

Notice of Regular Meeting

The Board of Trustees Celina Independent School District

A Regular Meeting of the Board of Trustees of Celina Independent School District will be held Monday, May 19, 2014, beginning at 7:30 PM in the Celina ISD Administration Office, 205 S Colorado Dr, Celina, TX 75009.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

1. CALL TO ORDER DINNER/DISCUSSION
 - 1.A. **There Will Be No Dinner Session for This Meeting**
2. CALL TO ORDER & ESTABLISH QUORUM
 - 2.A. Pledge of Allegiance
 - 2.B. Invocation
3. OPEN FORUM
 - 3.A. Comments from Visitors Who Wish to Address Board Members on Agenda or Non-Agenda Topics
4. CONSENT/CONFIRMATION AGENDA ITEMS
 - 4.A. Minutes of the April 21, 2014 Regular Board Meeting
 - 4.B. Monthly Cash Distributions/Cash Balance/Investment Report/Budget Amendments
5. INFORMATION/CONFIRMATION AGENDA ITEMS:
 - 5.A. Present to Board Teacher and Support Staff of the Year
 - 5.B. District Director of Instruction Job Description
 - 5.C. Discuss June Board Meeting Date
 - 5.D. Confirm May 26, 2014 as a School Holiday
6. ACTION/BRIEFING AGENDA ITEMS
 - 6.A. Install New Board Members and Reorganize Board
 - 6.B. Discuss and Approve Update 99
 - 6.C. Select Budget Team and Select Workshop Dates
 - 6.D. Discuss and Approve Change to FDA(LOCAL) - Transfers
 - 6.E. Approve TXU Energy Contract
7. **CLOSED MEETING - Pursuant to Texas Government Code, Chapter 551, including, but not limited to Section 551.074 - Personnel, to deliberate regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, or to hear a complaint or charge against an officer or employee.**
 - 7.A. Personnel
 - 7.A.1. Administrative
 - 7.A.1.a. Secondary Curriculum - Karen Walker
 - 7.A.2. Professional
8. **RECONVENE - Open meeting to vote on matters considered in closed session in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, to take action necessary regarding personnel.**
 - 8.A. Action Taken on Items in Closed Session
9. ADJOURNMENT

If, during the course of the meeting, discussion of any items 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 or Texas Government Code section 418.183(f). Before any closed meeting is convened, the preside 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. [See BEC(LEGAL)]

Friday, May 16, 2014 at 1:30 PM

For the Board of Trustees

REGULAR BOARD MEETING

April 21, 2014

The Celina independent School District's Board of Trustees met in regular session on Monday, April 21, 2014 at the Celina Independent School District Administration Offices at 205 S Colorado, Celina, TX 75009 in Room 4 and the Board Room.

At 6:15 PM, Choc Christopher called the Dinner/Discussion session to order in Room 4 of the Administration Office. Members present included Choc Christopher, Pam Peters, Kelly Juergens, Todd Snyder, Chuck Hansen, Tim Looper, and Jeff Gravley. Staff members present included Donny O'Dell, Rick DeMasters, and Lana Brooks.

BOARD DINNER/DISCUSSION:

Agenda Items
Progress Report on Campus Reconfiguration

At 6:56 PM President Choc Christopher closed the dinner session.

At 7:00 PM Board President Choc Christopher called the regular meeting of the Celina Independent School District's Board of Trustees to order in the Board Room of the CISD Administration Offices. Pam Peters led the pledge and Tim Looper gave the invocation.

MEMBERS PRESENT: Choc Christopher, Jeff Gravley, Chuck Hansen, Kelly Juergens, Pam Peters, and Todd Snyder and Tim Looper.

MEMBERS ABSENT: None

SCHOOL OFFICIALS & VISITORS PRESENT: Donny O'Dell, Rick DeMasters, Starlynn Wells, Bill Hemby and Lana Brooks. A complete list of visitors is attached in the official board minutes.

OPEN FORUM: No one spoke on agenda or non-agenda items.

CONSENT/CONFIRMATION AGENDA ITEMS.

Todd Snyder moved and Jeff Gravley seconded the motion to approve the minutes of the March 24, 2014 Regular Board Meeting along with the Monthly Cash Distributions/Cash Balance/Investment Report and Budget Amendments. Motion Carried 7-0.

INFORMATION/CONFIRMATION AGENDA ITEMS:

Mr. O'Dell and the campus principals presented the Spring Superintendent Award Winners.

Marilyn Chamberlin presented the student AUP with some changes to the Board.

The Senior Activities Calendars for April and May were given to the Board.

Starlynn Wells gave the Board a report on Preliminary Test Scores.

ACTION/BRIEFING AGENDA ITEMS:

Kelly Juergens moved and Pam Peters seconded the motion to approve the textbook adoptions for the 2014-2015 school year as presented. Motion Carried 7-0.

