Notice of Called
Board of Trustees
August 30, 2005

A Called of the Board of Trustees will be held on August 30, 2005, beginning at 7:00 PM, in the Administration Building, 400 East Loop 340, Waco, TX 76705.

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 same order as shown on this meeting notice. For more information about public comment, see Policy BED. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

I. Roll Call, Establishment of Quorum, Call to Order, Opening Ceremony, and Review Listing of Agenda Items --
II. Public Hearing to Discuss the 2005-2006 Budget and Proposed Tax Rate -- Mr. Gary W. Wiliams
III. Action / Discussion Items --
    A. Personnel Items - Resignations, Contract Renewals, Contract Recommendations, Job Descriptions or Revisions to Job Descriptions, and Revisions to Paygrade Chart -- Mr. Al Bishop
    B. Official Budget for 2005-2006 -- Mr. Gary W. Williams
    C. Amended Budget for 2004-2005 -- Mr. Gary W. Williams
    D. Tax Rate Ordinance for 2005-2006 -- Mr. Gary W. Williams
IV. Closed Meeting --
    A. Discussion Regarding Personnel Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, Dismissal, Complaint, or Charges (If Needed) --
    B. Confer With Employees of the District to Receive Information or Ask Questions (If Needed) --
    C. Discussion Regarding Student Discipline (If Needed) --
    D. Consultation with the District's Attorney (If Needed) --
V. Adjournment --

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

_____

For the Board of Trustees

ROLL CALL, ESTABLISHMENT OF QUORUM, AND CALL TO ORDER

The meeting was called to order at _____ m.

Board of Trustees Members Present: _____

_____

Board of Trustees Members Absent: _____

_____

BOARD PRESIDENT: THE OPENING CEREMONY CONSISTING OF THE PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG AND TO THE TEXAS FLAG WILL BE PROVIDED BY:

_____

(NAME, TITLE, POSITION, LVISD CAMPUS/DEPT.)

PLEASE STAND FOR OUR OPENING CEREMONY.

PLEDGE TO UNITED STATES FLAG.

PLEDGE TO TEXAS FLAG:

HONOR THE TEXAS FLAG, I PLEDGE ALLEGIANCE TO THEE,

TEXAS, ONE AND INDIVISIBLE.

APPROVE LISTING OF AGENDA ITEMS

Motion: _____ For: _____

Second: _____ Against: _____ Abstain: _____

School Personnel Present: _____

_____

_____

_____

Others Present: _____

_____

_____

PUBLIC HEARING TO DISCUSS 2005-2006 BUDGET AND PROPOSED TAX RATE

Presented for:
Board action ☐ Report/Review Only ☒

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
Gary W. Williams

Background Information:
N/A

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

ACTION / DISCUSSION ITEMS

Personnel Items

1. **Personnel Resignations, Contract Renewals, and Contract Recommendations**
2. **Job Description(s) or Revisions to Job Description(s)**
3. **Paygrade Chart or Revisions to Paygrade Chart**

Presented for:
Board action ☒ Report/Review Only ☐

Supporting documents:
None ☐ Attached ☒ Provided Later ☐

Note: Additional personnel items finalized after board agendas have been printed will be submitted at the board meeting.

Contact Person:
Al Bishop

Background Information:
Board Members approve the resignations of all professional personnel.

The Board of Trustees of any independent school district may employ by contract a superintendent, a principal or principals, teachers, or other executive officers for a term not to exceed the maximum specified in this section. In those independent school districts with a scholastic population of fewer than 5,000, the term of such contracts shall not exceed three years.

The personnel department, campus principals, and management teams interview and check references on each applicant who makes application to become a member of the staff of the La Vega Independent School District.

The Board of Trustees must approve revisions to the LVISD Job Description Manual.

Fiscal Implication:
Personnel salaries are a budgeted item.

