



**Regular Meeting Agenda  
Thursday, January 12, 2023  
LEO Conference Center  
300 S. West Dr.  
Leander, TX 78641  
6:15 PM**

During meetings of the Board of Trustees, we want to give our public access while providing a safe and secure environment. If you're planning to attend the meeting, please review the meeting protocols designed to help manage health, safety, decorum and citizen comments. The Board meeting protocols are available at <https://bit.ly/3DHAR4v>.

**Note, the district has instituted a clear bag policy for members of the public at all Board meetings (see the link above for details).**

Doors will open to the public at 5:30 PM.

Members of the public may access this meeting via live stream at <https://live.myvrspot.com/st?cid=MmVIZD>. Please note, this link will not be active until approximately 5 minutes before the scheduled meeting time.

Citizens wishing to address the Board of Trustees may do so in-person at the meeting location noted on the agenda. In order to address the Board, individuals must sign up online at <https://bit.ly/3VDkyim>, between noon the day prior to the meeting and noon the day of the meeting. Citizens who need special accommodations or assistance with sign-up should contact the office of the Superintendent (512-570-0000) during regular business hours.

The notice for this meeting was posted in compliance with the Texas Open Meetings Act on January 6, 2023, at 1:08 PM..

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The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

- 1. CALL TO ORDER AND DECLARATION OF QUORUM**
- 2. OPENING CEREMONY**
  - A. Pledge of Allegiance
  - B. Moment of Silence
- 3. RECOGNITION**
  - A. Spotlight on Learning: Four Points Middle School
  - B. UIL State Finalist 6A Football - Vandegrift High School
- 4. COMMUNICATIONS / ANNOUNCEMENTS**
  - A. Board Member Remarks
    1. Board Member Committee Updates 3
- 5. CITIZEN COMMENTS** *(See the notes at the top of the agenda for instructions on how to sign up and details regarding speaking.)*
- 6. CONSENT AGENDA**
- 7. SUPERINTENDENT'S REPORT 5**
  - A. Safe and Innovative Learning Environments
  - B. Empowered Student Learning
- 8. DISCUSSION / ACTION ITEMS**
  - A. STUDENT EXPERIENCE
    1. 2023-2024, 2024-2025 Academic Calendar Discussion 22
    2. Instructional Materials Selection Update 41

B. GOVERNANCE	
1. Discussion of Board Operating Procedures	51
C. OPERATIONS	
1. Discuss Bond Oversight Committee Recommendations	93
2. Discussion: Citizens' Facility Advisory Committee Update	100
3. Discussion and Consideration for Possible Approval of 2023-2024 Budget Assumptions	107
4. Consider Approval of Budget Amendments	139
5. Consideration and Possible Action Regarding Approval of SPED Employee Retention Incentive and Sign-On Incentive for new SPED staff and Related Action	146
6. Consider Approval of Appointment of Investment Officer and Amend Investment Pool Resolutions	157
<b>9. CLOSED SESSION</b>	
A. Texas Government Code 551.071: consultation with attorney regarding, pending or contemplated litigation, and/or attorney client privileged matter	
B. Texas Government Code 551.074: deliberation regarding resignations, terminations, employment, reassignments, duties, and evaluation of personnel and public officers	
C. Texas Government Code 551.0821: deliberation regarding matters whereby personally identifiable information regarding one or more students will be disclosed	
D. Texas Government Code 551.074: deliberation regarding Superintendent contract	
<b>10. ACTION PURSUANT TO CLOSED SESSION</b>	
A. Consider Approval of Teacher and Administrator Contracts	
B. Consider Approval of Superintendent Contract	
<b>11. BOARD MEETING DEBRIEF</b>	
<b>12. ADJOURNMENT</b>	

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If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting. [See BEC(LLEGAL)]

# Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, January 12, 2023

**Agenda Item:** Board Member Committee Updates  
**Purpose (this meeting):**  Discussion Item/Report Only  Action Requested  
**Administrator Responsible:** Bruce Gearing  
**Attachments:** 2022-2023 Board Member Representation on Board and District Administrative Committees

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## **Background Information:**

Attached is a list of district administrative committees and other boards on which LISD Board Members currently serve. The Board will give an update on their respective committees.

## **Administrative Recommendation:**

N/A

## **Sample Motion:**

N/A

## Board Member Representation on Board and District Administrative Committees 2022-23

- [Board Operating Procedures Review Committee](#)
  - Chair: Anna Smith
  - Representative: Trish Bode
  
- [Legislative Priorities Committee](#)
  - Chair: Trish Bode
  - Representatives: Gloria Gonzales-Dholakia, Anna Smith
  
- [Policy Review Committee](#)
  - Chair: Gloria Gonzales-Dholakia
  - Board Representatives: Sade Fashokun, Francesca Romans
  
- [Community-Based Accountability System Committee:](#)
  - Administrators Responsible: Sarah Martinez and Brenda Cruz
  - Board Representatives: Anna Smith, Christine Mauer, and Paul Gauthier
  
- [Community Curriculum Advisory Committee \(CCAC\)](#)
  - Administrator Responsible: Jennifer Collins
  - Board Representatives: Gloria Gonzales-Dholakia and Francesca Romans
  
- [Diversity, Equity and Inclusion Advisory Committee:](#)
  - Administrator Responsible: DeWayne Street
  - Board Representatives: Gloria Gonzales-Dholakia, Christine Mauer, and Sade Fashokun
  
- [School Health Advisory Committee \(SHAC\)](#)
  - Administrator Responsible: Matt Bentz
  - Board Representatives: Paul Gauthier
  
- [School Safety and Security Committee](#)
  - Administrator Responsible: John Graham
  - Board Representatives: Trish Bode and Sade Fashokun
  
- [Long Range Planning Committee](#)
  - Board Representatives: Trish Bode, Anna Smith, and Christine Mauer

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### [Non-LISD committees/boards on which LISD Board members represent the District:](#)

- City of Cedar Park Key 6: LISD Board President
  
- City of Leander Key 6: LISD Board President
  
- LEEF Board Ex-Officio Director: Anna Smith

Although not a committee, the Board's liaison to the [Chief Audit Executive](#) is Anna Smith and Sade Fashokun.



## Superintendent's Report

January 12, 2023

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Board of Trustees Meeting



## Vista Ridge High School Ranger Band Performed in The Rose Bowl Parade Monday, January 2, 2023











# Winter Freeze Update

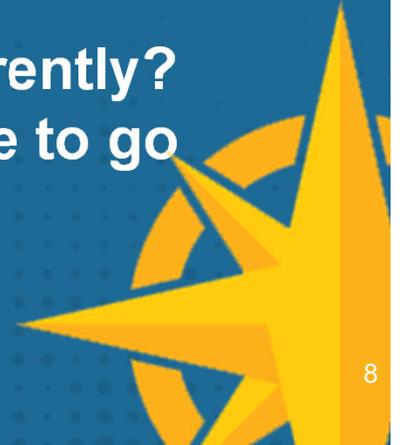


- **Most facilities operated exactly as they should have**
- **3% of coils froze and failed**
- **Maintenance response time was fantastic**
- **Damage started happening as the weather warmed and ice in pipes started melting (5:30 pm on December 23)**
- **Maintenance personnel worked 5:30 pm - 3:00 am that night and over the entire break**
- **Preparation prior to the event included full routine annual winterization of equipment, covering of louvres, shutting down Ag Barns**
- **The energy management system and equipment software is designed to act as freeze protection**



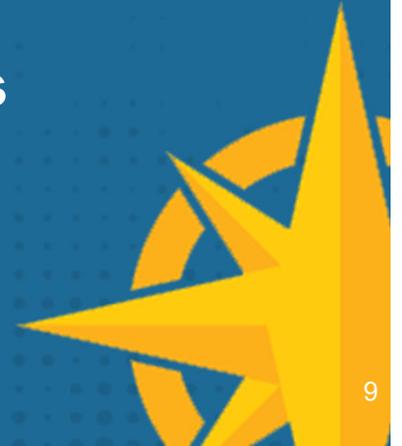
# After Action Review (AAR)

1. What are your recollections of the event?
2. During the event, what was supposed to happen?
3. During the event, what actually happened?
4. What went well?
5. What should be changed for next time?
6. Given what we know now, what can we do differently?
7. What advice would you give yourself if you were to go back to the start of this event?



# Observations

- **We have work to do to ensure our protocols, roles & responsibilities are clearly articulated and communicated**
- **We must ensure execution of protocols, roles & responsibilities**
- **Software inconsistency and malfunction**
- **Energy Management System/Freeze Protections Interaction**



# Campuses Affected

- Block House Creek ES - HRU Coil Froze
- CC Mason ES - 2 Broken Sprinkler Heads
- Steiner Ranch ES - 2 Broken Sprinkler Heads
- Whitestone ES - HRU Coil Froze, Boiler Heat Exchange Broke
- Running Brushy MS - Broken valve in athletics laundry room
- Wiley MS - HRU Coil Froze (Mezzanine Unit)
- Leander HS - Baseball concession broken water line, CHW Actuator Froze causing damage in the band hall, HRU Coil Froze, ran into blocked drain, flooded Middle Gym and Dance Gym - lost both floors

# General Scope and Timeline for Leander HS Floors Middle Gym and Dance Gym

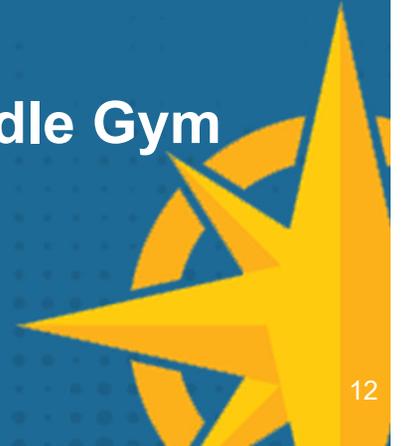


## January 10

- **Install fence barrier in Rubber Gym**
  - **Fence to have black plastic cover**
  - **Floor to be covered with protective covering**

## January 11 - 18

- **Demo begins in Dance Gym and moves to Middle Gym**
  - **Plant Services to provide a door attendant**



## January 19 – February 22

- **Floor Drying begins**
  - **Fence barrier to be removed until product arrives**
  - **Contractor will no longer need back door entry until February 22<sup>nd</sup>**
  - **Contractor will do periodic testing on floor drying**
  - **Dry time may vary**



## February 23

- **Fencing re-installed for product delivery**
  - **Protective floor covering and fencing**

## February 24 – 25

- **Product arrives and moves into Middle Gym to cure**
  - **Conversations with coaches and Dance Director about striping**
  - **Address new locations for volleyball poles**
  - **Back door access no longer required**



## February 24 - March 2

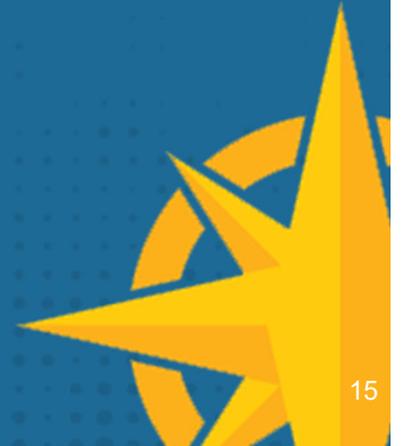
- Product cures for at least a week

## March 3 - 22

- Install and stripping
  - Contractor should be able to start front door entry at this time

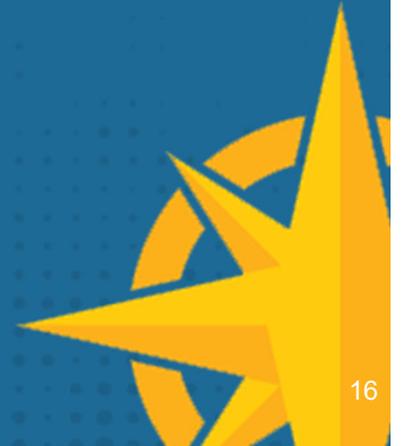
## March 23

- Inspect bleachers and make adjustments



- **Scope of work and Timeline subject to change depending on:**
  - **Concrete dry time**
  - **Product curing time**
  - **Material delay**

## **Questions on the Winter Event**



LEANDER  ISD

# SCHOOL BOARD RECOGNITION MONTH



# #1LISD THANKS YOU

# Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, January 12, 2023

**Agenda Item:** 2023-2024, 2024-2025 Academic Calendar Discussion  
**Purpose (this meeting):**  Discussion Item/Report Only  Action Requested  
**Action Requested (future meeting):** January 26, 2023  
**Administrator Responsible:** Matt Bentz  
**Attachments:** 2023-2024 Academic Calendar Discussion Presentation  
2023-2024 Academic Calendar Draft  
2024-2025 Academic Calendar Draft

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## **Background Information:**

The purpose of this presentation is to review the development process, share community feedback and present the administrative recommendation for the 2023-2024 and 2024-2025 academic calendars. Approval will be sought at the January 26, 2023, board meeting.

## **Administrative Recommendation:**

Administration recommends that the Board approve the 2023-2024 and 2024-2025 academic calendar as recommended by administration.

## **Sample Motion:**

N/A



# 2023-2024, 2024-2025 Academic Calendar Discussion

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January 12, 2023

- Review development process
- Share community feedback
- Discuss administrative recommendation

# 2023 - 2024 Calendar Development

**NOV 17**

DWEIC



**DEC 2**

Principal Update  
& Request for  
Feedback



**DEC 2-JAN 2**

Survey to  
Community and  
Staff



**DEC 13**

Listening  
Sessions



**JAN 12**

Recommendation  
to the Board of  
Trustees



**JAN 26**

Board  
Approval



**Community members**  
**Families**  
**Trustees**  
**Teachers**  
**Principals/APs**  
**District administrators**  
**All district staff**

# Overall satisfaction with structure of current 22-23 Academic Calendar

27

\*893 respondents

# December 2022 Feedback Summary

	<b>Agree</b>	<b>No Opinion</b>	<b>Disagree</b>
<b>Short first week of school</b>	<b>82.7%</b>	11.9%	5.4%
<b>Full week for Thanksgiving</b>	<b>93.2%</b>	2.9%	3.9%
<b>Two full weeks for Winter Break</b>	<b>96.7%</b>	1.6%	1.7% <sup>28</sup>
<b>Winter Break starts on a Monday</b>	<b>56.2%</b>	34.5%	9.4%
<b>Early release last day of semester(s)</b>	<b>76.3%</b>	17.9%	5.8%
<b>End school by Memorial Day</b>	<b>82.3%</b>	12.8%	4.9%
<b>Development of 2 Year Calendar</b>	<b>75.1%</b>	20.6%	4.3%

**Move Continuous Improvement Conference to November**

**Start Winter Break Earlier**

29

**Add day of professional learning for new teachers**

**Consider year round calendar**

**4 day school week**

**Fall Break in October**

**Add more staff/student holidays throughout the school year**

# December 2023: Original Draft

December 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	ER	23
24/31	25	26	27	28	29	30

January 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- **December Original Draft**
- **83- Fall Semester Days**
- **89- Spring Semester Days**
- **6 week cycles aligned**

30

# December 2023: Begin break full week early

December 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	ER	16
17	18	19	20	21	20	23
24/31	25	26	27	28	29	30

January 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Only 78 Fall Semester days
- 94 Spring Semester days
- Concerns: payment timeline for hourly employees

31

# December 2023: Mid Week Start

December 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

January 2024						
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21	22	23	24	25	26	27
28	29	30	31			

- **Not aligned with majority of community feedback**
- **Short weeks before/after holiday may impact student attendance**
- **One less weekend: Reduces uninterrupted days of winter break from 16 to 14**

32

# Recommendation

## DRAFT: 2023-2024 LISD District Calendar

July 2023						
S	M	T	W	Th	F	S
2	3	4	5	6	7	1/8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	Election Day	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
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24/31	25	26	27	28	29	30

January 2024						
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February 2024						
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March 2024						
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24/31	25	26	27	28	29	30

April 2024						
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May 2024						
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June 2024						
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16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

### Day Count

Teacher Days	187
Student Days	172
Staff Development Days	15
Early Release Days	2

### Important Dates

First Day of School	<b>Aug 16</b>
Student/Staff Holiday	Sept 4
Staff Development/No School	Sept 25
Staff Development/No School	Oct 9
Staff Development/No School	Nov 6-7
Fall Break - Student/Staff Holiday	Nov 20-24
Winter Break - Student/Staff Holiday	Dec 25-Jan 5
Staff Development/No School	Jan 8
Student/Staff Holiday	Jan 15
Staff Development/No School	Feb 19
Spring Break - Student/Staff Holiday	Mar 11-15
Staff Development/No School	Mar 18
Staff/Student Holiday	Mar 29
Staff Development/No School	Apr 1
Last Day of School	<b>May 24</b>

### Key

Student/Staff Holiday	
Staff Development/No School	
New Teacher Training	
First/Last Day of School	
Proposed Testing Days	
Early Release	<b>ER</b>

33

## LISD 2023 - 2024 Academic Calendar

Level	Minutes per Day	Total Minutes
Elem/MS	435	76,530
HS	440	77,380

34

**MEETS State Requirement: 75,600 minutes**

# Start/End dates

DRAFT: 2023-2024 LISD District Calendar

July 2023						
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August 2023						
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27	28	29	30	31		

September 2023						
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October 2023						
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22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6 Election Day	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
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24/31	25	26	27	28	29	30

January 2024						
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

First day of school:

Wednesday, August 16, 2023

- Short first week

35

Last day of school:

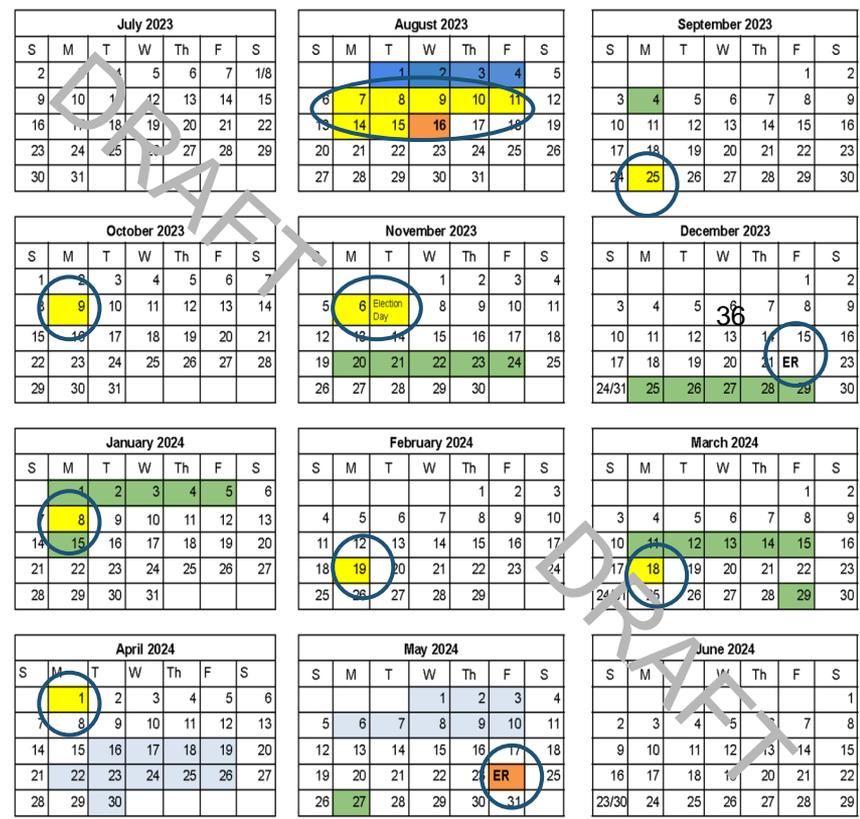
Friday, May 24, 2024

\*Before Memorial Day

# Staff Development & Teacher Planning/Collaboration

DRAFT: 2023-2024 LISD District Calendar

- Preserves two dedicated teacher work days: incorporated into schedule before school starts
- Keeps dedicated day for parent conferences and grading: Sept 25
- Moves Continuous Improvement Conference: Nov 6-7
- Keeps student early release days(2) for teacher work time: Dec 22, May 24
- Builds in time for professional learning and collaboration for staff before school starts and throughout the year: Oct 9, Nov 6-7, Jan 8 Feb 19, Mar 18, Apr 1



# Tentative 2024-2025 Calendar presented on January 27, 2022

## DRAFT: 2024-2025 LISD District Calendar

July 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	T	W	Th	F	S
					1	2
3	4	Electron Day		6	7	8
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	ER	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
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February 2025						
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16	17	18	19	20	21	22
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March 2025						
S	M	T	W	Th	F	S
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9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	Th	F	S
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6	7	8	9	10	11	12
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20	21	22	23	24	25	26
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May 2025						
S	M	T	W	Th	F	S
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11	12	13	14	15	16	17
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June 2025						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**Day Count**

Teacher Days	187
Student Days	172
Staff Development Days	15
Early Release Days	2

**Important Dates**

First Day of School	<b>Aug 14</b>
Student/Staff Holiday	Sept 2
Staff Development/No School	Sept 23
Staff Development/No School	Oct 14
Staff Development/No School	Nov 4-5
Fall Break - Student/Staff Holiday	Nov 25- 29
Winter Break - Student/Staff Holiday	Dec 23- Jan 3
Staff Development/No School	Jan 6
Student/Staff Holiday	Jan 20
Staff Development/No School	Feb 17
Spring Break - Student/Staff Holiday	Mar 17-21
Staff Development/No School	Mar 24
Staff/Student Holiday	Apr 18
Staff Development/No School	Apr 21
Last Day of School	<b>May 23</b>

**Key**

Student/Staff Holiday	
Staff Development/No School	
New Teacher Training	
First/Last Day of School	
Proposed Testing Days	
Early Release	<b>ER</b>

# DISCUSSION:

## DRAFT: 2023-2024 LISD District Calendar

July 2023						
S	M	T	W	Th	F	S
2	3	4	5	6	7	1/8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
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13	14	15	16	17	18	19
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27	28	29	30	31		

September 2023						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
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22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	Election Day	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	Th	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	ER	23
24/31	25	26	27	28	29	30

January 2024						
S	M	T	W	Th	F	S
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21	22	23	24	25	26	27
28	29	30	31			

February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

### Day Count

Teacher Days	187
Student Days	172
Staff Development Days	15
Early Release Days	2

### Important Dates

First Day of School	Aug 16
Student/Staff Holiday	Sept 4
Staff Development/No School	Sept 25
Staff Development/No School	Oct 9
Staff Development/No School	Nov 6-7
Fall Break - Student/Staff Holiday	Nov 20-24
Winter Break - Student/Staff Holiday	Dec 25-Jan 5
Staff Development/No School	Jan 8
Student/Staff Holiday	Jan 15
Staff Development/No School	Feb 19
Spring Break - Student/Staff Holiday	Mar 11-15
Staff Development/No School	Mar 18
Staff/Student Holiday	Mar 29
Staff Development/No School	Apr 1
Last Day of School	May 24

UT/ACC Spring Break: anticipated on March 11-15

Anticipated Testing Window April 16- May 10

### Key

Student/Staff Holiday	
Staff Development/ No School	
New Teacher Training	
First/Last Day of School	
Proposed Testing Days	
Early Release	ER

## DRAFT: 2024-2025 LISD District Calendar

July 2024						
S	M	T	W	Th	F	S
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August 2024						
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September 2024						
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October 2024						
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November 2024						
S	M	T	W	Th	F	S
					1	2
3	4	Election Day	6	7	8	9
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17	18	19	20	21	22	23
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December 2024						
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15	16	17	18	19	ER	21
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January 2025						
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February 2025						
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March 2025						
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April 2025						
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May 2025						
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18	19	20	21	22	ER	24
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June 2025						
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Student/Staff Holiday	Jan 20
Staff Development/No School	Feb 17
Spring Break - Student/Staff Holiday	Mar 17-21
Staff Development/No School	Mar 24
Staff/Student Holiday	Apr 18
Staff Development/No School	Apr 21
Last Day of School	May 23

*UT/ACC Spring Break: anticipated on March 17-21*

### Key

Student/Staff Holiday	
Staff Development/ No School	
New Teacher Training	
First/Last Day of School	
Proposed Testing Days	
Early Release	<b>ER</b>

Anticipated Testing Window April 15- May 9

# Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, January 12, 2023

<b>Agenda Item:</b>	Instructional Materials Update	
<b>Purpose (this meeting):</b>	<input checked="" type="checkbox"/> Discussion Item/Report Only	<input type="checkbox"/> Action Requested
<b>Administrator Responsible:</b>	Matt Bentz, Alicia Westcot	
<b>Attachments:</b>	Instructional Materials Update Presentation	

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## **Background Information:**

The purpose of this presentation is to provide follow-up information regarding the 2022-2023 Instructional Materials Selection Process. During this board meeting, board members and other community members will be provided an opportunity to preview and provide feedback on resources for each of the courses. Included this year are materials for the following courses:

- American Sign Language I-IV
- Chinese I-IV
- AP US History
- AP Calculus AB and BC
- African-American Studies\*
- Mexican-American Studies\*

As a reminder, because the State Board of Education voted to delay updating the state's social studies curriculum until 2025, the decision has been made to delay the selection of new instructional materials for K-12 Studies, Psychology, Sociology, and Financial Literacy until the new TEKS are adopted. Current resources will continue to be utilized until that time.

