



# GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

**DATE, TIME, LOCATION: MONDAY, MAY 23, 2011, 5:00 PM**  
**PUBLIC MEETING OF THE BOARD OF TRUSTEES**  
**HIGHLANDS JR. SCHOOL, 1212 E. WALLISVILLE, HIGHLANDS, TX**  
**4544 INTERSTATE 10, BAYTOWN, TEXAS**

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**If, during the course of the meeting, any discussion of any item on the Agenda should be held in Closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapter D and E.**

*If you require special assistance or the provision of an auxiliary aid or device during this event, please contact Noemi Garcia in the Superintendent's Office at 281.420.4816 at least 48 hours prior to the event.*



GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

**BYRON P. TERRIER, Ed.D.**  
ASSISTANT SUPERINTENDENT  
ADMINISTRATIVE SERVICES

May 23, 2011

**TO: BOARD OF TRUSTEES**  
**FROM: DR. BYRON P. TERRIER**  
**SUBJECT: TOP TEN STUDENT RECOGNITIONS**

**GOOSE CREEK MEMORIAL HIGH SCHOOL**

Valedictorian	G. Achille Javois	Mr. & Mrs. Calvin Javois
Salutatorian	Courtney Spann	Ms. Denise Webb Mr. Geary Spann
Third	Ryan Taylor	Mr. & Mrs. James Taylor
Fourth	Tarun Jain	Mr. & Mrs. Suresh Jain
Fifth	Taylor Cook	Ms. Deborah Pressey
Sixth	Erin Yzqueirdo	Mr. Hector Yzqueirdo Ms. Delores Yzqueirdo
Seventh	Ryan Armstrong	Mr. & Mrs. Ray Armstrong
Eighth	Me'Lisa Williams	Mr. Lawrence Williams Ms. Katrina Stewart
Ninth	Amanda Denton	Ms. Carolyn Stivender Mr. Steve Denton
Tenth	Alexander Hunt	Mr. & Mrs. David Hunt

**ROBERT E. LEE HIGH SCHOOL**

Valedictorian	Kaitlyn Martin	Mr. Ken Martin Ms. Randee King
Salutatorian	Jenny Epperson	Mr. & Mrs. Bo Epperson
Third	James Voytek	Mr. & Mrs. Michael Voytek
Fourth	Raven Graves	Ms. Terry Rivon Mr. Melvin (Ray) Graves
Fifth	Luis Cantu	Mr. & Mrs. Luis Cantu
Sixth	Melissa Taylor	Mr. & Mrs. Peter Taylor
Seventh	Jose Garcia	Mr. & Mrs. Jose Garcia
Eighth	Christopher Williams	Ms. Rosalind Williams
Ninth	Zabdi Guzman	Mr. & Mrs. Francisco Guzman
Tenth	Daisy Chapa	Mr. & Mrs. Geronimo Chapa

**ROSS S. STERLING HIGH SCHOOL**

Valedictorian	Kaitlyn Gainer	Mr. & Mrs. Jerry Gainer
Valedictorian	Lauren Gainer	Mr. & Mrs. Jerry Gainer
Third	Alyssa Gainer	Mr. & Mrs. Jerry Gainer
Fourth	Janci Addison	Mr. & Mrs. Robert Addison
Fifth	Madison Pepper	Ms. Anne Pepper
Sixth	Megan Jordan	Mr. & Mrs. Roy Jordan
Seventh	Michael Miller	Mr. & Mrs. Michael Miller
Eighth	Colt Campbell	Mr. & Mrs. James Campbell
Ninth	Madison Hayes	Mr. & Mrs. Brian Hayes
Tenth	Pricila Nolasco	Mr. & Mrs. Salvador Nolasco



GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

**BYRON P. TERRIER, Ed.D.**

ASSISTANT SUPERINTENDENT  
ADMINISTRATIVE SERVICES

May 23, 2011

TO: DR. TOBY YORK

FROM: DR. BYRON P. TERRIER

**SUBJECT: OPENING EXERCISES FOR MAY 23, 2011, BOARD MEETING**

The opening exercises for the May 23, 2011, Board Meeting will be given by the valedictorians of Goose Creek Memorial, Robert E. Lee, and Ross S. Sterling High Schools.

The pledges will be led by Gregory Javois, Goose Creek Memorial High School, Kaitlyn Martin, Robert E. Lee High School, and Kaitlyn and Lauren Gainer, Ross S. Sterling High School.

/rn

## **CITIZENS' PARTICIPATION**

Citizens who have registered with the recording secretary may address the Board on matters other than the character of any student, staff, or Board member. The item addressed by the speaker may not have been posted in accordance with the Texas Open Meetings Law. Board members may only listen to the individual's statement and may not discuss the item with the patron or take action on any matter not on the agenda. Each individual heard shall be allotted no more than five minutes for the presentations; however, if more than six citizens register to address the Board, more time may be given by a majority vote of the Board.

.Meeting of the Board of Trustees  
**GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**  
Baytown, Texas

May 9, 2011

**REGULAR MEETING**

The Board of Trustees and the Administrative Staff of the Goose Creek Consolidated Independent School District met in a Regular Board Meeting on Monday, May 9, 2011, in the Board Room of the Administration Building, 4544 Interstate 10, 6:30 p.m., with the following Board members present:

**PRESENT:** Mr. Ken Martin, President; Ms. Wilyne Laughlin, Vice President; Ms. Jenice Coffey, Secretary; Mr. Howard Sampson, Assistant Secretary; Mr. Robert Hoskins; and Mr. Carl Burg

**ABSENT:** Mr. Agustin Loreda

**OPENING EXERCISE**

The opening exercises for the May 9, 2011, Board Meeting were given by students of Horace Mann Junior School. Board Secretary Jenice Coffee gave the prayer. The pledges were led by Jocelyn Trejo and Jennifer Passament.

Select seventh- and eighth-grade Treble Choir students sang “Spring Quiet” and “Lascia Ch’io Pianga,” two of their UIL contest pieces. Seventh-grade students participating were: Alexandra Sanchez, Marina Lopez, Esmerelda Morales, Felisa Sanchez, and Jocelyn Trejo. Eighth-grade students participating were: Johanna Acosta, Berenise Curiel, Kari Ellis, Alondra Hernandez, Jennifer Passament, Selena Porrassa, and Monica Buenrostro.

The students were under the direction of teacher Ms. Laura Bendorf and principal Dr. Michael Coopersmith.

**RECOGNITIONS AND ACKNOWLEDGEMENTS**

**Duke Talent Search**

Each year students from Goose Creek CISD participate in the seventh grade Duke University Talent Identification Program (TIP). The Duke TIP is a national program that focuses on identifying academically talented students and providing innovative opportunities to support the development of their academic potential.

In order to participate in the Duke TIP, students must have scored 95 percentile or higher on a grade level achievement, aptitude, or state criterion-referenced test such as the TAKS test.

Students who take the SAT and score at least 520 points on the math, or 510 on the critical reading section, or 500 on the SAT writing, or have two of the three following scores: Math = 510, Critical Reading = 500, Writing = 490, receive state recognition. Students receiving state recognition

were invited by Duke University to attend a state level recognition ceremony. Based on the spring 2011 results, the following fifteen Goose Creek CISD students received state level recognition:

**BAYTOWN JUNIOR SCHOOL**

Alfredo Hernandez  
Sean McCafferty

**CEDAR BAYOU JUNIOR SCHOOL**

Caroline Fess  
Astrid Guevara  
Cody Nethery

**GENTRY JUNIOR SCHOOL**

Rachel French  
Nathaniel Kelley  
Zean Luna  
Dhvani Shukla  
Siavash Zamirpour

**HIGHLANDS JUNIOR SCHOOL**

Rachel Brown  
Drake Collins  
Rachel King  
Jesse King  
Kristen Moreno

**CITIZENS PARTICIPATION**

No one registered to address the Board of Trustees.

**DISPOSITION OF MINUTES**

April 25, 2011, Regular Board Meeting

Mr. Burg moved and Ms. Coffey seconded the motion **THAT THE BOARD APPROVE THE MINUTES FOR APRIL 25, 2011, REGULAR BOARD MEETING AS PRESENTED.** The motion passed with Mr. Martin, Ms. Laughlin, Ms. Coffey, Mr. Sampson, Mr. Hoskins, and Mr. Burg voting for the motion.

**ITEMS OF DISCUSSION/ACTION**

**8280. CONSIDERATION OF DONATION FROM GOOSE CREEK CISD EDUCATION FOUNDATION**

Ms. Coffey moved and Mr. Sampson seconded the motion **THAT THE BOARD APPROVE THE DONATION OF \$64,586.02 FROM GOOSE CREEK CISD EDUCATION FOUNDATION.** The motion passed with Mr. Martin, Ms. Laughlin, Ms. Coffey, Mr. Sampson, Mr. Hoskins, and Mr. Burg voting for the motion.

The funds will be used for 48 teacher grant winners.

**8281. CONSIDERATION OF DONATION FROM EXXONMOBIL**

Mr. Burg moved and Mr. Hoskins seconded the motion **THAT THE BOARD ACCEPT THE DONATION OF \$38,000 FROM EXXONMOBIL.** The motion passed with Mr. Martin, Ms. Laughlin, Ms. Coffey, Mr. Sampson, Mr. Hoskins, and Mr. Burg voting for the motion.

This donation will be used to fund a variety of science programs.

**8282. CONSIDERATION OF CONTRACT WITH COMEX CONSTRUCTION, INC. TO PERFORM FACILITIES CONDITION ASSESSMENT (FAC) CRITICAL PROJECT REPAIRS**

Mr. Hoskins moved and Ms. Laughlin seconded the motion **THAT THE BOARD ACCEPT AND APPROVE THE COMPETITIVE SEALED PROPOSAL FROM COMEX CONSTRUCTION, INC., TO PERFORM MULTIPLE FCA REPAIRS AS OUTLINED IN THE BID PROPOSAL DOCUMENTS.** The motion passed with Mr. Martin, Ms. Laughlin, Ms. Coffey, Mr. Sampson, Mr. Hoskins, and Mr. Burg voting for the motion.

