

LAKE DALLAS INDEPENDENT SCHOOL DISTRICT  
Board of Trustees



**Regular Meeting**

Monday, June 17, 2024 5:30 PM

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**Meetings of the Board are held at 104 Swisher Rd., Lake Dallas, TX 75065**

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.

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**Agenda**

1. **Call to Order, Roll Call, and Establishment of Quorum**
2. **Moment of Silence and Pledges of Allegiance**
3. **Executive Session**

The open session of the meeting will adjourn. The Board of Trustees will reconvene in executive session pursuant to one or more of the sections of the Texas Open Meetings Act (Chapter 551 of the Texas Government Code). The Board of Trustees will reconvene in open session to take any final action, decision, or vote on a matter deliberated in executive session.

- A. Private consultation with the Board's attorney (TGC 551.071)
- B. Discussing or deliberating purchase, exchange, lease or value of real property (TGC 551.072)
- C. Discussing or deliberating negotiated contract for prospective gift or donation to the school district (TGC 551.073)
- D. Discussing or deliberating appointment, employment, evaluation, reassignments, duties, discipline, or dismissal of a public officer (TGC 551.074)
- E. Discussing or deliberating the deployment, or specific occasions for implementation of security personnel or devices; or a security audit (TGC 551.076)
- F. Discussing Security Matters regarding Emergency Operations Plans, Safety, and Security Audits (TEC 37.109)
- G. Discussing or deliberating discipline of a public school child or employee complaint against another employee (TGC 551.082)

- H. Discussing or deliberating a public school child which reveals personally identifiable information (TGC 551.0821)
- I. Investigation; exclusion of witness from a hearing during examination of another witness (TGC 551.084)
- J. Discussing economic development negotiations or offer of financial or other incentive to business prospects (TGC 551.086)

**4. Public Comment**

At regular Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting. Individuals who wish to participate during the Open Comment portion of the meeting shall sign up with the presiding officer or designee before the meeting begins as specified in the Board's procedures on public comment and shall indicate the agenda item or topic on which they wish to address the Board. An individual's comments to the Board shall not exceed three minutes per meeting.

**5. INFORMATION ITEMS**

- 5.A. *Efficient Operations*: Development of Lake Dallas ISD Police Department

**6. CONSENT AGENDA ITEMS**

Consent Agenda Items are items identified as routine, procedural, informational or self-explanatory presented as a single motion to be acted on at one time.

- 6.A. **Consideration/Approval of the Minutes of the May 13, 2024, Regular Board Meeting**
- 6.B. **Consideration/Approval of the Minutes of the of the June 3, 2024, Board Workshop Meeting**
- 6.C. **Consideration/Approval of Monthly Financial Statements**
- 6.D. **Consideration/Approval of Budget Amendment #3**
- 6.E. **Consideration/Approval of the Lake Dallas ISD Board Operating Procedures**
- 6.F. **Consideration/Approval of 2024-2025 Board of Trustee Meeting Dates**
- 6.G. **Consideration/Approval of Renewal of Membership in Walsh Gallegos' Retainer Program**
- 6.H. **Consideration/Approval of the General Legal Service Agreement with Leon/Alcala.**
- 6.I. **Consideration/Approval of the Partnership Agreement Between Communities in Schools of North Texas, Inc. and Lake Dallas ISD - Lake Dallas High School Campus**
- 6.J. **Consideration/Approval of the Partnership Agreement Between Communities in Schools of North Texas, Inc. and Lake Dallas ISD - Lake Dallas Elementary, Corinth Elementary & Lake Dallas Middle School Campuses**
- 6.K. **Consideration/Approval of the 2024 and 2025 PIA Non-Business Day Calendar**

**6.L. Consideration/Approval of Attendance Waiver**

**6.M. Consideration/Approval of Purchases over \$75,000**

**7. ACTION ITEMS**

7.A. ***Efficient Operations:*** Consideration/Approval of the MOU Concerning Communication & Coordination between LDISD Police Department and the Corinth Police Department

7.B. ***Efficient Operations:*** Consideration/Approval of the MOU Concerning Communication & Coordination between LDISD Police Department and the Hickory Creek Police Department

7.C. ***Efficient Operations:*** Consideration/Approval of the MOU Concerning Communication & Coordination between LDISD Police Department and the Lake Dallas Police Department

7.D. ***Efficient Operations:*** *Consideration/Approval of the Interlocal Cooperation Agreement for Shared Governance Communications & Dispatch Services System between Lake Dallas ISD Police Department & Denton County.*

7.E. ***Efficient Operations:*** Consideration/Approval of the 2024-2025 District Pay Increase

7.F. ***Efficient Operations:*** Consideration/Approval of the Guaranteed Maximum Price for Phase 2, part 2B of the 2019 Bond Projects at Lake Dallas High School

**8. Calendar, Announcements & Information**

**8.A. Upcoming Meetings & Events**

**9. Executive Session**

The open session of the meeting will adjourn. The Board of Trustees will reconvene in executive session pursuant to one or more of the sections of the Texas Open Meetings Act (Chapter 551 of the Texas Government Code). The Board of Trustees will reconvene in open session to take any final action, decision, or vote on a matter deliberated in executive session.

**K. Personnel Matters-(Texas Gov't Code § 551.074)**

10. (a) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

- Superintendent's Formative Evaluation.
- Superintendent Contract

11. (b) Legal Matters-(Texas Gov't Code § 551.071).

- Private Consultation with Board's Attorney.

**12. ACTION ITEMS**

**12.A. Consideration/Approval of Personnel Items including the Superintendent's Formative Evaluation and Contract**

**13. Adjournment**



STUDENT SUCCESS



PARENT & FAMILY/  
COMMUNITY SUPPORT



FACULTY & STAFF  
ENGAGEMENT



EFFICIENT OPERATIONS



# Development of Lake Dallas ISD Police Department

**Presenter:** Chadd Springer

**Event:** LDISD Board of Trustees Meeting

**Date:** 06/17/2024



# Texas Commission on Law Enforcement (TCOLE)

1. Public benefit of the agency in the community
2. Sustainable funding sources
3. Physical resources available to the officers
4. Physical facilities of the agency
5. Policies for the agency
6. Established administrative structure
7. Liability insurance for the agency and vehicles
8. School district resolution
9. Minutes approving resolution



STUDENT SUCCESS



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EFFICIENT OPERATIONS



# In the works

- Gathering quotes for uniforms and equipment
- Radios
- Vehicles
- Branding (badge, patch, graphics)



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EFFICIENT OPERATIONS



PATCH



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EFFICIENT OPERATIONS

# Wrap Up





STUDENT SUCCESS



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EFFICIENT OPERATIONS

Any Questions?





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EFFICIENT OPERATIONS

# LAKE DALLAS

Independent School District



# Minutes of Regular Board Meeting

## The Board of Trustees

### Lake Dallas Independent School District

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A Regular Meeting of the Board of Trustees of Lake Dallas Independent School District was held Monday, May 13, 2024, beginning at 5:30 PM at 104 Swisher Rd., Lake Dallas, TX 75065.

PRESENT: President Lance Stacy, Vice President Ginger Collier, Secretary Mark Tucker, Trustees Scott Baird, Bruce Smith, Aaron Appleby, and Superintendent Dr. Kristin N. Brown.

Absent: Trustee Alicia McKinley

After administering the Oath of Office, Greg Bartley officially took his place on the Board and began his term as a voting member for the continuation of the meeting.

1. **Call to Order, Roll Call, and Establishment of Quorum – 5:30 PM**
2. **Moment of Silence and Pledges of Allegiance**  
President Lance Stacy led the moment of silence, and Karla Landrum, Executive Director of HR led the pledges
3. **Student/Staff Report/Recognitions**
  - A. **Student Success:** LDHS Class of 2024 Top Ten Graduates  
Mollie Avelino, LDHS Principal, recognized the Class of 2024 Top 10 Graduates.
    - Valedictorian- Naomi Kitamura
    - Salutatorian- Amia Dhadha
    - Lauren Anderson
    - Cassidy Forehand
    - Alexis Mabbun
    - Katelyn McCurdy
    - Debrah Oh
    - Hannah Rogers
    - Ellen Starks
    - Quinton Tran
  - B. **Faculty & Staff Engagement:** 2024 LDISD Teachers of the Year  
Campus Principals recognized each of their campus level Teachers of the Year for 2024.
    - Taylore Rimling-LDE
    - Michelle Keshler- SSE
    - Rachel Lymbery- CE
    - Krisanne Key-LDMS
    - Steven Bell- LDHS
  - C. **Faculty & Staff Engagement:** District Teachers of the Year  
Karla Landrum, Executive Director of HR, announced the district elementary and secondary Teachers of the Year for the 2023-2024 SY.
    - Michelle Keshler- Elementary Teacher of the Year
    - Krisanne Key- Secondary Teacher of the Year
  - D. **Faculty & Staff Engagement:** May Teachers & Employees of the Month

Dr. Kristin N. Brown, Superintendent, recognized the 15 staff members selected as Teachers and Employees of the Month for May. A video highlighting the May Teachers and Employees of the Month was shown during Executive session.

### Teachers of the Month

- Patricia Massagli, CE
- Bailey Hays, LDE
- Jeannette Bortnem, SSE
- Kathryn Holland, LDMS
- Isaac Pearson, LDHS

### Employees of the Month

- Amy Storey, CE
- Rachel Wilson, LDE
- Debbie Gladen, SSE
- Gricelda Becerra, LDMS
- Susan Duncan, LDHS
- David Ferree, Transportation
- Polly Gamble, Child Nutrition
- Micah Mattox, Child Care
- Maria Ruiz, Facilities & Operations
- Katie Landaverde, Central Office

## 4. INFORMATION ITEMS

- A. **Efficient Operations:** Canvass & Declare Results of May 4, 2024 Election of Members for Place 1 and Place 2 on the Lake Dallas ISD Board of Trustees and Consideration/Approval of Return/Results.

President Lance Stacy presented the canvassing documents from Denton County Elections including the results of the May 2024 Board of Trustee election for places 1 and 2. The May 2024 elected Board members are Aaron Appleby, Place 1; and Greg Bartley, Place 2

**It was MOVED by Bruce Smith and SECONDED by Mark Tucker to accept and approve the vote count for Place 1 & Place 2 according to Denton County Election Commission for the Lake Dallas ISD May 4, 2024 School Board elections.**

### MOTION PASSED 6-0

- B. **Efficient Operations:** Administer Oath of Office to Newly Elected Board Members  
Melissa McCurdy, Assistant to Superintendent and Board, administered the Oath of Office to the newly elected board members.

In the name and by the authority of the state of Texas I, Aaron Appleby and Greg Bartley, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Lake Dallas ISD Board of Trustee Place 1 (Aaron Appleby), Place 2 (Greg Bartley) of the state of Texas, and will do to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this state, so help me God.

After administering the Oath of Office, Aaron Appleby returned to his Place 1 position on the board while Greg Bartley officially took his Place 2 position and began his term as a voting member of the LDISD Board of Trustees for the continuation of the meeting.

- C. **Efficient Operations:** Election of Board of Trustee Officers for 2024-2025

President Lance Stacy opened the floor to nominations for officers.

**Bruce Smith MOVED to keep Lance Stacy as President, Ginger Collier as Vice-President, and Mark Tucker as Secretary. Scott Board SECONDED.**

**MOTION PASSED 7-0**

**5. EXECUTIVE SESSION**

The open session of the meeting adjourned at **6:05 pm**. The Board of Trustees moved to executive session pursuant to one or more of the sections of the Texas Open Meetings Act (Chapter 551 of the Texas Government Code).

**The Board reconvened to open session at 6:41 pm.**

**6. Public Comment**

Persons desiring to address the Board of Trustees were given the opportunity to sign up to speak.

No one signed up to speak to the Board.

**7. INFORMATION ITEMS**

**A. EFFICIENT OPERATIONS: 2024-2025 BUDGET UPDATE**

Wes Eversole, Deputy Superintendent/CFO gave an update regarding the 2024-2025 budget plan.

**8. CONSENT AGENDA ITEMS**

Consent Agenda Items are items identified as routine, procedural, informational or self-explanatory presented as a single motion to be acted on at one time.

**It was MOVED by Aaron Appleby and SECONDED by Scott Baird to approve the Consent Agenda as presented.**

- A. Consideration/Approval of the Minutes of the April 15, 2024, Regular Board Meeting**
- B. Consideration/Approval of the Minutes of the May 6, 2024, Board Workshop Meeting**
- C. Consideration/Approval of the Monthly Financial Statements**
- D. Consideration/Approval of Unsolicited Donations to Lake Dallas ISD**
  - Uniforms for LDMS Goal Soccer Team
  - Donation of hydration stations in the Athletic Trainer Department
  - Peaceful Playground Recess Kit for SSE
- E. Consideration/Approval of the Purchase over \$75,000**
  - TriMark- Replacement of serving line at LDHS.
  - Global Asset- Computer replacement in LDMS BIM Lab
- F. Consideration/Approval of the Interlocal Agreement with ESC11 Benefits Co-op**
- G. Consideration/Approval of the 2024 Summer School Plans**
- H. Consideration/Approval of Budget Amendment #2**
- I. Consideration/Approval of the 2024-2025 Base Compensation Manual**

**MOTION PASSED 7-0.**

**9. ACTION ITEMS**

- A. Efficient Operations:** Consideration/Approval of Resolution of Lake Dallas ISD to Create a Police Department  
Dr. Kristin N. Brown presented a resolution to establish the Lake Dallas ISD Police Department. This motion signifies a proactive response to the evolving safety needs of our educational community and reflects our commitment to ensuring a secure learning environment for all students and staff.

The proposed resolution addresses several critical factors, including the necessity for a consistent law enforcement presence on LDISD campuses, the challenges faced by local law enforcement partners in providing

sufficient personnel, and the requirement by the Texas Legislature for school districts to employ security personnel and commission peace officers.

**It was MOVED by Scott Baird and SECONDED by Bruce Smith to approve the Resolution of Lake Dallas ISD to Create a Police Department.**

**MOTION PASSED 7-0.**

- B. *Efficient Operations:*** Consideration/Approval of a Resolution Authorizing a One-time Employee Retention Stipend

Anne Haehn, Director of Accounting, presented a resolution to approve allocating Elementary and Secondary School Emergency Relief (ESSER) funds towards retention efforts for employees. This motion represents a strategic investment in our workforce, aimed at fostering a thriving educational environment and supporting the long-term success of our district.

**It was MOVED by Ginger Collier and SECONDED by Mark Tucker to approve the Resolution Authorizing a One-time Employee Retention Stipend.**

**MOTION PASSED 7-0.**

- C. *Efficient Operations:*** Consideration/Approval of a Resolution Authorizing a One-Time Employee Recruitment Stipend

Anne Haehn, Director of Accounting, presented a resolution to approve allocating Elementary and Secondary School Emergency Relief (ESSER) funds towards recruitment efforts for employees. This motion represents a strategic investment in our workforce, aimed at fostering a thriving educational environment and supporting the long-term success of our district.

**It was MOVED by Bruce Smith and SECONDED by Aaron Appleby to approve the Resolution Authorizing a One-time Employee Recruitment Stipend.**

**MOTION PASSED 7-0.**

**10. CALENDAR, ANNOUNCEMENT & INFORMATION**

**A. Upcoming Meetings & Events**

A list of upcoming events occurring between board meetings was presented.

**11. Executive Session (if needed)**

The open session of the meeting will adjourn. The Board of Trustees will reconvene in executive session pursuant to one or more of the sections of the Texas Open Meetings Act (Chapter 551 of the Texas Government Code). The Board of Trustees will reconvene in open session to take any final action, decision, or vote on a matter deliberated in executive session.

The Board did not move to Executive Session.

**12. Adjournment**

**The meeting was adjourned at 7:03 pm.**

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Lance Stacy, Board President

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Mark Tucker, Board Secretary

# Minutes of Board Workshop

## The Board of Trustees

### Lake Dallas Independent School District

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A Workshop Meeting of the Board of Trustees of Lake Dallas Independent School District was held Monday, June 3, 2024, beginning at 5:30 PM at 104 Swisher Rd., Lake Dallas, TX 75065.

PRESENT: President Lance Stacy, Vice President Ginger Collier, Secretary Mark Tucker, Trustees Scott Baird, Bruce Smith, Aaron Appleby, Greg Bartley and Superintendent Dr. Kristin N. Brown

**1. Call to Order, Roll Call, and Establishment of Quorum – 5:30 PM**

**2. Open Forum**

At special Board meetings, the Board shall permit public comment, regardless of whether the topic is an item on the agenda posted with notice of the meeting. Individuals who wish to participate during the Open Forum portion of the meeting shall sign up with the presiding officer or designee before the meeting begins as specified in the Board's procedures on public comment and shall indicate the agenda item or topic on which they wish to address the Board. An individual's comments to the Board shall not exceed five minutes per meeting.

Persons desiring to address the Board of Trustees were given the opportunity to sign up to speak.  
**No one signed up to speak to the Board.**

**3. Information Items**

**A. *Efficient Operations:* Board Operating Procedures**

Dr. Kristin Brown, Superintendent, presented a draft of the Board Operating Procedures.

**B. *Student Success:* Strategic Plan**

Kelly O'Sullivan, Associate Superintendent of Curriculum & Instruction, gave information on recruitment and retention strategies related to compensation, benefits, job fairs, partnerships with teacher certification programs, and mentorship programs. Discussion of professional development being provided to develop leadership and instructional capacity in all grade levels, content areas, and special populations was presented. Board was informed that engagement and culture will be measured through objectives and action steps consisting of surveys, recognition programs, and teacher advisory committee involvement.

**C. *Efficient Operations:* District Fees**

Kelly O'Sullivan, Associate Superintendent of Curriculum & Instruction, presented information from Policy FB (Legal & Local) which outlines students fees, fines, and charges

**D. *Efficient Operations:* Attendance Waiver**

Kelly O'Sullivan, Associate Superintendent of Curriculum & Instruction, presented information about the districts attendance waiver policy

**E. *Efficient Operations:* 2024-2025 Budget**

Wes Eversole, Deputy Superintendent/CFO, gave the board an overview of campus/department budget allocation, general fund budget, one-time expenditures, child nutrition, and district allocation for TRS Health Insurance.

**F. *Efficient Operations:* 2024-2025 Compensation Plan**

Dr. Kristin Brown, Superintendent, discussed information of district pay increase and medical

insurance contribution.

G. **Efficient Operations:** 2024-2025 Board of Trustee Meeting Dates

Proposed 2024-2025 Board of Trustee meeting dates were presented for discussion.

H. **Efficient Operations:** Superintendent Evaluation

Dr. Kristin Brown, Superintendent discussed the superintendent evaluation calendar, shared the superintendent documentation regarding a formative evaluation, and presented each board member with the Superintendent Formative Evaluation Individual Response Form to be completed by each board member during the upcoming evaluation process.

**4. Executive Session**

The open session of the meeting adjourned at 8:57pm. The Board of Trustees moved to executive session pursuant to one or more of the sections of the Texas Open Meetings Act (Chapter 551 of the Texas Government Code).