\* These courses were added in November based on the LISD New Course Proposal process.

## **Administrative Recommendation:**

N/A

## **Sample Motion:**

N/A



# 2022-2023 Instructional Materials Selection Update

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January 12, 2023

# Purpose

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The purpose of this presentation is to present the instructional materials selection process and solicit feedback on the instructional material under review for the following courses:

43

American Sign Language I-IV

AP Calculus AB & BC

Chinese I-IV

African American Studies\*

AP US History

Mexican American Studies\*

\*These courses were added in November based on the LISD New Course Proposal process

# Social Studies Update

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Because the State Board of Education voted to delay updating the state's social studies curriculum until 2025, the decision has been made to delay the selection of new instructional materials for ***K-12 Social Studies, Psychology, Sociology, & Financial Literacy*** until the new TEKS are adopted. Current resources will continue to be utilized until that time.

# Adoption Timeline

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- Call for campus committee members (Sept/Oct)
- District Level Meetings with campus members (Oct - Jan)
- Campus Level Meetings (Nov - Feb) 45
- Gather community feedback (Jan - Feb)
- Gather campus level feedback (Feb)
- Recommendation to Board of Trustees (March/April)

# Board Communication Timeline

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- Annual Instructional Materials Selection presentation (September 22, 2022)
- Progress update (January 12, 2023)
- Opportunity for board members to provide feedback on instructional resources (Jan 12 – Feb 17, 2023)
- Final recommendation/approval (March/April)

# Gathering Community Feedback

(Jan - Feb)

- District website designed for virtual preview and online feedback
- Samples available for in-person preview at north and south locations in the district for at least one month
- School Community Relations (SCR) media blast
- Collaboration with DWEIC, CCAC, SHAC, SSAC and other district-wide committees
- In-Person and virtual presentations designed for principals to share with Site Based, PTA, and other campus-wide committees
- Three virtual community listening sessions hosted by content leaders

47

# Feedback Opportunities

## Online and Virtual

- Zoom Q&A with Curriculum Coordinators
  - February 7, 2023 9am, noon, or 5pm
- District Website with electronic access to resources and feedback form



## In Person

- January 12, 2023
  - LISD Board of Trustees meeting
- January 16, 2023 through February 17, 2023 48
  - LISD Administration Building
  - Cedar Park High School
- Feedback form as a QR Code for our community to provide feedback

# Q&A Session

Register for a virtual [Question & Answer Session](#) with our curriculum experts

**February 7, 2023**

**9:00a, 12:00p, 5:00p**



# DISCUSSION

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# Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, January 12, 2023

**Agenda Item:** Discussion of Board Operating Procedures  
**Purpose (this meeting):**  Discussion Item/Report Only  Action Requested  
**Administrator Responsible:** Bruce Gearing  
**Attachments:** 2022 Board of Trustees Operating Procedures – Approved – June 23, 2022

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**Background Information:**

The Board Operating Procedures Review Committee will be discussing proposed changes.

**Administrative Recommendation:**

N/A

**Sample Motion:**

N/A



## **Board of Trustees Operating Procedures**

**2022**

# Leander Independent School District

## Board Operating Procedures

The Board Operating Procedures serve as standard operating procedures that supplement the local policies of the school district and provide guidance to the Board of Trustees, as a body corporate, as they: ensure creation of a shared vision that promotes enhanced student achievement; provide guidance and direction for accomplishing the vision; measure and communicate how well the vision is being accomplished; promote the vision; works with the Superintendent to lead the District toward the vision as specified and further detailed in Board Policy ([BBD – EXHIBIT](#)).

### I. Effective Governance

The Board will rely on its adopted [core beliefs, vision, and mission](#) as they deliberate with the adopted [Strategic Plan](#) in mind. Deliberations will also be conducted with a system of communications and interaction that builds upon mutual respect and trust between Board Members and between Board Members and the Superintendent. Accordingly, they will:

1. Exercise courteous honesty in all written and interpersonal interaction, avoid misleading information;
2. Demonstrate respect for the opinions and comments of each other;
3. Focus on issues rather than on personalities;
4. Maintain focus on common goals;
5. Communicate with each other in a timely manner to avoid surprises;
6. Criticize privately, praise publicly;
7. Maintain appropriate confidentiality;
8. Openly share concerns, information, knowledge, and agendas;
9. Make every reasonable effort to protect the integrity and promote the positive image of the district and each other;
10. Respond in a timely manner to requests and inquiries from each other.

### II. Election of Board Members

- A. The Board is composed of seven members, all of whom are elected at large. Board elections are held in alignment with November uniform election dates, in even numbered years, as established by the legislature.
- B. A meeting will be held not earlier than the 8th day and not later than the 11th day after the election to canvass returns and for new members to file the Statement of an Elected Officer. See [Board Policy BBBB \(LEGAL\)](#).
- C. The new Board will meet at the next regularly scheduled meeting after the results are canvassed to review the selection of the following Board officers: President, Vice-President, and Secretary. See [Board Policy BDAA\(LEGAL\)](#). The LISD Board typically reorganizes in June following November elections.
  1. Board Officers shall serve for a term of one year or until the next called officer election. Officers may succeed themselves in office.
  2. At any meeting at which the Board will take action on Board Officers, the agenda shall include a

## **Leander Independent School District Board Operating Procedures**

provision for a closed session deliberation to discuss reconstituting the officers of the Board. During the closed meeting, the Board will deliberate the duties and qualifications of public officers. The current Board President will ask for nominations.

3. When reconvened in open meeting, in compliance with the Texas Open Meetings Act, the current Board President will preside over the election of the Board Officers. The current Board President will entertain nominations. Board members will not self-nominate from the dais. A nomination requires a second. If additional nominations are made, then each office will be voted on separately by the Board according to Robert's Rules of Order. The Board will vote for each office in turn, beginning with the Board President. If there is more than one nominee for a position, candidates will be voted on in the order of their nomination.
  4. Newly elected officers will assume responsibility for their office immediately upon election to the Board Office.
  5. In the event of a vacancy in an Officer's position, the Board may by a majority action of the Board at any duly called meeting fill the vacancy.
  6. The immediate past President and the newly elected President shall meet with the Superintendent within one week of election of officers to review all matters pending, to ensure the newly elected President has all the information required of the office, and to be sure all operating procedures are completed in a timely manner.
- D. The Board will offer orientation and training to new members in the Board's governance process.
1. New Board Members will have a meeting with staff for their name badge and other generic, logistical information before their first board meeting.
  2. As a supplement to the information provided in relation to his/her candidacy, a district orientation for a new Board Member will be scheduled, if possible, by the first board meeting a new Board Member takes the Oath of Office.
  3. At a minimum, the Superintendent and Board President will participate in the orientation. Additional administrative staff also may be included to provide specific information about the district.
  4. The orientation should include, but will not be limited to the following:
    - a. Board Operating Procedures and Board Policies
    - b. Superintendent's overview of district administrative organization
    - c. Training to access district electronic communications
    - d. District budget overview
    - e. District goals overview
    - f. Board annual calendar and briefing of upcoming events
- E. For specific policies related to Board Member Elections, see [Board Policy BBB](#).

### **III. Roles and Official Duties of the Board Officers**

- A. The **President of the Board** ensures the integrity of the Board's processes and serves as the

## **Leander Independent School District Board Operating Procedures**

Board's official spokesperson. Accordingly, the President has the following authority and duties:

1. Monitor Board behavior to ensure that it is consistent with its own rules and policies and those legally imposed upon it from outside the organization.
  - a. Conduct and monitor Board meeting deliberations to ensure that only Board issues are discussed;
  - b. Ensure that the Board meeting deliberations are fair, open, and thorough, but also efficient, timely, orderly, and to the point;
  - c. Chair Board meetings with all the commonly accepted power of that position as described in Robert's Rules of Order, and with voting rights;
  - d. Conduct periodic self-assessments to ensure process improvement.
  - e. Facilitate communication between Board members;
  - f. Facilitate agenda planning (including consent agenda items), development, and ordering of agenda items during meetings;
  - g. Act as the Board's spokesperson to the media.
2. Compile and facilitate the summative evaluation of the Superintendent.
3. Represent the Board to outside parties in announcing Board-stated positions and in stating decisions and interpretations with the areas assigned to the President, delegating this authority to other Board members when appropriate, but remaining accountable for its use.
4. Sign contracts, resolutions, and legal documents authorized by the Board.

**B. Board Vice President:**

1. Act in the capacity and perform the duties of the President of the Board in the event of the absence, disability, or resignation of the President.
2. Become President only upon being elected to the position by the Board.

**C. Board Secretary:**

1. Ensure that accurate records of Board meetings are kept.
2. Act in the capacity and perform the duties of the President of the Board in the event of the absence, disability, or resignation of the President and Vice President.
3. Sign contracts, resolutions, and legal documents authorized by the Board.
4. The Secretary shall work with Administration to prepare discussions with Trustees and compile Trustees response, if they are available, throughout the year to complete the evaluation.

**D. For specific policies related to Duties and Requirements of Board Officers, see [Board Policy BDAA](#).**

- E. If the Board cannot reach a consensus on the results of the Superintendents' evaluation, the Board Officers will finalize the evaluation.

# Leander Independent School District

## Board Operating Procedures

### IV. Developing Board Meeting Agendas

- A. To accomplish its stated objectives, the Board develops and follows an Annual Agenda Planning Calendar that includes a schedule for significant aspects of the Board's upcoming work, including monitoring of District performance, matters related to the District budget, bond and facility work, contracts, policies, personnel, evaluation of the Superintendent, and other items pertaining to major business of the Board.
- B. Not later than June 30 of each year, the Board President, in cooperation and consultation with the Superintendent, will develop a draft of the Board's Annual Planning Calendar of Board Meetings. The Annual Planning Calendar will serve as a template for agenda and activity planning purposes. The Board's Annual Planning Calendar provides a general planning guideline and can, at a minimum, include the following items:
  1. Items legally required annually but not at specific times;
  2. Items required by Board Policy;
  3. Desired Board Reports;
  4. Student Performance Reports;
  5. Program Evaluation;
  6. Instructional Programs and District Initiatives to review in the upcoming year;
  7. Activities not related to Board Meetings, to include District activities/events, major campus events, meetings of district-related organizations/committees, Board training opportunities/workshops/conventions, business meetings of local governmental entities, and advisory group meetings.
- C. Board Member Remarks: Board Member Remarks is a standing item on the agenda and notice of regular Board Meetings. This item allows Board members to highlight: announcements of or attendance at school and community events; visits to campuses; recognitions of outstanding performance by district staff and students; and recognition of new programs and special activities; and committee updates. This agenda item is not an opportunity for trustees to make statement, general or otherwise, about their positions on issues or conditions in the district/community or to provide commentary on a topic.
- D. Placing Items on the Agenda
  1. The Board President and Superintendent shall prepare the agenda for each Board meeting in accordance with the Annual Agenda Planning Calendar. Agenda items may be added by the Superintendent through appropriate consultation with the Board President.
  2. Any Board member may propose a subject for consideration by the Board. Ideally, such requests should be made before the Board at a Board meeting or proposed in writing to the Board President no later than **7 calendar days** before the meeting is posted. If two Board members (the Board President may be one of the two members) agree to have an item placed on the agenda, the Board President shall place the item on the agenda of the next regular board meeting or a subsequent meeting. Notwithstanding, the Board President may refuse to place an item on the agenda if it is not time to discuss the subject per the Board's Annual Planning Calendar and the item has already been discussed on two or more agendas within the preceding quarter. In accordance with the Texas Open Meetings Act, no member can place an item on the

## **Leander Independent School District Board Operating Procedures**

agenda less than 72 hours in advance of a meeting, except in an emergency as per Texas law.

3. Board agendas will be electronically delivered to board members **6 calendar days** prior to the regular Board meeting.
4. The Superintendent's office is responsible for the posting of the agenda, no later than **72 hours** before the meeting in accordance with Chapter 551 (Open Meetings Act) of the Texas Government Code.
5. The order in which posted agenda items are taken may be changed by the presiding officer at any meeting.
6. Should a member wish to remove an item from the consent agenda, that item will be discussed as a separate action item. See [Board Policy BE\(LOCAL\)](#).
7. Board members are encouraged to advise the Board President, Superintendent, or Superintendent's designee of questions or concerns on agenda items before the Board meeting.
8. For more information about agenda preparation, see [Board Policy BE\(LOCAL\)](#).

### **V. Board Meetings**

- A. The Leander ISD Board of Trustees typically will meet on the second and fourth Thursdays of each month with meetings normally beginning at 6:15 p.m., but times may vary. The Board President may call a special or emergency meeting at the request of two or more Board members and/or by the Superintendent as provided in Chapter 551 (Open Meetings Act) of the Texas Government Code.
- B. Four members present constitute a quorum for a meeting.
- C. The Board will hold itself accountable for governing with excellence. This self-discipline of excellence applies to attendance, beginning meetings on time, preparation for meetings, adherence to policy making principles, respect of roles, active participation in the monitoring process, and ensuring effective governance capability into the future.
- D. The Board solemnizes its proceedings by beginning regular monthly board meetings with a recitation of the pledge of allegiance to the United States, the pledge of allegiance to the state flag, and a moment of silence.
- E. Board Members shall refrain from electioneering and political advertising from the dais. See [BBBD\(LEGAL\)](#).
- F. The Board shall observe the parliamentary procedures as outlined in *Robert's Rules of Order Newly Revised*, except as otherwise provided in Board procedural rules or by law.
  1. All discussion shall be directed solely to the business currently under deliberation.
  2. The presiding officer has the responsibility to keep the discussion to the motion at hand and shall halt discussion that is not germane to the business before the Board.
  3. The presiding officer shall recognize a Board member wishing to comment. Board Members shall be respectful of time to allow other trustees an opportunity to ask questions or make comments.

## Leander Independent School District Board Operating Procedures

4. Questions and comments must be germane to the current agenda item.
  5. Encourage board members to be thoughtful in questioning and allow others to engage and participate – not monopolize the discussion
  6. Only Board Members who are counted as present may participate in discussion, debate, or voting.
  7. All Board Members are expected to conduct themselves with professionalism, respect, and integrity.
  8. The Board President may vote on all action items.
  9. In case of a tie vote, a motion fails.
  10. Dissenting and abstaining votes shall be recorded in the minutes of the Board Meeting.
  11. Respects the right of individual members to express their viewpoints and vote their convictions and honors the decisions of the majority.
- G. For the most updated information on meetings, visit the [LISD Board of Trustees website](#) and click on the Board Meetings & Live Stream drop down box.
- H. For specific policies related to Board Meetings, see [Board Policy BE](#).
- I. Citizen Comments/Public Participation
1. The Board encourages citizens to make their comments, concerns and ideas known to the Board during the Citizen Comments segment of the meeting. Persons may address the Board on agenda or non-agenda items at regular board meetings. ***At specially called meetings, the public may comment only on items on the agenda.***
  2. Citizen Comments will normally be held after the call to order, Pledge of Allegiance, and recognitions. A person wishing to address the Board shall sign up prior to the beginning of the meeting. For meetings that start at the usual time of 6:15 PM, the sign-up sheets for Citizen Comments will be available online from 12:00 p.m. the day before through 12:00 p.m. the day of the meeting. The deadline for signing up to speak will be 12:00 p.m. preceding the Board Meeting. For meetings with a different start time, the sign-up window will be specified at the top of the meeting agenda. Each citizen should sign up for themselves. Citizens who need special accommodations or assistance with sign-up should contact the office of the Superintendent (512-570-0000) during regular business hours. The LISD Board seeks to conduct its meetings in a polite, professional manner, and would appreciate Citizen Comments being shared in a similar fashion. The LISD Board’s standard expectation will be that the Board Book will be complete prior to the deadline for Citizen Comment sign-up to ensure that citizens have an awareness of the items the Board will be considering.
  3. Each speaker will be given up to 1.5 minutes. The presiding officer may modify this time at his/her discretion based on the number of citizens who signed up to speak, unless additional time is needed for translation in accordance with [BED\(LEGAL\)](#). Speakers may not “donate” their time to other speakers. Citizens will miss their speaking time if they are not present when their number is called.
  4. After the sign-up deadline, speakers will be notified via email of their speaking order and amount of time they will have to address the Board. Current LISD students will be placed at the

## **Leander Independent School District Board Operating Procedures**

top of the speaking order during Citizen Comments.

5. The request to address the board form shall ask for the speakers:
  - a. Name,
  - b. Address,
  - c. Phone,
  - d. If they are a Parent/Guardian, Student, Teacher/Staff, Resident of LISD, Community Member that works or shops in the district, or Other.
  - e. Name of your topic: General Information, Complaint (not specific to student or staff member), Complaint (specific to the student or staff member)- if you select this option a staff member will follow up and provide you details on the grievance process.
  - f. What item on the agenda will you be addressing?
  - g. Briefly state the issue you wish to discuss:
  - h. What would you suggest the remedy or appropriate response to your issue?
6. The Board does not allow the use of video, slide, or other electronic presentations. Speakers must address the Board from a speakers' podium/table. No speaker may approach the dais without permission of the presiding officer.
7. If citizens bring a written statement or support materials, they should provide enough copies for the seven Board members and the Superintendent.
8. Specific complaints about individual district personnel shall be processed through the District's grievance policies [DGBA \(Employee\)](#), [FNG \(Parent/Student\)](#), and [GF \(Public\) \(LOCAL\)](#). See [Leander ISD Complaint Form \(FNG Exhibit\)](#) for sample parent/student grievance form.
9. The Board requests that citizens not refer to individual students or employees by name during Citizen Comments.
10. The Board will not engage in dialogue with the speaker during the Board meeting. However, the Board or Superintendent may provide specific factual information or recite existing policy to clarify some inquiries or issues.
11. The Board shall not deliberate or make decisions regarding any subject that is not on the posted agenda. The presiding officer shall recognize Board members prior to any member asking clarifying questions or making statements to the Board. Board members may direct the Superintendent to investigate item(s) and report back to the Board as appropriate.
12. The Board President shall maintain decorum, so that the Board may conduct the business of the District. Outbursts and demonstrations that disrupt with a Board Meeting are prohibited. The Board shall not tolerate disruption of the Board meeting by members of the public. If, after one warning from the presiding officer, any person continues to disrupt the meeting by words or actions, the person shall be removed from the meeting. All individuals attending meetings are expected to comply with applicable guidelines from the District regarding emergency procedures and/or in accordance with executive orders issued by duly authorized local, state, and/or federal authorities. A single outburst or incident may be so disruptive that an individual may be removed without an initial warning.

## **Leander Independent School District Board Operating Procedures**

13. Signs or placards brought to a Board meeting shall not block the vision of those attending the meeting.
14. For specific legal policies related to public participation at Board meetings, see [Board Policy BED](#).

### **VI. Closed Meetings**

- A. The Board must convene in open session with proper posting prior to the presiding officer announcing a recess into closed meeting. The reason/exception for a closed session must be read aloud indicating the items to be discussed in closed session under Chapter 551 (Open Meetings) of the Texas Government Code. During a closed meeting, the Board can deliberate properly posted items but may not take any actions related to those items. All Board actions, including voting, must occur in open session.
- B. Discussions and information shared during closed session shall remain confidential. Board Members must always be mindful of their fiduciary duty to the District and protect information provided to them in trust during closed meeting. Trustees who reveal matters discussed in close meeting are subject to censure in accordance with these procedures. If a Board Member has questions about the confidentiality of information shared in closed meeting, they are encouraged to confer with the Board's Counsel.
- C. The Board shall keep a certified agenda of the proceedings of each closed session. Only members of the Board (whether present at the closed session or not) can review the minutes of a closed session without a court order. A Board member wishing to review the certified agenda of a closed session should contact the Superintendent's office. A copy may not be made. Certified agendas are to be sealed, kept confidential, and stored in a locked place in accordance with retention schedules and Board policy.
- D. For more information on closed meetings, see [Board Policy BEC](#).

### **VII. Voting**

- A. No item shall be acted upon by the Board unless the item is posted in the public notice for the meeting.
- B. When an item for action on the agenda is reached, the following procedure will apply:
  1. The Presiding officer shall announce the item for action.
  2. The Superintendent or appropriate staff member may make a comment, statement, recommendation, or presentation regarding the item.
  3. The Board may discuss the item and raise questions.
  4. Action is taken by means of a motion and a second, followed by a hand vote of Board members present. The Board also has the option of not taking action on an item.
- C. For more information about voting, see Board Policies [BDAA\(LOCAL\)](#) and [BE\(LOCAL\)](#).

# Leander Independent School District Board Operating Procedures

## VIII. Evaluation of the Superintendent

- A. The Superintendent evaluation will be conducted on an annual basis.
- B. The evaluation will be conducted in closed meeting.
- C. The individual Board member evaluation of the Superintendent and the final Board evaluation of the Superintendent will be presented to the Superintendent by the Board in closed meeting.
- D. For more information on superintendent evaluations, see Board Policy BJCD(LOCAL).

## IX. Evaluation of the Board

- A. The Board shall perform a self-review or evaluation in closed meeting.
- B. The Board review shall take place annually.
- C. The Board Operating Procedures and Board Member Code of Ethics shall be included in the review or evaluation. For information about Board Member ethics, see [BBF\(LOCAL\)](#).
- D. For more information about board self-evaluations, see Board Policy [BG\(LEGAL\)](#).

## X. Communications

- A. Board/Superintendent Communication: In order to build and maintain productive and effective relationships between the Board and the Superintendent, both the Board and the Superintendent will maintain a system of communication and interaction that builds upon mutual respect and trust.
- B. With respect to providing information and counsel to the Board, the Superintendent shall not fail to give the Board as much information as necessary to allow Board members to be adequately informed.
- C. The Superintendent will communicate information in a timely fashion to all Board members through:
  - 1. Board meetings and executive sessions;
  - 2. Board correspondence;
  - 3. Telephone calls;
  - 4. One-on-one meetings.
- D. Board members will keep the Superintendent informed via telephone calls, voice mails, e-mails, personal visits, dialogue meetings, and requests for executive session or open meeting discussions.
- E. Correspondence related to formal complaints or grievances, as described in [Board Policies DGBA, FNG](#), and [GF](#) (LEGAL and LOCAL) will not be forwarded to Board members in order that they may maintain their objectivity pertaining to matters that may require Board action in the future. The sender will be notified with an explanation of the decision not to forward the communication.
- F. Board Response to Contacts/Correspondence
  - 1. Individual Board members may communicate with members of the community as they deem appropriate. However, Board Members should not try to solve complaints or grievances

## **Leander Independent School District Board Operating Procedures**

individually or outside established procedures for complaints or grievances. While Board members strive to be responsive to stakeholders, it is not possible for them to respond to every inquiry due to the volume of correspondence. When responding to members of the community via email or letter, Board Members are encouraged to cc the Board President or Vice President.

2. Letters and faxes addressed to individual Board Members and received in the Superintendent's office are delivered to that Board Member at the next Board meeting. If an item is urgent or time sensitive, the Board Member is contacted by email or telephone before the meeting.
3. Citizens may contact the Board of Trustees by email at: [governance.team@leanderisd.org](mailto:governance.team@leanderisd.org). The Superintendent's office will acknowledge receipt of the email and inform the sender that the message has been forwarded to individual Board members and to the appropriate administrator(s). The administration will ensure that an appropriate response is provided on behalf of the Board of Trustees.
4. If a Board member responds to an inquiry in writing, he or she will copy the Superintendent's office who will determine whether information needs to be added to the Superintendent's weekly memo to the Board.
5. The Board of Trustees encourages input, and the confidentiality of reports will be maintained when possible and requested. Anonymous calls or letters will not receive a response and will not result in directives to the administration.

