

El Paso Independent School District  
Minutes of Board Finance Committee Meeting  
May 25, 2004  
4:00 p.m.  
Education Center-Boeing

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

Absent: Miss Leonor Garcia, Board Member

Administration: Mr. Charles Tafoya, Superintendent  
Mr. Fred Herrera, Director, Auditing  
Ms. Linda Marks, Payroll Manager  
Ms. Martha Piekarski, Director, Accounting Services  
Dr. William Wachtel, Senior Researcher, Finance  
Mr. Walt Byers, Treasury Manager  
Ms. Esther Jacobo, Interim Director, Budget  
Mr. Jesse Sierra, Interim Manager, Print Shop  
Mr. Richard Romero, Manager, Accounting Services and Federal Program Oversight  
Mr. Tony Alanis, Assistant Auditor, Auditing  
Mr. Ignacio Pedroza, Printer, Print Shop  
Mr. James Damm, EPISD Consultant for Finance

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

The meeting was called to order at 4:08 p.m. by Mr. Dodge.

The topics discussed were as follows:

1D. Presentation on Print Shop

- a. History of Print Shop and change to be self-sustaining.
- b. Reviewed type of printing/copying services provided by Print Shop.
- c. Print Shop goals and objectives.
- d. Challenges in shifting to self-sustaining unit.
- e. Projected Income Statement
  - (1) Budget
  - (2) Expenditures through April 30, 2004
  - (3) Variance
  - (4) Projected August 31, 2004
  - (5) Proposed Fiscal Year 2005
- f. Reviewed recommendations to meet goal to be self-sustaining.
- g. Personnel/Position Inventory.
- h. Cost savings possibilities.

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<sup>1</sup> Dr. Roark arrived at 4:45 p.m.

- h. Need to develop solid recommendations; develop advisory committee comprised of principals for input on pros and cons of an EPISD Print Shop.
- i. Possible mandate requiring schools to use Print Shop and establishment of guidelines.
- j. Look at El Paso Community College outsourcing printing and determine success/failure of outsourcing.
- k. Administration to come back to Board Finance Committee within 30 days with firm recommendations on Print Shop.

1A. April 2004 Financial Reports

Questions from Committee members to be submitted to Mr. Dodge for response.

1B. Review Budget Transfer Procedures

- a. Recommendation that budget transfers be presented to Board of Trustees on quarterly basis with the exception of Bond construction accounts.
- b. Committee members to establish parameters, dollar limit, etc.

1C. 2004-05 Budget Overview (First Review)

There was no discussion.

Meeting Adjourned

The meeting was adjourned 5:05 p.m.

Date Approved: June 22, 2004