



Little Elm ISD

Regular Meeting

Monday, November 13, 2017 6:30 PM

Agenda of Regular Meeting

The Board of Trustees Little Elm ISD

A Regular Meeting of the Board of Trustees of Little Elm ISD will be held November 13, 2017, beginning at 6:30 PM in the Zellars Center for Learning and Leadership.

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

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

1. Call to Order Open Session in the Board Room at Zellars Center for Learning and Leadership on 300 Lobo Lane, Little Elm, Texas 75068.
2. Pledge of Allegiance
3. Invocation
4. Introduction and Roll Call
5. Approval of Minutes
 - A. Discuss and approve the Regular Board Meeting Minutes - 10-16-2017 5
Presenter: Sonia F. Badillo
6. Superintendent Spotlight
 - A. Little Elm High School Students of the Month
Presenter: Renee Pentecost
7. Citizen Input
8. Reports of the Superintendent
 - A. PEIMS Demographics Snapshot Report 9
Presenter: Dr. Cyndy Mika
 - B. Educational Services Update 10
Presenter: Dr. Ashley Glover
 - C. Little Elm High School Additions & Renovations Project Update 33
Presenter: Rod Reeves
9. The Board will recess into Closed Meeting in PL1 as permitted by the Texas Open Meetings Act Code Subchapter 551.072 and 551.074. The Board and Superintendent will discuss:
 - A. Personnel
 - B. Land
10. Action Items
 - A. Discuss and approve the FTE for the Position of Executive Director for Construction and Operations 34

Presenter: Cleota Epps	
B. Discuss and approve the Special Education Paraprofessional FTE	35
Presenter: Cleota Epps	
C. Discuss and approve the Little Elm ISD Contract Summary Report	36
Presenter: Grant Anderson	
D. Discuss and approve the Financial Reports	39
Presenter: Grant Anderson	
E. Discuss and approve Board Operating Procedures	63
Presenter: Melissa Myers	
11. Consent Agenda	
A. Discuss and approve the 2018-2019 School Calendar	86
Presenter: Ross Roberts	
B. Discuss and approve the Personnel Memo Temporary Disability Leave	87
Presenter: Cleota Epps	
C. Discuss and approve the Foreign Exchange Student Waiver (5 or less)	88
Presenter: Cleota Epps	
D. Discuss and approve the Maximum Class Size Exemption - Class Size Waivers	89
Presenter: Cleota Epps	
E. Discuss and approve Gifts and Donations	90
Presenter: Grant Anderson	
F. Discuss and approve the 2017 Tax Roll	92
Presenter: Grant Anderson	
12. Board President Comments	
Presenter: Melissa Myers	
A. Communicators Programs Review	
13. Board Comments	
14. Superintendent Comments	
15. Adjournment	

If, during the course of the meeting, the Board of Trustees should determine that a closed meeting should be conducted, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq. The meeting will be held by the School Board at the date, hour, and place given in this Notice or as soon after the commencement of the meeting covered by this Notice as the School Board may conveniently meet in such closed or executive meeting or session concerning any and all purposes permitted by the Act, including, but not limited to the following sections and purposes:

Texas Government Code Section:

551.071	Private consultation with the Board's attorney.
551.072	Discussing purchase, exchange, lease, or value of real property.
551.073	Discussing negotiated contracts for prospective gifts or donations.
551.074	Discussing personnel or to hear complaints against personnel.
551.075	To confer with employees of the school district to receive information or to ask questions.

551.076	Considering the deployment, specific occasions, for or implementation of security personnel or devices.
551.082	Considering discipline of a public school child, or complaint or charge against personnel.
551.0821	Considering personally identifiable information about public school student.
551.083	Considering the standards, guidelines, terms, or conditions the board will follow, or will instruct its representatives to follow, in consultation with representatives of employees groups,
551.084	Excluding witnesses from a hearing.

Before any closed meeting is convened, the presiding officer will publicly identify the section or sections or the Act authorizing the closed meeting.

Should any final action, final decision, or final vote be required in the opinion of the School Board with regard to any matter considered in such closed or executive session, then the final action, final decision, or final vote shall be either:

- (a) in the open meeting covered by the Notice upon the reconvening of the public meeting, or
- (b) at a subsequent public meeting of the School Board upon notice thereof; as the School Board shall determine.

Superintendent

Original copy of this agenda was posted on the bulletin board at the Little Elm ISD Administration Building 72 hours prior to the scheduled meeting.

Sonia Badillo

Board Agenda Item

Little Elm Independent School District
300 Lobo Lane
Little Elm, Texas 75068

Board Mtg. Date	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
11-13-2017	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject:	REGULAR BOARD MEETING MINUTES - 10/16/2017				
Presenter or Contact Person:	Sonia F. Badillo, Superintendent Secretary.				
Policy/Code:	N/A				
Summary:	Board Meeting Minutes for November 16, 2017.				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	Meeting Minutes				
Recommendation:	The Administration recommends the approval of the Regular Board Meeting Minutes for November 16, 2017.				
Motion:	I move that the Board approve the attached Regular Board Meeting Minutes for November 16, 2017.				

Minutes of Regular Meeting

The Board of Trustees Little Elm ISD

A Regular Meeting of the Board of Trustees of Little Elm ISD was held Monday, October 16, 2017, beginning at 6:30 PM in the Zellars Center for Learning and Leadership.

PRESENT: Board President Melissa Myers, Board Vice President David Montemayor, Board Secretary Jason Olson, Trustee Dan Blackwood, Trustee LeAnna Harding, Trustee Alejandro Flores, and Superintendent Daniel Gallagher.

ABSENT: Trustee DeLeon English.

1. Call to Order Open Session in the Board Room at Zellars Center for Learning and Leadership on 300 Lobo Lane, Little Elm, Texas 75068. Board President Melissa Myers called the meeting to order at 6:30 pm.
2. Pledge of Allegiance
The Board led those in attendance to the pledges of The United States Flag and The Texas Flag.
3. Invocation
Mr. Sean Katinga offered the invocation.
4. Introduction and Roll Call
Ms. Sonia F. Badillo took roll call.
5. Approval of Minutes
 - A. Discuss and approve Regular Board Meeting Minutes - 9/18/2017
 - B. Discuss and approve Special Meeting Minutes - 10/09/2017
Trustee Dan Blackwood made the first motion to approve the minutes as submitted. Trustee Alejandro Flores seconded the motion. The motion passed (6-0).
6. Superintendent Spotlight
 - A. Little Elm High School Students of the Month
Ms. Renee Pentecost presented the Little Elm High School Students of the Month Awards to Lauren Burton and Josh Buliga.
 - B. Little Elm High School Spotlight
Ms. Renee Pentecost along with the Little Elm High School choir, blue angels and theater department shared a small play with the Board.
7. Citizen Input
There was no citizen input.
8. Reports of the Superintendent

- A. Governor Abbott's Resolution - Texas Education Human Resources Day
Mr. Ross Roberts shared with the Board the Governor Abbott's Resolution and congratulated the Human Resources Department for all they do.
 - B. Governor Abbott's Resolution - "Principals Appreciation Month"
Mr. Ross Roberts shared with the Board the Governor Abbott's Resolution and congratulated the Principals and Assistant Principals for their dedication and hard work.
 - C. 2018-2019 School Calendar Options
Mr. Ross Roberts approached the Board about the 2018-2019 School Calendar Options. The DEIC (District Education Improvement Council) voted on two calendars to bring to the Board of Trustees. The Board of Trustees will view option A and option B as proposed.
 - D. Little Elm High School Additions & Renovations Project Update
Presenter: Rod Reeves
This item was postponed.
9. The Board recessed into Closed Meeting in PL1 at 7:22 pm as permitted by the Texas Open Meetings Act Code Subchapter 551.072 and 551.074. The Board and Superintendent discussed:
- A. Personnel
 - B. Land
The Board reconvened at 8:10 pm.
10. Action Items
- A. Little Elm ISD Contract Summary Report
Mr. Grant Anderson shared with the Board the Little Elm ISD Contract Summary Report. This allows LEISD to purchase products or services which have been properly awarded through statutorily authorized methods.
Board Secretary Jason Olson made the first motion to approve the Little Elm ISD Contract Summary Report. Trustee Dan Blackwood seconded the motion. The motion passed (6-0).
 - B. Discuss and approve the Financial Reports
Mr. Grant Anderson shared with the Board the Financial Reports. The report included the following:
 - Notes to Financials
 - Fund Balance Analysis
 - 2017-18 General Fund Budget
 - Recap General Fund – Cash Flow August 2017
 - Capital Projects
 - Financials in Board PacketBoard Secretary Jason Olson made the first motion to approve the Financial Reports as submitted. Trustee LeAnna Harding seconded the motion. The motion passed (6-0).
11. Consent Agenda
- A. Discuss and approve the Maximum Class Size Exemption - Class Size Waivers

- B. Discuss and approve the Student Health Advisory Council
 - C. Discuss and approve Gifts and Donations
 - D. Discuss and approve Declaring Band Uniforms Surplus and Authorizing them for Disposal
 - E. Discuss and approve the Granting of Right-of-Way Warranty Deed, Water & Sanitary Sewer Easement & A 0.273 Acre Lift Station Sewer Easement to the Town of Little Elm
- Trustee LeAnna Harding made the first motion to approve the Consent Agenda as submitted. Trustee Alejandro Flores seconded the motion. The motion passed (6-0).

12. Board President Comments

A. Board Workshop

Ms. Melissa Myers reminded the Board about the workshop meeting on 10/23 at 6:00 pm.

13. Board Comments

Trustee LeAnna Harding said that she had fun tonight thank you.

Trustee Dan Blackwood informed the Board about LEHS band activities and for the first time ever hosting the UIL contest regional and area.

Board Secretary Jason Olson reminded the Board about the Bond Meeting at Lakeside.

14. Superintendent Comments

- Thanks to Ms. Pentecost for great work
- CBS 11 and pep rally
- Thanks to Principals for coming out tonight

15. Adjournment

Trustee LeAnna Harding made the first motion to approve the adjournment of the meeting. Trustee Alejandro Flores seconded the motion. The motion passed (6-0). The meeting adjourned at 8:25 pm.

Board Agenda Item

Little Elm Independent School District
300 Lobo Lane
Little Elm, Texas 75068

Board Mtg. Date	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
11-13-2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject:	PEIMS DEMOGRAPHICS SNAPSHOT REPORT				
Presenter or Contact Person:	Dr. Cyndy A. Mika, Assistant Superintendent for Accountability and School Improvement				
Policy/Code:	N/A				
Summary:	A report will be provided to the Board on the demographics of the district as of the October 28, 2017 PEIMS Snapshot date.				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	PEIMS Demographics Snapshot Report				
Recommendation:	Item is for informational purposes only. No recommendation is necessary.				
Motion:	Item is for informational purposes only. No motion is necessary.				

Board Agenda Item

Little Elm Independent School District

300 Lobo Lane

Little Elm, Texas 75068

	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
Board Mtg. Date 11-13-17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject:	EDUCATIONAL SERVICES UPDATE				
Presenter or Contact Person:	Dr. Ashley Glover, Executive Director for Educational Services				
Policy/Code:	N/A				
Summary:	This report provides the Board of Trustees information and updates for the Educational Services department.				
Financial Implications:	No financial information included in this report.				
Attachments:					
Recommendation:	This report is for informational purposes.				
Motion:	No motion is requested at this time.				



Educational Services

Little Elm Independent School District
November 2017

Ashley Glover, Ed.D
Executive Director for Educational Services
aglover@littleelmisd.net
972-947-9430

Who We Serve

7,528 students

864 employees

9 campuses + Alternative Education

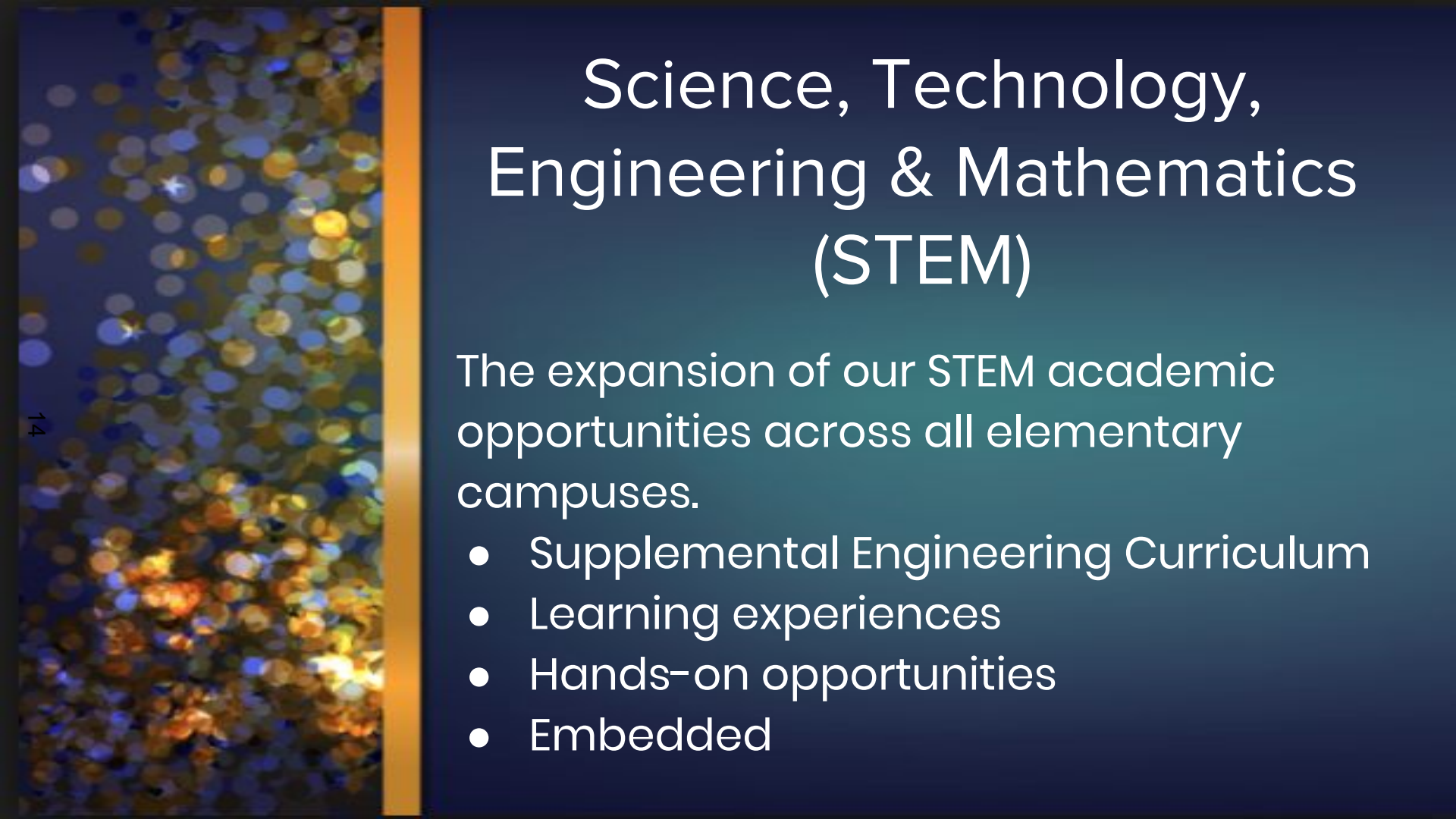


Tweet Worthy: Ed. Services supports EACH student & educator across LEISD.