### **G. Administration Response to Contacts/Correspondence**

1. All correspondence addressed to the Superintendent or administration will be routed to the appropriate staff members.
2. The appropriate staff members will investigate the issues raised in the correspondence and will respond in a reasonable and appropriate manner. It is the goal of the administration to respond to correspondence within ten working days.
3. The LISD administration encourages input. Anonymous calls or letters, however, will not receive a reply from the administration. If requested, confidentiality of the person writing the correspondence will be maintained when possible.

### **H. Board Communication**

1. Board members are encouraged to share information about noteworthy meetings and events with other Board members at properly posted Board meetings. Board members should notify the Superintendent's office to allow for calendar additions and postings as needed.

### **I. Social Media**

1. The Board recognizes that social media can be a positive tool for fostering community engagement with the school district; however, Board Members must operate within appropriate guidelines when they are communicating online about school district business.
2. In using social media to communicate about school district business, the Board Member shall:
  - a. Clarify that he/she is communicating as an individual member of the Board and not as an official district spokesperson;

## **Leander Independent School District Board Operating Procedures**

- b. Avoid deliberating school district business with a quorum of the Board;
- c. Direct complaints or concerns presented online to the appropriate administrator;
- d. Avoid posting content that indicates that the Board Member has already formed an opinion on pending matters or matters that may come before the Board;
- e. Not solicit input from the community by polling or surveying friends or connections and not allow social media to direct decisions as a trustee;
- f. Post only content that the District has already released to the public;
- g. When attempting to restate what happened at a Board Meeting, clarify that the posting is not an official record of the Board Meeting and share information only from the open portions of the meeting;
- h. Conduct oneself online in a manner that reflects well on the District; avoid posting information that has not been verified and made public by the District; and never post anonymously about school business or repeat rumors;
- i. Immediately report suspected illegal activities and harassing or defamatory communications that involve school officials, staff, students, or District business to the Superintendent;
- j. Realize that by using a personal account to conduct official school district business the account may become a public forum under the First Amendment;
- k. Retain electronic records—including the Board Member’s posts and content others post to the account—when required to do so by the District’s records retention schedule; and
- l. Comply with the District’s acceptable use policy when using district-issued devices or technology resources and immediately report to the District any potential security breach if control or possession of confidential District records are lost.
- m. Understand that a Board Member’s failure to comply with these communication requirements will be addressed in the manner described below in Addressing Board Member Violations.

### **XI. Individual Board Member Requests for Information or Reports**

- A. An individual Board member, acting in his or her official capacity, has the right to seek information pertaining to District fiscal affairs, business transactions, governance, school operations, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code. Written responses to information requests from the Board will be distributed to all Board members in a timely manner.
- B. Individual members shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records. In such cases, individual members shall seek access to the records from the Superintendent. At the time access to the records is provided, the Board member shall be advised of his or her responsibility to comply with confidentiality requirements.
- C. Individual Board members shall not issue formal written or oral requests for information directly to campus principals or other administrators not designated as Board contacts. Board members

## **Leander Independent School District Board Operating Procedures**

may e- mail or call the Superintendent to ask questions or request information.

- D. For more information about Board members' access to information, see [Board Policy BBE\(LEGAL\)](#).

### **XII. Citizen or Employee Request/Complaint to Individual Board Member**

- A. If parents, students, or other members of the public bring concerns or complaints to an individual Trustee, the Board member should listen to the complaint to better understand the critical issues, unless it relates to a formal complaint or grievance already filed under [Board Policies DGBA](#), [FNG](#), or [GF](#) and upon which the Board may be requested to take action. The Board member should take the following steps:
  1. Refer the parent, student, employee, citizen to the administrator who is in the best position to assist in addressing the concern or complaint.
  2. Make the citizen aware of the District policies and procedures in place to address citizen concerns or complaints and remind them that Board members must remain impartial in case the matter requires Board action in the future.
  3. Notify the Superintendent's office if the situation warrants.
- B. For more information about access to the LISD's grievance procedures, see [Board Policies DGBA](#) (Employee), [FNG](#) (Parent/Student), and [GF](#) (Public).

### **XIII. Media Inquiries to the Board**

- A. The Board President generally serves as the official spokesperson for the Board. However, under special circumstances, the Board may elect to appoint a different spokesperson for the Board.
- B. A Board member who receives calls from the media should notify the Superintendent and the Chief Communications Officer.
- C. Individual Board members who are asked for individual comments or opinions by the media are to qualify those statements as being the opinion of the individual Board member and not representative of the Board as a whole or the school district. Board Members must be mindful that comments to the media or on social media in their individual capacity may be perceived as statements on behalf of the District. See [BBF\(LOCAL\)](#).
- D. For more information about LISD's Centralized Communication Functions, see Board Policy [GBB\(LOCAL\)](#).

### **XIV. Board Member Visits to a School Campus**

- A. Board members may be invited to attend public events, receptions, groundbreakings, dedications, ribbon cuttings, and other campus events. In such cases, notifying the Superintendent is not necessary; however, Board members must be cognizant of whether a quorum attends the event and Open Meeting Act requirements.
- B. Board members who wish to visit a campus to view a program or activity in their official capacity shall notify the Superintendent and coordinate the visit with the principal. At no time will Board

## **Leander Independent School District Board Operating Procedures**

members visit campuses or other school programs in an attempt to evaluate personnel.

- C. These guidelines do not pertain to visits as a parent or as a spectator to school events. Board members with children enrolled in the school district are entitled to the same rights, privileges, and courtesies as all other parents or guardians. However, when engaging in conferences or interactions with school personnel as a parent, a Board member shall not let his/her official position interfere or dictate decisions that should be fair and impartial.
- D. Board members who wish to visit a campus in any capacity other than their official capacity shall do so in accordance with Board Policy [GKC \(LOCAL\)](#).

### **XV. Board Training Development**

- A. Board Members must meet minimum annual requirements for training. Based on our November Trustee election cycle, Leander ISD is required to announce at the last Board meeting in October, each Board member who has completed, exceeded or is deficient in meeting the required continuing education hours. However, the requirements for training are measured as of the first anniversary of the date of the trustee's election or appointment, or two-year anniversary of his or her previous training, as applicable.
- B. At the last regular October board meeting, the Board President must announce the name of each board member who has completed/exceeded/or is deficient in the required continuing education as required by 19 Tex. Admin Code 61.1 (j).
- C. All Board members may attend the annual state TASA/TASB Convention, and the Board's TASB representative(s) may attend appropriate TASB meetings in accordance with LISD's representation on the TASB board of directors.
- D. Pending any necessary budget considerations, all Board members may attend NSBA Convention.
- E. The Board's representative(s) are encouraged to attend the Central Texas School Board Association meetings (Region XIII).
- F. All Board members may attend the Region XIII Education Service Center Board training sessions and/or meetings.
- G. The Board's representative(s) may attend the legislative sessions and/or meetings of the State Board of Education as appropriate.
- H. Additional training or educational seminars may be requested by individual Board members and approved by a majority of the Board through Board action.
- I. Board members may attend regional or state UIL activities representing the District, with a maximum of one over-night lodging expense per event.
- J. Board members may attend local breakfast, lunch, or dinner meetings that are education-related or related to Board and/or District business.
- K. Exceptions to the above must be approved by a majority of the Board members.
- L. For specific legal polices related to Board Member training, see Board Policy [BBD \(LEGAL\)](#).

# Leander Independent School District Board Operating Procedures

## XVI. Travel Reimbursement

- A. Reimbursement to Board members for reasonable travel expenses\* for attendance at regional, state, or national conventions, conferences, and workshops shall be made by the District when attendance is authorized and deemed by the Board to be necessary to conducting the business of schools.
- B. Recognizing that Board members serve the Leander Independent School District without compensation for their service as trustees while also maintaining separate employment, Board members are permitted to engage in limited work on private or personal matters while travelling on school business, so long as the work or personal/private matter does not interfere with the Board member's ability to attend to the business of LISD.
- C. The District may not pay the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the Board when they accompany a Board member to Board-related activities.
- D. For specific policies related to Board Member Travel Reimbursement, see [Board Policy BBG](#).

\* **Reasonable expenses** are defined to mean:

- 1. **Hotel:** Not to exceed the standard negotiated rate available through the conference sponsor. If no standard negotiated rate has been established, the reimbursement rate shall not exceed the rate for key officials as stated by the Texas Comptroller for the current fiscal year.
- 2. **Meals:** Without receipts, for overnight travel, Board members may claim per diem in the same manner and at the same rates as specified for employees in the Leander ISD Business Operating Guidelines. With receipts, meals for overnight and non-overnight travel may be reimbursed up to the rate for key officials as stated by the Texas Comptroller for the current fiscal year.
- 3. **Parking:** Hotel self-parking is highly recommended in the hotel in which the Board member is a guest, unless no self-parking is available or if it is not safe.
- 4. **Mileage:** Not to exceed the allowable IRS rates (or the district approved rate if lower) for use of a personal car or the actual cost of the lowest fare for commercial transportation plus parking.

No reimbursement will be made for:

- 1. Non-district facsimiles or phone calls
- 2. Entertainment or in-room movies
- 3. Alcohol
- 4. Souvenirs
- 5. Spouse/family expenses

Cancellation of conference registration, hotel, travel accommodations, etc. must be completed within the allowable "cancellation" timeline established by the vendor or sponsoring entity. Every attempt must be made by the Board Member to notify the Superintendent's Administrative Assistant of such cancellation plans as soon as plans need to be changed. For cancellations not completed within the designated timeline, the loss of reimbursement eligibility and/or monetary commitment of the District shall be borne by the individual Board Member responsible for the cancellation, unless the cancellation is the result of personal illness or a family emergency or natural disaster.

## **Leander Independent School District Board Operating Procedures**

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

A statement shall be submitted for all authorized expenses incurred, including receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

### **XVII. Conflicts of Interest**

- A. Board Members are expected to avoid conflicts of interest involving any matter pending before the Board. A conflict of interest is deemed to exist when a member is confronted with an issue in which the member has a personal or pecuniary interest or an issue or circumstances that could render the member unable to devote complete loyalty and singleness of purpose to the public interest. Accordingly:
  - 1. If a Board Member has a substantial personal or private interest in any matter pending before the Board, the member shall disclose such interest to the Board and shall not vote on the matter.
  - 2. A member of the Board shall not also be an employee of the district, nor shall a member receive any compensation for services rendered to the district. This provision shall not prohibit members from receiving reimbursement for authorized expenses incurred during the performance of Board duties.
  - 3. The Board shall not enter into any contract with any of its members or with a firm in which a member has a financial interest unless one or more of the following conditions apply:
    - a. The contract is awarded to the lowest responsible bidder based upon established competitive bidding procedures; or
    - b. The Board Member is the highest bidder for merchandise sold at a public auction.
  - 4. Board Member is expected to avoid conflict of interest in the exercise of the member's fiduciary responsibility. Accordingly, a Board member may not:
    - a. Disclose or use confidential information acquired during the performance of official duties as a means to further the Board member's own personal financial interests or the interests of a member of the Board member's immediate family;
    - b. Accept a gift of substantial value or economic benefit which would tend to improperly influence a reasonable person, or which the Board member knows or should know is primarily for the purpose of a reward for official action;
    - c. Engage in a substantial financial transaction for private business purposes with a person whom the Board member directly or indirectly supervises;
    - d. Perform an official act, which directly confers an economic benefit on a business in which the Board member has a substantial financial interest or is engaged as a counsel, consultant, representative or agent.
- B. Board Members are encouraged to file an affidavit disclosing a substantial interest in a business entity or real property to identify potential conflicts of interest to the public and vendors. See [Board Policy BBFA](#) (EXHIBIT).

## **Leander Independent School District Board Operating Procedures**

- C. For specific policies related to Board Member Ethics and Conflicts of Interest, see Board Policies [BBFA \(LEGAL and LOCAL\)](#).

### **XVIII. Addressing Board Member Violations**

- A. The Board and each of its members are committed to faithful compliance with the provisions of the Board's policies and these procedures. In the event of a member's willful violation of policy, the Board will seek remedy by the following sequential process:
  - 1. Private conversation between the offending member and the Board president or other Trustee;
  - 2. Discussion in executive session between the offending member and the full Board; and
  - 3. Upon an affirmative vote of a simple majority, public censure of the offending member of the Board.
- B. For specific policies related to Board Member Removal from Office see [BBC\(LEGAL\)](#).

### **XIX. Internal Board Committees**

- A. In accordance with Board Policy [BDB \(LEGAL\)](#), the Board has created standing committees to facilitate the efficient operation of the Board.
- B. Each standing committee shall consist of up to three Trustees, one serving as Chair and two serving as members.
  - 1. Legislative
  - 2. Board Operating Procedures
  - 3. Policy
  - 4. Long Range
- C. The Board may create additional committees as necessary.
- D. The Chair of the committee, in consultation with the staff liaison, shall determine the number and frequency of meetings each year.
- E. The Chair of the committee shall provide regular reports to the Board regarding the work of the committee during regularly scheduled Board meetings.
- F. When possible, committee member terms will be: Staggered to minimize the impact of member turnover.
- G. The Board has created committees to facilitate the efficient operation of the Board. Those committees are reviewed annually and consist of up to three members and work with a Staff/Board Attorney liaison in an advisory capacity. These committees serve purely in an advisory function, with no power to supervise or control district business.
- H. The committee members will typically be agreed to annually by the Board, along with the

## **Leander Independent School District Board Operating Procedures**

designation of a chair of that committee. The chair will work with the staff liaison to determine when meetings are needed. Trustees will work with one another to assure a smooth transition across committee assignment by transferring all written materials to their successors, meeting with them to discuss pending committee matters, and assisting in other ways as needed.

- I. The Board annually reviews committee members for all internal board committees.

### **XX. District Citizen Advisory Committees**

- A. Board member appointments to certain district administrative committees, created by board policy or established through administration, may be conducted annually or as specified by administration. Beginning with appointments for the 2022-2023 school year, the Board shall instruct the district to include on the committee webpage each Board appointee's name and the name of the Board Member who nominated them, as well as details regarding the time frame during which appointments shall be made. Beginning with appointments for the 2022-2023 school year, community members must be residents of Leander ISD.
- B. The Board shall consider each committee requirement composition when submitting appointees including but not limited to parents with students in the district, the feeder pattern, as well as a commitment of attendance. The Board will only approve committee member appointments/nominations if required by policy or statute. If board approval of the entire committee is required by policy or statute, appointments shall be reviewed and voted on by the Board at the same time of approval as the entire committee membership.
- C. The function of the committees, unless otherwise stated in statute, shall be fact-finding, deliberative, and advisory. The district shall consider the board appointments when determining the remaining composition of the committee so that selection of the remaining members provide for an adequate representation of the community's diversity and geography.

### **XXI. Reviewing the Board Operating Procedures**

Board of Trustees Governance Policies and Operating Procedures will be reviewed and updated each year and will be part of Board training.

# Leander Independent School District Board Operating Procedures

## ACKNOWLEDGMENT

I hereby acknowledge that it is my responsibility to review the Leander Independent School District Board Operating Procedures, and my signature indicates that I agree to do so and abide by the standards, policies, and procedures contained therein.

---

Name

---

Date



# **Board of Trustees Operating Procedures**

**2022**

Adopted June 23, 2022 Draft January 12, 2023

# Leander Independent School District Board Operating Procedures

The Board Operating Procedures serve as standard operating procedures that supplement the local policies of the school district and provide guidance to the Board of Trustees, as a body corporate, as they: ensure creation of a shared vision that promotes enhanced student achievement; provide guidance and direction for accomplishing the vision; measure and communicate how well the vision is being accomplished; promote the vision; works with the Superintendent to lead the District toward the vision as specified and further detailed in Board Policy ([BBD – EXHIBIT](#)).

## I. Effective Governance

~~The Board will rely on its adopted core beliefs, vision, and mission as they deliberate with the adopted Strategic Plan in mind. Deliberations will also be conducted with a system of communications and interaction that builds upon mutual respect and trust between Board Members and between Board Members and the Superintendent. Accordingly, they will:~~

- ~~1. Exercise courteous honesty in all written and interpersonal interaction, avoid misleading information;~~
- ~~2. Demonstrate respect for the opinions and comments of each other;~~
- ~~3. Focus on issues rather than on personalities;~~
- ~~4. Maintain focus on common goals;~~
- ~~5. Communicate with each other in a timely manner to avoid surprises;~~
- ~~6. Criticize privately, praise publicly;~~
- ~~7. Maintain appropriate confidentiality;~~
- ~~8. Openly share concerns, information, knowledge, and agendas;~~
- ~~9. Make every reasonable effort to protect the integrity and promote the positive image of the district and each other;~~
- ~~10. Respond in a timely manner to requests and inquiries from each other.~~

~~The Board will rely on its adopted core beliefs, vision, and mission as they deliberate with the adopted Strategic Plan in mind. Deliberations will also be conducted with a system of communications and interaction that builds upon mutual respect and trust between Board Members and between Board Members and the Superintendent.~~

~~Accordingly, the Team of 8 will:~~

- ~~1. Listen to each other and demonstrate respect for the opinions and comments of each other.~~
- ~~2. Maintain honesty and transparency in all interactions.~~
- ~~3. Have an expectation of preparedness for all meetings.~~
  - ~~a. Respond in a timely manner to requests and inquiries from each other and from administration employees~~
- ~~4. Remember, all are equal members and have a purpose on the team.~~
- ~~5. Make space for each other.~~
- ~~6. Stay curious and engaged.~~

# Leander Independent School District Board Operating Procedures

## 7. Acknowledge the issue, but focus on the mission

a. Criticize privately, praise publicly;

b. Maintain appropriate confidentiality

c. Maintain focus on common goals

d. Promote the positive image of the district

## 8. Attempts to resolve conflict will include:

a. Seeking to find common ground

b. Keep away from personalities

c. Stay focused on core beliefs

d. Think - How does this impact our district?

## **II. Election of Board Members**

- A. The Board is composed of seven members, all of whom are elected at large. Board elections are held in alignment with November uniform election dates, in even numbered years, as established by the legislature.
- B. A meeting will be held not earlier than the 8th day and not later than the 11th day after the election to canvass returns and for new members to file the Statement of an Elected Officer. See [Board Policy BBBB \(LEGAL\)](#).
- C. The new Board will meet at the next regularly scheduled meeting after the results are canvassed to review the selection of the following Board officers: President, Vice-President, and Secretary. See [Board Policy BDAA\(LEGAL\)](#). The LISD Board typically reorganizes in June following November elections.
  1. Board Officers shall serve for a term of one year or until the next called officer election. Officers may succeed themselves in office.
  2. At any meeting at which the Board will take action on Board Officers, the agenda shall include a provision for a closed session deliberation to discuss reconstituting the officers of the Board. During the closed meeting, the Board will deliberate the duties and qualifications of public officers. The current Board President will ask for nominations.

## Leander Independent School District Board Operating Procedures

3. When reconvened in open meeting, in compliance with the Texas Open Meetings Act, the current Board President will preside over the election of the Board Officers. The current Board President will entertain nominations. Board members will not self-nominate from the dais. A nomination requires a second. If additional nominations are made, then each office will be voted on separately by the Board according to Robert's Rules of Order. The Board will vote for each office in turn, beginning with the Board President. If there is more than one nominee for a position, candidates will be voted on in the order of their nomination.
4. Newly elected officers will assume responsibility for their office immediately upon election to the Board Office.
5. In the event of a vacancy in an Officer's position, the Board may by a majority action of the Board at any duly called meeting fill the vacancy.
6. The immediate past President and the newly elected President shall meet with the Superintendent within one week of election of officers to review all matters pending, to ensure the newly elected President has all the information required of the office, and to be sure all operating procedures are completed in a timely manner.

D. The Board will offer orientation and training to new members in the Board's governance process.

1. New Board Members will have a meeting with staff for their name badge and other generic, logistical information before their first board meeting.
2. As a supplement to the information provided in relation to his/her candidacy, a district orientation for a new Board Member will be scheduled, if possible, by the first board meeting a new Board Member takes the Oath of Office.
3. At a minimum, the Superintendent and Board President will participate in the orientation. Additional administrative staff also may be included to provide specific information about the district.
4. The orientation should include, but will not be limited to the following:
  - a. Board Operating Procedures and Board Policies
  - b. Superintendent's overview of district administrative organization
  - c. Training to access district electronic communications
  - d. District budget overview
  - ~~e. District goals~~
  - f. Strategic Plan, goals, and Guiding Documents
  - g. Board annual calendar and briefing of upcoming events
  - h.. Superintendent's current contract & Instrument for Superintendent evaluation
  - i.. List of Board and administrative committees having Trustee representation.

# Leander Independent School District Board Operating Procedures

E. For specific policies related to Board Member Elections, see [Board Policy BBB](#).

## III. Roles and Official Duties of the Board Officers

A. The **President of the Board** ensures the integrity of the Board's processes and serves as the Board's official spokesperson. Accordingly, the President has the following authority and duties:

1. Monitor Board behavior to ensure that it is consistent with its own rules and policies and those legally imposed upon it from outside the organization.
  - a. Conduct and monitor Board meeting deliberations to ensure that only Board issues are discussed;
  - b. Ensure that the Board meeting deliberations are fair, open, and thorough, but also efficient, timely, orderly, and to the point;
  - c. Chair Board meetings with all the commonly accepted power of that position as described in Robert's Rules of Order, and with voting rights;
  - d. Conduct periodic self-assessments to ensure process improvement.
  - e. Facilitate communication between Board members;
  - f. Facilitate agenda planning (including consent agenda items), development, and ordering of agenda items during meetings;
  - g. Act as the Board's spokesperson to the media.
2. Compile and facilitate the summative evaluation of the Superintendent.
3. Represent the Board to outside parties in announcing Board-stated positions and in stating decisions and interpretations with the areas assigned to the President, delegating this authority to other Board members when appropriate, but remaining accountable for its use.
4. Sign contracts, resolutions, and legal documents authorized by the Board.

### B. Board Vice President:

1. Act in the capacity and perform the duties of the President of the Board in the event of the absence, disability, or resignation of the President.
- ~~2.~~ 2. Participate in agenda planning (including consent agenda items), development.
- ~~2.3.~~ Become President only upon being elected to the position by the Board.

# Leander Independent School District Board Operating Procedures

## C. Board Secretary:

1. Ensure that accurate records of Board meetings are kept.
2. Act in the capacity and perform the duties of the President of the Board in the event of the absence, disability, or resignation of the President and Vice President.
3. Sign contracts, resolutions, and legal documents authorized by the Board.
4. The Secretary shall work with Administration to prepare discussions with Trustees and compile Trustees response, if they are available, throughout the year to complete the evaluation.

D. For specific policies related to Duties and Requirements of Board Officers, see [Board Policy BDAA](#).

E. If the Board cannot reach a consensus on the results of the Superintendents' evaluation, the Board Officers will finalize the evaluation.

## IV. Developing Board Meeting Agendas

- A. To accomplish its stated objectives, the Board develops and follows an Annual Agenda Planning Calendar that includes a schedule for significant aspects of the Board's upcoming work, including monitoring of District performance, matters related to the District budget, bond and facility work, contracts, policies, personnel, evaluation of the Superintendent, and other items pertaining to major business of the Board.
- B. Not later than June 30 of each year, the Board President, in cooperation and consultation with the Superintendent, will develop a draft of the Board's Annual Planning Calendar of Board Meetings. The Annual Planning Calendar will serve as a template for agenda and activity planning purposes. The Board's Annual Planning Calendar provides a general planning guideline and can, at a minimum, include the following items:
  1. Items legally required annually but not at specific times;
  2. Items required by Board Policy;
  3. Desired Board Reports;
  4. Student Performance Reports;
  5. Program Evaluation;
  6. Instructional Programs and District Initiatives to review in the upcoming year;
  7. Activities not related to Board Meetings, to include District activities/events, major campus events, meetings of district-related organizations/committees, Board training opportunities/workshops/conventions, business meetings of local governmental entities, and advisory group meetings.

## Leander Independent School District Board Operating Procedures

C. Board Member Remarks: Board Member Remarks is a standing item on the agenda and notice of regular Board Meetings. This item allows Board members to highlight: announcements of or attendance at school and community events; visits to campuses; recognitions of outstanding performance by district staff and students; and recognition of new programs and special activities; and committee updates. This agenda item is not an opportunity for trustees to make statement, general or otherwise, about their positions on issues or conditions in the district/community or to provide commentary on a topic.