Tim Looper moved and Jeff Gravley seconded the motion to table Update 99 so Mr. O'Dell could bring more information to the Board. Motion Carried 7-0.

Kyle Sheridan presented the board with an updated Drug Testing Policy. After some discussion Jeff Gravley moved and Kelly Juergens seconded the motion to approve the Policy with minor wording changes. Motion Carried 7-0.

Chuck Hansen moved and Todd Snyder seconded the motion to approve the donation of a pressbox for the softball field from Tolbert Welding, Inc. in the amount of \$3500. Motion Carried 7-0.

After some discussion, Jeff Gravley moved and Tim Looper seconded the motion to approve the change in the Instructional Leadership Design. Motion Carried 7-0.

At 9:10 PM Choc Christopher recessed the open session and convened the Board in closed session, pursuant to Texas Government code, Chapter 551, including, but not limited to Section 551.074 – Personnel.

- A. Personnel**
 - 1. Administrative**
 - a. Intermediate Principal – Stacy Ceci**
 - b. Secondary Curriculum – Karen Walker**
 - 2. Professional**
 - a. First Grade Bilingual Teacher**

At 9:40 PM Choc Christopher recessed the closed session and reconvened in open session to vote on matters considered in closed session in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, to take action necessary regarding personnel.

ACTION TAKEN ON ITEMS IN CLOSED SESSION:

Chuck Hansen moved and Todd Snyder seconded the motion to approve hiring Stacy Ceci as the new Intermediate School Principal. Motion Carried 7-0.

Pam Peters moved and Kelly Juergens seconded the motion to hire Veronikah Ricano as the Bilingual First Grade Teacher at the Elementary Campus. Motion Carried 7-0.

ADJOURNMENT:

Tim Looper moved and Chuck Hansen seconded the motion to adjourn the meeting. The motion carried 7-0.

The meeting adjourned at 9:43 PM.

Choc Christopher, President

Kelly Juergens, Secretary

DRAFT

CELINA INDEPENDENT SCHOOL DISTRICT
GENERAL FUND (INCLUDES ATHLETIC, HUBBARD, OPERATING)
MONTHLY FINANCIAL REPORT
APRIL 30 2014

	BUDGET	RECEIVED TO DATE	REMAINING	PERCENT REMAINING
REVENUES:				
5700 OTHER LOCAL REVENUE	\$ 307,903.65	\$ 286,279.63	\$ 21,624.02	7.02%
5711 PROPERTY TAXES, CURRENT YEAR	\$ 7,529,365.00	\$ 7,713,305.42	\$ (183,940.42)	-2.44%
5712 PROPERTY TAXES, PRIOR YEAR	\$ 200,000.00	\$ 64,841.87	\$ 135,158.13	67.58%
5719 PENALTY & INTEREST	\$ 50,000.00	\$ 75,963.31	\$ (25,963.31)	-51.93%
5800 STATE PROGRAM REVENUES	\$ 8,328,874.00	\$ 4,096,137.19	\$ 4,232,736.81	50.82%
5900 FEDERAL PROGRAM REVENUE	\$ 20,000.00	\$ 46,516.61	\$ (26,516.61)	-132.58%
7900 FLOW-THROUGH REVENUE	\$ 275,000.00	\$ -	\$ 275,000.00	100.00%
TOTAL REVENUES	\$ 16,711,142.65	\$ 12,283,044.03	\$ 4,428,098.62	26.50%

	BUDGET	EXPENDED TO DATE	REMAINING	PERCENT REMAINING
EXPENDITURES:				
11 INSTRUCTION	\$ 8,831,891.00	\$ 7,374,157.26	\$ 1,457,733.74	16.51%
12 LIBRARY SERVICES	\$ 196,102.00	\$ 158,253.33	\$ 37,848.67	19.30%
13 CURRICULUM	\$ 180,799.00	\$ 138,949.16	\$ 41,849.84	23.15%
21 INSTRUCTIONAL LEADERSHIP	\$ 62,574.00	\$ 51,631.76	\$ 10,942.24	17.49%
23 SCHOOL ADMIMISTRATION	\$ 1,210,330.00	\$ 999,065.68	\$ 211,264.32	17.46%
31 GUIDANCE AND COUNSELING	\$ 357,097.00	\$ 294,177.21	\$ 62,919.79	17.62%
32 SOCIAL WORK SERVICES	\$ 40,800.00	\$ 39,263.16	\$ 1,536.84	3.77%
33 HEALTH SERVICES	\$ 164,392.00	\$ 142,186.67	\$ 22,205.33	13.51%
34 PUPIL TRANSPORTATION	\$ 951,862.00	\$ 836,519.62	\$ 115,342.38	12.12%
36 EXTRA CURRICULAR ACTIVITIES	\$ 980,027.91	\$ 816,539.15	\$ 163,488.76	16.68%
41 GENERAL ADMINISTRATION	\$ 623,921.00	\$ 486,063.63	\$ 137,857.37	22.10%
51 PLANT MAINTENANCE & OPERATION	\$ 2,247,907.00	\$ 1,765,910.20	\$ 481,996.80	21.44%
52 SECURITY & MONITORING	\$ 37,840.00	\$ 22,355.80	\$ 15,484.20	40.92%
53 DATA PROCESSING	\$ 338,412.00	\$ 289,226.86	\$ 49,185.14	14.53%
71 DEBT SERVICE	\$ 203,863.00	\$ 152,896.59	\$ 50,966.41	25.00%
81 FACILITY IMPROVEMENT	\$ 1,165,302.00	\$ 1,031,650.85	\$ 133,651.15	11.47%
93 PAYMENT TO FISCAL AGENTS	\$ 382,056.00	\$ 289,696.00	\$ 92,360.00	24.17%
99 TAX APPRAISAL	\$ 70,000.00	\$ 54,405.55	\$ 15,594.45	22.28%
TRANSFER OUT (HUBBARD)			\$ -	#DIV/0!
TRANSFER TO CONSTRUCTION			\$ -	#DIV/0!
TOTAL EXPENDITURES	\$ 18,045,175.91	\$ 14,942,948.48	\$ 3,102,227.43	17.19%

