

# Board Workshop Agenda

## Lake Travis Independent School District Board of Trustees

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A meeting of the Board of Trustees of Lake Travis Independent School District will be held September 20, 2023, beginning at 6:00 PM in the Educational Development Center, Live Oak Room  
607 RR 620 North  
Austin, TX 78734.

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

1. Call To Order and Quorum Determination
2. Pledge of Allegiance and Moment of Silence
3. Recognitions
  - A. Lake Travis Education Foundation (LTEF) Big Check Presentation 3
4. Public Comments/Citizen Participation
5. Presentation/Discussion Items
  - A. Preliminary Design of the New Competition Gym and Fine Arts Addition at Lake Travis High School 5
  - B. Curriculum & Instruction Services - Career and Technical Education Update 6
  - C. 2023 - 2024 Enrollment Update 7
  - D. August 2023 Monthly Financial Reports - Statement of Revenue and Expenditures, Balance Sheet, Tax Statement, 2018/2023 Capital Project Report, and Quarterly Investment Report 9
  - E. 2022 - 2023 Annual Investment Report 16
  - F. Resolution No. 101823-01 Regarding Adoption of the Investment Strategy and Designation of Investment Officers 18
  - G. Resolution No. 101823-02 Regarding Adoption of Authorized Broker/Dealer List 47
  - H. 2023 Preliminary School FIRST Rating 49
  - I. Board Notification under Board Policy CH (LOCAL) - Vehicles for Special Services 53
6. Consideration Items
  - A. SHAC Membership 2023 - 2024 54
  - B. 2023 Texas Public Information Act Calendar 57
  - C. Election Voting System Resolution No. 092023-01 59
  - D. Request for Proposals (RFP) - Lake Travis Middle School Wastewater Force Main Conversion Project 61
  - E. Consideration and Action on a Resolution Establishing the District's Intention to Reimburse Itself for Capital Expenditures From a Future Series of Tax-Exempt Debt and Other Matters Related Thereto 65

F.	Consideration and possible action regarding pending litigation in Cause No. D-1-GN-23-001104 pending in the 455 <sup>th</sup> Judicial Court of Travis County, including possible consideration and action on proposal for resolution.	70
G.	2023 -2024 T-TESS Appraisal Calendar and Appraisal Roster	71
H.	Consent Agenda	
	1. August 16, 2023 - Board Meeting Minutes	75
	2. Resolution Regarding Extracurricular Status of a 4-H Organization	85
	3. Memorandum of Understanding (MOU) for Lake Travis ISD and for the Juvenile Justice Alternative Education Program (JJAEP) Cooperative of Travis County	90
7.	Upcoming Meetings and Events	
	A. October 18, 2023 - 6:00 p.m. Monthly Board Meeting, EDC	
	B. November 15, 2023, 6:00 p.m. - Monthly Board Meeting, EDC	
8.	Closed Session - Trustees will adjourn into Closed Session as permitted by the Texas Government Code 551.001 et. seq.	
	A. Section 551.074 - Personnel Matters	
	1. The Board will discuss the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of public employees or officials. (This may involve consultation with attorney as permitted under Section 551.071)	
	B. Section 551.071 - Consultation with Attorney	
	1. The Board will discuss and receive legal advice from its attorney on matters which should be confidential under Texas Government Code Section 551.071 (2).	
	2. Pursuant to Texas Government Code 551.129 and 551.071, consultation with legal counsel regarding pending litigation in Cause No. D-1-GN-23-001104 pending in the 455 <sup>th</sup> Judicial Court of Travis County.	
	C. Section 551.072 - Deliberation Regarding Real Property	
	1. The Board will discuss the purchase, exchange, lease or value of real property. (This may involve consultation with attorney as permitted under section 551.071.)	
	D. Section 551.0821 - School Board: Personally Identifiable Information About a Public School Student	
	1. The Board will discuss personally identifiable information about a public school student.	
	E. Section 551.076 - Deliberation Regarding Security Devices or Security Audits; Closed Meeting. This chapter does not require a governmental body to conduct an open meeting to deliberate:	
	1. The deployment, or specific occasions for implementation of security personnel or devices.	
9.	Adjournment	



## AGENDA ITEM ACTION SHEET

### AGENDA ITEM

Lake Travis Education Foundation (LTEF) Big Check Presentation

### RECOMMENDED ACTION

#### Special Recognition

### RATIONALE

The Lake Travis Education Foundation (LTEF) is a nonprofit organization that supports the Lake Travis ISD mission to educate all students through a comprehensive curriculum. LTEF is a vital component of the Lake Travis ISD. They raise the funds necessary to add enrichment programs for all grade levels, and instructional enhancement tools such as technology for the classrooms, that are not considered core requirements under Texas Education Agency (TEA) guidelines.

Jeff Haley, 2022 - 2023 President of the LTEF will present a check to the LTISD Trustees for Lake Travis ISD in the amount of \$588,000.

LTEF Board of Directors for the 2023-2023 School Year:

#### President:

Jeff Haley

#### Past President:

Vince Abio

#### President Elect:

Russell Hayden

#### Vice Presidents:

Krystle Alvarado

Jared Black

#### Treasurer:

Tonya Boggan

#### Secretary:

Monica R. Hall-Porter, PhD

#### Directors:

Bridget Dalrymple

Kris Devlin

Gina Dreesen

Windsar Fields

Jennifer Goff

Tiffany Greenberg

Annmarie Hatfield

Natalie Kloss-Biagini

Geoff Land

Natalia Mack

Sarah McAloon

Ann Mitchell

Kyle Morgan

Natalie Nugent

Aimee Riebold

Andrea Steimle

Kambria Thomas

Erin Warner

Maureen Wentworth

Frank West

Robert White

Gary Wolff



**BUDGET PROVISIONS**

None

**RESOURCE PERSONNEL**

Evalene Murphy – Assistant Superintendent of Employee & Community Relations

**ATTACHMENTS**

None

**MEETING DATE**

September 20, 2023



## **AGENDA ITEM ACTION SHEET**

### **AGENDA ITEM**

Preliminary Design of the New Competition Gym and Fine Arts Addition at Lake Travis High School

### **RECOMMENDED ACTION**

**For Presentation/Discussion Only.**

### **RATIONALE**

In December 2022, the Board approved a pool of architect and engineering professional service providers to support requirements for various professional services necessary for renovations, additions, alterations and new construction capital projects for the 2023 Bond Program.

The interview committee selected Claycomb Associates, Inc. for the design of the new competition gym and Fine Arts addition at Lake Travis High School. After several meetings with the District's Facilities and Construction project management team, and the Athletics and Fine Arts department administrators, the Claycomb architect and design team will present a preliminary design of the new facilities to the Board.

### **BUDGET PROVISIONS**

2023 Bond Funds

### **RESOURCE PERSONNEL**

Pam Sanchez - Assistant Superintendent of Business Services

Robert Winovitch - Director of Facilities and Construction

### **ATTACHMENTS**

None

### **MEETING DATE**

September 20, 2023



## **AGENDA ITEM ACTION SHEET**

### **AGENDA ITEM**

Curriculum & Instruction Services – Career and Technical Education Update

### **RECOMMENDED ACTION**

**For Presentation/Discussion Only.**

### **RATIONALE**

House Bill 3, passed during the 86th Legislative Session incorporated three of the Texas Commission of Public School Finance’s recommendations related to College, Career or Military Readiness (CCMR). The purpose is to further the goal set under the state’s plan for higher education developed under Texas Education Code (TEC) §61.051 for at least 60 percent of all adults aged 25 to 34 in Texas to achieve a postsecondary degree or workforce credential by 2030. House Bill 3 provided Districts with CCMR incentives that are aligned directly with the Texas Education Agency strategic plan that every child is prepared for success in college, career, or the military.

Curriculum and Instruction Services will provide an update of the following items:

- Overview of Career Clusters offered at LTHS
- CCMR and School Accountability
- CTE Participation Numbers
- Numbers of Certificates, Industry Based Certifications, AP Credit, PLTW
- LTHS honored as a 2022-23 PLTW Distinguished School
- CTSO Participation and Success 2022-23
- CTE Goals 2023-24

### **BUDGET PROVISIONS**

None

### **RESOURCE PERSONNEL**

Lori Wristers - Coordinator Curriculum & Instruction - Secondary

Carl McLendon - Director of Curriculum & Instruction - Secondary

### **ATTACHMENTS**

Career and Technical Education Update

### **MEETING DATE**

September 20, 2023



## AGENDA ITEM ACTION SHEET

### AGENDA ITEM

2023-2024 Enrollment Update

### RECOMMENDED ACTION

**For Presentation/Discussion Only.**

### RATIONALE

Lake Travis ISD projects enrollment each year for the coming school year, staff accordingly and then monitors actual enrollment at the beginning of the year, adjusting staffing as needed. Current enrollments for the first three weeks of school are attached.

### BUDGET PROVISIONS

None

### RESOURCE PERSONNEL

Pam Sanchez – Assistant Superintendent of Business Services

### ATTACHMENTS

2023-2024 Enrollment Update

### MEETING DATE

September 20, 2023

**2023-2024 Snapshot with Percentage Enrollments**

	Actual 2018-19	Actual 2019-20	Actual 2020-21	Actual 2021-22	Actual 2022-23	Projected 2023-24	Day 0 Aug. 15	Day 1 Aug. 16	Day 3 Aug. 18	Day 5 Aug. 22	Day 17 Sept. 8	Day 25 Sept. 20	Day 45 Oct. 23	PEIMS Snapshot Oct. 27	Change from Demog Proj	Campus % Change	Day 1 Leavers	Growth Since Day 1
Lake Travis Elementary	871	880	782	768	763	728	679	667	676	691	699				-29	-3.80%	-12	32
Lakeway Elementary	695	672	562	566	564	589	581	585	587	592	594				5	0.89%	4	9
Bee Cave Elementary	803	815	768	825	863	853	853	817	820	824	826				-27	-3.13%	-36	9
Lake Pointe Elementary	706	729	724	783	748	750	760	749	751	754	757				7	0.94%	-11	8
Serene Hills Elementary	898	924	612	565	627	737	751	740	744	750	754				17	2.71%	-11	14
West Cypress Hills Elementary	874	937	558	609	599	759	607	596	600	603	604				-155	-25.88%	-11	8
Rough Hollow Elementary			726	897	926	811	768	740	744	744	749				-62	-6.70%	-28	9
<b>Elementary Total</b>	<b>4847</b>	<b>4957</b>	<b>4732</b>	<b>5013</b>	<b>5090</b>	<b>5227</b>	<b>4999</b>	<b>4894</b>	<b>4922</b>	<b>4958</b>	<b>4983</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-244</b>	<b>-4.79%</b>	<b>-105</b>	<b>89</b>
<b>Actual change from prior year</b>	<b>107</b>	<b>110</b>	<b>-225</b>	<b>281</b>	<b>77</b>	<b>137</b>	<b>-91</b>	<b>-196</b>	<b>-168</b>	<b>-132</b>	<b>-107</b>							
<b>% change from prior year</b>	<b>2.26%</b>	<b>2.27%</b>	<b>-4.54%</b>	<b>5.94%</b>	<b>1.54%</b>	<b>2.69%</b>	<b>-1.79%</b>	<b>-3.85%</b>	<b>-3.30%</b>	<b>-2.59%</b>	<b>-2.10%</b>							
Lake Travis Middle School	1544	816	879	856	878	902	900	888	891	895	897				-5	-0.57%	-12	9
Hudson Bend Middle School	1135	1039	982	978	900	924	842	811	824	836	841				-83	-9.22%	-31	30
Bee Cave Middle School		871	849	832	830	852	874	857	861	861	860				8	0.96%	-17	3
<b>Middle School Total</b>	<b>2679</b>	<b>2726</b>	<b>2710</b>	<b>2666</b>	<b>2608</b>	<b>2678</b>	<b>2616</b>	<b>2556</b>	<b>2576</b>	<b>2592</b>	<b>2598</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-80</b>	<b>-3.07%</b>	<b>-60</b>	<b>42</b>
<b>Actual change from prior year</b>	<b>89</b>	<b>47</b>	<b>-16</b>	<b>-44</b>	<b>-58</b>	<b>70</b>	<b>8</b>	<b>-52</b>	<b>-32</b>	<b>-16</b>	<b>-10</b>							
<b>% change from prior year</b>	<b>3.44%</b>	<b>1.75%</b>	<b>-0.59%</b>	<b>-1.62%</b>	<b>-2.18%</b>	<b>2.68%</b>	<b>0.31%</b>	<b>-1.99%</b>	<b>-1.23%</b>	<b>-0.61%</b>	<b>-0.38%</b>							
<b>Lake Travis High School</b>	<b>3212</b>	<b>3401</b>	<b>3559</b>	<b>3666</b>	<b>3701</b>	<b>3801</b>	<b>3724</b>	<b>3592</b>	<b>3653</b>	<b>3682</b>	<b>3695</b>				<b>-106</b>	<b>-2.86%</b>	<b>-132</b>	<b>103</b>
<b>Actual change from prior year</b>	<b>132</b>	<b>189</b>	<b>158</b>	<b>107</b>	<b>35</b>	<b>100</b>	<b>23</b>	<b>-74</b>	<b>94</b>	<b>16</b>	<b>-6</b>							
<b>% change from prior year</b>	<b>4.29%</b>	<b>5.88%</b>	<b>4.65%</b>	<b>3.01%</b>	<b>0.95%</b>	<b>2.70%</b>	<b>0.62%</b>	<b>-2.02%</b>	<b>2.64%</b>	<b>0.44%</b>	<b>-0.16%</b>							
<b>District Total Enrollment</b>	<b>10738</b>	<b>11084</b>	<b>11001</b>	<b>11345</b>	<b>11399</b>	<b>11706</b>	<b>11339</b>	<b>11042</b>	<b>11151</b>	<b>11232</b>	<b>11276</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-430</b>	<b>-3.77%</b>	<b>-297</b>	<b>234</b>
<b>Actual change from prior year</b>	<b>328</b>	<b>346</b>	<b>-83</b>	<b>344</b>	<b>54</b>	<b>307</b>	<b>-60</b>	<b>-303</b>	<b>-194</b>	<b>-113</b>	<b>-123</b>							
<b>% change from prior year</b>	<b>3.15%</b>	<b>3.22%</b>	<b>-0.75%</b>	<b>3.13%</b>	<b>0.48%</b>	<b>2.69%</b>	<b>-0.53%</b>	<b>-2.67%</b>	<b>-1.76%</b>	<b>-1.03%</b>	<b>-1.08%</b>							



## **AGENDA ITEM ACTION SHEET**

### **AGENDA ITEM**

August 2023 Monthly Financial Reports-Statement of Revenues and Expenditures, Balance Sheet, Tax Statement, 2018/2023 Capital Projects Reports and Quarterly Investment Report

### **RECOMMENDED ACTION**

**For Presentation/Discussion Only.**

### **RATIONALE**

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

### **BUDGET PROVISIONS**

None

### **RESOURCE PERSONNEL**

Pam Sanchez – Assistant Superintendent of Business Services

Brad Goerke – Director of Finance

### **ATTACHMENTS**

1. Statement of Revenues and Expenditures-August 2023
2. Balance Sheet-August 2023
3. Tax Statement-August 2023
4. 2018 Capital Projects Report-August 2023
5. 2023 Capital Projects Report-August 2023
6. Quarterly Investment Report-August 2023

### **MEETING DATE**

September 20, 2023

**Lake Travis ISD**  
**STATEMENT OF REVENUE AND EXPENDITURES**  
**GENERAL FUND**

8/31/2023

Current Year

Prior Year

<i>Revenues</i>		Current Year				Prior Year	
		Budget	Actual	Balance	Percent of Budget	Cumulative Actual	Percent of Actual
5711	Current Year Tax Revenue	\$ 161,710,016	\$ 159,683,355	\$ 2,026,661	98.75%	\$ 131,629,926	100.00%
5700	Other Local Revenues	6,694,000	6,185,949	508,051	92.41%	2,112,925	100.00%
5800	State Program Revenue	13,040,126	12,413,254	626,872	95.19%	10,856,765	100.00%
5900	Federal Revenue	300,000	275,736	24,264	91.91%	555,394	100.00%
<b>Total Revenue</b>		<b>\$ 181,744,142</b>	<b>\$ 178,558,294</b>	<b>\$ 3,185,848</b>	<b>98.25%</b>	<b>\$ 145,155,010</b>	<b>100.00%</b>

*Expenditures*

11	Instruction	\$ 64,850,216	\$ 64,765,532	\$ 84,684	99.87%	\$59,756,176	100.00%
12	Instructional Resources	1,039,890	1,003,183	36,707	96.47%	980,025	100.00%
13	Staff Development	1,537,909	1,463,465	74,444	95.16%	890,296	100.00%
21	Instructional Administration	2,236,242	2,240,718	(4,476)	100.20%	2,246,619	100.00%
23	School Administration	5,439,123	5,330,208	108,915	98.00%	4,882,003	100.00%
31	Guidance & Counseling	4,526,719	4,399,826	126,893	97.20%	4,882,443	100.00%
32	Social Work Services	157,920	142,601	15,319	90.30%	144,997	100.00%
33	Health Services	1,018,197	950,874	67,323	93.39%	897,191	100.00%
34	Transportation	4,541,946	4,363,752	178,194	96.08%	4,237,167	100.00%
35	Food Service	117,821	107,821	10,000	91.51%	90,000	100.00%
36	Co-Curricular Account	2,708,103	2,652,214	55,889	97.94%	2,541,177	100.00%
41	General Administration	4,133,546	4,133,177	369	99.99%	3,801,000	100.00%
51	Plant & Maint. Operation	12,248,868	12,188,434	60,434	99.51%	10,929,741	100.00%
52	Security	1,066,983	1,027,341	39,642	96.28%	845,785	100.00%
53	Non-Inst. Data Processing	3,037,694	2,985,481	52,213	98.28%	2,635,347	100.00%
61	Community Services	528,660	468,748	59,912	88.67%	421,600	100.00%
71	Debt Service	450,000	-	450,000	0.00%	-	0.00%
81	Facilities/Construction	36,940	35,940	1,000	97.29%	30,000	100.00%
91	State Transfers	72,052,953	72,032,558	20,395	0.00%	45,491,491	100.00%
92	Incremental Cost WADA	0	-	0	0.00%	294,076	100.00%
93	SPED TRF-Regular Day	45,000	35,850	9,150	0.00%	25,511	100.00%
95	JJAP Transfer Payments	15,000	-	15,000	0.00%	0	100.00%
99	Travis County Appraisal	920,000	914,443	5,557	99.40%	489,453	100.00%
<b>Total Expenditures</b>		<b>\$ 182,709,730</b>	<b>\$ 181,242,166</b>	<b>\$ 1,467,564</b>	<b>99.20%</b>	<b>\$ 146,512,098</b>	<b>100.00%</b>

*Other Resources and (Uses)*

7990	Other Resources	-	-	-	0.00%	-	0.00%
8990	Other Uses	-	-	-	0.00%	-	0.00%
8911	Transfers-Out	-	-	-	0.00%	-	0.00%
<b>Total Resources &amp; Uses</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>0.00%</b>

*Fund Balance*

1200	Excess (Deficiency) Of Revenues Over Expenditures	\$ (965,588)	\$ (2,683,872)
3000	Beginning Fund Balance 9/1	\$ 46,144,750	
3000	Ending Fund Balance 8/31	<b>\$ 45,179,162</b>	
3590	Committed Fund Balance	<b>\$ 863,653</b>	
3600	Unassigned Fund Balance	<b>\$ 44,315,509</b>	

**Lake Travis ISD**  
**COMBINED INTERIM BALANCE SHEET - ALL FUND TYPES**  
**AS OF: August 31, 2023**

<i>Assets</i>	General Fund	Special Revenue Funds	Debt Service Fund	Capital Projects Fund	Internal Svc., Trust & Agency Funds	Total Funds
<b>Current Assets:</b>						
1101 Cash	\$ 169,840	\$ 4,343,687	\$ 1,446,652	\$ 8,745,808	\$ 7,672,434	\$ 22,378,420
1103 Temporary Investments	48,553,847		8,202,391	287,446,119	197,056	344,399,413
<b>Total Cash and Investments</b>	<b>\$ 48,723,687</b>	<b>\$ 4,343,687</b>	<b>\$ 9,649,043</b>	<b>\$ 296,191,927</b>	<b>\$ 7,869,490</b>	<b>\$ 366,777,833</b>
<b>Receivables:</b>						
1210 Property Taxes-Current	\$ 1,469,673	\$ -	\$ 544,108	\$ -	\$ -	\$ 2,013,781
1220 Property Taxes-Delinquent	2,103,852	-	763,363	-	-	2,867,215
1230 Allowance-Uncollected Taxes	(868,808)	-	(279,355)	-	-	(1,148,163)
1240 Due From Federal Agencies	848,990	49,521	-	-	-	898,511
1250 Sundry Receivables	13,050	2,371	-	-	-	15,421
1260 Due From Funds	1,016,370	96,414	-	82,170	289,054	1,484,008
1280 Due From Other Funds Warehouse Items	1,121	-	-	-	-	1,121
1290 Other Receivables	647,615	-	-	-	-	647,615
1300 Inventories, At Cost	103,415	424,571	-	-	-	527,986
<b>Total Receivables</b>	<b>\$ 5,335,279</b>	<b>\$ 572,876</b>	<b>\$ 1,028,116</b>	<b>\$ 82,170</b>	<b>\$ 289,054</b>	<b>\$ 7,307,496</b>
1400 Other Current Assets			-	-	493,399.44	493,399.44
<b>Total Assets</b>	<b>\$ 54,058,966</b>	<b>\$ 4,916,563</b>	<b>\$ 10,677,158</b>	<b>\$ 296,274,097</b>	<b>\$ 8,651,944</b>	<b>\$ 374,578,728</b>
<b>Resources</b>						
5010 Estimated Revenue	\$ 181,744,142	\$ 19,070,260	\$ 60,040,000	\$ 611,050,440	\$ 16,895,122	\$ 888,799,964
5030 Less: Realized Revenue	178,558,294	13,558,910	60,090,944	309,927,664	14,552,117	576,687,929
5000 Revenues to be Received	3,185,848	5,511,351	(50,944)	301,122,776	2,343,005	312,112,035
<b>Total Assets &amp; Resources</b>	<b>\$ 57,244,813</b>	<b>\$ 10,427,914</b>	<b>\$ 10,626,214</b>	<b>\$ 597,396,873</b>	<b>\$ 10,994,949</b>	<b>\$ 686,690,764</b>
<b>Liabilities</b>						
<b>Current Liabilities:</b>						
2110 Accounts Payable	\$ 163,829	\$ 96,488	\$ -	\$ 20	\$ 73,366	\$ 333,704
2160 Accrued Wages Payable	6,669,859	350,595	-	54,097	113,058	7,187,609
2170 Due To Other Funds	72,928	5,238	-	-	1,206,920	1,285,086
2180 Due To Other Govt's	(11,289)	-	-	-	-	(11,289)
2190 Due To Student Groups	-	-	-	-	-	-
2150 Payroll Deduct & Withhold	-	-	-	-	32,849	32,849
<b>Total Current Payables</b>	<b>\$ 6,895,327</b>	<b>\$ 452,321</b>	<b>\$ -</b>	<b>\$ 54,118</b>	<b>\$ 1,426,193</b>	<b>\$ 8,827,958</b>
2210 Accrued Expenses	-	-	-	181,306	520,156	701,462
2300 Deferred Revenue	2,062	429,632	-	-	-	431,694
2400 Payable From Restricted Assets	-	-	-	-	-	-
2600 Deferred Inflows	3,700,699	-	1,038,565	-	-	4,739,264
<b>Total Liabilities</b>	<b>\$ 10,598,088</b>	<b>\$ 881,953</b>	<b>\$ 1,038,565</b>	<b>\$ 235,424</b>	<b>\$ 1,946,349</b>	<b>\$ 14,700,378</b>
<b>Fund Equity</b>						
6010 Appropriations	\$ 182,709,730	\$ 23,474,167	\$ 58,570,000	\$ 647,470,577	\$ 16,895,122	\$ 929,119,596
6050 Less: Expenditures	(181,242,166)	(13,344,644)	(58,004,552)	(33,681,186)	(12,752,277)	(299,024,825)
6030 Encumbrances						-
<b>Available Appropriations</b>	<b>\$ 1,467,564</b>	<b>\$ 10,129,523</b>	<b>\$ 565,448</b>	<b>\$ 613,789,391</b>	<b>\$ 4,142,845</b>	<b>\$ 630,094,771</b>
4310 Reserve For Encumbrances	-	-	-	-	-	-
3600 Unassigned Fund Balance	44,316,109	(583,562)	9,022,201	(16,627,941)	4,905,755	41,032,562
3590 Committed Fund Balance - Accr. Leave	863,053					863,053
<b>Total Liability &amp; Fund Equity</b>	<b>\$ 57,244,813</b>	<b>\$ 10,427,914</b>	<b>\$ 10,626,214</b>	<b>\$ 597,396,873</b>	<b>\$ 10,994,949</b>	<b>\$ 686,690,764</b>