Administrative Recommendation:
Board approval of the resignations, contract renewals, contract recommendations, job descriptions or revisions to job descriptions, and revisions to the Paygrade Chart as presented.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

TECHNOLOGY ASSISTANT - NETWORK MANAGER

Reports To: Director of Technology

Dept / Campus: Technology

Pay Grade: S704

Board Approval: April 2004

PRIMARY PURPOSE / FUNCTION:

Assist in providing timely and effective technology field service and network support to all campuses and administrative departments

QUALIFICATIONS:

Education/Certification:
CNA preferred
Two years of college or technical school/military training in computer maintenance and repair or equivalent experience

Special Knowledge/Skills:
Knowledge of Novell 5X and 6X, Communications/Bridging systems, Macintosh, Windows 98 SE/2000/XP computer/laptop hardware and software
Experience in managing a Novell 5Xand 6X LAN/WAN, experience in the repair and maintenance of microcomputers and peripherals such as printers, modems, CD ROMs, and scanners
Ability to assist in the set up and maintenance of LAN and WAN networks
Work cooperatively with administrators, teachers, and staff
Experience in GroupWise, GWAVA, Antivirus software, Windows server software, CISCO Networking equipment, cache, PIX, routers, switches preferred
Patient and calm demeanor

Experience:
Two years of experience working with Novell 5X and 6X networks and computer hardware and software applications

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist in day-to-day maintenance of district WAN and LAN Network systems.

2. Assist in assuring that district network hardware and software applications are maintained and upgraded as necessary.

3. Perform repairs to network servers and related equipment not covered in any maintenance agreement contract.

4. Provide transfer of hardware and software within the district as needed.

5. Assist in the installation, repair, and maintenance of network systems throughout the district.

6. Provide telephone and on-site assistance to district personnel concerning problems relating to hardware and software applications.

7. Assist in compiling, maintaining, and filing all reports, records, and other documents required.

8. Assess and respond to needs related to job responsibilities.

9. Develop professional skills appropriate to job assignment.

10. Comply with all federal, state and local school policies and regulations.

11. Demonstrate behavior that is professional, ethical and responsible, and serve as a role model for all district staff.

12. Responsible for LAN/WAN District documentation.

13. Other duties as assigned.

WORKING CONDITIONS:

Equipment Used:
Various hand tools and test instruments for electronic repairs, and date cable installation and repairs;
Various types of microcomputer hardware/software and peripherals
Electronic calculator, photocopier, facsimile machine, multi-line telephone; and cellular phones

Mental Demands:
Ability to communicate effectively (verbal and written) with varying groups of professionals
Maintain emotional control under stress
Maintain a clear focus on customer delight

Physical Demands:
Frequent district-wide travel
Occasional prolonged and irregular hours

Strenuous walking, standing, bending, stooping, kneeling, and climbing
Occasional moderately heavy lifting and carrying
Frequent use of hand tools and electronic test equipment
Operation of a motor vehicle
Ability to lift and carry 50lb

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

_____ _____

Employee Date

_____ _____

Supervisor Date

LA VEGA I. S. D. 2005-2006 PROFESSIONAL PAYGRADES

	Job Code	MINIMUM	MID-POINT	MAXIMUM
PAYGRADE: P-0 (Salaries are represented by daily rates.)				
Instructor – MCCA	P-001	$91.54	$111.64	$131.73
PAYGRADE: P-1 (Salaries are represented by annual rates.)				
Case Worker/Social Worker	P-101			
Librarian	P-102			
Registered Nurse	P-103			
Speech Pathologist (non-ASHA certified)	P-104			
Teacher	P-105			
Teacher/Coach	P-106			
Technology Specialist (Technician)	P-107	$29,000	$37,000	$45,000
Technology Specialist (Trainer)	P-108	($155.08 daily)	($197.86 daily)	($240.64 daily)
Parent Educator	P-109			
Speech Therapy Assistant	P-110			
Teacher/Intern	P-111			
Migrant/LEP Specialist	P-112			
Athletic Trainer	P-113			
Teacher - Local District Permit	P-114			
PAYGRADE: P-2 (Salaries are represented by annual rates.)				
Coordinator of Curriculum & Instruction	P-201			
Counselor (Elementary)	P-202			
Counselor (Secondary)	P-203			
Educational Diagnostician	P-204			
Instructional Facilitator	P-205	$38,406	$46,837	$55,267
Speech Pathologist (ASHA certified)	P-206			
Instructional Facilitator – Technology	P-207			
Licensed Specialist/School Psychology (LSSP)	P-208			
Reading Coach	P-209			
Math/Science Coach	P-210			
PAYGRADE: P-3 (Salaries are represented by annual rates.)				
Asst. Principal -Instruction/Elementary	P-301			
Asst. Principal - Instruction/Secondary	P-302			
Asst. Principal – Student Services	P-303			
Director of Athletics/Head Coach	P-304			
Director of Music/Head Band Director	P-305	$42,630	$51,988	$61,345
Director of Technology	P-306			
Director of Special Programs	P-307			
Director of Special Education	P-308			
Director of Family Resource Center	P-309			
PAYGRADE: P-4 (Salaries are represented by annual rates.)				
Director of Finance	P-401	$51,664	$63,005	$73,345
Director of Operations – MCCA	P-402			
Principal (Grades PK-8)	P-403			

