22	29	5	12	19	26	3	10	17	24	31
1	<b>Auditorium / Stage</b>	<b>149 days</b>	<b>Wed 9/24/14</b>	<b>Mon 4/20/15</b>	▶																																				
2	✓ Obtain Building Permit	1 day	Wed 9/24/14	Wed 9/24/14																																					
3	✓ Temporary Fencing	1 day	Wed 10/15/14	Wed 10/15/14																																					
4	✓ Seating Removal	8 days	Wed 10/15/14	Fri 10/24/14																																					
5	Misc Demolition	6 days	Mon 10/27/14	Thu 11/20/14																																					
6	Ext. Concrete Ramp	10 days	Mon 1/5/15	Fri 1/16/15																																					
7	Ext. Handrail Installation	2 days	Tue 1/13/15	Wed 1/14/15																																					
8	✓ Seating Field Dimensions	1 day	Tue 10/28/14	Tue 10/28/14																																					
9	✓ Scaffolding Placement	9 days	Wed 10/29/14	Mon 11/10/14																																					
10	Stage Curtain Storage	2 days	Mon 11/17/14	Tue 11/18/14																																					
11	Ceiling Demolition	3 days	Mon 11/17/14	Wed 11/19/14																																					
12	Sprayed Insulation	10 days	Mon 12/22/14	Fri 1/2/15																																					
13	Ceiling Grid Modifications	2 days	Fri 12/19/14	Mon 12/22/14																																					
14	Electrical Rough-in	14 days	Mon 11/24/14	Mon 1/5/15																																					
15	Aisle Lighting Rough-in	5 days	Mon 1/12/15	Fri 1/16/15																																					
16	Sound System Rough-in	7 days	Thu 12/18/14	Fri 12/26/14																																					
17	Fire Alarm / Comm. Rough-in	5 days	Mon 12/15/14	Wed 1/7/15																																					
18	Theatrical Lighting Rough-in	10 days	Mon 1/12/15	Fri 1/23/15																																					
19	Motorized Batten Installation	6 days	Tue 1/20/15	Tue 1/27/15																																					
20	ADA Seating Concrete	4 days	Mon 1/5/15	Thu 1/8/15																																					
21	Interior Drywall Partitions	6 days	Mon 12/8/14	Mon 12/15/14																																					
22	Hollow Metal Frames	2 days	Mon 12/15/14	Tue 12/16/14																																					
23	Drywall Furring / Seating Area	12 days	Fri 12/12/14	Mon 12/29/14																																					
24	Wood Framing at Stage	6 days	Wed 12/3/14	Wed 12/10/14																																					
25	Wood Framing at Sound Console	2 days	Mon 12/1/14	Tue 12/2/14																																					
26	Oak Flooring at Stage	5 days	Thu 12/11/14	Fri 1/9/15																																					
27	Masonite Flooring / Backstage	4 days	Tue 1/6/15	Fri 1/9/15																																					
28	Arch Millwork at Stage	10 days	Mon 12/22/14	Fri 1/2/15																																					
29	Arch Millwork at Sound Console	2 days	Mon 1/12/15	Tue 1/13/15																																					
30	Arch Panels at Side Walls	12 days	Thu 1/15/15	Fri 1/30/15																																					

Project: ECISD Auditorium  
Date: Tue 11/11/14  
28x40 150%

Task		Milestone		Rolled Up Split		External Tasks	
Split		Summary		Rolled Up Milestone		Project Summary	
Progress		Rolled Up Task		Rolled Up Progress			





ID	Task Name	Start	Finish	Duration
91	Membrane Roofing	Thu 2/26/15	Tue 3/31/15	8 days
92	Building Dried-in	Wed 3/4/15	Wed 3/4/15	0 days
93	Rough Mechanical	Thu 3/5/15	Fri 3/6/15	2 days
94	Rough Electrical	Thu 3/12/15	Fri 3/6/15	5 days
95	Plumbing Vent & Water	Mon 3/9/15	Wed 3/11/15	3 days
96	Set Roof Top Equipment	Mon 3/9/15	Mon 3/9/15	1 day
97	Masonry Veneer	Wed 3/11/15	Wed 3/18/15	6 days
98	Dampproofing	Thu 3/5/15	Fri 3/6/15	2 days
99	Cut-in New HM Frames	Mon 3/16/15	Tue 3/17/15	2 days
100	Interior CMU Partitions	Mon 3/16/15	Tue 3/16/15	5 days
101	Rigid Insulation	Mon 3/9/15	Mon 3/9/15	1 day
102	Control Joint Sealants	Mon 3/30/15	Mon 3/30/15	1 day
103	Hollow Metal Frames	Thu 3/12/15	Fri 3/13/15	2 days
104	Painting	Wed 4/8/15	Tue 5/5/15	10 days
105	Ceiling Grid Installation	Mon 4/13/15	Mon 4/13/15	1 day
106	Mechanical Duct Runs	Tue 4/14/15	Wed 4/15/15	2 days
107	Electrical Lighting	Fri 4/17/15	Wed 4/15/15	3 days
108	Install Doors and Hardware	Tue 5/5/15	Wed 5/6/15	2 days
109	Above Ceiling Inspections	Mon 4/20/15	Mon 4/20/15	1 day
110	Architect Appl Above Ceiling	Fri 4/24/15	Fri 4/24/15	0 days
111	Fire Alarm / Comm. Systems	Thu 4/16/15	Mon 4/20/15	3 days
112	Mechanical Start-up	Mon 4/20/15	Mon 4/20/15	1 day
113	Conditioned Air / Final Finishes	Tue 4/21/15	Tue 4/21/15	0 days
114	Vinyl Composition Tile	Thu 4/30/15	Fri 5/1/15	2 days
115	Concrete Sealer	Mon 4/27/15	Tue 4/28/15	2 days
116	Ceiling Tile Installation	Thu 4/23/15	Thu 4/23/15	1 day
117	Casework Installation	Fri 4/24/15	Tue 4/28/15	3 days
118	Flammable Storage Cabinet	Mon 4/27/15	Mon 4/27/15	1 day
119	Plumbing Fixture Installation	Mon 5/4/15	Tue 5/5/15	2 days
120	Mirror Installation	Mon 5/4/15	Mon 5/4/15	1 day

Project: ECISD Auditorium  
Date: Tue 11/11/14  
28x40 150%

Task Split Progress

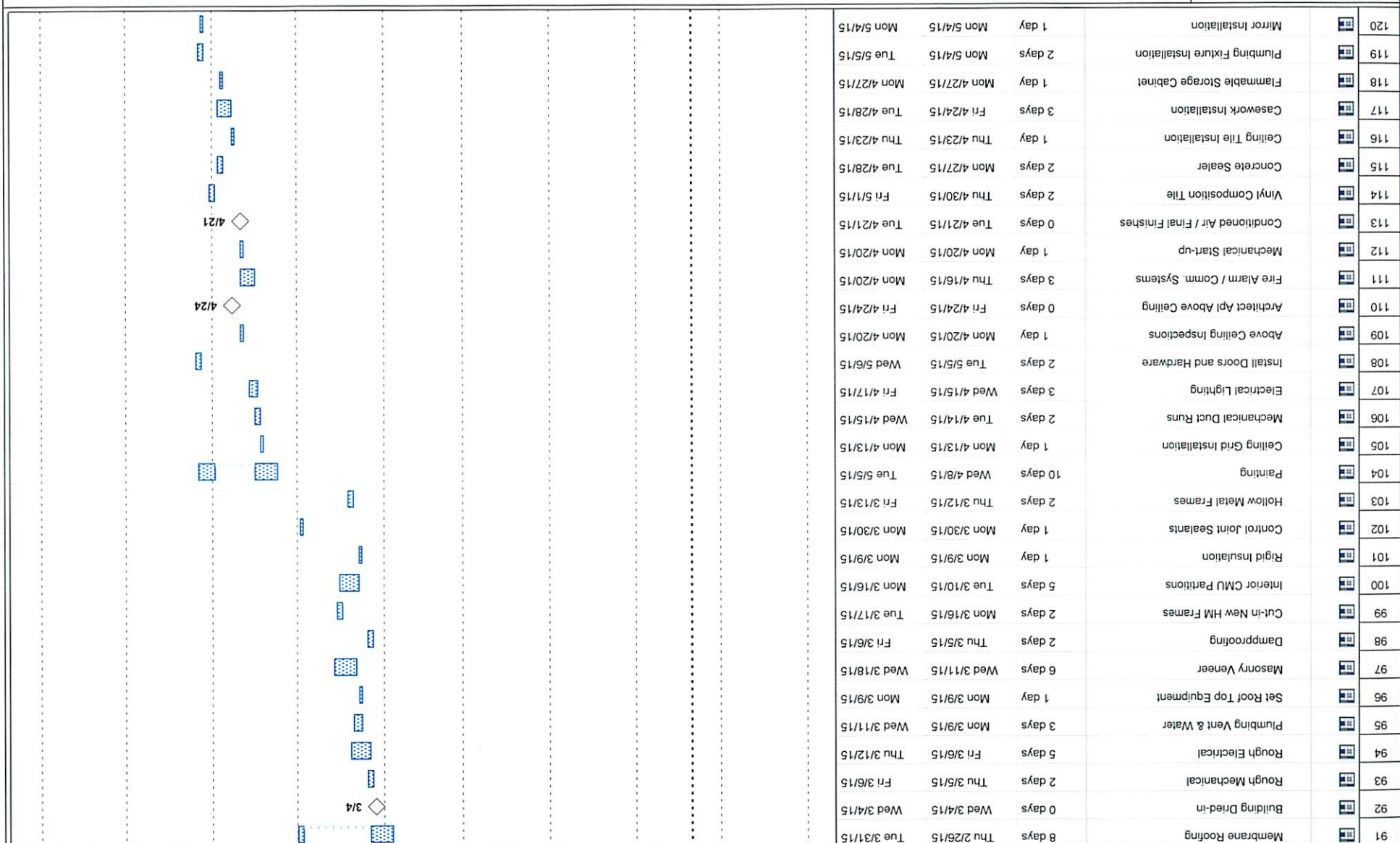
Milestone Summary Rolled Up Task

Rollled Up Milestone

Rollled Up Progress

External Tasks

Project Summary





**Agenda Item Summary Sheet (4 B.3)**  
**Meeting Date: November 17, 2014**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

**Consent Agenda  
Business and Support  
Services**

Application(s) for Payment for High School Auditorium Renovations

**Summary**

On February 25, 2014, the Superintendent was authorized to negotiate a contract with Polasek Construction, Inc. as the Construction Manager at Risk for the renovations to the high school auditorium. Payment for Construction Phase services of this project are governed by Article 7 of this contract.

On August 26, 2014, the Board approved the guaranteed maximum price for this project of \$1,945,206.00. The GMP was based on approved Construction Drawings and Specifications and all modifications issued by addenda and represents a "not to exceed" sum, which includes the estimated Cost of the Work as defined in Article 6 of the contract and the Construction Manager's Fee as defined in Article 5.

We have received Application and Certification for Payment No. 2, which has been reviewed and certified for payment by Malcolm Gaus with RWS Architects, Inc., for the amount of \$90,725.00. This leaves a balance to finish, including retainage, of \$1,817,311.30.

**ECISD Board Policy**

None.

**Effective Date**

November 17, 2014

**Previous Board Action**

On February 25, 2014, the Superintendent was authorized to negotiate a contract with Polasek Construction, Inc. as the Construction Manager at Risk for the renovations to the high school auditorium.

On August 26, 2014, the Board approved the guaranteed maximum price for this project of \$1,945,206.00.

**Future Action Expected**

The Board will review Applications for Payment from Polasek Construction, Inc. that have been certified by RWS Architects on a monthly basis until the conclusion of this project.

**Background Information and  
Significant Issues**

None.

**Fiscal Impact**

**Payment Recap for High School Auditorium Renovations**

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>\$1,945,206.00</b>
09/20/14	1	\$39,126.00	\$1,956.30	\$37,169.70	\$37,169.70	\$0.00	\$1,908,036.30
10/23/14	2	\$134,626.00	\$6,731.30	\$127,894.70	\$90,725.00	\$37,169.70	\$1,817,311.30

<b>Student and Public Benefit</b>	Monthly review of the Applications for Payment from the contractor that have been certified by the architects insures accounting transparency for the public on this project.
<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 Application and Certification for Payment No. 2
<b>Contact Person(s)</b>	David Bright, Assistance Superintendent of Finance and Operations
<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>

October 31, 2014

El Campo Independent School District  
Attn: Mr. Mark Pool, Superintendent  
700 West Norris  
El Campo, Texas 77437

Re: El Campo High School  
Auditorium Renovations  
RWS Project Nos. 1383  
Contractor's Application and  
Certificate for Payment No. 2

Gentlemen:

Transmitted herewith are your copies of the current Contractor's Application for Payment on the subject project:

<u>Application No.</u>	<u>Period</u>	<u>Amount to be Paid</u>
2	10/23/14	\$90,725.00

We recommend payment of the amount shown and suggest you send payment directly to Polasek Construction, Inc., P.O. Box 64, El Campo, Texas 77437.

If there are any questions, please call.

Sincerely,



Malcolm C. Gaus, AIA  
Vice President

Enclosures

cc: Polasek Construction, Inc.  
File 5.1

MCG/dd

H:\1383\Word\AP.doc

**APPLICATION AND CERTIFICATION FOR PAYMENT**

AIA DOCUMENT G702

PAGE ONE OF

6 PAGES

TO OWNER: EL CAMPO ISD  
700 WEST NORRIS  
EL CAMPO, TEXAS

PROJECT: High School Auditorium  
Renovations & Additions

FROM CONTRACTOR: POLASEK CONSTRUCTION INC.  
P.O. BX 64  
EL CAMPO, TEXAS 77437

VIA ARCHITECT: RWS ARCHITECTS INC.  
3100 TIMMONS  
HOUSTON, TEXAS 77041

CONTRACT FOR: GENERAL CONSTRUCTION

APPLICATION NO: #2

PERIOD TO: 10/23/14

PROJECT NOS: #1383

CONTRACT DATE: 2/26/2014

Distribution to: **RECEIVED**  
 OWNER  
 ARCHITECT OCT 30 2014  
 CONTRACTOR  
 RWS ARCHITECTS

**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	\$	1945206.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	1945206.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	134626.00 ✓
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	\$	4781.30
b. 5 % of Stored Material (Column F on G703)	\$	1950.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	6731.30 ✓
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	127894.70 ✓
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	37169.70 ✓
8. CURRENT PAYMENT DUE	\$	90725.00 ✓
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	1817311.30 ✓

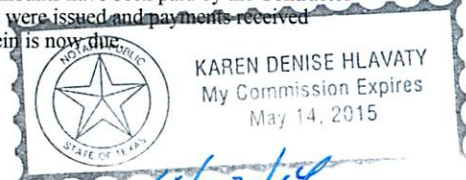
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTS
Total changes approved in previous months by Owner		
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

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 received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:  
POLASEK CONSTRUCTION INC.

By: *[Signature]* Date: 10/22/14

State of: *Texas* County of: *Wharton*  
 Subscribed and sworn to before me this *10th* day of *Oct.*, 2014  
 Notary Public: *Denise Hlavaty*  
 My Commission expires: *5-14-2015*



**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 ..... \$ 90,725.00

(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: *Malcolm C. Staw* Date: *October 31, 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.

*REVIEWED*  
*Mark Pool*  
*11/14/2014*

# CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

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

APPLICATION NO: #2  
APPLICATION DATE: 10/23/14

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

PERIOD TO: 10/23/14

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

ARCHITECT'S PROJECT NO: #1383

## ECISD AUDITORIUM

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)		
1	<b>DIVISION 1 - GEN. REQUIREMENTS</b>								
2	BONDS / INSURANCE	\$31,344.00	\$29,400.00	\$300.00	\$0.00	\$29,700.00	94.75%	\$1,644.00	\$1,485.00
3	PERMITS / FEES	\$9,726.00	\$9,726.00	\$0.00	\$0.00	\$9,726.00	100.00%	\$0.00	\$486.30
4	MOBILIZATION	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%	\$0.00	\$50.00
5	PROJECT COORDINATION	\$8,000.00	\$0.00	\$400.00	\$0.00	\$400.00	5.00%	\$7,600.00	\$20.00
6	PROJECT SUPERVISION	\$45,000.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00	7.78%	\$41,500.00	\$175.00
7	MISC. GENERAL CONDITIONS	\$20,392.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	7.36%	\$18,892.00	\$75.00
8	CONTRACT CLOSEOUT	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,200.00	\$0.00
9	OWNERS CONTINGENCY	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$25,000.00	\$0.00
10	CONTRACTOR CONTINGENCY	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$15,000.00	\$0.00
11	SOUND SYSTEM ALLOWANCE	\$82,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$82,000.00	\$0.00
12	CONTRACTOR FEE	\$60,134.00	\$0.00	\$4,500.00	\$0.00	\$4,500.00	7.48%	\$55,634.00	\$225.00
13	<b>DIVISION 2 - SITEWORK</b>								
14	DEMOLITION	\$32,475.00	\$0.00	\$8,300.00	\$0.00	\$8,300.00	25.56%	\$24,175.00	\$415.00
15	SCAFFOLDING	\$89,087.00	\$0.00	\$20,000.00	\$39,000.00	\$59,000.00	66.23%	\$30,087.00	\$2,950.00
16	EARTHWORK	\$3,375.00	\$0.00	\$0.00	\$0.00	\$0.00		\$3,375.00	\$0.00
17	CONCRETE RAMP / WALKS	\$14,665.00	\$0.00	\$0.00	\$0.00	\$0.00		\$14,665.00	\$0.00
18	<b>DIVISION 3 - CONCRETE</b>								
19	ADA SEATING AREA	\$4,840.00	\$0.00	\$0.00	\$0.00	\$0.00		\$4,840.00	\$0.00
20	<b>DIVISION 4 - MASONRY</b>								
21	CMU PARTITIONS	\$19,716.00	\$0.00	\$0.00	\$0.00	\$0.00		\$19,716.00	\$0.00
22	<b>DIVISION 5 - METALS</b>								
23	HANRAILS AT EXTERIOR RAMP	\$4,912.00	\$0.00	\$0.00	\$0.00	\$0.00		\$4,912.00	\$0.00
24	<b>DIVISION 6 - WOODS &amp; PLASTICS</b>								
25	ROUGH CARPENTRY	\$22,500.00	\$0.00	\$0.00	\$0.00	\$0.00		\$22,500.00	\$0.00
26	ARCHITECTURAL WOODWORK	\$128,209.00	\$0.00	\$0.00	\$0.00	\$0.00		\$128,209.00	\$0.00
27	DISPLAY CABINETS	\$23,817.00	\$0.00	\$0.00	\$0.00	\$0.00		\$23,817.00	\$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.

APPLICATION NO: #2  
APPLICATION DATE: 10/23/14

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

PERIOD TO: 10/23/14

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

ARCHITECT'S PROJECT NO: #1383

## ECISD AUDITORIUM

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
28	<b>DIVISION 7 - MOISTURE PROTECT.</b>								
29	BITUMINOUS DAMPPROOFING	\$550.00	\$0.00	\$0.00	\$0.00	\$0.00		\$550.00	\$0.00
30	SPRAY FOAM INSULATION	\$25,191.00	\$0.00	\$0.00	\$0.00	\$0.00		\$25,191.00	\$0.00
31	FIREPROOFING	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00		\$450.00	\$0.00
32	<b>DIVISION 8 - DOORS &amp; WINDOWS</b>								
33	HOLLOW METAL	\$7,810.00	\$0.00	\$0.00	\$0.00	\$0.00		\$7,810.00	\$0.00
34	WOOD DOORS	\$6,150.00	\$0.00	\$0.00	\$0.00	\$0.00		\$6,150.00	\$0.00
35	FINISH HARDWARE ALLOWANCE	\$58,445.00	\$0.00	\$0.00	\$0.00	\$0.00		\$58,445.00	\$0.00
36	ALUMINUM WINDOWS / GLASS	\$10,500.00	\$0.00	\$0.00	\$0.00	\$0.00		\$10,500.00	\$0.00
37	<b>DIVISION 9 - FINISHES</b>								
38	CEMENT PLASTER	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$12,000.00	\$0.00
39	GYPSUM DRYWALL - MATERIAL	\$16,400.00	\$0.00	\$0.00	\$0.00	\$0.00		\$16,400.00	\$0.00
40	GYPSUM DRYWALL - LABOR	\$36,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$36,000.00	\$0.00
41	ACOUSTICAL CEILINGS	\$26,564.00	\$0.00	\$0.00	\$0.00	\$0.00		\$26,564.00	\$0.00
42	HARDWOOD FLOORS	\$23,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$23,000.00	\$0.00
43	RES. FLOORS / CARPET / VCT	\$23,797.00	\$0.00	\$0.00	\$0.00	\$0.00		\$23,797.00	\$0.00
44	RES. FLOORS / CARPET / VCT - LAB	\$5,294.00	\$0.00	\$0.00	\$0.00	\$0.00		\$5,294.00	\$0.00
45	PAINTING	\$41,100.00	\$0.00	\$0.00	\$0.00	\$0.00		\$41,100.00	\$0.00
46	<b>DIVISION 10 - SPECIALTIES</b>								
47	TACKBOARD	\$580.00	\$0.00	\$0.00	\$0.00	\$0.00		\$580.00	\$0.00
48	TOILET PARTITIONS	\$6,680.00	\$0.00	\$0.00	\$0.00	\$0.00		\$6,680.00	\$0.00
49	SIGNAGE	\$1,843.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,843.00	\$0.00
50	FIRE EXTINGUISHERS	\$725.00	\$0.00	\$0.00	\$0.00	\$0.00		\$725.00	\$0.00
51	TOILET ACCESSORIES	\$840.00	\$0.00	\$0.00	\$0.00	\$0.00		\$840.00	\$0.00
52	<b>DIVISION 11 - EQUIPMENT</b>								
53	WHEELCHAIR LIFT	\$11,529.00	\$0.00	\$0.00	\$0.00	\$0.00		\$11,529.00	\$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.

APPLICATION NO: #2  
APPLICATION DATE: 10/23/14

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

PERIOD TO: 10/23/14

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

ARCHITECT'S PROJECT NO: #1383

## ECISD AUDITORIUM

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
54	<b>DIVISION 12 - FURNISHINGS</b>								
55	SEATING DEMO / FLOOR REPAIR	\$28,549.00	\$0.00	\$17,000.00	\$0.00	\$17,000.00	59.55%	\$11,549.00	\$850.00
56	AUDITORIUM SEATING	\$134,330.00	\$0.00	\$0.00	\$0.00	\$0.00		\$134,330.00	\$0.00
57	<b>DIVISION 15-MECH.PLUMBING</b>								
58	MOBILIZATION	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,000.00	\$0.00
59	DEMOLITION	\$5,250.00	\$0.00	\$0.00	\$0.00	\$0.00		\$5,250.00	\$0.00
60	BUILDING VENT/WATER-MAT.	\$6,850.00	\$0.00	\$0.00	\$0.00	\$0.00		\$6,850.00	\$0.00
61	BUILDING VENT/WATER-LABOR	\$4,800.00	\$0.00	\$0.00	\$0.00	\$0.00		\$4,800.00	\$0.00
62	FIXTURES	\$11,400.00	\$0.00	\$0.00	\$0.00	\$0.00		\$11,400.00	\$0.00
63	<b>DIVISION 15 - MECH. HVAC</b>								
64	MOBILIZATION	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00		\$500.00	\$0.00
65	AIR DISTRIBUTION / GRILLES	\$2,560.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,560.00	\$0.00
66	<b>DIVISION 16 - ELECTRICAL</b>								
67	MOBILIZATION	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$3,000.00	\$0.00
68	DEMOLITION / TEMP POWER	\$18,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$18,000.00	\$0.00
69	FIXTURES - MATERIAL	\$53,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$53,000.00	\$0.00
70	FIXTURES - LABOR	\$10,800.00	\$0.00	\$0.00	\$0.00	\$0.00		\$10,800.00	\$0.00
71	SP. SYSTEM ROUGH	\$4,600.00	\$0.00	\$0.00	\$0.00	\$0.00		\$4,600.00	\$0.00
72	PANELS / GEAR MATERIAL	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$28,000.00	\$0.00
73	SWITCH GEAR - LABOR	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$6,000.00	\$0.00
74	BRANCH CIRCUITRY - MAT.	\$48,975.00	\$0.00	\$0.00	\$0.00	\$0.00		\$48,975.00	\$0.00
75	BRANCH CIRCUITRY - LABOR	\$38,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$38,000.00	\$0.00
76	TRIM - SWITCHES / PLUGS	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$9,000.00	\$0.00
77	SOUND SYSTEM	\$17,339.00	\$0.00	\$0.00	\$0.00	\$0.00		\$17,339.00	\$0.00
78	FIRE ALARM	\$10,099.00	\$0.00	\$0.00	\$0.00	\$0.00		\$10,099.00	\$0.00
79	STAGE LIGHT SYSTEM	\$239,650.00	\$0.00	\$0.00	\$0.00	\$0.00		\$239,650.00	\$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.

APPLICATION NO: #2  
APPLICATION DATE: 10/23/14

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

PERIOD TO: 10/23/14

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

ARCHITECT'S PROJECT NO: #1383

## ECISD AUDITORIUM

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)		
<b>80</b>	<b>ALTERNATE #3 (\$211,690.00)</b>								
81	DEMOLITION	\$4,350.00	\$0.00	\$0.00	\$0.00	\$0.00		\$4,350.00	\$0.00
82	EARTHWORK	\$11,682.00	\$0.00	\$0.00	\$0.00	\$0.00		\$11,682.00	\$0.00
83	SLAB ON GRADE	\$21,332.00	\$0.00	\$0.00	\$0.00	\$0.00		\$21,332.00	\$0.00
84	MASONRY	\$38,026.00	\$0.00	\$0.00	\$0.00	\$0.00		\$38,026.00	\$0.00
85	STRUCTURAL STEEL	\$10,918.00	\$0.00	\$0.00	\$0.00	\$0.00		\$10,918.00	\$0.00
86	STEEL ERECTION	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$5,000.00	\$0.00
87	MEMBRANE ROOFING	\$24,880.00	\$0.00	\$0.00	\$0.00	\$0.00		\$24,880.00	\$0.00
88	DAMPPROOFING	\$9,750.00	\$0.00	\$0.00	\$0.00	\$0.00		\$9,750.00	\$0.00
89	DOORS & FRAMES	\$3,050.00	\$0.00	\$0.00	\$0.00	\$0.00		\$3,050.00	\$0.00
90	ROUGH CARPENTRY	\$1,450.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,450.00	\$0.00
91	ACOUSTICAL CEILING	\$1,800.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,800.00	\$0.00
92	FLOORING	\$422.00	\$0.00	\$0.00	\$0.00	\$0.00		\$422.00	\$0.00
93	PAINTING	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00		\$3,500.00	\$0.00
94	TOILET PARTITIONS / ACCESS.	\$4,835.00	\$0.00	\$0.00	\$0.00	\$0.00		\$4,835.00	\$0.00
95	GRAPHICS	\$311.00	\$0.00	\$0.00	\$0.00	\$0.00		\$311.00	\$0.00
96	CASEWORK	\$7,609.00	\$0.00	\$0.00	\$0.00	\$0.00		\$7,609.00	\$0.00
97	HVAC SYSTEMS	\$15,305.00	\$0.00	\$0.00	\$0.00	\$0.00		\$15,305.00	\$0.00
98	PLUMBING SYSTEMS	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$25,000.00	\$0.00
99	ELECTRICAL	\$20,330.00	\$0.00	\$0.00	\$0.00	\$0.00		\$20,330.00	\$0.00
100	SOUND SYSTEM	\$1,290.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,290.00	\$0.00
101	FIRE ALARM	\$850.00	\$0.00	\$0.00	\$0.00	\$0.00		\$850.00	\$0.00
<b>102</b>	<b>TOTAL ALTERNATE #3</b>	<b>\$211,690.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$211,690.00</b>	<b>\$0.00</b>

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ARCHITECT'S PROJECT NO: #1383

## ECISD AUDITORIUM

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)		
103	<b>ALTERNATE #4 (\$93,974.00)</b>								
104	DEMOLITION	\$2,800.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,800.00	\$0.00
105	EARTHWORK	\$9,123.00	\$0.00	\$0.00	\$0.00	\$0.00		\$9,123.00	\$0.00
106	SLAB ON GRADE	\$12,548.00	\$0.00	\$0.00	\$0.00	\$0.00		\$12,548.00	\$0.00
107	MASONRY	\$14,787.00	\$0.00	\$0.00	\$0.00	\$0.00		\$14,787.00	\$0.00
108	STRUCTURAL STEEL	\$6,188.00	\$0.00	\$0.00	\$0.00	\$0.00		\$6,188.00	\$0.00
109	STEEL ERECTION	\$4,980.00	\$0.00	\$0.00	\$0.00	\$0.00		\$4,980.00	\$0.00
110	MEMBRANE ROOFING	\$11,200.00	\$0.00	\$0.00	\$0.00	\$0.00		\$11,200.00	\$0.00
111	DAMPPROOFING	\$8,250.00	\$0.00	\$0.00	\$0.00	\$0.00		\$8,250.00	\$0.00
112	DOORS & FRAMES	\$1,330.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,330.00	\$0.00
113	ROUGH CARPENTRY	\$650.00	\$0.00	\$0.00	\$0.00	\$0.00		\$650.00	\$0.00
114	FLOORING	\$944.00	\$0.00	\$0.00	\$0.00	\$0.00		\$944.00	\$0.00
115	PAINTING	\$1,800.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,800.00	\$0.00
116	GRAPHICS	\$64.00	\$0.00	\$0.00	\$0.00	\$0.00		\$64.00	\$0.00
117	CASEWORK	\$2,420.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,420.00	\$0.00
118	HVAC SYSTEMS	\$9,780.00	\$0.00	\$0.00	\$0.00	\$0.00		\$9,780.00	\$0.00
119	PLUMBING SYSTEMS	\$2,850.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,850.00	\$0.00
120	ELECTRICAL	\$2,420.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,420.00	\$0.00
121	SOUND SYSTEM	\$990.00	\$0.00	\$0.00	\$0.00	\$0.00		\$990.00	\$0.00
122	FIRE ALARM	\$850.00	\$0.00	\$0.00	\$0.00	\$0.00		\$850.00	\$0.00
123	<b>TOTAL ALTERNATE #4</b>	<b>\$93,974.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$93,974.00</b>	<b>\$0.00</b>
	<b>GRAND TOTALS</b>	<b>\$1,945,206.00</b>	<b>\$39,126.00</b>	<b>\$56,500.00</b>	<b>\$39,000.00</b>	<b>\$134,626.00</b>	<b>6.92%</b>	<b>\$1,810,580.00</b>	<b>\$6,731.30</b>

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

**Agenda Item Summary Sheet (4 B.4)**  
**Meeting Date: November 17, 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 No. I68374 – El Campo High School Auditorium Renovations.** Payment to A&E – The Graphics Complex for printing of construction documents.