**8283. CONSIDERATION OF FIRST READING OF TASB LOCALIZED POLICY MANUAL UPDATE 89**

Mr. Hoskins moved and Mr. Sampson seconded the motion **THAT THE BOARD APPROVE ON FIRST READING TO ADD, REVISE, OR DELETE (LOCAL) POLICIES AS RECOMMENDED BY TASB POLICY SERVICE AND ACCORDING TO THE INSTRUCTION SHEET FOR TASB LOCALIZED POLICY MANUAL UPDATE 89.** The motion passed with Mr. Martin, Ms. Laughlin, Ms. Coffey, Mr. Sampson, Mr. Hoskins, and Mr. Burg voting for the motion.

**8284. CONSIDERATION OF FIRST READING OF REVISED BOARD POLICY CDA (LOCAL); OTHER REVENUES: INVESTMENTS**

Mr. Burg moved and Mr. Hoskins seconded the motion **THAT THE BOARD APPROVE FIRST READING OF REVISIONS TO BOARD POLICY CDA (LOCAL); OTHER REVENUES; INVESTMENTS REGARDING CHANGES.** The motion passed with Mr. Martin, Ms. Laughlin, Ms. Coffey, Mr. Sampson, Mr. Hoskins, and Mr. Burg voting for the motion.

**8285 CONSIDERATION OF CONSENT AGENDA**

- 1. Engagement Letter from the District's External Auditor for the Audit for Financial Audit for Fiscal Year 2010-2011**
- 2. Engagement Letter from the District's External Auditor for the Money Purchase Pension Plan Audit for Fiscal Year 2010-2011**
- 3. Competitive Sealed Proposal for HVAC Parts, Supplies and Equipment**
- 4. Tax Refund**

Ms. Laughlin moved and Ms. Coffey seconded the motion **THAT THE BOARD APPROVE CONSENT AGENDA ITEMS 1 THROUGH 4 AS LISTED IN THE BOARD PACKET.** The motion passed with Mr. Martin, Ms. Laughlin, Ms. Coffey, Mr. Sampson, Mr. Hoskins, and Mr. Burg voting for the motion.

**Engagement Letter from the District's External Auditor for the Audit for Financial Audit for Fiscal Year 2010-2011**

The Board approved the engagement letter from Start & Busch, LLP., the District’s external auditor, to perform the District’s Annual External Financial Audit for fiscal year 2010-2011.

**Engagement Letter from the District’s External Auditor for the Money Purchase Pension Plan Audit for Fiscal Year 2010-2011**

The Board approved the engagement letter from Start & Busch, LLP., the District’s external auditor, to perform the District’s Annual Money Purchase Pension Plan audit for fiscal year 2010-2011.

**Competitive Sealed Proposal for HVAC Parts, Supplies and Equipment**

The Board approved to award the proposal for HVAC Parts, Supplies and Equipment to Baker Distributing, Coburn Supply, and Johnson Supply.

**Tax Refund**

The Board approved a tax refund for \$11,515.53 to Bay Tex Enterprises Inc., in accordance with Section 31.11 State Property Code with provision that no taxes are owed by the referenced parties on any account.

**Discussion of the MOU for Impact Early College High School at Lee College**

The Board of Trustees had a discussion regarding the MOU for Impact Early College High School at Lee College.

**8286. FUTURE BOARD AGENDA ITEMS  
BOARD TRAINING  
BOARD MEETINGS**

Future Board Agenda Items

This item was not discussed.

Board Training/Meetings

- Top Ten Reception/Board Meeting, Highlands Junior, May 23
- Summer Leadership Institute (SLI), San Antonio and Fort Worth

**CLOSED MEETING**

At approximately 7:54 p.m., President Ken Martin recessed the Regular Meeting into a Closed Meeting with the following statement:

“This Board will now recess into a Closed Session pursuant to the following sections of the Texas Opening Meetings Act: 551.071, Private consultation with the Board’s attorney; 551.072, Discussing purchase, exchange, lease, or value of real property; 551.074, Discussing personnel or to hear complaints against personnel. No action will be taken while the Board is in Closed Session.”

### **Board Reconvenes into Regular Session**

At approximately 8:12 p.m., the Board reconvened into Regular Session with President Ken Martin residing. No action was taken while in Closed Session.

#### **8287. CONSIDERATION OF PERSONNEL ACTION**

Mr. Burg moved and Mr. Hoskins seconded the motion **THAT THE BOARD ACCEPT THE FOUR RESIGNATIONS AS LISTED IN THE BOARD PACKET.** The motion passed with Mr. Martin, Ms. Laughlin, Ms. Coffey, Mr. Sampson, Mr. Hoskins, and Mr. Burg voting for the motion.

#### **Resignations:**

1. **Lisa Chaddock**, deaf education teacher at Horace Mann Junior School, is resigning effective June 3, 2011. Ms. Chaddock and her family are moving back to Illinois.
2. **Marie Drewnowski**, math teacher at Cedar Bayou Junior School, is retiring effective June 3, 2011. Ms. Drewnowski has been with the District 15 years.
3. **John Eubanks**, science teacher at Gentry Junior School, resigned effective April 29, 2011. Mr. Eubanks has been on leave of absence for the 2010-2011 school year.
4. **Margaret Eubanks**, social studies teacher at Ross S. Sterling High School, resigned effective April 29, 2011. Mrs. Eubanks has been on leave of absence for the 2010-2011 school year.

#### **Administrative Election:**

Mr. Hoskins moved and Ms. Laughlin seconded the motion **THAT THE BOARD APPROVE RENEE MYER AS PRINCIPAL OF VICTORIA WARLKER ELEMENTARY SCHOOL.** The motion passed with Mr. Martin, Ms. Laughlin, Ms. Coffey, Mr. Sampson, Mr. Hoskins, and Mr. Burg voting for the motion.

### **CLOSED MEETING NO. 2**

At approximately 8:14 p.m., President Ken Martin recessed the Regular Meeting into a Closed Meeting with the following statement:

“This Board will now recess into a Closed Session pursuant to the following sections of the Texas Openning Meetings Act: 551.071, Private consultation with the Board’s attorney; 551.072, Discussing purchase, exchange, lease, or value of real property; 551.074, Discussing personnel or to hear complaints against personnel. No action will be taken while the Board is in Closed Session.”

**Board Reconvenes into Regular Session**

At approximately 9:14 p.m., the Board reconvened into Regular Session with President Ken Martin presiding. No action was taken while in Closed Session.

**ADJOURNMENT**

President of the Board Ken Martin adjourned the Board meeting at approximately 9:14 p.m.

**SCHOOL BOARD AGENDA ITEM SUMMARY**

May 23, 2010

**SUBJECT:**                   **CONSIDERATION OF ORDER DECLARING RESULTS OF  
MAY 14, 2011 TRUSTEE ELECTION**

**RECOMMENDED ACTION:**     Approve the resolution declaring the results of Board of  
Trustee Election for Single-Member District Position  
Seven (7) as recommended by the School District's  
Attorney.

**RATIONALE:**                The Board of Trustees declares Daniel Blackford the elected member  
of the Board of Trustees for Single-Member District Position Seven  
(7).

**BUDGET PROVISIONS/ACTION REQUIRED:**        Not applicable

**RESOURCE PERSONNEL:**                         Dr. Toby York  
  Mr. Richard Peebles

**ORDER DECLARING RESULTS OF TRUSTEE ELECTION**

THE STATE OF TEXAS §  
COUNTIES OF HARRIS AND CHAMBERS §  
**GOOSE CREEK CONSOLIDATED** §  
**INDEPENDENT SCHOOL DISTRICT** §

On this, the **23rd day of May, 2011**, the Board of Trustees of **GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT** convened in regular session with the following members present, to-wit:

\_\_\_\_\_, President  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and the following absent: \_\_\_\_\_,  
constituting a quorum and among other proceedings had by said Board of Trustees was the following:

There came to be considered the returns of an election held on the 14th day May, 2011, for the purpose of electing trustees to the Board of Trustees of said District, and it appearing from said returns duly and legally made that there were cast at said election 318 valid and legal votes, and that each of the candidates in said election received the following votes:

**NAME OF CANDIDATE**                      **TOTAL NUMBER OF VOTES RECEIVED**

**For Single Member District Position Number Seven (7):**

<b>Wilyne Laughlin</b>	<b>154</b>
<b>Daniel C. Blackford</b>	<b>164</b>

It is therefore, FOUND, DECLARED and so ORDERED by the Board of Trustees of said District that **Daniel C. Blackford** received the highest number of votes cast at said election for **Single Member District Position Seven (7)** and is hereby declared a duly elected member of the Board of Trustees of said District, subject to the taking of his oath and qualifying as provided by the laws of the State of Texas.

The adoption of the above and foregoing order was duly moved and seconded, and upon the question being called for, was duly adopted.

PASSED, APPROVED and ADOPTED this 23rd day of May, 2011.

