

Agenda of Regular Meeting

The Board of Trustees Lake Travis Independent School District

A meeting of the Board of Trustees of Lake Travis Independent School District will be held October 22, 2009, beginning at 6:00 PM in the Educational Development Center, Live Oak Room, 607 RR 620 North, Austin, Texas 78734.

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

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

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

1. Call To Order
2. Quorum Determination
3. Closed Session - Trustees will meet in closed session as permitted by the Texas Government Code Section 551.001 et. seq.
 - A. 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).
 - B. 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.)
 - 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.)

4.	**OPEN SESSION WILL BEGIN AT 7:00 P.M.**	
5.	Pledge of Allegiance and Moment of Silence	
6.	Superintendent Update	
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	6. Resolution to Sanction 4-H as an Extracurricular Activity	56
	7. August and September 2009 Financials - Statement of Revenues & Expenditures, Balance Sheet, Summary of Tax Collections Report and Quarterly Investment Report (August 31, 2009)	62
	8. Minutes - September 8, 2009 Board Workshop; September 8, 2009 Regular Board Meeting; September 17th Board/Superintendent Conference; October 8, 2009 Board Workshop; October 15, 2009 Special Called Meeting	71
9.	Upcoming Meetings	
	A. November 5, 2009, 6:00 p.m., Board Workshop, EDC	
	B. November 19, 2009, 7:00 p.m., Regular Board Meeting, EDC	
	C. December 10, 2009, 6:00 p.m., Board/Superintendent Conference, EDC	
	D. December 17, 2009, 7:00 p.m., Regular Board Meeting, EDC	
10.	Adjournment	

National Merit Introductions
Presented by Mrs. Kimberly Brents
October 22, 2009

National Merit Semi-Finalists

Lake Travis is proud to announce that we have 18 students who have been recognized by the National Merit Scholarship Program. This year we have three students who have qualified for recognition as National Merit Semi-finalists. These students are members of the group that represents less than one percent of each state's high school seniors, are the top scorers from each state, and show exceptional academic ability and potential for success in rigorous college studies. They will have the opportunity to continue in the competition for scholarships worth more than \$36 million, which will be awarded in the spring.

Our National Merit Semi-Finalists are:

Elyse Cunningham, daughter of Frank and Patti Cunningham

Elyse would like to attend Baylor University and major in psychology and English. She would like to be either a pediatric psychologist or a high school teacher.

Favorite teacher: Kenny Vise

“Mr. Vise has taught me to always do my best in everything that I do from playing the flute to taking a physics test. If you practice perfection you have no choice but to repeat perfection. Mr. Vise has also challenged me and given me ample opportunities to be a leader in everything that I do.”

Lauren Gilbert, daughter of Ken and Barbara Gilbert

Lauren would like to attend the University of Texas, University of California at Berkley, or Stanford University and major in chemical engineering or biochemistry.

Favorite teacher: Kenny Vise

“I am very appreciative of Mr. Vise for leading the band in which I learned skills that I will need for the rest of my life.”

Ian Steigmeyer, son of Steve and Taimi Steigmeyer

Ian would like to attend the University of Chicago or MIT and study economics and econometrics, Chinese, and business and trade law.

Favorite teacher: Ian did not select a favorite teacher, as he says that he likes all his teachers.

National Merit Commended Students

We have 11 students who are being recognized as Commended Students. Each year about 34, 000 students are recognized for their exceptional academic promise. The Commended Students placed among the top 5 percent of more than the 1.5 million who entered the competition.

Our Commended Students are:

Nick Albanese, son of Robert and Cheryl Albanese

Nick would like to attend Rice, Dartmouth, or Georgetown University and study International Relations.

Favorite teachers: Caren Goodman, Jean Wilkins, and Anna Macias

“Mrs. Goodman, Ms. Wilkins, and Ms. Macias are the teachers who have most impacted my education. Each has not only helped me to excel, but also to get involved in numerous rewarding activities.”

Rachel Burdick, daughter of Brian and Cindy Burdick

Rachel would like to attend West Point, Hillsdale College or the University of Texas and major in a math or science related field.

Favorite teacher: Caren Goodman

“I’ve never really liked English, but Mrs. Goodman made it more enjoyable for me. Every day in her class was challenging and purposeful, and I feel that helped improve my writing and analysis of literature.”

Claire Cahill, daughter of Jim and Debbie Cahill

Claire would like to attend University of Connecticut, Davidson College or the University of Colorado at Boulder and study chemical engineering and mathematics.

Favorite teacher: Laura Brito-Hazelton

“Mrs. Brito has been my Spanish teacher for three years. She is really passionate about her work and did everything she could to help me become successful in the language.”

Katie Cahill, daughter of Jim and Debbie Cahill

Katie would like to attend the University of Texas and study civil, electrical or aerospace engineering.

Favorite teacher: Ginger Johnson

“Mrs. Johnson! This is my second year having her and there is never a dull moment in her class. The hands-on learning we do in her class creates such an enjoyable atmosphere. The passion she has for teaching is truly inspiring, and I will always be thankful for everything she has taught me.”

Parker Eudy, son of Ron and Kim Eudy

Parker would like to attend the University of Texas, Washington University, or Columbia and major in psychology or education.

Favorite teachers: Ms, Macias, Mrs. Goodman, and Ms Rehrig

“Mrs. Goodman and Ms. Rehrig have left an indelible impression on my high school education, as has the orchestra director, Ms. Macias, with whom I have shared nearly seven years.”

Chase Lambert, son of Gavin and Bridget Lambert

Chase would like to attend Stanford, MIT, or the University of Texas and study computer science and business.

Favorite teacher: Ginger Johnson

“Mrs. Johnson invited me to join UIL academics, and I am much smarter because of my involvement.”

Brian O’Connor, son of Peter and Kathy O’Connor

Brian would like to attend the University of Texas, Rice, Duke, Cornell, or Stanford and study chemical engineering, mechanical engineering, economics or finance.

Favorite teacher: Jeff Gamble

“Coach Gamble impacted my education by getting me excited about history, a topic in which I had previously no interest.”

Kaitlyn Sisk, daughter of Randy and Kristi Sisk

Kaitlyn would like to attend Rice University, Baylor University or the University of Texas in Austin and study engineering or English.

Favorite teacher: Kenny Vise

“Mr. Vise has impacted my education because the values he taught me that were required on the marching field applied directly to the classroom. He shaped me into being a leader and a good student.”

Andrew Stover, son of Mary Moore Cavanagh and Brent Stover

Andrew would like to attend St John's College, Austin College, or Earlham College and study English, Japanese/East Asian Studies or linguistics.

Favorite teachers: Shannon Aguirre and Tara Rehrig

"Ms. Shannon Aguirre has been a monumental influence during my four years at LTHS. A phenomenal Latin teacher, she inspires ever-branching trains of thought and makes the learning of a comparatively difficult subject fresh and exciting. Much the same is Ms. Tara Rehrig whose in-depth classroom discussions promote varied opinions and challenging discussion. I was lucky enough to have her both freshman year, where I learned the rigors of high school English, and now again in AP English IV."

Britton Wehmeyer, son of Robert and Juli Wehmeyer

Britton would like to attend the University of Texas at Austin and study prelaw and advertising.

Favorite teachers: "[My favorite teachers are] all of the English teachers who helped strengthen my writing skills and challenged me to push harder."

Lori Xu, daughter of Feng Xu and Yun Wang

Lori would like to attend Rice University, Washington University, St Louis, Northwestern, Emory, Johns Hopkins or the University of Texas at Austin.

Favorite teachers: Tara Rehrig, Caren Goodman, Anna Macias, and Archie McHarg

"Ms. Rehrig has pushed me to strive for my best."

"The constant support of Ms. Macias has motivated me to excel in everything."

"Mrs. Goodman has inspired me so much to work hard and dedicate myself to education."

"Mr. McHarg constantly reminds me that education is fun and rewarding."

National Hispanic Recognition and National Achievement Scholars

We have four students who have earned recognition as National Hispanic Recognition Scholars or National Achievement Scholars for their exceptional academic achievements. Out of 200,000 students who met the selection criteria, only 5000 were named Scholars or Honorable Mention Finalists.

Our National Hispanic Recognition and National Achievement Scholars are:

Dara Brown, daughter of Clifford and Tammie Brown

Dara would like to attend the University of North Carolina, Duke University, or Spellman College and study biology, biomedical engineering or human ecology.

Favorite teacher: Caren Goodman

“Mrs. Goodman has undoubtedly impacted my education. She truly cares about the success of her students and encourages them to take academic risks.”

Garrett Duran, son of Nicole Duran, Ben and Paula Duran

Garrett would like to attend the University of Texas, Louisiana State University, or Notre Dame and study natural sciences and engineering

Favorite teacher: Laura Brito-Hazelton

“Mrs. Brito-Hazelton has been my favorite teacher since I began at this school. She instilled a great work ethic in me and supported me throughout high school. She is an incredible person and I have much love for her.”

Riley Glenn, daughter of Eric and Lisa Glenn

Riley would like to attend Brown, Yale, Boston College or University of Southern California and study psychology and sociology or journalism and advertising.

Favorite teacher: Tina McCann

“Tina McCann, my DECA adviser and CTE teacher at LTHS has helped me focus on my future, taught me how to be courageous and extend my social network, and helped me realize how important voicing my opinion is.”

Peter Rangel, son of Peter and Rebecca Rangel

Peter would like to attend the University of Texas at Austin or Northwestern State University and study engineering or music education.

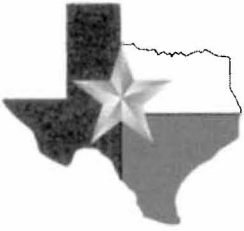
Favorite teacher: Lance Brightwell

“Before this senior year I was convinced music as a profession was out of the question but Mr. Brightwell (drum line instructor) has made me have second thoughts lately.”



AGENDA ITEM ACTION SHEET

SUBJECT	Recognition of Eleni Karalexis - VASE Gold Seal Recipient
RECOMMENDED ACTION	No action required - recognition only.
RATIONALE	Please see attached letter from the Texas Education Agency. A copy of the artwork chosen to represent the exhibit will be presented at the meeting.
BUDGET PROVISIONS	None
RESOURCE PERSONNEL	Dr. Rocky Kirk
ATTACHMENTS	Correspondence received from Texas Education Agency.
MEETING DATE	October 22, 2009



TEXAS EDUCATION AGENCY

1701 North Congress Ave. ★ Austin, Texas 78701-1494 ★ 512/463-9734 ★ FAX: 512/463-9838 ★ <http://www.tea.state.tx.us>

Oct. 1, 2009

Dear Dr. Kirk:

I would like to inform you that artwork from one of your students at Lake Travis High School has been selected to represent the 2009 VASE *Gold Seal Collection* on exhibit in several state buildings in Austin. The piece entitled "Dreaming" created by Eleni Karalexis was chosen to highlight the show.

The exhibit will be on display at the at the Austin headquarters of the Texas Education Agency, the Texas Commission on the Arts and the Legislative Budget Board through October 30.

Enclosed is a copy of the poster used for the exhibit as a token of our gratitude for sharing such beautiful work with our agency and the public. Both staff and visitors have been captivated with the extraordinary work these students have produced. Please pass on my compliments to both the students and teachers at Lake Travis High School.

Sincerely,

Suzanne Marchman

Suzanne Marchman
Communications Specialist



AGENDA ITEM ACTION SHEET

SUBJECT	Bond Construction Update
RECOMMENDED ACTION	Provide Information
RATIONALE	To keep the Board updated on progress of the bond program
BUDGET PROVISIONS	None
RESOURCE PERSONNEL	Johnny Hill, Assistant Superintendent for Business and Financial Services 533-6016 Jim Ratcliff, Senior Director Facilities, Construction and Support Services 533-6026
ATTACHMENTS	<ol style="list-style-type: none">1. Bond Construction Update2. Bond Financials
MEETING DATE	October 22, 2009



LAKE TRAVIS
INDEPENDENT SCHOOL DISTRICT
Every heart. Every mind. Every day.

BOND CONSTRUCTION UPDATE
REPORT TO BOARD OF TRUSTEES
October 22, 2009

Current Bond Facilities Projects

2006 Bond

- **Lake Travis High School, Lake Travis Middle School** – This project covers the expansion of Lake Travis High School to provide a student capacity of 2500 with core facilities for 3000 and the expansion of Lake Travis Middle School to provide a student capacity of 900 students. The LTISD Planning and Construction Department is currently working with the contractor to closeout this project, which is expected to occur this quarter.
- **Serene Hills Elementary School** – The LTISD Planning and Construction Department is currently working with the contractor to closeout this project, which is expected to occur this quarter.
- **Transportation Center and District Distribution Center** – Construction documents are currently out to bidders with bidding and contract award scheduled to occur in November / December 2009. Construction completion is scheduled for fall 2010.
- **Conversion of Existing Transportation Center to Maintenance Facility** – Planning for this project is ongoing and will be bid with the new Transportation Center/Distribution Center project. The conversion renovation work will commence with the completion of the new Transportation Center and is scheduled to take approximately 5 months to complete.
- **Educational Development Center Phase II** – Bids were received this week with contract award scheduled to occur in November 2009. Construction completion is scheduled for late spring 2010.
- **Maintenance, Technology, Instructional, Food and Nutrition Services, Transportation Buses/Vehicles** – Maintenance repairs and upgrades to facilities, replacements and upgrades of equipment and infrastructure for technology, instructional equipment and related items, food service and nutrition equipment and facilities, and buses and related vehicles and equipment for transportation are included in this bond program and are taking place on an as-needed basis across the timeframe of the bond program.
- **Land Acquisition for Future Facilities** – The district is currently reviewing and evaluating opportunities for the acquisition of land for future facilities and has acquired two Middle School sites, one Elementary School site, the High School site and the Transportation Center/District Warehouse site. Efforts to acquire an additional Elementary School site, and a Central Events Center site are still in progress.