Guaranteed & Viable Curriculum

- Continuous improvement through Understanding by Design (uBD/ backwards design)
- Gantt Charts
- Canvas Learning Management
 - LEISD Educational Services
 - Administrators



Science, Technology, Engineering & Mathematics (STEM)

The expansion of our STEM academic opportunities across all elementary campuses.

- Supplemental Engineering Curriculum
- Learning experiences
- Hands-on opportunities
- Embedded

Two-Way Dual Language

- Students learn academic content while attaining a second language.
- With a goal of being both bilingual and biliterate, core instruction is taught in two different ways.
- Science and Social Studies are taught in Spanish.
- Math is taught in English.
- Language Arts and Reading is taught in both English and Spanish.

The slide features a dark blue background with a vertical orange bar on the left side. The left side of the orange bar is decorated with a bokeh effect of yellow and blue lights. The title 'Professional Learning Services' is centered at the top in a large, white, sans-serif font.

Professional Learning Services

We believe our primary responsibility is to sustain learning among educators, building leaders, and district support staff. To do so, professional learning must be ongoing, evaluated, tied to student growth, goal oriented, and job-embedded when possible.

Bringing the Conference to Us

Nearly 600 LE
Educators
attended our
2nd Annual E3
Conference held
at UNT's Gateway
Center



Aspiring Leaders Institutes



Close to 100 famiLE members are currently participating in our All programs!

Building our Capacity

As we grow in numbers and as instructional leaders, it is vital that we build capacity in our teachers to share content and skills with their peers. Professional Learning Services continues to create learning designs that meet the diverse needs of adult learners.



Compacted Math

Originally designed for our top 5% of Grade 05 Math students

Year 1 the course was comprised of 12 incoming 6th graders

After seeing the positive impact this opportunity had on our Lobos, the program was expanded to include all 5th graders who demonstrated mastery of math content at least 2 grade levels above Grade 05.

This has allowed many more students to participate in the Compacted Math program

92 students are currently participating

Compacted Math Benefits

Students are able to advance in their math learning at an accelerated pace in middle school, opening up more opportunities for Advanced Placement & Dual Credit classes during high school.

In this program students:

- Complete 6th grade math content through a self paced course the summer before 6th grade
- During 6th grade Math is double blocked and both 7th and 8th grade standards are covered
- In 7th grade students take Algebra I
- In 8th grade students take Geometry
- Students enter 9th grade taking Algebra II, with the ultimate goal of taking up to 15 hours of Math College Credits through Dual Credit and AP courses by the time the graduate high school.

Career & Technical Education

Currently have over 2600 students in CTE programs in grades 7-12 with 22 individual Programs of Study at LEHS.

All 22 of our Programs of Study have a four-year pathway and a capstone course offering advanced or practicum-level experiences.

Many of our courses offer articulated and dual college credit.

Career & Technical Education

LEISD currently has students involved in internships and practicums at FC Dallas, Texas Legends, Little Elm Police Department, Medical City Frisco, and other exciting locations.

We are partnering with our Dual Language program for 2018-2019 to offer Spanish-Language pathways in International Business, Bilingual Education, and Spanish Concentration Healthcare.



At Chart Your Course 2017 CTE & Special Pops revealed the new table ToGo Food Trailer!



College, Career, & Life Ready

The goal of the College Readiness program in Little Elm ISD is to expose every student to the opportunities available to them for higher education.

It is our belief that with that exposure we empower our students to make educated decisions about their future.

College, Career, & Life

College-Going Mindsets Ready

Pioneer Promise with TWU & Eagle advantage with UNT

These programs offer automatic admission to Little Elm students ranking in the top 25% and 20% percent of their class respectively

Ways we Prepare Students

Freshman College Tours, TWU GO Center, junior and senior parent nights, application workshops, financial aid and scholarship nights, college presentations by college representatives, FAFSA workshops, individual college counseling, and classroom presentations.

Upcoming Events

“LEISD is going College Road Trippin”

First road trip is to Stephen F. Austin November 11.

The Liink Project

The mission for the LiINK Project is to “bridge the gap between academics and the social, emotional, and healthy well-being of children. The project aims to develop the whole child through increased physical activity and character development.”

The students are able to have a brain break and be creative and use their imagination while they are at play during recess and then go back inside ready to learn again.

The Liink Project

The LiINK Project was implemented at Hackberry, Oak Point and Chavez Elementary schools during the 2016-2017 school year

LEISD has expanded the implementation to all elementary schools.

LiINK provides the students with four 15 minute recesses between instruction and it provides the students with four character lessons each week.



We model LiINK research
in PL by taking a break
every hour!

The slide features a dark blue background with a bokeh effect of out-of-focus lights in shades of blue, yellow, and orange. A vertical orange bar is positioned on the left side of the slide.

Digital Learning

The Little Elm ISD Digital Learning team is made up of outstanding former classroom teachers who are devoted to helping the Little Elm ISD's teachers learn about and incorporate technology and digital learning strategies into their classroom teaching and student learning.

Digital Learning

The Digital Learning team works closely with a variety of other departments to provide support for our students and staff, including the Curriculum & Learning Department, Professional Learning Services, and Network and Technology Services.



LEISD Educators have earned 200+ Professional Learning hours through microcredentialing

The slide features a dark blue background with a vertical orange bar on the left side. The left side of the orange bar is decorated with a bokeh effect of yellow and blue lights. The title 'Digital Learning' is centered at the top in a large, white, sans-serif font.

Digital Learning

Little Elm ISD Library Media Specialists work hard to provide a high quality library program for each of our schools.

Our Library Media Specialists support campuses by bringing an engaging library program to their students, managing the campus library collection, and providing instructional support to the teachers on their campus.



School Counseling

LEISD counselors are dedicated professionals, who work diligently with students and others to assist the students in achieving important developmental goals.

Current Projects & Goals

Revision of the Guidance Curriculum to better help students develop their full educational potential.

- Responsive Services
- Individual Planning System
- Indirect Student Services
- Developmental Guidance and Counseling

Parent Involvement

Parent Involvement serves our schools and community by:

- Maintaining a two-way flow of communication between the home and the school
- Creating a positive learning environment in the school that transfers to home
- Strengthening parenting skills through the Parent education Program
- Increasing learning interest with academic night activities at each campus



Healthy communication allows for increased parent and family volunteering, decision-making, and overall positive involvement within the school.

Board Agenda Item

Little Elm Independent School District
300 Lobo Lane
Little Elm, Texas 75068

Board Mtg. Date	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
11-13-2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject:	LITTLE ELM HIGH SCHOOL ADDITIONS & RENOVATIONS PROJECT UPDATE				
Presenter or Contact Person:	Rod Reeves, Executive Director for Operational Services				
Policy/Code:	N/A				
Summary:	Little Elm ISD Administration will provide an update on the Little Elm High School Additions & Renovations Project.				
Financial Implications:	There are no financial impacts to the budget.				
Attachments:	Under separate cover				
Recommendation:	Item is for informational purposes only. No recommendation is necessary.				
Motion:	Item is for informational purposes only. No motion is necessary.				

Board Agenda Item

Little Elm Independent School District
300 Lobo Lane
Little Elm, Texas 75068

Board Mtg. Date	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
11-13-2017	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject:	FTE FOR THE POSITION OF EXECUTIVE DIRECTOR FOR CONSTRUCTION AND OPERATIONS				
Presenter or Contact Person:	Cleota Epps Executive Director for Human Resource Services				
Policy/Code:	DCA, DCB, DC, AND DCE, as appropriate.				
Summary:	Addition of one FTE for the position of Executive Director for Construction and Operations.				
Financial Implications:	\$140,000				
Attachments:	None.				
Recommendation:	The Administration recommends the approval of one FTE for the position of Executive Director for Construction and Operations.				
Motion:	I move the Board approve the addition of one FTE for the position of Executive Director for Construction and Operations.				

Board Agenda Item

Little Elm Independent School District
300 Lobo Lane
Little Elm, Texas 75068

	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
Board Mtg. Date 11-13-2017	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject:	SPECIAL EDUCATION PARAPROFESSIONAL FTE				
Presenter or Contact Person:	Cleota Epps Executive Director for Human Resource Services				
Policy/Code:	DCA, DCB, DC, AND DCE, as appropriate.				
Summary:	Addition of one Special Education Paraprofessional FTE to meet need due to increased student population.				
Financial Implications:	\$30,000				
Attachments:					
Recommendation:	The Administration recommends approval of the addition of one Special Education Paraprofessional FTE.				
Motion:	I move the Board approve the addition of one Special Education Paraprofessional FTE.				

Board Agenda Item

Little Elm Independent School District
300 Lobo Lane
Little Elm, Texas 75068

Board Mtg. Date	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Discussion Item
11-13-2017	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject:	LITTLE ELM ISD CONTRACT SUMMARY REPORT				
Presenter or Contact Person:	Grant Anderson, Associate Superintendent and Chief Financial Officer				
Policy/Code:	CRB (LEGAL)				
Summary:	Allows LEISD to purchase products or services from the list of attached contract(s) which have been properly awarded through statutorily authorized methods.				
Financial Implications:	See attached.				
Attachments:	Little Elm ISD Contract Summary Report for Approval.				
Recommendation:	The Administration recommends approval of the Little Elm ISD Contract Summary Report as submitted.				
Motion:	I move that the Board approve the Little Elm ISD Contract Summary Report dated November 13, 2017, as submitted.				

Little Elm ISD Contract Summary Report for Approval

Board Meeting Date: November 13, 2017

Ref #	Vendor Name	Department	Status (New, Renewal, Vendor Change)	Prior Year Contract Amount	Amount	Financial Implication	Effective Date	Expiration Date	Renewal	Description	Administrator
1	Remax Lakefront & Stafford Team at Keller Williams	Business Services	New	\$0	3% commission fee	\$0	11/14/2017	11/13/2023	Yes	RFQ 17-10-031-5 - Real Estate Broker - This is an as needed contract which provides for the purchase, sale, lease and appraisal services which will be paid on a commission basis. Proposals were received from 2 vendors. Both vendors will add value, are qualified with experience and will allow more options for Little Elm ISD for any future sites. Five one-year extension options are allowed under the provisions of this RFQ. The recommended vendors are: Remax Lakefront and Stafford Team at Keller Williams.	Grant Anderson
2											
3											
4											
5											
6											
7											
8											
9											
10											

37

RFQ 17-10-031-5 - Real Estate Broker

Firm Information	Contact Person	Organization	Year Established	Real Estate Property					Liability Insurance		Commission Fee
				Purchase Services	Sale Services	Lease Services	Appraisal Services	Other Services	Project	Aggregate	
Remax Lakefront 407 W. Eldorado Pkwy, Suite 360 Little Elm, TX 75068	Amy Hillock	Sole Proprietorship	2016	X	X	X	N/A	X	1 million	3 million	We would anticipate an industry standard of 3% if the sales price to be paid by the seller.
Stafford Team at Keller Williams 2434 Lillian Miller Pkwy. Denton, TX 76205	Debra A. Johnson	LLC	1995	X	X	X	X	X	1 million	1 million	Typical buyer brokerage fee in our office is 3%. However, commissions are negotiable and we will look favorably upon discounting for large purchases.

Board Agenda Item

Little Elm Independent School District
300 Lobo Lane
Little Elm, Texas 75068

	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Discussion Item
Board Mtg. Date 11-13-2017	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject:	FINANCIAL REPORTS - SEPTEMBER 2017				
Presenter or Contact Person:	Grant Anderson, Associate Superintendent and Chief Financial Officer				
Policy/Code:	Board Legal Status Powers and Duties - BAA (LOCAL) Annual Operating Budget - CE (LOCAL)				
Summary:	Monthly financial reports prepared by Business Services Department.				
Financial Implications:	Increase in General Fund revenues and increase in appropriate expenditure budgets.				
Attachments:	1) Budget Amendments 2) Information - Miscellaneous Business Office Reports Monthly Fund Balance Comparison Statement of Unaudited Revenue and Expenditures Cash Flow Statements Bank Reconciliations Investment Report Fund Summary of Revenue and Expenditures Tax Collection Report Construction Report				
Recommendation:	The Administration recommends approval of the September 2017 Financial Reports as presented.				
Motion:	I move that the Board approve the September 2017 Financial Reports as presented.				