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President, Board of Trustees,  
**GOOSE CREEK CONSOLIDATED  
INDEPENDENT SCHOOL DISTRICT**

ATTEST:

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Secretary, Board of Trustees,  
**GOOSE CREEK CONSOLIDATED  
INDEPENDENT SCHOOL DISTRICT**

# **SUPERINTENDENT'S REPORT**

- 1. Legislative Update (no insert)**
- 2. 2011-2012 GCCISD Budget Update**

By Pete D. Pape, CPA  
Chief Financial Officer

# 2011/12 BUDGET UPDATE

# 2010/11 Budget Funds to Roll Forward

● 2010/11 Budgets-90%	\$1,500,000
● 2010/11 Campus Budgets-90%	<u>\$ 218,000</u>
● <b>Total</b>	<b>\$1,718,000</b>

# Department Reductions

● 15% Department Reduction \$3,296,000

● Total \$3,296,000

# Facilities & Transportation

- Utilize 3 tiered system/walk zones \$400,000
- Natural Gas contract renegotiated \$ 60,000

● **Total** **\$460,000**

# Instruction (Non-Payroll)

- Summer School \$277,000
- Subs for professional development \$150,000
  
- **Total** **\$427,000**

# Scheduling & Staffing

○ Central & Campus Admin	\$ 350,973
○ Elementary (26 teaching positions)	\$1,650,000
○ Junior Schools (30 teaching positions)	\$1,485,000
○ High Schools (27 teaching positions)	\$1,430,000
○ High Schools (8 para-professionals)	\$ 160,000
○ Custodial (15 positions)	\$ 330,000
○ Grounds Crew (6 positions)	\$ 175,157
○ Maintenance Crew (3-no fill, 3-attrition)	\$ 126,750
○ Security (4 officers)	\$ 86,000
○ Special Education (7 positions)	\$ 411,550
○ <b>Total</b>	<b>\$6,205,430</b>

# Salary & Pay

- Reduce employee overtime \$375,000
- Eliminate 'Sign On' bonuses \$170,000
- Eliminate education hours stipend \$ 55,000
  
- **Total** **\$600,000**

# Contracted Services

● Reduce district copier budget \$500,000

● Total \$500,000

# Costs Transferred to Food Service

● Portion of landfill costs	\$150,000
● % of Kitchen Utilities	\$150,000
● <b>Total</b>	<b>\$300,000</b>

# Total Budget Reductions

● 2010/11 Budget 90% Cap	\$ 1,718,000
● 15% Department Reduction	\$ 3,296,000
● Facilities & Transportation	\$ 460,000
● Instructional (Non-Salaries)	\$ 427,000
● Scheduling & Staffing	\$ 6,205,430
● Salary & Pay	\$ 600,000
● Contracted Services	\$ 500,000
● Transferred to Food Service	\$ 300,000
● <b>Total Budget Reductions</b>	<b>\$13,506,430</b>

# M&O Revenue

Description	2010/11	2011/12	2012/13
Assume HB-1	170,000,000	152,000,000	148,000,000
Student Growth		2,000,000	1,000,000
Transfer from WC fund			1,500,000*
Ed Jobs Funds		3,400,000*	
Foreign Trade Zone			500,000
Bus Advertising		100,000	25,000
Tax Collection Services		60,000	100,000
<b>Total:</b>	<b>170,000,000</b>	<b>157,560,000</b>	<b>151,125,000</b>

\* one-time use funds

# Additional Revenues

● Hurricane Ike	\$3,300,000
● Due from TEA	\$9,000,000
● Chambers County PSF*	\$1,300,000

- \*GCCISD portion of permanent school fund to be used for early retirement of debt or capital projects only.

**SCHOOL BOARD AGENDA ITEM SUMMARY**

May 23, 2011

**SUBJECT: CONSIDERATION OF REVISIONS TO MEMORANDUM OF UNDERSTANDING (MOU) EARLY COLLEGE HIGH SCHOOL**

**RECOMMENDED ACTION:** Approve the updated Early College High School Memorandum of Understanding as presented by the Administration and as reviewed by the School District's attorney.

**RATIONALE:** Goose Creek CISD received a grant from the Texas Education Agency in the amount of \$455,000 for the creation and implementation of an Early College High School for Goose Creek CISD students. The 2011-2012 school year will be the second year of operation for Impact Early College High School.

**BUDGET PROVISIONS/ACTION REQUIRED:** TEA Grant

**RESOURCE PERSONNEL:** Dr. Toby York  
Ms. Suzanne Heinrich  
Ms. Diana Cox  
Mrs. Karen Smithson  
Mr. Rick Peebles

Memorandum of Understanding between  
GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
And  
LEE COLLEGE  
For Operation of Early College High School

LEE COLLEGE and GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT (GCCISD), enter the following contract for the creation of the Early College High School (ECHS) as of ~~April 1, 2010~~ June 1, 2011, and for the terms of which WITNESS THE FOLLOWING:

WHEREAS the purpose of this agreement is to outline the collaboration of the parties, as listed above, in creating an ECHS serving grades 9-12 that will provide concurrent enrollment for academic dual credit college courses to traditionally underserved high school students for whom a smooth transition into postsecondary education is now problematic, including low-income or economically disadvantaged students, students at-risk of not graduating, first time college goers, English language-learners, and students for whom the cost of college is prohibitive.

WHEREAS Early College High Schools are schools where students have the opportunity to earn a high school diploma and complete up to 60 credit hours towards an Associate's degree and/or Baccalaureate degree at no cost to the student, the school will add a cohort of approximately 100 students per grade annually until serving at least grades 9-12.

WHEREAS Early College High Schools prepare high school students for successful career and educational futures through a full integration of high school, college, and the world of work, during their attendance at ECHS, students will develop a commitment to learning, a capacity for critical thinking, an understanding of their future role as community leaders, and the academic and other skills necessary to achieve success in these and other arenas.

All of the students graduating from ECHS will enter post-secondary education and/or training with significant advanced standing.

NOW THEREFORE, the parties of the Memorandum of Understanding mutually agree as follows:

**PURPOSE**

**The purpose of this agreement** is to allow GCCISD ECHS to use designated areas, **as available**, of the LEE COLLEGE campus for conducting classes for ECHS students and for office space to be utilized by faculty and administrators. **Furthermore, this agreement will outline roles and responsibilities for governance and operation of IMPACT ECHS.**

**PRINCIPLES FOR PARTNERSHIP**

1. Establishment of a full and equal agreement between LEE COLLEGE and GCCISD that allows a flexible and creative response to the organizational, mission, and fiscal needs of both institutions.

2. Collaboration in planning, implementation, and continuous improvement of Early College High School programs, including the provision for faculty, staff, and administration; curriculum development; training; and student services.
3. Provision of college readiness, dual credit, Tech-Prep, and early college credit courses.
4. Inclusion of personal/civic development programs that provide service learning and other external learning experiences for all students.
5. Financial collaboration that addresses costs of both parties and assists each in obtaining necessary funds from local, state, federal, and private/foundation sources to operate the program successfully.
6. Shared use of facilities, including classrooms, labs, offices, and libraries that reduces the operating costs and promotes collaboration of students, faculty, staff, and community members in program success.
7. Selection of students will target at-risk students and reflect the diversity of the Baytown/Highlands community.

### **DUTIES OF COLLEGE**

LEE COLLEGE agrees to:

1. Collaborate with GCCISD and ECHS officials in the design and execution of challenging and innovative instructional programs including early college, dual credit, and developmental education classes; scheduling of classes; recruitment of eligible students; program evaluation; and marketing the program.
2. Waive all tuition and fees for ECHS students in LEE COLLEGE early college and dual credit.
3. Collaborate with GCCISD and ECHS officials to fulfill grant expectations and seek additional grant dollars in support of the program.
4. Collaborate with GCCISD and ECHS officials to fulfill all Texas Education Agency requirements.
5. Collaborate with GCCISD on the build-out plans and funding arrangements for the agreed upon shared space by ECHS and LEE COLLEGE.
6. Provide routine and normal maintenance to the areas occupied by students, faculty and staff of ECHS including, but not limited to locks, HVAC, plumbing and custodial services.
7. Include the ECHS Principal in LEE COLLEGE instructional council meetings, as appropriate.
8. Provide ECHS faculty, staff, and students with college catalogs, schedules, and ID cards at no charge.
9. Allow all ECHS students the same access to services and facilities as LEE COLLEGE students, including but not limited to the use of the parking, library, computer labs, study rooms, science labs, bookstore, and food or lounge areas.
10. Schedule to lock or unlock buildings and rooms so that ECHS personnel have appropriate access to campus facilities, **as appropriate**.
11. Provide the same level of security service for the ECHS students and staff as LEE COLLEGE students and staff.
12. Collaborate with GCCISD and ECHS officials on all matters pertaining to student responsibilities, rights, discipline, and insurance.

### **DUTIES OF HIGH SCHOOL**

GCCISD agrees to:

1. Collaborate with LEE COLLEGE officials in the design and execution of challenging and innovative instructional programs (including early college, dual credit, and developmental education classes); scheduling of classes; recruitment of eligible students; program evaluation; and marketing of the program.
2. Collaborate with LEE COLLEGE to fulfill all Agreement guidelines in the offering of Early College and Dual Credit.

3. Collaborate with LEE COLLEGE to fulfill all Southern Association of Colleges and Schools (SACS) and Texas Higher Education Coordinating Board requirements.
4. Collaborate with LEE COLLEGE officials to fulfill grant expectations and seek additional grant dollars in support of the program.
5. Collaborate with LEE COLLEGE on the build out plans and funding arrangements for the agreed upon shared space by ECHS and LEE COLLEGE.
6. Pay a yearly room usage fee for each classroom and/or office designated specifically for IMPACT ECHS use. Five classrooms and four offices will be used specifically for ECHS during the 2011-12 school year. The fee will be \$10,000 per classroom and \$5,000 per office, for a total of \$70,000.
7. Pay all costs associated with the set up of telephone, telephone fees, electronic mail and other telecommunication equipment and services for use of the ECHS facility.
8. Provide its own computer equipment, network and software needs for ECHS use.
9. Allow ECHS principal to participate in LEE COLLEGE instructional council meetings, as appropriate.
10. Abide by LEE COLLEGE rules and regulations regarding building use, security, and students' rights and responsibilities.
11. Collaborate with LEE COLLEGE officials on all matters pertaining to insurance, student responsibilities, rights, and discipline.
12. Provide food services for GCCISD ECHS students.

