

El Paso Independent School District  
Minutes of Board Finance Committee Meeting  
February 24, 2004  
4:00 p.m.  
Education Center-Boeing

Present: Mr. David Dodge, Board Member, Board Finance Committee Chairperson  
Ms. Lisa Colquitt-Muñoz, Board Member  
Miss Leonor Garcia, Board Member  
Mr. Sal Mena, Jr., Board President

Administration: Mr. Charles Tafoya, Superintendent  
Ms. Cynthia DeWolf, Director, External Funding  
Mr. Walt Byers, Treasury Manager  
Ms. Esther Jacobo, Campus Financial Analyst  
Mr. James Damm, EPISD Consultant for Finance

Guests: Mr. Carlos Cordova, Board Secretary  
Dr. Lorraine O'Donnell, Board Vice President<sup>1</sup>  
Dr. Charles Roark, Board Member<sup>2</sup>

The meeting was called to order at 4:07 p.m. by Mr. Dodge.

The topics discussed were as follows:

1A. Questions on January 2004 Financial Reports

- a. Operating
  - (1) salaries and benefits
  - (2) construction contracts
  - (3) textbooks/reading instructional materials and summer school
  - (4) professional services
  - (5) rentals and leases
  - (6) student transportation
- b. Federal
  - (1) nonexpenditure of funds by campuses
  - (2) accelerated reading

1B. Budget Concepts Overview

Major discussion is to be held at March 3, 2004, Budget Review Committee meeting.

- a. Preliminary revenue projections
- b. Areas for consideration to increase
- c. Areas for consideration to reduce and redirect
- d. Major issues previously identified and/or discussed
  - (1) staggered start times
  - (2) closed high school campuses at lunch time
  - (3) "partnering" support services

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<sup>1</sup> Dr. O'Donnell arrived at 4:15 p.m.

<sup>2</sup> Dr. Roark arrived at 5:00 p.m.

- (4) staffing
- (5) utility savings
- (6) travel/capital outlay guidelines

1C. Discussion on Soft Drink Vending Contract

- a. Current three-year contract with Coke® and Pepsi® to expire
- b. Cost of \$220.00 per machine for electricity
- c. Standardizing number of machines per building – campuses liable for electricity cost for additional machines
- d. Review of campus commissions
- e. Federal and state nutrition guidelines that dictate access to vending machines by students
- f. Allowing principals to select supplier and location of machines

Mr. Dodge commented that the type, number, and location of vending machines should be a site-based decision by the individual campus, with each campus being responsible for the utility costs. Dr. O'Donnell suggested that there be one negotiated contract with one vendor for increased revenues. Miss Garcia expressed her preference to have neither Coke® nor Pepsi® vending machines at schools.

- g. Examine Board Policy COC (Local)
- h. Provide breakdown of revenues by campus

1D. Discussion on Food Services Partnering

- a. Revenues and expenses for Food Services
- b. Advantages and challenges of Food Services partnership
- c. Partnership
  - (1) will serve as management consultant
  - (2) unlike contracting or outsourcing
- d. Intent to seek bids/proposals for food service management must be communicated to the Texas Department of Agriculture prior to proceeding with any bid/proposal process, with March 15, 2004, being the last date for approval of any RFP by the state.
- e. Other ways to decrease costs/increase revenues
  - (1) expanding breakfast in the “classroom” program
  - (2) creating two high school lunch shifts
  - (3) increasing catering prices
  - (4) direct purchasing and warehousing of food by District and own delivery

Mr. Dodge suggested utilizing the cost savings proposed in conjunction with a partnership. There was discussion on developing a pilot partnership in a feeder pattern and doing a comparative analysis.

Meeting Adjourned

The meeting was adjourned 5:10 p.m.

Date Approved: April 13, 2004