Completed Facilities Projects

2006 Bond

- **Administration Building Renovations** – this project covered the conversion of the former board room in the Administration Building to offices for the Human Resources Department and the replacement of building heating system water piping and was completed in August 2007.
- **Hudson Bend Middle School Expansion Phase II** – this project covered the expansion of Hudson Bend Middle School to accommodate 900 students and included the following components and was completed in May 2007.
 - Expansion of the drama instructional facilities
 - Additional bleacher seating at the main gym
 - Expansion of the Cafeteria
 - Construction of a new Dance instructional area
 - Construction of a new 4 classroom addition
 - Expansion of parking facilities and the addition of bleacher seating, lighting and a concession stand / restroom building at the football field
 - Site landscaping and irrigation
- **Elementary School Upgrades and Renovations** – This project included the following upgrades and renovations and was completed in August 2006.
 - **Lakeway Elementary School**
 - Library expansion
 - Ceiling tile replacement throughout original building
 - Floor replacement at needed areas
 - Corridor tackstrips
 - Sinks added at nurse's area and special services area
 - Gym floor replacement
 - Sound absorption panels at gym and cafeteria
 - Walking track around playfield area
 - Security fencing and gates
 - Landscaping at front building entry areas
 - **Bee Cave Elementary School**
 - New secure entry vestibule
 - Corridor tackstrips
 - Walking track around playfield area
 - Security fencing and gates
 - **Lake Pointe Elementary School**
 - New secure entry vestibule
 - Replacement of stair nosings
 - Corridor tackstrips
 - Walking track around playfield area
 - **Lake Travis Elementary School**
 - Corridor tackstrips
 - Walking track around playfield area

- **Safety and Security Measures**
 - RaptorWare visitor background screening systems have been installed in each school reception area. This project was completed in August 2006.
 - Surveillance cameras have been installed at all school campuses. This project was completed in March 2008.
 - Phase One of the Building Access and Control System was completed in June 2009.

2004 Bond

- **Lift Station and Sewer Line for Lake Travis Elementary** – the new Water District 17 lift station and sewer line have been completed and are now in operation. This project was completed in September 2009.
- **Hudson Bend Middle School Expansion – Phase I** – This project included the installation of a new 6 lane running track and football field and was completed in August 2006.
- **Conversion of existing Building 100 at the original Lake Travis Elementary School to an Educational Development Center** – The condition of Building 100 at the original Lake Travis Elementary School allowed this building to be economically salvaged and a portion of it converted to meeting and training facilities for district staff and faculty. This project was completed in December 2005.
- **Lake Travis Elementary School** – This project, located on Kollmeyer Drive at Ranch Road 620, was completed and opened for school in August 2005.
- **Maintenance Upgrade Projects** – This project included upgrades to roofing, waterproofing, mechanical equipment and alarm systems at Lake Travis High School, Lake Travis Middle School and the Administration Building and was completed in August 2005.
- **Energy Management Controls System** – The installation of a district wide energy management and control system was completed in September 2005.
- **Expansion of Lakeway, Bee Cave, and Lake Pointe Elementary Schools** – This project expanded the capacity of each of these schools to 850 students and was completed for the start of school in August 2004.
- **Expansion/Renovation of the Lake Travis Middle School Kitchen and Cafeteria** – This project included the expansion and renovation of the kitchen and dining area at Lake Travis Middle School and was completed in August 2004.

Lake Travis ISD
 2004 Bond Program (3 Year)
 September 30, 2009

Resources	Original Budget	Amended Budget	Total Revenue	Amended Balance
1. Bond Proceeds	36,275,000	36,275,000	36,275,000	0
2. Interest Revenue	0	703,753	702,680	1,073
3. Other Resources	0	128,886	128,886	0
Total Resources	36,275,000	37,107,639	37,106,566	1,073

Appropriations	Original Budget	Amended Budget	Total Expended	Balance to Complete
1. Lake Travis Elementary School	12,772,000	13,320,389	13,319,440	949
2. Elementary School Expansions	8,853,575	9,252,915	9,252,915	0
3. Building Improvements	7,774,030	6,398,598	6,269,838	20,361
4. Other Programs				
Bond Issue and Reimbursements	2,080,000	1,726,330	1,726,330	0
Library Books	210,000	208,184	208,184	0
Transportation	1,300,000	1,259,846	1,259,846	0
Technology	2,498,750	2,498,309	2,498,309	0
Athletic Facilities	286,000	678,314	678,314	0
Educational Development Center	0	765,943	765,943	0
Utility Upgrades	500,000	873,914	806,641	67,273
Tranfers-Out & Arbitrage	0	72,000	70,000	2,000
Total 2004 Bond Program	36,274,355	37,104,982	36,906,002	90,581

The 'Balance to Complete' column reflects funding for construction payments based on close-out of Lake Travis Elementary School and proposed conversion of wastewater utilities.

Lake Travis ISD
 2006 Bond Program Summary
 September 30, 2009

Resources	Original Budget	Amended Budget	Total Resources	Balance
1 Bond Proceeds	126,830,000.00	127,847,316.00	127,847,316.74	(0.74)
2 Interest Revenue	0.00	8,950,000.00	8,900,054.64	49,945.36
3 Interest Subject to Arbitrage Rebate	0.00	170,000.00	168,840.40	1,159.60
4 Other	0.00	557,946.00	559,280.76	(1,334.76)
Total Resources	126,830,000.00	137,525,262.00	137,475,492.54	49,769.46

Appropriations	Original Budget	Amended Budget	Total Expended	Balance to Complete
10 Elementary School #5	15,875,000.00	16,456,029.00	16,368,758.95	87,270.05
20 Lake Travis Middle School	9,227,000.00	9,774,711.00	9,774,710.63	0.37
20 Hudson Bend Middle School	3,098,000.00	3,745,910.00	3,711,826.20	34,083.80
30 Lake Travis High School	56,305,000.00	62,557,330.00	62,202,027.63	355,302.37
40 Transportation Facility/Warehouse	6,015,000.00	7,875,134.00	500,810.96	7,374,323.04
50 Stadium	1,135,000.00	1,217,666.00	1,216,861.16	804.84
Construction/Renovation	91,655,000.00	101,626,780.00	93,774,995.53	7,851,784.47
60 Small Renovation Improvements	3,633,930.00	2,782,031.00	2,081,211.35	700,819.65
70 Building Equipment	417,700.00	557,112.00	396,500.60	160,611.40
80 Other Equipment	12,853,370.00	12,598,837.00	7,721,668.05	4,877,168.95
90 Land	15,750,000.00	14,391,443.00	11,274,330.89	3,117,112.11
91 Bond Issuance Costs	1,975,000.00	1,006,932.00	1,006,933.60	(1.60)
92 General Fund Reimbursements	545,000.00	531,000.00	531,000.00	0.00
93 Interest Costs (Arbitrage)	0.00	170,000.00	0.00	170,000.00
94 Contingency	0.00	3,861,127.00	0.00	3,861,127.00
Other Programs	35,175,000.00	35,898,482.00	23,011,644.49	12,886,837.51
Total 2006 Bond Program	126,830,000.00	137,525,262.00	116,786,640.02	20,738,621.98

This is a three-year bond program. The 'Balance to Complete' reflects available funding to finish the projects and make purchases during this period of time.



AGENDA ITEM ACTION SHEET

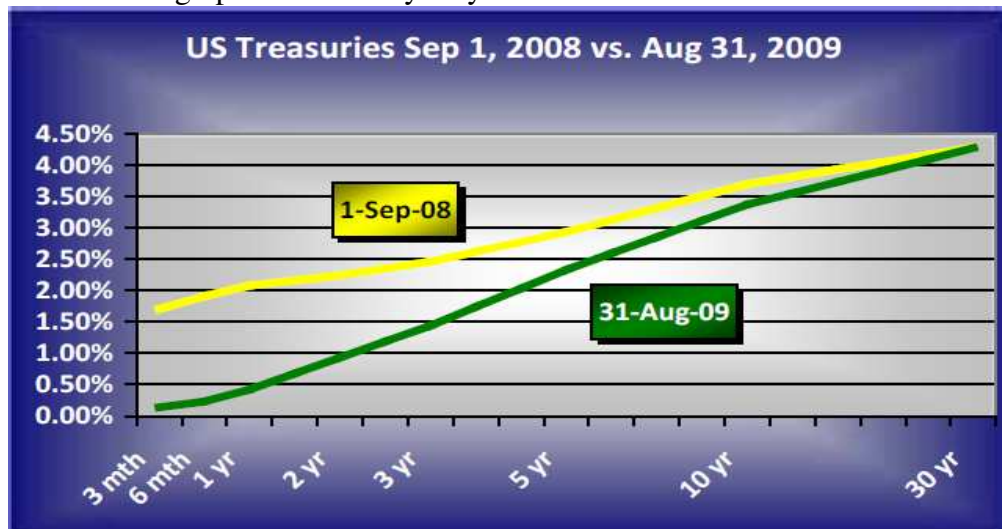
SUBJECT	Annual Investment Report
RECOMMENDED ACTION	Information
RATIONALE	Provide the Board of Trustees an annual overview of investment returns and strategy for the past and current year.
BUDGET PROVISIONS	None
RESOURCE PERSONNEL	Johnny W. Hill, Asst. Supt. – Business and Financial Services 533-6016
ATTACHMENTS	1. 2008-09 Annual Investment Report
MEETING DATE	October 22, 2009

The Year in Review

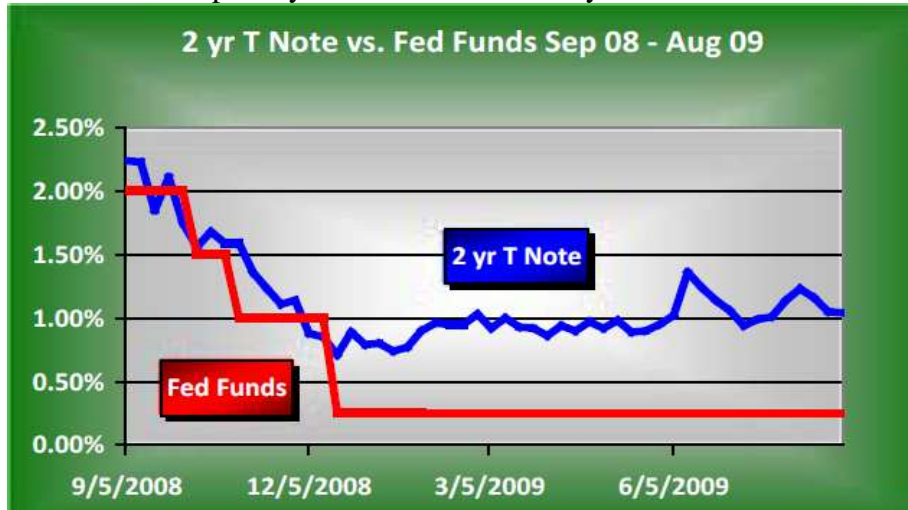
Fiscal year 2009 witnessed the deepening of the worst U.S. recession in almost thirty years. In the fall of 2008 credit markets froze as Bear Stearns, Lehman Brothers, Washington Mutual, and other stalwart financial firms failed, primarily due to exposure to uncollateralized mortgage-backed securities. Investors reacted with a flight to quality by purchasing Treasury securities, thereby driving their prices up and their yields down to levels not seen in fifty years. In September and again in December the 90-day T-bill actually traded at a negative yield during a few trading days. Meanwhile, the Fed attempted to stimulate the economy by driving down the target Funds rate from 2.00% on 9/1/2008 to effectively 0% by mid-December. It remained at that level throughout the fiscal year.

As the Fed Funds and Treasury rates plummeted, Agency yields declined as well, but not as dramatically. This phenomenon opened up historically large spreads between Agency and Treasury yields of like maturities, as investors viewed Agencies as carrying a credit risk component due to the troubled status of FNMA and FHLMC. As these spreads swelled to well over 100 bps in the 1-year sector, the district seized on this tactical opportunity to capture relative value by buying 90 to 180 day Agency notes. As spreads contracted in the latter half of the fiscal year due to the Fed cutting rates in massive 50 basis point moves, the market yields and pool yields began to head south for the winter and beyond.

Below is a graph of the 0-30 year yield curve from 9/1/08 to 8/31/09.



The Fed rate cuts are portrayed below and then they went flat line in December '08.



Given the extreme uncertainty and volatility over the past year, we find that using an all pool approach was defensible as safety and liquidity were concerned. We did not know day to day whether Fannie and Freddie were actually going to survive after Lehman and AIG, Merrill and CitiGroup. We also were able to lock in a floor on our money market accounts at 1% back in April.



In summary, because the district receives the majority of its funds once a year from tax collections in December and January, investment funds are kept in TexPool and Texas CLASS for the first half of the year to meet operational cash flow needs. As investment funds become available from tax collections, the district will employ a balanced approach, looking for any lag of the pools to actual market yields and systematically purchase discount notes when the district is not dealing with a volatile rate environment. In addition, we will look at Certificate of Deposit rates compared to the market as a viable way to diversify outside the pools.

This strategy for 2009-10 will ensure the safety of district assets, provide the liquidity needed for operations, and maximize yields in markets of uncertainties.

Information was provided by TRACS



AGENDA ITEM ACTION SHEET

SUBJECT	Board Operating Procedures
RECOMMENDED ACTION	Approval
RATIONALE	Every two years or as necessary, The Board reviews its Board Operating Procedures. At their discretion revisions are considered and/or made and implemented for the year.
BUDGET PROVISIONS	None
RESOURCE PERSONNEL	Board Members, Superintendent
ATTACHMENTS	Board Operating Procedures
MEETING DATE	October 22, 2009

Lake Travis Independent School District

**Board
Operating
Procedures**

Approved October 22, 2009



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ATTESTATION

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Lake Travis ISD
Board of Trustees Operating Procedures
Approved October 2009

BOARD MEETINGS

While Board Meetings are for the purpose of the Board conducting the business of the District in public, and are not public forums for the purpose of securing interaction with the public, the Board recognizes that flexibility is desirable to allow meaningful public interaction with the Board as well as meaningful dissemination of information concerning Board actions.

1. Developing the Board Meeting Agenda

a. Agendas

- i. The Superintendent will develop all Board Meeting Agendas in collaboration with the Board President.
- ii. Items discussed at previous Board meetings which are proposed for inclusion at a future meeting will also be added when appropriate.
- iii. Any Trustee may submit a request in writing to the Superintendent for a subject to be placed on the agenda. The request shall be accompanied by a brief summary of the submission.
- iv. Any Citizen wishing to place an Item on a Board Agenda for public discussion can request a Board Member to do so. If the request does not involve specific students or personnel and if the Board Member agrees that it merits public discussion and/or consideration by the Board, the Board member may request placement of the item on a future Board Meeting agenda by following approved Board Operating Procedure protocol.
- v. All Trustee-requested topics submitted in a timely manner shall be included, unless the requesting Trustee and the Board President and/or the Superintendent agree to postpone the item until a future date.
- vi. No item can be placed on the agenda less than ten days in advance of the meeting without the Board President's approval.
- vii. No item can be placed on the agenda less than three work days in advance of the meeting unless an emergency or public necessity exists.

b. Timely Notification and Information

- i. Board members shall be notified of a meeting at least 72 hours prior to a regular meeting, workshop or special meeting, and at least two hours prior to an emergency meeting
- ii. Typically, the Superintendent will release the Agenda and any Board Packet of supporting materials for each Thursday Meeting (Regular or Workshop) to the Board Members on the Friday preceding such Meeting, and for each other non-emergency Meeting approximately 4 work days prior to the Meeting.
- iii. Typically, information will be provided to each Trustee via electronic or hard copy delivery. Questions regarding supporting documents should be directed to the Superintendent or his designee at least two work days prior to the meeting.
- iv. Excluding only closed session materials, or materials that were unavailable or in incomplete form or otherwise protected from disclosure by policy, law or advice of legal counsel, the entire Board Packet for every Regular or Workshop Meeting of the Board will be published, along with the Agenda, on the District Website approximately twenty-four hours before the scheduled Meeting time.

c. Open and Closed Session Format

- i. The Open Session (public portion) of every Meeting of the Board will begin at a designated time.
- ii. Closed Session items for which there is a corresponding action item to be considered during the Open Session of the meeting will be scheduled prior to the beginning of the Open Session and the Board President and Superintendent shall, to the extent possible,

allocate sufficient time to complete Closed Session discussion prior to the beginning of the Open Session.