Little Elm Independent School District
 General Fund
 Budget Amendments
 November 2017

	Fund	FX	Decrease	FX	Increase	Org	Incr / (Decr) Fund Bal	Reason
1	199	00	550	11	550	001		Budget for classroom art fees to cover supply costs
2	199	00	65	11	65	041		Budget for classroom art fees to cover supply costs
3	199	00	215	11	215	041		Budget for classroom art fees to cover supply costs
4	199	11	1,400	13	1,400	041		Reallocate funds to cover Soluciones conference costs
5	199	11	450	13	450	041		Reallocate funds to cover LOTE conference costs
6	199	11	60	13	60	103		Reallocate funds to cover TAHPERD membership renewal
7	199	11	10,000	13	6,000	823		Reallocate funds to cover anticipated legal expenses and SPED services provided by Region X
				21	4,000			
8	199	34	9,907	51	9,907	851		Reallocate funds to proper function for district vehicle maintenance costs
Total			22,647		22,647		0	

**Little Elm Independent School District
2016-2017 Fund Balance Comparison
as of September 30, 2017**

FOOD SERVICE FUND

CHILD CARE

240

720

CONTROL CODES	REVENUES	FOOD SERVICE FUND			CHILD CARE		
		ORIGINAL BUDGET	PROPOSED AMENDMENTS	AMENDED BUDGET	ORIGINAL BUDGET	PROPOSED AMENDMENTS	AMENDED BUDGET
5700	LOCAL	1,548,000		1,548,000	617,385		617,385
5800	STATE	19,000		19,000	-		-
5900	FEDERAL	2,157,775		2,157,775	-		-
		3,724,775	-	3,724,775	617,385	-	617,385
Expenditures							
11	Instruction	-		-	-		-
12	Library Services	-		-	-		-
13	Staff Development	-		-	-		-
21	Instructional Admin	-		-	-		-
23	Campus Administration	-		-	-		-
31	Guidance & Counseling	-		-	-		-
32	Attendance & Social Services	-		-	-		-
33	Health Services	-		-	-		-
34	Student Transportation	-		-	-		-
35	Food Services	3,724,775		3,724,775	-		-
36	Co-curricular Activities	-		-	-		-
41	General Administration	-		-	-		-
51	Plant Maintenance	-		-	-		-
52	Security	-		-	-		-
53	Data Processing	-		-	-		-
61	Community Services	-		-	610,678		610,678
71	Debt Services	-		-	-		-
81	Facilities	-		-	-		-
91	Contracted Instr Between Schools	-		-	-		-
95	Payments to JUV Justice Alt	-		-	-		-
99	Intergovernmental Charges	-		-	-		-
	TOTAL EXPENDITURES	3,724,775	-	3,724,775	610,678	-	610,678
	EST FUND BALANCE 08/31/17	1,228,808		1,228,808	84,017		84,017
	EST FUND BALANCE	1,228,808	-	1,228,808	90,724	-	90,724

CS

Little Elm Independent School District
Statement of Unaudited Revenues and Expenditures - Budget vs. Actual
As of September 30, 2017

GENERAL FUND
Fund 1XX

CONTROL CODES	REVENUES	2016-2017 Approved Budget	PERIOD RECEIPTS/ EXPENDITURES	Y-T-D RECEIVED/ ENC + EXP	VARIANCE FAVORABLE (UNFAVORABLE)	PERCENT TO TOTAL	PERCENT OF YEAR ELAPSED
5700	LOCAL	42,983,997.00	411,959.49	411,959.49	(42,572,037.51)	0.96%	8%
5800	STATE	22,354,908.00	3,103,880.46	3,103,880.46	(19,251,027.54)	13.88%	8%
5900	FEDERAL	1,250,000.00	20,154.39	20,154.39	(1,229,845.61)	1.61%	8%
TOTAL REVENUES		66,588,905.00	3,535,994.34	3,535,994.34	(63,052,910.66)	5.31%	8%
EXPENDITURES							
0011	Instruction	37,565,915.00	3,721,755.43	4,093,966.33	33,471,948.67	10.90%	8%
0012	Library Services	691,292.00	57,671.55	67,994.52	623,297.48	9.84%	8%
0013	Curriculum & Staff Development	1,347,779.00	58,559.77	278,521.05	1,069,257.95	20.67%	8%
0021	Instructional Leadership	1,200,953.00	88,471.93	112,634.82	1,088,318.18	9.38%	8%
0023	School Leadership	4,071,730.00	332,982.53	349,363.44	3,722,366.56	8.58%	8%
0031	Guidance & Counseling	1,931,897.00	146,860.24	149,910.71	1,781,986.29	7.76%	8%
0032	Social Work Services	31,300.00	30,000.00	30,300.00	1,000.00	96.81%	8%
0033	Health Services	556,638.00	53,250.56	56,554.05	500,083.95	10.16%	8%
0034	Student Transportation	2,132,622.00	10,126.18	14,766.88	2,117,855.12	0.69%	8%
0035	Food Services	109,499.00	8,456.94	8,456.94	101,042.06	7.72%	8%
0036	Co-curricular Activities	1,867,951.00	317,756.41	391,720.78	1,476,230.22	20.97%	8%
0041	General Administration	3,180,633.00	274,592.88	371,978.75	2,808,654.25	11.70%	8%
0051	Plant Maintenance	6,616,320.00	501,388.20	618,084.78	5,998,235.22	9.34%	8%
0052	Security & Monitoring	984,288.00	51,688.90	52,253.84	932,034.16	5.31%	8%
0053	Data Processing	1,399,108.00	124,385.51	131,764.31	1,267,343.69	9.42%	8%
0061	Community Service	42,380.00	2,752.19	2,752.19	39,627.81	6.49%	8%
0071	Debt Services	1,404,700.00	886,535.18	886,535.18	518,164.82	63.11%	8%
0081	Facility Acquisition	582,900.00	-	277,800.62	305,099.38	47.66%	8%
0091	Contracted Instr Between Schools	500,000.00	-	-	500,000.00	0.00%	8%
0095	Pmt to Juvenile Justice	40,000.00	356.00	356.00	39,644.00	0.89%	8%
0099	Intergovernmental Charges	325,000.00	76,132.35	76,132.35	248,867.65	23.43%	8%
TOTAL EXPENDITURES		66,582,905.00	6,743,722.75	7,971,847.54	58,611,057.46	11.97%	8%
OPERATING TRANSFERS							
7910	Other Resources	-	-	-	-		
8910	Other Uses	(6,000.00)	-	-	-		
TOTAL OPERATING TRANSFERS		(6,000.00)	-	-	-		
0100	Est Fund Balance 08/31/17	27,786,139.00	-	27,786,139.00			
3000	Year to Date Fund Bal. (unaudited)	27,786,139.00		23,350,285.80			

**Little Elm Independent School District
General Operating Cash Flow Statement
FY 2017-2018**

	September Actual	October Actual	November Actual	December Actual	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	July Actual	August Actual	TOTAL
<i>Beginning Cash Balance in Bank</i>	22,788,523.18	-	-	-	-	-	-	-	-	-	-	-	22,788,523.18
RECEIPTS													
Tax Collections	81,358.76	-	-	-	-	-	-	-	-	-	-	-	81,358.76
Interest	5,526.28	-	-	-	-	-	-	-	-	-	-	-	5,526.28
Other Local Revenue	379,193.84	-	-	-	-	-	-	-	-	-	-	-	379,193.84
State Revenue - Available School	-	-	-	-	-	-	-	-	-	-	-	-	-
State Revenue - Foundation	6,692,464.00	-	-	-	-	-	-	-	-	-	-	-	6,692,464.00
State Revenue - Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-
State Revenue - Misc	-	-	-	-	-	-	-	-	-	-	-	-	-
MAC Receipts/SHARS	20,154.39	-	-	-	-	-	-	-	-	-	-	-	20,154.39
Federal Program Revenue	81,994.67	-	-	-	-	-	-	-	-	-	-	-	81,994.67
Federal Program Revenue 240	128,948.52	-	-	-	-	-	-	-	-	-	-	-	128,948.52
Lunch Revenue - local 240	159,841.51	-	-	-	-	-	-	-	-	-	-	-	159,841.51
Payroll Deposits	1,720.55	-	-	-	-	-	-	-	-	-	-	-	1,720.55
Proceeds Land Sale	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers from Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers from Investment Acct	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	7,551,202.52	-	-	-	-	-	-	-	-	-	-	-	7,551,202.52
DISBURSEMENTS													
Payroll Checks	2,821,783.56	-	-	-	-	-	-	-	-	-	-	-	2,821,783.56
Accounts Payable Checks	4,028,994.10	-	-	-	-	-	-	-	-	-	-	-	4,028,994.10
TRS Deposit	352,183.88	-	-	-	-	-	-	-	-	-	-	-	352,183.88
IRS Deposit	418,682.14	-	-	-	-	-	-	-	-	-	-	-	418,682.14
Bank Charges/ NSF's/Bk Trans	439.50	-	-	-	-	-	-	-	-	-	-	-	439.50
Total Expenditures	7,622,083.18	-	-	-	-	-	-	-	-	-	-	-	7,622,083.18
Cash to TEA	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash transferred to Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers to Investment Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures & Transfers	7,622,083.18	-	-	-	-	-	-	-	-	-	-	-	7,622,083.18
Net Change in Cash	(70,880.66)	-	-	-	-	-	-	-	-	-	-	-	(70,880.66)
Ending Cash Balance in bank	22,717,642.52	-	-	-	-	-	-	-	-	-	-	-	22,717,642.52
Beginning Cash Balance Lone Star	12,337,496.71	-	-	-	-	-	-	-	-	-	-	-	12,337,496.71
Beginning Cash Balance TexStar	1,392,470.63	-	-	-	-	-	-	-	-	-	-	-	1,392,470.63
Beginning Cash Balance Texas Class	10,460,446.69	-	-	-	-	-	-	-	-	-	-	-	10,460,446.69
Interest Earned Lone Star	12,493.01	-	-	-	-	-	-	-	-	-	-	-	12,493.01
Interest Earned TexStar	1,188.40	-	-	-	-	-	-	-	-	-	-	-	1,188.40
Interest Earned TexasClass	9,604.32	-	-	-	-	-	-	-	-	-	-	-	9,604.32
Transfers out	(2,005,903.15)	-	-	-	-	-	-	-	-	-	-	-	(2,005,903.15)
Transfers in	-	-	-	-	-	-	-	-	-	-	-	-	-
Ending Cash Balance Invested	22,207,796.61	-	-	-	-	-	-	-	-	-	-	-	22,207,796.61
TOTAL CASH AVAILABLE	44,925,439.13	-	-	-	-	-	-	-	-	-	-	-	44,925,439.13

**Little Elm Independent School District
Debt Service Cash Flow Statement
FY 2017-2018**

	September Actual	October Actual	November Actual	December Actual	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	July Actual	August Actual	TOTAL
<i>Beginning Cash Balance in Bank</i>	115,183.17	-	-	-	-	-	-	-	-	-	-	-	115,183.17
RECEIPTS													
Tax Collections	27,023.52	-	-	-	-	-	-	-	-	-	-	-	27,023.52
Interest	42.79	-	-	-	-	-	-	-	-	-	-	-	42.79
Bond Refunding	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer from General Operating	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers from Investment Acct	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	27,066.31	-	-	-	-	-	-	-	-	-	-	-	27,066.31
DISBURSEMENTS													
Bank Charges/ NSF's/Bk Trans	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers to Investment Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer to General Operating	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures & Transfers	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Cash	27,066.31	-	-	-	-	-	-	-	-	-	-	-	27,066.31
Ending Cash Balance in bank	142,249.48	-	-	-	-	-	-	-	-	-	-	-	142,249.48
Beginning Cash Balance TexPool	4,347,391.34	-	-	-	-	-	-	-	-	-	-	-	4,347,391.34
Interest Earned TexPool	3,627.36	-	-	-	-	-	-	-	-	-	-	-	3,627.36
Transfers in	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-
Ending Cash Balance Invested	4,351,018.70	-	-	-	-	-	-	-	-	-	-	-	4,351,018.70
TOTAL CASH AVAILABLE	4,493,268.18	-	-	-	-	-	-	-	-	-	-	-	4,493,268.18

LITTLE ELM INDEPENDENT SCHOOL DISTRICT
Cash and Investments Reconciliation
as of September 30, 2017

Operating Fund:

Balance per bank	22,717,642.52
Add: Texas Class/MBIA	8,464,147.86
Lone Star	12,349,989.72
TexStar	1,393,659.03
Add: Deposits in Transit	12,991.29
Taxes in Transit	8,356.50
Less: Outstanding Checks/Wires	(1,458,339.56)
Balance per Books	43,488,447.36

Interest & Sinking Fund:

Balance per bank	142,249.48
Add: Texpool	4,351,018.70
Add: Taxes in Transit	2,877.14
Less: Outstanding Checks	-
Balance per Books	4,496,145.32

Total Balance per Books	47,984,592.68
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LITTLE ELM INDEPENDENT SCHOOL DISTRICT
SUMMARY OF CURRENT INVESTMENTS - BY FUND
MONTH ENDED: September 30, 2017

General Fund 199

PURCHASE /SOLD DATE	TRADE TICKET #	CUSIP #	TYPE OF INVESTMENT	PAR VALUE	BEGINNING MARKET VALUE	ENDING MARKET VALUE	AVERAGE MONTHLY RATE	BOOK VALUE	DAYS TO MATURE	YIELD TO MATURE	INTEREST ACCRUED FOR PERIOD	W/D FOR PERIOD
09/01/17	Lone Star		Investment Pool	12,337,496.71	100.0000%	100.0000%	0.0000%	12,337,496.71				
			Investment	-				12,337,496.71				
			Withdrawal	-				12,337,496.71				
09/30/17			Interest	12,493.01			1.2300%	12,349,989.72			12,493.01	-
				<u>12,349,989.72</u>				<u>12,349,989.72</u>			<u>12,493.01</u>	<u>-</u>

General Fund 199

PURCHASE /SOLD DATE	TRADE TICKET #	CUSIP #	TYPE OF INVESTMENT	PAR VALUE	BEGINNING MARKET VALUE	ENDING MARKET VALUE	AVERAGE MONTHLY RATE	BOOK VALUE	DAYS TO MATURE	YIELD TO MATURE	INTEREST ACCRUED FOR PERIOD	W/D FOR PERIOD
09/01/17	TexSTAR		Investment Pool	1,392,470.63	100.0000%	100.0000%	0.0000%	1,392,470.63				
			Investment	-				1,392,470.63				
			Withdrawal	-				1,392,470.63				-
09/30/17			Interest	1,188.40			1.0384%	1,393,659.03			1,188.40	
				<u>1,393,659.03</u>				<u>1,393,659.03</u>			<u>1,188.40</u>	<u>-</u>