Approved by the LVISD Board of Trustees ~ August 30, 2005

LA VEGA I. S. D. 2005-2006 PROFESSIONAL PAYGRADES

	Job Code	MINIMUM	MID-POINT	MAXIMUM
PAYGRADE: P-5 (Salaries are represented by annual rates.)				
Principal (Grades 9-12) Executive Director for Personnel & Administrative Services Director of Construction Services	P-501 P-502 P-503	$57,344	$69,932	$82,519
PAYGRADE: P-6 (Salaries are represented by annual rates.)				
Assistant Superintendent for Instructional Services	P-601	$63,650	$77,622	$91,593
PAYGRADE: P-7 (Salaries are represented by annual rates.)				
Deputy Superintendent for Support Services	P-701	$70,651	$86,160	$101,668
PAYGRADE: P-8 (Salaries are represented by annual rates.)				
Superintendent	P-801	$78,501	$95,733	$112,964

Approved by the LVISD Board of Trustees ~ August 30, 2005

LA VEGA I. S. D. 2005-2006 SUPPORT PAYGRADES

	Job Code	MINIMUM	MID-POINT	MAXIMUM
PAYGRADE: S-0 (Wages are represented by hourly rates.) Temporary Clerical Aide	S-001	$6.11	$7.46	$8.80
PAYGRADE: S-1 (Wages are represented by hourly rates.) Receptionist/Nursing & Clerical Aide Clerical Aide Instructional Aide (Regular/Resource Room) Mental Health Evaluation Clerk (MCCA) Instructional Aide (Family Resource Center) Technology Assistant Receptionist	S-101 S-102 S-103 S-104 S-105 S-106 S-107	$7.74	$9.44	$11.13
PAYGRADE: S-2 (Wages are represented by hourly rates.) Counseling Center Clerk Health Aide Special Assignment Aide (Computer Lab) Special Assignment Aide (MCCA) Special Assignment Aide (OCS/AEP) Special Assignment Aide (Special Education) Special Assignment Aide Special Assignment Aide (Family Resource Center) Clerical Aide (Library) CDA Teacher (Family Resource Center)	S-201 S-202 S-203 S-204 S-205 S-206 S-207 S-208 S-209 S-210	$8.52	$10.40	$12.27
PAYGRADE: S-3 (Wages are represented by hourly rates.) Receptionist/Support Services Clerk Secretary – Family Resource Center Warehouse/Accounting Clerk	S-301 S-302 S-303	$9.39	$11.45	$13.51
PAYGRADE: S-4 (Wages are represented by hourly rates.) Administrative Secretary I (Campus) Student Services/Accounting Clerk Administrative Secretary I (Food Service) Payroll Clerk Accounting Clerk Admin. Secretary I (Special Education) Administrative Secretary I – Technology Department Student Accounting Clerk – MCCA Campus Attendance Coordinator	S-401 S-402 S-403 S-404 S-405 S-406 S-407 S-408 S-409	$10.43	$12.72	$15.00