SUMMARY OF TAX COLLECTIONS  
AS OF AUGUST 2023

2022-23 Original Tax Levy .....	\$ 226,615,817.90
Delinquent Taxes as of 8/31/2022 .....	<u>3,841,495.74</u>
Total Receivables for 2022-23 .....	\$ 230,457,313.64
Current Year Adjustments .....	(5,800,098.88)
Prior Year Adjustments .....	<u>(2,138,601.96)</u>
Adjusted Receivables.....	\$ 222,518,612.80
Total Net Collections To Date .....	<u>(218,754,435.41)</u>
Outstanding Receivables as of .... 8/31/2023	\$ <u>3,764,177.39</u>

<u>SUMMARY OF BUDGETED COLLECTIONS</u>	<u>BUDGETED</u>	<u>NET COLLECTED</u>	<u>BUDGETED DIFFERENCE</u>	<u>% OF BUDGET COLLECTED</u>
Maintenance - Current Tax	\$ 161,710,016.00	\$ 159,683,354.63	\$ 2,026,661.37	98.75%
Maintenance - Prior Year Tax	(500,000.00)	(854,333.96)	354,333.96	170.87%
Maintenance - Penalties & Interest	<u>750,000.00</u>	<u>816,179.09</u>	<u>(66,179.09)</u>	<u>108.82%</u>
Sub-total	<u>\$ 161,960,016.00</u>	<u>\$ 159,645,199.76</u>	<u>\$ 2,314,816.24</u>	<u>98.57%</u>
Debt Service - Current Tax	\$ 59,100,000.00	\$ 59,118,583.14	\$ (18,583.14)	100.03%
Debt Service - Prior Year Tax	(300,000.00)	(309,987.16)	9,987.16	103.33%
Debt Service - Penalties & Interest	<u>300,000.00</u>	<u>300,639.67</u>	<u>(639.67)</u>	<u>100.21%</u>
Sub-total	<u>\$ 59,100,000.00</u>	<u>\$ 59,109,235.65</u>	<u>\$ (9,235.65)</u>	<u>100.02%</u>
Total Collections	<u>\$ 221,060,016.00</u>	<u>\$ 218,754,435.41</u>	<u>\$ 2,305,580.59</u>	<u>98.96%</u>

<u>Tax Collection Comparison with 2022-23: Adjusted Tax Roll</u>	<u>2022-23</u>	<u>2021-22</u>	<u>2020-21</u>
Percent of Current Year Taxes Collected	99.09%	99.32%	99.23%
Percent of Total Taxes Collected	98.56%	99.15%	99.68%
Percent of Total Taxes and P & I Collected	99.07%	99.70%	100.23%

<u>Tax Collection Comparison with 2022-23: Original Tax Roll</u>	<u>2022-23</u>	<u>2021-22</u>	<u>2020-21</u>
Percent of Current Year Taxes Collected	96.55%	98.12%	98.19%
Percent of Total Taxes Collected	96.04%	97.96%	98.64%
Percent of Total Taxes and P & I Collected	96.53%	98.50%	99.18%

**Lake Travis ISD  
2018 Bond Program Summary  
August 31, 2023**

<b>Resources</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Total Resources</b>	<b>Balance</b>
1 Bond Proceeds	253,000,000.00	236,305,111.00	236,305,111.42	(0.42)
2 Interest Revenue	0.00	5,297,663.00	5,297,661.65	1.35
3 Interest Subject to Arbitrage Rebate	0.00	0.00	0.00	0.00
4 Bond Premiums	0.00	18,631,178.00	18,631,178.35	(0.35)
<b>Total Resources</b>	<b>253,000,000.00</b>	<b>260,233,952.00</b>	<b>260,233,951.42</b>	<b>0.58</b>
<b>Appropriations</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Total Expended</b>	<b>Balance to Complete</b>
10 Elementary School #7	31,511,000.00	34,596,166.00	34,596,165.46	0.54
20 Elementary School #8	3,979,000.00	7,581,660.00	7,581,657.58	2.42
30 Secondary School #2	13,802,000.00	7,777,041.00	6,241,255.66	1,535,785.34
40 Middle School #3	75,980,710.00	77,314,012.00	77,314,011.66	0.34
50 FCA Projects	36,610,132.00	56,322,771.00	56,322,755.99	15.01
60/70 Small Renovation Improvements	16,927,133.00	11,828,950.00	11,828,947.58	2.42
<b>Construction/Renovation</b>	<b>178,809,975.00</b>	<b>195,420,600.00</b>	<b>193,884,793.93</b>	<b>1,535,806.07</b>
81 Instructional Materials & Equipment	5,707,000.00	4,168,749.00	4,168,746.07	2.93
82 Technology	29,901,700.00	25,597,975.00	25,597,969.83	5.17
83 Copy Machines	750,000.00	1,096,809.00	1,096,808.97	0.03
84 Maintenance	600,000.00	793,832.00	793,830.93	1.07
85 Food & Nutrition Services	3,950,789.00	1,948,975.00	1,948,973.36	1.64
86 Transportation	13,300,000.00	8,536,972.00	8,536,969.91	2.09
87 District Furniture & Equipment	6,000,000.00	6,958,972.00	6,799,152.82	159,819.18
88 Police	0.00	1,095,829.00	590,595.95	505,233.05
90 Land	1,270,000.00	577,000.00	576,464.50	535.50
91 Bond Closing	2,000,000.00	1,918,024.00	1,918,023.77	0.23
94 Contingency	7,510,536.00	8,045,534.00	4,985,502.00	3,060,032.00
95 Program Administration	3,200,000.00	3,624,681.00	3,326,072.11	298,608.89
97 LTMS Wastewater Expansion	0.00	450,000.00	86,391.18	363,608.82
<b>Other Programs</b>	<b>74,190,025.00</b>	<b>64,813,352.00</b>	<b>60,425,501.40</b>	<b>4,387,850.60</b>
<b>Total 2018 Bond Program</b>	<b>253,000,000.00</b>	<b>260,233,952.00</b>	<b>254,310,295.33</b>	<b>5,923,656.67</b>

**Lake Travis ISD  
2023 Bond Program  
August 31, 2023**

<b>Resources</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Total Resources</b>	<b>Balance</b>
1 Bond Proceeds -Prop A	548,410,330.00	548,410,330.00	246,715,051.13	301,695,278.87
1 Bond Proceeds -Prop B	60,790,110.00	60,790,110.00	40,639,386.23	20,150,723.77
2 Interest Revenue - Prop A	0.00	1,588,362.00	6,634,364.89	(5,046,002.89)
2 Interest Revenue - Prop B	0.00	261,638.00	1,080,012.89	(818,374.89)
3 Interest Subject to Arbitrage Rebate	0.00	0.00	0.00	0.00
4 Bond Premiums	0.00	14,705,427.00	14,705,427.00	0.00
<b>Total Resources</b>	<b>609,200,440.00</b>	<b>625,755,867.00</b>	<b>309,774,242.14</b>	<b>315,981,624.86</b>

<b>Appropriations</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Total Expended</b>	<b>Balance to Complete</b>
10 Elementary School #8	50,917,526.00	50,917,526.00	60,731.44	50,856,794.56
20 Elementary School #9	55,517,521.00	55,517,521.00	401,198.53	55,116,322.47
30 Secondary School #2	179,990,620.00	179,990,620.00	85,607.50	179,905,012.50
40 Campus/District Facilities Projects	177,393,335.00	173,718,436.00	1,199,060.14	172,519,375.86
50 FCA Projects	36,312,528.00	36,260,427.00	587,245.42	35,673,181.58
60 Technology Improvements	60,790,110.00	60,790,110.00	10,943,587.40	49,846,522.60
<b>Construction/Renovation</b>	<b>560,921,640.00</b>	<b>557,194,640.00</b>	<b>13,277,430.43</b>	<b>543,917,209.57</b>
81 Curriculum and Instructional Material:	1,800,000.00	5,452,003.00	0.00	5,452,003.00
82 Copy Machines	585,300.00	585,300.00	0.00	585,300.00
83 Maintenance	273,500.00	273,500.00	0.00	273,500.00
84 Transortation	9,620,000.00	9,620,000.00	0.00	9,620,000.00
85 District Furniture & Equipment	1,500,000.00	1,575,000.00	17,228.10	1,557,771.90
90 Land	15,000,000.00	15,000,000.00	6,091,054.50	8,908,945.50
91 Bond Closing	4,000,000.00	4,000,000.00	2,059,864.36	1,940,135.64
94 Contingency	12,000,000.00	28,480,424.00	0.00	28,480,424.00
95 Program Management	3,500,000.00	3,500,000.00	0.00	3,500,000.00
98 Miscellaneous	0.00	75,000.00	73,302.00	1,698.00
<b>Other Programs</b>	<b>48,278,800.00</b>	<b>68,561,227.00</b>	<b>8,241,448.96</b>	<b>60,319,778.04</b>
<b>Total 2023 Bond Program</b>	<b>609,200,440.00</b>	<b>625,755,867.00</b>	<b>21,518,879.39</b>	<b>604,236,987.61</b>

LAKE TRAVIS INDEPENDENT SCHOOL DISTRICT  
 QUARTERLY INVESTMENT SCHEDULE  
 For the Quarter Ending 08/31/2023

INVESTMENTS BY POOLED FUND GROUP

	Beginning Book Value For Period	Increase (Decrease) For Period	Ending Book Value For Period	Beginning Market Value For Period	Increase (Decrease) For Period	Ending Market Value For Period	Accrued Interest - Period	Accrued Interest - FYTD
Local Maintenance	142,227,172	(93,673,325)	48,553,847	142,227,172	(93,673,325)	48,553,847	1,532,736	4,250,768
Debt Service	13,417,557	(5,215,166)	8,202,391	13,417,557	(5,215,166)	8,202,391	160,104	534,817
Capital Projects 2023	295,793,089	(10,596,519)	285,196,570	295,793,089	(10,596,519)	285,196,570	3,781,302	7,712,204
Capital Projects 2018	2,674,449	(424,900)	2,249,549	2,674,449	(424,900)	2,249,549	29,770	130,293
Tax Clearing	358,820	(358,820)	0	358,820	(358,820)	0	3,480	504,197
Workers Comp Fund	195,163	1,893	197,056	195,163	1,893	197,056	1,893	6,148
<b>TOTAL INVESTMENTS</b>	<b>454,666,249</b>	<b>(110,266,836)</b>	<b>344,399,413</b>	<b>454,666,249</b>	<b>(110,266,836)</b>	<b>344,399,413</b>	<b>5,509,285</b>	<b>13,138,426</b>

MONEY MARKET ACCOUNTS

	Yield (%)	Beginning Book Value For Period	Increase (Decrease) For Period	Ending Book Value For Period	Beginning Market Value For Period	Increase (Decrease) For Period	Ending Market Value For Period	Accrued Interest - Period	Accrued Interest - FYTD
<b>TexPool</b>									
Local Maintenance	5.00%	125,177,403	(103,247,869)	21,929,534	125,177,403	(103,247,869)	21,929,534	1,275,892	3,393,657
Debt Service	5.00%	13,006,858	(5,218,383)	7,788,475	13,006,858	(5,218,383)	7,788,475	156,887	525,457
Capital Projects 2023	5.00%	186,375,352	(7,794,026)	178,581,326	186,375,352	(7,794,026)	178,581,326	2,331,888	4,845,054
Capital Projects 2018	5.00%	2,567,593	(426,352)	2,141,241	2,567,593	(426,352)	2,141,241	28,317	125,476
Tax Clearing	5.00%	358,820	(358,820)	0	358,820	(358,820)	0	3,480	504,197
Workers Comp Fund	5.00%	116,890	1,527	118,417	116,890	1,527	118,417	1,527	4,975
<b>Total TexPool</b>		<b>327,602,916</b>	<b>(117,043,923)</b>	<b>210,558,994</b>	<b>327,602,916</b>	<b>(117,043,923)</b>	<b>210,558,994</b>	<b>3,797,992</b>	<b>9,398,816</b>
<b>TEXAS CLASS</b>									
Local Maintenance	5.23%	15,892,217	215,996	16,108,213	15,892,217	215,996	16,108,213	215,996	719,396
Capital Projects 2023	5.23%	101,355,985	1,377,560	102,733,545	101,355,985	1,377,560	102,733,545	1,377,560	2,733,545
Capital Projects 2018	5.23%	108,856	1,452	108,308	108,856	1,452	108,308	1,452	4,817
<b>Total MBIA</b>		<b>117,355,058</b>	<b>1,595,008</b>	<b>118,950,066</b>	<b>117,355,058</b>	<b>1,595,008</b>	<b>118,950,066</b>	<b>1,595,008</b>	<b>3,457,757</b>
<b>Prosperity</b>									
Local Maintenance	3.14%	1,157,552	9,358,548	10,516,100	1,157,552	9,358,548	10,516,100	40,848	137,715
Debt Service	3.13%	410,698	3,217	413,916	410,698	3,217	413,916	3,217	9,360
Capital Projects 2023	3.45%	8,061,752	(4,180,053)	3,881,699	8,061,752	(4,180,053)	3,881,699	71,854	133,605
Workers Comp Fund	1.87%	78,273	366	78,639	78,273	366	78,639	366	1,173
<b>Total Prosperity</b>		<b>9,708,275</b>	<b>5,182,078</b>	<b>14,890,354</b>	<b>9,708,275</b>	<b>5,182,078</b>	<b>14,890,354</b>	<b>116,284</b>	<b>281,853</b>
<b>Total Money Markets</b>		<b>454,666,249</b>	<b>(110,266,836)</b>	<b>344,399,413</b>	<b>454,666,249</b>	<b>(110,266,836)</b>	<b>344,399,413</b>	<b>5,509,285</b>	<b>13,138,426</b>
<b>TOTAL INVESTMENTS</b>		<b>454,666,249</b>	<b>(110,266,836)</b>	<b>344,399,413</b>	<b>454,666,249</b>	<b>(110,266,836)</b>	<b>344,399,413</b>	<b>5,509,285</b>	<b>13,138,426</b>

The district's investment strategy for the above funds is as follows:

- Operational Funds - Shall have as their primary objectives safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
- Debt Service Fund - Shall have sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents.
- Capital Projects Funds - Shall have sufficient investment liquidity to timely meet capital project obligations.

This report is prepared in compliance with Lake Travis ISD Investment Policies CDA (Legal) and CDA (Local) and with the Public Funds Investment Act, TX Govt Code Ch. 2256.

  
 Pam Sanchez, Assistant Supt. For Business and Financial Services

  
 Date

  
 Brad Goerke, Director of Finance

  
 Date



## AGENDA ITEM ACTION SHEET

### AGENDA ITEM

2022-2023 Annual Investment Report

### RECOMMENDED ACTION

**For Presentation/Discussion Only.**

### RATIONALE

In accordance with Board Policy CDA (Local), a comprehensive report of the investment activity for the year is required to be presented to the Board annually.

### BUDGET PROVISIONS

None

### RESOURCE PERSONNEL

Pam Sanchez – Assistant Superintendent of Business Services  
Brad Goerke – Director of Finance

### ATTACHMENTS

2022-2023 Annual Investment Report

### MEETING DATE

September 20, 2023

**Lake Travis Independent School District  
2022-2023 Annual Investment Summary Report**

Bank		1st Quarter Ending - 11/30/2022			2nd Quarter Ending - 02/28/2023			3rd Quarter Ending - 05/31/2023			4th Quarter Ending - 08/31/2023			Total		
		Maturity Date	Yield(%)	Mkt Value	Maturity Date	Yield(%)	Mkt Value	Maturity Date	Yield(%)	Mkt Value	Maturity Date	Yield(%)	Mkt Value	YTD Earnings		
<b>Checking Accounts</b>																
Local Maintenance Fund	Prosperity	N/A	0.25%	\$ 3,257,850	N/A	0.25%	\$ 1,160,545	N/A	0.25%	\$ 4,445,397	N/A	0.25%	\$ 3,808,347	\$ 15,452		
Food Service Fund	Prosperity	N/A	0.25%	2,176,141	N/A	0.25%	2,116,342	N/A	0.25%	2,393,035	N/A	0.25%	2,058,378	5,519		
Debt Service Fund	Prosperity	N/A	0.25%	1,014,838	N/A	0.25%	1,450,347	N/A	0.25%	1,446,140	N/A	0.25%	1,446,652	3,197		
Capital Projects 2023	Prosperity	N/A	0.25%	-	N/A	0.25%	362	N/A	0.25%	481,981	N/A	0.25%	3,024,614	3,197		
Capital Projects 2018	Prosperity	N/A	0.25%	3,633,191	N/A	0.25%	3,954,439	N/A	0.25%	4,212,747	N/A	0.25%	3,277,988	12,667		
Health Insurance Fund	Prosperity	N/A	0.25%	1,641,500	N/A	0.25%	841,442	N/A	0.25%	1,542,242	N/A	0.25%	2,599,770	2,590		
W/C Insurance Fund	Prosperity	N/A	0.25%	914,381	N/A	0.25%	738,274	N/A	0.25%	809,361	N/A	0.25%	817,006	2,166		
<b>Total Checking Accounts</b>				<b>\$ 12,637,902</b>					<b>\$ 10,261,751</b>			<b>\$ 15,330,905</b>			<b>\$ 17,032,754</b>	<b>\$ 44,788</b>
<b>Money Market Accounts</b>																
Local Maintenance Fund	TexPool	N/A	3.54%	\$ 13,037,355	N/A	4.50%	\$ 135,251,467	N/A	5.00%	\$ 125,439,239	N/A	5.30%	\$ 21,929,534	\$ 3,897,854		
Debt Service Fund	TexPool	N/A	3.54%	7,092,942	N/A	4.50%	11,994,254	N/A	5.00%	13,103,842	N/A	5.30%	7,788,475	525,457		
Capital Projects 2023	TexPool	N/A	3.54%	-	N/A	4.50%	200,223,519	N/A	5.00%	186,375,352	N/A	5.30%	178,581,326	\$ 4,845,054		
Capital Projects 2018	TexPool	N/A	3.54%	4,808,812	N/A	4.50%	2,809,688	N/A	5.00%	2,567,593	N/A	5.30%	2,141,241	125,476		
W/C Insurance Fund	TexPool	N/A	3.54%	114,289	N/A	4.50%	115,486	N/A	5.00%	116,890	N/A	5.30%	118,417	\$ 4,975		
<b>Total TexPool Accounts</b>				<b>\$ 25,053,398</b>					<b>\$ 350,394,414</b>			<b>\$ 327,602,916</b>			<b>\$ 210,558,994</b>	<b>\$ 9,398,816</b>
Local Maintenance Fund	Texas Class	N/A	3.55%	15,517,177	N/A	4.66%	15,691,939	N/A	5.23%	15,892,217	N/A	5.49%	16,108,213	719,395		
Capital Projects 2018	Texas Class	N/A	3.55%	104,334	N/A	4.66%	105,509	N/A	5.23%	101,355,985	N/A	5.49%	102,733,545	4,817		
Capital Projects 2023	Texas Class	N/A	3.55%	-	N/A	4.66%	100,078,669	N/A	5.23%	106,856	N/A	5.49%	108,308	2,733,545		
<b>Total Class Accounts</b>				<b>\$ 15,621,511</b>					<b>\$ 115,876,117</b>			<b>\$ 117,355,058</b>			<b>\$ 118,950,066</b>	<b>\$ 3,457,757</b>
Local Maintenance Fund	Prosperity	N/A	2.11%	572,374	N/A	2.38%	5,618,831	N/A	3.14%	1,157,552	N/A	3.14%	10,516,100	137,715		
Debt Service Fund	Prosperity	N/A	2.02%	405,843	N/A	2.12%	407,915	N/A	3.13%	410,698	N/A	3.13%	413,916	9,360		
Capital Projects 2023	Prosperity	N/A		-	N/A		-	N/A	3.45%	8,061,752	N/A	3.45%	3,881,699	133,605		
W/C Insurance Fund	Prosperity	N/A	1.36%	77,633	N/A	1.61%	77,925	N/A	1.87%	78,273	N/A	1.87%	78,639	1,173		
<b>Total Prosperity</b>				<b>\$ 1,055,850</b>					<b>\$ 6,104,671</b>			<b>\$ 9,708,275</b>			<b>\$ 14,890,354</b>	<b>\$ 281,853</b>
<b>Total Money Market Accounts</b>				<b>\$ 41,730,759</b>					<b>\$ 472,375,202</b>			<b>\$ 454,666,249</b>			<b>\$ 344,399,413</b>	<b>\$ 13,138,426</b>
<b>TOTAL INVESTMENTS</b>				<b>\$ 54,368,661</b>					<b>\$ 482,636,953</b>			<b>\$ 469,997,154</b>			<b>\$ 361,432,167</b>	<b>\$ 13,183,214</b>



## AGENDA ITEM ACTION SHEET

### AGENDA ITEM

Resolution No. 101823-01 Regarding Adoption of the Investment Strategy and Designation of Investment Officers

### RECOMMENDED ACTION

**For Presentation/Discussion only; action will be requested at the October 18, 2023 meeting.**

### RATIONALE

School district investments in the State of Texas are governed by Chapter 2256 of the Texas Government Code (Public Funds Investment Act). All investments made by the District shall comply with the Public Funds Investment Act and all federal, state, and local statutes and regulations. The Board of Trustees must review its investment policy and strategies on an annual basis.

The administration recommends no changes to the Board Policy CDA (Local).

### BUDGET PROVISIONS

None

### RESOURCE PERSONNEL

Pam Sanchez – Assistant Superintendent of Business Services  
Brad Goerke – Director of Finance

### ATTACHMENTS

1. Investment Strategy 2023-2024
2. Resolution No. 101823-01

### MEETING DATE

September 20, 2023



Lake Travis Independent School District  
Investment Strategy  
2023-2024

# Introduction

Investments in the State of Texas are governed by Chapter 2256 of the Texas Government Code. All investments made by Lake Travis ISD shall comply with the Public Funds Investment Act and all federal, state, and local statutes and regulations.

1. Investment policies should include the methods used to monitor the market price and include a requirement for settlement of all transactions, except investment pool funds and mutual funds, on a delivery versus payment basis.
2. The Board of Trustees must act upon an annual review of the District's investment policy and strategies.
3. Training requirements are required of the investment officers. Eight hours of training is required every two years.
4. A qualified representative of sellers of investments must review the District's investment policies.
5. Quarterly investment reports must be in accordance with generally accepted accounting principles and must include accrue interest and presented to the Board of Trustees.
6. A formal annual review of the quarterly reports by an independent auditor is necessary except for investments in pools, money market funds or depository bank investments.

# Investment Policy and Strategy

Lake Travis ISD's investment policy requires focus on safety, liquidity and diversity. Investments are made in a manner that ensures the preservation of capital in the overall portfolio. The District's investments are sufficiently liquid to meet anticipated cash flow needs. Investments are diversified to reduce the risk of any one investment type. Internal controls exist to protect against losses of public funds arising from fraud, employee error, and misrepresentation by a third party.