The Board reconvened to open session at 9:04 pm

**5. Adjournment**

**The meeting was adjourned at 9:14 pm.**

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Lance Stacy, Board President

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Mark Tucker, Board Secretary

LAKE DALLAS ISD  
 COMPARISON OF REVENUE AND EXPENDITURES  
 GENERAL FUND  
 APRIL 2024

	Prior Month YTD	Current Month YTD	Current Budget	Balance	%
<b>REVENUE</b>					
Local Revenue	21,779,805	21,880,114	22,697,861	911,534	96.4%
State Revenue	9,134,349	10,478,182	17,691,302	7,213,120	59.2%
Federal Revenue	364,454	366,307	974,318	609,864	37.6%
<b>Total Revenue</b>	<b>31,278,608</b>	<b>32,724,602</b>	<b>41,363,481</b>	<b>8,638,879</b>	<b>79.1%</b>
<b>EXPENDITURES</b>					
Instruction	13,432,287	15,328,352	23,696,150	8,367,798	64.7%
Inst. Res./Media Services	319,641	366,118	635,360	269,242	57.6%
Curriculum Dev. & Inst. Staff Devel	485,699	552,708	872,295	319,587	63.4%
Inst. Leadership	482,383	555,444	873,189	317,745	63.6%
School Leadership	1,256,165	1,432,611	2,232,169	799,558	64.2%
Guidance/Counseling/Evaluation	971,695	1,113,799	1,475,868	362,069	75.5%
Social Work Services	0	0	13,990	13,990	0.0%
Health Services	213,568	243,173	372,789	129,616	65.2%
Pupil Transportation	906,969	1,019,911	1,613,502	593,591	63.2%
Cocurr./Extracurr. Activities	811,859	905,504	1,232,350	326,846	73.5%
Gen Administration	1,040,735	1,174,171	1,535,500	361,329	76.5%
Plant Maintenance & Operations	3,401,649	3,867,660	5,011,404	1,143,744	77.2%
School Monitoring Services	216,274	227,648	600,136	372,488	37.9%
Data Processing Services	754,117	839,731	1,241,509	401,778	67.6%
Community Services	0	5,627	5,628	1	100.0%
Facilities Acq. & Construction	12,000	12,000	14,000	2,000	85.7%
Payment to Fiscal Agents	0	0	4,500	4,500	0.0%
Payments to JJAEP Program	0	0	4,000	4,000	0.0%
Other Intergovernmental Charges	186,980	186,980	262,815	75,835	71.1%
<b>Total Expenditures</b>	<b>24,492,020</b>	<b>27,831,437</b>	<b>41,697,154</b>	<b>13,865,717</b>	<b>66.7%</b>
<b>Grand Revenue Totals</b>	<b>31,278,608</b>	<b>32,724,602</b>	<b>41,363,481</b>		
<b>Grand Expenditure Totals</b>	<b>24,492,020</b>	<b>27,831,437</b>	<b>41,697,154</b>		
<b>Grand Totals</b>	<b>6,786,588</b>	<b>4,893,165</b>	<b>(333,673)</b>		

LAKE DALLAS ISD  
 COMPARISON OF REVENUE AND EXPENDITURES  
 FOOD SERVICE FUND  
 APRIL 2024

	Prior Month YTD	Current Month YTD	Current Budget	Balance	%
<b>REVENUE</b>					
Local Revenue	544,430	716,435	724,247	7,812	98.9%
State Revenue	29,078	32,088	36,000	3,912	89.1%
Federal Revenue	819,499	970,384	1,258,243	287,859	77.1%
<b>Total Revenue</b>	<b>1,393,007</b>	<b>1,718,907</b>	<b>2,018,490</b>	<b>299,583</b>	<b>85.2%</b>
<b>EXPENDITURES</b>					
Food Service	1,595,829	1,841,936	2,013,158	171,222	91.5%
<b>Total Expenditures</b>	<b>1,595,829</b>	<b>1,841,936</b>	<b>2,013,158</b>	<b>171,222</b>	<b>91.5%</b>
<b>Grand Revenue Totals</b>	<b>1,393,007</b>	<b>1,718,907</b>	<b>2,018,490</b>		
<b>Grand Expenditure Totals</b>	<b>1,595,829</b>	<b>1,841,936</b>	<b>2,013,158</b>		
<b>Grand Totals</b>	<b>(202,822)</b>	<b>(123,029)</b>	<b>5,332</b>		

LAKE DALLAS ISD  
 COMPARISON OF REVENUE AND EXPENDITURES  
 DEBT SERVICE FUND  
 APRIL 2024

	Prior Month YTD	Current Month YTD	Current Budget	Balance	%
<b>REVENUE</b>					
Local Revenue	14,098,954	14,154,051	15,900,712	1,801,758	89.0%
State Revenue	1,237,404	1,237,404	291,589	(945,815)	424.4%
<b>Total Revenue</b>	<b>15,336,358</b>	<b>15,391,455</b>	<b>16,192,301</b>	<b>800,846</b>	<b>95.1%</b>
<b>EXPENDITURES</b>					
Debt Services	3,326,872	3,326,872	16,193,438	12,866,566	20.5%
<b>Total Expenditures</b>	<b>3,326,872</b>	<b>3,326,872</b>	<b>16,193,438</b>	<b>12,866,566</b>	<b>20.5%</b>
<b>Grand Revenue Totals</b>	<b>15,336,358</b>	<b>15,391,455</b>	<b>16,192,301</b>		
<b>Grand Expenditure Totals</b>	<b>3,326,872</b>	<b>3,326,872</b>	<b>16,193,438</b>		
<b>Grand Totals</b>	<b>12,009,486</b>	<b>12,064,584</b>	<b>(1,137)</b>		

LAKE DALLAS ISD  
BALANCE SHEET  
GENERAL FUND, FOOD SERVICE AND DEBT SERVICE  
AS OF APRIL 30, 2024

General Fund

Cash & Investments	42,143,248
Receivables	2,639,555
Deferred Expenses	22,915
<b>Total Assets</b>	<u>44,805,718</u>
Current Payables	(25,835,280)
Accrued Expenses	(90,677)
Deferred Revenue	(381,176)
<b>Total Liabilities</b>	<u>(26,307,133)</u>
Reserve for Encumbrances	780,837
Undesig. Fund Balance	(18,498,585)
Reserve for Encumbrances	(780,837)
<b>Total Equity</b>	<u>(18,498,585)</u>

Food Service

Cash & Investments	1,962,952
Receivables	150,884
<b>Total Assets</b>	<u>2,113,837</u>
Current Payables	(787,378)
Accrued Expenses	(28,253)
Deferred Revenue	(99,311)
<b>Total Liabilities</b>	<u>(914,941)</u>
Reserve for Food Encumbrances	(1,006,980)
Undesig. Fund Balance	125,115
Reserve for Encumbrances	(317,031)
<b>Total Equity</b>	<u>(1,198,895)</u>

Debt Services

Cash & Investments	13,737,319
Receivables	1,278,578
<b>Total Assets</b>	<u>15,015,897</u>
Current Payables	(139,943)
Deferred Revenue	(173,254)
<b>Total Liabilities</b>	<u>(313,197)</u>
Reserve for Long Term Debt	(2,103,774)
Undesig. Fund Balance	(12,598,926)
<b>Total Equity</b>	<u>(14,702,700)</u>

**Lake Dallas ISD  
Summary Of Tax Collections Comparison  
April 2024**

<u>Current Tax Collections</u>	<u>2023</u>	<u>2023</u>	<u>2022</u>
Current Tax Roll Status:	\$39,130,672	\$40,209,073	\$37,169,279
+/- Supplemental Adjustments	-629,402	1,779,328	635,021
Balance Taxes Due After Adjustments	<u>38,501,269</u>	<u>41,988,401</u>	<u>37,804,300</u>
Current Collection Activity:			
General Operating Fund	21,281,872	25,960,767	23,734,200
Debt Service Fund	14,047,438	13,766,452	11,863,541
Total Current Collections	<u>35,329,310</u>	<u>39,727,218</u>	<u>35,597,741</u>
Unpaid Current Taxes Due @ End of Month	3,171,960	2,261,183	2,206,559
Collection % to Current Tax Role	91.76%	94.61%	94.16%

**Delinquent Tax Collections**

Prior Years Delinquent Tax Roll:	716,402	696,078	741,793
+/- Supplemental Adjustments	(3,270,414)	(19,120)	(142,801)
Balance Taxes Due After Adjustments	<u>-2,554,011</u>	<u>676,958</u>	<u>598,992</u>
Delinquent Collection Activity:			
Less General Operating Funds Collected	-108,007	32,271	59,497
Less Debt Service Collected	-57,743	16,030	28,294
Total Delinquent Collections	<u>-165,750</u>	<u>48,301</u>	<u>87,791</u>
Unpaid Delinquent Taxes Due @ End of Month	-2,388,261	628,657	511,201
Collection % to Delinquent Tax Role	6.49%	7.14%	14.66%

**Penalties, Interest, Attorney Fees**

Penalties and Interest:			
Penalty and Interest Paid On Taxes	145,060	148,932	150,643
Amount Paid to Tax Attorney	6,874	19,613	47,379
Total Penalties, Interest, Attorney Fees	<u>151,934</u>	<u>168,545</u>	<u>198,022</u>

**Collection Summary**

Current Taxes Collected	35,329,310	39,727,218	35,597,741
Delinquent Taxes Collected	-165,750	48,301	87,791
Penalties, Interest, Attorney Fees	151,934	168,545	198,022
Total Tax Collections	<u>35,315,494</u>	<u>39,944,065</u>	<u>35,883,554</u>
Total Unpaid Current Taxes Due @ End of Month	3,171,960	2,261,183	2,206,559
Total Unpaid Delinquent Taxes Due @ End of Month	-2,388,261	628,657	511,201
Total Taxes Outstanding	<u>783,698</u>	<u>2,889,839</u>	<u>2,717,760</u>

FUND FUNC OBJECT SUB ORG YEAR PROG LOC DESCRIPTION CURRENT INCREASE/ PROPOSED  
 OBJ OBJ CODE CODE BUDGET (DECREASE) BUDGET  
**EXPENDITURES** (USE WHOLE DOLLAR AMOUNTS ONLY.)

FUND	FUNC	OBJECT	SUB OBJ	ORG	YEAR	PROG	LOC	DESCRIPTION	CURRENT BUDGET	INCREASE/ (DECREASE)	PROPOSED BUDGET
199	41	6211	0	750	0	99	950	Legal Services	31,000	45,000	76,000
199	41	6411	0	701	99	99	950	Travel	10,000	16,000	26,000
199	41	6419	0	702	0	99	950	Travel	8,300	21,000	29,300
199	41	6497	0	750	0	99	950	Awards	8,736	12,000	20,736
199	11	6395	1	1	0	11	148	Supplies	10,000	10,615	20,615
199	11	6395	1	41	0	11	148	Supplies	11,128	8,912	20,040
199	93	6492	62	999	0	23	230	Denton Regional Day School for the Deaf	4,500	2,000	6,500
									83,664	115,527	199,191


**TOTAL REVENUES**      0      0      0

**NET CHANGE TO FUND BALANCE**      -115,527  
**+INCREASE/(DECREASE)**

**EXPLANATION:**

To amend the budget to reflect travel related costs

To amend the budget to reflect increase legal costs

To amend the budget to reflect additional staff award and recognition costs

To amend the budget to purchase band instruments and supplies

To amend the budget to pay for costs associated the Denton Regional School for the Deaf

Processed by \_\_\_\_\_  
 Date: \_\_\_\_\_  
 (ADMINISTRATIVE OFFICE USE ONLY)

\_\_\_\_\_  
 ORIGINATOR      DATE

\_\_\_\_\_  
 SUPERVISOR/PRINCIPAL      DATE

*Anne Haehn*  
 DIRECTOR OF ACCOUNTING      6-14-24  
 DATE

\_\_\_\_\_  
 SUPERINTENDENT      DATE

\_\_\_\_\_  
 BOARD SECRETARY      DATE

\_\_\_\_\_  
 BOARD PRESIDENT      DATE

White copy to be filed in Board Book  
 Yellow copy to be filed in Administration Office  
 Pink copy to be retained by Supervisor

# Lake Dallas ISD Board Operating Procedures



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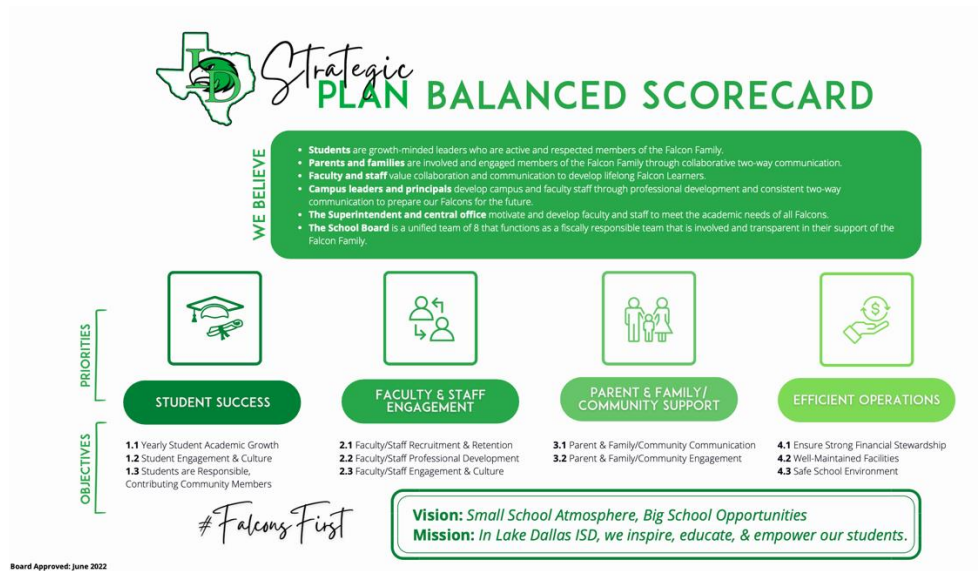
# I. Mission, Vision, Beliefs, Strategic Plan

Mission: In Lake Dallas ISD, we inspire, educate, & empower our students.

Vision: Small School Atmosphere, Big School Opportunities

Beliefs:

- Students are growth-minded leaders who are active and respected members of the Falcon Family.
- Parents and families are involved and engaged members of the Falcon Family through collaborative two-way communication.
- Faculty and staff value collaboration and communication to develop lifelong Falcon Learners.
- Campus leaders and principals develop campus and faculty staff through professional development and consistent two-way communication to prepare our Falcons for the future.
- The Superintendent and central office motivate and develop faculty and staff to meet the academic needs of all Falcons.
- The School Board is a unified team of 8 that functions as a fiscally responsible team that is involved and transparent in their support of the Falcon Family.



## **II. Code of Ethics (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.

### **III. Board Agendas**

#### **Meeting Dates**

- The superintendent will develop an annual board calendar that will include regular and special meeting dates of the Board of Trustees.
- The calendar will include those items that are cyclical and/or recurring for consideration at board meetings.
- The calendar will be reviewed monthly for updates and revisions.

#### **Conducting Board Meetings**

##### **Quorum**

Any time four or more trustees are gathered to discuss school district business, it is considered a meeting and must be posted as such according to board legal policy. If less than four trustees are present, school district business cannot be conducted. Social functions, conventions, ceremonial events, forums, and similar functions are not considered meetings so long as formal action is not taken.

##### **Opening Meeting**

The board will open each regular meeting by reciting the Pledge of Allegiance to the U.S. and Texas flags. The pledges may be led by a trustee, staff or guests invited for this purpose.

##### **Placing Items on Agenda**

Items may be placed on the agenda per Policy BE (Local). The deadline for submitting items for inclusion on the agenda is the third calendar day before regular meetings and the third calendar day before special meetings.

##### **Preparation of Agenda**

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. On the written request of at least two Board members for a subject to be included on the agenda of a meeting, the Superintendent shall include on the preliminary agenda of the meeting all topics that have been timely submitted by Board members.

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 Board President's approval. In reviewing the preliminary agenda, the Board President shall ensure that any topics the Board or at least two Board members have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by at least two Board members without the specific authorization of the Board members.

Board members will make every effort to discuss their proposed action items and policy changes with the Superintendent prior to submitting. The Superintendent will provide all Board members with information on the item, administration position, and recommendations prior to the board meeting. Any requested agenda item will appear on the next regular board meeting agenda, if the legally required notice is provided.

A Board member shall not ask the Superintendent during a board meeting, to put an item on the next agenda, if the item is not posted on the current board agenda for such action is not a posted item.

Agenda items will not be posted with vague language. Specific language will be required to ensure community understanding of the agenda item.

In accordance with Texas Open Meeting Laws, no member may place an item on the agenda less than 72 hours in advance of a meeting, except in an emergency involving public health or safety as per Texas Government Code and Policy BE (Legal).

Board members must provide pertinent and relevant backup material for their agenda items. Items posted on the agenda may be postponed if adequate information is not provided or is not available for the next board meeting.

District Administrative Staff and/or District legal counsel will prepare "Recommended Motions for Agenda Items" as necessary, to be used at the discretion of the Board.

### **Repeated Agenda Items**

An agenda item acted on by the Board shall not be returned more than once in a board year (May-April) either by the Board or the Administration. The reason for returning the item must be included.

## **Student and Employee Recognition**

The Recognitions, geared towards students, and Introductions, will be planned and distributed throughout the calendar year so that they are timely to the issue, but not so numerous as to take more than 30 minutes of Board Meeting time, unless approved by the Board President.

## **Board Reports**

Board members may not make Reports to the Board during regular board meetings unless otherwise listed on the agenda. All board member comments must be relevant to posted board agenda items.

## **Agenda Posting**

All agendas will be posted in the front of the building, published for the community electronically and provided electronically to board members through Board Book. Board members who prefer paper copies of board agendas must notify the Superintendent at least 24 hours in advance of the scheduled board meeting.

## **Personnel Issues**

All personnel issues must be conducted in an executive session unless specifically required by the Texas Open Meetings Act, to be conducted in an open meeting. All discussions involving personnel are considered confidential.

## **Questions about Agenda Items**

Board agenda questions prior to the Board meeting and after the Board receives their Board Books, must be addressed by the Superintendent prior to the board meeting.

- All questions, information requested, or information provided regarding a specific board agenda item will be shared with all members writing via email regarding board agenda items with the name of the board member submitting the question or requesting the information.
- All questions or requests should be directed to the Superintendent.

## **Purchases over \$75,000**

Agenda items for new proposals, programs, projects over \$75,000 or of significant impact on the educational process will be placed on the consent agenda for approval unless the purchase is related to approval of

construction projects.

### **Action Agenda Items**

All Action items will be individual and not be listed as compounded votes. Any item such as facility change or Bond items, shall be included as an Action Item.

### **Consent Agenda Items**

The Consent Agenda items will be all items except for major items. The items will address District business, which is recurring or routine in nature. The consent agenda will group together and acted upon by one vote without separate discussion. Voting results for all consent agenda items will be specified in the minutes.

Consent agenda items may include business reports, personnel approvals, purchases over \$75,000, donations to the district, annual approvals or any items discussed during previous workshops or board meetings.

Background materials for each agenda item will be furnished to the board in the meeting's supporting documents.

A trustee may request that an item be withdrawn for individual consideration. The best effort should be made to notify the Superintendent in advance, of any interest to pull a Consent Agenda Item for discussion during a Board Meeting. This will allow the Superintendent to prepare additional information for review during the public meeting.

### **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.

### **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 members present.

## **Voting Policy**

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

## **Special Meetings**

The Board President shall call special meetings at the Board President's discretion or on request by two members of the Board.

Any request for a Special meeting must be in writing to the Superintendent and the Board President with a statement specifically requesting a Special board meeting, including the agenda item(s) to be discussed. Special Meetings called by two or more board members must be requested at least five days prior to the requested meeting. This will allow the Superintendent 48 hours to develop the agenda, seek approval of the agenda and post within the required 72 hour minimum. The posting of the agenda and agenda review will follow the same process as a regular board meeting.

## **Executive Session**

Agenda items for Executive Session must follow the legal requirements. Exceptions will not be permitted. The posted agenda will ordinarily list the topics to be discussed in executive session. Tex. Gov't Code 551.041

During Executive Session, the Superintendent will present information outlined on the board agenda. All information discussed in Executive Session is confidential and may not be discussed outside of the set time.

Entering Executive Session. The Board may enter into executive session after the following requirements have been met:

- The Board has first been convened in open meeting for which notice has been given.
- The presiding officer has publicly announced in open meeting that an executive session will be held.
- The presiding officer has identified the sections of Chapter 551, Tex. Gov't Code, which authorize the holding of such executive session.
- The presiding officer has publicly announced that no final action,

decision, or vote will be taken by the Board while in executive session.  
551.101

Matters Under Discussion. Executive sessions are authorized for the following purposes:

- For a private consultation with the Board's attorney with respect to pending or contemplated litigation, settlement offers, and matters where the attorney's duty to the Board, pursuant to the Code of Professional Responsibility of the State Bar of Texas, clearly conflicts with the provisions of the Open Meetings Act (to be identified as Legal Matters in the notice). 551.071
- To discuss the purchase, exchange, lease, or value of real property and negotiated contracts for prospective gifts or donations (to be identified as Real Estate/Donations in the notice). 551.072
- To consider the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee, unless such officer or employee requests a public hearing (to be identified as Personnel in the notice). Atty.Gen.Op. H-496 (1975), 551.074
- To consider discipline of a public-school child or children unless an open hearing is requested in writing by a parent or guardian of the child (to be identified as Hearings in the notice). 551.082
- To consider the deployment or specific occasions for implementation of security personnel or devices. 551.076
- To deliberate regarding the standards, guidelines, terms or conditions the Board will follow, or instruct its representatives, to follow, in consultation with representatives of employee groups, under consultation agreements formerly provided for by Section 13.901 of the Texas Education Code. 551.083
- To discuss any other item authorized by law to be considered in executive session.

Actions, Decisions or Votes. No final action, decision, or vote shall be taken while the Board is in closed or executive session. The Board shall reconvene the open meeting after an executive session, prior to adjourning the meeting. 551.102

Record of Items Discussed in Executive Session. The Certified Agenda is kept in the Superintendent's Office. These records are not subject to open

records and may only be opened upon direction of a judge's order.

No Board Member shall publicly discuss matters that were discussed in an executive session.

The superintendent shall attend and participate in all executive session meetings except when the board is considering the superintendent's contract, evaluation or performance or is resolving conflicts between individual trustees.