#### **TERM, RENEWAL, TERMINATION**

The terms of this agreement shall commence on ~~April 1, 2010~~ **June 1, 2011** and will terminate on June 1, 2012 unless renewed or extended by the partners. This MOU may be amended by mutual written agreement of both parties. The MOU will be in force for one year following signing and is renewable based on the consent of the signatory parties. LEE COLLEGE and GCCISD reserve the right to terminate the MOU with or without cause upon service of 90 day written notice to the other party. In this event, the date of termination will be the last day of the current semester or year of ECHS school term, unless otherwise agreed to by the parties. While in the process of discontinuing, ECHS may not enroll any additional students.

#### **GOVERNANCE**

The ECHS established under this agreement will be governed by the GCCISD and Lee College Policies and subject to State of Texas, and federal policies, and requirements and laws. The principal of the ECHS will report to the Executive Director of School Administration and Executive Director of Curriculum and Instruction at GCCISD.

#### **ECHS Advisory Committee**

An Advisory Committee comprising of representatives of Lee College and GCCISD will meet monthly (or as needed) during the Planning Phase and at least quarterly (or as needed) during the Implementation Phase in order to facilitate communication, to evaluate instructional activities and programs, to identify issues and challenges, make recommendations, and to enhance collaboration. Specifically, the advisory committee will meet in order to:

- Develop and implement academic and professional policies;
- Develop and implement budgets and a financial plan;
- Supervise annual evaluation of the program;
- Insure adherence to state and federal regulations;
- Review the MOU and/or articulation agreements and to suggest revisions, annually.

Members of the Advisory Committee will include:

1. LEE COLLEGE Representatives: Associate Dean of Student Affairs, Dean of Academic Instruction, Dean of Applied Sciences, and Dual Enrollment Coordinator
2. GCCISD Representatives: ECHS principal, Executive Director of School Administration, Director of Guidance and Counseling, Higher Education Transition Liaison, and ECHS parent representative

The parent representative to this council will be elected following the first parent meeting of the year through onsite nomination/election process. The term of office for the parent representative will be one year.

### **ECHS Operational Council**

An Operational Council, chaired by the ECHS Principal, will meet once every six weeks (or as needed) in order to discuss implementation issues within the school and make recommendations to the ECHS Principal regarding policies, practices, and procedures at the Early College High School.

Members of the Operational Council will include:

1. LEE COLLEGE Representatives: Associate Dean of Student Affairs, counselor, and two college instructors
2. GCCISD ECHS Representatives: Principal, counselor, two faculty members, two parent representatives, and two student representatives

Parent and student representatives to this council will be elected following the first parent-student meeting of the year through an onsite nomination/election process. The term of office for the parent representative will be one year. The term of office for the student representative will be for one year.

### **CURRICULUM AND PROVISION OF COURSES**

LEE COLLEGE and GCCISD will collaborate to ensure that the Early College High School (ECHS) provides a course of study that enables ECHS students to earn a high school diploma and to earn an associate's degree and/or to complete up to 60 college credit hours within four to five years of entering high school.

LEE COLLEGE will give college credit for all approved dual enrollment courses for which articulation agreements have been approved. GCCISD will give high school credit for these approved dual enrollment courses.

LEE COLLEGE and GCCISD staff, will collaborate to develop a general course of study that will ensure that ECHS students are able to meet all TEKS and high school graduation requirements while also earning college credit.

Based on students' interest, a customized education plan shall be established by the ECHS and LEE COLLEGE to meet the academic needs of the student.

### **COURSE COMPLIANCE**

LEE COLLEGE and GCCISD will seek designation as an Early College High School from Texas Education Agency and the Texas Higher Education Coordinating Board.

LEE COLLEGE and GCCISD will ensure that ECHS students are able to meet all TEKS and high school graduation requirements while also earning college credit.

LEE COLLEGE is responsible for ensuring that course goals and standards are understood, and that the same standards of expectation and assessment are applied where LEE COLLEGE courses are offered. LEE COLLEGE will designate staff personnel to monitor the quality of instruction in order to assure compliance with the Course Articulation Agreement and the standards established by the State, the Southern Association of College and Schools, LEE COLLEGE, and GCCISD.

### **ENROLLMENT**

All ECHS students will take the required college placement exams and meet the minimum score requirements as determined by LEE COLLEGE in order to enroll in college courses.

Upon mutual agreement, LEE COLLEGE will assist with enrollment activities for all qualified students wishing to enroll in academic dual credit courses.

College transcripts for ECHS students are the sole ownership of Lee College. High school transcripts for ECHS students are the sole ownership of GCCISD. GCCISD ECHS students will receive weighted grade points to determine their weighted grade point average and class rank, in accordance with the GCCISD Course Description Guide. Grade point average on high school transcripts will be based on a four point, non-weighted scale, per state requirements.

### **INSTRUCTORS, FACULTY AND ADMINISTRATION**

All ECHS instructors must meet state certification requirements in their subject area to teach in the State of Texas. ECHS faculty will be selected based upon their previous experience and success in teaching.

ECHS faculty who meet the requirements necessary to teach courses for LEE COLLEGE will be granted "Adjunct Instructor" faculty status by the College during their period of employment at the ECHS, and will enjoy the benefits thereof.

ECHS faculty will be evaluated annually by GCCISD and by LEE COLLEGE, if also serving as an adjunct instructor.

LEE COLLEGE will pay the salary of instructors who teach college courses. GCCISD will pay the salary of the instructors employed by the ECHS.

### **HIGH SCHOOL ORGANIZATION AND FACILITIES**

The ECHS will be located in a dedicated space or dedicated spaces provided in collaboration with LEE COLLEGE and GCCISD. The space will include classrooms, administrative offices and student support areas. As the ECHS grows, additional space will be designated to meet these needs. It is preferred that all core ECHS classes be located in a dedicated space as the learning communities grow.

### **TUITION AND FEES**

LEE COLLEGE will waive tuition and fees for all ECHS students enrolled in college credit courses.

### **BOOKS AND SUPPLEMENTAL MATERIALS**

All textbooks and supplemental materials required for college classes, as determined by the Course Articulation Agreement, will be the responsibility of **GCCISD**. College textbooks purchased by **GCCISD** may be used for **multiple semesters** from the date of purchase. College textbooks will be issued to students for temporary use through the duration of the course or semester.

### **TRANSPORTATION**

GCCISD will provide transportation for students to and from Early College High School in accordance with GCCISD Transportation Guidelines.

### **INSTRUCTIONAL SCHEDULE AND CALENDAR**

The ECHS will follow a hybrid schedule that will allow access to LEE COLLEGE courses and meet the needs of high school curriculum.

For college credit courses taken for high school credit in the ECHS, the instructional calendar to be used is that of GCCISD. For college credit courses taken for credit at LEE COLLEGE, the instructional calendar to be used is that of LEE COLLEGE.

High school credit courses will meet time requirements established by the Texas Education Code. College credit courses will meet time requirements established by the Texas Higher Education Coordinating Board.

### **STUDENT RECRUITMENT AND SELECTION**

To secure the broadest applicant pool possible, the ECHS will recruit qualified eighth grade students at all of GCCISD's junior schools each year. A recruitment team comprised of the ECHS principal, ECHS counselor, and staff from the GCCISD Administration office will spearhead this effort. This process will include the following activities:

1. Create timeline of recruitment and admission activities
2. Create ECHS website that provides recruitment and admission information
3. Conduct meetings with junior school counselors to introduce and explain the concept of ECHS
4. Conduct eighth grade assemblies and distribute recruitment information to junior school students in the school district
5. Conduct student and parent meetings at all junior school campuses and selected community locations explaining the opportunities and commitment required of ECHS students (Bilingual translation will be made available at all parent presentations)
6. Distribute recruitment/admission information packets to junior school students in the school district

Admission to the ECHS will be limited to students served by GCCISD. The ECHS will identify and target underserved students. GCCISD will accept applications from all GCCISD eighth grade students. Applications will be scored based on a standard rubric that targets students that are at-risk and underrepresented in postsecondary education. Based upon the standard rubric, students with the top 100 scores will be selected for admission to the ECHS.

### **CONDUCT**

ECHS students are required to adhere to rules and regulations outlined in the LEE COLLEGE catalog and GCCISD ECHS handbook. The GCCISD ECHS handbook will include a student code of conduct. Students in violation of these standards will be subject to appropriate disciplinary action.

### **SAFETY**

If an ECHS student, instructor, or administrator should experience an accident or sudden illness on the premises of LEE COLLEGE, the response to such incidents will be based on the operating college regulations, guidelines and procedures.

### **PERFORMANCE**

LEE COLLEGE and GCCISD will evaluate the effectiveness of the program each academic year. The results of the evaluation will be reported at the end of each academic year. This evaluation will include but not limited to AEIS/School Report Card, ECHS portfolio, course completion data, student and parent surveys, as well as other forms of college and local community input.

LEE COLLEGE and GCCISD will collaborate to implement a longitudinal tracking process to follow students after they exit the ECHS program and enter college.

### **ADMINISTRATION OF STATEWIDE INSTRUMENTS**

GCCISD will administer all statewide assessment instruments in accordance with TEC Subchapter B, Chapter 39. College instructors will be notified at least 2 days in advance of the assessment as is policy in the dual credit partnership agreement.

### **COURSES OF STUDY**

Students enrolled in Early College High School will complete a course of study that meets the Texas Education Agencies' Distinguished Academic Plan and provides students the opportunity, based on college entrance exam scores, to complete an associate degree.

### **ATTENDANCE AND ENROLLMENT**

GCCISD will keep attendance in accordance with TEC Chapter 25 Subchapter C. LEE COLLEGE agrees to take attendance and provide the information to GCCISD at the District's request as is policy in the dual credit partnership agreement.