Celina Independent School District
Operating Cash Flow Statement
2013-2014

	February, 2014 Actual	March, 2014 Actual	April, 2014 Actual
<i>Beginning Cash Balance</i>	\$ 3,126,233.40	1,708,878.94	550,807.08
RECEIPTS			
Tax Collections	\$ 1,303,976.43	178,219.02	133,859.81
Interest	\$ 1,300.42	788.88	749.69
Other Local Revenue	\$ 22,446.29	9,011.76	30,200.49
State Revenue - Available School	\$ 17,369.00	82,037.00	57,294.00
State Revenue -Foundation	\$ 0.00	0.00	442,009.00
State Revenue - Prior Year	\$ 0.00	0.00	0.00
State Revenue - Misc	\$ 0.00	1,245.00	0.00
Federal Program Revenue	\$ 14.40	0.00	62,910.86
Breakfast/Lunch Revenue - Local/Fed	\$ 83,969.51	81,324.88	79,087.26
Transfers From Texpool/Hubbard	\$ 0.00	0.00	1,500,000.00
Total Revenue	\$ 1,429,076.05	352,626.54	2,306,111.11
DISBURSEMENTS			
Payroll Net Checks	\$ -735,890.59	-732,943.42	-735,553.56
Payroll Deductions	\$ -39,263.83	-39,146.77	-39,460.12
TRS Deposit	\$ -193,543.49	-192,237.60	-190,728.51
IRS Deposit	\$ -98,697.55	-98,541.04	-98,698.79
Total Payroll	\$ -1,067,395.46	-1,062,868.83	-1,064,440.98
Transfers to Texpool	\$ -1,500,000.00	0.00	0.00
Transfer to Ind Bank MMA	\$ 0.00	0.00	0.00
Account Payable Expenditures	\$ -279,035.05	-447,829.57	-233,666.09
Total Expenditures	\$ -2,846,430.51	-1,510,698.40	-1,298,107.07
Net Change in Cash	\$ -1,417,354.46	-1,158,071.86	1,008,004.04
Ending Cash Balance	\$ 1,708,878.94	550,807.08	1,558,811.12
Beginning Cash Balance at Texpool	\$ 3,940,480.18	5,440,592.36	5,440,730.48
Deposits - Transfers In	\$ 1,500,000.00	0.00	0.00
Interest Earned	\$ 112.18	138.12	120.12
Transfers out	\$ 0.00	0.00	-1,500,000.00
Ending Cash Balance at Texpool	\$ 5,440,592.36	5,440,730.48	3,940,850.60
Beginnin Cash Balance-Ind Bank MMA	2,001,105.42	2,002,103.24	2,003,208.51
Deposits - Transfer In	0.00	0.00	0.00
Interest Earned	997.82	1,105.27	1,070.20
Transfers out	0.00	0.00	0.00
Ending Cash Balance-Ind Bank MMA	2,002,103.24	2,003,208.51	2,004,278.71
TOTAL CASH AVAILABLE	\$ 9,151,574.54	7,994,746.07	7,503,940.43

CELINA INDEPENDENT SCHOOL DISTRICT
INTEREST AND SINKING FUND 599
MONTHLY FINANCIAL REPORT
AS OF
APRIL 30, 2014

	BUDGET	RECEIVED TO DATE	REMAINING	PERCENT REMAINING
REVENUES:				
5700 TAXES CURRENT YEAR	\$ 3,412,002.00	\$ 3,389,242.88	\$ 22,759.12	0.67%
5700 TAXES PRIOR YEAR	\$ 75,000.00	\$ 29,105.99	\$ 45,894.01	61.19%
5700 PENALTY AND INTEREST	\$ 15,000.00	\$ 24,827.05	\$ (9,827.05)	-65.51%
5700 LOCAL REVENUE	\$ 7,500.00	\$ 9,143.85	\$ (1,643.85)	-21.92%
5700 BOND PROCEEDS			\$ -	#DIV/0!
5800 STATE REVENUE	\$ 156,130.00		\$ 156,130.00	100.00%
TOTAL REVENUES	\$ 3,665,632.00	\$ 3,452,319.77	\$ 58,826.08	1.60%