Investment strategy is applied to each major fund type. Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements. The Debt Service fund and Capital Projects funds have longer thresholds for investing due to the nature of the cash flow requirements. Investments for these funds may exceed one year provided legal limits are not exceeded.

For the 2022-2023 school year, the District's investment policy limited any investment to the nine types stated in Board Policy CDA (Legal and Local):

1. Obligations of the United States or Texas or its agencies and instrumentalities and political subdivisions
2. Certificates of deposit
3. Fully collateralized repurchase agreements
4. Securities lending program
5. Banker's acceptances from a bank with a rating not less than A1/P1
6. Commercial paper rated not less than A1/P1
7. Money market mutual funds rated AAA and maintaining a \$1 net asset value
8. A guaranteed investment contract as an investment vehicle for bond proceeds
9. Public funds investment pools

Lake Travis ISD investments during 2022-2023 school year were spread among three public funds investment pools (TexPool and Texas CLASS) and money market mutual funds.

Day to day investments are managed by the Director of Finance. The Assistant Superintendent for Business Services oversees the investment function of the District and presents quarterly reports to the Board of Trustees. The Assistant Superintendent for Business Services and Director of Finance shall maintain the appropriate training requirements.

<b>Table of Contents</b>	<b>Definitions .....</b>	<b>2</b>
	Bond Proceeds.....	2
	Investment Pool.....	2
	Pooled Fund Group .....	2
	Separately Invested Asset .....	2
	Pledged Revenue.....	2
	Repurchase Agreement.....	2
	Hedging.....	2
	Corporate Bond .....	3
	<b>Written Policies .....</b>	<b>3</b>
	Annual Review .....	4
	Annual Audit .....	4
	Investment Strategies.....	4
	Investment Officer .....	4
	Investment Training .....	5
	Standard of Care .....	6
	<b>Selection of Broker .....</b>	<b>8</b>
	<b>Bond Proceeds.....</b>	<b>8</b>
	<b>Authorized Investments .....</b>	<b>8</b>
	Obligations of Governmental Entities.....	8
	Certificates of Deposit and Share Certificates.....	10
	Repurchase Agreements .....	11
	Securities Lending Program .....	12
	Banker's Acceptances .....	13
	Commercial Paper.....	13
	Mutual Funds.....	13
	Guaranteed Investment Contracts .....	14
	Investment Pools.....	15
	Corporate Bonds .....	16
	Hedging Transactions.....	16
	Prohibited Investments .....	17
	Loss of Required Rating .....	17
	<b>Sellers of Investments .....</b>	<b>18</b>
	Business Organization.....	18
	<b>Donations .....</b>	<b>18</b>
	<b>Electronic Funds Transfer .....</b>	<b>19</b>

All investments made by a district shall comply with the Public Funds Investment Act (Texas Government Code Chapter 2256, Subchapter A) and all federal, state, and local statutes, rules, or regulations. *Gov't Code 2256.026*

**Definitions**

Bond Proceeds	"Bond proceeds" means the proceeds from the sale of bonds, notes, and other obligations issued by a district, and reserves and funds maintained by a district for debt service purposes.
Investment Pool	"Investment pool" means an entity created under the Texas Government Code to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are preservation and safety of principal, liquidity, and yield.
Pooled Fund Group	"Pooled fund group" means an internally created fund of a district in which one or more institutional accounts of a district are invested.
Separately Invested Asset	"Separately invested asset" means an account or fund of a district that is not invested in a pooled fund group.  <i>Gov't Code 2256.002(1), (6), (9), (12)</i>
Pledged Revenue	"Pledged revenue" means money pledged to the payment of or as security for:  <ol style="list-style-type: none"><li>1. Bonds or other indebtedness issued by a district;</li><li>2. Obligations under a lease, installment sale, or other agreement of a district; or</li><li>3. Certificates of participation in a debt or obligation described by item 1 or 2.</li></ol> <i>Gov't Code 2256.0208(a)</i>
Repurchase Agreement	"Repurchase agreement" means a simultaneous agreement to buy, hold for a specified time, and sell back at a future date obligations, described by Government Code 2256.009(a)(1) (obligations of governmental entities) or 2256.013 (commercial paper) or if applicable, 2256.0204 (corporate bonds), at a market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed. The term includes a direct security repurchase agreement and a reverse security repurchase agreement. <i>Gov't Code 2256.011(b)</i>
Hedging	"Hedging" means acting to protect against economic loss due to price fluctuation of a commodity or related investment by entering

into an offsetting position or using a financial agreement or producer price agreement in a correlated security, index, or other commodity.

*Eligible Entity*

“Eligible entity” means a political subdivision that has:

1. A principal amount of at least \$250 million in outstanding long-term indebtedness, long-term indebtedness proposed to be issued, or a combination of outstanding long-term indebtedness and long-term indebtedness proposed to be issued; and
2. Outstanding long-term indebtedness that is rated in one of the four highest rating categories for long-term debt instruments by a nationally recognized rating agency for municipal securities, without regard to the effect of any credit agreement or other form of credit enhancement entered into in connection with the obligation.

*Eligible Project*

“Eligible project” has the meaning assigned by Government Code 1371.001 (issuance of obligations for certain public improvements).

*Gov’t Code 2256.0207(a)*

Corporate Bond

“Corporate bond” means a senior secured debt obligation issued by a domestic business entity and rated not lower than “AA-” or the equivalent by a nationally recognized investment rating firm. The term does not include a debt obligation that, on conversion, would result in the holder becoming a stockholder or shareholder in the entity, or any affiliate or subsidiary of the entity, that issued the debt obligation, or is an unsecured debt obligation. *Gov’t Code 2256.0204(a)*

**Written Policies**

The board shall adopt by rule, order, ordinance, or resolution, as appropriate, a written investment policy regarding the investment of its funds and funds under its control. The investment policies must primarily emphasize safety of principal and liquidity and must address investment diversification, yield, and maturity and the quality and capability of investment management. The policies must include:

1. A list of the types of authorized investments in which the district’s funds may be invested;
2. The maximum allowable stated maturity of any individual investment owned by the district;
3. For pooled fund groups, the maximum dollar-weighted average maturity allowed based on the stated maturity date of the portfolio;

OTHER REVENUES  
INVESTMENTS

CDA  
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4. Methods to monitor the market price of investments acquired with public funds;
5. A requirement for settlement of all transactions, except investment pool funds and mutual funds, on a delivery versus payment basis; and
6. Procedures to monitor rating changes in investments acquired with public funds and the liquidation of such investments consistent with the provisions of Government Code 2256.021 [see Loss of Required Rating, below].

*Gov't Code 2256.005(a), (b)*

Annual Review

The board shall review its investment policy and investment strategies not less than annually. The board shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies. *Gov't Code 2256.005(e)*

Annual Audit

A district shall perform a compliance audit of management controls on investments and adherence to the district's established investment policies. The compliance audit shall be performed in conjunction with the annual financial audit. *Gov't Code 2256.005(m)*

Investment  
Strategies

As an integral part of the investment policy, the board shall adopt a separate written investment strategy for each of the funds or group of funds under the board's control. Each investment strategy must describe the investment objectives for the particular fund using the following priorities in order of importance:

1. Understanding of the suitability of the investment to the financial requirements of the district;
2. Preservation and safety of principal;
3. Liquidity;
4. Marketability of the investment if the need arises to liquidate the investment before maturity;
5. Diversification of the investment portfolio; and
6. Yield.

*Gov't Code 2256.005(d)*

Investment Officer

A district shall designate by rule, order, ordinance, or resolution, as appropriate, one or more officers or employees as investment officer(s) to be responsible for the investment of its funds consistent

with the investment policy adopted by the board. If the board has contracted with another investing entity to invest its funds, the investment officer of the other investing entity is considered to be the investment officer of the contracting board's district. In the administration of the duties of an investment officer, the person designated as investment officer shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs, but the board retains the ultimate responsibility as fiduciaries of the assets of the district. Unless authorized by law, a person may not deposit, withdraw, transfer, or manage in any other manner the funds of the district. Authority granted to a person to invest the district's funds is effective until rescinded by the district or until termination of the person's employment by a district, or for an investment management firm, until the expiration of the contract with the district. *Gov't Code 2256.005(f)*

A district or investment officer may use the district's employees or the services of a contractor of the district to aid the investment officer in the execution of the officer's duties under Government Code, Chapter 2256. *Gov't Code 2256.003(c)*

Investment Training Investment training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Public Funds Investment Act. *Gov't Code 2256.008(c)*

*Initial* Within 12 months after taking office or assuming duties, the treasurer, the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a district shall attend at least one training session from an independent source approved by the board or a designated investment committee advising the investment officer. This initial training must contain at least ten hours of instruction relating to their respective responsibilities under the Public Funds Investment Act. *Gov't Code 2256.008(a)*

*Ongoing* The treasurer, or the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a district shall attend an investment training session not less than once in a two-year period that begins on the first day of the district's fiscal year and consists of the two consecutive fiscal years after that date, and receive not less than eight hours of instruction relating to investment responsibilities under the Public Funds Investment Act from an independent source approved by the board or by a designated investment committee advising the investment officer. *Gov't Code 2256.008(a-1)*

Exception The ongoing training requirement does not apply to the treasurer, chief financial officer, or investment officer of a district if:

OTHER REVENUES  
INVESTMENTS

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1. The district does not invest district funds or only deposits those funds in interest-bearing deposit accounts or certificates of deposit as authorized by Government Code 2256.010; and
2. The treasurer, chief financial officer, or investment officer annually submits to the agency a sworn affidavit identifying the applicable criteria under item 1 that apply to the district.

*Gov't Code 2256.008(g)*

Standard of Care

Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment of funds shall be governed by the following objectives, in order of priority:

1. Preservation and safety of principal;
2. Liquidity; and
3. Yield.

In determining whether an investment officer has exercised prudence with respect to an investment decision, the following shall be taken into consideration:

1. The investment of all funds, or funds under the district's control, over which the officer had responsibility rather than the prudence of a single investment; and
2. Whether the investment decision was consistent with the district's written investment policy.

*Gov't Code 2256.006*

*Personal Interest*

A district investment officer who has a personal business relationship with a business organization offering to engage in an investment transaction with the district shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity, as determined by Government Code Chapter 573 (nepotism prohibition), to an individual seeking to sell an investment to the investment officer's district shall file a statement disclosing that relationship. A required statement must be filed with the board and with the Texas Ethics Commission. For purposes of this policy, an investment officer has a personal business relationship with a business organization if:

OTHER REVENUES  
INVESTMENTS

CDA  
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1. The investment officer owns ten percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
2. Funds received by the investment officer from the business organization exceed ten percent of the investment officer's gross income for the previous year; or
3. The investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

*Gov't Code 2256.005(i)*

*Quarterly Reports*

Not less than quarterly, the investment officer shall prepare and submit to the board a written report of investment transactions for all funds covered by the Public Funds Investment Act for the preceding reporting period. This report shall be presented not less than quarterly to the board and the superintendent within a reasonable time after the end of the period. The report must:

1. Describe in detail the investment position of the district on the date of the report;
2. Be prepared jointly and signed by all district investment officers;
3. Contain a summary statement of each pooled fund group that states the:
  - a. Beginning market value for the reporting period;
  - b. Ending market value for the period; and
  - c. Fully accrued interest for the reporting period;
4. State the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
5. State the maturity date of each separately invested asset that has a maturity date;
6. State the account or fund or pooled group fund in the district for which each individual investment was acquired; and
7. State the compliance of the investment portfolio of the district as it relates to the investment strategy expressed in the district's investment policy and relevant provisions of the Public Funds Investment Act.

If a district invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the investment officers shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the board by that auditor.

*Gov't Code 2256.023*

**Selection of Broker**

The board or the designated investment committee shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with a district.

*Gov't Code 2256.025*

**Bond Proceeds**

The investment officer of a district may invest bond proceeds or pledged revenue only to the extent permitted by the Public Funds Investment Act, in accordance with:

1. Statutory provisions governing the debt issuance or the agreement, as applicable; and
2. The district's investment policy regarding the debt issuance or the agreement, as applicable.

*Gov't Code 2256.0208(b)*

**Authorized Investments**

A board may purchase, sell, and invest its funds and funds under its control in investments described below, in compliance with its adopted investment policies and according to the standard of care set out in this policy. *Gov't Code 2256.003(a)*

In the exercise of these powers, the board may contract with an investment management firm registered under the Investment Advisers Act of 1940 (15 U.S.C. Section 80b-1 et seq.) or with the State Securities Board to provide for the investment and management of its public funds or other funds under its control. A contract made under this authority may not be for a term longer than two years. A renewal or extension of the contract must be made by the board by order, ordinance, or resolution. *Gov't Code 2256.003(b)*

The board may specify in its investment policy that any authorized investment is not suitable. *Gov't Code 2256.005(j)*

Obligations of  
Governmental  
Entities

The following are authorized investments:

1. Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;

OTHER REVENUES  
INVESTMENTS

CDA  
(LEGAL)

2. Direct obligations of this state or its agencies and instrumentalities;
3. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;
4. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state, the United States, or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or by the explicit full faith and credit of the United States;
5. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
6. Bonds issued, assumed, or guaranteed by the state of Israel;
7. Interest-bearing banking deposits that are guaranteed or insured by the FDIC or its successor, or the National Credit Union Share Insurance Fund or its successor; and
8. Interest-bearing banking deposits other than those described at item 7 above if:
  - a. The funds are invested through a broker with a main office or a branch office in this state that the district selects from a list the board or designated investment committee of the district adopts as required at Selection of Broker above or a depository institution with a main office or a branch office in this state and that the district selects;
  - b. The broker or depository institution selected as described above arranges for the deposit of the funds in the banking deposits in one or more federally insured depository institutions, regardless of where located, for the district's account;
  - c. The full amount of the principal and accrued interest of the banking deposits is insured by the United States or an instrumentality of the United States; and
  - d. The district appoints as the district's custodian of the banking deposits issued for the district's account the de-

pository institution selected as described above, an entity described by Government Code 2257.041(d) (custodian with which to deposit securities), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating under Rule 15c3-3 (17 C.F.R. Section 240.15c3-3).

*Gov't Code 2256.009(a)*

*Unauthorized  
Obligations*

The following investments are not authorized:

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
3. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years; and
4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

*Gov't Code 2256.009(b)*

Certificates of  
Deposit and Share  
Certificates

A certificate of deposit or share certificate is an authorized investment if the certificate is issued by a depository institution that has its main office or a branch office in Texas and is:

1. Guaranteed or insured by the FDIC or its successor or the National Credit Union Share Insurance Fund or its successor;
2. Secured by obligations described at Obligations of Governmental Entities, above, including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates, but excluding those mortgage backed securities described at Unauthorized Obligations, above; or
3. Secured in accordance with Government Code Chapter 2257 (Public Funds Collateral Act) or in any other manner and amount provided by law for the deposits of the district.

*Gov't Code 2256.010(a)*

In addition to the authority to invest funds in certificates of deposit under the previous section, an investment in certificates of deposit made in accordance with the following conditions is an authorized investment:

OTHER REVENUES  
INVESTMENTS

CDA  
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1. The funds are invested by the district through a broker that has its main office or a branch office in this state and is selected from a list adopted by the district as required at Selection of Broker, above or a depository institution that has its main office or a branch office in this state and that is selected by the district;
2. The broker or depository institution selected by the district arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of the district;
3. The full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and
4. The district appoints the depository institution selected by the district, an entity described by Government Code 2257.041(d) (custodian with which to deposit securities), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 (17 C.F.R. Section 240.15c3-3) as custodian for the district with respect to the certificates of deposit issued for the account of the district.

*Gov't Code 2256.010(b)*

The district's investment policies may provide that bids for certificates of deposit be solicited orally, in writing, electronically, or in any combination of those methods. *Gov't Code 2256.005(c)*

Repurchase  
Agreements

A fully collateralized repurchase agreement is an authorized investment if it:

1. Has a defined termination date;
2. Is secured by a combination of cash and obligations described by Government Code 2256.009(a)(1) (obligations of governmental entities) or 2256.013 (commercial paper) or if applicable, 2256.0204 (corporate bonds);
3. Requires the securities being purchased by the district or cash held by the district to be pledged to the district, held in the district's name, and deposited at the time the investment is made with the district or a third party selected and approved by the district; and
4. Is placed through a primary government securities dealer, as defined by the Federal Reserve or a financial institution doing business in Texas.

The term of any reverse security repurchase agreement may not exceed 90 days after the date the reverse security repurchase agreement is delivered. Money received by a district under the terms of a reverse security repurchase agreement shall be used to acquire additional authorized investments, but the term of the authorized investments acquired must mature not later than the expiration date stated in the reverse security repurchase agreement.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution of a repurchase agreement by a district.

*Gov't Code 2256.011*

Securities Lending  
Program

A securities lending program is an authorized investment if:

1. The value of securities loaned is not less than 100 percent collateralized, including accrued income;
2. A loan allows for termination at any time;
3. A loan is secured by:
  - a. Pledged securities described at Obligations of Governmental Entities, above;
  - b. Pledged irrevocable letters of credit issued by a bank that is organized and existing under the laws of the United States or any other state, and continuously rated by at least one nationally recognized investment rating firm at not less than A or its equivalent; or
  - c. Cash invested in accordance with Government Code 2256.009 (obligations of governmental entities), 2256.013 (commercial paper), 2256.014 (mutual funds), or 2256.016 (investment pools);
4. The terms of a loan require that the securities being held as collateral be pledged to the district, held in the district's name, and deposited at the time the investment is made with the district or with a third party selected by or approved by the district; and
5. A loan is placed through a primary government securities dealer, as defined by 5 C.F.R. Section 6801.102(f), as that regulation existed on September 1, 2003, or a financial institution doing business in this state.

An agreement to lend securities under a securities lending program must have a term of one year or less.

*Gov't Code 2256.0115*

OTHER REVENUES  
INVESTMENTS

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Banker's  
Acceptances

A banker's acceptance is an authorized investment if it:

1. Has a stated maturity of 270 days or fewer from the date of issuance;
2. Will be, in accordance with its terms, liquidated in full at maturity;
3. Is eligible for collateral for borrowing from a Federal Reserve Bank; and
4. Is accepted by a bank organized and existing under the laws of the United States or any state, if the short-term obligations of the bank, or of a bank holding company of which the bank is the largest subsidiary, are rated not less than A-1 or P-1 or an equivalent rating by at least on nationally recognized credit rating agency.

*Gov't Code 2256.012*

Commercial Paper

Commercial paper is an authorized investment if it has a stated maturity of 365 days or fewer from the date of issuance; and is rated not less than A-1 or P-1 or an equivalent rating by at least:

1. Two nationally recognized credit rating agencies; or
2. One nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States law or any state.

*Gov't Code 2256.013*

Mutual Funds

A no-load money market mutual fund is an authorized investment if the mutual fund:

1. Is registered with and regulated by the Securities and Exchange Commission;
2. Provides the district with a prospectus and other information required by the Securities and Exchange Act of 1934 (15 U.S.C. 78a et seq.) or the Investment Company Act of 1940 (15 U.S.C. 80a-1 et seq.); and
3. Complies with federal Securities and Exchange Commission Rule 2a-7 (17 C.F.R. Section 270.2a-7), promulgated under the Investment Company Act of 1940 (15 U.S.C. Section 80a-1 et seq.).

*Gov't Code 2256.014(a)*

In addition to the no-load money market mutual fund authorized above, a no-load mutual fund is an authorized investment if it:

1. Is registered with the Securities and Exchange Commission;
2. Has an average weighted maturity of less than two years; and
3. Either has a duration of:
  - a. One year or more and is invested exclusively in obligations approved by the Public Funds Investment Act, or
  - b. Less than one year and the investment portfolio is limited to investment grade securities, excluding asset-backed securities.

*Gov't Code 2256.014(b)*

*Limitations*

A district is not authorized to:

1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, in mutual funds described in Government Code 2256.014(b);
2. Invest any portion of bond proceeds, reserves and funds held for debt service, in mutual funds described in Government Code 2256.014(b); or
3. Invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund described in Government Code 2256.014(a) or (b) in an amount that exceeds ten percent of the total assets of the mutual fund.

*Gov't Code 2256.014(c)*

Guaranteed  
Investment  
Contracts

A guaranteed investment contract is an authorized investment for bond proceeds if the guaranteed investment contract:

1. Has a defined termination date;
2. Is secured by obligations described at Obligations of Governmental Entities, above, excluding those obligations described at Unauthorized Obligations, in an amount at least equal to the amount of bond proceeds invested under the contract; and
3. Is pledged to the district and deposited with the district or with a third party selected and approved by the district.

Bond proceeds, other than bond proceeds representing reserves and funds maintained for debt service purposes, may not be invested in a guaranteed investment contract with a term longer than five years from the date of issuance of the bonds.

To be eligible as an authorized investment:

1. The board must specifically authorize guaranteed investment contracts as eligible investments in the order, ordinance, or resolution authorizing the issuance of bonds;
2. The district must receive bids from at least three separate providers with no material financial interest in the bonds from which proceeds were received;
3. The district must purchase the highest yielding guaranteed investment contract for which a qualifying bid is received;
4. The price of the guaranteed investment contract must take into account the reasonably expected drawdown schedule for the bond proceeds to be invested; and
5. The provider must certify the administrative costs reasonably expected to be paid to third parties in connection with the guaranteed investment contract.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution of a guaranteed investment contract by a district.

*Gov't Code 2256.015*

Investment Pools

A district may invest its funds or funds under its control through an eligible investment pool if the board by rule, order, ordinance, or resolution, as appropriate, authorizes the investment in the particular pool. *Gov't Code 2256.016, .019*

To be eligible to receive funds from and invest funds on behalf of a district, an investment pool must furnish to the investment officer or other authorized representative of the district an offering circular or other similar disclosure instrument that contains the information specified in Government Code 2256.016(b). To maintain eligibility, an investment pool must furnish to the investment officer or other authorized representative investment transaction confirmations and a monthly report that contains the information specified in Government Code 2256.016(c). A district by contract may delegate to an investment pool the authority to hold legal title as custodian of investments purchased with its local funds. *Gov't Code 2256.016(b)-(d)*

OTHER REVENUES  
INVESTMENTS

CDA  
(LEGAL)

Corporate Bonds

A district that qualifies as an issuer as defined by Government Code 1371.001 [see CCF], may purchase, sell, and invest its funds and funds under its control in corporate bonds (as defined above) that, at the time of purchase, are rated by a nationally recognized investment rating firm "AA-" or the equivalent and have a stated final maturity that is not later than the third anniversary of the date the corporate bonds were purchased.

A district is not authorized to:

1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds, reserves, and other funds held for the payment of debt service, in corporate bonds; or
2. Invest more than 25 percent of the funds invested in corporate bonds in any one domestic business entity, including subsidiaries and affiliates of the entity.

A district subject to these provisions may purchase, sell, and invest its funds and funds under its control in corporate bonds if the board:

1. Amends its investment policy to authorize corporate bonds as an eligible investment;
2. Adopts procedures to provide for monitoring rating changes in corporate bonds acquired with public funds and liquidating the investment in corporate bonds; and
3. Identifies the funds eligible to be invested in corporate bonds.

The district investment officer, acting on behalf of the district, shall sell corporate bonds in which the district has invested its funds not later than the seventh day after the date a nationally recognized investment rating firm:

1. Issues a release that places the corporate bonds or the domestic business entity that issued the corporate bonds on negative credit watch or the equivalent, if the corporate bonds are rated "AA-" or the equivalent at the time the release is issued; or
2. Changes the rating on the corporate bonds to a rating lower than "AA-" or the equivalent.

*Gov't Code 2256.0204*

Hedging  
Transactions

The board of an eligible entity (as defined above) shall establish the entity's policy regarding hedging transactions. An eligible entity may enter into hedging transactions, including hedging contracts,

and related security, credit, and insurance agreements in connection with commodities used by an eligible entity in the entity's general operations, with the acquisition or construction of a capital project, or with an eligible project. A hedging transaction must comply with the regulations of the federal Commodity Futures Trading Commission and the federal Securities and Exchange Commission.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution by an eligible entity of a hedging contract and any related security, credit, or insurance agreement.

