

Board Meeting Agenda

Lake Travis Independent School District Board of Trustees

A meeting of the Board of Trustees of Lake Travis Independent School District will be held May 19, 2021, beginning at 6:00 PM in the Educational Development Center, Live Oak Room, 607 RR 620 North, Austin, TX 78734.

The subjects to be discussed or considered, or upon which any formal action may be taken are listed below. Items do not have to be taken in the order shown on this agenda.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

If, during the course of the meeting covered by this agenda, the Board should determine that a closed session of the Board should be held or is required in relation to any item included on this agenda, then such closed session as authorized by Section 551.001 et seq of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this agenda or as soon after the commencement of the meeting covered by this agenda as the Board may conveniently meet in such closed session concerning any and all subjects and for any and all purposes permitted by Sections 551.071 – 551.084, inclusive, of the Open Meetings Act.

1. Call To Order and Quorum Determination
2. Pledge of Allegiance and Moment of Silence
3. Recognitions
 - A. 2021 Austin Energy Regional Science Festival State Qualifiers
 - B. Lake Travis High School DECA 2021 International Career Development Conference
 - C. 2021 UIL Track and Field State Meet
 - D. 2021-2022 Campus Teacher of the Year Award Recipients
 - E. Lake Travis ISD School Board Trustee Guy Clayton
4. Trustee Election
 - A. Canvass the May 1, 2021 Board of Trustees Election
 - B. Oath of Office - Board of Trustees for Lake Travis Independent School District Place 1 and Place 2
5. Public Comments/Citizen Participation
6. Presentation/Discussion Items
 - A. Population and Survey Analysts (PASA) 2021 Demographic Update
 - B. April 2021 Monthly Financial Reports - Statement of Revenue and Expenditures, Balance Sheet, Tax Statement and 2018 Capital Project Report
 - C. Bank Depository Contract 2021-2023
 - D. Resolution of the Board Regarding ESSER III and Policy CB (LOCAL), State and Federal Revenue Sources
 - E. Reinstatement of Board Policy FNF (LOCAL) Related to the District's Drug Testing Program

- F. Request for Proposals for Technology Consulting Firm to Perform a Technology Audit and Program Review
- G. Curriculum Management Audit
- 7. Consideration Items
 - A. Consider Updating Safety Protocols to Allow Mask Wearing to be Optional
 - B. Renewal of the Lake Travis ISD District of Innovation Plan
 - C. Resolution to Approve Purchasing Cooperative with Region 20 Education Service Center
 - D. Resolution to Approve Purchasing Cooperative with Region 8 Education Service Center
 - E. Request for Proposals (RFP)- Custodial Services
 - F. Interlocal Cooperation Agreement for Use of the Greater Austin-Travis County Regional Radio System Between City of Austin and Lake Travis ISD
 - G. Interlocal Cooperation Agreement Between City of Austin and Lake Travis ISD for Installation, Configuration, Maintenance and Repair of Public Safety Equipment and Systems
 - H. Compensation Plan Updates 2020-2021 and 2021-2022
 - I. Staffing Allocations for the 2021-2022 School Year
 - J. CPR Requirement Waiver for Seniors Due to Covid-19
 - K. Consent Agenda
 - 1. Instructional Materials Allotment- 2021-2022 TEKS Certification
 - 2. Proclamation - 2021 Instructional Materials Selection
 - 3. April 21, 2021 Board Meeting Minutes
- 8. Upcoming Meetings and Events
 - A. June 2, 2021 - 6:00 p.m. - Board Workshop, EDC
 - B. June 16, 2021 - 6:00 p.m. - Regular Board Meeting, EDC
 - C. July 21, 2021 - 6:00 p.m. - Regular Board Meeting, EDC
- 9. Closed Session - Trustees will adjourn into Closed Session as permitted by the Texas Government Code 551.001 et. seq.
 - A. Section 551.074 - Personnel Matters
 - 1. The Board will discuss the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of public employees or officials. (This may involve consultation with attorney as permitted under Section 551.071)
 - B. Section 551.071 - Consultation with Attorney
 - 1. The Board will discuss and receive legal advice from its attorney on matters which should be confidential under Texas Government Code Section 551.071 (2).
 - C. Section 551.072 - Deliberation Regarding Real Property
 - 1. The Board will discuss the purchase, exchange, lease or value of real property. (This may involve consultation with attorney as permitted under section 551.071.)
 - D. Section 551.0821 - School Board: Personally Identifiable Information About a Public School Student
 - 1. The Board will discuss personally identifiable information about a public school student.

E. Section 551.076 - Deliberation Regarding Security Devices or Security Audits; Closed Meeting. This chapter does not require a governmental body to conduct an open meeting to deliberate:

1. The deployment, or specific occasions for implementation of security personnel or devices.

10. Election of Board of Trustees Officers

11. Adjournment



AGENDA ITEM ACTION SHEET

AGENDA ITEM

2021 Austin Energy Regional Science Festival State Qualifiers

RECOMMENDED ACTION

Special Recognition

RATIONALE

Four students from Lake Travis High School advanced to state competition after earning top honors at the 2021 Austin Energy Regional Science Festival held virtually February 9-11, 2021.

According to Austin Energy, the regional festival is one of the largest science fairs in Texas with almost 3,000 student participants from 3rd through 12th grade. It encourages and rewards innovative student research and provides scientists, engineers and other professionals an opportunity to volunteer in the community. Schools may participate in either the Elementary or Junior/Senior divisions.

Juniors Arden Pellegrino, Aniket Naravane, Taylor Eckel and senior Luke Lovelace each participated in the Texas Science and Engineering Fair which was held virtually March 15-24. Additionally, Aniket's project "Refinement of SNP Mutations of Atopic Dermatitis Related Filaggrin Through Existing R Packages," earned the prestigious Best of Fair at the regional competition which qualified him to participate in the Regeneron International Science and Engineering Fair (ISEF) held virtually May 16-21. ISEF is the only international science competition for pre-college scientists. Top innovative and inspiring scientists from over 60 countries and territories compete for over \$5 million in awards and scholarships.

BUDGET PROVISIONS

None

RESOURCE PERSONNEL

Gordon Butler – Principal, Lake Travis High School

Marco Alvarado – Director of Communications, Media & Community Relations

ATTACHMENTS

None

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AGENDA ITEM ACTION SHEET

AGENDA ITEM

Lake Travis High School 2021 DECA International Career Development Conference

RECOMMENDED ACTION

Special Recognition

RATIONALE

Sixteen students from Lake Travis High School earned the organization's highest honors at DECA's International Career Development Conference (ICDC) held virtually during April.

DECA is a non-profit Career and Technical Education student organization whose mission is to prepare emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe. Sponsored by advisors Jill Oates and Tracey Griffith, DECA is one of the largest student organizations on the Lake Travis campus with more than 175 members. ICDC is DECA's highest level of competition with over 13,000 students competing from the U.S. and other countries from around the globe.

Student Name	DECA Competition Event	International Award
Carson Hammock	Business Growth Plan	2 nd Place
Sreenidhi Kadiyala	Fashion Virtual Business Challenge	2 nd Place
Zahra Haider	Fashion Virtual Business Challenge	2 nd Place
Aleksander Vaca	Restaurant Virtual Business Challenge	3 rd Place
Manoj Singireddy	Hotel Management Virtual Business Challenge	Top 10
Nihanth Attaluri	Hotel Management Virtual Business Challenge	Top 10
Souptik De	Hotel Management Virtual Business Challenge	Top 10
Eva Berry	Principles of Hospitality & Tourism	Top 10
Sophia Cho	Project Management Community Awareness	Top 10
Erin Fitzgerald	Project Management Community Awareness	Top 10
Robert Delmark	Travel & Tourism Team Decision Making	Top 20
Nicholas Orłowsky	Travel & Tourism Team Decision Making	Top 20
Mikaela Jurovich	Start Up Business Plan	Top 20
Lauren Poole	Start Up Business Plan	Top 20
Robert Paine	Accounting Series	Top 20
Jason Li	Sports & Entertainment Series	Top 20

BUDGET PROVISIONS

None

RESOURCE PERSONNEL

Gordon Butler – Principal, Lake Travis High School

Marco Alvarado - Director of Communications, Media and Community Relations

ATTACHMENTS

None

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AGENDA ITEM ACTION SHEET

AGENDA ITEM

2021 UIL Track and Field State Meet

RECOMMENDED ACTION

Special Recognition

RATIONALE

Lake Travis High School student-athletes Emily Fitzsimmons, Jack Mann and Jacob Tracy earned gold and silver medals in their respective events at the University Interscholastic League Track and Field State Meet held May 8 at Myers Stadium on the University of Texas campus.

Junior Emily Fitzsimmons earned a gold medal with a pole vault leap of 13 feet, 9 inches which tied the 6A state record. Junior Jack Mann captured a gold medal in the pole vault, clearing the bar with a personal-best 16 feet, 4.75 inches. Senior Jacob Tracy earned two silver medals—the first for his shot put of 63 feet, 7.5 inches and a second for a discus throw of 195 feet, 9 inches. On May 10, Jacob signed a letter of intent to compete in Track and Field at Arkansas State University in Jonesboro.

Lake Travis High School Track and Field is coached by Blake Janek, and he is assisted by Omar Ochoa and Kyle Spano in the throws and Julia Salem in pole vault.

BUDGET PROVISIONS

None

RESOURCE PERSONNEL

Marco Alvarado, Director of Communications, Media and Community Relations

Hank Carter, Director of Athletics

ATTACHMENTS

None

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AGENDA ITEM ACTION SHEET

AGENDA ITEM

2021-2022 Campus Teacher of the Year Award Recipients

RECOMMENDED ACTION

Special Recognition

RATIONALE

Administration is proud to recognize the 2021-2022 Teacher of the Year recipients. These individuals were selected by their campus peers. The criteria required that recipients be an exceptionally dedicated, knowledgeable, and skilled teacher who plans to continue in an active teaching status; inspires students of all backgrounds and abilities to learn; has the respect and admiration of students, parents, and colleagues; plays an active and useful role in the community, as well as in the school; and be poised, articulate, and possess the energy to withstand a taxing schedule.

The 2021-2022 Campus Teacher of the Year recipients are:

- Diana Martin, Bee Cave Elementary School (Kindergarten)
- Elizabeth Terrell, Serene Hills Elementary School (Kindergarten)
- MaryAnne Malicki, Lake Pointe Elementary School (5th grade)
- Minka Judson, Lakeway Elementary School (Physical Education)
- Linda Holt, West Cypress Hills Elementary School (2nd grade)
- Bridgette DeLong, Lake Travis Elementary School (5th grade)
- Erin Tristan, Rough Hollow Elementary School (5th grade)
- Sue Arminio, Lake Travis Middle School (Special Education)
- Kendall Sealy, Hudson Bend Middle School (Social Studies)
- Aaron Forgey, Bee Cave Middle School (Art)
- Lisa Minck, Lake Travis High School (Special Education)

The 2021-2022 District Teacher of the Year recipients selected by senior staff are:

- Elementary – Elizabeth Terrell, Serene Hills Elementary School (Kindergarten)
- Secondary – Kendall Sealy, Hudson Bend Middle School (Social Studies)

BUDGET PROVISIONS

None

RESOURCE PERSONNEL

Evalene Murphy - Assistant Superintendent for Human Resource Services

ATTACHMENTS

None

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AGENDA ITEM ACTION SHEET

AGENDA ITEM

Lake Travis ISD School Board Trustee Guy Clayton

RECOMMENDED ACTION

Special Recognition

RATIONALE

Guy Clayton was elected to Place 1 on the Lake Travis Independent School District Board of Trustees in May 2009. During his tenure on the school board, Mr. Clayton has been an exemplary ambassador for the Lake Travis ISD community by supporting the administration and district staff, fostering accountability and continuous improvement, and advocating for the benefit of all students. After serving four consecutive terms, Mr. Clayton did not to seek re-election in 2021.

Serving without compensation, Mr. Clayton has witnessed the District's student enrollment almost double in size during his time on the school board. He has been at the forefront of efforts to accommodate that growth, in particular through the passage of the District's 2012 and 2018 bonds totaling more than \$411 million for new construction and upgrades to district facilities, as well as voter approval of a tax ratification election to generate approximately \$2.1 million in annual state revenue. Mr. Clayton and his wife Jamie have two children, Carley and Cash—both of whom are seniors at Lake Travis High School.

On behalf of the Lake Travis ISD family, we thank Mr. Clayton for his 12 years of service as a school board trustee and wish him much success in his future endeavors.

BUDGET PROVISIONS

None

RESOURCE PERSONNEL

Paul Norton – Superintendent of Schools

Marco Alvarado – Director of Communications, Media & Community Relations

ATTACHMENTS

None

MEETING DATE

May 19, 2021



AGENDA ITEM ACTION SHEET

AGENDA ITEM

Canvass the May 1, 2021 Board of Trustees Election

RECOMMENDED ACTION

Approve the official canvass for Lake Travis Independent School District's May 1, 2021 Board of Trustees Election (Place 1 and Place 2).

RATIONALE

"Canvass" is the name given to the official examination of the votes cast in an election. This is an unavoidable, mandatory, ministerial duty. Effective September 1, 2017, House Bill 929 amended Section 67.003(b) to provide that each local canvassing authority shall convene to conduct the local canvass at the time set by the canvassing authority's presiding officer not later than the 11th day after Election Day and not earlier than the later of:

1. The third day after Election Day;
2. The date on which the early voting ballot board has been cast in the election; or
3. The date on which all timely received ballots cast from addresses outside of the United States are counted, if a ballot to be voted by mail in the election was provided to a person outside of the United States.

The canvassing authority shall prepare a tabulation stating the following: 1.) Each candidate's total number of votes received in each precinct; 2.) Sum of precinct totals tabulated; and 3.) Total number of voters who cast a ballot for a candidate in the election.

BUDGET PROVISIONS

2020-2021 Budget-\$37,650.35

RESOURCE PERSONNEL

Pam Sanchez-Assistant Superintendent of Business & Operations

Amber King-General Counsel

Kristine Doggett -Election Official

ATTACHMENTS

1. Official Cumulative Voting-May 1, 2021 Lake Travis ISD
2. Official Canvass by Precinct Voting-May 1, 2021 Lake Travis ISD

MEETING DATE

May 19, 2021

Lake Travis ISD Cumulative Report
Travis County General and Special Election
May 1, 2021

OFFICIAL RESULTS

Travis County

STATISTICS

	TOTAL	Vote by Mail	Early Voting	Election Day	Provisional
Registered Voters - Total	759,272				
Ballots Cast - Total	171,391	3,603	101,165	66,552	71
Voter Turnout - Total	22.57%				

Lake Travis ISD Cumulative Report
Travis County General and Special Election
May 1, 2021

OFFICIAL RESULTS

Travis County

Lake Travis ISD Board of Trustees Place One

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Phillip E. Davis	3,222	48.25%	112	2,279	829	2
Todd Taylor	1,140	17.07%	34	784	322	0
Spike McBride	2,316	34.68%	35	1,548	733	0
Total Votes Cast	6,678	100.00%	181	4,611	1,884	2

Lake Travis ISD Board of Trustees Place Two

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Kara Bell	1,828	25.75%	36	1,179	613	0
Lauren White	5,272	74.25%	155	3,745	1,370	2
Total Votes Cast	7,100	100.00%	191	4,924	1,983	2

Lake Travis ISD Canvass Report
Travis County General and Special Election
May 1, 2021

OFFICIAL RESULTS

Travis County

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STATISTICS

	TOTAL	Vote by Mail	Early Voting	Election Day	Provisional
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Registered Voters - Total 638

Lake Travis ISD Board of Trustees Place One

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Phillip E. Davis	0		0	0	0	0
Todd Taylor	0		0	0	0	0
Spike McBride	0		0	0	0	0

Lake Travis ISD Board of Trustees Place Two

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Kara Bell	0		0	0	0	0
Lauren White	0		0	0	0	0

Lake Travis ISD Canvass Report
Travis County General and Special Election
May 1, 2021

OFFICIAL RESULTS

Travis County

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STATISTICS

	TOTAL	Vote by Mail	Early Voting	Election Day	Provisional
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Registered Voters - Total 925

Lake Travis ISD Board of Trustees Place One

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Phillip E. Davis	0		0	0	0	0
Todd Taylor	0		0	0	0	0
Spike McBride	0		0	0	0	0

Lake Travis ISD Board of Trustees Place Two

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Kara Bell	0		0	0	0	0
Lauren White	0		0	0	0	0

Lake Travis ISD Canvass Report
Travis County General and Special Election
May 1, 2021

OFFICIAL RESULTS

Travis County

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STATISTICS

	TOTAL	Vote by Mail	Early Voting	Election Day	Provisional
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Registered Voters - Total 3,864

Lake Travis ISD Board of Trustees Place One

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Phillip E. Davis	397	44.76%	24	292	81	0
Todd Taylor	172	19.39%	11	114	47	0
Spike McBride	318	35.85%	7	212	99	0

Lake Travis ISD Board of Trustees Place Two

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Kara Bell	242	24.82%	10	148	84	0
Lauren White	733	75.18%	37	527	169	0

Lake Travis ISD Canvass Report
Travis County General and Special Election
May 1, 2021

OFFICIAL RESULTS

Travis County

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STATISTICS

	TOTAL	Vote by Mail	Early Voting	Election Day	Provisional
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Registered Voters - Total 7,805

Lake Travis ISD Board of Trustees Place One

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Phillip E. Davis	371	51.60%	8	252	111	0
Todd Taylor	120	16.69%	1	84	35	0
Spike McBride	228	31.71%	5	144	79	0

Lake Travis ISD Board of Trustees Place Two

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Kara Bell	216	28.20%	3	142	71	0
Lauren White	550	71.80%	11	368	171	0

Lake Travis ISD Canvass Report
Travis County General and Special Election
May 1, 2021

OFFICIAL RESULTS

Travis County

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STATISTICS

	TOTAL	Vote by Mail	Early Voting	Election Day	Provisional
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Registered Voters - Total 2,543

Lake Travis ISD Board of Trustees Place One

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Phillip E. Davis	88	51.16%	5	42	41	0
Todd Taylor	41	23.84%	0	26	15	0
Spike McBride	43	25.00%	0	19	24	0

Lake Travis ISD Board of Trustees Place Two

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Kara Bell	50	28.57%	2	24	24	0
Lauren White	125	71.43%	3	62	60	0

Lake Travis ISD Canvass Report
Travis County General and Special Election
May 1, 2021

OFFICIAL RESULTS

Travis County

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STATISTICS

	TOTAL	Vote by Mail	Early Voting	Election Day	Provisional
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Registered Voters - Total 6,337

Lake Travis ISD Board of Trustees Place One

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Phillip E. Davis	394	55.34%	3	266	125	0
Todd Taylor	104	14.61%	0	69	35	0
Spike McBride	214	30.06%	0	120	94	0

Lake Travis ISD Board of Trustees Place Two

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Kara Bell	190	25.68%	0	113	77	0
Lauren White	550	74.32%	3	361	186	0

Lake Travis ISD Canvass Report
Travis County General and Special Election
May 1, 2021

OFFICIAL RESULTS

Travis County

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STATISTICS

	TOTAL	Vote by Mail	Early Voting	Election Day	Provisional
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Registered Voters - Total 996

Lake Travis ISD Board of Trustees Place One

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Phillip E. Davis	0		0	0	0	0
Todd Taylor	0		0	0	0	0
Spike McBride	0		0	0	0	0

Lake Travis ISD Board of Trustees Place Two

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Kara Bell	0		0	0	0	0
Lauren White	0		0	0	0	0

Lake Travis ISD Canvass Report
Travis County General and Special Election
May 1, 2021

OFFICIAL RESULTS

Travis County

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STATISTICS

	TOTAL	Vote by Mail	Early Voting	Election Day	Provisional
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Registered Voters - Total 2,746

Lake Travis ISD Board of Trustees Place One

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Phillip E. Davis	242	44.57%	14	165	63	0
Todd Taylor	99	18.23%	10	68	21	0
Spike McBride	202	37.20%	6	141	55	0

Lake Travis ISD Board of Trustees Place Two

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Kara Bell	164	26.80%	8	109	47	0
Lauren White	448	73.20%	29	316	103	0

Lake Travis ISD Canvass Report
Travis County General and Special Election
May 1, 2021

OFFICIAL RESULTS

Travis County

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STATISTICS

	TOTAL	Vote by Mail	Early Voting	Election Day	Provisional
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Registered Voters - Total 2,247

Lake Travis ISD Board of Trustees Place One

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Phillip E. Davis	250	49.41%	20	160	70	0
Todd Taylor	83	16.40%	8	53	22	0
Spike McBride	173	34.19%	5	113	55	0

Lake Travis ISD Board of Trustees Place Two

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Kara Bell	130	24.25%	5	75	50	0
Lauren White	406	75.75%	26	279	101	0

Lake Travis ISD Canvass Report
Travis County General and Special Election
May 1, 2021

OFFICIAL RESULTS

Travis County

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STATISTICS

	TOTAL	Vote by Mail	Early Voting	Election Day	Provisional
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Registered Voters - Total 7,778

Lake Travis ISD Board of Trustees Place One

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Phillip E. Davis	621	49.48%	2	487	132	0
Todd Taylor	238	18.96%	0	177	61	0
Spike McBride	396	31.55%	0	282	114	0

Lake Travis ISD Board of Trustees Place Two

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Kara Bell	306	23.25%	0	220	86	0
Lauren White	1,010	76.75%	4	778	228	0

Lake Travis ISD Canvass Report
Travis County General and Special Election
May 1, 2021

OFFICIAL RESULTS

Travis County

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STATISTICS

	TOTAL	Vote by Mail	Early Voting	Election Day	Provisional
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Registered Voters - Total 3,265

Lake Travis ISD Board of Trustees Place One

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Phillip E. Davis	0		0	0	0	0
Todd Taylor	0		0	0	0	0
Spike McBride	0		0	0	0	0

Lake Travis ISD Board of Trustees Place Two

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Kara Bell	0		0	0	0	0
Lauren White	0		0	0	0	0

Lake Travis ISD Canvass Report
Travis County General and Special Election
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OFFICIAL RESULTS

Travis County

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STATISTICS

	TOTAL	Vote by Mail	Early Voting	Election Day	Provisional
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Registered Voters - Total 6,322

Lake Travis ISD Board of Trustees Place One

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Phillip E. Davis	426	41.60%	21	316	87	2
Todd Taylor	149	14.55%	0	116	33	0
Spike McBride	449	43.85%	12	309	128	0

Lake Travis ISD Board of Trustees Place Two

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Kara Bell	290	26.51%	5	199	86	0
Lauren White	804	73.49%	29	598	175	2

Lake Travis ISD Canvass Report
Travis County General and Special Election
May 1, 2021

OFFICIAL RESULTS

Travis County

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STATISTICS

	TOTAL	Vote by Mail	Early Voting	Election Day	Provisional
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Registered Voters - Total 6,591

Lake Travis ISD Board of Trustees Place One

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Phillip E. Davis	391	53.64%	15	262	114	0
Todd Taylor	112	15.36%	4	66	42	0
Spike McBride	226	31.00%	0	158	68	0

Lake Travis ISD Board of Trustees Place Two

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Kara Bell	202	26.86%	3	123	76	0
Lauren White	550	73.14%	13	381	156	0

Lake Travis ISD Canvass Report
Travis County General and Special Election
May 1, 2021

OFFICIAL RESULTS

Travis County

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STATISTICS

	TOTAL	Vote by Mail	Early Voting	Election Day	Provisional
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Registered Voters - Total 6

Lake Travis ISD Board of Trustees Place One

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Phillip E. Davis	0		0	0	0	0
Todd Taylor	0		0	0	0	0
Spike McBride	0		0	0	0	0

Lake Travis ISD Board of Trustees Place Two

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Kara Bell	0		0	0	0	0
Lauren White	0		0	0	0	0

Lake Travis ISD Canvass Report
Travis County General and Special Election
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OFFICIAL RESULTS

Travis County

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STATISTICS

	TOTAL	Vote by Mail	Early Voting	Election Day	Provisional
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Registered Voters - Total 2,008

Lake Travis ISD Board of Trustees Place One

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Phillip E. Davis	6	26.09%	0	4	2	0
Todd Taylor	1	4.35%	0	1	0	0
Spike McBride	16	69.57%	0	12	4	0

Lake Travis ISD Board of Trustees Place Two

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Kara Bell	12	50.00%	0	6	6	0
Lauren White	12	50.00%	0	11	1	0

Lake Travis ISD Canvass Report
Travis County General and Special Election
May 1, 2021

OFFICIAL RESULTS

Travis County

368

STATISTICS

	TOTAL	Vote by Mail	Early Voting	Election Day	Provisional
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Registered Voters - Total 455

Lake Travis ISD Board of Trustees Place One

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Phillip E. Davis	36	33.33%	0	33	3	0
Todd Taylor	21	19.44%	0	10	11	0
Spike McBride	51	47.22%	0	38	13	0

Lake Travis ISD Board of Trustees Place Two

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Kara Bell	26	23.64%	0	20	6	0
Lauren White	84	76.36%	0	64	20	0

Lake Travis ISD Canvass Report
Travis County General and Special Election
May 1, 2021

OFFICIAL RESULTS

Travis County

371

STATISTICS

	TOTAL	Vote by Mail	Early Voting	Election Day	Provisional
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Registered Voters - Total 3,876

Lake Travis ISD Board of Trustees Place One

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Phillip E. Davis	0		0	0	0	0
Todd Taylor	0		0	0	0	0
Spike McBride	0		0	0	0	0

Lake Travis ISD Board of Trustees Place Two

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Kara Bell	0		0	0	0	0
Lauren White	0		0	0	0	0

Lake Travis ISD Canvass Report
Travis County General and Special Election
May 1, 2021

OFFICIAL RESULTS

Travis County

373

STATISTICS

	TOTAL	Vote by Mail	Early Voting	Election Day	Provisional
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Registered Voters - Total 7,016

Lake Travis ISD Board of Trustees Place One

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Phillip E. Davis	0		0	0	0	0
Todd Taylor	0		0	0	0	0
Spike McBride	0		0	0	0	0

Lake Travis ISD Board of Trustees Place Two

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Kara Bell	0		0	0	0	0
Lauren White	0		0	0	0	0

Lake Travis ISD Canvass Report
Travis County General and Special Election
May 1, 2021

OFFICIAL RESULTS

Travis County

375

STATISTICS

	TOTAL	Vote by Mail	Early Voting	Election Day	Provisional
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Registered Voters - Total 53

Lake Travis ISD Board of Trustees Place One

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Phillip E. Davis	0		0	0	0	0
Todd Taylor	0		0	0	0	0
Spike McBride	0		0	0	0	0

Lake Travis ISD Board of Trustees Place Two

Vote For 1

	TOTAL	VOTE %	Vote by Mail	Early Voting	Election Day	Provisional
Kara Bell	0		0	0	0	0
Lauren White	0		0	0	0	0



AGENDA ITEM ACTION SHEET

AGENDA ITEM

Oath of Office- Board of Trustees for Lake Travis Independent School District Place 1 and Place 2

RECOMMENDED ACTION

None – the Oath of Office will be administered to Phillip E. Davis (Place 1) and Lauren White (Place 2).

RATIONALE

Per Texas Gov't Code, Section 601.005, all state, county or local officers, other than the governor, lieutenant governor and members of the legislature, who qualify for office, are commissioned by the governor. The Secretary of State performs ministerial duties to administer the commissions issued by the governor, including confirming that officers are qualified prior to being commissioned. The Oath of Office may be administered by anyone authorized under the provisions of Chapter 602 of the Texas Government Code. Commonly used officials include notaries public and judges.

BUDGET PROVISIONS

None

RESOURCE PERSONNEL

Pam Sanchez-Assistant Superintendent of Business & Operations

Amber King-General Counsel

Kristine Doggett -Election Official

ATTACHMENTS

1. Form 2204-Oath of Office for Place 1 (Phillip E. Davis)
2. Form 2204-Oath of Office for Place 2 (Lauren White)

MEETING DATE

May 19, 2021

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Phillip E. Davis, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Board of Trustees - Lake Travis Independent School District of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of Texas
County of Travis

Sworn to and subscribed before me on this 19 day of May, 20 21.

(Affix Notary Seal,
only if oath
administered by a
notary.)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Kristine E. Doggett

Printed or Typed Name

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None



OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Lauren White, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Board of Trustees - Lake Travis Independent School District of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of Texas
County of Travis

Sworn to and subscribed before me on this 19 day of May, 20 21.

(Affix Notary Seal,
only if oath
administered by a
notary.)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Kristine E. Doggett

Printed or Typed Name



AGENDA ITEM ACTION SHEET

AGENDA ITEM

Population and Survey Analysts (PASA) 2021 Demographic Update

RECOMMENDED ACTION

For presentation only.

RATIONALE

Lake Travis ISD is a fast growth district, and as such, must be diligent in anticipating the programming and facilities needs of the District. Administration's ability to accurately forecast and plan for the needs of Lake Travis students requires timely and meaningful data, and demographic studies serve as one source of the needed information. Population and Survey Analysts (PASA) is highly regarded as one of the premier demographers in the state. PASA representatives will be present to provide the Board of Trustees a summary of their findings.

BUDGET PROVISIONS

2018 Capital Projects Fund - \$60,300

RESOURCE PERSONNEL

Paul Norton-Superintendent

Pam Sanchez-Assistant Superintendent of Business & Operations

Evalene Murphy-Assistant Superintendent of Human Resource Services

ATTACHMENTS

None

MEETING DATE

May 19, 2021



AGENDA ITEM ACTION SHEET

AGENDA ITEM

April 2021 Monthly Financial Reports-Statement of Revenues and Expenditures, Balance Sheet, Tax Statement and 2018 Capital Projects Report

RECOMMENDED ACTION

For presentation only.

RATIONALE

To provide a financial update to the Board and community regarding the financial position of the school district.