	BUDGET	EXPENDED TO DATE	REMAINING	PERCENT REMAINING
EXPENDITURES:				
6511 BOND PRINCIPAL	\$ 1,145,731.00	\$ 1,145,730.25	\$ 0.75	0.00%
6521 BOND INTEREST	\$ 2,429,479.00	\$ 2,429,478.88	\$ 0.12	0.00%
6599 OTHER DEBT SERVICE FEES	\$ 5,000.00	\$ 4,677.00	\$ 323.00	6.46%
TOTAL EXPENDITURES	\$ 3,580,210.00	\$ 3,579,886.13	\$ 323.87	0.01%

Celina Independent School District
Interest & Sinking Cash Flow Statement
2013-2014

	February, 2014 Actual	March, 2014 Actual	April, 2014 Actual
<i>Beginning Cash Balance-Independent Bk</i>	\$ 2,851,176.25	2,267,198.52	2,346,527.88
RECEIPTS			
Tax Collections	\$ 571,558.48	78,050.89	59,316.15
Interest	\$ 1,188.82	1,278.47	1,276.66
Transfer from Texpool	\$ 0.00	0.00	0.00
State Revenue - IFA	\$ 0.00	0.00	0.00
Total Revenue	\$ 572,747.30	79,329.36	60,592.81
DISBURSEMENTS			
Bond Payments	\$ -1,156,725.03	0.00	-750.00
Transfers to Texpool	\$ 0.00	0.00	0.00
Transfers to MMA Independent Bank			
Total Expenditures	\$ -1,156,725.03	0.00	-750.00
Net Change in Cash	-583,977.73	79,329.36	59,842.81
Ending Cash Balance - Independent Bk	\$ 2,267,198.52	2,346,527.88	2,406,370.69
Beginning Cash Balance at Texpool	\$ 14,341.62	14,341.90	14,342.23
Deposits - Transfers In/Int Sale of Bond	\$ 0.00	0.00	0.00
Interest Earned	\$ 0.28	0.33	0.30
Transfers out	\$ 0.00	0.00	0.00
Ending Cash Balance at Texpool	\$ 14,341.90	14,342.23	14,342.53
Independent Bank - MMA Investment			
Beginning Balance	163,090.09	163,171.41	163,261.49
Deposits	0.00	0.00	0.00
Interest	81.32	90.08	87.22
Transfers out	0.00	0.00	0.00
Ending Cash Balance - Ind Bank MMA	163,171.41	163,261.49	163,348.71
TOTAL CASH AVAILABLE	\$ 2,444,711.83	2,524,131.60	2,584,061.93

Celina Independent School District
Construction Cash Flow Statement
2013-2014

		February, 2014 Actual	March, 2014 Actual	April, 2014 Actual
<i>Beginning Cash Balance</i>	\$	160,824.21	158,312.93	157,414.15
RECEIPTS				
Interest	\$	79.72	87.17	83.86
Additional Revenue Trans from Operating		0.00	0.00	0.00
Transfers from Logic	\$	0.00	0.00	0.00
Transfers from Texpool		0.00	0.00	0.00
Total Revenue	\$	79.72	87.17	83.86
DISBURSEMENTS				
Transfers to Texpool/Logic	\$	0.00	0.00	0.00
Construction Payables	\$	-2,591.00	-985.95	-881.90
Total Expenditures	\$	-2,591.00	-985.95	-881.90
Net Change in Cash	\$	-2,511.28	-898.78	-798.04
 Ending Cash Balance**	 \$	 158,312.93	 157,414.15	 156,616.11
Beginning Cash Balance at Texpool	\$	102.23	102.23	102.23
Deposits - Transfers In	\$	0.00	0.00	0.00
Interest Earned	\$	0.00	0.00	0.00
Transfers out	\$	0.00	0.00	0.00
Ending Cash Balance at Texpool	\$	102.23	102.23	102.23
Logic Beginning Balance	\$	122.99	122.99	122.99
Deposits - Transfers In		0.00	0.00	0.00
Interest Earned	\$	0.00	0.00	0.00
Transfer to checking	\$	0.00	0.00	0.00
Ending Balance at Logic	\$	122.99	122.99	122.99
 TOTAL CASH AVAILABLE	 \$	 158,538.15	 157,639.37	 156,841.33