**Invoice No. 8287 – El Campo High School Auditorium Renovations, Application for Payment No. 4 REIM.** This invoice in the amount of \$1,755.00 is reimburse RWS Architects for payment to Specialties of Texas, Inc., for plan review and inspection and TDLR Architectural Barriers Project Registration.

**ECISD Board Policy**

CH (LOCAL) PURCHASING AND ACQUISITION, PURCHASING AUTHORITY

**Effective Date**

November 17, 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**

**El Campo High School Auditorium Renovations**

**Payment Recap for High School Auditorium Renovations**

Date	Application for Payment No.	Invoice No.	Amount	Earned to Date	Balance Due
<b>Fee at 7.5% of Construction Costs</b>					<b>\$159,375.00</b>
7/9/14	2	8257	\$55,781.25	\$55,781.25	\$103,593.75
7/28/14	3	8267	\$63,750.00	\$119,531.25	\$39,843.75

**Reimbursable Expenses**

Date	Application for Payment No.	Invoice No.	Amount	Paid to Date
2/28/14	1 REIM	8224	\$5,840.33	\$5,840.33
10/8/14	A&E Invoice	168374	\$587.68	\$6,428.01
10/16/14	4 REIM	8287	\$1,775.00	\$8,203.01

**Student and Public Benefit**

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

**Procedural and Reporting Implications**

None.

**Public Comments**

None.

**Alternatives**

None.

**Other Comments and Related Issues**

None.

**Attachments**

- Invoice No. 168374 – El Campo High School Auditorium Renovations, A&E – The Graphics Complex

- Invoice No. 8287 – El Campo High School Auditorium Renovations, RWS Architects Application for Payment No. 4 REIM for reimbursement to Specialties of Texas, Inc.

**Contact Person(s)**

David Bright, Assistance Superintendent of Finance and Operations

**Action Required**

None.

**Superintendent's  
Recommendation**

No action required.

**Mark Pool, Superintendent of Schools**

# RWS ARCHITECTS Transmittal Letter

**PROJECT:** El Campo High School Auditorium Renovations  
**OWNER:** El Campo Independent School District  
**TO:** El Campo Independent School District  
 700 West Norris Street  
 El Campo, Texas 77437  
**ATTENTION:** Mr. Mark Pool, Superintendent

**DATE:** October 8, 2014  
**OWNER'S PROJECT NUMBER:**  
**RWS PROJECT NUMBER:** 1383  
**CONTRACTOR'S PROJECT NUMBER:**

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

COPIES	DATE	NO.	DESCRIPTION
1	09/30/14		A&E The Graphics Complex Invoice #168374 in the amount of \$587.68

**REMARKS:**

**THE ATTACHED IS A&E INVOICE #168374 IN THE AMOUNT OF \$587.68 IS FOR 6 CONSTRUCTION SETS OF FULL SIZE PLANS AND SPECIFICATIONS AND 3 1/2 SIZE PLANS FOR ECISD AND POLASEK CONSTRUCTION.**

**WE RECOMMEND PAYMENT DIRECTLY TO A&E THE GRAPHICS COMPANY, PO BOX 27286, HOUSTON, TEXAS, 77227.**

**THANK YOU.**

**DISTRIBUTION:**  
 File 1.1

**BY:** Dolly DeBray  
 Office Manager

*REVIEWED*  
*Mark Pool*  
*11/14/2014*

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# 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 09/30/14	PAGE 1	INVOICE NO. 168374
LOC-0 LI-0 REF> 354812		

INVOICE TO	EL CAMPO ISD C/O RWS ARCHITECTS 3100 TIMMONS LN STE. 410 HOUSTON TX 77027-5926	<b>RECEIVED</b> OCT 03 2014 RWS ARCHITECTS	BILL ONLY - 4235 RICHMOND AVE.  (713) 621-1651
	TR 17.51 0		

SM	WORK ORDER#	ACCOUNT NO.	REFERENCE	JOB#	P.O. NO.	SHIP DATE	TERMS
ES	003058681	31466	I68374	1383-ECHS	RENOV CONSSET	09/30/14	DUE 10/10/14
	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL		
507 ORIG	6	EA	COPY HIGH VOLUME 8.5X11		225.11		
	12	EA	9 1/4 X 11 KROMEKOTE 10PT C15		6.24		
	18	EA	8.5 X 11 CANARY 20# TEXT (500/		.63		
	204	EA	8.5 X 11 BLUE 20# TEXT (500/50		7.14		
	186	EA	8.5 X 11 GREEN 20# TEXT (500/5		6.51		
	72	EA	8.5 X 11 GRAY 20# TEXT (500/50		2.52		
	506	EA	DFS POSTING - SMALL DOC		50.60		
	6	EA	SCREW POST BIND 1/2"		23.70		
	2	EA	CD BURN		20.80		
138 PRINTS	1,242	SF	BOND PRINTS		119.23		
			6 sets of 23 orig. (30 X 42)				
1 PRINTS	1	EA	BOND PRINT SETUP		19.87		
69 PRINTS	207	SF	HALF SIZE BOND PRINTS		29.81		
			3 sets of 23 orig. (15 X 22)				
1 PRINTS	1	EA	1/2 SIZE BOND PRINT SETUP		9.94		
	9	EA	STAPLE BIND PRINTS		7.83		
	23	EA	DFS POSTING - PLANS		46.00		
	1	EA	DELIVERY TO CUSTOMER - ZONE 1		11.75		
	1	EA	PICKUP SERVICE (IF APPLICABLE)		NO CHARGE		
93 SUB-TOTAL						587.68	

ORDERED BY DOLLY DEBRAY  
 INVOICED BY: T. RENA

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

**TOTAL AMOUNT DUE** ▶

CONTINUED

# RWS Invoice

## ARCHITECTS

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

Date: October 16, 2014 ✓  
Invoice No.: 8287 ✓  
RWS Application for Payment No.: 4 REIM ✓  
Fee Basis: AT COST  
You're Purchase Order:

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

**One Thousand Seven Hundred Seventy Five & No/100 Dollars** **\$1,775.00**

The amount of the invoice is calculated as follows:

### Reimbursable Expenses

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

(see attached RWS Check No. 8063 dated 10/15/14 and Specialties of Texas, Inc.

Invoice-Proposal dated 10/04/14).....\$1,775.00

**TOTAL AMOUNT DUE THIS INVOICE** .....**\$1,775.00** ✓

THANK YOU

*REVIEWED*  
*Mark Pool*  
*11/14/2014*

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

INVOICE-PROPOSAL

DATE: 10/4/2014  
 e-mail : rah.spot@gmail.com

JOB: Renovations for El Campo HS Auditorium  
 El Campo HS Auditorium  
 600 West Norris Street  
 El Campo, TX 77437

CUSTOMER PO: \_\_\_\_\_

To:  
 MALCOLM M. GAUS, AIA  
 RWS ARCHITECTS INC  
 3100 TIMMONS LANE 410  
 HOUSTON, TX 77027

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

Contact: MALCOLM M. GAUS, AIA  
 OPH# : 713/621-1651  
 OFX#  
 E-mail : gaus@rwsarchitects.com

DESCRIPTION	PRICE
Based on an estimated PROJECT construction cost of: \$	1,950,000.00

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

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

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

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

TOTAL: \$1,775.00

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



**RWS**  
ARCHITECTS

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

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

8063

October 15, 2014

PAY TO THE  
ORDER OF

**SPECIALTIES OF TEXAS, INC.**

\$ \*\*\*\*\$1,775.00\*\*\*\*

\*\*\*\*\* One Thousand Seven Hundred Seventy Five and 00/100\*\*\*\*\* DOLLARS

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

MEMO

  
AUTHORIZED SIGNATURE

⑈0000008063⑈ ⑆111900659⑆ 6885036993⑈

RWS ARCHITECTS INCORPORATED

8063

**SPECIALTIES OF TEXAS, INC.**

October 15, 2014

\*\*\*\$1,775.00\*\*\*

#1383/ECISD-Renovations for El Campo High School Auditorium

RWS ARCHITECTS INCORPORATED

8063

**SPECIALTIES OF TEXAS, INC.**

October 15, 2014

\*\*\*\$1,775.00\*\*\*

#1383/ECISD-Renovations for El Campo High School Auditorium

**Agenda Item Summary Sheet (4 B.18)**  
**Meeting Date: November 17, 2014**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

**Consent Agenda:  
Business and Support  
Services**

Review of Monthly Financial Reports for Month of October

**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**

October 31, 2014

**Previous Board Action**

Approval of 2014-2015 General Operating Budget on August 19, 2014.

**Future Action Expected**

The Board will review the monthly financial statements at each regular monthly board meeting.

**Background Information and  
Significant Issues**

The unaudited fund balance in the General Fund (Fund 199 only) on August 31, 2014 was \$6,074,037, which is 21.85% of the approved General Fund operating expenditures (as defined in the AEIS Report) of \$27,800,164.

Fund balance designated for replacement of artificial turf at Ricebird Stadium is \$350,000, leaving an undesignated fund balance of \$5,724,037; or 20.59% of the approved General Fund operating expenditures (as defined in the AEIS Report).

The following budget amendments have reduced that amount throughout the year:

- Security Cameras for High School..... \$99,235
- Baseball / Softball Complex ..... \$49,825
- TOTAL..... \$149,060

The current undesignated fund balance is \$5,574,977 or 20.05% of the approved General Fund operating expenditures (as defined in the AEIS Report).

**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 17.85% of our amended revenue projections; and expended 21.80% of our amended expenditure estimates.

Compared to the same time last year, our revenue decreased by (\$351,703) and our expenditures increased by \$335,422.

	2010-2011		2011-2012		2012-2013		2013-2014		2014-2015	
	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp
<b>Sep</b>	9.93%	10.95%	10.63%	12.13%	10.87%	15.21%	9.73%	13.30%	9.48%	7.12%
<b>Oct</b>	18.64%	18.81%	19.79%	20.05%	19.84%	22.74%	19.43%	21.26%	17.85%	21.80%
<b>Nov</b>	27.97%	23.69%	29.84%	27.07%	30.94%	28.88%	29.49%	28.75%		
<b>Dec</b>	41.96%	30.73%	41.60%	33.20%	44.98%	35.39%	44.93%	35.84%		
<b>Jan</b>	60.48%	37.99%	64.61%	40.50%	65.81%	42.09%	64.89%	43.90%		
<b>Feb</b>	66.83%	48.02%	69.97%	50.83%	71.78%	51.52%	70.55%	52.93%		
<b>Mar</b>	68.88%	55.20%	72.10%	57.21%	74.26%	57.69%	72.50%	60.40%		
<b>Apr</b>	73.41%	62.72%	77.12%	64.95%	78.68%	65.38%	77.18%	68.40%		
<b>May</b>	77.20%	69.62%	81.11%	71.59%	82.15%	71.53%	80.73%	76.17%		
<b>Jun</b>	82.93%	76.81%	87.17%	78.14%	87.97%	79.86%	86.24%	81.52%		
<b>Jul</b>	89.99%	84.05%	93.70%	85.44%	94.13%	88.19%	93.06%	88.46%		
<b>Aug</b>	100.38%	98.74%	100.06%	98.47%	100.17%	98.97%	100.12%	98.89%		

**Tax Collection Report.** Our beginning tax levy of \$14,739,444 has been adjusted by (\$5,471) giving us a new adjusted levy of \$14,733,973; and we have currently collected \$34,548 which amounts to 0.23% of the adjusted levy. This leaves an uncollected balance of \$267,932.

Delinquent collections YTD are \$8,089 plus \$6,782 in penalty and interest.

	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
<b>Oct</b>	0.00%	0.35%	0.31%	0.21%	0.26%	0.23%
<b>Nov</b>	0.44%	8.60%	9.54%	12.48%	6.96%	
<b>Dec</b>	30.01%	39.54%	34.01%	39.14%	41.43%	
<b>Jan</b>	73.71%	81.26%	84.41%	83.67%	84.25%	
<b>Feb</b>	92.80%	93.50%	94.04%	94.27%	94.03%	
<b>Mar</b>	94.60%	94.95%	95.38%	95.47%	95.09%	
<b>Apr</b>	95.27%	95.52%	96.12%	96.07%	95.78%	
<b>May</b>	95.84%	96.26%	96.75%	96.51%	96.26%	
<b>Jun</b>	96.50%	96.67%	97.14%	96.88%	96.99%	
<b>Jul</b>	96.83%	97.10%	97.65%	97.50%	97.61%	
<b>Aug</b>	97.17%	97.74%	97.90%	97.68%	97.97%	
<b>Sep</b>	97.37%	97.88%	97.98%	97.84%	98.07%	

**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		
	2013-2014	2014-2015	Difference	2013-2014	2014-2015	Difference
<b>Revenue</b>	\$3,061,451	\$2,710,296	(\$351,155)	\$6,132,717	\$5,781,014	(\$351,703)
<b>Expenditures</b>	\$2,605,545	\$2,904,545	\$299,000	\$4,154,455	\$4,474,043	\$319,588
<b>Balance</b>	\$455,906	(\$194,249)	(\$650,155)	\$1,978,262	\$1,306,971	(\$671,291)

**Attachments**

- Monthly Financial Report – October 31, 2014
- Tax Collection Recap 2014-2015
- Cash Flow Report 2014-2015

**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  
November 17, 2014**

**Comparison of Revenue and Expenditures  
to the Budget for the General Operating, Food Service & Debt Service Fund  
9-1-14 to 10-31-14**

**ESTIMATED REVENUE:**

	<i>Original Budget</i>	<i>Amended Budget</i>	<i>Revenue Realized</i>	<i>Revenue Balance</i>
<i>Local:</i>	\$15,719,884	\$15,719,884	\$235,916	(\$15,483,968)
<i>State:</i>	\$15,055,162	\$15,055,162	\$5,378,697	(\$9,676,465)
<i>Federal:</i>	\$1,613,129	\$1,613,129	\$166,400	(\$1,446,729)
<i>Other Resources:</i>	\$0	\$0	\$0	\$0
<i>Total:</i>	\$32,388,175	\$32,388,175	\$5,781,014	(\$26,607,161)

**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>
\$32,388,175	\$32,537,235	\$4,474,043	\$2,618,008	\$7,092,051	\$25,445,184

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

	<i>2013-2014</i>	<i>2014-2015</i>	<i>Increase/ Decrease</i>
<i>Revenues:</i>	\$6,132,717	\$5,781,014	(\$351,703)
<i>Expenditures:</i>	\$6,756,629	\$7,092,051	\$335,422
<i>Cash Position:</i>	\$11,519,042	\$10,224,972	(\$1,294,070)
<b>PRIOR MONTH CASH POSITION as of 9/30/14:</b>		\$10,553,973	

<b>GENERAL FUND - FUND BALANCE</b>	<b>GENERAL OPERATING</b>	<b>FUND BALANCE</b>	<b>% of OPERATING</b>	
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%	
GENERAL FUND - FUND BALANCE as of 8-31-14:	\$27,800,164	\$6,074,037	21.85%	unaudited

**BUDGET AMENDMENTS:**

Appropriate funds for Security Cameras for the High School Campus	\$99,235
Transfer funds for baseball/softball complex from the General Fund Balance	\$49,825

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

**TAX COLLECTION RECAP  
2014 - 2015**

<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-14	\$14,739,444	-\$5,471	\$14,733,973	34,548	0.23%	0.26%	\$8,089	\$6,782	\$49,418	
<b>Year To Date</b>				<b>34,548</b>	<b>0.23%</b>	<b>0.26%</b>	<b>8,089</b>	<b>6,782</b>	<b>\$49,418</b>	<b>\$14,699,426</b>

**EL CAMPO INDEPENDENT SCHOOL DISTRICT**  
**Cash Flow**  
**2014-2015**

199	GENERAL FUND	Actual Sep-14	Actual Oct-13	Actual Oct-14	Actual Nov-13	Actual Dec-13	Actual Jan-14	Actual Feb-14	Actual Mar-14	Actual Apr-14	Actual May-14	Actual Jun-14	Actual Jul-14	Actual Aug-14	2013-14 Totals
<b>REVENUE:</b>															
<b>5700</b>	<b>Local Revenue:</b>														
5711	Taxes Current Year	12,236	31,010	30,501	1,144,443	3,840,618	5,176,225	1,181,680	126,868	80,603	57,585	89,190	72,103	43,140	11,862,846
5712	Taxes Prior Years	6,688	46,798	7,092	24,066	14,982	29,478	43,942	12,349	22,616	8,355	14,135	36,878	5,353	268,880
5717	Misc-Vehicle Inventory	0	0	0	0	0	0	10,783	0	0	0	0	0	0	15,912
5719	Pen, Int, & Other	6,056	15,539	5,982	10,107	9,702	16,505	40,801	15,948	19,437	10,728	19,023	33,088	10,345	212,051
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	-160	0	0	0	0	0	0	-200	11,240	0	2,985	14,025
5740	Other Local Sources	4,231	3,305	3,500	243,599	3,806	4,248	4,096	3,850	5,859	3,238	2,768	5,029	109,071	394,147
5750	Co/Curr Activities	25,930	22,069	21,253	18,556	4,595	3,283	2,494	719	26	559	0	21,560	4,795	101,228
	<b>Total Local Rev:</b>	<b>55,141</b>	<b>118,721</b>	<b>68,168</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>128,541</b>	<b>80,266</b>	<b>136,356</b>	<b>168,658</b>	<b>180,819</b>	<b>12,869,089</b>
<b>5800</b>	<b>State Revenue:</b>														
5811	Available School Fund	0	0	0	0	93,427	29,376	29,376	138,747	96,900	92,378	145,727	94,115	136,463	856,509
5812	Foundation Entitlement	2,833,762	2,332,810	2,326,469	1,222,426	49,747	0	0	0	967,250	628,198	1,259,061	1,634,606	2,259,536	13,188,686
5812	Founda Ent-Prior Yr	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5819	LEP Student Success Init	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5820	Misc State Program Rev	0	6,834	0	0	0	0	0	0	0	0	0	0	4,920	11,754
5831	TRS On-Behalf	102,653	102,434	103,156	102,700	103,825	102,601	102,651	102,826	102,106	102,587	103,506	103,889	159,865	1,292,130
	<b>Total State Rev:</b>	<b>2,936,415</b>	<b>2,442,078</b>	<b>2,429,625</b>	<b>1,325,126</b>	<b>246,999</b>	<b>131,977</b>	<b>132,027</b>	<b>241,573</b>	<b>1,166,256</b>	<b>823,163</b>	<b>1,508,294</b>	<b>1,832,610</b>	<b>2,560,784</b>	<b>15,349,079</b>
<b>5900</b>	<b>Federal Revenue:</b>														
5930	Federal	4,900	283,668	0	0	4,231	0	0	0	0	4,315	0	6,304	0	298,518
	<b>Total Federal Rev:</b>	<b>4,900</b>	<b>283,668</b>	<b>0</b>	<b>0</b>	<b>4,231</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,315</b>	<b>0</b>	<b>6,304</b>	<b>0</b>	<b>298,518</b>
<b>7900</b>	<b>Other Res/Non-Oper</b>														
	Other Res/Non-Oper	0	0	0	0	0	0	0	0	0	0	735,254	0	0	735,254
	<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>735,254</b>	<b>0</b>	<b>0</b>	<b>735,254</b>
	<b>Total Revenue:</b>	<b>2,996,456</b>	<b>2,844,467</b>	<b>2,497,793</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>1,294,797</b>	<b>907,744</b>	<b>2,379,904</b>	<b>2,007,573</b>	<b>2,741,603</b>	<b>29,251,939</b>
<b>EXPENDITURES:</b>															
<b>6000</b>	<b>Expenditures:</b>														
6100	Payroll Costs	1,106,045	1,698,951	1,731,554	1,720,586	1,726,120	1,694,389	1,720,841	1,721,032	1,694,897	1,737,904	1,758,012	1,732,422	2,404,369	20,739,821
6200	Contracted Services	178,116	309,751	432,363	318,923	308,172	332,280	309,543	263,733	281,119	262,688	324,499	352,899	496,917	3,750,201
6300	Supplies & Materials	161,538	87,818	140,376	144,296	126,131	148,015	72,797	162,010	193,907	215,683	194,721	73,146	139,976	1,664,571
6400	Other Operating	27,493	223,652	286,969	23,308	44,324	215,905	57,181	35,112	223,415	135,917	77,023	191,762	83,415	1,348,013
6500	Debt Services	0	0	0	500	0	0	98,675	0	0	0	21,659	-867	10,328	130,294
6600	Capital Outlay	0	86,055	69,138	335,164	26,790	35,410	0	30,570	0	30,590	123,955	141,548	481,196	1,317,998
8900	Other Uses/Non Operating	49,825	0	0	0	0	454,870	0	192,726	265,311	149,760	952,777	388,479	313,803	2,717,727
	<b>Total Expenditures:</b>	<b>1,523,017</b>	<b>2,406,227</b>	<b>2,660,399</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>2,658,649</b>	<b>2,532,542</b>	<b>3,452,645</b>	<b>2,879,388</b>	<b>3,930,005</b>	<b>31,668,625</b>
	<b>ENDING BALANCE</b>	<b>1,473,439</b>	<b>438,240</b>	<b>-162,606</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>-1,363,852</b>	<b>-1,624,798</b>	<b>-1,072,742</b>	<b>-871,815</b>	<b>-1,188,402</b>	
	<b>GF FB as of 8/31/14</b>	<b>6,074,037</b>													
		<b>7,547,476</b>	<b>10,525,019</b>	<b>7,384,870</b>	<b>7,607,990</b>	<b>9,501,387</b>	<b>11,982,234</b>	<b>11,139,018</b>	<b>9,135,143</b>	<b>7,771,291</b>	<b>6,146,493</b>	<b>5,073,752</b>	<b>4,201,936</b>	<b>3,013,535</b>	

240	FOOD SERVICE	Actual Sep-14	Actual Oct-13	Actual Oct-14	Actual Nov-13	Actual Dec-13	Actual Jan-14	Actual Feb-14	Actual Mar-14	Actual Apr-14	Actual May-14	Actual Jun-14	Actual Jul-14	Actual Aug-14	2013-14 Totals
<b>REVENUE:</b>															
<b>5700</b>	<b>Local Revenue:</b>														
	Earnings from Temp Dep				413	0	0	459	0	0	527	0	0	504	1,903
	Foundation Revenue														
	Lunch	31,579	35,514	34,541	28,146	21,567	29,874	30,366	23,007	29,684	27,314	2,814	92	23,764	284,195
	Breakfast	6,403	8,574	8,322	6,646	5,980	6,464	7,296	6,469	7,152	6,576	791	0	4,084	67,272
	A La Carte	10,674	9,853	11,273	8,162	6,740	8,998	10,605	7,420	10,889	10,274	1,706	0	3,201	86,413
	Adult Lunches	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Catering/Vending	191	0	0	0	269	1,105	1,181	0	1,042	1,408	4,250	219	2,035	11,510
	Summer Food Service	0	0	0	0	0	0	0	0	0	0	22	0	0	131
	<b>Total Local Rev:</b>	<b>48,847</b>	<b>53,942</b>	<b>54,136</b>	<b>43,367</b>	<b>34,556</b>	<b>46,441</b>	<b>49,908</b>	<b>36,896</b>	<b>48,766</b>	<b>46,099</b>	<b>9,583</b>	<b>311</b>	<b>33,587</b>	<b>451,423</b>
<b>5800</b>	<b>State Revenue</b>														
5829	Misc St Program Rev.	0	1,046	0	0	0	0	0	9,685	0	0	0	0	0	10,731
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>0</b>	<b>9,685</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,731</b>
<b>5900</b>	<b>Federal Revenue</b>														
5921	School Breakfast	0	36,071	31,267	41,264	33,639	26,664	28,447	33,641	26,732	37,747	35,244	8,991	9,243	306,634
5922	National School Lunch	0	102,977	112,003	116,069	92,093	77,755	92,659	101,619	80,978	109,881	100,377	25,795	35,863	904,063
5923	USDA Donated Com	9,115	9,513	9,115	9,513	9,513	9,513	9,513	9,513	9,513	9,513	9,513	9,513	-1,953	102,693
5929	Fed Rev TEA-Sum Feed	0	0	0	0	0	0	0	0	0	0	0	0	0	43,054
	<b>Total Federal Rev:</b>	<b>9,115</b>	<b>148,562</b>	<b>152,385</b>	<b>166,846</b>	<b>135,246</b>	<b>113,933</b>	<b>130,619</b>	<b>144,774</b>	<b>117,224</b>	<b>157,141</b>	<b>145,135</b>	<b>44,299</b>	<b>43,153</b>	<b>1,356,444</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>57,962</b>	<b>203,550</b>	<b>206,521</b>	<b>210,213</b>	<b>169,802</b>	<b>160,374</b>	<b>180,527</b>	<b>191,355</b>	<b>165,990</b>	<b>203,240</b>	<b>154,718</b>	<b>44,610</b>	<b>76,740</b>	<b>1,818,598</b>
<b>EXPENDITURES:</b>															
<b>6000</b>	<b>Expenditures:</b>														
6100	Payroll & Benefits	36,939	45,692	53,347	47,895	50,202	46,494	46,470	47,552	45,321	46,622	47,802	43,821	59,163	566,166
6200	Contracted Services	0	123,608	180,929	135,901	111,701	124,026	48,909	110,613	112,214	109,199	102,195	50,576	26,421	1,055,362
6300	Supplies & Materials	9,542	20,610	9,794	10,007	9,945	10,164	9,720	9,681	9,695	9,928	10,388	9,659	2,701	122,304
6400	Other Operating	0	165	76	105	160	55	61	234	42	80	197	0	322	1,432
6600	Capital Outlay	0	9,243	0	0	0	0	0	14,177	0	0	0	0	0	23,420
	<b>Total Expenditures:</b>	<b>46,481</b>	<b>199,318</b>	<b>244,146</b>	<b>193,908</b>	<b>172,007</b>	<b>180,739</b>	<b>105,161</b>	<b>182,257</b>	<b>167,272</b>	<b>165,830</b>	<b>160,581</b>	<b>104,056</b>	<b>88,607</b>	<b>1,768,684</b>
	<b>ENDING BALANCE</b>	<b>11,481</b>	<b>12,765</b>	<b>-26,144</b>	<b>-9,839</b>	<b>-12,044</b>	<b>-32,410</b>	<b>42,956</b>	<b>52,054</b>	<b>50,771</b>	<b>88,182</b>	<b>82,319</b>	<b>22,872</b>	<b>11,005</b>	