Construction Fund 647

PURCHASE /SOLD DATE	TRADE TICKET #	CUSIP #	TYPE OF INVESTMENT	PAR VALUE	BEGINNING MARKET VALUE	ENDING MARKET VALUE	AVERAGE MONTHLY RATE	BOOK VALUE	DAYS TO MATURE	YIELD TO MATURE	INTEREST ACCRUED FOR PERIOD	W/D FOR PERIOD
09/01/17	Texas CLASS		Investment Pool	10,460,446.69	100.0000%	100.0000%	0.0000%	10,460,446.69				
			Investment	-				10,460,446.69				
			Withdrawal	(2,005,903.15)				8,454,543.54				(2,005,903.15)
09/30/17			Interest	9,604.32			1.2500%	8,464,147.86			9,604.32	
				<u>8,464,147.86</u>				<u>8,464,147.86</u>			<u>9,604.32</u>	<u>(2,005,903.15)</u>

LITTLE ELM INDEPENDENT SCHOOL DISTRICT
SUMMARY OF CURRENT INVESTMENTS - BY FUND
MONTH ENDED: September 30, 2017

Debt Service Fund 511

PURCHASE /SOLD DATE	TRADE TICKET #	CUSIP #	TYPE OF INVESTMENT	PAR VALUE	BEGINNING MARKET VALUE	ENDING MARKET VALUE	AVERAGE MONTHLY RATE	BOOK VALUE	DAYS TO MATURE	YIELD TO MATURE	INTEREST ACCRUED FOR PERIOD	W/D FOR PERIOD
09/01/17		TexPool	Investment Pool	4,347,391.34	100.0000%	100.0000%	0.0000%	4,347,391.34				
			Investment	-				4,347,391.34				
			Withdrawal	-				4,347,391.34				-
09/30/17			Interest	<u>3,627.36</u>			1.0151%	4,351,018.70			<u>3,627.36</u>	
				<u>4,351,018.70</u>				<u>4,351,018.70</u>			<u>3,627.36</u>	<u>-</u>

Little Elm Independent School District
 Summary of Revenue & Expenditures As Of 09/30/17
 Accounting Period: 09

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	Fund: 1XX	%	Fund: 211	%	Fund: 224	%	Fund: 225	%
	General Operating		Title I-A Improving Basic		IDEA-B Formula (Spec Ed)		IDEA-B Pre-School (Spec Ed)	
Revenue Budget	66,588,905.00	100.00%	481,366.00	100.00%	927,304.00	100.00%	9,206.00	100.00%
Period Receipts	3,535,994.34		-		-		-	
Revenue Received to Date	3,535,994.34	5.31%	-	0.00%	-	0.00%	-	0.00%
Revenues Receivable:	63,052,910.66	94.69%	481,366.00	100.00%	927,304.00	100.00%	9,206.00	100.00%
Expenditure Budget	66,588,905.00	100.00%	481,366.00	100.00%	927,304.00	100.00%	9,206.00	100.00%
Period Expenditures	6,743,722.75		22,022.32		81,960.19		298.67	
Exp./Encumbrances to Date	7,971,847.54	11.97%	26,752.40	5.56%	113,456.24	12.24%	584.57	6.35%
Balance to Expend:	58,617,057.46	88.03%	454,613.60	94.44%	813,847.76	87.76%	8,621.43	93.65%
Actual Revenue Over (Under)								
Actual Expenditures & Encumbrances:	(4,435,853.20)		(26,752.40)		(113,456.24)		(584.57)	

Little Elm Independent School District
 Summary of Revenue & Expenditures As Of 09/30/17
 Accounting Period: 09

	Fund: 244	%	Fund: 255	%	Fund: 263	%	Fund 289	%
	Voc Ed Basic Grant		Title II TPTR		Title III, Part A LEP/Immigrant		Title IV, Part A Subpart 1	
Revenue Budget	40,888.00	100.00%	113,889.00	100.00%	135,679.00	100.00%	12,480.00	100.00%
Period Receipts	-		-		-		-	
Revenue Received to Date	-	0.00%	-	0.00%	-	0.00%	-	
Revenues Receivable:	40,888.00	100.00%	113,889.00	100.00%	135,679.00	100.00%	12,480.00	
Expenditure Budget	40,888.00	100.00%	113,889.00	100.00%	135,679.00	100.00%	12,480.00	100.00%
Period Expenditures	725.00		25,896.14		5,292.33		-	
Exp./Encumbrances to Date	14,031.95	34.32%	25,896.14	22.74%	25,844.01	19.05%	-	0.00%
Balance to Expend:	26,856.05	65.68%	87,992.86	77.26%	109,834.99	80.95%	12,480.00	
Actual Revenue Over (Under) Actual Expenditures:	(14,031.95)		(25,896.14)		(25,844.01)		-	

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Little Elm Independent School District
 Summary of Revenue & Expenditures As Of 09/30/17
 Accounting Period: 09

	Fund 397	%	Fund 410	%	Fund: 429	%	Fund: 240	%
	APIB Campus Awards		Instructional Materials		State Special Revenue		Food Service	
Revenue Budget	-	100.00%	2,400.00	100.00%	-	100.00%	3,724,775.00	100.00%
Period Receipts	-		2,399.25		-		198,783.25	
Revenue Received to Date	-	#DIV/0!	2,399.25	99.97%	-	#DIV/0!	198,783.25	5.34%
Revenues Receivable:	-		0.75	0.03%	-	#DIV/0!	3,525,991.75	94.66%
Expenditure Budget	-	100.00%	14,020.00	100.00%	-	100.00%	3,724,775.00	100.00%
Period Expenditures	-		-		-		170,371.85	
Exp./Encumbrances to Date	-	#DIV/0!	-	0.00%	-	#DIV/0!	173,359.15	4.65%
Balance to Expend:	-		14,020.00	100.00%	-	#DIV/0!	3,551,415.85	95.35%
Actual Revenue Over (Under)								
Actual Expenditures & Encumbrances:	-		2,399.25		-		25,424.10	

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Little Elm Independent School District
 Summary of Revenue & Expenditures As Of 09/30/17
 Accounting Period: 09

	Fund: 511	%	Fund: 647	%	Fund: 720	%
	Debt Service		2016 Bonds		Child Care	
Revenue Budget	13,740,450.00	100.00%	28,015,000.00	100.00%	617,385.00	100.00%
Period Receipts	26,397.79		9,604.32		50,973.82	
Revenue Received to Date	26,397.79	0.19%	28,228,142.97	100.76%	50,973.82	8.26%
Revenues Receivable:	13,714,052.21	99.81%	-	0.00%	566,411.18	91.74%
Expenditure Budget	11,984,037.00	100.00%	28,015,000.00	100.00%	610,678.00	100.00%
Period Expenditures	810.00		-		44,133.64	
Exp./Encumbrances to Date	810.00	0.01%	19,356,770.74	69.09%	68,167.82	11.16%
Balance to Expend:	11,983,227.00	99.99%	8,658,229.26	30.91%	542,510.18	88.84%
Actual Revenue Over (Under)						
Actual Expenditures & Encumbrances:	25,587.79		8,871,372.23		(17,194.00)	

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Denton County
Monthly Collection Status Report
September 2017

Little Elm ISD

	Collections Month of September	Cumulative Total 10/1/16 thru 09/30/17	% of Tax Levy
Current Tax Year Collections			
Base M&O	52,868.90	37,124,662.48	99.40%
Base I&S	16,719.23	11,740,279.60	
Base I&S Bond	-	-	
P&I M&O	10,378.25	118,595.46	
P&I I&S	3,240.53	34,752.74	
P&I I&S Bond	-	-	
Attorney Fee	14,550.69	42,446.23	
Subtotal	97,757.60	49,060,736.51	99.80%
Delinquent Tax Years Collections			
Base M&O	5,282.62	255,873.64	
Base I&S	1,990.91	108,166.36	
Base I&S Bond	-	-	
P&I M&O	1,946.20	77,588.25	
P&I I&S	776.97	28,997.01	
P&I I&S Bond	-	-	
Attorney Fee	1,871.93	34,431.98	
Other*	-	-	
Subtotal	11,868.63	505,057.24	
Combined Current & Delinquent:			
Base M&O	58,151.52	37,380,536.12	
Base I&S	18,710.14	11,848,445.96	
Base I&S Bond	-	-	
P&I M&O	12,324.45	196,183.71	
P&I I&S	4,017.50	63,749.75	
Attorney Fee	16,422.62	76,878.21	
Other*	-	-	
Total Collections	109,626.23	49,565,793.75	
Original 2016 Tax Levy		48,234,867.86	
Current 2016 Tax Levy		49,160,416.12	

Denton County
Cumulative Comparative Collection Status Report
September 2017

Little Elm ISD

	Tax Year 2016 Collections thru September 2017	% of Tax Levy	Tax Year 2015 Collections thru September 2016	% of Tax Levy
Current Tax Year Collections				
Base M&O + I&S	48,864,942.08	99.40%	40,973,130.44	99.61%
P&I M&O + I&S	153,348.20		197,479.52	
Attorney Fee	42,446.23		25,448.10	
Subtotal	<u>49,060,736.51</u>	99.80%	<u>41,196,058.06</u>	100.16%
Delinquent Tax Years Collections				
Base M&O + I&S	364,040.00		441,444.72	
P&I M&O + I&S	106,585.26		107,462.65	
Attorney Fee	34,431.98		34,840.48	
Subtotal	<u>505,057.24</u>		<u>583,747.85</u>	
Combined Current & Delinquent:				
Base M&O + I&S	49,228,982.08		41,414,575.16	
P&I M&O + I&S	259,933.46		304,942.17	
Attorney Fee	76,878.21		60,288.58	
Other	-		-	
Total Collections	<u><u>49,565,793.75</u></u>		<u><u>41,779,805.91</u></u>	
Adjusted 2015 Tax Levy			<u><u>41,131,932.76</u></u>	
Original 2016 Tax Levy	<u><u>48,234,867.86</u></u>			
Current 2016 Tax Levy	<u><u>49,160,416.12</u></u>			

Denton County
Levy Outstanding Status Report
September 2017

Little Elm ISD

	Current Tax Year	Delinquent Tax Years
Current Month:		
Tax Levy Remaining as of 09/01/17	363,516.22	790,126.51
Base M&O + I&S Collections	69,588.13	7,277.18
Supplement/Adjustments	1,545.95	4,822.90
	<hr/>	<hr/>
Remaining Levy as of 09/30/17	<u>295,474.04</u>	<u>787,672.23</u>
Cumulative (From 10/01/16 thru 09/30/17)		
Original 2016 Tax Levy (as of 10-1-16)	48,234,867.86	537,763.60
Base M&O + I&S Collections	48,864,942.08	364,043.65
Supplement/Adjustments	925,548.26	613,952.28
	<hr/>	<hr/>
Remaining Levy as of 09/30/17	<u>295,474.04</u>	<u>787,672.23</u>

Renovations / Maintenance Projects FY 16-17

	Approved Dec 2016	250,000.00
	FY 15-16 Balance Rollforward Approved Dec 2016	489,960.00
	Less Rollforward Allocated to PY Projects	(23,220.00) (1)
	Transfer to Furniture & Equipment Fund 196 Mar 2017	(314,000.00) (2)
	Approved Apr 2017	416,000.00
	Prestwick STEM PTA Outdoor Classroom Donation	20,000.00
	Approved Jun 2017	581,000.00
		1,419,740.00

As of 11-02-17

Campus	Account Description	Vendor	Description	Expenditures	Encumbered	Total
Brent						
				-	-	-
						-
Chavez						
	Chavez Playground Fence	SFCC, Inc.	Installation of fence	-	17,400.00	17,400.00
						17,400.00
Hackberry						
				-	-	-
						-
High School						
	LEHS HVAC	Trane	HVAC unit at High School	8,500.00	-	8,500.00
	LEHS HVAC	SFCC, Inc.	HVAC unit at High School	4,985.00	-	4,985.00
						13,485.00
Lakeside						
				-	-	-
						-
57	Maintenance					
				-	-	-
						-
Oak Point						
	Oak Point Portable	Ramteck Building Systems	Portable	162,250.00		162,250.00
	Oak Point Portable	Office Depot	Furniture for portable	59,546.32		59,546.32
	Oak Point Portable	Corgan & Associates	Architect	2,500.00	1,600.00	4,100.00
	Oak Point Portable	RAB Group	Technology		25,000.00	25,000.00
	Oak Point Portable	C&G Electric	Electrical work	13,190.00		13,190.00
	Oak Point Portable	Rodriguez Concrete	Sidewalk	15,500.00		15,500.00
	Oak Point Portable	C and R Services	Access control camera	5,700.00		5,700.00
	Oak Point Portable	Fire and Security Technician	Fire alarm		5,251.00	5,251.00
	Oak Point Portable	CDW Government, Inc.	Technology	8,055.30		8,055.30
	Oak Point Portable	CapitalOne (City of Oak Point)	Building Permit	1,733.03		1,733.03
	Oak Point Crosswalk Lights	TAPCO	Installation of flashing crosswalk lights	15,615.68		15,615.68
	Oak Point Crosswalk Lights	Centerline Supply, LTD	Signage	1,365.25		1,365.25
						317,306.58
Powell						
	Powell Restrooms	Johnson Burks Supply Co	Fixtures	2,562.83		2,562.83
	Powell Restrooms	Spectrum Resource Group	Restroom partitions	3,398.00		3,398.00
	Powell Restrooms	One Source Flooring	Floor and wall tile	7,889.51		7,889.51
	Powell Restrooms	Lowe's Companies, Inc.	Open PO	812.30		812.30
	Powell Restrooms	Dealers Electrical Supply	Lighting	600.00		600.00
	Powell Restrooms	Supply Works	Mirrors	254.16		254.16
	Powell Restrooms	Supply Works	Hand dryers	1,500.00		1,500.00
	Powell Restrooms	Home Depot	Rent equipment for renovation	348.58		348.58
	Powell Roof	Walsh Gallegos Trevino	Contract review for roof repairs	277.00		277.00

Campus	Account Description	Vendor	Description	Expenditures	Encumbered	Total
	Powell Roof	CBS Roofing	Roof repairs	329,157.50	251,842.50	581,000.00
	Powell Roof	Armko Industries, Inc.	Roof repairs	625.00		625.00
						599,267.38
Prestwick						
	Prestwick STEM Fencing	SFCC, Inc.	Installation of fence	24,400.00		24,400.00
	Prestwick Outdoor Classroom	WeBuildFun, Inc.	Playground Equipment		34,021.62	34,021.62
	Prestwick Outdoor Classroom	Duo-Guard Industries, Inc.	Scooter Racks	831.00		831.00
						59,252.62
Zellars						
	Zellars Drainage	Town of Little Elm	Drainage	16,974.85	4,835.15	21,810.00
	Zellars Portable	Ramtech Building Systems	Portable	67,990.00		67,990.00
	Zellars Portable	Corgan Associates, Inc.	Architect		4,100.00	4,100.00
	Zellars Portable	RAB Group	Technology		10,000.00	10,000.00
	Zellars Portable	C & G Electric	Electrical Work	8,783.00	2,900.00	11,683.00
	Zellars Portable	SFCC, Inc.	Sidewalks		20,000.00	20,000.00
	Zellars Portable	C and R Services	Access control cameras		3,644.62	3,644.62
	Zellars Portable	Fire and Security Technician	Fire alarm		3,121.00	3,121.00
	Zellars Portable	RAB Group	Technology		1,820.00	1,820.00
	Zellars Portable	CDW Government, Inc.	Technology	3,459.70		3,459.70
	Zellars Portable	Frank Bartel Transportation	Site grading		5,100.00	5,100.00
	Zellars Heat Pump	Trane	Heat pump unit	7,508.00		7,508.00
						160,236.32
	Total			776,312.01	390,635.89	1,166,947.90
Balance						252,792.10

(1) Additional funding needed to complete prior year summer projects

(2) Cover purchase of board room audio/video equipment, band and fine arts uniforms, Athletic Complex batteries, SPED cameras and servers, and CTE truck and trailer.