Celina Independent School District
 Hubbard Cash Flow Statement
 2013-2014

	February, 2014 Actual	March, 2014 Actual	April, 2014 Actual
<i>Beginning Cash Balance</i>	\$ 203,332.21	203,433.59	203,545.90
RECEIPTS			
Interest	\$ 101.38	112.31	108.74
Payments from Hubbard TR	\$ 0.00	0.00	0.00
Total Revenue	\$ 101.38	112.31	108.74
DISBURSEMENTS			
Transfers to Operating	0.00	0.00	0.00
Transfers to Texpool	0.00	0.00	0.00
Total Expenditures	\$ 0.00	0.00	0.00
Net Change in Cash	101.38	112.31	108.74
Ending Cash Balance	\$ 203,433.59	203,545.90	203,654.64

CELINA INDEPENDENT SCHOOL DISTRICT
 FOOD SERVICE FUND 240
 MONTHLY FINANCIAL REPORT
 AS OF
 APRIL 30, 2014

	BUDGET	RECEIVED TO DATE	REMAINING	PERCENT REMAINING
REVENUES:				
5751 REVENUE FROM MEALS SERVED	\$ 430,000.00	\$ 362,229.66	\$ 67,770.34	15.76%
5800 STATE REVENUE	\$ 20,980.00	\$ 16,137.56	\$ 4,842.44	23.08%
5900 NATL CHILD NUTRITION	\$ 392,843.00	\$ 243,683.24	\$ 149,159.76	37.97%
TOTAL REVENUES	\$ 843,823.00	\$ 622,050.46	\$ 221,772.54	26.28%

	BUDGET	EXPENDED TO DATE	REMAINING	PERCENT REMAINING
EXPENDITURES:				
35 FOOD SERVICES	\$ 843,823.00	\$ 603,848.22	\$ 239,974.78	28.44%

Budgeted/Expended Comparison Summary

as of April, 2014

	Original Budget	Amended Budget	Total Expended YTD	Current Month Expenditure	Encumbered	Balance	% Available to Use
Funds 181-191-199 General Operating							
11 Instruction							
6100 Payroll Costs	8,416,874.00	8,416,874.00	7,016,132.51	864,390.52		1,400,741.49	16.64%
6200 Professional Services	142,518.00	121,385.00	94,783.50	15,236.63	5,802.57	20,798.93	17.13%
6300 Supplies and Materials	232,580.00	236,461.00	198,172.80	36,976.02	10,985.68	27,302.52	11.55%
6400 Other Operating	33,404.00	31,840.00	21,110.35	6,919.82	3,247.28	7,482.37	23.50%
6600 Capital Outlay	9,450.00	25,331.00	23,331.86	3,375.47	590.71	1,408.43	5.56%
Total Instruction	8,834,826.00	8,831,891.00	7,353,531.02	926,898.46	20,626.24	1,457,733.74	16.51%
12 Library							
6100 Payroll Costs	158,645.00	158,645.00	131,320.74	14,218.77		27,324.26	17.22%
6200 Professional Services	5,290.00	5,290.00	1,785.00			3,505.00	66.26%
6300 Supplies and Materials	5,730.00	5,730.00	4,884.75	444.15	300.00	545.25	9.52%
6400 Other Operating	6,650.00	6,650.00	5,900.92	197.96		749.08	11.26%
6600 Capital Outlay	19,787.00	19,787.00	11,670.51	2,906.51	2,391.41	5,725.08	28.93%
Total Library	196,102.00	196,102.00	155,561.92	17,767.39	2,691.41	37,848.67	19.30%
13 Curriculum							
6100 Payroll Costs	122,774.00	122,324.00	85,193.36	8,595.43		37,130.64	30.35%
6200 Contracted Services	26,500.00	26,500.00	26,060.92			439.08	1.66%
6300 Supplies and Materials	16,525.00	26,975.00	21,541.62	150.00	2,469.00	2,964.38	10.99%
6400 Other Operating	4,000.00	5,000.00	3,350.26	385.51	334.00	1,315.74	26.31%
Total Library	169,799.00	180,799.00	136,146.16	9,130.94	2,803.00	41,849.84	23.15%
21 Instructional Leadership							
6100 Payroll Costs	62,574.00	62,574.00	51,631.76	5,191.76		10,942.24	17.49%
Total Inst Leadership	62,574.00	62,574.00	51,631.76	5,191.76	-	10,942.24	17.49%
23 School Leadership							
6100 Payroll Costs	1,190,743.00	1,190,743.00	984,641.28	100,258.22		206,101.72	17.31%
6200 Professional Services	1,213.00	1,213.00	500.00			713.00	58.78%
6300 Supplies and Materials	5,975.00	5,975.00	4,338.20	964.75		1,636.80	27.39%
6400 Other Operating	10,599.00	10,599.00	4,550.79	1,530.00	3,609.76	2,438.45	23.01%
6600 Capital Outlay	1,800.00	1,800.00	1,425.65			374.35	20.80%
Total School Leadership	1,210,330.00	1,210,330.00	995,455.92	102,752.97	3,609.76	211,264.32	17.46%