An eligible entity may:

1. Pledge as security for and to the payment of a hedging contract or a security, credit, or insurance agreement any general or special revenues or funds the entity is authorized by law to pledge to the payment of any other obligation.
2. Credit any amount the entity receives under a hedging contract against expenses associated with a commodity purchase.

An eligible entity's cost of or payment under a hedging contract or agreement may be considered an operation and maintenance expense, an acquisition expense, or construction expense of the eligible entity; or a project cost of an eligible project.

*Gov't Code 2256.0206*

Prohibited  
Investments

Except as provided by Government Code 2270 (prohibited investments), a district is not required to liquidate investments that were authorized investments at the time of purchase. *Gov't Code 2256.017*

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**Note:** As an "investing entity" under Government Code 2270.0001(7)(A), a district must comply with Chapter 2270, including reporting requirements, regarding prohibited investments in scrutinized companies listed by the comptroller in accordance with Government Code 2270.0201.

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Loss of Required  
Rating

An investment that requires a minimum rating does not qualify as an authorized investment during the period the investment does not have the minimum rating. A district shall take all prudent measures that are consistent with its investment policy to liquidate an investment that does not have the minimum rating. *Gov't Code 2256.021*

**Sellers of  
Investments**

A written copy of the investment policy shall be presented to any business organization (as defined below) offering to engage in an investment transaction with a district. The qualified representative of the business organization offering to engage in an investment transaction with a district shall execute a written instrument in a form acceptable to the district and the business organization substantially to the effect that the business organization has:

1. Received and reviewed the district investment policy; and
2. Acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the district and the organization that are not authorized by the district's investment policy, except to the extent that this authorization:
  - a. Is dependent on an analysis of the makeup of the district's entire portfolio;
  - b. Requires an interpretation of subjective investment standards; or
  - c. Relates to investment transactions of the entity that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

The investment officer of a district may not acquire or otherwise obtain any authorized investment described in the district's investment policy from a business organization that has not delivered to the district the instrument required above.

*Gov't Code 2256.005(k)-(l)*

Nothing in this section relieves the district of the responsibility for monitoring investments made by the district to determine that they are in compliance with the investment policy.

Business  
Organization

For purposes of the provisions at Sellers of Investments above, "business organization" means an investment pool or investment management firm under contract with a district to invest or manage the district's investment portfolio that has accepted authority granted by the district under the contract to exercise investment discretion in regard to the district's funds.

*Gov't Code 2256.005(k)*

**Donations**

A gift, devise, or bequest made to a district to provide college scholarships for district graduates may be invested by the board as provided in Property Code 117.004 (Uniform Prudent Investor Act),

OTHER REVENUES  
INVESTMENTS

CDA  
(LEGAL)

unless otherwise specifically provided by the terms of the gift, devise, or bequest. *Education Code 45.107*

Investments donated to a district for a particular purpose or under terms of use specified by the donor are not subject to the requirements of the Public Funds Investment Act. *Gov't Code 2256.004(b)*

**Electronic Funds  
Transfer**

A district may use electronic means to transfer or invest all funds collected or controlled by the district. *Gov't Code 2256.051*

**Investment Authority**

The Superintendent or other person designated by Board resolution shall serve as the investment officer of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

**Approved  
Investment  
Instruments**

From those investments authorized by law and described further in CDA(LEGAL) under Authorized Investments, the Board shall permit investment of District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load mutual funds, except for bond proceeds, and no-load money market mutual funds, as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.

**Safety**

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctua-

tions by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

**Investment  
Management**

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

**Liquidity and  
Maturity**

Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed one year from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

**Diversity**

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

**Monitoring Market  
Prices**

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done at least quarterly, as required by law, and more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

**Monitoring Rating  
Changes**

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

**Funds/Strategies**

Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.

OTHER REVENUES  
INVESTMENTS

CDA  
(LOCAL)

Operating Funds	Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Custodial Funds	Investment strategies for custodial funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Debt Service Funds	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
Capital Project Funds	Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
<b>Safekeeping and Custody</b>	The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.
<b>Sellers of Investments</b>	<p>Prior to handling investments on behalf of the District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law. [See Sellers of Investments, CDA(LEGAL)]</p> <p>Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA).</p>
<b>Soliciting Bids for CDs</b>	In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.
<b>Interest Rate Risk</b>	<p>To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.</p> <p>The District shall monitor interest rate risk using weighted average maturity and specific identification.</p>
<b>Internal Controls</b>	A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to

protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the District's independent auditing firm.

**Annual Review**

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

**Annual Audit**

In conjunction with the annual financial audit, the District shall perform a compliance audit of management controls on investments and adherence to the District's established investment policies.

## Recommendations

1. The administration recommends no changes to the District's investment policies CDA (Local).
2. The administration recommends the following staff members to serve as investment officers:
  - Pam Sanchez, Assistant Superintendent of Business Services
  - Brad Goerke, Director of Finance
3. Government Code, Chapter 2256 requires investment officers to receive instruction relating to investment responsibilities under the Public Funds Investment Act from an independent source approved by the Board or a designated investment committee advising the investment officer, as provided for in the District's investment policy. We recommend the following providers for investment training:
  - First Public
  - Hilltop Securities
  - Government Treasurers of Texas (GTOT)
  - PFM Asset Management, LLC
  - Regional Education Service Center 13
  - Texas Association of School Administrators (TASA)
  - Texas Association of School Boards (TASB)
  - Texas Association of School Business Officials (TASBO)
  - Texas State University
  - TexPool Academy
  - University of North Texas Public Management
4. We recommend approval of the 2022-2023 Annual Investment Report.

**RESOLUTION NO. 101823-01**

**A RESOLUTION ADOPTING INVESTMENT STRATEGY AND DESIGNATION OF INVESTMENT OFFICERS**

**WHEREAS**, Government Code Chapter 2256, commonly referred to as the Public Funds Investment Act requires the Lake Travis Independent School District to adopt by resolution a written investment policy regarding the investment of its funds and funds under its control, and to review, not less than annually, its investment policy and investment strategy and adopt an instrument stating that it has reviewed the investment policy and investment strategy, and record any changes made to either the investment policy or investment strategy, and

**WHEREAS**, the Public Funds Investment Act requires the Lake Travis Independent School District to designate by resolution one or more officers or employees to be responsible for the investment of its funds consistent with the investment policy and investment strategy.

**NOW THEREFORE BE IT RESOLVED:**

**THAT** the Board of Trustees of Lake Travis Independent School District has reviewed the District’s investment policies under Board Policy CDA (LEGAL) and CDA (LOCAL) and the Investment Strategy;

**AND THAT** Lake Travis Independent School District designates individuals who hold the positions of Assistant Superintendent of Business Services and Director of Finance as investment officers responsible for the investment of District funds.

**PASSED AND APPROVED BY A MAJORITY OF THE BOARD OF TRUSTEES ON THIS THE 18th DAY OF OCTOBER 2023.**

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
John Aouelle  
President, Board of Trustees

\_\_\_\_\_  
Erin Archer  
Secretary, Board of Trustees



## **AGENDA ITEM ACTION SHEET**

### **AGENDA ITEM**

Resolution No. 101823-02 Regarding Adoption of Authorized Broker/Dealer List

### **RECOMMENDED ACTION**

**For Presentation/Discussion only; action will be requested at the October 18, 2023 meeting.**

### **RATIONALE**

Per Governmental Code 2256.025, the Board of Trustees is required annually to adopt a Resolution to approve a list of qualified brokers and dealers who are authorized to engage in investment transactions with the district. The attachment includes the list of approved firms with no changes being recommended.

### **BUDGET PROVISIONS**

None

### **RESOURCE PERSONNEL**

Pam Sanchez – Assistant Superintendent of Business Services

Brad Goerke – Director of Finance

### **ATTACHMENTS**

Resolution No. 101823-02

### **MEETING DATE**

September 20, 2023

**RESOLUTION NO. 101823-02**

**A RESOLUTION ADOPTING AUTHORIZED BROKER/DEALER LIST**

**WHEREAS**, the Public Funds Investment Act (Texas Government Code, Chapter 2256) governs local government investment; and

**WHEREAS**, the Public Fund Investment Act (Section 2256.025) requires the governing body or its designated investment committee, no less than annually, to review, revise and adopt a list of qualified broker/dealers authorized to engage in investment transactions; and

**WHEREAS**, the following broker/dealers are recommended for approval.

**NOW, THEREFORE, BE IT RESOLVED** that:

Capital One  
Coastal Securities  
Hilltop Securities  
JP Morgan Chase  
Merrill Lynch  
Morgan Keegan  
Oppenheimer & Co., Inc.  
Raymond James  
RBC Global Asset Management  
TCG Advisors  
Wells Fargo Advisors

are authorized as broker/dealers for Lake Travis Independent School District.

In accordance with the Investment Policy, a copy of the Investment Policy will be sent to each broker/dealer on the list whenever a material change is made to the Policy.

Any qualified Texas bank used for time or demand deposits may be approved by the investment officers as identified through the competitive process without Board action.

That the Lake Travis Independent School District has complied with the requirements of the Public Funds Investment Act and the list of authorized broker/dealers is hereby adopted.

**PASSED AND APPROVED BY A MAJORITY OF THE BOARD OF TRUSTEES ON THIS THE 18th DAY OF OCTOBER 2023.**

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
John Aouelle  
President, Board of Trustees

\_\_\_\_\_  
Erin Archer  
Secretary, Board of Trustees



## **AGENDA ITEM ACTION SHEET**

### **AGENDA ITEM**

2023 Preliminary School FIRST Rating

### **RECOMMENDED ACTION**

**For Presentation/Discussion only; Public Hearing scheduled at the October 18, 2023 meeting.**

### **RATIONALE**

Lake Travis ISD has received its preliminary 2023 School Financial Integrity Rating System of Texas (FIRST) rating based on financial indicators per 19 Texas Administrative Code (TAC), Section 109.1001(e)(6). A school district's School FIRST rating is based upon an analysis of financial data for fiscal year ended August 31, 2022. If the district does not submit an appeal, the preliminary rating becomes final on September 7, 2023. Within two months of the release of the final ratings, each school district must announce and hold a public meeting to distribute a financial management report that explains the district's rating and its performance under each of the 20 indicators for the prior year. The first of two required published newspaper notices, to inform taxpayers of the meeting, may not be more than 30 days or less than 10 days prior to the public meeting in accordance with 19 TAC, Section 109.1005. The public meeting will take place at the regular scheduled meeting on October 18, 2023.

### **BUDGET PROVISIONS**

None

### **RESOURCE PERSONNEL**

Pam Sanchez – Assistant Superintendent for Business Services

Brad Goerke – Director of Finance

### **ATTACHMENTS**

2022-2023 FIRST District Status Detail Report

### **MEETING DATE**

September 20, 2023



Financial Integrity Rating System of Texas

2022-2023 RATINGS BASED ON SCHOOL YEAR 2021-2022 DATA - DISTRICT STATUS DETAIL

<b>Name:</b> LAKE TRAVIS ISD(227913)	<b>Publication Level 1:</b> 8/4/2023 12:02:16 PM
<b>Status:</b> Passed	<b>Publication Level 2:</b> 8/7/2023 3:01:39 PM
<b>Rating:</b> A = Superior Achievement	<b>Last Updated:</b> 8/7/2023 3:01:39 PM
<b>District Score:</b> 96	<b>Passing Score:</b> 70

#	Indicator Description	Updated	Score
1	<a href="#">Was the complete annual financial report (AFR) and data submitted to the TEA within 30 days of the November 27 or January 28 deadline depending on the school district’s fiscal year end date of June 30 or August 31, respectively?</a>	7/13/2023 6:19:47 PM	Yes
2	<a href="#">Was there an unmodified opinion in the AFR on the financial statements as a whole? (The American Institute of Certified Public Accountants (AICPA) defines unmodified opinion. The external independent auditor determines if there was an unmodified opinion.)</a>	7/13/2023 6:19:47 PM	Yes
3	<a href="#">Was the school district in compliance with the payment terms of all debt agreements at fiscal year end? (If the school district was in default in a prior fiscal year, an exemption applies in following years if the school district is current on its forbearance or payment plan with the lender and the payments are made on schedule for the fiscal year being rated. Also exempted are technical defaults that are not related to monetary defaults. A technical default is a failure to uphold the terms of a debt covenant, contract, or master promissory note even though payments to the lender, trust, or sinking fund are current. A debt agreement is a legal agreement between a debtor (= person, company, etc. that owes money) and their creditors, which includes a plan for paying back the debt.)</a>	7/13/2023 6:19:47 PM	Yes
4	<a href="#">Did the school district make timely payments to the Teachers Retirement System (TRS), Texas Workforce Commission (TWC), Internal Revenue Service (IRS), and other government agencies? (If the school district received a warrant hold and the warrant hold was not cleared within 30 days from the date the warrant hold was issued, the school district is considered to not have made timely payments and will fail critical indicator 4. If the school district was issued a warrant hold, the maximum points and highest rating that the school district may receive is 95 points, A = Superior Achievement, even if the issue surrounding the initial warrant hold was resolved and cleared within 30 days.)</a>	7/13/2023 6:19:47 PM	Yes Ceiling Passed
5	This indicator is not being evaluated.		
			1 Multiplier Sum
6	<a href="#">Was the average change in (assigned and unassigned) fund balances over 3 years less than a 25 percent decrease or did the current year’s assigned and unassigned fund balances exceed 75 days of operational expenditures? (If the school district fails indicator 6, the maximum points and highest rating that the school district may receive is 89 points, B = Above Standard Achievement.)</a>	7/13/2023 6:19:47 PM	Ceiling Passed

7	<u>Was the number of days of cash on hand and current investments in the general fund for the school district sufficient to cover operating expenditures (excluding facilities acquisition and construction)? See ranges below in the Determination of Points section.</u>	7/13/2023 6:19:47 PM	10
8	<u>Was the measure of current assets to current liabilities ratio for the school district sufficient to cover short-term debt? See ranges below in the Determination of Points section.</u>	7/13/2023 6:19:47 PM	10
9	<u>Did the school district's general fund revenues equal or exceed expenditures (excluding facilities acquisition and construction)? If not, was the school district's number of days of cash on hand greater than or equal to 60 days? See ranges below in the Determination of Points section.</u>	7/13/2023 6:19:47 PM	10
10	This indicator is not being evaluated.		10
11	<u>Was the ratio of long-term liabilities to total assets for the school district sufficient to support long-term solvency? (If the school district's increase of students in membership over 5 years was 7 percent or more or 1,000 or more students in membership, then the school district passes this indicator.)</u>	7/13/2023 6:19:47 PM	8
12	<u>What is the correlation between future debt requirements and the district's assessed property value?</u>	7/13/2023 6:19:47 PM	10
13	<u>Was the school district's administrative cost ratio equal to or less than the threshold ratio? See ranges below in the Determination of Points section.</u>	7/13/2023 6:19:47 PM	8
14	This indicator is not being evaluated.		10
15	This indicator is not being evaluated.		5
16	<u>Did the comparison of Public Education Information Management System (PEIMS) data to like information in the school district's AFR result in a total variance of less than 3 percent of all expenditures by function? (If the school district fails indicator 16, the maximum points and highest rating that the school district may receive is 89 points, B = Above Standard Achievement.)</u>	7/13/2023 6:19:47 PM	Ceiling Passed
17	<u>Did the external independent auditor report that the AFR was free of any instance(s) of material weaknesses in internal controls over financial reporting and compliance for local, state, or federal funds and free from substantial doubt about the school district's ability to continue as a going concern? (The AICPA defines material weakness.) (If the school district fails indicator 17, the maximum points and highest rating that the school district may receive is 79 points, C = Meets Standard Achievement.)</u>	7/13/2023 6:19:47 PM	Ceiling Passed
18	<u>Did the external independent auditor indicate the AFR was free of any instance(s) of material noncompliance for grants, contracts, and laws related to local, state, or federal funds? (The AICPA defines material noncompliance.)</u>	7/13/2023 6:19:47 PM	10
19	<u>Did the school district post the required financial information on its website in accordance with Government Code, Local Government Code, Texas Education Code, Texas Administrative Code and other statutes, laws and rules that were in effect at the school district's fiscal year end?</u>	7/13/2023 6:19:47 PM	5
20	<u>Did the school district's administration and school board members discuss any changes and/or impact to local, state, and federal funding at a board meeting within 120 days before the district adopted its budget?</u>	7/13/2023 6:19:47 PM	Ceiling Passed
			96 Weighted Sum
			1 Multiplier Sum

		(100 Ceiling)
		96 Score

## DETERMINATION OF RATING

<b>A.</b>	Did the school district fail any of the critical indicators 1, 2, 3, or 4? If so, the school district's rating is <b>F for Substandard Achievement</b> regardless of points earned.	
<b>B.</b>	Determine the rating by the applicable number of points.	
	<b>A = Superior Achievement</b>	90-100
	<b>B = Above Standard Achievement</b>	80-89
	<b>C = Meets Standard Achievement</b>	70-79
	<b>F = Substandard Achievement</b>	<70
<p><b>No Rating = A school district receiving territory that annexes with a school district ordered by the commissioner under TEC 13.054, or consolidation under Subchapter H, Chapter 41. No rating will be issued for the school district receiving territory until the third year after the annexation/consolidation.</b></p> <p>The school district receives an <b>F</b> if it scores below the minimum passing score, if it failed any critical indicator 1, 2, 3, or 4, if the AFR or the data were not both complete, or if either the AFR or the data were not submitted on time for FIRST analysis.</p>		

## CEILING INDICATORS

Did the school district meet the criteria for any of the following <b>ceiling indicators</b> 4, 6, 16, 17, or 20? If so, the school district's applicable maximum points and rating are disclosed below. Please note, an F = Substandard Achievement Rating supersedes any rating earned as the result of the school district meeting the criteria of a ceiling indicator.		
<b>Determination of rating based on meeting ceiling criteria.</b>	<b>Maximum Points</b>	<b>Maximum Rating</b>
<b>Indicator 4</b> (Timely Payments) - School district was issued a warrant hold.	95	A = Superior Achievement
<b>Indicator 6</b> (Average Change in Fund Balance) - Response to indicator is <i>No</i> .	89	B = Above Standard Achievement
<b>Indicator 16</b> (PEIMS to AFR) - Response to indicator is <i>No</i> .	89	B = Above Standard Achievement
<b>Indicator 17</b> (Material Weaknesses) - Response to indicator is <i>No</i> .	79	C = Meets Standard Achievement
<b>Indicator 20</b> (Property Values and Tax Discussion) - Response to indicator is <i>No</i> .	89	B = Above Standard Achievement

Home Page: [Financial Compliance | Texas Education Agency](#) | Send comments or suggestions to [FinancialAccountability@tea.texas.gov](mailto:FinancialAccountability@tea.texas.gov)

THE TEXAS EDUCATION AGENCY  
1701 NORTH CONGRESS AVENUE · AUSTIN, TEXAS, 78701 · (512) 463-9734

FIRST 5.14.3.3



## **AGENDA ITEM ACTION SHEET**

### **AGENDA ITEM**

Board Notification under Board Policy CH (LOCAL) – Vehicles for Special Services

### **RECOMMENDED ACTION**

**For Presentation/Discussion Only.**

### **RATIONALE**

The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$100,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place. The Superintendent shall not be required to obtain Board approval for the following types of budgeted purchases that cost \$100,000 or more, but shall subsequently report them to the Board:

1. A purchase made pursuant to a Board-approved interlocal contract, in accordance with law.
2. A purchase made through a cooperative purchasing program, in accordance with law.
3. A purchase made through a state purchasing program that satisfies the District’s obligation for competitive purchasing;
4. A purchase for produce or fuel.

Lake Travis ISD has the following budgeted purchase that requires Board notification:

- Standard Special Education Van – 56,492.70
- Special Education Van with Mobility Ramp - \$73,786.70

### **BUDGET PROVISIONS**

2023 Bond Program - \$130,279.40

### **RESOURCE PERSONNEL**

Pam Sanchez – Assistant Superintendent of Business Services

Brad Goerke – Director of Finance

Cristy Soares – Director of Purchasing

### **ATTACHMENTS**

None

### **MEETING DATE**

September 20, 2023



## **AGENDA ITEM ACTION SHEET**

### **AGENDA ITEM**

2023-2024 School Health Advisory Council Membership

### **RECOMMENDED ACTION**

**Approval of 2023-2024 SHAC Committee.**

### **RATIONALE**

Potential committee list for 2023-2024 school year as proposed by the SHAC Board Selection Committee.

### **BUDGET PROVISIONS**

None

### **RESOURCE PERSONNEL**

Jennifer Lyon - Director of Health and Social Emotional Learning

### **ATTACHMENTS**

2023-2024 School Health Advisory Council Committee (SHAC) List

### **MEETING DATE**

September 20, 2023



Lake Travis ISD  
 Department of Organizational Services  
 Jennifer Lyon, Director of Health & Social Emotional Learning  
**School Health Advisory Council 2023-2024**

**SHAC Committee Members 2023-2024**

BCE Parent	Monica Hall-Porter
BCE Parent	Angela Grossman
LWE, BCMS Parent	Jenny McCann
LWE, HBMS Parent	Corina Semph
LWE Parent	David Powell
LWE, HBMS, LTHS Parent	Gina Dressen
LTHS Parent	Alison Blake
LTHS Parent	Sherri Besecker
LTE, HBMS, LTHS Parent	Christine Badillo
LTMS, LTHS Parent	Katherine Gentry
LTMS, LTHS Parent	Mike Reed
LPE Parent	Jaclyn Tully *Parent CoChair
LPE, BCMS Parent	Kristen Woodcock
RHE Parent	Amberly Marston
RHE Parent	Kelly Bertone
SHE Parent	Jodie Dover
WCHE, LTMS, LTHS Parent	Shelia White
WCHE Parent	Kimberly Tucker
Community Member	Susan LaCroix
Director of HSEL	Jennifer Lyon *CoChair/Facilitor
Lead Nurse	Becca Harkleroad
Dietitian- FANS	Marissa Bell
Teacher	Danielle Zibilski
Counselor	Surita Scholla
Administrator	Kim Kellner
Coord. Community Programs	Suzi Menfi
LTISD Police	Andy Michael





## AGENDA ITEM ACTION SHEET

### AGENDA ITEM

2023 Texas Public Information Act Calendar

### RECOMMENDED ACTION

**Approval of the 2023 Texas Public Information Act Calendar.**

### RATIONALE

The Lake Travis Independent School District is a public school district subject to the Texas Public Information Act (referred to as PIA). The 88<sup>th</sup> Texas Legislature authorized the passage of HB 3033 which revised the Act by adding section 552.0031 to the Government Code, defining “business days” for purposes of the PIA. Effective September, 1 the section defines “business day” to mean any day other than a Saturday or Sunday, a national holiday, or a state holiday and establishes that a school district board of trustees may designate up to ten (10) additional days per calendar year as nonbusiness days.

The district’s 2023-2024 academic calendar includes non-school days that are not Saturdays, Sundays, or state or national holidays. Designating additional nonbusiness days will allow school staff to better align with the district’s academic calendar when responding to public information requests. The Administration has designated the specific dates listed in the attachment as “nonbusiness days” for purposes of the Public Information Act for the 2023 calendar year. Future action by the Board will be required to designate nonbusiness days for the 2024 calendar year and each subsequent calendar year.

### BUDGET PROVISIONS

None

### RESOURCE PERSONNEL

Marco Alvarado - Executive Director for Communications & Community Relations

Allyson Collins - General Counsel

### ATTACHMENTS

2023 Texas Public Information Act Calendar

### MEETING DATE

September 20, 2023



2023

# Lake Travis ISD Public Information Calendar

## AUGUST

MO	TU	WE	TH	FR	SA	SU
	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

MO	TU	WE	TH	FR	SA	SU
				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	

## OCTOBER

MO	TU	WE	TH	FR	SA	SU
						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					

## NOVEMBER

MO	TU	WE	TH	FR	SA	SU
		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			

## DECEMBER

MO	TU	WE	TH	FR	SA	SU
				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

- Federal Holidays
- State Holidays
- LTISD Non-Business Day



## **AGENDA ITEM ACTION SHEET**

### **AGENDA ITEM**

Election Voting System Resolution No. 092023-01

### **RECOMMENDED ACTION**

**Adopt Resolution No. 092023-01 for the Election Voting System provided by Travis County.**

### **RATIONALE**

For the upcoming November 7, 2023 Trustee Election, because Travis County has obtained new voting equipment since the last time the District held an election, the Board must approve a resolution adopting the new voting equipment.