- iii. To the extent reasonably predictable and possible if more Closed Session discussion is needed for corresponding action items or items not considered for action on the agenda, the Presiding Officer shall announce, after conclusion of consideration of all other agenda action items, that it is necessary for the Board to reconvene in Closed Session to allow the Board to continue or complete its consideration of duly posted Closed Session items for which previously allocated time was insufficient.
- iv. The Presiding Officer shall state publicly that any action, if taken, will be conducted in Open Session at the conclusion of Closed Session; or, if appropriate, that no action will then be taken.

d. Consent Agenda

- i. The consent agenda includes items of routine and/or recurring nature, grouped together under one action item.
- ii. The Superintendent, with the Board President's approval, shall determine which items qualify for inclusion in the consent agenda.
- iii. Background material for each consent agenda item shall be furnished to the Board in the meeting's supporting documents.
- iv. All consent agenda items shall be acted upon by one vote without separate discussion.
- v. A Board member may request that an item be withdrawn for individual consideration.

e. Meeting Dates

- i. The Superintendent will develop a Board calendar that will include regular and workshop meeting dates of the Board of Trustees.
- ii. Generally, unless otherwise scheduled by a consensus of the Board, Regular Board Meetings will be held on the third Thursday of every month, and Board Workshops will be held on the first Thursday of every month.
- iii. The calendar will include those items that are cyclical and/or recurring for consideration at regular or workshop meetings.
- iv. The calendar and agenda items will be made available for the Board and public via appropriate communication methods, posted in accordance with Board legal policy.
- v. The calendar will be reviewed twice annually for updates and revisions.

2. Conducting Board Meetings

a. Quorum

- i. Any time four or more board members are gathered to discuss school district business, it is considered a meeting, and must be posted as such according to Board legal policy.

b. Closed Sessions

- i. The Board may meet in Closed Session as provided for in the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E.
- ii. Before any Closed Session is convened, the Presiding Officer will announce publicly, as appropriate, that matters before the Board exist that necessitate convening into Closed Session to serve and protect the interests of the District, and that any action, if necessary, resulting from duly posted Closed Session items shall be conducted in Open Session.
- iii. The posted agenda shall identify the section or sections of the Act authorizing the Closed Session and the general topics or subjects to be discussed. The Presiding Officer of the Board shall publicly identify such section or sections and such topics and subjects.
- iv. The Superintendent shall attend all sessions of the Board, both Open and Closed, except when the Board desires to meet without the Superintendent to consider the Superintendent's contract evaluation or performance, or to resolve conflicts between individual Board members, or to act as a tribunal.
- v. In the event of the Superintendent's illness or Board approved absence, the Superintendent's designee shall attend such meetings.

c. Citizen Participation-Audience Comments

- i. At all meetings of the Board, the Presiding Officer may allot time to hear persons who desire to make comments to the Board.
- ii. At the beginning of each meeting, the Presiding Officer will announce the rules for audience comments. At regular Board meetings, the rules of Citizen Participation will be summarized for the audience. At Board workshops, the guidelines for comments and informal discussion will be noted.
- iii. Citizens who have signed up to address the Board at the regular monthly Meeting of the Board will be given the option of doing so at the conclusion of the Superintendent's Report portion of the agenda. If their comments relate to a particular Item on the Board Agenda, they will be given the option of sharing their comments following the administration's presentation of the agenda item, but prior to Board deliberation. Board members may request permission from the Presiding Officer of the meeting to seek clarification of the Citizen(s) speaking on the agenda item. All such dialogue will be strictly controlled by the Presiding Officer of the Board, and all Citizens shall respect the fact that Board Members are forbidden by law from discussing or commenting upon any subject which is not on the posted Board Agenda.
- iv. Speakers will address the Board from the podium, facing the Board members.
- v. Board members will listen attentively to comments.
- vi. A citizen must sign up on the appropriate form prior to the end of the "Superintendent's Report" on the agenda. The topic described on the form shall be complete and in sufficient detail as to determine appropriateness of the topic prior to addressing the Board.
- vii. Public comments may be on items listed on the agenda or other areas of school district operations, but shall not include complaints or comments about individual students, employees or officials of the district. Likewise, the complainant shall refrain from naming individuals in his or her complaint.
- viii. Questions asked by the public on topics on the posted agenda may be answered during the discussion of that agenda item. Comments or questions on topics not on the posted agenda may be referred to the Superintendent for consideration and a later response, if appropriate.
- ix. The Presiding Officer shall determine the time limitation for each speaker. Typically, each speaker will be limited to five minutes, unless the time is otherwise increased or decreased prior to the beginning of the public comments portion of the agenda. Groups of five or more people wishing to speak on a single subject will be asked to appoint a spokesperson to express the views of the group.
- x. The Board vests in its Presiding Officer authority to terminate the remarks of any individual when such individual does not adhere to the established rules.
- xi. The Board shall not tolerate disruption of the meeting by members of the audience. If any person disrupts the meeting by his or her words or actions, the Presiding Officer may request assistance from law enforcement officials to have the person removed from the meeting.

d. Board Meeting Parliamentary Procedure

- i. The Board President serves as the Presiding Officer at Board Meetings. In the absence of the President, the Vice-President will preside.
- ii. The Board shall be guided by parliamentary procedure as detailed in Robert's Rules of Order, Revised, or as spelled out in adopted procedure.
- iii. The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board.
- iv. Except in conflict of interest, as defined by law, or ethical conflict of interest, Board members shall vote on all action items.

e. Transacting Business

- i. When an agenda item is presented, a discussion shall be held and a decision reached through voting in accordance with prescribed procedures. Whenever possible, the Board should work toward a consensus model of decision-making.

There may be dissenting votes which are a matter of record. However, once a decision has been made, all Board members should support the majority vote of the board, recognize that it carries the full authority of the Board, and individually respect that vote.

f. Hearings

- i. Employee, community and/or student/parent grievances will be handled according to Board policy. FNG (Local), DGBA (Local), GF (Local)
- ii. Issues not resolved adequately at the Superintendent level may be appealed to the Board for consideration at a future meeting or workshop.
- iii. When hearing grievance matters, the Board adopts the following rules of procedure
 1. The Board is not required to consider new evidence, not established in the record at a prior level.
 2. No new complaints or points of contention or argument will be considered
 3. The Board should not substitute its judgment for that of the administration unless the administration's findings and rulings are contrary to law or policy, or are not supported by substantial evidence.

3. Board Workshops

The Board will conduct Board Workshops on a regular basis.

- a. The workshop format is intended to allow the Administration to present information to the Board that is
 - i. Time sensitive and/or discussion intensive
 - ii. Required by law, rule or policy, and
 - iii. Is necessary for the efficient and effective operation of the District
- b. Board workshops are not intended to substitute for regular monthly Board meetings, although a quorum of the Board may take action, as necessary.
- c. The workshops are intended to allow an opportunity for presentation, questions, discussion and an assessment of the Board's perspective.
- d. The Board President serves as the Presiding Officer at Board Workshops; however, it is understood that the intended nature and format of workshops allows for the Superintendent to substantially facilitate the presentation and ordering of items under consideration. In the absence of the President, the Vice-President will preside.

4. Electing Board Officers

- a. Officers are nominated and elected annually at the first meeting after the May Board election
- b. A vacancy in the office of President will be filled automatically by the Vice President, if there is a sitting Vice President, creating a vacancy in the office of Vice President
- c. In all other instances, the Board will elect an officer to fill any vacancy at the next Board meeting after the vacancy occurs.

ANNUAL EVALUATIONS

1. Superintendent Evaluation

- a. Formative evaluations will be conducted in closed session three times annually, in March, June and September.
- b. The agenda for each formative evaluation shall be developed by the Superintendent and Board President to address such things as Superintendent performance issues, current and future challenges faced by the Board and Superintendent team, litigation updates, operating procedures, and any other matters deemed necessary to promote the effective functioning of the Leadership

team. All discussions will be held in a manner not to violate the Texas Open Meetings Act. The Board may discuss the Superintendent's contract at any formative evaluation.

- c. A summative evaluation will be conducted in closed session annually in December, and will include a discussion of the Superintendent's contract.
- d. The Board will use the approved evaluation instrument for the summative evaluation. A copy of the evaluation document will be completed in advance by each Board member, and submitted to the Board President no later than three days prior to the formal review. All comments and ratings will be compiled into a single document to be given to the Superintendent for discussion during the closed meeting.
- e. The Board shall strive to accomplish the following objectives during each summative evaluation
 - i. Clarify to the Superintendent his or her role, as seen by the Board.
 - ii. Clarify to Board members the Superintendent's role, according to the Board's written criteria, as expressed in the Superintendent's job description and the District's goals and objectives
 - iii. Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities
 - iv. Develop and sustain a harmonious working relationship between the Board and the Superintendent
 - v. Ensure administrative leadership for excellence in the District

2. Board Evaluation/Team Building

- a. There will be a routine assessment of the status of the Board/Superintendent team annually, ideally in June.
- b. Evaluation will be conducted in closed session at a time and place determined by the Board
- c. To the extent that the meeting does not violate the Texas Open Meetings Act, the evaluation may include
 - i. Board operating procedures
 - ii. Board member training
 - iii. Conflict resolution
 - iv. Working relationships with the Superintendent
 - v. Conduct of Board meetings
 - vi. Long-range planning and goal setting
 - vii. Relationship with the community

INDIVIDUAL BOARD MEMBERS

1. Access to Information (BBE Local)

- a. An individual Board member, acting in his or her official capacity, shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code.
- b. Individual Board Members shall not have access to confidential student records, unless there is a legitimate educational interest in the records in accordance with policies FL (LEGAL) and (LOCAL).
- c. Directives to the Superintendent or other District employees regarding the preparation of reports shall be by Board Action. All requests by a Board member for compilation of data, other than copies of existing records, shall be referred to the Superintendent for Board approval. The Superintendent will confer with the Board President to place the request on the upcoming agenda for discussion.
- d. Requests for copies of existing reports or other data shall be directed to the Superintendent. The Superintendent shall notify the other Board members of any such request so they are aware and have the opportunity to request the same information.

2. Authority

- a. Board members as individuals do not have the power to exercise authority over the District, its property or its employees.
- b. Except for appropriate duties and functions of the Board President, an individual member may not act on behalf of the Board without the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue.
- c. Board members will avoid personal involvement in activities the Board has delegated to the Superintendent.

3. Communication with Other Board Members

- a. Board electronic and written communications regarding District issues should be routed through the Superintendent's office so that information can be disseminated and/or questions can be addressed in this manner, rather than among and between Board members.
- b. Board member may discuss a District issue with no more than two other Board members unless in a duly posted Board meeting.

4. Communication with the Media

- a. The Board President serves as the official spokesperson for the Board team to the media/press on issues of media attention.
- b. Media calls should be directed to the Board President or Superintendent.
- c. Board members asked for individual comments or opinions by the media/press are to qualify those statements as being the opinion of the individual Board member and not representative of the Board as a whole or the District.

5. Complaints to Board Members

- a. Employees, students, parents or other members of the public who bring concerns or complaints to an individual Board member for the purpose of seeking remedy or perspective shall receive guidance that reflects:
 - i. A commitment by the Board individually and collectively be approachable and open to members of the public;
 - ii. An understanding by each Board member that information provided to a Board member, in some specific situations, could cause the Board member receiving the information to be disqualified from participating in future hearing(s) or action by the Board specific to the issue;
 - iii. Adherence to the Board's policies (DGBA, FNG and GF) regarding complaints and grievances.
- b. Board members shall notify the Superintendent's office of any complaint.
- c. As necessary, the Superintendent or designee shall guide the complainant to the appropriate staff member.
- d. When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Trustee may request that the issue be placed on the agenda
- e. Anonymous calls or letters will not receive the Board's attention, discussion or response and will not be referred to the administration for action.

6. Continuing Education

- a. Board members are required to complete training as specified in the Texas Education Code § 11.159 according to assessed needs
- b. New Board members shall participate in a local orientation session within 60 days before or after their election or appointment. Three (3) additional hours of orientation to the Texas Education Code are to be completed within the first year.
- c. New Board members shall also complete ten (10) hours of continuing education during the first year of service.

- d. Sitting Board members shall receive three (3) hours of orientation to the Texas Education Code and relevant legal obligations and at least five (5) hours of continuing education each year following the first year.
- e. The President of the Board of Trustees shall receive continuing education annually related to leadership duties of a Board President.
- f. Prior to the seating of newly elected Board members, there will be an orientation concerning meeting processes and parliamentary procedures.
- g. To the extent possible, the entire Board shall participate in continuing education programs together.
- h. Annually, as prescribed by law, the name of each Board member who has completed the required continuing education, who has exceeded the required hours, and/or who is deficient in the required hours shall be announced and read into the minutes.

7. Meetings with the Superintendent and other District Employees

- a. All Board members shall respect the Superintendent's daily schedule, keeping phone calls and meeting requests to a minimum. "Drop-in" visits will not necessarily be accommodated.
- b. All meetings that a Board member wishes to have with the Superintendent shall be scheduled through the Administrative Assistant with a list of items that the Board member desires to discuss included, and with an estimate of the time needed for each item. The meeting shall be scheduled to allow for an adequate discussion of those items, but with due regard being given to the Superintendent's other time commitments.
- c. Board members shall observe the allocated time limits for scheduled meetings with the Superintendent.
- d. These same general rules apply when a Board member wishes to meet with any other district employee, with the meeting being prearranged to respect the employee's daily schedule. Meetings shall be scheduled through the Superintendent's Administrative Assistant.
- e. Other six Board members are notified when a meeting is requested by a Board member.