Budgeted/Expended Comparison Summary

as of April, 2014

	Original Budget	Amended Budget	Total Expended YTD	Current Month Expenditure	Encumbered	Balance	% Available to Use
Funds 181-191-199 General Operating							
31 Guidance & Counseling							
6100 Payroll Costs	338,103.00	338,103.00	280,011.49	28,110.02		58,091.51	17.18%
6200 Professional Services	6,933.00	6,933.00	6,250.00			683.00	9.85%
6300 Supplies and Materials	7,888.00	7,888.00	3,621.46	2,029.70	965.97	3,300.57	41.84%
6400 Other Operating	3,873.00	3,873.00	3,028.29	215.30		844.71	21.81%
6600 Capital Outlay	300.00	300.00	200.00	100.00		100.00	33.33%
Total Counseling	357,097.00	357,097.00	293,111.24	30,455.02	965.97	63,019.79	17.65%
32 SOCIAL WORK							
6100 Payroll Costs		40,800.00	39,263.16	5,011.27		1,536.84	3.77%
Total Social Work		40,800.00	39,263.16	5,011.27	-	1,536.84	3.77%
33 Health Services							
6100 Payroll Costs	156,254.00	156,254.00	135,289.53	16,706.39		20,964.47	13.42%
6200 Professional Services	342.00	342.00				342.00	100.00%
6300 Supplies and Materials	4,280.00	4,280.00	4,151.33	1,009.75		128.67	3.01%
6400 Other Operating	2,470.00	2,470.00	2,517.13	1,006.68		(47.13)	-1.91%
6600 Capital Outlay	1,046.00	1,046.00	228.68			817.32	78.14%
Total Health Services	164,392.00	164,392.00	142,186.67	18,722.82	-	22,205.33	13.51%
34 Pupil Transportation							
6100 Payroll Costs	575,928.00	575,928.00	525,153.18	58,682.47		50,774.82	8.82%
6200 Professional Services	12,050.00	12,050.00	10,960.75	520.00	1,265.58	(176.33)	-1.46%
6300 Supplies and Materials	190,500.00	190,500.00	142,616.35	17,905.47	10,681.95	37,201.70	19.53%
6400 Other Operating	20,000.00	20,000.00	20,642.81	481.03	270.00	(912.81)	-4.56%
6600 Capital Outlay	180,884.00	153,384.00	124,929.00			28,455.00	18.55%
Total Pupil Transport	979,362.00	951,862.00	824,302.09	77,588.97	12,217.53	115,342.38	12.12%
36 Extra Curricular							
6100 Payroll Costs	612,249.00	613,055.00	503,227.72	55,180.35		109,827.28	17.91%
6200 Professional Services	89,700.00	91,110.20	68,245.24	2,505.28	13,655.50	9,209.46	10.11%
6300 Supplies and Materials	100,930.00	143,607.71	90,608.96	10,402.13	38,998.54	14,000.21	9.75%
6400 Other Operating	123,674.00	125,105.00	91,375.62	15,630.45	3,277.58	30,451.80	24.34%
6600 Capital Outlay	5,500.00	7,150.00	1,544.99		5,605.00	0.01	0.00%
Total Extra Curricular	932,053.00	980,027.91	755,002.53	83,718.21	61,536.62	163,488.76	16.68%