All final votes, actions, or decisions regarding the closed meeting items will be taken in open meeting.

In the event of the superintendent's illness or board president approved absence, the superintendent's designee shall attend executive session with permission from the board president.

The board president may invite individuals to address a topic during closed Meeting.

Only topics related to the cited section of the Texas Open Meetings Act prior to convening in closed meeting may be discussed in closed meeting.

Given the legal and sensitive nature of closed meetings, trustees understand that all such meetings are strictly confidential.

### **Public Participation**

At all meetings of the board, the president shall allot time to hear persons who desire to make comments to the board.

The procedures for public comment will be printed on the agenda and/or the Board President may announce the rules for public participation.

Any person may address the board at a board meeting during Open Forums on the agenda. A citizen must register to speak using the appropriate forms and policies prior to the opening of the board meeting. At the direction of the president, public comments relating to a specific agenda item may be postponed until that item is discussed.

The president, upon reviewing the requests to speak and determining that

several persons wish to speak on the same topic, may direct those persons to combine their points and appoint one person to represent their concerns on that topic.

Speakers will be called on a first-come, first-serve basis except for current students who will always be allowed to speak first.

Individual time limits are a maximum of three (3) minutes. This time may be adjusted to accommodate a high number of speakers.

No action may take place in response, but the Board may consider future action.

Any complaints against employees must be made in closed session in accordance with Policy GF (Local).

Citizens who wish to file a complaint about specific employees will be directed to the district's grievance policy and made aware that public discussion of complaints against district employees may unduly prejudice the board if employees seek recourse through the formal grievance process.

Questions asked by the public on topics posted on the agenda may be answered during the discussion of that agenda item.

Comments or questions on topics not on the posted agenda may be referred to the superintendent for consideration and later response. The superintendent may designate an administrator to resolve concerns brought forth in public comment.

The board vests in its president or presiding officer authority to terminate the remarks of any individual when such individual does not adhere to the established rules.

#### Response to Citizens Addressing the Board

- Trustees will listen attentively to comments.
- If a speaker brings a complaint about an individual district staff person, the president will stop the speaker and the speaker will be reminded of the formal grievance process available to them as outlined in policy.

## **Board Member Conduct**

- All board members are expected to adhere to the Code of Ethics and be guided by Robert's Rules of Order and the Board Operating Procedures.
- Discussion should go through the President [(see Policy BE (LOCAL)], with questions to staff going through the Superintendent. The Superintendent will identify staff to answer questions on behalf of the Administration.
- If during a meeting, a Board member violates Robert's Rules of Order or the Board Operating Procedures, the following disciplinary procedures will be enforced:
  - President or any member will ask for a recess and the President and Vice- President will talk privately with the offending board member. If an officer is the offender, the other officers will speak to the offending Board Member.
  - If the offending member continues to be in violation, a public warning will be issued in open session, by the President.
  - If the offending Board member continues to be in violation, any member of the Board may call for removal of the offending Board member from that meeting, requiring a 2/3 vote according to Robert's Rules of Order for disruption of a Public Meeting, and/or public censure at a future meeting properly noticed under the Open Meetings Act.

## **Board Member Voting**

- All members, including the Board President, will vote on all action items, making their vote clear to the public [see Policy BE (LOCAL)].
- As provided in Ed. Code 11.051 and Policy BE (Legal), at a Board Meeting, the Board must provide the Superintendent an opportunity to present an oral or written recommendation to the Board on any item that is voted on by the Board at the meeting before the vote is called.
- A member will not abstain from voting except by legal right which must be stated by the Board Member who wishes to abstain at that time.

## **Inappropriate Audience Participation**

- When a member or members of the public are disruptive, they will receive a verbal warning from the Presiding Officer.
- When a member or members of the public continue with a second

infraction, the Presiding Officer will ask for the person or persons to be escorted out of the room and/or off the premises and he/she/they may not return during that meeting.

- Trustees will not respond to or enter discussion with the audience during the meeting since items on the agenda will be discussed as appropriate and scheduled. Items not on the agenda are not allowed in discussion.
- The board designates the president as its spokesperson if a response to the speaker is required. The president will limit responses to those allowed by law:
  - Statements of fact, and
  - References to board policy.

### **Agenda item discussion by Board members**

- Every Board Member will have the opportunity to discuss an item at least once before the item may be tabled or postponed.
- The Board President will read the agenda items and either call for a motion or call on the Board Member placing an item on the agenda to open discussion and explain their reasons for placing an item on the agenda.
- Presiding Officer or any Board Member will limit their discussion to the pros and cons of the item under discussion.

## **IV. Board Workshops**

District workshops may be scheduled through the Board President. Workshops are intended to focus on additional information or in-depth review of specific topics related to finance, instruction and programming.

All Board Workshops are subject to the same legal and procedural requirements as regular board meetings.

## **V. Board Members**

### **Authority of Board Members Board Policy BBE (Legal and Local)**

Unless authorized by the board, a member of the board may not, individually, act on behalf of the board. 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.

### **Requesting Information**

A Board Member may request existing information and/or reports only through the Superintendent. The Board will be notified about all requests for information and all reports requested through the Superintendent.

All Board Inquiries will be submitted through the Superintendent's Office in by email requested, rationale of request or comments. Administration will acknowledge receipt of requests by the end of the second workday.

### **Consultation with the Attorney**

In most cases, the Board will request the Superintendent to consult with the School District attorney on behalf of the Board. The Superintendent does not need prior permission to seek counsel on behalf of the School District. The Board President may consult with the attorney as deemed necessary.

### **Visiting Campuses/Departments as a Board Member**

A Board member shall adhere to any posted requirements for visitors to first report to the main office of a District facility, including a school campus. Visits during the school or business day shall not be permitted if their duration or frequency interferes with the delivery of instruction or District operations.

Board Members may attend special events on campuses to represent the Board in support of activities, PTA meetings, open houses, community functions, public meetings, and other events where the school community or general public is invited.

A Board Member who is at a campus or at any school function shall be expected to model exemplary behavior. Under no circumstances shall the

Board Member attempt to undertake a management role, usurp the authority of any District employees, or attempt to direct District employees in the conduct of their activities.

Board Members will call the Superintendent's office prior to visiting campuses or departments, if the Board Member is not acting as a parent or grandparent. Board Members shall comply with all posted requirements, while on school campuses.

Individual classroom visits will be made by invitation only, and campus administrators will be notified in advance. Trustees shall not visit a campus in an attempt to evaluate personnel on that campus.

### **Visiting Campuses/Departments as an individual**

A Board member who is a parent, guardian or grandparent of a child at a campus may attend parent/teacher conference and other scheduled meetings at a campus on the same basis as other parents, guardians, and grandparents.

Campus staff members may have difficulty viewing trustees as parents, rather than as trustees. Therefore, when visiting a campus or classroom as parents, trustees shall:

- Make it clear that they are acting as parents,
- Follow the same rules and guidelines for all parents regarding campus visits,
- Never request nor accept extraordinary consideration for their children.

### **Visiting Campus/Department During Elections**

Trustees running for re-election shall not request or accept support from district employees during work time or make campus visits in conjunction with campaigning for a board position.

### **Board Member Participation in Another Entity's Function or Meeting**

If a quorum of the Board attends another entity's function or meeting, no member may answer questions, provide information or engage in a discussion of school business.

## **VI. Board Authority**

Trustees as individuals shall not exercise authority over the district, its property, or its employees.

Trustees will avoid personal involvement in activities the board has delegated to the superintendent.

### **Representing the board of trustees**

Except for appropriate duties and functions of the president, an individual member may not act on behalf of the Board without the express authorization of the board. Without such authorization, no individual member may commit the board on any issue.

A Board Member may, with approval of the Board, represent the Board at events, meetings or convenings outside of the Boardroom. (i.e. Chamber of Commerce, Rotary, etc.) Board members attending events on behalf of the board must provide regular updates through the Superintendent's office.

Board Members who do not run for re-election may participate in graduation ceremonies for the purpose of distributing diplomas to a family member (graduating son, daughter, grandson, granddaughter) if the family member is a graduating Senior in the May of such election year. For example, a board member opts to not run for school board in May of 2028, however, their designated family member is graduating, they will be permitted to distribute the family members diploma at the 2028 graduation ceremony.

## **VII. Board Officers**

### Role and Authority of Board Member and/or Board Officer

As set out in the Education Code §11.151 and Policy BAA (Legal), the Trustees, as a body corporate, have the exclusive power and duty to govern and oversee the management of the public schools of a district. (See Policy BAA (Legal) for duties.

No Board Member or officer has authority outside of a Board meeting.

Board members cannot direct employees about performance of duties.

The Board President shall:

- Preside at all Board meetings and provide every Board Member an opportunity to speak on all issues.
- Appoint committees if needed.
- Call special meetings.
- Meetings may be called by the Board President or by two Board Members.
- Sign all legal documents required by law after it has been reviewed by legal counsel.
- As a signer of all District checks, the President shall complete required documentation for the District's banking firm.
- The president is responsible for the new trustee orientation attendance and completion.
- The president is responsible for required annual Team of Eight training.
- The president may officiate at district events.

The Vice-President shall:

- Act in capacity of President in the absence of the President.
- Sign or countersign warrants or other documents as necessary.

The Secretary shall:

- Keep, or cause to be kept, an accurate record of the proceedings of Board Meetings.
- Send, or cause to be sent, all notices of Board meetings.
- Act in role of President in the absence of the President and Vice-President.
- Sign or countersign warrants and other documents as necessary.

- Along with the president, the secretary signs all required minutes, contracts, etc.
- The secretary is responsible for signing a certified agenda of all closed meetings.

### **Selection of Officers**

At the first meeting after the election and certification of newly elected Board Members, the members of the Board shall organize by electing the following officers:

- A president, who shall have been a member of the Board for at least one year prior to election.
- A vice-president, who shall be a member of the Board.
- A secretary, who shall be a member of the Board.

A vacancy in the office of the president will be filled by the vice president. The board will elect an officer to any vacancy other than president.

## **VIII. Training**

### **New Board Member Training**

- All newly elected trustees are required to receive orientation.
- The superintendent's office is responsible for arranging this orientation.
- Suggested orientation topics include but are not limited to:
  - Board Operating Procedures,
  - Board Policy Manual,
  - District organizational chart and staff responsibilities,
  - Parliamentary Procedures, and
  - Regional, state, and national affiliations and activities.
- A newly elected or appointed trustee, having served less than 12 months, is required to complete training on a variety of topics, including, but not limited to:
  - Local orientation,
  - Introduction to the Texas Education Code (TEC),
  - Texas Open Meetings Act,
  - Cybersecurity,
  - Child Abuse Prevention,
  - Evaluating and Improving Student Outcomes (EISO),
  - Team Building, and
  - An additional 10 hours of continuing education in topics of choice.

### **Continuing Education Requirements for Board Members**

Trustees are required to complete training as specified in the Texas Education Code: training requirements may be adjusted by the Texas Legislature, by the State Board of Education, or by the Texas Education Agency.

An experienced trustee, serving more than one year, is required to receive the following training, including but not limited to:

- Update to the TEC following a legislative session,
- Cybersecurity,
- Child Abuse Prevention,
- EISO training,
- Team Building, and
- An additional 5 hours of continuing education in topics of choice.

To the extent possible, the entire board shall participate in continuing education programs together.

Annually, as prescribed by law, each trustee's training hours will be read into the minutes, announcing the name of each trustee who has completed the required continuing education, who has exceeded the required hours, and who is deficient in the required hours.

Trustees may share information from continuing education programs/conferences during allotted time at board meetings or by written report, as appropriate.

### **Board Travel**

The Board should also be held to the same requirements for travel as District employees. Board travel will be planned and budgeted for annually. Anything outside that plan, will be taken to the Board for prior approval.

In compliance with Board policy and administrative regulation, Board Member travel must be approved and processed by submitting the appropriate paperwork through the Superintendent's Office.

Travel arrangements will be handled through the Superintendent. All arrangements must be finalized at least two weeks prior to travel, unless extenuating circumstances exist.

- Travel to the Regional School Board Conference/Meetings will be selected by individual board meetings.
- TASB Winter Governance, TASB SLI and the TASB Delegate Convention will be offered to all Board Members annually. Any Board member selected for Leadership TASB will be permitted to travel at the district's expense.
- All Board Members will be invited to attend at least one legislative conference, advocacy training or capital visit annually. The Board will utilize the Board adopted advocacy plan and/or Board adopted legislative priorities.
- The Board will travel to at least one national conference per year.

- The Board may travel to support students in extra-curricular activities at the area level and above.
- Additional travel will be placed on the Board agenda for discussion.
- The Superintendent will oversee all arrangements for travel. The Superintendent will be required to attend all Regional, legislative/advocacy sessions, TASB and National Conferences, unless otherwise approved by the Board President. At the Superintendent's discretion, additional administrators may attend applicable trainings, with the Board.
- Advance for travel-related expenses will be paid for hotel, parking, flight/mileage and per diem. Additional expenses such as taxi, luggage fees and/or shuttle services will be reimbursed only with approved receipts. Please note that taxi/shuttle services are only permitted to and from the hotel and airport. Other expenses incurred during the conference will not be reimbursed. All expenses will be arranged to minimize travel costs. In state travel method will be determined by individual board members (mileage or flight). Out of state travel will be scheduled using an airline. If a board member opts to drive to an out of state event, mileage will be limited to the cost of the airline price paid for other board members.
- Based on the information provided, the Superintendent's Office staff will make transportation arrangements using the District's approved vendor(s) for travel and the Board's budget code for travel.
- Hotel reservations and conference registration will also be made by the Superintendent's staff using a corporate card issued in the name of the Superintendent or CFO. Use of personal credit cards is not permitted and will not be reimbursed. Each Board Member will be responsible for incidental fees while traveling. School District credit cards will not be used for incidentals.
- In the event that any other reasonable and allowable travel-related expenses are incurred by a Board Member requiring his or her use of personal funds, a written request for reimbursement must be submitted

with itemized, signed receipts for review, approval and processing by the Superintendent. The request and receipts must be submitted within seven (7) business days of the Board Member's return from travel to the Superintendent's Office. At the time of submission, the Superintendent will review the request and receipts in order to ensure all necessary information has been submitted. Requests not approved by the Superintendent within seven (7) business days of receiving the request and supporting documentation may be submitted to the Board President for consideration and approval at a called board meeting.

Late registration will be allowed for any trustee whose professional schedule may be unpredictable.

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

Trustees shall submit a statement of all authorized expenses incurred, including receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to trustee expense reimbursement.

### **Trustee Vacancy**

Trustee vacancies will be filled within the guidelines of state law.

### **Team of Eight Training**

The Superintendent will coordinate an annual Team of Eight Training through the direction of the Board President. The training is required for all board members,

## **IX. Evaluation of the Superintendent**

Evaluations will be conducted in closed meeting two times annually, approximately January and June.

### **Formative Evaluation**

The formative evaluation process (June) will consist of the board meeting in closed session to review current district progress toward goals and objectives set forth in the previous superintendent evaluation.

The board will then discuss with the superintendent areas of accomplishment as well as areas in need of additional focus. The board may develop a document summarizing results of the formative evaluation.

The document will be signed by the president and provided to the superintendent in a timely manner.

The board may discuss the superintendent's contract at the formative evaluation; any modifications to the superintendent's contract require action of the board in open meeting.

### **Summative Evaluation**

A summative evaluation will be conducted in closed meeting annually in January and must include discussion of the superintendent's contract.

The superintendent will prepare a State of the District report for board review and possible action.

During the summative evaluation meeting, the board may

- determine any modifications to the superintendent's contract,
- including, but not limited to, contract term extensions, salary increases, and changes in benefits.

Modifications to the superintendent's contract require action of the Board in open meeting.

Specific details of the superintendent's evaluation are to be kept confidential and are not subject to the Texas Freedom of Information Act.

The board shall strive to accomplish the following during the summative evaluation:

- Clarify to the superintendent his or her role, as seen by the board.
- Clarify to trustees the superintendent's role, as expressed in the superintendent's job description and the district's goals and objectives.
- Foster an early understanding among new trustees of the evaluation process and the superintendent's current performance objectives and priorities.
- Develop and sustain a harmonious working relationship between the board and the superintendent.
- Identify accomplishments and areas of improvement, as applicable.

The Superintendent evaluation shall be completed no later than January 30<sup>th</sup> of each year.

The Superintendent will be provided a copy of the Board evaluation instrument at least 90 days prior to the evaluation.

Each Board Member will have the opportunity to individually complete an evaluation instrument prior to the board meeting for the evaluation of the Superintendent.

The final evaluation of the Superintendent will be based on consensus of the Board.

## **X. Evaluation of the Board**

### Board Evaluation/Team Building

- The board is required to participate in a minimum of three contact hours of Board Team Building annually.
- Board Team Building may be used to review and modify board priorities that will be used to establish district goals and objectives that guide planning and budgeting.
- The board may also use this time to conduct a board self-evaluation. To the extent that the meeting does not violate the Texas Open Meetings Act, the evaluation may include:
  - Board operating procedures,
  - Trustee training,
  - Conflict resolution,
  - Working relationships with the superintendent,
  - Conduct of board meetings,
  - Long-range planning and goal setting,
  - Relationship with the community, and
  - The board's role in achieving district goals and objectives.

### **Evaluation of the Board BG (LOCAL)**

The Board will evaluate itself annually to measure effectiveness.

Evaluation of the Board will be conducted in a workshop session by the end of the fiscal year, as per BBD (EXHIBIT).

## **XI. Communication**

It is important for each Board Member to be accessible to their constituents and the District Administration via phone, email and mail as means of communications. The District will communicate with the Board members via email, phone calls, Remind and/or Board Book.

Information sent to any Board Member will be distributed to all Board members.

Board members will keep the Superintendent informed of issues important to the District.

Individual Board members cannot speak in an official capacity outside the Board Room or call or attend meetings as a representative of the Board without prior authorization of the Board.

The Board of Trustees encourages input; however, anonymous calls or letters will not receive Board attention, discussion, or response and will not result in directives to the Administration (except for Hot Line Reports).

The Board, individually and collectively, shall not discuss public business or public policy over which the Board has control with employees of the District other than the Superintendent. Furthermore, the Board, individually and collectively, shall not have discussions with anyone regarding an employee's employment, assignment, reassignment, salary and benefits, evaluation, or other terms and conditions of employment with any employee other than the Superintendent.

The Board agrees to address and resolve all disputes, disagreements, and complaints with the Superintendent in a professional, timely, and legal manner.

Individual Board members shall not meet with or discuss District business with vendors, current or prospective unless discussed as part of the board agenda in open session unless otherwise permitted by law.

### **Communication with Other Trustees**

Communication with other trustees (in any forum other than a meeting duly posted, in which a quorum is present) regarding district issues/items should be avoided to ensure compliance with the Texas Open Meetings Act.

Board electronic and written communications regarding district issues should be routed through the superintendent's office so that information can be disseminated and/or questions can be addressed in this manner, rather than among and between trustees. All questions and information will be reported to all board members through written weekly reports and with the name of the board member submitting the question or requesting information.

Trustees shall be cognizant of The Texas Open Meetings Act responsibilities to avoid walking quorums.

### **Response to Signed Letters of Complaint**

The Lake Dallas ISD Board of Trustees encourages input. A signed letter will be forwarded to the Superintendent for a response, with a copy sent to all the Board members.

### **Communication with the public**

- Trustees are encouraged to participate in community activities as liaisons between the public and the district. When doing so, trustees are expected to:
  - Relay information about district goals,
  - Clarify a trustee's limitations, obligations, and responsibilities as an individual member of the board,
  - Support Board of Trustees decisions,
  - Interact in a positive manner,
  - Listen politely and respectfully to comments,
  - Make no commitment on behalf of the board or district,
  - Avoid criticizing district personnel, and
  - Refer questions about specific district activities to the appropriate staff person who can best answer the questions.

### **Response to anonymous letters of complaint**

The Board and Superintendent shall not respond or investigate anonymous complaints.

## **Communicating with the Media**

- The president or, in his or her absence, the vice president will serve as the board spokesperson to the media on issues regarding board actions.
- The superintendent or, in his or her absence, a specified designee shall be the official district spokesperson to the media on district issues.
- Trustees asked for individual comments or opinions by the media/press are to qualify those statements as being the opinion of the individual trustee and not representative of the board as a whole or of the district.
- Trustees should notify the Superintendent any time a request for comment or interview is made by members of the media in order for interviews to be coordinated and scheduled.

## **Communication from vendors**

Members of the Board of Trustees shall not knowingly accept or engage in communication, which is initiated by vendors, proposers or potential proposers or their respective agents (“Vendors”).