Approved by the LVISD Board of Trustees ~ August 30, 2005

LA VEGA I. S. D. 2005-2006 SUPPORT PAYGRADES

	Job Code	MINIMUM	MID-POINT	MAXIMUM
PAYGRADE: S-5 (Wages are represented by hourly rates.) Administrative Secretary II Administrative Assistant - MCCA Attendance Field Officer Employee Benefits/Personnel Clerk	S-501 S-502 S-503 S-504	$11.57	$14.11	$16.65
PAYGRADE: S-6 (Wages are represented by hourly rates.) Accounts Payable/Purchasing Clerk District PEIMS/Student Services Clerk PEIMS/Personnel Specialist Technology – Asst. Network Manager	S-601 S-602 S-603 S-604	$12.90	$15.74	$18.57
PAYGRADE: S-7 (Salaries are represented by daily rates based on 7.5-hour workdays.) Admin. Asst. to the Supt./Public Info. Officer Admin. Asst. for Personnel & Admin. Services Admin. Asst. for Business Services Technology Assistant/Network Manager Admin. Asst. for Instructional Services Technology Asst./Technician	S-701 S-702 S-703 S-704 S-705 S-706	$112.28	$136.93	$161.57

Approved by the LVISD Board of Trustees ~ August 30, 2005

LA VEGA I. S. D. 2005-2006 AUXILIARY PAYGRADES

	Job Code	MINIMUM	MID-POINT	MAXIMUM
PAYGRADE: A-1 (Wages are represented by hourly rates.) Cafeteria Worker Cafeteria Worker - FRC Security/Patrol Clerk Cafeteria Monitor Temporary Auxiliary	 A-101 A-102 A-103 A-104 A-105	$6.30	$7.68	$9.06
PAYGRADE: A-2 (Wages are represented by hourly rates.) Cook I Custodian Relief Custodian Custodian – LVFRC	 A-201 A-202 A-203 A-204	$6.87	$8.38	$9.89
PAYGRADE: A-3 (Wages are represented by hourly rates.) Cook II Cook III	 A-301 A-302	$7.57	$9.23	$10.89
PAYGRADE: A-4 (Wages are represented by hourly rates.) General Maintenance I Assistant Cafeteria Manager Cafeteria Manager-In-Training	 A-401 A-402 A-403	$8.40	$10.24	$12.03
PAYGRADE: A-5 (Wages are represented by hourly rates.) Cafeteria Manager Head Custodian General Maintenance II Food Service/Warehouse Manager	 A5-01 A5-02 A5-03 A5-04	$9.32	$11.37	$13.41
PAYGRADE: A-6 (Wages are represented by hourly rates.) Leadman - General Maintenance Maintenance/HVAC & Refrigeration Technician	 A-601 A-602	$10.34	$12.61	$14.88

Approved by the LVISD Board of Trustees ~ August 30, 2005

LA VEGA I. S. D. 2005-2006 AUXILIARY PAYGRADES

	Job Code	MINIMUM	MID-POINT	MAXIMUM
PAYGRADE: A-7 (Salaries are represented by daily rates based on 8 hour workdays.)				
Safety & Environmental Compliance Specialist	A-701	$105.46	$128.61	$151.76
Assistant Maintenance Director/Lead Technician	A-702			
Custodial Supervisor	A-703			
PAYGRADE: A-8 (Salaries are represented by daily rates based on 8 hour workdays.)				
Director of Maintenance	A-801	$138.21	$168.55	$198.89

Approved by the LVISD Board of Trustees ~ August 30, 2005

Approve 2005-2006 Official Budget

Presented for:
Board action ☒ Report/Review Only ☐

Supporting documents:
None ☐ Attached ☐ Provided Later ☒

Contact Person:
Mr. Gary W. Williams

Background Information:
The 2005-2006 Budget is herewith presented for adoption. The Official Budget consists of The General Fund, The Child Nutrition Fund, the McLennan County Challenge Academy Fund, and the Debt Service Funds, as required by law. Also presented for review and information are all Special Revenue Funds and the Capital Projects Fund. The latter funds are not required to be adopted by the Board, since they are set by outside sources and grants.