8. Reimbursable expenses

- a. Board members shall be reimbursed for reasonable expenses incurred for:
 - i. Carrying out the business of the Board at Board request
 - ii. Attending meetings as official representatives of the Board
- b. Reimbursement for travel and expenses related to conventions/conferences will be limited to six nights per year.
- c. Reimbursement for additional conventions/conferences and associated allowable expense will require prior Board approval.
- d. Priority shall be given to attend conferences as a group.
- e. Arrangements necessary to register for a conference/convention and related accommodations (hotel, travel, etc.) shall be arranged through the Administrative Assistant to the Superintendent.
- f. Late registration will be allowed for any Board member whose professional schedule may be unpredictable.
- g. Reasonable expenses are defined to mean:
 - i. Hotel – not to exceed the standard negotiated rate available through the conference sponsor. If no standard negotiated rate has been established, the reimbursable rate shall not exceed the rate allowed for state employees in accordance with the General Appropriation Act (77th Legislature).
 - ii. Parking – Self parking charges of the hotel in which the Board member is a guest, unless no self-parking is available.
 - iii. Meals – A per diem reimbursable rate or \$33 for meals shall be allowed, including tax, tips and/or cost of room service.
 - iv. Telephone calls – reimbursed at the exact cost only for calls made for school business.
 - v. Tips – not more than \$1.00 per bag for airport and hotel bellmen shall be reimbursed
 - vi. Mileage – not to exceed the allowable IRS rates for use of a personal car or the actual cost of the lowest fare for commercial transportation plus parking.
- h. No reimbursement will be made for
 - i. Non-district fax or phone calls

- ii. Entertainment or in-room movies
- iii. Alcohol
- iv. Souvenirs
- v. Spousal/family expenses
- i. Cancellation of conference registration, hotel and travel accommodations, etc. must be completed within the allowable “cancellation” timeline established by the vendor or sponsoring entity. Every attempt must be made by the Board member to notify the Superintendent’s Administrative Assistant of such cancellation plans as soon as plans need to be changed
 - i. For cancellations not completed within the designated timeline, the loss of reimbursement eligibility and/or monetary commitment of the district shall be borne by the individual Board member responsible for the cancellation, unless the cancellation is the result of personal illness or a family emergency.
- j. A statement shall be submitted for all authorized expenses incurred, including receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

9. Visits to Campuses

- a. Board members are encouraged to attend any and all school events as their time permits, and to show support of school activities.
- b. Board members must notify the campus principal prior to visiting a campus in an official capacity.
- c. Board members shall not visit a campus in an attempt to evaluate personnel on that campus.
- d. It is often difficult for staff members to view Board members as parents rather than as Board members. When visiting a campus or classroom as parents, Board members shall
 - i. Make it clear that they are acting as parents.
 - ii. Follow the same rules and guidelines for all parents regarding campus visits.
 - iii. Never request nor accept extraordinary consideration for their friends or family members.

ATTESTATION

We, the undersigned, hereby agree to and will adhere to the Lake Travis ISD Board of Trustees Board Operating Procedures.

Susan Tolles, President

Date

Jason Buddin, Vice-President

Date

Alan Williams, Secretary

Date

Guy Clayton, Member

Date

Mayo Davidson, Member

Date

Fred Goff, Member

Date

Lisa Johnson, Member

Date

I hereby agree to support the Lake Travis ISD Board of Trustees in their commitment to adhere to the Lake Travis ISD Board of Trustees Board Operating Procedures.

D. Rockwell Kirk, Ed.D.
Superintendent of Schools

Date



AGENDA ITEM ACTION SHEET

SUBJECT	Investment Policy CDA – Legal and Local
RECOMMENDED ACTION	Approval
RATIONALE	<p>State statute requires the Board of Trustees to review the district’s investment policy on an annual basis. The policy emphasizes the safety of principal and liquidity as it provides guidance to investing district funds. The most recent policy update approved by the Board of Trustees was in November 2008.</p> <p>No proposed changes are recommended to the district’s investment policy.</p>
BUDGET PROVISIONS	None
RESOURCE PERSONNEL	Johnny W. Hill, Assistant Superintendent for Financial & Business Services 533-6016
ATTACHMENTS	1. CDA – Legal and Local
MEETING DATE	October 22, 2009

OTHER REVENUES
INVESTMENTS

CDA
(LEGAL)

All investments made by the 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*

WRITTEN POLICIES

Investments shall be made in accordance with written policies approved by the Board. 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;
4. Methods to monitor the market price of investments acquired with public funds; and
5. A requirement for settlement of all transactions, except investment pool funds and mutual funds, on a delivery versus payment basis.

Gov't Code 2256.005(b)

ANNUAL REVIEW

The Board shall review its investment policy and investment strategies not less than annually. The Board shall adopt a written instrument 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

The 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 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 under the following priorities in order of importance:

1. Understanding of the suitability of the investment to the financial requirements of the District;

OTHER REVENUES
INVESTMENTS

CDA
(LEGAL)

2. Preservation and safety of principal;
3. Liquidity;
4. Marketability of the investment if the investment needs to be liquidated before maturity;
5. Diversification of the investment portfolio; and
6. Yield.

Gov't Code 2256.005(d)

INVESTMENT
OFFICER

The District shall designate one or more officers or employees as investment officer(s) to be responsible for the investment of its funds. If the District 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 investing entity. 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 the 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
INITIAL

Within 12 months after taking office or assuming duties, the treasurer or chief financial officer and the investment officer of the District shall attend at least one training session from an independent source approved either by the Board or by 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)*

WITHIN A TWO-
YEAR PERIOD

The treasurer or chief financial officer and the investment officer must also attend an investment training session not less than once in a two-year period and receive not less than ten hours of 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. If the District has contracted with another investing entity to invest the District's funds, this training requirement may be satisfied by having a Board officer attend four hours of appropriate instruction in a two-year period. *Gov't Code 2256.008(a), (b)*

Investment training shall include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Government Code, Chapter 2256. *Gov't Code 2256.008(c)*

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 his or her own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investments 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, rather than the prudence of a single investment, over which the officer had responsibility.
2. Whether the investment decision was consistent with the Board'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, 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
(LEGAL)

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. This report shall be presented to the Board and the Superintendent not less than quarterly, within a reasonable time after the end of the period. The report must:

1. Contain a detailed description of 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 for each pooled fund group (i.e., each internally created fund in which one or more accounts are combined for investing purposes). The report must be prepared in compliance with generally accepted accounting principles and must state:
 - a. Beginning market value for the reporting period;
 - b. Additions and changes to the market value during the period;
 - c. Ending market value for the period; and
 - d. Fully accrued interest for the reporting period.
4. State the book value and market value of each separately invested asset at the beginning and 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.

7. State the compliance of the investment portfolio of the District as it relates to the District's investment strategy expressed in the District's investment policy and relevant provisions of Government Code, Chapter 2256.

If the 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 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 a 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 the District. *Gov't Code 2256.025*

AUTHORIZED
INVESTMENTS

The 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. Investments may be made directly by the Board or by a nonprofit corporation acting on behalf of the Board or an investment pool acting on behalf of two or more local governments, state agencies, or a combination of the two. *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 for such purpose 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 following investments are authorized:

1. Obligations, including letters of credit, of the United States or its agencies and instrumentalities; direct obligations of the state of Texas or its agencies and instrumentalities; 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; other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the state of Texas, the United States, or their respective agencies and instrumentalities; ob-

ligations 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; and bonds issued, assumed, or guaranteed by the state of Israel. *Gov't Code 2256.009(a)*

The following investments are not authorized:

- a. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
- b. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
- c. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years.
- d. 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)

2. Certificates of deposit or share certificates issued by a depository institution that has its main office or a branch office in Texas that is guaranteed or insured by the FDIC or its successor or the National Credit Union Share Insurance Fund or its successor and is secured by obligations described in item 1 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 in Section 2256.009[b]) or secured in any other manner and amount provided by law for the deposits of the investing entity. *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 under Government Code 2256.010:

- a. The funds are invested by the District through a depository institution that has its main office or a branch office in this state and that is selected by the District;
- b. The depository institution selected by the District arranges for the deposit of the funds in certificates of de-

posit in one or more federally insured depository institutions, wherever located, for the account of the District;

- c. 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;
- d. The depository institution selected by the District acts as custodian for the District with respect to the certificates of deposit issued for the account of the District entity; and
- e. At the same time that the funds are deposited and the certificates of deposit are issued for the account of the District, the depository institution selected by the District receives an amount of deposits from customers of other federally insured depository institutions, wherever located, that is equal to or greater than the amount of the funds invested by the District through the depository institution.

Gov't Code 2256.010(b)

The 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)*

- 3. Fully collateralized repurchase agreements that have a defined termination date, are secured by obligations of the United States or its agencies and instrumentalities, are pledged to the District, held in the District's name, and deposited with the District or a third party selected and approved by the Board, and 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 the 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. *Gov't Code 2256.011*
- 4. A securities lending program if:
 - a. The value of securities loaned is not less than 100 percent collateralized, including accrued income, and the loan allows for termination at any time;

- b. The loan is secured by:
 - (1) Pledged securities described by Government Code 2256.009;
 - (2) 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
 - (3) Cash invested in accordance with Government Code 2256.009, 2256.013, 2256.014, or 2256.016;
- c. The terms of the loan require that the securities being held as collateral be pledged to the investing entity, held in the investing entity's name, and deposited at the time the investment is made with the entity or with a third party selected by or approved by the investing entity; and
- d. The loan is placed through a primary government securities dealer 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

- 5. Banker's acceptance, with a stated maturity of 270 days or fewer from the date of issuance that will be liquidated in full at maturity, which is eligible for collateral for borrowing from a Federal Reserve Bank, and is accepted by a bank meeting the requirements of Government Code 2256.012(4). *Gov't Code 2256.012*
- 6. Commercial paper that has a stated maturity of 270 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 two nationally recognized credit rating agencies or by one nationally recognized credit rating agency provided the commercial paper is fully secured by an irrevocable letter of credit issued by a bank organized and existing under United States law or the law of any state. *Gov't Code 2256.013*
- 7. No-load money market mutual funds that:
 - a. Are registered with and regulated by the Securities and Exchange Commission;

- b. Provide 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.);
- c. Have a dollar-weighted average stated maturity of 90 days or fewer; and
- d. Include in their investment objectives the maintenance of a stable net asset value of \$1 for each share.

However, investments in no-load money market mutual funds shall be limited to the percentages authorized by Government Code 2256.014(c).

8. No-load mutual funds that:

- a. Are registered with the Securities and Exchange Commission;
- b. Have an average weighted maturity of less than two years;
- c. Are invested exclusively in obligations approved by Government Code Chapter 2256, Subchapter A, regarding authorized investments (Public Funds Investment Act);
- d. Are continuously rated by at least one nationally recognized investment rating firm of not less than AAA or its equivalent; and
- e. Conform to the requirements in Government Code Section 2256.016(b) and (c) relating to the eligibility of investment pools to receive and invest funds of investing entities.

Investments in no-load mutual funds shall be limited to the percentages authorized by Government Code 2256.014(c). In addition, the District may not invest any portion of bond proceeds, reserves, and funds held for debt service, in no-load mutual funds described in this item.

Gov't Code 2256.014

- 9. A guaranteed investment contract, as an investment vehicle for bond proceeds, if the guaranteed investment contract:
 - a. Has a defined termination date.
 - b. Is secured by obligations described by Government Code Section 2256.009(a)(1), excluding those obliga-

tions described by Section 2256.009(b), in an amount at least equal to the amount of bond proceeds invested under the contract.

- c. 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:

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

Gov't Code 2256.015

- 10. A public funds investment pool meeting the requirements of Government Code 2256.016 and 2256.019, if the Board authorizes the investment in the particular pool by resolution.
Gov't Code 2256.016, 2256.019

CHANGE IN LAW

The District is not required to liquidate investments that were authorized investments at the time of purchase. *Gov't Code 2256.017*

SELLERS OF
INVESTMENTS

A written copy of the investment policy shall be presented to any person offering to engage in an investment transaction with the District or to an investment management firm under contract with

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CDA
(LEGAL)

the District to invest or manage the District's investment portfolio. For purposes of this section, a business organization includes investment pools and an investment management firm under contract with the District to invest or manage the District's investment portfolio. The qualified representative of the business organization offering to engage in an investment transaction with the 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 thoroughly 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 policy, except to the extent that this authorization is dependent on an analysis of the makeup of the District's entire portfolio or requires an interpretation of subjective investment standards.

The investment officer may not acquire or otherwise obtain any authorized investment described in the District's investment policy from a person who has not delivered to the District the instrument described above.

Gov't Code 2256.005(k), (l)

DONATIONS

A gift, devise, or bequest made to provide college scholarships for District graduates may be invested by the Board as provided in Property Code 117.004, unless otherwise specifically provided by the terms of the gift, devise, or bequest. *Education Code 45.107*

Investments donated to the District for a particular purpose or under terms of use specified by the donor are not subject to the requirements of Government Code Chapter 2256, Subchapter A. *Gov't Code 2256.004(b)*

ELECTRONIC FUNDS
TRANSFER

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

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INVESTMENT
AUTHORITY

The Superintendent or other persons designated by Board resolution shall serve as the investment officers 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 executed on a delivery versus payment basis.

APPROVED
INVESTMENT
INSTRUMENTS

From those investments authorized by law and described further in CDA(LEGAL), the Board shall permit investment of District funds 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 money market mutual funds and no-load 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 AND
INVESTMENT
MANAGEMENT

The main goal of the investment program is to ensure its safety and 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 fluctuations 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.

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(LOCAL)

LIQUIDITY AND MATURITY	<p>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.</p> <p>The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.</p>
DIVERSITY	<p>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.</p>
MONITORING MARKET PRICES	<p>The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant declines 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 advisors, and representatives/advisors 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.</p>
FUNDS / STRATEGIES	<p>Investments of the following fund categories shall be consistent with this policy and in accordance with the strategy defined below.</p>
OPERATING FUNDS	<p>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.</p>
AGENCY FUNDS	<p>Investment strategies for agency funds shall have as their objectives safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.</p>
DEBT SERVICE FUNDS	<p>Investment strategies for debt service funds shall have as their 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.</p>
CAPITAL PROJECTS	<p>Investment strategies for capital project funds shall have as their objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.</p>

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

SAFEKEEPING AND
CUSTODY

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.

BROKERS / DEALERS

Prior to handling investments on behalf of the District, brokers/dealers must submit required written documents in accordance with law. [See SELLERS OF INVESTMENTS, CDA(LEGAL)] 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).

SOLICITING BIDS FOR
CD'S

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.

INTEREST RATE RISK

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.

The District shall monitor interest rate risk using weighted average maturity and specific identification.

INTERNAL CONTROLS

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.

Lake Travis ISD
227913

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

PORTFOLIO REPORT

In addition to the quarterly report required by law and signed by the District's investment officer, a comprehensive report on the investment program and activity shall be presented annually to the Board.