Furniture and Equipment Purchases FY 16-17

Transfer from Renovation Fund 197 Mar 2017 314,000.00
 Transfer from Fund 199 April 2017 1,203.00 (1)
 Approved Jun 2017 772,854.00
1,088,057.00

As of 11-02-17

Campus	Account Description	Vendor	Description	Expenditures	Encumbered	Total
Athletic Complex						
	Supplies Maint - Athletic Complex	Synergistic Power Systems	Replacement batteries for Athletic Complex	18,064.00		18,064.00
						18,064.00
Brent						
	Furn & Equip - Brent	Office Depot, Inc.	Classroom furniture	21,729.66		21,729.66
						21,729.66
Chavez						
	Furn & Equip - Chavez	CDW Government, Inc.	Audio/video activity room	930.00		930.00
	Furn & Equip - Chavez	RAB Group, Inc.	Audio/video activity room	1,185.00		1,185.00
	Furn & Equip - Chavez	Office Depot, Inc.	Classroom seating	16,287.20		16,287.20
	Furn & Equip - Chavez	RAB Group, Inc.	Conference room TV	1,635.00		1,635.00
	Furn & Equip - Chavez	Office Depot, Inc.	Cafeteria table	-	1,626.20	1,626.20
						21,663.40
Hackberry						
	Furn & Equip - Hackberry	Office Depot, Inc.	Tables for kindergarten classroom	4,971.55		4,971.55
	Furn & Equip - Hackberry	GDW Government, Inc.	Epson PowerLite 5520W LCD projector	2,133.03		2,133.03
	Furn & Equip - Hackberry	RAB Group, Inc.	Install projector in cafeteria	2,999.00		2,999.00
	Furn & Equip - Hackberry	Office Depot, Inc.	Conference room furniture	10,768.96		10,768.96
	Furn & Equip - Hackberry	One Source Flooring	Install carpet in teacher's lounge	1,895.77		1,895.77
						22,768.31
High School						
59	CTE Truck and Trailer	Sam Pack's Five Star Ford	Truck for CTE	28,676.05		28,676.05
	CTE Truck and Trailer	Big Tex Cross Roads	Trailer for CTE	5,065.00		5,065.00
	LEHS Band Uniforms	Fred J Miller	Band uniforms	149,549.75		149,549.75
	LEHS Choir Uniforms	Southeastern Performance	Choir uniforms	6,396.46		6,396.46
	LEHS Choir Uniforms	Southeastern Career Apparel	Choir uniforms	6,163.20		6,163.20
	LEHS Drill Team Uniforms	Cheers, ETC1., Inc.	Drill team uniforms	2,645.00		2,645.00
	LEHS Drill Team Uniforms	Sandys Dancewear Too, Inc.	Drill team uniforms	726.60		726.60
	LEHS Drill Team Uniforms	TeamLeader	Drill team uniforms	9,798.95		9,798.95
						209,021.01
Lakeview						
	Furn & Equip - Lakeview	Rab Group, Inc.	Conference room TV	1,635.00		1,635.00
	Furn & Equip - Lakeview	Office Depot	Classroom furniture		39,982.91	39,982.91
						41,617.91
Lakeside						
	MS Choir Uniforms	Southeastern Career Apparel	Choir uniforms	9,025.41		9,025.41
	Furn & Equip Lakeside	Office Depot	Classroom furniture	-	37,474.65	37,474.65
	Furn & Equip Lakeside	Flinn Scientific Inc.	Science lab equipment	7,799.03		7,799.03
	Furn & Equip Lakeside	Wards Natural Science	Science lab equipment	237.15		237.15
	Furn & Equip Lakeside	SupplyWorks	Science lab equipment	514.92		514.92
	Furn & Equip Lakeside	Texoma Fire Equipment Inc.	Science lab equipment	128.00		128.00
	Furn & Equip Lakeside	Grainger	Science lab equipment	569.25		569.25
	Furn & Equip Lakeside	Office Depot	Science lab equipment	613.24		613.24
	Furn & Equip Lakeside	Office Depot	Science lab equipment	181.95		181.95
	Furn & Equip Lakeside	Frisco Printing & Graphics	Science safety cards	504.38		504.38
	Furn & Equip Lakeside	Homegrown Promotionals	Science safety posters	1,603.80		1,603.80
	Furn & Equip Lakeside	Flinn Scientific Inc.	Science lab equipment	6,634.71		6,634.71
						65,286.49

Campus	Account Description	Vendor	Description	Expenditures	Encumbered	Total
Maintenance						
	E-Mist Surface Mgmt	JF Filtration	E-mist surface management system	62,887.49		62,887.49
	Scrubber Rider	SupplyWorks	Scrubber rider for high school	13,750.75	687.00	14,437.75
	Walk Behind Scribber	SupplyWorks	Walk behind scrubber for high school	11,301.75	565.00	11,866.75
	Vehicle Repairs	Fast Lane Car Wash	Vehicle repairs for hail damage	3,832.30		3,832.30
	Vehicle Repairs	Fast Lane Car Wash	Vehicle repairs for hail damage	4,351.20		4,351.20
	Vehicle Repairs	Action Collision Repair	Vehicle repairs for hail damage	8,810.70		8,810.70
	Vehicle Repairs	Action Collision Repair	Vehicle repairs for hail damage	9,162.68		9,162.68
						115,348.87
Oak Point						
	Furn & Equip Oak Point	Office Depot	Classroom furniture	37,474.65	4,725.84	42,200.49
						42,200.49
Powell						
	Furn & Equip - Powell	IPEVO, Inc.	Document cameras	924.35		924.35
	Furn & Equip - Powell	MonoPrice	Classroom technology - cables	128.39		128.39
	Furn & Equip - Powell	CDW Government, Inc.	Laminator and poster printers	4,183.67		4,183.67
	Furn & Equip - Powell	Office Depot, Inc.	Classroom desks and chairs	13,172.60		13,172.60
	Furn & Equip - Powell	Satarii, Inc.	Swivel for coaching	799.00		799.00
						19,208.01
Prestwick						
	Furn & Equip - Prestwick	Office Depot	Classroom tables	9,482.97		9,482.97
						9,482.97
Safety & Security Dept						
	Safety & Security Equip	Baudville Inc	Student ID project	13,112.98		13,112.98
	Safety & Security Equip	Sterling Associates, Inc.	Two-way radios	57,880.00		57,880.00
	Safety & Security Equip	C and R Services	FOB entry project		121,150.00	121,150.00
						192,142.98
Zellars						
	Zellars Board Room Equip	Office Depot, Inc.	Tables	1,080.22		1,080.22
	Zellars Board Room Equip	RAB Group, Inc.	Audio and video equipment	43,299.76		43,299.76
	Zellars Board Room Equip	RAB Group, Inc.	Audio and video equipment	189.90		189.90
	Zellars Board Room Equip	CDW Government, Inc.	Monitors	863.25		863.25
	Zellars Board Room Equip	Lowe's Companies, Inc.	Ceiling tiles	2,521.95		2,521.95
	Zellars Board Room Equip	Apple, Inc.	iPad	724.00		724.00
	Zellars Board Room Equip	Apple, Inc.	iPad app	2.99		2.99
	Zellars Board Room Equip	Ergomart	Mounting for monitors	310.77		310.77
	Zellars Board Room Equip	RAB Group, Inc.	Audio and video equipment upgrades	1,938.25		1,938.25
	SPED Cameras and Server	RAB Group, Inc.	SPED cameras and server	17,391.00		17,391.00
	SPED Cameras and Server	RAB Group, Inc.	SPED cameras for Brent campus	4,055.76		4,055.76
						72,377.85
	Total			644,700.35	206,211.60	850,911.95
Balance						237,145.05

(1) Cover higher than anticipated cost for high school choir uniforms

Renovations / Maintenance Projects FY 17-18

Original Budget FY 17-18 582,900.00

As of 11-02-17

582,900.00

Campus	Account Description	Vendor	Description	Expenditures	Encumbered	Total
Athletics						
	Roof - Athletic Complex	CBS Roofing Services	Roof repairs due to hail damage	-	236,279.00	236,279.00
						236,279.00
Brent						
	Brent Sidewalk	Sergio Rodriguez	New sidewalks for walkers	-	7,500.00	7,500.00
						7,500.00
Chavez						
				-	-	-
						-
Hackberry						
				-	-	-
						-
High School						
				-	-	-
						-
Lakeside						
				-	-	-
						-
Maintenance						
61				-	-	-
						-
Oak Point						
				-	-	-
						-
Powell						
				-	-	-
						-
Prestwick						
				-	-	-
						-
Zellars						
				-	-	-
						-
Other						
	Land Purchase and Improvements	Todd Property Advisors, Inc.	Land Appraisal		7,500.00	7,500.00
						7,500.00
Total						
				-	251,279.00	243,779.00

Balance 339,121.00

Campus	Account Description	Vendor	Description	Expenditures	Encumbered	Total
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Board Agenda Item

Little Elm Independent School District
300 Lobo Lane
Little Elm, Texas 75068

Board Mtg. Date	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
11-13-2017	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject:	BOARD OPERATING PROCEDURES				
Presenter or Contact Person:	Jason Olson				
Policy/Code:	N/A				
Summary:	Board Operating Procedures				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	LEISD Board Operating Procedures				
Recommendation:	The Board recommends the approval of the Board Operating Procedures.				
Motion:	I move that the Board approve the attached Board Operating Procedures.				



Little Elm School Board Operating Procedures

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The **Mission of the Little Elm ISD** is to...
ENGAGE, EQUIP, and EMPOWER each student to realize their full potential.



The **Vision of the Little Elm ISD Community** is to be “THE Destination District.”

AS LOBOS WE VALUE...

A culture founded on the highest qualities of character

- Excellence
- Integrity
- Respect
- Compassion

Unleashing every individual's highest potential

- Promote high expectations
- Inspire creativity
- Nurture self-confidence
- Commit to accountability

Creating a community where every student loves to learn, every teacher loves to teach and every person is proud to call home (A foundation of culture that values unity and pride)

- Provide a safe and supportive environment
- Expand opportunities for achievement
- Support collaboration
- Promote district identity and culture
- Praise and celebrate success
- #loboproud

Embracing all of our kids as all of our kids

- Champion success
- Ignite passion
- Value and encourage every student
- Foster Relationships
- Cultivate ownership

Open, transparent, and timely communication

- Honest
- Clear
- Respectful
- Courteous
- Engaging

LEISD GOALS

Recruitment, Retention, & Engagement

- Little Elm ISD will commit to engage in recruitment and retention practices which will ensure each employee is well-matched to expectations of their role and the District's Core Values.
- Little Elm ISD will create an atmosphere of servant-leadership.

Teaching & Learning

- Little Elm ISD will engage each student in rigorous relevant learning experiences.
- Little Elm ISD will engage each staff member in a culture of collaboration that extends each student's learning.

Communication & Community Partnerships

- Little Elm ISD will effectively communicate with all stakeholders.