### D. Placing Items on the Agenda

1. The Board President and Superintendent shall prepare the agenda for each Board meeting in accordance with the Annual Agenda Planning Calendar. Agenda items may be added by the Superintendent through appropriate consultation with the Board President.
2. Any Board member may propose a subject for consideration by the Board. Ideally, such requests should be made before the Board at a Board meeting or proposed in writing to the Board President no later than **7 calendar days** before the meeting is posted. If two Board members (the Board President may be one of the two members) agree to have an item placed on the agenda, the Board President shall place the item on the agenda of the next regular board meeting or a subsequent meeting. Notwithstanding, the Board President may refuse to place an item on the agenda if it is not time to discuss the subject per the Board's Annual Planning Calendar and the item has already been discussed on two or more agendas within the preceding quarter. In accordance with the Texas Open Meetings Act, no member can place an item on the agenda less than 72 hours in advance of a meeting, except in an emergency as per Texas law.
3. Board agendas will be electronically delivered to board members **6 calendar days** prior to the regular Board meeting.
4. The Superintendent's office is responsible for the posting of the agenda, no later than **72 hours** before the meeting in accordance with Chapter 551 (Open Meetings Act) of the Texas Government Code.
5. The order in which posted agenda items are taken may be changed by the presiding officer at any meeting.
6. Should a member wish to remove an item from the consent agenda, that item will be discussed as a separate action item. See [Board Policy BE\(LOCAL\)](#).
7. Board members are encouraged to advise the Board President, Superintendent, or Superintendent's designee of questions or concerns on agenda items before the Board meeting.
8. For more information about agenda preparation, see [Board Policy BE\(LOCAL\)](#).

# Leander Independent School District Board Operating Procedures

## V. Board Meetings

- A. The Leander ISD Board of Trustees typically will meet on the second and fourth Thursdays of each month with meetings normally beginning at 6:15 p.m., but times may vary. The Board President may call a special or emergency meeting at the request of two or more Board members and/or by the Superintendent as provided in Chapter 551 (Open Meetings Act) of the Texas Government Code.
- B. Four members present constitute a quorum for a meeting.
- C. The Board will hold itself accountable for governing with excellence. This self-discipline of excellence applies to attendance, beginning meetings on time, preparation for meetings, adherence to policy making principles, respect of roles, active participation in the monitoring process, and ensuring effective governance capability into the future.
- D. The Board solemnizes its proceedings by beginning regular monthly board meetings with a recitation of the pledge of allegiance to the United States, the pledge of allegiance to the state flag, and a moment of silence.
- E. Board Members shall refrain from electioneering and political advertising from the dais. See [BBBD\(LEGAL\)](#).
- F. The Board shall observe the parliamentary procedures as outlined in *Robert's Rules of Order Newly Revised*, except as otherwise provided in Board procedural rules or by law.
  1. All discussion shall be directed solely to the business currently under deliberation.
  2. The presiding officer has the responsibility to keep the discussion to the motion at hand and shall halt discussion that is not germane to the business before the Board.
  3. The presiding officer shall recognize a Board member wishing to comment. Board Members shall be respectful of time to allow other trustees an opportunity to ask questions or make comments.
  4. Questions and comments must be germane to the current agenda item.
  5. Encourage board members to be thoughtful in questioning and allow others to engage and participate – not monopolize the discussion
  6. Only Board Members who are counted as present may participate in discussion, debate, or voting.
  - ~~7. All Board Members are expected to conduct themselves with professionalism, respect, and integrity.~~
  - ~~8. The Board President may vote on all action items.~~
  - ~~9. In case of a tie vote, a motion fails.~~
  - ~~10. Dissenting and abstaining votes shall be recorded in the minutes of the Board Meeting.~~
  - ~~11.7~~ Respects the right of individual members to express their viewpoints and vote their convictions and honors the decisions of the majority.

## Leander Independent School District Board Operating Procedures

G. For the most updated information on meetings, visit the [LISD Board of Trustees website](#) and click on the Board Meetings & Live Stream drop down box.

H. For specific policies related to Board Meetings, see [Board Policy BE](#).

### I. Citizen Comments/Public Participation

1. The Board encourages citizens to make their comments, concerns and ideas known to the Board during the Citizen Comments segment of the meeting. Persons may address the Board on agenda or non-agenda items at regular board meetings. ***At specially called meetings, the public may comment only on items on the agenda.***
2. Citizen Comments will normally be held after the call to order, Pledge of Allegiance, and recognitions. A person wishing to address the Board shall sign up prior to the beginning of the meeting. For meetings that start at the usual time of 6:15 PM, the sign-up sheets for Citizen Comments will be available online from 12:00 p.m. the day before through 12:00 p.m. the day of the meeting. The deadline for signing up to speak will be 12:00 p.m. preceding the Board Meeting. For meetings with a different start time, the sign-up window will be specified at the top of the meeting agenda. Each citizen should sign up for themselves. Citizens who need special accommodations or assistance with sign-up should contact the office of the Superintendent (512- 570-0000) during regular business hours. The LISD Board seeks to conduct its meetings in a polite, professional manner, and would appreciate Citizen Comments being shared in a similar fashion. The LISD Board's standard expectation will be that the Board Book will be complete prior to the deadline for Citizen Comment sign-up to ensure that citizens have an awareness of the items the Board will be considering.
3. Each speaker will be given up to 1.5 minutes. The presiding officer may modify this time at his/her discretion based on the number of citizens who signed up to speak, unless additional time is needed for translation in accordance with [BED\(LEGAL\)](#). Speakers may not "donate" their time to other speakers. Citizens will miss their speaking time if they are not present when their number is called.
4. After the sign-up deadline, speakers will be notified via email of their speaking order and amount of time they will have to address the Board. Current LISD students will be placed at the top of the speaking order during Citizen Comments.

## Leander Independent School District Board Operating Procedures

5. The request to address the board form shall ask for the speakers:
  - a. Name,
  - b. Address,
  - c. Phone,
  - d. If they are a Parent/Guardian, Student, Teacher/Staff, Resident of LISD, Community Member that works or shops in the district, or Other.
  - e. Name of your topic: General Information, Complaint (not specific to student or staff member), Complaint (specific to the student or staff member)- if you select this option a staff member will follow up and provide you details on the grievance process.
  - f. What item on the agenda will you be addressing?
  - g. Briefly state the issue you wish to discuss:
  - h. What would you suggest the remedy or appropriate response to your issue?
6. The Board does not allow the use of video, slide, or other electronic presentations. Speakers must address the Board from a speakers' podium/table. No speaker may approach the dais without permission of the presiding officer.
7. If citizens bring a written statement or support materials, they should provide enough copies for the seven Board members and the Superintendent.
8. Specific complaints about individual district personnel shall be processed through the District's grievance policies [DGBA \(Employee\)](#), [FNG \(Parent/Student\)](#), and [GF \(Public\) \(LOCAL\)](#). See [Leander ISD Complaint Form \(FNG Exhibit\)](#) for sample parent/student grievance form.
9. The Board requests that citizens not refer to individual students or employees by name during Citizen Comments.
10. The Board will not engage in dialogue with the speaker during the Board meeting. However, the Board or Superintendent may provide specific factual information or recite existing policy to clarify some inquiries or issues.
11. The Board shall not deliberate or make decisions regarding any subject that is not on the posted agenda. The presiding officer shall recognize Board members prior to any member asking clarifying questions or making statements to the Board. Board members may direct the Superintendent to investigate item(s) and report back to the Board as appropriate.

## **Leander Independent School District Board Operating Procedures**

12. The Board President shall maintain decorum, so that the Board may conduct the business of the District. Outbursts and demonstrations that disrupt a Board Meeting are prohibited. The Board shall not tolerate disruption of the Board meeting by members of the public. If, after one warning from the presiding officer, any person continues to disrupt the meeting by words or actions, the person shall be removed from the meeting. All individuals attending meetings are expected to comply with applicable guidelines from the District regarding emergency procedures and/or in accordance with executive orders issued by duly authorized local, state, and/or federal authorities. A single outburst or incident may be so disruptive that an individual may be removed without an initial warning.
13. Signs or placards brought to a Board meeting shall not block the vision of those attending the meeting.
14. For specific legal policies related to public participation at Board meetings, see [Board Policy BED](#).

### **VI. Closed Meetings**

- A. The Board must convene in open session with proper posting prior to the presiding officer announcing a recess into closed meeting. The reason/exception for a closed session must be read aloud indicating the items to be discussed in closed session under Chapter 551 (Open Meetings) of the Texas Government Code. During a closed meeting, the Board can deliberate properly posted items but may not take any actions related to those items. All Board actions, including voting, must occur in open session.
- B. Discussions and information shared during closed session shall remain confidential. Board Members must always be mindful of their fiduciary duty to the District and protect information provided to them in trust during closed meeting. Trustees who reveal matters discussed in close meeting are subject to censure in accordance with these procedures. If a Board Member has questions about the confidentiality of information shared in closed meeting, they are encouraged to confer with the Board's Counsel.
- C. The Board [Secretary](#) shall prepare a certified agenda of the proceedings of each closed session [and file it with the Executive Assistant to the Superintendent or designee](#). Only members of the Board (whether present at the closed session or not) can review the minutes of a closed session without a court order. A Board member wishing to review the certified agenda of a closed session should contact the Superintendent's office. A copy may not be made. Certified agendas are to be sealed, kept confidential, and stored in a locked place in accordance with retention schedules and Board policy.
- D. For more information on closed meetings, see [Board Policy BEC](#).

### **VII. Voting**

- A. No item shall be acted upon by the Board unless the item is posted in the public notice for the meeting.
- B. When an item for action on the agenda is reached, the following procedure will apply:
  1. The Presiding officer shall announce the item for action.

## Leander Independent School District Board Operating Procedures

2. The Superintendent or appropriate staff member may make a comment, statement, recommendation, or presentation regarding the item.
  3. The Board may discuss the item and raise questions.
  4. Action is taken by means of a motion and a second, followed by a hand vote of Board members present. The Board also has the option of not taking action on an item.
  5. The Board President may vote on all action items.
  6. In case of a tie vote, a motion fails.
  - 4.7. Dissenting and abstaining votes shall be recorded in the minutes of the Board Meeting.
- C. For more information about voting, see Board Policies [BDAA\(LOCAL\)](#) and [BE\(LOCAL\)](#).

### VIII. Evaluation of the Superintendent

- A. The Superintendent formative evaluation will be conducted on a periodic basis and the summative evaluation on an annual basis. ~~evaluation will be conducted on an annual basis.~~
- B. The evaluation will be conducted in closed meeting.
- ~~C. The individual Board member evaluation of the Superintendent and the final Board evaluation of the Superintendent will be presented to the Superintendent by the Board in closed meeting.~~
- C. The Board shall evaluate and assess the Superintendent's performance in writing at least once each year. The Board's evaluation and assessment of the Superintendent shall be reasonably related to the duties of the Superintendent as outlined in the Superintendent's job description and shall be based on the District's progress towards accomplishing the District Goals. If the Board cannot reach consensus on the results of the Superintendent's performance review, the Board officers will finalize the performance review. The evaluation format and procedure shall be in accordance with the evaluation instrument selected by the Board in accordance with the Board's policies, and state and federal law. In the event the Board deems that the evaluation instrument, format, and/or procedure is to be modified by the Board and such modifications would require new or different performance expectations, such modifications must be adopted with input from the Superintendent and the Superintendent shall be provided a reasonable period of time to demonstrate such expected performance before being evaluated.
- D. For more information on superintendent evaluations, see Board Policy BJCD(LOCAL).

# Leander Independent School District Board Operating Procedures

## IX. Evaluation of the Board

- A. The Board shall perform a self-review or evaluation in closed meeting.
- B. The Board review shall take place annually.
- C. The Board Operating Procedures and Board Member Code of Ethics shall be included in the review or evaluation. For information about Board Member ethics, see [BBF\(LOCAL\)](#).
- D. For more information about board self-evaluations, see Board Policy [BG\(LEGAL\)](#).

## X. Communications

- A. Board/Superintendent Communication: In order to build and maintain productive and effective relationships between the Board and the Superintendent, both the Board and the Superintendent will maintain a system of communication and interaction that builds upon mutual respect and trust.
- B. With respect to providing information and counsel to the Board, the Superintendent shall not fail to give the Board as much information as necessary to allow Board members to be adequately informed.
- C. The Superintendent will communicate information in a timely fashion to all Board members through:
  - 1. Board meetings and executive sessions;
  - 2. Board correspondence;
  - 3. Telephone calls;
  - 4. One-on-one meetings.
- D. Board members will keep the Superintendent informed via telephone calls, voice mails, e-mails, personal visits, dialogue meetings, and requests for executive session or open meeting discussions.
- E. Correspondence related to formal complaints or grievances, as described in [Board Policies DGBA](#), [FNG](#), and [GF](#) (LEGAL and LOCAL) will not be forwarded to Board members in order that they may maintain their objectivity pertaining to matters that may require Board action in the future. The sender will be notified with an explanation of the decision not to forward the communication.
- F. Board Response to Contacts/Correspondence
  - 1. Individual Board members may communicate with members of the community as they deem appropriate. However, Board Members should not try to solve complaints or grievances individually or outside established procedures for complaints or grievances. While Board members strive to be responsive to stakeholders, it is not possible for them to respond to every inquiry due to the volume of correspondence. When responding to members of the community via email or letter, Board Members are encouraged to cc the Board President or Vice President.

## Leander Independent School District Board Operating Procedures

2. Letters and faxes addressed to individual Board Members and received in the Superintendent's office are delivered to that Board Member at the next Board meeting. If an item is urgent or time sensitive, the Board Member is contacted by email or telephone before the meeting.
3. Citizens may contact the Board of Trustees by email at: [governance.team@leanderisd.org](mailto:governance.team@leanderisd.org). The Superintendent's office will acknowledge receipt of the email and inform the sender that the message has been forwarded to individual Board members and to the appropriate administrator(s). The administration will ensure that an appropriate response within a reasonable time is provided on behalf of the Board of Trustees.
4. If a Board member responds to an inquiry in writing, he or she will copy the Superintendent's office who will determine whether information needs to be added to the Superintendent's weekly memo to the Board.
5. The Board of Trustees encourages input, and the confidentiality of reports will be maintained when possible and requested. Anonymous calls or letters will not receive a response and will not result in directives to the administration.

### G. Administration Response to Contacts/Correspondence

1. All correspondence addressed to the Superintendent or administration will be routed to the appropriate staff members.
2. The appropriate staff members will investigate the issues raised in the correspondence and will respond in a reasonable and appropriate manner. It is the goal of the administration to respond to correspondence within ten working days.
3. The LISD administration encourages input. Anonymous calls or letters, however, will not receive a reply from the administration. If requested, confidentiality of the person writing the correspondence will be maintained when possible.

### ~~H. Board Communication~~

- ~~1. Board members are encouraged to share information about noteworthy meetings and events with other Board members at properly posted Board meetings. Board members should notify the Superintendent's office to allow for calendar additions and postings as needed.~~

### H. Social Media

1. The Board recognizes that social media can be a positive tool for fostering community engagement with the school district; however, Board Members must operate within appropriate guidelines when they are communicating online about school district business.
2. In using social media to communicate about school district business, the Board Member shall:
  - a. Clarify that he/she is communicating as an individual member of the Board and not as an official district spokesperson;

## **Leander Independent School District Board Operating Procedures**

- b. Avoid deliberating school district business with a quorum of the Board;
- c. Direct complaints or concerns presented online to the appropriate administrator;
- d. Avoid posting content that indicates that the Board Member has already formed an opinion on pending matters or matters that may come before the Board;
- e. Not solicit input from the community by polling or surveying friends or connections and not allow social media to direct decisions as a trustee;
- f. Post only content that the District has already released to the public;
- g. When attempting to restate what happened at a Board Meeting, clarify that the posting is not an official record of the Board Meeting and share information only from the open portions of the meeting;
- h. Conduct oneself online in a manner that reflects well on the District; avoid posting information that has not been verified and made public by the District; and never post anonymously about school business or repeat rumors;
- i. Immediately report suspected illegal activities and harassing or defamatory communications that involve school officials, staff, students, or District business to the Superintendent;
- j. Realize that by using a personal account to conduct official school district business the account may become a public forum under the First Amendment;
- k. Retain electronic records—including the Board Member’s posts and content others post to the account—when required to do so by the District’s records retention schedule; and
- l. Comply with the District’s acceptable use policy when using district-issued devices or technology resources and immediately report to the District any potential security breach if control or possession of confidential District records are lost.
- m. Understand that a Board Member’s failure to comply with these communication requirements will be addressed in the manner described below in Addressing Board Member Violations.

### **XI. Individual Board Member Requests for Information or Reports**

- A. An individual Board member, acting in his or her official capacity, has the right to seek information pertaining to District fiscal affairs, business transactions, governance, school operations, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code. Written responses to information requests from the Board will be distributed to all Board members in a timely manner.
- B. Individual members shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records. In such cases, individual members shall seek access to the records from the Superintendent. At the time access to the records is provided, the Board member shall be advised of his or her responsibility to comply with confidentiality requirements.
- C. Individual Board members shall not issue formal written or oral requests for information directly to campus principals or other administrators not designated as Board contacts. Board members

## **Leander Independent School District Board Operating Procedures**

may e- mail or call the Superintendent to ask questions or request information.

- D. For more information about Board members' access to information, see [Board Policy BBE\(LEGAL\)](#).

### **XII. Citizen or Employee Request/Complaint to Individual Board Member**

- A. If parents, students, or other members of the public bring concerns or complaints to an individual Trustee, the Board member should listen to the complaint to better understand the critical issues, unless it relates to a formal complaint or grievance already filed under [Board Policies DGBA](#), [FNG](#), or [GF](#) and upon which the Board may be requested to take action. The Board member should take the following steps:
1. Refer the parent, student, employee, citizen to the administrator who is in the best position to assist in addressing the concern or complaint.
  2. Make the citizen aware of the District policies and procedures in place to address citizen concerns or complaints and remind them that Board members must remain impartial in case the matter requires Board action in the future.
  3. Notify the Superintendent's office if the situation warrants.
- B. For more information about access to the LISD's grievance procedures, see [Board Policies DGBA](#) (Employee), [FNG](#) (Parent/Student), and [GF](#) (Public).

### **XIII. Media Inquiries to the Board**

- A. The Board President generally serves as the official spokesperson for the Board. However, under special circumstances, the Board may elect to appoint a different spokesperson for the Board.
- B. A Board member who receives calls from the media should notify the Superintendent and the Chief Communications Officer.
- C. Individual Board members who are asked for individual comments or opinions by the media are to qualify those statements as being the opinion of the individual Board member and not representative of the Board as a whole or the school district. Board Members must be mindful that comments to the media or on social media in their individual capacity may be perceived as statements on behalf of the District. See [BBF\(LOCAL\)](#).
- D. For more information about LISD's Centralized Communication Functions, see Board Policy [GBB\(LOCAL\)](#).

### **XIV. Board Member Visits to a School Campus**

- A. Prior to any campus visitation in their official capacity, Board members will complete a full background check through LISD's Volunteer Application Process as detailed in policy GKG(LEGAL).

## Leander Independent School District Board Operating Procedures

- A. ~~B.~~ Board members may be invited to attend public events, receptions, groundbreakings, dedications, ribbon cuttings, and other campus events. In such cases, notifying the Superintendent is not necessary; however, Board members must be cognizant of whether a quorum attends the event and Open Meeting Act requirements.
- B. ~~C.~~ Board members who wish to visit a campus to view a program or activity in their official capacity shall notify the Superintendent and the Superintendent's Office who will~~and~~ coordinate the visit with the principal. At no time will Board members visit campuses or other school programs in an attempt to evaluate personnel.
- C. ~~D.~~ These guidelines do not pertain to visits as a parent or as a spectator to school events. Board members with children enrolled in the school district are entitled to the same rights, privileges, and courtesies as all other parents or guardians. However, when engaging in conferences or interactions with school personnel as a parent, a Board member shall not let his/her official position interfere or dictate decisions that should be fair and impartial.
- D. ~~E.~~ Board members who wish to visit a campus in any capacity other than their official capacity shall do so in accordance with Board Policy [GKC \(LOCAL\)](#).

### XV. Board Training Development

- A. Board Members must meet minimum annual requirements for training. Based on our November Trustee election cycle, Leander ISD is required to announce at the last Board meeting in October, each Board member who has completed, exceeded or is deficient in meeting the required continuing education hours. However, the requirements for training are measured as of the first anniversary of the date of the trustee's election or appointment, or two-year anniversary of his or her previous training, as applicable.
- B. At the last regular October board meeting, the Board President must announce the name of each board member who has completed/exceeded/or is deficient in the required continuing education as required by 19 Tex. Admin Code 61.1 (j).
- C. All Board members may attend the annual state TASA/TASB Convention, and the Board's TASB representative(s) may attend appropriate TASB meetings in accordance with LISD's representation on the TASB board of directors.
- D. Pending any necessary budget considerations, all Board members may attend TASB's Summer Leadership Institute and TASB Winter Governance Conference~~.NSBA Convention.~~
- E. The Board's representative(s) are encouraged to attend the Central Texas School Board Association meetings (Region XIII).
- F. All Board members may attend the Region XIII Education Service Center Board training sessions and/or meetings.
- G. The Board's representative(s) may attend the legislative sessions and/or meetings of the State Board of Education as appropriate.
- H. Additional training or educational seminars may be requested by individual Board members and approved by a majority of the Board through Board action.

## Leander Independent School District Board Operating Procedures

~~I. Board members may attend regional or state UIL activities representing the District, with a maximum of one over-night lodging expense per event.~~

~~J.I.~~ Board members may attend local breakfast, lunch, or dinner meetings that are education-related or related to Board and/or District business.

~~K.J.~~ Exceptions to the above must be approved by a majority of the Board members. ~~E.K.~~ For specific legal polices related to Board Member training, see Board Policy [BBD \(LEGAL\)](#).

### XVI. Travel Reimbursement

- A. Reimbursement to Board members for reasonable travel expenses\* for attendance at regional, state, or national conventions, conferences, and workshops shall be made by the District when attendance is authorized and deemed by the Board to be necessary to conducting the business of schools. Board Members have two weeks to turn in travel expenses to the Superintendent's Office for reimbursement.
- B. Recognizing that Board members serve the Leander Independent School District without compensation for their service as trustees while also maintaining separate employment, Board members are permitted to engage in limited work on private or personal matters while travelling on school business, so long as the work or personal/private matter does not interfere with the Board member's ability to attend to the business of LISD.
- C. The District may not pay the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the Board when they accompany a Board member to Board related activities.
- D. For specific policies related to Board Member Travel Reimbursement, see [Board Policy BBG](#).

\* **Reasonable expenses** are defined to mean:

1. **Hotel:** Not to exceed the standard negotiated rate available through the conference sponsor. If no standard negotiated rate has been established, the reimbursement rate shall not exceed the rate for key officials as stated by the Texas Comptroller for the current fiscal year.
2. **Meals:** Without receipts, for overnight travel, Board members may claim per diem in the same manner and at the same rates as specified for employees in the Leander ISD Business Operating Guidelines. With receipts, meals for overnight and non-overnight travel may be reimbursed up to the rate for key officials as stated by the Texas Comptroller for the current fiscal year.
3. **Parking:** Hotel self-parking is highly recommended in the hotel in which the Board member is a guest, unless no self-parking is available or if it is not safe.
4. **Mileage:** Not to exceed the allowable IRS rates (or the district approved rate if lower) for use of a personal car or the actual cost of the lowest fare for commercial transportation plus parking.

## **Leander Independent School District Board Operating Procedures**

No reimbursement will be made for:

1. Non-district facsimiles or phone calls
2. Entertainment or in-room movies
3. Alcohol
4. Souvenirs
5. Spouse/family expenses

Cancellation of conference registration, hotel, travel accommodations, etc. must be completed within the allowable “cancellation” timeline established by the vendor or sponsoring entity. Every attempt must be made by the Board Member to notify the Superintendent’s Administrative Assistant of such cancellation plans as soon as plans need to be changed. For cancellations not completed within the designated timeline, the loss of reimbursement eligibility and/or monetary commitment of the District shall be borne by the individual Board Member responsible for the cancellation, unless the cancellation is the result of personal illness or a family emergency or natural disaster.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

A statement shall be submitted for all authorized expenses incurred, including receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

### **XVII. Conflicts of Interest**

- A. Board Members are expected to avoid conflicts of interest involving any matter pending before the Board. A conflict of interest is deemed to exist when a member is confronted with an issue in which the member has a personal or pecuniary interest or an issue or circumstances that could render the member unable to devote complete loyalty and singleness of purpose to the public interest. Accordingly:
1. If a Board Member has a substantial personal or private interest in any matter pending before the Board, the member shall disclose such interest to the Board and shall not vote on the matter.
  2. A member of the Board shall not also be an employee of the district, nor shall a member receive any compensation for services rendered to the district. This provision shall not prohibit members from receiving reimbursement for authorized expenses incurred during the performance of Board duties.
  3. The Board shall not enter into any contract with any of its members or with a firm in which a member has a financial interest unless one or more of the following conditions apply:
    - a. The contract is awarded to the lowest responsible bidder based upon established competitive bidding procedures; or
    - b. The Board Member is the highest bidder for merchandise sold at a public auction. .