AGENDA ITEM ACTION SHEET

SUBJECT	Investment Brokers and Dealers
RECOMMENDED ACTION	Approval
RATIONALE	Annually, the Board of Trustees is required 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 firms previously approved.
BUDGET PROVISIONS	None
RESOURCE PERSONNEL	Johnny W. Hill, Asst. Supt. – Business and Financial Services 533-6016
ATTACHMENTS	1. Investment Brokers and Dealers
MEETING DATE	October 22, 2009

Investment Brokers, Dealers and Investment Advisors October 22, 2009

In accordance with Section 2256.025 of the Government Code, the following is a list of investment brokers and dealers approved by the Board of Trustees to sell securities and investments to the Lake Travis ISD:

A.G. Edwards
A.J. Capital
Capital One
Certificate of Deposit Account Registry Services Investment Program
(CDARS)
Coastal Securities
First Public
First Southwest Company
Jeff Flynn, Tracs Financial
JP Morgan Chase
Merrill Lynch
Morgan Keegan
Mulvihill Asset Management
RBC Dain Rauscher
Salomon Smith Barney
Southwest Securities
Wells Fargo Brokerage Services



AGENDA ITEM ACTION SHEET

SUBJECT	Investment Trainers
RECOMMENDED ACTION	Approval
RATIONALE	Sources of investment training must be approved by the Board of Trustees. The attached list includes the list of firms previously approved plus the addition of Regional Education Service Center 13.
BUDGET PROVISIONS	None
RESOURCE PERSONNEL	Johnny W. Hill, Asst. Supt. – Business and Financial Services 533-6016
ATTACHMENTS	1. Independent Sources of Investment Training
MEETING DATE	October 22, 2009

Independent Sources of Investment Training October 22, 2009

In accordance with Section 2256.008(a)(2) of the Government Code, the following organizations are approved for investment training by the Lake Travis ISD Board of Trustees:

First Public
First Southwest Company
Local Government Investment Cooperative
MBIA Municipal Investors Service Corporation
PFM Asset Management, LLC
Regional Education Service Center 13
Southwest Securities
Texas Association of School Administrators
Texas Association of School Boards
Texas Association of School Business Officials (TASBO)
Texas Tech University
TexPool
Tracs Financial, LLC
University of North Texas
Wells Fargo Brokerage Services



AGENDA ITEM ACTION SHEET

SUBJECT	Modified Schedule/TAKS Testing Days Waiver
RECOMMENDED ACTION	Approval
RATIONALE	TEA provides the option for school districts to allow modified schedules on TAKS testing days in order to reduce interruptions during testing periods. (TEC§25.082) This waiver must be approved annually. The requested dates are April 27 and 28 and are late arrival for Seniors only.
BUDGET PROVISIONS	None
RESOURCE PERSONNEL	Dr. Diane Frost, Deputy Superintendent
ATTACHMENTS	1. Application for Expedited and General State Waivers
MEETING DATE	October 22, 2009



APPLICATION FOR EXPEDITED AND GENERAL STATE WAIVERS

General Instructions. For Expedited Waivers, please complete Sections 1, 2, 3, and 4. For General State Waivers, please complete Sections 1, 2, 3, 5, and 6. **Bolded** items in Section 2 and Section 3 must be completed. Please direct questions to the State Waiver Unit at (512) 463-9630 or www.tea.state.tx.us/waivers.

SECTION 1. PLEASE COMPLETE THIS SECTION FOR ALL WAIVERS.

District Name: Lake Travis ISD County/District No. 227 - 913
Address: 3322 RR 620 South Telephone No. (512) - 533 - 6000
City, State, Zip: Austin, TX 78738 Fax No. (512) - 533 - 6001
Contact Person: Dr. Diane Frost Telephone No. (512) - 533 - 6030
Email: frostd@ltisdschools.org

SECTION 2. PLEASE COMPLETE THIS SECTION FOR ALL WAIVERS.

Superintendent: D. Rockwell Kirk Signature _____
 Dr. Mr. Typed Name
 Mrs. Ms.
Board President: Susan Tolles Signature _____
Typed Name
Date Board Approval: _____
Board Vote – For _____ **Against** _____ **Abstain** _____ **Absent** _____

SECTION 3. PLEASE COMPLETE THIS SECTION FOR ALL WAIVERS.

Comments of appropriate Site-Based Decision Making Committee: _____

SBDM Committee Chairperson Signature _____

SECTION 4. EXPEDITED WAIVERS. PLEASE CHECK ALL THAT APPLY.

Staff Development Waiver, pursuant to Texas Education Code (TEC) §25.081. This waiver allows the district or charter school to train staff on various educational strategies designed to improve student performance in lieu of a maximum of three days of student instruction. Please state the number of days requested. _____
Please check the years requested: 2009-2010 2010-2011 2011-2012

Reading/English Language Arts; Mathematics; Science; and/or Social Studies Staff Development Waiver, pursuant to TEC §25.081. This waiver allows the district or charter school to conduct additional staff training for reading/english language arts, mathematics, science, or social studies strategies aligned with the Texas Essential Knowledge and Skills in lieu of a maximum of two days of student instruction.
Please check no more than two subject areas for only one day each:
 Reading/English Language Arts _____ Mathematics _____ Science _____ Social Studies _____
Please check the years requested: 2009-2010 2010-2011 2011-2012

Staff Development through Participation in Eligible Conferences Waiver, pursuant to TEC §25.081. This waiver allows the district or charter school to send staff to eligible conferences for staff development to improve student performance in lieu of one day of student instruction.
Please check the years requested: 2009-2010 2010-2011 2011-2012

Early Release Waiver, pursuant to TEC §25.082(a). This waiver allows the district or charter school to conduct school for less than seven (7) hours for a total of six (6) days of student instruction to provide additional training in educational methodologies and/or to provide time to meet the needs of students and local communities. Please state the number of days requested. _____
Please check the years requested: 2009-2010 2010-2011 2011-2012

Modified Schedule/TAKS Testing Days Waiver, pursuant to TEC §25.082(a). This waiver allows the district or charter school to modify the schedule of classes on TAKS testing days during the current school year to reduce interruptions during testing periods.
Please check the years requested: 2009-2010 2010-2011 2011-2012

SECTION 4. EXPEDITED WAIVERS

TEXTBOOK WAIVERS: Pursuant to TEC §7.056. This waiver allows school districts and open enrollment charter schools the opportunity to purchase instructional materials and obtain reimbursement up to the state maximum cost called for in a proclamation, for which no textbook was offered for consideration by publishers. These courses include, but are not limited to:

- Proclamation 1997: Remedial Reading Grade 6:**
 - 2009-2010 2010-2011 2011-2012
- Proclamation 1999: Photojournalism, Astronomy; AP Environmental Science; IB Environmental Systems; and AP Human Geography:**
 - 2009-2010 2010-2011 2011-2012
- Proclamations 2001 and 2002: Business Education; Technology Education/Industrial Technology Education; Trade and Industrial Education; Languages Other Than English; and Fine Arts:**
 - 2009-2010 2010-2011 2011-2012
- Proclamation 2004: IB Mathematical Studies Subsidiary Level; IB Mathematical Higher Level; and IB Advanced Mathematics Subsidiary Level.**
 - 2009-2010 2010-2011 2011-2012

A complete list of subjects eligible for waivers and the maximum costs allowed may be viewed at:

<http://www.tea.state.tx.us/textbooks/waivers/subjectsnobids.pdf>

Foreign Exchange Student Waiver, pursuant to TEC §25.001(e). This expedited waiver allows the district to limit the number of foreign exchange students to a number that is not less than five per high school. An application to limit the number to less than five per high school must be submitted as a general waiver. The number requested by the district for an expedited waiver is ___ (state number of students) per high school. The waiver is subject to the provisions in the attached guidelines and FAQ <http://www.tea.state.tx.us/waivers/ForeignExchangeGuidelines.doc> <http://www.tea.state.tx.us/waivers/ForeignExchangeFAQ.doc>.

The waiver will be issued if it is determined that admission of more than this number indicated will (check all that apply):

- (1) create a financial or staffing hardship for the district;
- (2) diminish the district's ability to provide high quality educational services for the district's domestic students; or
- (3) require domestic students to compete with foreign exchange students for educational resources.

Please check the years requested: 2009-2010 2010-2011 2011-2012

SECTION 5. PLEASE COMPLETE THIS SECTION & SECTION 6 FOR GENERAL WAIVERS

- Course Requirement
 - Pregnancy Related Services On-Campus CEHI
 - Study of Electronic Courses
 - Other Specify _____
- For foreign exchange student waiver, description must address the circumstances applicable to the district under TEC § Section 25.001(e) (1), (2), or (3). Please submit local policy with application.
<http://www.tea.state.tx.us/waivers/ForeignExchangeGuidelines.doc>
<http://www.tea.state.tx.us/waivers/ForeignExchangeFAQ.doc>

Disciplinary Alternative Education Programs, pursuant to TEC 37.008(g). This waiver allows the district to use more than 18% of the district's SCE allotment to provide supplemental services for disciplinary alternative education programs established under Section 37.008. The school district is required to state the reason for needing to exceed the 18% limit and to report the number of students in each grade level, by demographic subgroup, not making satisfactory progress under the state's assessment system. The district is also required to submit a copy of their district/campus improvement plan which provides a description of their disciplinary alternative education program for TEA review. The district/campus improvement plan must conform to the requirements in TEC Section 11.252 and 11.253 and the Financial Accountability Resource Guide, 9.2.3. This waiver is granted for one year and the waiver must be resubmitted in writing by July 20 through the Texas Education Agency waiver office for each subsequent year, in accordance with TEA policies and deadlines for filing. Please state the total percentage of the district's SCE allotment that is being requested to provide supplemental services at the DAEP. _____

SECTION 6. COMPLETE THIS SECTION FOR ALL WAIVERS OTHER THAN EXPEDITED WAIVERS.

PLEASE USE SEPARATE PAGE.

1. Give a brief narrative description of the requested waiver.
2. Does the district or campus plan reflect the need for this waiver? If yes, what is the specific objective impacted by the waiver?
3. Cite the Texas Education Code or the Texas Administration Code that the district or campus wishes to waive?
4. Describe the plan to be implemented, if the waiver is granted.
5. How will granting this waiver help achieve the district's or campus' objective?
6. Please explain how the school district or campus will evaluate the impact of the waiver towards meeting the district's or campus' goal.
7. Please specify the school years for which the waiver is requested, to a maximum of three years.

2009-2010 2010-2011 2011-2012

ALL APPLICATIONS SHOULD BE MAILED OR FAXED. THE FAX NUMBER IS (512) 475-3666.

State Waiver Unit | Texas Education Agency | 1701 North Congress Avenue | Austin, TX 78701-1494 | Phone (512) 463-9630



AGENDA ITEM ACTION SHEET

SUBJECT	Resolution to Sanction 4-H as an Extracurricular Activity
RECOMMENDED ACTION	Approve 4-H as an extracurricular activity for Lake Travis High School.
RATIONALE	<p>19TAC §129.21(k)(1) was amended to allow 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 2009-10 school year. County Extension Agents may be recognized as adjunct staff members. Travis County includes four County Extension Agents listed on the attached Faculty Agreement as eligible for this designation.</p> <p>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.</p>
BUDGET PROVISIONS	None
RESOURCE PERSONNEL	Dr. Diane Frost, Deputy Superintendent Ms. Kim Brents, Principal of Lake Travis High School
ATTACHMENTS	Cover Letter; Resolution; Memorandum; Adjunct Faculty Agreement
MEETING DATE	October 22, 2009

1600-B Smith Road
Austin, TX 78721
(512) 854-9600
fax (512) 854-9611
e-mail: cmtalley@aq.tamu.edu
August 31, 2009

Lake Travis Independent School District
Attn: Dr. D. Rockwell Kirk, Superintendent
3322 Rand Road 620 South
Austin, TX 78738


Dear Dr. Kirk,

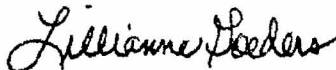
On behalf of the 4-H members of Travis County, we hereby respectfully request that the 4-H organization, by the attached resolution, be sanctioned as an extracurricular activity. The enclosed RESOLUTION should be presented for consideration at the next scheduled meeting of the Board of Trustees of the Lake Travis Independent School District. We further request that questions regarding this RESOLUTION be directed to us in a timely manner so that we may prepare and present an appropriate response so as not to delay action on this request.

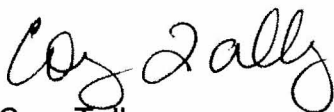
Finally, we request that a signed copy of this RESOLUTION, along with a copy of the minutes of the Board meeting, be forwarded to us for our files.


Thank you and members of your Board of Trustees for your consideration of this request.

Sincerely,


Brad Pierce
CEA – AG/NR
Travis County


Lillianne Goeders
CEA- Urban YD
Travis County


Cory Talley
CEA -4-H & YD
Travis County


Tahira Malik
CEP - YD
Travis County

Enclosure: RESOLUTION

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

Approved this _____ day of _____, 2009

(For board of Trustees)

(Superintendent)

MEMORANDUM TO: Lake Travis Independent School District

SUBJECT: Adjunct Faculty

The State Board of Education passed an amendment to 19 TAC§129.21 (k) (1). Requirements for Student Attendance Accounting for State Funding Purposes allows public school students to be considered “in attendance” when participating in off-campus activities with an adjunct staff member of the school district. Section 3 of the Student Attendance Handbook state:

- (4-12)1. The student is participating in an activity which is approved by the local board and is under the direction of a professional staff member of the school district or an adjunct staff member. This adjunct staff member must have a minimum of a bachelor's degree and be eligible for participation in the Teacher Retirement System of Texas.

- (4-13)1.1.1.1. Students participating in any activity which is not approved by the local school board and /or without certified district personnel supervision are counted absent [see 94-12]. To qualify for funding purposes, the certified district staff member/adjunct staff member must be accompanying the students as an official of the school district for the specific purpose of supervising the students and must be approved by the school board to supervise the activity. For example, students participating in 4-H activities which are supervised by a County Extension Agent are reported present.

This amendment provides local school boards the opportunity to recognize County Extension Agents as adjunct staff members and to count students participating in 4-H/Extension educational activities “in attendance for Foundation School Program purposes.”

Travis County requests adjunct staff member status for the County Extension Agents for the school year 2009-2010. The following faculty are eligible for participation in the Teacher Retirement System of Texas and have a minimum of a bachelor's degree.

Name: Cory Talley	Title: CEA-4-H & YD	Degree: MS	Date: 12/02	Institution: TAMU
Name: Brad Pierce	Title: CEA-NR	Degree: MS	Date: 8/89	Institution: SWT
Name: Lillianne Goeders	Title: CEA-Urban YD	Degree: MS	Date: 12/87	Institution: TSU
Name: Tahira Malik	Title: CEP – YD	Degree: BS	Date: 6/89	Institution: CSU

I hope that Lake Travis Independent School District will accept this request. Please let me know if you would like to schedule an appointment to discuss the amendment and request or if you need further information.