### **BUDGET PROVISIONS**

None

### **RESOURCE PERSONNEL**

Pam Sanchez – Assistant Superintendent of Business Services

Allyson Collins – General Counsel

Philippa Ford – Elections Official

### **ATTACHMENTS**

Voting System Resolution No. 092023-01

### **MEETING DATE**

September 20, 2023

---

**Resolution No. 092023-01**

THE LAKE TRAVIS INDEPENDENT SCHOOL DISTRICT FINDS AS FOLLOWS:

Section 61.012 of the Texas Election Code requires that Lake Travis Independent School District must provide at least one accessible voting system in each polling place used in a Texas election on or after August 1, 2023. This system must comply with state and federal laws setting the requirements for voting systems that permit voters with physical disabilities to cast a secret ballot.

The Office of the Texas Secretary of State has certified that the ExpressVote® Universal Voting System Version 6.3.0.0 provided by Election Systems & Software (ES&S) is an accessible voting system that may legally be used in Texas elections. Early voting and election day voting, including provisional ballots will take place on the ExpressVote® Universal Voting System, ballot marking device, in conjunction with the DS200 Digital® Precinct Scanner. The DS450, DS850 & DS950 Digital® Central Count Scanner will be used to process all by mail ballots.

Sections 123.032 and 123.035 of the Texas Election Code authorize the acquisition of voting systems by local political subdivisions and further mandate certain minimum requirements for contracts relating to the acquisition of such voting systems.

THE LAKE TRAVIS INDEPENDENT SCHOOL DISTRICT HEREBY RESOLVES:

As chief elections officer of the Lake Travis Independent School District, Philippa Ford shall provide at least one ExpressVote® Universal Voting System and DS200 Digital® Precinct Scanner in every early voting and election day polling place used to conduct any and every election ordered on or after August 1, 2023. The ES&S ExpressVote® Universal Voting System and DS200 Digital® Precinct Scanner may be acquired by any legal means available to Lake Travis Independent School District, including but not limited to lease or rental from the County of Travis or from any other legal source, as authorized or required by Sections 123.032 and 123.035, Texas Election Code.

PASSED BY VOTE AND APPROVED this 20th day of September, 2023

REQUIRED:

/s/ \_\_\_\_\_  
John Aouelle, Board President

ADDITIONAL SIGNATURES REQUIRED:

ATTEST:

/s/ \_\_\_\_\_  
Erin Archer, Board Secretary



## **AGENDA ITEM ACTION SHEET**

### **AGENDA ITEM**

Request for Proposal (RFP) – Lake Travis Middle School Wastewater Force Main Conversion Project

### **RECOMMENDED ACTION**

**Award of Lake Travis Middle School Wastewater Force Main Conversion Project to Nelson Lewis, Inc. and Authorize the Superintendent or Designee to Negotiate, Execute and Amend, as necessary, the Contract.**

### **RATIONALE**

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

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

The District is converting Lake Travis Middle School wastewater services from the current onsite sewage facility to Sweetwater Lazy Nine MUD. The Lake Travis ISD Purchasing Department in partnership with Malone Wheeler issued an RFP for construction contractor with a closing date of July 26, 2023 and anticipated award date of September 20, 2023, with Board approval. The District received three responses. Based on the evaluation criteria, the District recommends awarding the contract to Nelson Lewis, Inc.

### **BUDGET PROVISIONS**

2018 Bond Program - \$282,229.20

### **RESOURCE PERSONNEL**

Pam Sanchez – Assistant Superintendent of Business Services  
Robert Winovitch – Director of Facilities and Construction  
Cristy Soares – Director of Purchasing

### **ATTACHMENTS**

Final Evaluation Summary

### **MEETING DATE**

September 20, 2023



CIVIL ENGINEERING ★ DEVELOPMENT CONSULTING ★ PROJECT MANAGEMENT

August 3, 2023

Mr. John Aouelle, President, and  
Board of Trustees  
Lake Travis Independent School District  
607 RR 620 North  
Austin, Texas 78734

**Re: Lake Travis Middle School Wastewater Force Main Conversion Project  
Bid Tabulation and Recommendation of Award**

Mr. Aouelle and Board:

Bids for the Lake Travis Middle School Wastewater Force Main Conversion Project were opened and publicly read aloud at 2:00 p.m. on July 26<sup>th</sup>, 2023, at the offices of Malone/Wheeler, Inc. A summary of bids is provided in Table 1, below. A detailed bid tabulation is attached.

*Table 1: Bid Summary*

Bidder	Total Amount Base Bid	Total Amount Bid
Nelson Lewis, Inc.	\$251,572.00	\$282,229.20
Austin Engineering Co., Inc.	\$364,386.00	\$402,144.60
LJ Cross	\$413,032.00	\$460,902.20

The Invitation for Bids was advertised in accordance with the applicable rules for procurement and Lake Travis ISD policies and procedures as directed by staff.

We reviewed the bid packages for conformance to the Contract Documents. The apparent low bidder, Nelson Lewis, Inc. provided a conforming bid. As indicated on the bid tabulation, included in the bid documents was one add alternate item totaling \$5,000, and an Owner’s Contingency totaling 10% of the total amount bid. We evaluated the pricing of the add alternate item and have included it in the recommendation. Our recommendation is to award the project to the lowest bidder, Nelson Lewis, Inc., for the total amount bid of \$282,229.20. Should you have any questions or require any additional information, please contact me at your convenience.

Sincerely,  
Malone Wheeler, Inc.

Dennis Lozano  
Principal

Attachments: Bid Tabulation



CIVIL ENGINEERING ★ DEVELOPMENT CONSULTING ★ PROJECT MANAGEMENT

## BID TABULATION

LTISD

Lake Travis Middle School Wastewater Force Main Conversion

Project Manager: Dennis Lozano, P.E.  
Project Engineer: Malone/Wheeler, Inc.

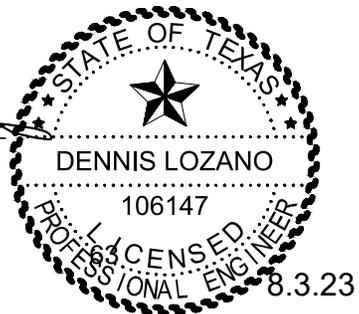
Bid Opening Date: 7/26/2023  
Bid Opening Time: 2:00 PM

BIDDER:	Nelson Lewis, Inc.	Austin Engineering Co., Inc.	LJ Cross
BID BOND	Y	Y	Y
ADDENDUM 1	Y	Y	Y
<b>SUBTOTAL SITE PREPARATION</b>	\$34,500.00	\$12,500.00	\$37,500.00
<b>SUBTOTAL EROSION AND SEDIMENTATION CONTROLS</b>	\$28,322.00	\$23,736.00	\$99,704.00
<b>SUBTOTAL WASTEWATER IMPROVEMENTS</b>	\$188,750.00	\$328,150.00	\$275,828.00
<b>TOTAL AMOUNT BASE BID</b>	<b>\$251,572.00</b>	<b>\$364,386.00</b>	<b>\$413,032.00</b>
<b>SUBTOTAL ADD ALTERNATE ITEMS</b>	\$5,000.00	\$1,200.00	\$5,970.00
<b>OWNER'S CONTINGENCY (10%)</b>	\$25,657.20	\$36,558.60	\$41,900.20
<b>TOTAL PROJECT AS RECOMMENDED</b>	<b>\$282,229.20</b>	<b>\$402,144.60</b>	<b>\$460,902.20</b>

MALONE/WHEELER, INC.

Firm Registration Number F-786

Dennis Lozano, P.E.





CIVIL ENGINEERING \* DEVELOPMENT CONSULTING \* PROJECT MANAGEMENT

				Nelson Lewis, Inc.		Austin Engineering Co., Inc		LJ Cross	
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	PRICE PER UNIT	AMOUNT	PRICE PER UNIT	AMOUNT	PRICE PER UNIT	AMOUNT
<b>SITE PREPARATION</b>									
1	Mobilization	LS	1	\$ 27,000.00	\$ 27,000.00	\$ 10,000.00	\$ 10,000.00	\$ 12,500.00	\$ 12,500.00
2	Clearing and Grubbing	SY	2,500	\$ 3.00	\$ 7,500.00	\$ 1.00	\$ 2,500.00	\$ 10.00	\$ 25,000.00
<b>SUBTOTAL SITE PREPARATION</b>					<b>\$ 34,500.00</b>		<b>\$ 12,500.00</b>		<b>\$ 37,500.00</b>
<b>EROSION AND SEDIMENTATION CONTROLS</b>									
3	Stabilized Construction Entrance	EA	2	\$ 2,250.00	\$ 4,500.00	\$ 1,000.00	\$ 2,000.00	\$ 3,500.00	\$ 7,000.00
4	Silt Fence	LF	2,500	\$ 3.00	\$ 7,500.00	\$ 4.00	\$ 10,000.00	\$ 7.50	\$ 18,750.00
5	Tree Protection	LF	1,300	\$ 6.00	\$ 7,800.00	\$ 5.25	\$ 6,825.00	\$ 10.00	\$ 13,000.00
6	Trench Safety	LF	1,300	\$ 1.00	\$ 1,300.00	\$ 1.00	\$ 1,300.00	\$ 8.00	\$ 10,400.00
7	LOC Restoration	SY	7,222	\$ 1.00	\$ 7,222.00	\$ 0.50	\$ 3,611.00	\$ 7.00	\$ 50,554.00
<b>SUBTOTAL EROSION AND SEDIMENTATION CONTROLS</b>					<b>\$28,322.00</b>		<b>\$23,736.00</b>		<b>\$99,704.00</b>
<b>WASTEWATER IMPROVEMENTS</b>									
8	Bore & Jack	LF	250	\$ 350.00	\$ 87,500.00	\$ 700.00	\$ 175,000.00	\$ 640.00	\$ 160,000.00
9	Cut & Tie into exist. 3-in FM	EA	2	\$ 3,000.00	\$ 6,000.00	\$ 4,500.00	\$ 9,000.00	\$ 12,500.00	\$ 25,000.00
10	3-in PVC ASTM D2241 SDR26	LF	1,550	\$ 55.00	\$ 85,250.00	\$ 89.00	\$ 137,950.00	\$ 44.50	\$ 68,975.00
11	CARV Valve	EA	1	\$ 10,000.00	\$ 10,000.00	\$ 6,200.00	\$ 6,200.00	\$ 21,853.00	\$ 21,853.00
<b>SUBTOTAL WASTEWATER IMPROVEMENTS</b>					<b>\$ 188,750.00</b>		<b>\$ 328,150.00</b>		<b>\$275,828.00</b>
<b>ADD ALTERNATE ITEMS</b>									
AD-1	Pump Hour Meter	EA	2	\$ 2,500.00	\$ 5,000.00	\$ 600.00	\$ 1,200.00	\$ 2,985.00	\$ 5,970.00
<b>SUBTOTAL ADD ALTERNATE ITEMS</b>					<b>\$ 5,000.00</b>		<b>\$ 1,200.00</b>		<b>\$ 5,970.00</b>
<b>SUBTOTAL SITE PREPARATION</b>					<b>\$ 34,500.00</b>		<b>\$ 12,500.00</b>		<b>\$ 37,500.00</b>
<b>SUBTOTAL EROSION AND SEDIMENTATION CONTROLS</b>					<b>\$ 28,322.00</b>		<b>\$ 23,736.00</b>		<b>\$ 99,704.00</b>
<b>SUBTOTAL WASTEWATER IMPROVEMENTS</b>					<b>\$ 188,750.00</b>		<b>\$ 328,150.00</b>		<b>\$ 275,828.00</b>
<b>TOTAL AMOUNT BASE BID</b>					<b>\$251,572.00</b>		<b>\$364,386.00</b>		<b>\$413,032.00</b>
<b>SUBTOTAL ADD ALTERNATE ITEMS</b>					<b>\$ 5,000.00</b>		<b>\$ 1,200.00</b>		<b>\$ 5,970.00</b>
<b>OWNER'S CONTINGENCY (10%)</b>					<b>\$ 25,657.20</b>		<b>\$ 36,558.60</b>		<b>\$ 41,900.20</b>
<b>TOTAL AMOUNT BID</b>					<b>\$282,229.20</b>		<b>\$402,144.60</b>		<b>\$460,902.20</b>



## **AGENDA ITEM ACTION SHEET**

### **AGENDA ITEM**

Consideration and Action on a Resolution Establishing the District's Intention to Reimburse Itself for Capital Expenditures from a Future Series of Tax-Exempt Debt and Other Matters Related Thereto

### **RECOMMENDED ACTION**

**Approve a Resolution authorizing the District's intent to reimburse itself from bond proceeds.**

### **RATIONALE**

The District anticipates the need to begin capital projects included in the 2023 bond election prior to the funding of the 2023 bond program if approved by voters. As such, the District requests the reimbursement of the expenditures from bond resources.

### **BUDGET PROVISIONS**

2023 Bond Program

### **RESOURCE PERSONNEL**

Pam Sanchez – Assistant Superintendent of Business Services  
Robert Winovitch – Director of Facilities & Construction  
Allyson Collins – General Counsel

### **ATTACHMENTS**

Reimbursement Resolution

### **MEETING DATE**

September 20, 2023

**A RESOLUTION RELATING TO ESTABLISHING THE LAKE TRAVIS INDEPENDENT SCHOOL DISTRICT'S INTENTION TO REIMBURSE ITSELF FOR THE PRIOR LAWFUL EXPENDITURE OF FUNDS IN FURTHERANCE OF ACQUIRING, CONSTRUCTING, EQUIPPING AND IMPROVING SCHOOL FACILITIES FROM THE PROCEEDS OF ONE OR MORE SERIES TAX-EXEMPT OBLIGATIONS TO BE ISSUED BY THE DISTRICT FOR AUTHORIZED PURPOSES; AUTHORIZING OTHER MATTERS INCIDENT AND RELATED THERETO; AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, the Board of Trustees (the *Governing Body*) of the Lake Travis Independent School District (the *Issuer*) has entered into or will enter into various contracts pertaining to the expenditure of lawfully available funds of the Issuer to finance the costs associated with (i) designing, constructing, renovating, improving, upgrading, updating, acquiring, equipping school facilities (the *Construction Costs*), (ii) the payment of various engineering costs, including design testing, design engineering, and construction inspection related to the Construction Costs (the *Engineering Costs*), (iii) the payment of various architectural costs, including preparation of plans and specifications and various other plans and drawings related to the Construction Costs (the *Architectural Costs*), and (iv) the payment of various administrative costs, including the fees of bond counsel, financial advisor, project manager, project consultant, other professionals, and bond printer (the *Administrative Costs* and, collectively with the costs of acquiring the Project, the Engineering Costs, and the Architectural Costs, the *Project*); and

WHEREAS, the provisions of Section 1201.042, as amended, Texas Government Code (*Section 1201.042*) provide that the proceeds from the sale of obligations issued to finance the acquisition, construction, equipping, or furnishing of any project or facilities, such as the Project, may be used to reimburse the Issuer for costs attributable to such project or facilities paid or incurred before the date of issuance of such obligations; and

WHEREAS, the United States Department of Treasury (the *Department*) released Regulation Section 1.150-2 (the *Regulations*) which establishes when the proceeds of obligations are spent and therefore are no longer subject to various federal income tax restrictions contained in the Internal Revenue Code of 1986, as amended (the *Code*); and

WHEREAS, the Issuer intends to reimburse itself, within eighteen months from the later of the date of expenditure or the date the property financed is placed in service (but in no event more than three years after the original expenditures are paid), for the prior lawful capital expenditure of funds from the proceeds of one or more series of tax-exempt obligations (the *Obligations*) that the Issuer currently contemplates issuing in the principal amount of not to exceed \$143,093,994 to finance a portion of the costs of the Project; and

WHEREAS, under the Regulations, to fund such reimbursement with proceeds of the Obligations, the Issuer must declare its expectation ultimately to make such reimbursement before making the expenditures; and

WHEREAS, the Issuer hereby finds and determines that the reimbursement for the prior expenditure of funds of the Issuer is not inconsistent with the Issuer’s budgetary and financial circumstances; and

WHEREAS, the Governing Body hereby finds and determines that the adoption of this Resolution is in the best interests of the residents of the Issuer; now, therefore,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF LAKE TRAVIS INDEPENDENT SCHOOL DISTRICT THAT:

SECTION 1: This Resolution is a declaration of intent to establish the Issuer’s reasonable, official intent under section 1.150-2 of the Regulations and Section 1201.042 to reimburse itself from certain of the proceeds of the Obligations for any capital expenditures previously incurred (not more than 60 days prior to the date hereof) or to be incurred with respect to the Project from the Issuer’s General Fund or other lawfully available funds of the Issuer.

SECTION 2: The Issuer intends to issue the Obligations and allocate within 30 days after the date of issuance of the Obligations the proceeds therefrom to reimburse the Issuer for prior lawful expenditures with respect to the Project in a manner to comply with the Regulations.

SECTION 3: The reimbursed expenditure will be a type properly chargeable to a capital account (or would be so chargeable with a proper election) under general federal income tax principles.

SECTION 4: The Issuer intends to otherwise comply, in addition to those matters addressed within this Resolution, with all the requirements contained in the Regulations.

SECTION 5: This Resolution may be relied upon by the appropriate officials at the Office of the Attorney General for the State of Texas and establishes compliance by the Issuer with the requirements of Texas law and the Regulations.

SECTION 6: With respect to the proceeds of the Obligations allocated to reimburse the Issuer for prior expenditures, the Issuer shall not employ an abusive device under Treasury Regulation Section 1.148-10, including using within one year of the reimbursement allocation, the funds corresponding to the proceeds of the Obligations in a manner that results in the creation of “replacement proceeds”, as defined in Treasury Regulation Section 1.148-1, of the Obligations or another issue of tax-exempt obligations.

SECTION 7: The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Governing Body.

SECTION 8: All orders and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

SECTION 9: This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 10: If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Governing Body hereby declares that this Resolution would have been enacted without such invalid provision.

SECTION 11: It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

SECTION 12: This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

*[The remainder of this page intentionally left blank]*

PASSED AND ADOPTED on the 20th day of September, 2023.

LAKE TRAVIS INDEPENDENT SCHOOL DISTRICT

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President, Board of Trustees

ATTEST:

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Secretary, Board of Trustees

(DISTRICT SEAL)



## **AGENDA ITEM ACTION SHEET**

### **AGENDA ITEM**

Consideration and possible action regarding pending litigation in Cause No. D-1-GN-23-001104 pending in the 455th Judicial Court of Travis County, including possible consideration and action on proposal for resolution.

### **RECOMMENDED ACTION**

**Approve resolution of pending litigation as discussed in closed session and authorize the Superintendent to finalize and execute any necessary documents.**

### **RATIONALE**

In accordance with Texas Government Code and Board Policy, the Board of Trustees may review pending litigation in closed session.

### **BUDGET PROVISIONS**

2023-2024 General Operating Budget

### **RESOURCE PERSONNEL**

Allyson Collins - General Counsel

### **ATTACHMENTS**

None

### **MEETING DATE**

September 20, 2023



## AGENDA ITEM ACTION SHEET

### AGENDA ITEM

2023-2024 T-TESS Appraisal Calendar and Appraisal Roster

### RECOMMENDED ACTION

**Approve the appraisal calendar and roster of T-TESS certified administrators.**

### RATIONALE

The Texas Agency Commissioner’s Rules requires the District to establish a calendar for teacher appraisals that reflects the following guidelines:

1. Exclude observations in the three weeks after the day of completion of the T-TESS orientation in the school years when an orientation is required;
2. Exclude observations in the three weeks after the day of completion of the T-TESS orientation for teachers new to the District or the T-TESS evaluation system; and
3. Indicate a period for summative annual conferences that ends no later than 15 working days before the last day of instruction for students.

The attached calendar meets these requirements.

The Texas Agency Commissioner’s Rules require that a list of qualified appraisers who may appraise teachers shall be approved by the Board of Trustees. The appraisers must meet the following criteria:

1. The teachers’ supervisor shall conduct the teacher’s appraisal and must hold a superintendent, midmanagement (principal), or supervisor certification, or must hold comparable certificates established by the State Board for Educator Certification.
2. An appraiser other than the teacher’s supervisor must be approved by the Board, hold a valid teaching certificate and have at least two years’ of teaching experience.

The attached list of appraisers meets these requirements.

### BUDGET PROVISIONS

None

### RESOURCE PERSONNEL

Evalene Murphy - Assistant Superintendent of Employee and Community Relations

### ATTACHMENTS

2023-2024 T-TESS Appraisal Calendar and Roster

### MEETING DATE

September 20, 2023



## 2023-2024 T-TESS Appraisal Calendar

Activity	Deadline
Annual Campus Orientation for All Teachers	August 2023
Orientation for Late Hires	Within first 3 weeks of starting school
First Day of Observations	September 19, 2023
Goal Setting Conferences and Development Plans Completed	October 13, 2023
End-of-Year Conference Period Begins	January 23, 2024
Last Day of Observations	May 6, 2024
End-of-Year Conference Period Ends	May 6, 2024
Summative Annual Appraisal Reports Completed	May 6, 2024
Evaluations Due to HR Office	June 26, 2024

Note: The first 3 weeks and last 15 days of school are excluded from formal observations.



## 2023-2024 T-TESS Appraisal Roster

Site	Appraiser
Bee Cave Elementary	Kim Kellner Ashley Nauta Rida Ortego
Lake Pointe Elementary	Karen Reich Julianne Jenkerson
Lakeway Elementary	Sam Hicks Laura Sykes
Lake Travis Elementary	Lizeth Thompson Stacey Brown
Rough Hollow Elementary	Vanessa Randels Nicole Taylor
Serene Hills Elementary	Keegan Luedecke Lorraine Lopez
West Cypress Hills Elementary	Amy Russ Chareese Hatfield
Hudson Bend Middle School	Laura Keogh Clark Frederickson Brian Gill
Lake Travis Middle School	Rebecca Hudson Keitha St. Clair Cristy Rizzoli
Bee Cave Middle School	Melanie Beninga Cody Redfern
Lake Travis High School	Debbie Garinger Sheri Remore Sebastian Espinoza Mason Whitfield Sandra Surdy Julie Haney
District - Alternates	Stefanie Vickery Amanda Prehn Angela Hrapchak Shannon Gill Shelly Schuessler



Pending: Fela Mathy  
Ryan O'Donoghue  
Stuart Foreman  
Chad Ouellette  
Tatiana Chavez  
Denise Wake



## **AGENDA ITEM ACTION SHEET**

### **AGENDA ITEM**

August 16, 2023 Board Meeting Minutes

### **RECOMMENDED ACTION**

**For approval with Consent Agenda.**

### **RATIONALE**

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

### **BUDGET PROVISIONS**

None

### **RESOURCE PERSONNEL**

Suzanne Kelbaugh - Administrative Assistant to the Superintendent of Schools

### **ATTACHMENTS**

August 16, 2023 Board Meeting Minutes

### **MEETING DATE**

September 20, 2023

## **Minutes of Board Meeting**

### **The Board of Trustees**

#### **Lake Travis Independent School District**

A meeting of the Board of Trustees of Lake Travis Independent School District was held on August 16, 2023, beginning at 6:00 p.m. in the Educational Development Center, Live Oak Room, 607 RR 620 North, Austin, Texas 78734.

#### **Call to Order**

President John Aouelle called the meeting to order at 6:02 p.m.

#### **Quorum Determination**

Trustees in attendance were John Aouelle, Erin Archer, Phillip Davis, Keely Cano, Lauren White, Kim Flasch, and Rob Aird.

#### **Pledge of Allegiance and Moment of Silence**

Chris Woehl, led the Pledge of Allegiance. A moment of silence was then observed for the Forke Family.