If approached by a Vendor regarding any issue related to an ongoing solicitation the Board Member shall take the following action, upon determining the prohibited nature of the communication:

- Immediately terminate the communication.
- Refer the individual to the Superintendent, as appropriate, for any information requested.
- Notify the Superintendent of the improper contact.

If the communication involves a Public Complaint, the Vendor should be referred to the Superintendent.

Contact with potential District vendors even when not involved in an ongoing solicitation should be minimized by Board Members to the extent possible to avoid the appearance of impropriety. If approached by a vendor regarding doing business with the District, a Board Member shall refer the individual to the Superintendent or information regarding doing business with the District.

If competitive procurement is required by law, or policy, Board Members shall not recommend or comment on the desirability of any particular vendor, proposer or potential proposer. The Board is permitted to reject the recommendation of the selection committee or Administration and select a

different vendor from among the proposers. The Board's re-evaluation shall be based solely upon the criteria published in the RFP or solicitation and not based upon their personal views.

Under the Professional Services Procurement Act, a provider of professional services may not be selected on the basis of competitive bids. The selection and award for such services must be based on demonstrated competence and qualifications to perform the services, for a fair and reasonable price. Accordingly, the qualifications of and award to professionals responding to a request for qualifications may be discussed and considered by the Board. See Board Policy CH (Legal).

The Superintendent will present recommendations regarding purchases to the Board through meeting agendas. All discussions regarding purchasing will be shared with all Board Members.

## **XII. Requesting Information. Board Policy BBE (Local)**

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. Any requests for information to the Superintendent will be included in the weekly report with the name of the board member requesting the information.

### **Access to Information**

An individual trustee, acting in his or her official capacity, shall have the right to see 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.

- Individual trustees shall not have access to confidential student records unless there is a legitimate educational interest in the records in accordance with board policies.
- All requests by a trustee for compilation of data, other than copies of existing records, shall be directed to the superintendent. The superintendent will prepare requested reports and distribute them to the entire board. If the preparation of the requested report is expected to consume excessive staff time and resources, the superintendent will confer with the president to determine whether the requested report should be placed on an upcoming agenda for possible action.
- In general, requests for information made by one trustee that require compilation of a written report shall be shared by the superintendent with all trustees.
- A family member (related by consanguinity “blood” within the third degree or by affinity “marriage” within the second degree) of a trustee should not serve on district committees. Appointment of a family member diminishes the perception of transparency as well as trustee access to information which should be equal and timely for all trustees.
- Trustee participation in organizations as a representative of the Board of Trustees should be the President or the President’s designee. If a trustee cannot regularly attend, a new trustee should be designated.

Information from these meetings is reported to the board by sending all notes/summaries to the Superintendent to distribute in weekly updates.

**Communication with attorneys. Board Policy BDD (Local)**

Individual Board members shall channel legal inquiries through the Superintendent, Board President, or Board's designee, as appropriate, when seeking advice or information from the District's legal counsel. Advice from legal counsel shall be reported to the Board upon request of the Board or when deemed necessary by the Superintendent, Board President, or Board's designee.

### **XIII. Complaints**

#### **Complaints or Concerns to Trustees**

If employees, parents, students, or other members of the public bring concerns or complaints to an individual Board member, he or she shall refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policy.

When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.

- Listen briefly and respectfully. Remind the complainant of the board's responsibility to remain impartial and noncommittal because complaints may ultimately be brought to the board on appeal.
- Determine if the complainant wishes to express dissatisfaction or desires some action be taken to resolve an issue.
- Complainants who desire some action be taken should be directed or referred to the appropriate policy outlining grievance procedures and informed that the steps listed in policy are necessary to protect everyone's rights while following an orderly process.
- Employees, students, parents, or other members of the public who bring concerns or complaints to an individual trustee shall be directed by that trustee to the district's chain of command process to insure active, effective communication.
- The complainant should first discuss the problem with the person in authority closest to the problem.
- As Trustees, we want to help, but by becoming involved early in the process, we risk endangering our responsibility of serving in a Level III Grievance should the issue progress. If not satisfied with the resolution of the problem, the complainant should go to the administrative supervisor of the person.
- The administrative supervisor will help the complainant initiate any correspondence or forms required by policy and attempt to resolve the complaint.
- If still not satisfied, the complainant may appeal to the superintendent or a designee for resolution.

- If the superintendent is unable to resolve the issue or the complainant is still not satisfied, the formal complaint is brought to the board following local policy.
- Trustees should notify the superintendent of the complaint, as necessary. If an administrative response is required, the superintendent or designee will reply to the email with a copy of that reply being sent to each trustee for information.
- As necessary, the superintendent or designee shall guide the complainant to the appropriate staff member as outlined in the board policy complaint process.
- When the concern or complaint directly pertains to the board's own actions or policy, for which there is an administrative remedy, the trustee may request that the issue be placed on the board meeting agenda.
- Anonymous calls or letters will not receive the board's attention, discussion, or response and will not be referred to the administration for action.
- When a complaint regarding the superintendent is received by a trustee, the trustee may forward the complaint to the president. If the receiving trustee and/or president deem the complaint worthy of further consideration by the board as a whole, the complaint should be discussed at the next board meeting if urgent or during the superintendent's next evaluation.

### **Citizen Request/Complaint to Individual Board Member**

When a citizen complains to a Board Member, the Board Member should:

- Remind the citizen of due process and that the Board Member must remain impartial in case the situation goes before the Board.
- Refer citizen to the Superintendent's Office.
- Board Member shall inform the Office of the Superintendent but should not discuss the complaint with any other District personnel.
- When appropriate, the Superintendent or designee shall communicate with the citizen in a timely manner and follow-up with the Board member.
- The Board, individually or collectively, shall promptly refer all significant criticisms, complaints, and suggestions, regardless of the source, called to its attention to the Superintendent for study and appropriate action or recommendation. The Superintendent shall promptly investigate such matters and shall inform the Board of the results or status of such matters.

- Any anonymous complaints will not be investigated by the Board or the Superintendent.

### **Responding to Employee Complaints**

- Employees may not contact Board Member for School-based issues.
- When an employee contacts a Board Member about a grievance, the Board Member should:
  - Remind employee of chain-of-command.
  - Remind employee of the due process procedure and remain impartial.
  - Board Member should discuss the incident with the Superintendent in a confidential fashion but should not discuss the incident with any other district personnel.

#### **XIV. Conflicts of Interest**

Chapter 176 of the Texas Local Government Code requires a records administrator of a school district to file a conflicts disclosure statement if:

- the school district has contracted with a person or is potentially conducting business with the person, and the superintendent, trustee or a family member of any of these is either an employee or has a business relationship with the person, and receives taxable income or has been given by a person one or more gifts that have an aggregate value of \$250.00 in a year preceding the date the local government official became aware of the facts that trigger the filing requirement. The statement must be filed with the records administrator no later than 5:00 p.m. on the 7th day after the date the officer becomes aware of the facts that

#### **XV. Participation in District Commencement Exercises or as a Board Representative at District Activities**

Sitting trustees are encouraged to participate in district commencement exercises. Trustees retiring from board service at the end of their term may be allowed to participate in commencement exercises if desired in a commencement occurring within 30 days of their retirement.

#### **XVI. Board Operating Procedures**

Reviewing Board Operating Procedures

- Standard Board Operating Procedures will be reviewed and updated annually as a part of Board training and orientation.
- The Board will review and/or adopt the Board Procedures and Board Code of Conduct annually, at a regular monthly meeting.
- These Board Procedures are intended to guide and assist the Board of Trustees in the conduct of its business. They are not intended to confer legal rights on any other person.
- These Board Procedures are not intended to take precedence over Board Policy. If there is a conflict or inconsistency between these Procedures and Local Board Policy, every effort will be made to revise Board Procedures to reflect Board Policy or state or federal law.

# 2024-2025 Board Meeting Dates

**July 22, 2024**- Regular Board Meeting \*

**August 12, 2024** - Regular Board Meeting \*

**August 26, 2024** - Special Board Meeting \*

**September 9, 2024** - Regular Board Meeting \*

**October 7, 2024** - Workshop (Team of 8)

**October 21, 2024** - Regular Board Meeting

**November 18, 2024** - Regular Board Meeting

**December 16, 2024** - Regular Board Meeting

**January 13, 2025** - Regular Board Meeting \*

**February 3, 2025** - Workshop

**February 17, 2025** - Regular Board Meeting

**March 3, 2025** - Workshop

**March 24, 2025** - Regular Board Meeting \*

**April 7, 2025** - Workshop

**April 21, 2025** - Regular Board Meeting

**May 5, 2025** - Workshop

**May 19, 2025** - Regular Board Meeting

**June 2, 2025** - Workshop

**June 16, 2025** - Regular Board Meeting

\* Regular Meeting moved due to school calendar





**WALSH GALLEGOS**  
KYLE ROBINSON & ROALSON P.C.

May 1, 2024

Dr. Kristin N. Brown  
Superintendent  
Lake Dallas ISD  
104 Swisher Road  
Lake Dallas, Texas 75065

RE: Renewal of Membership in Walsh Gallegos' Retainer Program

Dear Dr. Brown:

It is our privilege to serve Lake Dallas Independent School District through the Walsh Gallegos Retainer Program. The District's membership is up for renewal on June 1, 2024, and so enclosed you will find our Legal Services Retainer Agreement. If the District chooses to continue its membership, please sign and return the agreement. The invoice for the renewal will be sent on or around 6/1/2024 with your regular monthly statement so there is no need to send a check with the signed agreement. This program includes the following valuable benefits for just \$1,000.00 per year:

- No-charge telephone consultation on day-to-day general and special education matters with attorneys in any of our offices,
- Reduced rates for legal work,
- Reduced fees for inservices,
- Reduced rates for practical Walsh Gallegos products such as the web-based Student Code of Conduct, The Legal Guide to DAEP & Expulsion and the Extracurricular Code of Conduct,
- A free subscription to our bi-monthly general education newsletter "*Time Out with Walsh Gallegos*,"
- A free subscription to our monthly special education newsletter "*This Just In*," and
- Email updates about the latest developments in education law.

More information about these services and other advantages of the retainer program are included in the attached description. Also enclosed is information about our EFT/ACH payment program that provides a convenient, efficient, secure, and less costly method of payment than paper checks.

It is an honor to be of service to Lake Dallas Independent School District. Many districts have adopted the Texas Association of School Boards' policy BDD (Local), which requires approval of the agreement by the Board of Trustees; check your policy to see who is authorized to approve and sign the Agreement. Additionally, please note that in accordance with the requirements of HB 1295 we have filed Form 1295 with the Texas Ethics Commission and are enclosing a certification of filing of Form 1295 for your records.

We look forward to receiving your signed contract. In the meantime, please remember that you can call any of our offices and speak with the attorney of your choice to get the guidance you need, when you need it. I am pleased to be your shareholder contact regarding the retainer program. Should you have any questions about the Retainer Agreement or wish to reach me directly, please contact me at (800) 231-4207.

Sincerely,



Elisabeth D. Nelson

EDN/glo  
Enclosures

cc: Mr. Lance Stacy, Board President  
Dr. Jay Weidenbach, Director of Special Programs



**WALSH GALLEGOS**  
KYLE ROBINSON & ROALSON P.C.

**LEGAL SERVICES RETAINER AGREEMENT  
FOR LAKE DALLAS INDEPENDENT SCHOOL DISTRICT**

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The Lake Dallas Independent School District (hereinafter "District"), acting by and through the authorized Trustee or Employee whose signature appears below, hereby retains the law firm of Walsh Gallegos Kyle Robinson & Roalson P.C. (hereinafter "Law Firm"), to provide the services to the District set forth below.

1. Telephone Consultation: The Law Firm shall provide telephone consultation at no charge to the District's Board President, Superintendent, Special Education Director, or designee pertaining to questions arising out of the general operation of the District. The District shall have access to a statewide toll-free telephone number for calls to the Law Firm.
2. Additional Legal Work: The District shall be entitled to reduced hourly rates for additional legal work over and above general telephone consultation. Examples of such additional legal work are research, opinion letters, and legal advice or representation in adversarial matters. Expenses incurred by the Law Firm in providing such additional legal work shall be charged.
3. Publications: The Law Firm shall provide at no charge the monthly publication This Just In, dealing with special education law issues, and the bi-monthly general school law publication Time Out with Walsh Gallegos, both published by the Law Firm.
4. E-mail Updates: The Law Firm shall send periodic e-mail updates to designated District personnel and trustees relating to developments in school law. The content and publication schedule of such updates shall be determined solely by the Law Firm.
5. Retainer Term and Cost: There shall be a fee of \$1,000.00 for this Retainer Agreement due upon execution and annually thereafter on the anniversary of the execution date below. This Retainer Agreement shall remain in effect until notice of cancellation is received.
6. Compliance with Texas Government Code Chapter 2271: Pursuant to Texas Government Code Chapter 2271, as amended, the Law Firm verifies that it

does not boycott Israel and will not boycott Israel during the term of this Agreement.

7. Compliance with Texas Government Code Chapter 2252: Pursuant to Texas Government Code Chapter 2252, as amended, the Law Firm verifies that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization, as prohibited by Section 2252.152.
8. Compliance with Texas Government Code Chapter 2274 and 809: Pursuant to Texas Government Code Chapters 2274 and 809, as amended, the Law Firm verifies that it does not boycott energy companies and will not boycott energy companies during the term of this Agreement.
9. Compliance with Texas Government Code Chapter 2274: Pursuant to Texas Government Code Chapter 2274, as amended, the Law Firm verifies that it does not discriminate against firearm entities or firearm trade associations and will not discriminate against firearm entities or firearm trade associations during the term of this Agreement.
10. Scope of Attorney-Client Relationship: This Retainer Agreement establishes a limited attorney-client relationship only between the Law Firm and the District. The relationship exists only as to the consultations and additional legal work that are initiated by the District and accepted by the Law Firm pursuant to this Agreement. The Retainer Agreement does not impose any duty upon the Law Firm to provide advice or work to the District regarding legal matters absent a request by the District's Board President, Superintendent, Special Education Director, or designee for such advice or work on a matter. The Law Firm and the District acknowledge and represent that this Agreement does not establish an attorney-client relationship between the Law Firm and any individual Trustees or Employees of the District. If a lawsuit or other adversarial matter is brought against the District and/or any Trustee or Employee of the District, the Law Firm may require the execution of one or more separate Letters of Engagement prior to undertaking an attorney-client relationship in the matter.
11. Texas Lawyer's Creed: Under rules of the Texas Supreme Court and the State Bar of Texas, we advise our clients of the contents of the Texas Lawyer's Creed, a copy of which is enclosed. In addition, we advise clients that the State Bar of Texas investigates and prosecutes complaints of professional misconduct against attorneys licensed in Texas. A brochure entitled Attorney Complaint Information is available at all of our offices and is likewise available upon request. A client that has any questions about the State Bar's disciplinary process should call the Office of the General Counsel of the State Bar of Texas at 1-800-932-1900 (toll free).

LAKE DALLAS INDEPENDENT SCHOOL DISTRICT

By: \_\_\_\_\_

(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

WALSH GALLEGOS KYLE ROBINSON & ROALSON P.C.



By: \_\_\_\_\_

Joe A. De Los Santos  
Managing Shareholder

5/1/2024

(Date)

## **THE TEXAS LAWYER'S CREED -- A MANDATE FOR PROFESSIONALISM**

*The Texas Supreme Court and the Texas Court of Criminal Appeals adopted this Creed, with the requirement that lawyers advise their clients of its contents when undertaking representation.*

I am a lawyer. I am entrusted by the People of Texas to preserve and improve our legal system. I am licensed by the Supreme Court of Texas. I must therefore abide by the Texas Disciplinary Rules of Professional Conduct, but I know that professionalism requires more than merely avoiding the violation of laws and rules. I am committed to this creed for no other reason than it is right.

### **I. OUR LEGAL SYSTEM**

A lawyer owes to the administration of justice personal dignity, integrity, and independence. A lawyer should always adhere to the highest principles of professionalism. I am passionately proud of my profession. Therefore, "My word is my bond." I am responsible to assure that all persons have access to competent representation regardless of wealth or position in life. I commit myself to an adequate and effective pro bono program. I am obligated to educate my clients, the public, and other lawyers regarding the spirit and letter of this Creed. I will always be conscious of my duty to the judicial system.

### **II. LAWYER TO CLIENT**

A lawyer owes to a client allegiance, learning, skill, and industry. A lawyer shall employ all appropriate means to protect and advance the client's legitimate rights, claims, and objectives. A lawyer shall not be deterred by any real or imagined fear of judicial disfavor or public unpopularity, nor be influenced by mere self-interest. I will advise my client of the contents of this creed when undertaking representation. I will endeavor to achieve my client's lawful objectives in legal transactions and in litigation as quickly and economically as possible. I will be loyal and committed to my client's lawful objectives, but I will not permit that loyalty and commitment to interfere with my duty to provide objective and independent advice. I will advise my client that civility and courtesy are expected and are not a sign of weakness. I will advise my client of proper and expected behavior. I will treat adverse parties and witnesses with fairness and due consideration. A client has no right to demand that I abuse anyone or indulge in any offensive conduct. I will advise my client that we will not pursue conduct which is intended primarily to harass or drain the financial resources of the opposing party. I will advise my client that we will not pursue tactics which are intended primarily for delay. I will advise my client that we will not pursue any course of action which is without merit. I will advise my client that I reserve the right to determine whether to grant accommodations to opposing counsel in

all matters that do not adversely affect my client's lawful objectives. A client has no right to instruct me to refuse reasonable requests made by other counsel. I will advise my client regarding the availability of mediation, arbitration, and other alternative methods of resolving and settling disputes.

### III. LAWYER TO LAWYER

A lawyer owes to opposing counsel, in the conduct of legal transactions and the pursuit of litigation, courtesy, candor, cooperation, and scrupulous observance of all agreements and mutual understandings. Ill feelings between clients shall not influence a lawyer's conduct, attitude, or demeanor toward opposing counsel. A lawyer shall not engage in unprofessional conduct in retaliation against other unprofessional conduct. I will be courteous, civil, and prompt in oral and written communications. I will not quarrel over matters of form or style, but I will concentrate on matters of substance. I will identify for other counsel or parties all changes I have made in documents submitted for review. I will attempt to prepare documents which correctly reflect the agreement of the parties. I will not include provisions which have not been agreed upon or omit provisions which are necessary to reflect the agreement of the parties. I will notify opposing counsel, and, if appropriate, the Court or other persons, as soon as practicable, when hearings, depositions, meetings, conferences, or closings are cancelled. I will agree to reasonable requests for extensions of time and for waiver of procedural formalities, provided legitimate objectives of my client will not be adversely affected. I will not serve motions or pleadings in any manner that unfairly limits another party's opportunity to respond. I will attempt to resolve by agreement my objections to matters contained in pleadings and discovery requests and responses. I can disagree without being disagreeable. I recognize that effective representation does not require antagonistic or obnoxious behavior. I will neither encourage nor knowingly permit my client or anyone under my control to do anything which would be unethical or improper if done by me. I will not, without good cause, attribute bad motives or unethical conduct to opposing counsel nor bring the profession into disrepute by unfounded accusations of impropriety. I will avoid disparaging personal remarks or acrimony towards opposing counsel, parties, and witnesses. I will not be influenced by any ill feeling between clients. I will abstain from any allusion to personal peculiarities or idiosyncrasies of opposing counsel. I will not take advantage, by causing any default or dismissal to be rendered, when I know the identity of an opposing counsel, without first inquiring about that counsel's intention to proceed. I will promptly submit orders to the Court. I will deliver copies to opposing counsel before or contemporaneously with submission to the Court. I will promptly approve the form of orders which accurately reflect the substance of the rulings of the Court. I will not attempt to gain an unfair advantage by sending the Court or its staff correspondence or copies of correspondence. I will not arbitrarily schedule a deposition, court appearance, or hearing until a good faith effort has been made to schedule it by agreement. I will readily stipulate

to undisputed facts in order to avoid needless costs or inconvenience for any party. I will refrain from excessive and abusive discovery. I will comply with all reasonable discovery requests. I will not resist discovery requests which are not objectionable. I will not make objections nor give instructions to a witness for the purpose of delaying or obstructing the discovery process. I will encourage witnesses to respond to all deposition questions which are reasonably understandable. I will neither encourage nor permit my witness to quibble about words where their meaning is reasonably clear. I will not seek Court intervention to obtain discovery which is clearly improper and not discoverable. I will not seek sanctions or disqualification unless it is necessary for protection of my client's lawful objectives or is fully justified by the circumstances.