## **Leander Independent School District Board Operating Procedures**

4. Board Member is expected to avoid conflict of interest in the exercise of the member's fiduciary responsibility. Accordingly, a Board member may not:
  - a. Disclose or use confidential information acquired during the performance of official duties as a means to further the Board member's own personal financial interests or the interests of a member of the Board member's immediate family;
  - b. Accept a gift of substantial value or economic benefit which would tend to improperly influence a reasonable person, or which the Board member knows or should know is primarily for the purpose of a reward for official action;
  - c. Engage in a substantial financial transaction for private business purposes with a person whom the Board member directly or indirectly supervises;
  - d. Perform an official act, which directly confers an economic benefit on a business in which the Board member has a substantial financial interest or is engaged as a counsel, consultant, representative or agent.
- B. Board Members are encouraged to file an affidavit disclosing a substantial interest in a business entity or real property to identify potential conflicts of interest to the public and vendors. See [Board Policy BBFA](#) (EXHIBIT)
- C. For specific policies related to Board Member Ethics and Conflicts of Interest, see Board Policies [BBFA \(LEGAL and LOCAL\)](#).

### **XVIII. Addressing Board Member Violations**

- A. The Board and each of its members are committed to faithful compliance with the provisions of the Board's policies and these procedures. In the event of a member's willful violation of policy, the Board will seek remedy by the following sequential process:
  1. Private conversation between the offending member and the Board president or other Trustee;
  2. Discussion in executive session between the offending member and the full Board; and
  3. Upon an affirmative vote of a simple majority, public censure of the offending member of the Board.
- B. For specific policies related to Board Member Removal from Office see [BBC\(LEGAL\)](#).

# Leander Independent School District Board Operating Procedures

## **XIX. Internal Board Committees**

- A. In accordance with Board Policy [BDB \(LEGAL\)](#), the Board has created standing committees to facilitate the efficient operation of the Board.
- B. Each standing committee shall consist of up to three Trustees, one serving as Chair and two serving as members.
  - 1. Legislative
  - 2. Board Operating Procedures
  - 3. Policy
  - 4. Long Range [\(discussion with admin and board\)](#)
- C. The Board may create additional committees as necessary.
- D. The Chair of the committee, in consultation with the staff liaison, shall determine the number and frequency of meetings each year.
- E. The Chair of the committee shall provide regular reports to the Board regarding the work of the committee during regularly scheduled Board meetings.
- F. When possible, committee member terms will be: Staggered to minimize the impact of member turnover.
- G. The Board has created committees to facilitate the efficient operation of the Board. Those committees are reviewed annually and consist of up to three members and work with a Staff/Board Attorney liaison in an advisory capacity. These committees serve purely in an advisory function, with no power to supervise or control district business.
- H. The committee members will typically be agreed to annually by the Board, along with the designation of a chair of that committee. The chair will work with the staff liaison to determine when meetings are needed. Trustees will work with one another to assure a smooth transition across committee assignment by transferring all written materials to their successors, meeting with them to discuss pending committee matters, and assisting in other ways as needed.
- I. The Board annually reviews committee members for all internal board committees.

# Leander Independent School District Board Operating Procedures

## XX. District Citizen Advisory Committees

- A. Board member appointments to certain district administrative committees, created by board policy or established through administration, may be conducted annually or as specified by administration. Beginning with appointments for the 2022-2023 school year, the Board shall instruct the district to include on the committee webpage each Board appointee’s name and the name of the Board Member who nominated them, as well as details regarding the time frame during which appointments shall be made. Beginning with appointments for the 2022-2023 school year, community members must be residents of Leander ISD. The board reserves the right to replace committee members who miss more than 2 consecutive meetings. If board appointees miss more than 2 meetings, then the administration will notify the board president and the board member of their absences. (Board Members appointing members to committees discussion.)
- B. The Board shall consider each committee requirement composition when submitting appointees including but not limited to parents with students in the district, the feeder pattern, as well as a commitment of attendance. The Board will only approve committee member appointments/nominations if required by policy or statute. If board approval of the entire committee is required by policy or statute, appointments shall be reviewed and voted on by the Board at the same time of approval as the entire committee membership.
- C. The function of the committees, unless otherwise stated in statute, shall be fact-finding, deliberative, and advisory. The district shall consider the board appointments when determining the remaining composition of the committee so that selection of the remaining members provide for an adequate representation of the community’s diversity and geography.

## XXI. Reviewing the Board Operating Procedures

Board of Trustees Governance Policies and Operating Procedures will be reviewed and updated each year and will be part of Board training.

### ACKNOWLEDGMENT

I hereby acknowledge that it is my responsibility to review the Leander Independent School District Board Operating Procedures, and my signature indicates that I agree to do so and abide by the standards, policies, and procedures contained therein.

Name \_\_\_\_\_

Date \_\_\_\_\_

# Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, January 12, 2023

**Agenda Item:** Discuss Bond Oversight Committee Recommendations  
**Purpose (this meeting):**  Discussion Item/Report Only  Action Requested  
**Action Requested (future meeting):** Thursday, January 26, 2023  
**Administrator Responsible:** Jimmy Disler, Jon Lux  
**Attachments:** Discuss Bond Oversight Committee Recommendations Pres

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## **Background Information:**

Currently at Henry Middle School, LISD pays for an officer to control traffic at Golden Arrow and Vista Ridge Boulevard. It is currently costing nearly \$60,000 a year for this service. This intersection has heavy traffic during the start of school as well as around release time.

At Park Street and Gupton Way, there have been several incidents where elementary students have been hit by vehicles when crossing the street.

The City of Cedar Park and LISD Administration have been in discussions about providing signal lights at each of these intersections. The City has done traffic studies at these intersections, and they do meet the criteria for a traffic signal. The City has agreed if LISD pays for one traffic signal, they will pay for the other one. The estimated cost is \$500,000.00 for one traffic signal, but the City is hoping to lower the cost by bidding the two signals together. LISD will pay for one signal and the City of Cedar Park will be responsible for the design, bidding, installation, and maintenance of the traffic signal at Golden Arrow and Vista Ridge Boulevard.

On December 7, 2022, the Bond Oversight Committee (BOC) met to discuss using \$500,000 from bond project savings to cover the costs of a traffic signal at the intersection of Golden Arrow and Vista Ridge Boulevard. The BOC voted in favor of using bond project savings to fund the signal light.

Administration is recommending the board approve the reallocation of \$500,000.00 from bond project savings to cover the costs of a traffic signal at the intersection of Golden Arrow and Vista Ridge Boulevard. If the board does approve it, then an interlocal between the City of Cedar Park and LISD will be brought back to the board for approval.

## **Administrative Recommendation:**

N/A

## **Sample Motion:**

N/A



# Bond Project Savings Update

Bond Oversight Committee

January 12, 2023

# Bond Oversight Committee

## One of their Responsibilities Includes:

- Review and consider the use of unspent bond funds. If the BOC recommends the use of unspent bond funds, then the Chairperson shall make the recommendation to the Board of Trustees for consideration. The LISD Administration will add the agenda item to an upcoming board meeting for the board to consider their recommendation. The Board of Trustees will have the final decision.



# RECOMMENDATIONS

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# Recommended Projects to Move to Project Savings

<b>Current Project Savings</b>	<b>2007 Bond Program</b>	<b>2017 Bond Program</b>	<b>Overall Bond Projects</b>
2007 Funds Bond Interest/Other Rev/Proj Mgmt	\$1,839,002	\$18,317	\$1,357,319
2007 Funds Project Management Costs (Reserve)	\$500,000	\$ -	\$500,00
2007 Funds Project Savings	\$1,558,683	\$(1,558,683)	\$ -
2017 Funds Bond Interest/Other Rev/Project	\$ -	\$2,602,333	\$2,602,333
2017 Funds Project Savings	\$ -	\$2,588,806	\$2,588,806
<b>Project Savings per Bond Status Report on 10.31.22</b>	<b>\$3,897,685</b>	<b>\$3,650,773</b>	<b>\$7,048,458</b>
<b>Total Project Savings</b>	<b>\$</b>		<b>\$7,048,458</b>

# Recommended Projects to Fund with Project Savings: January 2023

January 2023 Proposal

<b>Total Project Savings</b>	<b>\$7,048,458</b>
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98

## NEW Projects:

**FUND:** Traffic Signal (\$500,000)

<b>Estimated Total</b>	<b>(\$500,000)</b>
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Reserved for Project Management (\$730,239)

<b>Net Project Savings</b>	<b>\$5,818,219</b>
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# Discussion & Questions

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99



# Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, January 12, 2023

**Agenda Item:** Discuss Citizens' Facility Advisory Committee Update  
**Purpose (this meeting):**  Discussion Item/Report Only  Action Requested  
**Action Requested (future meeting):** Thursday, January 26, 2023  
**Administrator Responsible:** Jimmy Disler, Clint Pruett, Matt Ormiston  
**Attachments:** Discuss Citizens' Facility Advisory Committee Update Pres

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## **Background Information:**

On January 3, 2023, the Citizens' Facility Advisory Committee (CFAC) Steering Committee met to hear the recommendations from each of the subcommittees. Clint Pruett and Matt Ormiston, Co-Chairs of the CFAC Steering Committee, will present a high-level summary of what was presented to the Steering Committee on January 3, 2023. In addition, they will discuss what their process will look like moving forward and when they will be bringing a recommendation to the School Board.

## **Administrative Recommendation:**

Enter N/A or Administration recommends the Board ...

## **Sample Motion:**

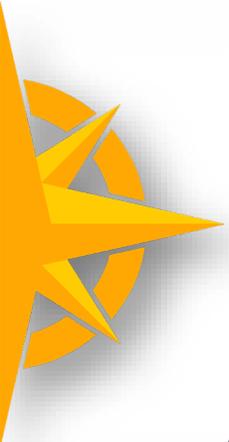
Enter N/A or I move the Board ...



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# 2023 CFAC Steering Committee Update

January 12, 2023



# CFAC Meeting Timeline

## Sept/January 2023

HS Meetings  
MS Meetings  
ES Meetings  
IT Meetings  
Security Meetings  
Ancillary Meetings

Steering Committee  
Updates - early January

## January 2023

January 3 -  
Subcommittees present  
to Steering Committee

Steering Committee  
works on  
recommendation

Present to Board for  
consideration of a bond  
election

## February 17, 2023

Last date the Board could  
call for a May election

## May 6, 2023

Bond election held

102



## Previous Meetings

September 26, 2022

November 16, 2022

January 3, 2023

January 5, 2023

January 10, 2023

January 11, 2023

Kick-Off Meeting

Subcommittee Update

Subcommittee Recommendations presented

Steering Committee Meeting

Steering Committee Meeting

Steering Committee Meeting

103

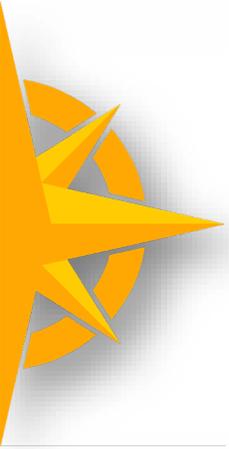


**Tier 1: Academics and Safety, Critical to Student Success**

**Tier 2: Important, Not Critical or Immediate**

**Tier 3: Supplemental, Not Critical**

104



# Citizens' Facility Advisory Committee Tier 1 Subcommittee Recommendation Totals

Elementary	\$127,950,393
Middle School	\$37,777,428
High School	\$148,736,936
Security	\$8,856,000
Information Technology	\$50,019,000
Ancillary	\$75,456,379
Tier 1 Total	\$448,796,136

105



# Discussion

# Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, January 12, 2023

<b>Agenda Item:</b>	Discussion and Consideration for Possible Approval of 2023-2024 Budget Assumptions	
<b>Purpose (this meeting):</b>	<input checked="" type="checkbox"/> Discussion Item/Report Only	<input type="checkbox"/> Action Requested
<b>Action Requested (future meeting):</b>	Thursday, January 26, 2023	
<b>Administrator Responsible:</b>	Pete Pape/Gina Mitschke	
<b>Attachments:</b>	2023-2024 Budget Assumptions Presentation 2023-2024 Proposed Budget Assumptions 2023-2024 Multi-Year Budget Summary	

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## **Background Information:**

Attached for Board approval in January are the budget assumptions that will be used as a starting point in building the 2023-2024 budget. A projected 2023-2024 budget has been prepared using these assumptions and is reflected on the attached Multi-Year Budget Summary. This document will be updated throughout the budget process as better information is received, with updates presented to the Board.

The Proposed Assumptions document provides a comprehensive list of the key assumptions for 2023-2024, which includes:

- Student enrollment of 43,423; moderate growth model (not PreK adjusted)
- Average daily attendance rate of 94%
- Property value growth based on 15%
- 2% pay increase and \$5 ml for pay adjustments
- Campus per student allocations are maintained
- Funds to open Elementary 30 in 2023-24
- M&O tax rate of \$.9317 and I&S tax rate of \$.3300
- Budget parameter of 4%

State revenues are calculated under HB3 provisions, and enrollment numbers are based on PASA's **2023-2024** moderate growth scenario. PreK enrollment is adjusted by the district for use in developing revenue estimates.

The budgets for the Child Nutrition Fund and Debt Service Fund will also be developed during the budget process and presented to the Board at a later workshop.

## **Administrative Recommendation:**

Administration recommends that the Board of Trustees approve the 2023-2024 Proposed Assumptions to be used in developing the preliminary General Fund budget for 2023-2024 covering all estimated revenues and proposed expenditures.

## **Sample Motion:**

I move that the Board of Trustees approve the 2023-2024 Proposed Assumptions to be used in preparing the preliminary 2023-2024 General Fund Budget.

# LEANDER ISD 2023-2024 BUDGET ASSUMPTIONS & BUDGET UPDATE



JANUARY 12, 2023

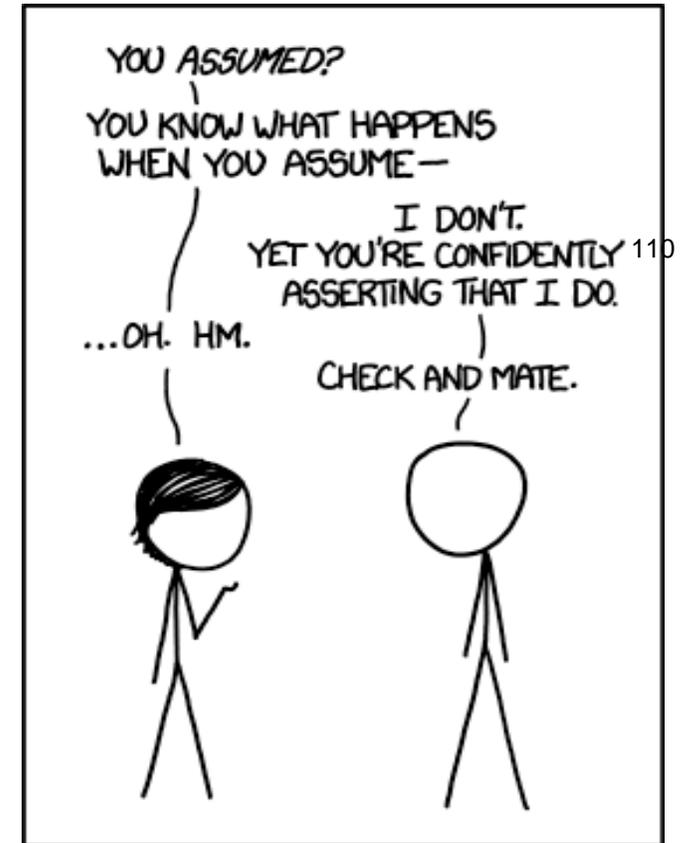
Start	Set base level assumptions
Modify	Modify as new data is available
Finish	Budget adoption by June

ACTION NEEDED  
IN  
JANUARY





Assumptions will change throughout the budget process as more accurate and up-to-date information is available



## 2023-2024 ASSUMPTIONS

### ENROLLMENT/ADA

- November 2022 demographer report 111
- Moderate Growth Projection = 43,423 students
- Reflects 2.53% growth as compared to 22-23 PEIMs enrollment
- Revenue Adjustment for Pre-K (funded for ½ day)
- Lowered ADA from 95% to 94% (1% = approximately \$3 million)

## 2023-2024 ASSUMPTIONS

### PROPERTY VALUES

- 2022 values increased by 27.05%
- Propose 15% local value growth for 2023
- Recapture estimated to increase to \$70+ million
- 99% collection rate
- 4% budget parameter

112

## 2023-2024 ASSUMPTIONS

## PAYROLL ASSUMPTIONS

■ 2% Salary Increase	\$6,300,000
■ Pay study adjustments	\$5,000,000
■ Increase in Special Education stipends	\$2,800,000
■ Formula staffing; PreK – 12 <sup>th</sup> grade	\$1,000,000
■ Special Education staffing	\$1,150,000
■ Position requests (outside formula)	\$1,400,000

113

## 2023-2024 ASSUMPTIONS

## PAYROLL ASSUMPTIONS

- Budget payroll at 98% (\$5,050,000)
- Portion of ESSER funded positions returning to General Fund \$4,000,000
- Partial salaries to open EL #30 \$150,000
- Increased contribution to insurance premiums \$0

114

**ESTIMATING \$16,750,000 IN  
ADDED PAYROLL COSTS**

## 2023-2024 ASSUMPTIONS

## OTHER ASSUMPTIONS

- Maintain weighted student allocations
- No contribution to Major Maintenance Fund
- Increase in portable costs

115

## 2023-2024 ASSUMPTIONS

## TAX RATE ASSUMPTIONS (CURRENT LAW)

- M&O rate estimate - \$0.9317 (additional compression included)

116

	<b>Actual</b>	<b>Estimate</b>	
	<b>2022-2023</b>	<b>2023-2024</b>	<b>Compression</b>
MCR	\$ 0.8046	\$ 0.7917	\$ (0.0129)
Golden	\$ 0.0800	\$ 0.0800	-
Copper	\$ 0.0600	\$ 0.0600	-
Total M&O	\$ 0.9446	\$ 0.9317	\$ (0.0129)

- I&S rate - \$0.3300 (no change)

# 2023-24 BUDGET WITH ASSUMPTIONS

	2022-2023 Adopted Budget	2022-2023 Projected Budget	2023-2024 Early Estimate	2024-2025 Early Estimate	2025-2026 Early Estimate
PROJECTED ENROLLMENT ( <i>Moderate growth</i> )	43,720	42,353	43,423	44,371	45,090
TOTAL ESTIMATED REVENUES:	\$ 446,495,685	\$ 455,448,549	\$ 487,413,299	\$ 522,015,267	\$ 558,950,429
TOTAL PAYROLL EXPENDITURES:	\$ 360,538,964	\$ 347,822,361	\$ 371,621,421	\$ 390,889,563	\$ 406,411,319
TOTAL OPERATING EXPENDITURES:	\$ 47,615,638	\$ 49,329,838	\$ 50,349,710	\$ 51,649,394	\$ 50,473,538
ESTIMATED RECAPTURE:	36,210,203	50,160,262	73,809,662	98,119,187	125,688,014
TOTAL OPERATING AND PAYROLL EXPENDITURES:	\$ 444,364,805	\$ 447,312,461	\$ 495,780,793	\$ 540,658,144	\$ 582,572,871
RESULTS FROM OPERATIONS:	\$ 2,130,880	\$ 8,136,088	\$ (8,367,494)	\$ (18,642,877)	\$ (23,622,442)
TOTAL TRANSFERS IN/OUT:	\$ (7,510,000)	\$ (6,336,524)	\$ (7,330,000)	\$ (7,330,000)	\$ (7,330,000)
TOTAL SURPLUS/DEFICIT FOR ADOPTION:	\$ (5,379,120)	\$ 1,799,564	\$ (15,697,494)	\$ (25,972,877)	\$ (30,952,442)
<hr/>					
BUDGET PARAMETER					
Budget Deficit Threshold - 4% of Revenues	16,411,419	16,411,419	16,544,145	16,955,843	17,330,497
Deficit (Exceeding)/Within Budget Parameter	\$ 11,032,299	\$ 18,210,983	\$ 846,651	\$ (9,017,034)	\$ (13,621,945)

# JANUARY 2023 PROJECTION FUND BALANCE WITH APPROVED VATRE

118

Projections w/9 Cent VATRE AND 5/4% Compensation Plan 2022-2023		Projections w/9 Cent VATRE AND 2% Compensation Plan 2023-2024		Projections w/9 Cent VATRE AND 2% Compensation Plan 2024-2025	
<i>Beginning Fund Balance</i>	178,846,817	<i>Beginning Fund Balance</i>	<b>\$ 180,646,381</b>	<i>Beginning Fund Balance</i>	\$ 164,948,887
Projected Deficit as of 12/13/22	<b>1,799,564</b>	Projected Deficit	<b>(15,697,494)</b>	Projected Deficit	<b>(25,972,877)</b>
<b>Ending Fund Balance</b>	<b>\$ 180,646,381</b>	<b>Ending Fund Balance</b>	<b>\$ 164,948,887</b>	<b>Ending Fund Balance</b>	<b>\$ 138,976,010</b>
3 Mo. Fund Balance Requirement	100,872,181	3 Mo. Fund Balance Requirement	107,325,283	3 Mo. Fund Balance Requirement	112,467,239
Excess/Short Fund Balance	<b>\$ 79,774,200</b>	Excess/Short Fund Balance	<b>\$ 57,623,604</b>	Excess/Short Fund Balance	<b>\$ 26,508,771</b>