511	DEBT SERVICE	Actual Sep-14	Actual Oct-13	Actual Oct-14	Actual Nov-13	Actual Dec-13	Actual Jan-14	Actual Feb-14	Actual Mar-14	Actual Apr-14	Actual May-14	Actual Jun-14	Actual Jul-14	Actual Aug-14	2013-14 Totals
<b>REVENUE:</b>															
5700	<b>Local Revenue:</b>														
5711	Taxes Current Year	1,831	4,640	4,047	171,262	574,735	774,605	176,834	18,986	12,062	8,617	13,347	10,790	6,456	1,775,243
5712	Taxes Prior Years	915	6,775	996	3,347	2,015	4,295	6,201	1,783	3,051	1,206	2,031	4,983	752	37,698
5719	Pen, Int, & Other	763	1,928	800	1,048	785	1,105	5,166	2,194	2,379	1,437	2,682	4,060	1,453	25,396
5742	Earnings Fm Temp Dep	132	90	140	107	166	344	388	394	390	410	404	423	257	3,465
	<b>Total Local Rev:</b>	3,642	13,434	5,983	175,764	577,702	780,348	188,590	23,357	17,883	11,671	18,464	20,255	8,918	1,841,803
5800	<b>State Revenue:</b>														
5829	St Rev Dist By TEA	0	0	0	22,190	0	0	0	0	0	0	0	0	0	22,190
	<b>Total State Rev:</b>	0	0	0	22,190	0	0	0	0	0	0	0	0	0	22,190
7900	<b>Other Res/Non-Oper:</b>														
7911	Issuance of Bonds	0	0	0	0	0	0	0	0	16,179,995	0	0	0	0	16,179,995
7916	Issuance of Bonds	0	0	0	0	0	0	0	0	1,369,608	0	0	0	0	1,369,608
7940	Other Res/Non-Oper Rev	0	0	0	1,619	0	0	0	0	-1,619	0	0	0	0	0
	<b>Total Other Res:</b>	0	0	0	1,619	0	0	0	0	17,547,983	0	0	0	0	17,549,603
	<b>Total Revenue:</b>	3,642	13,434	5,983	199,573	577,702	780,348	188,590	23,357	17,883	17,559,655	18,464	20,255	8,918	19,413,596
<b>EXPENDITURES:</b>															
6000	<b>Expenditures:</b>														
6500	Debt Service														
6511	Bond Principal	0	0	0	0	0	0	405,000	0	0	0	0	0	695,000	1,100,000
6521	Interest on Bonds	0	0	0	0	0	0	346,312	0	0	-15,529	0	0	283,655	614,438
6599	Other Debt Fees	0	0	0	500	0	0	0	400	0	282,082	0	0	0	282,982
8949	Other Uses-Bond Escrow	0	0	0	0	0	0	0	0	0	17,254,997	0	0	0	17,254,997
	<b>Total Expenditures:</b>	0	0	0	500	0	0	751,312	400	0	17,521,550	0	0	978,655	19,252,417
	<b>ENDING BALANCE</b>	3,642	18,851	9,625	208,698	786,400	1,566,748	1,004,026	1,026,983	1,044,865	1,082,970	1,101,434	1,121,689	151,953	
<b>Total Approved Budget</b>															
199, 240, 511															
	<b>TOTAL REVENUE</b>	3,058,060	3,061,451	2,710,296	3,175,684	4,872,437	6,302,438	1,784,939	616,019	1,478,670	18,670,639	2,553,086	2,072,437	2,827,261	50,486,327
	<b>TOTAL EXP</b>	1,569,498	2,605,545	2,904,545	2,737,185	2,403,544	3,061,608	3,115,510	2,587,840	2,825,921	20,219,922	3,613,226	2,983,444	4,997,267	52,699,923
	<b>ENDING BALANCE</b>	1,488,562	1,978,262	1,294,313	1,732,812	4,201,705	7,442,535	6,111,964	4,140,142	2,792,891	1,243,608	183,468	-727,539	-2,897,544	

<b>Curriculum and Instruction</b>	Report on Special Education Performance Based Monitoring Analysis System
<b>Summary</b>	<p>November is the month scheduled for the Administration to report to the Board the results of the Performance-Based Monitoring Analysis System indicators for Special Education.</p> <p>District Goal No. 1 – Increase Student Achievement State Performance Index No. 2 – Student Progress Performance Indicator 1.E – Special Education Students are Appropriately Served.</p> <p>Objective – Students with special needs shall be provided appropriate, individualized intensive instruction in the least restrictive environment. The percentage of students served by special education programs shall be consistent with state and national averages and special education students will make academic gains that exceed the Performance-Based Monitoring Analysis System standard in all tested areas.</p> <p>The Performance-Based Monitoring Analysis System (PBMAS) is used to monitor special education programs and other federal programs such as No Child Left Behind, career and technical education and bilingual/English as a second language. The system focuses on program effectiveness and student performance by assessing a district's performance on a set of indicators. Districts in non-compliance are required to undertake improvement activities and face possible sanctions if not achieved.</p>
<b>ECISD Board Policy</b>	None.
<b>Effective Date</b>	November 17, 2014
<b>Previous Board Action</b>	On March 19, 2013, the Board approved the Board Monitoring System as means of measuring local accountability. The document is continually being revised to correlate with the new state testing and accountability system.
<b>Future Action Expected</b>	The Board will annually receive a report showing the missed indicators for Special Education students as reflected on the Performance-Based Monitoring Analysis System standard.

<b>Background Information and Significant Issues</b>	Kelly Waters and Dan Hammock will present information at the meeting.
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Board of Trustees uses information to measure local accountability to students and district patrons.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	None.
<b>Contact Person(s)</b>	Kelly Waters, Assistant Superintendent of Curriculum and Instruction Dan Hammock, Director of Special Education
<b>Action Required</b>	No action required.
<b>Superintendent's Recommendation</b>	This is an informational report only. <b>Mark Pool, Superintendent of Schools</b>

**Agenda Item Summary Sheet (6 A)**  
**Meeting Date: November 17, 2014**  
**Submitted by: Mark Pool, Superintendent**

## ***Discussion Only***

**Business and Operations** Discuss Proposed Structure for Unlimited Tax School Building Bonds, Series 2015 and Series 2016

**Summary** Our financial advisor, Lewis Wilks, with U.S. Capital Advisors, and I have had a discussion about how to structure the sale of the bonds recently approved in the November 4<sup>th</sup> bond referendum. It will be advantageous to the District to keep these bonds as bank qualified (BQ), and as you are aware, to do so we must limit the amount of bonds sold to less than \$10 million per year.

We are recommending that the District sell \$9.5 million in January 2015. Selling these bonds as bank qualified should save the district 30-40 basis points; i.e., 0.30% to 0.40%.

The remainder of the \$12 million of approved bonds, which would be \$2.5 million, would then be sold in January 2016. If the interest rates are favorable, we could combine into one transaction the sale of these bonds with \$2.7 million in refunding bonds from the balance of our 2006 Series. These bonds are callable on August 15, 2015. This would give us a combined total transaction of \$5.2 million, which would be bank qualified.

If interest rates are not favorable to do the refunding, Lewis believes that the current savings of 30-40 basis points will offset in increase in rates on the \$2.5 million balance.

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

**Effective Date** November 17, 2013

**Previous Board Action** At a Special Meeting on August 12, 2014 the Board ordered a bond referendum for *“The Issuance of \$12,000,000 bonds for school buildings, school sites, and the levying of a tax in payment thereof.”*

**Future Action Expected** At the regular meeting on January 20, 2015, the Board will consider approval the sale of a portion of the \$12 million in bonds.

**Background Information and Significant Issues** None.

<b>Fiscal Impact</b>	Structuring the bonds as “bank qualified” could save the district 30-40 basis points.  Refunding the balance of the Series 2006 bonds in January of 2016 could save the district additional money.
<b>Student and Public Benefit</b>	Obtaining the best financial impact as possible.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None
<b>Attachments</b>	None.
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools  David Bright, Assistant Superintendent of Finance and Operations
<b>Action Required</b>	No action required.
<b>Superintendent’s Recommendation</b>	This is a discussion item only.  <b>Mark Pool, Superintendent of Schools</b>

**Agenda Item Summary Sheet (6 D)**  
**Meeting Date: November 17, 2014**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Only***

<b>Business and Operations</b>	Preliminary Timeline for Proposed Renovation and New Construction Projects
<b>Summary</b>	<p>Malcolm Gaus and I met last Thursday, November 13<sup>th</sup>, to develop a preliminary timeline for the renovation and new construction projects planned with the passing of the bond referendum.</p> <p>The timeline begins with the following at the regular meeting on December 15, 2014:</p> <ul style="list-style-type: none"><li>• Approval of contract with architect;</li><li>• Approval of Construction Manager at Risk as the construction delivery method for the elementary classrooms and restroom / locker room complex;</li><li>• Authorize Request for Qualifications and approved evaluation criteria for Construction Manager at Risk;</li><li>• Approval of Competitive Sealed Proposals as the construction delivery method for the Agriculture Education Project Center;</li><li>• Approve criteria for evaluating competitive sealed proposals.</li></ul> <p>Anticipated substantial completion of all projects is August 1, 2016.</p>
<b>ECISD Board Policy</b>	None.
<b>Effective Date</b>	November 17, 2014
<b>Previous Board Action</b>	None.
<b>Future Action Expected</b>	None.
<b>Background Information and Significant Issues</b>	None.
<b>Fiscal Impact</b>	Unknown.

<b>Student and Public Benefit</b>	Projects are scheduled to run simultaneously and to be completed at the earliest possible date.
<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>• Preliminary Timeline for Proposed Renovations and New Construction Projects</li> </ul>
<b>Contact Person(s)</b>	<p>Mark Pool, Superintendent of Schools</p> <p>David Bright, Assistant Superintendent of Finance and Operations</p>
<b>Action Required</b>	No action required.
<b>Superintendent's Recommendation</b>	<p>This is an information item only.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

Project	Hutchins Classroom Addition and Renovations	Restroom / Locker Room Complex at Ricebird Stadium	Agriculture Education Project Center
Nov-Dec			<ul style="list-style-type: none"> <li>Architect meets with administration and Ag Teachers to finalize Program of Work</li> </ul>
Dec 15, 2014	<ul style="list-style-type: none"> <li>Approve Contract with Architect</li> <li>Approve Construction Method – Construction Manager at Risk</li> <li>Authorize Request for Qualifications and Evaluation Criteria – Construction Manager at Risk</li> </ul>	<ul style="list-style-type: none"> <li>Approve Contract with Architect</li> <li>Approve Construction Method – Construction Manager at Risk</li> <li>Authorize Request for Qualifications and Evaluation Criteria – Construction Manager at Risk</li> </ul>	<ul style="list-style-type: none"> <li>Approve Contract with Architect</li> <li>Approve Construction Method – Competitive Sealed Proposals</li> <li>Approve Criteria for Evaluating Competitive Sealed Proposals</li> </ul>
Jan 2015	<ul style="list-style-type: none"> <li>Architect meets with administration and representatives from faculty and staff to finalize Program of Work</li> </ul>		
Jan 20, 2015	<ul style="list-style-type: none"> <li>Architect reviews Schematic Design with Board of Trustees</li> <li>Selection of Construction Manager at Risk</li> </ul>	<ul style="list-style-type: none"> <li>Selection of Construction Manager at Risk</li> </ul>	<ul style="list-style-type: none"> <li>Architect reviews Schematic Design with Board of Trustees</li> </ul>
Jan – Feb 2015		<ul style="list-style-type: none"> <li>Architect meets with administration and Athletic Director to finalize Program of Work</li> </ul>	
Feb 16, 2015	<ul style="list-style-type: none"> <li>Architect reviews Design and Development with Board of Trustees</li> </ul>	<ul style="list-style-type: none"> <li>Architect reviews Schematic Design with Board of Trustees</li> </ul>	<ul style="list-style-type: none"> <li>Architect reviews Design and Development with Board of Trustees</li> </ul>
Feb-Mar 2015	<ul style="list-style-type: none"> <li>CMAR works with Architect in Pre-Construction Phase to finalize design and development.</li> <li>Architect prepares construction</li> </ul>		

Project	Hutchins Classroom Addition and Renovations	Restroom / Locker Room Complex at Ricebird Stadium	Agriculture Education Project Center
	documents		
Mar 16, 2015			<ul style="list-style-type: none"> <li>District solicits Competitive Sealed Proposals</li> </ul>
Mar – Apr 2015		<ul style="list-style-type: none"> <li>CMAR works with Architect in Pre-Construction Phase to finalize design and development.</li> <li>Architect prepares construction documents</li> </ul>	
Apr 1, 2015	<ul style="list-style-type: none"> <li>CMAR solicits bids from subcontractors</li> </ul>		<ul style="list-style-type: none"> <li>Competitive Sealed Proposals received and evaluated</li> </ul>
Apr 16, 2015	<ul style="list-style-type: none"> <li>CMAR receives bids from subcontractors and develops Guaranteed Maximum Price</li> </ul>		
Apr 20, 2015	<ul style="list-style-type: none"> <li>Board of Trustees approves Guaranteed Maximum Price</li> </ul>		<ul style="list-style-type: none"> <li>Board of Trustees selects contractor</li> </ul>
Apr 21, 2015	<ul style="list-style-type: none"> <li>CMAR issued Notice to Proceed</li> </ul>		
APR 27, 2015		<ul style="list-style-type: none"> <li>CMAR solicits bids from subcontractors</li> </ul>	
May 1, 2015	<ul style="list-style-type: none"> <li>Construction Start Date</li> </ul>		<ul style="list-style-type: none"> <li>Construction Start Date</li> </ul>
May 14, 2015		<ul style="list-style-type: none"> <li>CMAR receives bids from subcontractors and develops Guaranteed Maximum Price</li> </ul>	
May 18, 2015		<ul style="list-style-type: none"> <li>Board of Trustees approves Guaranteed Maximum Price</li> </ul>	

<b>Project</b>	<b>Hutchins Classroom Addition and Renovations</b>	<b>Restroom / Locker Room Complex at Ricebird Stadium</b>	<b>Agriculture Education Project Center</b>
May 19, 2015		<ul style="list-style-type: none"> <li>• CMAR issued Notice to Proceed</li> </ul>	
Jun 6, 2015		<ul style="list-style-type: none"> <li>• Construction Start Date</li> </ul>	
Jan 31, 2016			<ul style="list-style-type: none"> <li>• Substantial Completion</li> </ul>
Jun 1, 2016	<ul style="list-style-type: none"> <li>• Partial Substantial Completion (New Construction)</li> </ul>		
Jun 6, 2016			
Aug 1, 2016	<ul style="list-style-type: none"> <li>• Substantial Completion (Renovations)</li> </ul>	<ul style="list-style-type: none"> <li>• Substantial Completion</li> </ul>	

**Agenda Item Summary Sheet (6 B)**  
**Meeting Date: November 17, 2014**  
**Submitted by: Mark Pool, Superintendent**

***Information Only***

<b>Business and Operations</b>	Proposed Timetable of Events for Unlimited Tax School Building Bond Series 2015
<b>Summary</b>	<p>The proposed Timetable of Events presented to the Board on July 29, 2014, has changed very little.</p> <ul style="list-style-type: none"><li>• The last day for the Board to canvass the election is November 18<sup>th</sup> rather than November 15<sup>th</sup>.</li><li>• Date for pricing bonds and board meeting to adopt bond order authorizing the sale of the Bonds has been changed from January 19<sup>th</sup> to January 20<sup>th</sup>.</li></ul>
<b>ECISD Board Policy</b>	CCA (LEGAL) – LOCAL REVENUE SOURCES, BOND ISSUES
<b>Effective Date</b>	November 17, 2014
<b>Previous Board Action</b>	At a Special Meeting on July 29, 2014, Lewis Wilks presented to the Board a <i>Preliminary Tax Rate Analysis</i> that contained the proposed Timetable of Events.
<b>Future Action Expected</b>	None.
<b>Background Information and Significant Issues</b>	None.
<b>Fiscal Impact</b>	Unknown.
<b>Student and Public Benefit</b>	All tasks for pricing and selling the bonds are clearly defined and scheduled.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.

**Other Comments and Related Issues**

None.

**Attachments**

- El Campo Independent School District, Unlimited Tax School Building Bonds, Series 2015 – Timetable of Events

**Contact Person(s)**

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

**Action Required**

No action required.

**Superintendent's Recommendation**

This is an information item only.  
**Mark Pool, Superintendent of Schools**

**EL CAMPO INDEPENDENT SCHOOL DISTRICT**  
**UNLIMITED TAX SCHOOL BUILDING BONDS, SERIES 2015**

**Timetable of Events**

NOVEMBER						
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						

DECEMBER						
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			

JANUARY - 2015						
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

FEBRUARY - 2015						
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

<u>Date</u>	<u>Action</u>	<u>Responsibility</u>
August	<b>Board Meeting</b> – Discuss and consider calling bond election for Nov. 4, 2014	ISD, BC, FA
August	Justice Department submission regarding pre-clearance of bond election	BC
8/18	Last day to call bond election for November 4, 2014	ISD, BC, FA
Sept./Oct.	Conduct community meetings informing the public of the District’s facility needs and the upcoming bond referendum	ISD, FA
10/20	First day for early voting and branch voting	ISD
10/31	Last day for early voting and branch voting	ISD
11/4	<b>Bond Election</b>	ISD, FA
11/12	Earliest day for the Board to canvass the election	ISD
11/14	Financial Advisor submits application to Permanent School Fund guarantee program	FA
11/15	Last day for the Board to canvass the election	ISD
11/19	Submit request to the District for information for the offering document	FA
12/3	Receive information from District for official statement	ISD
12/5	First draft of bond documents to working group	FA
12/5	Financial Advisor submits draft of bond documents to rating agencies	FA
12/11	Bond Counsel prepares draft order and draft opinion	BC
12/11	Submit Instructional Facilities Allotment (IFA) application to TEA (if applicable)	FA

<u>Date</u>	<u>Action</u>	<u>Responsibility</u>
12/12	Comments from working group on first draft of documents	BC, FA
12/12-13	Rating agency meetings/conference call	ISD, FA
12/16	Second draft of bond documents to working group	FA
12/22	Receive Permanent School Fund guarantee (if available)	FA
12/29	Second draft of comments from working group on documents	BC, FA
1/5	Final draft of bond documents to working group	FA
1/8	Final comments from working group on documents	BC, FA
1/12	Notify Texas Bond Reporter, The Bond Buyer, and Bloomberg of sale	FA
1/12	Print and distribute offering documents and order CUSIPs	FA
1/14	Receive ratings	FA
1/19	1/20 Bids Due - Pricing of the Bonds	ISD, FA, P
1/19	1/20 Special Board Meeting - adopt bond order authorizing the sale of the Bonds and other related matters	ISD, BC, FA
1/22	Bond counsel compiles transcript of proceedings and submits to Attorney General	BC
1/26	Print and distribute final offering documents	FA
2/10	Prepare and distribute closing memorandum	FA
2/17	Deliver Bonds	BC, FA, P

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**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 (6 C)**  
**Meeting Date: November 17, 2014**  
**Submitted by: Mark Pool, Superintendent**

## ***Action Required***

<b>Business and Operations</b>	Reimbursement Resolution for Unlimited Tax School Building Bonds, Series 2015
<b>Summary</b>	Our bond counsel has prepared a "Reimbursement Resolution" that will allow us to reimburse the General Fund for expenditures spent on the auditorium renovations from bond funds once the bonds are sold in January.
<b>ECISD Board Policy</b>	CCA (LEGAL) – LOCAL REVENUE SOURCES, BOND ISSUES
<b>Effective Date</b>	November 17, 2014
<b>Previous Board Action</b>	On August 26, 2014, the Board approved the Guaranteed Maximum Price from Construction Manager at Risk, Polasek Construction, Inc., for \$1,945,206.00.
<b>Future Action Expected</b>	None.
<b>Background Information and Significant Issues</b>	<p>The following Applications and Certifications for Payment have been approved:</p> <ul style="list-style-type: none"><li>• September 20, 2014 – Application No. 1 for \$39,126</li><li>• October 23, 2014 – Application No. 2 for \$134,626</li></ul> <p>The following are estimated draws:</p> <ul style="list-style-type: none"><li>• November 2014 - \$52,000</li><li>• December 2014 - \$460,000</li><li>• January 2015 - \$572,000</li></ul> <p>Total anticipated reimbursement amount is \$1,257,752. The resolution will allow reimbursement up to and not to exceed \$1,500,000.</p>
<b>Fiscal Impact</b>	Unknown.

<b>Student and Public Benefit</b>	More flexibility in use of Maintenance Tax Notes that have been used to pay for auditorium renovations.
<b>Procedural and Reporting Implications</b>	Return signed copy of Resolution to Tom Sage.
<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>• Resolution Expressing Intent to Finance Expenditures to be Incurred</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 a <i>“Resolution Expressing Intent to Finance Expenditures to be Incurred”</i> .
<b>Superintendent’s Recommendation</b>	<p>I recommend that Board approve a <i>“Resolution Expressing Intent to Finance Expenditures to be Incurred”</i>.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

**RESOLUTION EXPRESSING INTENT TO FINANCE EXPENDITURES TO BE  
INCURRED**

WHEREAS, El Campo Independent School District (the “District”), is an independent school district of the State of Texas, authorized to finance its activities by issuing obligations pursuant to Chapter 45, Texas Education Code, which may include qualified tax credit bonds or obligations the interest on which is excludable from gross income for federal income tax purposes (“tax-exempt obligations”), pursuant to Section 103 of the Internal Revenue of 1986, as amended (the “Code”), or both; and

WHEREAS, the District has made within the last 60-days and will make payments with respect to the Projects listed on Exhibit A attached hereto (the “Projects”), although no such payments have been made prior to the date hereof; and

WHEREAS, the District desires to reimburse itself for the costs associated with the Projects listed on Exhibit A attached hereto from the proceeds of qualified tax credit bonds or tax-exempt obligations, or both, to be issued subsequent to the date hereof; and

WHEREAS, the District reasonably expects to issue qualified tax credit bonds or tax-exempt obligations, or both, to reimburse itself for the costs associated with the Projects listed on Exhibit A attached hereto.

NOW, THEREFORE, be it resolved that:

**Section 1.** The District hereby declares its intent to reimburse itself for all costs that have been paid within the preceding 60-days and will be paid subsequent to the date hereof in connection with the acquisition of the Projects listed on Exhibit A attached hereto from the proceeds of qualified tax credit bonds or tax-exempt obligations, or both, to be issued subsequent to the date hereof.

**Section 2.** The District reasonably expects that the maximum principal amount of qualified tax credit bonds or tax-exempt obligations, or both, issued to reimburse the District for costs associated with the Projects listed on Exhibit A attached hereto will not exceed \$1,500,000.

ADOPTED THIS \_\_\_\_ DAY OF NOVEMBER, 2014.

EL CAMPO INDEPENDENT SCHOOL  
DISTRICT

By: \_\_\_\_\_  
President, Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees

(SEAL)

**EXHIBIT A**

**DESCRIPTION OF THE PROJECTS**

Item or Fund - - Described by  
Character, Type or Purpose

Amount – Described by  
Cost, Quantity or Size

Renovation and Equipment of High School Auditorium

\$1,500,000

**Business and Operations**      Review of Student Transportation Data and Discuss Possibility of an Internal Audit

**Summary**      Since the last board meeting we have collected a considerable amount of information related to student transportation for the board's review. Some of the information collected includes:

- Transportation Department Staff
- Inventory of Regular Route , Extracurricular, and Spare Buses
- Eligible Rider Information
- Transfer Rider Information
- Maps of Twelve Regular Routes
- Inventory of Special Education Buses
- Special Education Rider Information
- Maps of Special Education Routes
- Historical Actual Expenditures by Object Code
- Estimate of Annual Savings
- How Students Get Home
- Map Distribution of Walkers and Bike Riders – Hutchins
- Map Distribution of Walkers and Bike Riders – Northside
- Map Distribution of 2013-2014 Colorado Valley Transit Authority Riders

I contacted Texas Association of School Boards to discuss the possibility of having an internal management audit of our transportation services. They contract with Gibson Consulting Group out of Austin for these services.

Greg Gibson sent me a proposal for \$24,000 plus an estimated \$600 in expenses.

**ECISD Board Policy**      None.

**Effective Date**      November 17, 2014

**Previous Board Action**

May and June, 2010 – The Board had discussions regarding the possibility of tiered bus routing as a cost saving measure.

March 15, 2011 – The Board again discussed a tiered routing system. An alternative presented to the tiered routing system was the elimination of bus service within a two-mile radius of each campus.

April 19, 2011 – The Board discussed the elimination of bus routes within a two-mile radius of each campus.

May 17, 2011 – Vicki Molina requested to be placed on the agenda to discuss with the Board how the elimination of bus transportation would impact the children who lived in the El Campo Housing Authority. The Board postponed action on the elimination of bus routes within a two-mile radius of each campus in order to receive more information and possible alternatives.

June 1, 2011 – The Board voted to eliminate all regular bus transportation within the El Campo city limits.

June 21, 2011 – Teresa Jones addressed the Board during public comment on the elimination of bus transportation within the El Campo city limits.

July 19, 2011 – The Rev. Edward Dawson addressed the Board during public comment on the elimination of bus transportation within the El Campo city limits.

August 23, 2011 – Darrell Williams and Rev. Edward Dawson addressed the Board during public comment on the elimination of bus transportation within the El Campo city limits.

September 16, 2011 – Rita Hernandez requested to be placed on the agenda and provided information supporting her concern about the elimination of bus transportation within the El Campo city limits.

October 18, 2011 – Harold Simmons presents petition to the Board.

October 20, 2014 – Jama Allen and Karen Conner addressed the Board regarding student transportation.

**Future Action Expected**

None.

**Background Information and Significant Issues**

None.

**Fiscal Impact**

Estimated annual savings with projected bus replacement costs is \$434,337.

**Student and Public Benefit**

Limited resources can be redirected to other areas of need.