BUDGET PROVISIONS

None

RESOURCE PERSONNEL

Pam Sanchez-Assistant Superintendent of Business & Operations
Brad Goerke-Director of Accounting & Budget/Comptroller

ATTACHMENTS

1. Statement of Revenues and Expenditures-April 2021
2. Balance Sheet-April 2021
3. Tax Statement-April 2021
4. 2018 Capital Projects Report-April 2021

MEETING DATE

May 19, 2021

Lake Travis ISD
STATEMENT OF REVENUE AND EXPENDITURES
GENERAL FUND

4/30/2021

Current Year

Prior Year

Revenues		Budget	Actual	Balance	Percent of Budget	Cumulative Actual	Percent of Actual
5711	Current Year Tax Revenue	\$ 128,602,427	\$ 126,893,216	\$ 1,709,211	98.67%	\$ 122,891,585	99.37%
5700	Other Local Revenues	2,616,091	1,869,769	746,322	71.47%	2,242,721	74.20%
5800	State Program Revenue	7,383,256	5,398,496	1,984,760	73.12%	3,218,011	41.98%
5900	Federal Revenue	625,000	395,122	229,878	63.22%	395,009	84.64%
Total Revenue		\$ 139,226,774	\$ 134,556,603	\$ 4,670,171	96.65%	\$ 128,747,326	95.49%

Expenditures

11	Instruction	\$ 56,485,802	\$ 36,021,545	\$ 20,464,257	63.77%	\$34,837,805	65.93%
12	Instructional Resources	924,778	630,671	294,107	68.20%	608,652	69.30%
13	Staff Development	1,051,788	520,871	530,917	49.52%	515,276	60.38%
21	Instructional Administration	1,763,501	1,182,498	581,003	67.05%	1,044,682	64.37%
23	School Administration	4,569,643	2,965,209	1,604,434	64.89%	2,817,733	66.51%
31	Guidance & Counseling	3,874,148	2,422,448	1,451,700	62.53%	2,433,835	63.66%
32	Social Work Services	137,736	93,870	43,866	68.15%	44,246	64.87%
33	Health Services	906,628	596,543	310,085	65.80%	541,861	63.97%
34	Transportation	5,004,811	2,936,450	2,068,361	58.67%	3,278,404	73.37%
35	Food Service	90,000	60,000	30,000	66.67%	53,333	55.25%
36	Co-Curricular Account	2,448,937	1,350,881	1,098,056	55.16%	1,653,420	72.53%
41	General Administration	3,470,297	2,358,784	1,111,513	67.97%	2,314,763	61.72%
51	Plant & Maint. Operation	10,818,050	7,205,698	3,612,352	66.61%	6,378,336	62.59%
52	Security	685,782	503,968	181,814	73.49%	385,676	82.43%
53	Non-Inst. Data Processing	2,903,266	1,907,551	995,715	65.70%	1,501,086	66.55%
61	Community Services	418,560	175,265	243,295	41.87%	287,700	84.17%
81	Facilities/Construction	30,000	20,000	10,000	66.67%	16,666	63.50%
91	State Transfers	43,813,047	-	43,813,047	0.00%	17,050,521	41.79%
92	Incremental Cost WADA	300,000	197,106	102,894	65.70%	132,097	50.13%
93	SPED TRF-Regular Day	45,000	44,008	992	97.80%	42,508	100.00%
95	JJAEP Transfer Payments	15,000	-	15,000	0.00%		0.00%
99	Travis County Appraisal	570,000	335,480	234,520	58.86%	237,849	50.14%
Total Expenditures		\$ 140,326,774	\$ 61,528,846	\$ 78,797,928	43.85%	\$ 76,176,449	58.32%

Other Resources and (Uses)

7990	Other Resources	-	-	-	0.00%	-	0.00%
8990	Other Uses	-	-	-	0.00%	-	0.00%
8911	Transfers-Out	-	-	-	0.00%	-	0.00%
Total Resources & Uses		\$ -	\$ -	\$ -	0.00%	\$ -	0.00%

Fund Balance

1200	Excess (Deficiency) Of Revenues Over Expenditures	\$ (1,100,000)	\$ 73,027,757
3000	Beginning Fund Balance 9/1	\$ 44,264,472	
3000	Ending Fund Balance 8/31	\$ 43,164,472	
3590	Committed Fund Balance	\$ 460,234	
3600	Unassigned Fund Balance	\$ 42,704,238	

Lake Travis ISD
COMBINED INTERIM BALANCE SHEET - ALL FUND TYPES
AS OF: April 30, 2021

<i>Assets</i>	General Fund	Special Revenue Funds	Debt Service Fund	Capital Projects Fund	Internal Svc., Trust & Agency Funds	Total Funds
Current Assets:						
1101 Cash	\$ (5,956,997)	\$ 938,611	\$ 1,678,464	\$ 12,204,947	\$ 4,080,950	\$ 12,945,975
1103 Temporary Investments	127,273,890		12,625,958	38,952,915	113,706	178,966,469
Total Cash and Investments	\$ 121,316,893	\$ 938,611	\$ 14,304,422	\$ 51,157,862	\$ 4,194,656	\$ 191,912,444
Receivables:						
1210 Property Taxes-Current	\$ 2,312,119	\$ -	\$ 822,881	\$ -	\$ -	\$ 3,135,000
1220 Property Taxes-Delinquent	2,454,597	-	861,613	-	-	3,316,210
1230 Allowance-Uncollected Taxes	(1,080,838)	-	(325,250)	-	-	(1,406,088)
1240 Due From Federal Agencies	759,492	-	-	-	-	759,492
1250 Sundry Receivables	886	1,008	-	-	-	1,894
1260 Due From Funds	427,936	1,245	-	-	-	429,181
1280 Due From Other Funds	732	-	-	-	4,649	5,381
1290 Other Receivables	(6,900)	3,370	-	-	-	(3,530)
1300 Inventories, At Cost	53,406	293,160	-	-	-	346,566
Total Receivables	\$ 4,921,430	\$ 298,783	\$ 1,359,244	\$ -	\$ 4,649	\$ 6,584,106
1400 Other Current Assets	(363,651)	(22,554)	-	(2,372)	(1,116)	(389,693)
Total Assets	\$ 125,874,672	\$ 1,214,840	\$ 15,663,666	\$ 51,155,490	\$ 4,198,189	\$ 198,106,857
Resources						
5010 Estimated Revenue	\$ 139,226,774	\$ 10,289,598	\$ 46,000,000	\$ 400,000	\$ 13,097,201	\$ 209,013,573
5030 Less: Realized Revenue	134,556,603	3,643,429	45,910,116	122,848	8,942,498	193,175,494
5000 Revenues to be Received	4,670,171	6,646,169	89,884	277,152	4,154,703	15,838,079
Total Assets & Resources	\$ 130,544,843	\$ 7,861,009	\$ 15,753,550	\$ 51,432,642	\$ 8,352,892	\$ 213,944,936
Liabilities						
Current Liabilities:						
2110 Accounts Payable	\$ 925	\$ -	\$ -	\$ (40)	\$ -	\$ 885
2160 Accrued Wages Payable	4,604,016	179,428	-	-	-	4,783,444
2170 Due To Other Funds	18	5,364	-	-	-	5,382
2180 Due To Other Govt's	2,193	-	-	-	-	2,193
2190 Due To Student Groups	-	-	-	-	427,936	427,936
2150 Payroll Deduct & Withhold	-	-	-	-	1,057,208	1,057,208
Total Current Payables	\$ 4,607,152	\$ 184,792	\$ -	\$ (40)	\$ 1,485,144	\$ 6,277,048
2210 Accrued Expenses	-	-	-	362,887	711,221	1,074,108
2300 Deferred Revenue	3,975,291	313,784	1,359,243	-	-	5,648,318
2400 Payable From Restricted Assets	-	-	-	-	-	-
Total Liabilities	\$ 8,582,443	\$ 498,576	\$ 1,359,243	\$ 362,847	\$ 2,196,365	\$ 12,999,474
Fund Equity						
6010 Appropriations	\$ 140,326,774	\$ 10,737,036	\$ 46,000,000	\$ 58,412,288	\$ 13,097,201	\$ 268,573,299
6050 Less: Expenditures	(61,528,846)	(4,670,315)	(38,705,107)	(10,453,755)	(10,115,002)	(125,473,025)
6030 Encumbrances	(943,757)	(167,236)	-	(5,122,894)	-	(6,233,887)
Available Appropriations	\$ 77,854,171	\$ 5,899,485	\$ 7,294,893	\$ 42,835,639	\$ 2,982,199	\$ 136,866,387
4310 Reserve For Encumbrances	943,757	167,236	-	5,122,894	-	6,233,887
3600 Unassigned Fund Balance	42,704,238	1,295,742	7,099,414	3,111,262	3,174,328	57,384,954
3590 Committed Fund Balance - Accr. Leave	460,234	-	-	-	-	460,234
Total Liability & Fund Equity	\$ 130,544,843	\$ 7,861,009	\$ 15,753,550	\$ 51,432,642	\$ 8,352,892	\$ 213,944,936

SUMMARY OF TAX COLLECTIONS
AS OF APRIL 2021

2020-21 Original Tax Levy	\$ 176,737,875.61
Delinquent Taxes as of 8/31/20	<u>4,381,268.00</u>
Total Receivables for 2020-21	\$ 181,119,143.61
Current Year Adjustments	(1,548,461.70)
Prior Year Adjustments	<u>(329,079.79)</u>
Adjusted Receivables.....	\$ 179,241,602.12
Total Net Collections To Date	<u>(173,468,462.59)</u>
Outstanding Receivables as of 4/30/2021	\$ <u>5,773,139.53</u>

<u>SUMMARY OF BUDGETED COLLECTIONS</u>	<u>BUDGETED</u>	<u>NET COLLECTED</u>	<u>BUDGETED DIFFERENCE</u>	<u>% OF BUDGET COLLECTED</u>
Maintenance - Current Tax	\$ 128,602,427.00	\$ 126,893,216.18	\$ 1,709,210.82	98.67%
Maintenance - Prior Year Tax	450,000.00	525,113.10	(75,113.10)	116.69%
Maintenance - Penalties & Interest	<u>650,000.00</u>	<u>524,724.85</u>	<u>125,275.15</u>	<u>80.73%</u>
Sub-total	\$ <u>129,702,427.00</u>	\$ <u>127,943,054.13</u>	\$ <u>1,759,372.87</u>	<u>98.64%</u>
Debt Service - Current Tax	\$ 45,100,000.00	\$ 45,161,196.89	\$ (61,196.89)	100.14%
Debt Service - Prior Year Tax	200,000.00	179,130.58	20,869.42	89.57%
Debt Service - Penalties & Interest	<u>200,000.00</u>	<u>185,080.99</u>	<u>14,919.01</u>	<u>92.54%</u>
Sub-total	\$ <u>45,500,000.00</u>	\$ <u>45,525,408.46</u>	\$ <u>(25,408.46)</u>	<u>100.06%</u>
Total Collections	\$ <u>175,202,427.00</u>	\$ <u>173,468,462.59</u>	\$ <u>1,733,964.41</u>	<u>99.01%</u>

<u>Tax Collection Comparison with 2020-21: Adjusted Tax Roll</u>	<u>2020-21</u>	<u>2019-20</u>
Percent of Current Year Taxes Collected	98.21%	98.10%
Percent of Total Taxes Collected	98.61%	98.41%
Percent of Total Taxes and P & I Collected	99.02%	98.75%

<u>Tax Collection Comparison with 2020-21: Original Tax Roll</u>		
Percent of Current Year Taxes Collected	97.35%	97.37%
Percent of Total Taxes Collected	97.75%	97.67%
Percent of Total Taxes and P & I Collected	98.15%	98.01%

Lake Travis ISD
2018 Bond Program Summary
April 30, 2021

Resources	Original Budget	Amended Budget	Total Resources	Balance
1 Bond Proceeds	253,000,000.00	236,305,111.00	236,305,111.42	(0.42)
2 Interest Revenue	0.00	5,063,711.00	5,019,893.53	43,817.47
3 Interest Subject to Arbitrage Rebate	0.00	0.00	0.00	0.00
4 Bond Premiums	0.00	18,631,178.00	18,631,178.35	(0.35)
Total Resources	253,000,000.00	260,000,000.00	259,956,183.30	43,816.70

Appropriations	Original Budget	Amended Budget	Total Expended	Balance to Complete
10 Elementary School #7	31,511,000.00	34,196,881.00	34,608,154.67	(411,273.67)
20 Elementary School #8	3,979,000.00	3,979,000.00	164,890.79	3,814,109.21
30 Secondary School #2	13,802,000.00	9,053,407.00	6,045,017.33	3,008,389.67
40 Middle School #3	75,980,710.00	79,786,275.00	77,293,191.30	2,493,083.70
50 FCA Projects	36,610,132.00	59,030,393.00	44,574,418.31	14,455,974.69
60/70 Small Renovation Improvements	16,927,133.00	14,015,202.00	11,341,109.04	2,674,092.96
Construction/Renovation	178,809,975.00	200,061,158.00	174,026,781.44	26,034,376.56
81 Instructional Materials & Equipment	5,707,000.00	5,639,300.00	2,974,932.43	2,664,367.57
82 Technology	29,901,700.00	25,937,510.00	21,467,685.52	4,469,824.48
83 Copy Machines	750,000.00	750,000.00	430,315.55	319,684.45
84 Maintenance	600,000.00	1,060,000.00	721,568.80	338,431.20
85 Food & Nutrition Services	3,950,789.00	1,973,811.00	1,473,061.46	500,749.54
86 Transportation	13,300,000.00	10,983,059.00	7,411,845.55	3,571,213.45
87 District Furniture & Equipment	6,000,000.00	6,000,000.00	4,134,942.85	1,865,057.15
88 Police	0.00	400,000.00	1,999.99	398,000.01
90 Land	1,270,000.00	1,270,000.00	527,002.00	742,998.00
91 Bond Closing	2,000,000.00	1,918,024.00	1,918,023.77	0.23
94 Contingency	7,510,536.00	7,142.00	0.00	7,142.00
95 Program Administration	3,200,000.00	3,199,996.00	1,724,189.03	1,475,806.97
97 LTMS Wastewater Expansion	0.00	800,000.00	42,692.95	757,307.05
Other Programs	74,190,025.00	59,938,842.00	42,828,259.90	17,110,582.10
Total 2018 Bond Program	253,000,000.00	260,000,000.00	216,855,041.34	43,144,958.66



AGENDA ITEM ACTION SHEET

AGENDA ITEM

Bank Depository Contract 2021-2023

RECOMMENDED ACTION

For discussion only. Consideration will be requested at the June 16, 2021 board meeting.

RATIONALE

The state laws pertaining to school district depositories are found in the Texas Education Code (TEC), Chapter 45, Subchapter G (Sections 45.201-45.209). In determining the highest and best proposal, the board of trustees must consider the interest rate proposed on time deposits; charges for keeping district accounts, records, and reports and furnishing checks; and the ability of the bank submitting the proposal to provide the necessary services and perform the duties as school district depository together with any other matters that in the judgment of the board would be in the best interest of the district. The board has the right to reject any and all proposals.

The District received three proposals from the 20 banks solicited. Prosperity Bank provided the most competitive proposals. Prosperity Bank was the only bank to waive all related bank fees. All three banks are positioned to accept and collateralize the maximum potential of district deposits. In regards to the financial strength of the institutions, the banks exhibit a healthy return on equity, a net interest margin that is higher than their peers, and overhead ratios that were well below the standard (a sign of strict expense control).

In addition to waiving all bank fees, Prosperity Bank provides very competitive interest rates on deposits. Prosperity Bank would pay their posted rate plus .10%, but with the guarantee of a floor rate of .25%. The two other banks had a guarantee floor of .15% or no floor on interest rates. An evaluation summary is attached for clarification. Based on the evaluation criteria, the District recommends Prosperity Bank for the 2021-2023 Bank Depository Contract.

BUDGET PROVISIONS

None

RESOURCE PERSONNEL

Pam Sanchez-Assistant Superintendent of Business & Operations
Brad Goerke-Director of Accounting & Budget/Comptroller
Susan Arbuckle-Buyer

ATTACHMENTS

Final Evaluation Summary

MEETING DATE

May 19, 2021

Lake Travis ISD

Bank Depository Services RFP #21-016

April 28th, 2021

Possible Points	Evaluation Process	PROSPERITY BANK	TEXAS REGIONAL BANK	TRUIST BANK (BB&T and Sun Trust Merger)
		Score	Score	Score
65	Cost of services (charges for keeping District account records, and reports and for furnishing checks, interest rates offered on time deposits, checkin accounts and/or repurchase agreements)	65	60	55
15	Experience in providing depository services to similar accounts	15	5	7
10	Physical location(s) with commercial services and hours of operation of bank offices	10	10	Did not list any in our district
5	Type of third-party institution holding collateral	4	5	5
5	Any additional services offered	5	5	5
100	Total Points	99	85	72

Recommend

Cost of Services	PROSPERITY BANK		TEXAS REGIONAL BANK		TRUIST BANK (BB&T and Sun Trust Merger)	
Monthly Earnings Credit	-	-	0.35%	5,016.83	0.25%	3,583.45
Total Charges For Services		-		(5,996.90)		(8,067.44)
Net Monthly Earnings (Credit or Debit)		-		(980.07)		(4,483.99)
Interest Bearing Accounts	0.35%	5,016.83				
Net Yearly Earnings (Credit or Debit)		60,201.92		(11,760.88)		(53,807.93)



AGENDA ITEM ACTION SHEET

AGENDA ITEM

Resolution of the Board Regarding ESSER III and Policy CB (LOCAL), State and Federal Revenue Sources

RECOMMENDED ACTION

For discussion only. Action will be requested at the June 16, 2021 meeting.

RATIONALE

TEA guidance on the Elementary and Secondary School Emergency Relief III (ESSER III) Fund application process references required public notice for all federal grant applications before the district submits an application to TEA. To meet this requirement, a district may provide a summary of the application and plan for the use of funds as an information item at a board meeting or by other means of public notice. The required Use of Funds Plan and Return to In-Person Instruction and Continuity of Services Plan also require public notice and comment, and the TEA guidance indicates that approval of these plans must be based on local policies regarding approval of such types of plans. Due to the number of public notice requirements in federal grant statutes, TEA recommends that school districts develop local board policy to address how the district will provide required public notice regarding federal grants and awards for consistency. Auditors may request documentation of the district's policies and procedures. Current Board Policy CB (LOCAL) addresses State and Federal Revenue Sources. To ensure that LTISD has policy provisions recommended by TEA in place by the ESSER III application deadline of July 27, 2021, it is recommended that the Board adopt additional policy language for inclusion in CB (LOCAL).

BUDGET PROVISIONS

None

RESOURCE PERSONNEL

Pam Sanchez, Assistant Superintendent of Business & Operations

Amber King, General Counsel

ATTACHMENTS

Resolution 06162021-01

MEETING DATE

May 19, 2021

Resolution No. 06162021-01

Resolution of the Lake Travis ISD Board Regarding ESSER III and Policy CB(LOCAL), State and Federal Revenue Sources

WHEREAS, on April 28, 2021, TEA notified school districts of the opportunity to apply for their allocation of the Elementary and Secondary School Emergency Relief III (ESSER III) Fund, which should be used to respond to the pandemic and to address student learning loss as a result of COVID-19;

WHEREAS, TEA published guidance regarding how these funds can be used and local compliance requirements school districts must follow, including a recommendation that districts develop local board policy to address how the district will provide the required public notice regarding federal grants and awards for consistency;

WHEREAS, Texas Education Code 11.151 gives the Board of Trustees the exclusive power and duty to govern and oversee the management of the public schools of the District; and

WHEREAS, the Board finds that a need exists to adjust local policy provisions to address public notice for federal grants and awards and approval of required grant plans;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Lake Travis Independent School District adopts the following text for inclusion at CB(LOCAL), State and Federal Revenue Sources:

- The District shall provide public notice of federal grant applications through an information item at a Board meeting and by publishing information on the District's website. The District shall make available opportunities for public input as required by law or the granting agency.
- Approval of required grant and award plans shall be by the Superintendent.

The change to CB(LOCAL) is effective based on the adoption date of this resolution.

Adopted this _____ (date) day of _____ (month), _____ (year), by the Lake Travis ISD Board of Trustees.

Presiding Officer

Secretary



AGENDA ITEM ACTION SHEET

AGENDA ITEM

Reinstatement of Board Policy FNF (LOCAL) Related to the District's Drug Testing Program

RECOMMENDED ACTION

For discussion only. Action will be requested at the June 16, 2021 meeting.

RATIONALE

In July 2020, the Board approved a resolution suspending Board Policy FNF (Local) related to the District's drug testing program. The suspension of the program was due to the impacts COVID-19 had on the 2020-2021 school year and the significant challenges implementing the program during the time when students may be learning remotely at home. In anticipation of students returning to school in person for the 2021-2022 school year, the administration recommends reinstatement of the drug testing program in accordance with the FNF policy and regulation as updated in April 2020.

BUDGET PROVISIONS

60,000 (drug testing program) – 2021-2022 budget

20,000 (drug testing counseling) – 2021-2022 budget

RESOURCE PERSONNEL

Paul Norton, Superintendent

Amber King, General Counsel

ATTACHMENTS

FNF (Local)

FNF (Regulation-1)

MEETING DATE

May 19, 2021

STUDENT RIGHTS AND RESPONSIBILITIES
INVESTIGATIONS AND SEARCHES

FNF
(LOCAL)

**Questioning
Students**

District officials may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students may not refuse to answer questions based on a right not to incriminate themselves.

For provisions pertaining to student questioning by law enforcement officials or other state or local governmental authorities, see GRA(LOCAL).

District Property

Desks, lockers, District-provided technology, and similar items are the property of the District and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in District property. Students shall be fully responsible for the security and contents of District property assigned to them. No student shall place or keep in a desk, locker, District-provided technology, or similar item any article or material prohibited by law, District policy, or the Student Code of Conduct. Students shall be responsible for any prohibited item found in District property provided to the student.

Searches in General

District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and District policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner.

District officials may initiate a search in accordance with law, including, for example, based on reasonable suspicion, voluntary consent, or pursuant to District policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on District property.

**Reasonable-
Suspicion Searches**

Searches should be reasonable at their inception and in scope. If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a violation of the Student Code of Conduct, a District official may conduct a search in accordance with law and District regulations.

**Suspicionless
Searches**

For purposes of this policy, a suspicionless search is a search carried out based on lawful security procedures, such as metal detector searches or random drug testing.

*Metal Detector
Searches*

In order to maintain a safe and disciplined learning environment, the District reserves the right to subject students to metal detector searches when entering a District campus and at off-campus, school-sponsored activities.

STUDENT RIGHTS AND RESPONSIBILITIES
INVESTIGATIONS AND SEARCHES

FNF
(LOCAL)

Use of Trained Dogs	The District reserves the right to use trained dogs to conduct screening for concealed prohibited items. Such procedures shall be unannounced. The dogs shall not be used with students; however, students may be asked to leave personal belongings in an area that will be screened. If a dog alerts to an item or an area, it may be searched by District officials.
Random Mandatory Drug-Testing Program	The District requires drug testing of any student in grades 7–12 who chooses to participate in school-sponsored, competitive extracurricular activities. The District also requires drug testing of any student in grades 9–12 who obtains a permit to park a vehicle on school property.
Covered Activities	Eligible school-sponsored, competitive extracurricular activities in grades 7–12 shall be identified in the administrative regulation.
Scope	A student participating in these activities or obtaining a parking permit shall be tested for the presence of nicotine and illegal drugs randomly throughout the school year.
Purpose	The purposes of the drug-testing program are to help enforce a drug-free educational environment, deter student use of nicotine and illegal drugs, and educate students regarding the harm caused by the use of nicotine and illegal drugs.
Distribution of Policy	The District shall provide each parent and student a copy of the drug-testing policy, regulation, and consent form prior to the student's participation in an affected activity.
Consent	Before a student is eligible to participate in any school-sponsored, competitive extracurricular activity or to obtain a parking permit, the student shall be required annually to sign a consent form agreeing to be subject to the rules and procedures of the drug-testing program. If the student is under the age of 18, the student's parent or guardian shall also sign a consent form. If appropriate consent is not given, the student shall not be allowed to participate in the school-sponsored, competitive extracurricular activities or to obtain a parking permit.
Use of Results	<p>Drug test results shall be used only to determine eligibility for participation in school-sponsored, competitive extracurricular activities and a parking permit. Positive drug test results shall not be used to impose additional disciplinary sanctions beyond the consequences imposed through the drug-testing program.</p> <p>Positive drug test results shall not result in academic penalties or affect a student's grade in any curricular class associated with the extracurricular activity. If participation in the extracurricular activity is required for a class, the student may be required to satisfy participation requirements in alternative ways.</p>

STUDENT RIGHTS AND RESPONSIBILITIES
INVESTIGATIONS AND SEARCHES

FNF
(LOCAL)

Nevertheless, nothing in this policy shall limit or affect the application of state law, local policy, or the Student Code of Conduct. A student who commits a disciplinary offense shall be subject to consequences in accordance with the Student Code of Conduct.

Confidentiality

Drug-testing results shall be confidential and shall be disclosed only to the student, the student's parent, and designated District officials who need the information in order to administer the drug-testing program. Drug test results shall not be maintained with a student's academic record. Results shall not be otherwise disclosed except as required by law.

Testing Laboratory

The Board shall contract with a certified drug-testing laboratory to conduct testing of students' urine samples.

Testing laboratories shall not release statistics regarding the rate of positive drug tests to any person or organization without consent of the District.

Substances for
Which Tests Are
Conducted

The District shall make available to students and parents a list of the exact substances for which tests will be conducted.

Collection
Procedures

Personnel from the drug-testing laboratory or trained District personnel shall collect urine samples under conditions that are no more intrusive than the conditions experienced in a public restroom. When selected for testing, a student shall be escorted to the school's testing site by a District employee and shall remain under adult supervision until the student provides a sample. The supervision shall be done by an individual of the same gender as the student and shall be present when any samples are collected.

Random Testing

Random tests shall be conducted throughout the school year. The Superintendent or his designee shall determine the number of times the random tests will occur but shall administer no less than four tests in a school year.

The drug-testing laboratory shall use a random selection method to identify students chosen for random testing. Students shall not receive prior notice of the testing date or time.

Refusal to Test or
Tampering

A student who refuses to be tested when selected or who is determined to have tampered with a sample shall be deemed to have a positive test result and shall be subject to the appropriate consequences depending on previous positive test results, if any.

If a student is absent on the day of the random test, a sample shall be collected upon the student's return to school by either personnel from the drug-testing laboratory or a trained District employee who will utilize a collection kit provided by the drug-testing laboratory.

STUDENT RIGHTS AND RESPONSIBILITIES
INVESTIGATIONS AND SEARCHES

FNF
(LOCAL)

Confirmation of Positive Results	<p>An initial positive test shall be confirmed by a second and third test of the same specimen before being reported as positive.</p> <p>The student or parent shall have three school days following notification to provide a medical explanation for a positive result.</p>
Drug Abuse Prevention	<p>The District shall notify the parent and student of drug abuse prevention resources available in the area.</p>
Consequences	<p>The Superintendent shall develop administrative regulations regarding the consequences of positive test results.</p>
Appeals	<p>A student or parent may appeal a decision made under this policy in accordance with FNG(LOCAL). Consequences shall not be deferred pending the outcome of the appeal.</p>
Voluntary Drug-Testing Program	<p>Any parent or guardian whose minor student in grades 7–12 is not subject to the District’s mandatory drug-testing program may request that his or her child be tested under the District’s drug-testing program.</p> <p>To register for this program, the parent or guardian shall enroll his or her student in the program and submit to the Superintendent or designee a signed consent form. The District shall include such a student in the random testing pool in the same manner as other students in the program and shall apply the same testing procedures.</p>

STUDENT RIGHTS AND RESPONSIBILITIES
INTERROGATIONS AND SEARCHES

FNF
(REGULATION - 1)

**Mandatory Drug-
Testing Program**

Per FNF (Local), the District requires drug testing of any student in grades 7-12 who chooses to participate in school-sponsored competitive extracurricular activities. The District further requires drug testing of any student in grades 9-12 who requests a permit to park a vehicle on school property.

Covered Activities

School-sponsored, competitive extracurricular activities in grades 9–12 shall include the following activities:

- All University Interscholastic League (UIL)-sponsored athletic, fine arts, and academic programs;
- Cavalettes;
- Red Rubies;
- Student athletic trainers;
- Color guard;
- Winter guard;
- Powerlifting;
- Speech and debate;
- Texas Forensics Association;
- FFA;
- 4-H;
- Theater arts;
- Technical theater;
- VASE and Scholastic;
- HOSA;
- Model UN;
- DECA;
- Cavs Crew;
- Mock Trial;
- Film crew; and
- LT Fiddlers.

School-sponsored, competitive extracurricular activities in grades 7–8 shall include the following activities:

STUDENT RIGHTS AND RESPONSIBILITIES
INTERROGATIONS AND SEARCHES

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(REGULATION - 1)

	<ul style="list-style-type: none"> • All UIL-sponsored athletic, fine arts, and academic programs; • Dance; • Cheer; • Color guard; • VASE; • FFA; and • 4-H.
Substances For Which Tests Are Conducted	<p>6-Acetylmorphine</p> <p>Amphetamines</p> <p>Barbiturates</p> <p>Benzodiazepines</p> <p>Cocaine</p> <p>MDMA</p> <p>Marijuana</p> <p>Methadone</p> <p>Methamphetamines</p> <p>Opiates</p> <p>PCP</p> <p>Tricyclic Antidepressants</p> <p>Nicotine</p>
Campus Drug Testing Administrator	Each middle school and high school campus shall appoint a Campus Drug Testing Administrator to coordinate the program. The Campus Drug Testing Administrator may assign an assistant or other school staff to assist him/her in the coordination and administration of the drug testing program.
Support and Consequences for a Student Testing Positive for Illegal Drugs	A student's offense level (<i>i.e.</i> , first offense, second offense, third offense) will start over after one calendar year has passed since the student's last positive drug test.
First Offense	Upon a first offense of receiving a confirmed positive drug test for an illegal drug:

STUDENT RIGHTS AND RESPONSIBILITIES
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FNF
(REGULATION - 1)

1. The Campus Drug Testing Administrator will notify the parent/guardian as promptly as possible of the positive test result.
2. Within 3 school days, the Campus Drug Testing Administrator will schedule a conference with him/her, the student, the parent, the Director of Health and Social Emotional Learning or designee, and the coach(es)/sponsor(s) of the applicable extracurricular activity.
3. The student shall be suspended from participating in competitions or performances for all school-sponsored competitive extracurricular activities for 14 calendar days from the date of the conference.
 - a. If the positive drug test occurs during a time in which the student is not performing or competing, the suspension will begin the Monday preceding the first competition or performance of the next school-sponsored competitive extracurricular activity in which the student participates. This may result in the suspension carrying over into the next school year.
4. The student may continue to participate in practices. However, if the student is engaging in any school-sponsored competitive extracurricular activity that requires physical activities, a medical release from a physician must be provided to the Campus Drug Testing Administrator before being allowed to continue practicing.
5. The student's parking permit shall be suspended for 14 calendar days from the date of the conference.
6. The student must participate in and complete 4 district-provided substance abuse counseling sessions within a 4-week period. Alternatively, the parent may elect to have the student attend the required substance abuse counseling with a provider of the parent's choice, at the parent's expense. The parent / student must provide documentation to the Campus Drug Testing Administrator verifying attendance at 4 substance abuse counseling sessions within a 4-week period.
7. The student must complete 30 hours of community service within a 4-week period. The student must submit to the Campus Drug Testing Administrator written and signed verification of the dates, times, and activities performed.

STUDENT RIGHTS AND RESPONSIBILITIES
INTERROGATIONS AND SEARCHES

FNF
(REGULATION - 1)

8. After the student's suspension is complete (*i.e.*, the 14 calendar days), the student will be allowed to return to competitions or performances and/or be allowed to have his/her parking permit privileges returned. However, if the student fails to complete the counseling and community services requirements within the stated time, the student will return to suspended status and will remain suspended from competitions and performances in all school-sponsored competitive extracurricular activities and/or remain suspended from parking permit privileges until the time in which all requirements are successfully completed.
9. Refusal to participate in or complete any of the requirements will result in the student being removed from participation in all school-sponsored competitive extracurricular activities and/or loss of his/her parking permit.
10. The student must be included in two (2) subsequent administrations of the random drug tests. These tests must be administered more than 15 calendar days after any positive test result.

Second Offense Upon a second offense of receiving a confirmed positive drug test for an illegal drug:

1. The Campus Drug Testing Administrator will notify the parent/guardian as promptly as possible of the positive test result.
2. Within 3 school days, the Campus Drug Testing Administrator will schedule a conference with him/her, the student, the parent, the Director of Health and Social Emotional Learning or designee, and the coach(es)/sponsor(s) of the applicable extracurricular activity.
3. The student shall be suspended from participating in competitions or performances for all school-sponsored competitive extracurricular activities for 30 calendar days from the date of the conference.
 - a. If the positive drug test occurs during a time in which the student is not performing or competing, the suspension will begin the Monday preceding the first competition or performance of the next school-sponsored competitive extracurricular activity in which the student participates. This may result in the suspension carrying over into the next school year.

STUDENT RIGHTS AND RESPONSIBILITIES
INTERROGATIONS AND SEARCHES

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(REGULATION - 1)

4. The student may continue to participate in practices. However, if the student is engaging in any school-sponsored competitive extracurricular activity that requires physical activities, a medical release from a physician must be provided to the Campus Drug Testing Administrator before being allowed to continue practicing.
5. The student's parking permit shall be suspended for 30 calendar days from the date of the conference.
6. The student must participate in and complete 6 district-provided substance abuse counseling sessions within 45 calendar-days. Alternatively, the parent may elect to have the student attend the required substance abuse counseling with a provider of the parent's choice, at the parent's expense. The parent / student must provide documentation to the Campus Drug Testing Administrator verifying attendance at 6 substance abuse counseling sessions within 45 calendar days.
7. The student must complete 60 hours of community service within 45 calendar days. The student must submit to the Campus Drug Testing Administrator written and signed verification of the dates, times, and activities performed.
8. After the student's suspension is complete (*i.e.*, the 30 calendar days), the student will be allowed to return to competitions or performances and/or be allowed to have his/her parking permit privileges returned. However, if the student fails to complete the counseling and community services requirements within the stated time, the student will return to suspended status and will remain suspended from competitions and performances in all school-sponsored competitive extracurricular activities and/or remain suspended from parking permit privileges until the time in which all requirements are successfully completed.
9. Refusal to participate in or complete any of the requirements will result in the student being removed from participation in all school-sponsored competitive extracurricular activities and/or parking permit privileges.
10. The student must be included in four (4) subsequent random drug tests. These tests must be administered more than 15 calendar days after any positive test result.

Third Offense

Upon a third offense of receiving a confirmed positive drug test for an illegal drug:

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1. The Campus Drug Testing Administrator will notify the parent/guardian as promptly as possible of the positive test result.
2. Within 3 school days, the Campus Drug Testing Administrator will schedule a conference with him/her, the student, the parent, the Director of Health and Social Emotional Learning or designee, and the coach(es)/sponsor(s) of the applicable extracurricular activity.
3. The student shall be suspended from participating in competitions or performances for all school-sponsored competitive extracurricular activities for one (1) calendar year from the date of the conference.
4. The student may continue to participate in practices. However, if the student is engaging in any school-sponsored competitive extracurricular activity that requires physical activities, a medical release from a physician must be provided to the Campus Drug Testing Administrator before being allowed to continue practicing.
5. The student's parking permit shall be suspended for one (1) calendar year from the date of the conference.
6. The student must participate in and complete 8 district-provided substance abuse counseling sessions within one (1) calendar year. Alternatively, the parent may elect to have the student attend the required substance abuse counseling with a provider of the parent's choice, at the parent's expense. The parent / student must provide documentation to the Campus Drug Testing Administrator verifying attendance at 8 substance abuse counseling sessions within one (1) calendar year.
 - a. If the Director of Health and Social Emotional Learning or designee, in consultation with the student and parents, determines that the student's needs are greater than the counseling provided by the District, the Director or designee will develop an alternative plan and assist the parents and students in locating additional resources.
7. The student must complete 90 hours of community service within one (1) calendar year. The student must submit to the Campus Drug Testing Administrator written and signed verification of the dates, times, and activities performed.

STUDENT RIGHTS AND RESPONSIBILITIES
INTERROGATIONS AND SEARCHES

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8. Failure to complete the counseling and community services requirements within the stated time will result in the student remaining suspended from participation/competition in all school-sponsored competitive extracurricular activities and/or remain suspended from parking permit privileges until the time in which all requirements are successfully completed.
9. Refusal to participate in or complete any of the requirements will result in the student being removed from participation in all school-sponsored competitive extracurricular activities and/or parking permit privileges.
10. The student must be included in eight (8) subsequent random drug tests. These tests must be administered more than 15 calendar days after any positive test result.

Support and
Consequences for a
Student Testing
Positive for Nicotine

A student's offense level (*i.e.*, first offense, second offense, third offense) will start over after one calendar year has passed since the student's last positive drug test.

First Offense

Upon a first offense of receiving a confirmed positive test for nicotine:

1. The Campus Drug Testing Administrator will notify the parent/guardian as promptly as possible of the positive test result.
2. The Campus Drug Testing Administrator will provide the parent with a list of community resources.

Second Offense

Upon a second offense of receiving a confirmed positive test for nicotine:

1. The Campus Drug Testing Administrator will notify the parent/guardian as promptly as possible of the positive test result.
2. Within 3 school days, the Campus Drug Testing Administrator will schedule a conference with the DTA, the student, the parent, the Director of Health and Social Emotional Learning or designee, and the coach(es)/sponsor(s) of the applicable extracurricular activity.
3. The student shall be suspended from participating in competitions or performances for all school-sponsored competitive extracurricular activities for 14 calendar days from the date of the conference.

STUDENT RIGHTS AND RESPONSIBILITIES
INTERROGATIONS AND SEARCHES

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(REGULATION - 1)

- a. If a positive test occurs during a time in which the student is not performing or competing, the suspension will begin the Monday preceding the first competition or performance of the next school-sponsored competitive extracurricular activity in which the student participates. This may result in the suspension carrying over into the next school year.
4. The student may continue to participate in practices. However, if the student is engaging in any school-sponsored competitive extracurricular activity that requires physical activities, a medical release from a physician must be provided to the Campus Drug Testing Administrator before being allowed to continue practicing.
5. The student's parking permit shall be suspended for 14 calendar days from the date of the conference.
6. The student must participate in and complete 4 district-provided counseling sessions within a 4-week period. Alternatively, the parent may elect to have the student attend the required substance abuse counseling with a provider of the parent's choice, at the parent's expense. The parent / student must provide documentation to the Campus Drug Testing Administrator verifying attendance at 4 substance abuse counseling sessions within a 4-week period.
7. The student must complete 30 hours of community services within a 4-week period. The student must submit to the Campus Drug Testing Administrator written and signed verification of the dates, times, and activities performed.
8. After the student's suspension is complete (*i.e.*, the 14 calendar days), the student will be allowed to return to competitions or performances and/or be allowed to have his/her parking permit privileges returned. However, if the student fails to complete the counseling and community services requirements within the stated time, the student will return to suspended status and will remain suspended from competitions and performances in all school-sponsored competitive extracurricular activities and/or remain suspended from parking permit privileges until the time in which all requirements are successfully completed.
9. Refusal to participate in or complete any of the requirements will result in the student being removed from participation in all school-sponsored competitive extracurricular activities and/or loss of his/her parking permit.