Budgeted/Expended Comparison Summary

as of April, 2014

	Original Budget	Amended Budget	Total Expended YTD	Current Month Expenditure	Encumbered	Balance	% Available to Use
Funds 181-191-199 General Operating							
41 General Administration							
6100 Payroll Costs	467,541.00	467,541.00	389,234.52	38,553.99		78,306.48	16.75%
6200 Professional Services	83,775.00	83,775.00	52,107.24	1,524.64		31,667.76	37.80%
6300 Supplies and Materials	15,200.00	15,200.00	10,673.36	975.12		4,526.64	29.78%
6400 Other Operating	54,825.00	55,325.00	34,048.51	(36.06)		21,276.49	38.46%
6600 Capital Outlay	2,080.00	2,080.00				2,080.00	100.00%
Total General Admin	623,421.00	623,921.00	486,063.63	41,017.69	-	137,857.37	22.10%
51 Plant Maintenance							
6100 Payroll Costs	967,509.00	967,509.00	753,926.26	74,338.80		213,582.74	22.08%
6200 Professional Services	958,498.00	958,498.00	765,915.10	47,139.84		192,582.90	20.09%
6300 Supplies and Materials	244,400.00	230,027.00	157,739.77	14,742.10	4,597.52	67,689.71	29.43%
6400 Other Operating	78,000.00	77,500.00	69,358.55			8,141.45	10.51%
6600 Maintenance Vehicle		14,373.00	14,373.00			-	0.00%
Total Plant Maintenance	2,248,407.00	2,247,907.00	1,761,312.68	136,220.74	4,597.52	481,996.80	21.44%
52 Security and Monitoring							
6100 Payroll Costs	4,000.00	4,000.00	3,091.35	448.83		908.65	22.72%
6200 Professional Services	33,840.00	33,840.00	18,164.45	1,042.44	1,100.00	14,575.55	43.07%
Total Security	37,840.00	37,840.00	21,255.80	1,491.27	1,100.00	15,484.20	40.92%
53 Data Processing							
6100 Payroll Costs	214,389.00	214,389.00	180,201.77	18,214.74		34,187.23	15.95%
6200 Professional Services	103,023.00	99,400.01	89,799.81	2,259.18		9,600.20	9.66%
6300 Supplies and Materials	9,500.00	2,816.10	2,794.10	975.12	22.00	-	0.00%
6400 Other Operating	11,500.00	10,291.95	9,941.95	525.00		350.00	3.40%
6600 Capital Outlay		11,514.94			6,467.23	5,047.71	
Total Data Processing	338,412.00	338,412.00	282,737.63	21,974.04	6,489.23	49,185.14	14.53%
71 Debt Service							
6500 Debt Service	203,863.00	203,863.00	152,896.59			50,966.41	25.00%
Total Debt Service	203,863.00	203,863.00	152,896.59	-	-	50,966.41	25.00%
81 Facilities and Acquisition							
6600 Capital Outlay		1,165,302.00	879,968.56	5,420.16	151,682.29	133,651.15	11.47%

Budgeted/Expended Comparison Summary

as of April, 2014

	Original Budget	Amended Budget	Total Expended YTD	Current Month Expenditure	Encumbered	Balance	% Available to Use
Total Facilities	0.00	1,165,302.00	879,968.56	5,420.16	151,682.29	133,651.15	11.47%
Funds 181-191-199 General Operating							
93 Payment to Fiscal Agent							
6400 Other Operating	382,056.00	382,056.00	289,696.00	12,990.00		92,360.00	24.17%
Total Fiscal Agent	382,056.00	382,056.00	289,696.00	12,990.00	-	92,360.00	24.17%
99 Other Govt Charges							
6200 Contracted Services	70,000.00	70,000.00	54,405.55			15,594.45	22.28%
Total Oter Govt Chgs	70,000.00	70,000.00	54,405.55	-	-	15,594.45	22.28%

Budgeted/Expended Comparison Summary

as of April, 2014

	Original Budget	Amended Budget	Total Expended YTD	Current Month Expenditure	Encumbered	Balance	% Available to Use
Fund 240 Food Service							
35 Food Service							
6100 Payroll Costs	338,294.00	338,294.00	288,200.63	33,829.90		50,093.37	14.81%
6200 Professional Services	58,843.00	58,843.00	59,683.26	5,105.17		(840.26)	-1.43%
6300 Supplies and Materials	407,643.00	407,643.00	228,590.52	23,203.84	680.00	178,372.48	43.76%
6400 Other Operating	8,000.00	8,000.00	493.81		220.00	7,286.19	91.08%
6600 Capital Outlay	31,043.00	31,043.00			25,980.00	5,063.00	16.31%
Total Food Service	843,823.00	843,823.00	576,968.22	62,138.91	26,880.00	239,974.78	28.44%

Budgeted/Expended Comparison Summary

as of April, 2014

	Original Budget	Amended Budget	Total Expended YTD	Current Month Expenditure	Encumbered	Balance	% Available to Use
Fund 599 Debt Service							
71 Debt Service							
6500 Debt Service	3,575,210.00	3,580,210.00	3,579,886.13	750.00		323.87	0.01%
Total Debt Service	3,575,210.00	3,580,210.00	3,579,886.13	750.00	-	323.87	0.01%

**CELINA INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION
ELEMENTARY/SECONDARY INSTRUCTIONAL COORDINATOR**

PRIMARY PURPOSE:

Evaluate and provide leadership for PK-12 programs of the district.
Responsible for the effective and efficient operation of the Curriculum and Instruction department, which includes curriculum, federal programs and testing.

QUALIFICATIONS:

EDUCATION/CERTIFICATION:

Master's degree in education administration
Principal's certification

Special Knowledge/Skills:

Knowledge of curriculum and instruction
Ability to evaluate instructional programs and teaching effectiveness
Ability to manage budget and personnel
Ability to coordinate district function
Ability to implement policy and procedures
Ability to interpret data
Strong communication, public relations, and interpersonal skills

Experience:

Three years experience as a classroom teacher
Three years experience in instructional leadership roles
Principal or Assistant Principal experience

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional and Program Management:

1. Direct instructional and curriculum services to meet students' needs.
2. Plan, implement, and evaluate instructional programs with teachers and principals, including learning objectives, instructional strategies, and assessment techniques.
3. Apply research and data to improve the content, sequence, and outcomes of the teaching-learning process.
4. Work with appropriate staff to develop, maintain, and revise curriculum documents based on systematic review and analysis.
5. Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs.