# PRESENTED AT 5-5-22 BOARD MEETING

## FUND BALANCE UNDER 9 CENT VATRE

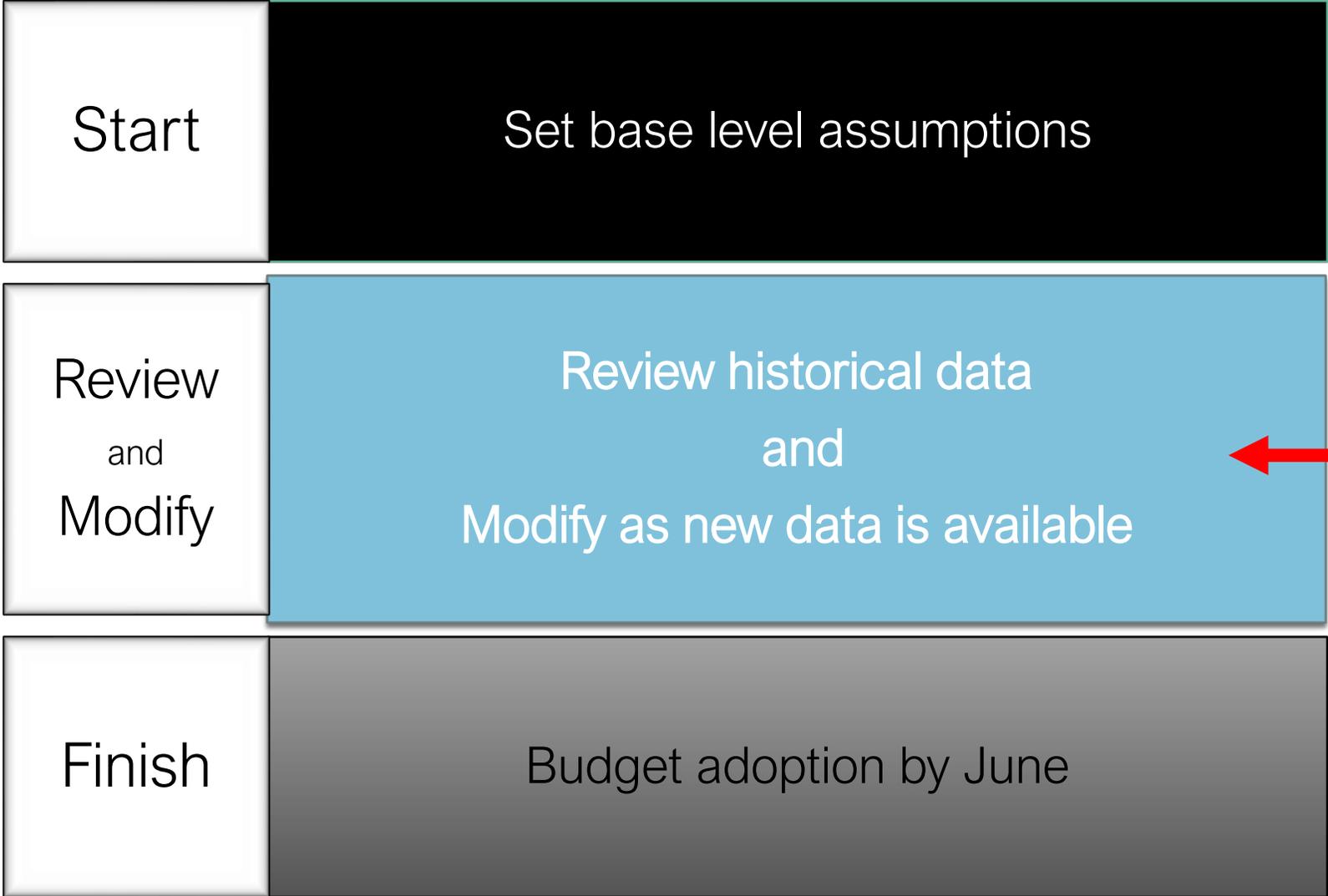
Projections w/9 Cent VATRE, MM AND 5/4% Compensation Plan 2022 - 2023		Projections w/9 Cent VATRE, MM AND 5/4% Compensation Plan 2023 - 2024		Projections w/9 Cent VATRE, MM AND 5/4% Compensation Plan 2024 - 2025	
<i>*Beginning Fund Balance</i>	\$ 181,018,977	<i>Beginning Fund Balance</i>	\$ 175,831,022	<i>Beginning Fund Balance</i>	\$ 159,354,184
Projected Deficit	<u>(5,187,955)</u>	Projected Deficit	<u>(16,476,838)</u>	Projected Deficit	<u>(23,076,170)</u>
<i>Ending Fund Balance</i>	<u>\$ 175,831,022</u>	<i>Ending Fund Balance</i>	<u>\$ 159,354,184</u>	<i>Ending Fund Balance</i>	<u>\$ 136,278,014</u>
3 Mo. Fund Balance Requirement	103,384,491	3 Mo. Fund Balance Requirement	109,048,775	3 Mo. Fund Balance Requirement	113,680,281
Excess/Short Fund Balance	<u>\$ 72,446,531</u>	Excess/Short Fund Balance	<u>\$ 50,305,409</u>	Excess/Short Fund Balance	<u>\$ 22,597,733</u>

## 2023-2024 ASSUMPTIONS

### KEY CHANGES BETWEEN MAY 2022 PROJECTION AND NOW

- Decrease in revenue due to lower average daily attendance
- Adjustment to beginning payroll
- Projecting less student growth resulting in lower staffing costs
- Increase in projected salary adjustments and stipends
- Increase in operating due to inflation

120





# HISTORICAL DATA



122

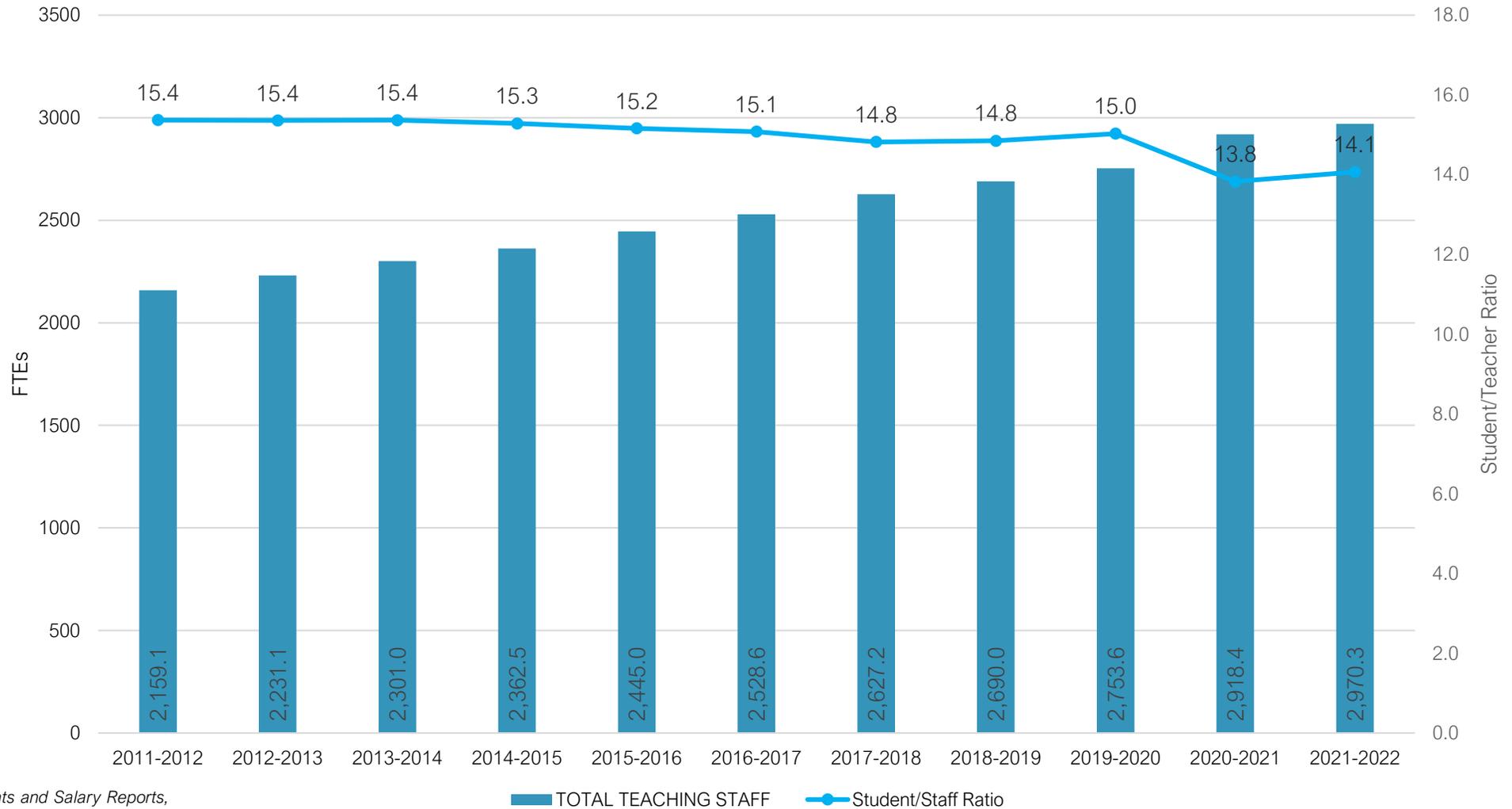
# HISTORICAL DATA

	2018-19	2019-20	2020-21	2021-22	2022-23 EOY Projected	2023-24
	Old Law	HB 3	HB 3	HB 1525	HB 1525	Legislative Session
Enrollment	39,939	41,381	40,355	41,780	42,353	43,423
%/# Change	2.57%/1,003	3.37%/1,350	-2.48%/-1,026	3.53%/1,425	1.37%/573	2.53%/1,070
Pre-K Enrollment	351	400	479	1,000	957	1,024
ADA% (actual)	96.2%	97.1%	96.9%	93.1%	94.0%	94.0%
Property Value % Growth	10.30%	7.57%	3.90%	16.04%	27.05%	15.00%
Estimated Recapture	\$ -	\$ -	\$ -	\$ -	\$ 50,100,000	\$ 73,800,000

123

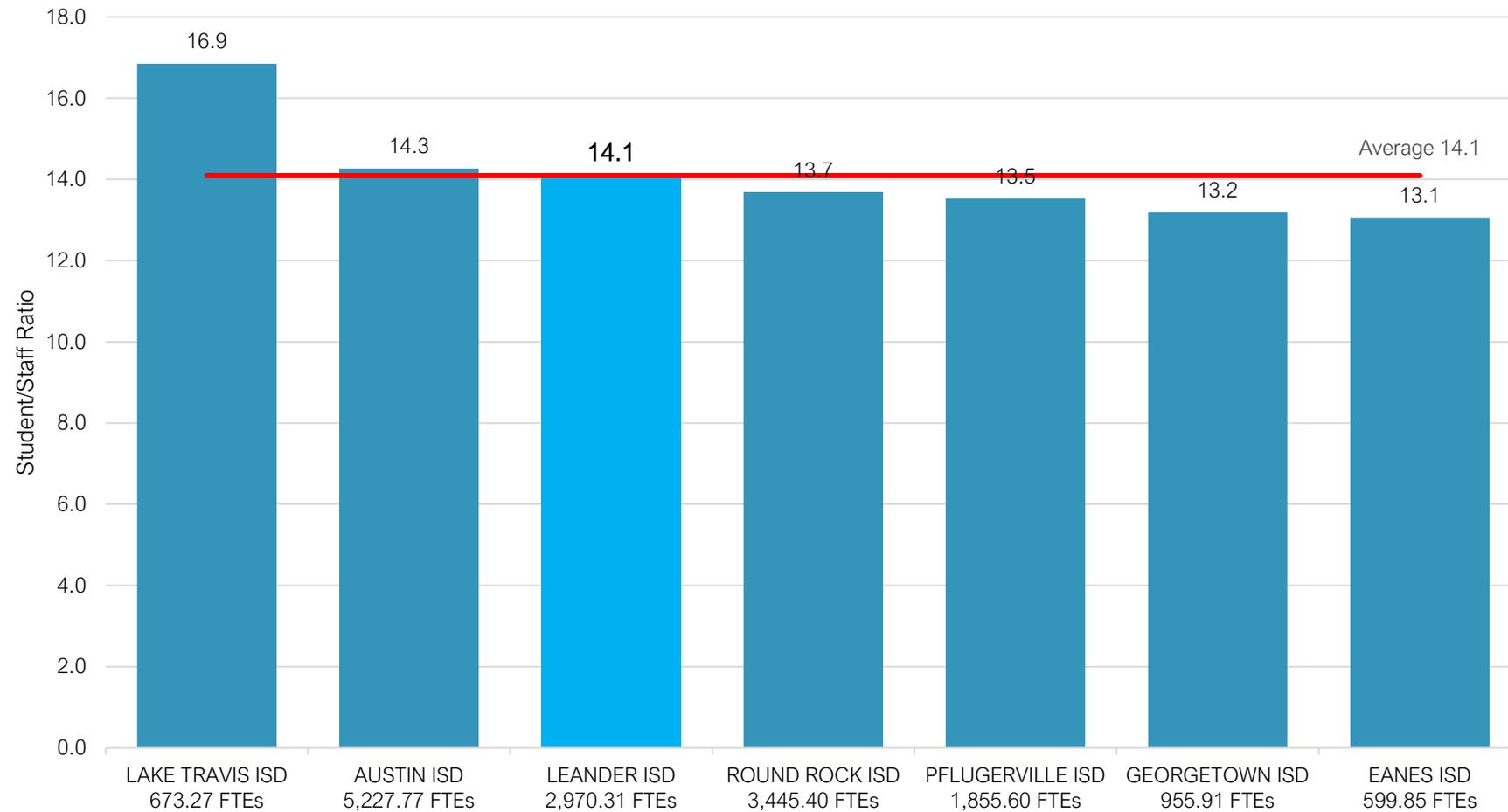
# HISTORICAL DATA

Leander ISD Student per Teacher  
2011-2012 through 2021-2022



# HISTORICAL DATA

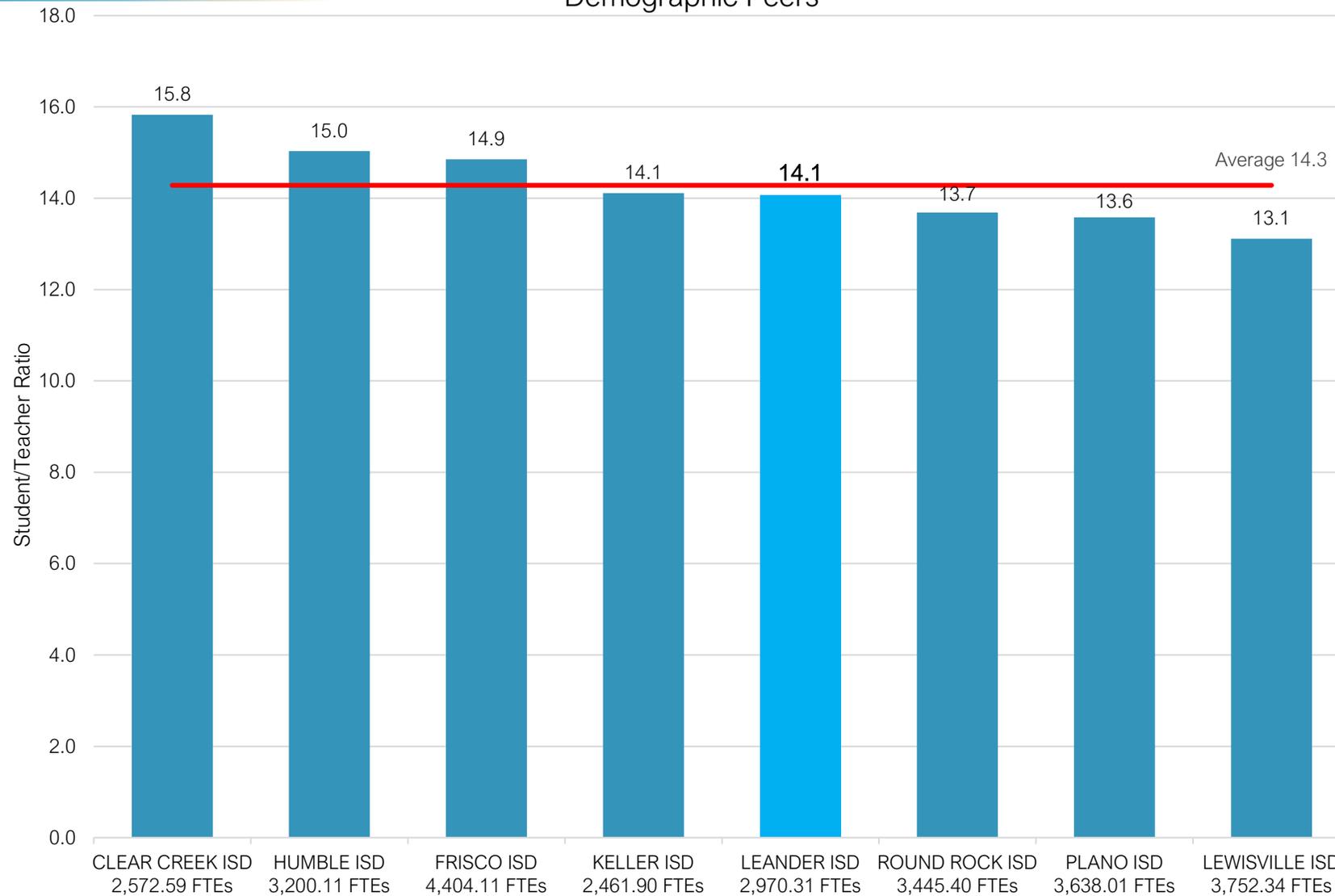
2021-2022 Student per Teacher Comparison  
Local Peers



125

# HISTORICAL DATA

## 2021-2022 Student per Teacher Comparison Demographic Peers

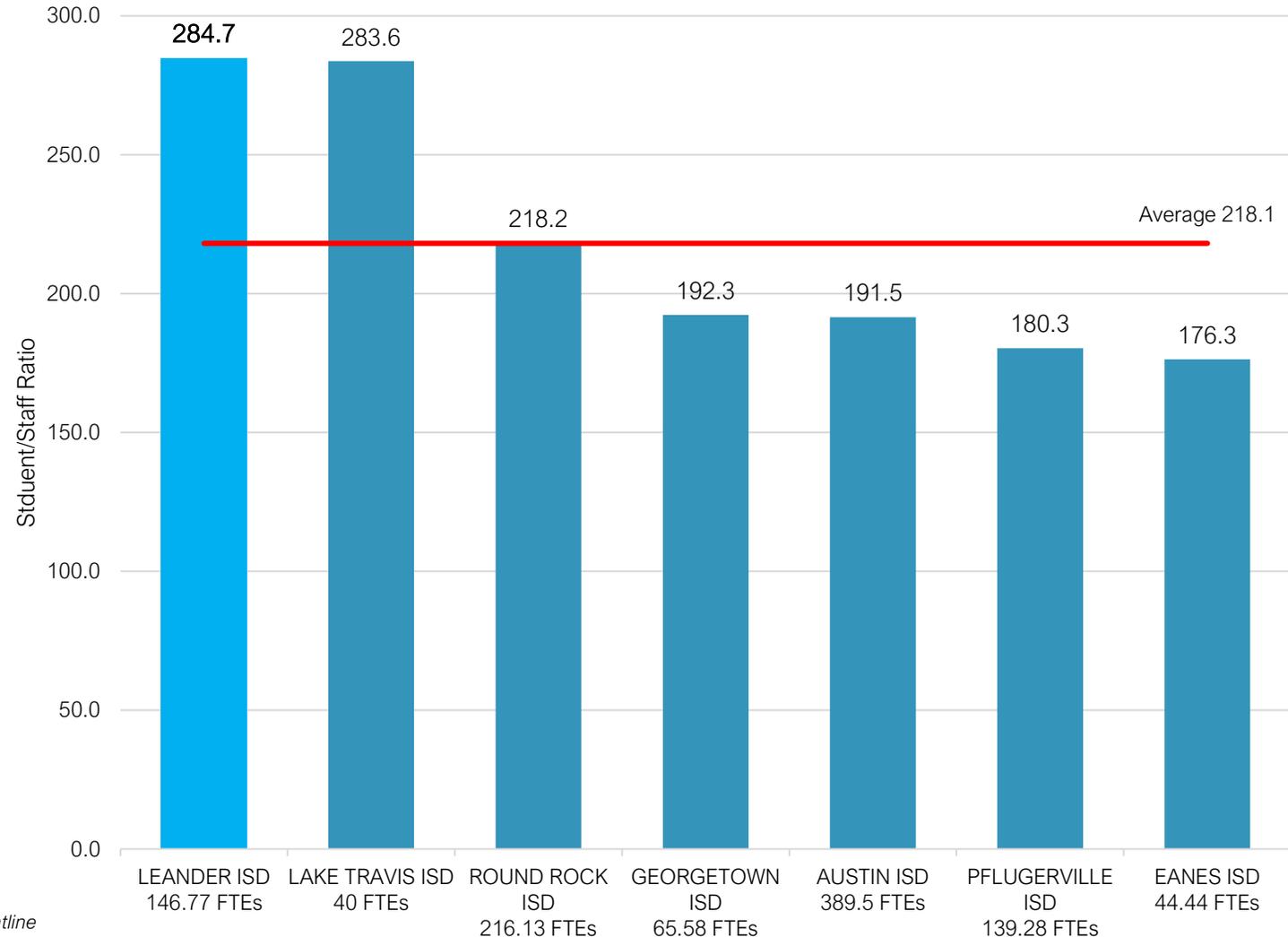


Sources: Staff - TEA Staff FTE Counts and Salary Reports, Enrollment - TAPR/Frontline Comparative Analytics

# HISTORICAL DATA

Includes:  
 Principals, Assistant Principals, Athletic Directors, Business Managers, Directors & Executive Directors, Superintendent

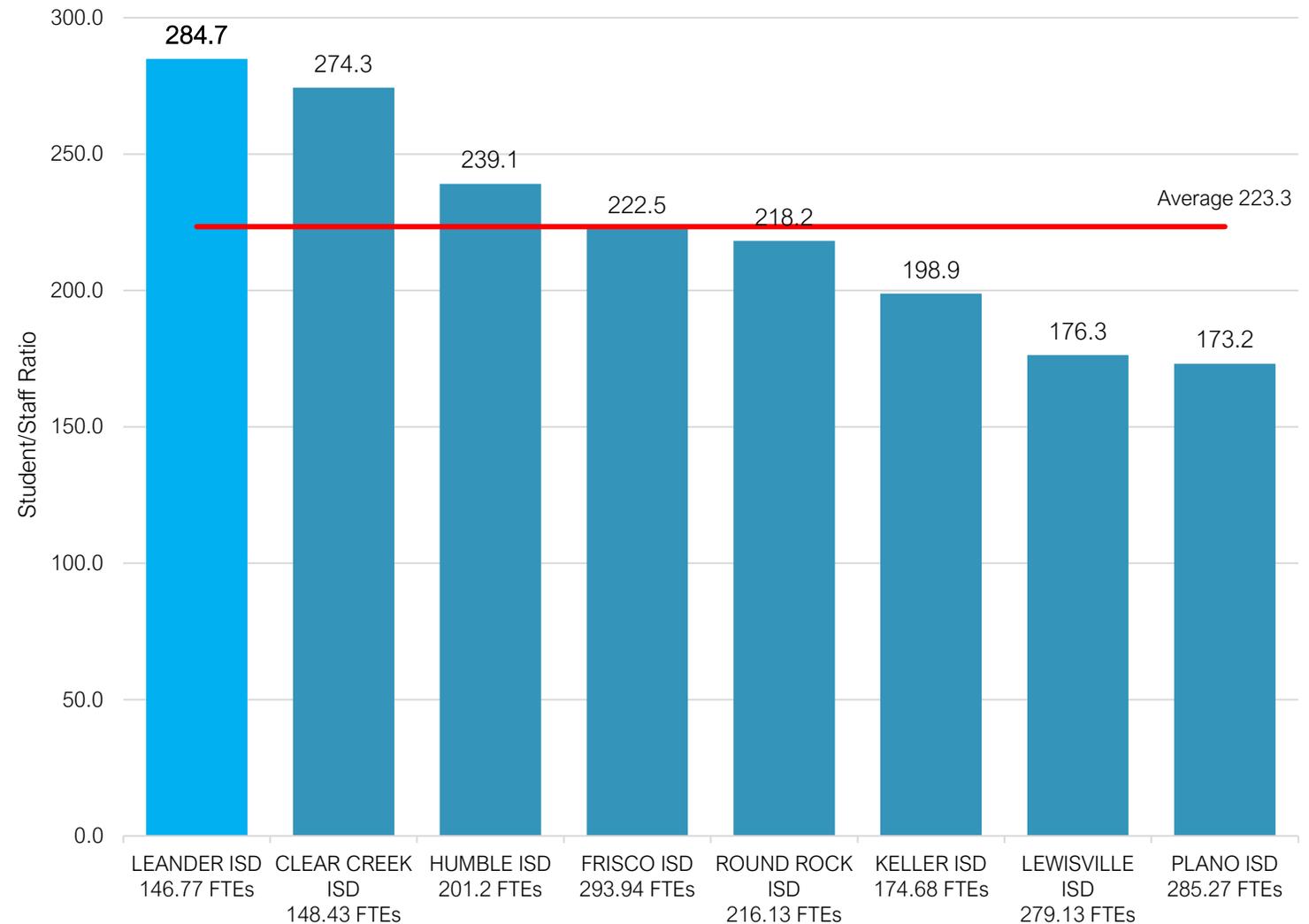
2021-2022 Students per Administrative Staff Comparison  
 Local Peers



127

# HISTORICAL DATA

2021-2022 Student per Administrative Staff Comparison  
Demographic Peers



128

Includes:  
Principals, Assistant Principals, Athletic Directors, Business Managers, Directors & Executive Directors, Superintendent



# LEGISLATIVE UPDATE

129

# 2023-2024 Budget Modifications (New Data)

## Legislative Update



### 88<sup>th</sup> Legislative Session

- Basic Allotment Increase (must use 30% or more to provide compensation increases to full-time employees other than administrators) <sup>130</sup>
- School Safety Funding
- Technology Information Materials Allotment/TIMA (funding reduced in last legislative session)
- Counselor/Mental Health Supports
- Continued Focus on Property Tax Reduction