#### IV. LAWYER AND JUDGE

Lawyers and judges owe each other respect, diligence, candor, punctuality, and protection against unjust and improper criticism and attack. Lawyers and judges are equally responsible to protect the dignity and independence of the Court and the profession. I will always recognize that the position of judge is the symbol of both the judicial system and administration of justice. I will refrain from conduct that degrades this symbol. I will conduct myself in Court in a professional manner and demonstrate my respect for the Court and the law. I will treat counsel, opposing parties, the Court, and members of the Court staff with courtesy and civility. I will be punctual. I will not engage in any conduct which offends the dignity and decorum of proceedings. I will not knowingly misrepresent, mischaracterize, misquote or miscite facts or authorities to gain an advantage. I will respect the rulings of the Court. I will give the issues in controversy deliberate, impartial and studied analysis and consideration. I will be considerate of the time constraints and pressures imposed upon the Court, Court staff and counsel in efforts to administer justice and resolve disputes.



**WALSH GALLEGOS**  
KYLE ROBINSON & ROALSON P.C.

## **Program for EFT/ACH Payments**

Walsh Gallegos Kyle Robinson & Roalson P.C. is working to improve our services to you and assist you in saving time and money. To that end, we now offer our clients the option to pay their invoices electronically by either Electronic Funds Transfer (EFT) or Automated Clearing House (ACH) payment—instead of the traditional paper, check-by-mail method.

An EFT/ACH payment authorizes the client's bank to move funds from its bank account to the bank account of the authorized merchant (Walsh, Gallegos). This movement of funds is done between banks electronically—thus the term Electronic Funds Transfer (EFT) or Automated Clearing House (ACH). This electronic movement of funds between banks is more convenient, efficient, secure, and far less costly than the handling of paper checks.

If your district is interested in participating in our EFT/ACH payment program, please e-mail a request to [WA-EFT@wabsa.com](mailto:WA-EFT@wabsa.com) or call Karla Alvarado at (800) 252-3405 to receive our bank account information for EFT/ACH payments.

We are excited to be able to extend this opportunity to our clients. Please feel free to contact us if you have any questions.



**WALSH GALLEGOS**  
KYLE ROBINSON & ROALSON P.C.

## **FEE SCHEDULE AS OF JULY 16, 2022 LEGAL SERVICES RETAINER AGREEMENT**

### **For Retainer Program Clients**

Annual retainer fee is \$1,000 billed each year on the anniversary of the client joining the program.

Telephone consultation with school officials in this program regarding general routine legal matters is free of charge. The firm has toll-free telephone numbers that are made available to these clients.

An hourly rate of \$250/hour for associates licensed less than one year, \$275/hour for associates licensed one to two years, \$315/hour for associates licensed over two years, or \$335/hour for shareholders is charged for time spent on research, opinion letters, office visits, board meetings, and other work of a general nature.

For matters requiring more in-depth work, such as document review, negotiation of a contract, grievance, nonrenewal, review of constructions documents, litigation, administrative appeals, and the like, all time, including telephone calls, is charged at the current hourly retainer rates shown above, plus expenses. A new file is set up so that the billings show legal fees attributable to that particular matter.

### **For Non-retainer Program Clients**

An hourly rate of \$250/hour for associates licensed less than one year, \$275/hour for associates licensed one to two years, \$335/hour for associates licensed over two years, or \$355/hour for shareholders is charged for time spent on any work, including all telephone calls, office visits, litigation, research, opinion letters, hearings, and the like.

**The above rates are subject to change at any time.**



**WALSH GALLEGOS**  
KYLE ROBINSON & ROALSON P.C.

## **BENEFITS OF THE RETAINER PROGRAM**

- 1. FREE TELEPHONE CONSULTATION:** The law firm provides telephone consultation at no charge to the District's Board President, Superintendent, Special Education Director or any designee pertaining to questions arising out of the general operation of the District. Last year, our member clients received an average of 10.27 free hours of telephone consultation. That is a \$3,047.00 value in telephone calls alone!

As a retainer client, the District has exclusive access to the statewide toll-free telephone numbers for calls to the law firm. Before making decisions with legal consequences, use our exclusive toll-free number to reach any Walsh Gallegos attorney:

- Austin (800) 252-3405
- San Antonio (800) 232-9169
- Irving (800) 231-4207
- Houston (888) 565-6864
- Rio Grande Valley (866) 770-6864
- Amarillo (800) 622-6864
- Albuquerque (800) 771-6864

- 2. REDUCED RATES FOR ADDITIONAL LEGAL WORK:** The District receives reduced hourly rates for additional works that goes beyond the initial general telephone consultations, such as analyzing documents, writing opinion letters, attending school board meetings, or follow up phone consultations. Though the hourly rates are reduced for retainer clients, any actual expenses (copy costs or mileage, for example) incurred by the law firm in providing such additional work are charged.

- 3. FREE SUBSCRIPTIONS TO FIRM PUBLICATIONS:** Membership in the Walsh Gallegos Retainer Program also entitles the District to receive free subscriptions to both of the firm's newsletters:

- (1) the informative bi-monthly newsletter "*Time Out with Walsh Gallegos*" that provides timely reminders and practical suggestions about general education law issues arising throughout the school year, and
- (2) the monthly publication "*This Just In*" which addresses legal issues specific to the special needs of students with disabilities

4. **E-MAIL UPDATES:** As another benefit of the Retainer Program, Walsh Gallegos sends periodic e-mail updates to you (and to any other District personnel or trustees you designate) to help keep the District abreast of the latest developments in school law. These updates, averaging more than one per month, address a broad range of timely topics and are designed to keep you informed and better prepared in your work for the District. Examples of the topics of our updates include:

- New Rules for Public Comment
- New Legislation Regarding PIA Requests and Retention of Information
- Thinking of alternatives to TRS-ActiveCare for your District's employees?
- Planning Ahead for FEMA
- Potential Forms of COVID-19 Related District Funding
- Best Practices on Addressing and Preventing Cyberbullying in a Time of COVID-19 Closures
- Staying Current With FERPA As Virtual Instruction Expands
- Final Title IX Sexual Harassment Regulations Released
- Graduation Ceremonies During the Pandemic
- The Digital Millennium Copyright Act, Copyright Infringement, & Your School District
- Time Flies! Has Your District Completed the Required Cybersecurity Training Yet?

Don't let your District personnel miss our next update!

5. **REDUCED RATES ON ALL WALSH GALLEGOS INSERVICES:** Our Retainer Program members also receive reduced rates on all inservices presented at the District. Our up-to-date training programs are presented by attorneys with firsthand experience and knowledge about the current legal issues confronting Texas school districts. Our retainer clients also receive priority scheduling for inservice training.

6. **REDUCED RATES ON ALL WALSH GALLEGOS PRODUCTS:** To assist clients in their day-to-day operations, we have developed several practical products to save you time and head off potential problems during the school year. These products are easy to navigate, written in plain language, and are full of useful suggestions. As a member of the Retainer Program, clients receive reduced rates on these helpful tools, including:

- Interactive Student Code of Conduct
- Discipline Guide for DAEP & Expulsion
- Administrator's Anti-Bullying Toolkit
- Sexual Harassment Investigation Guide
- Operating Guidelines for Cameras in Special Education Settings

7. **ONE FREE ON-DEMAND WEBINAR:** Our retainer clients are also eligible for one free On-Demand webinar of the District's choice, to be selected from our published webinar schedule. Our On-Demand webinars provide excellent training for school administrators without having to leave the district.



**WALSH GALLEGOS**  
KYLE ROBINSON & ROALSON P.C.

## LAKE DALLAS ISD E-MAIL UPDATE FORM

The Walsh Gallegos E-mail Update program is designed to keep our clients informed of the latest developments in school law. These updates address a broad range of topics related to legal issues confronting school districts. In addition, e-mail update recipients will also be notified of upcoming audio/video conferences and specialty publications produced by Walsh Gallegos.

Below is the list of personnel and/or Board of Trustees that are currently in our system. Please review carefully and make any necessary changes or additions. Also note that there may be some names without an e-mail address or position. Please provide a current e-mail address, indicate whether the individual should remain one of our e-mail update recipients, and provide the named position of the individual. If you are having difficulty receiving our e-mail updates, please ask your technology department to add mypinpointe.com to the list of accepted domains.

Name	Title	E-mail Address
Dr. Kristin N. Brown	Superintendent	knbrown@ldisd.net
Mr. Lance Stacy	Board President	lstacy@ldisd.net
Dr. Jay Weidenbach	Director of Special Programs	jweidenbach@ldisd.net
Mr. Wesley Eversole	Deputy Superintendent/CFO	weversole@ldisd.net
Ms. Kelly O'Sullivan	Assistant Superintendent of Curriculum & Instruction	kosullivan@ldisd.net
Mr. John Modica	Executive Director of Administrative Services	jmodica@ldisd.net
Ms. Karla Landrum	Executive Director of Human Resources	klandrum@ldisd.net

Attach additional sheets if necessary. Please return this form to Client Services. If you have any questions or need additional information, please contact Client Services at (800) 252-3405.

**VIA FAX**  
(512) 467-9318

**VIA MAIL**  
Client Services  
Walsh Gallegos  
P.O. Box 2156  
Austin, TX 78768

**VIA E-MAIL**  
[info@wabsa.com](mailto:info@wabsa.com)

# CERTIFICATE OF INTERESTED PARTIES

FORM **1295**

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY  
CERTIFICATION OF FILING**

Certificate Number:  
2024-1154469

Date Filed:  
04/30/2024

Date Acknowledged:

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

Walsh Gallegos Kyle Robinson & Roalson P.C., or just Walsh Gallegos  
Austin, TX United States

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

Lake Dallas Independent School District

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

15175  
Legal Services Retainer Agreement

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Robinson, Bridget	Austin, TX United States	X	
	Kyle, Paige	Austin, TX United States	X	
	Gallegos, Elena	Austin, TX United States	X	
	Walsh, Jim	Austin, TX United States	X	

5 Check only if there is NO Interested Party.

**6 UNSWORN DECLARATION**

My name is Joe De Los Santos, and my date of birth is 10/03/1971.

My address is 505 E Huntland Dr, Austin, TX, 78752, USA.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Travis County, State of Texas, on the 30th day of April, 20 24.  
(month) (year)



**Joe De Los Santos - Managing Shareholder**

Signature of authorized agent of contracting business entity  
(Declarant)

# LEON | ALCALA

ATTORNEYS AT LAW

May 3, 2024

Re: Leon | Alcala, PLLC General Legal Services Agreement

Dear Superintendent of Schools:

Thank you for choosing the law firm of Leon | Alcala, PLLC for your general legal needs. We are delighted to represent you on an as-needed basis in connection with general counsel legal services without an annual retainer fee. The purpose of this letter is to set forth the agreement between you, the “Client,” and the law firm with respect to the terms of the engagement.

The Client hereby retains the law firm of Leon | Alcala, PLLC (the “Firm”) to provide general legal counsel and representation in matters requiring legal services, as requested by the Client.

While this letter engages our Firm for general legal services only, please note that the Firm also regularly performs transactional work in connection with annual reports required by former Texas Tax Code Chapter 313 Agreements, bond elections, and bond issues. See below for more information.

## **NO FEE: QUESTION CALL SERVICES**

As a Client, your administration will have access to the Firm’s attorneys to respond to unlimited routine Question Calls at **no fee to the Client**.

“Question Calls” are calls to attorneys that are routine calls and do not require any legal research or written work product. In other words, the attorney can give you a quick answer or recommendation. **Question Calls are unlimited and can also be used for a second opinion.** The Firm maintains a 24-hour answering service and will respond in a timely manner to all Question Calls.

## **NO RETAINER: GENERAL LEGAL SERVICES**

General legal services provided by the Firm include, but are not limited to: employment law, student issues, civil rights issues, procurement, Special Education and 504 accommodation, real estate, construction, litigation, open government, public information act requests, and intellectual property.

As a Client, ***you will not be charged an annual retainer fee*** for general legal services. Rather, in the event substantive legal work is requested, general counsel services will be provided at the hourly rates set forth further below. Firm attorneys will confirm with the Client that the Client would like the Firm to conduct more extensive representation before billing the Client.

Firm attorneys maintain daily time records, in 1/10 hour increments. Monthly invoices identify the legal professional performing the work, describe the legal work performed, and record the time expended on each task. Invoices will provide separate totals for “no charge” Question Call services and billable legal services and expenses followed by a combined total of services and costs. Fees and expenses are due and payable within thirty days of the date of billing.

AUSTIN | HOUSTON | ARLINGTON

2901 Via Fortuna, Building 6, Suite 475, Austin, Texas 78746 | 512.637.4244 | leonalcala.com

**CHAPTER 313 AGREEMENT AND BOND COUNSEL SERVICES AVAILABLE UNDER SEPARATE ENGAGEMENT**

As noted above, our Firm routinely handles matters related to Chapter 313 Agreements, bond elections, and bond issues. Transactional services related to these matters are provided on a per transaction fee basis under a separate engagement agreement. Please contact the Firm if you require legal services in connection with a Chapter 313 Agreement, bond election, or bond transaction.

**THREE HOURS OF LEGAL TRAINING**

Client will have access to up to three hours of board or administrator legal training per year, which may be in person or virtually-per Client request. Please see the firm’s website at [leoncalca.com/training/](http://leoncalca.com/training/) for sample training topics and agendas. The Firm will also customize trainings to meet the Client’s specified needs upon request.

**SCHEDULE OF BILLABLE FEES AND EXPENSES**

For hourly work, the Firm has a sliding fee scale for attorneys based upon the experience of the attorney. The Firm reserves the right to increase its hourly rate during the term of this Agreement, particularly in the event of unanticipated increases in the costs of doing business, but only after first providing Client with notice of the proposed change in rates and permitting Client the opportunity to terminate the Agreement.

The Firm bills attorney and paralegal time on the following fee scale:

Partner / Senior Attorney / of Counsel	\$350.00 per hour
Senior Associate	\$325.00 per hour
Associate	\$275.00 per hour
Paralegal	\$130.00 per hour
Legal Assistant	\$100.00 per hour
Travel Time	½ <i>the Attorney’s hourly rate</i>

The Firm charges only for expenses that represent direct costs of the delivery of legal services. Expenses are to be billed as follows:

In-house photocopies:	15¢ per copy
Electronic Library Charges:	\$95.00 per hour (not to exceed \$350/month)
Outside photocopy services:	At cost as billed by provider
Postage:	At cost
Litigation expenses (consultants, expert witness, court reporter, graphic exhibits):	At cost
Mileage:	Current IRS rate (.655/mile)
Travel/Lodging:	At cost
Courier Services:	At cost

## TERMINATION

This Agreement may be terminated by either party at any time. Additionally, the Firm's rules of professional conduct require us to terminate this agreement if:

- (a) Either the Client or Firm requests termination;
- (b) The Client insists on presenting a claim or defense that is not warranted under existing law and cannot be supported by good-faith argument for an extension, modification, or reversal of existing law; or
- (c) The Client insists that the Firm pursue a course of conduct that is illegal or that is prohibited under the disciplinary rules or disregards an agreement or obligation to the Firm as to expenses or fees for services rendered.

In the event of withdrawal from employment, the Firm will take reasonable steps to avoid foreseeable prejudice to the rights of the Client, including giving due notice to the Client, allowing time for employment of other counsel, delivering to the Client all papers and property to which the Client is entitled, and complying with the applicable laws and rules.

## FIRM COMMUNICATIONS

Our Clients are protected by law and by the disciplinary rules to which attorneys are subject. No attorney can be compelled to reveal anything a Client says to the attorney, except in instances where a person's life may be endangered, or as prescribed by section 261.101 of the Texas Family Code regarding child abuse, or where the Client communication is made in the presence of others who are not represented by the attorney. The reason for this protection is that the interests of the Client are best served when the Client's attorneys are fully informed of all the facts well in advance of any possible contest.

The Firm pledges to keep the Client advised on how any legal matter is progressing, based on information received from the court, opposing party, and the Client. The Firm will routinely send the Client copies of all pleadings, discovery, and correspondence for the Client's information.

Day-to-day communication between Client and the Firm is typically between the Superintendent (and appropriate administrative staff) and the Firm. The Client may also identify specific staff members who are authorized to access the services of the Firm. In accordance with this written Agreement and any relevant Board operating procedures, individual Trustees shall channel legal inquiries through the Superintendent or Board designee, as appropriate, when advice or information from legal counsel is sought. A report of legal advice received shall be presented to the Board when deemed appropriate by the administration or upon request of the Board.

The Client's records management officer is responsible for ensuring compliance with the applicable minimum retention schedules. The Firm shall return any original instruments to the Client. However, **unless notified to the contrary, in writing, the Firm reserves the right and privilege to destroy files five (5) years from the date a file matter is closed.** If Client fails to request, in writing, the return of any items, Client consents that said items may be destroyed after the passage of five (5) years from the date the file or matter is closed.

May 3, 2024

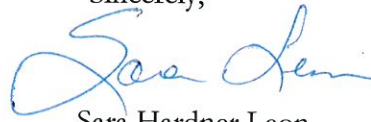
Page 4

The Texas Supreme Court and Courts of Appeals have adopted the Texas Lawyer's Creed as a mandate to the legal profession in Texas. The Creed requires Texas attorneys to advise clients of the contents of the Creed when undertaking to represent a client. The Texas Lawyer's Creed can be scanned below. For the Client's review. The Client understands that the Firm may not violate this Creed.

The State Bar of Texas investigates and prosecutes professional misconduct committed by Texas attorneys. Although not every complaint against or dispute with a lawyer involves professional misconduct, the State Bar Office of General Counsel will provide you with information about how to file a complaint. For more information, please call 1-800-932-1900. This is a toll-free call.

*If the terms of this engagement agreement are acceptable, please execute in the space provided below and return to me at [sleon@leoncalca.com](mailto:sleon@leoncalca.com).*

Sincerely,



Sara Hardner Leon

**AGREED BY:**

\_\_\_\_\_  
**NAME (Print)**

\_\_\_\_\_  
**SIGNATURE**



**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

LEON Alcala, PULC

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

n/a

Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7** Sara Leon  
Signature of vendor doing business with the governmental entity

4/29/2024  
Date



**PARTNERSHIP AGREEMENT BETWEEN  
COMMUNITIES IN SCHOOLS OF NORTH TEXAS, Inc.  
AND  
LAKE DALLAS INDEPENDENT SCHOOL DISTRICT**

This Partnership Agreement, by and between the Lake Dallas Independent School District (hereinafter referred to as LDISD), and Communities In Schools of North Texas, Inc., (hereinafter referred to as CISNT), sets out to establish the relationships and responsibilities of both parties in the implementation of a CISNT school based, school day, case management dropout prevention program on the campus of:

**Lake Dallas High School.**

Dr. Kristen Brown, Superintendent of LDISD, and Mrs. Tasha Moore, Chief Executive Officer of CISNT, ratify and affirm the provisions, relationships and responsibilities set out herein by their execution of this Agreement.

WHEREAS it is the intent of all parties hereto to bring CISNT resources onto campus settings to facilitate the academic and personal success of students who may be experiencing the effects of at-risk environments by providing the full range of CISNT services to those students; and

WHEREAS it is the intent of all parties hereto to maintain a cooperative, interactive and supportive relationship among and between the parties for the benefit of students served;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the receipt and sufficiency of which is hereby acknowledged, the parties to this Service Delivery Agreement agree to the following:

A. All parties hereto mutually agree as follows:

1. The term of this Service Delivery Agreement shall be from September 1, 2024 through August 31, 2025 and, upon annual evaluation and recommendation by both parties, extended for one additional calendar year beginning the first day of September 2025. Either party for any reason may also cancel this Service Delivery Agreement thirty days after written notification is provided to the other party. The decision to continue or terminate this Service Delivery Agreement will be made on or before August 1, of each year of this contract.

2. CISNT will follow national, State and local CIS policies and ethical standards for service provision under applicable Federal, State, and local laws and will, in cases where written LDISD or campus policies concerning service delivery are more restrictive than CISNT policies, follow the written LDISD or campus policy concerning student service delivery, except as otherwise herein noted or mutually agreed in writing.
3. CISNT maintains and retains case management files on all assigned LDISD students. These files contain all relevant data requisite to the case and to program criteria. All LDISD policies and procedures addressing student confidentiality will be strictly adhered to by CISNT staff. Case management files and/or information contained within such files will be exchanged among LDISD and CISNT professional staff on an "as needed" basis.
4. The CISNT management and staff, and the school principals shall proceed in a joint collaboration to ensure the successful operation of the CISNT program. Communication among these entities will be ongoing, including scheduled meetings to address case management and other programmatic issues.
5. CISNT, in consultation with the principals at each campus site, will develop a Campus Plan for each school year, which will be referenced in the campus improvement plan for respective LDISD campus site. The CISNT Campus Plan will provide all parties with an outline of activities to be undertaken during the upcoming year. LDISD agrees to include CISNT in the campus improvement plan.