<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>• Transportation Department Staff</li> <li>• Inventory of Regular Route , Extracurricular, and Spare Buses</li> <li>• Eligible Rider Information</li> <li>• Transfer Rider Information</li> <li>• Maps of Twelve Regular Routes</li> <li>• Inventory of Special Education Buses</li> <li>• Special Education Rider Information</li> <li>• Maps of Special Education Routes</li> <li>• Historical Actual Expenditures by Object Code</li> <li>• Estimate of Annual Savings</li> <li>• How Students Get Home</li> <li>• Map Distribution of Walkers and Bike Riders – Hutchins</li> <li>• Map Distribution of Walkers and Bike Riders – Northside</li> <li>• Map Distribution of 2013-2014 Colorado Valley Transit Authority Riders</li> <li>• Proposal from Gibson Consulting Group</li> </ul>
<b>Contact Person(s)</b>	<p>Mark Pool, Superintendent of Schools</p> <p>David Bright, Assistant Superintendent of Finance and Operations</p> <p>Brett Schoppe, Director of Transportation</p> <p>Campus Principals</p>
<b>Action Required</b>	No action required.
<b>Superintendent's Recommendation</b>	<p>This is a discussion item only.</p> <p><b>Mark Pool, Superintendent of Schools</b></p>

## **EL CAMPO INDEPENDENT SCHOOL DISTRICT**

Mark Pool, Superintendent

700 West Norris Street

El Campo, Texas 77437

(979) 543-6771 Fax (979) 543-1670

David Bright

Assistant Superintendent

Brett Schoppe

Transportation Director

### El Campo Independent School District 2014 - 2015

#### Transportation Department Staff

1 - Director of Transportation

1 - Transportation Secretary

2 – Mechanics

12 – Regular Route Drivers

7 – Special Ed Route Drivers (Includes 1 driver for Wharton to Houston route)

2 – Substitute Drivers (as needed)

Regular Bus Inventory  
October 2014

10/29/2014

Bus #	Year	Manufacturer	Fuel Type	Mileage	Est. Miles /Mth.	Use	Frequency
1	2000	IH-Bluebird	Dsl	181423	25	Spare	Occasionally
2	2005	IH-C	Dsl	168378	25	Spare	Occasionally
7	2005	IC	Dsl	78372	2160	Reg. Route	Daily
8	2002	IH-C	Dsl	176182	2320	Reg. Route	Daily
9	2007	IC-E 300	Dsl	105628	750	Extra Curricular	Frequently
10	2006	IC	Dsl	144426	1560	Reg. Route	Daily
11	2003	IC	Dsl	127531	1480	Reg. Route	Daily
12	2007	IC-E 300	Dsl	106172	750	Extra Curricular	Frequently
13	2002	IH	Dsl	166435	1480	Reg. Route	Daily
14	2005	IC	Dsl	134662	1840	Reg. Route	Daily
15	2005	IC	Dsl	129555	2000	Reg. Route	Daily
16	2002	IC	Dsl	162457	150	Spare	Occasionally
17	2000	IH-C	Dsl	127141	1520	Reg. Route	Daily
18	2000	IH-C	Dsl	157961	1520	Reg. Route	Daily
19	2006	IC	Dsl	135008	2840	Reg. Route	Daily
20	2007	IC	Dsl	105943	750	Extra Curricular	Frequently
22	2007	IC	Dsl	83554	750	Extra Curricular	Frequently
23	2003	IC	Dsl	137139	150	Spare	Occasionally
24	2002	IC	Dsl	117000	1480	Reg. Route	Daily
25	2007	IC	Dsl	103404	750	Extra Curricular	Frequently
26	2007	IC	Dsl	120616	750	Extra Curricular	Frequently
27	2003	IH-C	Dsl	155062	150	Spare	Occasionally
28	1998	IH / Bluebird	Dsl	193997	50	P.E. Shuttle/Spare	Frequently
29	2012	FCCC - B2	Dsl	58662	750	Extra Curricular	Frequently
30	1998	IH-C	Dsl	173509	5	P.E. Shuttle/Spare	Seldom
60	2005	IC	Dsl	105316	2360	Reg. Route	Daily
61	1999	IH-C	Dsl	162149	50	Spare	Occasionally
62	2007	IC	Dsl	101156	750	Extra Curricular	Frequently

\* Bus temporarily out of service.

29165

### Rider Information by Route

10/29/2014

Route	By Campus												Total Riders	
	1	2	3	4	5	6	6	7	8	9	10	11		12
Eligible Riders	1st Run												2nd Run	
HS	11	6	6	16	13	20		3	11	6	10	11	7	120
MS	17	11	6	10	9	31		3	14	8	13	18	13	153
Hut	13	7	7	7	3			3	14	9	8	19	7	122
Myatt	12	3	5	7	7			1	35	5	6	9	6	103
NS	13	4	3	5	8			19	12	12	6	13	9	110
<b>Total Riders</b>	<b>66</b>	<b>31</b>	<b>27</b>	<b>45</b>	<b>40</b>	<b>51</b>	<b>45</b>	<b>56</b>	<b>52</b>	<b>40</b>	<b>43</b>	<b>70</b>	<b>42</b>	<b>608</b>

Daily AM Riders													
HS				3	1	1							5
MS				4	1	1							6
Hut							1						1
Myatt	4				1								5
NS													0
<b>Total Riders</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>

Daily PM Riders													
HS	1			1						1			2
MS	2					7							5
Hut	4			1			3					1	1
Myatt	2							3					1
NS	3						2	2					2
<b>Total Riders</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>7</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>11</b>

Frequent Riders													
HS	2			2						3		3	10
MS	1				1				1			1	4
Hut									4			4	8
Myatt									3			1	4
NS	1				1				1			1	5
<b>Total Riders</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>11</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>7</b>	<b>31</b>

Occasional Riders													
HS	4												4
MS													0
Hut	1												1
Myatt													0
NS													0
<b>Total Riders</b>	<b>5</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>5</b>

Transfer Rider Information by Route

10/29/2014

Route	1	2	3	4	5	6	6	7	8	9	10	11	12	
						1st Run	2nd Run							
<b>By Campus</b>														
<b>Ineligible Riders</b>														
HS					3								1	4
MS						1							5	6
Hut							2						3	5
Wyatt					1		1						4	6
NS							2						5	7
<b>Total Riders</b>	0	0	0	0	4	1	5	0	0	0	0	0	18	28

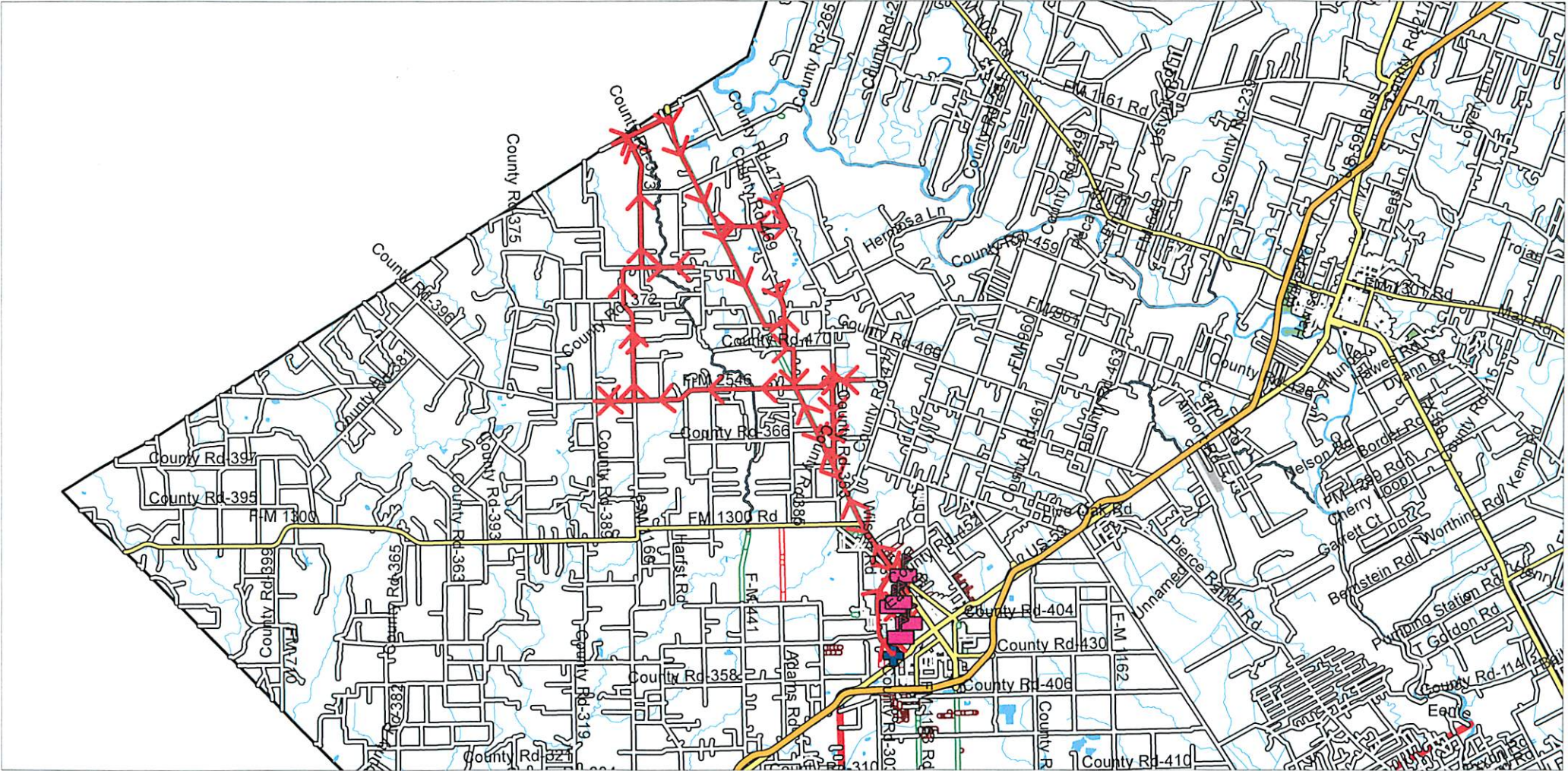
<b>Daily AM Only</b>														
HS														0
MS														0
Hut														0
Wyatt														0
NS														0
<b>Total Riders</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0

<b>Daily PM Only</b>														
HS					2									2
MS														0
Hut							1							1
Wyatt					1									1
NS							1							2
<b>Total Riders</b>	0	0	0	0	3	0	2	0	0	0	0	0	2	7

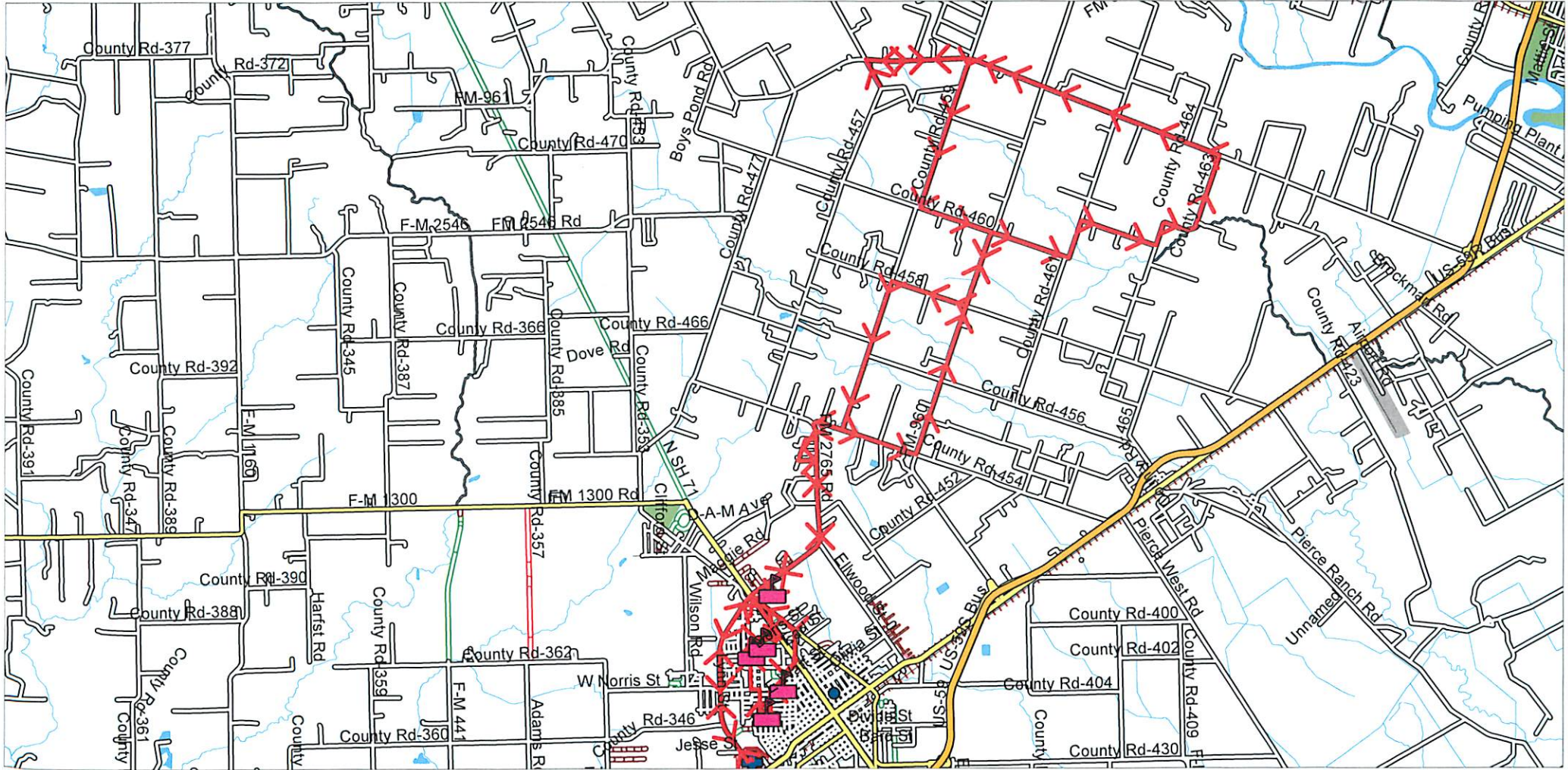
<b>Frequent Riders</b>														
HS														0
MS														0
Hut														0
Wyatt														0
NS														0
<b>Total Riders</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0

<b>Occasional Riders</b>														
HS														0
MS														0
Hut														0
Wyatt														0
NS														0
<b>Total Riders</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Rt. 1