First-time students will apply to LEE COLLEGE; turn in completed Release Form and meet testing requirements in accordance with LEE COLLEGE policy. Students will be co-enrolled in GCCISD and LEE COLLEGE each semester that they are in ECHS.

### **COLLECTING AND SHARING DATA**

GCCISD and LEE COLLEGE will share student data as is necessary. All requests for data will be made through the LEE COLLEGE liaison and the ECHS principal.

### **GRADING PERIODS AND POLICIES**

GCCISD will report high school grades to students utilizing the district developed grade reporting calendar. LEE COLLEGE agrees to provide grades no later than at mid semester and the end of the college semester as is policy in the dual credit partnership agreement. GCCISD will issue a report card for students and parents at mid semester for LEE COLLEGE courses.

### **FISCAL AGENT**

GCCISD will serve as the fiscal agent for the purposes of this Memorandum of Understanding. Under this arrangement, GCCISD will be the recipient of the ECHS funds from Texas Education Agency.

### **BUDGET**

A budget will be developed in collaboration with LEE COLLEGE and GCCISD staff.

~~LEE COLLEGE will house the ECHS including the ECHS Principal and support staff.~~

LEE COLLEGE will waive tuition and fees for all ECHS students enrolled in college credit courses.

LEE COLLEGE and GCCISD will collaborate to support day-to-day operational cost for facilities ~~college staff~~ and student support services.

GCCISD will support the ECHS' day-to-day high school instructional costs, including administrative and staff salaries, transportation, and other school related expenditures.

GCCISD will assume responsibility for providing college-level textbooks to the ECHS students; however, LEE COLLEGE instructors may be on a multiple semester cycle for usage of textbooks, when applicable.

### **SUSTAINABILITY**

LEE COLLEGE and GCCISD have planned and budgeted for sustainability beyond the expenditure of start-up funds. The School District will provide local funds for high school instruction, administration, and professional development beyond the expenditure of startup funds. LEE COLLEGE will provide funds for college instruction and support services, as well as tuition and fee waivers beyond the expenditure of start-up funds.

### **RESPONSIBILITIES OF THE PARTIES**

#### **Regulatory requirements**

All members of the ECHS faculty and administration, as well as any other party connected to the program, must comply with regulations regarding the report of alleged child abuse, school-related crimes, and sexual molestation.

#### **Venue**

The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this Agreement shall be in Harris County, Texas.

#### **Relationship**

It is understood and agreed that Parties are independent contractors. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the Parties or as agent of Parties. The Agreement does not create a joint venture or business partnership under Texas law. Each Party is solely responsible for the supervision, daily direction and control, payment of salary (including withholding of income taxes and social security), insurance, worker's compensation, and disability benefits and like requirements and obligations of their employees, agents, volunteers, and representatives. They agree that either Party has no responsibility for any conduct of the other Party's employee, agent, volunteer, or representative.

#### **No Waiver of Immunity**

Neither party relinquishes any immunity or defense on behalf of itself, its trustees, officers, employees and agents as a result of its execution of this Agreement and performance of the functions or obligations described here.

**MODIFICATION OF THE AGREEMENT**

This Memorandum of Understanding may be modified and amended only by mutual agreement of the parties in writing, and any such modification or amendments shall be attached and become a part of this collaboration as if set forth herein.

Should LEE COLLEGE or GCCISD terminate their application for the ECHS the parties agree to return any unspent funds and provide a complete accounting for all expenditures to the date of termination.

IN WITNESS WHEREOF, the parties have duly approved this AGREEMENT EXECUTED IN TWO original counterparts on this \_\_\_\_\_ date of \_\_\_\_\_.

\_\_\_\_\_  
LEE COLLEGE

By: \_\_\_\_\_  
LEE COLLEGE President

\_\_\_\_\_  
Goose Creek Consolidated Independent School District

By: \_\_\_\_\_  
GCCISD Superintendent

Revised ~~April 15, 2011~~ May 17, 2011

## SCHOOL BOARD AGENDA ITEM SUMMARY

May 23, 2011

**SUBJECT: CONSIDERATION OF SECOND READING OF TASB LOCALIZED POLICY MANUAL UPDATE 89 [Previously Distributed]**

**RECOMMENDED ACTION:** Approve on Second Reading to add, revise, or delete (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for *TASB Localized Policy Manual Update 89*.

**RATIONALE:** The Board of Trustees reviews all revisions, additions, and deletions to legal and local Board policies.

**BUDGET PROVISIONS/ACTION REQUIRED:** Not applicable

**RESOURCE PERSONNEL:** Dr. Toby York  
Dr. Byron Terrier  
Mr. Rick Kirk  
Ms. Diana Cox  
Ms. Suzanne Heinrich  
Mr. Pete Pape  
Mr. Pete Cote  
Ms. Kathy Clausen  
Mr. Richard Peebles

**Instruction Sheet**  
**TASB Localized Policy Manual Update 89**

District      **Goose Creek CISD**

<b>Code</b>	<b>Action To Be Taken</b>	<b>Note</b>
<b>A25 (INDEX)</b>	<b>Replace cross-index</b>	<b>Revised cross-index</b>
<b>AC (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>AIA (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>AIB (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>AID (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>B (LEGAL)</b>	<b>Replace table of contents</b>	<b>Revised table of contents</b>
<b>BBC (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>BDAF (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>BDF (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>BJB (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>BJCE (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>CCH (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>CKA (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>CKB (LEGAL)</b>	<b>ADD policy</b>	<b>See explanatory note</b>
<b>CKB (LOCAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>CL (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>CPC (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>CRD (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>DC (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>DI (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>DK (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>DMA (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>E (LEGAL)</b>	<b>Replace table of contents</b>	<b>Revised table of contents</b>
<b>EEJA (LEGAL)</b>	<b>DELETE policy</b>	<b>See explanatory note</b>
<b>EEJA (LOCAL)</b>	<b>DELETE policy</b>	<b>See explanatory note</b>
<b>EEJB (LEGAL)</b>	<b>DELETE policy</b>	<b>See explanatory note</b>
<b>EEJB (LOCAL)</b>	<b>DELETE policy</b>	<b>See explanatory note</b>
<b>EEJC (LEGAL)</b>	<b>DELETE policy</b>	<b>See explanatory note</b>
<b>EEJC (LOCAL)</b>	<b>DELETE policy</b>	<b>See explanatory note</b>
<b>EHAA (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>EHB (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>EHBA (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>

**Instruction Sheet**  
**TASB Localized Policy Manual Update 89**

<b>EHBC (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>EHBI (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>EHDB (LEGAL)</b>	<b>ADD policy</b>	<b>See explanatory note</b>
<b>EHDB (LOCAL)</b>	<b>ADD policy</b>	<b>See explanatory note</b>
<b>EHDC (LEGAL)</b>	<b>ADD policy</b>	<b>See explanatory note</b>
<b>EHDC (LOCAL)</b>	<b>ADD policy</b>	<b>See explanatory note</b>
<b>EHDD (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>EHDD (LOCAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>EHDE (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>EHDE (LOCAL)</b>	<b>ADD policy</b>	<b>See explanatory note</b>
<b>EIF (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>FD (LOCAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>FFAB (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>FFAE (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>FO (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>FOCA (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>
<b>FP (LEGAL)</b>	<b>Replace policy</b>	<b>Revised policy</b>



**GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**

**SCHOOL BOARD AGENDA ITEM SUMMARY**

May 23, 2011

**SUBJECT:**                   **CONSIDERATION OF SECOND READING OF REVISED BOARD POLICY CDA (LOCAL); OTHER REVENUES: INVESTMENTS**

**RECOMMENDED ACTION:**     Approve second reading of revisions to Board policy CDA (Local); Other Revenues: Investments regarding changes.

**RATIONALE:**             In accordance with Board Policy CDA (LEGAL); Other Revenues: Investments, at least annually, the Board shall review the investment policy and strategies for the district.

**BUDGET PROVISIONS/ACTION REQUIRED:**             Not Applicable

**RESOURCE PERSONNEL:**     Dr. Toby York  
  Mr. Pete Pape  
  Ms. Stephanie Wright  
  Mr. Richard Peebles

**GOOSE CREEK ISD**

**AUTHORITY FOR CASH  
MANAGEMENT AND INVESTMENT  
PROGRAM**

This Policy sets forth the investment and strategy guidelines for the investment of funds for the District in order to achieve the District's goals of safety, liquidity, diversification and yield, and to preserve the public trust. This policy serves to satisfy the state statutory requirement to define and adopt a formal investment policy and strategy in accordance with the Public Funds Investment Act, Texas Government Code, Chapter 2256, (the "Act"). It sets forth policy and procedures to enhance opportunities for prudent investment.

It is the policy of the District that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in a manner which provides the maximum security of principal through risk management and diversification while meeting the daily cash flow needs of the District and conforming to all applicable state and District statutes.

The receipt of a market rate of return will be secondary to the requirements for safety and liquidity. The earnings from investment will be used in a manner that best serves the interests of the District.

**DELEGATION OF AUTHORITY**

In accordance with the Act, the responsibility for approving investment policy resides with the Board. The executive director of business services and assistant business manager shall be designated as investment officers of the District and are responsible for investment decisions and activities, under the direction of the Superintendent. In the absence of the executive director of business services and the assistant business manager, the Superintendent shall be designated as the alternate investment officer of the District. The investment officers of the District shall:

1. Attend at least one training session relating to the investment officer's responsibilities within 12 months after taking office or assuming duties.
2. Attend an investment training session not less than once in a two-year period and receive not less than ten hours of instruction relating to investment responsibilities from an independent source that has been approved by the Board; and
3. Ensure that the training attended includes training on diversification of investment portfolio.

OTHER REVENUES  
INVESTMENTS

CDA  
(LOCAL)

4. Officers, and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Investment Officers involved shall disclose in writing to the Board any material financial interest in financial institutions that conduct business with the District or any personal financial/investment positions that could be related to the performance of the District.