# 2023-2024 Budget Modifications (New Data)

## Legislative Update

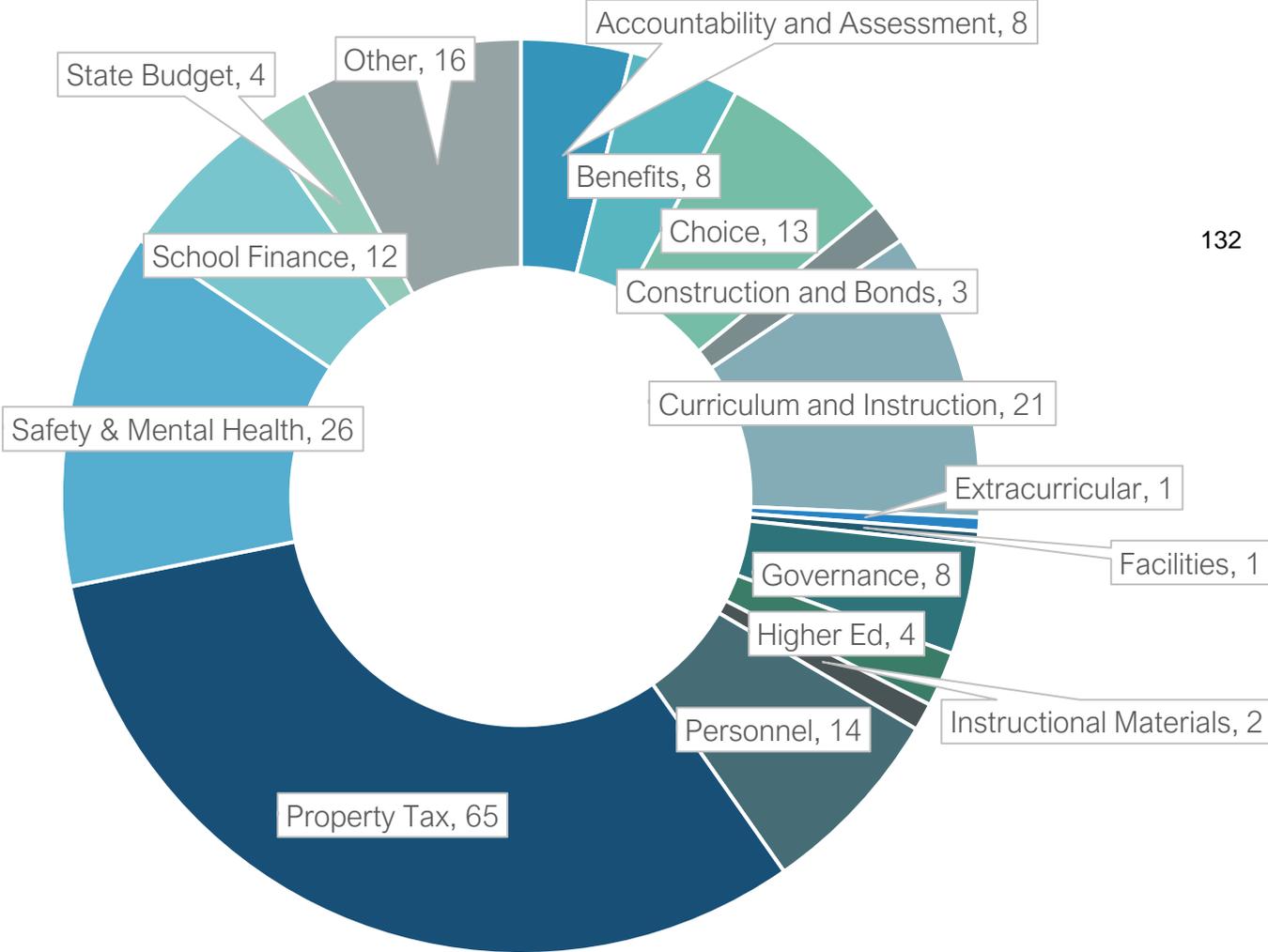
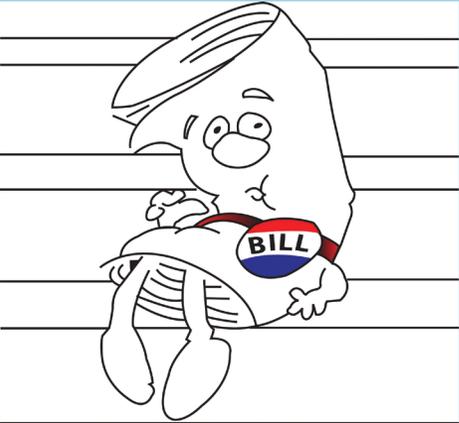


131

- Budget Process during a Legislative session will be a moving target
- Special Session(s)???
- Update on Legislative Bills that impact the budget will be provided throughout the Budget Process

# 2023-2024 Budget Modifications (New Data)

## Legislative Update Filed Bills (November)

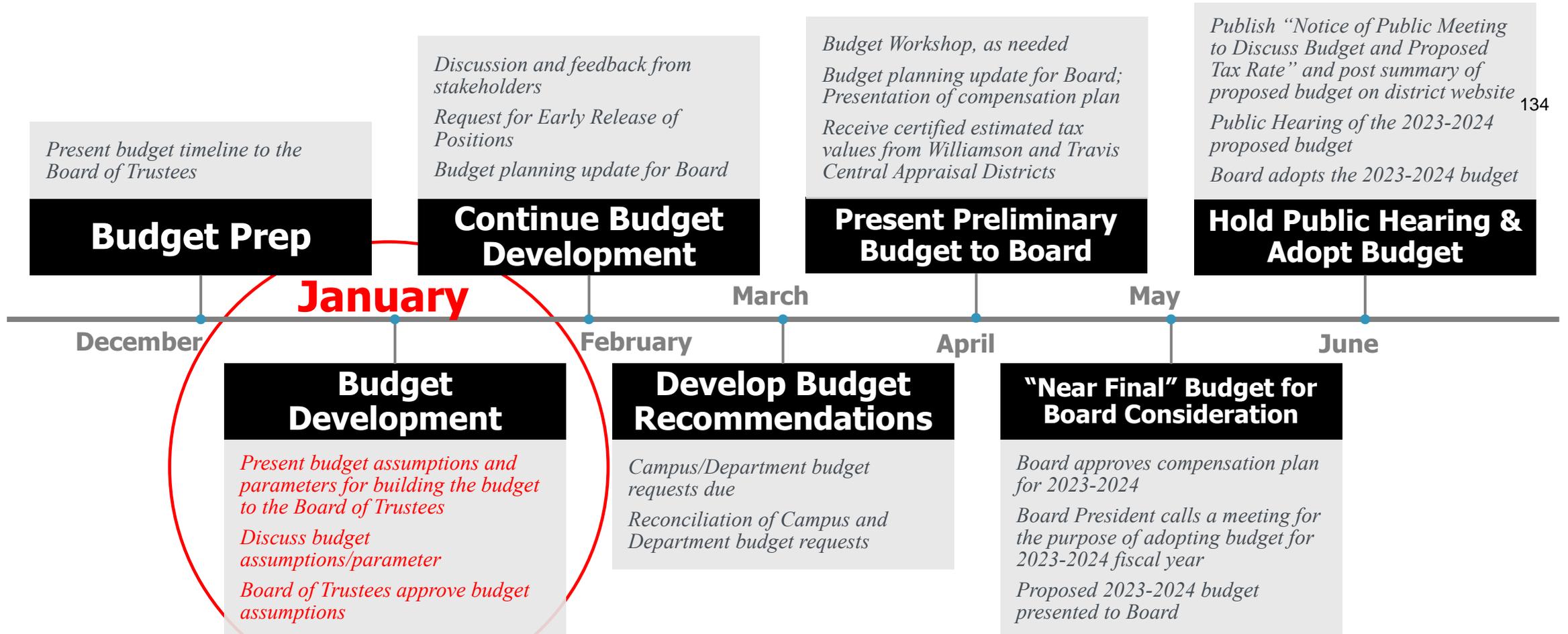


132

# Action Steps

- Board adopts Assumptions January 26
- Continue to Monitor Legislative Bills
- Update Board in February

# 2022-2023 BUDGET TIMELINE/NEXT STEPS





# DISCUSSION



**LEANDER INDEPENDENT SCHOOL DISTRICT  
2023-2024 BUDGET PREPARATION  
PROPOSED ASSUMPTIONS**

DATA ELEMENT	ASSUMPTION	MODERATE GROWTH	
		23-24 PASA for Staffing <b>2.53%</b>	23-24 PASA for Funding <b>2.47%</b>
<b>Student Enrollment:</b>	PASA Moderate Growth Projection (less Pre-k)	42,399	42,399
	Pre-k projection (funding based on 1/2 day)	1,024	512
	Student enrollment projection for staffing/revenue estimates	43,423	42,911
<b>Budget Parameter:</b>			<b>4.00%</b>
<b>Avg Daily Attendance Rate:</b>	Based on historical trend		94%
<b>Property Values:</b>	Projected growth over prior year LOCAL values		15%
<b>Property Tax Collection Rate:</b>	Projected rate of collection on tax levy		99%
<b>Staff Pay Increase:</b>	Overall pay increases to all staff		2%
<b>Campus Allocations:</b>	Maintain weighted per student allocations		
<b><i>Positions tied to student enrollment projections:</i></b>			
	Staffing formulas; PreKindergarten-12	\$	1,000,000
	New positions for special education	\$	1,150,000
<b>New School Allocations:</b>	Start up salaries for EL 30 <i>opening 24-25</i>	\$	150,000
<b>Other Staffing Increases:</b>			
	Adjustments due to pay study	\$	5,000,000
	Stipend adjustments for special education teachers	\$	2,800,000
	New position requests (outside of formula)	\$	1,400,000
<b>Employee Benefits:</b>	Increase contribution towards insurance premiums	\$	-
<b>Major Maintenance:</b>	Funded at equivalent of 2 pennies of M&O levy	\$	-
<b>Portables:</b>	Portables to house students at campuses over capacity	\$	1,000,000
<b>Budgeting Practices:</b>	Budget payroll at 98%	\$	(5,050,000)
	ESSER funds - Potential General Fund Impact	\$	4,000,000
<b>Tax Rate:</b>			
	M&O rate ESTIMATE with additional compression under HB3	\$ 0.8046	\$ 0.7917
	Existing golden pennies	0.0500	0.0800
	Golden pennies (Additional)	0.0300	-
	Copper pennies	0.0600	0.0600
	I & S rate	0.3300	0.3300
	<i>Actual/Projected Tax Rate</i>	\$ 1.2746	\$ 1.2617

**Leander Independent School District  
2023 - 2024 Budget Summary  
Early Estimate**

	2022-2023 Adopted Budget	2022-2023 Projected Budget	2023-2024 Early Estimate	2024-2025 Early Estimate	2025-2026 Early Estimate
<b>PROJECTED ENROLLMENT (Moderate growth)</b>	<b>43,720</b>	<b>42,353</b>	<b>43,423</b>	<b>44,371</b>	<b>45,090</b>
Increase/Decrease in Enrollment			-0.68%/2.53%	2.18%	1.62%
<b>REVENUE:</b>					
State Revenue	\$ 46,456,165	\$ 53,025,763	\$ 41,166,237	\$ 42,391,901	\$ 41,674,715
Local Revenue	394,721,314	394,184,896	439,385,062	473,759,366	511,410,714
Federal Revenue	5,318,206	8,237,890	6,862,000	5,864,000	5,865,000
<b>TOTAL ESTIMATED REVENUES:</b>	<b>\$ 446,495,685</b>	<b>\$ 455,448,549</b>	<b>\$ 487,413,299</b>	<b>\$ 522,015,267</b>	<b>\$ 558,950,429</b>
<b>PAYROLL EXPENDITURES:</b>					
Payroll - Existing Positions	\$ 338,315,948	\$ 325,599,345	\$ 331,981,296	\$ 348,698,405	\$ 367,166,547
Budgeting at 98%/Misc Adjustments	-	-	(5,038,734)	(376,901)	(300,444)
Positions previously coded to ESSER	-	-	3,912,816	2,644,892	-
Salary Increase (2%)	-	-	6,315,000	6,973,968	7,343,331
Pay Study Adjustments	-	-	7,800,000	2,300,000	1,500,000
One-Time Payment	-	-	-	-	-
New Positions (staffing formulae - Pre-K thru 12)	-	-	987,945	3,424,970	3,162,837
New Positions (special education)	-	-	1,166,680	1,192,096	1,084,021
New Positions (outside staffing formulae)	-	-	1,000,000	500,000	500,000
Salary costs to open a new campus	-	-	155,431	1,433,441	1,300,399
Early College High School	-	-	417,971	375,676	131,612
Increase in Extra duty/Discretionary	-	-	-	-	-
State Funded TRS	22,223,016	22,223,016	22,923,016	23,723,016	24,523,016
<b>TOTAL PAYROLL EXPENDITURES:</b>	<b>\$ 360,538,964</b>	<b>\$ 347,822,361</b>	<b>\$ 371,621,421</b>	<b>\$ 390,889,563</b>	<b>\$ 406,411,319</b>
<b>OPERATING EXPENDITURES</b>					
Contracted Services	14,248,287	16,027,098	14,675,736	14,969,250	15,268,635
Utilities	8,566,910	9,090,001	8,947,517	9,126,468	9,308,997
Supplies	18,000,171	18,301,684	18,411,174	18,779,398	19,154,986
Operating previously coded to ESSER	-	-	757,087	1,690,000	-
Instructional Materials/Textbooks	686,470	686,470	-	-	-
Travel/Misc.	5,498,231	4,685,269	5,608,196	5,664,278	5,720,920
Debt Service	132,000	132,000	550,000	550,000	550,000
Capital Outlay	313,569	407,316	1,000,000	300,000	300,000
New Campus Operating Costs (utilities/supplies)	170,000		400,000	570,000	170,000
<b>TOTAL OPERATING EXPENDITURES:</b>	<b>\$ 47,615,638</b>	<b>\$ 49,329,838</b>	<b>\$ 50,349,710</b>	<b>\$ 51,649,394</b>	<b>\$ 50,473,538</b>
<b>ESTIMATED RECAPTURE:</b>	<b>36,210,203</b>	<b>50,160,262</b>	<b>73,809,662</b>	<b>98,119,187</b>	<b>125,688,014</b>
<b>TOTAL OPERATING AND PAYROLL EXPENDITURES:</b>	<b>\$ 444,364,805</b>	<b>\$ 447,312,461</b>	<b>\$ 495,780,793</b>	<b>\$ 540,658,144</b>	<b>\$ 582,572,871</b>

**Leander Independent School District  
2023 - 2024 Budget Summary  
Early Estimate**

	2022-2023 Adopted Budget	2022-2023 Projected Budget	2023-2024 Early Estimate	2024-2025 Early Estimate	2025-2026 Early Estimate
<b>RESULTS FROM OPERATIONS:</b>	\$ 2,130,880	\$ 8,136,088	\$ (8,367,494)	\$ (18,642,877)	\$ (23,622,442)
<b>OTHER TRANSFERS IN/OUT</b>					
Other Sources	20,000	20,000	20,000	20,000	20,000
Transfers Out - Other	(230,000)	(50,000)	(50,000)	(50,000)	(50,000)
Transfers Out - Healthcare	(6,300,000)	(6,306,524)	(7,300,000)	(7,300,000)	(7,300,000)
Transfers Out - Healthcare Additional Contribution	(1,000,000)	-	-	-	-
Transfer Out- 2 cents to Major Maintenance	-	-	-	-	-
<b>TOTAL TRANSFERS IN/OUT:</b>	<b>\$ (7,510,000)</b>	<b>\$ (6,336,524)</b>	<b>\$ (7,330,000)</b>	<b>\$ (7,330,000)</b>	<b>\$ (7,330,000)</b>
<b>TOTAL SURPLUS/DEFICIT FOR ADOPTION:</b>	<b>\$ (5,379,120)</b>	<b>\$ 1,799,564</b>	<b>\$ (15,697,494)</b>	<b>\$ (25,972,877)</b>	<b>\$ (30,952,442)</b>
<b>BUDGET PARAMETER</b>					
Budget Deficit Threshold - 4% of Revenues	16,411,419	16,411,419	16,544,145	16,955,843	17,330,497
<b>Deficit (Exceeding)/Within Budget Parameter</b>	<b>\$ 11,032,299</b>	<b>\$ 18,210,983</b>	<b>\$ 846,651</b>	<b>\$ (9,017,034)</b>	<b>\$ (13,621,945)</b>

# Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, January 12, 2023

<b>Agenda Item:</b>	Consider Approval of Budget Amendments	
<b>Purpose (this meeting):</b>	<input type="checkbox"/> Discussion Item/Report Only	<input checked="" type="checkbox"/> Action Requested
<b>Administrator Responsible:</b>	Pete Pape	
<b>Attachments:</b>	Monthly Budget Amendments	

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## **Background Information:**

The Board of Trustees adopted the 2022-2023 budget on June 23, 2022. Budgets for the General Operating Fund, Child Nutrition Fund, and Debt Service Fund were included in the official district budget. Budgets are prepared and approved at fund and function levels to comply with the state's required level of control.

Budget amendments are necessary throughout the year to realign funds. Realignment of funds will increase and/or decrease various function levels within the budget. All necessary budget amendments that change the function level should be formally approved by the Board of Trustees and recorded in Board minutes. Budget amendments increasing or decreasing revenues and/or expenditures also require formal Board approval.

The attached documents summarize the effect of budget transfers and amendments, and the details of the changes being proposed. Submitted for approval are the budget revisions/amendments requested by various campuses and departments through January 4, 2023.

The amendments presented year-to-date for the **General Operating Fund** (Fund 199) are as follows:

- Increase of \$4,405 to revenue and expenditure budgets in Fund 199 for school bus repairs. The increase to estimated revenue and expenditures has no impact on the total operating deficit/surplus.
- Transfers among functions with no effect on the total operating deficit/surplus.
- Increase of \$759,900 to expenditure budgets in Fund 199 to cover damages that occurred to campuses due to the freeze in December. Damage to LISD property continues to be evaluated, which may result in future increase to expenditures. LISD does not anticipate receiving reimbursement for damages incurred due to the freeze as the deductible increased from \$50,000 to \$1 million. Rates are developed based on a 3-year history, and LISD has had significant property claims in the past two years.

The amendments to expenditure budgets due to the freeze damages increases the overall operating deficit by \$759,900.

There are no amendments to the **Child Nutrition Fund** and **Debt Service Fund**.

## **Administrative Recommendation:**

Administration recommends that the Board approve the budget transfers and amendments to the 2022-2023 budget, as presented.

## **Sample Motion:**

I move that the Board of Trustees approve the budget transfers and amendments to the 2022-2023 budget, as presented.

**Leander Independent School District**  
**General Fund - Fund 199**  
**Budget Amendments/Transfers as of January 4, 2023**

	2022-2023 Original Budget	Previously Amended Budget	Proposed Amendments 01/04/23	Proposed Amended Budget
<b>Revenues:</b>				
Local Sources	\$ 394,721,314	\$ 395,561,607	\$ 4,405	\$ 395,566,012
State Sources	46,456,165	46,456,165	-	46,456,165
Federal Sources	5,318,206	5,318,206	-	5,318,206
<b>TOTAL REVENUES</b>	<b>\$ 446,495,685</b>	<b>\$ 447,335,978</b>	<b>\$ 4,405</b>	<b>\$ 447,340,383</b>
<b>Expenditures:</b>				
Function 11 - Instruction	\$ 250,421,598	\$ 252,317,780	\$ (13,123)	\$ 252,304,657
Function 12 - Instructional Resources & Media	5,032,282	5,063,665	-	5,063,665
Function 13 - Staff Development	9,909,325	9,977,390	9,428	9,986,818
Function 21 - Instructional Administration	4,670,311	4,640,040	(4,000)	4,636,040
Function 23 - School Administration	23,265,335	23,311,036	5,360	23,316,396
Function 31 - Guidance & Counseling	21,138,589	21,158,507	622	21,159,129
Function 32 - Social Services	1,531,421	1,531,421	-	1,531,421
Function 33 - Health Services	3,966,488	3,973,682	-	3,973,682
Function 34 - Student Transportation	13,326,682	13,583,866	4,405	13,588,271
Function 35 - Food Services	10,000	45,214	-	45,214
Function 36 - Co-Curricular Activities	12,840,895	13,013,555	1,471	13,015,026
Function 41 - General Administration	10,219,520	10,480,655	(20,000)	10,460,655
Function 51 - Plant Maintenance & Operations	35,304,370	36,973,720	748,900	37,722,620
Function 52 - Security	2,405,898	2,548,206	11,171	2,559,377
Function 53 - Data Processing	9,068,083	9,169,049	-	9,169,049
Function 61 - Community Services	2,256,070	2,308,068	20,071	2,328,139
Function 71 - Debt Service	132,000	132,000	-	132,000
Function 81 - Capital Outlay	-	-	-	-
Function 91 - Contracted Instruction Services	36,210,203	36,210,203	-	36,210,203
Function 95 - JJAEP	245,000	245,000	-	245,000
Function 99 - Other Intergovernmental Charges	2,410,735	2,410,735	-	2,410,735
<b>TOTAL ALL EXPENDITURES</b>	<b>\$ 444,364,805</b>	<b>\$ 449,093,794</b>	<b>\$ 764,305</b>	<b>\$ 449,858,099</b>
<b>Excess/(Deficiency) of Revenues vs. Expenditures</b>	<b>\$ 2,130,880</b>	<b>\$ (1,757,816)</b>	<b>\$ (759,900)</b>	<b>\$ (2,517,716)</b>
<b>Other Financing Sources/Uses</b>				
Sale of Assets	\$ 20,000	\$ 20,000	\$ -	\$ 20,000
Transfer Out - Other	(50,000)	(50,000)	-	(50,000)
Transfer Out - Healthcare	(7,300,000)	(7,300,000)	-	(7,300,000)
Transfer Out - Healthcare Additional Contribution	-	-	-	-
Other Uses - Settlements	(180,000)	-	-	-
<b>Total Other Financing Sources/Uses</b>	<b>\$ (7,510,000)</b>	<b>\$ (7,330,000)</b>	<b>\$ -</b>	<b>\$ (7,330,000)</b>
<b>Net Increase/(Decrease) in Fund Balance</b>	<b>\$ (5,379,120)</b>	<b>\$ (9,087,816)</b>	<b>\$ (759,900)</b>	<b>\$ (9,847,716)</b>
<hr/>				
Beginning Fund Balance for Fund 181	(497,557)	(497,557)		(497,557)
Beginning Fund Balance for Fund 196	2,733,409	2,733,409		2,733,409
Beginning Fund Balance for Fund 197	(38,743,571)	(38,743,571)		(38,743,571)
Beginning Fund Balance for Fund 199	215,354,536	215,354,536		215,354,536
<b>Total Beginning Fund Balance of Fund 19X *</b>	<b>\$ 178,846,817</b>	<b>\$ 178,846,817</b>		<b>\$ 178,846,817</b>
<b>Net Operating Results - All General Fund 19X</b>	<b>(5,379,120)</b>	<b>(9,087,816)</b>		<b>(9,847,716)</b>
<b>Projected Ending Fund Balance</b>	<b>\$ 173,467,697</b>	<b>\$ 169,759,001</b>		<b>\$ 168,999,101</b>

\*Audited, per 2022 ACFR

**Leander Independent School District**  
**General Fund - Fund 199**  
**Summary of Budget Transfers/Amendments**  
**As of January 4, 2023**

**REVENUES:**

	<u>Ref #</u>	<u>Offset Function</u>	<u>Organization</u>	<u>Amount</u>	<u>#</u>	<u>Description</u>
57XX	134	34	000	4,405		Insurance Proceeds for School Bus Repair
58XX				-		
59XX				-		
<b>TOTAL REVENUES</b>				<b>\$ 4,405</b>		

**Other Resources**

	<u>Ref #</u>	<u>Offset Function</u>	<u>Organization</u>	<u>Amount</u>	<u>Description</u>
	12			-	
<b>TOTAL TRANSFERS IN</b>				<b>\$ -</b>	