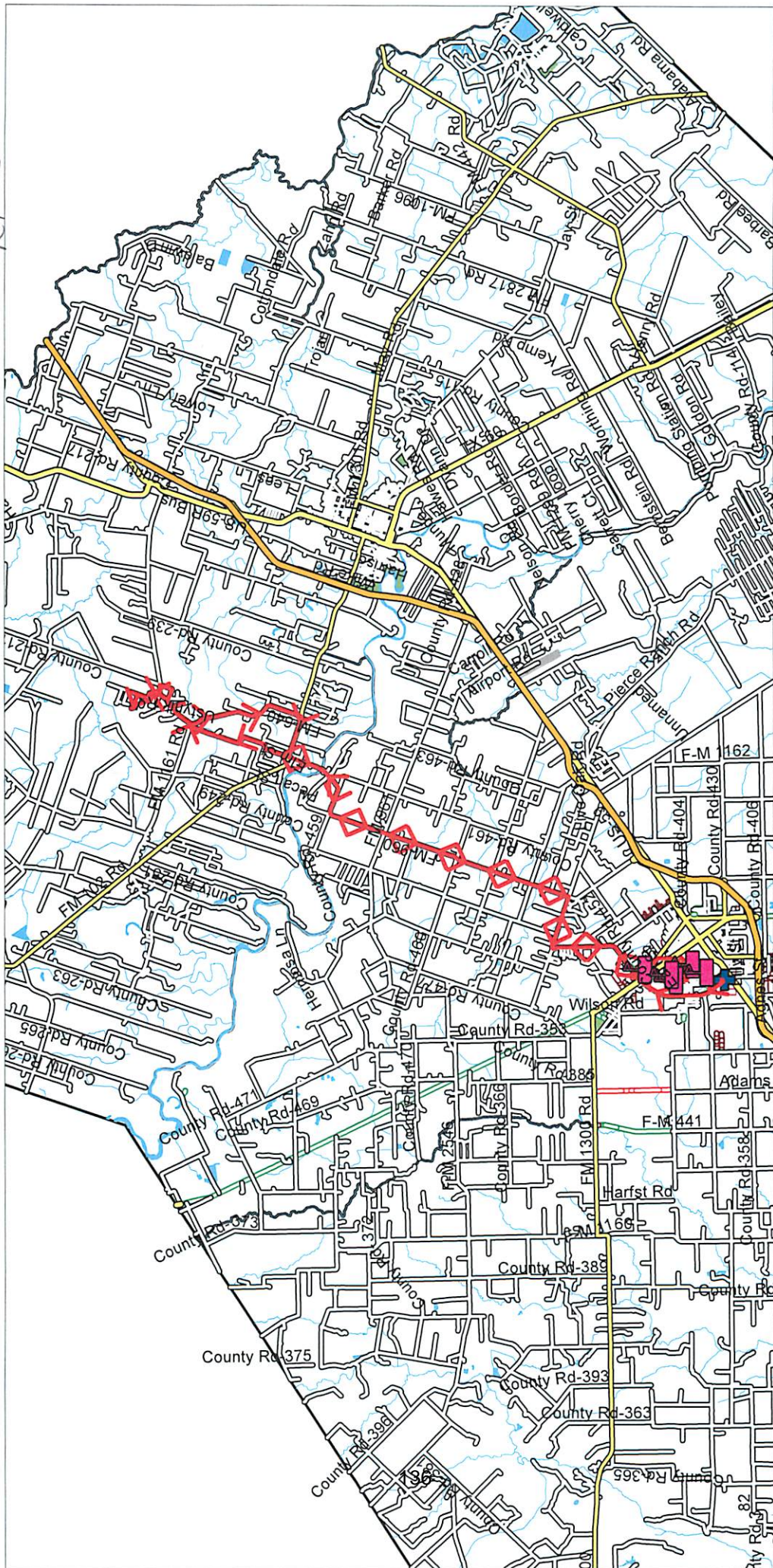
Pt. 2





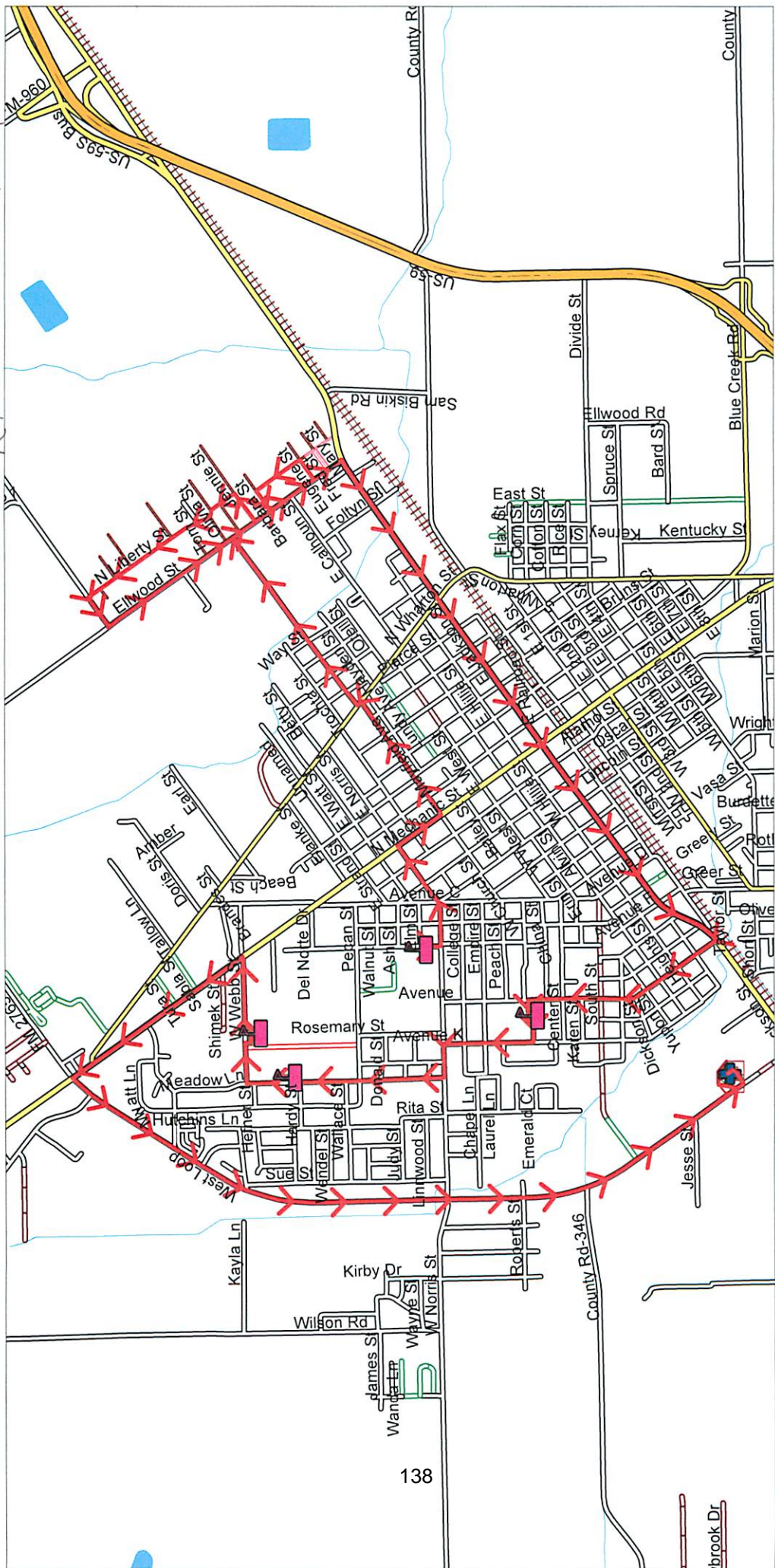


Rt. 5





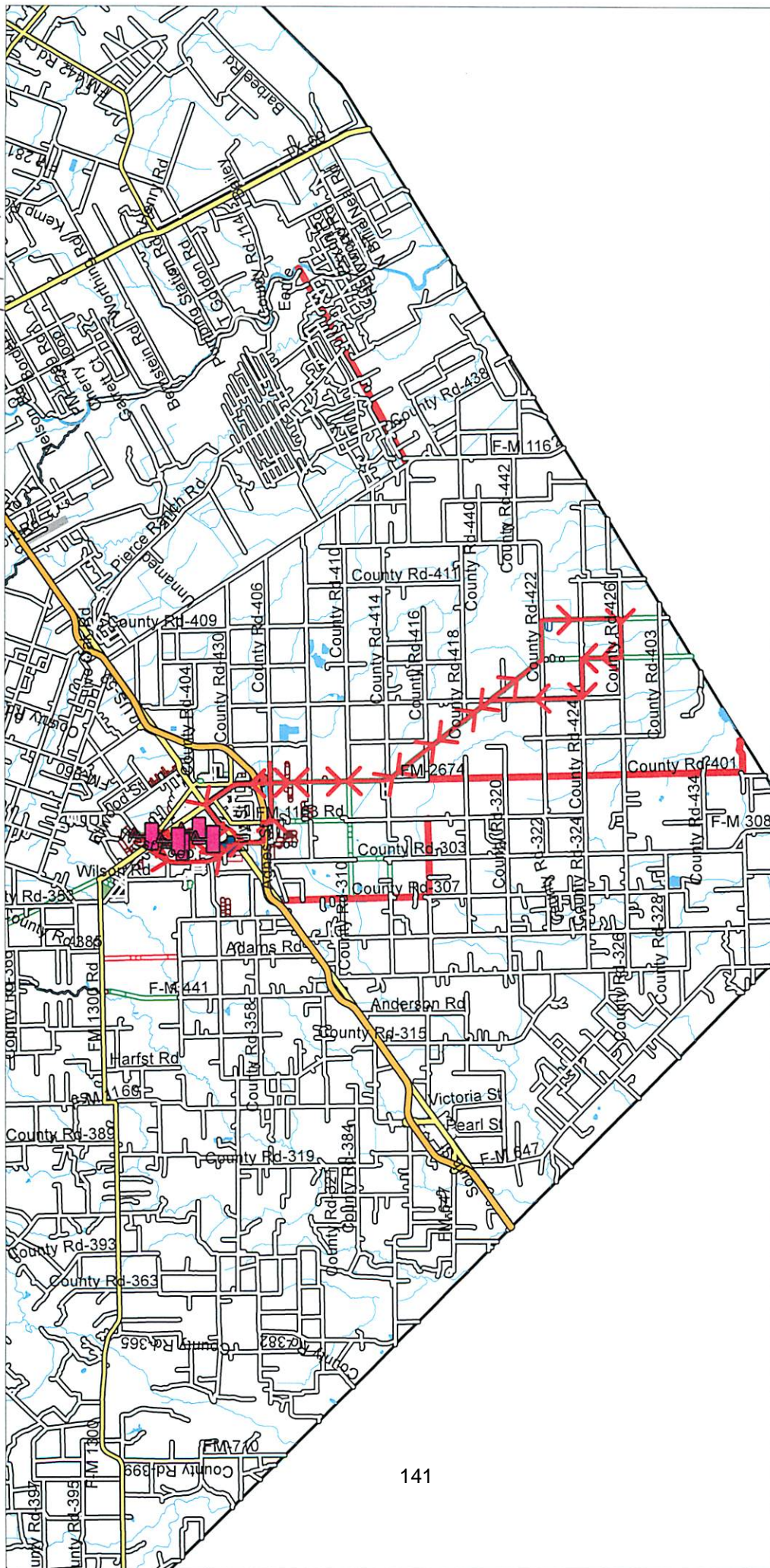
Rt. 6 - 2nd Run



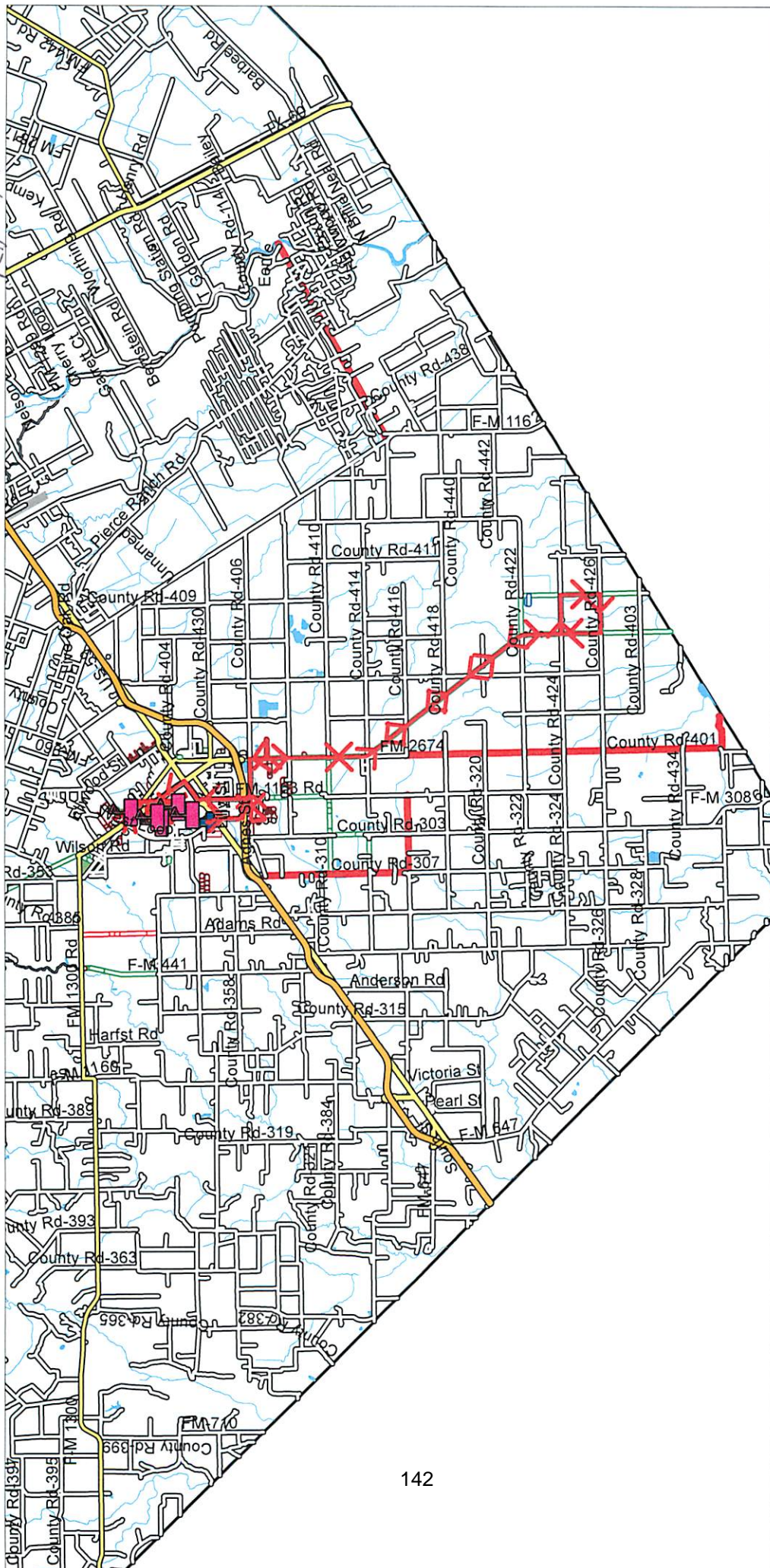




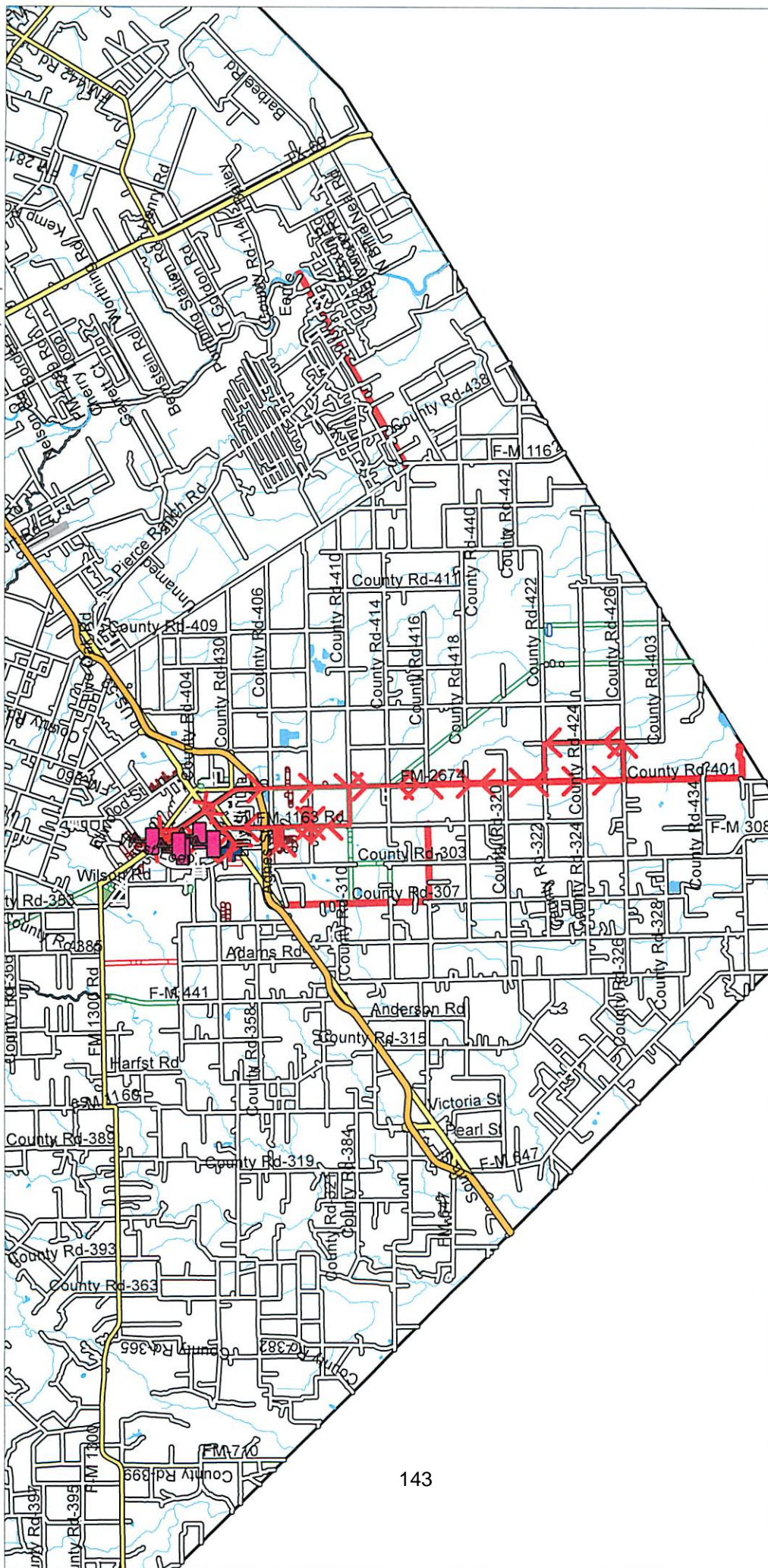
R. 09



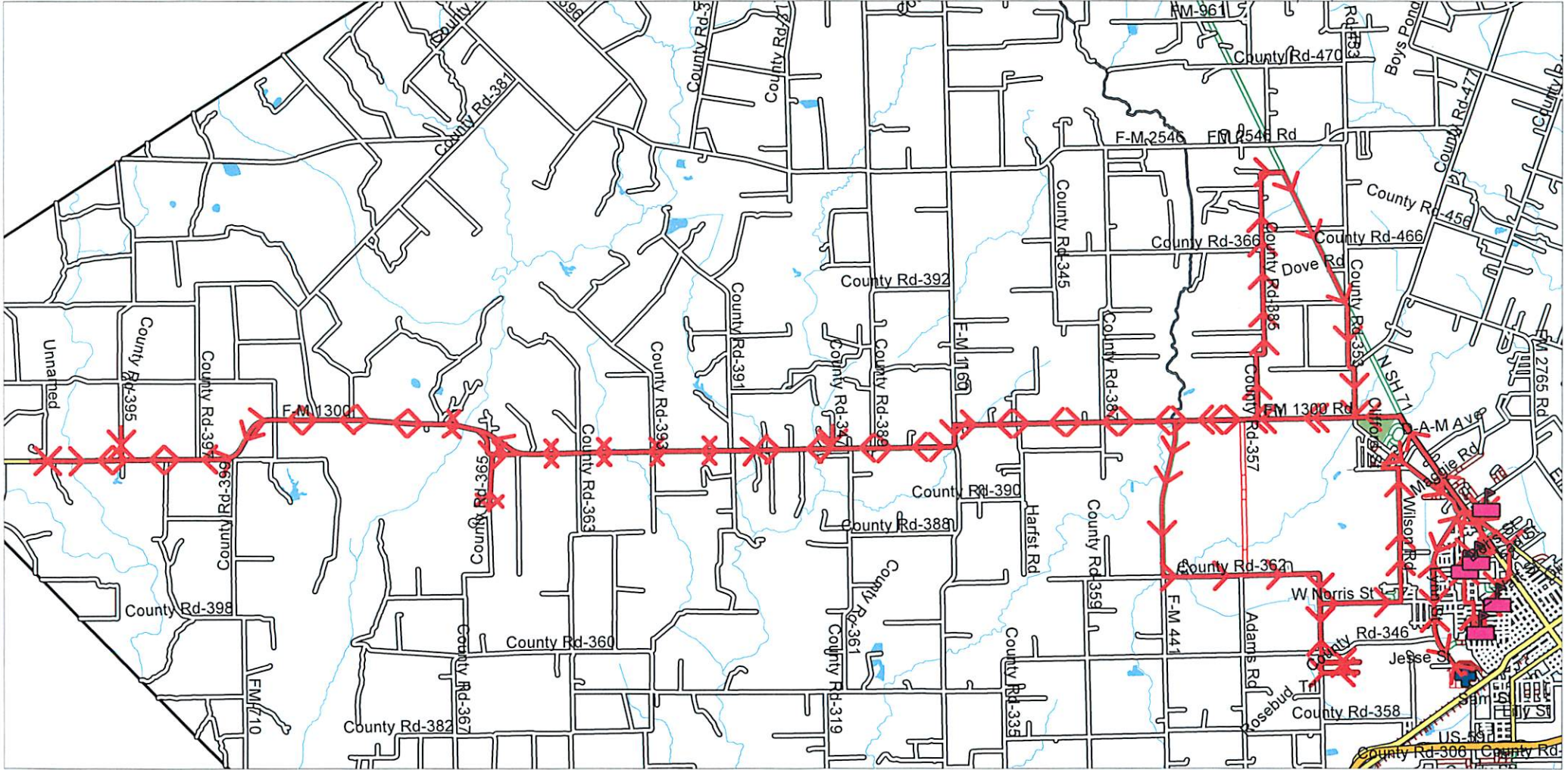
R-1-D



07.11



Rt. 12



Special Ed Bus Inventory  
October 2014

10/29/2014

Bus #	Year	Manufacturer	Fuel Type	Mileage	Est. Miles /Mth.	Use	Frequency
50	1998	IH / Bluebird	Dsl	173345	50	Sp. Ed. Spare	Seldom
51	2012	FCCC - B2	Dsl	76101	3028	Sp. Ed. Route	Daily
52	2003	IC-E 200	Dsl	200913	1880	Sp. Ed. Route	Daily
53	2005	IC-E 200	Dsl	180402	1475	Sp. Ed. Route	Daily
54	2004	IC	Dsl	162079	1100	Sp. Ed. Route	Daily
55	2005	BlueBird Vision	Dsl	50033	2227	Sp. Ed. Route	Daily
56	2007	Thomas C2	Dsl	53620	1840	Sp. Ed. Route	Daily

11600

## Rider Information by Special Ed Route

10/29/2014

Route	51	52	53	54	55	56	Car	
By Campus					Garwood	Louise	Houston	
Eligible Riders								
HS		1	7	8				16
MS				9				9
Hut.	4	4	1				1	10
Myatt	21		2			5		28
NS	5		1	1	2			9
Total Riders	30	5	11	18	2	5	1	72

Daily AM Riders								
HS								0
MS								0
Hut.		1						1
Myatt	1							1
NS								0
Total Riders	1	1	0	0	0	0	0	2

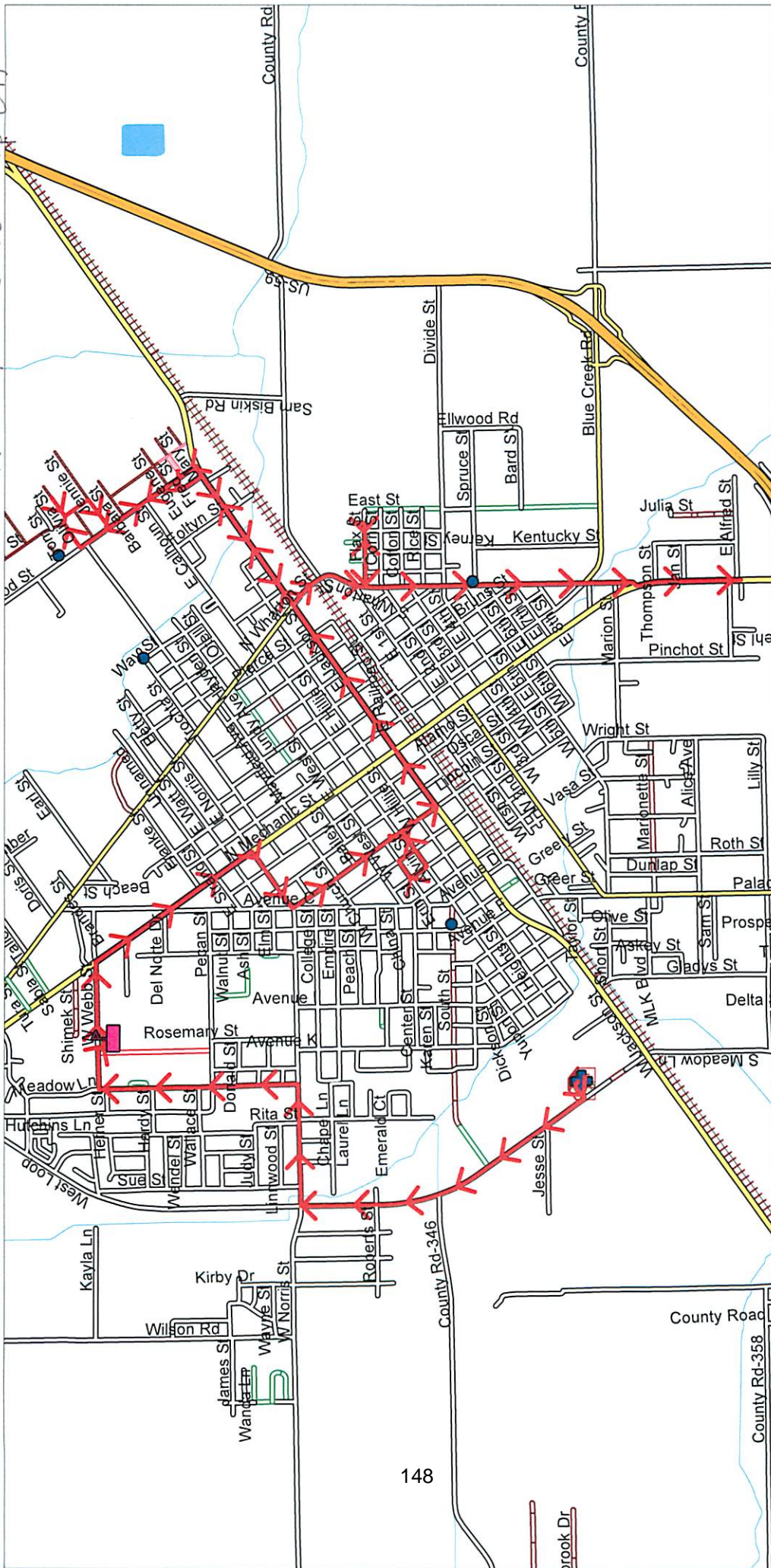
Daily PM Riders								
HS			1					1
MS				1				1
Hut.	1		1					2
Myatt	9							9
NS								0
Total Riders	10	0	2	1	0	0	0	13

Frequent Riders								
HS			1					1
MS								0
Hut.								0
Myatt						1		1
NS					1			1
Total Riders	0	0	1	0	1	1	0	3

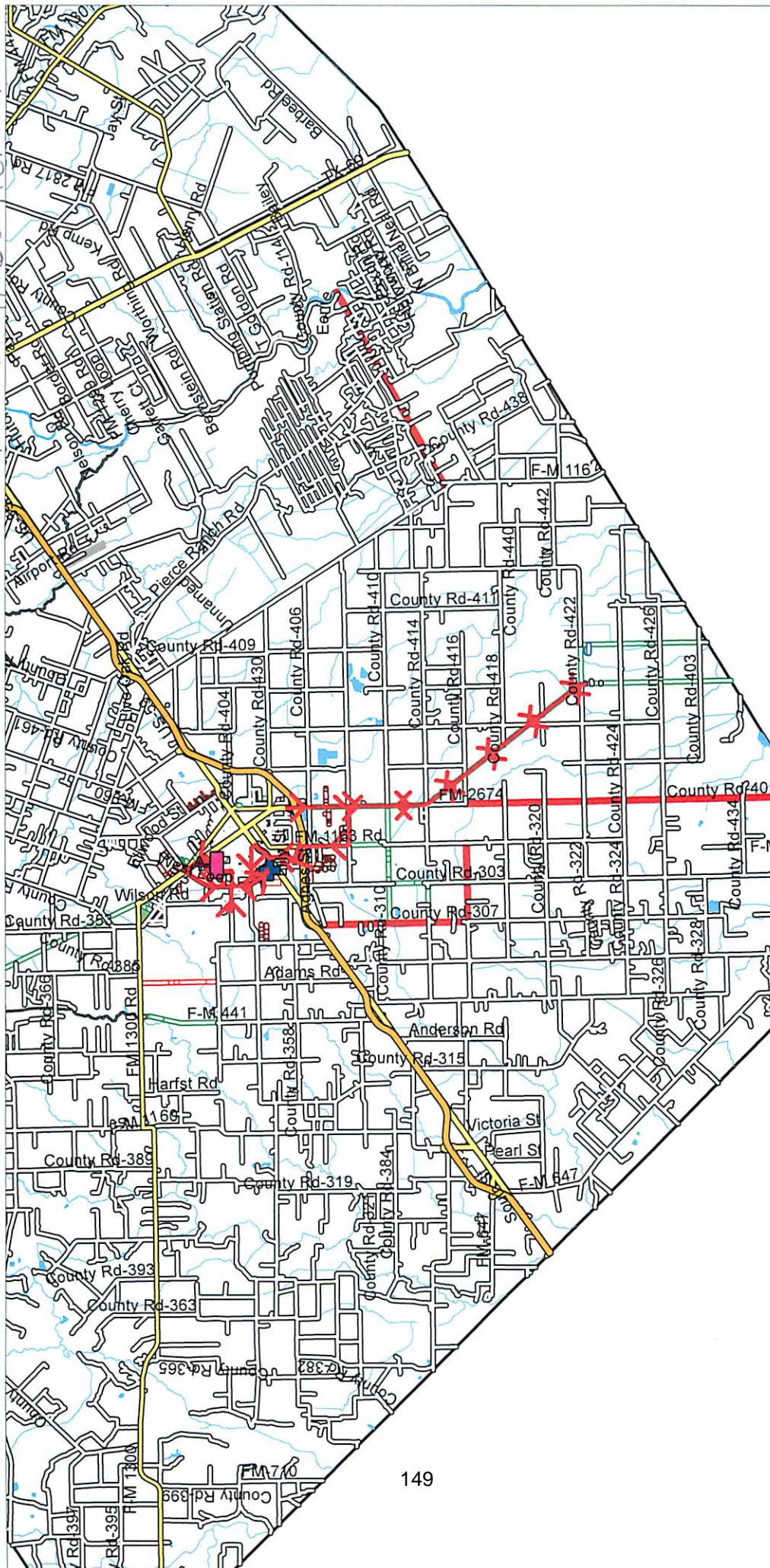
Occasional Riders								
HS								0
MS								0
Hut.								0
Myatt								0
NS								0
Total Riders	0	0	0	0	0	0	0	0



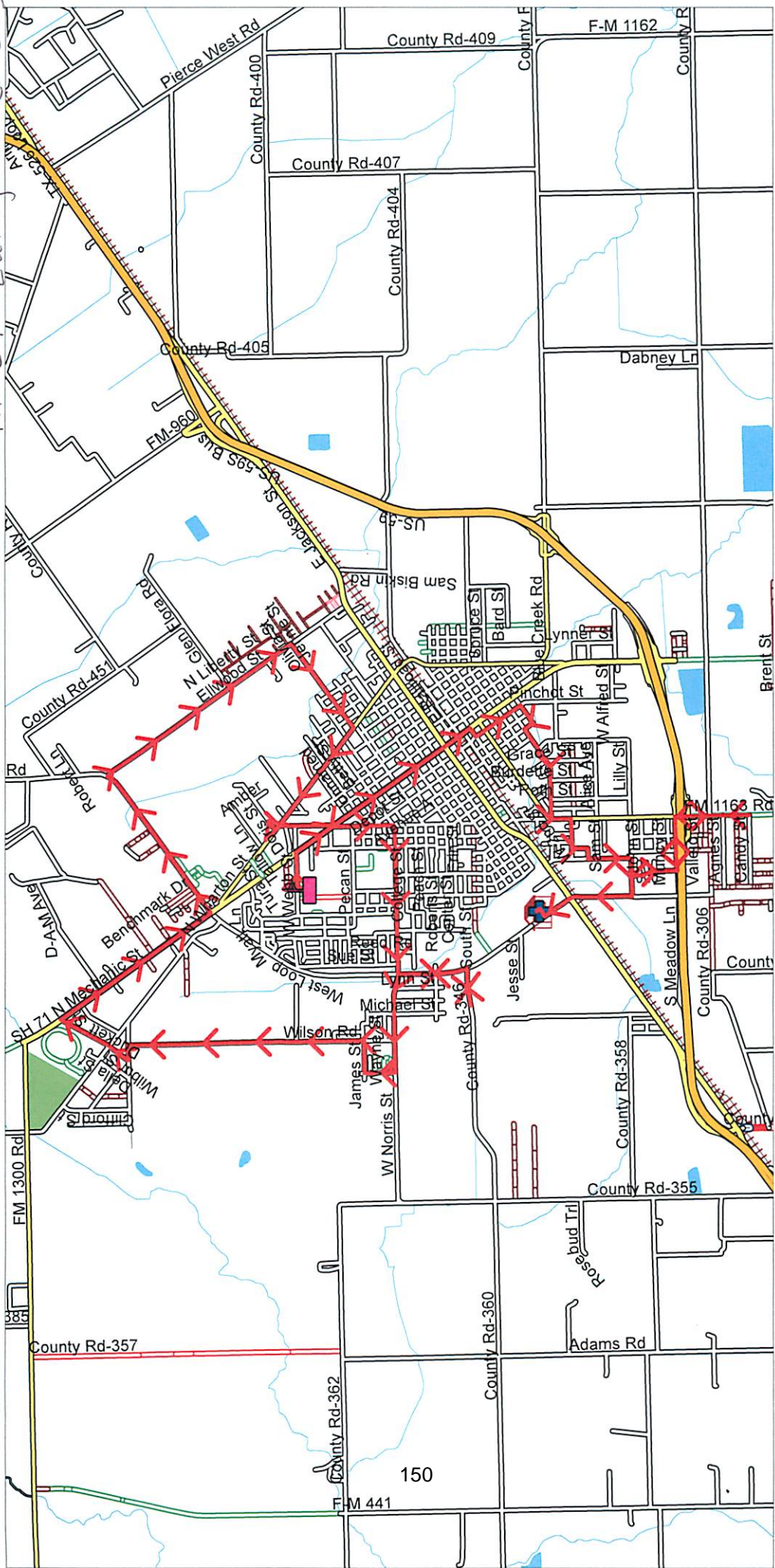
RT. 51 - 10:30 Drop Off



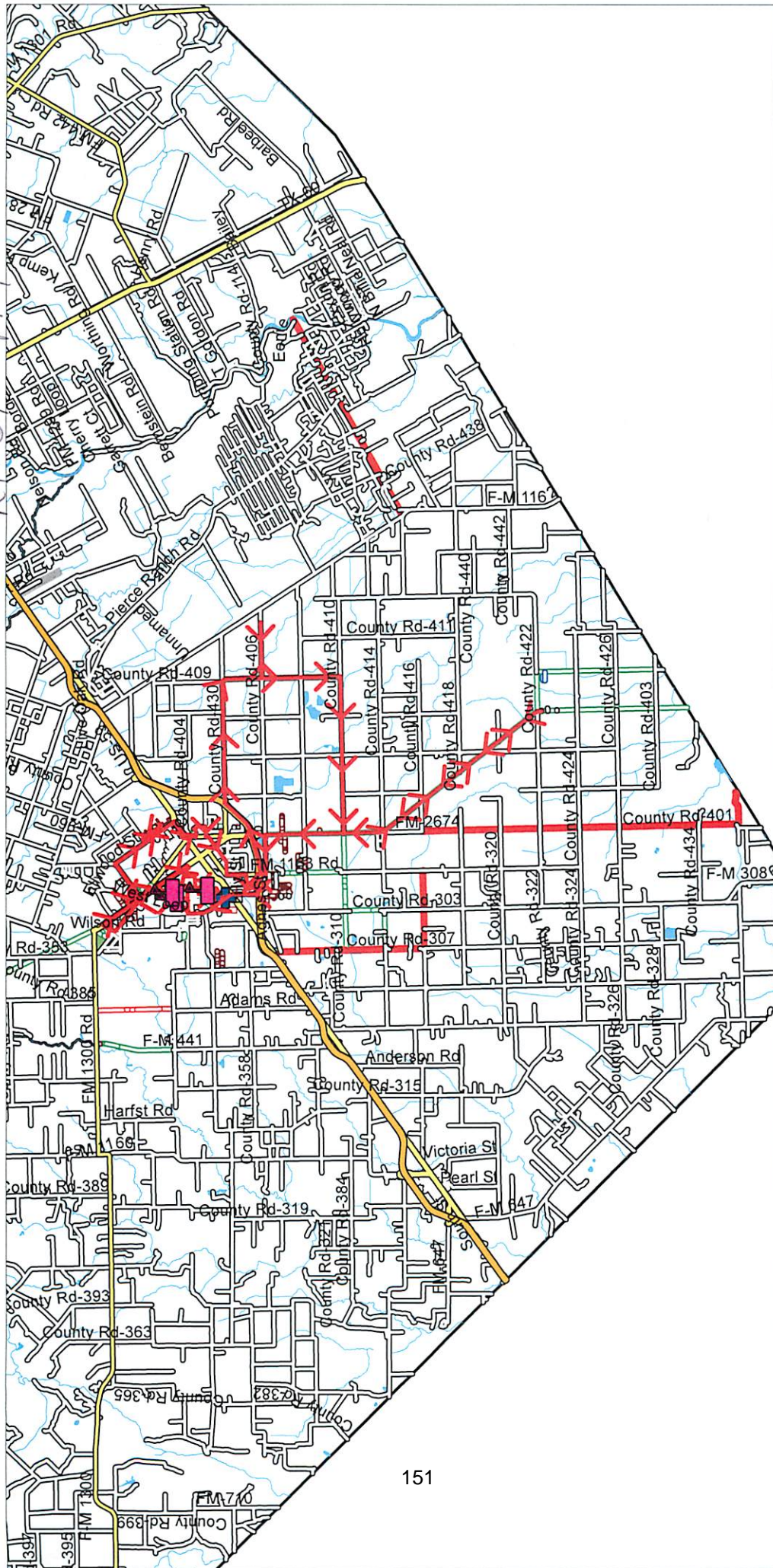
Et-51-11:30 Pick-Up

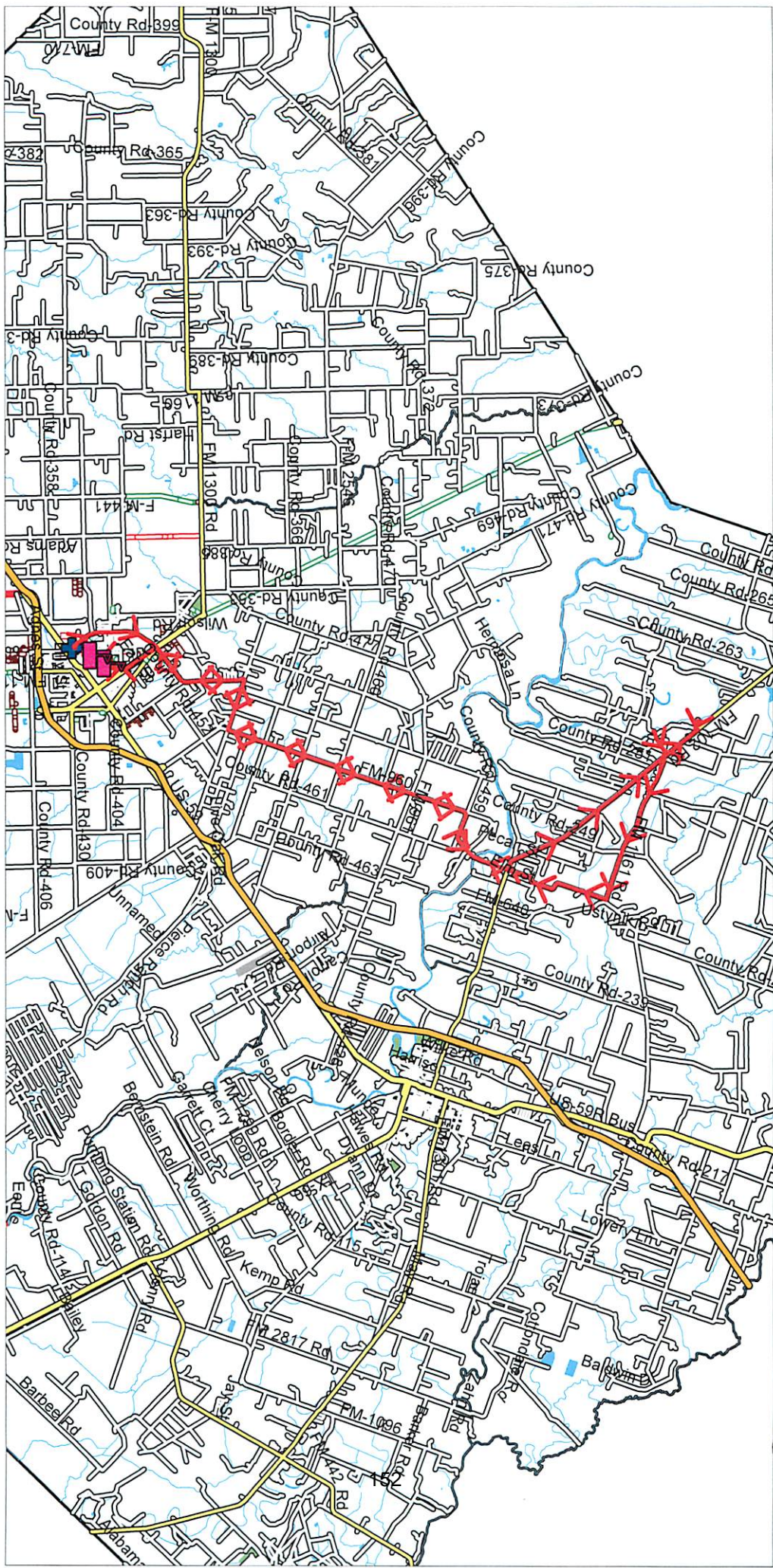


Rt. 51 - Early AM (2:30)