STUDENT RIGHTS AND RESPONSIBILITIES
INTERROGATIONS AND SEARCHES

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(REGULATION - 1)

10. The student must be included in two (2) subsequent administrations of the random drug tests. These tests must be administered more than 15 calendar days after any positive test result.

Third Offense

Upon a third offense of receiving a confirmed positive test for nicotine:

1. The Campus Drug Testing Administrator will notify the parent/guardian as promptly as possible of the positive test result.
2. Within 3 school days, the Campus Drug Testing Administrator will schedule a conference with him/her, the student, the parent, the Director of Health and Social Emotional Learning or designee, and the coach(es)/sponsor(s) of the applicable extracurricular activity.
3. The student shall be suspended from participating in competitions or performances for all school-sponsored competitive extracurricular activities for 30 calendar days from the date of the conference.
 - a. If the positive drug test occurs during a time in which the student is not performing or competing, the suspension will begin the Monday preceding the first competition or performance of the next school-sponsored competitive extracurricular activity in which the student participates. This may result in the suspension carrying over into the next school year.
4. The student may continue to participate in practices. However, if the student is engaging in any school-sponsored competitive extracurricular activity that requires physical activities, a medical release from a physician must be provided to the Campus Drug Testing Administrator before being allowed to continue practicing.
5. The student's parking permit shall be suspended for 30 calendar days from the date of the conference.
6. The student must participate in and complete 6 district-provided counseling sessions within 45 calendar-days. Alternatively, the parent may elect to have the student attend the required substance abuse counseling with a provider of the parent's choice, at the parent's expense. The parent / student must provide documentation to the Campus Drug

STUDENT RIGHTS AND RESPONSIBILITIES
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Testing Administrator verifying attendance at 6 substance abuse counseling sessions within 45 calendar days.

7. The student must complete 60 hours of community service within 45 calendar days. The student must submit to the Campus Drug Testing Administrator written and signed verification of the dates, times, and activities performed.
8. After the student's suspension is complete (*i.e.*, the 30 calendar days), the student will be allowed to return to competitions or performances and/or be allowed to have his/her parking permit privileges returned. However, if the student fails to complete the counseling and community services requirements within the stated time, the student will return to suspended status and will remain suspended from competitions and performances in all school-sponsored competitive extracurricular activities and/or remain suspended from parking permit privileges until the time in which all requirements are successfully completed.
9. Refusal to participate in or complete any of the requirements will result in the student being removed from participation in all school-sponsored competitive extracurricular activities and/or parking permit privileges.
10. The student must be included in four (4) subsequent random drug tests. These tests must be administered more than 15 calendar days after any positive test result.

Students Who Are
Absent on Day of
Testing

If a student is selected to participate in a drug test and the student is absent on the day the test is administered, the following procedures will be administered:

1. The student will be administered a test no later than 5 days after the student returns to school.
2. Either personnel from the drug testing laboratory or a trained District employee will utilize a urine collection kit (*a.k.a.* "delay kit") provided by the drug testing laboratory and will collect a sample from the student.
3. Either personnel from the drug testing laboratory or the trained District employee will follow all collection procedures required by District policy and by the drug testing laboratory in order to collect the sample.
4. The sample will be provided to the drug testing laboratory for analysis.

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INTERROGATIONS AND SEARCHES

FNF
(REGULATION - 1)

Students Who Are
Unable to Produce
a Urine Sample
("Shy Bladder")

If a student is selected to participate in a drug test and the student is unable to produce a urine sample ("shy bladder"), the following procedures will be followed:

1. The student will remain under supervision at the designated testing site for approximately 30 minutes.
2. If the student has not produced a urine sample within approximately 30 minutes after being provided the opportunity, the student will either be escorted to the nurse's office or remain under adult supervision at the testing site. The student will be given approximately 30 more minutes to produce a urine sample either at the testing site or in the nurse's office (if taken to the nurse's office, the nurse will be provided a kit and instructions on how to administer the kit). The Campus Drug Testing Administrator may exercise his/her discretion on whether to give the student more than 1 hour to produce a urine sample; however, no student shall remain out of class more than 1.5 hours and the student must remain under adult supervision at all times.
3. If the student is ultimately unable to produce a urine sample within the time allotted, he/she will be sent back to class.
4. The Campus Drug Testing Administrator will call the student's parent and inform him/her that the student was unable to produce a urine sample and inform the parent that the District will attempt another collection as promptly as possible but no later than 5 days from the date of the original administration using a delay kit (see procedures above).
5. If a student is unable to produce a urine sample (after following the procedures outlined in 1-4 above), the student will automatically be included in the next administration of the random drug test.
6. On the next administration, if the same student is unable to produce a urine sample (after following the procedures outlined in 1-4 above), the student shall be deemed to have a positive test result and the appropriate support / consequences will be applied.

Inconclusive
Results

If the result of a student's drug test comes back as "inconclusive," the following procedures will be followed:

1. The Campus Drug Testing Administrator will contact the parent and inform him/her of the inconclusive result.
2. Inconclusive results will not be considered a positive test result.

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3. The Campus Drug Testing Administrator will offer the parent the opportunity for his/her student to be immediately retested (using a delay kit in the nurse's office).
4. If the parent declines the opportunity for the student to be immediately retested, the student will be automatically included in the next random drug test.
5. If the parent consents to the student being immediately retested, the results of that test will determine the student's drug testing outcome and appropriate support/consequences, if any.

Tampered Samples If the result of a student's drug test comes back as adulterated or tampered the following steps will be taken before making a final determination that a urine sample has been tampered with or adulterated:

1. The Campus Drug Testing Administrator will contact the parent and inform him/her of the result.
2. The Campus Drug Testing Administrator will offer the parent the opportunity for his/her student to be immediately retested (using a delay kit in the nurse's office).
3. If the parent declines the opportunity for the student to be immediately retested, the student will be determined to have tampered with the urine sample and will be deemed to have a positive test result. The student shall be subject to the appropriate support/consequences depending on previous positive test results, if any.
4. If the parent consents for his/her student to be immediately retested (using a delay kit in the nurse's office), the results of the second test will determine the student's drug testing outcome and appropriate support/consequences, if any.
 - a. If the results of this second opportunity come back as adulterated or tampered, the student will not be offered another opportunity to immediately retest and will be determined to have tampered with the urine sample. The student will be deemed to have a positive test result and shall be subject to the appropriate support/consequences depending on previous positive test results, if any.

Medical Explanation Per the policy, a student or parent has 3 school days following notification to provide a medical explanation to the Campus Drug Testing Administrator for a positive result. Acceptable proof for a medical explanation must be either a copy of a valid prescription

STUDENT RIGHTS AND RESPONSIBILITIES
INTERROGATIONS AND SEARCHES

FNF
(REGULATION - 1)

	issued by a doctor or a photograph or copy of a valid prescription bottle.
Detailed Analysis	Upon request by a parent, the Campus Drug Testing Administrator will provide the parent a copy of a more detailed analysis of his/her student's drug testing results.
Outside Drug Test Results	The District will not accept the results of a drug test processed by any facility other than the certified drug-testing laboratory that contracts with the District.
Accommodations	Requests for individual accommodations for restroom facilities or other changes in these procedures must be made to the Campus Drug Testing Administrator. The Campus Drug Testing Administrator, in consultation with any other school official with a legitimate educational interest in the information, will review the request. Accommodations will be approved and provided when determined to be necessary, appropriate, and reasonable.
Withdraw	<p>If a student withdraws from all school-sponsored competitive extracurricular activities and/or elects to no longer have a parking permit, the student will be removed from the Mandatory Drug-Testing Program. The parent will be required to fill out a withdrawal form, which must be signed by both the student and parent.</p> <p>If a student withdraws from all school-sponsored competitive extracurricular activities and/or elects to no longer have a parking permit after receiving a positive drug test and prior to completing the required consequences, following the completion of the written withdrawal form signed by the parent and student, the student will no longer be subject to the consequences. However, if the student seeks to rejoin any school-sponsored competitive extracurricular activity and/or seeks to obtain a parking permit, the student must first complete any consequences the student did not complete prior to withdrawing.</p>
Voluntary Drug-Testing Program	<p>Per FNF (LOCAL), a parent or guardian whose minor student in grades 7-12 is not subject to the District's mandatory drug-testing program may request that his/her child be tested.</p> <p>To the extent applicable, the District shall apply all of the same procedures, supports, and consequences to these students as the student's participating in the mandatory drug-testing program.</p>
Limitations on Use of Drug Test Results	Other than the support and consequences outlined in this regulation, no other additional discipline (i.e., Student Code of Conduct, academic penalties, Extracurricular Code of Conduct) will be administered to a student who has a positive drug test as a result of the mandatory drug-testing program.

STUDENT RIGHTS AND RESPONSIBILITIES
INTERROGATIONS AND SEARCHES

FNF
(REGULATION - 1)

Nevertheless, nothing in the policy or this regulation shall limit or affect the application of state law, local policy, the Student Code of Conduct or the Extracurricular Code of Conduct. A student who commits a disciplinary offense shall be subject to consequences in accordance with the Student Code of Conduct and/or the Extracurricular Code of Conduct.

Retention

Negative test results for student drug/alcohol testing shall be retained for 1 year. (SD3625-06a)

Positive test results for student drug/alcohol testing shall be retained until date of withdrawal, graduation, or 5 years, whichever is sooner. (SD3625-06b)

All documentation should be maintained separate from the student cumulative folder and only released to the student, his/her parents or person in lawful control of the student, Superintendent, Head Coach / Sponsor of extracurricular activity, and other school officials with a legitimate interest in the information. Results shall not be shared with law enforcement except as required by law.



AGENDA ITEM ACTION SHEET

AGENDA ITEM

Request for Proposals for Technology Consulting Firm to Perform a Technology Audit and Program Review

RECOMMENDED ACTION

For discussion only. Consideration will be requested at the June 16, 2021 board meeting.

RATIONALE

Per the 2022 Bond Program Planning Schedule, Lake Travis Independent School District is seeking professional services for a comprehensive technology assessment to identify the following: the current state of technology; capital replacement needs/costs; alignment with best practices; program deficiencies; needs assessment; analysis of current technology initiatives; review age of technologies for obsolescence schedule; and a list of short term and long term recommendations for capital expenditures, implementation action plans, budgetary costs, and funding sources. The results of this assessment will be used for various purposes including, but not limited to, budgetary projections for a future bond election, equipment replacement, and organizational staffing.

Two competitive sealed proposals were received on April 20, 2021. The proposals submitted were evaluated based on their price, their overall project experience/qualifications, and completeness of the response. A recommendation to award this contract to True North Consulting Group LLC whose proposal has shown to offer the best value for the District will be made at the June 16, 2021 board meeting.

BUDGET PROVISIONS

2018 Bond Funds

RESOURCE PERSONNEL

Chris Woehl, Executive Director for Technology

ATTACHMENTS

None

MEETING DATE

May 19, 2021



AGENDA ITEM ACTION SHEET

AGENDA ITEM

Curriculum Management Audit

RECOMMENDED ACTION

For discussion only.

RATIONALE

A curriculum audit is designed to reveal the extent to which officials and professional staff of a school district have developed and implemented a sound, valid, and operational system of curriculum management. Such a system, set within the framework of adopted board policies, enables the school district to make maximum use of its human and financial resources in the education of its students. When such a system is fully operational, it assures the school board and Lake Travis Independent School District taxpayers that their fiscal support is optimized under the conditions in which the school district functions, and that all students' learning is improving.

The analyses used throughout the audit are all based on the foundational principle that the written, taught, and tested curriculum must align in order for student learning to be maximized. The more that classroom learning focuses on the content assessed by tests, the less that student performance on those tests will be predicted by demographic factors. A laser-like focus on ensuring that what is written aligns with what is tested, and that what is written is also what is taught, is critical to ensuring instructional quality and student success on targeted assessments.

BUDGET PROVISIONS

\$71,000

RESOURCE PERSONNEL

Stefani Allen, Senior Executive Director of Curriculum and Instruction

Carl McLendon, Director of Secondary Curriculum and Instruction

Kathy Burbank, Director of Accountability and Assessment

ATTACHMENTS

1. Curriculum Audit Presentation
2. TASA Curriculum Management Audit Proposal

MEETING DATE

May 19, 2021

Curriculum Management Audit

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Purpose of a Curriculum Management Audit

Examines all levels of the system that ultimately impact student learning--written, taught, and tested curriculum

Who Performs the Audit?

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The Texas Curriculum Management Audit Center (TCMAC) in cooperation with the Texas Association of School Administrators (TASA) and Curriculum Management Solutions, inc. (CMSi)



Scope of Work for the Curriculum Audit

Certified Auditors are assigned to the district

Document Analysis

Interviews

Online Surveys

Site Visits

Comprehensive Report is Generated



Curriculum Audit Recommendations Are:

Presented to the school board,

District and campus leadership
develop a plan of action to address
findings,

Continued analysis of the plan with
student learning as the primary
focus

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TEXAS ASSOCIATION OF
SCHOOL ADMINISTRATORS

Curriculum Management Audit

Improving learning for all students
through sound organizational
practices

Presented To:

Paul Norton

Lake Travis ISD

3322 Ranch Road 620 South

Austin, TX 78738

Curriculum Audit Proposal Summary

Proposing Organization	Texas Association of School Administrators		
Proposal Date	March 5, 2021		
Proposal Initiator	Opal Core, Director Texas Curriculum Management Audit Center Texas Association of School Administrators Phone: (512) 852-2145 Email: ocore@tasanet.org		
Participating Educational Organization	Lake Travis Independent School District		
Organization Representative	Paul Norton		
Title of Project	Curriculum Management Audit		
Proposed Starting Date	Immediately upon receipt of signed contract, with site visit to be determined		
Proposed Duration	Not to exceed four months from commencement of site visit, with a draft report to the district within eleven weeks of commencement of site visit		
Proposed Budget*	\$62,445 plus auditors' travel expenses (estimated at \$8,000) *Proposed Budget valid 90 days from Proposal Date.		
ACCEPTED:	ACCEPTED:		
	March 5, 2021	<hr/>	
Opal Core	Date	Paul Norton	Date
Director		Superintendent	
Texas Curriculum Management Audit Center		Lake Travis Independent School District	

The TASA-CMSi Curriculum Audit™

This document constitutes a proposal for delivery of services to the Lake Travis Independent School District for the purpose of conducting an audit of the quality of the system's curriculum and instruction, and related curriculum management processes, in Grades K—12. Included in the audit is an evaluation of:

- ➔ the extent of coverage and quality of the school district's curriculum, programs, and services
- ➔ documentation of curriculum expectations to guide teachers' instruction
- ➔ appropriateness of curriculum and expectations for learners
- ➔ the effectiveness of the implementation of the educational program
- ➔ how the system assesses student mastery of the intended objectives and evaluates success of its educational programs
- ➔ the scope and quality of board policies and planning for effective governance of the system
- ➔ connections and relationships among organizational components for consistency and equity of programs of services
- ➔ use of staffing and resources for maximum productivity

A curriculum audit is designed to reveal the extent to which officials and professional staff of a school district have developed and implemented a sound, valid, and operational system of curriculum management. Such a system, set within the framework of adopted board policies, enables the school district to make maximum use of its human and financial resources in the education of its students. When such a system is fully operational, it assures the school board and Lake Travis Independent School District taxpayers that their fiscal support is optimized under the conditions in which the school district functions, and that all students' learning is improving.

The Lake Travis Independent School District has demonstrated that it is an educational institution committed to academic and pupil achievement improvement. Even in good school systems, the complexities of the system and the interrelationships of local schools and operational departments affect the quality of educational program delivery and the overall direction of the system. Citizens, taxpayers, teachers, and others have recognized the salient characteristics of a sound curriculum in aiding the system in accomplishing its goals.

The Lake Travis Independent School District has invited this proposal to determine whether or not its programs and services are properly suited for the system, if the design of programs and services is in keeping with sound and appropriate practice, and whether or not the district has sufficient data for improvement of its educational programs and services over time.

This proposal is a response to a request for proposal and contains a definition of the types of services proposed, a tentative calendar, and the cost for such services. The Texas Curriculum Management Audit Center (TCMAC), in cooperation with the Texas Association of School Administrators (TASA) and Curriculum Management Solutions, inc. (CMSi) is well suited to provide the proposed slate of services. It provides several fully certified and highly experienced curriculum management experts available to serve on staff, and all associates have achieved certified expertise. In addition, the staff proposed for this audit includes nationally recognized curriculum experts and educational leaders selected from across the United States and in Texas with expertise in the requested content areas.

The Curriculum Audit Process

The analyses used throughout the audit are all based on the foundational principle that the written, taught, and tested curriculum must align in order for student learning to be maximized. The more that classroom learning focuses on the content assessed by tests, the less that student performance on those tests will be predicted by demographic factors. A laser-like focus on ensuring that what is written aligns with what is tested, and that what is written is also what is taught, is critical to ensuring instructional quality and student success on targeted assessments.

Although improved student learning is always the primary goal of the TASA-CMSi Curriculum Audit™, it is nevertheless a system-level approach. No amount of excellent teaching will yield improved performance if teachers aren't teaching the right content, and if that teaching doesn't connect across grade levels, special programs, and schools within the district to create a seamless, articulated K-12 educational program. Therefore, the TASA-CMSi Curriculum Audit™ examines all levels of the system that ultimately impact student learning: curriculum design and delivery and its alignment to State Standards as well as to the assessments in use; special programs; facilities; staff development initiatives; resource allocation; as well as others. These are all reviewed to determine whether all separate functions within the system work in a coordinated, effective, and efficient manner to assure an engaging classroom environment and quality instruction.

The approach of the audit is simple. Auditors collect and review an amazing quantity of documentation prior to coming onsite. The team then visits the district over several days, interviewing and surveying central office personnel, school-based staff and faculty, school board members, and community or educator focus groups. They also visit almost every classroom in every school, observe curriculum delivery and student learning, and observe the building environment, the instructional resources (and technology) in use, and overall student and teacher engagement. The auditors also administer on-line surveys (when this option is selected) to district stakeholders to collect additional information about strengths and weaknesses of the system.

The auditors then determine the degree to which the systems in place meet the expectations and indicators of the five audit standards (for more detail on the five standards see **Scope of Work**). Where district practices fall short, the auditors develop findings that identify these areas of weakness, providing data to support these findings. Findings are developed under each of the five standards.

The five standards

- 1 Governance and Control:** The school district demonstrates its control of resources, programs, and personnel
- 2 Direction and Clientele Expectations:** The school district has established clear and valid objectives for students and clientele
- 3 Equity and Consistency:** The school district has demonstrated internal consistency and rational equity in its program development and implementation
- 4 Assessment and Feedback:** The school district has used the results from district-designed or adopted assessments to adjust, improve, or terminate ineffective practices or programs
- 5 Productivity and Efficiency:** The school district has improved its productivity and efficiency, particularly in the use of resources

Once findings are formulated, the auditors then recommend specific, research-based action steps to fix the problems identified in the findings. Recommendations are not tied to specific standards; rather, they correspond to the natural organization of labor that occurs across district departments. Every finding is addressed in the recommendation section, and all recommendations include specifications as to suggested timelines and prioritization for the work described in the recommendations and action steps. The findings and recommendations are published in a final written report, usually submitted to the district within three months of the site visit.



Methodology

The Model for the TASA-CMSi Curriculum Audit™

The model for the curriculum and assessment audit is shown in the schematic below. The model has been published widely in the national professional literature, most recently in the book *The Curriculum Management Audit: Improving School Quality* by Larry E. Frase, Fenwick W. English, and William K. Poston Jr. (Lancaster, PA: Technomic Press, 1995).

A Schematic View of Curricular Quality Control

General quality control assumes that at least three elements must be present in any organizational and work-related situation for it to be functional and capable of being improved over time. These are (1) a work standard, goal/objective, or operational mission; (2) work directed toward attaining the mission, standard, goal/objective; and (3) feedback (work measurement), that is related to or aligned with the standard, goal/objective, or mission.

When activities are repeated, there is a “learning curve,” i.e., more of the work objectives are achieved within the existing cost parameters. As a result, the organization or a sub-unit of an organization becomes more “productive” at its essential short- or long-range work tasks.

Within the context of an educational system and its governance and operational structure, curricular quality control requires (1) a written curriculum in some clear and translatable form for application by teachers in classroom or related instructional settings, (2) a taught curriculum that is shaped by and interactive with the written one, and (3) a tested curriculum that includes the tasks, concepts, and skills of pupil learning that are linked to both the taught and written curricula. This model is applicable in any kind of educational work structure typically found in mass public educational systems, and is suitable for any kind of assessment strategy, from norm-referenced standardized tests to more authentic approaches.

The curriculum audit assumes that an educational system, as one kind of human work organization, must be responsive to the context in which it functions and in which it receives support for its continuing existence. In the case of public educational systems, the support comes in the form of tax moneys from three levels: local, state, and federal.

In return for such support, mass public educational systems are supposed to exhibit characteristics of rationality, i.e., being responsive to the public will as it is expressed in legally constituted bodies such as federal government, state legislatures, and locally elected/appointed boards of education.



In the case of emerging national public school reforms, more and more this responsiveness is assuming a distinctive school-based management focus, which includes parents, teachers, and, in some cases, students. The ability of schools to be responsive to public expectations, as legally expressed in law and policy, is crucial to their survival as publicly supported educational organizations in the years ahead. The TASA-CMSi Curriculum Audit™ is one method for ascertaining the extent to which a school system or sub-unit thereof, has been responsive to these expressed expectations and requirements in its context.



These elements apply to school districts concerned with assuring that all students in the system are adequately served and provided an equally successful educational experience, the main intent behind equity. To determine the extent to which these elements are present and functional with school systems, the TASA-CMSi Curriculum Audit™ examines data from multiple sources to determine whether or not the standards are met. The following represent the types of data collected:

Data Sources of the Curriculum Audit

The major sources of data for the equity audit may include the following, depending on the services selected:



Documents

- These sources consist of curriculum guides, memoranda, state reports, accreditation documents, assessment information, student work artifacts, and any other source of information or data that would reveal elements of the written, taught, and tested curricula and the linkages among these elements.



Interviews

- The external experts will conduct interviews to shed light on the same elements often included in written documents or reports and to reveal interrelationships and contextual understanding. Interviews will be held with all board members, the superintendent, top-level administrative staff, building principals, some classroom teachers, and some parents. The external experts will also interview those who request an audience.



Online Surveys

- Selected stakeholders (teachers, administrators, community members, parents, and students, depending on district preference) will be offered a comprehensive, online survey prior to or at the time of the site visit or off-site audit (simultaneous with the submission of documentation). The intent of the survey is to offer every stakeholder an opportunity to speak to the strengths and weaknesses of the system. Samples of the questions on these surveys are available.




Site Visits

- The audit team will schedule a visit to school sites in the district. Site visits reveal conditions in which students are learning and the related expectations for their performance that teachers and school leaders may hold. The school context is invaluable in revealing additional areas of inconsistency that may from a lack of alignment between district expectations and site-level implementation of those expectations.

Data from these sources are reviewed and compared with the curriculum audit standards to determine gaps and weaknesses across the system. These weaknesses are described in findings in the final written report and have supporting data from multiple sources. The findings are then followed by detailed recommendations that offer specific actions to be taken to rectify and ameliorate the problems in a reasonable amount of time, commensurate with district capacity. The standards for the audit are described in the **Scope of Work**.

Professional Standards for the Auditors

The members of the audit team will be highly trained and experienced in conducting audits of systems of the magnitude of the Lake Travis Independent School District. The audit team is guided by a set of generally accepted auditing principles. While this is not a financial audit, it is governed by some of the same principles. These are:




Expertise

All auditors have experience in conducting the affairs of a school system at all levels audited. The audit team will include external experts who have been teachers, specialists, administrators, and/or researchers with proven expertise in curriculum and assessment analysis.




Independence

No audit team member has any vested interest in the findings or recommendations of the audit. None is employed by the district or has any prior relationship to or conflict of interest with management or the governing board of the district.




Objectivity

Events and situations that comprise the database for the audit are derived from documents, interviews, or site visits. This public database and subsequent judgments made upon it must be verifiable and grounded. Findings must be factually established.




Consistency

This audit will use the same standards and basic methods found in the copyrighted curriculum audit process. Audits are not normative (comparing one system to another). School systems, as the units of analysis, are compared to a set of standards and positive/negative discrepancies cited, with supporting data and recommendations for improvement.



Materiality

Auditors have broad implied and discretionary power to focus on and select those findings that they consider most important to describing how the curriculum management system is functioning in a school district, and how that system must improve, expand, delete, or re-configure various functions in order to attain an optimum level of performance.



Confidentiality

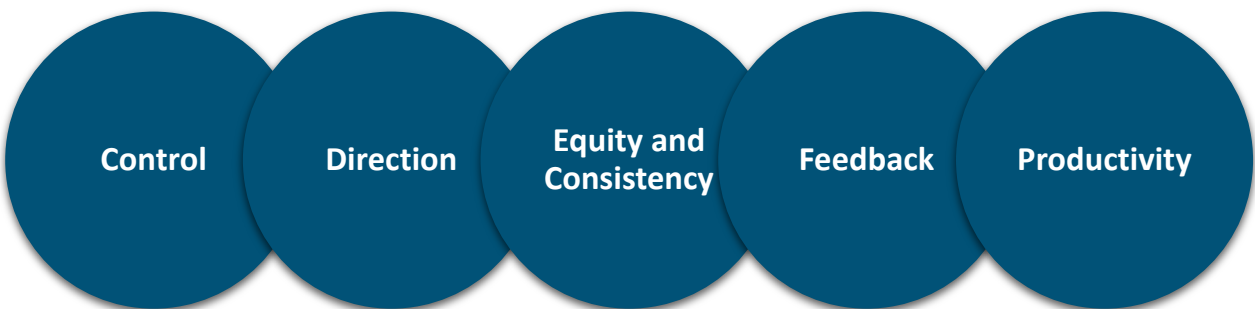
External experts must reveal all relevant information to the users of the audit, except in cases where such disclosure would compromise the identity of employees or patrons of the system. This means that the Lake Travis Independent School District will not seek or request disclosure of identifying information regarding anyone providing information to the audit team, and that such agreement is not waived in litigation. Confidentiality is respected in audit interviews.

Scope of Work

Services and Analyses to be Performed

The CMSi Curriculum Management Audit uses five standards against which to compare, verify, and comment upon the Lake Travis Independent School District's existing curricular management practices. These standards have been extrapolated from an extensive review of management principles and practices and have been applied in all previous curriculum management audits. As a result, the standards reflect an ideal management system, but not an unattainable one. They describe working characteristics that any complex work organization should possess in being responsive and responsible to its clients.

The five standards employed in the CMSi Curriculum Management Audit are:



A finding within a Curriculum Management Audit is simply a description of the existing state, negative or positive, between an observed and triangulated condition or situation at the time of the CMSi audit, and its comparison with one or more of the five audit standards.

Findings in the negative represent discrepancies below the standard. Findings in the positive reflect meeting or exceeding the standard. As such, audit findings are recorded on nominal and ordinal indices and not ratio or interval scales. As a general rule, audits do not issue commendations, because it is expected that a school district should be meeting every standard as a way of normally doing its business. Commendations are not given for good practice. On occasion, exemplary practices may be cited.

Unlike accreditation methodologies, audits do not have to reach a forced, summative judgment regarding the status of a school district or sub-unit being analyzed. Audits simply report the discrepancies and formulate recommendations to ameliorate them.

More detail concerning what auditors look for under each of the five standards is presented in the following section.

The Standards and Their Indicators



Standard One: Control

Under **Standard One**, auditors will review the scope and quality of policy (governance) and planning across the school system. A school system meeting Curriculum Management Audit™ Standard One is able to demonstrate its control of resources, programs, and personnel. Common indicators are:

- a curriculum policy framework that:
 - is centrally defined and adopted by the board of education
 - establishes an operational framework for management that permits accountability
 - reflects state requirements and local program goals
 - reflects the necessity to use achievement data to improve school system operations
 - defines and directs change and innovation within the school system to permit focus of its resources on priority goals, objectives, and mission
- a functional administrative structure that facilitates the design and delivery of the system's curriculum (programs and services) and achievement of goals
- a direct, uninterrupted line of authority from governing board to the superintendent/chief executive officer and other central office officials to principals and classroom teachers
- documentation of school board and central office planning for the attainment of goals, objectives, and mission over time.
- organizational development efforts which are focused to improve system effectiveness



Standard Two: Direction

Under **Standard Two**, auditors examine the scope, quality, and alignment of the educational program within the school system. An educational system meeting Standard Two demonstrates clearly established learner expectations and definitions of instructional content for effective teaching and learning. Common indicators are:

- a clearly established, system-wide set of goals and objectives that addresses all programs and courses and is adopted by the board of education
- demonstration that the system is contextually responsive to national, state, and other expectations as evidenced in local initiatives
- operations set within a framework that carries out the system's goals and objectives
- evidence of comprehensive, detailed, short- and long-range curriculum management planning
- knowledge, local validation, and use of current best curricular practices

- written curriculum that addresses both current and future needs of students
- major programmatic initiatives designed to be cohesive
- provision of explicit direction for the superintendent and professional staff
- a framework that exists for systemic curricular change

The analyses include a comprehensive review of the school system’s curriculum documents for scope and quality, using expectations and criteria from the Curriculum Management Improvement Model (CMIM). The CMIM reflects the philosophy and approach inherent to the five standards and congruent with best practice

Under **Standard Three**, auditors review the design and delivery of the educational program to determine equity, connectivity, and overall alignment. A successful school system meeting Standard Three will demonstrate a highly-developed, articulated, and coordinated curriculum (programs and services) in the organization that is effectively monitored by the administrative and supervisory staffs at the central and site levels. Common indicators are:

- documents/sources that reveal internal connections at different levels in the system
- predictable consistency through a coherent rationale for content delineation within the curriculum
- equality of curriculum/course access and opportunity
- allocation of resource flow to areas of greatest need
- a curriculum that is clearly explained to members of the teaching staff and building-level administrators and other supervisory personnel
- specific professional development programs to enhance curricular design and delivery
- a curriculum that is monitored by central office and site supervisory personnel
- teacher and administrator responsiveness to school board policies, currently and over time



Standard Three: Equity and Consistency

Auditors will visit classrooms in every school across the system to collect data concerning dominant teacher and student practices observed. Information will be recorded regarding the instructional practices observed and reported back to school system stakeholders. The criteria for instructional best practices will be extrapolated from district policy and documents, unless the school system specifically requests CMIM criteria be used.



Standard Four: Feedback

Under **Standard Four**, the auditors will examine the overall scope and quality of the assessment system in providing data (feedback) for use in decision making at all levels of the system: classroom, building, and district. A school system meeting Standard Four has designed a comprehensive system of assessment/testing and uses valid measurement tools that indicate how well its students are achieving designated priority learning goals and objectives. Common indicators are:

- a formative and summative assessment system linked to a clear rationale in board policy
- knowledge, local validation, and use of current best practices for curriculum and program assessment
- use of a student and program assessment plan which provides for diverse assessment strategies for varied purposes at all levels -- district, school, and classroom
- a way to provide feedback to the teaching and administrative staffs regarding how classroom instruction may be evaluated and subsequently improved
- a timely and relevant data base upon which to analyze important trends in student achievement
- a vehicle to examine how well specific programs are actually producing desired learner outcomes of results
- a data base to compare the strengths and weaknesses of various programs and program alternatives, as well as to engage in equity analysis
- a data base to modify or terminate ineffective educational programs
- a method/means to relate to a programmatic budget and enable the school system to engage in cost-benefit analysis
- organizational data gathered and used to continually improve system functions

Auditors will analyze the quality of existing assessments in yielding essential data regarding student performance and achievement. When possible, auditors will also evaluate the alignment of assessments with the written curriculum and report any discrepancies.



Standard Five: Productivity

Under **Standard Five**, auditors examine the degree to which school systems are equipped to attain goals and improve the delivery of the educational program and services while maintaining (or decreasing) current resources. While the attainment of improved productivity in a school is a complex process, caused in part by the lack of a tight organizational structure (referred to as “loosely coupled”), common indicators of an educational system meeting Standard Five are:

- planned and actual congruence among curricular objectives, results, and financial allocations
- a financial data base and network that are able to track costs to results, provide sufficient fiduciary control, and is used as a viable data base in making policy and operational decisions
- specific means that have been selected or modified and implemented to attain better results in the schools over a specified time period
- a planned series of interventions that have raised pupil performance levels over time and maintained those levels within the same cost parameters as in the past
- school facilities that are well-kept, sufficient, safe, orderly, and conducive to effective delivery of the instructional program
- support systems that function in systemic ways
- district and school climate that are conducive to continual improvement

The Audit Process: Roles, Responsibilities, and Timeline

The lead auditor will be responsible for overall coordination of the work, employment of the external experts, preparation of the report, and delivery of the report to the client, the Lake Travis Independent School District. All work will be performed and reported in accordance with the guidelines and standards described in this proposal.

District leaders will identify a liaison (see responsibilities below) who will work with the lead auditor to schedule the site visits, secure all documentation, assist with the administration of the online surveys, and coordinate the auditors’ site visit and interviews. The documentation requested for the audit is presented in Appendix A.

The final report to the Lake Travis Independent School District will include a description of the standards employed, the process followed, the findings of the audit team with documentation, and a set of recommendations for action by the governing board and administrative staff of the system. The timeline for performance of the work is described below:

Typical Timeline for the Proposed Audit

(timeframes vary based on services selected and district schedules and response times)

Week 1

Process to secure contract finalized.

District Responsibilities:

- Identify liaison and preferred site visit dates (if site visit included)
- Collect necessary documents and data and submit to lead auditor
- Schedule interviews and visits to schools (if included)

Lead Auditor Responsibilities:

- Meet (virtually or in person) with superintendent and liaison in preparation for the audit
- Identify audit team members
- Submit sample surveys to liaison for review and approval

Weeks 2-6

District Responsibilities:

- Finalize surveys and disseminate to appropriate stakeholder groups
- Finalize site visit and interview schedule (virtual and/or in person)
- Finalize submission of all documentation and data to the lead auditor and audit team
- Oversee site visit with the audit team

Lead Auditor and Audit Team Responsibilities:

- Review all documentation and data
- Conduct interviews with all stakeholders
- Collect and analyze survey data
- Conduct site visit

Weeks 6-12

Lead Auditor and Audit Team Responsibilities:

- Discuss draft Findings and Recommendations with Superintendent
- Finalize analyses and report production

Weeks 11-13

District Responsibilities:

- Receive final report and prepare implementation and dissemination strategies
- Provide progress report to the Board on response to audit recommendations

Lead Auditor Responsibilities:

- Present final report to the board (if included)
- Meet with district leaders to plan response to audit findings and recommendations (if included)



Notice of Indemnification

Approval of this proposal by the Lake Travis Independent School District indicates agreement to accept the proposed conditions of work and to hold the Texas Association of School Administrators and Texas Curriculum Management Audit Center (TCMAC) and the auditors performing the work harmless from any and all claims and expenses arising from causes of action that may be brought as the result or related to provision of services under this proposal to the Lake Travis Independent School District.