Sincerely,

County Extension Agent
County 4-H Coordinator

Attachments:

cc: Cheryl Newberry

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 faculty members of the Lake Travis Independent School District.

Upon consideration and vote of Lake Travis ISD Board of Trustees in favor to, Cory Talley, Brad Pierce, Lillianne Goeders, and Tahira Malik are hereby named as adjunct faculty members of the Lake Travis Independent School District subject to the following conditions and provisions of such appointment, to wit:

1. This appointment shall commence on the 27th day of August and end on the 4th day of June, being the end of the 2009-2010 academic year.
2. Adjunct faculty members will receive no compensation, salary, or remuneration from Lake Travis Independent School District.
3. Adjunct faculty members are and shall remain employees, in good standing, of the Texas AgriLife Extension.
4. Adjunct faculty members shall be under the direct supervision of either the District Extension Administrator of District 10, TEXAS AGRILIFE EXTENSION District, or Travis.
5. Adjunct faculty members shall receive all group insurance benefits, workman's compensation insurance benefits, unemployment insurance, and any and all other plans for the benefit of Texas AgriLife Extension 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 member 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 AgriLife Extension pursuant to the supervisory authority of the District Extension Administrator for. Adjunct faculty member is not the employee of 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 has been herein designated as an adjunct faculty member.

This appointment is made by 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 Texas AgriLife Extension in recognition of the educational benefits arising from such participation and activities and/or directed by Texas AgriLife Extension. 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 Cory Talley, Brad Pierce, Lillianne Goeders, and Tahira Malik, 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 _____, 2009

Lake Travis Independent School District

By: _____

Adjunct Faculty Appointment Accepted By:

CEA - 4-H & Youth Development

CEA – Agriculture

CEA – Urban Youth Development

CEP – Youth Development

Approved:

By: District Extension Administrator
District 10, Texas AgriLife Extension



AGENDA ITEM ACTION SHEET

SUBJECT	Financial Reports for August and September 2009
RECOMMENDED ACTION	Approval
RATIONALE	To provide financial updates to the board and community reflecting the current financial position of the school district.
BUDGET PROVISIONS	None
RESOURCE PERSONNEL	Johnny W. Hill, Asst. Supt. – Business and Financial Services 533-6016
ATTACHMENTS	<ol style="list-style-type: none">1. Statement of Revenues/Expenditures-August & September2. Balance Sheet-August & September3. Tax Report-August & September4. Quarterly Investment Report-August
MEETING DATE	October 22, 2009

LAKE TRAVIS INDEPENDENT SCHOOL DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
GENERAL FUND

08/31/09	CURRENT YEAR			PRIOR YEAR		
REVENUES	BUDGET	ACTUAL	BALANCE	PERCENT OF BUDGET	CUMULATIVE ACTUAL	PERCENT OF ACTUAL TOT.
5711 CURRENT YEAR TAX REV.	\$ 62,321,000	\$ 62,569,822	\$ (248,822)	100.40%	\$ 51,901,486	100.00%
57XX OTHER LOC. REVENUES	1,247,290	1,299,175	(51,885)	104.16%	3,883,777	100.00%
5800 STATE PROG. REVENUE	15,995,895	14,485,093	1,510,802	90.56%	14,762,608	100.00%
5900 FEDERAL REVENUE	0	1,429	(1,429)	0.00%	13,947	100.00%
	\$ 79,564,185	\$ 78,355,519	\$ 1,208,666	98.48%	\$ 70,561,818	100.00%
EXPENDITURES						
11 INSTRUCTION	\$ 27,155,985	\$ 27,035,030	\$ 120,955	99.55%	\$ 24,695,316	100.00%
12 INSTR'L RESOURCES	624,419	612,294	12,125	98.06%	516,881	100.00%
13 STAFF DEVELOPMENT	445,085	422,475	22,610	94.92%	375,003	100.00%
21 INSTRUCTIONAL ADM.	344,878	312,083	32,795	90.49%	362,313	100.00%
23 SCHOOL ADMIN.	2,346,468	2,321,247	25,221	98.93%	2,213,181	100.00%
31 GUID. & COUNSELING	1,658,933	1,620,844	38,089	97.70%	1,196,460	100.00%
33 HEALTH SERVICE	471,436	454,632	16,804	96.44%	379,199	100.00%
34 TRANSPORTATION	2,052,213	1,908,181	144,032	92.98%	1,798,545	100.00%
35 FOOD SERVICE	60,000	45,152	14,848	75.25%	42,003	100.00%
36 CO-CURRICULAR ACT.	1,702,239	1,662,351	39,888	97.66%	1,472,321	100.00%
41 GENERAL ADMIN.	2,395,548	2,381,151	14,397	99.40%	2,175,152	100.00%
51 PLANT & MAINT OPER.	6,123,155	6,029,393	93,762	98.47%	5,262,846	100.00%
52 SECURITY	223,580	191,401	32,179	85.61%	180,393	100.00%
53 NON-INSTR'L D.P.	979,433	928,544	50,889	94.80%	816,505	100.00%
61 COMMUNITY SERVICES	78,839	62,145	16,694	78.83%	60,835	100.00%
71 DEBT SERVICE	15,000	0	15,000	0.00%	4,407	100.00%
81 FACILITIES/CONSTRUCTION	15,000	9,242	5,758	61.61%	13,830	100.00%
91 STATE TRANSFERS	32,327,912	31,083,494	1,244,418	96.15%	25,179,669	100.00%
92 INCREMENTAL COST WADA	232,000	224,007	7,993	96.55%	185,853	100.00%
93 SPEC. ED TRF-REG. DAY	15,000	13,073	1,927	87.15%	14,204	100.00%
95 JJAEP TRANSFER PYMTS	15,000	11,559	3,441	77.06%	0	0.00%
99 TRAVIS CO. APPRAISAL	183,000	182,999	1	100.00%	180,104	100.00%
	\$ 79,465,123	\$ 77,511,297	\$ 1,953,826	97.54%	\$ 67,125,020	100.00%
OTHER RESOURCES AND (USES)						
7990 OTHER RESOURCES	\$ 0	\$ 0	\$ 0	0.00%	\$ 26,100	100.00%
8990 OTHER USES	0	0	0	0.00%	25,000	100.00%
8911 TRANSFERS-OUT	0	0	0	0.00%	0	0.00%
	\$ 0	\$ 0	\$ 0	0.00%	\$ 1,100	
1200 EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ 99,062	\$ 844,222				
3000 BEG. FUND BAL. 9/01/08	21,792,631					
3000 END. FUND BAL., 8/31/09	\$ 21,891,693					
3111 RESERVED FUND BALANCE	316,642					
3251 UNRESERVED FUND BALANCE	21,575,051					

LAKE TRAVIS INDEPENDENT SCHOOL DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
GENERAL FUND

09/30/09	CURRENT YEAR			PRIOR YEAR		
REVENUES	BUDGET	ACTUAL	BALANCE	PERCENT OF BUDGET	CUMULATIVE ACTUAL	PERCENT OF ACTUAL TOT.
5711 CURRENT YEAR TAX REV.	\$ 63,858,281	\$ 0	\$ 63,858,281	0.00%	\$ 0	0.00%
57XX OTHER LOC. REVENUES	2,113,250	343,873	1,769,377	16.27%	307,231	24.63%
5800 STATE PROG. REVENUE	13,081,377	6,287,934	6,793,443	48.07%	8,517,210	53.25%
5900 FEDERAL REVENUE	0	0	0	0.00%	(6,589)	0.00%
	\$ 79,052,908	\$ 6,631,807	\$ 72,421,101	8.39%	\$ 8,817,852	11.08%
EXPENDITURES						
11 INSTRUCTION	\$ 29,205,876	\$ 2,401,111	\$ 26,804,765	8.22%	\$ 2,326,338	8.57%
12 INSTR'L RESOURCES	631,889	64,008	567,881	10.13%	51,279	8.21%
13 STAFF DEVELOPMENT	325,368	29,204	296,164	8.98%	33,500	7.53%
21 INSTRUCTIONAL ADM.	205,645	20,474	185,171	9.96%	32,897	9.54%
23 SCHOOL ADMIN.	2,329,439	194,837	2,134,602	8.36%	198,539	8.46%
31 GUID. & COUNSELING	1,769,193	131,314	1,637,879	7.42%	136,277	8.21%
33 HEALTH SERVICE	497,495	40,951	456,544	8.23%	40,023	8.49%
34 TRANSPORTATION	2,016,617	220,187	1,796,430	10.92%	226,061	11.02%
35 FOOD SERVICE	59,400	4,950	54,450	8.33%	4,207	7.01%
36 CO-CURRICULAR ACT.	1,669,625	152,527	1,517,098	9.14%	132,979	7.81%
41 GENERAL ADMIN.	2,427,615	230,100	2,197,515	9.48%	174,015	7.26%
51 PLANT & MAINT OPER.	6,796,476	778,105	6,018,371	11.45%	415,314	6.78%
52 SECURITY	247,310	21,045	226,265	8.51%	3,712	1.66%
53 NON-INSTR'L D.P.	1,024,121	54,720	969,401	5.34%	50,179	5.12%
61 COMMUNITY SERVICES	79,877	5,242	74,635	6.56%	4,102	5.20%
71 DEBT SERVICE	15,000	1,257	13,743	8.38%	0	0.00%
81 FACILITIES/CONSTRUCTION	16,200	1,350	14,850	8.33%	998	6.65%
91 STATE TRANSFERS	29,819,527	0	29,819,527	0.00%	0	0.00%
92 INCREMENTAL COST WADA	250,000	104,551	145,449	41.82%	0	0.00%
93 SPEC. ED TRF-REG. DAY	15,000	0	15,000	0.00%	0	0.00%
95 JJAEP TRANSFER PYMTS	15,000	0	15,000	0.00%	0	0.00%
99 TRAVIS CO. APPRAISAL	200,000	0	200,000	0.00%	0	0.00%
	\$ 79,616,673	\$ 4,455,933	\$ 75,160,740	5.60%	\$ 3,830,420	4.82%
OTHER RESOURCES AND (USES)						
7990 OTHER RESOURCES	\$ 0	\$ 0	\$ 0	0.00%	\$ 0	0.00%
8990 OTHER USES	0	0	0	0.00%	0	0.00%
8911 TRANSFERS-OUT	0	0	0	0.00%	0	0.00%
	\$ 0	\$ 0	\$ 0	0.00%	\$ 0	
1200 EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ (563,765)	\$ 2,175,874			4,987,432	
3000 BEG. FUND BAL. 9/01/08	22,636,855					
	\$ 22,073,090					
	=====					
3111 RESERVED FUND BALANCE	316,642					
3251 UNRESERVED FUND BALANCE	21,756,448					

LAKE TRAVIS ISD
 COMBINED INTERIM BALANCE SHEET - ALL FUND TYPES
 AS OF: AUGUST 31, 2009

	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	CAPITAL PROJECTS FUNDS	INTERNAL SVC TRUST & AGENCY FUNDS	TOTAL FUNDS
ASSETS						
1101-02 Cash	\$ 809,700	\$ 1,212,012	\$ 35,777	\$ 249,159	\$ 550,986	\$ 2,857,634
1103-20 Temporary Investments	20,722,568	-	1,937,983	22,985,938	1,412,851	47,059,340
Total Cash & Investments	\$ 21,532,268	\$ 1,212,012	\$ 1,973,760	\$ 23,235,097	\$ 1,963,837	\$ 49,916,974
1210 Property Taxes-Current	-	-	-	-	-	-
1220 Property Taxes-Delinquent	2,222,490	-	578,380	-	-	2,800,870
1230 Allowance-Uncollected Taxes	(410,908)	-	(102,878)	-	-	(513,786)
1240 Due From Federal Agencies	1,190,454	85,964	-	-	-	1,276,418
1250 Sundry Receivables	2,816	130	-	-	-	2,946
1260 Due From Funds	2,161,988	-	-	-	5,675	2,167,663
1280 Due From Other Funds	-	-	-	-	1,622	1,622
1290 Other Receivables	4,200	2,006	-	-	-	6,206
1300 Inventories, At Cost	-	25,805	-	-	-	25,805
Total Receivables	\$ 5,171,040	\$ 113,905	\$ 475,502	\$ -	\$ 7,297	\$ 5,767,744
1400 Other Current Assets	-	-	-	-	-	-
TOTAL ASSETS	\$ 26,703,308	\$ 1,325,917	\$ 2,449,262	\$ 23,235,097	\$ 1,971,134	\$ 55,684,718
RESOURCES						
5010 Estimated Revenue	\$ 79,564,185	\$ 9,695,340	\$ 16,510,604	\$ 655,290	\$ 397,000	\$ 106,822,419
5030 Less: Realized Revenue	(78,355,520)	(8,219,501)	(16,647,947)	(583,304)	(383,288)	(104,189,560)
5000 Revenues to be Received	\$ 1,208,665	\$ 1,475,839	\$ (137,343)	\$ 71,986	\$ 13,712	\$ 2,632,859
TOTAL ASSETS & RESOURCES	\$ 27,911,973	\$ 2,801,756	\$ 2,311,919	\$ 23,307,083	\$ 1,984,846	\$ 58,317,577
LIABILITIES						
2110 Accounts Payable	\$ 62,986	\$ -	\$ -	\$ -	\$ -	\$ 62,986
2120 Loans and Leases Payable	-	-	-	-	-	-
2160 Accrued Wages Payable	1,771,499	48,694	-	-	-	1,820,193
2170 Due To Other Funds	1,260	92,002	-	2,000,000	76,024	2,169,286
2180 Due To Other Govt's	-	1,687	-	-	-	1,687
2190 Due To Student Groups	-	-	-	-	80,976	80,976
2140 Interest Payables	-	-	-	-	-	-
2150 Payroll Deduct & Withhold	-	-	-	-	8,619	8,619
Total Current Payables	\$ 1,835,745	\$ 142,383	\$ -	\$ 2,000,000	\$ 165,619	\$ 4,143,747
2210 Accrued Expenses	-	-	-	-	255,351	255,351
2300 Deferred Revenue	2,230,709	126,726	475,502	-	-	2,832,937
2400 Payable From Restricted Assets	-	-	-	139,660	-	139,660
TOTAL LIABILITIES	\$ 4,066,454	\$ 269,109	\$ 475,502	\$ 2,139,660	\$ 420,970	\$ 7,371,695
FUND EQUITY						
6010 Appropriations	\$ 79,465,123	\$ 10,063,291	\$ 16,486,438	\$ 33,577,236	\$ 387,000	\$ 139,979,088
6050 Less: Expenditures	(77,511,297)	(8,274,075)	(16,477,312)	(12,410,470)	(265,112)	(114,938,266)
6030 Encumbrances	-	-	-	-	-	-
Available Appropriations	\$ 1,953,826	\$ 1,789,216	\$ 9,126	\$ 21,166,766	\$ 121,888	\$ 25,040,822
4310 Reserve For Encumbrance	-	-	-	-	-	-
3600 Unreserved Fund Balance	21,575,051	743,431	1,827,291	657	1,441,988	25,588,418
3590 Reserved Fund Balance	316,642	-	-	-	-	316,642
TOTAL LIAB. & FUND EQUITY	\$ 27,911,973	\$ 2,801,756	\$ 2,311,919	\$ 23,307,083	\$ 1,984,846	\$ 58,317,577