Rt 57 - PM

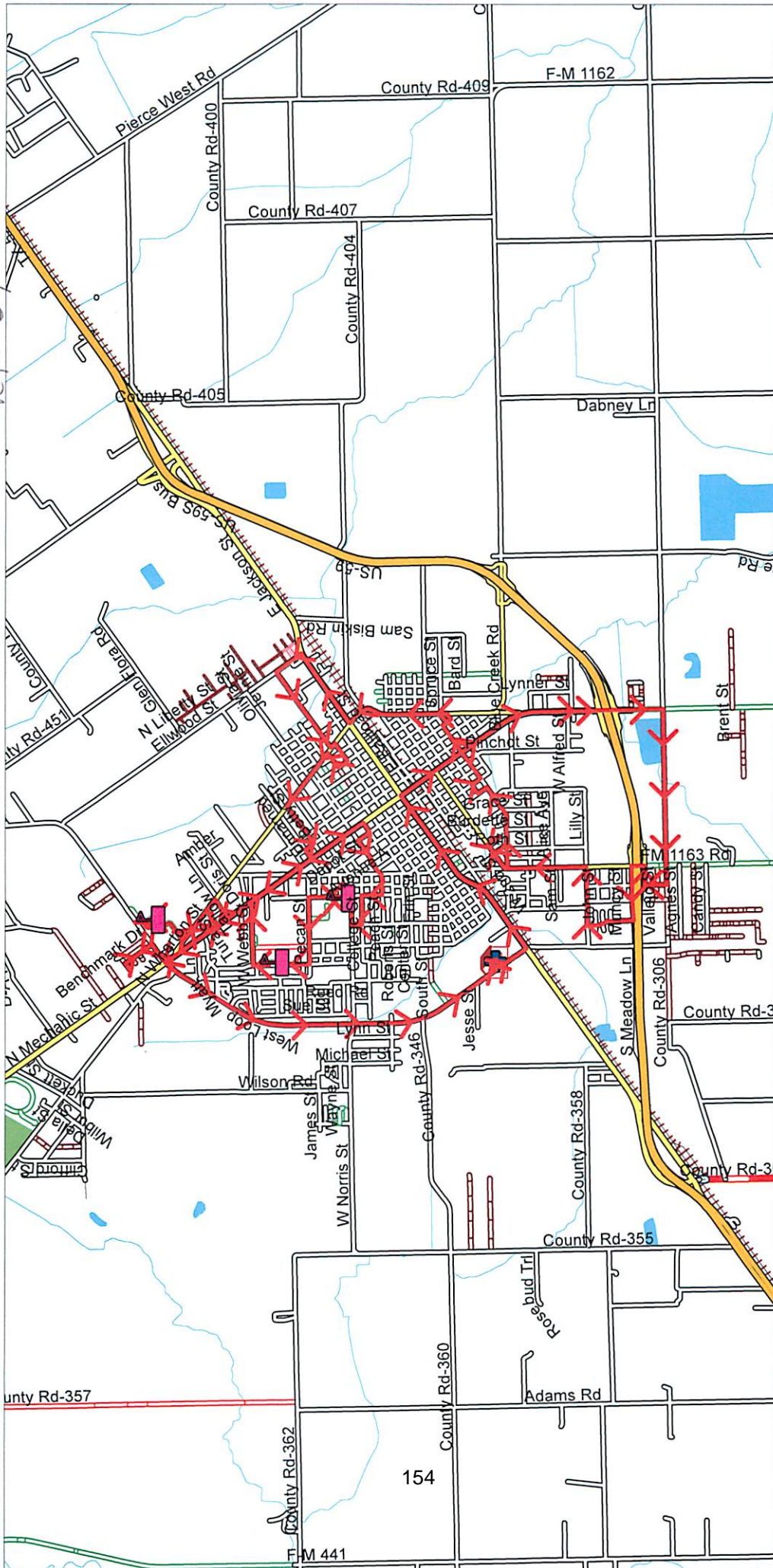




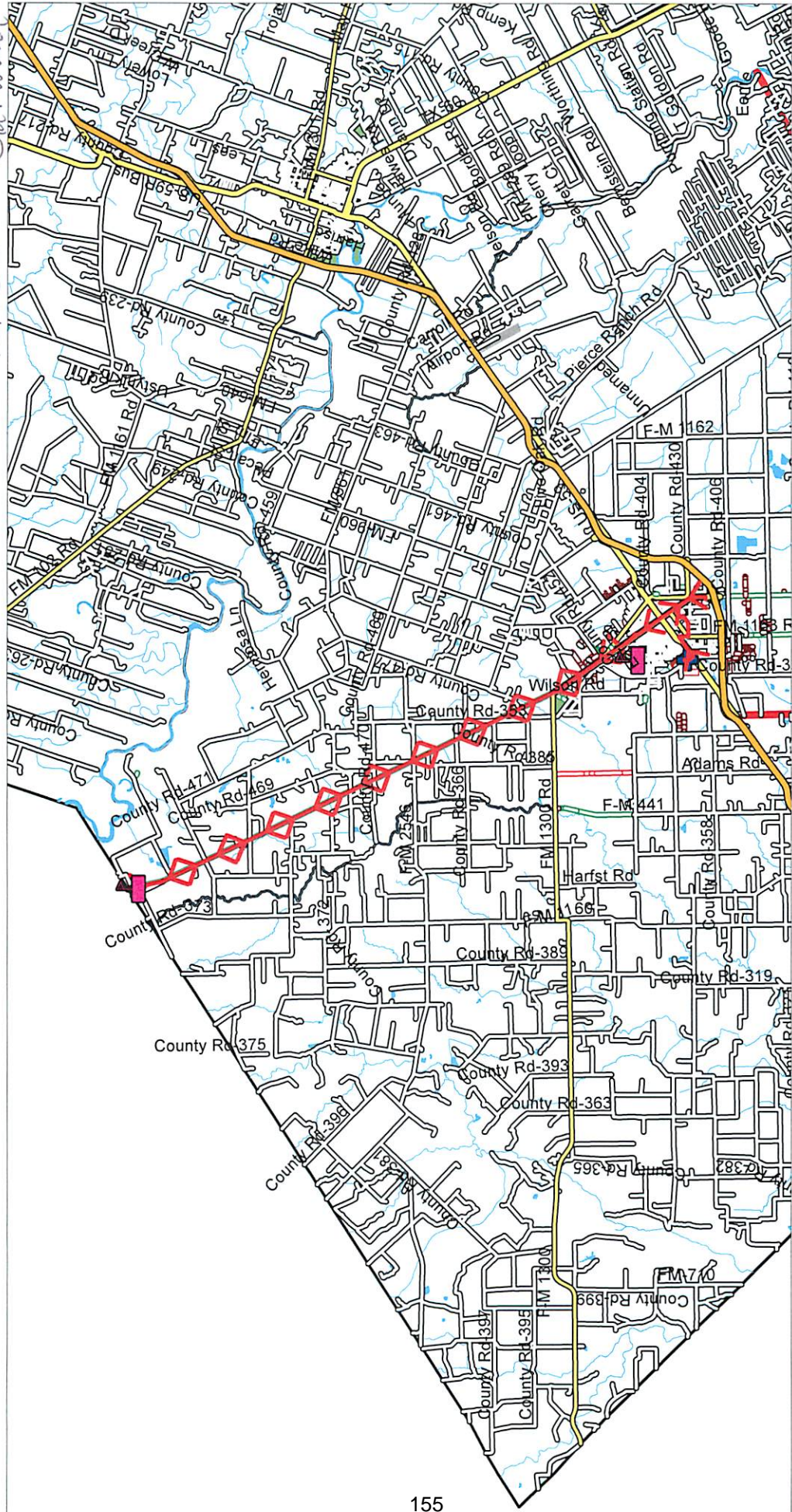
Rt. 52



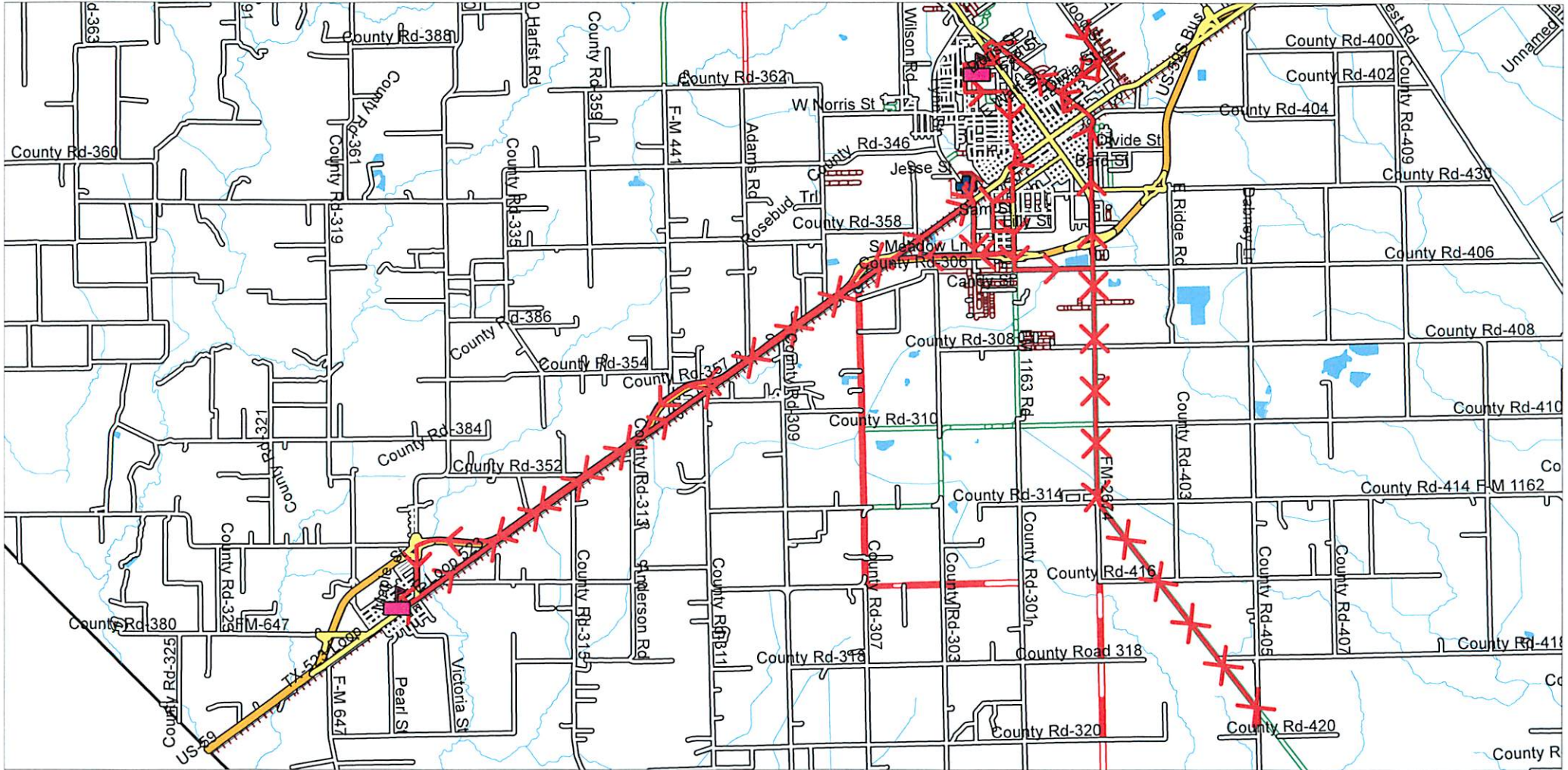
Rt. 54



Rt. 55 - Gaywood



Rt. 50 - Louise



## Student Transportation

### Actual Expenditures by Object Code

Code	Description	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	Average	2011-12	2012-13	2013-14	2014-15	Average	Savings
6100	Salary & Benefits	\$647,519	\$647,147	\$666,962	\$741,691	\$826,898	\$804,272	\$857,752	\$757,454	\$556,992	\$552,720	\$592,290	\$585,136	\$571,784	-\$185,669
6200	Contracted Services	\$29,009	\$26,426	\$28,825	\$29,817	\$31,837	\$66,784	\$56,301	\$39,998	\$38,751	\$66,791	\$89,964	\$77,000	\$68,126	\$28,128
6300	Supplies	\$133,929	\$172,672	\$242,558	\$249,404	\$166,906	\$179,484	\$261,492	\$212,086	\$197,895	\$211,774	\$233,343	\$259,100	\$225,528	\$13,442
6400	Other Operating	\$50,487	\$42,832	\$39,313	\$39,386	\$42,629	\$24,918	\$22,793	\$35,312	\$26,665	\$29,429	\$11,183	\$28,215	\$23,873	-\$11,439
6600	Capital Outlay	\$293,675	\$192,060	\$233,673	\$219,137	\$85,000	\$75,435	\$166,465	\$161,962	\$0	\$23,207	\$117,288	\$0	\$35,124	-\$126,838
<b>Totals</b>		<b>\$1,154,619</b>	<b>\$1,081,138</b>	<b>\$1,211,332</b>	<b>\$1,279,436</b>	<b>\$1,153,270</b>	<b>\$1,150,893</b>	<b>\$1,364,803</b>	<b>\$1,199,356</b>	<b>\$820,304</b>	<b>\$883,920</b>	<b>\$1,044,069</b>	<b>\$949,451</b>	<b>\$924,436</b>	<b>-\$274,920</b>

Note: 2014-15 number are budgeted and not actual.

# Student Transportation

## Fund 34

### Historical Expenditures prior to change:

Year	Actual Expenditures	State Allotment	Balance	Buses Purchased
2004-05	\$1,154,619	-\$325,000	\$829,619	5
2005-06	\$1,081,138	-\$325,000	\$756,138	5
2006-07	\$1,211,332	-\$351,293	\$860,039	2
2007-08	\$1,279,436	-\$328,337	\$951,099	2
2008-09	\$1,153,270	-\$311,591	\$841,679	1
2009-10	\$1,150,893	-\$308,699	\$842,194	1
2010-11	\$1,364,803	-\$346,656	\$1,018,147	2
<b>7 Yr. Average</b>	<b>\$1,199,356</b>		<b>\$871,273</b>	<b>2.57</b>

### Actual / Budget Numbers after change:

Year	Actual	Budget	Balance	Savings
2011-12	\$820,304	-\$200,788	\$619,516	\$251,758
2012-13	\$883,920	-\$283,623	\$600,297	\$270,976
2013-14	\$1,044,069	-\$295,854	\$748,215	\$123,059
2014-15	\$949,451	-\$295,854	\$653,597	\$217,676
<b>4 Yr. Average</b>	<b>\$924,436</b>		<b>\$655,406</b>	<b>\$215,867</b>
<b>Savings</b>		<b>-\$274,920</b>		

### Additional buses if we had not made the change:

New Bus Price x 2.5	Estimate	Capital Outlay	Savings	Savings	Total Saving
(\$88,500 x 2.5)	\$221,250	\$0	\$221,250	\$251,758	\$473,008
(\$93,500 x 2.5)	\$233,750	\$0	\$233,750	\$270,976	\$504,726
(\$98,500 x 2.5)	\$246,250	-\$102,370	\$143,880	\$123,059	\$266,939
(\$110,000 x 2.5)	\$275,000	\$0	\$275,000	\$217,676	\$492,676
					<b>\$434,337</b> Annually

In 2011 we went from 37 routes to 12 routes. At the time we had 10 spare buses.

We sold 15 buses and added 5 buses to our spare fleet.

Since that time we have not bought very many buses and what we have bought are mostly used.

All spare buses are at or above 100,000 miles.

To go back we would need the following:

21 new buses @ \$110,000	\$2,310,000
21 drivers @ \$10,000	<u>\$210,000</u>
	\$2,520,000

	Myatt		Hutchins		Northside		Middle School		High School		Summary	
<b>Campus Enrollment</b>	650		564		569		852		1012		3647	
<b>Car Riders</b>	398	61.23%	261	46.28%	306	53.78%	350	41.08%	610	60.28%	1925	52.78%
<b>Walkers / Bicycle Riders</b>	0		49	8.69%	58	10.19%	155	18.19%	57	5.63%	319	8.75%
<b>Day Care Transportation</b>	80	12.31%	36	6.38%	0		0		0		116	3.18%
<b>Car Drivers (≥ 3X per Week)</b>	0		0		0		0		184	18.18%	184	5.05%
<b>Eligible Bus Riders (Regular)</b>	120	18.46%	153	27.13%	122	21.44%	103	12.09%	110	10.87%	608	16.67%
<b>Eligible Bus Riders (SPED)</b>	28	4.31%	10	1.77%	9	1.58%	9	1.06%	16	1.58%	72	1.97%
<b>Ineligible Riders (Transfer Students)</b>	4	0.62%	6	1.06%	5	0.88%	6	0.70%	7	0.69%	28	0.77%
<b>Boys &amp; Girls Club (≥ 3X per Week)</b>	20	3.08%	49	8.69%	53	9.31%	30	3.52%			152	4.17%
<b>After School Extracurricular (≥ 3X per Week)</b>							190	22.30%			190	5.21%
<b>Accounted For</b>	650	100.00%	564	100.00%	553	97.19%	843	98.94%	984	97.23%	3594	98.55%
<b>Unaccounted For</b>	0		0		16		9		28		53	1.45%

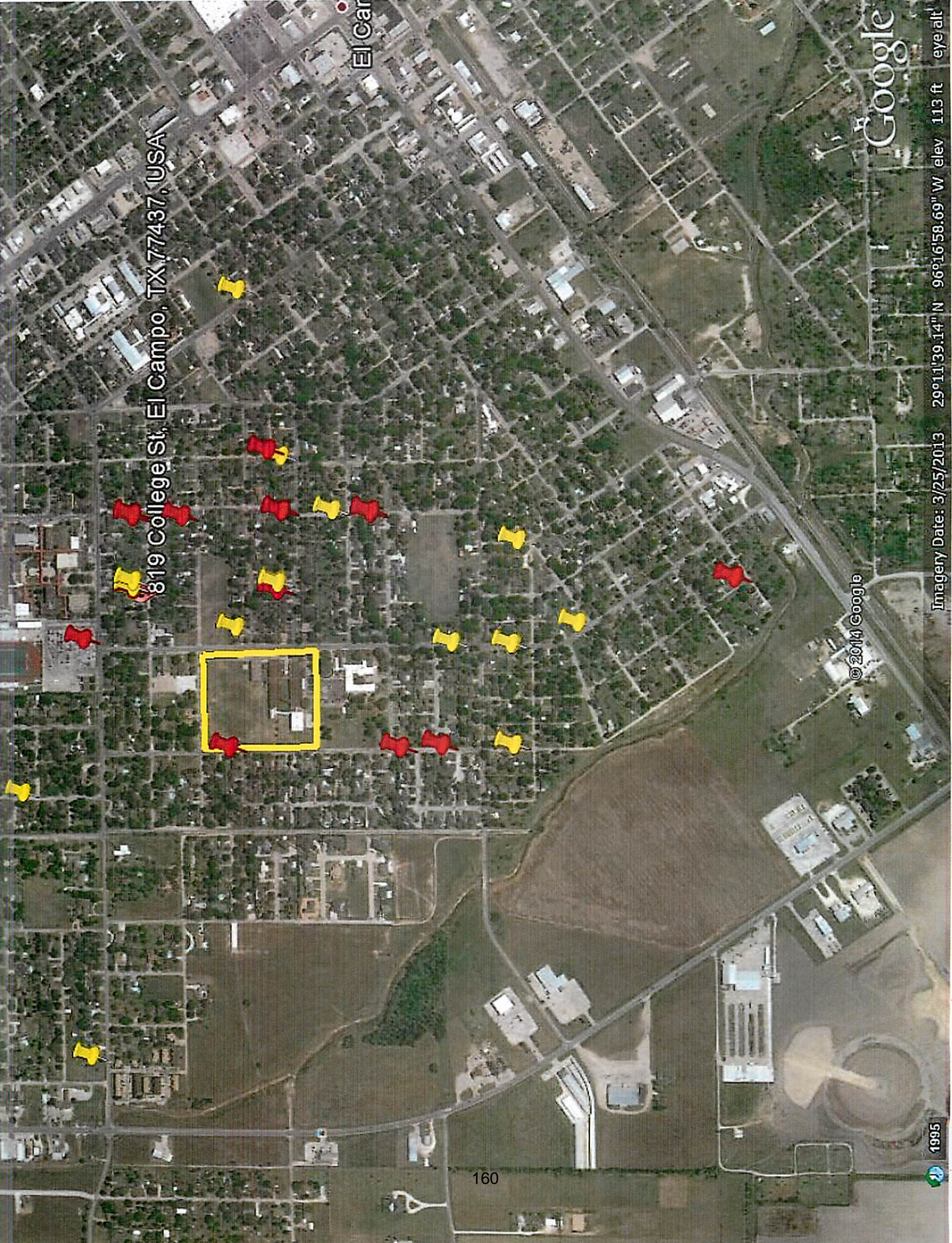
819 College St, El Campo, TX 77437, USA

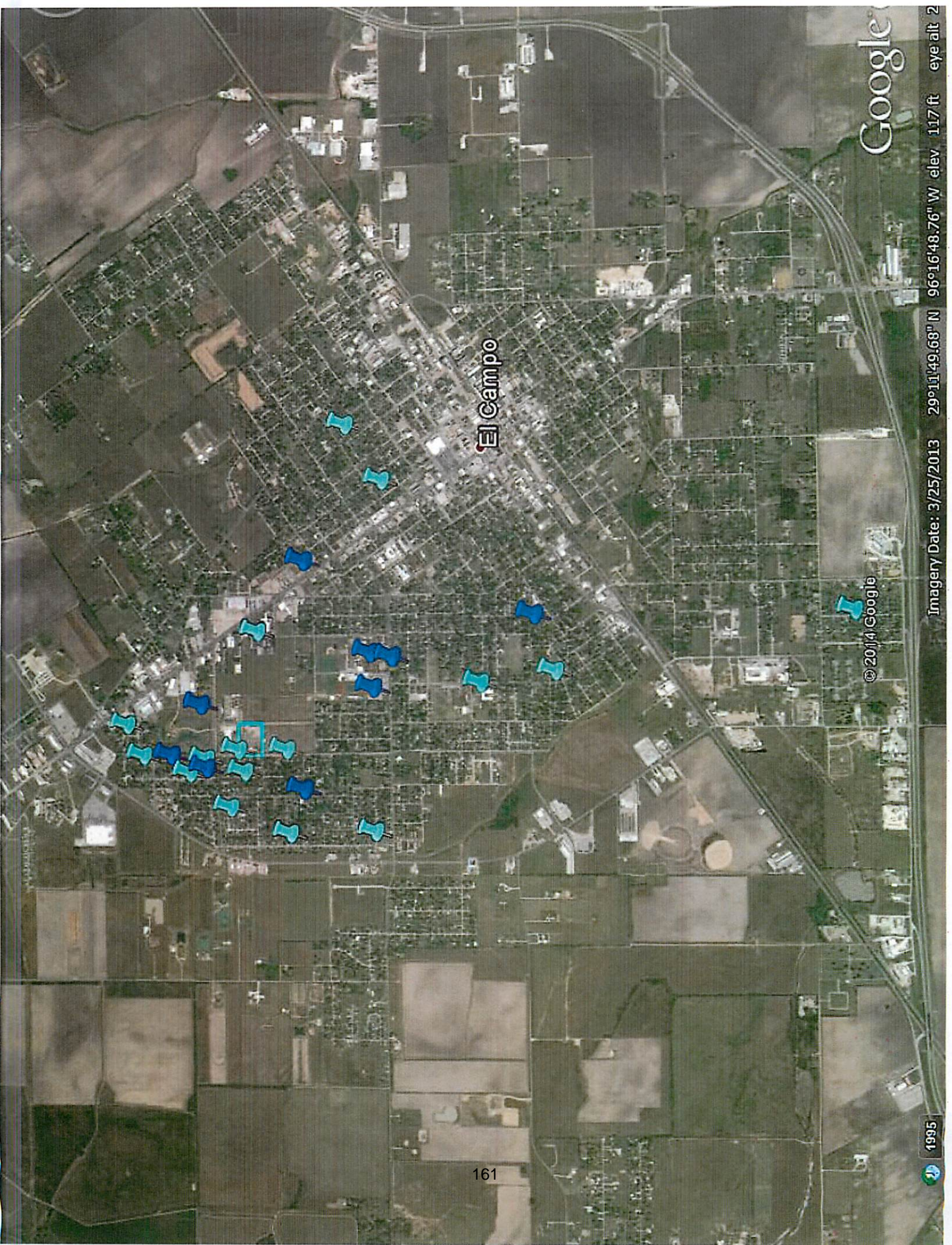
El Campo

Google

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Imagery Date: 3/25/2013 29°11'39.14" N 96°16'58.69" W elev 113 ft eye alt



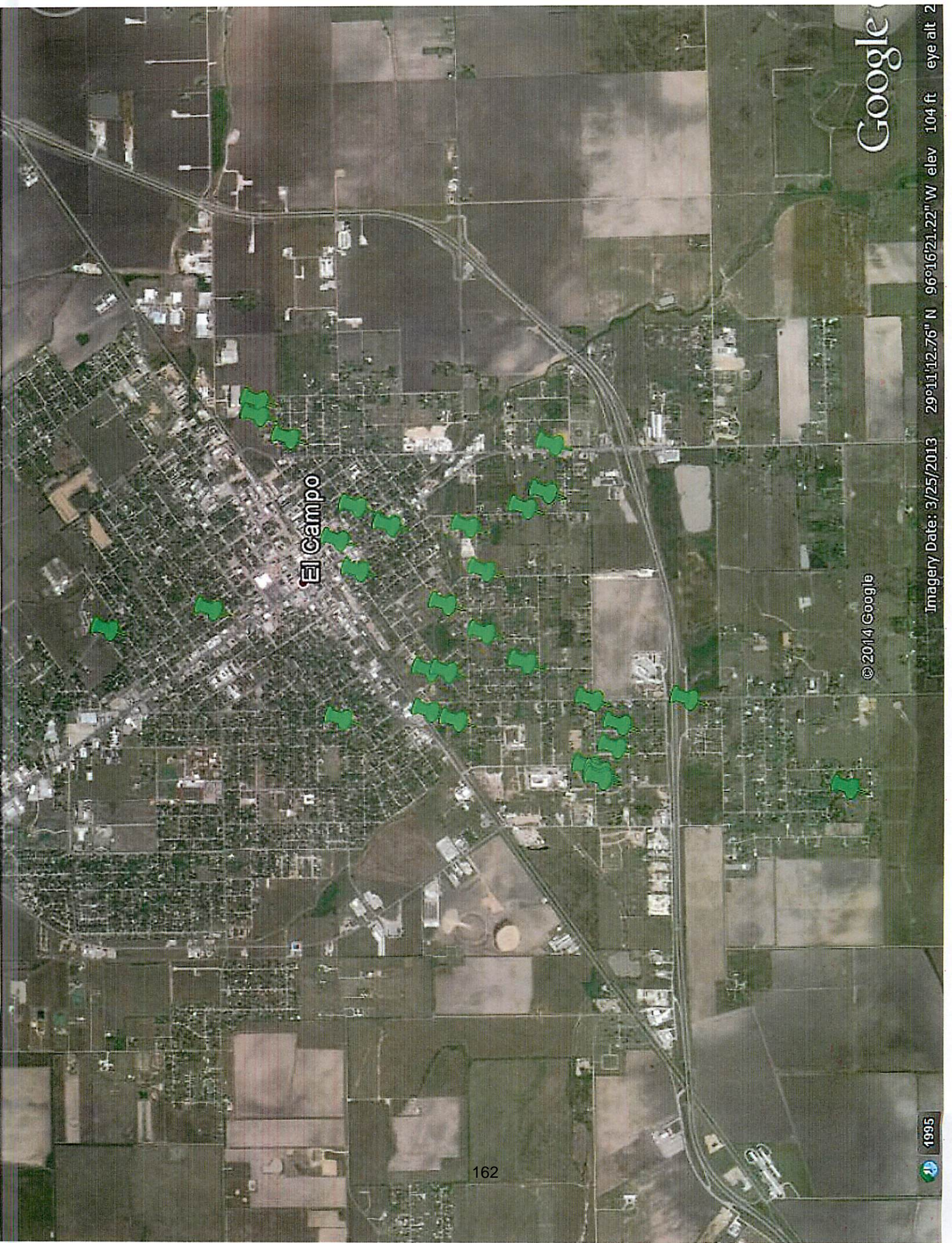


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November 5, 2014

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

Dear Mr. Pool:

This letter represents an agreement between the El Campo Independent School District (El Campo ISD) and Gibson Consulting Group, Inc. (Gibson) whereby Gibson will conduct an internal audit of the district's transportation process.