Total Budget for Selected Items

Total Cost, Selected Items: \$62,445 plus expenses (estimated below)

Expenses: Not to exceed \$8,000, billed as incurred, with receipts

TOTAL BUDGET: \$70,445

Payment Schedule

Upon signed approval and authorization of the work	1/2 of the total project amount
Upon completion of the site visit	1/2 of the total project amount Reimbursement for out of pocket expenses (travel, lodging, printing, etc.)
Upon delivery of the draft audit report, prior to delivery of final audit report	All invoiced costs must be paid before delivery of final audit report.

Appendix A: Documents Collected for Review

Standard / Document	Document	Examples of Documentation
STD 1		
1.010	Background information about the district	names and addresses of schools; names of principals; enrollment by school; demographics of students by school; a map of the district; information about the community; any other information helpful in orienting the team to the district
1.020	History of the school system	a narrative (not to exceed 3 pages) which presents a history of the district
1.030	Demographic data	enrollment projections and trends for a period of five years
1.040	Audit statement	Why did you undertake the audit? What do you want to accomplish from it? How will the information be used?
1.050	Sample of internal memoranda	administrative officers to principals, principals to teachers, etc., regarding curriculum, testing, evaluation, and programming
1.060	Bond sales documents	
1.070	Mission statement and goals for district	
1.080	Mission statement and goals for schools	
1.090	One complete set of Board policies	
1.100	One complete set of administrative regulations	
1.110	List of board members	include their length of tenure for the past 10 years of all BOE members
1.120	List of superintendents	include their length of tenure for the past 10 years of all BOE members
1.130	District accreditation report	most recent copy of this report or any other external audits or consultant reports conducted during previous five years
1.140	Job descriptions	all administrative or supervisory staff, teachers, and other instructional staff
1.150	Table of organization	include names of personnel in positions
1.160	Staff and faculty handbooks	
1.170	Latest OCR reports	
1.180	Employee contracts	for professional personnel
1.190	Bargaining agreements	
1.200	Appraisal procedures	administrators, teachers
1.210	Salary schedules	administrators, teachers
1.220	Actual teacher evaluations	a five percent random sample (do not put these in document room - they will be reviewed on site)
1.230	Planning documents	long-range or strategic plans; district improvement plans; school improvement plans; department plans; federal or state plans; staff development plans; technology plans; site based decision plans; assessment plans; facilities plans; etc.
1.240	Board minutes	from previous three years
1.250	List of committees	purpose, standing/ad hoc; person responsible; duties; accomplishments
1.260	District Improvement Plans	
1.270	School Improvement Plans	
STD 2		
2.010	Curriculum guides	send all available guides to the designated auditors
2.020	Other curriculum documents that guide teachers	
2.030	Surveys	staff, community, student - conducted on the instructional program
2.040	Textbook or instructional materials adoption process	procedures used for this; materials that describe the curriculum revision process
2.050	Minutes of curriculum meetings	
2.060	Course description books	

2.070	Federal program implementations	ESL, bilingual, military dependent, etc.
2.080	State program implementation	compensatory funds, grants, etc.
STD 3		
3.010	Master schedule for each building	
3.020	Grade distribution reports	
3.030	Demographic data by school	3 years - disaggregated by gender, ethnicity, and grade; Disaggregated by subgroups: Special ed/non-special ed; ELL/NON-ELL; Gifted/Non-gifted; F/R lunch/NON F/R lunch
3.040	Class size data by school and grade	
3.050	Student assessment reports by school	previous five years
3.060	Retention	3 years - disaggregated by grade, gender, ethnicity, SUBGROUP: Special ed/non-special ed; ELL/NON-ELL; Gifted/Non-gifted; F/R lunch/NON F/R lunch
3.070	Enrollment in special programs	3 years - disaggregated by grade, gender, ethnicity, subgroup: Special ed/non-special ed; ELL/NON-ELL; Gifted/Non-gifted; F/R lunch/NON F/R lunch
3.080	Instructional time allocations	
3.090	Library book count	by building and district
3.100	Computers	by building and district
3.110	Staff development plans	
3.120	Homework policies	
3.130	Work schedules	art, music, PE, library at elementary levels
3.140	Staffing formulas	
3.150	Documents on grouping, retention, placement, etc.	
3.160	Discipline referral statistics	Disaggregated by gender, ethnicity, subgroup: Special ed/non-special ed; ELL/NON-ELL; Gifted/Non-gifted; F/R lunch/NON F/R lunch
3.170	Guidelines for fund raising	
STD 4		
4.010	Tests administered	list of all district tests administered by subject, grade, exemptions allowed
4.020	Student test data	5 years - disaggregated by grade, gender, ethnicity, subgroup: Special ed/ <u>non</u> -special ed; ELL/ <u>NON</u> -ELL; Gifted/ <u>Non</u> -gifted; F/R lunch/ <u>NON</u> F/R lunch
4.030	Program evaluation model	description of district model for evaluating programs
4.040	Program evaluations	any evaluations conducted during last 5 years
4.050	Student assessment plan	a description of testing philosophy and practice in the district
4.060	Follow-up studies	any conducted during the past 5 years
4.070	State testing program	description of program and technical information
4.080	Any nationally-normed assessments (Stanford 10, ITBS, etc.)	district performance (by grade level) disaggregated by building, gender, ethnicity, subgroup: Special ed/non-special ed; ELL/NON-ELL; Gifted/Non-gifted; F/R lunch/NON F/R lunch (3+ years)
STD 5		
5.010	Approved district budget	5 years
5.020	Budget planning process description	
5.030	CPA's audit	5 years
5.040	Facilities studies	
5.050	Program innovations	undertaken in previous 10 years
5.060	Bond sale documentation	
5.070	District Technology Plan	description of technology plan
5.080	Assessed valuation	5 years
5.090	Building capacity levels	



AGENDA ITEM ACTION SHEET

AGENDA ITEM

Consider Updating Safety Protocols to Allow Mask Wearing to Be Optional

RECOMMENDED ACTION

Modify the current mask requirements and allow for the optional use of masks or other face coverings for staff, students, and visitors while on District property, both inside and outside.

RATIONALE

The Texas Education Agency (TEA) in its *School Year 2020-2021 Public Health Planning Guidance* (dated March 25, 2021) provides the following regarding the use of face masks in Texas public schools:

Schools must comply with the following requirements:

- Every student, teacher, or staff member shall wear a mask over the nose and mouth when inside a school building, school facility, facility used for school activities, or when in an outdoor space on school property or used for school activities, wherever it is not feasible to maintain six feet of social distancing from another person not in the same household; provided, however, that this mask requirement does not apply to the following:
 - Any person younger than 10 years of age, except where a school system determines it is developmentally appropriate;
 - Any person with a medical condition or disability that prevents wearing a mask;
 - Any person while the person is consuming food or drink, or is seated in a dining area to eat or drink;
 - Any person while the person is: (a) exercising outdoors or engaging in physical activity outdoors; and (b) maintaining a safe distance from other people not in the same household; or
 - Any person while the person is giving a speech for a broadcast or to an audience.
- The governing board of a school system may modify or eliminate by formal action the above mask-related requirements.

In accordance with such guidance, the Board will consider whether to take formal action to make masks and other face coverings optional for all staff, students, and visitors on District property, both inside and outside school facilities.

BUDGET PROVISIONS

None

RESOURCE PERSONNEL

Paul Norton, Superintendent

ATTACHMENTS

None

MEETING DATE

May 19, 2021



AGENDA ITEM ACTION SHEET

AGENDA ITEM

Renewal of the Lake Travis ISD District of Innovation Plan

RECOMMENDED ACTION

Rescind the existing Innovation Plan and approve the renewed LTISD Innovation Plan as presented.

RATIONALE

The District of Innovation concept was passed by the 84th Legislative Session in House Bill 1842 to give traditional independent school districts more flexibility and local control over certain areas that are otherwise governed by state law. Lake Travis ISD took advantage of this opportunity in 2016 and assembled a District of Innovation Committee that developed a proposed plan. On December 13, 2016, the Board approved LTISD's Plan of Innovation. This plan has allowed the District to make local decision on areas such as the first day of instruction, class size in grades K-4, teacher appraisal system, teacher certifications, and probationary teacher contracts. The current plan will expire on December 13, 2021. Given the upcoming expiration of the current plan, the Board passed a resolution on January 20, 2021 allowing the District to initiate the process of renewing its designation as a district of innovation. That same day, the Board appointed an innovation committee to review and update the plan. The DOI committee has met four times to review, discuss, consider, and update the district of innovation plan, and has developed a recommended innovation plan for renewal. As required by law, the Lake Travis ISD proposed innovation plan has been posted on the District's website. On May 19, 2021, the DOI committee will hold a public meeting to address questions, consider and approve the plan before presenting to the Board for final approval. If approved by the Board in May, this updated plan would be in effect for 5 years.

BUDGET PROVISIONS

None

RESOURCE PERSONNEL

Amber King, General Counsel

ATTACHMENTS

Lake Travis ISD Innovation Plan Approved by DOI Committee
DNA (Regulation) related to less than annual teacher appraisals

MEETING DATE

May 19, 2021



Lake Travis ISD Plan of Innovation

Effective May 19, 2021 through
May 19, 2026

Frequently Asked Questions

What is a District of Innovation?

The District of Innovation concept was passed by the 84th Legislative Session in House Bill 1842 and has been codified in the [Texas Education Code Chapter 12a](#). A District of Innovation designation gives traditional school districts most of the flexibility currently available to Texas' open-enrollment charter schools. It gives a district more local control and increases a district's ability to decide what best suits the district's needs. Under HB 1842, districts may identify certain requirements imposed by the Texas Education Code "that inhibit the goals of the plan and from which the district should exempt on adoption of the plan."

What are the benefits to Lake Travis ISD becoming a District of Innovation?

A District of Innovation will have the flexibility to implement practices similar to charter schools and exercise local control over certain decisions about education and governance that are more appropriate for the individual needs of the District. A District of Innovation is given empowerment to innovate and think differently based on the unique needs of the school, students, and staff. Becoming a District of Innovation allows a district to customize appropriate plans district-wide, a grade level, or a single campus.

What are the proposed areas of innovation for Lake Travis ISD?

First day of instruction
Class size in grades K-4
Teacher Appraisal System
Teacher Certifications
Probationary Teacher Contracts
School Day Interruptions - Announcements
School Day Interruptions - Tutoring/Test Prep Time
Teacher Mentor Program
Ejection of Individuals from Facilities
Suspension of Students in Grades PreK through Second
Location of DAEP Services

What areas is Lake Travis ISD prohibited from seeking exemption?

A District of Innovation cannot seek exemption from state or federal requirements applicable to an open enrollment charter school; state requirements for curriculum or graduation; and academic and financial accountability. Additionally, a District of Innovation cannot be exempt from statutes, including but not limited to, election of board of trustees; powers and duties of school boards, superintendents, and principals; criminal history record checks and educator misconduct reporting; bilingual education; special education; prekindergarten; academic accountability including student assessment; open meetings, open records; financial accountability and related reporting; nepotism; and transportation.

Has the District done this before?

Yes. The Lake Travis ISD Board of Trustees approved its first District of Innovation Plan in December 2016. That plan was set to expire on December 13, 2021. A District may renew a District of Innovation Plan by following the process outlined in 19 Texas Administrative Code section 102.1307 for adoption.

What is the process for developing and approving LTISD's Innovation Plan?

On January 20, 2021, the Lake Travis ISD's Board of Trustees passed a resolution to initiate the process of renewing the designation of LTISD as a District of Innovation. The Board of Trustees appointed an innovation plan committee to explore and develop a local innovation plan. The innovation plan committee is composed of key district stakeholders including, senior leadership, administration, staff, parents, board members, and community members. The innovation plan committee met in January, February, March and April to draft, review, and prepare a final proposed Innovation Plan. The final proposed Innovation Plan will be posted on the [District of Innovation](#) webpage for at least 30 days. The District of Innovation committee, which includes the members of the District's Advisory Committee for Education (ACE), established pursuant to Texas Education Code §11.251, will hold a public meeting on May 19, 2021 to consider and vote on the final version of the proposed plan. If the final proposed innovation plan is approved by a majority of the committee, the Board of Trustees will vote on whether to adopt the final proposed plan during the May 19, 2021 board meeting. If two-thirds of the membership of the board vote to adopt the plan, the District will once again be designated as a District of Innovation under Chapter 12a of the Texas Education Code and will begin operation in accordance with the plan.

How long is the District of Innovation Plan effective?

The renewed plan will be in effect for another term of five years from the date of adoption (May 19, 2021 - May 19, 2026).

Timeline of Events

<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
Consideration of a renewal of designation by adoption of a resolution	Board	1/20/2021
Hold a public hearing	Board	1/20/2021
Appoint a committee to develop a local innovation plan	Board	9/20/16
Innovation Plan Committee meeting	Committee	1/26/2021
Innovation Plan Committee meeting	Committee	2/24/2021
Innovation Plan Committee meeting	Committee	3/22/2021
Innovation Plan Committee meeting	Committee	4/13/2021
Post proposed local innovation plan on website	District	4/16/2021
Send notification to TEA Commissioner of intention to vote on local innovation plan	Board	4/16/2021
First reading for local innovation plan	Board	4/21/2021
DOI public meeting to consider final version of the proposed plan; DOI committee to vote on final plan	Committee	5/19/2021
Board to vote on approval of final plan	Board	5/19/2021
Notification to TEA Commissioner of approval of plan	District	5/20/2021

Innovation Plan Committee

<u>Name</u>	<u>Position</u>
Margaret Green	Parent*
Wendy Smith	Community Member*
Jim Schwendinger	Community Member*
Michael Cowan	Business Representative*
Stefani Allen	Senior Executive Director for C&I*
Mak El-Hassan	Assistant Principal - LPE*
Amy Sharp	Assistant Principal - LWE*
Carl McLendon	Director, C&I (Secondary)*
Suzi Menfi	Teacher - BCE*
Cristina Costas	Teacher - LPE*
Courtney Christian	Teacher - LTE*
Ashley Kreps	Teacher - LWE*
Emily Barbato	Teacher - SHE*
Hannah Embry	Teacher - WCHE*
Claudia Carpenter	Teacher - RHE*
Kayla Austin	Teacher - BCMS*
Alline Ayala	Teacher - BCMS*
Ryan O'Donoghue	Teacher - HBMS*
Julianne Cappadonna	Teacher - HBMS*
Brittany Bishop	Teacher - LTMS*
Danielle Black	Teacher - LTMS*
Ruby Johnson	Teacher - LTHS*
Elizabeth Stark	Teacher - LTHS*
Holly Morris-Kuentz	Deputy Superintendent

Amber King	General Counsel
Marco Alvarado	Director of Communications
Pam Sanchez	Assistant Superintendent
Evalene Murphy	Assistant Superintendent of Human Resource Services
Chris Woehl	Executive Director of Technology & Information Services
Jodie Villemaire	Director, C&I (Elementary)
Kathy Burbank	Director, Accountability & Assessment
Charles Aguillon	Director of Fine Arts & Academic Enrichment
Laura Abbott	Director of Special Services
Keegan Luedecke	Principal - SHE
Sam Hicks	Principal - LWE
Kelly Freed	Principal - LPE
Lester Wolff	Principal - LTMS
Joe Green	Assistant Principal - LTHS
Lauren White	Board Member Ex-Officio
Jessica Putonti	Board Member Ex-Officio

*Denotes individuals who serve on the District's Advisory Committee on Education (ACE).

Innovation Plan

As a District of Innovation, Lake Travis ISD seeks to maximize local control over educational and governance decisions for students and staff. To carry forward that mission, LTISD seeks exemption from the following provisions of the Texas Education Code. The District intends to continue to follow the Texas Education Code in all other areas. If amendments to this plan are considered at some point in the future, the District will reconvene the innovation plan committee to initiate the appropriate process, as outlined in Chapter 12a of the Texas Education Code.

FIRST DAY OF INSTRUCTION

(Texas Education Code § 25.0811) (EB LEGAL, EB LOCAL)

Manner in which the statute inhibits the plan

The Texas Education Code requires that students may not begin school before the fourth Monday of August. For many years this was the rule; however, districts had the option of applying for a waiver to begin school earlier. The waiver process eventually was eliminated, mandating that all schools begin school no earlier than the fourth Monday of August, with no exceptions. This requirement inhibits the District's flexibility to develop a calendar that best meets students', staff's, board of trustees', and community members' needs and desires. It also inhibits the District from creating a calendar that better balances the instructional semesters.

Category of innovation

Modifications to the school year

Innovation strategies

1. To allow for a calendar that fits the local needs of our community, the District will determine on an annual basis the local starting date for the first semester of each school year.
2. Students will begin no earlier than the second Monday in August of any given year.

These strategies provide the District the benefits of additional time for staff to plan and students to learn; additional time for staff to prepare for summer school; equitable allocation of the days in the two semesters; additional professional learning community time for staff; flexibility to end the school year earlier, which in turn, allows staff and students starting college the ability to access the first summer semester of college courses.

CLASS SIZE IN GRADES K-4

(Texas Education Code §§ 25.112, 25.113) (BF LEGAL, EEB LEGAL)

Manner in which the statute inhibits the plan

The Texas Education Code currently requires the District to maintain a class size of 22 students or less in each kindergarten through fourth grade class. When a class exceeds this limit, the district must complete a waiver with the Texas Education Agency (TEA). These waivers are rarely rejected by TEA, making the process of applying for a waiver no more than an administrative step of putting TEA on

notice. Along with the waiver, the District is required to notify parents of the waiver or exception to the class size limit. Many times soon after the waiver is submitted, students move out of the district and the class returns to a size at or below 22 students, thus negating the need for the waiver or notification to parents.

Category of innovation

Campus governance

Innovation strategies

The average class size in kindergarten through fourth grade in LTISD is 19.33. However, numerous circumstances each year necessitate applying for class-size waivers. While LTISD certainly believes that small class size plays a positive role in the classroom, research does not support a negative effect when only one or two more students are added. Class size must be balanced with the logistics of funding, availability of resources and space, parental requests or desires, and adding staff. LTISD's purpose is not to disregard the intent of class size ratios, but rather to allow the District more flexibility and control in determining appropriate class sizes based on the unique facts and circumstances.

1. LTISD will establish local ratios for all Kinder through 5th grade classes and will attempt to keep all classes sufficiently staffed, but will allow local consideration in placing students.
2. A TEA waiver will no longer be filed when a K-4 classroom exceeds the 22:1 ratio.
3. The board of trustees will be notified of all class sizes that exceed the locally established ratios.

TEACHER APPRAISAL SYSTEM

(Texas Education Code § 21.352(c)) (DNA LEGAL, DNA LOCAL, DNA REGULATION)

Manner in which the statute inhibits the plan

The state currently requires use of a teacher appraisal system called the Texas Teacher Evaluation and Support System (T-TESS). LTISD is currently using T-TESS as its teacher appraisal system. While this system is designed to meet the needs of the entire state, LTISD seeks to customize certain aspects of the system to better meet the needs of its teachers and campus administrators.

Category of innovation

Accountability and assessment measures that exceed the state and federal law

Innovation strategies

The District seeks to allow teachers who have demonstrated high-quality performance the opportunity to be exempt from a full appraisal under certain circumstances that are locally established. A non-probationary teacher may be exempt if he/she meets the local criteria. These innovation strategies offer local benefits including increased opportunities for more unannounced walk-throughs, which are more reflective of what is happening in a teacher's classroom than a scheduled observation. This flexibility will increase an administrator's ability to focus on struggling or new teachers, and will continue to allow administrators to have meaningful professional interactions with all campus staff.

TEACHER CERTIFICATION

(Texas Education Code §§ 21.003(a), 21.057; 21.0031; 21.053; 21.057) (DK LEGAL, DK LOCAL, DK EXHIBIT, DBA LEGAL, DBA LOCAL, DF LEGAL)

Manner in which the statute inhibits the plan

The Texas Education Code requires a public school employee to have the appropriate certification for his or her current assignment unless the appropriate permit has been issued. The credentials appropriate to each assignment are set forth in the State Board for Educator Certification (SBEC) rules at 19 Administrative Code Chapter 231. In the event an appropriately certified teacher cannot be found, the District must request an emergency certification from TEA and SBEC. These rules are burdensome and do not take into account the unique needs and circumstances of the district. Certain subject areas, in particular, are often very difficult to find properly-certified teachers.

Category of innovation

Other innovations prescribed by the Board of Trustees

Innovation strategies

In order to best serve LTISD students, certain decisions on certification will be handled locally. Campus administrators will have the ability to consider out-of-state or out-of-country educator certifications and professional qualifications or credentials of candidates, as well as to review the strengths and qualifications of campus staff to make local recommendations for teaching outside of certain certification areas in hard to fill positions, as allowed by locally established policy. The Superintendent or designee will approve all local certifications and will report to the board of trustees.

PROBATIONARY TEACHER CONTRACTS

(Texas Education Code 21.102(b)) (DCA LEGAL)

Manner in which the statute inhibits the plan

The Texas Education Code requires that teachers newly-hired by the District who have five years of experience in public education in Texas within the last eight years can only be placed on a one-year probationary contract, and after the first year, must be placed on a term contract. In contrast, newly-hired teachers without the 5 of 8 years of experience can be hired by the District on a one-year probationary contract for a total of three years. This law limits the District's ability to sufficiently assess and determine whether a newly-hired teacher is a good fit for the District. The one-year probationary period is insufficient to evaluate the teacher's effectiveness in the classroom because the teacher contract renewal timelines demand that employment decisions be made before the end of the school year.

Category of innovation

Other innovations prescribed by the Board of Trustees

Innovation strategies

To create equity in new hires, to give LTISD the opportunity to serve students better, to allow administrators time to evaluate performance, and to provide opportunities for improvement, growth and professional development, the District will issue all new teachers hired in Lake Travis ISD a one-year probationary contract for a total of three years.

SCHOOL DAY INTERRUPTIONS - ANNOUNCEMENTS

(Texas Education Code § 25.083(a)) (EC LEGAL, EC LOCAL)

Manner in which the statute inhibits the plan

The Texas Education Code limits announcements, other than emergency announcements, made by a campus administrator over the public address system to only once during the school day. Many legitimate reasons other than emergencies can arise throughout a school day which necessitate the use of the public address system in order to inform or notify students and/or staff of information in an efficient and effective manner. This law limits campus administration's ability to use the PA system when determined appropriate or necessary.

Category of innovation

Campus governance

Innovation strategies

LTISD will eliminate the restriction and allow campus administrators to exercise their professional judgment in the use of public address systems in order to notify or inform students and/or staff of relevant school-related information at any time deemed necessary and appropriate.

SCHOOL DAY INTERRUPTIONS - TUTORING/TEST PREP TIME

(Texas Education Code § 25.083(b)) (EC LEGAL, EC LOCAL)

Manner in which the statute inhibits the plan

The Texas Education Code limits the ability to remove a student from a regularly scheduled class for remedial tutoring or test preparation if, as a result of the removal, the student would miss more than 10 percent of the school days on which the class is offered, unless a parent otherwise provides written consent. While the District recognizes the importance of keeping students in regularly-scheduled classes, this restriction imposes limitations on otherwise critical support and teaching necessary for students who may be struggling or in need of more individualized support and assistance.

Category of innovation

Campus governance and instructional methods

Innovation strategies

LTISD will allow for a waiver of the ten percent cap when a student's RTI/MTSS committee, 504 committee, ARD committee, language proficiency assessment committee (LPAC), Student Success

Initiative (SSI)/grade placement committee, or attendance committee determines such intervention outside of the regular classroom is necessary and appropriate. Parents must receive notification of the type of support or intervention the student will be receiving.

TEACHER MENTOR PROGRAM

(Texas Education Code §21.458; 19 Texas Administrative Code § 153.1011) (DEAA LEGAL)

Manner in which the statute inhibits the plan

The Texas Education Code, in conjunction with rules found in the Texas Administrative Code, implement a significant number of requirements related to the qualifications to serve as a teacher mentor, how long a mentor must be assigned, mentor training requirements, how many mentor sessions are required, etc. These are state-wide requirements without any consideration of local needs or the specific needs of a mentor program at LTISD and may limit the number of teachers who can serve or who are willing to serve in a mentor role.

Category of innovation

Other innovations prescribed by the Board of Trustees

Innovation strategies

The development of a robust mentoring program is an identified need; however, LTISD will create a locally-designed mentor program that more appropriately meets the needs and interests of its administrators and teachers. Over the course of the 2021-2022 school year, district administrators will work with campus administrators and teaching staff to develop requirements and processes for a mentor program with the goal of implementing a new program in the 2022-2023 school year. For the 2021-2022 school year, current mentoring practices will remain in place.

SUSPENSION OF STUDENTS IN GRADES BELOW 3RD

(Texas Education Code §37.005) (FOB LEGAL)

Manner in which the statute inhibits the plan

The Texas Education Code restricts a campus administrator's ability to place a student in a grade below third in out-of-school suspension, unless while on school property or while attending a school-sponsored or school-related activity on or off school property the student engages in certain dangerous conduct (weapons, violent offenses, or drugs). This limitation prohibits campus administrators from taking the sometimes necessary action of removing a student from the campus, regardless of age, for the safety of the student, other students, and/or the staff.

Category of innovation

Campus governance

Innovation strategies

To best serve the students of LTISD and provide a high quality learning environment for all students, LTISD will allow campus administrators to exercise their own professional judgment when assigning

discipline to students and place students of any grade in out-of-school suspension when the administrator determines that such action is necessary for safety and/or in order to maintain an orderly learning environment for all students. This flexibility will allow for school-based decision making and allow administrators to more effectively ensure the safety and security of all students and staff. The Superintendent or designee will report to the Board after the end of each school year the number of students in grades PreK through second placed in out-of-school suspension.

LOCATION OF DAEP SERVICES

(Texas Education Code §37.008(a)(1) and 37.0082) (FOCA LEGAL)

Manner in which the statute inhibits the plan

The Texas Education Code requires that a disciplinary alternative education program (DAEP) shall be provided in a setting other than the student's regular classroom. Consequently, in accordance with the existing law, a student who is placed in DAEP may not attend any classes in the regular classroom setting and must complete all coursework in an alternative location. This restriction, however, can result in students losing their ability to earn the necessary credit for graduation and/or a technical certification.

Category of innovation

Campus governance

Innovation strategies

LTISD will implement an exemption to the location requirement in order to allow for a student placed in DAEP to attend courses in the regular classroom environment when the student's physical presence and attendance in that setting is required in order for the student to get credit for the course (*e.g.*, certain CTE courses; dual credit courses). This change will allow for a student to stay on course to graduate or continue to work toward obtaining a technical certification, for which he/she otherwise would be in jeopardy of not being able to complete because of the inability to be present. Criteria will be developed to identify certain offenses for which a student would not be eligible for this exemption.

EJECTION OF INDIVIDUALS FROM FACILITIES

(Texas Education Code §37.105 and 19 Texas Administrative Code §103.1207) (GKA LEGAL, GKA LOCAL, GF LOCAL, FNG LOCAL)

Manner in which the statute inhibits the plan

The Texas Education Code allows a school administrator, school resource officer, or school district peace officer to refuse to allow a person to enter on or may eject a person from district property if the person refuses to leave peaceably on request and either the person poses a substantial risk of harm to any person or the person behaves in a manner that is inappropriate for a school setting and persists in the behavior despite being given a verbal warning. Under current law, the administrator, resource officer, or peace officer must maintain a record of each verbal warning of potential removal from a school facility that is issued, including the name of the person to whom the warning was issued and the date of issuance. At the time a person is refused entry to or ejected from a school district's property, the district shall provide to the person written information explaining the appeal process. And, under the commissioner's rules adopted under the authority granted in the Education Code, the

person refused entry or ejected from the facility must be given the opportunity to appeal the decision to the board of trustees within 90 calendar days. These additional, administratively burdensome requirements are impractical and potentially impossible to fulfill when an individual is dealing with an unruly individual. It is reasonable to believe that requesting such information could also escalate a situation that is already proving to be disruptive. Further, it is impractical to provide written notice of an appeal process at many events, like athletic events or public meetings, when the removal is only for the immediate event and there is not ready access to forms or a computer or printer. Furthermore, the district already has a process for taking grievances to the board of trustees and there is no justified need for a unique process or timeline.

Category of innovation

Other innovations prescribed by the Board of Trustees

Innovation strategies

LTISD administrators, school resource officers, or school peace officers will retain their authority to refuse to allow a person to enter on or may eject a person from district property if the person refuses to leave peaceably on request and either (1) the person poses a substantial risk of harm to any person or (2) the person behaves in a manner that is inappropriate for a school setting and persists in the behavior despite being given a verbal warning. However, the following requirements will no longer be applicable: maintaining a written log of verbal warnings; providing written notice of the appeal process at the time of ejection; internet posting of the requirements and appeal process; and the ability to appeal the decision to the board of trustees within 90 calendar days.

Exemption from these requirements will allow the district to exercise appropriate authority and processes related to unruly individuals on campuses and at other facilities in an effective and efficient manner, but do so without conducting the unnecessary and administratively burdensome requirements and avoiding potential escalation of already difficult situations. If an individual is banned from returning to LTISD property for an extended period of time, the individual will receive written notification.

TEACHER APPRAISAL SYSTEM	<p>T-TESS is a process that seeks to develop habits of continuous improvement with evidence-based feedback and professional development decisions based on that feedback through ongoing dialogue and collaboration.</p> <p>Components of the appraisal process, such as classroom observations and walk-throughs, will be conducted as frequently as necessary to ensure that teachers receive appropriate guidance.</p>
SELF-ASSESSMENT AND GOAL SETTING	<p>The teacher self-assessment, goal-setting, and professional development processes are all interwoven and applied throughout the school year to positively impact each teacher's professional practices and ultimately increase student performance.</p> <p>Each teacher will review data and reflect on his or her professional practice, including reviewing the domains, dimensions, and descriptors of the T-TESS rubric.</p> <p>A teacher who is new to the District or who is in the first year of the appraisal process will receive an orientation and will be guided through the self-assessment and goal-setting process to establish a professional development plan. Within six weeks of completing the orientation, a teacher who is new to the District or who is in the first year of the appraisal process will formulate targeted goals on the Teacher Self-Assessment and Goal Setting Form and schedule an in-person, goal-setting conference with his or her appraiser. After the conference, the teacher will submit his or her approved Goal-Setting and Professional Development Plan to the appraiser.</p> <p>A returning teacher will review the goal(s) and professional development plan established at the end-of-the year conference and student performance data to determine if changes are needed. The teacher will submit to the appraiser his or her approved Goal-Setting and Professional Development Plan within the first six weeks of the school year.</p>
IMPLEMENTATION OF GOALS	<p>Each teacher will regularly monitor progress toward his or her goals. If the teacher feels the goals need to be modified, the teacher should make an appointment with his or her appraiser to discuss individual progress toward his or her goals and/or obtain additional supports.</p>
PRE-CONFERENCE	<p>The purpose of a pre-conference is for the appraiser and teacher to mutually discuss the upcoming formative observation with a focus on the interrelationships between planning, instruction, the learning environment, and student outcomes. The pre-conference will be conducted prior to an announced observation, or at the request of the teacher or appraiser.</p>

	<p>The pre-conference will provide the teacher an opportunity to demonstrate his or her knowledge and skills for the planning domain and its correlating dimensions. The conference is primarily focused on the upcoming observation and what the teacher has planned to ensure that the instructional objective(s) are met.</p>
FORMAL OBSERVATION	<p>The teacher will be formally observed in the classroom one time, unless the appraiser deems additional observations to be necessary. A classroom observation will be an instructional period or a complete lesson within an instructional period that consists of a minimum of 45 minutes of instruction.</p> <p>By mutual, written consent between the appraiser and the teacher, the required minimum of 45 minutes of observation may be conducted in shorter time segments. The time segments must aggregate to at least 45 minutes.</p> <p>Each teacher may have additional observations or walk-throughs that provide actionable, timely feedback, which will allow the teacher to make efficient and contextual professional development choices to help refine practice. If data gathered during the additional observation or walk-through will impact the teacher's summative appraisal rating, a written summary will be shared with the teacher within ten working days after the completion of the additional observation or walk-through.</p>
NOTICE	<p>The formal observation for a teacher's appraisal will be unannounced or announced, at the discretion of the appraiser.</p> <p>The District will establish an appraisal calendar each year, and provide the calendar to teachers within the first three weeks of the school year.</p>
POST-CONFERENCE	<p>All observations will include an in-person post-conference within ten working days of the observation.</p> <p>The overall purpose of the post-conference is to provide a teacher an opportunity to self-reflect on the execution of his or her lesson, including the impact on student performance. The results will be used to inform and guide the teacher regarding future practices and growth.</p>
END-OF-YEAR CONFERENCE	<p>The end-of-year conference will be held at least 15 days prior to the last day of instruction to discuss overall performance for the year. End-of-year conferences are mandatory.</p> <p>Each teacher will provide his or her appraiser with an update regarding the professional goals and development plan that were developed at the beginning of the year.</p>

PRELIMINARY GOAL SETTING AND PLANNING FOR THE FOLLOWING SCHOOL YEAR	Following the end-of-year conference, the appraiser and teacher will discuss how the current year self-assessment and goal-setting process will continue into the next school year for continuous improvement, including professional development to support learning.
SUMMATIVE ANNUAL APPRAISAL REPORT	A written summative annual appraisal report will be provided to the teacher within ten working days of the conclusion of the end-of-year conference. The report will be shared with the teacher no later than 15 working days before the last day of instruction for students. The written summative annual appraisal report will be placed in the teacher's personnel file.
APPRAISER	Each teacher will be appraised by a certified appraiser. If the certified appraiser is not the teacher's supervisor, the appraiser will be selected from the list of certified appraisers approved by the Board.
SECOND APPRAISER AND SECOND APPRAISAL	<p>A teacher may request a second appraiser within ten working days of receiving a written observation summary or a written summative annual appraisal report. If a teacher requests a second appraisal, the Superintendent or designee shall select the second appraiser from a pre-established list of qualified appraisers.</p> <p>The first and second appraisals will be equally weighted. The two documents will serve as the final appraisal for the teacher.</p>
TEACHER RESPONSE AND REBUTTAL	A teacher may submit a written response or rebuttal within ten working days of receiving a written observation summary, a written summative annual appraisal report, or any other written documentation associated with the teacher's appraisal.
LESS-THAN-ANNUAL APPRAISALS	<p>In accordance with DNA(LOCAL) and District of Innovation Plan, certain teachers are eligible for less-than-annual appraisals, LT-TESS, and shall receive a 45-minute observation every third year. To be eligible for LT-TESS, a teacher shall:</p> <ul style="list-style-type: none"> • Be on a term contract and have taught in LTISD for at least 3 years; • Have served at the current campus as a teacher for at least one year; • Hold SBEC Certification; • Be assigned in his/her certification area; • Have no more than one "developing" score in any one dimension on their summative evaluations;

- Have no “improvement needed” score on any dimension;
- Not currently be on a performance improvement plan; AND
- Have written principal approval.