#### **Recognition**

- **Lake Travis ISD - 2023 Texas Art Education Association District of Distinction**

Marco Alvarado, Executive Director of Communications & Community Relations, presented that the Texas Art Education Association (TAEA) recently announced that Lake Travis ISD is the recipient of a 2023 District of Distinction Award.

According to TAEA, the largest state professional organization for art educators in the United States, the award recognizes districts for providing a well-rounded education that advocates and integrates visual arts curriculum to inspire creativity and build social emotional learning.

This is the fifth year that TAEA is honoring districts who meet rigorous criteria as evidenced from data. For the 2023 award, over 1,200 districts were eligible to apply. Each district submitted documentation from a comprehensive, 14-point rubric throughout the 2021-2022 school year. The association looks at field experiences, community service, and community exhibitions as part of the rigorous rubric for the award. TAEA also identifies districts who actively participate in programs such as the Visual Arts Scholastic Event (VASE), Junior VASE, and the Texas Elementary Art Meet (TEAM). Only 68 districts met the standard and received the highest honor, indicating they are in the top 5.5 percent in art education of districts in the state.

The winning districts will be honored during the TAEA Fall Conference General Assembly in November.

Special Recognition.

#### **Public Comments/Citizen Participation**

1. Adrienne Ryholt - Busses
2. Corina Semph – School security
3. Crystal Bender – Bus Transportation
4. Christy Fair – Bus Service

5. Annie Vilven – Books
6. Jim Moore – Health
7. Jennifer Fleck – LTISD Promotes minor gender transition
8. Tara Stewart – Bus Service
9. Shirlane Askwith – Bus Service

### **Public Hearing**

- **Public Hearing to Discuss the 2023-2024 Proposed Budget and Tax Rate**

Pam Sanchez, Assistant Superintendent of Business Services, provided an administrative overview of the proposed budget and tax rate and give an opportunity for community input regarding the proposed budget and tax rate.

### **Public Speakers**

1. **No Public Comment**

Public Hearing.

- **2023-24 Use of Federal Grant Funds Public Hearing**

Amanda Prehn, Director of Elementary Curriculum and Instruction, stated that this presentation fulfills the requirements of CB (Local) and CBB (Legal) to provide public notice and seek public input regarding the use of federal grant funds. Background information and proposed spending will be reviewed with the Board and community for the following federal grants: Elementary & Secondary School Emergency Relief (ESSER), Every Student Succeeds Act (ESSA Consolidated), Special Education Consolidated (Individuals with Disabilities Education Act – IDEA), and Perkins V: Strengthening Career and Technical Education for the 21st Century.

### **Public Speakers**

1. **No Public Comment**

Public Hearing.

### **Presentation / Discussion Items**

- **Back to School Professional Development for the 2023-2024 School Year**

Stefani Vickery, Assistant Superintendent of Curriculum and Instruction, introduced the instructional coaches Lyndsey Ackerman, Anna Alvis, Jessica Barr and Tasha Briseno. They presented that in preparation for the 2023-2024 school year, LTISD educators participated in professional development geared towards highly effective instructional strategies from Monday, August 7, 2023 to Tuesday, August 15, 2023. New educators also attended professional development on Tuesday, August 1, 2023 through Thursday, August 3, 2023. During the professional development educators received their new technology along with training to support technology in the classroom. Educators had choice in their professional development sessions, had the opportunity to work with educators across the district, and had time to prepare their classrooms.

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

- **Spring 2023 STAAR Results Grade 3 through 8**

Kathy Burbank, Director of Accountability & Assessment, and Dr. Lyndsa Benton, Executive Director of Curriculum and Instruction, presented an in-depth review of the Spring 2023 STAAR Grades 3 through 8 assessment results.

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

**\*\*Recess was called at 8:28 p.m. by Trustee John Aouelle. Meeting reconvened at 8:40 p.m. by Trustee John Aouelle.**

- **July 2023 Monthly Financial Reports - Statement of Revenues and Expenditures, Balance Sheet, Tax Statement, and 2018/2023 Capital Projects Report**

Pam Sanchez, Assistant Superintendent of Business Services, presented the following documents:

1. Statement of Revenues and Expenditures- July 2023
2. Balance Sheet-July 2023
3. Tax Statement-July 2023
4. 2018 Capital Projects Report – July 2023
5. 2023 Capital Projects Report- July 2023

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

- **Board Notification under Board Policy CH(LOCAL) - School Buses**

Pam Sanchez presented that the Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$100,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place. The Superintendent shall not be required to obtain Board approval for the following types of budgeted purchases that cost \$100,000 or more, but shall subsequently report them to the Board:

1. A purchase made pursuant to a Board-approved interlocal contract, in accordance with law.
2. A purchase made through a cooperative purchasing program, in accordance with law.
3. A purchase made through a state purchasing program that satisfies the District's obligation for competitive purchasing;
4. A purchase for produce or fuel.

Lake Travis ISD has the following budgeted purchase that requires Board notification:

- (10) General Education School Buses - \$1,669,410
- (4) Special Education School Buses - \$633,512

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

- **Board Notification under Board Policy CH(LOCAL) - LTHS Women's Fieldhouse HVAC Replacement**

Robert Winovitch, Director of Facilities and Construction presented that The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$100,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place. The Superintendent shall not be required to obtain

Board approval for the following types of budgeted purchases that cost \$100,000 or more, but shall subsequently report them to the Board:

1. A purchase made pursuant to a Board-approved interlocal contract, in accordance with law.
2. A purchase made through a cooperative purchasing program, in accordance with law.
3. A purchase made through a state purchasing program that satisfies the District's obligation for competitive purchasing;
4. A purchase for produce or fuel.

Lake Travis ISD has the following budgeted purchase that requires Board notification:

- Trane HVAC unit replacement for LTHS Women's Field House - \$853,793

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

- **Board Notification Under Board Policy CH(LOCAL) - Cypress Ranch WCID No. 1 Wastewater Plant Expansion**

Robert Winovitch, Director of Facilities and Construction presented that The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$100,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place. The Superintendent shall not be required to obtain Board approval for the following types of budgeted purchases that cost \$100,000 or more, but shall subsequently report them to the Board:

1. A purchase made pursuant to a Board-approved interlocal contract, in accordance with law.
2. A purchase made through a cooperative purchasing program, in accordance with law.
3. A purchase made through a state purchasing program that satisfies the District's obligation for competitive purchasing;
4. A purchase for produce or fuel.

Lake Travis ISD has the following budgeted purchase that requires Board notification:

- Cypress Ranch WCID No. 1 Second Wastewater Treatment Plant Expansion Project with cost participation of 20% for Lake Travis ISD High School #2 - \$970,963.35

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

- **Board Notification Under Board Policy CH(LOCAL) - Production Copiers for Copy Center**

Pam Sanchez presented that the Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$100,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place. The Superintendent shall not be required to obtain Board approval for the following types of budgeted purchases that cost \$100,000 or more, but shall subsequently report them to the Board:

1. A purchase made pursuant to a Board-approved interlocal contract, in accordance with law.
2. A purchase made through a cooperative purchasing program, in accordance with law.
3. A purchase made through a state purchasing program that satisfies the District's obligation for competitive purchasing;
4. A purchase for produce or fuel.

Lake Travis ISD has the following budgeted purchase that requires Board notification:

- (7) Ricoh Production Copy Machines - \$561,661.40

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

- **Request for Proposals (RFP) - Lake Travis Middle School Wastewater Force Main Conversion Project**

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

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

The District is converting Lake Travis Middle School wastewater services from the current onsite sewage facility to Sweetwater Lazy Nine MUD. The Lake Travis ISD Purchasing Department in partnership with Malone Wheeler issued an RFP for construction contractor with a closing date of July 26, 2023 and anticipated award date of September 20, 2023, with Board approval. The District received three responses. Based on the evaluation criteria, the District recommends awarding the contract to Nelson Lewis, Inc.

This item was for discussion only, action will be requested at the September 20, 2023 meeting.

### **Consideration Items**

- **Interlocal Agreement with The University of Texas at Austin, The Meadows Center for Preventing Educational Risk as an Authorized Provider for the Texas Reading Academies**

Amanda Prehn, presented that House Bill 3, passed by the 86<sup>th</sup> Texas Legislature in 2019 and updated by the 87<sup>th</sup> Texas Legislature in 2021, requires all kindergarten through third grade teachers and principals to complete the Texas Reading Academies by the end of their first school year employed by a school district in this capacity. The Texas Education Agency has designated Authorized Providers to grant districts and educators access to the Reading Academies. Lake Travis ISD has chosen to continue with The Meadows Center at UT Austin as its Authorized Provider for the 2023-24 school year.

**A MOTION** was made by Trustee Erin Archer and seconded by Trustee Phillip Davis to approve an interlocal agreement between LTISD and The Meadows Center at UT Austin as an Authorized Provider for the Texas Reading Academies.

The motion passed by a vote of 7 - 0.

- **2022-2023 Budget Amendment #3 – General Operating and Food Service Funds**

Pam Sanchez presented that the General Operating budget amendment reflects an increase to other local revenue due to an increase in interest earnings on deposits, the addition of GASB 96 compliance for recording a liability for software subscriptions, and end of year balancing of expenditure accounts by function.

The Food Service budget amendment reflects an increase to federal revenue and an increase to cost of food and supplies due to an increase in meal participation.

**A MOTION** was made by Trustee Kim Flasch and seconded by Trustee Keely Cano to approve the 2023 – 2024 Budget Amendment #3 to the General Operating and Food Service Funds as presented.

The motion passed by a vote of 7 - 0.

- **Proposed General Operating Fund, Debt Service Fund and Food Service Fund Budgets for 2023-2024**

Section 44.002 through 44.006 of the Texas Education Code establishes the legal basis for the budget development in school districts. These codes require that the district prepare a budget by the date set by the State Board of Education, currently August 21st for districts with an August 31st fiscal year-end. The Budget Document and the Annual Financial and Compliance Report are the primary vehicles used to present the financial plan and the results of operations of the District. The primary purposes of this budget document is to provide timely and useful information concerning the past, current and projected financial status of the District, in order to facilitate financial decisions that support the educational goals of the District.

The proposed budget funds the district’s programs and initiatives, provides a competitive salary structure for staff and provides for a projected ending fund balance of \$42.5 million for the General Operating Fund.

**A MOTION** was made by Trustee Phillip Davis seconded by Trustee Kim Flasch to approve the 2023-2024 Proposed Budget-Legally Adopted Funds, as presented.

The motion passed by a vote of 7 - 0.

- **House Bill 5 (HB 5), 83rd Legislative Session Requirement Concerning "Set Aside" State Compensatory Funding**

Under Section 29.081 of the Texas Education Code (TEC), compensatory education is defined in law as programs and/or services designed to supplement the regular education program for students identified as at risk of dropping out of school. The purpose is to increase academic achievement and reduce the dropout rate of these students.

HB 5, 83rd Legislative Session, added new TEC, Section 28.0217 to require each school district to provide accelerated instruction in the applicable subject area each time a student fails to perform satisfactorily on an end-of-course (EOC) assessment instrument.

HB 5 also requires districts “to separately budget and prioritize state compensatory education funding and any other funding necessary to sufficiently support the cost of additional accelerated instruction for students who fail to perform satisfactorily on an EOC assessment instrument. State compensatory education funds cannot be used for any other purpose until your district or charter school has sufficiently funded additional accelerated instruction.”

In order to meet the requirements of HB 5, administration is requesting specific Board approval of \$327,405, which has been included in the existing budget requests, however, needs to be segregated and identified by Board action. These funds will be used to support the following student accelerated instructional practices and interventions: Summer School, accelerated learning, end of course (EOC) review sessions and educational resources to support accelerated instruction.

**A MOTION** was made by Trustee Keely Cano seconded by Trustee Kim Flasch to approve the House Bill 5, 83<sup>rd</sup> Legislative Session requirement concerning “set-aside” state compensatory funding.

The motion passed by a vote of 7 - 0.

- **2023 Tax Rate Resolution No. 081623-01**

Lake Travis Independent School District’s governing body must adopt a tax rate by official action and set it out in an ordinance or resolution. A school district must adopt the tax rate by September 30 or 60 days after receiving the certified roll, whichever date is later. The tax levy will be used to fund the operations and debt service of the school district.

The Texas Education Agency has certified the district’s maximum compressed rate at \$0.6666 which gives the district a Voter Approval M&O tax rate of \$0.7466. The Travis County Tax Office has calculated and submitted to the district the following tax rates for 2023:

- No-New-Revenue Tax Rate                    \$0.8796
- Voter-Approval Tax Rate                    \$1.0741
- Calculated Debt Rate                        \$0.3821

In accordance with Tax Code, 26.05(b) and Board Policy CCG (Legal), specific language must be included in the Resolution and the Board Motion and posted on the district’s website in conjunction with the tax rate adoption. If the resolution sets a tax rate that, if applied to the total taxable value, will impose an amount of taxes to fund maintenance and operation expenditures of the taxing unit that exceeds the amount of taxes imposed for that purpose in the preceding year, and if the M&O tax rate exceeds the No New Revenue M&O tax rate, the district must include a statement indicating an increase. This is a requirement even if the tax rate is lower than the prior year’s rate.

	Proposed 2023-24	Current 2022-23
General Fund (M&O)	\$0.7466	\$0.8846
Debt Service (I&S)	\$0.3275	\$0.3275
<b>Total Tax Rate</b>	<b>\$1.0741</b>	<b>\$1.2121</b>

The total tax rate recommended for adoption reflects a decrease of 13.8 cents. While the required language indicates the tax rate is being increased, the reality is the proposed tax rate is lower than the current 2022 property tax rate for the district.

**A MOTION** was made by Trustee Kim Flasch seconded by Trustee Phillip Davis to approve the property tax rate be increased by the adoption of a tax rate of \$1.0741, which is effectively a 22 percent increase in the tax rate.

The motion passed by a vote of 7- 0.

- **Selection of Zapalac Reed Construction Company for JOC #23-95 for Lake Travis High School Ag Barn Improvements**

The Board approved the delivery method for the Summer and Fall 2023 bond projects to be completed through a Job Order Contract (JOC). Zapalac Reed Construction Company has been selected as the General Contractor for the LTHS Ag Barn Renovations project. It is expected that the contract with Zapalac Reed for this project will exceed \$100,000. According to Board Policy CV (LOCAL), the Board must approve construction contracts valued at or above \$100,000.

The Cost of Work for JOC #23-95 includes the renovation and addition of materials to include demolition, concrete, misc. steel work, masonry, roofing & sheet metal, plumbing and electrical work. This work is for the Summer and Fall of 2023 only and does not include the new barn and welding shop expansion, which will be issued as a Construction Manager at Risk project for completion in the Summer of 2024.

**A MOTION** was made by Trustee Kim Flasch seconded by Trustee Phillip Davis to approve the selection of Zapalac Reed Construction Company as Contractor for JOC #23-95 for LTHS Ag Barn Renovations.

The motion passed by a vote of 7 - 0.

- **Selection of American Constructors as Contractor for JOC #23-96 for District Window Security Film**

The Board approved the delivery method for the Summer and Fall 2023 bond projects to be completed through a Job Order Contract (JOC). American Constructors has been selected as the General Contractor for the district window security film. It is expected that the contract with American Constructors for this project will exceed \$100,000. According to Board Policy CV (LOCAL), the Board must approve construction contracts valued at or above \$100,000.

The Cost of Work for JOC #23-96 includes installation of window security film at the following campuses:

- Lake Travis High School and Annex
- Bee Cave Middle School
- Hudson Bend Middle School
- Lake Travis Middle School
- Bee Cave Elementary School
- Lake Pointe Elementary School
- Lakeway Elementary School
- Lake Travis Elementary School
- Rough Hollow Elementary School
- Serene Hills Elementary School
- West Cypress Hills Elementary School

**A MOTION** was made by Trustee Kim Flasch seconded by Trustee Keely Cano to approve the selection of American Constructors as Contractor for JOC #23-96 for district window security film.

The motion passed by a vote of 7 - 0.

- **TASB Board of Directors Endorsement – Region 13, Place B**

A **MOTION** was made by Trustee Lauren White seconded by Trustee Phillip Davis to approve the endorsement of Dr. Mary Jane Hetrick to the TASB Board of Directors, Region 13, Place B.

The motion passed by a vote of 6 - 1.

### **Consent Agenda**

- **July 19, 2023 Board Meeting Minutes**

A **MOTION** was made by Trustee Kim Flasch and seconded by Trustee Phillip Davis to approve the consent agenda items as presented.

The motion passed by a vote of 7 - 0.

### **Upcoming Meetings and Events**

Board President John Aouelle announced the following upcoming meetings and events:

- September 20, 2023 – 6:00 p.m. Monthly Board Meeting, EDC
- October 18, 2023 – 6:00 p.m. Monthly Board Meeting, EDC

### **Closed Session**

Trustees adjourned into Closed Session at 9:18 p.m., as permitted by Texas Government Code 551.001 et seq.

#### **Section 551.074 - Personnel Matters**

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

#### **Section 551.072 - Deliberation Regarding Real Property**

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

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

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

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

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

### **Adjournment**

There being no further action, the August 16, 2023 Board of Trustees' meeting adjourned at 10:31 p.m.

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**John Aouelle, President**

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**Erin Archer, Secretary**



## AGENDA ITEM ACTION SHEET

### AGENDA ITEM

Resolution Regarding Extracurricular Status of 4-H Organization

### RECOMMENDED ACTION

**For approval with Consent Agenda.**

### RATIONALE

This resolution recognizes the Travis County 4-H Organization as an extracurricular activity in the district. By approving this request, LTISD allows the same attendance accounting for students who elect to participate in 4-H as in other district approved extracurricular activities.

19 TAC §129.21(k)(1) permits students who are participating in off-campus activities with a professional member of the school district or an adjunct staff member of the school district to be counted as present for attendance purposes. The adjunct staff member must be approved by the school board to supervise the activity, and approval is for only the 2023-2024 school year. Extension Agents may be recognized as adjunct staff members. Travis County Employs Extension Agents for 4-H activities who will sign the attached Adjunct Faculty Agreement.

### BUDGET PROVISIONS

None

### RESOURCE PERSONNEL

Stefani Vickery - Assistant Superintendent of Curriculum and Instruction

### ATTACHMENTS

1. Resolution Regarding Extracurricular Status of 4-H Organization
2. Adjunct Faculty Agreement

### MEETING DATE

September 20, 2023



August 16, 2023

Texas A&M AgriLife Extension, Travis County  
1600-B Smith Road  
Austin, Texas 78721

Mr. Paul Norton  
Superintendent, Lake Travis Independent School District  
3322 Ranch Road 620 South  
Austin, TX 78738

Dear Mr. Norton,

On behalf of the 4-H members of Travis County, I hereby respectfully request that the 4-H organization, by the attached resolution, be sanctioned as an extracurricular activity. The enclosed resolution should be presented for consideration at the next scheduled meeting of the Board of Trustees of the Lake Travis Independent School District. I further request that questions regarding this resolution be directed to me in a timely manner so that I may prepare and present an appropriate response so as not to delay action on this request. Finally, I request that a signed copy of this resolution, along with a copy of the minutes of the Board meeting approving same, be forwarded to me for my files. Thank you and the members of your Board of Trustees for your consideration of this request.

Sincerely,

A handwritten signature in black ink that reads "Morgan Newton".

Morgan Newton  
County Extension Agent, 4-H & Youth Development  
Texas A&M AgriLife Extension, Travis County

Enclosure: Resolution regarding extracurricular status of Travis County 4-H

## ADJUNCT FACULTY AGREEMENT

THE STATE OF TEXAS  
COUNTY OF TRAVIS

On this date, at a regularly scheduled and posted meeting, came the Board of Trustees of the Lake Travis Independent School District, hereinafter referred to as "District." A quorum having been established, the Board proceeded to consider the appointment of the herein named individuals as adjunct members of the Lake Travis Independent School District.

Upon consideration and vote of \_\_\_\_\_ in favor to \_\_\_\_\_, the herein named individuals are hereby named as adjunct faculty members of the Lake Travis Independent School District subject to the following considerations and provisions of such appointment, to wit:

1. This appointment shall commence on the first day of September 2023 and end on the first day of June, 2024, being the end of the 2023-2024 academic year.
2. Adjunct faculty member will receive no compensation, salary, or remuneration from Lake Travis Independent School District.
3. Adjunct faculty member is and shall remain an employee, in good standing, of the Texas A&M AgriLife Extension Service.
4. Adjunct faculty member shall be under the direct supervision of either the District Extension Administrator of District 10 or the Travis County Extension Director.
5. Adjunct faculty member shall receive all group insurance benefits, workman's compensation insurance benefits, unemployment insurance, and any and all other plans for the benefit of Texas A&M AgriLife Extension Service employees. District shall have no responsibility for any of such benefits or plans.

Adjunct faculty members shall direct the activities and participation of students of the school district in sponsored and approved activities as designated from time to time by adjunct faculty members for which notice shall be given to School District administrative personnel. Adjunct faculty members' activities and participation with students of the School District are directed, supervised, and controlled by and through supervisory personnel of Texas A&M AgriLife Extension Service pursuant to the supervisory authority of the District Extension Administrator or County Extension Director. Adjunct faculty members are not employees of the School District, and School District does not nor shall not supervise, direct or control the activities and/or participation of such Travis County Extension Agent(s) who have/has been herein designated as an adjunct faculty member.

Name: <u>Maggie M. Johnson</u>	Title: <u>County Director</u>	Degree: <u>BS/MS</u>	Institution: <u>TAMU - K</u>
Name: <u>Daphne Richards</u>	Title: <u>Horticulture</u>	Degree: <u>BS/MS</u>	Institution: <u>TAMU</u>
Name: <u>Peter Agboola</u>	Title: <u>CEP ANR</u>	Degree: <u>BS/MS</u>	Institution: <u>Sam Houston</u>
Name: <u>Wizzie Brown</u>	Title: <u>IPM</u>	Degree: <u>BS/MS</u>	Institution: <u>TAMU</u>
Name: <u>Sonia Coyle</u>	Title: <u>FCH</u>	Degree: <u>BS/MS</u>	Institution: <u>Baylor</u>
Name: <u>Crystal Wiltz</u>	Title: <u>CEP FCH</u>	Degree: <u>BS/MS</u>	Institution: <u>TAMU</u>
Name: <u>Oscar Zamora</u>	Title: <u>EFNEP</u>	Degree: <u>BS/MS</u>	Institution: <u>UT RGV</u>
Name: <u>Morgan Newton</u>	Title: <u>4-H</u>	Degree: <u>BS</u>	Institution: <u>CO State Univ.</u>
Name: <u>Nathan Tucker</u>	Title: <u>CEP 4-H</u>	Degree: <u>BS/MS</u>	Institution: <u>Oklahoma</u>

This appointment is made by the Lake Travis Independent School District by and through the Board of Trustees of said district for the benefit of allowing voluntary student participation in programs conducted by the Texas A&M AgriLife Extension Service in recognition of the educational benefits arising from such participation and activities and/or directed by the Texas A&M AgriLife Extension Service. This appointment is made in accordance with the provisions of Section 129.21 (k)(1) of the Texas Administrative Code authorizing the school to deem such participating students in attendance for foundation school program purposes.

This appointment of the herein named Travis County Extension Agents is not intended nor shall be construed as a waiver of any claim or defense of sovereign or governmental immunity from liability now possessed by Lake Travis Independent School District or any of its employees, agents, officers, and/or board members in the performance of governmental functions.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2023

By: \_\_\_\_\_  
Lake Travis Independent School District

Adjunct Faculty Appointment Accepted By:

Approved:

\_\_\_\_\_  
County Extension Agent

\_\_\_\_\_  
District Extension Administrator, District 10  
Texas A&M AgriLife Extension Service

\_\_\_\_\_  
County Extension Agent

**RESOLUTION  
Regarding  
EXTRACURRICULAR STATUS OF 4-H ORGANIZATION**

Be it hereby resolved that upon this date, the duly elected Board of Trustees of the Lake Travis Independent School District, meeting in public with a quorum present and certified, did adopt this resolution that recognizes the Travis County Texas 4-H Organization as approved for recognition and eligible for extracurricular status consideration under 19 Texas Administrative Code, Chapter 76.1, pertaining to extracurricular activities.

