

**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 Member<sup>1</sup>

**Administration:** Dr. Gilberto Anzaldua, 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 Member<sup>2</sup>  
Mr. Richard Telles, Board Member<sup>3</sup>  
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

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

<sup>2</sup> Dr. Roark arrived at 3:48 p.m.

<sup>3</sup> 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