

El Paso Independent School District
Minutes of Board Investigative Services Committee Meeting and
Board Finance Committee Meeting
December 4, 2001
3:30 p.m.
Education Center-Boeing

Present: Dr. Gene Finke, Board Vice President, Board Investigative Services Committee and Board Finance Committee Chairperson
Mr. Dan Wever, Board President
Miss Leonor Garcia, Board Secretary
Mr. Joe Rosales, Board Member¹

Administration: Dr. Gilberto Anzaldúa, Superintendent
Mr. William Goodman, Associate Superintendent, Finance
Dr. Linda Holman, Associate Superintendent, Curriculum and Instruction
Mr. Hector Martinez, Associate Superintendent, Operations
Mr. Jack Johnston, Executive Director, Technology and Information Systems
Ms. Marsha Lawler, Executive Director, External Funding
Mr. Luis Villalobos, Executive Director, Communications and Business Partnerships
Mr. Fred Herrera, Director, Auditing
Mr. Richard Romero, Director, Budget
Mr. James Damm, E-Rate Consultant

Guests: Mr. Sal Mena, Jr., Board Member
Dr. Charles Roark, Board Member²
Mr. Richard Telles, Board Member³
Mr. David Marcus, Marcus, Fairall, Bristol & Co., L.L.P.
Ms. Frances Wever, El Paso Federation of Teachers and Support Personnel

The meeting was called to order at 3:38 p.m. by Dr. Finke.

The topics discussed were as follows:

1. Report from Representatives of Marcus, Fairall, Bristol & Co., LLP and Edge, McLagan, Nugent & Co., P.C. on The Process Manager (Item #1, A.)
 - a. Documentation of procurements for The Process Manager through June 2001
 - b. Reviewed audit process
 - c. Reviewed contract/invoice/purchase order documentation
 - d. Purchase order issuance and process and budget accounts used

¹ Mr. Rosales arrived at 5:38 p.m. when meeting was reconvened following a recess.

² Dr. Roark arrived at 3:48 p.m.

³ Mr. Telles arrived at 3:58 p.m.

- e. Issues to be included in review of purchasing procedures
 - (1) issuance of purchase orders
 - (2) double payments
 - (3) budget/function/charges without Board approval
 - (4) authorization for Purchase Order No. 219140 by Purchasing Department
 - (5) authorization for consultant agreements

It was moved by Dr. Finke, seconded by Miss Garcia, and carried unanimously to table item no. 1, B., Federal Programs and Grants for Board Approval, and item no. 1, C., Discussion of Budget Calendar/Budget Process, until after the 5:00 p.m. Board meeting.

Meeting Recessed

The meeting was recessed at 4:50 p.m. The meeting was reconvened at 5:38 p.m.

- 2. Federal Programs and Grants for Board Approval (Item #1, B.)
 - a. Reviewed quarterly spreadsheets/reports on federal funds/grants
 - b. Process of setting up accounts for special funding (allowing set up of accounts when funding is approved by the Board and not requiring that a budget amendment come back to the Board for approval at subsequent Board meeting)
 - c. Uses for Title I funding
- 3. Discussion of Budget Calendar/Budget Process (Item #1, C.)
 - a. Reviewed 2002-03 draft Budget Calendar
 - b. Updated roles and responsibilities of Budget Review Committee (BRC) and general rules of operation for BRC, which are to be approved by Board in January 2002
- 4. Possible Discussion of Other Issues Related to Finance and Investigative Services (Item #1, D.)
 - a. Proposals submitted in response to Consulting Services for Comprehensive Compensation Study RFP #102-01
 - b. Update on E-Rate

Meeting Adjourned

The meeting was adjourned at 6:46 p.m.

Date Approved: March 26, 2002