LAKE TRAVIS ISD
 COMBINED INTERIM BALANCE SHEET - ALL FUND TYPES
 AS OF: SEPTEMBER 30, 2009

	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	CAPITAL PROJECTS FUNDS	INTERNAL SVC TRUST & AGENCY FUNDS	TOTAL FUNDS
ASSETS						
1101-02 Cash	\$ 2,733,063	\$ 702,448	\$ 35,786	\$ 2,316,792	\$ 996,180	6,784,269
1103-20 Temporary Investments	20,976,373	-	1,993,521	20,608,963	1,414,640	44,993,497
Total Cash & Investments	\$ 23,709,436	\$ 702,448	\$ 2,029,307	\$ 22,925,755	\$ 2,410,820	\$ 51,777,766
1210 Property Taxes-Current			-			-
1220 Property Taxes-Delinquent	2,008,903		563,316			2,572,219
1230 Allowance-Uncollected Taxes	(410,908)		(102,878)			(513,786)
1240 Due From Federal Agencies	1,190,454	85,964				1,276,418
1250 Sundry Receivables	29,816	80				29,896
1260 Due From Funds	2,162,242				5,942	2,168,184
1280 Due From Other Funds					8,718	8,718
1290 Other Receivables	4,200	2,006				6,206
1300 Inventories, At Cost		25,805				25,805
Total Receivables	\$ 4,984,707	\$ 113,855	\$ 460,438	\$ -	\$ 14,660	\$ 5,573,660
1400 Other Current Assets	(15,267)	(3,070)		(18)	-	(18,355)
TOTAL ASSETS	\$ 28,678,876	\$ 813,233	\$ 2,489,745	\$ 22,925,737	\$ 2,425,480	\$ 57,333,071
RESOURCES						
5010 Estimated Revenue	\$ 79,052,908	\$ 7,013,835	\$ 16,549,951	\$ 72,853	\$ 395,000	\$ 103,084,547
5030 Less: Realized Revenue	(6,631,807)	(191,212)	(55,546)	(23,143)	(1,824)	(6,903,532)
5000 Revenues to be Received	\$ 72,421,101	\$ 6,822,623	\$ 16,494,405	\$ 49,710	\$ 393,176	\$ 96,181,015
TOTAL ASSETS & RESOURCES	\$ 101,099,977	\$ 7,635,856	\$ 18,984,150	\$ 22,975,447	\$ 2,818,656	\$ 153,514,086
LIABILITIES						
2110 Accounts Payable	\$ 63,880	\$ -	\$ -	\$ -	\$ 1,402	\$ 65,282
2120 Loans and Leases Payable						-
2160 Accrued Wages Payable	1,771,499	48,694				1,820,193
2170 Due To Other Funds	8,209	92,092		2,000,000	76,277	2,176,578
2180 Due To Other Govt's	5,437	1,687				7,124
2190 Due To Student Groups					26,970	26,970
2140 Interest Payables						-
2150 Payroll Deduct & Withhold					533,455	533,455
Total Current Payables	\$ 1,849,025	\$ 142,473	\$ -	\$ 2,000,000	\$ 638,104	\$ 4,629,602
2210 Accrued Expenses					255,351	255,351
2300 Deferred Revenue	2,017,122	126,726	460,438			2,604,286
2400 Payable From Restricted Assets				139,660		139,660
TOTAL LIABILITIES	\$ 3,866,147	\$ 269,199	\$ 460,438	\$ 2,139,660	\$ 893,455	\$ 7,628,899
FUND EQUITY						
6010 Appropriations	\$ 79,663,562	\$ 7,198,459	\$ 16,549,951	\$ 20,994,766	\$ 385,000	\$ 124,791,738
6050 Less: Expenditures	(4,455,933)	(627,025)	-	(332,504)	(19,965)	(5,435,427)
6030 Encumbrances	(219,876)	(34,787)	-	(406,881)	-	(661,544)
Available Appropriations	\$ 74,987,753	\$ 6,536,647	\$ 16,549,951	\$ 20,255,381	\$ 365,035	\$ 118,694,767
4310 Reserve For Encumbrance	219,876	34,787		406,881		661,544
3600 Unreserved Fund Balance	21,709,559	795,223	1,973,761	173,525	1,560,166	26,212,234
3590 Reserved Fund Balance	316,642					316,642
TOTAL LIAB. & FUND EQUITY	\$ 101,099,977	\$ 7,635,856	\$ 18,984,150	\$ 22,975,447	\$ 2,818,656	\$ 153,514,086

SUMMARY OF TAX COLLECTIONS
AS OF August 31, 2009

2008-09 Original Tax Levy	\$ 78,978,720.82
Delinquent Taxes as of 8/31/08	2,657,459.28
Total Receivables for 2008-09	\$ 81,636,180.10
Current Year Adjustments	(414,095.00)
Prior Year Adjustments	(19,714.86)
Adjusted Receivables.....	\$ 81,202,370.24
Total Net Collections To Date	(78,401,498.97)
Outstanding Receivables as of	\$ 2,800,871.27
8/31/2009	

<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	\$ 60,926,000.00	\$ 61,135,512.21	\$ (209,512.21)	100.34%
Maintenance - Prior Year Tax	824,000.00	821,508.02	2,491.98	99.70%
Maintenance - Penalties & Interest	559,000.00	601,458.08	(42,458.08)	107.60%
Sub-total	<u>\$ 62,309,000.00</u>	<u>\$ 62,558,478.31</u>	<u>\$ (249,478.31)</u>	<u>100.40%</u>
Debt Service - Current Tax	\$ 16,100,604.00	\$ 16,218,545.99	\$ (117,941.99)	100.73%
Debt Service - Prior Year Tax	220,000.00	225,932.75	(5,932.75)	102.70%
Debt Service - Penalties & Interest	140,000.00	158,986.73	(18,986.73)	113.56%
Sub-total	<u>\$ 16,460,604.00</u>	<u>\$ 16,603,465.47</u>	<u>\$ (142,861.47)</u>	<u>100.87%</u>
Total Collections	<u>\$ 78,769,604.00</u>	<u>\$ 79,161,943.78</u>	<u>\$ (392,339.78)</u>	<u>100.50%</u>

<u>Tax Collection Comparison with 2007-08: Adjusted Tax Roll</u>	<u>2008-09</u>	<u>2007-08</u>
Percent of Current Year Taxes Collected	98.46%	97.23%
Percent of Total Taxes Collected	99.79%	99.05%
Percent of Total Taxes and P & I Collected	100.76%	99.88%

<u>Tax Collection Comparison with 2007-08: Original Tax Roll</u>	<u>2008-09</u>	<u>2007-08</u>
Percent of Current Year Taxes Collected	97.94%	96.60%
Percent of Total Taxes Collected	99.27%	98.41%
Percent of Total Taxes and P & I Collected	100.23%	99.23%

SUMMARY OF TAX COLLECTIONS
AS OF September 30, 2009

2009-10 Original Tax Levy	\$ 84,717,520.44
Delinquent Taxes as of 8/31/09	2,800,871.27
<hr/>	
Total Receivables for 2009-10	\$ 87,518,391.71
Current Year Adjustments	0.00
Prior Year Adjustments	4,693.12
<hr/>	
Adjusted Receivables.....	\$ 87,523,084.83
Total Net Collections To Date	(233,344.74)
<hr/>	
Outstanding Receivables as of 9/30/2009	\$ 87,289,740.09
<hr/>	

<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	\$ 60,926,000.00	\$ 0.00	\$ 60,926,000.00	0.00%
Maintenance - Prior Year Tax	824,000.00	188,885.35	635,114.65	22.92%
Maintenance - Penalties & Interest	559,000.00	43,127.74	515,872.26	7.72%
	<hr/>			
Sub-total	\$ 62,309,000.00	\$ 232,013.09	\$ 62,076,986.91	0.37%
Debt Service - Current Tax	\$ 16,100,604.00	\$ 0.00	\$ 16,100,604.00	0.00%
Debt Service - Prior Year Tax	220,000.00	44,459.39	175,540.61	20.21%
Debt Service - Penalties & Interest	140,000.00	9,944.37	130,055.63	7.10%
	<hr/>			
Sub-total	\$ 16,460,604.00	\$ 54,403.76	\$ 16,406,200.24	0.33%
Total Collections	\$ 78,769,604.00	\$ 286,416.85	\$ 78,483,187.15	0.36%

<u>Tax Collection Comparison with 2008-09: Adjusted Tax Roll</u>	<u>2009-10</u>	<u>2008-09</u>
Percent of Current Year Taxes Collected	0.00%	0.00%
Percent of Total Taxes Collected	0.28%	0.26%
Percent of Total Taxes and P & I Collected	0.34%	0.31%

<u>Tax Collection Comparison with 2008-09: Original Tax Roll</u>	<u>2009-10</u>	<u>2008-09</u>
Percent of Current Year Taxes Collected	0.00%	0.00%
Percent of Total Taxes Collected	0.28%	0.26%
Percent of Total Taxes and P & I Collected	0.34%	0.31%

LAKE TRAVIS INDEPENDENT SCHOOL DISTRICT
 QUARTERLY INVESTMENT SCHEDULE
 For the Quarter Ending 08/31/09

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
54,767,093.00	Local Maintenance	33,536,136	(13,063,878)	20,472,258	33,537,075	(13,064,112)	20,472,963	88,315	327,964
1,865,005.00	Debt Service	5,307,701	(3,434,889)	1,872,812	5,307,885	(3,434,792)	1,873,093	11,024	27,971
756,239.00	Capital Projects 2004	456,688	(399,772)	56,916	456,967	(400,027)	56,939	228	7,665
31,156,019.00	Capital Projects 2006	11,398,050	11,530,973	22,929,023	11,400,643	11,529,906	22,930,549	104,638	378,880
13,857,816.00	Tax Clearing	577,476	(296,564)	280,912	577,828	(296,801)	281,027	1,016	59,553
1,399,533.00	Workers Comp Fund	607,365	805,486	1,412,851	607,430	805,465	1,412,894	9,062	23,848
103,801,705.00	TOTAL INVESTMENTS	51,883,416	(4,858,644)	47,024,772	51,887,828	(4,860,362)	47,027,466	214,283	825,880

SECURITIES

CUSIP #	Type	Purchase Date	Maturity Date	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
Capital Projects 2006												
313385HP4	FHLB	09/29/08	07/01/09	3.297%	4,999,500	(4,999,500)	0	4,999,500	(4,999,500)	0	40,761	107,664
Total Capital Projects 2006					4,999,500	(4,999,500)	0	4,999,500	(4,999,500)	0	40,761	107,664
Workers Comp Fund												
313385HP4	FHLB	09/29/08	07/01/09	3.297%	499,500	(499,500)	0	499,500	(499,500)	0	4,076	10,766
Total Workers Comp Fund					499,500	(499,500)	0	499,500	(499,500)	0	4,076	10,766
TOTAL SECURITIES					5,499,000	(5,499,000)	0	5,499,000	(5,499,000)	0	44,837	118,430

CERTIFICATE OF DEPOSITS

Certificate #	Bank	Purchase Date	Maturity Date	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
Local Maintenance												
27000396	Prosperity	04/28/09	10/26/09	1.650%	0	10,000,000	10,000,000	0	10,000,000	10,000,000	41,589	55,151
Total Local Maintenance					0	10,000,000	10,000,000	0	10,000,000	10,000,000	41,589	55,151
Capital Projects 2006												
27000397	Prosperity	04/28/09	10/26/09	1.650%	0	5,000,000	5,000,000	0	5,000,000	5,000,000	20,795	27,575
27000398	Prosperity	04/28/09	04/28/10	2.000%	0	5,000,000	5,000,000	0	5,000,000	5,000,000	25,205	33,425
Total Capital Projects 2006					0	10,000,000	10,000,000	0	10,000,000	10,000,000	46,000	61,000
Workers Comp Fund												
27000399	Prosperity	04/28/09	04/28/10	2.000%	0	800,000	800,000	0	800,000	800,000	4,033	5,348
Total Workers Comp Fund					0	800,000	800,000	0	800,000	800,000	4,033	5,348
TOTAL CERTIFICATE OF DEPOSITS					0	20,800,000	20,800,000	0	20,800,000	20,800,000	91,622	121,499

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
TexPool									
Local Maintenance	0.208%	1,539,561	180,888	1,720,449	1,540,500	180,654	1,721,154	1,390	143,474
Debt Service	0.208%	302,049	383,631	685,680	302,233	383,728	685,961	285	11,580
Capital Projects 2004	0.208%	456,688	(399,772)	56,916	456,967	(400,027)	56,939	228	7,665
Capital Projects 2006	0.208%	4,251,449	(529,703)	3,721,746	4,254,042	(530,770)	3,723,272	3,702	188,148
Tax Clearing	0.208%	577,476	(296,564)	280,912	577,828	(296,801)	281,027	1,016	59,553
Workers Comp Fund	0.208%	105,755	95	105,850	105,820	74	105,893	95	6,081
Total TexPool		7,232,978	(661,425)	6,571,553	7,237,390	(663,143)	6,574,247	6,716	416,500
MBIA									
Local Maintenance	0.300%	5,055,396	(2,995,276)	2,060,120	5,055,396	(2,995,276)	2,060,120	4,724	50,545
Capital Projects 2006	0.300%	101	0	101	101	0	101	0	1
Total MBIA		5,055,497	(2,995,276)	2,060,221	5,055,497	(2,995,276)	2,060,221	4,724	50,546
Prosperity									
Local Maintenance	1.000%	26,941,179	(20,249,490)	6,691,689	26,941,179	(20,249,490)	6,691,689	40,612	78,794
Debt Service	1.000%	5,005,652	(3,818,520)	1,187,132	5,005,652	(3,818,520)	1,187,132	10,739	16,391
Capital Projects 2006	1.000%	2,147,000	7,060,176	9,207,176	2,147,000	7,060,176	9,207,176	14,175	22,067
Workers Comp Fund	1.000%	2,110	504,891	507,001	2,110	504,891	507,001	858	1,653
Total Prosperity		34,095,941	(16,502,943)	17,592,998	34,095,941	(16,502,943)	17,592,998	66,385	118,904
Total Money Markets		46,384,416	(20,159,644)	26,224,772	46,388,828	(20,161,362)	26,227,466	77,824	585,951
TOTAL INVESTMENTS		51,883,416	(4,858,644)	47,024,772	51,887,828	(4,860,362)	47,027,466	214,283	825,880

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.