B. CISNT agrees to undertake the following:

1. CISNT will provide staff and resources to each mutually agreed upon school campus site, for the benefit of students. CISNT staff members and any volunteers or part time staff of CISNT will constitute a multi-disciplinary team in the provision of all CISNT services.
2. CISNT under its Total Quality and Standards Process and this Agreement, will provide to identified students a program of services which includes: a) Supportive Guidance; b) Academic Enhancement Activities; c) Parental and Family Involvement Activities; d) Health Education and Social Service Referrals; e) Pre-Employment Skills Training and Career Awareness Activities; and f) Educational and Cultural Enrichment Opportunities. CISNT staff should not be engaged in other duties (administrative, clerical, or otherwise) that would normally be assigned to LDISD employees,

without the approval of the CISNT Chief Executive Officer. The minimum caseload for the Site Coordinator will be 80 intensively case managed students. In addition, general services will be made available to at least 75% of the entire school population.

3. All CISNT Site Coordinators will be hired by CISNT with the approval of the Campus Principal. All CISNT personnel assigned to school campus sites remain employees of CISNT and will receive direct supervision from the CISNT Program Director who is responsible for their performance and demeanor. However, all CISNT personnel are subject to the rules, regulations and policies of the school site to which they are assigned. All grievances and disciplinary actions involving CISNT employees will be processed in accordance with policies set forth in the CISNT Board approved Personnel Policy manual and in compliance with LDISD policies and procedures.
4. CISNT will provide management, administrative, logistical and technical support to each Campus as warranted, ensuring the success of service delivery initiatives. The CISNT Site Coordinator, under the direction of the CISNT Program Director, Chief Executive Officer and the Board of Directors is responsible for oversight of CISNT Project activities.
5. CISNT will refer to the school Principal and to appropriate legal authorities, cases presented to its staff which involve the following issues: a) Violation of LDISD's Student Code of Conduct; b) Suicide threats; c) Violent behavior; d) Child abuse; e) Sexual abuse or harassment. CISNT will assist in the resolution of any such case is requested to do so by the Principal. CISNT will immediately notify the appropriate School Counselor of any student in crisis.
6. CISNT agrees to reserve a position on the CISNT Board of Directors for the Superintendent of LDISD or their designee. This position may be advisory or participatory at the discretion of the Superintendent.
7. CISNT agrees to indemnify and hold harmless LDISD, its Board of Trustees and representatives of and from any and all claims, damages, and causes of action of any type whatsoever, including attorneys fees, arising out of, or in any way connected to this contract. The parties agree that LDISD will be entitled to recover attorneys fees, pursuant to Local Government Code § 271.159.

C. LDISD agrees to undertake the following:

1. LDISD will assume primary responsibility for all student cases involving violation of LDISD's Student Code of Conduct, suicide threats, violent behavior, child abuse, and sexual harassment. The CISNT staff will adhere to LDISD's policy in addressing the above cases and will work in tandem with the school staff to address problems of the students.
2. In accordance with established policies of LDISD and the Texas Education Agency, CISNT, serving as an agent of LDISD, will have access to relevant student data, campus-wide, including but not limited to free and reduced lunch lists and TEA at-risk lists, attendance lists, as well as discipline and behavior information, which may impact or demonstrate the effectiveness of CISNT service delivery. Such information is necessary only to determine CIS eligibility and document funding requirements. This information will remain confidential for all purposes.
3. LDISD will inform the CISNT Chief Executive Officer of all policy changes or development that may affect the provisions of this Agreement and/or the effectiveness of CISNT service delivery.
4. LDISD agrees to provide on each CISNT-served school campus, Site Coordinator office space and access to a phone, to a dedicated computer, to copy and fax machines, sufficient to facilitate the efficient delivery of services to students. In addition, LDISD agrees to pay CISNT \$36,000 for services to be rendered at Lake Dallas High School between September 1, 2024 and August 31, 2025. LDISD agrees to provide payment to CISNT on or before October 1, 2024.

This Service Delivery Agreement constitutes the full and total understanding and agreement of said parties, and any modifications, amendment or alteration hereof must be agreed in writing by all parties hereto.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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Dr. Kristin N. Brown, Superintendent  
Lake Dallas Independent School District



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Tasha Moore, Chief Executive Officer  
Communities In Schools of North Texas



**PARTNERSHIP AGREEMENT BETWEEN  
COMMUNITIES IN SCHOOLS OF NORTH TEXAS, Inc.  
AND  
LAKE DALLAS INDEPENDENT SCHOOL DISTRICT**

This Partnership Agreement, by and between the Lake Dallas Independent School District (hereinafter referred to as LDISD), and Communities In Schools of North Texas, Inc., (hereinafter referred to as CISNT), sets out to establish the relationships and responsibilities of both parties in the implementation of a CISNT school based, school day, case management dropout prevention program on the campuses of:

**Lake Dallas Elementary School, Lake Dallas Middle School, and Corinth Elementary School.**

Dr. Kristen Brown, Superintendent of LDISD, and Mrs. Tasha Moore, Chief Executive Officer of CISNT, ratify and affirm the provisions, relationships and responsibilities set out herein by their execution of this Agreement.

WHEREAS it is the intent of all parties hereto to bring CISNT resources onto campus settings to facilitate the academic and personal success of students who may be experiencing the effects of at-risk environments by providing the full range of CISNT services to those students; and

WHEREAS it is the intent of all parties hereto to maintain a cooperative, interactive and supportive relationship among and between the parties for the benefit of students served;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the receipt and sufficiency of which is hereby acknowledged, the parties to this Service Delivery Agreement agree to the following:

- A. All parties hereto mutually agree as follows:
  - 1. The term of this Service Delivery Agreement shall be from September 1, 2024 through August 31, 2025, and, upon annual evaluation and recommendation by both parties, extended for one additional calendar year beginning the first day of September 2025. Either party for any reason may also cancel this Service Delivery Agreement thirty days after written notification is provided to the other party. The decision to continue or terminate this Service Delivery Agreement will be made on or before August 1, of each year of this contract.

2. CISNT will follow national, State and local CIS policies and ethical standards for service provision under applicable Federal, State, and local laws and will, in cases where written LDISD or campus policies concerning service delivery are more restrictive than CISNT policies, follow the written LDISD or campus policy concerning student service delivery, except as otherwise herein noted or mutually agreed in writing.
3. CISNT maintains and retains case management files on all assigned LDISD students. These files contain all relevant data requisite to the case and to program criteria. All LDISD policies and procedures addressing student confidentiality will be strictly adhered to by CISNT staff. Case management files and/or information contained within such files will be exchanged among LDISD and CISNT professional staff on an "as needed" basis.
4. The CISNT management and staff, and the school principals shall proceed in a joint collaboration to ensure the successful operation of the CISNT program. Communication among these entities will be ongoing, including scheduled meetings to address case management and other programmatic issues.
5. CISNT, in consultation with the principals at each campus site, will develop a Campus Plan for each school year, which will be referenced in the campus improvement plan for respective LDISD campus site. The CISNT Campus Plan will provide all parties with an outline of activities to be undertaken during the upcoming year. LDISD agrees to include CISNT in the campus improvement plan.

B. CISNT agrees to undertake the following:

1. CISNT will provide staff and resources to each mutually agreed upon school campus site, for the benefit of students. CISNT staff members and any volunteers or part time staff of CISNT will constitute a multi-disciplinary team in the provision of all CISNT services.
2. CISNT under its Total Quality and Standards Process and this Agreement, will provide to identified students a program of services which includes: a) Supportive Guidance; b) Academic Enhancement Activities; c) Parental and Family Involvement Activities; d) Health Education and Social Service Referrals; e) Pre-Employment Skills Training and Career Awareness Activities; and f) Educational and Cultural Enrichment Opportunities. CISNT staff should not be engaged in other duties (administrative, clerical, or otherwise) that would normally be assigned to LDISD employees,

without the approval of the CISNT Chief Executive Officer. The minimum annual caseload for each Site Coordinator will be 100 intensively case managed students. In addition, general services will be made available to at least 75% of the entire school population.

3. All CISNT Site Coordinators will be hired by CISNT with the approval of the Campus Principal. All CISNT personnel assigned to school campus sites remain employees of CISNT and will receive direct supervision from the CISNT Program Director who is responsible for their performance and demeanor. However, all CISNT personnel are subject to the rules, regulations and policies of the school site to which they are assigned. All grievances and disciplinary actions involving CISNT employees will be processed in accordance with policies set forth in the CISNT Board approved Personnel Policy manual and in compliance with LDISD policies and procedures.
4. CISNT will provide management, administrative, logistical and technical support to each Campus as warranted, ensuring the success of service delivery initiatives. The CISNT Site Coordinator, under the direction of the CISNT Program Director, Chief Executive Officer and the Board of Directors is responsible for oversight of CISNT Project activities.
5. CISNT will refer to the school Principal and to appropriate legal authorities, cases presented to its staff which involve the following issues: a) Violation of LDISD's Student Code of Conduct; b) Suicide threats; c) Violent behavior; d) Child abuse; e) Sexual abuse or harassment. CISNT will assist in the resolution of any such case is requested to do so by the Principal. CISNT will immediately notify the appropriate School Counselor of any student in crisis.
6. CISNT agrees to reserve a position on the CISNT Board of Directors for the Superintendent of LDISD or their designee. This position may be advisory or participatory at the discretion of the Superintendent.
7. CISNT agrees to indemnify and hold harmless LDISD, its Board of Trustees and representatives of and from any and all claims, damages, and causes of action of any type whatsoever, including attorneys fees, arising out of, or in any way connected to this contract. The parties agree that LDISD will be entitled to recover attorneys fees, pursuant to Local Government Code § 271.159.

C. LDISD agrees to undertake the following:

1. LDISD will assume primary responsibility for all student cases involving violation of LDISD's Student Code of Conduct, suicide threats, violent behavior, child abuse, and sexual harassment. The CISNT staff will adhere to LDISD's policy in addressing the above cases and will work in tandem with the school staff to address problems of the students.
2. In accordance with established policies of LDISD and the Texas Education Agency, CISNT, serving as an agent of LDISD, will have access to relevant student data, campus-wide, including but not limited to free and reduced lunch lists and TEA at-risk lists, attendance lists, as well as discipline and behavior information, which may impact or demonstrate the effectiveness of CISNT service delivery. Such information is necessary only to determine CIS eligibility and document funding requirements. This information will remain confidential for all purposes.
3. LDISD will inform the CISNT Chief Executive Officer of all policy changes or development that may affect the provisions of this Agreement and/or the effectiveness of CISNT service delivery.
4. LDISD agrees to provide on each CISNT-served school campus, Site Coordinator office space and access to a phone, to a dedicated computer, to copy and fax machines, sufficient to facilitate the efficient delivery of services to students. In addition, LDISD agrees to pay CISNT \$36,000 for services to be rendered at the following school campus between September 1, 2024 and August 31, 2025: Lake Dallas Elementary School, Lake Dallas Middle School, and Corinth Elementary School, for a total payment of \$108,000. LDISD agrees to provide payment to CISNT on or before October 1, 2025.

This Service Delivery Agreement constitutes the full and total understanding and agreement of said parties, and any modifications, amendment or alteration hereof must be agreed in writing by all parties hereto.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2024.



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Dr. Kristin N. Brown, Superintendent  
Lake Dallas Independent School District

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Tasha Moore, Chief Executive Officer  
Communities In Schools of North Texas



2024

# PIA CALENDAR

- STATE HOLIDAY
- PIA NON BUSINESS DAY
- FEDERAL HOLIDAY
- SUGGESTED PIA NON BUSINESS DAY

## JANUARY

S	M	T	W	T	F	S
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2025

# PIA CALENDAR

- STATE HOLIDAY
- PIA NON BUSINESS DAY
- FEDERAL HOLIDAY
- SUGGESTED PIA NON BUSINESS DAY

## JANUARY

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## SEPTEMBER

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## OCTOBER

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## NOVEMBER

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## DECEMBER

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21	22	23	24	25	26	27
28	29	30	31			



Purchases Over \$75,000

Board Meeting Date:

Board Policy CH (Local)

The Board delegates to the Superintendent the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$75,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

The Administration recommends the following purchases over \$75,000:

Vendor Name: Longhorn Bus Sales, LLC Amount: \$ 149,215.00

Purchase Method  Sole Source  RFQ  RFP  Coop: \_\_\_TASB Buy Board\_\_\_\_\_

Description: The district needs school buses as the fleet is aging. The average age of a full-sized school bus is 19 years, with an average of over 105,000 miles. The last bus purchased was in 2021. Staff recommends approving the proposal from Longhorn Bus Sales. The proposal amount is \$150,015 which was competitively procured by the TASB Buy Board.

Priority:  Student Success  Faculty/Staff Engagement  Parent/Family/ Community Support  Efficient Operations  
— — — —

Vendor Name: Parkway Chevrolet, Inc Amount: \$ 341,916.25

Purchase Method  Sole Source  RFQ  RFP  Coop: \_\_\_Buy Board\_\_\_\_\_

Description: In preparation for the LDISD Police Department, the district will need to purchase five (5) police vehicles, one for each SRO at each campus. The per vehicle amount is \$68,383.25. The total amount is \$341,916.25.

Priority:  Student Success  Faculty/Staff Engagement  Parent/Family/ Community Support  Efficient Operations



## Lake Dallas I.S.D.

Date: June 13, 2024

Body Manufacturer: IC Corp	Model: C3411 CE SCHOOL BUS (2025)
Chassis Manufacturer: IC Corp	Model: PB110 (2025)
Capacity: 77 Passengers	Number of units: 1
<b>Price/Unit: \$149,215.00</b>	<b>TOTAL: \$149,215.00</b>

*Prices are good 30 days from date of this proposal.*

Standard Body Specifications	Chassis Specifications
78" headroom standard	Engine: Cummins ISB 6.7
13 rows of 3pt seats with gray upholstery	Horsepower: 240
National air suspension driver seat w/ cloth insert, gray	Torque: 560 lb-ft
Modesty panel under barrier behind driver	Wheelbase: 276"
First aid kit, body fluid clean-up kit, safety triangles,	Transmission: Allison 2500 6sp, 6 <sup>th</sup> gen. controls
5lb fire extinguisher & belt cutter	Shift control: Stalk shifter, column mounted
16 ga. steel exterior body side panels	Alternator: 325 amp
Skirt mounted battery box w/slide out tray	Battery system: (3) 12 volt 2850 CCA
Full insulation (roof & sides)	Brakes: Full air; 5" front, 7" rear
Full length acoustical ceiling panels	Air dryer: Bendix AD-9SI w/heater
Body undercoating, fire resistant	Front axle: 10,000#, lubricated
3-piece bonded windshield w/tint & L/R assist handles	Rear axle: 21,000#, lubricated
Windshield wipers, w/automatic headlamp activation	Tires: 11R22.5 LRH all-position
Stepwell; preformed NaviFlex coated pebble tread	Wheels: 8.25x22.5 black steel 2-hand hole
Black rubber flooring w/ aluminum aisle strips	Fuel tank: 100 gallon between frame rails
School bus yellow paint w/ black rub rails & bumpers	DEF tank: 16.5 gallon
White interior paint	Steering, power: Tilt w/switch controls (4 PGM)
Rear view mirror inside (6 x 30) w/ visor	Power source: USB A & C in driver storage bin
Rosco mini Hawk-Eye cross over mirrors	Communication module: OTA programming w/ 5yr data plan and International 360
Rosco rearview mirrors (black, motorized, heated)	Fuel/Water separator: Racor 400 series
Warning lights, 8-lamp, LED strobing; black back-ground flasher system, red lights active w/ door open	Gauge cluster: Premium 5" LCD color display
Pre-trip exterior light check	Air cleaner rest. gauge: Mounted on air cleaner
LED interior passenger dome lights	Cruise control
LED driver dome on separate switch	Idle mgmt. system
LED step well light	Air-ride suspension
State spec LED exterior light package	Warning buzzers
Tail pipe, exits left side through bumper	Auto. slack adjusters
Dash air conditioner w/ integral heater / defroster and automotive style driver controls	

### Longhorn Bus Sales

LHB VIN: SB402333

9100 N. Loop East, Houston, Texas 77029  
Phone: (713) 631-9306

LHB PO: 23-101

Body Options Included	Chassis Options Included
Collision mitigation; Bendix Wingman Advanced Digital clock in driver area Drivers' area defrost fan (left) Drivers' overhead storage compartment AM/FM/USB Input/Aus. Input/PA system Speakers (8) mounted in light bar Waste container; removable in driver area Handrails; dual height SS each side of entry Entry door (Air), outward opening; full length single panel laminated door panel glass and keyed lock Lock; rear door w/ignition starter interlock White roof Reflective material per state specs Air stop arms; front and rear Specialty roof hatches (2) Four emergency E/E windows, vertical hinge Windows, passenger; laminated tint split sash LED strobe light Monitor, post trip inspection "Child Reminder" Sub floor 5/8" 5-ply plywood sub floor 84,500 BTU rear heater PDI DOT Inspection Lettering (LAKE DALLAS I.S.D.) Govern speed set at 65mph Weight Slip Air conditioning 136K BTU (2 bulkheads ("Bergstrom"), 1 mid-shift ("Bergstrom") and drivers dash ("Factory")) 24/7, 6 camera system Kenwood 2-way radio Buy Board fee	Bendix 4-channel ABS brakes with electronic stability and automatic traction control Bendix Intellipark electronic parking brake w/interlock Engine exhaust brake Headlamps, halogen w/daytime running lights & automatic twilight controlled. Multi-function rotary switch left of driver black grille with chrome surround Throttle (electronic hand control) Warranty towing: 24 months/Unlimited miles to nearest IC bus dealer

Both body and chassis specifications meet or exceed Texas School Bus Specification # 070-SB-16 for 2018.

**Authorized Signature** \_\_\_\_\_

All stock buses are subject to prior sale.

**Buy Board fee not included. If purchasing through Buy Board, and additional \$800.00 must be applied to purchase order (fee is per purchase order not per bus). Longhorn Buy Board number 722-23.**

Estimated delivery is 60 -180 days from receipt of PO (dependent on whether bus is built or scheduled to build). Longhorn Bus Sales will not be held responsible for material shortages or delays due to the global COVID-19 pandemic or any other reasons outside our control of the represented OEMs (IC Corp) or third-party vendors used to complete a customers' bus equipment. A bus may be delivered without third-party products (i.e., A/C, GPS, two-way radios, camera surveillance, etc.) and will be installed when available. These shortages will not hold up invoicing of payments for delivered goods.

**Longhorn Bus Sales**

LHB VIN: SB402333

9100 N. Loop East, Houston, Texas 77029  
 Phone: (713) 631-9306

LHB PO: 23-101

# ESTIMATE

Parkway Chevrolet, Inc.  
25500 TX 249  
Tomball, TX 77375

jforbes@parkwayfamily.com  
+1 (281) 932-1726  
Buy Board Contract 698-23, 724-23

## Lake Dallas ISD

Bill to  
Lake Dallas ISD

Ship to  
Lake Dallas ISD

### Estimate details

Estimate no.: 60183  
Estimate date: 06/05/2024

#	Date	Product or service	Description		Qty	Rate	Amount
1.		<b>DDQVGB</b>	2024 Tahoe PPV 2WD, Black	DDQVGB	1	\$50,184.00	\$50,184.00
2.		<b>Patrol Upfit</b>	Patrol Upfit	Patrol Upfit	1	\$17,820.50	\$17,820.50
3.		<b>TT</b>	Temp Tag		1	\$5.00	\$5.00
4.		<b>SI</b>	State Inspection		1	\$7.00	\$7.00
5.		<b>Services</b>	Exempt Plates		1	\$16.75	\$16.75
6.		<b>Services</b>	SAT Fee		1	\$350.00	\$350.00
<b>Total</b>							<b>\$68,383.25</b>

**MEMORANDUM OF UNDERSTANDING  
CONCERNING COMMUNICATION AND COORDINATION BETWEEN  
THE LAKE DALLAS INDEPENDENT SCHOOL DISTRICT POLICE  
DEPARTMENT AND THE CORINTH POLICE DEPARTMENT**

This Memorandum of Understanding (this "MOU") is made and entered into by and between the following parties: the Lake Dallas Independent School District Police Department ("LDISD PD") and the Corinth Police Department ("CPD").