6. Ensure the use of technology in the teaching-learning process.
7. Plan the necessary time, resources, and materials to support accomplishment of education goals.
8. Ensure the district goals and objectives are developed using collaborative processes and problem-solving techniques when appropriate.
9. Participate in the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs of the district.
10. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives (academic excellent indicators).
11. Obtain and use evaluative findings (including student achievement data) to examine curriculum and instruction program effectiveness.
12. Secure consultants, specialists, and other community resources to assist principals and instructional staff in attaining objectives.
13. Provide effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and others.
14. Specific programs include but not limited to:
 - a. Curriculum Pk-12
 - b. Federal Programs
 - c. Testing
 - d. New Employee/Substitute Orientation
 - e. ESL/Bilingual programs
 - f. ARI/AMI Programs
 - g. Gifted & Talented Programs
 - h. Dyslexia Program

Policy, Reports, and Law:

15. Implement the policies established by federal and state law, State Board of education rule, and local board policy in curriculum and instruction area.
16. Compile, maintain, and present all physical and computerized reports, records, and other documents required.

Budget:

17. Administer the curriculum and instruction budget and ensure that programs are cost effective and funds are managed prudently.
18. Compile budgets and cost estimates based on documented program needs.

Personnel Management:

19. Prepare, review, and revise job descriptions in curriculum and instruction department.
20. Evaluate job performance of employees to ensure effectiveness.
21. Assist with recruitment, selection, and training of personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal. Assist with the implementation of the designated teacher appraisal system.

Communication:

- 22. Provide for two-way communication with principals, teachers, staff, parents, and community.
- 23. Demonstrate skill in conflict resolution with administrators, parents, teachers, staff, and community.
- 24. Monitor professional research and disseminate ideas and information to other professionals.

Community Relations:

- 25. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies.
- 26. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
- 27. Demonstrate use of appropriate and effective techniques to encourage community and parent involvement.

Supervisory Responsibilities:

Supervise and evaluate the performance of instructional supervisors and support staff in the curriculum department.

Working Conditions:

Mental Demands, Physical Demands/Environmental Factors:

Frequent district wide and occasional statewide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____

ADMISSIONS
INTERDISTRICT TRANSFERS

FDA
(LOCAL)

TRANSFER REQUESTS	A nonresident student shall not be permitted to attend District schools except as provided below.
AUTHORITY	The Superintendent is authorized to accept or reject transfer requests, provided that such action is without regard to race, religion, color, sex, disability, national origin, or ancestral language.
APPLICATION FOR TRANSFER	A nonresident student wishing to transfer into the District shall file an application for transfer each school year with the Superintendent or designee. Transfers shall be granted for one regular school year at a time. There shall be no guarantee that transfers shall be granted for successive school years.
CONDITIONS OF TRANSFER	<p>In approving transfers, the Superintendent or designee shall consider availability of space and instructional staff, as well as the student's disciplinary history, attendance records, and academic record. For students in grades 6–12, performance on state standardized tests shall also be considered.</p> <p>Children in kindergarten–grade 12 of established business owners in the District shall be allowed to transfer into District schools free of charge, in accordance with the limitations set out in this policy.</p>
REVOCATION OF TRANSFER	<p>A transfer student shall be notified in the written transfer agreement that he or she must follow all rules and regulations of the District, including those for student conduct and attendance, and that violation of the District's rules and regulations may result in revocation of the transfer agreement. The effective date of the revocation will be set in accordance with the written transfer agreement.</p> <p>Written notification of any transfer revocation shall be sent to the school district of residence.</p>
TRANSPORTATION	The District shall not be responsible for transportation for nonresident students, except as required by law.
UNIVERSITY INTERSCHOLASTIC LEAGUE	All University Interscholastic League (UIL) rules shall be followed when considering transfer requests. The receiving campus principal and athletic director or fine arts director shall render decisions with respect to the eligibility of a transfer student for participation in UIL activities.
TUITION AND NONPAYMENT	The District shall charge tuition in an amount determined by the Board. The District may initiate withdrawal of students whose tuition payments are delinquent. Payment is due in full to the business office two weeks prior to the start of every semester.
OUT-OF-DISTRICT TRANSFERS	The District shall assume no responsibility for tuition required of students transferring out of the District.

Celina ISD
043903

ADMISSIONS
INTERDISTRICT TRANSFERS

FDA
(LOCAL)

APPEALS

Any appeals shall be made in accordance with FNG(LOCAL) and
GF(LOCAL), as appropriate.

DATE ISSUED: 7/8/2010
LDU 2010.04
FDA(LOCAL)-X

ADOPTED: *June 21, 2010* 2 of 2