Based in Austin, Texas, Gibson is a consulting firm specializing in the K-12 educational market. Having worked in over 250 school systems in 25 states over the past 22 years, Gibson delivers high-quality assistance to improve the efficiency, effectiveness, and compliance of K-12 education at the state, regional, and school-district levels. In 2011, the Texas Association of School Boards (TASB) selected Gibson through a competitive process as its sole provider of internal audit services for Texas school districts. For El Campo ISD, Gibson will provide this audit through our arrangement with TASB.

The remainder of this contract outlines the scope of work, our approach, the timing, and the fees for this audit.

## **Transportation Audit**

El Campo ISD has requested an internal audit of the district's transportation process. This area presents unique aspects of risk to the school district and requires specialized skills to review. Gibson's team members have extensive experience reviewing transportation for educational institutions including assessing internal controls, reviewing the reliability of financial and maintenance data, sample testing transactions, and recommending improvements in related policies and procedures.

### **Phases of the Project**

In the first phase of the audit, Gibson will review all documented policies and procedures and conduct interviews with related district staff to fully understand how the transportation department operates, from the transport of students to the maintenance of buses. The purpose of this phase of the audit is to understand the various processes in the transportation department including financial management, routing, ridership, maintenance, state reporting, and staffing.

In the second phase of the audit, Gibson will execute transaction testing in various areas in order to identify any specific instances of non-compliance with policies and procedures as well as to obtain and

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provide evidence for the recommendations we make. Additionally, we will analyze various records for inconsistencies. Before we conduct these tests and analyses, after completing the first phase of the project, we will determine how many transactions and records we will review for the second phase.

## Transportation

The school transportation function exists to provide safe, timely, and efficient transportation to all eligible district students. A critical support function at school districts, transportation requires sound fiscal and operational management because of the sizable investment in the bus fleet, significant annual operating expenditures for maintenance and operations, and the need for adherence to state laws governing the transportation of students. Transportation establishes bus routes; manages the driver, monitor, and mechanic workforce; maintains the bus fleet; provides supplemental and extracurricular transportation; and submits all necessary information to comply with federal, state, and local regulations.

We expect to answer the following questions during our review of the transportation department:

- Have comprehensive policies and procedures been established for transportation services?
- Is El Campo ISD in compliance with all applicable regulations?
- Do the employees responsible for transporting students meet all standards and qualifications set by the Texas Department of Public Safety? Do they have the necessary credentials required to perform their duties?
- Are vehicles accounted for and safeguarded?
- Are vehicles maintained and replaced according to El Campo ISD guidelines?
- Are reports, inspections, and maintenance data complete, accurate, and submitted in a timely manner?
- Are equipment and supplies inventories monitored and accurately recorded?
- Are fleet management services provided efficiently?
- Is fuel usage effectively controlled?
- Are bus routes and supplemental transportation scheduled efficiently?
- Are information submitted to the Texas Education Agency (TEA) regarding, routes, riders, and operational costs complete and accurate?
- Does transportation operate within budgetary constraints?
- Is transportation provided adequate resources to fulfill its goals?

For each transaction selected in the audit, we will execute all or some of the tests outlined in the table below.

Audit Area: Subprocess	Test	Audit Procedures
<b>Transportation: Financial</b>	Internal Control	<ul style="list-style-type: none"> <li>▪ Analyze budget for transportation department over last five years to determine if the district is operating within budgetary constraints</li> <li>▪ Review transportation department's contracted services and its contracts with external vendors</li> <li>▪ Analyze fuel contracts to determine if the district manages fuel costs</li> </ul>
<b>Transportation: Fleet</b>	Fleet Management	<ul style="list-style-type: none"> <li>▪ Examine district's fleet inventory including spares, and analyze replacement policy</li> <li>▪ Analyze fleet maintenance software and determine whether the department performs regular maintenance on the fleet</li> <li>▪ Determine if the fleet (including vehicles not used to transport students) are locked and safeguarded when not in use</li> <li>▪ Determine if district utilizes GPS tracking software for more efficient routing</li> <li>▪ Analyze and test a sample of fleet maintenance work orders to determine use of work order system and labor hours for each order</li> </ul>

Audit Area: Subprocess	Test	Audit Procedures
Transportation: Staffing	Compliance and Control	<ul style="list-style-type: none"> <li>▪ Review driver records in order to determine if drivers comply with applicable licensing and certification regulations</li> <li>▪ Review department time-keeping system and review overtime</li> <li>▪ Analyze the “extra duty” pool process to determine equitable assignment of extra duty trips</li> <li>▪ Review driver and monitor hiring process and applicable stipends or sign-on bonus offerings</li> </ul>
Transportation: Routing	Efficiency of Routing Operation	<ul style="list-style-type: none"> <li>▪ Analyze district routing process to include routing software, field trip software, and GPS software; and to determine the level of use</li> <li>▪ Review district hazardous policy and current hazardous ridership listing to determine compliance</li> <li>▪ Analyze district’s TEA data regarding routes and riders; and determine if the operational costs are complete and accurate</li> </ul>

## Project Approach

This section presents the general tasks necessary to complete this audit. Below are brief descriptions of each of these five tasks.

### Task 1: Project Initiation

Upon receiving notice to proceed from El Campo ISD, we will conduct a project orientation meeting with El Campo ISD leadership to discuss the scope and objectives of this project and to finalize the schedule. We will also develop a communications plan for informing school administrators, departmental staff, and other support personnel about this project. We will use this orientation meeting to address any scheduling concerns.

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## **Task 2: Analyze Data**

Prior to beginning the audit of each area, we will present a data request that will contain the information needed. Some of this information may be available through the district's web site, the TEA web site, or another third party source. We expect that it will take up to two weeks for El Campo ISD to provide all of the requested data. We will begin analyzing data as it becomes available in order to familiarize ourselves with the district.

## **Task 3: Conduct Site Work**

During this task, we will conduct interviews with staff, and visit the district to meet with administrators and support staff involved in transportation. We will also select samples and conduct transaction testing. During the site visit, we may identify additional data requests and may need El Campo ISD staff for follow-up questions.

## **Task 4: Identify Findings and Recommendations**

Upon completion of our site work, we will incorporate the additional information obtained with the earlier data analysis. We will use these results to form the basis for possible findings and recommendations. We will recognize El Campo ISD best practices in place, as well as identify opportunities for improvement.

## **Task 5: Prepare and Present Final Report**

We will develop a draft audit report that contains an executive summary; a description of the project objectives; a description of the scope; descriptions of El Campo ISD practices; and findings and recommendations to improve the procedures, controls, efficiency, and effectiveness of the transportation process at El Campo ISD.

We will submit a draft of the report to El Campo ISD in order to ensure that there are no factual misrepresentations in the report. Upon receiving a single, consolidated set of comments from the district, we will make appropriate modifications and submit a final report. We will also be available to make a presentation of the report to El Campo ISD and the board.

## **Timing and Fee Estimates**

We would expect to begin work in February 2015, with site work occurring in February 2015, and a final report by the end of April. Based on this scope of work, we estimate that this project will take a total of 160 hours to complete for a total of \$24,000 in estimated fees for the project. We estimate the expenses (primarily for mileage reimbursement and meals) at \$600 bringing the total cost of the project to \$24,600.

Professional fees for our audit services are based on the following billing rates by project role. Because this project is part of the TASB / Gibson internal audit program, these rates are discounted 10 percent from our standard rates.

Role	Rate
Director	\$170
Audit Manager	\$160
Senior Auditor	\$140
Program Specialist	\$155
Paraprofessional	\$120

We will submit invoices monthly based on the hours incurred each month. Payment is due to Gibson within 30 days of El Campo ISD's receipt and approval of the invoice.

\* \* \* \* \*

Gibson Consulting Group will perform its best efforts on this assignment, and any findings, recommendations or other written materials will represent our best professional judgment based on the information made available to us.

If you are in agreement with the terms of this engagement letter, please sign in the space provided below and return to us. If you have any questions, please contact me at 512.328.0885.

We look forward to working with you.

Sincerely,



Greg Gibson

**Accepted:**  
El Campo Independent School District

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## ***Action Required***

### **Governance**

Canvass Election Returns and Declare Results of Election

### **Summary**

According to the *Texas Election Code § 67.002 CANVASS OF PRECINCT RETURNS* (a) ...the precinct election returns for each election shall be canvassed by the following authority:

(2) for an election ordered by an authority of a political subdivision other than a county, the political subdivision's governing body.

*Texas Election Code § 67.003 TIME FOR LOCAL CANVASS.*

(a) Except as provided by Subsection (b) or (c), each local canvassing authority shall convene to conduct the local canvass at the time set by the canvassing authority's presiding officer not earlier than the eighth day or later than the 11<sup>th</sup> day after election day.

(c) In an election described by Section 65.051 (a-1) [*i.e.*, an election held on the date of the general election for state and county officers] the time for the local canvass may be set not later than the 14<sup>th</sup> day after election day [which is November 18, 2014].

*Texas Election Code § 67.004 PROCEDURE FOR LOCAL CANVASS* (a) At the time set for convening the canvassing authority for the local canvass, the presiding officer of the canvassing authority shall deliver the sealed precinct returns to the authority. The authority shall open the returns for each precinct and canvass them as provided by this subsection. Two members of the authority constitute a quorum for purposes of canvassing an election.

(b) The canvassing authority shall prepare a tabulation stating for each candidate and for and against each measure:

(1) the total number of votes received in each precinct:

and

(2) the sum of precinct totals tabulated under Subdivision (1).

(b-1) The tabulation in Subsection (b) must also include for each precinct the total number of voters who cast a ballot for a candidate or for or against a measure in the election. The secretary of state shall prescribe any procedures necessary to implement this subsection.

(e) On completion of the canvass, the presiding officer of the canvassing authority shall deliver the tabulation to the custodian

of the local election register unless it is entered directly in the election register. The custodian shall preserve the tabulation for the period for preserving the precinct election records.

<b>Board Policy</b>	BBB(LLEGAL), BOARD MEMBERS, ELECTIONS
<b>Effective Date</b>	November 17, 2014
<b>Previous Board Action</b>	None.
<b>Future Action Expected</b>	None.
<b>Background Information and Significant Issues</b>	With all elections in the county being conducted by electronic voting machines, the results for the canvass are provided by the County Election Administrator.
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	District voters will be assured that the Board of Trustees has reviewed the election results before certifying the election.
<b>Procedural and Reporting Implications</b>	Complete and file the <i>Order Canvassing Returns and Declaring Results of Election</i> .
<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>• Map of Voting Precincts</li><li>• Jurisdictional Canvass Report</li><li>• Summary Report with Group Detail</li><li>• Order Canvassing Returns and Declaring Results of Election</li><li>• Certificate for Order</li></ul>
<b>Contact Person(s)</b>	David Bright, Assistant Superintendent of Finance and Operations
<b>Action Required</b>	Following the official canvass, motion, second and majority vote to approve the <i>Order Canvassing Returns and Declaring</i>

*Results of Election.*

**Superintendent's  
Recommendation**

I recommend that you take the necessary action to canvass the results and approve the *Order Canvassing Returns and Declaring Results of Election*.

**Mark Pool, Superintendent of Schools**



JURISDICTIONAL CANVASS

RUN DATE:11/12/14 08:44 AM

General and Special Election  
November 4 , 2014

	VOTES	PERCENT	PROPOSITION ECISD	VOTES	PERCENT
01 = BALLOTS CAST	3,237		VOTE FOR 1		
			02 = FOR	1,702	54.43
			03 = AGAINST	1,425	45.57
	-----				
	01	02	03		
	-----				
0005 PRECINCT 202	124	55	57		
0007 PRECINCT 301	946	508	418		
0008 PRECINCT 302	794	465	317		
0009 PRECINCT 303	226	110	109		
0010 PRECINCT 401	636	297	303		
0011 PRECINCT 402	407	210	178		
0012 PRECINCT 403	104	57	43		

Run Date:11/04/14 09:57 PM

	TOTAL VOTES	%	BBM/CURBSIDE	EARLY VOTING	ELECTION DAY	PROVISIONAL
PRECINCTS COUNTED (OF 12)	12	100.00				
REGISTERED VOTERS - TOTAL	24,675					
BALLOTS CAST - TOTAL	8,529		657	3,844	4,028	0
VOTER TURNOUT - TOTAL		34.57				
<b>Straight Party</b>						
VOTE FOR 1						
Republican Party (REP)	3,461	72.39	260	1,584	1,613	4
Democratic Party (DEM)	1,299	27.17	149	476	672	2
Libertarian Party (LIB)	15	.31	0	3	12	0
Green Party (GRN)	6	.13	0	1	5	0
<b>United States Senator</b>						
VOTE FOR 1						
John Cornyn (REP)	6,315	76.23	440	2,973	2,902	0
David M. Alameel (DEM)	1,749	21.11	200	668	881	0
Rebecca Paddock (LIB)	153	1.85	6	56	91	0
Emily "Spicybrown" Sanchez (GRN)	67	.81	1	30	36	0
WRITE-IN	0		0	0	0	0
<b>US Representative, District 27</b>						
VOTE FOR 1						
Blake Farenthold (REP)	6,242	75.72	429	2,945	2,868	0
Wesley Reed (DEM)	1,837	22.28	204	693	940	0
Roxanne Simonson (LIB)	165	2.00	8	64	93	0
<b>Governor</b>						
VOTE FOR 1						
Greg Abbott (REP)	6,215	73.95	426	2,925	2,864	0
Wendy R. Davis (DEM)	2,075	24.69	218	811	1,046	0
Kathie Glass (LIB)	75	.89	5	29	41	0
Brandon Parmer (GRN)	34	.40	2	15	17	0
WRITE-IN	5	.06	0	2	3	0
<b>Lieutenant Governor</b>						
VOTE FOR 1						
Dan Patrick (REP)	6,130	73.41	430	2,891	2,809	0
Leticia Van de Putte (DEM)	2,064	24.72	209	803	1,052	0
Robert D. Butler (LIB)	136	1.63	7	48	81	0
Chandrankantha Courtney (GRN)	20	.24	1	12	7	0
<b>Attorney General</b>						
VOTE FOR 1						
Ken Paxton (REP)	6,136	74.08	429	2,879	2,828	0
Sam Houston (DEM)	2,011	24.28	211	782	1,018	0
Jamie Balagia (LIB)	108	1.30	7	35	66	0
Jamar Osborne (GRN)	28	.34	1	9	18	0

Run Date:11/04/14 09:57 PM

	TOTAL VOTES	%	BBM/CURBSIDE	EARLY VOTING	ELECTION DAY	PROVISIONAL
<b>Comptroller of Public Accounts</b>						
<b>VOTE FOR 1</b>						
Glenn Hegar (REP)	6,334	75.80	437	2,991	2,906	0
Mike Collier (DEM)	1,894	22.67	204	725	965	0
Ben Sanders (LIB)	107	1.28	4	41	62	0
Deb Shafto (GRN)	21	.25	2	8	11	0
<b>Commissioner of the General Land Office</b>						
<b>VOTE FOR 1</b>						
George P. Bush (REP)	6,232	74.73	427	2,934	2,871	0
John Cook (DEM)	1,930	23.14	214	746	970	0
Justin Knight (LIB)	133	1.59	5	48	80	0
Valerie Alessi (GRN)	44	.53	2	18	24	0
<b>Commissioner of Agriculture</b>						
<b>VOTE FOR 1</b>						
Sid Miller (REP)	5,853	71.29	406	2,753	2,694	0
Jim Hogan (DEM)	2,150	26.19	225	838	1,087	0
David (Rocky) Palmquist (LIB)	132	1.61	5	49	78	0
Kenneth Kendrick (GRN)	75	.91	5	31	39	0
<b>Railroad Commissioner</b>						
<b>VOTE FOR 1</b>						
Ryan Sitton (REP)	5,935	72.34	411	2,800	2,724	0
Steve Brown (DEM)	1,995	24.32	214	779	1,002	0
Mark A. Miller (LIB)	160	1.95	9	58	93	0
Martina Salinas (GRN)	114	1.39	7	34	73	0
<b>Chief Justice, Supreme Court</b>						
<b>VOTE FOR 1</b>						
Nathan Hecht (REP)	5,991	73.30	406	2,827	2,758	0
William Moody (DEM)	2,044	25.01	219	791	1,034	0
Tom Oxford (LIB)	138	1.69	4	46	88	0
<b>Justice, Supreme Court, Place 6, Unexp.</b>						
<b>VOTE FOR 1</b>						
Jeff Brown (REP)	6,043	74.20	407	2,833	2,803	0
Lawrence Edward Meyers (DEM)	1,967	24.15	210	759	998	0
Mark Ash (LIB)	134	1.65	6	57	71	0
<b>Justice, Supreme Court, Place 7</b>						
<b>VOTE FOR 1</b>						
Jeff Boyd (REP)	6,018	73.75	411	2,836	2,771	0
Gina Benavides (DEM)	1,983	24.30	203	758	1,022	0
Don Fulton (LIB)	125	1.53	7	50	68	0
Charles E. Waterbury (GRN)	34	.42	4	12	18	0

Run Date:11/04/14 09:57 PM

	TOTAL VOTES	%	BBM/CURBSIDE	EARLY VOTING	ELECTION DAY	PROVISIONAL
<b>Justice, Supreme Court, Place 8</b>						
VOTE FOR 1						
Phil Johnson (REP)	6,388	90.69	435	2,963	2,990	0
RS Roberto Koelsch (LIB)	418	5.93	26	153	239	0
Jim Chisolm (GRN)	238	3.38	18	101	119	0
<b>Judge, Court of Criminal Appeals, Place</b>						
VOTE FOR 1						
Bert Richardson (REP)	5,979	73.56	405	2,811	2,763	0
John Granberg (DEM)	1,956	24.06	216	749	991	0
Mark W. Bennett (LIB)	193	2.37	4	75	114	0
<b>Judge, Court of Criminal Appeals, P1 4</b>						
VOTE FOR 1						
Kevin Patrick Yeary (REP)	6,264	88.70	436	2,924	2,904	0
Quanah Parker (LIB)	482	6.83	26	189	267	0
Judith Sanders-Castro (GRN)	316	4.47	24	113	179	0
<b>Judge, CT of Criminal AP, P9</b>						
VOTE FOR 1						
David Newell (REP)	6,337	90.65	433	2,955	2,949	0
William Bryan Strange, III (LIB)	459	6.57	22	170	267	0
George Joseph Altgelt (GRN)	195	2.79	18	81	96	0
<b>Member State BoE Dist 2</b>						
VOTE FOR 1						
Ruben Cortez Jr. (DEM)	3,511	100.00	308	1,372	1,831	0
<b>State Rep District 85</b>						
VOTE FOR 1						
Phil Stephenson (REP)	6,311	75.74	428	2,985	2,898	0
Cynthia Drabek (DEM)	2,021	24.26	210	781	1,030	0
<b>Justice, 13th Court of Appeals Dist PL 6</b>						
VOTE FOR 1						
Doug Norman (REP)	6,131	75.79	419	2,875	2,837	0
Dori Contreras Garza (DEM)	1,958	24.21	199	745	1,014	0
<b>District Judge 329th District</b>						
VOTE FOR 1						
Randy M. Clapp (REP)	6,826	100.00	463	3,164	3,199	0
<b>County Commissioner, Precinct No. 4</b>						
VOTE FOR 1						
Doug Mathews (REP)	654	52.40	47	351	256	0
James "Jimmy" Kainer (DEM)	594	47.60	63	263	267	1

Run Date:11/04/14 09:57 PM

TOTAL VOTES    %    BBM/CURBSIDE    EARLY VOTING    ELECTION DAY    PROVISIONAL

LISD Trustee, Position No. 1

VOTE FOR 1  
 Mark D. Lilie . . . . . 433 100.00            31            175            227            0

LISD Trustee, Position No. 3

VOTE FOR 1  
 Cheri McGuirk . . . . . 220 42.64            11            85            124            0  
 Tim Benich . . . . . 296 57.36            24            108            164            0

LISD Trustee, Position No. 4

VOTE FOR 1  
 JaLynn Kocurek . . . . . 223 43.30            11            83            129            0  
 Lane F. Schoeneberg . . . . . 292 56.70            24            112            156            0

BISD Trustee Position, No. 1

VOTE FOR 1  
 Jerry Ricci-Ott . . . . . 138 17.56            8            47            83            0  
 Ramona Petrosky . . . . . 541 68.83            41            228            272            0  
 Joseph Gmitter. . . . . 107 13.61            2            63            42            0

BISD Trustee Position No. 2

VOTE FOR 1  
 Russell Hubenak . . . . . 666 82.73            46            290            330            0  
 Don A. Montoya. . . . . 139 17.27            7            56            76            0

BISD Trustee Position No. 3

VOTE FOR 1  
 Leon Sanchez, Jr.. . . . . 492 66.58            34            214            244            0  
 Denise Becerra-Flores . . . . . 247 33.42            11            105            131            0

BISD Trustee Position No. 4

VOTE FOR 1  
 Donald Sciba . . . . . 693 100.00            43            296            354            0

PROPOSITION

VOTE FOR 1  
 FOR . . . . . 6,134 77.49            421            2,840            2,869            4  
 AGAINST . . . . . 1,782 22.51            120            747            913            2

PROPOSITION ECISD

VOTE FOR 1  
 FOR . . . . . 1,702 54.43            98            944            660            0  
 AGAINST . . . . . 1,425 45.57            120            771            533            1

Run Date:11/04/14 09:57 PM

	TOTAL VOTES	%	BBM/CURBSIDE	EARLY VOTING	ELECTION DAY	PROVISIONAL
PROPOSITION EBISD						
VOTE FOR 1						
FOR . . . . .	542	39.30	34	97	410	1
AGAINST . . . . .	837	60.70	62	181	593	1

**ORDER CANVASSING RETURNS AND  
DECLARING RESULTS OF ELECTION**

WHEREAS, there was held in the El Campo Independent School District, on the 4<sup>th</sup> day of November, 2014, an election at which there was submitted to all duly qualified resident electors of the District for their action thereon, the following proposition: the issuance of \$12,000,000 bonds for school buildings, school sites, and the levying of a tax in payment thereof; and

WHEREAS, there were cast at the election:

FOR THE ISSUANCE OF \$12,000,000 BONDS FOR SCHOOL BUILDINGS, SCHOOL SITES, AND THE LEVYING OF A TAX IN PAYMENT THEREOF	1, <u>702</u> votes
--	---------------------

AGAINST THE ISSUANCE OF \$12,000,000 BONDS FOR SCHOOL BUILDINGS, SCHOOL SITES, AND THE LEVYING OF A TAX IN PAYMENT THEREOF	1, <u>425</u> votes
--	---------------------

as shown in the official election returns heretofore submitted to the Board of Trustees of the District and duly filed with the Secretary of the Board of Trustees; and

WHEREAS, the election was called and held in all respects under and in strict conformity with the Constitution and laws of the State of Texas and the United States of America; Now, Therefore

**BE IT ORDERED BY THE BOARD OF TRUSTEES OF EL CAMPO INDEPENDENT SCHOOL DISTRICT:**

**Section 1:** The election held in and throughout the El Campo Independent School District, on the 4<sup>th</sup> day of November, 2014, which election is more particularly described in the preamble of this order, was duly called and notice thereof was given and the election was held under and in strict conformity with law; that only duly qualified resident electors of the District voted at the election; that due returns of the election have been made by the proper officers; that the election has resulted favorably to the issuance of the bonds mentioned in the preamble of this order; and that a majority of the qualified voters voting in the election have voted in favor of the issuance of the bonds mentioned in the preamble of this order and the levy of a tax for payment thereof.

**Section 2:** The Board of Trustees of the District is now authorized to issue the bonds described above, and the Board of Trustees is authorized to do any and all things necessary and/or convenient in connection therewith.

PASSED AND APPROVED this 17<sup>th</sup> day of November, 2014.

---

President, Board of Trustees  
El Campo Independent School District

ATTEST:

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Secretary, Board of Trustees  
El Campo Independent School District

(SEAL)

Signature Page to Order Canvassing Returns and  
Declaring Result of Election (El Campo ISD)

**CERTIFICATE FOR ORDER**

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

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 November 17, 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
Adam Gusman	Trustee
Ralph Novosad	Trustee
James Russell	Trustee

and all of such persons were present, except the following absentee(s): \_\_\_\_\_, thus constituting a quorum. Whereupon, among other business, the following was transacted at such meeting: a written

**ORDER CANVASSING RETURNS AND DECLARING RESULTS OF ELECTION**

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

AYES \_ NAYS \_

2. A true, full and correct copy of the aforesaid order adopted at the meeting described in the above and foregoing paragraph is attached to and follows this certificate; that such order 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 order; 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 order 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 17<sup>th</sup> day of November, 2014.

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President, Board of Trustees  
El Campo Independent School District

---

Secretary, Board of Trustees  
El Campo Independent School District

(SEAL)

<b>Governance</b>	Update on Board Continuing Education
<b>Summary</b>	<p>According to LEGAL policy, each Trustee must complete any training required by the State Board of Education; and the minutes of the last regular meeting of the Board held during a calendar year must reflect whether each Trustee has met or is delinquent in meeting the training required to be completed as of the date of the meeting.</p> <p>Continuing education for Board members includes orientation sessions, an annual team building session with the Board and the Superintendent, and specified hours of continuing education based on identified needs.</p> <p>The purpose of reviewing the continuing education this month is to provide the opportunity to correct any records and/or make up any deficiencies prior to the formal record in the minutes in December.</p>
<b>ECISD Board Policy</b>	BBD (LEGAL), BOARD MEMBERS: TRAINING AND ORIENTATION
<b>Effective Date</b>	January 1, 2014 through December 31, 2014
<b>Previous Board Action</b>	Board Training updates are done annually prior to the required disclosure at the December meeting.
<b>Future Action Expected</b>	Board Training updates are done annually prior to the required disclosure at the December meeting.
<b>Background Information and Significant Issues</b>	<p>According to the <i>Texas Education Code § 11.159</i>, each trustee must complete any training required by the State Board of Education. The required training is as follows:</p> <p><b>Tier 1</b></p> <p><b>New Members.</b> New members shall participate in a local orientation session within 60 days before or after their election or appointment. The purpose of this orientation is to familiarize new Board members with local Board policies and procedures and District goals and priorities.</p> <p>All newly elected Board members shall also receive the orientation to the Texas Education Code within the first year of</p>

service. The orientation shall be delivered by regional education service centers and shall be three hours in length.

**Legislative Updates.** After each session of the Texas Legislature, each Board member shall receive an updated session from a regional education service or any registered provider to the basic orientation to the Texas Education Code. This update session shall be of sufficient length to familiarize Board members with major changes in the Education Code and other relevant legal developments related to school governance.

## **Tier 2**

**Team Building.** The entire Board, including all Board members, shall annually participate with the Superintendent in a team building session facilitated by the regional education service center or any registered provider. The team building session shall be of a length deemed appropriate by the Board, but generally at least three hours. The purpose of the team building session is to enhance the effectiveness of the Board-Superintendent team and to assess the continuing education needs of the Board-Superintendent team.