**WHEREAS**, Texas Education Code §37.081(g) provides that a school district police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts between the department and the agencies; and,

**WHEREAS**, the Lake Dallas Independent School District Police Department has overlapping jurisdiction with the Corinth Police Department and desires to enter into such a memorandum of understanding with regard to communication and coordination of efforts between the agencies; and,

**WHEREAS**, it is the desire of the two agencies to assist one another in the notification and investigation of certain criminal offenses occurring in the territorial jurisdictions of the two entities; and,

**WHEREAS**, this cooperative effort will assist in the agencies' respective responsibilities and mission to serve the citizens of Corinth and the Lake Dallas Independent School District ("LDISD");

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements contained in this memorandum of understanding, the undersigned parties agree as follows:

**I. Notification between Parties.**

*The LDISD Police Department to Notify the Corinth Police Department*

- A.** A LDISD PD officer will call the CPD to advise of any serious incident that occurs within LDISD if resources from both agencies are needed for the good of the community and the success of the investigation. The term "serious incident" includes, but is not limited to, the following crimes, offenses, or situations, or evidence thereof:
1. Any degree felony.
  2. Murder or attempted murder.
  3. Aggravated robbery where a firearm or knife is used.
  4. Aggravated sexual assault.
  5. Sexual assault of an adult or a child.
  6. Any indecent exposure or solicitation of a child report. This includes pornographic pictures being taken of **children** or shown to **children**, **but excludes incidents determined to be punishable as class B & C level offenses under Section 43.261 Penal Code.**

7. Aggravated assault where a gun or weapon is used or threatened.
8. Aggravated kidnapping.
9. Any EOD or explosive weapon is used or threatened.
10. Any disturbance where a mass or group is involved (i.e., riot).
11. Any criminal intelligence information developed by a LDISD PD officer concerning any criminal incident which occurred, or is planned for off LDISD property, and within Corinth PD jurisdiction.
12. Any other situation where the officer decides there is a need based on impact to the community, impact to public safety, or requires an immediate response that may need involvement from both agencies. This is designed to encourage open communication between the two departments.

**B.** Once contacted by LDISD PD, the CPD will determine what, if any, response is needed from the Chief or Officer. This decision should be based on the resources needed to accomplish the investigative goal, to serve the community, and safeguard students and staff.

***The Corinth Police Department to notify the LDISD Police Department***

**C.** CPD personnel are to notify the LDISD PD directly to advise of the following incidents involving LDISD students or school safety that occur within the jurisdiction of the LDISD PD:

1. **Bus Accidents:** All LDISD bus accidents in order for LDISD PD to facilitate: assistance for the investigation and collection of student data necessary for the investigation; assistance with school reunification of students to parents; and assistance should alternate transportation and medical transportation be made. Unless otherwise mutually agreed, LDISD PD will defer and CPD will retain primary jurisdiction for roadway investigations and completion of all TxDOT reports. LDISD PD shall assist the CPD in the collision response and logistics involving such collision. LDISD PD will handle bus related investigations occurring on District property unless the incident involves serious bodily injury or death.
2. **SWAT Responses:** Any SWAT call in close proximity to LDISD property (addresses in Exhibit A), which might cause alarm or interrupt campus or bus operations.
3. **Armed Suspect:** Any armed suspect on LDISD school grounds or close to school grounds during school hours.
4. **Sex Crimes/Suspects:** Any sex crimes or suspicious person around school properties who is approaching students walking to and from school.
5. **Fire and Road Blockages:** Any fires or complete road blockages around schools during school hours, or which may affect bus transportation.
6. **LDISD Community Deaths:** Any death of a LDISD student, parent, staff member, or board member, to the extent the CPD is aware of the person's affiliation with LDISD.
7. **Pre-planned Tactical Operations:** Any pre-planned tactical operation planned during school hours within close proximity of a school (i.e., a pre-planned search warrant). While details are not necessary, there may be a request to limit traffic flow around the target area, and LDISD schools in the area.
8. **911 calls:** Any 911 calls received originating from school campuses or school properties. Any calls responded to after hours or holidays involving school property that require a criminal investigation or follow-up.

9. **Requests for Administrative Assistance:** Any calls where the CPD believes that LDISD PD administrative assistance may assist to avoid recidivism or increase mutual agency efficiency in responding to situations. Such calls may be harassment or assaultive in nature where both parties are students at a common campus or other criteria the officer believes may benefit from LDISD PD or LDISD administrative intervention.
11. **Arrest Notifications:** Arrest notifications shall be made in compliance with Tex. Code of Crim. Proc. § 15.27 and forwarded to the Chief of the LDISD PD as designee for the Superintendent for dissemination.

**Note:** LDISD PD is not a 24-hour department. The department's hours are from 7:15 am to 4:30 pm on school business days, as determined in the official school calendar for school administrators. Except in the event of an emergency, notifications required under this section must be made to the LDISD Chief of Police via phone or email during the department's official business hours.

## **II. Investigations.**

- A. If the decision is made to call in additional CPD resources for an incident that has occurred on school property for which the LDISD PD initiated the response, the on-scene LDISD officer and Police Officer will decide which agency will take the lead.
- B. The parties have agreed that in any case in which LDISD PD initiated the investigation and for which the CPD requests the lead, LDISD PD will afford the CPD that authority. In order to maintain the flow of information between the agencies, however, one LDISD PD officer will be assigned to work with the CPD in the investigation. This collaboration will allow the LDISD PD and the CPD to stay informed and pool resources to accomplish the investigative goal.
- C. It is understood that LDISD PD's primary investigative duty is in school-related matters throughout the Lake Dallas Independent School District, and its secondary duty is to all other matters that may come within its jurisdiction. LDISD PD agrees to support and assist the CPD in off campus matters as resources are available and requested by the CPD. Typically matters of traffic congestion surrounding campus arrival and dismissal may require a collaboration in addressing these circumstances. Bus stops are generally viewed much the same with the designated stop location being a Non-District location but may require collaboration due to the cause and effect of any issues that arise at such locations.
- D. It is also understood that there may be situations in which the citizens of the Lake Dallas Independent School District and Corinth may be better served by the originating investigative agency retaining primary jurisdiction over the investigation and processing of the offense and the parties agree to collaborate in determining the most efficient allocation of investigative resources needed to complete the investigation.

### **III. Information and Record Sharing.**

- A.** The CPD and LDISD PD agree to follow guidelines contained in the Texas Family Code (Chapter 58) and the Family Educational Records Privacy Act (20 U.S.C. §1232g and following) governing the sharing of student and juvenile information, as well as all regulations governing the sharing of student and juvenile information.
  
- B.** Specific requirements:
  - 1. Information disclosed under this agreement relates to the juvenile justice system's ability to serve, before adjudication, the student whose records are being released.
  - 2. Information obtained shall not be disclosed to a third party, other than another juvenile justice agency, except as permitted or required by law.
  - 3. Information received under this section shall be destroyed, if permitted or required by applicable law, when the child is no longer under the jurisdiction of a juvenile court.
  - 4. LDISD PD and the CPD collectively recognize and agree that, in accord with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g, 34 C.F.R. Part 99), LDISD may not disclose education records to a law enforcement unit without prior written consent, except as appropriate in the case of an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The parties further recognize and agree that FERPA permits LDISD to disclose personally identifiable student information in order to comply with a lawfully issued subpoena or court order if LDISD makes a reasonable attempt to notify the parent or eligible student of the order or subpoena in advance of compliance.

### **IV. Off Duty Employment.**

- A.** LDISD PD on occasions may have a need to employ law enforcement officers from the other party for special events or occasions. Such employment may be approved or denied in accordance with the employed officer's departmental policy and procedures for off duty employment.
  
- B.** When employed as an off-duty officer, the off-duty officer shall adhere to the direction of the employing party's on-duty law enforcement supervisor.

**V. Liability, Immunities, and Defenses.**

- A. Nothing herein shall be deemed or construed to create a partnership, joint venture, joint enterprise, employer-employee relationship, or principal-agent relationship between the CPD and LDISD PD.
- B. No party to this MOU shall be responsible for the acts of an employee of another party.
- C. It is expressly understood and agreed that neither party waives, nor shall be deemed to have waived, any immunity or defense otherwise available to it under the law.

**VI. Termination and Renewal.**

- A. Either party may withdraw from and terminate this memorandum of understanding on twenty (20) days' written notice to the other party.
- B. This memorandum of understanding is effective when signed by both parties. It shall automatically renew annually, on September 1 of each successive year for up to five (5) years, unless terminated by either party by written notice given according to the terms of this memorandum of understanding.

*Signatures on Next Page*

Signed:

By: \_\_\_\_\_

Dr. Kristin Brown

Superintendent

Lake Dallas ISD

Date: \_\_\_\_\_

By: \_\_\_\_\_

John Smith

Town Manager

Town of Corinth

Date: \_\_\_\_\_

Exhibit A: Address of Lake Dallas ISD Property

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Lake Dallas ISD Facilities & Operations  
424 E. Hundley Dr  
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**MEMORANDUM OF UNDERSTANDING  
CONCERNING COMMUNICATION AND COORDINATION BETWEEN  
THE LAKE DALLAS INDEPENDENT SCHOOL DISTRICT POLICE  
DEPARTMENT AND THE HICKORY CREEK POLICE DEPARTMENT**

This Memorandum of Understanding (this "MOU") is made and entered into by and between the following parties: the Lake Dallas Independent School District Police Department ("LDISD PD") and the Hickory Creek Police Department ("HCPD").

**WHEREAS**, Texas Education Code §37.081(g) provides that a school district police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts between the department and the agencies; and,

**WHEREAS**, the Lake Dallas Independent School District Police Department has overlapping jurisdiction with the Hickory Creek Police Department and desires to enter into such a memorandum of understanding with regard to communication and coordination of efforts between the agencies; and,

**WHEREAS**, it is the desire of the two agencies to assist one another in the notification and investigation of certain criminal offenses occurring in the territorial jurisdictions of the two entities; and,

**WHEREAS**, this cooperative effort will assist in the agencies' respective responsibilities and mission to serve the citizens of Hickory Creek and the Lake Dallas Independent School District ("LDISD");

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements contained in this memorandum of understanding, the undersigned parties agree as follows:

**I. Notification between Parties.**

*The LDISD Police Department to Notify the Hickory Creek Police Department*

- A.** A LDISD PD officer will call the HCPD to advise of any serious incident that occurs within LDISD if resources from both agencies are needed for the good of the community and the success of the investigation. The term "serious incident" includes, but is not limited to, the following crimes, offenses, or situations, or evidence thereof:
1. Any degree felony.
  2. Murder or attempted murder.
  3. Aggravated robbery where a firearm or knife is used.
  4. Aggravated sexual assault.
  5. Sexual assault of an adult or a child.
  6. Any indecent exposure or solicitation of a child report. This includes pornographic pictures being taken of **children** or shown to **children**, **but excludes incidents determined to be punishable as class B & C level offenses under Section 43.261 Penal Code.**

7. Aggravated assault where a gun or weapon is used or threatened.
8. Aggravated kidnapping.
9. Any EOD or explosive weapon is used or threatened.
10. Any disturbance where a mass or group is involved (i.e., riot).
11. Any criminal intelligence information developed by a LDISD PD officer concerning any criminal incident which occurred, or is planned for off LDISD property, and within Hickory Creek PD jurisdiction.
12. Any other situation where the officer decides there is a need based on impact to the community, impact to public safety, or requires an immediate response that may need involvement from both agencies. This is designed to encourage open communication between the two departments.

**B.** Once contacted by LDISD PD, the HCPD will determine what, if any, response is needed from the Chief or Officer. This decision should be based on the resources needed to accomplish the investigative goal, to serve the community, and safeguard students and staff.

***The Hickory Creek Police Department to notify the LDISD Police Department***

**C.** HCPD personnel are to notify the LDISD PD directly to advise of the following incidents involving LDISD students or school safety that occur within the jurisdiction of the LDISD PD:

1. **Bus Accidents:** All LDISD bus accidents in order for LDISD PD to facilitate: assistance for the investigation and collection of student data necessary for the investigation; assistance with school reunification of students to parents; and assistance should alternate transportation and medical transportation be made. Unless otherwise mutually agreed, LDISD PD will defer and HCPD will retain primary jurisdiction for roadway investigations and completion of all TxDOT reports. LDISD PD shall assist the HCPD in the collision response and logistics involving such collision. LDISD PD will handle bus related investigations occurring on District property unless the incident involves serious bodily injury or death.
2. **SWAT Responses:** Any SWAT call in close proximity to LDISD property (addresses in Exhibit A), which might cause alarm or interrupt campus or bus operations.
3. **Armed Suspect:** Any armed suspect on LDISD school grounds or close to school grounds during school hours.
4. **Sex Crimes/Suspects:** Any sex crimes or suspicious person around school properties who is approaching students walking to and from school.
5. **Fire and Road Blockages:** Any fires or complete road blockages around schools during school hours, or which may affect bus transportation.
6. **LDISD Community Deaths:** Any death of a LDISD student, parent, staff member, or board member, to the extent the HCPD is aware of the person's affiliation with LDISD.
7. **Pre-planned Tactical Operations:** Any pre-planned tactical operation planned during school hours within close proximity of a school (i.e., a pre-planned search warrant). While details are not necessary, there may be a request to limit traffic flow around the target area, and LDISD schools in the area.
8. **911 calls:** Any 911 calls received originating from school campuses or school properties. Any calls responded to after hours or holidays involving school property that require a criminal investigation or follow-up.

9. **Requests for Administrative Assistance:** Any calls where the HCPD believes that LDISD PD administrative assistance may assist to avoid recidivism or increase mutual agency efficiency in responding to situations. Such calls may be harassment or assaultive in nature where both parties are students at a common campus or other criteria the officer believes may benefit from LDISD PD or LDISD administrative intervention.
11. **Arrest Notifications:** Arrest notifications shall be made in compliance with Tex. Code of Crim. Proc. § 15.27 and forwarded to the Chief of the LDISD PD as designee for the Superintendent for dissemination.

**Note:** LDISD PD is not a 24-hour department. The department's hours are from 7:15 am to 4:30 pm on school business days, as determined in the official school calendar for school administrators. Except in the event of an emergency, notifications required under this section must be made to the LDISD Chief of Police via phone or email during the department's official business hours.

## **II. Investigations.**

- A. If the decision is made to call in additional HCPD resources for an incident that has occurred on school property for which the LDISD PD initiated the response, the on-scene LDISD officer and Police Officer will decide which agency will take the lead.
- B. The parties have agreed that in any case in which LDISD PD initiated the investigation and for which the HCPD requests the lead, LDISD PD will afford the HCPD that authority. In order to maintain the flow of information between the agencies, however, one LDISD PD officer will be assigned to work with the HCPD in the investigation. This collaboration will allow the LDISD PD and the HCPD to stay informed and pool resources to accomplish the investigative goal.
- C. It is understood that LDISD PD's primary investigative duty is in school-related matters throughout the Lake Dallas Independent School District, and its secondary duty is to all other matters that may come within its jurisdiction. LDISD PD agrees to support and assist the HCPD in off campus matters as resources are available and requested by the HCPD. Typically matters of traffic congestion surrounding campus arrival and dismissal may require a collaboration in addressing these circumstances. Bus stops are generally viewed much the same with the designated stop location being a Non-District location but may require collaboration due to the cause and effect of any issues that arise at such locations.
- D. It is also understood that there may be situations in which the citizens of the Lake Dallas Independent School District and Hickory Creek may be better served by the originating investigative agency retaining primary jurisdiction over the investigation and processing of the offense and the parties agree to collaborate in determining the most efficient allocation of investigative resources needed to complete the investigation.

### **III. Information and Record Sharing.**

- A. The HCPD and LDISD PD agree to follow guidelines contained in the Texas Family Code (Chapter 58) and the Family Educational Records Privacy Act (20 U.S.C. §1232g and following) governing the sharing of student and juvenile information, as well as all regulations governing the sharing of student and juvenile information.
- B. Specific requirements:
  - 1. Information disclosed under this agreement relates to the juvenile justice system's ability to serve, before adjudication, the student whose records are being released.
  - 2. Information obtained shall not be disclosed to a third party, other than another juvenile justice agency, except as permitted or required by law.
  - 3. Information received under this section shall be destroyed, if permitted or required by applicable law, when the child is no longer under the jurisdiction of a juvenile court.
  - 4. LDISD PD and the HCPD collectively recognize and agree that, in accord with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g, 34 C.F.R. Part 99), LDISD may not disclose education records to a law enforcement unit without prior written consent, except as appropriate in the case of an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The parties further recognize and agree that FERPA permits LDISD to disclose personally identifiable student information in order to comply with a lawfully issued subpoena or court order if LDISD makes a reasonable attempt to notify the parent or eligible student of the order or subpoena in advance of compliance.

### **IV. Off Duty Employment.**

- A. LDISD PD on occasions may have a need to employ law enforcement officers from the other party for special events or occasions. Such employment may be approved or denied in accordance with the employed officer's departmental policy and procedures for off duty employment.
- B. When employed as an off-duty officer, the off-duty officer shall adhere to the direction of the employing party's on-duty law enforcement supervisor.

**V. Liability, Immunities, and Defenses.**

- A. Nothing herein shall be deemed or construed to create a partnership, joint venture, joint enterprise, employer-employee relationship, or principal-agent relationship between the HCPD and LDISD PD.
- B. No party to this MOU shall be responsible for the acts of an employee of another party.
- C. It is expressly understood and agreed that neither party waives, nor shall be deemed to have waived, any immunity or defense otherwise available to it under the law.

**VI. Termination and Renewal.**

- A. Either party may withdraw from and terminate this memorandum of understanding on twenty (20) days' written notice to the other party.
- B. This memorandum of understanding is effective when signed by both parties. It shall automatically renew annually, on September 1 of each successive year for up to five (5) years, unless terminated by either party by written notice given according to the terms of this memorandum of understanding.

*Signatures on Next Page*

Signed:

By: \_\_\_\_\_

Dr. Kristin Brown

Superintendent

Lake Dallas ISD

Date: \_\_\_\_\_

By: \_\_\_\_\_

John Smith

Town Manager

Town of Hickory Creek

Date: \_\_\_\_\_

Exhibit A: Address of Lake Dallas ISD Property

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**MEMORANDUM OF UNDERSTANDING  
CONCERNING COMMUNICATION AND COORDINATION BETWEEN  
THE LAKE DALLAS INDEPENDENT SCHOOL DISTRICT POLICE  
DEPARTMENT AND THE LAKE DALLAS POLICE DEPARTMENT**

This Memorandum of Understanding (this "MOU") is made and entered into by and between the following parties: the Lake Dallas Independent School District Police Department ("LDISD PD") and the Lake Dallas Police Department ("LDPD").

**WHEREAS**, Texas Education Code §37.081(g) provides that a school district police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts between the department and the agencies; and,

**WHEREAS**, the Lake Dallas Independent School District Police Department has overlapping jurisdiction with the Lake Dallas Police Department and desires to enter into such a memorandum of understanding with regard to communication and coordination of efforts between the agencies; and,

**WHEREAS**, it is the desire of the two agencies to assist one another in the notification and investigation of certain criminal offenses occurring in the territorial jurisdictions of the two entities; and,

**WHEREAS**, this cooperative effort will assist in the agencies' respective responsibilities and mission to serve the citizens of Lake Dallas and the Lake Dallas Independent School District ("LDISD");

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements contained in this memorandum of understanding, the undersigned parties agree as follows:

**I. Notification between Parties.**

*The LDISD Police Department to Notify the Lake Dallas Police Department*

- A. A LDISD PD officer will call the LDPD to advise of any serious incident that occurs within LDISD if resources from both agencies are needed for the good of the community and the success of the investigation. The term "serious incident" includes, but is not limited to, the following crimes, offenses, or situations, or evidence thereof:
1. Any degree felony.
  2. Murder or attempted murder.
  3. Aggravated robbery where a firearm or knife is used.
  4. Aggravated sexual assault.
  5. Sexual assault of an adult or a child.
  6. Any indecent exposure or solicitation of a child report. This includes Pornographic pictures being taken of **children** or shown to **children**, **but excludes incidents determined to be punishable as class B & C level offenses under Section 43.261 Penal Code.**

7. Aggravated assault where a gun or weapon is used or threatened.
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B. Once contacted by LDISD PD, the LDPD will determine what, if any, response is needed from the Chief or Officer. This decision should be based on the resources needed to accomplish the investigative goal, to serve the community, and safeguard students and staff.

***The Lake Dallas Police Department to notify the LDISD Police Department***

C. LDPD personnel are to notify the LDISD PD directly to advise of the following incidents involving LDISD students or school safety that occur within the jurisdiction of the LDISD PD:

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**V. Liability, Immunities, and Defenses.**

- A. Nothing herein shall be deemed or construed to create a partnership, joint venture, joint enterprise, employer-employee relationship, or principal-agent relationship between the LDPD and LDISD PD.
- B. No party to this MOU shall be responsible for the acts of an employee of another party.
- C. It is expressly understood and agreed that neither party waives, nor shall be deemed to have waived, any immunity or defense otherwise available to it under the law.

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- B. This memorandum of understanding is effective when signed by both parties. It shall automatically renew annually, on September 1 of each successive year for up to five (5) years, unless terminated by either party by written notice given according to the terms of this memorandum of understanding.