PRUDENCE

The standard of prudence to be used in the investment process shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio, rather than a consideration as to the prudence of a single investment.

*Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.*

Investment Officers acting in accordance with written procedures and this policy and exercising due diligence shall be relieved of personal liability in the management of the portfolio provided that deviations from expectations for a specific security's credit risk or market price change, or a portfolio shift are reported in a timely manner and that appropriate action is taken to control adverse market effects. The District recognizes that in a diversified portfolio, occasional measured losses are inevitable and must be considered within the context of the entire portfolio.

APPROVED  
INVESTMENT  
INSTRUMENTS

From those investments authorized by law and described further in CDA(LEGAL) and the Act, the Board shall permit investment of District funds in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of the US Government, its agencies and instrumentalities excluding mortgage backed securities, or guaranteed by, governmental entities not to exceed two years to maturity in operating and debt service funds and not to exceed three years in bond funds, (Government Code 2256.009)
2. Fully insured or collateralized certificates of deposit from banks doing business in Texas not to exceed one year to

OTHER REVENUES  
INVESTMENTS

CDA  
(LOCAL)

maturity and collateralized in accordance with this policy (2256.010).

3. Fully collateralized repurchase agreements not to exceed three months (2256.011). Flex repurchase agreements are permitted when used for bond funds shall be tied to the expenditure schedule of the bonds.
4. A1/P1 commercial paper with a maturity not to exceed 90 days and dual rated by two nationally recognized rating agencies (2256.013).
5. AAA rated money market mutual funds (2256.014).
6. Constant dollar public funds investment pools as defined by the Act 2256.016.
7. Obligations of any state or political subdivisions rated A or better by two nationally recognized rating agencies not to exceed two years to stated maturity. (2256.009(a)(5))

Delivery versus Payment

All security transactions will be transacted on a delivery versus payment basis to assure ownership by the District (2256.005).

PORTFOLIO  
STRUCTURE

To meet the investment objectives of the District the portfolio shall be invested in high credit quality securities to minimize market and volatility risk. Investments shall be scheduled to coincide with the projected cash flow needs. Any internally created pooled fund group (portfolio) of the District shall have a maximum dollar weighted maturity of 180 days. Debt service funds will focus on the funding of succeeding debt service requirements before extensions.

The available funds in the any fund may be invested for a period of up to two years provided that all short term cash flow requirements have been met. Bond proceeds can be invested for a period of up to three years provided that the draw down schedules permit such maturities.

Diversification

The asset mix of the District's portfolio, except for investments purchased for investment of bond proceeds, is expressed in terms of maximum commitment so as to allow sufficient flexibility to take advantage of market considerations within the context of this policy.

The maximum percentage limits are as follows:

OTHER REVENUES  
INVESTMENTS

CDA  
(LOCAL)

<u>Market Sector</u>	Max % of Portfolio
Money Market Accounts	100%
Certificates of deposit	40%
Maximum by issuer	15%
U.S. Government Securities	100%
Repurchase Agreements	100%
Investment Pools	100%
Maximum Ownership	10%
Money Market Mutual Funds	15%
Maximum Ownership	10%
Commercial Paper	25%
Maximum by issuer	10%

The District shall not invest all 100 percent of its portfolio in one investment pool. If investment pools are the only investment type being utilized, the money should be subdivided between various pools for diversification and security reasons.

The investment portfolio shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issue, or a specific class of securities. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- Within the cash flow requirement constraints, investment maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.
- Liquidity shall be ensured through practices to ensure that the payroll account and the operating account are covered through maturing investments.
- Risks of market price volatility shall be controlled through maturity diversification.

SAFETY AND  
INVESTMENT  
MANAGEMENT

The main goal of the investment program is to ensure safety and maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall

OTHER REVENUES  
INVESTMENTS

CDA  
(LOCAL)

portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

MONITORING MARKET  
PRICES

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant declines in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisors, and representatives/advisors of investment pools or money market funds. Monitoring shall be done at least quarterly, as required by law, and more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

FUNDS / STRATEGIES

Investments of the following fund categories shall be consistent with this policy and in accordance with the strategy defined below.

OPERATING FUNDS

Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements. The maximum weighted average maturity may not exceed 180 days.

TRUST AND AGENCY  
FUNDS

Investment strategies for trust and agency funds shall have as their primary objectives safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements. The maximum weighted average maturity may not exceed 180 days.

DEBT SERVICE FUNDS

Investment strategies for debt service funds shall have as their objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded. The maximum weighted average maturity may not exceed 90 days.

CAPITAL PROJECTS

Investment strategies for capital project funds shall have as their objective sufficient investment liquidity to timely meet capital project obligations. The investments shall be based on expenditure draw-down estimates.

CASH FLOW  
PROJECTIONS AND  
STATEMENTS

Cash flow projections shall be prepared for a combination of weekly, monthly, and yearly periods. A receipts and disbursements forecast will be in the format of a sources and uses of fund statement with individual line items for the major components of that fund.

Dramatic variances between the cash flow projection and cash flow statements may provide an early warning of a change in condition.

OTHER REVENUES  
INVESTMENTS

CDA  
(LOCAL)

SAFEKEEPING AND  
CUSTODY

The District shall be provided and retain clearly marked receipts providing proof of the District's ownership of all its securities as well as securities pledged for collateral. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.

Any collateral custodian will be independent from the pledging bank and shall be responsible for providing directly to the District a monthly report of collateral.

BROKERS / DEALERS

Prior to handling investments on behalf of the District, brokers/dealers must certify in writing to a review of the investment policy. in accordance with law Representatives of brokers/dealers shall be registered with the Texas State Securities Board and be in good standing with the Financial Institutions Regulatory Agency (FINRA).

In compliance with Section 2256.05 of the Government Code, a written copy of this investment policy shall be presented to any security broker/dealer including investment pools and banks seeking to sell to the District. The representative of the firm shall execute the Investment Policy Affidavit shown in Exhibit A to this policy. The Investment Policy Affidavit must contain provisions that require the security broker/dealer to acknowledge that they have:

1. Received and thoroughly reviewed the investment policy of the District; and
2. Acknowledged that their firm has implemented reasonable procedures and controls in an effort to preclude investment transactions not authorized by the District's Policy. .

The investment officers are prohibited from purchasing securities from broker/dealers (including investment pools) who have not delivered to the District an Investment Policy Affidavit. The brokerage subsidiary of the main depository shall not be used as a broker in order to perfect ownership of the securities. The District investment officers shall annually review and recommend a list of qualified brokers/dealers to the Board for approval.

COMPETITIVE  
BIDDING

A competitive bid process, utilizing a minimum of three verbal bids/offers from authorized institutions shall be used for purchase of all investments.

Records shall be kept of all transactions including documentation of the competitive offers, the transaction accepted, and a brief explanation of the decision made regarding the purchase.

OTHER REVENUES  
INVESTMENTS

CDA  
(LOCAL)

Based on an annual evaluation of transactions, financial institutions shall be dropped from or continued on the eligibility list. The following criteria shall be used in the annual evaluation:

1. Number of transactions competitively won,
2. Prompt and accurate confirmation of transaction,
3. Efficient securities delivery,
4. Accurate market information, and
5. Account servicing.

SOLICITING BIDS FOR  
CD'S

In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.

COLLATERAL

Time and Demand Bank Deposits Pledged Collateral

Collateralization is required on all bank time and demand deposits over the applicable FDIC insurance coverage. All securities pledged to the District for these deposits shall be held by an independent third party institution outside the holding company of the pledging bank.

In order to anticipate market changes and provide a level of additional security for all funds, the market value of the collateral will be maintained at 102% of total principal and accrued interest and 110% for MBS securities. The depository will be contractually liable for monitoring and maintaining the collateral and margins at all times. The custodian will provide monthly reports to the District detailing the collateral and including current market values.

Collateral will be pledged under the terms of a written tri-party depository agreement executed under the terms of the Financial Institutions Resource, Reform and Enforcement Act. (If the custodian is the Federal Reserve the District shall execute a Circular 7 form.) The agreement will be approved by resolution of the bank's board or loan committee.

Acceptable collateral shall include only:

- obligations of the U.S. Government, its agencies and instrumentalities, including mortgage backed securities passing the bank test, or

- State or municipal obligations rated no less than A by two nationally recognized rating agencies.

#### Repurchase Agreements Owned Collateral

Collateral under a repurchase agreement is owned by the District. It will be held by an independent third party safekeeping agent approved by the District under an executed Bond Market Master Repurchase Agreement. Collateral with a market value totaling 102% of the principal and accrued interest is required and the counter-party is responsible for the monitoring and maintaining of collateral and margins at all times.

#### REPORTING

The Investment Officer shall submit quarterly reports to the Board in accordance with Chapter 2256 of the Government Code and containing sufficient information to permit an informed outside reader to evaluate the performance of the investment program.

The quarterly report, as required by law, shall be prepared and signed by the District's investment officers.

#### INTEREST RATE RISK

To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use stated final maturity dates and weighted-average-maturity limits as well as diversification in all portfolio decision-making.

The District shall monitor interest rate risk using weighted average maturity and specific investment identification.

#### INTERNAL CONTROLS

A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.

OTHER REVENUES  
INVESTMENTS

CDA  
(LOCAL)

3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the District's independent auditing firm.

POLICY ADOPTION

The policy shall be reviewed and adopted by the Board on no less than an annual basis. Any changes made to the policy shall be reflected in the adopting resolution.



**GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**

**SCHOOL BOARD AGENDA ITEM SUMMARY**

May 23, 2011

**SUBJECT: CONSIDERATION OF RESOLUTION FOR THE SCHOOL DISTRICT DEPOSITORY CONTRACT RENEWAL**

**RECOMMENDED ACTION:** Adopt the resolution extending the current depository contract with J.P. Morgan Chase Bank, N.A.

**RATIONALE:** To extend the school district depository bank contract with J.P. Morgan Chase Bank, N.A. for the next two fiscal years allowed under Subchapter G, Chapter 45, Texas Education Code. The original contract was approved by the Board of Trustees in July 2007. J.P. Morgan Chase Bank, N.A. agreed to extend the contract for two additional years with no changes to the current terms and conditions of the original contract.

**BUDGET PROVISIONS / ACTION REQUIRED:** 2010-2011 and 2011-2012 Budgets

**RESOURCE PERSONNEL:** Dr. Toby York  
Mr. Pete Pape  
Ms. Stephanie Wright

**Board Resolution Extending Depository Contract for Funds  
Of Independent School Districts Under Texas Education Code,  
Chapter 45, Subchapter G, School District Depositories**

Be it Resolved by the \_\_\_\_\_ Board of Trustees \_\_\_\_\_ that:  
*Board of Trustees*

\_\_\_\_\_ J.P. Morgan Chase \_\_\_\_\_ Bank, Depository, located at \_\_\_\_\_ Harris \_\_\_\_\_ County,  
*Name of Depository Bank* *Name of County*

State of Texas, being a bank as that term is defined in section 45.201 of the Texas Education Code, and

\_\_\_\_\_ Goose Creek Consolidated ISD \_\_\_\_\_ (CDN: 101-911 ) agree to extend for an additional  
*Name of District*

two-year term from 09-01-2011 through 08-31-2013 , the existing terms and conditions for banking services and rates previously agreed to in the Depository Contract in effect from 09-01-2009 through 08-31-2011 .

This agreement to extend is allowed under Texas Education Code, Section 45.205 Subchapter G.

AGREED AND ACCEPTED on behalf of \_\_\_\_\_ Goose Creek Consolidated ISD \_\_\_\_\_  
*Name of District*

this the 23rd day of May , 2011 .

\_\_\_\_\_  
*Signature of President of School Board*

AGREED AND ACCEPTED on behalf of Depository this the \_\_\_\_\_ day of \_\_\_\_\_ , \_\_\_\_\_ .

\_\_\_\_\_  
J.P. Morgan Chase Bank, N.A.  
*Typed Name of Depository*

\_\_\_\_\_  
*Signature of Authorized Bank Officer*

\_\_\_\_\_  
*Title of Authorized Bank Officer*

**ACKNOWLEDGMENT**

STATE OF TEXAS  
COUNTY OF \_\_\_\_\_ Harris \_\_\_\_\_

Before me, the undersigned authority in and for said county and state, on this day personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed to the foregoing  
*Authorized Bank Officer*  
instrument on behalf of the Depository named therein, and known to me to be an officer authorized to execute the foregoing instrument on behalf of said Depository, and acknowledged to me that (s)he executed the same as the act and deed of said Depository, for the purpose therein expressed and in the capacity therein stated.

Given under my hand and seal of office this the \_\_\_\_\_ day of \_\_\_\_\_ , \_\_\_\_\_ .

(SEAL) \_\_\_\_\_  
*Signature of Notary*

Notary Public in and for \_\_\_\_\_ County, Texas

## **SCHOOL BOARD AGENDA ITEM SUMMARY**

**May 23, 2011**

**SUBJECT: CONSIDERATION OF AN INCREASE IN SECONDARY SCHOOL LUNCH PRICE**

**RECOMMENDED ACTION:** The Administration recommends a \$.05 increase in the price of a full priced lunch at our secondary campuses. Our lunch price will go from \$1.75 to \$1.80.

**RATIONALE:** To meet the requirements of the Texas Department of Agriculture.

**BUDGET PROVISIONS:** None

**RESOURCE PERSONNEL:** Dr. Toby York  
Dr. Byron Terrier  
Mr. Pete Côté  
Ms. Natalie Edwards

# Memo

To: Pete Côte, Executive Director of Support Services Goose Creek CISD  
From: Natalie Edwards, Food Services Director Goose Creek CISD  
Date: 5/19/2011  
Re: GCCISD 2011-2012 School Year Secondary Lunch Price Increase - \$1.75 to \$1.80

---

The Texas Department of Agriculture (TDA) has determined that School Food Authorities (SFAs) with an average paid meal price between \$1.60 and \$2.40 will need to increase the paid meal price by \$0.05 for school year 2011-2012. Our secondary lunch meal price falls into this group; therefore, secondary lunch prices will need to be raised .05 cents in accordance with this guidance. All other student meal prices can remain the same for the 2011-2012 school year.

The new guidance was issued by Food and Nutrition Services (FNS), who administers the nutrition assistance programs for the U.S. Department of Agriculture. This guidance is a provision of the Healthy, Hunger-Free Kids Act of 2010 that addresses the Equity in School Lunch Pricing.

The rationale behind the change is:

- That historically, there have been three main sources of funds provided to nonprofit school food service accounts: Federal reimbursements, paid meal revenues, and State and local funding. The Federal reimbursement for paid meals was designed to be minimal in relation to these other sources and has always been substantially less than the reimbursement for free and reduced price meals.
- Research indicates that average prices charged for paid lunches in some SFAs are less than the cost of producing those lunches:
  - Pricing paid for lunches below the cost of production effectively increases Federal subsidies for higher income children because Federal funds intended for free and reduced price lunches are being used to help fill in the gap between what a paid lunch costs and what the school receives for it. Children across all income levels are negatively affected by limiting the funds available to provide nutritious meals. This provision will help ensure that schools have funding available to support serving nutritious meals to all students.

The increase for school year 2011-2012 is based on a 3.14% adjustment. The 3.14% adjustment is based on the current Consumer Price Index (CPI) of 1.14% plus the required annual 2% increase.



**GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**

**PETE CÔTÉ  
EXECUTIVE DIRECTOR  
OF SUPPORT SERVICES  
AND SPECIAL PROJECTS**

May 9, 2011

TO: DR. TOBY YORK

FROM: PETE CÔTÉ

SUBJECT: PROPOSED INCREASE IN SECONDARY LUNCH PRICES - \$1.75 -  
\$1.80 FOR THE 2011-2012 SCHOOL YEAR

I have attached a memo from Ms. Natalie Edwards, Food Services Director, proposing an increase of a nickel (\$.05) for our secondary school lunches beginning the 2011-2012 school year. The Texas Department of Agriculture has determined that School Food Authorities (school districts) must increase their lunch meal price by \$.05 when their average paid meal price is between \$1.60 - \$2.40 per meal. We currently charge \$1.75 for lunch at our secondary schools and would increase the full priced meal to \$1.80.

Please contact me if you have any questions.

xc: Dr. Byron Terrier

Attachment

**SCHOOL BOARD AGENDA ITEM SUMMARY**

May 23, 2011

**SUBJECT: CONSIDERATION OF BUDGET AMENDMENTS**

**RECOMMENDED ACTION:** Approve Amendments No. 14 through 18 as stated in Section 23.47 of the Texas Education Code and reflect the amendments in the official minutes of the Board of Trustees.

**RATIONALE:** Detailed information and account numbers are reflected in the following pages.

**BUDGET PROVISIONS / ACTION REQUIRED:** Amend the 2010-2011 Budget

**RESOURCE PERSONNEL:** Dr. Toby York  
Mr. Pete Pape

**Goose Creek Consolidated Independent School District  
Estimated Total General Fund Balance  
As of May 23, 2011**

<b>Audited General Fund Balance as of August 31, 2010 (net of inventory and prepaid items)</b>	<b>\$60,545,365</b>
General Fund Balance Designations at August 31, 2010:	
Disaster Recovery	<u>(\$5,500,000)</u>
General Fund Balance Designations 2010-2011:	
Construction	<u>(\$5,000,000)</u>
	<u>(\$10,500,000)</u>
<b>Audited General Fund Balance less General Fund Designations as of February 28, 2011</b>	<b><u>50,045,365</u></b>
<b><u>Fund Balance Budget Amendments</u></b>	
9/27/10 #2 Purchase Order Roll-forward	(1,882,866)
10/11/10 #4 Construction Activities Due To West Town/Pumphrey Closing	(943,596)
10/25/10 #6 Replace Buses Involved in Wreck	(198,392)
11/22/10 #8 Construction Activities Due To Temporary Transportation Relocation	(256,681)
03/28/11 #11 Various Critical Projects - 2010 Facilities Condition Assessment Report	(2,528,226)
06/23/11 #16 FEMA and TEA Reimbursement for Hurricane Ike Damage	(pending) 3,286,000
06/23/11 #18 Operating Transfer In from Self-Funded Health Insurance	(pending) 157,306
<b>Total Change in Fund Balance</b>	<b><u>(\$2,366,455)</u></b>
<b>Current Estimated General Fund Balance</b>	<b><u>\$47,678,910</u></b>

BUDGET AMENDMENT

Amendment No. 14  
General Fund  
Fund No. 199  
Local Maintenance Fund

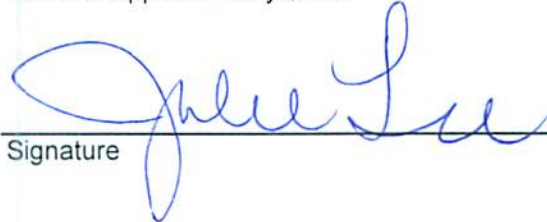
REVENUE INCREASE

BUDGET	TITLE	Adjusted Amount	Requested Change	Amended Amount
199-00-5749-00-000-1-99-000	Local Revenue	<u>\$ -</u>	<u>\$ 2,400</u>	<u>\$ 2,400</u>

APPROPRIATIONS INCREASE

BUDGET	TITLE	Adjusted Amount	Requested Change	Amended Amount
199-33-6399-00-824-1-99-000	Nurse Supplies	<u>\$ 3,223</u>	<u>\$ 2,400</u>	<u>\$ 5,623</u>

This amendment to increase estimated revenues and appropriations \$2,400 is requested by Dr. Bing, Director of Student Services, to incorporate into the district's books and records a donation from the Baytown Service League. Each nurse will have the opportunity to select an item or items for their clinic that cost approximately \$100.