Board of Trustees

Melissa Myers
Board President, Place 3
Term ends May 2017
Board member since May 2014
mmyers@littleelmisd.net

David Montemayor
Board Vice-President, Place 7
Term ends May 2019
Board member since 2015
dmontemayor@littleelmisd.net

Alex Flores
Board Secretary, Place 2
Term ends May 2017
Board member since 2014
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LeAnna Harding
Trustee, Place 1
Term ends May 2017
Board member since 2011
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DeLeon-English
Trustee, Place 4
Term ends May 2018
Board member since 2014
Deleon.english@littleelmisd.net

Jason Olson
Trustee, Place 5
Term ends May 2018
Board member since 2015
jolson@littleelmisd.net

Dan Blackwood
Trustee, Place 6
Term ends May 2019
Board member since 2016
dblackwood@littleelmisd.net

Administration List

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Lowell Strike, Ph. D Superintendent of Schools 972.547.3535 lstrike@littlelmsd.net	Sonia Badillo Executive Asst. to the Superintendent & Board Secretary 972.947.9340 ext. 10002 sbadillo@littlelmsd.net
Daniel Gallagher Asst. Superintendent for Educational Services 972.947.9340 ext. 10004 dgallagher@littlelmsd.net	Grant Anderson, RTSBA Asst. Superintendent of Finance & Operation Services 972.947.9340 ext. 10502 ganderson@littlelmsd.net
Cynthia Mika, Ed.D. Asst. Superintendent for School Improvement & Accountability 972.947.9340 ext. 10006 cmika@littlelmsd.net	Ross Roberts Asst. Superintendent for Student & Administrative Services 972.947.9340 ext. 10105 rroberts@littlelmsd.net

LEISD Campus Directory

LEHS 1900 Walker Rd. Little Elm, TX 75068 972-947-9443	Principal — Renee Pentecost Associate Principal — Ruben Molinar House Principals — Alen Palislamovic, Randall Ball, Christopher Reza, Terilyn Monday
Lakeside Middle School 400 Lobo Lane Little Elm, TX 75068 972-947-9445	Principal — Clint Miller 8 th Grade Principal — Marina Matus De Garcia 7 th Grade Principal — Marcia Torres
Collin Powell 6 th Grade Center 520 Lobo Lane Little Elm, TX 75068 972-947-9446	Principal — Elizabeth Miller Assistant Principal — Meg Tillman
Prestwick STEM Academy K-8 3101 Stonefield The Colony, TX 75056 972-947-9450	Principal — Christine Gibson Assistant Principals — Tiffany Ansel, Felipe Vargas
Brent Elementary 500 Witt Rd. Little Elm, TX 75068 972-947-9451	Principal — Tony Peters Assistant Principal — Virginia Gwyn
Chavez Elementary 2600 Hart Rd. Little Elm, TX 75068 972-947-9452	Principal — Doug Sevier Assistant Principals — Gerald Muhammad, Russell VanHoose
Hackberry Elementary 7200 Snug Harbor Circle Frisco, TX 75034 972-947-9453	Principal — Tom Swartz Assistant Principal — Stephen Richardson
Lakeview Elementary 1800 Waterside Dr. Little Elm, TX 75068 972-947-9454	Principal — Kelley Carr Assistant Principal — Misty Chestnut
Oak Point Elementary 401 Shahan Prairie Rd. Oak Point, TX 75068 972-947-9455	Principal — Debbie Clark Assistant Principal — Audra Vandiver
Zellers Center for Learning & Leadership 300 Lobo Lane Little Elm, TX 75068 972-947-9340	Principal — Bill Bush <i>AIMS/GOALS/DAEP</i>

Little Elm ISD Calendar 2016-2017

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

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

August
 1-4 Teachers New to LEISD Induction
 8-11 Staff Professional Learning Week
 15-19 Staff Professional Learning Week
 22 First Day of 1st Semester

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

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

September
 5 Labor Day Holiday

October
 13-14 Staff Professional Learning Day/Student Holiday

November
 21-22 Staff Professional Learning Day (FLEX)/Student Holiday
 23-25 Thanksgiving Holiday

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

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

December
 5-9 State Assessment EOC Retest
 16 1st Semester Ends
 19-30 Winter Holiday

January
 1 Staff Work Day / Student Holiday
 3 1st Day of 2nd Semester
 16 MLX Jr Holiday

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

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

February
 20 Presidents' Day Holiday

March
 13-17 Spring Break
 28-31 State Assessment: 4/7 Writing, 5/8 Reading/Math, EOC English I/II

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

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

April
 14 Bad Weather Make-Up Day
 17 Bad Weather Make-Up Day

May
 1-5 State Assessment: EOC Algebra, Biology, US History
 8-12 State Assessment: 3-8 Reading/Math/Science/SS
 26 Last Day of School - 1/2 day PK-12
 27 Staff Work Day (will be flexed May 22-26)

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

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

- Student School Day
- Staff Development
- Holiday
- Weather Make-Up Day
- State Testing Day
- 1st Day of Semester 1 or 2
- Half Day
- New Teacher Induction
- Staff Professional Learning Flex Day

Grades	455	230	Total Minutes
K-5	170	2	77810
6-8	170	2	77810
9-12	170	2	77810



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Board of Trustees Work Calendar

This is to be addressed under a separate agenda item during the Board Retreat.

Board Operating Procedures Little Elm Independent School District

In effective school systems, the Superintendent and the Board function as a "TEAM OF EIGHT." A structured approach to developing a vision for the district and setting goals is enhanced by first developing a system of standard operating procedures. The School Board is the corporate policy-making body for the district, and the Superintendent and staff provide the leadership to cause Board policies to be implemented. Therefore, the Little Elm ISD Board of Trustees and Superintendent function as a "TEAM OF EIGHT" to provide open communication to the staff and patrons of the district.

The Little Elm ISD Board of Trustees adopts these guidelines as Standard Operating Procedures to set the expectations of the Board of Trustees and to effectively communicate with staff and patrons of the district.

I. CODE OF ETHICS Board Policies BBF (LOCAL)

As a member of the Board, I shall promote the best interests of the students and the District as a whole, and to that end, shall adhere to the following ethical standards:

1. Fair, just and impartial decisions and actions.
2. Accord others the respect I wish for myself.
3. Encourage expressions of different opinions and listen with an open mind to others' ideas.
4. Accountability to the public by representing District policies, programs, priorities, and progress accurately.
5. Responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
6. Ensure prudent and accountable use of District resources.
7. Recognize that decisions must be made by the Board as a whole and make no personal promise or take private action that may compromise performance or responsibilities.
8. Tell the truth.
9. Express opinions and views during the discussion of motions, but following the vote shall respect the majority decision as the decision of the Board.
10. Shall not discuss any information or express opinions in public when the district is involved with third party negotiations.
11. Make decisions in terms of the educational welfare of all children in the District and on fact rather than supposition, opinion, or public favor.
12. Refuse to surrender judgment to any individual or group at the expense of the District as a whole.
13. Consistently uphold all applicable laws, rules, policies, and governance procedures.
14. Hold confidential all matters and information that is privileged under applicable laws or will needlessly harm employees, individuals or the District if disclosed.
15. Focus attention on fulfilling the Board's responsibilities of goal setting, policymaking and evaluation.
16. Diligently prepare for and attend Board meetings by studying the material in the Board packet and when possible presenting or resolving questions beforehand by contacting the Superintendent or administrative staff.
17. Refrain from individual involvement in activities the Board has delegated to the Superintendent.
18. Seek continuing education that will meet legal requirements and enhance my ability to fulfill my duties effectively.
19. Use of social media, texting or other forms of electronic communication are subject to open records requests, and therefore are prohibited during board meetings.

II. ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS BDAA (LOCAL)

A. Board Officers: The Board shall elect a President, a Vice President and a Secretary who shall be members of the Board. The District may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting. Officers of the Board shall be elected at the first regular meeting or special meeting of the Board following the regular election, as stated by policy or at any time thereafter in order to fill a vacancy. As the first order of business, elections will take place in open session, as required by the Texas Open Meetings Act.

B. Election of Board Officers: The election of Board Officers is governed by Board Policies BDAA (LEGAL), BDAA (LOCAL), and elections must be held at a properly noticed and posted meeting in compliance with the Texas Open Meetings Act, Texas Government Code Chapter 551.001 et seq. The Trustees will comply with the requirements of the Board's Policies, Operating Procedures and the Texas Open Meetings Act in the selection of officers.

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1. Any Trustee who seeks to be elected as an officer will inform the President of his/her intention. The Trustee will inform the President of the following:

- a. The Trustee is seeking election as an officer
- b. The specific officer position the Trustee seeks
- c. Notification will be in writing, which can include e-mail, and will state their intent to seek
- d. Board Officer position and the title of the office being sought.
- e. Upon receiving notice a Trustee is seeking election to be an officer, a designee will promptly notify the other Trustees of the intent of the Trustee.
- f. A Trustee may choose to withdraw his/her name from consideration for an office by notifying the President, who will then have a designee notify all Trustees, at any time up until the election is conducted.
- g. A nomination does not require a second.
- h. A Board member may be nominated for a position even if they did not submit a written request following the steps above.

2. The Board President shall duly call a meeting of the Board, the first business meeting in June following submission of intent, for nominations and for the election of Board Officers. The call of the meeting will include a provision for an executive/closed session for the purpose of reconstituting the officers of the Board.

3. During the executive/closed session, the Board will deliberate the duties and qualifications of a public officer.

A. The Board will discuss all nominees before any vote is taken

4. When reconvened in open session, in compliance with the Texas Open Meetings Act, the Board President will move for nominations of members for officers.

5. The Board will vote for each office in turn, beginning with the Board President. If there is more than one nominee for a position, candidates will be voted on in the order of their nomination.

6. The Superintendent will preside over the election of the Board President.

7. Following the election of the Board President, the newly placed Board President will officiate the election process for the remaining officer positions.

8. Newly elected officers will assume responsibility for their office immediately upon election to the Board Office.

1. Any Trustee who seeks to be elected as an officer will inform the President of his/her intention. The Trustee will inform the President of the following:

- a. The Trustee is seeking election as an officer
- b. The specific officer position the Trustee seeks
- c. Notification will be in writing, which can include e-mail, and will state their intent to seek a Board Officer position and the title of the office being sought.
- d. Upon receiving notice a Trustee is seeking election to be an officer, the President will promptly notify the other Trustees of the intent of the Trustee.
- e. A Trustee may choose to withdraw his/her name from consideration for an office by notifying the President, who will then notify all Trustees, at any time up until the election is conducted.

~~2. The Board President will duly call a meeting of the Board, the first business meeting following submission of intent, for the purpose of certifying any election of Trustees and for the election of Board Officers. The call of the meeting will include a provision for an executive/closed session for the purpose of reconstituting the officers of the Board.~~

~~3. During the executive/closed session, the Board will deliberate the duties and qualifications of a public officer.~~

~~4. When reconvened in open session, in compliance with the Texas Open Meetings Act, the Board President will move for nominations of members for officers.~~

~~5. A nomination does not require a second.~~

~~6. A Board member may be nominated for a position even if they did not submit a written request following the steps above.~~

~~7. The Board will discuss all nominees before any vote is taken.~~

~~8. The Board will vote for each office in turn, beginning with the Board President. If there is more than one nominee for a position, candidates will be voted on in the order of their nomination.~~

~~9. The Superintendent will preside over the election of the Board President.~~

~~10. Following the election of the Board President, the newly placed Board President will officiate the election process for the remaining officer positions.~~

~~11. Newly elected officers will assume responsibility for their office immediately upon election to the Board Office.~~

C. Vacancy: A vacancy among officers of the Board shall be filled by majority action of the Board for the remainder of the term.

D. Terms and Duties: Board officers shall serve for a term of ~~two~~ ~~one~~ year or until a successor is elected. ~~Officers may succeed themselves in office without limit with the exception of the President who may succeed himself or herself once.~~ Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

E. President: In addition to the duties required by law, the President of the Board shall:

1. Preside at all meetings of the Board unless unable to attend.
2. Have the right to discuss, make motions and resolutions and vote on all matters coming before the Board.
3. Call special meetings of the Board. [See BE]
4. Sign all legal documents, warrants, vouchers and reports, as required by statute, state or federal regulations or Board policy.
5. Decide all questions of order in accordance with *Robert's Rules of Order, Newly Revised*, as modified by Board policy.
6. Receive official correspondence addressed to the Board.
7. Assist in the development of the agenda for each meeting.
8. Represent the Board and the District at certain ceremonial occasions and events.
9. Lay before the Board from time to time whatever matters and suggestions he or she may consider to be within the best interest of the public schools.
10. Perform all other duties which may be prescribed by law, authorized by the Board or mandated by a court of competent jurisdiction for the chief officer of the Board.

F. Vice President: The Vice President of the Board shall:

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

G. Secretary: The Secretary of the Board shall:

1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
4. Sign or countersign documents as directed by action of the Board.

III. GOVERNANCE BE (LEGAL)

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Board Meetings: The Board may act only by majority vote of the members present at a meeting held in compliance with Chapter 551, Government Code, at which a quorum of the board is present and voting. *Education Code 11.051(a-1)*

A. Definition: "Meeting" means a deliberation among a quorum of the Board, or between a quorum of the Board and another person, during which public business or public policy over which the Board has supervision or control is discussed or considered, or during which the Board takes formal action.

"Meeting" also means a gathering:

1. That is conducted by the Board or for which the Board is responsible;
2. At which a quorum (e.g., four members of a seven-member board) of members of the Board is present;
3. That has been called by the Board; and
4. At which Board members receive information from, give information to, ask questions of or receive questions from any third person, including an employee of the District, about the public business or public policy over which the Board has supervision or control.

B. Open to Public: Every meeting of the Board shall be open to the public. The Board may, however, exclude a witness from a hearing during the examination of another witness in a matter being investigated and may enter into a closed meeting, as provided by law. *Gov't Code 551.002, 551.084, Ch. 551, Subch. D, Subch. E* [See BDB and BEC]

C. Social Function or Convention: The term "meeting" does not include the gathering of a quorum of the Board at a social function unrelated to the public business that is conducted by the Board, or the attendance by a quorum of the Board at a regional, state or national convention or workshop, ceremonial event or press conference, if formal action is not taken and any discussion of public business is incidental to the social function, convention, workshop, ceremonial event, or press conference. *Gov't Code 551.001(4)*

D. Meeting Place: The location of a board meeting shall be specified in the notice for the meeting, which is posted on the outside bulletin board of the Zellars Center for Learning and the district website.

E. Meeting Time: Regular meetings of the Board shall be held on the third Monday of each month at 6:30 p.m. When determined necessary and for the convenience of Trustees, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.

F. Special or Emergency Meetings:

1. The time and place of special and emergency meetings shall be as set out in the notice for the meeting.
2. The President of the Board shall call special meetings at the President's discretion or on request by two members of the Board.
3. The President shall call an emergency meeting when it is determined by the President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

G. Agenda:

1. **Deadline:** The deadline for submitting items for inclusion on the agenda is noon of the third calendar day before regular meetings and noon of the third calendar day before special meetings.

2. **Preparation:**

- a. In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Trustee may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all Trustee-requested topics that have been timely submitted.
- b. Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Trustees have requested to be addressed are on the agenda. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.
- c. Prior to each meeting, the Superintendent or designee shall provide each member written notice of the meeting, an agenda listing, appropriate reports, information, documents, and recommendations. Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.

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H. Notice to Members: Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. [See BEC]

I. Closed Meetings: The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]

J. Order of Business: The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.

K. Rules of Order: The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the member's present.

L. Voting: Voting shall be by voice vote or show of hands, as directed by the President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. Members abstaining from voting should briefly state their reason for the abstention. [See BDAA (LOCAL) for the Board President's voting rights]

M. Consent Agenda: When the agenda is prepared, the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

N. Superintendent's Report: During the preparation of the agenda, the Board President and Superintendent shall collaborate to determine which items, if any, should be placed on the Superintendent's Report. The Superintendent's Report is intended for informational purposes only. The Board does not vote on these items, although a Board member may ask questions or lead a discussion on any of the items listed under the Superintendent's Report.

O. Items for Executive Session:

1. All personnel issues must be conducted in an executive session, unless specifically required by Texas Open Meeting Law.

2. The Board may discuss in executive session any and all subjects, for any and all purposes permitted by Sections 551.071-551.084.