Johnny Hill, Assistant Supt. For Business and Financial Services

Date

Brad Goerke, Director of Budget and Accounting

Date



AGENDA ITEM ACTION SHEET

SUBJECT	Minutes
RECOMMENDED ACTION	Approval
RATIONALE	The minutes of each official Board meeting are reviewed by the Board for accuracy, then approved by the Board prior to becoming public record.
BUDGET PROVISIONS	None
RESOURCE PERSONNEL	Dr. Rocky Kirk, Dr. Diane Frost, Linnea Bennett, Beth Muzny
ATTACHMENTS	<ol style="list-style-type: none">1. September 8, 2009, Board Workshop2. September 8, 2009, Board Meeting3. September 17, 2009, Board/Superintendent Conference4. October 8, 2009, Board Workshop5. October 15, 2009, Special Called Meeting
MEETING DATE	October 22, 2009

**Lake Travis Independent School District
Board of Trustees Workshop
Minutes of September 8, 2009**

President Susan Tolles called the meeting of the Lake Travis Independent School District (hereafter referred to as the "LTISD") Trustees to order at 4:37 p.m. on September 8, 2009 in the Live Oak Room 3 of the Educational Development Center.

Board Members Present:

Susan Tolles, Jason Buddin, Alan Williams, Guy Clayton, Mayo Davidson, Fred Goff and Lisa Johnson were present

Administrators Present:

Dr. Rocky Kirk, Superintendent of Schools
Dr. Diane Frost, Deputy Superintendent
Johnny Hill, Assistant Superintendent of Business and Financial Services
Myra Pettit, Assistant Superintendent of Curriculum and Instructional Services
Sean Casey, Assistant Superintendent of Technology and Informational Services
Susan Bohn, General Counsel
Susanna Russell, Executive Director of Administrative and Human Resource Services
Dr. Jill Siler, Executive Director of Academic and Organizational Development
Barbara Galaway-Patrick, Director of Food and Nutrition Services
Becky Burnett, Director of Special Services
Brad Goerke, Director of Budget and Accounting
Ed Wooten, Director of Purchasing
Gary Briley, Director of Extra-curricular Programs
Jack Stevens, Facility Resources, Compliance and Construction Manager
Jennifer Farley, Director of Elementary Academic Services
Jerry Blizzard, Director of Maintenance and Operations
Jim Ratcliff, Senior Director of Construction, Facilities and Support Services
Kathy Burbank, Director of Accountability & Achievement
Marco Alvarado, Director of Communications, Media & Community Relations
Pamela Carroll, Director of Community Programs

Discussion and/or Action

Administration and Accountability

Departmental Updates & District Improvement Plan Review – District staff provided departmental updates and reviewed their portion of the District Improvement Plan.

Trustee Clayton left the meeting at 5:52 p.m.

Adjournment

There being no further action the September 8, 2009 meeting of the LTISD Board of Trustees adjourned 6:29 p.m.

Susan Tolles, President

Alan Williams, Secretary

Minutes of Board Meeting

The Board of Trustees Lake Travis Independent School District

A meeting of the Board of Trustees of the Lake Travis Independent School District was held September 8, 2009, at the Educational Development Center, Live Oak Room, 607 Ranch Road 620 North, Austin, Texas 78734.

Call To Order

President Susan Tolles called the meeting to order at 6:40 p.m.

Quorum Determination

Trustees Susan Tolles, Jason Buddin, Alan Williams, Mayo Davidson, Fred Goff, Lisa Johnson were present. Guy Clayton was not present

Pledge of Allegiance and Moment of Silence

Trustee Buddin led the Pledge of Allegiance. A moment of silence was observed.

Superintendent Updates

Lake Travis High School Outstanding Renovation Project Special Recognition Award- Dr. Kirk introduced Jim Ratcliff, Senior Director of Construction, Facilities, and Support Services, and Brad Pfluger of Pfluger Wiginton Hooker Architects. Mr. Pfluger presented an award from TASA/TASB Exhibit of School Architecture for the Outstanding Renovation project. The Exhibit of School Architecture is a collaborative project of TASA, TASB, and the Texas Society of Architects, and acknowledges excellence in the planning and design of Texas public education facilities. Out of more than ninety projects submitted this year, the Lake Travis High School project received one of the three Special Recognition awards. In addition to this award, the Lake Travis High School project also received category awards for the Process of Planning, Design, Educational Appropriateness, and Innovation. The award will be on display at the TASB fall Conference in Houston from October 2 – 4, 2009. Also in attendance was Cliff Trinkaus with Pfluger Wiginton Hooker Architects .

Trustee Clayton joined the meeting at 6:52 p.m.

Academic Achievement – Myra Pettit, Assistant Superintendent of Curriculum and Instructional Services, discussed the academic achievements the District made during the 2008-09 school year.

Texas Business and Education Coalition Honor Roll – Dr. Diane Frost provided an overview of the honor roll recognition that Lakeway Elementary and Lake Pointe Elementary schools received. Dr. Frost introduced Heidi Gudelman, Principal of Lake Pointe Elementary and Sam Hicks, Principal of Lakeway Elementary, who spoke about the recognitions and thanked their staff.

Public Information Act Requests – Dr. Kirk introduced Susan Bohn, General Counsel, who provided an overview of the current status of the public information act requests received by the

District. Trustee Tolles asked the administration to provide a monthly update to the Board on public information act requests. A discussion ensued and Ms. Bohn will provide to the Board further information regarding Public Information Act requests by the District.

Audience Comments

There were no requests to address the trustees

Discussion and/or Action

Finance and Support Services

November 3, 2009 Tax Ratification Election Polling Locations - Mr. Johnny Hill, Assistant Superintendent of Business and Financial Services, provided information on the November 3, 2009 polling locations for the Tax Ratification Election. The Information included the Election Day, early voting, and mobile early voting locations as established by the county.

A MOTION was made by Trustee Buddin, seconded by Trustee Davidson, to approve the Lake Travis ISD Election Day voting locations for LTISD voters and all Travis County early voting and mobile early voting locations as established in lists presented to the Board. All Trustees voted in favor (7-0).

Administration and Accountability

Enrollment Update – Dr. Diane Frost provided an update to the student enrollment numbers. Since the first day of school the district has enrolled an additional 111 students for a total of 408 new students. The increase in students for the 2009-2010 school year for the district are as follows: 187 elementary students, 57 middle school students, and 164 high school students. These additions bring the district student population to 6,536 students.

Curriculum and Instructional Services

District Improvement Plan- Myra Pettit, Assistant Superintendent of Curriculum and Instructional Services, asked the Board for approval of the District Improvement Plan that was reviewed during the Board Workshop held earlier in the day.

A MOTION was made by Trustee Davidson, seconded by Trustee Willaims, to approve the District Improvement Plant as presented. All Trustees voted in favor (7-0).

Consent Agenda

Trustee Tolles announced that the policy revisions have been pulled from the consent agenda and will presented to the Board at a future meeting.

A MOTION was made by Trustee Davidson, seconded by Trustee Williams, to approve item D2 (Minutes – August 27, 2009 Board Meeting) on the consent agenda. All Trustees voted in favor (7-0).

President Tolles announced the following future meetings of the LTISD Board of Trustees:

- September 17, 2009, 6:00 p.m., Board/Superintendent Conference, EDC
- October 8, 2009, 6:00 p.m., Board Workshop, EDC
- October 22, 2009, 7:00 p.m. Regular Board Meeting, EDC

Closed Session

Trustees convened into closed session at 7:38 p.m., as permitted by the Texas Government Code Section 551.001 et. seq.

- A. 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. The Board will discuss and receive legal advice from its attorney regarding pending litigation under Texas Government Code Section 551.071(1).
 - a. Meadows v. Texas Education Agency; Commissioner of Education Robert Scott; and Lake Travis Independent School District, Docket No. D-1-GN-09-001611, In the 200th District Court of Travis Count, Texas
- B. 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.)
- C. Section 551.076 – Deliberations Regarding Security Devices or Security Audits**
 - 1. The Board will discuss the deployment, or specific occasions for implementation, of security personnel or devices (This may involve consultation with attorney as permitted under Section 551.071.)

Closed session adjourned at 10:50 p.m.

Adjournment

There being no further action, the September 8, 2009, Board of Trustees' meeting adjourned at 10:50 p.m.

Susan Tolles, President

Alan Williams, Secretary

**Lake Travis Independent School District
Board of Trustees
Minutes of September 17, 2009 Board/Superintendent Conference**

A meeting of the Board of Trustees of Lake Travis Independent School District was held beginning at 6:30 p.m. on September 17, 2009, in the Educational Development Center, Pecan Room, 607 Ranch Road 620 North, Austin, Texas 78734.

Call To Order

President Susan Tolles called the meeting to order at 6:35 p.m.

Quorum Determination

Trustees Susan Tolles, Alan Williams, Jason Buddin, Mayo Davidson, Fred Goff, and Lisa Johnson were present. Guy Clayton was not in attendance.

Closed Session – Trustees adjourned into Closed Session at 6:35 p.m. as permitted by the Texas Government Code Section 551.001, et. seq.

- A. 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.)

Closed Session adjourned at 6:55 p.m. and the Open Session of the meeting immediately resumed. The following action was taken.

**Discussion and/or Action
*Governance and Legal Services***

Disposition of Issues Relating to Lot 24, Block C, Apache Shores, Section 5

A MOTION was made by Trustee Davidson, seconded by Trustee Goff, to authorize the Board President to execute a Quitclaim Deed and to take all further actions necessary to resolve the title issues related to the property. All Trustees present voted in favor (6-0).

Open Session adjourned at 6:57 p.m. and the Closed Session of the meeting immediately resumed, as permitted by the Texas Government Code Section 551.001, et. seq.

- B. Section 551.074 – Personnel Matters
 - 1. The Board will discuss the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of public employees or officials.

- C. Section 551.076 – Deliberations Regarding Security Devices or Security Audits
 - 1. The Board will discuss the deployment, or specific occasions for implementation, of security personnel or devices (This may involve consultation with attorney as permitted under Section 551.071.)

Closed Session adjourned at 11:30 p.m. and the Open Session of the meeting immediately resumed. No further action was taken.

Adjournment

With no other business, the September 17, 2009 meeting of the LTISD Board of Trustees adjourned at 11:30 p.m.

Susan Tolles, President

Alan Williams, Secretary

Minutes of Board Workshop

The Board of Trustees Lake Travis Independent School District

A workshop of the Board of Trustees of Lake Travis Independent School District was held beginning at 6:00 p.m. on October 8, 2009, in the Educational Development Center, Pecan Room, 607 Ranch Road 620 North, Austin, Texas 78734.

Call To Order

President Susan Tolles called the meeting to order at 6:06 p.m.

Quorum Determination

Trustees Susan Tolles, Alan Williams, Guy Clayton, Mayo Davidson, and Lisa Johnson were present. Jason Buddin and Fred Goff were not in attendance.

Closed Session

Trustees adjourned into closed session at 6:07 p.m. as permitted under the Texas Open Meeting Act, Government Code Section 551.001 et. seq.

- A. 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).
- B. 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.)
- 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.)

Closed session adjourned at 9:55 p.m. Open session resumed at 9:55 p.m.

Discussion and/or Action

Governance and Legal Services

Board Operating Procedures – This item will be placed on a future Board Meeting agenda.

Engagement of Spivey & Grigg, L.L.P.- The following action was taken.

A MOTION was made by Trustee Davidson, seconded by Trustee Clayton to authorize engagement of Spivey & Grigg, L.L.P, for the purposes discussed in closed session and for other necessary services. Motion carried (4-0).

For
Clayton
Davidson
Johnson
Williams

Abstained
Tolles

Revisions, Deletions, and/or Additions to Board Policies - AE (Local), BBB (Local), BBD (Local), BBE (Local), BDB, (Local), BDD (Local), BE (Local), BED (Local), BF (Local) – This item will be placed on a future Board Meeting agenda.

Business and Financial Services

Agreement with Travis County to Conduct Joint Elections for the November 3, 2009 Tax Ratification Election – Ms. Bohn provided information on Travis County–provided election services for a joint election for the November 3, 2009 tax ratification election. The administration recommended Board approval of the joint election agreement among Travis County, the District, and other governmental entities.

Mobile Early Voting Locations for November 3, 2009 Tax Ratification Election – Ms. Bohn provided information on the County’s final determinations for mobile early voting locations. The mobile early voting locations had changed slightly from what was presented and approved at the September 8, 2009 meeting.

A MOTION was made by Trustee Clayton, seconded by Trustee Johnson, to approve the joint election agreement and mobile early voting locations for the November 3, 2009 tax ratification election. Trustees voted in favor (5-0).

Upcoming Meetings

President Tolles announced the following future meetings of the LTISD Board of Trustees:

- October 22, 2009, 7:00 p.m., Regular Board Meeting, EDC
- November 5, 2009. 9:00 p.m., Board Workshop, EDC
- November 19, 2009, 7:00 p.m., Regular Board Meeting, EDC
- December 10, 2009, 6:00 p.m., Board/Superintendent Conference, EDC
- December 17, 2009, 7:00 p.m., Regular Board Meeting, EDC

Adjournment

With no other business, the October 8, 2009 meeting of the LTISD Board of Trustees adjourned at 10:11 p.m.

Susan Tolles, President

Alan Williams, Secretary

**Lake Travis Independent School District
Board of Trustees
Minutes of October 15, 2009**

President Susan Tolles called the meeting of the Lake Travis Independent School District (hereafter referred to as the "LTISD") Trustees to order at 6:10 p.m. on October 15, 2009, in the Pecan Room of the Educational Development Center.

Board Members Present:

Susan Tolles, Jason Buddin, Mayo Davidson, Fred Goff and Lisa Johnson

Administrators Present:

Dr. Rocky Kirk, Superintendent of Schools
Susan Bohn, General Counsel

Trustee Tolles announced that a quorum was present.

Closed Session

Trustees and Administrators met in closed session at 6:10 p.m., as permitted by the Texas Government Code Section 551.001 et. seq.

A. 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).

B. 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.)

Trustee Williams joined closed session at 6:16 p.m. Trustee Clayton joined closed session at 6:25 p.m.

Closed session concluded at 8:15 p.m. and no action was taken.

With no other business, the Board adjourned the October 15, 2009 Meeting at 8:15 p.m.

Susan Tolles, President

Alan Williams, Secretary