  
\_\_\_\_\_  
Signature

BUDGET AMENDMENT

Amendment No. 15  
General Fund  
Fund No. 199  
Local Maintenance Fund

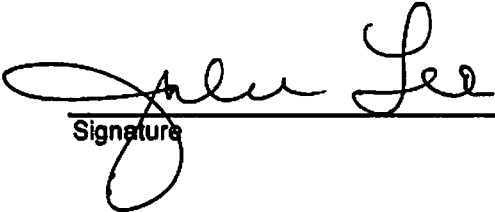
APPROPRIATIONS (DECREASE)

BUDGET	TITLE	Adjusted Amount	Requested Change	Amended Amount
199-11-6399-00-699-1-30-343	Supplies - Elementary	\$ 8,400	\$ (3,000)	\$ 5,400
199-11-6117-00-699-1-30-369	Teacher Pay - Summer School	119,825	(4,875)	114,950
199-11-6126-00-699-1-30-369	Support Staff Pay - Summer School	175	(175)	-
	TOTAL	<u>\$ 128,400</u>	<u>\$ (8,050)</u>	<u>\$ 120,350</u>

APPROPRIATIONS INCREASE

BUDGET	TITLE	Adjusted Amount	Requested Change	Amended Amount
199-33-6117-00-699-1-30-343	Summer School Nurse Pay - Elementary/Junior School	\$ 7,000	\$ 3,000	\$ 10,000
199-33-6117-00-699-1-30-369	Summer School Nurse Pay - High School	-	4,875	4,875
	TOTAL	<u>\$ 7,000</u>	<u>\$ 7,875</u>	<u>\$ 14,875</u>

This amendment to redistribute funds between functions 11 instructional and 33 Health Services is requested by Marcy Brack, Director of Federal Programs and Grants, to pay summer school nurses.

  
\_\_\_\_\_  
Signature

**BUDGET AMENDMENT**

**Amendment No. 16  
General Fund and Capital Projects Fund  
Fund Nos. 199 and 636  
Local Maintenance Fund and Disaster Recovery Fund**

Operating Transfer:

<b>BUDGET</b>	<b>TITLE</b>	<b>AMOUNT</b>
199-00-7916-00-000-1-99-000	Operating Transfer In - General Fund	\$ 3,286,000

Operating Transfer:

<b>BUDGET</b>	<b>TITLE</b>	<b>AMOUNT</b>
636-00-8911-00-000-1-99-000	Operating Transfer Out - Disaster Recovery	\$ 3,286,000

**This amendment to increase estimated operating transfers out for the Disaster Recovery Fund and operating transfers in for the General Fund is requested by Pete Cote, Executive Director of Support Services. This amendment is to set up transferring the reimbursements from FEMA and TEA from the Disaster Recovery fund back into the General fund.**



\_\_\_\_\_  
Signature

05/23/11

BUDGET AMENDMENT

Amendment No. 17  
General Fund  
Fund No. 199  
Local Maintenance Fund


REVENUE INCREASE

BUDGET	TITLE	Adjusted Amount	Requested Change	Amended Amount
199-00-5749-00-000-1-99-000	Revenue - Chambers County Reimbursement	<u>\$ -</u>	<u>\$ 36,377</u>	<u>\$ 36,377</u>

APPROPRIATIONS INCREASE

BUDGET	TITLE	Adjusted Amount	Requested Change	Amended Amount
199-41-6399-00-734-1-99-000	Supplies - Tax Office	<u>\$ 35,200</u>	<u>\$ 15,000</u>	<u>\$ 50,200</u>

This amendment to increase estimated revenues and appropriations \$15,000 in a General Fund is requested by Pete Pape, Chief Financial Officer, to incorporate into the district's books and records funds to purchase supplies for the district's tax office. Additional supplies are needed to cover the costs associated with adding Crosby Independent School District as a tax service client.

Signature  \_\_\_\_\_

**BUDGET AMENDMENT**

**Amendment No. 18  
Internal Service Fund and General Fund  
Fund Nos. 753 and 199  
Self-Funded Health Plan and Local Maintenance Fund**

**Operating Transfer Out:**

<b>BUDGET</b>	<b>TITLE</b>	<b>Adjusted Amount</b>	<b>Requested Change</b>	<b>Amended Amount</b>
753-00-8911-00-000-1-99-000	Operating Transfer Out - Self-Funded Health Plan	<u>\$ -</u>	<u>\$ 157,306</u>	<u>\$ 157,306</u>

**APPROPRIATIONS INCREASE**

**Operating Transfer In:**

<b>BUDGET</b>	<b>TITLE</b>	<b>Adjusted Amount</b>	<b>Requested Change</b>	<b>Amended Amount</b>
199-00-7915-00-000-1-99-000	Operating Transfer In - Local Maintenance Fund	<u>\$ -</u>	<u>\$ 157,306</u>	<u>\$ 157,306</u>

This amendment to increase estimated operating transfers in for the General Fund and operating transfers out for the Self-Funded Health Plan Internal Service Fund is requested by Pete Pape, Chief Financial Officer.



\_\_\_\_\_  
Signature

**FUTURE BOARD AGENDA ITEMS,  
BOARD TRAINING,  
BOARD MEETINGS**

**C L O S E D   M E E T I N G**

**INSTRUCTIONS FOR BOARD PRESIDENT  
GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
Baytown, Texas**

**Recess into Closed Meeting**

**Board President:**     This Board will now recess into a Closed Session pursuant to the following sections of the Texas Open Meetings Act:

Texas Government Code Section:

- 551.071**     **Private consultation with the Board's attorney.**
- 551.072**     **Discussing purchase, exchange, lease, or value of real property.**
- 551.073**     **Discussing negotiated contracts for prospective gifts or donations.**
- 551.074**     **Discussing personnel or to hear complaints against personnel.**
- 551.075     To confer with employees of the school district to receive information or to ask questions.
- 551.076     Considering the deployment, specific occasions for, or implementation of, security personnel or devices.
- 551.082     Considering the discipline of a public school child, or complaints or charges against personnel.
- 551.083     Considering the standards, guidelines, terms, or conditions the Board will follow, or will instruct its representatives to follow, in consultation with representatives of employee groups.
- 551.084     Excluding witnesses from a hearing.

**NO ACTION WILL BE TAKEN WHILE THE BOARD IS IN CLOSED MEETING.**

**SCHOOL BOARD AGENDA ITEM SUMMARY**

May 23, 2010

**SUBJECT: CONSIDERATION OF PERSONNEL ACTION**

**RECOMMENDED ACTION:** Approve eight (9) resignations and one (1) leave request.

**RATIONALE:** Accommodate employees' request to resign and take a leave of absence.

**BUDGET PROVISIONS/ACTION REQUIRED:** Not applicable

**RESOURCE PERSONNEL:** Dr. Toby York  
Dr. Byron Terrier

/jr

## GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

Office of the Superintendent  
Baytown, Texas

May 23, 2011

### RESIGNATIONS

1. **Lara Chapman**, second-grade teacher at Travis Elementary School, is resigning effective June 3, 2011. Ms. Chapman is getting married and moving to South Carolina.
2. **Rebekka Gabino**, educational technology specialist, is resigning effective June 30, 2011. Ms. Gabino is resigning for personal reasons.
3. **Pamela Gerik**, geometry teacher at Robert E. Lee High School, is resigning effective June 3, 2011. Ms. Gerik has accepted a position with a private school closer to her home in Houston.
4. **Sandi Lantrip**, kindergarten teacher at Lamar Elementary School, is resigning effective June 3, 2011. Ms. Lantrip is moving out of state.
5. **Jesse Aaron Pohl**, science teacher and coach at Robert E. Lee High School, is resigning effective June 3, 2011. Mr. Pohl accepted a position with Pasadena ISD.
6. **Lucinda Renfro**, Title I science teacher at Travis Elementary School, is retiring effective June 3, 2011. Ms. Renfro has been with the district 26 years.
7. **Gayle Romans**, dyslexia teacher at Lamar Elementary School, is retiring effective June 3, 2011. Ms. Romans has been with the district 26 years.
8. **Toni Shuman**, social studies coordinator for Goose Creek Schools, is retiring effective June 30, 2011. Ms. Shuman has been with the district four years, but has 31 years outside the district.
9. **Sarah Wahl**, head librarian at Alamo Elementary School, is retiring effective June 30, 2011. Ms. Wahl has been with the district 29 years.

### LEAVE REQUEST

**Michael Arnold**, special education teacher and coach at Gentry Junior School, is requesting a maternity leave of absence. His wife had a baby and will be the primary care giver.

**SCHOOL BOARD AGENDA ITEM SUMMARY**

May 23, 2011

**SUBJECT: CONSIDERATION OF SUPERINTENDENT'S CONTRACT**

**RECOMMENDED ACTION:** Approve the Superintendent's Contract.

**RATIONALE:** The Board of Trustees approves the Superintendent's Contract on an annual basis.

**BUDGET PROVISIONS/ACTION REQUIRED:** Not applicable

**RESOURCE PERSONNEL:** Board of Trustees

**SCHOOL BOARD AGENDA ITEM SUMMARY**

May 23, 2011

**SUBJECT: CONSIDERATION OF LEVEL III GRIEVANCE FOR MELVIN ASHBY**

**RECOMMENDED ACTION:** Consider Level III grievance for Melvin Ashby.

**RATIONALE:** Level III Grievance.

**BUDGET PROVISIONS/ACTION REQUIRED:** Not applicable.

**RESOURCE PERSONNEL:** Dr. Toby York  
Mr. Richard Peebles  
Board of Trustees