**EXPENDITURES:**

**Function 11 - Instruction**

	<u>Ref #</u>	<u>Offset Function</u>	<u>Organization</u>	<u>Amount</u>	<u>Description</u>
	771	13	874	(9,900)	Campus/Department request to move funds
	10	36	Middle Schools	176	Campus/Department request to move funds
	13	52	106	(36)	Campus/Department request to move funds
	14	52	106	(48)	Campus/Department request to move funds
	16	36	044	(411)	Campus/Department request to move funds
	12	52	113	(455)	Campus/Department request to move funds
	15	31	113	(420)	Campus/Department request to move funds
	6	61	119	(71)	Campus/Department request to move funds
	25	13	105	290	Campus/Department request to move funds
	26	36	999	(21,000)	Campus/Department request to move funds
	3	52	128	(54)	Campus/Department request to move funds
	20	31	114	(202)	Campus/Department request to move funds
	19	52	114	(94)	Campus/Department request to move funds
	4	13	110	(933)	Campus/Department request to move funds
	11	13	120	(95)	Campus/Department request to move funds
	29	13	111	(65)	Campus/Department request to move funds
	28	52	111	(484)	Campus/Department request to move funds
	88	36	004	(700)	Campus/Department request to move funds
	27	23	999	(360)	Campus/Department request to move funds
	9	36	High Schools	12,939	Campus/Department request to move funds
	18	36	049	(700)	Campus/Department request to move funds
	93	36	002	(500)	Campus/Department request to move funds
	247	n/a	999	10,000	December 2022 Freeze
<b>TOTAL FUNCTION 11</b>				<b>\$ (13,123)</b>	

**Leander Independent School District**  
**General Fund - Fund 199**  
**Summary of Budget Transfers/Amendments**  
**As of January 4, 2023**

**Function 12 - Instructional Resources & Media**

<u>Ref #</u>	<u>Offset Function</u>	<u>Organization</u>	<u>Amount</u>	<u>Description</u>
<b>TOTAL FUNCTION 12</b>			<b>\$ -</b>	

**Function 13 - Staff Development**

<u>Ref #</u>	<u>Offset Function</u>	<u>Organization</u>	<u>Amount</u>	<u>Description</u>
771	11	874	9,900	Campus/Department request to move funds
25	11	105	(290)	Campus/Department request to move funds
4	11	110	933	Campus/Department request to move funds
11	11	120	95	Campus/Department request to move funds
29	11	111	65	Campus/Department request to move funds
5	36	003	(1,275)	Campus/Department request to move funds
<b>TOTAL FUNCTION 13</b>			<b>\$ 9,428</b>	

**Function 21 - Instructional Administration**

<u>Ref #</u>	<u>Offset Function</u>	<u>Organization</u>	<u>Amount</u>	<u>Description</u>
106	51	937	(4,000)	Campus/Department request to move funds
<b>TOTAL FUNCTION 21</b>			<b>\$ (4,000)</b>	

**Function 23 - School Administration**

<u>Ref #</u>	<u>Offset Function</u>	<u>Organization</u>	<u>Amount</u>	<u>Description</u>
27	11	102	360	Campus/Department request to move funds
247	n/a	999	5,000	December 2022 Freeze
<b>TOTAL FUNCTION 23</b>			<b>\$ 5,360</b>	

**Function 31 - Guidance & Counseling**

<u>Ref #</u>	<u>Offset Function</u>	<u>Organization</u>	<u>Amount</u>	<u>Description</u>
15	11	113	420	Campus/Department request to move funds
20	11	114	202	Campus/Department request to move funds
<b>TOTAL FUNCTION 31</b>			<b>\$ 622</b>	

**Leander Independent School District**  
**General Fund - Fund 199**  
**Summary of Budget Transfers/Amendments**  
**As of January 4, 2023**

**Function 32 - Social Services**

<u>Ref #</u>	<u>Offset Function</u>	<u>Organization</u>	<u>Amount</u>	<u>Description</u>
<b>TOTAL FUNCTION 32</b>			<b>\$ -</b>	

**Function 33 - Health Services**

<u>Ref #</u>	<u>Offset Function</u>	<u>Organization</u>	<u>Amount</u>	<u>Description</u>
<b>TOTAL FUNCTION 33</b>			<b>\$ -</b>	

**Function 34 - Student Transportation**

<u>Ref #</u>	<u>Offset Function</u>	<u>Organization</u>	<u>Amount</u>	<u>Description</u>
134	00	911	4,405	School Bus Repair
<b>TOTAL FUNCTION 34</b>			<b>\$ 4,405</b>	

**Function 35 - Food Services**

<u>Ref #</u>	<u>Offset Function</u>	<u>Organization</u>	<u>Amount</u>	<u>Description</u>
<b>TOTAL FUNCTION 35</b>			<b>\$ -</b>	

**Function 36 - Co-Curricular Activities**

<u>Ref #</u>	<u>Offset Function</u>	<u>Organization</u>	<u>Amount</u>	<u>Description</u>
775	52	999	(10,000)	Campus/Department request to move funds
10	11	Middle Schools	(176)	Campus/Department request to move funds
16	11	044	411	Campus/Department request to move funds
26	11	High Schools	21,000	Campus/Department request to move funds
88	11	004	700	Campus/Department request to move funds
5	13	003	1,275	Campus/Department request to move funds
9	11	High Schools	(12,939)	Campus/Department request to move funds
18	11	049	700	Campus/Department request to move funds
93	11	002	500	Campus/Department request to move funds
<b>TOTAL FUNCTION 36</b>			<b>\$ 1,471</b>	

**Leander Independent School District**  
**General Fund - Fund 199**  
**Summary of Budget Transfers/Amendments**  
**As of January 4, 2023**

**Function 41 - General Administration**

Ref #	Offset		Amount	Description
	Function	Organization		
2	61	749	(20,000)	Campus/Department request to move funds
<b>TOTAL FUNCTION 41</b>			<b>\$ (20,000)</b>	

**Function 51 - Plant Maintenance & Operations**

Ref #	Offset		Amount	Description
	Function	Organization		
106	21	937	4,000	Campus/Department request to move funds
247	n/a	various	744,900	December 2022 Freeze
<b>TOTAL FUNCTION 51</b>			<b>\$ 748,900</b>	

**Function 52 - Security**

Ref #	Offset		Amount	Description
	Function	Organization		
775	36	999	10,000	Campus/Department request to move funds
13	11	106	36	Campus/Department request to move funds
14	11	106	48	Campus/Department request to move funds
12	11	113	455	Campus/Department request to move funds
3	11	128	54	Campus/Department request to move funds
19	11	114	94	Campus/Department request to move funds
29	11	111	484	Campus/Department request to move funds
<b>TOTAL FUNCTION 52</b>			<b>\$ 11,171</b>	

**Function 53 - Data Processing**

Ref #	Offset		Amount	Description
	Function	Organization		
<b>TOTAL FUNCTION 53</b>			<b>\$ -</b>	

**Function 61 - Community Services**

Ref #	Offset		Amount	Description
	Function	Organization		
2	41	913	20,000	Campus/Department request to move funds
6	11	119	71	Campus/Department request to move funds
<b>TOTAL FUNCTION 61</b>			<b>\$ 20,071</b>	

**Function 71 - Debt Service**

Ref #	Offset		Amount	Description
	Function	Organization		
<b>TOTAL FUNCTION 71</b>			<b>\$ -</b>	

**Leander Independent School District**  
**General Fund - Fund 199**  
**Summary of Budget Transfers/Amendments**  
**As of January 4, 2023**

**Function 81 - Capital Outlay**

Ref #	Function	Organization	Amount	Description
			-	
<b>TOTAL FUNCTION 81</b>			<b>\$ -</b>	

**Function 91 - Contracted Instruction Services**

Ref #	Function	Organization	Amount	Description
			-	
<b>TOTAL FUNCTION 91</b>			<b>\$ -</b>	

**Function 95 - JJAEP**

Ref #	Function	Organization	Amount	Description
			-	
<b>TOTAL FUNCTION 95</b>			<b>\$ -</b>	

**Function 99 - Other Intergovernmental Charges (TCAD/WCAD Tax Svc)**

Ref #	Function	Organization	Amount	Description
			-	
<b>TOTAL FUNCTION 99</b>			<b>\$ -</b>	

**Transfers Out/Other Uses**

Ref #	Function	Organization	Amount	Description
			-	
<b>TOTAL TRANSFERS OUT</b>			<b>\$ -</b>	

<b>TOTAL EXPENDITURES</b>			<b>\$ 764,305</b>	
---------------------------	--	--	-------------------	--

<b>INCREASE/(DECREASE) TO FUND BALANCE</b>			<b>\$ (759,900)</b>	
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# Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, January 12, 2023

<b>Agenda Item:</b>	Consideration and Possible Action Regarding Approval of SPED Employee Retention Incentive and Sign-On Incentive for new SPED staff and Related Action	
<b>Purpose (this meeting):</b>	<input type="checkbox"/> Discussion Item/Report Only	<input checked="" type="checkbox"/> Action Requested
<b>Action Requested (future meeting):</b>	Thursday, January 12, 2023	
<b>Administrator Responsible:</b>	Dr. Bruce Gearing, Pete Pape and KarieLynn Eggeling	
<b>Attachments:</b>	One-Time Retention Incentive Resolution Special Education One-Time Lump Sum Retention Payment Presentation	

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## **Background Information:**

Administration is recommending the Board of Trustees approve a Resolution and amend the LISD 2022-23 Compensation Plan which includes an Employee Retention Incentive Payment to retain SPED teachers, SPED Instructional Aides (IA's), and Itinerate Related Services (IRS) staff due to the critical shortage for SPED staff.

This one-time \$2,000 Retention Incentive will be paid to eligible full-time SPED Teacher employees as outlined in the LISD Compensation Plan. An employee who is employed as a 0.5 FTE or less will receive ½ of the Retention Incentive payment. It will be paid to all full-time/part-time employees who were employed by the District on the January 2, 2023 and will be paid on the January 25<sup>th</sup> or February 24<sup>th</sup> pay date.

This one-time \$500 Retention Incentive will be paid to our eligible full-time SPED IA employees as outlined in the LISD Compensation Plan. An employee who is employed as a 0.5 FTE or less will receive ½ of the Retention Incentive payment. It will be paid to all full-time/part-time employees who were employed by the District on the January 25<sup>th</sup> or February 24<sup>th</sup> pay date.

The sign-on incentive is for SPED teachers, IAs and IRS staff positions hired in the Spring of 2023.

This incentive payment is not considered salary; therefore, it is not eligible for credit in accordance with the Teacher Retirement System.

## **Administrative Recommendation:**

Approval of Board Resolution, amend Compensation Plan and approve payment of one-time retention incentive and sign-on incentive

## **Sample Motion:**

(Action needed by 1/12/23) I move that the Board accept the Resolution, recommendation to amend the LISD 2022-23 Compensation Plan and approve the one-time Retention Incentive payment for SPED teachers, SPED IA's, SPED IRS, and Sign-On Incentives for newly hired staff in a SPED teaching or SPED IA position.



**Employee Eligibility**

If authorized by the Board of Trustees, in order to be eligible to receive the strategic retention incentive detailed above, a District employee must meet the following eligibility requirements:

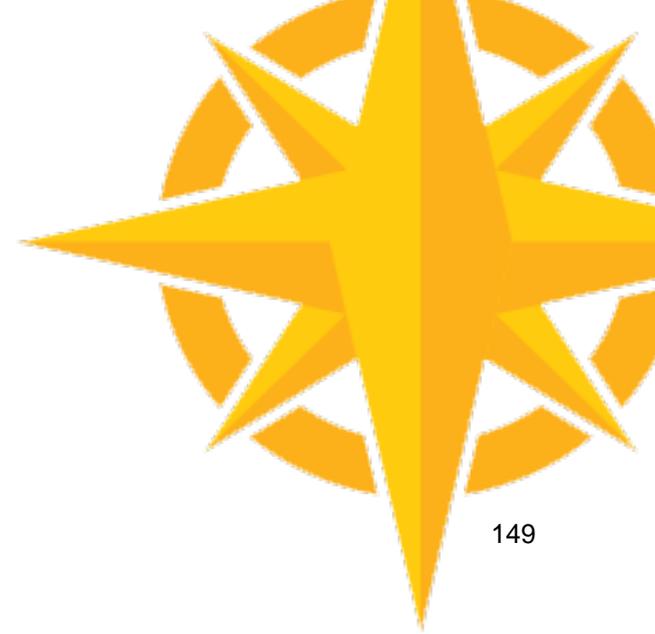
- The employee is employed by the District in an eligible regular full or part-time position on January 2, 2023
- Employees in eligible positions would not be eligible for incentive payments if they have:
  - Provided documentation showing an intent to separate from employment prior to the last duty day of the school (or contract) year.

**ADOPTED**, on this the 12th day of January, 2023, by the Leander ISD Board of Trustees.

ATTEST:

\_\_\_\_\_  
Trish Bode  
President, Board of Trustees  
Leander Independent School District

\_\_\_\_\_  
Anna Smith  
Secretary, Board of Trustees  
Leander Independent School District



149

# **Special Education One-Time Lump Sum Retention Payment**

January 12, 2023

# Purpose

The purpose of this presentation is to discuss a one-time lump sum retention payment to certain special education employees.

# The 'Why'

## Critical Shortage & Highly Competitive:

- Increased number of students served
- Level of student need continues to increase
- Remain competitive in market for retention of high quality staff
- Provide compensation for targeted staff while we review compensation and stipends for 2023-2024
- Provide financial incentive for qualified candidates to immediately fill currently vacant positions

## The 'How'

- Updated financial projections, including the one-time \$5M payment in December, shows the 2022-23 budget ending the fiscal year with \$2M in surplus funds, including SPED one-time payment and sign-on incentive.
- The District will continue to monitor the budget and if at the end of the fiscal year the fund balance is expected to increase, then administration may come back to the board with a recommendation for an additional one-time lump sum retention payment.

## The 'What'

-Administration recommends the board consider and approve a resolution and amend the LISD 2022-23 compensation plan to include a one-time lump sum retention payment and sign-on incentive for certain special education positions. The one-time lump sum retention payment will help LISD remain competitive and help retain LISD special education employees. LISD special education employees serve over 5,900 students with special needs.

## The 'Who'

-The one-time lump sum retention payment will be paid to all eligible special education employees as outlined in the LISD compensation plan:

-Full-time special education teachers/itinerant related staff will receive \$2,000

-Part-time special education teachers/itinerant related staff will receive \$1,000

-Full-time special education IAs will receive \$500

154

-Part-time special education IAs will receive \$250

-Employed by LISD on January 2, 2023 and meeting eligibility criteria

-One-time lump sum retention payment and sign-on incentive are not considered salary and are not eligible for credit for TRS

## The 'When'

-If the one-time lump sum retention payment is approved, the payment will be included on the following pay date:

-Monthly Payroll on January 25th or February 24, 2023

# Discussion / Questions

# Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, January 12, 2023

**Agenda Item:** Consider Approval of Appointment of Investment Officer and Amend Investment Pool Resolutions

**Purpose (this meeting):**  Discussion Item/Report Only  Action Requested

**Administrator Responsible:** Pete Pape

**Attachments:** Amend TexPool Resolution  
Amend Lonestar Resolution

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## 1. Investment Officers

### **Background Information:**

The Public Funds Investment Act (Texas Government Code Chapter 2256, Subchapter A) requires that the Board appoint an investment officer(s) to be responsible for the investment of its funds. These appointees have the authority to invest district funds and to make transfers to/from investment pools. The current Board approved investment officers are Pete Pape, Dana Paulson, Becky Garcia, Connie Wheeler, Karen Nabors, and Jalen Pitre. Jalen Pitre has recently vacated the role, and the Treasury Specialist position has been filled with Cassandra Hartmann. We would like to appoint Cassandra as an investment officer and remove Jalen Pitre. Within 12 months after taking office or assuming duties, Cassandra will need to complete the Texas mandated 10 hours of Public Funds Investment Act training. The officers will be Pete Pape, Dana Paulson, Becky Garcia, Connie Wheeler, Karen Nabors, and Cassandra Hartmann.

### **Administrative Recommendation:**

It is recommended that the District appoint Cassandra Hartmann as an Investment Officer and remove Jalen Pitre.

### **Sample Motion:**

I move that the District appoint Cassandra Hartmann as an Investment Officer and remove Jalen Pitre.

## 2. Amend Resolution of Authorized Representatives with TexPool and Lonestar

### **Background Information:**

Two of the investment pools Leander ISD participates in, TexPool and Lonestar, require updated resolutions when adding an authorized representative. We would like Cassandra Hartmann to be added to the lists and Jalen Pitre removed from the lists which currently authorizes Pete Pape, Dana Paulson, Becky Garcia, Connie Wheeler, Karen Nabors and Jalen Pitre to conduct these transfers as necessary.

### **Administrative Recommendation:**

It is recommended the authorized representatives with TexPool and Lonestar be amended to include Cassandra Hartmann and remove Jalen Pitre.

### **Sample Motion:**

I move that the authorized representatives with TexPool and Lonestar be amended to include Cassandra Hartmann and remove Jalen Pitre.



# Resolution Amending Authorized Representatives

Please complete this form to amend or designate Authorized Representatives. This document supersedes all prior Authorized Representative forms.

**\* Required Fields**

**1. Resolution**

158

**WHEREAS,**

Leander Independent School District

7 8 4 0 1

Participant Name\*

Location Number\*

("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

**WHEREAS,** it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

**WHEREAS,** the Texas Local Government Investment Pool ("TexPool / Texpool Prime"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

**NOW THEREFORE,** be it resolved as follows:

- A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and
- C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Pete Pape Chief Financial Officer

Name

Title

5 1 2 5 7 0 0 0 5 0

5 1 2 5 7 0 0 0 5 4

pete.pape@leanderisd.org

Phone

Fax

Email

Signature

2. Dana Paulson Sr. Director Financial Services

Name

Title

5 1 2 5 7 0 0 0 6 8

5 1 2 5 7 0 0 0 5 4

dana.paulson@leanderisd.org

Phone

Fax

Email

Signature

3. Becky Garcia Dir Treasury & Debt Mgmt

Name

Title

5 1 2 5 7 0 0 0 5 7

5 1 2 5 7 0 0 0 5 4

becky.garcia@leanderisd.org

Phone

Fax

Email

Signature



# Resolution Amending Authorized Representatives

Please complete this form to amend or designate Authorized Representatives. This document supersedes all prior Authorized Representative forms.

**\* Required Fields**

**1. Resolution**

159

**WHEREAS,**

Leander Independent School District

7 8 4 0 1

Participant Name\*

Location Number\*

("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("TexPool / Texpool Prime"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

**NOW THEREFORE,** be it resolved as follows:

- A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and
- C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

4. 1. Connie Wheeler Controller  
 Name Title  
5 1 2 5 7 0 0 0 5 3 5 1 2 5 7 0 0 0 5 4 connie.wheeler@leanderisd.org  
 Phone Fax Email  
Connie Wheeler  
 Signature

5. 2. Karen Nabors Accountant  
 Name Title  
5 1 2 5 7 0 0 0 6 9 5 1 2 5 7 0 0 0 5 4 karen.nabors@leanderisd.org  
 Phone Fax Email  
Karen Nabors  
 Signature

6. 3. Cassandra Hartmann Treasury Specialist  
 Name Title  
5 1 2 5 7 0 0 4 0 4 5 1 2 5 7 0 0 0 5 4 cassandra.hartmann@leanderisd.org  
 Phone Fax Email  
Cassandra Hartmann  
 Signature

1. Resolution (continued)

4.

Name Title

Phone Fax Email

Signature

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Dana Paulson

Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry ~~and~~ selected information. *This limited representative cannot perform transactions.* If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Name Title

Phone Fax Email

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the  day of  , 20 .

**Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.**

Leander Independent School District

Name of Participant\*

**SIGNED**

Signature\*

Trish Bode

Printed Name\*

President, Board of Trustees

Title\*

**ATTEST**

Signature\*

Anna Smith

Printed Name\*

Secretary, Board of Trustees

Title\*

2. Delivery Instructions

Please return this document to **TexPool Participant Services:**

**Email:** [texpool@dstsystems.com](mailto:texpool@dstsystems.com)

**Fax:** 866-839-3291

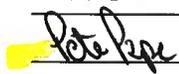
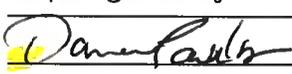
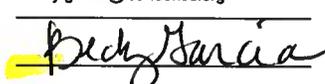
**Authorized Representative Add Form**

Name of Participant Leander Independent School District Participant Number 246913

**Addition of Authorized Representative**

In order to either (i) carry out the role of Investment Officer for the Participant or (ii) aid the Investment Officer of the Participant in the execution of his or her duties pursuant to Texas Government Code, Section 2256.003(c), as the case may be, the following officers, officials, employees, or contractors of the Participant are hereby designated as Authorized Representatives within the meaning of the Investment Agreement (Agreement). These designated Authorized Representatives have full power and authority to execute the Agreement and any other documents, as may be required to deposit money to and withdraw money from the Participant's Lone Star Investment Pool (Lone Star) account from time to time in accordance with the Agreement and the Information Statement, and take all other actions deemed necessary or appropriate for the investment of local funds of the Participant:

161

	Rep #1	Rep #2	Rep #3
Printed Name	<u>Pete Pape</u>	<u>Dana Paulson</u>	<u>Becky Garcia</u>
Title	<u>Chef Financial Officer</u>	<u>Sr Director Financial Services</u>	<u>Dir Treasury &amp; Debt Mgmt</u>
E-mail address	<u>pete.pape@leanderisd.org</u>	<u>dana.paulson@leanderisd.org</u>	<u>becky.garcia@leanderisd.org</u>
Signature	<u></u>	<u></u>	<u></u>

In accordance with Lone Star procedures, an Authorized Representative shall promptly notify Lone Star of any changes in who is serving as Authorized Representative.

In addition to the foregoing Authorized Representatives, each Investment Officer of Lone Star appointed by the Lone Star Board of Trustees from time to time is hereby designated as an Investment Officer of the Government Entity and, as such, shall have responsibility for investing the share of Lone Star assets representing local funds of the Government Entity.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

By: \_\_\_\_\_  
Trish Bode  
*Printed Name, Board President*

By: \_\_\_\_\_  
Anna Smith  
*Printed Name, Board Secretary*

State of Texas,

County of \_\_\_\_\_

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to  
*(name of notary)* *(name of President and Secretary)*  
 me (or proved to me on the oath of \_\_\_\_\_) or through \_\_\_\_\_ to be the person(s)  
*(person providing oath)* *(identification item)*

whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

(Personalized Seal)

\_\_\_\_\_

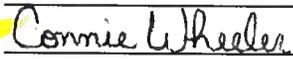
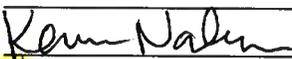
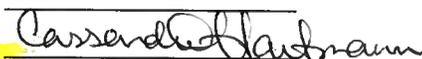
**Authorized Representative Add Form**

Name of Participant Leander Independent School District Participant Number 246913

**Addition of Authorized Representative**

In order to either (i) carry out the role of Investment Officer for the Participant or (ii) aid the Investment Officer of the Participant in the execution of his or her duties pursuant to Texas Government Code, Section 2256.003(c), as the case may be, the following officers, officials, employees, or contractors of the Participant are hereby designated as Authorized Representatives within the meaning of the Investment Agreement (Agreement). These designated Authorized Representatives have full power and authority to execute the Agreement and any other documents, as may be required to deposit money to and withdraw money from the Participant's Lone Star Investment Pool (Lone Star) account from time to time in accordance with the Agreement and the Information Statement, and take all other actions deemed necessary or appropriate for the investment of local funds of the Participant:

162

	Rep # <u>4</u>	Rep # <u>5</u>	Rep # <u>6</u>
Printed Name	<u>Connie Wheeler</u>	<u>Karen Nabors</u>	<u>Cassandra Hartmann</u>
Title	<u>Controller</u>	<u>Accountant</u>	<u>Treasury Specialist</u>
E-mail address	<u>connie.wheeler@leanderisd.org</u>	<u>karen.nabors@leanderisd.org</u>	<u>cassandra.hartmann@leanderisd.org</u>
Signature			

In accordance with Lone Star procedures, an Authorized Representative shall promptly notify Lone Star of any changes in who is serving as Authorized Representative.

In addition to the foregoing Authorized Representatives, each Investment Officer of Lone Star appointed by the Lone Star Board of Trustees from time to time is hereby designated as an Investment Officer of the Government Entity and, as such, shall have responsibility for investing the share of Lone Star assets representing local funds of the Government Entity.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

By: \_\_\_\_\_  
Trish Bode  
*Printed Name, Board President*

By: \_\_\_\_\_  
Anna Smith  
*Printed Name, Board Secretary*

State of Texas,

County of \_\_\_\_\_

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to  
*(name of notary)* *(name of President and Secretary)*

me (or proved to me on the oath of \_\_\_\_\_) or through \_\_\_\_\_ to be the person(s)  
*(person providing oath)* *(identification item)*

whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

(Personalized Seal)

\_\_\_\_\_