- a. Attorney consultations
- b. Real property purchases or economic development negotiations
- c. Prospective gifts or donations to the District Personnel matters, including employee complaints
- d. Personally identifiable student information
- e. Medical or Psychiatric records
- f. Student discipline
- g. Security devices
- h. Assessment instruments
- i. Emergency Management
- j. Economic Development Negotiations

P. Board Meetings and Public Participation:

1. **Public Comment:** Persons may address the Board on any issue. This is the appropriate time for persons to address the Board on any concern whether on this agenda or not. Please observe the time limit of five (5) minutes. In accordance with the State of Texas Open Meeting Act, the Board may not comment or deliberate such statements during this period, except as authorized by Section 551.072, Texas Government Code

- a. All individuals wishing to speak are required to sign in; if you have not done so; please pick up and fill out the Public Comment form, and deliver the completed form to the designee.
- b. The Board President will call up to the podium those individuals from the audience who have signed up to speak. All speakers are asked to direct their comments to the Board, not to the audience.
- c. All speakers are to begin by stating their full name and home address for the record.
- d. All speakers are given 5 minutes to speak and may address the Board only once. Speakers will not be allowed to cede time to another speaker. Large groups are

encouraged to designate a spokesperson. Such groups may designate one spokesperson to speak on its behalf with a maximum time of ten (10) minutes.

e. The Public Comments will then close.

2. Agenda Items: This is the appropriate time for persons to address specific agenda items. We recognize not everyone is going to agree as we all have differing opinions on a variety of issues; but at the same time we expect everyone to respect the rights of one another to speak up.

a. All individuals wishing to speak are required to sign in; if you have not done so; please pick up and fill out the Agenda Item Speakers form, and deliver the completed form to the designee.

b. The Board will first hear the Administrations comments and/or presentation. The Board may question the Administration at this time.

c. The President will call up to the podium those individuals from the audience who have signed up to speak. All speakers are asked to direct their comments to the Board, not to the audience, and give your courteous attention to other speakers, regardless of their views. Don't applaud or indicate pleasure or displeasure with anyone's remarks.

d. All speakers are to begin by stating their full name and home address for the record.

e. All speakers will keep their remarks to the matter on the agenda. Speakers are asked to indicate whether they are "Pro" or "Con", when appropriate, to the issue they are addressing.

f. Any questions raised by a speaker will be addressed after everyone has been given a chance to speak.

g. All speakers are given 5 minutes to speak and may address the Board only once. Speakers will not be allowed to cede time to another speaker. Large groups are encouraged to designate a spokesperson. Such groups may designate one spokesperson to speak on its behalf with a maximum time of ten (10) minutes.

h. The Board and/or Administration address any remarks or questions raised by the speakers.

i. The President will then close the discussion section of the agenda item.

32. Complaints and Concerns: The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person shall be referred to the appropriate policy (see list below) to seek resolution:

- a. Employee complaints: DGBA
- b. Student or parent complaints: FNG
- c. Public complaints: GF

IV. BOARD MEMBERS AUTHORITY BBE (LOCAL)

A. Board Members Authority: The Board has final authority to determine and interpret the policies that govern the schools and, subject to the mandates and limits imposed by state and federal authorities, has complete and full control of the District. Board action shall be taken only in meetings that comply with the Open Meetings Act. [See BE(LEGAL)]

B. Transacting Business: When a proposal is presented to the Board, the Board shall hold a discussion and reach a decision. Although there may be dissenting votes, which are a matter of public record, each Board decision shall be an action by the whole Board binding upon each member.

C. Individual Authority for Committing the Board: Board members as individuals shall not exercise authority over the District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BDAA]

D. Individual Access to Information: 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. [See GBA]

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E. Limitations: If a Board member is not acting in his or her official capacity, the Board member has no greater right to District records than a member of the public. An Individual Board member shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records in accordance with policy FL. A Board member who is denied access to a record under this provision may ask the Board to determine whether the record should be provided or may file a request under the public information act.

F. Requests for Records: An individual Board member shall seek access to records or request copies of records from the Superintendent or other designated custodian of records. When a custodian of records other than the Superintendent provides access to records or copies of records to an individual Board member, the provider shall inform the Superintendent of the records provided. In accordance with law, the District shall track and report any requests under this provision, including the cost of responding to one or more requests by any individual Board member for 200 or more pages of material in a 90-day period.

G. Request for Reports: No individual Board member shall direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records. Directives to the Superintendent or other custodian of records regarding the preparation of reports shall be by Board action.

H. Confidentiality: At the time a Board member is provided access to confidential records or to reports compiled from such records, the Superintendent or other District employee shall advise the Board member of the responsibility to comply with confidentiality requirements.

V. BOARD MEMBERS TRAINING AND ORIENTATION BBD (LEGAL)

A. Required Training:

1. Each Trustee must complete any training required by the State Board of Education. The minutes of the last regular meeting of the Board held during a calendar year must reflect whether each Trustee has met or is delinquent in meeting the training required to be completed as of the date of the meeting. *Education Code 11.159*
2. Continuing education for Board members includes orientation sessions, an annual team building session with the Board and the Superintendent and specified hours of continuing education based on identified needs.

B. Local Orientation: All Board members shall receive a local District orientation and an orientation to the Texas Education Code.

C. New Members:

1. New Board members shall participate in a local orientation session within 60 days before or after their election or appointment. The purpose of this orientation is to familiarize new Board members with local Board policies and procedures and District goals and priorities.
2. All newly elected Board members shall receive the orientation to The Texas Education Code within the first year of service. The orientation shall be delivered by regional education services centers and shall be three hours in length.

D. Sitting Board Members: All sitting Board members shall receive a basic orientation to the Texas Education Code and relevant legal obligations. The orientation will have special but not exclusive emphasis on statutory provisions related to Texas school district governance. The orientation shall be delivered by regional education services centers and shall be three hours in length. Topics shall include, but not be limited to, Texas Education Code, Chapter 26 (Parental Rights and Responsibilities), and Texas Education Code, Section 28.004 (Local School Health Education Advisory Council and Health Education Instruction). [See BDF, EHAA, and FNG]

E. Legislative Updates: After each session of the Texas Legislature, each Board member shall receive an updated session from a regional education service center or any registered provider to the basic orientation to the Texas Education Code. The update session shall be of sufficient length to familiarize Board members with major changes in the Education Code and other relevant legal developments related to school governance. A Board member who has attended a basic orientation session given by a service center that incorporates the most recent legislative changes is not required to attend an additional legislative update.

F. Team Building: The entire Board, including all Board members, shall annually participate with the Superintendent in a team-building session facilitated by the regional education service center or any

registered provider. The team building session shall be of a length deemed appropriate by the Board, but generally at least three hours. The purpose of the team building session is to enhance the effectiveness of the Board-Superintendent team and to assess the continuing education needs of the Board-Superintendent team. The assessment of needs shall be based on the framework for governance leadership and shall be used to plan continuing education activities for the governance leadership team for the upcoming year.

G. Continuing Education: In addition to the orientation and team building training, all Board members shall receive additional continuing education on an annual basis, in fulfillment of assessed needs and based on the framework for governance leadership. [See BBD (EXHIBIT)] The continuing education sessions may be provided by the regional education service centers or other registered providers. To the extent possible, the entire Board shall participate in continuing education programs together.

H. First Year: In their first year of service, Board members shall receive at least ten hours of continuing education in fulfillment of assessed needs. Board members may fulfill up to five of the required ten hours of continuing education through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner and offers an opportunity for interaction with the instructor.

I. Subsequent Years: Following the first year of service, Board members shall receive at least five hours of continuing education annually in fulfillment of assessed needs. Board members may fulfill the five hours of continuing education through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner and offers an opportunity for interaction with the instructor.

J. Presidents: The Board President shall receive continuing education related to leadership duties of the Board President as some portion of the annual requirement.

K. Local Training: At least 50 percent of the annual continuing education shall be designed and delivered by persons not employed or affiliated with the Board member's local school District. No more than one hour of the required continuing education that is delivered by the local District may use self-instructional materials. *19 TAC 61.1*

L. Specific Open Meetings Training:

1. Within 90 days after taking the oath of office, each Board member shall complete a course of training regarding the responsibilities of the Board and its members under Chapter 551 of the Texas Government Code. The office of the attorney general may provide the training and may also approve other acceptable sources of training.

2. Board members sworn in before January 1, 2006, must complete the training required by Government Code 551.005 before January 1, 2007. *Gov't Code 551.005*

M. Specific Open Records Training:

1. Within 90 days after taking the oath of office or assuming duties as a public official, each Board member and public information coordinator shall complete a course of training regarding the responsibilities of the District and District officers and employees under Chapter 552 of the Texas Government Code. The office of the attorney general may provide the training and may also approve other acceptable sources of training.

2. A Board member may designate a public information coordinator to satisfy the training requirements of Government Code 552.012 for the Board member if the public information coordinator is primarily responsible for administering the responsibilities of the Board member or District under Government Code Chapter 552.

3. Board members and public information coordinators who have been sworn in or assumed duties before January 1, 2006, must complete the training required by Government Code 552.012 before January 1, 2007. *Gov't Code 552.012*

N. Annual Compliance Announcement: Annually, at the meeting at which the call for election of Board members is normally scheduled, the President or designee shall announce the name of each Board member who has completed the required continuing education, who has exceeded the required hours of continuing education and who is deficient in the required continuing education. The President shall cause the minutes to reflect the information and shall make this information available to the local media.

O. Training During Meetings: No continuing education shall take place during a Board meeting unless that meeting is called for the delivery of Board training. Continuing education may take place prior to or after a legally called Board meeting in accordance with the Government Code. *19 TAC 61.1*

P. Conventions and Workshops: Board members may attend regional, state or national conventions or workshops without such gatherings being construed as “meetings” under the Open Meetings Act. However, no formal action shall be taken at such conventions or workshops concerning District business, and any discussion of public business shall be merely incidental to the convention or workshop. *Gov’t Code 551.001(4)*

Q. Commendation: Annually, the State Board shall commend those Board- Superintendent teams that receive at least eight hours of the continuing education in the local orientation and team-building sessions as an entire Board- Superintendent team. *19 TAC 61.1*

VI. PUBLIC COMPLAINTS GF (LOCAL)

A. Guiding Principles: The Board encourages the public to discuss concerns and complaints through informal conferences with the appropriate administrator.

B. Formal Process:

1. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. If an informal conference regarding a complaint fails to reach the outcome requested by an individual, he or she may initiate the formal process described below by timely filing a written complaint form.

2. Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.

3. The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

C. Freedom from Retaliation: Neither the Board nor any District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.

D. Application: Except as addressed by SPECIFIC COMPLAINTS, below, this policy applies to all complaints or grievances from the public.

E. Specific Complaints: For more information on how to proceed with complaints regarding:

1. Alleged discrimination, see GA.
2. Instructional materials, see EFA.
3. On-campus distribution of non-school materials, see GKDA.
4. A commissioned peace officer who is an employee of the District, see CKE.

VII. ANONYMOUS PHONE CALLS AND/OR LETTERS

The Little Elm ISD Board of Trustees encourages input; however, anonymous calls, letters and e-mails will not receive Board attention, discussion or response and will not result in directives to the administration. Confidentiality is strictly maintained when possible.

VIII. RESPONSE TO SIGNED LETTERS

The Board of Trustees encourages input. A signed letter or e-mail will be forwarded to the Superintendent. The Superintendent or a designee will respond to the letter or e-mail and communicate their actions/response to the signed letter to the Board.

IX. BOARD MEMBER TO VISIT SCHOOL CAMPUSES

A. Board Members are encouraged to visit any campus.

- B.** As a courtesy, Board Members shall inform the campus Principal of any visit in advance of the visit whenever possible, unless the Member is attending a function to which he/she has been invited or visiting the campus as a parent.
 - C.** Board Members must check in at the Principal's office following district guidelines, and must secure an identification badge visible if they do not have their district issued ID.
 - D.** Board members may communicate with any staff member without interrupting scheduled learning periods or interfering with the learning process.
 - E.** Board Members shall not assume a supervisory role with staff or students.
 - F.** Board Members shall not assume a participator role with staff or students unless specifically requested by campus staff.
 - G.** Board Members shall remember the chain of command for complaints, concerns, and request.
 - H.** Board members shall not attempt to solve problems or make promises.
 - I.** Board Members shall make positive observations about the school and express concerns privately to the Superintendent.
- ** This operating procedure does not pertain to visits as a parent, as a spectator to school events or other events open to the general public.

X. COMMUNICATIONS WITH SUPERINTENDENT

- A.** Superintendent will meet with the Board President on a routine basis.
- B.** Superintendent will communicate with all Board members via regular transmittals by telephone calls, faxes, e-mail, text messages or personal visits.
- C.** Superintendent and Board President will communicate information in a timely manner to all Board members.
- D.** Board will keep Superintendent informed via telephone calls, faxes, e-mail, text messages or personal visits.

XI. COMMUNICATIONS WITH THE COMMUNITY

- A.** Board Members are encouraged to participate in community activities as liaisons between the public and the school district. When doing so, Board Members are expected to:
 1. Listen politely and respectfully.
 2. Relay information about the District in a positive and truthful manner.
 3. Communicate the district's student success and achievements.
 4. Communicate community support for a shared school district.
 5. Refer questions about specific District activities/issues to the appropriate staff personnel at the lowest administrative level.
- B.** Signed letters to the Board of Trustees, an individual Board Member, or the Superintendent will be forwarded to the Superintendent to be shared with the entire board with a notation of any action taken, if the letter is not of a confidential or personal nature.
- C.** A Board Member retains the right to speak to anyone as an individual, but should understand that any comment will likely be interpreted by the listener as being an "official" statement of the Board. When speaking as an individual, the Board Member should clarify that he/she is speaking as an individual and not for the Board of Trustees.

XI. COMMUNICATIONS WITH THE MEDIA

- A.** The Board President or designee shall be the official spokesperson for the Board to the media on issues of media attention that require a response from the Board.
- B.** The Superintendent or a designated staff member shall be the official spokesperson for the District on issues of media attention that relate to District operations.