## **Tier 3**

**Continuing Education.** In addition to the orientation and team building, all Board members shall receive additional continuing education on an annual basis. In the first year of service, Board members shall receive at least ten hours of continuing education.

Following the first year of service, Board members shall receive at least five hours of continuing education.

The Board President shall receive continuing education related to leadership duties of the Board President as some portion of the annual requirement.

**Specific Open Meetings Training.** Within 90 days after taking the oath of office, each Board member shall complete a course of training regarding the responsibilities of the Board and its members under Chapter 551 of the Texas Government Code.

## **Fiscal Impact**

None.

## **Student and Public Benefit**

The Board is the educational policy-making body for the District. To effectively meet the challenges of public education, the Board and the Superintendent must function together as a leadership team. Continuing education is designed to achieve that end.

<b>Procedural and Reporting Implications</b>	At next month's meeting, the Board President shall publicly read the School Board Continuing Education Record, cause it to be reflected in the minutes, and provide the information to the media.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	None.
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Chart Summarizing Board Member Continuing Education for 2014</li> <li>• Individual Board Member Continuing Education Report</li> <li>• Overview of Continuing Education Requirements</li> </ul>
<b>Contact Person(s)</b>	Dianne Cerny, Administrative Assistant to Superintendent
<b>Action Required</b>	None.
<b>Superintendent's Recommendation</b>	This is an information item only. <b>Mark Pool, Superintendent of Schools</b>

## School Board Continuing Education Update

### January 1, 2013 – December 31, 2013

NAME	TIER ONE		TIER TWO	TIER THREE		*
	Local Orientation (New Members Only)	Education Code Orientation or Update	Team-Building and Assessment	Continuing Education in Assessed Needs	Specified Open Meetings Training	
Tommy Turner	N/A	N/A	3.0 Hours	Online Learning Center Board Governance and Politics 11/17/2014 1.25 hours	N/A	D 3.75 Hours
Cecil Davis	N/A	N/A	3.0 Hours	2014 Summer Leadership Institute San Antonio 14.50 hours	N/A	E 9.5 Hours
Ralph Novosad	N/A	N/A	3.0 Hours	2014 Summer Leadership Institute San Antonio 6.00 hours	N/A	E 1.00 Hours

## School Board Continuing Education Update

### January 1, 2013 – December 31, 2013

NAME	TIER ONE		TIER TWO	TIER THREE		*
	Local Orientation (New Members Only)	Education Code Orientation or Update	Team-Building and Assessment	Continuing Education in Assessed Needs	Specified Open Meetings Training	
David Hodges	N/A	N/A	3.0 Hours	2014 Summer Leadership Institute  San Antonio 12.00 hours	N/A	E 7.00 Hours
James Russell	N/A	N/A	3.0 Hours	5.00 Hours	N/A	D 5.00 Hours
J.J. Croix	N/A	N/A	3.0 Hours	5.00 Hours	N/A	D 5.00 Hours

## School Board Continuing Education Update

### January 1, 2013 – December 31, 2013

NAME	TIER ONE		TIER TWO	TIER THREE		*
	Local Orientation (New Members Only)	Education Code Orientation or Update	Team-Building and Assessment	Continuing Education in Assessed Needs	Specified Open Meetings Training	
Adam Gusman	N/A	N/A	3.0 Hours	2014 Summer Leadership Institute  San Antonio 13.25 hours	N/A	E 8.50 Hours

- D = Deficient in required hours for current assessment year
- C = Completed required hours for current assessment year
- E = Exceeded required hours for current year

**Texas Association of School Boards  
Board Member Continuing Education Report**

Reporting Period: 01/01/2014 - 12/31/2014

**El Campo ISD**

District # 0241903

**Tommy Turner ID# 1053966**

<u>TIER-3</u>		<u>Hours earned</u>	<u>Date earned</u>
Online Learning Center - Board Development	Virtual Learning		
Board Governance and Politics		1.25	11/17/2014
<i>Total hours for TIER-3</i>		1.25	
<i>Total hours for Reporting Period 1/1/2014 -12/31/2014</i>		1.25	

**ATTN Board Members:** Because your district, not TASB, is the official keeper of record for your continuing education credits, you should report any errors or missing training credits to your superintendent's secretary rather than to TASB.

**ATTN District Personnel:** If you have revisions or additions to the training detail contained in this report, please follow the instructions below.

1. If information already listed on the report needs to be revised, the district recordkeeper should mark the necessary change on the report itself and fax it to TASB. Please allow 30 days for TASB to post the changes.
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3. If non-TASB training took place that is not listed on the report, the recordkeeper should submit the credit on-line.

**E-Mail:**  
cec@tasb.org

**Fax:**  
512-467-3642

**TASB Main Number:**  
800-580-8272 ext. 2219



**Texas Association of School Boards  
Board Member Continuing Education Report**

Reporting Period: 01/01/2014 - 12/31/2014

**El Campo ISD**

District # 0241903

**Cecil Davis ID# 1037049**

<u>TIER-3</u>			<u>Hours earned</u>	<u>Date earned</u>
<b>2014 Summer Leadership Institute San Antonio</b>	<b>San Antonio</b>			
Thursday General Session - Steve Pemberton		8:00 - 9:15 am	1.00	06/19/2014
Facility Planning and Construction (Part 1 of 3)		9:45 - 11:00 am	1.25	06/19/2014
The New Regime in Education: Developing the Four Cs		11:15 - 12:30 pm	1.25	06/19/2014
Standard Response Protocol (SRP) and Standard		1:45 - 3:00 pm	1.25	06/19/2014
Building Public Trust: Do YOU Have the Right Tools?		3:15 - 4:30 pm	1.25	06/19/2014
Friday General Session - Rosalind Wiseman		8:00 - 9:15 am	1.00	06/20/2014
The Superintendent Search Process		9:45 - 11:00 am	1.25	06/20/2014
Making Father and Family Involvement Relevant to Child		11:15 - 12:30 pm	1.25	06/20/2014
Student Privacy Issues: Searches and Personal Privacy		1:45 - 3:00 pm	1.25	06/20/2014
Addressing Existing Facility Needs with Existing M&O		3:15 - 4:30 pm	1.25	06/20/2014
Changing the Conversation about Public Schools (Master		8:30 - 9:45 am	1.25	06/21/2014
Ethical Dilemmas: When Jiminy Cricket Can't Make Your		10:00 - 11:15 am	1.25	06/21/2014
		<i>Total hours for TIER-3</i>	<b>14.50</b>	
			<i>Total hours for Reporting Period 1/1/2014 - 12/31/2014</i>	<b>14.50</b>

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**Texas Association of School Boards  
Board Member Continuing Education Report**

Reporting Period: 01/01/2014 - 12/31/2014

**El Campo ISD**

District # 0241803

**Ralph A. Novosad ID# 1060299**

<u>TIER-3</u>			<u>Hours earned</u>	<u>Date earned</u>
<b>2014 Summer Leadership Institute San Antonio</b>	San Antonio			
Thursday General Session - Steve Pemberton		8:00 - 9:15 am	1.00	06/19/2014
CTE Industry Advisory Councils: Partnerships and Facility Planning and Construction (Part 2 of 3):		9:45 - 11:00 am	1.25	06/19/2014
How We Are Conserving Energy in Rockwall ISD		11:15 - 12:30 pm	1.25	06/19/2014
Customer Service Is Everyone's Job!		1:45 - 3:00 pm	1.25	06/19/2014
		3:15 - 4:30 pm	1.25	06/19/2014
<i>Total hours for TIER-3</i>			<b>6.00</b>	
<i>Total hours for Reporting Period 1/1/2014 - 12/31/2014</i>			<b>6.00</b>	

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**Texas Association of School Boards  
Board Member Continuing Education Report**

Reporting Period: 01/01/2014 - 12/31/2014

**El Campo ISD**

District # 0241903

**David J. Hodges ID# 1057398**

<u>TIER-3</u>		<u>Hours earned</u>	<u>Date earned</u>
<b>2014 Summer Leadership Institute San Antonio</b>	San Antonio		
Thursday General Session - Steve Pemberton		8:00 - 9:15 am	1.00
Facility Planning and Construction (Part 1 of 3)		9:45 - 11:00 am	1.25
BASIC School Security: Throwing Money at the Problem?		11:15 - 12:30 pm	1.25
A Reality Check		1:45 - 3:00 pm	1.25
Building Public Trust: Do YOU Have the Right Tools?		3:15 - 4:30 pm	1.25
Friday General Session - Rosalind Wiseman		8:00 - 9:15 am	1.00
The Superintendent Search Process		9:45 - 11:00 am	1.25
Starting out Right with Your New Superintendent		11:15 - 12:30 pm	1.25
Student Privacy Issues: Searches and Personal Privacy		1:45 - 3:00 pm	1.25
Marketing Public Schools		3:15 - 4:30 pm	1.25
		<i>Total hours for TIER-3</i>	12.00
		<i>Total hours for Reporting Period 1/1/2014 -12/31/2014</i>	12.00

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**Texas Association of School Boards  
Board Member Continuing Education Report**

Page 1 of 1  
Printed 11/17/2014

Reporting Period: 01/01/2014 - 12/31/2014

**El Campo ISD**

District # 0241903

**James S. Russell ID# 1072253**

**James S. Russell has no training data showing for the date range that you entered. The most complete credit information is displayed when the "all dates" box is selected. Please hit the back button and make another selection.**

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**Texas Association of School Boards  
Board Member Continuing Education Report**

Page 1 of 1  
Printed 11/17/2014

Reporting Period: 01/01/2014 - 12/31/2014

**El Campo ISD**

District # 0241903

**J. J. Croix ID# 1072252**

**J. J. Croix has no training data showing for the date range that you entered. The most complete credit information is displayed when the "all dates" box is selected. Please hit the back button and make another selection.**

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**Texas Association of School Boards  
Board Member Continuing Education Report**

Reporting Period: 01/01/2014 - 12/31/2014

**El Campo ISD**

District # 0241903

**Adam Gusman ID# 1038835**

<u>TIER-3</u>		<u>Hours earned</u>	<u>Date earned</u>
<b>2014 Summer Leadership Institute San Antonio</b>	San Antonio		
Thursday General Session - Steve Pemberton		8:00 - 9:15 am	1.00
What Board Members Need to Know about the Changing		9:45 - 11:00 am	1.25
The New Regime in Education: Developing the Four Cs		11:15 - 12:30 pm	1.25
Standard Response Protocol (SRP) and Standard		1:45 - 3:00 pm	1.25
Customer Service Is Everyone's Job!		3:15 - 4:30 pm	1.25
Friday General Session - Rosalind Wiseman		8:00 - 9:15 am	1.00
Working for 'Rachel': A Case Study		11:15 - 12:30 pm	1.25
HB 5 and Local Flexibility: What Do We Do Now?		1:45 - 3:00 pm	1.25
Marketing Public Schools		3:15 - 4:30 pm	1.25
Top 10 Teamwork Tips		8:30 - 9:45 am	1.25
Board, Evaluate Thyself		10:00 - 11:15 am	1.25
		<b>Total hours for TIER-3</b>	<b>13.25</b>
		<b>Total hours for Reporting Period 1/1/2014 -12/31/2014</b>	<b>13.25</b>

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## Overview of Continuing Education Requirements for School Board Members

<b>Continuing Education Required of Local School Board Members</b>	<b>Tier</b>	<b>First Year Board Member</b>	<b>Experienced Board Member</b>	<b>Provider</b>
Local District Orientation	1	Required within 60 days of election or appointment (no specified length of time)	Not required	Local district
Orientation to the Texas Education Code	1	3 hours	Not required	Education Service Center
Update to the Texas Education Code	1	Not required	<i>After legislative session:</i> length determined by issues addressed in legislation	Any registered provider
Team-building Session/Assessment of Continuing Education Needs of the Board-Superintendent Team	2	At least 3 hours	At least 3 hours each year	Any registered provider
Additional Continuing Education, based on assessed needs and the Framework for Governance Leadership	3	At least 10 hours	At least 5 hours each year	Any registered provider
<b>Continuing Education Required of All Elected Public Officials— Effective 1/1/2006</b>		<b>First Year Board Member</b>	<b>Experienced Board Member</b>	<b>Provider</b>
Open Meetings Training		1 hour Required within 90 days of election or appointment		Attorney General's Office or other approved provider
Public Information Act Training (Boards may delegate this training to the district's public information coordinator)		Check local district policy for any board requirement (BBD Local)		Attorney General's Office or other approved provider

If you have questions about continuing education requirements for school board members, please call 800-580-8272, extension 2219 or visit [LTS.tasb.org](http://LTS.tasb.org). For information about Leadership Team Services (LTS) and its programs and services, go to [LTS.tasb.org](http://LTS.tasb.org), or call 800-580-8272, extension 6161.

Updated 12/2008



**Agenda Item Summary Sheet (7 B)**  
**Meeting Date: November 17, 2014**  
**Submitted by: Mark Pool, Superintendent**

## ***Information Item***

<b>Governance</b>	Reschedule Regular Meeting in January
<b>Summary</b>	<p>According to policy BE (LOCAL) regular meetings of the Board shall be held on the third Monday of each month at 7:00 p.m. When determined necessary and for the convenience of Trustees, the Board president may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.</p> <p>The regular meeting date in January 2015, is January 19<sup>th</sup>, which is <i>Martin Luther King Day</i>. Because that is a holiday and banks and financial institutions will be closed, our bonds will sell on Tuesday, January 20<sup>th</sup>, rather than Monday, January 19<sup>th</sup>. In order to not have to call a special meeting to approve the bond sale, I am recommending that we reschedule the regular meeting in January to Tuesday, January 20, 2015, at 7:00 p.m.</p>
<b>ECISD Board Policy</b>	BE (LOCAL), BOARD MEETINGS
<b>Effective Date</b>	November 17, 2014
<b>Previous Board Action</b>	None.
<b>Future Action Expected</b>	None.
<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	Prevents the Board from having to call a special meeting on the day immediately following the regular meeting just to approve the sale of bonds.
<b>Procedural and Reporting Implications</b>	Posting Notice of meeting at least 72 hours in advance.
<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  
Tommy Turner, Board President

**Action Required**

By policy the board president can change the date of the regular meeting in January 2015, from Monday, January 19<sup>th</sup> to Tuesday, January 20<sup>th</sup>, for the convenience of Trustees.

**Superintendent's Recommendation**

I recommend that regular meeting in January 2015, be changed from Monday, January 19<sup>th</sup> to Tuesday, January 20<sup>th</sup>.

**Mark Pool, Superintendent of Schools**

<b>Governance</b>	Review of District Policy on Standardized Dress
<b>Summary</b>	<p>On March 26, 2007, the Board of Trustees approved <i>Standardized Dress Guidelines</i> for all students attending El Campo Independent School District schools. The guidelines were implemented beginning in the 2007-2008 school year.</p> <p>A Trustee has requested that a discussion about the <i>Standardized Dress Guidelines</i> and their enforcement be included on the agenda.</p>
<b>ECISD Board Policy</b>	FNCA (LEGAL), STUDENT CONDUCT: DRESS CODE
<b>Effective Date</b>	Beginning of 2007-2008 school year.
<b>Previous Board Action</b>	At a regular meeting on March 26, 2007, the Board approved the <i>Standardized Dress Guidelines</i> for all students in the District.
<b>Future Action Expected</b>	None.
<b>Background Information and Significant Issues</b>	The following <i>Standardized Dress Guidelines</i> are posted on the district website.

### **DRESS AND GROOMING**

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards provided they comply with the following:

#### **Standardized Dress Guidelines:**

- **All clothing must be appropriately sized. Clothing may not be oversized or a baggy style.**
  - Pants must always be worn at the waist.
  - Oversized shirts and outer wear are not permitted.
  - Athletic style shorts, sweats, and wind suits are not permitted.

- **All clothing must be properly hemmed and/or cuffed (no rips, tears, cuts or frays)**
  
- **Pants, Jeans, Capri Pants, Shorts, Skorts, Skirts, Jumpers and Dresses must be a solid color.**
  - Pants, shorts and skirts may not have studs or decorations of any kind.
  - Belts must be worn with pants that have belt loops, and the belt must be worn within the belt loops and buckled at all times.
  - Pants with oversized pockets are unacceptable.
  
- **Buttoned polo-style, knit shirts with collars or oxford-style or dress shirts must be a solid color.**
  - Lettering or brand logos larger than 2.0 inches by 2.0 inches are not allowed.
  - All shirts must remain tucked in under all circumstances. (Grades 6-12)
  - Undershirts must be white, black, or the same color as the top shirt and must remain tucked in under all circumstances.
  
- **Outerwear.**
  - Solid color fleece and lightweight jackets are allowed.
  - All jackets must be a solid color, appropriately sized and worn over a standard dress-approved shirt.
  - Sweatshirts, sweaters and sweater vests must be a solid color and must be worn over a standard dress-approved shirt.
  - Sweatshirts, sweaters, and sweater vests must be appropriately sized in the shoulders, sleeves and length.
  - Any outerwear garment that does not fit the description above must be removed upon entering the school building. Students concerned about being cold while inside the school building must follow the guidelines above.
  - Heavy and oversized coats and jackets are not allowed to be worn in the building.
  
- **Shoes.**
  - Acceptable styles include leather-like or canvas lace

up, loafers, tennis shoes, close-toed mule styles or slides, sandals with a back strap, or boots.

- Unacceptable shoe styles include flip-flops and open-toed shoes without a back strap.
- Shoes must be tied or fastened at all times.
- Tights or hosiery must be a solid color or neutral with no lettering, wording or designs.

- **Standards for miscellaneous apparel.**

- See through material is not acceptable in any clothing.
- Dark glasses are not allowed unless prescribed by a doctor.
- Suggestive writings, pictures, emblems, symbols or depictions of sex, violence, blood, gore, or racially offensive material are not permitted.
- Advertising (logos/emblems) of alcoholic beverages, illicit drugs, or tobacco products will not be permitted on school campus during school hours or at school activities.
- No headgear of any kind may be worn by male or female students (caps, hats, bandanas, do-rags, etc.)
- Earrings may not be worn by male students. Earrings worn anywhere except the ears are prohibited for all students.
- Clothing which depicts, advertises, or glorifies Satan or Satanic rites, or that indicates a preoccupation with death, sadism or evil is prohibited.
- Appropriate undergarments will be worn but must not be visible.
- Torn clothing or clothing with unfinished edges is not acceptable.
- Gangs are not recognized by the school. Therefore, shirts or any other clothing bearing gang insignias or letters are not to be worn to school or school activities.
- Clothing should be worn as it is designed to be worn (ex. Not backwards.)
- Bandanas may not be worn to school in any fashion.
- Pants are to be worn in normal fashion, not sagging or low on the hips. Baggy pants will not be permitted.

Additional dress and grooming standards that are age appropriate may be established by the campus principal and required for each campus. Campus dress and grooming standards must fall within these district guidelines and must be published in the Student / Parent Handbook.

<b>Fiscal Impact</b>	None.
<b>Student and Public Benefit</b>	The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards.
<b>Procedural and Reporting Implications</b>	None.
<b>Public Comments</b>	None.
<b>Alternatives</b>	None.
<b>Other Comments and Related Issues</b>	At the time the <i>Standardized Dress Guidelines</i> were approved there were a number of student and parent surveys conducted. There was considerable amount of time, effort and public input into making the decision.
<b>Attachments</b>	None.
<b>Contact Person(s)</b>	Mark Pool, Superintendent of Schools Campus Principals
<b>Action Required</b>	None.
<b>Superintendent's Recommendation</b>	This is a discussion item only. <b>Mark Pool, Superintendent of Schools</b>

# 2014-2015

# Appraisal Calendar

September '14						
Su	M	Tu	W	Th	F	Sa
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October '14						
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November '14						
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December '14						
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January '15						
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February '15						
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March '15						
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April '15						
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May '15						
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31						

June '15						
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July '15						
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August '15						
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## Timeline

Mar-14	Review Admin Appraisal Documents	_____
Apr-14	SBDMT will review Admin Appraisal Docs	_____
May-14	School Board Approve Admin Documents	_____
May-14	Central Admin Appraisals	_____
Jun-14	Principal, AP's and IC's Summative Appraisals	_____
Jul-14	<b>Board Certification of Completed Administrator Summative Appraisals</b>	_____
Nov-14	Teacher classroom observations completed with TINAs to be completed by Jan 31st.	_____
Dec-14	<b>Board Certification of Completed Teacher Observations</b>	_____
Dec-May	Principals collect cumulative data and documentation for Teacher Summative Appraisal	_____
Jan-15	Meeting to discuss potential teacher non-renewals and TINA progress	_____
	Principal, AP and IC Formative Conferences	_____
Jan-15	<b>Board Certification of Completed Principal Formative Conferences</b>	_____
Feb-15	Recommend Administrator Contract Renewals to the Board	_____
Mar-15	Recommend Professional Support Personnel Contract Renewals to the Board	_____
Apr-15	Recommend Teacher Staff Contract Renewals to the Board	_____
May-15	Principals complete Teachers, Counselors and Support Staff Summative Appraisals	_____
May-15	Central Administrator Summative Appraisals	_____
Jun-15	Principal, AP and IC Summative Appraisals	_____
Jun-15	<b>Board Certification of Completed Teacher Summative Appraisals</b>	_____
Jul-15	<b>Board Certification of Completed Administrator Summative Appraisals</b>	_____

**Professional Personnel Action for 2014 - 2015**

**11/17/2014**

<b>NAME</b>	<b>SUBJECT</b>	<b>REASON FOR RESIGNATION / REASSIGNMENT</b>	<b>REPLACEMENT</b>	<b>BOARD ACTION</b>
<b>MYATT</b>				
Joy Roppolo	Kindergarten	Retirement	Susan Cerny	
Susan Cerny	1st Grade	Transfer to Kindergarten	<i>will not fill position</i>	
Ashley Morton	Kindergarten	Resignation	<i>will not fill position</i>	
LuraFaye Motley	Counselor	Retirement	Holly Cranek	5/18/2014
Kristin Couey	Special Ed Teacher (PPCD)	Resignation	Shanna Evans	
Lucinda Anzaldua	Kindergarten - Bilingual	Resignation	Amalia Villarreal	5/18/2014
Amy Martin	1st Grade Transition	Transfer to Hutchins	Cheyenne Bouse	
Cheyenne Bouse	1st Grade	Transfer to Transition class	<i>will not fill position</i>	
Holly Cranek	1st Grade	Transfer to Counselor	<i>will not fill position</i>	
Sandra Ramirez	1st Grade Bilingual	Transfer to Hutchins	Christine Gonzales	
Stacey Williamson	Librarian	Transfer to Hutchins	Will fill with Aide	
<b>HUTCHINS</b>				
Bianca Barrera	2nd Grade - Bilingual	Resignation	Sandra Ramirez	
New Position	2nd Grade		LeAnn Pelley	7/16/2014
Clara Cunningham	3rd Grade	Retirement	<i>will not fill position</i>	
New Position	2nd Grade		Mary McClain	
Mary McClain	3rd Grade	Transfer	Jessica Shanks	6/24/2014
New Position	Behavior Intervention Teacher		Curtis Walker	6/24/2014
New Position	3rd Grade - Transition		Amy Martin	
Christine Gonzales	3rd Grade Bilingual	Transfer to Myatt	<i>will not fill position</i>	
Kendra Boone	3rd Grade	Resignation	Bianca Barrera	6/24/2014
Laura Deiss	Instructional Coach	Resignation	Elizabeth Tupa	7/16/2014
Diane Thigpen/Aide	Librarian	Retirement / Transfer Aide/ Myatt	Stacey Williamson	
		204		

**NORTHSIDE**

Diane Thigpen	Librarian	Retirement	Stacey Vesely	
Lacey Hubert	5th Grade	Resignation	Kassie Vela	6/24/2014
Kristi Shelley	5th Grade	Resignation	Samantha Wortham	6/24/2014
Leslie Cranek	Special Education	Resignation	Robin McMillian	
New position	4th Grade - Bilingual		Crisanta Saenz (part-time)	
Rachel Ondrias	4th Grade - ELA	Transfer to Middle School	Alicia Davis	6/24/2014
Shanna Evans	Special Education	Transfer to Myatt	Susan Faas	5/18/2014
Elizabeth Tupa	4th Grade - SS / Writing	Transfer to Hutchins	<i>Will not fill position</i>	
Polly Wilkins	4th Grade - ELA	Transfer to Middle School	Kasey Escobar	7/16/2014
Shelly Nielson	5th Grade - SS	Resignation	Jeanine Stehling	7/29/2014
Robin McMillian	Special Education	Resignation	Sena "Jenny" Alley	10/20/2014
Jennifer Green	4th Grade - Math	Resignation (10-31-14)		

**MIDDLE SCHOOL**

Delinda Hyer	Librarian	Retirement	Tanya Burrow	3/25/2014
Leslie Strarup	Social Studies	Retirement	Samantha Zahradnik	5/18/2014
Anna Hubenak	ELA - 8th grade	Retirement	Rhonda Merta	
Rhonda Merta	ELA - 7th grade	Transfer	Kathy Simmons	
Kathy Simmons	Reading - 7th grade	Transfer	Kim Wilson	
Kim Wilson	Reading - 6th grade	Transfer	Rachel Ondrias	
Susan Horak	ELA - 6th grade	Retirement	Jessica Terrazas	
Jessica Terrazas	Special Ed - Inclusion	Transfer	Derek Treybig	
Derek Treybig	Social Studies / Science	Transfer	Katie Swick	5/18/2014
Stephanie Cortez	Special Ed - Lifeskills / Coach	Resignation	Leslie Korenek	5/18/2014
Amanda Wadsworth	Special Ed - Inclusion/Resource	Resignation	Natalie Kainer	5/18/2014
Robin McMillian	Special Ed - Inclusion / Resource	Transfer to Northside	Rachel Dluhos	5/18/2014
Terry White	Math Intervention Teacher	Resignation	Megan Martin	6/24/2014
Douglas Babcock	Behavior Teacher	Resignation	Amanda Martin	7/29/2014
Kevin Elliston	Assistant Band Director	Resignation	Steven Hearn	7/16/2014
Stacey Vesely	Reading - 7th Grade	Transfer to Northside	Polly Wilkins	
Megan Martin	Math - 7th Grade	Transfer 205	Linda Supak	
Linda Supak	Math Intervention Teacher	Transfer	Megan Martin	

Kathy Simmons	ELA - 7th grade	Retirement (12-16-14)	Megan Pyle	
<b>HIGH SCHOOL</b>				
Tommy Smith	Construction Science - Welding	Retirement	Clint Love	7/16/2014
Matthew Zahn	Construction Technology	Resignation	Mark Woods	
Mark Woods	Engineering Design / Prin Arch	Transfer	<i>Will not fill position</i>	
Shelby Kindrick	Athletic Trainer - Assistant	Resignation	Courtnee Oliphant	5/18/2014
Toni Baron	Math	Retirement	Trent Popp	5/18/2014
Rachel Dluhos	Special Ed Inclusion / Coach	Resignation	Roxanne Rodriguez	6/24/2014
New position	Lifetime Nutrition and Wellness		Natasha Krenek	
Natasha Krenek	History	Transfer	Alicia Aguilar	
Maria Urban	Spanish	Resignation	Aubrey Supak	
Donna Kyle	Business	Retirement	<i>Will not fill position</i>	
James Harp	MAPS	Transfer	English SOL / ESL	
Aubrey Supak	Spanish	Resignation (11-14-13)		
<b>SPECIAL EDUCATION</b>				
New Position-COOP	Special Ed - PPCD - Louise		Katie Walker	5/18/2014
New Position-COOP	Special Ed - PPCD - Rice		Misty Green	7/16/2014
Katherine Helterbridle	Speech Therapist	Retirement (12-16-14)		
<b>OTHER</b>				
New position	Principal - ALP		Liz Graves	
Liz Graves	Principal - Myatt	Transfer to ALP	Mauri Couey	
Mauri Couey	Principal	Transfer to Myatt	Alicia Stary	7/16/2014
Alicia Stary	Assistant Principal	Transfer to Hutchins	Ashley Taylor	7/29/2014
Open ( <i>Montello</i> )	Assistant Principal - High School		Rodney Montello	6/24/2014
Open ( <i>Vela</i> )	Principal - Northside		Rebecca Crowell	5/18/2014