Participation by 4-H members under provisions of this resolution is subject to all rules and regulations set forth under 19 Texas Administrative Code, as interpreted by this Board and designated officials of this school district, whose rules shall be final.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*(For Board of Trustees)*

\_\_\_\_\_  
*(Superintendent)*



## **AGENDA ITEM ACTION SHEET**

### **AGENDA ITEM**

Memorandum of Understanding (MOU) for Lake Travis ISD and for the Juvenile Justice Alternative Education Program (JJAEP) Cooperative of Travis County

### **RECOMMENDED ACTION**

**For approval with Consent Agenda.**

### **RATIONALE**

The attached Memorandum of Understanding (MOU) is the cooperative agreement with Travis County, the Travis County Juvenile Board, and several area school districts, including Lake Travis ISD, to provide an educational placement for students expelled from school under the expulsion provisions of the Texas Education Code Chapter 37. Under state law and this MOU, students expelled from school in Travis County are placed at the Travis County Juvenile Justice Alternative Education Program (JJAEP).

### **BUDGET PROVISIONS**

2023-2024 Operating Budget

### **RESOURCE PERSONNEL**

Allyson Collins – General Counsel

Stefani Vickery – Assistant Superintendent of Curriculum and Instruction

### **ATTACHMENTS**

2023-24 Memorandum of Understanding for the Juvenile Justice Alternative Education Cooperative of Travis County

### **MEETING DATE**

September 20, 2023

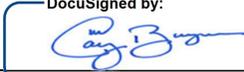


**TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT**

2515 South Congress Avenue | Austin, Texas 78704  
Phone: (512) 854-7000

**CORY J. BURGESS**  
Chief Juvenile Probation Officer

**TO:** The Honorable Andy Brown, County Judge  
The Honorable Jeff Travillion, Commissioner, Precinct One  
The Honorable Brigid Shea, Commissioner, Precinct Two  
The Honorable Ann Howard, Commissioner, Precinct Three  
The Honorable Margaret Gomez, Commissioner, Precinct Four

**FROM:**   
Cory J. Burgess  
Chief Juvenile Probation Officer

**RE:** Approval of Memorandum of Understanding (MOU) between the Travis County Juvenile Board, Travis County, and the following Independent School Districts: Austin, Del Valle, Eanes, Lake Travis, Lago Vista, Leander, Manor, Pflugerville, and Round Rock, regarding the Travis County Juvenile Justice Alternative Education Program (JJAEP) for the 2023-2024 school year

**DATE:** August 21, 2023

The Travis County Juvenile Probation Department respectfully requests the attached Memorandum of Understanding (MOU) regarding the operation of the Juvenile Justice Alternative Education Program (JJAEP) be considered before Commissioner’s Court for review and approval. Through this MOU, the Travis County Juvenile Probation Department would continue to operate the JJAEP as mandated by the Texas Education Code. The proposed MOU with the joint school districts was approved by the Juvenile Board on August 17, 2023, for the school year operation from September 1, 2023 through August 31, 2024.

Thank you for your review of this request.

**cc:** Steven Smith, Director of Finance, TCJPD  
Sharon Berger, Deputy Chief of Social Services, TCJPD  
Kristin Meurer, Director of Social Services, TCJPD  
Chris Hubner, General Counsel, TCJPD

**MEMORANDUM OF UNDERSTANDING  
FOR THE  
JUVENILE JUSTICE ALTERNATIVE EDUCATION COOPERATIVE  
OF TRAVIS COUNTY**

This Memorandum of Understanding ("Agreement") is an Interlocal Agreement entered into pursuant to Texas Education Code, Chapter 37 and the Texas Interlocal Cooperation Act, Texas Government Code, Chapter 791, and is entered into to be effective the 1st day of September, 2023, between **Travis County**, the **Travis County Juvenile Board** ("TCJB"), and the following educational entities: **Austin** Independent School District, **Del Valle** Independent School District, **Eanes** Independent School District, **Lake Travis** Independent School District, **Lago Vista** Independent School District, **Leander** Independent School District, **Manor** Independent School District, **Pflugerville** Independent School District, and **Round Rock** Independent School District (hereinafter referred to collectively as the "ISDs"). The parties to this Agreement shall be collectively referred to herein as "Participants."

**RECITALS:**

**WHEREAS:**

(1) Texas Education Code Sec. 37.011(m) requires the TCJB to enter into a Memorandum of Understanding with the ISDs establishing a Juvenile Justice Alternative Education Program ("JJAEP"); and

(2) The Participants desire to participate in the Juvenile Justice Alternative Education Program Cooperative of Travis County ("JJAEP Co-Op") and to comply with the agreements contained herein; and

(3) The ISDs wish to reach an agreement with the TCJB as to the placement of students expelled from school under the discretionary expulsion and removal provisions of Texas Education Code, Chapter 37; and

(4) The Participants desire to create and operate the JJAEP Co-Op pursuant to Chapter 37 of the Texas Education Code and this Agreement; and

(5) The Participants further desire to define and create the duties and responsibilities of the Participants, and to set forth herein the methods by which the Participants shall fund, govern and establish the JJAEP Co-Op; and

(6) The Participant ISDs recognize that the Texas Legislature has appropriated certain funds to pay the County and TCJB for the cost of educating students in the JJAEP Co-Op who are expelled under the mandatory expulsion provisions of Texas Education Code Chapter 37. However, such funds are insufficient to meet the cost of educating students in the JJAEP Co-Op; and

(7) The ISDs are required to consider course credit earned by a student while in the JJAEP Co-Op as credit earned in a school district program pursuant to Texas Education Code Sec. 37.011(d), and the ISDs have an ongoing interest in the quality of education provided in the JJAEP Co-Op and the academic success of students who will be returned from the JJAEP Co-Op to the regular school setting. Therefore, the ISDs desire to assist in providing the JJAEP Co-Op with full, adequate funding; and

(8) The Participant ISDs recognize that for purposes of accountability under Chapter 39 of the Texas Education Code and the Foundation School Program, a student enrolled in the JJAEP shall be reported as if the student were enrolled in an Alternative Education Program of the student's home district and the participating home district of each student shall cooperate fully in making such reports and accepting such accountability. All PEIMS reporting requirements for the students placed in the program shall remain the responsibility of the home district, and all average daily attendance funding entitlements generated from such data shall also remain with the home district, unless otherwise provided by law or regulation of the Texas Education Agency. However, students expelled as "mandatory" placements shall be counted as "ineligible" for attendance counting purposes in the home district; and

(9) The relationship between the Participants necessitates this Interlocal Agreement.

**NOW THEREFORE, BY THIS AGREEMENT IT IS MUTUALLY UNDERSTOOD AND AGREED BY THE PARTICIPANTS AS FOLLOWS:**

**SECTION ONE: DEFINITIONS**

For purposes of this Agreement:

1.1 "Discretionary" shall mean any student who is expelled or removed from the regular classroom and meets the definition of any one of the following three categories:

1.1.a. "Discretionary Category I" shall mean any student who is expelled under Texas Education Code Sec. 37.007 (b), (c), (f), or (i) or Sec. 37.0052.

1.1.b. "Discretionary Category II" shall mean any student who is expelled for committing an off-campus offense under Texas Education Code Sec. 37.0081(a);

1.1.c. "Discretionary Category III" shall mean any student who is a publicly Registered Sex Offender who is eligible for placement in the JJAEP under Subchapter I of Chapter 37 of the Texas Education Code.

1.1.d. "Discretionary Category IV" shall mean any student who meets the definitions in Sections 1.1.a–c. above and whose placement in the JJAEP would exceed a school district's allotted discretionary placements as set forth in Section 4.8(A) of this Agreement.

1.2 "ISSP transition team" shall mean those persons responsible for reviewing a student's academic progress in accordance with Texas Education Code Sec. 37.011(d); that is, the TCJB or its designee, and the parent or guardian of the student. For purposes of this Agreement, a representative of the ISD from which the student was expelled may also be a member of the ISSP transition team, together with any JJAEP Co-Op staff as may be appropriate.

1.3 "Mandatory expulsion" shall mean any student who is expelled pursuant to the provisions of Texas Education Code Sec. 37.007 (a), (d), or (e).

1.4 "Rollover funds" shall mean all funds paid by the ISDs to the TCJB for either discretionary or mandatory expulsion allotments that remain unexpended on August 31 of each year.

1.5 "Semester" as referenced by the Texas Education Code Subchapter I. Placement of Registered Sex Offenders shall mean 90 school days.

1.6 "Student" shall mean any person residing in Travis County aged ten years or older and required to attend school pursuant to Texas Education Code Sec. 25.085 and who are under the supervision of juvenile or adult probation.

## **SECTION TWO: STUDENT CODES OF CONDUCT**

2.1 The JJAEP Co-Op will be created and operated pursuant to Chapter 37 of the Texas Education Code and this Memorandum of Understanding. Each ISD has developed a Student Code of Conduct, specifying the circumstances under which a student may be removed from a classroom, campus, or alternative education program.

2.2 The Student Code of Conduct adopted by each ISD shall set forth the circumstances under which students will be subject to expulsion from the school setting and placement in the JJAEP Co-Op. A student may be expelled and placed in the JJAEP if the student, while placed in a disciplinary alternative education program, engages in documented serious misbehavior despite documented behavioral interventions. Serious misbehavior, as defined by Texas Education Code 37.007(c), means:

- (1) Deliberate violent behavior that poses a direct threat to the health or safety of others;
- (2) Extortion, meaning the gaining of money or other property by force or threat;
- (3) Conduct that constitutes coercion, as defined by Section 1.07, Texas Penal Code; or
- (4) Conduct that constitutes the offense of:
  - (A) Public lewdness under Section 21.07, Texas Penal Code;
  - (B) Indecent exposure under Section 21.08, Texas Penal Code;
  - (C) Criminal mischief under Section 28.03, Texas Penal Code;

- (D) Personal hazing under Section 37.152, Texas Education Code; or
- (E) Harassment under Section 42.07(a)(1), Texas Penal Code, of a student or district employee.

### **SECTION THREE: GOVERNANCE OF JJAEP CO-OP**

3.1 Composition of Governing Body - The JJAEP shall operate as a function of Travis County and the TCJB, separate and apart from the other Participants to this Agreement. It shall not be an independent political subdivision, nor shall it operate under the direction or control of any party to this Agreement other than Travis County and the TCJB.

3.2 Executive Committee - Upon the effective date of this Agreement, there shall be created an Executive Committee, consisting of one (1) representative of each ISD, one (1) representative of Travis County, and one (1) representative of the TCJB (Chief Juvenile Probation Officer or designee), each to be appointed by their respective governing body. All representatives to the Executive Committee shall be named not later than thirty (30) days from the effective date of this Agreement. Vacancies on the Executive Committee shall be filled by appointment by the governing body represented thereby.

The Executive Committee exists solely to advise and assist the TCJB, and has no authority to direct or control the JJAEP Co-Op.

3.3 Quorum and Voting - Four (4) members of the Executive Committee shall constitute a quorum. The Executive Committee shall act by and through resolutions, motions or orders adopted or passed by the Executive Committee upon the vote of the majority of the members the Executive Committee attending the meeting at which the issue was presented.

3.4 Voting Rights - Each member shall be entitled to one vote on each matter submitted to a vote of the members. In the event of a tie vote, the Chair shall have two votes.

3.5 Chair - At the initial meeting of the Executive Committee, and thereafter annually, the Executive Committee shall select from its membership a Chair by the affirmative vote of a majority of the members. The Chair shall prepare the agenda, preside over the meetings of the Executive Committee and shall be responsible for scheduling regular and special called meetings of the Executive Committee, including the provision of notice thereof.

3.6 The TCJB representative shall act as custodian of all minutes, records, and reports of the Executive Committee, and shall generally assist the Chair and shall have such powers and perform such duties and services as shall from time to time be delegated to him or her by the Chair.

3.7 The Chair shall serve in his or her respective capacities until tendering written resignation(s) or until replacement by a majority vote of the members of the Executive Committee.

3.8 The Chair shall be entitled to vote on all matters coming before the Executive Committee.

3.9 Meetings - The Executive Committee shall hold regular meetings at such time and in such place determined by the Executive Committee. Procedures for meetings shall be governed by the most current version of *Robert's Rules of Order*. Special meetings of the Executive Committee shall be called by the Chair, or by affirmative vote of not less than one-third (1/3) of the members of the Committee.

3.10 Notice of Meeting - Written notice of the regular meetings of the Executive Committee shall be mailed, delivered or sent by electronic mail to each member not less than five (5) days prior to the date thereof. Written notice of all meetings of the Executive Committee shall be posted at the place(s) for posting notice of public meetings of each of the Parties hereto in accordance with the Texas Open Meetings Act. The Chair of the Executive Committee shall transmit to each member of the Executive Committee a notice for the purpose of such posting not less than five (5) days prior to the date of the meeting. Written notice of any special meeting of the members shall be given to each member not less than 24 hours and as soon as reasonably possible prior to the date thereof. The notice shall state the place, date and time of the meeting, who called the meeting, and the general purpose or purposes for which the meeting is called. Notice shall be given by or at the general direction of Chair of the Committee, or the members calling the meeting.

3.11 Duties - The activities of the Executive Committee shall include, but not be limited to the following:

- A. To develop and recommend proposed written operating policies to the TCJB consistent with any rules and regulations adopted by the Texas Juvenile Justice Department pursuant to Texas Education Code Sec. 37.011, and Texas Human Resources Code Sec. 221.002(a) regarding the operations, policies and procedures of the JJAEP Co-Op, and to make advisory recommendations to the TCJB regarding such operations, policies, and procedures including suggested changes or amendments thereto;
- B. To facilitate coordination with the Participants to this Agreement on matters relating to the supervision, educational and rehabilitative services available for expelled students and students assigned to the JJAEP Co-Op and the subsequent transition back into the school setting;
- C. To formulate and recommend other policies or procedures as appropriate to the TCJB as may be necessary to operate consistent with any rules and regulations as shall be adopted by the Texas Juvenile Justice Department; and
- D. To review the annual budget, actual operating costs, and cost projections for the JJAEP Co-Op.

3.12 JJAEP Co-Op Executive Committee Compensation - No member of the JJAEP Co-Op Executive Committee shall receive compensation for his or her services as a member of the Committee. Nothing herein contained shall be construed to preclude any Committee member from receiving compensation or reimbursement for expenses from the member's respective employer for serving on the Committee.

**SECTION FOUR: STUDENT PLACEMENT IN JJAEP**

4.1 The Participants hereto acknowledge that Texas Education Code Sec. 37.010(a) requires that every expelled student in a county with a population of 125,000 or greater who is not detained or receiving treatment under an order of the juvenile court must be enrolled in an educational program. It is therefore the intent of the JJAEP Co-Op to provide educational services to all expelled students, as provided more fully herein, in accordance with Texas Education Code Sec. 37.011. However, no students will be assigned to the Travis County JJAEP except as set forth by provisions of this Agreement.

4.2 Students who are expelled from the school district setting will be afforded due process within the respective ISD as provided by school district policy and federal and state law.

4.3 Each ISD shall use its best efforts to notify the juvenile court in writing as soon as practicable upon the ISD's identification of a student who the ISD reasonably believes has engaged in conduct for which the student will be subject to mandatory expulsion. Such notice may be given in addition to any notice required under Texas Family Code Sec. 52.041. If the juvenile court receives written notice under this section that a student is believed to have engaged in conduct for which the ISD reasonably believes the student will be subject to mandatory expulsion, and the student is under the jurisdiction of the juvenile court, the juvenile court shall consider entering an order that the student attend the JJAEP Co-Op as soon as practicable, pending the outcome of any disciplinary proceedings at the ISD.

4.4 Every student eligible for placement in the JJAEP as set forth by the provisions of this Agreement who has been expelled from an ISD, and for whom information has been provided by the ISD from which the student has been expelled to the juvenile court in accordance with Texas Family Code Sec. 52.041, shall be ordered by the juvenile court to enroll in the JJAEP Co-Op as soon as reasonably practicable after the juvenile court's receipt of such notice. The information provided by the ISD for any student expelled for serious misbehavior under Texas Education Code Sec. 37.007(c), shall include documentation of the serious misbehavior and documentation of the behavioral interventions provided by the ISD prior to the expulsion.

4.5 Failure of an ISD to timely notify the juvenile court of an expulsion pursuant to Texas Family Code Sec. 52.041 shall result in the student's duty to continue attending the school district's educational program, which shall be provided to that student until such time as the notification to the juvenile court is properly made.

4.6 The juvenile court shall, for each student taken into custody for conduct that occurred on school property or at a school-sponsored or school-related activity, use its best efforts to ascertain whether the conduct for which the student was taken into custody would subject the student to mandatory expulsion. If the juvenile court ascertains that the conduct for which the student was taken into custody is such that it would subject the student to mandatory expulsion, the juvenile court shall consider entering an order that the student immediately begin attending the JJAEP Co-Op pending resolution of the disciplinary action, including any expulsion hearings, at the ISD.

4.7 It is the intent of the Participants hereto that for each expelled student who is placed in the JJAEP Co-Op, the term of such placement will be coterminous with the term of the student's expulsion from school. In an effort to support a student's successful transition from the JJAEP, the ISDs agree that a student's JJAEP placement shall terminate at the end of the home school district's grading period, except that any placement shall have a term of no less than 30 school days, absent extenuating circumstances. Students must remain in the JJAEP Co-Op for the full period ordered by the juvenile court unless the student's school district agrees to accept the student before the date ordered by the juvenile court, or the student is referred back to the ISD pursuant to Section 4.8 or Section 4.9 or Section 4.10 herein. The juvenile court shall consider the term of a student's expulsion in entering any order as to the student, including terms and conditions of release from custody, deferred prosecution, or probation. At the conclusion of the student's term of probation, or any other requirement imposed by the juvenile court, including conditions of a deferred prosecution ordered by the court, or such conditions required by the prosecutor or probation department, and if the student meets the requirements for admission into the public schools established by law, the school district in which the student resides must readmit the student, but may assign such student to the school district alternative education program. In an effort to facilitate the required transition meeting between JJAEP and the home school district, a student may remain enrolled in the JJAEP for up to one week (7 calendar days) in the event that a student's term of probation or pre-trial supervision ends before the term of expulsion expires. The JJAEP is responsible for ensuring the transition meeting is scheduled at the earliest possible date.

4.8 It is the intent of the Participants hereto that the JJAEP Co-Op shall give priority to mandatory expulsion students from each of the ISDs. It is understood by the Participants, however, that the JJAEP Co-Op has limited space and staffing, and that conditions outside the control of any Participant to this Agreement may cause fluctuations in the JJAEP Co-Op population. The current maximum capacity of the JJAEP is fifty students. The "maximum capacity" of the JJAEP may be redefined from time to time, however, as deemed appropriate by the JJAEP Co-Op. Given the limited space at the JJAEP, participants agree to abide by the following procedures for discretionary placement decisions:

- A. Each participating school district will be permitted to enroll as many as four (4) discretionary students in the JJAEP Co-Op at the same time during the school year. Any district that exceeds four (4) discretionary enrollments at the same time will be billed in accordance with Section 9.1.b. of this Agreement. These students must meet the definitions of Discretionary Category I, II, III or IV students, as set forth by

Section 1.1 of this Agreement.

- B. Discretionary students will not be accepted into the JJAEP in the event that maximum capacity has been reached.
- C. Discretionary students will not be accepted into the JJAEP if the student is seventeen (17) years of age or older, and not under the jurisdiction of the juvenile court.

In the event the JJAEP has reached maximum capacity and a mandatory expulsion student is referred for placement in the JJAEP Co-Op, the JJAEP Manager will immediately identify the school district(s) with the highest number of discretionary student placements and determine which discretionary student from these districts should be dismissed from the JJAEP Co-Op to accommodate the additional mandatory expulsion student. The decision by the JJAEP Manager will be based on the severity of the offense, the circumstances and term of the expulsion, the number of days the student has attended JJAEP, and the student's academic and behavioral progress while at the JJAEP.

In the event the JJAEP has reached maximum capacity and a school district with fewer than four (4) discretionary placements refers a student for placement based on a discretionary offense, the JJAEP Manager will identify any district(s) with more than four (4) discretionary student placements and determine which discretionary student(s) from these districts must be dismissed from the JJAEP to accommodate the referral from the district with fewer than four (4) discretionary placements. The decision by the JJAEP Manager will be based on the severity of the offense, the circumstances and term of the expulsion, the number of days the student has attended JJAEP, and the student's academic and behavioral progress while at the JJAEP.

4.9 A student who is assigned to the JJAEP as a "Discretionary Category II" student for a felony offense under Texas Education Code Sec. 37.0081(a) shall be returned to the student's home ISD upon the first of the following events to occur:

- a. The charges are dismissed or reduced to a misdemeanor offense;
- b. The student is acquitted;
- c. The student completes the term of placement;
- d. The student is assigned to another program; or
- e. The student graduates from high school.

4.10 A student who is assigned to the JJAEP for engaging in serious misbehavior, as defined by and pursuant to Texas Education Code Sec. 37.007(c) will be returned to the sending ISD upon the completion of the semester or, in circumstances when the student is expelled within 6 weeks of the end of a semester, the completion of the following semester, unless otherwise returned earlier by expiration of the term of the expulsion or by other mutual agreement.

## **SECTION FIVE: SCHOOL LIAISON**

5.1 Each ISD shall notify the juvenile court in writing of its designated School Liaison. Each School Liaison shall have authority to offer recommendations to the juvenile court regarding placement alternatives for students under the jurisdiction of the juvenile court, and to bind the School Liaison's respective ISD to any agreement to return a child to the school setting.

5.2 The School Liaison shall assist the juvenile court in obtaining the permission from the parent(s) of each student served by the JJAEP Co-Op to release medical, educational or other appropriate records to the juvenile court and to the JJAEP Co-Op. In the absence of such parental consent, the juvenile court may consider the need for a court order releasing such records, and the School Liaison may provide the juvenile court with such other educational information regarding the child as may be permitted by law.

5.3 The School Liaison shall be responsible for coordinating the ISD's participation on the ISSP transition team, as appropriate.

5.4 As necessary, the School Liaison will consult with representatives of the Participants regarding matters affecting the programs, services, and student population of the JJAEP Co-Op.

## **SECTION SIX: JJAEP CO-OP FACILITIES AND STAFFING**

6.1 The JJAEP Co-Op facilities and staffing will be provided by Travis County and the TCJB. Such facilities and staffing may be provided under a separate agreement with one or more ISDs or a third-party provider. It is contemplated by the Participants that the facilities, staffing, services and other requirements of the JJAEP Co-Op will be fully operational to the extent of this Agreement no later than the first day of school in each year in which this Agreement continues in force and effect. The JJAEP Co-Op shall operate on the same school calendar as the Austin Independent School District. TCJB shall comply with all state bidding and procurement laws in obtaining facilities and staffing for the JJAEP Co-Op to the extent such are applicable.

## **SECTION SEVEN: TRANSPORTATION**

7.1 Each ISD shall be responsible for providing for the transportation of its students to and from the JJAEP Co-Op facility. Each ISD acknowledges and agrees that the student drop off and pick-up locations will be no further than two (2) miles from the students' residence. Disciplinary incidents occurring during transport on the ISDs' vehicles will be referred to the JJAEP Program Administrator or designee for appropriate disciplinary action.

## **SECTION EIGHT: RELEASE OF STUDENT AND JUVENILE RECORDS**

8.1 The governing body of each Participant finds that in order to appropriately serve students receiving services under this Agreement, the sharing of information pertinent to the provision of education and rehabilitation services is essential and in the best interests of the students served. In the absence of parental consent, the juvenile court with jurisdiction over a student receiving educational services under this Agreement shall consider authorizing the entities providing services to such student to release appropriate juvenile, educational, diagnostic, treatment or other records as appropriate to permit the consistent provision of services to the student, as provided under Texas Family Code Sec. 58.0051 and 58.0052.