Eligible teachers shall receive a full T-TESS appraisal no less than once every three years.

SIGNED
AGREEMENT
REQUIRED

A teacher eligible for LT-TESS and his/her supervisor must sign an *Agreement Regarding Use of the LT-TESS* for the current school year. If an Agreement is signed, the eligible teacher will not receive a complete T-TESS appraisal for that school year (unless the principal or assistant principal reinstates the T-TESS for the teacher – see REINSTATEMENT below).

ALTERNATIVE
REQUIREMENTS

An eligible teacher who has signed an Agreement and is not participating in T-TESS shall still participate in the following activities during the school year:

Agree annually in writing by signing the *Agreement Regarding Use of the LT-TESS*;

Goal setting and professional development plan process;

Tracking and documentation of progress toward goals;

Performance of teachers’ students;

A minimum of two (2) formal walk-throughs and two (2) classroom visits that will be documented by the supervisor; and

Modified end-of-year conference that addresses progress on goal setting and professional development plan, performance of teachers’ students, and goal setting and professional development plan for the following school year. The end-of-year conference shall be documented on a summative appraisal document, signed by the teacher and appraiser, and maintained in the teacher’s personnel file. A copy of the form will be sent to Human Resources for filing. All end-of-year conferences must be completed according to the same deadline for T-TESS summative conferences.

REINSTATEMENT

Notwithstanding the signed agreement, the teacher may request a T-TESS evaluation for the current year, if requested prior to September 15th.

A principal may reinstate a complete T-TESS appraisal for a teacher who has signed an *Agreement Regarding Use of the LT-TESS* during the school year during which the agreement was signed. The principal must reinstate the T-TESS appraisal by no later than the last workday prior to March 1st if the teacher will be

appraised with the T-TESS during the current school year. If the appraiser determines that the teacher should be appraised using T-TESS after March 1st, the LT-TESS must be used for the current school year, and the complete T-TESS appraisal will be in effect for the following school year. The teacher in question will be ineligible for LT-TESS during that following school year notwithstanding his/her eligibility during the current school year.

GRIEVANCES

Complaints regarding a teacher appraisal should be addressed in accordance with DGBA(LOCAL).



AGENDA ITEM ACTION SHEET

AGENDA ITEM

Resolution to Approve Purchasing Cooperative with Region 20 Education Service Center

RECOMMENDED ACTION

Approve the Resolution with Region 20 Education Service Center to participate in TEXAS 20 Purchasing Cooperative.

RATIONALE

Board Policy CH (Local) and CH (Legal) allows the district to purchase through a cooperative purchasing program. A “purchasing cooperative” means a group purchasing organization that governmental entities join as members and the managing entity of which receives fees from members or vendors. By participating in this purchasing cooperative, the district is able to take advantage of “economies of scale.” In addition to saving the district time and money, purchasing cooperatives can also help a district to identify quality vendors with proven track records.

Lake Travis Independent School District currently participates in TEXAS20. Region 20 Education Service Center made revisions to the inter-local agreement and administration reviewed the changes and recommends the approval of the resolution to continue participation in the Region 20 purchasing cooperative.

BUDGET PROVISIONS

None

RESOURCE PERSONNEL

Pam Sanchez – Assistant Superintendent of Business & Operations

ATTACHMENTS

Resolution to Participate in the Region 20 Education Service Center Purchasing Cooperative

MEETING DATE

May 19, 2021



RESOLUTION

WHEREAS, it is the intent of Lake Travis Independent School District
(Name of Entity)

to join and participate in the TEXAS 20 Purchasing Cooperative, Education Service Center, Region 20.

WHEREAS, authority for this commitment is authorized by Article 791.011 Inter-local Cooperation Act as amended and would allow for substantial savings to be realized by volume purchasing of specific commercial and/or USDA commodity items.

BE IT RESOLVED, that Lake Travis Independent School District
(Name of Entity)

Board of Trustees hereby joins in and elects to participate in the TEXAS 20 Purchasing Cooperative being organized and administered by the Education Service Center, Region 20.

BE IT FURTHER RESOLVED, that Lake Travis Independent School District
(Name of Entity)

Board of Trustees hereby authorizes its CEO/Authorized Representative to execute such documents as are appropriate and necessary to implement the Entity's participation in said TEXAS 20 Purchasing Cooperative.

We certify the foregoing is a true and correct copy of the resolution duly adopted by

Lake Travis Independent School District, of Austin, Texas. In
(Name of Entity) (City)

witness thereof, I/we have hereunto set my/our hand(s) this 21st day of April, (yr.) 2021.

CEO/AUTHORIZED REPRESENTATIVE SIGNATURE: _____

CEO/AUTHORIZED REPRESENTATIVE PRINTED NAME AND TITLE: Kim Flasch

President, Board of Trustees

Name of person in charge of Food Service: Ryan Mikolaycik

E-Mail: mikolaycikr@ltisdschools.org

Phone: 512-533-6042

Address: 607 Ranch Road 620 North, Austin, TX 78734



AGENDA ITEM ACTION SHEET

AGENDA ITEM

Resolution to Approve Purchasing Cooperative with Region 8 Education Service Center

RECOMMENDED ACTION

Approve the Resolution with Region 8 Education Service Center to participate in The Interlocal Purchasing System (TIPS) Program.

RATIONALE

Board Policy CH (Local) and CH (Legal) allows the district to purchase through a cooperative purchasing program. A “purchasing cooperative” means a group purchasing organization that governmental entities join as members and the managing entity of which receives fees from members or vendors. By participating in this purchasing cooperative, the district is able to take advantage of “economies of scale.” In addition to saving the district time and money, purchasing cooperatives can also help a district to identify quality vendors with proven track records.

Lake Travis Independent School District currently participates in the TIPS Program. The administration recommends the approval of the resolution to continue participation in the Region 8 purchasing cooperative.

BUDGET PROVISIONS

None

RESOURCE PERSONNEL

Pam Sanchez – Assistant Superintendent of Business & Operations

ATTACHMENTS

Resolution to participate in the Region 8 Education Service Center Purchasing Cooperative

MEETING DATE

May 19, 2021

TIPS BOARD RESOLUTION

STATE OF TEXAS

FOR: THE REGION VIII
EDUCATION SERVICE
CENTER

WHEREAS, the Board of Directors of Lake Travis ISD, Austin, Texas,
(Named Public Agency) (City)

pursuant to the authority granted by TEX. GOV'T CODE § 791.001, *et seq*, desires to participate in the

TIPS Purchasing Cooperative offered by Region VIII Education Service Center, and in the

Opinion that participating in this program will be highly beneficial to the taxpayers through the anticipated savings to be realized.

Therefore, be it RESOLVED that the Lake Travis ISD requests a stated need for
(Named Public Agency)

participation in The Interlocal Purchasing System (TIPS) whereby Pam Sanchez
(Name of Authorized Person)

is authorized and directed to sign and deliver any and all necessary requests and documents in connection therewith for and on behalf of Lake Travis ISD.
(Named Public Agency)

I certify that the foregoing is a true and correct original Resolution duly adopted by the

Lake Travis ISD and is filed on record at the TIPS office.
(Named Public Agency)

In witness thereof, I have set my hand and signature this 21 day of April, 2021.

By: _____
(Authorized Signature)

Kim Flasch

(Printed Authorized Name)

President, Board of Trustees

(Title)

This legal document will remain current on file until either party severs the agreement.



AGENDA ITEM ACTION SHEET

AGENDA ITEM

Request for Proposals (RFP) - Custodial Services

RECOMMENDED ACTION

Approve the award of the custodial services contract to SSC Services for Education and authorize the Superintendent or designee to negotiate and execute a contract effective July 1, 2021.

RATIONALE

Under Section 44.031(a) of the Texas Education Code (TEC), all district contracts for the purchase of goods and services, valued at \$50,000 or more in the aggregate for each 12-month period, shall be made by the method that provides the best value for a district:

1. Competitive bidding;
2. Competitive sealed proposals;
3. A request for proposals;
4. An interlocal contract.

Lake Travis ISD current contract with SSC Services for Education expires June 30, 2021. A request for proposal was issued February 5, 2021 with a closing date of March 30, 2021 and an anticipated award date of May 19, 2021, with Board approval. The District received nine responses. The evaluation team was comprised of five district employees, three employees from the Operations Department, one employee from the Business Office and one Assistant Principal.

The incumbent, SSC Services for Education (Option 1), is in line for award by scoring the most points of 91.8.

BUDGET PROVISIONS

2021-2022 Custodial Services - \$3,248,503.20

RESOURCE PERSONNEL

Pam Sanchez – Assistant Superintendent of Business and Operations

Brad Bailey – Executive Director of Operations

ATTACHMENTS

Final Evaluation Summary for Custodial Services

MEETING DATE

May 19, 2021

Lake Travis ISD
Custodial Services
RFP # 21-012
DRAFT - For Board Review / Approval
ONLY
NOT AN OFFICIAL TABULATION
Final Evaluation Summary

NOTE: For explanation of column terms and notations, go to the bottom of the tab.

DRAFT - For Board Review / Approval ONLY NOT AN OFFICIAL TABULATION Final Evaluation Summary			ABM Texas General Services, Inc. 3800 Buffalo Speedway, Suite 325 Houston, TX 77098			Ambassador Services 11710 N. Freeway, Suite 200 Houston, TX 77060			HES Facilities LLC 9202 S. Northshore Drive, Suite 202 Knoxville, TN 37922			HHS Education Services, LLC 12495 Silver Creek Rd. Dripping Springs, TX 78620			Kellermeyer Bergenson Services (KBS) 3605 Ocean Ranch Blvd, Suite 200 Oceanside, CA 92056			LGC Global Energy FM, LLC 7558 Dillion Street Houston, TX 77601			McLemore Building Maintenance, Inc. 110 Fargo Street Houston, TX 77006			Metroclean Commercial (Soji) Services 9000 Southwest Freeway, Suite 412 Houston, TX 77074			SSC Services for Education - Opt 1 1225 Weisgarber Rd, Suite 200 Knoxville, TN 37909			SSC Services for Education - Opt 2 1225 Weisgarber Rd, Suite 200 Knoxville, TN 37909		
Item #	Description	Group Points Available	Total Eval Points	A	Com	Total Eval Points	A	Com	Total Eval Points	A	Com	Total Eval Points	A	Com	Total Eval Points	A	Com	Total Eval Points	A	Com	Total Eval Points	A	Com	Total Eval Points	A	Com	Total Eval Points	A	Com	Total Eval Points	A	Com
1	Price Evaluation Points	40	35.3			38.5			37.5			40.0			34.8			35.1			34.2			34.3			37.8					
	Dollar Amount Proposed		\$ 3,476,106.00			\$ 3,188,394.87			\$ 3,275,796.71			\$ 3,067,294.00			\$ 3,527,098.00			\$ 3,490,837.54			\$ 3,584,173.00			\$ 3,575,827.19			\$ 3,248,503.20			\$ 2,978,997.39		
2	Technical Evaluation Points	60	53.0			38.0			43.0			45.0			41.0			38.0			50.0			47.0			54.0					
3	References	Pass/Fail		1			1			1			1			1			1			1			Pass			Pass			Pass	
Total Points		100	88.3			76.5			80.5			85.0			75.8			73.1			84.2			81.3			91.8		1,2		2	

Column Key (associated by Vendor):
A Award - Used to indicate the awarded Bidder.
Com Comment - Used to indicate a comment has been made. See below for the comment by number shown.

Abbreviations by Items (if applicable)
NR Non-responsive - Item was not considered since the item or entire bid was considered non-responsive
BE Bid Error - Bidder priced the item incorrectly and documentation was received to verify
NS Non-spec Item is non-spec as indicated below

Comments (Com) by Footnote # (if applicable)
1 References were not checked since the incumbent was in line for the award.
2 SSC Services for Education - April 8, 2021, the District requested a Best and Final Offer. SSC responded on April 12, 2021 stating "our annual price offer of \$3,248,503.20 will remain the same". This price is SSC's Option 1 proposal.
3 The District choose not to selection SSC Services for Education's Option 2 proposal due to the following: The number of staff being proposed would reduce the level of current services, which would have a negative effect for the District; therefore, the District is choosing Option 1.



AGENDA ITEM ACTION SHEET

AGENDA ITEM

Interlocal Cooperation Agreement for Use of the Greater Austin-Travis County Regional Radio System Between City of Austin and Lake Travis ISD

RECOMMENDED ACTION

Approve the Superintendent or designee to execute the Interlocal Cooperation Agreement for Use of the Greater Austin-Travis County Regional Radio System Between City of Austin and Lake Travis ISD

RATIONALE

On December 16, 2020, the Board approved a resolution authorizing the Superintendent or designees to begin the process of establishing a school district police department. As a step in this process, the district must establish highly reliable public safety voice radio communications for dispatching capabilities, as well as interagency communications with surrounding public safety agencies. In order to establish this ability, the District will need to become an associate member of the Greater Austin/Travis County Regional Radio System (GATRRS). The City of Austin, the managing partner of GATRRS, has agreed to sponsor the district. The District will be required to reimburse the City of Austin for the District's portion of the annual operating expenses of GATRRS on a per radio basis. The estimated cost is based on six radios at \$32.61 per month for a total maximum annual cost of \$2347.92.

BUDGET PROVISIONS

\$2,347.92 – 2021-2022 budget

RESOURCE PERSONNEL

Andy Michael, Chief of Police for LTISD PD

Amber King, General Counsel

ATTACHMENTS

Interlocal Agreement for Radio System

MEETING DATE

May 19, 2021

INTERLOCAL COOPERATION AGREEMENT
FOR USE OF THE GREATER AUSTIN-TRAVIS COUNTY REGIONAL RADIO SYSTEM
BETWEEN CITY OF AUSTIN
AND
LAKE TRAVIS INDEPENDENT SCHOOL DISTRICT

This Agreement is made by the following parties:

City of Austin, a Texas home-rule municipal corporation ("City") and

Lake Travis Independent School District, a Political Subdivision of the State of Texas ("GATRRS Associate" or "LTISD").

RECITALS

City of Austin is a party to the 800 MHZ Trunked Voice Radio System Implementation Interlocal Agreement ("Implementation Agreement") which funded the procurement and implementation of the Greater Austin-Travis County Regional Radio System (GATRRS) to improve the ability of public safety and public service agencies to communicate and cooperate with each other, and allow direct access to, and exchange of data in the Central Texas area.

City of Austin is also a party to the Interlocal Agreement for Operations and Maintenance of the Greater Austin-Travis County Regional Radio System ("Operations Agreement"), which provides for the organizational structure and funding for the operation and maintenance of the Greater Austin-Travis County Regional Radio System. This Operations Agreement authorizes City to enter into Interlocal Cooperation Agreements for Use of the Greater Austin-Travis County Regional Radio System with organizations that are eligible under FCC rules and regulations to use the licensed frequencies of the Greater Austin-Travis County Regional Radio System.

Lake Travis Independent School District, as a political subdivision of Texas, is eligible under FCC rules and regulations to use the licensed frequencies of the Greater Austin-Travis County Regional Radio System.

The purpose of this agreement is to provide the GATRRS Associate access to and use of the Greater Austin-Travis County Regional Radio System.

City has complied with the requirements of the Operations Agreement related to the entering into this Interlocal Cooperation Agreement for Use of the Greater Austin-Travis County Regional Radio System with GATRRS Associate.

Both City and GATRRS Associate are authorized pursuant to TEX. GOVERNMENT CODE ANN., Ch. 791, to enter into an Interlocal Cooperation Agreement for the purpose described in this agreement.

AGREEMENT

NOW, THEREFORE, City and GATRRS Associate agree to the following terms and conditions:

1.0 DEFINITIONS

In this Agreement,

- 1.1 “Business Day” means Monday through Friday, 7:30 a.m. to 5:00 p.m. unless City has designated one of these days as a City holiday.
- 1.2 “City” means City of Austin.
- 1.3 "City Council" means the City of Austin City Council.
- 1.4 "City Fiscal Year" means the City of Austin fiscal year which commences October 1 and ends September 30 of the following calendar year.
- 1.5 “Lake Travis ISD”, “LTISD”, “GATRRS Associate” means Lake Travis Independent School District, a political subdivision of the State of Texas.
- 1.6 “FCC” means the Federal Communications Commission.
- 1.7 “Greater Austin-Travis County Regional Radio System” or “GATRRS” means the APCO Project 25 trunked voice radio system serving the Austin/Travis County, Texas, area implemented by the City of Austin, Travis County, Austin Independent School District, Capital Metropolitan Transportation Authority, The University of Texas at Austin and the Texas Legislative Council and House of Representatives through the GATRRS Implementation Agreement.
- 1.8 “GATRRS Governing Board” means the Governing Board created and regulated by the Operations Agreement.
- 1.9 “GATRRS Operating Board” means the Operating Board created and regulated by the Operations Agreement.
- 1.10 “GATRRS Party” means any entity that is a party to the Interlocal Agreement for Operation and Maintenance of the Greater Austin-Travis County Regional Radio System.
- 1.11 “GATRRS Program Manager” means the Party to the Operations Agreement designated to oversee the day to day operation and management of the Greater Austin-Travis County Regional Radio System and the staff of the Party designated to perform those duties.
- 1.12 “Subscriber Equipment” means the portable radios, mobile radios, control station radios and radio consoles operated by GATRRS Associate as part of the GATRRS.

2.0 TERM

- 2.1 Initial Term. This Agreement commences on the date on which it is signed by the last party to sign it. This Agreement continues in force until September 30, 2021, or termination of the Agreement in accordance with Section 11 of this Agreement.
- 2.2 Automatic Renewal. This Agreement automatically renews on October 1, 2021, and then annually from year to year unless it is terminated sooner pursuant to 11.0.

3.0 GATRRS ASSOCIATE RESPONSIBILITIES

- 3.1 Access Authorization. GATRRS Associate is authorized to access and use the type and quantity of Subscriber Equipment described in Attachment A on the GATRRS. GATRRS Associate shall not use any additional equipment on the GATRRS.
- 3.2 Rates, Billing, and Payments.
 - 3.2.1 Twice yearly, on or before October 30th and again on or before April 30th, City will bill and GATRRS Associate shall pay City the amount due for that six-month period based on the number and type of Subscriber Equipment authorized in Attachment A. GATRRS Associate has the discretion to request an amendment to Attachment A during a City Fiscal Year to reduce or add Subscriber Equipment. GATRRS Associate shall pay City the amount due for the remainder of that billing period for the addition or reduction of Subscriber Equipment authorized by the amendment of Attachment A.
 - 3.2.2 For services other than Subscriber Equipment access, including but not limited to radio programming and programming template development, and installation, configuration, and maintenance of other public safety vehicle equipment, installation, configuration and maintenance of radio consoles, rates are detailed in Attachment B and may be revised as needed without further action by the Austin City Council or GATRRS Associate provided that City shall provide not less than sixty (60) days advance written notice to GATRRS Associate before any revision of Attachment B is effective.
 - 3.2.3 City's billing period for services under Attachment B is from the 21st day of each month through the 20th day of the following month. City will invoice GATRRS Associate no later than the 14th day of the month following the end of each billing period, with the invoice dated on the day it is sent. GATRRS Associate will pay City within thirty (30) days of receipt of any invoice for services under this Agreement.
- 3.3 Limit on Use. GATRRS Associate is subject to any limitations or restraints on its usage of the GATRRS that apply to City.
- 3.4 Purchase of Equipment. GATRRS Associate shall purchase and provide its own Subscriber Equipment to be used on the GATRRS. The selection and specifications

for this Subscriber Equipment must be coordinated with the GATRRS Program Manager so that all Subscriber Equipment purchased is compatible with the GATRRS.

- 3.5 Etiquette. GATRRS Associate shall ensure that the persons it authorizes to use its Subscriber Equipment are trained in the proper use and etiquette for two-way radio communication, in accordance with policies, procedures, and guidelines established by the GATRRS Operating Board.
- 3.6 Compliance with Agreement. When using the GATRRS, GATRRS Associate shall abide by all policies, procedures, and guidelines established by the GATRRS Operating Board, within 10 days after these are provided to GATRRS Associate, and the terms and conditions of this Agreement.
- 3.7 Compliance with Standard Operating Conditions and FCC. GATRRS Associate shall use the GATRRS in a manner consistent with the Standard Operating Procedures established by the GATRRS Operating Board within 10 calendar days after GATRRS Associate is provided with these or any change in them, and in compliance with applicable Federal Communications Commission regulations and rules.
- 3.8 Programming of Equipment. GATRRS Associate shall ensure that programming for its Subscriber Equipment that uses the GATRRS is consistent with the Standard Operating Procedures established by the GATRRS Operating Board.
- 3.9 FCC Violations. If there is any actual or alleged violation of any FCC rule or regulation as a result of any Subscriber Equipment that is owned by GATRRS Associate, GATRRS Associate shall reimburse the GATRRS Party that is the holder of the FCC license for all costs arising from the actual or alleged violation, including costs and attorney's fees for defense against the allegation as well as fines and penalties incurred.
- 3.10 Improvements Point of Contact. GATRRS Associate shall use City as its primary point of contact for requests for GATRRS improvements.
- 3.11 Operations Point of Contact. When addressing problems, and seeking answers to operations questions, GATRRS Associate shall use the GATRRS Program Manager as its primary point of contact. GATRRS Associate shall work with the GATRRS Program Manager in a good faith effort to help resolve problems.
- 3.12 System Development. GATRRS Associate is encouraged to use the interoperability capabilities of the GATRRS and to provide input to the GATRRS Program Manager on the day-to-day operations of the GATRRS and on the development of GATRRS standard operating policies and procedures.
- 3.13 Current Revenue Payments. GATRRS Associate shall pay for all costs incurred pursuant to this Agreement from current revenue funds.

- 3.14 Access to Reports and Records. GATRRS Associate shall provide City with full access to all records and reports about the GATRRS that are in its possession.
- 3.15 Compliance with Laws. GATRRS Associate shall comply with all applicable laws, rules and regulations in the performance of this Agreement.

4.0 CITY RESPONSIBILITIES

- 4.1 Notice of Limitations. City shall provide GATRRS Associate with a statement by telephone, email, radio, or facsimile communication of any limitations or restraints on the City's usage of the GATRRS as soon as reasonably practicable after the City receives notice that such limitations or restraints are imposed on City. City shall provide this statement no later than within one Business Day after these limitations or restraints are imposed. City shall notify GATRRS Associate in compliance with 16.0 of any limitations or restraints on the City's usage of the GATRRS as soon as practicable after that.
- 4.2 Copies of Procedures. City shall provide GATRRS Associate with copies of all policies, procedures, and guidelines established by the GATRRS Operating Board, including the Standard Operating Procedures.
- 4.3 Notice of Violation. City shall notify GATRRS Associate if it becomes aware of any actual or alleged violation of any FCC rule or regulation as a result of any Subscriber Equipment that is owned by GATRRS Associate or used by any person associated with GATRRS Associate.
- 4.4 Amendment Requests. City shall not unreasonably withhold approval of a request to amend this Agreement to add Subscriber Equipment if any of the capacity that City originally intended for use by GATRRS Associate is uncommitted and available within its share of the GATRRS.
- 4.5 Improvement Requests. City shall assist GATRRS Associate in relation to any reasonable requests for GATRRS improvements and in its relationship with the GATRRS Program Manager if needed.
- 4.6 Operations Requests. City shall help GATRRS Associate to resolve problems with the GATRRS Program Manager, including presenting GATRRS Associate's concerns through the dispute resolution process described in the Operations Agreement if necessary.
- 4.7 Rates. City shall set the rates to be stated in Attachment A based on the operating costs of providing GATRRS Associate access to the GATRRS, including the cost of operations and maintenance of the GATRRS and any capital improvements to GATRRS infrastructure. City shall provide GATRRS Associate with a copy of the proposed budget prepared in compliance with the Operations Agreement and the proposed rates to be stated in Attachment A for the next City fiscal year by June 1 of each year.

- 4.8 Invoicing. City shall invoice GATRRS Associate for the amount due for each billing cycle described in Section 3.2. Invoices shall be sent via U.S. Mail to:

Lake Travis ISD Police Department
Attn: Andy Michael (or successor)
16101 Highway 71 West, Bldg B
Austin, Texas 78738
Phone: 512-533-5758
Email: michaela@ltsidschools.org

- 4.9 Payment. GATRRS Associate shall pay each invoice within thirty (30) days of receipt, pursuant to the Prompt Payment Act, Chapter 2251 of the Government Code. Payment shall be made to:

City of Austin - CTM
ATTN: Accounts Receivable
1124 South IH-35, Suite 300
Austin, TX 78704

- 4.10 Current Revenue Payments. City shall pay for all costs incurred pursuant to this Agreement, if any, from current revenue funds.
- 4.11 Access to Reports, Records, and Facilities. City shall provide GATRRS Associate with full access to all records and reports about the GATRRS that are in its possession or are available to City under the Operations Agreement unless the law specifically prohibits disclosure.
- 4.12 Compliance with Laws. City shall comply with all applicable laws, rules and regulations in the performance of this Agreement.

5.0 DISCLAIMER OF WARRANTY, LIMITATION OF LIABILITY, AND IDEMNITY

- 5.1 Disclaimer of Warranties. AUSTIN MAKES NO WARRANTY WHATSOEVER WITH RESPECT TO THE SERVICES, INCLUDING ANY (i) WARRANTY OF MERCHANTABILITY; OR (ii) WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE; OR (iii) WARRANTY OF TITLE; OR (iv) WARRANTY AGAINST INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS OF A THIRD PARTY; WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE OR OTHERWISE.

- 5.2 Limitation of Liability.

- 5.2.1 IN NO EVENT SHALL THE CITY BE LIABLE TO GATRRS ASSOCIATE OR TO ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE OR PROFIT (OR LOSS OF DATA OR DIMINUTION IN VALUE), OR FOR ANY CONSEQUENTIAL, INCIDENTAL,

INDIRECT, EXEMPLARY, SPECIAL OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGES WERE FORESEEABLE AND WHETHER OR NOT THE CITY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE.

5.2.2 IN NO EVENT SHALL THE CITY'S LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, EXCEED THE AGGREGATE AMOUNT PAID OR PAYABLE TO THE CITY PURSUANT TO THE APPLICABLE SERVICE ORDER GIVING RISE TO THE CLAIM.

5.3 Indemnity. GATRRS ASSOCIATE AGREES TO AND SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS (COLLECTIVELY "INDEMNIFY" AND "INDEMNIFICATION") THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY THE "CITY PARTIES") FOR ALL THIRD-PARTY CLAIMS, SUITS, DAMAGES, LIABILITIES, FINES, AND EXPENSES INCLUDING, WITHOUT LIMITATION, REASONABLE ATTORNEYS' FEES, COURT COSTS, AND ALL OTHER DEFENSE COSTS (COLLECTIVELY "LOSSES") FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH CITY'S SERVICES PROVIDED UNDER THIS AGREEMENT INCLUDING, WITHOUT LIMITATION THOSE CAUSED BY GATRRS ASSOCIATE OR ITS AGENTS, EMPLOYEES, OFFICERS, DIRECTORS, CONSULTANTS OR SUBCONTRACTORS ACTUAL OR ALLEGED NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS.

6.0 RETENTION AND ACCESSIBILITY OF RECORDS.

6.1 GATRRS Associate Retention. GATRRS Associate shall maintain all records and documentation for all Subscriber Equipment to be used on the GATRRS in a readily available state and location for at least three (3) years after the Agreement term in which GATRRS Associate stopped using that unit of Subscriber Equipment in the GATRRS.

6.2 City Access. GATRRS Associate shall give City, or its duly authorized representatives, access to and the right to examine all records, and other papers related to Subscriber Equipment used on the GATRRS, at reasonable times and for reasonable periods. These rights to access continue as long as these records are retained by GATRRS Associate.

7.0 LIMIT ON AGENTS

No agent, official, employee, or representative of City has the authority to amend or assign this Agreement or waive violations of it unless expressly granted this specific authority by the City Council. No agent, official, employee or representative of GATRRS Associate has the authority to amend or assign this Agreement or waive violations of it unless expressly granted this specific authority by the Concordia University Board of Trustees.

8.0 CITY RIGHT TO CONTRACT: OTHER ENTITIES

- 8.1 City may contract with other entities to provide access to and use of the GATRRS throughout City of Austin and any additional area that becomes part of the GATRRS if these contracts do not reduce the level of access provided to GATRRS Associate under this contract that is in effect when City enters into the contract with the other entity. All proceeds to City that may arise from other Agreements inure to the benefit of City.
- 8.2 If City contracts with other entities to provide access to and use of the GATRRS, City shall protect GATRRS Associate's rights under this Agreement to use the GATRRS by City's enforcing compliance by the other entities with any requirements of the Agreement.

9.0 BREACH

The failure of either party to comply with the terms and conditions of this Agreement is a breach of this Agreement.

10.0 MEDIATION

When mediation is acceptable to both parties in resolving a dispute arising under this Agreement, the parties agree to use a mutually agreeable mediator, or a person appointed by a court of competent jurisdiction, for mediation as described in the Tex. Civ. Prac. and Rem. Code Ann. § 154.023. Unless both parties are satisfied with the result of the mediation, the mediation will not constitute a final and binding resolution of the dispute. The parties may agree, in writing, to waive the confidentiality requirement of certain records and communications of the mediation stated in Tex. Civ. Prac. and Rem. Code Ann § 154.073.

11.0 SUSPENSION AND TERMINATION

- 11.1 Suspension. GATRRS Associate is subject to immediate suspension of this GATRRS Associate Interlocal Agreement for any of the following:

- 11.1.1 Alleged violation of FCC rules and regulations,

- 11.1.2 Individual or repeated violations of the GATRRS Standard Operating Procedures, or

- 11.1.3 Use of the GATRRS that is determined to be inappropriate by the GATRRS Governing Board.
- 11.2 City Termination. City has the right to terminate this Agreement for one or more of the following reasons at any time in compliance with 11.3:
 - 11.2.1 GATRRS Associate fails to cease and desist violations of FCC rules or regulations,
 - 11.2.2 GATRRS Associate has violated the GATRRS Standard Operating Procedures one or more times,
 - 11.2.3 GATRRS Associate has used the GATRRS in a manner that is determined to be inappropriate by the GATRRS Governing Board.
 - 11.2.4 GATRRS Associate has failed to comply with any term or condition of this Agreement,
 - 11.2.5 GATRRS Associate is unable to conform to changes required by federal, state or local laws or regulations related to performance under this Agreement,
 - 11.2.6 If the City for any reason is prohibited from using, or is unable to use, the GATRRS,
 - 11.2.7 City has failed to appropriate sufficient funds to provide to continue its participation in the GATRRS, or
 - 11.2.8 This Agreement is superseded, with approval of both Parties, by any other agreement between the City and GATRRS Associate.
- 11.3 Procedure. Within one Business Day after suspension, City must provide the GATRRS Associate with a statement of the grounds for suspension in writing.
 - 11.3.1 At least twenty (20) days before the effective date of termination, City must notify GATRRS Associate in compliance with 16.01 of the decision to terminate this Agreement, the existence and nature of the breach, AND the effective date of termination.
 - 11.3.2 GATRRS Associate may avoid termination of this Agreement pursuant to 11.2 and 11.3 if GATRRS Associate cures the breach and establishes procedures to prevent a recurrence to the City's satisfaction within twenty (20) days of receipt of this notice.
 - 11.3.3 This time to cure may be extended, at the sole discretion of City, as long as the GATRRS Associate diligently continues to work toward completion of the cure.

11.3.4 If the breach is not cured to the satisfaction of City prior to the effective date of termination or any extension of the date allowed by City in writing, the GATRRS Associate is in default and the participation of the GATRRS Associate is automatically terminated on that date.

11.4 GATRRS Associate Termination. GATRRS Associate may terminate this Agreement, in whole or in part, at any time with thirty (30) days' notice.

11.5 Right Surviving Termination. If either party terminates this Agreement, GATRRS Associate shall pay the amounts outstanding to City in compliance with this Agreement within thirty (30) days after the effective date of termination.

11.6 Survival of Provisions. If this Agreement is terminated, the terms about payments survive the termination until all amounts due are paid

12.0 NON-WAIVER AND RESERVATION OF REMEDIES

12.1 Non-Waiver. Any act of forbearance by either party to enforce any provision of this Agreement must not be construed as a modification of this Agreement or as a waiver of any breach or default of the other party which then exists or may subsequently exist. The failure of either party to exercise any right or privilege granted in this Agreement must not be construed as a waiver of that right or privilege. In this Agreement, City and GATRRS Associate do not waive any immunity or defense that would otherwise be available to them against claims arising in the exercise of their governmental powers and functions.

12.2 Reservation of Rights and Remedies. All rights of both parties under this Agreement are specifically reserved. Any payment, act or omission by a party must not impair or prejudice any remedy or right of that party under this Agreement. Any right or remedy stated in this Agreement must not preclude the exercise of any other right or remedy under this Agreement, the law or at equity, nor must any action taken in the exercise of any right or remedy be deemed a waiver of any other rights or remedies.

13.0 ENTIRE AGREEMENT

13.1 Attachments. "Attachment A - Equipment and Rate Schedule" and "Attachment B – Rate of Pay" are made a part of this contract and constitutes promised performances by GATRRS Associate under this Agreement.

13.2 Agreement All Inclusive. All oral and written Agreements between the parties to this Agreement relating to the subject matter of this Agreement that were made prior to the execution of this Agreement have been reduced to writing and are contained in this document.

14.0 ASSIGNABILITY

Neither party may assign any of the rights or duties created by this Agreement without the prior written approval of the other party. It is acknowledged by GATRRS Associate that no officer, agency, employee or representative of City has any authority to grant such assignment unless expressly granted that authority by the Commissioners Court.