Fiscal Implication:
The General Fund and the Debt Service Fund will be supported by a combination of local tax dollars, state revenue, and federal funding. The Child Nutrition and Challenge Academy Funds are budgeted independently as self-supporting funds.

Administrative Recommendation:
It is recommended that the 2005-2006 Official Budget be adopted as presented.

Motion: _____

Second: _____

For: _____

Against: _____

Approve Amended Budget For 2004-2005

Presented for:
Board action ☒ Report/Review Only ☐

Supporting documents:
None ☐ Attached ☐ Provided Later ☒

Contact Person:
Mr. Gary W. Williams

Background Information:
Texas School Districts are required by state accounting and audit guidelines to adopt an amended budget that ensures sufficient budgeted revenues and no over expenditure in any function category. This means that actual revenues must exceed the budget, and actual expenditures must be less than the budget in each category; e.g. total expenditures for Instruction must not exceed the budget for function 11. The attached Budget Change Requests satisfies the requirements.

Fiscal Implication:
Budgeted amounts in both revenue and expenditures have been set at conservative levels. The projected net effect on budgeted fund balance is to understate the actual ending fund balance, which will be determined during the annual audit.

Administrative Recommendation:
It is recommended that the Board of Trustess approve the final amended budget for 2004-2005.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

Tax Rate Ordinance for 2005-2006

Presented for:
Board action ☒ Report/Review Only ☐

Supporting documents:
None ☐ Attached ☒ Provided Later ☐

Contact Person:
Gary Williams

Background Information:
The 2005-2006 Budget is partially supported by local tax revenue; specifically, the General Fund and the Debt Service Funds. The attached resolution sets forth the recommended tax rates for Maintenance and Operation (General Fund) and Debt Service (Interest and Sinking Fund). These tax rates have been advertised in accordance with applicable laws.

Fiscal Implication:
The recommended General Fund tax rate is $1.5000, and the recommended Debt Service tax rate is $.2975, for a total tax rate of $1.7975. These rates are below the rollback rate as calculated and advertised in the Waco Tribune-Herald.

Administrative Recommendation:
It is recommended that the Board adopt a tax rate of $1.5000 for Maintenance and Operations and $.2975 for Debt Service, for a total tax rate of $1.7975, as detailed in the attached resolution.

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

ORDINANCE SETTING TAX RATE

Date: August 30, 2005

On this date, we, the Board of Trustees of the La Vega Independent School District, hereby levy or set the tax rate on $100 valuation for the District for the tax year 2006 at a total rate of $1.7975, to be assessed and collected by the duly specified tax office as follows:

$1.50 for the purpose of maintenance and operations, and $0.2975 for the purpose of payment of principal and interest on debts.

Such taxes are to be assessed and collected by the tax officials designated by the District.

Signed: _____
President, Board of Trustees

Attest: _____
Secretary, Board of Trustees

CLOSED MEETING

A. Discussion Regarding Personnel Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, Dismissal, Complaint, or Charges (If Needed)

B. Confer with Employees of the School District to Receive Information or to Ask Questions (If Needed)

C. Discussion Regarding Student Discipline (If Needed)

D. Consultation with District's Attorney (If Needed)

Presented for:
Board action ☐ Report/Review Only ☒

Supporting documents:
None ☒ Attached ☐ Provided Later ☐

Contact Person:
Dr. Monte Geren

Background Information:
The Board may enter into a closed meeting after the following requirements have been met:

1. A quorum of the Board has first been convened in open meeting for which notice has been given.
2. The presiding officer has publicly announced in open meeting that a closed meeting will be held.
3. The presiding officer has identified the section or sections of the Open Meetings Act or other applicable statutes that authorize the holding of such closed meeting.

Fiscal Implication:
N/A

Administrative Recommendation:
N/A

A closed meeting was declared at _____.m. on _____, 2005 to

discuss: _____

_____

The closed meeting ended at _____.m. on _____, 2005.

ADJOURNMENT

Motion: _____

Second: _____

For: _____

Against: _____

Abstain: _____

Date and Time: _____