8.2 All student education records specific to an individual student shall be considered confidential, and shall be shared only with the juvenile court, the student, the parent(s) or guardian(s) of the student, and those employees of the juvenile court, Participant, or JJAEP Co-Op with a legitimate educational interest in the student. Student educational records shall be transferred to the appropriate ISD upon dismissal of a student from the JJAEP Co-Op.

- 8.3 Each ISD shall be responsible for providing the JJAEP the following educational records prior to the student's admission to the JJAEP:
- a. Grades and transcript (current and immediately preceding semester)
  - b. Current student schedule
  - c. Attendance for the immediately preceding semester
  - d. Behavior referrals for the immediately preceding semester
  - e. Student's Texas Unique ID Number (TSDS #)
  - f. PEIMS ID
  - g. Immunization records
  - h. Special Education assessments, if applicable
  - i. Special Education plans, including ARD, IEP, BIP, or 504 information, if applicable
  - j. Manifestation Determination Review documentation, if applicable
  - k. LPAC-ELL documentation, if applicable
  - l. Home language survey
  - m. School lunch eligibility
  - n. Current information related to state-mandated assessments
  - o. Expulsion letter

## **SECTION NINE: FUNDING FOR JJAEP CO-OP**

9.1.a. Daily Rate for Discretionary Category I and III Students - The ISDs will be billed a daily rate not to exceed the daily rate authorized by the Texas Juvenile Justice Department for mandatory expulsion students for each day a "Discretionary Category I" student expelled pursuant to Texas Education Code Sec. 37.007 (b), (c), (f) or (i); or a "discretionary category III" student placed as a publicly Registered Sex Offender pursuant to Texas Education Code Chapter 37,

Subchapter I, is in attendance in the JJAEP Co-Op.

9.1.b. Daily Rate for Discretionary Category II and IV Students - The ISDs will be billed a daily rate based on the actual operational costs, as determined by the TCJB based on the Board's annual audit, for each day a "Discretionary Category II" student expelled for a felony pursuant to Texas Education Code Sec. 37.0081 or a "Discretionary Category IV" student is enrolled in the JJAEP. Audit figures from the most recently finalized audit will be used to set current year actual daily costs. The rate per student per day of enrollment for school year 2023-2024 will be set by the TCJB at their duly noticed meeting in August 2023, and notification will be provided to all ISDs under this Agreement.

9.2 Rollover Funds - If any portion of the funds paid by the ISDs hereunder remain unused at the end of the term of this Agreement, such funds shall become rollover funds for the following year and shall be applied to the cost of funding JJAEP Co-Op operational expenses for the subsequent school year(s).

9.3 Maintenance of Depository Account - Travis County shall place all funds received hereunder in a fully insured depository account, or other secured account, as required by law. Funds received hereunder shall be separately accounted for and may not be budgeted or allocated for any purpose other than the operation of the JJAEP Co-Op. All principal and any interest accruing to the TCJB account from such deposited funds shall be credited to the JJAEP Co-Op and shall be used for the necessary and reasonable expenses of the JJAEP Co-Op and shall not be commingled with the regular operating funds of either the TCJB or Travis County. All rollover funds shall be separately accounted for and used to fund program costs for the subsequent school year.

9.4 Accounting - Travis County shall provide an accounting to the Participants, on an as-requested basis, of the amounts paid to the TCJB in connection with the JJAEP Co-Op, together with supporting documentation.

9.5 Billing - Travis County agrees to establish and coordinate billing arrangements with the ISDs with respect to the ISDs' funding obligations, if any, to the JJAEP Co-Op under this Agreement.

9.6 Audit - At least annually, Travis County shall provide an audited accounting to the other Participants of funds received and paid with respect to the JJAEP Co-Op.

9.7 Budget - The Executive Committee shall provide recommendations to the TCJB on budgetary matters relating to the establishment and operation of the JJAEP Co-Op.

**SECTION TEN: SPECIAL SERVICES**

10.1 The TCJB shall be responsible for providing any educational and support services that are provided to all students in a general education setting. The referring ISD is responsible for

providing any education and support services beyond the general educational curriculum and general education setting that are required to comply with Section 504 of the Rehabilitation Act of 1973 (“Section 504”), the Americans with Disabilities Act of 1990 (“ADA”), Individuals with Disabilities Education Act (“IDEA”), and Title VI of the Civil Rights Act of 1964. The ISD in which a student resides shall provide and fund any services specified in the Individualized Education Plan (IEP), 504 Plan, and Language Proficiency Assessment Committee (LPAC) Report that fall outside of the general education curriculum or setting to eligible students.

10.2 TCJB and the ISDs shall cooperate in the provision of special services to students placed in the JJAEP Co-Op. However, ultimately, the referring ISD is responsible to ensure that appropriate programs and services, as articulated in a student’s IEP, Behavior Intervention Plan (BIP), 504 Plan, or LPAC Report are provided at the JJAEP continuously and without disruption.

10.3 Any student who commits an offense and has been identified by the ISD as having a disability may be expelled from the ISD only after a duly constituted Admission, Review, and Dismissal (“ARD”) Committee or 504 Committee determines that the alleged offense is not a manifestation of the student’s disability in accordance with applicable state and federal laws. Each ISD shall provide reasonable notice to the administrator of the JJAEP Co-Op of the ISD's ARD Committee or 504 Committee meetings where placement in the JJAEP Co-Op will be considered or when reviewing or modifying the program of a student who qualifies for special education or 504 services in the JJAEP Co-Op. A copy of the student’s current Special Education or 504 records must be provided to the JJAEP administrator with the notice of the meeting. The JJAEP administrator or designee may participate in the meeting to the extent that the meeting relates to the student’s placement in the JJAEP and the implementation of the student’s IEP, BIP, or 504 Plan. The ISDs shall be responsible for scheduling and sending notices of ARD or 504 meetings during the period of expulsion, and for notifying and inviting JJAEP Co-Op representatives to participate in these meetings. For students receiving services under the Individuals with Disabilities Education Act or Section 504, the ARD Committee or 504 Committee meetings shall satisfy the requirement for the Individual Student Services Plan transition team meetings as otherwise required in Section 12.1 herein.

10.4 If, after placement of a student with disabilities in the JJAEP Co-Op under this Agreement, the administrator of the JJAEP Co-Op has concerns that the student’s educational or behavioral needs cannot be met in the JJAEP Co-Op, the administrator (or his/her designee) shall immediately provide written notice to the ISD from which the student was expelled. Upon receipt of such notice, the ISD shall convene an ARD Committee or 504 Committee meeting to reconsider the placement of the student in the program, giving reasonable advance notice to the administrator of the JJAEP Co-Op. A representative of the JJAEP Co-Op may participate in the ARD Committee or 504 Committee meeting to the extent that the meeting relates to the student’s placement or continued placement in the JJAEP Co-Op.

10.5 If a student assigned to the JJAEP is suspected of having a disability under IDEA criteria, the referring ISD’s Child Find procedure will be initiated to resolve whether an assessment to determine eligibility is necessary. The JJAEP will assist with the completion of necessary

referral documents. Any student determined to qualify for services and protection under IDEA or Section 504, shall be afforded all lawfully required services and protections by the referring ISD to the extent that the JJAEP cannot provide the service and the referring ISD is notified of the need to provide the service.

10.6 The JJAEP, in collaboration with the referring ISD, must ensure that a student who is non-English speaking or who speaks English as a second language is provided English Language Learner (ELL) services and instruction appropriate to address his or her needs, as determined by a Language Proficiency Assessment Committee (LPAC). The referring ISD shall be responsible for scheduling and sending notices of LPAC meetings and any related assessments during the period of expulsion. The referring ISD shall provide reasonable written notice to the JJAEP Administrator of any LPAC meetings during the period of expulsion and will allow JJAEP representatives to attend and participate in the meetings. The referring ISDs will provide copies of the most current LPAC determinations to the JJAEP.

## **SECTION ELEVEN: ADMINISTRATION OF ALL REQUIRED STATE TESTING**

11.1 In accordance with Texas Education Code, Section 37.011(d), state mandated assessment instruments shall be administered to all students enrolled in the JJAEP, except where such students are exempted from such testing by an ARD committee or other legal authority. The Participants agree that they will cooperate in the acquisition of testing materials, scheduling, and as otherwise necessary in order to facilitate assessment instrument administration. Prior to scheduled testing dates, the Participants will communicate regarding the most efficient method of obtaining secured testing materials for all students placed in the JJAEP. The JJAEP and ISDs will cooperate in the acquisition of such materials for students in the JJAEP. Each ISD shall provide to the JJAEP Administrator the name of a responsible contact person who shall have responsibility, on behalf of each ISD, for coordination of administration of statewide assessment instruments for that ISD's students enrolled in the JJAEP.

## **SECTION TWELVE: EXPEDITED MAGISTRATE SYSTEM**

12.1 The expeditious hearing of all cases related to the JJAEP Co-Op by the juvenile court is crucial to the spirit and the letter of the Texas Legislature's changes to the Education, Family, and Penal Codes, along with Texas Administrative Code, Chapter 348. The TCJB and juvenile courts will utilize their best efforts to provide a system whereby all juvenile cases related to the Travis County JJAEP can be heard by the juvenile courts as soon as practicable after the student has been expelled from the school setting. Accordingly, the following expedited judicial procedures shall be applied to those cases concerning students expelled from the school setting, pursuant to [Texas Family Code Sec. 52.041](#):

- A. The juvenile courts shall establish a procedure by which the Juvenile Probation Department Intake Unit shall identify students who are eligible for placement in the JJAEP Co-Op and notify the District Attorney when it receives a referral for an offense that may result in placement in the JJAEP Co-Op not later than the next

working day after the referral is received.

- B. The ISDs shall make their best efforts to conduct their expulsion hearings no later than seven (7) school days after an offense is reported to the respective School Liaison. If the student is expelled, the ISD will send to the juvenile court, not later than the second working day after the expulsion hearing, the recommendations of the School Liaison regarding placement of the student in either the JJAEP Co-Op or a school district program and any other relevant documentation as required by Section 12.1 (D) of this Agreement.
- C. If a student is expelled before a referral to juvenile court is made by law enforcement or any other referring agency, the expulsion order will serve as the initial referral to juvenile court.
- D. The board of the school district or a person designated by the board shall deliver a copy of the order expelling the student and any other information required by [Texas Family Code Sec. 52.04](#) on or before the second working day after the date of the expulsion hearing to the authorized officer of the juvenile court. The referring agency shall provide the following information upon the referral of a child to juvenile court:
  - (1) all information in the possession of the person or agency making the referral pertaining to the identity of the child and the child's address, the name and address of the child's parent, guardian, or custodian, the names and addresses of any witnesses, and the child's present whereabouts;
  - (2) a complete statement of the circumstances of the alleged delinquent conduct or conduct indicating a need for supervision;
  - (3) when applicable, a complete statement of the circumstances of taking the child into custody;
  - (4) when referral is by an officer of a law-enforcement agency, a complete statement of all prior contacts with the child by officers of that law-enforcement agency; and
  - (5) when referral is by a school district, any academic and behavioral records as the district has legal authority to share with the juvenile court, or in the absence of such authority, a written report relating non-confidential information that is relevant to the educational placement of the student.
- E. Within five (5) working days of receipt of an expulsion order by the office or official designated by the juvenile board, a preliminary investigation and determination shall be conducted as required by [Texas Family Code Sec. 53.01](#).

- F. The office or official designated by the juvenile board shall within two (2) working days notify the school district that expelled the student if:
- (1) the student is not a child;
  - (2) no probable cause existed to believe the child engaged in delinquent conduct or conduct indicating the need for supervision;
  - (3) no deferred prosecution or formal court proceedings have been or will be initiated involving the child;
  - (4) the court or jury finds that the child did not engage in delinquent conduct or conduct indicating a need for supervision and the case has been dismissed with prejudice; or
  - (5) the child was adjudicated but no disposition was or will be ordered by the court. [Texas Family Code Sec. 52.041\(d\)](#).
- G. No student shall be expelled without written notification by the board of the school district or its designated agent to the juvenile board's designated representative. The notification shall be made not later than two (2) working days following the board's determination that the student is to be expelled. Failure to timely notify the designated representative of the juvenile board shall result in the student's duty to continue attending the school district's educational program, which shall be provided to that student until such time as the notification to the juvenile board's designated representative is properly made. [Texas Family Code Sec. 52.041\(e\)](#).

### **SECTION THIRTEEN: ACADEMIC REVIEW AND TRANSITION**

13.1 Within a reasonable period of time after admission to the JJAEP Co-Op, each student shall have an Individual Student Services Plan ("ISSP") prepared by the ISSP transition team to meet the student's individual academic needs. The ISSP shall be reviewed periodically, at reasonable intervals, and shall address each student's emotional, social, and educational needs. In the case of a high school student, the ISSP shall contain a review of the student's progress toward meeting high school graduation requirements and shall establish a specific graduation plan for the student. The ISSP shall be designed by the ISSP transition team and any other persons deemed appropriate by the TCJB, and shall require parental participation. For students receiving services under IDEA, no ISSP transition team review shall be required under this section.

13.2 The TCJB shall provide to the ISDs a summative evaluation of the performance of all students served by the JJAEP Co-Op on an annual basis. Such evaluation shall reflect the academic performance of students served in the JJAEP Co-Op each year, as well as providing follow-up with former students of the JJAEP Co-Op. The ISDs shall assist the JJAEP Co-Op in developing meaningful performance measurement criteria, and in providing follow-up data for

former JJAEP Co-Op students who return to the school setting. All Participants shall use their best efforts to work collaboratively to capture meaningful performance data, as well as follow-up information on students returning to the ISDs.

13.3 The ISSP transition team shall formulate a transition plan, specifying any services to be provided upon return to the regular educational setting, as part of the ISSP for each student. The ISSP transition plan shall be completed prior to the student's completion of the JJAEP Co-Op placement.

#### **SECTION FOURTEEN: TERM OF AGREEMENT**

14.1 The initial term of this Agreement shall be for the period from the effective date of this Agreement through August 31, 2024. This Agreement shall be automatically renewed for an additional term of one (1) year on the same terms and conditions, unless one or more of the Participants hereto elects to terminate this Agreement by providing written notice to all other Participants hereto at least sixty (60) days prior to the expiration of the initial term, unless terminated sooner. This Agreement may be extended for additional terms of one (1) year upon the mutual consent of the Participants evidenced by an extension agreement entered into not later than thirty (30) days prior to the termination date of this Agreement, or any extension hereof.

14.2 Any provision of the preceding Section 14.1 to the contrary notwithstanding, any ISD may withdraw from this Agreement prior to the expiration of the term hereof by written agreement of the TCJB, or for good cause, at any time. Any ISD withdrawing from this Agreement shall be entitled to recover all funds from the Texas Juvenile Justice Department to which it is entitled. No ISD withdrawing from this Agreement shall be entitled to receive any portion of the rollover funds, unless this Agreement is terminated by all Participants hereto in its entirety, or this Agreement is terminated by operation of law. In the event this Agreement is terminated in its entirety, any rollover funds remaining shall be distributed to the ISDs, pro-rata, based upon the number of students served by the ISD residing in Travis County.

14.3 In the event of termination by any Participant, the Agreement will remain in force and effect with respect to the remaining Participants, unless such termination frustrates the overall purposes and intent of this Agreement.

#### **SECTION FIFTEEN: MISCELLANEOUS**

15.1 Records and Reporting Requirements - Throughout the term of this Agreement, the Participants hereto agree to establish and maintain detailed records regarding the administration and operation of the Juvenile Justice Alternative Education Program and JJAEP Co-Op, including information regarding the costs of such programs, including facilities, staffing and administrative expenses.

15.2 Legal Requirements - The Participants agree to comply fully with all applicable federal, state, and local statutes, ordinances, rules, and regulations in connection with the programs contemplated under this Agreement. This Agreement is subject to all applicable present and future valid laws governing the juvenile justice programs applicable to school districts and/or county juvenile probation departments. In the event that any of the Participants hereto are required by law or regulation to perform any act inconsistent with this Agreement, or to cease performing any act required by this Agreement, this Agreement shall be deemed to have been modified to conform with the requirements of such law or regulation.

15.3 Notice - Except where oral notice is specifically allowed or required under this Agreement, any notice provided hereunder by any party to another shall be in writing and may be either: 1) delivered by hand to the party or the party's designated agent; 2) deposited in the United States mail, postage paid; 3) transmitted by telecopy; 4) transmitted by electronic mail transmission; or 5) delivered by a reputable courier service, to the following address or telecopy number:

**Austin Independent School District:**

Mr. Matias Segura, Interim Superintendent of Schools  
Austin Independent School District  
4000 S. I-H 35 Frontage Road  
Austin, Texas 78704  
512-414-2412 PHONE      512-414-1486 FAX  
e-mail: [matias.segura@austinsisd.org](mailto:matias.segura@austinsisd.org)

**Del Valle Independent School District:**

Dr. Annette Tielle, Superintendent of Schools  
Del Valle Independent School District  
5301 Ross Road, Suite 103  
Del Valle, TX 78617  
512-386-3010 PHONE      512-386-3015 FAX  
e-mail: [superintendent@dvisd.net](mailto:superintendent@dvisd.net)

**Eanes Independent School District:**

Dr. Jeff Arnett, Superintendent of Schools  
Eanes Independent School District  
601 Camp Craft Road  
Austin, TX 78746  
512-732-9001 PHONE      512-732-9005 FAX  
e-mail: [jarnett@eanesisd.net](mailto:jarnett@eanesisd.net)

**Lake Travis Independent School District:**

Mr. Paul Norton, Superintendent of Schools  
Lake Travis Independent School District  
3322 Ranch Road 620 South  
Austin, TX 78738  
512-533-6020 PHONE      512-533-6001 FAX  
e-mail: [nortonp@ltsidschools.org](mailto:nortonp@ltsidschools.org)

**Lago Vista Independent School District:**

Mr. Darren Webb, Superintendent of Schools  
Lago Vista Independent School District  
P.O. Box 4929  
Lago Vista, TX 78645-0001  
512-267-8300 PHONE      512-267-8304 FAX  
e-mail: [darren\\_webb@lagovista.txed.net](mailto:darren_webb@lagovista.txed.net)

**Leander Independent School District:**

Dr. Bruce Gearing, Superintendent of Schools  
Leander Independent School District  
P.O. Box 218  
Leander, Texas 78646  
512-570-0000 PHONE      512-570-0048 FAX  
e-mail: [superintendent@leanderisd.org](mailto:superintendent@leanderisd.org)

**Manor Independent School District:**

Dr. Robert Sormani, Superintendent of Schools  
Manor Independent School District  
P.O. Box 359  
Manor, TX 78653  
512-278-4002 PHONE      512-278-4017 FAX  
e-mail: [Robert.Sormani@manorisd.net](mailto:Robert.Sormani@manorisd.net)

**Pflugerville Independent School District:**

Dr. Douglas Killian, Superintendent of Schools  
Pflugerville Independent School District  
1401 West Pecan Street  
Pflugerville, TX 78660-2518  
512-594-0000 PHONE      512-594-0011 FAX  
e-mail: [superintendent@pfisd.net](mailto:superintendent@pfisd.net)

**Round Rock Independent School District:**

Dr. Hafedh Azaiez, Superintendent of Schools  
Round Rock Independent School District  
1311 Round Rock Avenue  
Round Rock, Texas 78681  
512-464-5022 PHONE            512-464-5055 FAX  
e-mail: [superintendent\\_rrisd@roundrockisd.org](mailto:superintendent_rrisd@roundrockisd.org)

**Travis County Juvenile Board:**

Honorable Rhonda Hurley  
98th District Court  
Chair, Travis County Juvenile Board  
1000 Guadalupe Street, 5th Floor  
Austin, Texas 78701  
512- 854-9384 PHONE            512-854-9332 FAX

**Travis County:**

Honorable Andy Brown, Travis County Judge  
700 Lavaca, Suite 2.300  
Austin, Texas 78701  
512- 854-9555 PHONE            512-854-9535 FAX  
with a copy to the Travis County Attorney:

Honorable Delia Garza, Travis County Attorney  
314 West 11th Street, Suite 300  
Austin, Texas 78701  
512- 854-9415 PHONE            512-854-9316 FAX

Any party may designate a different agent or address for notice purposes by giving the other Participants ten (10) days written notice in the manner provided above.

15.4 Amendments - If changed conditions are encountered during the term of this Agreement, the Agreement may be supplemented or amended under terms and conditions mutually agreeable to the Participants, provided that all such changes, amendments, supplements or modifications shall be in writing.

15.5 Integration Clause - This Agreement, including schedules and attachments, contains the entire agreement of the Participants hereto with respect to the matters covered by its terms, and it may not be modified in any manner without the express written consent of the Participants. No other agreement, statement, or promise made by or to any party, or made by or to any employee, officer, or agent of any party, that is not contained in this Agreement shall be of any force or effect. It is acknowledged by the Participants that no officer, agent, employee or representative of Travis County has any authority to change or amend the terms of this Agreement or any attachments to it or to waive any breach of this Agreement unless expressly granted that authority by the Travis

County Commissioners Court.

15.6 Partial Invalidity - If any term(s) or provision(s) of this Agreement are held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect and shall in no way be effected, impaired or invalidated, unless such holding causes the obligations of the Participants hereto to be impossible to perform or shall render the terms of this Agreement to be inconsistent with the intent of the Participants hereto.

15.7 Non-assignability - No assignment of this Agreement or of any duty or obligation of performance hereunder, shall be made in whole or in part by any Participant without the prior written consent of the other Participants hereto.

15.8 Waiver - No waiver of a breach of any provision of this Agreement shall be construed to be a waiver of any breach of any other provision. No delay in acting with regard to any breach of any provision shall be construed to be a waiver of such breach.

15.9 Immunity - Neither Travis County, the TCJB, nor the ISDs waive or relinquish any immunity or defense on behalf of themselves, their trustees, commissioners, offices, employees, and agents as a result of its execution of this Agreement and performance of the functions and obligations described herein.

15.10 Available Funds - The Participants to this Agreement expressly acknowledge and agree that all monies paid pursuant to this Agreement shall be paid from budgeted available funds for the current fiscal year of each such entity.

15.11 Open Meetings - The meetings at which this Agreement was approved by the Participants' governing boards were posted and held in accordance with the Texas Open Meetings Act, Texas Government Code Ch. 551.

15.12 Mediation - Any dispute arising under this Agreement may be submitted, upon agreement of the Participants, to non-binding mediation. When mediation is acceptable to the participants in resolving any dispute arising under this Agreement, the Participants agree to use the Dispute Resolution Center of Austin or any other mediator as shall be mutually agreed upon by the Participants, to provide mediation as described in Section 154.023 of the Texas Civil Practice and Remedies Code. Unless the Participants are satisfied with the result of the mediation, the mediation will not constitute a final binding resolution of the dispute. All communications within the scope of the mediation shall remain confidential as described in §154.073 of the Texas Civil Practice and Remedies Code, unless the Participants agree, in writing, to waive the confidentiality.

**IN WITNESS THEREOF**, the undersigned Participants acting under the authority of their respective governing boards have caused this Agreement to be duly executed in multiple counterparts, each of which shall constitute an original, all as of the day and year above first written, which is the date of this Agreement.

**APPROVED:**

DocuSigned by:  
*Rhonda Hurley*  
D1D4934DF4F8483...  
\_\_\_\_\_  
Honorable Rhonda Hurley  
Chair, Travis County Juvenile Board

**APPROVED:**

DocuSigned by:  
*Andy Brown*  
C21317DB201D47D...  
\_\_\_\_\_  
Honorable Andy Brown  
Travis County Judge

**APPROVED:**

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Austin Independent School District

**APPROVED:**

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Eanes Independent School District

**APPROVED:**

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Lake Travis Independent School District

**APPROVED:**

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Manor Independent School District

**APPROVED:**

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Round Rock Independent School District

**APPROVED:**

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Del Valle Independent School District

**APPROVED:**

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Lago Vista Independent School District

**APPROVED:**

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Leander Independent School District

**APPROVED:**

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Pflugerville Independent School District