15.0 AMENDMENTS

- 15.1 Amendment of Agreement. Any change to the provisions of this Agreement except for changes to Attachment A must be made in writing and signed by both parties: City and GATRRS Associate. It is acknowledged by GATRRS Associate that no officer, agency, employee or representative of the GATRRS Associate has any authority to change the provisions of this Agreement unless expressly granted that authority by the St. Edwards University Board of Trustees.
- 15.2 Amendment of Attachment A. City may amend the rates stated in Attachment A by sending a notice of rate change in compliance with 16.01 to GATRRS Associate at least sixty (60) days before the beginning of the next City Fiscal Year. If GATRRS Associate does not send a notice in compliance with 16.01 stating that the change is unacceptable before its effective date, GATRRS Associate shall accept the rates stated in the notice of rate change and shall pay those rates for the next City Fiscal Year. If GATRRS Associate sends a notice that the change is unacceptable, GATRRS Associate shall not use its Subscriber Equipment on the GATRRS after the beginning of the next City Fiscal Year unless City and GATRRS Associate have agreed in writing to the rates applicable to it for the next City Fiscal Year. City may amend the number of units stated in Attachment A if GATRRS Associate has requested a change in writing and that change is acceptable to City.
- 15.3 Amendment to Include Infrastructure Costs in Payments. The parties acknowledge that, at the beginning of this Agreement, they do not intend to include infrastructure costs in the costs payable by GATRRS Associate. If circumstances change and one or both parties consider it appropriate for GATRRS Associate to share in infrastructure costs, the parties shall amend this Agreement to reflect the changes in this Agreement necessary to accommodate this cost sharing.
- 15.4 GATRRS Associate Request. GATRRS Associate must submit all requests for changes to this Agreement to the City of Austin Chief Information Officer. The Chief Information Officer must present the GATRRS Associate's requests to the City Council for consideration.
- 15.5 City Request. City must submit all requests for changes to this Agreement to the Lake Travis Independent School District Board of Trustees.

16.0 NOTICES

16.1 Method of Notice. Any notice required or permitted to be given under this Agreement by one party to the other must be in writing and must be given and is deemed to have been given immediately if delivered in person to the address set forth in 16.2 or 16.3 for the party to whom the notice is given, or on the third day following mailing if placed in the United States Mail, postage prepaid, by registered or certified mail with return receipt requested, addressed to the party at the address specified in 16.2 or 16.3.

16.2 Address of City. The address of City for all purposes under this contract must be:

Chris Stewart, Acting Chief Information Officer
(or successor)
Communications and Technology Management
1124 S. I.H. 35, Suite 300
Austin, Texas 78704
Phone: (512) 974-0918
Facsimile: (512) 974-2091

With copies to (registered or certified mail is not required):

Pushpa Srinivasa (or successor)
Wireless Communication Services Manager
Communications & Technology Management
City of Austin
1006 Smith Road
Austin, Texas 78721
Phone: (512) 927-3209
Facsimile: (512) 927-3253

16.3 Address of GATRRS Associate. The address of the GATRRS Associate for all purposes under this Agreement and for all notices hereunder must be:

Lake Travis ISD Police Department
Attn: Andy Michael (or successor)
16101 Highway 71 West, Bldg. B
Austin, Texas 78738
Phone: 51-533-5758
Email: michaela@ltisdschools.org

16.4 Change of Address. Each party may change the address for notice to it by giving notice of the change in accordance with the provisions of 16.1.

17.0 INTERPRETATION OF CONTRACT

- 17.1 Third Party Rights Not Created. This Agreement is not intended and shall not be construed to create any rights or remedies in any person or legal entity that is not a party to it and neither City nor GATRRS Associate is waiving any defense or immunity to which it is entitled against any person or legal entity that is not a party to it.
- 17.2 Law. This Agreement is governed by the laws of Texas and is performable in City of Austin, Texas.
- 17.3 Severability. If any portion of this Agreement is ruled invalid by a court of competent jurisdiction, the remainder of the Agreement must be construed as if that portion were not included in the Agreement and the remainder must remain valid and binding.
- 17.4 Computation of Time. When any period of time is stated in this Agreement, the time must be computed to exclude the first day and include the last day of the period. If the last day of any period falls on a Saturday, Sunday or a day that City has declared a holiday for its employees, these days must be omitted from the computation.
- 17.5 Number and Gender. Words of any gender in this Agreement must be construed to include any other gender and words in either number must be construed to include the other unless the context in the Agreement clearly requires otherwise.
- 17.6 Headings. The headings at the beginning of the various provisions of this Agreement have been included only to make it easier to locate the subject matter covered by that section or subsection and are not to be used in construing this Agreement.

18.0 LEGAL AUTHORITY

- 18.1 GATRRS Associate Signors. The person or persons signing this Agreement on behalf of GATRRS Associate, or representing themselves as signing this Agreement on behalf of GATRRS Associate, do hereby warrant and guarantee that he, she or they have been duly authorized by GATRRS Associate to sign this Agreement on behalf of GATRRS Associate and to bind GATRRS Associate validly and legally to all terms, performances, and provisions in this Agreement.
- 18.2 City Signors. The person or persons signing this Agreement on behalf of City, or representing themselves as signing this Agreement on behalf of City, do hereby warrant and guarantee that he, she or they have been duly authorized by City to sign this Agreement on behalf of City and to bind City validly and legally to all terms, performances, and provisions in this Agreement.

19.0 DUPLICATE ORIGINALS.

This document is executed in duplicate originals.

CITY OF AUSTIN

By: _____
Spencer Cronk
City Manager

Date: _____

LAKE TRAVIS INDEPENDENT SCHOOL DISTRICT

By: _____
Paul Norton
Superintendent of Schools
Lake Travis Independent School District

Date: _____

**GATRRS Associate
(Lake Travis ISD)**

Attachment A – Equipment and Rate Schedule

The Subscriber Equipment authorized under this Agreement includes the following:

Motorola APX 6000 Portable Radios Qty. 6

Total: Qty. 6

The per unit per month rate for each type of fee and each type of Subscriber Equipment is as follows:

<u>Cost Category</u>	<u>Equipment Type</u>	<u>Number of Units</u>	<u>Monthly Cost</u>	<u>Total Monthly Cost</u>
GATRRS System Support Costs	Portable Radios	6	\$32.61	\$195.66

Note: The rate of \$32.61 will be charged per radio, per month for the remainder of FY2021, which ends on September 20, 2021; a potential different rate may kick in on October 1, 2022, but as of the date of this agreement, the FY2022 rate per radio has not been set.

Attachment B
City of Austin Wireless Communication Services Division
Rate of Pay

Fiscal Year 2021
(October 1, 2020 through September 30, 2021)

Labor

1. \$78.92 per hour for work performed during Regular Business Hours.
2. \$118.38 per hour for work performed outside Regular Business Hours when customer requests work to be performed during these hours.
3. A per-visit response vehicle fee to customer's stationary wireless equipment sites of \$39.46. This includes only the cost to send a service van and equipment to the customer's service call location, and does not include the cost of labor. Labor will be billed at standard hourly labor rates to cover the travel time of technicians "to" and "from" the customer's service call location.

Parts

4. Parts and supplies used in the performance of maintenance or repair services billed at the City's documented vendor's invoiced cost to City, plus 15%.



AGENDA ITEM ACTION SHEET

AGENDA ITEM

Interlocal Cooperation Agreement Between City of Austin and Lake Travis ISD for Installation, Configuration, Maintenance and Repair of Public Safety Equipment and Systems

RECOMMENDED ACTION

Approve the Superintendent or designee to execute the Interlocal Cooperation Agreement Between City of Austin and Lake Travis ISD for Installation, Configuration, Maintenance and Repair of Public Safety Equipment and Systems

RATIONALE

On December 16, 2020, the Board approved a resolution authorizing the Superintendent or designees to begin the process of establishing a school district police department. As a step in this process, the district would like to partner with the City of Austin's Wireless Communication Services Division for the configuration (programming), maintenance, and repair of police radios, speakers, sirens, lightbars, controllers, and other public safety equipment. The cost for this service is based on the District's need at a rate of \$78.92 per hour for work performed during regular business hours. At this time the only service planned to be requested under this agreement is the programming of police radios to make them functional on the Greater Austin/Travis County Regional Radio System.

BUDGET PROVISIONS

\$78.92 / hour regular business hours

\$118.38 / hour outside regular business hours

RESOURCE PERSONNEL

Andy Michael, Chief of Police for LTISD PD

Amber King, General Counsel

ATTACHMENTS

Interlocal Agreement

MEETING DATE

May 19, 2021

**INTERLOCAL COOPERATION AGREEMENT
BETWEEN CITY OF AUSTIN
AND CITY OF LAKE TRAVIS ISD**

for

**INSTALLATION, CONFIGURATION, MAINTENANCE, AND REPAIR
OF PUBLIC SAFETY EQUIPMENT AND SYSTEMS**

I. Recitals

- A. This interlocal agreement (“Agreement”) is authorized and governed by the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. Each party represents and warrants that in the performance of its respective obligations as set forth in this Agreement, it is carrying out a duly authorized governmental function, which it is authorized to perform individually under the applicable statutes of the State of Texas and/or its charter. Each party represents and warrants that the compensation to be made to the performing party contemplated in this Agreement are in amounts that fairly compensate the performing party for the services or functions described herein, and are made from current revenues available to the paying party.
- B. Recognizing 1) the importance of the City of Austin’s (“Austin”) and the Lake Travis Independent School District (“LTISD,” collectively the “Parties”) participation in the Greater Austin-Travis County Regional Radio System (“GATRRS”) which provides radio communications for public safety agencies in Austin-Travis County region, 2) Austin’s role as GATRRS Program Manager, and 3) the public purpose of promoting and ensuring public safety through consistent programming, maintenance, and repair of GATRRS member equipment, the Parties hereby agree to enter into this Agreement as follows:

II. Term

The initial term of this Agreement is from the latest date of final execution of the Agreement to September 30, 2021. Following this initial term, the Agreement shall automatically renew on October 1st each year unless terminated pursuant to the terms of this Agreement. It is the intent and understanding of the Parties that the obligations of each party under this Agreement shall remain effective only so long as and provided that each party has fully appropriated funds for performing such obligations for the party’s current fiscal year. If for any fiscal year of any party funds are not appropriated for such party’s performance of its obligations under this Agreement, this Agreement shall become void and such party shall promptly give notice to the other parties of the nonappropriation of funds.

III. Services

- A. At LTISD's request, Austin shall install, configure, maintain, and repair the following equipment: Mobile, portable, and fixed two-way radios and other wireless devices, antennas, speakers, and ancillary equipment, sirens, light bars, controllers, in-vehicle video systems, mobile data computers and related hardware and cabling, pagers, and any other similar or related public safety emergency response equipment.
- B. At LTISD's request, Austin shall provide primary maintenance services for the equipment at Austin Wireless Communication Services Division radio repair facility (or facilities). The service shall include the regular inspection of the equipment and any maintenance or repair necessary to maintain it in good working order. Upon request, Austin shall also install and remove equipment from vehicles for reuse or disposal.

IV. Rates, Billing, & Payments

- A. The rates for service are detailed in Schedule 1 to this Agreement. Austin may revise Schedule 1 to adjust service rates as needed without further action by Austin City Council or LTISD provided that Austin shall provide not less than sixty (60) days advance written notice to LTISD before any revision to Schedule 1 is effective.
- B. Estimated total billing is \$5,000 per year. Billing will be from the 21st of the month through the 20th of the following month.
- C. Austin's billing period is from the 21st day of each month through the 20th day of the following month. Austin will invoice LTISD no later than the 14th day of the month following the end of each billing period, with the invoice dated on the day it is sent. LTISD will pay Austin within thirty (30) days of receipt of any invoice for services under this Agreement.

V. Termination

Either Party may terminate this Agreement in whole or in part if the other Party fails to comply with any term or condition of the Agreement, including the inability of Austin to conform to changes required by federal, state, or local laws or regulations. The terminating Party shall notify the other Party of the decision to terminate this Agreement at least sixty (60) days before the effective date of termination, and in the case of a partial termination, the portion of the Agreement to be terminated. The other Party may avoid termination by correcting the reasons for termination prior to the effective date of termination stated in the notice to the satisfaction of the terminating Party. In the event that Austin notifies LTISD of a change in rates that is not acceptable to LTISD, LTISD shall notify Austin and provide at least sixty (60) days notice of the effective date of termination. If either Party terminates this Agreement, Austin has the right to receive

payment for all parts, labor, or additional services provided before the effective date of termination. Without waiving any legal rights, the parties agree to voluntary mediation of any disputes.

VI. Notices

Any notices to be given under this Agreement shall be considered delivered (i) upon personal service upon the person designated in this Agreement for such notice; (ii) within three (3) days of deposit if mailed by first-class United States mail, postage prepaid, registered or certified, and addressed to the person designated for receipt of notice; or (iii) one business day after being sent for overnight delivery by a reputable commercial courier having the ability to track shipping and delivery of the notices. In cases where there is an emergency or other need for immediate notice to be given, written notice may be faxed to the person designated for service, provided a written copy of such notice is also delivered promptly to such designated person by one of the three means identified above. The Parties designate the following persons for receipt of notice:

If to LTISD:

Name: Paul Norton
Title: Superintendent of Schools
Address: Lake Travis ISD
3322 Ranch Road 620 South
Austin, TX 78738
Phone: 512-533-6020
Email: nortonp@ltisdschools.org

If to Austin:

Name: Pushpa Srinivasa (or successor)
Title: Wireless Communication Services Manager
Address: City of Austin
Wireless Communication Services Division
1006 Smith Road
Austin, TX 78721
Phone: (512) 927-3209
Email: pushpa.srinivasa@austintexas.gov

The Parties may change the person designated for receipt of notice from time to time by giving notice in writing to the other parties, identifying the new person designated for receipt of service and identifying his/her name, title, address for notice and phone number.

VII. Miscellaneous

- A. This is the complete agreement by and between the Parties on the subject matter of the Agreement. It supersedes any other agreement or understanding between the Parties, written or oral, and any other commitments, promises, undertakings, understandings, proposals or representations of the Parties to each other, written or oral, concerning the subject matter of this Agreement.
- B. This Agreement may be modified only by a writing duly executed by each of the Parties. Neither any representation or promise made after the execution of this Agreement, nor any modification or amendment of this Agreement, shall be binding on the Parties unless made in writing and duly executed by each of the Parties.

AGREED AND APPROVED:

Lake Travis ISD

By: _____

Date: _____

Name:

Title:

CITY OF AUSTIN

By: _____

Date: _____

Chris Stewart

Chief Information Officer

**SCHEDULE 1
WIRELESS COMMUNICATION SERVICES
RATE OF PAY**

**CITY OF AUSTIN FISCAL YEAR 2021
(October 1, 2020 through September 30, 2021)**

Labor

1. \$78.92 per hour for work performed during Regular Business Hours.
2. \$118.38 per hour for work performed outside Regular Business Hours when customer requests work to be performed during these hours.
3. A per-visit response vehicle fee to customer's stationary wireless equipment sites of \$39.46. This includes only the cost to send a service van and equipment to the customer's service call location, and does not include the cost of labor. Labor will be billed at standard hourly labor rates to cover the travel time of technicians "to" and "from" the customer's service call location.

Parts

4. Parts and supplies used in the performance of maintenance or repair services billed at Austin's documented vendor's invoiced cost to Austin, plus 15%.



AGENDA ITEM ACTION SHEET

AGENDA ITEM

Compensation Plan Updates 2020-2021 and 2021-2022

RECOMMENDED ACTION

Approve the Updated 2020-2021 and 2021-2022 Compensation Plans.

RATIONALE

Lake Travis Independent School District administration would like to implement the following proposed changes:

Stipend Catalog – Based on the current market rates and need to recruit and retain highly qualified bilingual teachers, administration recommends approving an increase to the Bilingual teacher stipend as presented.

Provisional Plan – Based on the success and continued need for substitute teachers, administration recommends approving the use of annual subs on a yearly basis. These assignments would be filled for 1 year increments and open at the beginning of each year for interested substitutes.

Supplemental Catalog – Administration recommends establishing an ESY (Extended School Year) Administrator to assist with the hiring, supervision of summer special education staff. This position would also assist with other special education functions such as serving as an administrative representative for ARD meetings.

BUDGET PROVISIONS

2020-2021 Budget – Supplemental Catalog Update

2021-2022 Budget – Stipend Catalog and Provisional Plan Updates

RESOURCE PERSONNEL

Evalene Murphy, Assistant Superintendent for Human Resources

ATTACHMENTS

1. Compensation Plans
2. Bilingual Teacher Stipend Comparison
3. Annual Substitute Teachers Update

MEETING DATE

May 19, 2021

2021-22 Stipend Catalog

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High School Athletic Stipends		
Title (# positions)	Description	Stipend
Baseball Head Coach (1)	Serves as a coach for a high school athletic team. Coordinates team activities, contests, practice sessions, travel, equipment and facilities, May work with other coaches or assistant coaches, Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$7,500
Baseball Asst Coach (3)	Assists the head coach of a high school athletic team. Oversees assigned athletes and other responsibilities. Leads unit or individual drills and practice sessions. Complies with all UIL rules and regulations regarding competition, practice and student eligibility. Reports to the head coach.	\$3,972
Basketball Head Coach – Boys (1)	Serves as a coach for a high school athletic team. Coordinates team activities, contests, practice sessions, travel, equipment and facilities, May work with other coaches or assistant coaches, Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$5,708
Basketball Asst Coach – Boys (3)	Assists the head coach of a high school athletic team. Oversees assigned athletes and other responsibilities. Leads unit or individual drills and practice sessions. Complies with all UIL rules and regulations regarding competition, practice and student eligibility. Reports to the head coach.	\$3,972
Basketball Head Coach – Girls (1)	Serves as a coach for a high school athletic team. Coordinates team activities, contests, practice sessions, travel, equipment and facilities, May work with other coaches or assistant coaches, Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$5,708
Basketball Asst Coach – Girls (3)	Assists the head coach of a high school athletic team. Oversees assigned athletes and other responsibilities. Leads unit or individual drills and practice sessions. Complies with all UIL rules and regulations regarding competition, practice and student eligibility. Reports to the head coach.	\$3,972
Cavalettes Head Coach (1)	Directs the overall dance and choreographed dance program at a high school campus. Provides students with an opportunity to participate in extracurricular dance/drill team activities which may include performing dance team, cultural dance ensembles, or other dance training. Coordinates rehearsals, competitions, routine selection and performances.	\$6,500
Cavalettes Asst Coach (1)	Assists the high school performing dance/drill team director with the supervision of the high school performing dance/drill team.	\$3,500
Cheerleading Head Coach (1)	Provides instruction and leadership to the high school cheerleading squad in acrobatics, dance, tumbling, and arranged performances at district athletic, fundraising or other events. Coordinates rehearsals, competitions, routines and performances.	\$6,500
Cheerleading Asst Coach (2)	Assists the high school cheerleading sponsor in providing instruction and leadership to the high school cheerleading squad in acrobatics, dance, tumbling, and arranged performances at district athletic, fundraising or other events. Coordinates rehearsals, competitions, routines and performances.	\$3,500

Title (# positions)	Description	Stipend
Cross Country Asst Coach (1)	Assists the head coach of a high school athletic team. Oversees assigned athletes and other responsibilities. Leads unit or individual drills and practice sessions. Complies with all UIL rules and regulations regarding competition, practice and student eligibility. Reports to the head coach.	\$3,972
Football Coordinator (2)	Serves as a lead assistant coach for a high school football team. Responsible for the offensive or defensive unit. Oversees skill-development and develops playbook elements for assigned unit and athletes. Reports to the head football coach.	\$9,040
Football Special Teams Coordinator (1)	Coordinates all special teams phases of the football game. Oversees skill-development and develops playbook elements for assigned unit and athletes. Reports to the head football coach.	\$7,832
Football Asst Head Coach (1)	Serves as head football coach as needed. Manages facilities and scheduling in conjunction with head football coach.	\$5,000
Football Asst Coach - Varsity (3)	Assists the head coach of a high school football team. Oversees assigned athletes and other responsibilities. Leads unit or individual drills and practice sessions. Complies with all UIL rules and regulations regarding competition, practice and student eligibility. Reports to the head football coach.	\$6,832
Football Asst Coach JV & Freshman (9)	Assists the head coach of a high school football team. Oversees assigned athletes and other responsibilities. Leads unit or individual drills and practice sessions. Complies with all UIL rules and regulations regarding competition, practice and student eligibility. Reports to the head football coach.	\$6,332
Football Statistician (1)	Coordinates the offensive, defensive and special teams' statistics. Maintains a running record for the year. Compiles reports to media. Reports to head football coach.	\$6,332
Golf Head Coach - Boys (1)	Serves as a coach for a high school athletic team. Coordinates team activities, contests, practice sessions, travel, equipment and facilities, May work with other coaches or assistant coaches, Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$7,860
Golf Head Coach Girls (1)	Serves as a coach for a high school athletic team. Coordinates team activities, contests, practice sessions, travel, equipment and facilities, May work with other coaches or assistant coaches, Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$7,860
Golf Asst Coach (1)	Assists the head coach of a high school athletic team. Oversees assigned athletes and other responsibilities. Leads unit or individual drills and practices sessions. Complies with all UIL rules and regulations regarding competition, practice, and student eligibility. Reports to the head coach.	\$4,700
Gymnasium Facilitator (1)	Procures and manages inventory of large equipment items in the LTHS gymnasiums. Assists athletic office with facility rental calendar for high school gymnasiums. Responsible for entering work orders for high school gymnasiums. Communicates with athletic office for auxiliary weight room equipment issues and needs.	\$4,138

Title (# positions)	Description	Stipend
Strength & Conditioning (1)	Coordinates all in season and off season strength and conditioning for all athletic programs. Responsible for the physical plant of the weight room, including maintenance and upkeep. Oversees usage and scheduling of facility.	\$3,972
Powerlifting Head Coach (1)	Serves as a coach for a high school athletic team. Coordinates team activities, contests, practice sessions, travel, equipment and facilities, May work with other coaches or assistant coaches, Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$5,208
Powerlifting Asst Coach (1)	Assists the head coach of a high school athletic team. Oversees assigned athletes and other responsibilities. Leads unit or individual drills and practice sessions. Complies with all UIL rules and regulations regarding competition, practice and student eligibility. Reports to the head coach.	\$3,972
Soccer Head Coach – Boys (1)	Serves as a coach for a high school athletic team. Coordinates team activities, contests, practice sessions, travel, equipment and facilities, May work with other coaches or assistant coaches, Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$6,180
Soccer Asst Coach – Boys (2)	Assists the head coach of a high school athletic team. Oversees assigned athletes and other responsibilities. Leads unit or individual drills and practice sessions. Complies with all UIL rules and regulations regarding competition, practice and student eligibility. Reports to the head coach.	\$3,972
Soccer Head Coach – Girls (1)	Serves as a coach for a high school athletic team. Coordinates team activities, contests, practice sessions, travel, equipment and facilities, May work with other coaches or assistant coaches, Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$6,180
Soccer Asst Coach – Girls (2)	Assists the head coach of a high school athletic team. Oversees assigned athletes and other responsibilities. Leads unit or individual drills and practice sessions. Complies with all UIL rules and regulations regarding competition, practice and student eligibility. Reports to the head coach.	\$3,972
Softball Head Coach (1)	Serves as a coach for a high school athletic team. Coordinates team activities, contests, practice sessions, travel, equipment and facilities, May work with other coaches or assistant coaches, Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$7,500
Softball Asst Coach (2)	Assists the head coach of a high school athletic team. Oversees assigned athletes and other responsibilities. Leads unit or individual drills and practice sessions. Complies with all UIL rules and regulations regarding competition, practice and student eligibility. Reports to the head coach.	\$3,972
Swimming Head Coach (1)	Serves as a coach for a high school athletic team. Coordinates team activities, contests, practice sessions, travel, equipment and facilities, May work with other coaches or assistant coaches, Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$7,860
Swimming Asst Coach (1)	Assists the head coach of a high school athletic team. Oversees assigned athletes and other responsibilities. Leads unit or individual drills and practice sessions. Complies with all UIL rules and regulations regarding competition, practice and student eligibility. Reports to the head coach.	\$4,208

Title (# positions)	Description	Stipend
Tennis Head Coach (1)	Serves as a coach for a high school athletic team. Coordinates team activities, contests, practice sessions, travel, equipment and facilities, May work with other coaches or assistant coaches, Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$8,332
Tennis Asst Coach (2)	Assists the head coach of a high school athletic team. Oversees assigned athletes and other responsibilities. Leads unit or individual drills and practice sessions. Complies with all UIL rules and regulations regarding competition, practice and student eligibility. Reports to the head coach.	\$4,680
Track and Cross Country Head Coach (1)	Serves as a coach for a high school athletic team. Coordinates team activities, contests, practice sessions, travel, equipment and facilities, May work with other coaches or assistant coaches, Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$11,680
Track Coordinator (1)	Assists the head coach for the track team. Coordinates team activities, contests, practice sessions, travel, equipment and facilities, May work with other coaches or assistant coaches, Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$4,972
Track Asst Coach (7)	Assists the head coach of a high school athletic team. Oversees assigned athletes and other responsibilities. Leads unit or individual drills and practice sessions. Complies with all UIL rules and regulations regarding competition, practice and student eligibility. Reports to the head coach.	\$3,972
Volleyball Head Coach (1)	Serves as a coach for a high school athletic team. Coordinates team activities, contests, practice sessions, travel, equipment and facilities, May work with other coaches or assistant coaches, Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$7,500
Volleyball Asst Coach (3)	Assists the head coach of a high school athletic team. Oversees assigned athletes and other responsibilities. Leads unit or individual drills and practice sessions. Complies with all UIL rules and regulations regarding competition, practice and student eligibility. Reports to the head coach.	\$4,208
Wrestling Head Coach (1)	Serves as a coach for a high school athletic team. Coordinates team activities, contests, practice sessions, travel, equipment and facilities, May work with other coaches or assistant coaches, Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$5,000
Wrestling Asst Coach (2)	Assists the head coach of a high school athletic team. Oversees assigned athletes and other responsibilities. Leads unit or individual drills and practice sessions. Complies with all UIL rules and regulations regarding competition, practice and student eligibility. Reports to the head coach.	\$3,972
High School Academic Stipends		
Assistant Band Director (4)	Assists the director in the supervision of the instrumental music and band program at a high school campus.	\$3,500
Assistant Technical Director (2)	Responsible for technical issues specific to performing arts events and activities. Works with technical director to ensure events are covered. Works with student technical crews during events. Serves as house manager as required.	\$3,000

Title (# positions)	Description	Stipend
Band Director (1)	Directs the instrumental music and band program at a high school campus. Provides students with an opportunity to participate in extracurricular band activities which may include marching band, concert band, soloists, ensembles, and other instrumental music groups. Coordinates rehearsals, music selection, instruments and performance opportunities.	\$20,000
Cavs In-Service (1)	Maintains student hours and accurate data for all high school student service hours.	\$1,250
Choir (2)	Directs the vocal music program at a high school campus. Provides students with an opportunity to participate in extracurricular choir activities which may include chorus, small group ensembles or solo training and performance. Coordinates rehearsals, music selection, and performance opportunities.	\$5,000
DECA (2)	Coaches and prepares students who are emerging leaders and entrepreneurs for careers in marketing, finance, hospitality, and management. Facilitates and supervises meetings and activities and advises students.	\$750
Dept. Chair English (1)	Meets regularly with principal to provide leadership and direction for the department. Maintains budget for the assigned department. Provide instructional leadership for the department. Assists the principal in efficient master scheduling of courses within the department.	\$3,000
Dept. Chair Fine Arts (1)	Meets regularly with principal to provide leadership and direction for the department. Maintains budget for the assigned department. Provide instructional leadership for the department. Assists the principal in efficient master scheduling of courses within the department.	\$3,000
Dept. Chair Health/PE (1)	Meets regularly with principal to provide leadership and direction for the department. Maintains budget for the assigned department. Provide instructional leadership for the department. Assists the principal in efficient master scheduling of courses within the department.	\$3,000
Dept. Chair LOTE (1)	Meets regularly with principal to provide leadership and direction for the department. Maintains budget for the assigned department. Provide instructional leadership for the department. Assists the principal in efficient master scheduling of courses within the department.	\$3,000
Dept. Chair Math (1)	Meets regularly with principal to provide leadership and direction for the department. Maintains budget for the assigned department. Provide instructional leadership for the department. Assists the principal in efficient master scheduling of courses within the department.	\$3,000
Dept. Chair Science (1)	Meets regularly with principal to provide leadership and direction for the department. Maintains budget for the assigned department. Provide instructional leadership for the department. Assists the principal in efficient master scheduling of courses within the department.	\$3,000
Dept. Chair Soc Studies (1)	Meets regularly with principal to provide leadership and direction for the department. Maintains budget for the assigned department. Provide instructional leadership for the department. Assists the principal in efficient master scheduling of courses within the department.	\$3,000
Dept. Chair Sped Ed (1)	Meets regularly with principal to provide leadership and direction for the department. Maintains budget for the assigned department. Provide instructional leadership for the department. Assists the principal in efficient master scheduling of courses within the department.	\$3,000

Title (# of positions)	Description	Stipend
HOSA (1)	Implements HOSA curriculum of student lead activities designed to develop future leaders for the healthcare system. Facilitates and supervises meetings and activities and advises students.	\$1,500
Newspaper (1)	Oversees and guides students in the production, promotion, sale and distribution of the student newspaper on a high school campus. Advises students on writing, information gathering, proof-reading, editing and design skills.	\$1,800
Orchestra (1)	Directs the orchestra program at a high school campus. Provides students with an opportunity to participate in extracurricular orchestra activities which may include orchestra instrumental music or small group ensembles. Coordinates rehearsals, music selection, and performance opportunities.	\$6,000
Robotics (1)	Coordinates robotics program for students	\$1,000
In-person Section Facilitator	Oversees and guides students during in-person learning environment with remote teacher of record instructing class.	\$1,250
Student Activities Director (1)	Organizes all student events and clubs for the campus.	\$1,000
Technical Director (1)	Responsible for technical issues specific to performing arts events and activities. Responsible for day-to-day physical needs of PAC. Provides requested technical support to all scheduled events. Works with student technical crews during events. Serves as house manager as required.	\$7,000
UIL Campus Coordinator (1)	Coordinates UIL academic program contests on a high school campus. Responsible for budget oversight, scheduling, and transportation arrangements.	\$3,000
UIL Debate/Speech (1)	Oversees, prepares and assists with preparing students for debate/speech competitions/writing and oratory performances, debate competitions and tournaments.	\$2,000
UIL/OAP/Theatre Production (1)	Organizes, implements, and promotes drama and theatre arts on a high school campus. Provides opportunities for student performance and production of plays and theatrical events. Oversees scheduling, casting, rehearsals, scripts, set design/construction and directing public performances.	\$3,000
UIL/TFA Interpretation/Speech (1)	Coaches and prepares students for subject-area UIL competitions at the high school level. Leads and supervises practice sessions and advises students.	\$1,200
Audio/Video Production (2)	Responsible for video production events specific to campus events and activities. Provides requested video and technical support to all scheduled events. Works with student video crews during events. Records and produces events as required.	\$7,000
Vocational Agriculture (3)	Coaches and prepares students for subject-area UIL competitions at the high school level. Leads and supervises practice sessions and advises students.	\$4,000
Yearbook (1)	Oversees and guides students in the production, promotion, sale and distribution of the annual yearbook.	\$1,800

Title (# of positions)	Description	Stipend
Website Coordinator (1)	Maintains campus level websites.	\$1,500
High School Position Adjustments		
Health Science Technology RN/Teacher (1)		\$1,665
Middle School Athletic Stipends		
MS Coordinator (1)	Coordinates all athletic teams and events on a middle school campus. Plans and coordinates facility and equipment use by athletic teams and other groups. Oversees compliance with all UIL rules and regulations regarding competition, practice and student eligibility. May also coach.	\$4,444
Basketball Head Coach - Boys (1)	Serves as a coach for a middle school athletic team. Coordinates team activities, contests, practice sessions, travel, equipment and facilities. May work with other coaches or assistant coaches. Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$2,972
Basketball Asst Coach - Boys (2)	Assists the head coach of a middle school athletic team. Oversees assigned athletes and other responsibilities. Leads unit or individual drills and practice sessions. Complies with all UIL rules and regulations regarding competition, practice and student eligibility. Reports to the head coach.	\$2,372
Basketball Head Coach - Girls (1)	Serves as a coach for a middle school athletic team. Coordinates team activities, practice sessions, travel equipment and facilities. May work with other coaches or assistant coaches. Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$2,972
Basketball Asst Coach - Girls (2)	Assists the head coach of a middle school athletic team. Oversees assigned athletes and other responsibilities. Leads unit or individual drills and practice sessions. Complies with all UIL rules and regulations regarding competition, practice and student eligibility. Reports to the head coach.	\$2,372
Cheerleading (1)	Provides instruction and leadership to the middle school cheerleading squad in acrobatics, dance, tumbling, and arranged performances at district athletic, fundraising or other events. Coordinates rehearsals, competitions, routines and performances.	\$2,000
Cross Country Coach - Boys (1)	Serves as a coach for a middle school athletic team. Coordinates team activities, contests, practice sessions, travel, equipment and facilities. May work with other coaches or assistant coaches. Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$2,000

Title (# positions)	Description	Stipend
Cross Country Coach - Girls (1)	Serves as a coach for a middle school athletic team. Coordinates team activities, contests, practice sessions, travel, equipment and facilities. May work with other coaches or assistant coaches. Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$2,000
Dance (1)	Provides instruction and leadership to the middle school dance team in choreography, dance, tumbling, and arranged performances at district athletic, fundraising or other events. Coordinates rehearsals, competitions, routines and performances.	\$2,000
Football Head Coach (1)	Serves as head coach for a middle school football team. Manages and coordinates football activities, contests, practice sessions, travel, equipment and facilities. Ensures compliance with all UIL rules and regulations regarding competition, practice, and student eligibility. Supervises assigned assistant coaches during practices and contests.	\$3,880
Football Asst Coach (4)	Assists the head coach of a middle school football team. Oversees assigned athletes and other responsibilities. Leads unit or individual drills and practice sessions. Complies with all UIL rules and regulations regarding competition, practice and student eligibility. Reports to the head coach.	\$3,180
Golf Coach (1)	Serves as a coach for a middle school athletic team. Coordinates team activities, contests, practice sessions, travel, equipment and facilities. May work with other coaches or assistant coaches. Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$1,672
Soccer Coach - Boys (2)	Serves as a coach for a middle school athletic team. Coordinates team activities, contests, practice sessions, travel, equipment and facilities. May work with other coaches or assistant coaches. Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$1,672
Soccer Coach - Girls (2)	Serves as a coach for a middle school athletic team. Coordinates team activities, contests, practice sessions, travel, equipment and facilities. May work with other coaches or assistant coaches. Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$1,672
Tennis Coach (1)	Serves as a coach for a middle school athletic team. Coordinates team activities, contests, practice sessions, travel, equipment and facilities. May work with other coaches or assistant coaches. Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$1,672
Track Head Coach - Boys (1)	Serves as a coach for a middle school athletic team. Coordinates team activities, contests, practice sessions, travel, equipment and facilities. May work with other coaches or assistant coaches. Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$2,972
Track Asst Coach - Boys (3)	Assists the head coach of a middle school athletic team. Oversees assigned athletes and other responsibilities. Leads unit or individual drills and practice sessions. Complies with all UIL rules and regulations regarding competition, practice and student eligibility. Reports to the head coach.	\$2,372