- C. The Board President may make statements on behalf of the Board only on actions or positions upon which the Board has taken official action, unless an emergency or public necessity exists.
- D. Board Member who receives a call from the media requesting information, comments, or an interview regarding District business shall direct the caller to the Superintendent's office.
- E. The Superintendent shall notify the Board of any media requests by email or phone subject to importance of the request.
- F. Statements shall not be made to the media regarding personnel or other matters protected by law.
- G. A Board Member retains the right to speak to the media as an individual, but must understand that any comment will likely be interpreted by viewers/readers as an "official" statement of the Board.

XIII. SUPERINTENDENT EVALUATION BJCD (LOCAL)

A. Evaluation Instrument: The instrument used to evaluate the Superintendent shall be based on the Superintendent's job description [see BJA (LOCAL)] and performance goals and shall be adopted by the Board.

B. Written Evaluation:

1. The Board shall prepare a written evaluation of the Superintendent at annual or more frequent intervals.
2. The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in closed meeting.

C. Objectives: The Board shall strive to accomplish the following objectives in conducting the Superintendent's written evaluation:

1. Clarify to the Superintendent his or her role, as seen by the Board.
2. 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.
3. Foster an early understanding among new Board members of the evaluation process and the Superintendent's current performance objectives and priorities.
4. Develop and sustain a harmonious working relationship between the Board and the Superintendent.
5. Ensure administrative leadership for excellence in the District.
6. The Board may at any time conduct and communicate oral evaluations to augment its written evaluations.

XIV. SUPERINTENDENT EVALUATION BJCD (EXHIBIT)

A. Procedures for Appraisal of Superintendent Recommended by the Commissioner:

Note: The following procedures, which are recommended but not required by the Commissioner, may be used in whole or in part for the Superintendent's evaluation.

1. The Board shall establish an annual calendar providing for the following activities, in which both the Board and the Superintendent shall participate:
 - a. Procedures for setting goals that define expectations and set priorities for the Superintendent.
 - b. Formative conference.
 - c. Summative conference.
2. The Superintendent shall be involved in developing, selecting or revising the appraisal instrument and process. *19 TAC 150.1022* Student performance shall be a part of locally developed appraisal instruments for Superintendents as specified in Education Code 39.054. *19 TAC150.1022(e)* A student performance domain shall be included in the appraisal of the Superintendent as follows: "The Superintendent promotes improvement of the performance of students in the District through activities such as comparing disaggregated student performance results to state accountability standards and to prior year performance."
3. The domains and descriptors used to evaluate the Superintendent may also include:
 - a. Instructional management.

- b. School or organization morale.
- c. School or organization improvement.
- d. Personnel management.
- e. Management of administrative, fiscal and facilities functions.
- f. Student management.
- g. School or community relations.
- h. Professional growth and development.
- i. Academic excellence indicators and campus performance objectives.
- j. Board relations.

B. Additional Information Regarding Superintendent's Evaluation:

1. Board President obtains input from all members of the Board on the approved indicators on the Superintendent's evaluation.
2. Evaluation is conducted in executive session.
3. Summative evaluation of the Superintendent will be conducted during the third quarter of the calendar year.
 - a. Superintendent shares an in-depth review on the progress of the action plans in place to accomplish the goals and objectives outlined.
 - b. Written evaluation is presented to Superintendent by the Board President in Executive Session.
 - c. Board may take action in Open Session to extend the Superintendent's contract and make salary adjustments.
4. Evaluation Schedule:
 - a. Summative Superintendent Evaluation/Contract September
 - b. Superintendent/District Goals; Approve District Improvement Plan October
 - c. Approve Superintendent Goals and Evaluation Instrument November
 - d. Approve Campus Action Plans December
 - e. Mid-Cycle Superintendent Progress Check April
 - f. Annual Departmental Updates * April – August
 - g. Assessment/Accountability Results August

* Business; Communications; C&I; Facilities & Operations; HR; Student Services; Technology

XV. EVALUATION OF THE BOARD

- A. The Board shall conduct a self-evaluation annually.
- B. The evaluation shall consider such items as role recognition, relationship with others, performance at Board meetings and self-improvement activities.

XVI. REVIEW BOARD OPERATING PROCEDURES

Standard Board Operating Procedures will be reviewed and updated annually.

XVII. CAMPAIGNING FOR ELECTION

A. Support from Employees:

1. School district employees, during work hours, will not be solicited for endorsement by any Board Member campaigning for re-election. Use of district materials and systems (including district email communications) will not be used by any employee to discuss or solicit support of any candidate running for election or re-election. Texas Education Code Section 11.168, as amended by the 79th Legislature, 2005.
2. Campaign materials may only be distributed on school property in accordance with Board Policy.

B. Support of Board Members: The Board, as a whole, will not endorse any candidate running for public office.

C. Board members as Private Citizens: Board Members may endorse any school board candidate of their choice and may put endorsement signs in their private yards; however, individual Trustees should exercise heightened caution when providing a personal endorsement to candidates active campaigning for a school board candidate is discouraged as it could create a detrimental working environment on the Board after the election.

XVIII. BOARD MEMBERS COMPENSATION AND EXPENSES BBG (LEGAL/LOCAL)

A. Expense Reimbursement:

1. An amount for Board member travel expenses shall be approved in the budget each year.
2. A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.

B. Travel Expenses:

1. Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by either of the following two methods:
 - a) Reimbursement, not to exceed the allowable rates, for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals and other incidental expenses.
 - b) Advancement of a set amount for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals and other incidental expenses. Any excess over actual allowable expenses shall be refunded to the District.
2. Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

C. Documentation Required: For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.

D. Members Expenses: Local funds and state funds not designated for a specific purpose may be used for purposes determined by the Board to be necessary in the conduct of the public schools. Reimbursement of travel expenses for Board members is not illegal if the reimbursement is determined to be necessary in the conduct of the school and to serve a proper public purpose. *Education Code 45.105(c); Atty. Gen. Op. H-133 (1973)*

E. Nonmembers Expenses: The Board may not pay the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the Board when they accompany Board members to Board-related activities. *Atty. Gen. Op. MW-93 (1979)*

XVIII. GRADUATION CEREMONIES

Former Board Members may, at their option, sit on the stage and hand the High School Diploma facsimile to their graduating family member. It will be the responsibility of the former Board Member to let the current Board Member know that he/she would like to participate in such graduation ceremony.

Board Agenda Item

Little Elm Independent School District
300 Lobo Lane
Little Elm, Texas 75068

Board Mtg. Date	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
11-13-2017	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject:	2018-2019 SCHOOL CALENDAR				
Presenter or Contact Person:	Ross Roberts, Deputy Superintendent				
Policy/Code:	EB (LOCAL)				
Summary:	This is a summary of the 18-19 school calendar survey.				
Financial Implications:	There is no financial impact to the budget.				
Attachments:	N/A				
Recommendation:	The Administration recommends the Board approve the 2018-2019 school calendar as submitted.				
Motion:	I move the Board approve the 2018-2019 school calendar as submitted.				

Board Agenda Item

Little Elm Independent School District
300 Lobo Lane
Little Elm, Texas 75068

Board Mtg. Date	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
11-13-2017	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject:	PERSONNEL MEMO TEMPORARY DISABILITY LEAVE				
Presenter or Contact Person:	Cleota Epps Executive Director for Human Resource Services				
Policy/Code:	DEC (LEGAL), DEC (LOCAL), DBB (LEGAL), and DBB (LOCAL), as appropriate.				
Summary:	Placement of personnel on temporary disability leave, at employee's request.				
Financial Implications:	There is no fiscal impact.				
Attachments:	Information will be provided in closed session.				
Recommendation:	The Administration recommends approval of the temporary disability leave, as submitted.				
Motion:	I move the Board approve the temporary disability leave, as submitted.				

Board Agenda Item

Little Elm Independent School District
300 Lobo Lane
Little Elm, Texas 75068

	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
Board Mtg. Date 11-13-2017	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject:	FOREIGN EXCHANGE STUDENT WAIVER (5 or less)				
Presenter or Contact Person:	Cleota Epps Executive Director for Human Resource & Student Services				
Policy/Code:	BF (LEGAL); FD (LEGAL)				
Summary:	Allows the district to limit the number of foreign exchange students to five.				
Financial Implications:	There is no financial impact.				
Attachments:	None				
Recommendation:	The Administration recommends approval of the Foreign Exchange Student Waiver (5 or less) from the Commissioner of Education.				
Motion:	I move the Board approve the Foreign Exchange Student Waiver (5 or less) from the Commissioner of Education.				

Board Agenda Item

Little Elm Independent School District
300 Lobo Lane
Little Elm, Texas 75068

	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
Board Mtg. Date 11-13-2017	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject:	MAXIMUM CLASS SIZE EXEMPTION - CLASS SIZE WAIVERS				
Presenter or Contact Person:	Cleota Epps Executive Director for Human Resource Services				
Policy/Code:	BF (LEGAL)				
Summary:	<p>In grades K-4, the class size maximum is 22. In LEISD we have six new areas, making a total of 14 areas at four campuses that have some sections of the grade level above 22 students. We are asking for an additional maximum class size exception at:</p> <p>Brent: 1st Grade – 1 (Padilla) 3rd Grade – 1 (Torre) 4th Grade – 1 (Nay)</p> <p>Oak Point: 4th Grade – 2 (Zamora, Mohsinuddin)</p> <p>Prestwick: 4th Grade – 1 (Malcolm)</p>				
Financial Implications:	There is no financial impact.				
Attachments:	None				
Recommendation:	The Administration recommends approval of waivers for the Maximum Class Size Exception from the Commissioner of Education.				
Motion:	I move the Board approve waivers for the Maximum Class Size Exception from the Commissioner of Education.				

Board Agenda Item

Little Elm Independent School District
300 Lobo Lane
Little Elm, Texas 75068

Board Mtg. Date	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Discussion Item
11-13-2017	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject:	GIFTS AND DONATIONS				
Presenter or Contact Person:	Grant Anderson, Associate Superintendent and Chief Financial Officer				
Policy/Code:	Other Revenues - Grants from Private Sources - CDC (LOCAL)				
Summary:	New gifts and donations received by the District will be presented.				
Financial Implications:	Increase of General Fund revenues and increase in appropriate budgets.				
Attachments:	Donation List				
Recommendation:	The Administration recommends the acceptance of gifts and donations.				
Motion:	I recommend the Board approve the acceptance of gifts and donations as submitted.				

**LITTLE ELM INDEPENDENT SCHOOL DISTRICT
NEW DONATIONS
November 2017**

Campus/Dept	Fund	Donation From	Description	Date	Monetary	Non-Monetary	Total
Child Nutrition	240	Anonymous	Pay off negative student account balances	10/03/17	2,937.47		2,937.47
Chavez	461	John Lowman	5th Grade Pine Cove Field Trip	10/03/17	232.00		232.00
Chavez	461	Mia McCarthy	5th Grade Pine Cove Field Trip	10/04/17	158.00		158.00
Chavez	461	Mariah Reed-Fontenot	5th Grade Pine Cove Field Trip	10/05/17	116.00		116.00
LEHS	499	Retractable Technologies, Inc.	College tours	10/11/17	2,500.00		2,500.00
					5,943.47	-	5,943.47

Board Agenda Item

Little Elm Independent School District
300 Lobo Lane
Little Elm, Texas 75068

	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Discussion Item
Board Mtg. Date 11-13-2017	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject:	APPROVAL OF 2017 TAX ROLL				
Presenter or Contact Person:	Grant Anderson, Associate Superintendent and Chief Financial Officer				
Policy/Code:	Texas Property Tax Code Section 26.09				
Summary:	Texas Property Tax Code Section 26.09 requires the governing body of the school district to approve the tax roll. The 2017 tax roll lists the total levy for Little Elm ISD. The tax roll is prepared the Office of the Denton County Tax Assessor/Collector using taxable value information provided by the Denton County Appraisal District and combining it with the tax rate adopted by Little Elm ISD.				
Financial Implications:	N/A				
Attachments:	2017 LEISD Tax Roll Summary				
Recommendation:	The Administration recommends the Board of Trustees approve 2017 Little Elm ISD Tax Roll.				
Motion:	I move that the Board approve the 2017 Little Elm ISD Tax Roll.				

Denton County Tax Office

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2017 Tax Roll Summary

S10 - LITTLE ELM ISD

	Amount	Count
TOTAL NUMBER OF ACCOUNTS		20,783
APPRAISAL VALUES		
ROLLCODE: MOBILE HOME Improvement	66,884	0
ROLLCODE: NONE Improvement	7,527,138	0
ROLLCODE: PERSONAL Personal	87,361,347	0
ROLLCODE: REAL Agriculture	85,408,703	0
Improvement	2,729,699,490	0
Improvement Non-Home Site	188,525,006	0
Land	971,313,791	0
Land Ag Land	165,359	0
Land Non-Home Site	430,237,752	0
TOTAL APPRAISALS		4,500,305,470
DEFERRALS		
Ag	85,408,703	176
TOTAL DEFERRALS		85,408,703
EXEMPTIONS		
Absolute Exemption	4,386,500	1
Absolute Exemption , XN	128,318	6
Cap Adjustment , XT	72,794,690	4,452
Disabled	854,718	95
Disabled Veteran	21,133,685	378
Freeport	0	1
Full	2,022,362	5
Homestead	235,067,580	9,544
Miscellaneous , XV	120,239,410	359
Nominal Value	7,937	86
Other Exemption , XF, XH, XU	2,100,425	16
Over 65	25,593,698	2,644
Private Schools , XJ	3,148,751	3
Surviving Spouse Disabled Per	0	2
TOTAL EXEMPTIONS		487,478,074
GRAND TOTAL FOR DEFERRALS AND EXEMPTIONS		572,886,777
TOTAL APPRAISED VALUE		4,500,305,470
TAXABLE VALUE		3,927,418,693
LEVY		
ROLLCODE: MOBILE HOME Levy	117.02	3
ROLLCODE: NONE Levy	105,979.67	465
ROLLCODE: PERSONAL Levy	1,337,105.65	574
ROLLCODE: REAL Levy	56,578,546.78	19,741
TOTAL LEVY		58,021,749.12
LEVY LOST DUE TO FROZEN		
Levy Lost Due To Frozen	2,460,497.91	0

Denton County Tax Office

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	TOTAL LEVY LOST DUE TO FROZEN		2,460,497.91	
OTHER LOST LEVY				
		0		0
	TOTAL OTHER LOST LEVY		0	
TOTAL LOST LEVY				
		2,460,498		0
	TOTAL TOTAL LOST LEVY		2,460,498	