Title (# positions)	Description	Stipend
Track Head Coach - Girls (1)	Serves as a coach for a middle school athletic team. Coordinates team activities, contests, practice sessions, travel, equipment and facilities. May work with other coaches or assistant coaches. Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$2,972
Track Asst Coach - Girls (3)	Assists the head coach of a middle school athletic team. Oversees assigned athletes and other responsibilities. Leads unit or individual drills and practice sessions. Complies with all UIL rules and regulations regarding competition, practice and student eligibility. Reports to the head coach.	\$2,372
Volleyball Head Coach (1)	Serves as a coach for a middle school athletic team. Coordinates team activities, contests, practice sessions, travel, equipment and facilities. May work with other coaches or assistant coaches. Complies with all UIL rules and regulations regarding competition, practice, and student eligibility.	\$2,972
Volleyball Asst Coach (2)	Assists the head coach of a middle school athletic team. Oversees assigned athletes and other responsibilities. Leads unit or individual drills and practice sessions. Complies with all UIL rules and regulations regarding competition, practice and student eligibility. Reports to the head coach.	\$2,372
Middle School Academic Stipends		
Band Asst Director (1)	Assists the director in the supervision of the instrumental music and band program at a middle school campus.	\$3,000
Band Director (1)	Directs the instrumental music and band program at a middle school campus. Provides students with an opportunity to participate in extracurricular band activities which may include marching band, concert band, soloists, ensembles, and other instrumental music groups. Coordinates rehearsals, music selection, instruments and performance opportunities.	\$3,000
Choir (1)	Directs the vocal music program at a middle school campus. Provides students with an opportunity to participate in extracurricular choir activities which may include chorus, small group ensembles or solo training and performance. Coordinates rehearsals, music selection, and performance opportunities.	\$2,500
Dept. Chair Electives (1)	Meets regularly with principal to provide leadership and direction for the department. Maintains budget for the assigned department. Provide instructional leadership for the department. Assists the principal in efficient master scheduling of courses within the department.	\$1,500
Dept. Chair English (1)	Meets regularly with principal to provide leadership and direction for the department. Maintains budget for the assigned department. Provide instructional leadership for the department. Assists the principal in efficient master scheduling of courses within the department.	\$1,500
Dept. Chair Fine Arts (1)	Meets regularly with principal to provide leadership and direction for the department. Maintains budget for the assigned department. Provide instructional leadership for the department. Assists the principal in efficient master scheduling of courses within the department.	\$1,500

Title (# positions)	Description	Stipend
Dept. Chair History (1)	Meets regularly with principal to provide leadership and direction for the department. Maintains budget for the assigned department. Provide instructional leadership for the department. Assists the principal in efficient master scheduling of courses within the department.	\$1,500
Dept. Chair Math (1)	Meets regularly with principal to provide leadership and direction for the department. Maintains budget for the assigned department. Provide instructional leadership for the department. Assists the principal in efficient master scheduling of courses within the department.	\$1,500
Dept. Chair Science (1)	Meets regularly with principal to provide leadership and direction for the department. Maintains budget for the assigned department. Provide instructional leadership for the department. Assists the principal in efficient master scheduling of courses within the department.	\$1,500
Dept. Chair Special Education (1)	Meets regularly with principal to provide leadership and direction for the department. Maintains budget for the assigned department. Provide instructional leadership for the department. Assists the principal in efficient master scheduling of courses within the department.	\$1,500
GT Coordinator (1)	Coordinates GT activities on campus. Provides opportunities for students to participate in GT activities and events. Assists principal in reviewing teacher credentials to teach GT and AP courses.	\$1,000
Orchestra (1)	Directs the orchestra program at a middle school campus. Provides students with an opportunity to participate in extracurricular orchestra activities which may include orchestra instrumental music or small group ensembles. Coordinates rehearsals, music selection, and performance opportunities.	\$2,000
In-person Section Facilitator	Oversees and guides students during in-person learning environment with remote teacher of record instructing class.	\$1,250
Yearbook (1)	Oversees and guides students in the production, promotion, sale and distribution of the annual yearbook.	\$1,000
Website Coordinator (1)	Maintains campus level websites.	\$1,500
Elementary School Academic Stipends		
ELL/Dual Language Coordinator (1:LTE)	Organizes, schedules and facilitates LPAC meetings, intake of new ELL's and completion of paperwork. Serves as an ongoing campus resource for training and support.	\$1,750
Dept. Chair Pre-K (1:LTE, 1:LPE, 1:SHE)	Meets regularly with principal to provide leadership and direction for the department. Maintains budget for the assigned department. Provide instructional leadership for the department. Assists the principal in efficient master scheduling of courses within the department.	\$1,500
Dept. Chair Dual Language (1:LTE)	Meets regularly with principal to provide leadership and direction for the department. Maintains budget for the assigned department. Provide instructional leadership for the department. Assists the principal in efficient master scheduling of courses within the department.	\$1,500
Dept. Chair Grade 1 (1)	Meets regularly with principal to provide leadership and direction for the department. Maintains budget for the assigned department. Provide instructional leadership for the department. Assists the principal in efficient master scheduling of courses within the department.	\$1,500
Dept. Chair Grade 2 (1)	Meets regularly with principal to provide leadership and direction for the department. Maintains budget for the assigned department. Provide instructional leadership for the department. Assists the principal in efficient master scheduling of courses within the department.	\$1,500

Title (# positions)	Description	Stipend
Dept. Chair Grade 3 (1)	Meets regularly with principal to provide leadership and direction for the department. Maintains budget for the assigned department. Provide instructional leadership for the department. Assists the principal in efficient master scheduling of courses within the department.	\$1,500
Dept. Chair Grade 4 (1)	Meets regularly with principal to provide leadership and direction for the department. Maintains budget for the assigned department. Provide instructional leadership for the department. Assists the principal in efficient master scheduling of courses within the department.	\$1,500
Dept. Chair Grade 5 (1)	Meets regularly with principal to provide leadership and direction for the department. Maintains budget for the assigned department. Provide instructional leadership for the department. Assists the principal in efficient master scheduling of courses within the department.	\$1,500
Dept. Chair Kindergarten (1)	Meets regularly with principal to provide leadership and direction for the department. Maintains budget for the assigned department. Provide instructional leadership for the department. Assists the principal in efficient master scheduling of courses within the department.	\$1,500
Dept. Chair Special Areas (1)	Meets regularly with principal to provide leadership and direction for the department. Maintains budget for the assigned department. Provide instructional leadership for the department. Assists the principal in efficient master scheduling of courses within the department.	\$1,500
Dept. Chair Special Education (1)	Meets regularly with principal to provide leadership and direction for the department. Maintains budget for the assigned department. Provide instructional leadership for the department. Assists the principal in efficient master scheduling of courses within the department.	\$1,500
Dual Language Teacher (17:LTE)	Serves as a certified dual language teacher; plans and provides direct instruction in core academic subjects in both English and Spanish on a full-time basis. Assumes responsibility for compiling, maintaining, and filing all reports, records and other documents required to facilitate processes and instruction specific to dual language education. Assists the principal in efficient master scheduling of dual language courses within the department.	\$7,000
Website Coordinator (1)	Maintains campus level websites.	\$1,500
Student Support Services Stipends		
Special Ed Lead SLP (1)	Serves as the lead speech and language pathologist.	\$3,000
Special Ed Lead LSSP (1)	Serves as the lead LSSP.	\$3,000
Special Olympics Coordinator (1)	Serves as the Special Olympics coordinator.	\$1,000
Visual Impairment Teacher (1)	Serves as the visual impairment teacher.	\$5,000

Title (# positions)	Description	Stipend
Assistive Technology Lead (1)	Serves as team leader for offering assistance to the campus level AT teams through trainings, consultations, staffing, and evaluations regarding specific student needs. Maintains the AT inventory and process any device repairs.	\$3,000
Learning & Teaching Stipends		
	Sign-on bonus for Special Education Teachers, ARD Facilitators, Diagnosticians, LSSPs, Speech/Language Pathologists, Behavior Specialists, Occupational, Physical Therapist, and Licensed Clinical Social Worker.	\$1,700
	Sign-on bonus for Special Education Aides 1 and 2	\$700
District Position Stipends		
Travel Stipend for Athletic Director (1)	Travel allocation for athletic director.	\$4,800



Supplemental Pay Catalog

2021-2022

High School Athletic Supplemental Pay

High School Academic Supplemental Pay

Middle School Athletic Supplemental Pay

Middle School Academic Supplemental Pay

Elementary Academic Supplemental Pay

All District Activities Supplemental Pay

Facility Rental Supplemental Pay

Non-LTISD Playoff Supplemental Pay Incentive Pay

High School Athletics

No. of Positions	Supplemental Name	Times	Supplemental Amount
	Football - Varsity		
1	Stadium Coordinator	4:30 - 11:00	\$125.00 per game
	Set up press box, coordinate food for press box, assist workers and coaches, monitor entries during half time		
4	Ticket Booth Sales	5:45 - 10:30	\$65.00 per game
	Sell tickets, count cash		
4	Ticket Takers/Pass Gate	5:45 - 10:30	\$65.00 per game
	Monitor gates, entrance and exit; take tickets		
5	Field Gate	5:45 - 10:30	\$65.00 per game
	Stop admission to unauthorized persons on field		
6	Section Monitor	6:30 - 10:30	\$65.00 per game
	Crowd control, assist with seating		
1	Announcer	5:00 - 10:30	\$100.00 per game
	Announce games		
1	Spotter/Sound	6:30 - 10:30	\$100.00 per game
	Assist announcer with player numbers and plays, assist with field microphones		
1	Scoreboard	6:30 - 10:30	\$65.00 per game
	Post score		
13	Parking	5:30 - 9:30	\$65.00 per game
	Direct traffic to appropriate areas		
1	Parking & Maintenance	5:30 - 9:30	\$65.00 per game
	Direct traffic to appropriate areas; electrician, plumber		
1	Banquet Video Development		\$500.00 per season
	Develop and produce video for sports banquet.		
	Football - Junior Varsity, Freshman		
1	Ticket Takers/Pass Gate		\$25.00 per game
	Monitor gates, entrance and exit; take tickets		
1	Scoreboard		\$25.00 per game
	Post score		
1	Announcer		\$25.00 per game
	Announce games		
	Basketball		
2	Ticket Takers/Pass Gate		\$25.00 per game
	Monitor gates, entrance and exit; take tickets for varsity and other games scheduled at the same time		

High School Athletics

1	Scoreboard	Varsity game only	\$25.00 per game
	Post score		
1	Book	Varsity game only	\$25.00 per game
	Post player points and positions		
1	Announcer	Varsity game only	\$25.00 per game
	Announce games		
	Baseball		
1	Ticket Takers/Pass Gate		\$25.00 per game
	Monitor gates, entrance and exit; take tickets for varsity and other games scheduled at the same time		
1	Scoreboard	Varsity game only	\$25.00 per game
	Post score		
1	Announcer	Varsity game only	\$25.00 per game
	Announce games		
	Softball		
1	Ticket Takers/Pass Gate		\$25.00 per game
	Monitor gates, entrance and exit; take tickets for varsity and other games scheduled		
1	Scoreboard	Varsity game only	\$25.00 per game
	Post score		
1	Announcer	Varsity game only	\$25.00 per game
	Announce games		
	Soccer		
1	Ticket Takers/Pass Gate		\$25.00 per game
	Monitor gates, entrance and exit; take tickets for varsity and other games scheduled at the same time		
1	Scoreboard	Varsity game only	\$25.00 per game
	Post score		
1	Announcer	Varsity game only	\$25.00 per game
	Announce games		
	Volleyball		
2	Ticket Takers/Pass Gate		\$25.00 per game
	Monitor gates, entrance and exit; take tickets for varsity and other games scheduled at the same time		
1	Scoreboard	Varsity game only	\$25.00 per game
	Post score		
1	Book	Varsity game only	\$25.00 per game
	Post player points and positions		
	Track		
1	Ticket Takers/Pass Gate		\$15.00 per hour
	Monitor gates, entrance and exit; take tickets for varsity and other games scheduled at the same time		

High School Athletics

1	Starters		\$150.00 per meet
	Start races		
1	Secondary Starter		\$100.00 per meet
	Start races for all day meets where two starters are required		
1	Announcer		\$15.00 per hour
	Announce games		
varies	Student workers	2 hours	\$15.00 per hour
	Coach and monitor middle school students		
1	Timers		\$250.00 per meet
	Operate timing equipment for track meet		
1	Trainers	5 hours	\$30.00 per hour
	Coach and monitor students, ensure safety, set up water		
	MISC. Athletics		
1	Banquet Video Development		\$250.00 per season
	Develop and produce video for sports banquet.		
varies	Bus Driver		\$18.00 per hour
	Provide transportation services to student athletes for district events.		
1	Weight Room	School Holidays	\$15.00 per hour
	Open, monitor and close weight room on holidays for student use during summer and on school holidays.		
1	Cheerleading Try-outs Judge Coordinator		\$325.00 per event
1	Cheerleading Try-out Judges		\$250.00 per event
1	Cheerleading Try-out Record keeper		\$60.00 per event

High School Academics

No. of Positions	Supplemental Name	Supplemental Amount
1	Freshman Class Sponsor	\$300
	Coordinates fundraising, activities, and events for an assigned grade level on a high school campus. Supervises students engaged in class activities.	
1	GT Coordinator	\$750
	Coordinates GT activities on campus. Provides opportunities for students to participate in GT activities and events. Assists principal in reviewing teacher credentials to teach GT and AP courses.	
2	Junior Class Sponsor	\$500
	Coordinates fundraising, activities, and events for an assigned grade level on a high school campus. Supervises students engaged in class activities.	
2	Model UN Sponsor	\$500
	Implements Model UN curriculum. Supervises students engaged in class and extracurricular activities. Facilitates, supervises meetings and activities and advises students.	
3	National Honor Society	\$500
	Organizes and supervises the National Honor Society chapter on a high school campus. Coordinates meetings, community service projects, membership and selection of officers.	
2	Senior Class Sponsor	\$500
	Coordinates fundraising, actives, and events for an assigned grade level on a high school campus. Supervises students engaged in class activities.	
1	Sophomore Class Sponsor	\$300
	Coordinates fundraising, actives, and events for an assigned grade level on a high school campus. Supervises students engaged in class activities.	
2	Student Council	\$750
	Oversees organization membership and class officer selection at the high school level. Facilitates student meetings, supports student leadership development, and coordinates student council activities and service projects.	
1	UIL	\$500
	Coaches and prepares students for subject-area UIL competitions at the high school level. Leads and supervises practice sessions and advises students.	
1	UIL Calculator	\$500
	Coaches and prepares students for subject-area UIL competitions at the high school level. Leads and supervises practice sessions and advises students.	

High School Academics

1	UIL Journalism	\$750
	Coaches and prepares students for subject-area UIL competitions at the high school level. Leads and supervises practice sessions and advises students.	
1	UIL Micro-Computer Apps	\$500
	Coaches and prepares students for subject-area UIL competitions at the high school level. Leads and supervises practice sessions and advises students.	
1	UIL Computer Science	\$500
	Coaches and prepares students for subject-area UIL competitions at the high school level. Leads and supervises practice sessions and advises students.	
1	UIL Current Events	\$500
	Coaches and prepares students for subject-area UIL competitions at the high school level. Leads and supervises practice sessions and advises students.	
1	UIL Literary Criticism	\$500
	Coaches and prepares students for subject-area UIL competitions at the high school level. Leads and supervises practice sessions and advises students.	
1	UIL Math	\$500
	Coaches and prepares students for subject-area UIL competitions at the high school level. Leads and supervises practice sessions and advises students.	
1	UIL Number Sense	\$500
	Coaches and prepares students for subject-area UIL competitions at the high school level. Leads and supervises practice sessions and advises students.	
1	UIL Reading Writing	\$500
	Coaches and prepares students for subject-area UIL competitions at the high school level. Leads and supervises practice sessions and advises students.	
1	UIL Science	\$500
	Coaches and prepares students for subject-area UIL competitions at the high school level. Leads and supervises practice sessions and advises students.	
1	UIL Social Studies	\$500
	Coaches and prepares students for subject-area UIL competitions at the high school level. Leads and supervises practice sessions and advises students.	
1	UIL Spelling	\$500
	Coaches and prepares students for subject-area UIL competitions at the high school level. Leads and supervises practice sessions and advises students.	
1	Volunteer Coordinator	\$500
	Tracks volunteer hours and assignments. Coordinates volunteers as needed for campus events and activities.	
1	Librarian	\$500

Middle School Athletics

No. of Positions	Supplemental Name	Supplemental Amount
	Football	
1	Ticket Takers/Pass Gate	\$20.00 per game
	Monitor gates, entrance and exit; take tickets	
1	Scoreboard	\$20.00 per game
	Post score	
1	Announcer	\$20.00 per game
	Announce games and recognize players	
	Basketball	
1	Ticket Takers/Pass Gate	\$15.00 per game
	Monitor gates, entrance and exit; take tickets for varsity and other games scheduled at the same time	
1	Scoreboard – Tournaments Only	\$15.00 per game
	Post score	
1	Book – Tournaments Only	\$15.00 per game
	Post player points and positions	
	Soccer	
1	Ticket Takers/Pass Gate	\$15.00 per game
	Monitor gates, entrance and exit; take tickets for varsity and other games scheduled at the same time	
1	Scoreboard – Tournaments Only	\$15.00 per game
	Post score	
1	Book – Tournaments Only	\$15.00 per game
	Post player points and positions	
	Volleyball	
1	Ticket Takers/Pass Gate	\$15.00 per game
	Monitor gates, entrance and exit; take tickets for varsity and other games scheduled at the same time	
1	Scoreboard – Tournaments Only	\$15.00 per game
	Post score	
1	Book – Tournaments Only	\$15.00 per game
	Post player points and positions	
	Track	
1	Ticket Takers/Pass Gate	\$15.00 per hour
	Monitor gates, entrance and exit; take tickets for varsity and other games scheduled at the same time	
1	Starter	\$75.00 per meet
	Start races	
1	Secondary Starter	\$50.00 per meet
	Start races at weekday and evening meets where two starters are required	
1	Announcer	\$15.00 per hour
	Announce games	
1	Timer	\$150.00 per meet
	Operate timing equipment for track meet	

Middle School Athletics

	7-on-7 League	
1	Coordinator	\$1,000.00 per season
	Organizes league play and teams.	
1	Facility Monitor	\$15.00 per hour
	Operate timing equipment for meet	

Middle School Supplemental

No. of Positions	Supplemental Name	Supplemental Amount
1	6th Grade Team Leader	\$675
	Organizes, implements, and facilitates grade level team meetings on a middle school campus. Oversees scheduling of field trips, assemblies and field days and activities for assigned grade level team.	
1	7th Grade Team Leader	\$675
	Organizes, implements, and facilitates grade level team meetings on a middle school campus. Oversees scheduling of field trips, assemblies and field days and activities for assigned grade level team.	
1	8th Grade Team Leader	\$675
	Organizes, implements, and facilitates grade level team meetings on a middle school campus. Oversees scheduling of field trips, assemblies and field days and activities for assigned grade level team.	
1	A4L Committee Coordinator	\$600
	Organizes, coordinates and facilitates A4L meetings and leads parent meetings regarding A4L. Provides ongoing training and support to campus on paperwork, scheduling. Organizes campus processes and materials.	
2	Drama Production	\$750
	Organizes, implements, and promotes drama and theatre arts on a middle school campus. Provides opportunities for student performance and production of plays and theatrical events. Oversees scheduling, casting, rehearsals, scripts, set design/construction and directing public performances.	
1	Geo Bee	\$500
	Optional campus activity. Coordinates Geography Bee competition at campus.	
2	National Jr. Honor Society	\$600
	Organizes and supervises the National Honor Society chapter on a middle school campus. Coordinates meetings, community service projects, membership and selection of officers.	
1	Spelling Bee	\$500
	Optional campus activity. Coordinates Geography Bee competition at campus.	
2	Student Council	\$750
	Oversees organization membership and class officer selection at the middle school level. Facilitates student meetings, supports student leadership development, and coordinates student council activities and service projects.	
1	UIL	\$325
	Coaches and prepares students for subject-area UIL competitions at the middle school level. Leads and supervises practice sessions and advises students.	

Middle School Supplemental

1	UIL Calculator	\$325
	Coaches and prepares students for subject-area UIL competitions at the middle school level. Leads and supervises practice sessions and advises students.	
1	UIL Chess Puzzle	\$325
	Coaches and prepares students for subject-area UIL competitions at the middle school level. Leads and supervises practice sessions and advises students.	
1	UIL	\$500
	Coordinates UIL academic program contests on a middle school campus. Responsible for budget oversight, scheduling, and transportation arrangements.	
1	UIL Dictionary Skills	\$325
	Coaches and prepares students for subject-area UIL competitions at the middle school level. Leads and supervises practice sessions and advises students.	
1	UIL Editorial Writing	\$325
	Coaches and prepares students for subject-area UIL competitions at the middle school level. Leads and supervises practice sessions and advises students.	
1	UIL Impromptu Speaking	\$325
	Coaches and prepares students for subject-area UIL competitions at the middle school level. Leads and supervises practice sessions and advises students.	
1	UIL	\$325
	Coaches and prepares students for subject-area UIL competitions at the middle school level. Leads and supervises practice sessions and advises students.	
1	UIL Maps, Graphs & Charts	\$325
	Coaches and prepares students for subject-area UIL competitions at the middle school level. Leads and supervises practice sessions and advises students.	
1	UIL Math	\$325
	Coaches and prepares students for subject-area UIL competitions at the middle school level. Leads and supervises practice sessions and advises students.	
1	UIL Meet Coordinator	\$500
	Coordinates UIL academic program contests on a middle school campus. Responsible for budget oversight, scheduling, and transportation arrangements.	
1	UIL Modern Oratory	\$325
	Coaches and prepares students for subject-area UIL competitions at the middle school level. Leads and supervises practice sessions and advises students.	
1	UIL Music Memory	\$325
	Coaches and prepares students for subject-area UIL competitions at the middle school level. Leads and supervises practice sessions and advises students.	

Middle School Supplemental

1	UIL Number Sense	\$325
	Coaches and prepares students for subject-area UIL competitions at the middle school level. Leads and supervises practice sessions and advises students.	
1	UIL One-Act Play	\$325
	Coaches and prepares students for subject-area UIL competitions at the middle school level. Leads and supervises practice sessions and advises students.	
1	UIL Oral Reading	\$325
	Coaches and prepares students for subject-area UIL competitions at the middle school level. Leads and supervises practice sessions and advises students.	
1	UIL Ready Writing	\$325
	Coaches and prepares students for subject-area UIL competitions at the middle school level. Leads and supervises practice sessions and advises students.	
1	UIL Science I &	\$325
	Coaches and prepares students for subject-area UIL competitions at the middle school level. Leads and supervises practice sessions and advises students.	
1	UIL Social Studies	\$325
	Coaches and prepares students for subject-area UIL competitions at the middle school level. Leads and supervises practice sessions and advises students.	
1	UIL Spelling	\$325
	Coaches and prepares students for subject-area UIL competitions at the middle school level. Leads and supervises practice sessions and advises students.	
1	Volunteer Coordinator	\$500
	Tracks volunteer hours and assignments. Coordinates volunteers as needed for campus events and activities.	
1	Librarian	\$500

Elementary Supplemental

No. of Positions	Supplemental Name	Supplemental Amount
1	RTI Committee Coordinator	\$600
	Organizes, coordinates and facilitates A4L meetings and leads parent meetings regarding A4L. Provides ongoing training and support to campus on paperwork, scheduling. Organizes campus processes and materials.	
1	DI Coordinator	\$250
	Optional campus activity. Coordinates Destination Imagination teams at campus for competition.	
1	Elementary - Science Program	\$750
	Optional campus stipend. Oversees and maintains the science labs on campus. Coordinates all materials and the facility. Orders supplies and inventory for lab.	
1	Geo Bee	\$500
	Optional campus activity. Coordinates Geography Bee competition at campus.	
1	Honor Choir	\$500
	Optional campus activity. Coordinates regular practices and performances for students involved in Honor Choir.	
1	Safety Patrol	\$200
	Optional campus activity. Oversees and guides students with safety procedures.	
1	Spelling Bee	\$500
	Optional campus activity. Coordinates Spelling Bee competition at campus.	
2	Student Council	\$500
	Oversees organization membership and class officer selection at the elementary school level. Facilitates student meetings, supports student leadership development, and coordinates student council activities and	
1	UIL Chess Puzzle	\$250
	Optional campus activity. Coaches and prepares students for subject-area UIL competitions at the grade school level. Leads and supervises practice sessions and advises students.	
1	UIL 2nd Grade Creative Writing	\$250
	Optional campus activity. Coaches and prepares students for subject-area UIL competitions at the grade school level. Leads and supervises practice sessions and advises students.	
1	UIL 2nd Grade Storytelling	\$250
	Optional campus activity. Coaches and prepares students for subject-area UIL competitions at the grade school level. Leads and supervises practice sessions and advises students.	
1	UIL 3rd Grade Spelling	\$250
	Optional campus activity. Coaches and prepares students for subject-area UIL competitions at the grade school level. Leads and supervises practice sessions and advises students.	

Elementary Supplemental

No. of Positions	Supplemental Name	Supplemental Amount
1	UIL 3rd Grade Creative Writing	\$250
	Optional campus activity. Coaches and prepares students for subject-area UIL competitions at the grade school level. Leads and supervises practice sessions and advises students.	
1	UIL 3rd Grade Storytelling	\$250
	Optional campus activity. Coaches and prepares students for subject-area UIL competitions at the grade school level. Leads and supervises practice sessions and advises students.	
1	UIL 4th Grade Creative Writing	\$250
	Optional campus activity. Coaches and prepares students for subject-area UIL competitions at the grade school level. Leads and supervises practice sessions and advises students.	
1	UIL 4th Grade Number Sense	\$250
	Optional campus activity. Coaches and prepares students for subject-area UIL competitions at the grade school level. Leads and supervises practice sessions and advises students.	
1	UIL 4th Grade Music Memory	\$250
	Optional campus activity. Coaches and prepares students for subject-area UIL competitions at the grade school level. Leads and supervises practice sessions and advises students.	
1	UIL 4th Grade Oral Reading	\$250
	Optional campus activity. Coaches and prepares students for subject-area UIL competitions at the grade school level. Leads and supervises practice sessions and advises students.	
1	UIL 4th Grade Picture Memory	\$250
	Optional campus activity. Coaches and prepares students for subject-area UIL competitions at the grade school level. Leads and supervises practice sessions and advises students.	
1	UIL 4th Grade Social Studies	\$250
	Optional campus activity. Coaches and prepares students for subject-area UIL competitions at the grade school level. Leads and supervises practice sessions and advises students.	
1	UIL 4th Grade Spelling	\$250
	Optional campus activity. Coaches and prepares students for subject-area UIL competitions at the grade school level. Leads and supervises practice sessions and advises students.	
1	UIL 4th Grade Storytelling	\$250
	Optional campus activity. Coaches and prepares students for subject-area UIL competitions at the grade school level. Leads and supervises practice sessions and advises students.	

Elementary Supplemental

No. of Positions	Supplemental Name	Supplemental Amount
1	UIL 5th Grade Creative Writing	\$250
	Optional campus activity. Coaches and prepares students for subject-area UIL competitions at the grade school level. Leads and supervises practice sessions and advises students.	
1	UIL 5th Grade Dictionary Skills	\$250
	Optional campus activity. Coaches and prepares students for subject-area UIL competitions at the grade school level. Leads and supervises practice sessions and advises students.	
1	UIL 5th Grade Listening Skills	\$250
	Optional campus activity. Coaches and prepares students for subject-area UIL competitions at the grade school level. Leads and supervises practice sessions and advises students.	
1	UIL 5th Grade Map Skills	\$250
	Optional campus activity. Coaches and prepares students for subject-area UIL competitions at the grade school level. Leads and supervises practice sessions and advises students.	
1	UIL 5th Grade Music Memory	\$250
	Optional campus activity. Coaches and prepares students for subject-area UIL competitions at the grade school level. Leads and supervises practice sessions and advises students.	
1	UIL 5th Grade Number Sense	\$250
	Optional campus activity. Coaches and prepares students for subject-area UIL competitions at the grade school level. Leads and supervises practice sessions and advises students.	
1	UIL 5th Grade Oral Reading	\$250
	Optional campus activity. Coaches and prepares students for subject-area UIL competitions at the grade school level. Leads and supervises practice sessions and advises students.	
1	UIL 5th Grade Picture Memory	\$250
	Optional campus activity. Coaches and prepares students for subject-area UIL competitions at the grade school level. Leads and supervises practice sessions and advises students.	
1	UIL 5th Grade Science	\$250
	Optional campus activity. Coaches and prepares students for subject-area UIL competitions at the grade school level. Leads and supervises practice sessions and advises students.	
1	UIL 5th Grade Social Studies	\$250
	Optional campus activity. Coaches and prepares students for subject-area UIL competitions at the grade school level. Leads and supervises practice sessions and advises students.	

Elementary Supplemental

No. of Positions	Supplemental Name	Supplemental Amount
1	UIL 5th Grade Spelling	\$250
	Optional campus activity. Coaches and prepares students for subject-area UIL competitions at the grade school level. Leads and supervises practice sessions and advises students.	
1	UIL	\$250
	Optional campus activity. Coordinates UIL academic program contests on an elementary school campus. Responsible for budget oversight, scheduling, and transportation arrangements.	
1	Volunteer Coordinator	\$700
	Tracks volunteer hours and assignments. Coordinates volunteers as needed for campus events and activities.	
2	Yearbook	\$400
	Oversees and guides students in the production, promotion, sale and distribution of the annual yearbook.	
1	Librarian	\$500

All District Activities

Supplemental Name	Times	Supplemental Amount
Cavs Course		
Coordinator		\$7,000.00 per summer
Create workouts, order uniforms, assign workers		
Assistant Coordinator		\$5,000.00 per summer
Assist workouts and assists Coordinator		
Set Up Coaches	6 hours	\$30.00 per hour
Open and close exercise stations, Coach and monitor students, ensure safety, set up weight room		
Coach	4 hours	\$30.00 per hour
Coach and monitor students, ensure safety, set up weight room		
Student workers	2 hours	\$15.00 per hour
Coach and monitor middle school students		
Trainers	5 hours	\$30.00 per hour
Coach and monitor students, ensure safety, set up water		
Detention		
Before School Study Hall	30 minutes	\$10.00 per occurrence
After School Study Hall	1 hour	\$15.00 per occurrence
Saturday School/Attendance Camp		\$20.00 per hour
Enrichment Camps		
Student Enrichment Camp Instructors		60% of camp tuition per camp
Student Enrichment Support Staff		\$15.00 per hour
Student Enrichment Camp Assistant		\$15.00 per hour
Student Enrichment Camp Direct Support Plus		\$16.00 per hour
Extended Care		
Extended Care Worker	2:30 - 6:00	\$15.00 per hour
Extended Care Direct Support Plus	2:30 - 6:00	\$16.00 per hour
Extended Care Supervisor	2:30 - 6:00	
Program 1-150 Students		\$17.00 per hour or \$1,000 per month
Program 151-225 Students		\$18.00 per hour or \$1,100 per month
Program 226+ Students		\$19.00 per hour or \$1,200 per month
Extracurricular Events		
Judging		\$30.00 per hour
Professional Development		
Facilitator		\$75.00 per day
Planning		\$25.00 per hour
Presentation - Team Presenter		\$125.00 per day
Presentation - Sole Presenter		\$175.00 per day
Ropes Course		\$25.00 per hour
Special Education		
After Hours Event Assistance		Employee's rate of pay per hour
Homebound Teacher		\$25.00 per hour
Specialist Services (OT, PT, Speech, etc.)		\$30.00 per hour
Summer School		
Administrators (General Ed. & ESY)		\$40.00 per hour
Supervise the summer school program		
Classroom Aide	7:30 - 2:00	\$15.00 per hour
Must be an LTISD teacher or paraprofessional		
Elementary Teacher	7:30 - 2:00	\$30.00 per hour
Must be an LTISD teacher certified for appropriate grade level		
Secondary Teacher	8:00 - 12:00	\$30.00 per hour

All District Activities

Must be an LTISD teacher certified for appropriate grade level		
Teacher Workdays	7:45-11:45	\$25.00 per hour
Planning and preparation for summer school		
Nurse (RN)		\$30.00 per hour
Provide nursing treatment and care for students		
Nurse (LVN)		\$24.00 per hour
Provide nursing treatment and care for students		
Nurse (CNA)		\$18.00 per hour
Provide nursing treatment and care for students		
Receptionist	7:30 - 2:00	\$15.00 per hour
Must be an LTISD teacher or paraprofessional		
Speech Therapist, Occupational Therapist, Physical Therapist		\$35.00 per hour
Provides professional services and hold appropriate certificate or credentials		
Summer Squires		
Supervisor		\$11,000.00 per summer
Manage the 8-week Summer Squires program and all Summer Squires staff. Responsible for		
Lead Summer Squires Counselor	7:00 - 6:00	\$16.61 per hour
Lesson plans and coordinates themed units for Summer Squires		
Summer Squires Counselor	7:00 - 6:00	\$15.00 per hour
Supervises and monitors students and ensures safety		
Summer Squires Nurse (RN)		\$30.00 per hour
Provide nursing treatment and care for students		
Summer Squires Nurse (LVN)		\$24.00 per hour
Provide nursing treatment and care for students		
Summer Squires Nurse (CNA)		\$18.00 per hour
Provide nursing treatment and care for students		
Summer Squires Direct Support Plus Staff		\$16.00 per hour
Provide one to one support needed to operate camp		
Testing		
Test Monitor		\$15.00 per hour
Additional teacher or support staff to ensure testing environment and security, may require training, typically covers areas such as a restroom or hallway		
Test Proctor		\$15.00 per hour
Additional teacher or support staff to provide supervision for test, trained to be in test room and support testing environment and security		
Test Administrator		\$25.00 per hour
Lead teacher responsible for testing administration, including signing out and signing in all testing materials, responsible for testing environment and security, and responsible for administration of all testing accommodations and requirements		
Translation		
Translation services outside of employee duties		\$20.00 per hour

All District Activities

Tutoring		
STAAR (not certified in area tutoring)		\$11.33 per hour
STAAR (certified in area tutoring)		\$12.45 per hour
Bilingual (certified in area tutoring)		\$15.25 per hour
HS Library Tutoring (certified in area tutoring)		\$21.00 per hour
HS Library Tutoring (certified in area tutoring)	LTISD teachers	\$21.00 per hour
STAAR Tutoring (after school)	LTISD teachers	\$30.00 per hour

Facility Rentals

Supplemental Name	Times	Supplemental Amount
Athletic Trainers		\$28.00 per hour
Monitor health and safety of athletes. Provide trainer services for event.		
Facilitator		\$25.00 per hour
Unlock facility. Turn on lights, etc. Confirm renter is adequately equipped with access		
FANS Worker		\$25.00 per hour
Provide food service for event. Operate equipment in kitchen. Fully clean kitchen after event.		
FANS Manager		\$30.00 per hour
Provide food service for event. Operate equipment in kitchen. Fully clean kitchen after event. Ensure compliance with all health and safety regulations.		
Maintenance		\$25.00 per hour
Provide maintenance services for facility or event. Can include set up and tear down for rental. May be emergency services for facility issues.		
Opener/Closer		\$25.00 per occurrence
equipped with access to resources in the facility. Lock and secure facility at end of event.		
PAC Director		\$50.00 per hour
Unlock facility. Turn on lights, etc. Provide technical support for all equipment. Provide support to renter. Serves as administrative support for rental. Ensures security for building and attendees. Lock and secure facility at end of event.		
Parking Attendant		\$25.00 per hour
Direct traffic to appropriate areas		
Stadium Manager		\$40.00 per hour
Set up press box, coordinate food for press box, assist workers and coaches, monitor		
Student Technician		\$15.00 per hour
Operate sound, lighting or other technical equipment for event		
Technician		\$25.00 per hour
Operate technical equipment for event. Provide technical support services for event.		

Holiday Rates		Rates are double
Rates are doubled for the following holidays due to difficulty in scheduling staff during these times: New Year's Eve, New Year's Day, Good Friday, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve		

Non-LTISD Playoff Games

No. of Positions	Supplemental Name	Times	Supplemental Amount
	Football - Non-LTISD PLAY-OFF GAME		
1	Stadium Coordinator	4:30 - 11:00	\$125.00 per game
	Set up press box, coordinate food for press box, assist workers and coaches, monitor entries		
3	Ticket Booth Sales	5:45 - 10:30	\$75.00 per game
	Sell tickets, count cash		
4	Ticket Takers/Pass Gate	5:45 - 10:30	\$75.00 per game
	Monitor gates, entrance and exit; take tickets		
5	Field Gate	5:45 - 10:30	\$75.00 per game
	Stop admission to unauthorized persons on field		
6	Section Monitor	6:30 - 10:30	\$75.00 per game
	Crowd control, assist with seating		
1	Announcer	5:00 - 10:30	\$125.00 per game
	Announce games		
1	Spotter/Sound	6:30 - 10:30	\$125.00 per game
	Assist announcer with player numbers and plays, assist with field microphones		
1	Scoreboard	6:30 - 10:30	\$75.00 per game
	Post score		
5	Parking	5:30 - 9:30	\$75.00 per game
	Direct traffic to appropriate areas		
1	Parking & Maintenance	5:30 - 9:30	\$75.00 per game
	Direct traffic to appropriate areas; electrician, plumber		
	Basketball - NON-LTISD Play-off games		
2	Ticket Takers/Pass Gate		\$50.00 per game
	Monitor gates, entrance and exit; take tickets for varsity and other games		
1	Scoreboard	Varsity game	\$50.00 per game
	Post score		
1	Book	Varsity game	\$50.00 per game
	Post player points and positions		
1	Announcer	Varsity game	\$50.00 per game
	Announce games		
	Baseball - NON-LTISD Play-off games		
1	Ticket Takers/Pass Gate		\$50.00 per game
	Monitor gates, entrance and exit; take tickets for varsity and other games scheduled at the same time		
1	Scoreboard	Varsity game	\$50.00 per game
	Post score		
1	Announcer	Varsity game	\$50.00 per game
	Announce games		
	Softball - NON-LTISD Play-off games		
1	Ticket Takers/Pass Gate		\$50.00 per game

	Monitor gates, entrance and exit; take tickets for varsity and other games scheduled at the same time		
1	Scoreboard	Varsity game	\$50.00 per game
	Post score		
1	Announcer	Varsity game	\$50.00 per game
	Announce games		
	Soccer - NON-LTISD Play-off games		
1	Ticket Takers/Pass Gate		\$50.00 per game
	Monitor gates, entrance and exit; take tickets for varsity and other games scheduled at the same time		
1	Scoreboard	Varsity game	\$50.00 per game
	Post score		
1	Announcer	Varsity game	\$50.00 per game
	Announce games		
	Volleyball - NON-LTISD Play-off games		
1	Ticket Takers/Pass Gate		\$50.00 per game
	Monitor gates, entrance and exit; take tickets for varsity and other games scheduled at the same time		
1	Scoreboard	Varsity game	\$50.00 per game
	Post score		
1	Book	Varsity game	\$25.00 per game
	Post player points and positions		
	MISC. for all Play-off games other than football		
1	Athletic Trainer		\$30.00 per hour
1	Maintenance coverage		\$30.00 per hour
1	Stadium Manager/Gym Coordinator	per hour	\$30.00 per hour
	Set up press box/gym, coordinate food for press box/usage of gym and equipment, assist workers and coaches, monitor entries		

Employee Incentive Pay

Supplemental Name	Paid In	Supplemental Amount
Employee Recruitment Incentive	June	\$25-225 per
Any employee who recruits an applicant in Transportation or Food Services is eligible for a paid incentive. The referred applicant must work through the end of the school year. The incentive is based on the month the applicant begins working for LTISD. A recruitment form must be turned in to HR.		

Student Support Services

No. of Positions	Supplemental Name	Paid in	Supplemental Amount
	Special Olympics		
4	Special Olympics Coach	May	\$250

Bilingual Teacher Stipend Comparison
Stipend Catalog Update

District	Stipend
Hutto	\$7,000
Pflugerville	\$7,000
Leander	\$7,000
Round Rock	\$7,000
Liberty Hill	\$5,000
Temple	\$5,000
Georgetown	\$5,000
Eanes	\$4,500
Dripping Springs	\$4,500
Marble Falls	\$4,000
Bay City	\$4,000
Belton	\$3,000
Lake Travis	\$2,750
Wimberley	0

Annual Substitute Teachers Provisional Compensation Plan Update

Background Information:

- 2 annual subs at each elementary and middle school
- 3 annual subs at the high school

Principal Feedback:

Annual subs have been a life saver. They are able to learn our campus norms, our kids, and our needs. We would be forever grateful to have them back! Angela Frankhouser, RHE

To say that the position of annual subs was a great idea would be an understatement. Our teachers felt another layer of support in a very stressful year. If this position could continue, we would be very appreciative.

Kelly Freed, LPE

Our Annual Substitutes were a welcome and crucial addition to our campus this year! These substitutes were also able to step in on other campuses if they were not needed on our own sites, which was a great example of how all of us work together to support teaching and learning! Amanda Prehn, BCMS

Our annual subs have been a game changer. They are a very important part of our campus community. I can't imagine not having them next year. Pam Schaeffer, LTE

Having these two long term substitutes has helped tremendously in making sure kids get consistency. This was a great addition to our sub program and would be a tremendous help even in a "normal" year.

Lester Wolff, LTMS

We are so grateful to have had the annual subs this year. The subs have been reliable, flexible, and prepared daily to take over any class or situation. We would be eternally grateful if this type of support continued for the campuses. For a campus to know that they begin each day with two subs significantly alters the stress level and morale of the school. Kim Kellner, BCE

Thank you for being one step ahead by anticipating this substitute shortage need and giving us a solution that worked! We LTISD could not have provided much needed support and services without our annual substitutes on each campus. They became part of our campus family and have invested in our student growth. Julie Nederveld, HBMS

Our subs have contributed to the success of this year in so many ways. They cover last minute, unexpected absences reducing the need to split classes among other teachers. And it has been so nice to share our subs with other campuses when they are in need. We have truly benefitted from the annual sub program.

Melanie Beninga, WCHE

Our annual subs have been very beneficial this year. This outside of the box thinking has been key to our district addressing this issue that is not unique to LTISD. We were constantly running short of subs. We are thriving because of our permanent subs. Gordon Butler, LTHS



AGENDA ITEM ACTION SHEET

AGENDA ITEM

Staffing Allocations for the 2021-2022 School Year

RECOMMENDED ACTION

Approve recommended staffing allocations for the 2021-2022 school year.

RATIONALE

Lake Travis ISD uses a systematic process to project future enrollment using current and historical information, demographic growth and area development plan. Senior staff evaluates staffing and enrollment per classroom and per grade level to determine growth. Staff also uses a long-range financial forecast model to determine overall sustainability. Accordingly, administration recommends the additional staffing for the 2021-2022 school year.

Positions	FTEs	Total Cost
General Ed Teaching	15	\$825,000
Special Ed Teaching	6	\$330,000
Contingency Teaching	7	\$385,000
Auxiliary	6	\$365,000
Clerical, Para-Professional	1	\$2,300
Professional	11	\$649,000
Other (overtime, subs, stipends, equity adjustments)		\$161,680
Total Cost		\$2,717,980

BUDGET PROVISIONS

2021-2022 Budget

RESOURCE PERSONNEL

Evalene Murphy, Assistant Superintendent for Human Resources
Pam Sanchez, Assistant Superintendent for Business and Operations

ATTACHMENTS

None

MEETING DATE

May 19, 2021



AGENDA ITEM ACTION SHEET

AGENDA ITEM

CPR Requirement Waiver for Seniors Due to Covid-19

RECOMMENDED ACTION

Approve TEA CPR waiver requirement for seniors.

RATIONALE

Due to COVID, the school was unable to conduct CPR instruction for seniors. TEA has created a waiver since many school were unable to meet this requirement.

BUDGET PROVISIONS

None

RESOURCE PERSONNEL

Stefani Allen, Senior Executive Director of Curriculum and Instruction

ATTACHMENTS

None

MEETING DATE

May 19, 2021



AGENDA ITEM ACTION SHEET

AGENDA ITEM

Instructional Materials Allotment – 2021-2022 TEKS Certification

RECOMMENDED ACTION

For approval with consent agenda.

RATIONALE

Each year, the district superintendent, along with the president and secretary of the local board of trustees must certify the following:

1. That this district's technology and instructional materials allotment is used only for expenses allowed by the Texas Education Code (TEC), §31.0211.
2. That for the current school year, this district has instructional materials that collectively cover all elements of the Texas Essential Knowledge and Skills of the required curriculum identified in the TEC, §28.002, other than physical education, for each subject and grade level (TEC §31.004).
3. That, upon request, this district will provide to the State Board of Education the title and publication information for any instructional materials requisitioned or purchased by the district with the district's IMA (TEC §31.101).

BUDGET PROVISIONS

None

RESOURCE PERSONNEL

Stefani Allen, Senior Executive Director of Curriculum and Instruction

Carl McLendon, Director of Learning & Teaching - Secondary

Jodie Villemaire, Director of Learning & Teaching - Elementary

ATTACHMENTS

Instructional Materials Allotment – 2021-2022 TEKS Certification Form

MEETING DATE

May 19, 2021

NOTE: This template is for planning purposes only, and will not be submitted to the Texas Education Agency. Please submit your responses using this form: <https://app.smartsheet.com/b/form/bf5755712b724621a1ae5c78c80e2f4c>

First and Last | Stefani Allen, Senior Executive Director of Curriculum & Instruction
 E-mail: allens@ltsidschools.org
 District Name: Lake Travis ISD
 County District: 2279131

Certification of Math Instructional Materials				
	Product(s) you plan to use for Tier 1 instruction to cover 100% of standards in school year 2021-22. List all that apply.	What is your district's approach to covering 100% of the standards for math?	What implementation approach does your district take for math materials?	Notes
Grades K-5	Houghton Mifflin Harcourt Texas GO Math! (Houghton Mifflin Harcourt Depository)	Adopt a locally developed curriculum and align purchased materials to district developed scope and sequence	All school leaders required to implement district's approach	
Grades 6-8	HMH Texas Go Math (Houghton Mifflin Harcourt Depository)			
Grades 9-12	Big Ideas Math Algebra 1 TX (Big Ideas Learning, LLC)			
	Big Ideas Math Algebra 2 TX (Big Ideas Learning, LLC) Big Ideas Math Geometry TX (Big Ideas Learning, LLC)			

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Certification of RLA Instructional Materials				
	Product(s) you plan to use for Tier 1 instruction to cover 100% of standards in school year 2021-22. List all that apply.	What is your district's approach to covering 100% of the standards for RLA?	What implementation approach does your district take for RLA materials?	Notes
Grades K-2	HMH Into Reading Texas Reading & Writing Workshop (Houghton Mifflin Harcourt Depository)	Adopt a locally developed curriculum and align purchased materials to district developed scope and sequence	All school leaders required to implement district's approach	
Grades 3-5	HMH Into Reading Texas Reading & Writing Workshop (Houghton Mifflin Harcourt Depository)			
Grades 6-8	SpringBoard, English Language Arts (The College Board)			
Grades 9-12	SpringBoard, English Language Arts (The College Board)			

Certification of Science Instructional Materials				
	Product(s) you plan to use for Tier 1 instruction to cover 100% of standards in school year 2021-	What is your district's approach to	What implementation approach does	Notes
Grades K-5	HMH ScienceFusion Texas (Houghton Mifflin Harcourt Depository)	Adopt a locally developed curriculum and align purchased materials to district developed scope and sequence	All school leaders required to implement district's approach	
Grades 6-8	HMH ScienceFusion Texas (Houghton Mifflin Harcourt Depository)			
Grade 9-12	HMH Texas Biology (Houghton Mifflin Harcourt Depository)			
	HMH Texas Modern Chemistry (Houghton Mifflin Harcourt Depository) HMH Texas Physics (Houghton Mifflin Harcourt Depository)			

Certification of Social Studies Instructional Materials				
	Product(s) you plan to use for Tier 1 instruction to cover 100% of standards in school year 2021-	What is your district's approach to	What implementation approach does	Notes
Grades K-5	TX MyWorld SS (Saavas Learning formerly Pearson K12) K- Here We Are 1-Making Our Way 2-We Explore People and Places 3-Building Our Communities 4-We Are Texas 5-Building Our Nation	Adopt a locally developed curriculum and align purchased materials to district developed scope and sequence	All school leaders required to implement district's approach	
Grades 6-8	HMH Contemporary World Studies Texas (Houghton Mifflin Harcourt Depository) HMH Texas History (Houghton Mifflin Harcourt Depository) HMH US History Texas (Houghton Mifflin Harcourt Depository)			
Grades 9-12	Texas World Geography (School Education Group, McGraw-Hill) TX World History (Savvas Learning formerly Pearson K12) HMH The Americans (Houghton Mifflin Harcourt Depository) US Govt Student Bundle (School Education Group, McGraw-Hill) TX Economics (Savvas Learning formerly Pearson K12)			



AGENDA ITEM ACTION SHEET

AGENDA ITEM

Proclamation - 2021 Instructional Materials Selection

RECOMMENDED ACTION

For consideration with consent agenda.

RATIONALE

The SBOE solicits bids for new instructional materials by issuing a proclamation. The proclamation identifies the subject areas scheduled for review and contains the content requirements (TEKS). Proclamations are named for the year in which the materials are intended to be made available in the classroom. The adopted materials will be available for use beginning in the 2021-2022 school year.

Proclamation 2021 calls for instructional materials for the following subject areas:

Pre-Kindergarten (all core subjects)

Local authorities for each school district set their own policies for selecting the most appropriate instructional materials for their students. Upon making their decisions, school districts place their orders with the TEA. Adopted instructional materials are purchased with funds from the Instructional Materials Allotment.

The LTISD Instructional Materials Adoption Committee met and reached a consensus on recommendations for instructional materials. The recommendations are listed in the attachment "LTISD Proclamation 2021 Instructional Materials Selections."

BUDGET PROVISIONS

Instructional Materials Allotment

RESOURCE PERSONNEL

Stefani Allen, Senior Executive Director of Curriculum and Instruction

Jodie Villemaire, Director of Learning and Teaching - Elementary

ATTACHMENTS

LTISD Proclamation 2021 Instructional Materials Selections

MEETING DATE

May 19, 2021



Proclamation 2021 Instructional Materials Selection	
Subject	PreKindergarten (all core subjects in one program)
Resource Title	The Creative Curriculum for Texas
Publisher	Teaching Strategies

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Subject	Spanish PreKindergarten (all core subjects in one program)
Resource Title	El Currículo Creativo para Texas
Publisher	Teaching Strategies

Comments:

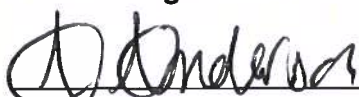
The PreKindergarten Instructional Materials Adoption Committee chose *The Creative Curriculum* by Teaching Strategies in English and Spanish for the new LTISD PreKindergarten curriculum.

Some of the superior qualities the committee found in this program are:

- 100% aligned to the Texas PreKindergarten Guidelines
- *Teaching Strategies* has been the leader in research-based, early childhood curriculum for 40 years.
- The program has embedded, authentic, formative and summative assessments through the GOLD assessment program (an approved assessment on the Commissioner's list of approved assessment tools for PreKindergarten in Texas).
- This comprehensive and research-based program is the most widely used PreK curriculum in the nation.
- Robust *Daily Resources* provide the instructional tools and materials to engage children in project-based investigations and make every moment of the day meaningful, intentional, and engaging.
- Research proven to increase kindergarten readiness.

- This is also the program used in the 3-year old PreK classrooms in the LTISD CDCs, so continuity of learning is increased for many students who attend PreKindergarten in LTISD.
- The program offers many differentiated, small group lessons for students learning on many levels at different paces, meeting all students where they are to help them learn and grow.

PreKindergarten Instructional Materials Adoption Committee Members:



Amy Anderson, Teacher

Mirelle Rivera

Mirelle Rivera, Teacher

Tiffany Thompson

Tiffany Thompson, Teacher

Sarah Shaw

Sarah Shaw, Teacher

Siobhan Ni Chroimin

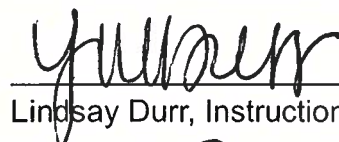
Siobhan Ni Chroimin, ECSE Teacher

Carissa Madderom

Carissa Madderom, ECSE Teacher

Christina Shoemate

Christina Shoemate, ESL Teacher



Lindsay Durr, Instructional Coach



Brett Durham, ECSE Coordinator



Elizabeth Flores, Teacher

Brooke DeBord

Brooke DeBord, Teacher

Abby Bartlett

Abby Bartlett, Teacher

Erin Russo

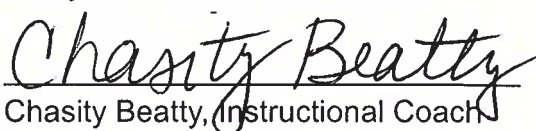
Erin Russo, ECSE Teacher

Lauren Bryan

Lauren Bryan, ECSE Teacher




Haley Rivera, Instructional Coach




Chasity Beatty, Instructional Coach





Jodie Villemare, Director

Signature: 
MIRELLE RIVERA POMALES (Mar 24, 2021 13:07 CDT)
Email: riverapomalesm@ltidschools.org

Signature: 
Sarah Shaw (Mar 31, 2021 15:26 CDT)
Email: shaws@ltidschools.org

Signature: 
Carissa Madderom (Apr 5, 2021 12:02 CDT)
Email: madderomc@ltidschools.org

Signature: 
Brooke DeBord (Apr 5, 2021 14:18 CDT)
Email: debordb@ltidschools.org

Signature: 
Erin Russo (Apr 5, 2021 16:17 CDT)
Email: russoe@ltidschools.org

Signature: 
Tiffany Thompson (Mar 24, 2021 13:13 CDT)
Email: thompsonsti@ltidschools.org

Signature: 
Siobhan Ni Chroimin (Mar 31, 2021 15:41 CDT)
Email: nichroimins@ltidschools.org

Signature: 
Christina Shoemate (Apr 5, 2021 12:08 CDT)
Email: shoematec@ltidschools.org

Signature: 
abby bartlett (Apr 5, 2021 15:27 CDT)
Email: bartletta@ltidschools.org

Signature: 
Lauren Bryan (Apr 5, 2021 14:01 CDT)
Email: bryanl@ltidschools.org



AGENDA ITEM ACTION SHEET

AGENDA ITEM

April 21, 2021 Board Meeting Minutes

RECOMMENDED ACTION

For approval with consent agenda.

RATIONALE

Minutes for each Board meeting shall be approved and on file in the Superintendent's office.

BUDGET PROVISIONS

None

RESOURCE PERSONNEL

Ami Tobin, Administrative Assistant to Superintendent

ATTACHMENTS

April 21, 2021 Board Meeting Minutes

MEETING DATE

May 19, 2021

Minutes of Board Meeting

The Board of Trustees

Lake Travis Independent School District

A meeting of the Board of Trustees of Lake Travis Independent School District was held on April 21, 2021, beginning at 6:00 p.m. in the Educational Development Center, Live Oak Room, 607 RR 620 North, Austin, Texas 78734.

Call to Order

President Kim Flasch called the meeting to order at 6:05 pm.

Quorum Determination

Trustees in attendance were Kim Flasch, Lauren White, Bob Dorsett, Guy Clayton, John Aouelle, William Beard, and Jessica Putonti.

Pledge of Allegiance and Moment of Silence

Trustee Guy Clayton, led the Pledge of Allegiance. A moment of silence was then observed.

Recognitions

- **Lake Travis High School 2021 National Merit Scholarship Program Finalists**
Director of Communications, Marco Alvarado, LTHS Principal Gordon Butler and Counselor Tara Edmondson introduced the LTHS 2021 National Merit Scholarship Program Finalists:
 - Manoj Singireddy – son of Srinivasa and Sudha Singireddy
 - Megan Sundheim – daughter of Scott and Kathleen Sundheim
 - Souptik De – son of Supratim De and Bonnhi Chowdhury
- **Lake Travis High School 2021 State Visual Arts Scholastic Event (VASE)**
Fine Arts Director Charles Aguillon introduced the following students for their art submitted to the 2021 State Visual Arts Scholastic Event:
 - Lucy Bradshaw
 - Hailey Browning
 - Lilu Buzolic
 - James Calhoun
 - Summer Clancy
 - Zander Crowns
 - Maya De Leon
 - Bryn Madison
 - Nicholas Miller
 - Katelyn Presley
 - Cash Spille
 - Zoey Stein
 - Chloe Storm
 - Annalisa Sweat
 - Claire Thessen
 - Lana Truong
 - Clark White
- **Holly Morris-Kuentz, Ed.D., Deputy Superintendent**
Superintendent, Paul Norton announced the Dripping Springs ISD has named LTISD Deputy Superintendent, Holly Morris-Kuentz as the lone finalist in its search for a new Superintendent. Dr. Morris-Kuentz began her tenure at Lake Travis ISD in March 2009, and since then has served in numerous capacities within Curriculum and Instruction, Human Resources, and Administration. As Deputy Superintendent, she worked collaboratively with both internal and external stakeholders on a number of operational functions including attendance zones, safety and security, and student transfers.

Public Comments/Citizen Participation

1. Andrew Cassidy
2. Elisena Tatalo
3. Amy Beckstead
4. Kara Bell
5. Monica Bosan
6. Jennifer Fleck
7. Cindy Woods
8. Tony Oberle
9. Shannon Loges
10. Alan Hopkins
11. Fredrick Dupay
12. Jim Moore
13. Jeanine Ratcliff
14. Alice Teeters
15. Jason Black
16. Carl Horton
17. Connie Ditto
18. Sarah Tuthill
19. Krista Infante
20. Keely Cano
21. Jackson and Mason Prehn
22. Larry Maddalena
23. Maria McPhail
24. Annie Vilvan
25. Amy Hesse
26. Jessica Howard
27. Rosalie Galliver
28. Alan Vilvan
29. Monica Hall Porter
30. Leigh-Anne Zuela
31. Israel Zuela
32. Lori Mayfield
33. Lee Davila
34. Gordon Butler-

Trustee Dorsett departed the meeting at 8:07 p.m.

Information Items

- **2021-2022 Board Meeting Dates**

Superintendent, Paul Norton, shared the draft board meeting dates for the 2021-2022 school year.

This item was for information only; no action was requested.

Presentation / Discussion Items

- **Renewal of Lake Travis ISD District of Innovation Plan**

General Counsel, Amber King, gave a presentation on renewing LTISD's District of Innovation Plan.

This item was for discussion only; action will be requested at the May 19, 2021 board meeting.

- **March 2021 Monthly Financial Report - Statement of Revenue and Expenditures, Balance Sheet, Tax Statement and 2018 Capital Project Report**

Pam Sanchez, Assistant Superintendent for Business and Operations, presented the monthly financial report which included a review of the following documents:

1. Statement of Revenue and Expenditures - March 2021
2. Balance Sheet - March 2021
3. Tax Statement - March 2021
4. 2018 Capital Project Report - March 2021

This item was for discussion only; no action was requested.

- **Cooperative Program Management Fees Report**

Ms. Sanchez presented the latest Cooperative Program Management Fees Report.

This item was for discussion only; no action was requested.

- **Board Notification Under Board Policy CH (Local) – Furniture for Serene Hills Elementary School and Lake Travis High School Annex**

Ms. Sanchez notified the board regarding replacement furniture at Serene Hills Elementary School and the Lake Travis High School Annex.

This item was for discussion only; no action was requested.

- **Board Notification Under Board Policy CH (Local) – Fleet Multi-Function Device Maintenance Service**

Ms. Sanchez announced the district will issue an RFP for copier maintenance services.

This item was for discussion only; no action was requested.

- **Resolution to Approve Purchasing Cooperative with Region 20 Service Center**

Ms. Sanchez presented a resolution to continue participation in the Region 20 Purchasing Cooperative.

This item was for discussion only; action will be requested at the May 19, 2021 board meeting.

- **Resolution to Approve Purchasing Cooperative with Region 8 Service Center**

Ms. Sanchez presented a resolution to continue participation in the Region 8 purchasing cooperative.

This item was for discussion only; action will be requested at the May 19, 2021 board meeting.

- **Request for Proposals (RFP) – Custodial Services**

Ms. Sanchez announced after a request for proposal for custodial services, the district will recommend SSC Services for Education at the May 19, 2021 board meeting.

This item was for discussion only; action will be requested at the May 19, 2021 board meeting.

- **Technology Bond Expenditure Report**

Executive Director of Technology, Chris Woehl presented the following expenditure report: All-in-one desktop computers, are being purchased to refresh Serene Hills Elementary, West Cypress Hills Elementary School, and the Lake Travis High School Annex. Additionally, Chromebooks are being purchased for incoming 6th graders and incoming 9th graders. is purchase will leverage the Texas DIR contract and volume purchase pricing from Dell for a total purchase price of \$1,005,157.11

Document Cameras and installation services for the above purchase; receiving, unboxing, warehousing; enrollment of Chromebooks; dynamic etching of serial numbers, district logo, and lost information; date/time specific deliveries to LTISD facilities; onsite deployment and configuration of those devices will also be purchased. This purchase leverages the Texas DIR contract and volume purchase pricing that reflect a total purchase price of \$153,524.96

This item was for discussion only; no action was requested.

- **Board Notification Under Board Policy CH (Local) – Instructional Materials – Proclamation 2021**

Jodie Villemaire, LTISD Director of Learning and Teaching – Elementary, notified the board of budgeted purchases for the 2021 Instructional Materials Proclamation for Pre-K curriculum.

This item was for discussion only; no action was requested.

- **Proclamation – 2021 Instructional Materials Selection**

Ms. Villemaire announced Proclamation 2021 for Pre-K instructional materials.

This item was for discussion only; action will be requested at the May 19, 2021 board meeting.

- **Instructional Materials Allotment – 2021-2022 TEKS Certification**

Ms. Villemaire presented the 2021-2022 TEKS Certification Form, for the Instructional Materials Allotment.

This item was for discussion only; action will be requested at the May 19, 2021 board meeting.

- **Waterway Setback Protective Easement Between Travis County and Lake Travis ISD on a portion of the Reimers Property**

Ms. King stated the Cypress Ranch WCID No. 1 is requesting LTISD grants a Waterway Setback Protective Easement for an area of 3,773 square feet.

This item was for discussion only; action will be requested at the May 19, 2021 board meeting.

- **2020 Board Training Report**

Board President, Kim Flasch reported on the 2020 board training report.

This item was for discussion only; no action was requested.

Consideration Items

- **Request for Proposals for PA/AV Replacement for West Cypress Hills Elementary School and Lake Travis Middle School**

Executive Director of Technology, Chris Woehl requested the board approve a contract with Technology For Education for replacement of PA and AV at WCHE and LTMS.

A MOTION was made by Trustee John Aouelle and seconded by Trustee Guy Clayton to authorize the Superintendent or his designee to execute a contract with Technology For Education (TFE) for a turnkey replacement of PA and AV systems at West Cypress Hills Elementary School and Lake Travis Middle School in the total amount of \$1,163,686.00.

The motion passed by a vote of 6-0.

- **Resolution No. 032421-03 Regarding Available Golden Pennies and Potential Call of Tax Ratification Election**

Ms. Sanchez presented a resolution that gives the option of asking the voters to access two additional Golden Pennies in a Voter-Approval Tax Rate Election. As fiduciaries of taxpayer funds and in the best interest of the District, the Board of Trustees supports asking the registered voters of the District whether to keep more local dollars local through accessing additional Golden Pennies. Additionally, the Board of Trustees directs the Superintendent to begin preparing for a Voter-Approval Tax Rate Election.

A MOTION was made by Trustee William Beard and seconded by Trustee Guy Clayton to approve Resolution No. 032421-03 regarding available Golden Pennies and potential call of Voter-approval Tax Rate Election.

The motion passed by a vote of 6-0.

- **Guaranteed Maximum Price (GMP) for CMR-8, Lake Travis High School Renovation Projects for the Summer of 2021 and**

Director of Facilities and Maintenance, Robert Winovitch presented the estimated Guaranteed Maximum Price (GMP) for CMR-8 for Lake Travis High School Summer 2021 renovation projects.

A MOTION was made by Trustee William Beard and seconded by Trustee Guy Clayton to approve the amended Guaranteed Maximum Price for CMR-9 of \$4,711, 849 and authorize the Superintendent of his designee to negotiate and execute the GMP amendment.

The motion passed by a vote of 6-0.

- **Estimated Guaranteed Maximum Price (GMP) for CMR-10, Lake Travis Elementary School and Lake Pointe Elementary School Renovation Projects for Summer of 2021**

Director of Facilities and Maintenance, Robert Winovitch presented the estimated Guaranteed Maximum Price (GMP) for CMR-10, Lake Travis Elementary School and Lake Pointe Elementary School Renovation Projects for \$2,599,370.

A MOTION was made by Trustee William Beard and seconded by Trustee Guy Clayton to approve the Guaranteed Maximum Price for CMR-10 of \$2,958,856 and authorize the Superintendent or his designee to negotiate the GMP amendment.

The motion passed by a vote of 6-0.

- **Missed School Days Waiver**

Ms. Sanchez explained the TEA allows a district to submit waivers for missed school days due to a campus being forced to close for various reasons including inclement weather, health or safety-related or other issues. Students will not be required to make up school days missed for any of these reasons. District campuses were closed to on-campus and remote student instruction on the dates of February 16 through February 22 due to Winter Storm Uri 2021. Ms. Sanchez requested the waiver be approved as presented.

A MOTION was made by Trustee William Beard and seconded by Trustee Guy Clayton to approve the TEA Missed School Days Waiver as presented.

The motion passed by a vote of 6-0.

- **Memorandum of Understanding Between City of Lakeway and Lake Travis ISD Regarding Development Regulations for LTISD Property**

Ms. King stated the City and the District have a mutual interest in establishing agreed upon and uniform set of development regulations for LTISD property. This MOU would establish agreed upon development regulations for the summer work at LTHS in 2021. Further, LTISD and the City would also commit to work together to develop a more comprehensive development agreement between the two entities that will control development of LTISD property located with the City limits or ETJ for future projects.

A **MOTION** was made by Trustee John Aouelle and seconded by Trustee Guy Clayton to approve the Superintendent or designee to execute a Memorandum of Understanding with the City of Lakeway regarding agreed upon development regulations for improvements at LTISD's property.

The motion passed by a vote of 6-0.

- **Wastewater Line Temporary and Permanent Easement Agreements Between Travis County Water Control and Improvement District #17 and Lake Travis ISD Located at the Educational Development Center Site**

Ms. King requested the board approve the agreement with WCID #17 as a part of the development and construction process for an affordable housing project underway at Ranch Road 620 near Strom Drive.

A **MOTION** was made by Trustee William Beard and seconded by Trustee Guy Clayton to approve the Superintendent or designee to negotiate, execute, and amend as necessary the Wastewater Line Temporary and Permanent Easement Agreements Between Travis County Water Control and Improvement District #17 and Lake Travis ISD located at the Educational Development Center Site.

The motion passed by a vote of 6-0.

Consent Agenda

- Revisions to Board Policy DH (Local) Regarding Employee Standards of Conduct
- TASB Policy Update 116 Affecting Local Policies
- Updated Compensation Plan
- Minutes of March 24, 2021 Board Meeting
- Minutes of April 5, 2021 Board Team Building
- Minutes of April 7, 2021 Board Budget Workshop

A **MOTION** was made by Trustee William Beard and seconded by Trustee Guy Clayton approve the consent agenda items as presented.

The motion passed by a vote of 6-0.

Upcoming Meetings and Events

Board President Kim Flasch announced the following upcoming meetings and events:

- May 19, 2021 - 6:00 p.m. – Regular Board Meeting, EDC
- June 2, 2021 – 6:00 p.m. – Board Workshop, EDC
- June 16, 2021 - 6:00 p.m. - Monthly Board Meeting, EDC

Closed Session

Trustees adjourned into Closed Session at 10:00 pm, as permitted by Texas Government Code 551.001 et seq.

Section 551.074 - Personnel Matters

1. The Board will discuss the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of public employees or officials. (This may involve consultation with attorney as permitted under Section 551.071)

Section 551.071 - Consultation with Attorney

1. The Board will discuss and receive legal advice from its attorney on matters which should be confidential under Texas Government Code Section 551.071 (2).

Section 551.072 - Deliberation Regarding Real Property

1. The Board will discuss the purchase, exchange, lease or value of real property. (This may involve consultation with attorney as permitted under section 551.071.)

Section 551.0821 - School Board: Personally Identifiable Information About a Public School Student

1. The Board will discuss personally identifiable information about a public school student.

Section 551.076 - Deliberation Regarding Security Devices or Security Audits; Closed Meeting. This chapter does not require a governmental body to conduct an open meeting to deliberate:

1. The deployment, or specific occasions for implementation of security personnel or devices.

Open Session

Trustees returned from Closed Session at 10:40 pm. There was no action after closed session.

Adjournment

There being no further action, the April 21, 2021 Board of Trustees' meeting adjourned at 10:40 p.m.

Kim Flasch, President

Lauren White, Secretary