*Signatures on Next Page*

Signed:

By: \_\_\_\_\_

Dr. Kristin Brown

Superintendent

Lake Dallas ISD

Date: \_\_\_\_\_

By: \_\_\_\_\_

John Smith

Town Manager

Town of Lake Dallas

Date: \_\_\_\_\_

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STATE OF TEXAS           §  
  §  
COUNTY OF DENTON       §

**INTERLOCAL COOPERATION AGREEMENT FOR  
SHARED GOVERNANCE COMMUNICATIONS & DISPATCH SERVICES SYSTEM**

This Interlocal Cooperation Agreement for Shared Governance Communications and Dispatch Services System, hereinafter referred to as "Agreement", is made by and between Denton County, a political subdivision of the State of Texas, hereinafter referred to as the "County", and

<b>Name of Agency: Lake Dallas ISD Police Department</b>
--

hereinafter referred to as "Agency".

WHEREAS, the County is a duly organized political subdivision of the State of Texas engaged in the administration of county government and related services for the benefit of the citizens of Denton County, Texas; and

WHEREAS, the Agency is duly organized and operating under the laws of the State of Texas engaged in the provision of municipal government and/or related services for the benefit of the citizens of Agency; and

WHEREAS, parties agree that the utilization of combined communications and dispatch services system will be in the best interests of both the County and the Agency,

WHEREAS, the County and the Agency mutually desire to be subject to the provisions of the Interlocal Cooperation Act of the V.T.C.A. Government Code, Chapter 791; and

NOW THEREFORE, the County and the Agency, for the mutual consideration hereinafter stated, agree and understand as follows:

1.       **PURPOSE.** The Denton County Sheriff ("Sheriff") has the facilities to provide emergency telecommunications and dispatch services throughout Denton County. The Agency wishes to utilize the Sheriff's available telecommunications and dispatch services ("Services") during the term of this agreement.

2.       **ADVISORY BOARD.** The Denton County Sheriff's Office will establish an Advisory Board for the Shared Governance Communication and Dispatch System "Advisory Board". The membership of the board shall be the Chief of each Agency, or designee. The Advisory Board may advise and make recommendations to the Sheriff and the Sheriff's Office on matters relating to the Communications Center, as well as the recommendations for the Annual Agency Workload and Cost Statistics, within the limitations set forth in paragraph 6.1, herein.

3.       **TERM OF AGREEMENT.** The initial term of this Agreement shall be for a period beginning **May 15, 2024** and ending on **September 30, 2025**. The Agreement term is subject to the Agency receiving approval from TCOLE and a valid TCOLE number.

4.       **TERMINATION OF AGREEMENT.** Either party may terminate this agreement, with

or without cause, after providing ninety (90) days written notice to the other party. 5.

**ANNUAL SERVICE FEE.** Each Agency shall pay to the County a fee for services based on the workload generated by the Agency.

- 5.1. Agency shall pay to County the Total Amount on ***Exhibit "A"***.
- 5.2. The Agency shall complete ***Exhibit "A"***, Agency Payment Worksheet, to identify the payment terms preferred by Agency. Agency is responsible for sending payments to County
- 5.3. The fee for service will be based on the pro rata share of the workload generated by the Agency.
- 5.4. County agrees to provide Agency a proposed service fees for the next budget/fiscal year as agreed by the parties.
- 5.5. If this Agreement is terminated prior to the expiration of the term of the Agreement, payment shall be pro-rated by written agreement between the parties.
- 5.6. Dispatch costs for the upcoming fiscal year are calculated utilizing 50% of the approved Communications Budget for the current fiscal year and agency workload statistics from the previous fiscal year.

Agency workload percentages are calculated by:

- 5.6.1. Determining the agency's percentage of total Calls For Service (CFS)
- 5.6.2. Determining the agency's percentage of total Officer Initiated Activity (OIA)
- 5.6.3. Averaging the values from # 5.6.1 & # 5.6.2
- 5.6.4. Determining the percentage of OIA that is Mobile Data Computer (MDC) activity
- 5.6.5. Determining agency OIA that is not MDC Activity
- 5.6.6. Determining adjusted percentage of OIA that is MDC activity by dividing value of # 5.6.5 by total OIA
- 5.6.7. Determining agency CFS that are public requests by subtracting agency assists or mutual aid calls from the agency's CFS
- 5.6.8. Determining adjusted percentage of total CFS that are public requests by dividing value of # 5.6.7 by total CFS
- 5.6.9. Determining agency workload percentage by calculating average of # 5.6.6 and # 5.6.8
- 5.6.10. Determining agency final cost by workload by multiplying value of # 5.6.9 against 50% of the approved Communications budget

6. **COUNTY SERVICES AND RESPONSIBILITIES.** The County agrees to provide the following services and responsibilities:

6.1 The Sheriff shall have the sole discretion as to the method of providing the Services including, but not limited to the order of response to calls, and shall be the sole judge as to the most expeditious and effective manner of handling and responding to calls for service or the rendering thereof. The Sheriff shall have the sole discretion as to the method and final decision regarding the annual workload and cost statistics. The Sheriff will devote sufficient time to insure the performance of all duties and obligations set forth herein.

6.2 County shall furnish full-time communications services including a twenty-four (24) hours a day, seven (7) days a week public safety answering point, radio services, dispatching services,

or law enforcement transmission originating from AGENCY requesting law enforcement and fire protection services and access to local, regional, state, and national data bases and telecommunications systems.

- 6.3 The services provided by County include the following:
  - 6.3.1 twenty-four (24) hours a day, seven (7) days a week public safety answering point;
  - 6.3.2. receiving emergency and routine calls for law enforcement, fire, and medical services;
  - 6.3.3 directing a response to said calls by dispatching the appropriate law enforcement, fire, and medical services;
  - 6.3.4. providing on-going communication support to the emergency personnel in the field; and
  - 6.3.5 updating, maintaining, and managing the County owned radio communications system, computer systems, support files, and resource materials necessary to accomplish the above.

6.4 County may add new Agencies not currently served by Denton County at the discretion of Denton County and the Denton County Sheriff’s Office.

7. **AGENCY RESPONSIBILITIES.** The Agency agrees to the following responsibilities:

- 7.1 Providing accurate current GIS data of the corporate limits and extraterritorial jurisdiction of the Agency.
- 7.2 Furnish County with a current list of all Officers and Reserves authorized by Agency to use the communications system.
- 7.3 Agency is responsible for the costs and upgrades associated with maintaining Agency’s communication equipment.
- 7.4 Agency agrees to abide by all laws of the United States and the State of Texas and all present or hereafter approved rules, policies and procedures of TLETS, NLETS, TCIC, NCIC and any other system now or in the future associated with TLETS concerning the collection, storage, processing, retrieval, dissemination and exchange of information for criminal justice purposes
- 7.5 Adherence to all Sheriff’s Office communications rules and regulations.
- 7.6 Agency agrees to provide all necessary and required TLETS paperwork. See ***Exhibit “B”***.
- 7.7 Appoint representative and agree to participate in the Advisory Board.
- 7.8 Agency is responsible for sending payments to County as more fully described in ***Exhibit “A”*** to this Agreement.

8. **AGREEMENT.** The parties acknowledge they have read and understand and intend to be bound by the terms and conditions of this Agreement. This Agreement contains the entire understanding between the parties concerning the subject matter hereof. No prior understandings, whether verbal or written, between the parties or their agents are enforceable unless included in writing in this agreement. This Agreement may be amended only by written instrument signed by both parties.

9. AGREEMENT LIASONS. Each party to this agreement shall designate a Liaison to insure the performance of all duties and obligations of the parties. The Liaison for each party shall devote sufficient time and attention to the execution of said duties on behalf of the Party to ensure full compliance with the terms and conditions of this Agreement.

10. ASSIGNMENT. Neither party shall assign, transfer, or sub-contract any of its rights, burdens, duties, or obligations under this Agreement without the prior written permission of the other party to this Agreement.

11. AGENCY LIABILITY. The Agency understands and agrees that the Agency, its employees, servants, agents, and representatives shall at no time represent themselves to be employees, servants, agents, and/or representatives of the County. The Agency shall not be required to indemnify nor defend County for any liability arising out of the wrongful acts of employees or agents of County to the extent allowed by Texas law.

12. COUNTY LIABILITY. The County understands and agrees that the County, its employees, servants, agents, and representatives shall at no time represent themselves to be employees, servants, agents, and/or representatives of the Agency. The County shall not be required to indemnify nor defend Agency for any liability arising out of the wrongful acts of employees or agents of Agency to the extent allowed by Texas law.

13. DISPUTES/RECOURSE. County and Agency agree that any disputes or disagreements that may arise which are not resolved at the staff level by the parties should be referred to the Appointed Liaisons for each entity. Any further disputes arising from the failure of either Agency or County to perform and/or agree on proportionate reduction in fees shall be submitted to mediation, with the parties splitting the mediation fees equally. It is further agreed and understood that the scope of matters to be submitted to dispute mediation as referenced above is limited to disputes concerning sufficiency of performance and duty to pay or entitlement, if any, to any reduced fee or compensation. Any other disputes or conflicts involving damages or claimed remedies outside the scope of sufficiency of performance and compensation adjustment shall be referred to a court of competent jurisdiction in Denton County, Texas.

14. EXHIBITS. Attached hereto, and referred to elsewhere in this Agreement are the following Exhibits, which are hereby incorporated by reference.

<b>Exhibit A</b>	<b>Agency Payment Worksheet</b>
<b>Exhibit B</b>	<b>TEXAS LAW ENFORCEMENT TELECOMMUNICATION SYSTEM (TLETS) NON - TWENTY-FOUR HOUR TERMINAL AGENCY AGREEMENT</b>

15. MULTIPLE ORIGINALS. It is understood and agreed that this Agreement may be executed in a number of identical counterparts, each of which shall be deemed an original for all purposes.

16. NOTICES. All notices, demands or other writings may be delivered by either party by U.S. First Class Mail or by other reliable courier to the parties at the following addresses:

County:	1	Denton County Judge Denton County Commissioners Court 1 Courthouse Drive, Ste 3100 Denton, Texas 76208
	2	Denton County Sheriff Denton County Sheriff's Office 127 N. Woodrow Lane Denton, Texas 76205
	3	Assistant District Attorney Counsel to the Sheriff 127 N. Woodrow Lane Denton, Texas 76205

Name of Agency:	Lake Dallas ISD Police Department
Contact Person	Chadd Springer, Chief Administrator or Safety & Security
Address	104 Swisher Road
City, State, Zip	Lake Dallas, TX 75065
Telephone	940-497-4039
Email:	<a href="mailto:cspringer@ldisd.net">cspringer@ldisd.net</a>

17. SEVERABILITY. The validity of this Agreement and/or any of its terms or provisions, as well as the rights and duties of the parties hereto, shall be governed by the laws of the State of Texas. Further, this Agreement shall be performed and all compensation payable in Denton County, Texas. In the event that any portion of this Agreement shall be found to be contrary to law, it is the intent of the parties hereto that the remaining portions shall remain valid and in full force and effect to the extent possible.

18. THIRD PARTY. This Agreement is made for the express purpose of providing communications and dispatch services, which both parties recognize to be a governmental function. Except as provided in this Agreement, neither party assumes any liability beyond that provided by law. This Agreement is not intended to create any liability for the benefit of third parties.

19. VENUE. This agreement will be governed and construed according to the laws of the State of Texas. This agreement shall be performed in Denton County, Texas.

20. WAIVER. The failure of County or Agency to insist upon the performance of any term or provision of this Agreement or to exercise or enforce any right herein conferred, or the waiver of a breach of any provision of this Agreement by either party, shall not be construed as a waiver or relinquishment to any extent of either party's right to assert or rely upon any such term or right, or future breach of such provision, on any future occasion.

21. AUTHORIZED OFFICIALS. Each party has the full power and authority to enter into and perform this Agreement. The persons executing this Agreement represent they have been properly authorized to sign on behalf of their governmental entity.

22. CURRENT FUNDS. All payments made by Agency to County pursuant to this Agreement shall be from current revenues available to Agency.

23. DISPATCH & COMMUNICATION RECORDS. The parties acknowledge that the Denton County Sheriff's Office may release dispatch and communication records of Agency pursuant to the Texas Public Information Act until such a time that the parties agree to transfer such responsibility to Agency.

**DENTON COUNTY, TEXAS**

**AGENCY**

---

Andy Eads, County Judge  
Denton County Commissioners Court  
1 Courthouse Drive, Ste 3100  
Denton, Texas 76208  
(940)349-2820

---

Kristen Brown, Superintendent  
Lake Dallas Independent School District  
104 Swisher Road  
Lake Dallas, TX 75065  
(940)497-8401

EXECUTED duplicate originals on this

EXECUTED duplicate originals on this

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to content:

Approved as to content:

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Denton County Sheriff's Office

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Chadd Springer  
Chief Administrator of Safety & Security

Approved as to form:

Approved as to form:

---

Assistant District Attorney  
Counsel to the Sheriff

---

Attorney for Agency

# Exhibit A

## 2024-25 Budget Year Denton County Sheriff's Office 911 Dispatch Agreement Agency Payment Worksheet/Invoice

<b>Agency:</b>	<b>Lake Dallas ISD PD</b>
Payment Contact Person:	Chadd Springer and/or Heather Vonnahme
Phone Number:	940-497-4039
Email:	<a href="mailto:cspringer@ldisd.net">cspringer@ldisd.net</a> and/or <a href="mailto:hvonnahme@ldisd.net">hvonnahme@ldisd.net</a>
Address:	104 Swisher Road
City, State, Zip	Lake Dallas, TX 75065
<b>AGENCY TOTAL AMOUNT DUE</b>	<b>\$ 0.00</b>

**Agency Should Include this Worksheet with Each Payment Sent to Denton County.**

Make checks payable to:	<b>Denton County</b>
Mail payments to:	<b>911 Dispatch Agreement Payments</b> <b>Denton County Sheriff's Office</b> <b>Attn: Sherry Cochran</b> <b>127 N. Woodrow Lane</b> <b>Denton, Texas 76205</b>

	1		One Annual Payment (100%)
Payment Plan Options	2		Two Payments (50%)
<b><u>Agency MUST</u></b>	3		Four Payments (25%)
<b><u>Select One</u></b>	4		Twelve Monthly Payments
<b><u>Payment Option</u></b>	5		Other Payment Option

**Exhibit B**

**TEXAS LAW ENFORCEMENT TELECOMMUNICATION SYSTEM (TLETS)**  
**NON - TWENTY-FOUR HOUR TERMINAL AGENCY AGREEMENT 2024-2025**

Twenty-Four Hour Terminal Agency	<b>DENTON COUNTY SHERIFF’S OFFICE</b>
Non Twenty-Four Hour Terminal Agency	<b>Lake Dallas ISD Police Department</b>

This document constitutes an agreement between the following parties:

The Twenty-Four Hour Terminal Agency agrees to make entries into the Texas Crime Information Center (TCIC) and the National Crime Information Center (NCIC) computers for the Non Twenty-Four Hour Terminal Agency.

All records must be entered with the Twenty-Four Hour Agency’s ORI, and all case reports and original warrants must be held at the Twenty-Four Hour Agency for hit confirmation purposes.

The Non Twenty-Four Hour Agency agrees to abide by all laws of the United States and the State of Texas and all present or hereafter approved rules, policies and procedures of TLETS, NLETS, TCIC, NCIC and any other system now or in the future associated with TLETS concerning the collection, storage, processing, retrieval, dissemination and exchange of information for criminal justice purposes.

The Twenty-Four Hour Agency reserves the right to suspend service to the Non Twenty-Four Hour Agency which may include canceling of records entered for the Non Twenty-Four Hour Agency when applicable policies are violated. The Twenty-Four Hour Agency may reinstate service following such instances upon receipt of satisfactory assurances that such violations have been corrected.

In order to comply with NCIC policies established by the NCIC Advisory Policy Board, the Non Twenty-Four Hour Agency agrees to maintain accurate records of all TCIC/NCIC entries made through the Twenty-Four Hour Agency and to immediately notify the Twenty-Four Hour Agency of any changes in the status of those reports to include the need for cancellation, addition, deletion or modification of information. The Twenty-Four Hour Agency agrees to enter, update and remove all records for the Non Twenty-Four Hour Agency on a timely basis, as defined by NCIC.

In order to comply with NCIC Validation requirements, the Non Twenty-Four Hour Agency agrees to perform all validation procedures as required by NCIC on all records entered through the Twenty-Four Hour Agency.

Either the Twenty-Four Hour Agency or the Non Twenty-Four Hour Agency may, upon thirty days written notice, discontinue this agreement.

To the extent allowed by the laws of the State of Texas, the Non Twenty-Four Hour Agency agrees to indemnify and save harmless the Twenty-Four Hour Agency as well as the DPS, its Director and employees from and against all claims, demands, actions and suits, including but not limited to any liability for damages by reason of or arising out of any false arrests or imprisonment or any cause of the Non Twenty-Four Hour Agency or its employees in the exercise of the enjoyment of this Agreement.

In witness whereof, the parties hereto caused this agreement to be executed by the proper officers and officials.

**DENTON COUNTY SHERIFF’S OFFICE**

**AGENCY**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

By: **Tracy Murphree**

By: **Chadd Springer**

Title: **Denton County Sheriff**

Title: **Chief Administrator of Safety & Security**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# LAKE DALLAS ISD

## Consideration/Approval of the 2024-2025 District Pay Increase

**Presenter:** Wes Eversole  
**Event:** Board of Trustees Meeting  
**Date:** June 17, 2024



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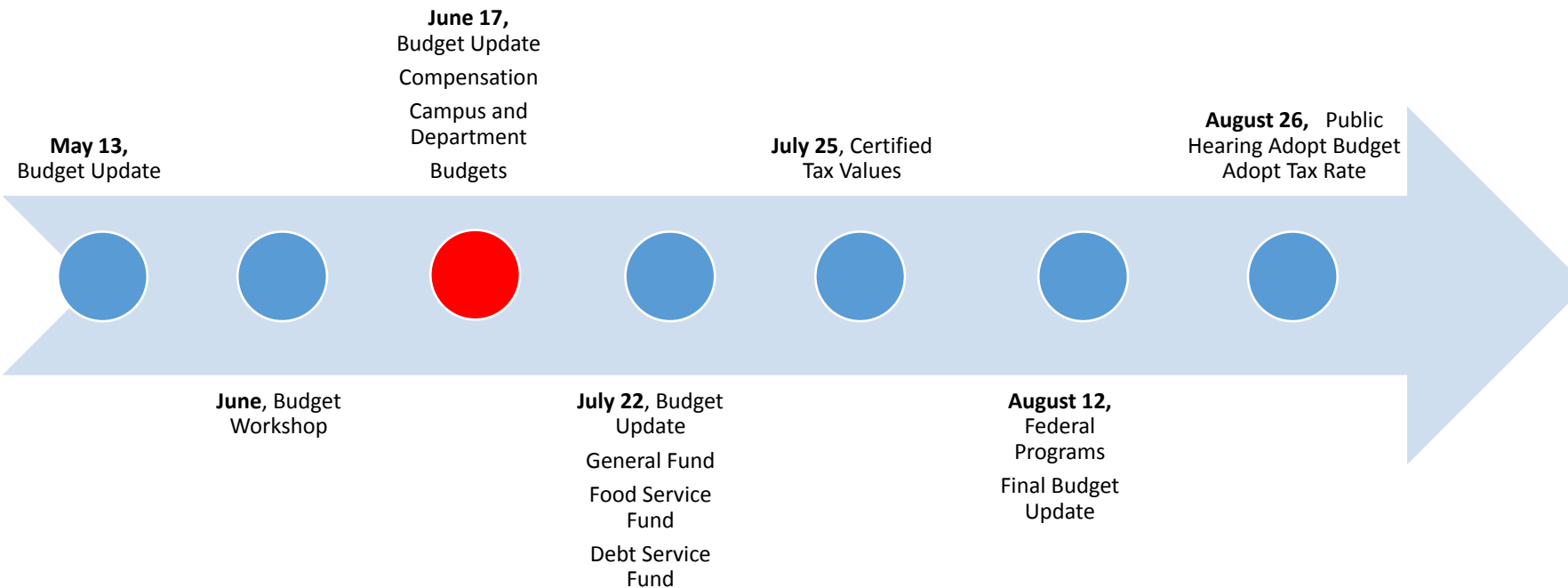
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# Budget Calendar



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# State Funding Follows the Student

Foundation School Program (FSP) establishes how much state funding school districts are entitled to receive.

- District Characteristics
- Student characteristics
- Number of students in attendance (ADA)
- Number of students in enrollment
- Number of full-time equivalent students (FTE)



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# Texas School Finance Key Points

Revenue per student is determined by state funding formulas

- Basic allotment:
  - \$6,160 per student
  - Level has not changed since 2019

TEA calculates the state maximum compressed tax rate (MCR) -

Higher property values do not mean more overall General Fund revenue



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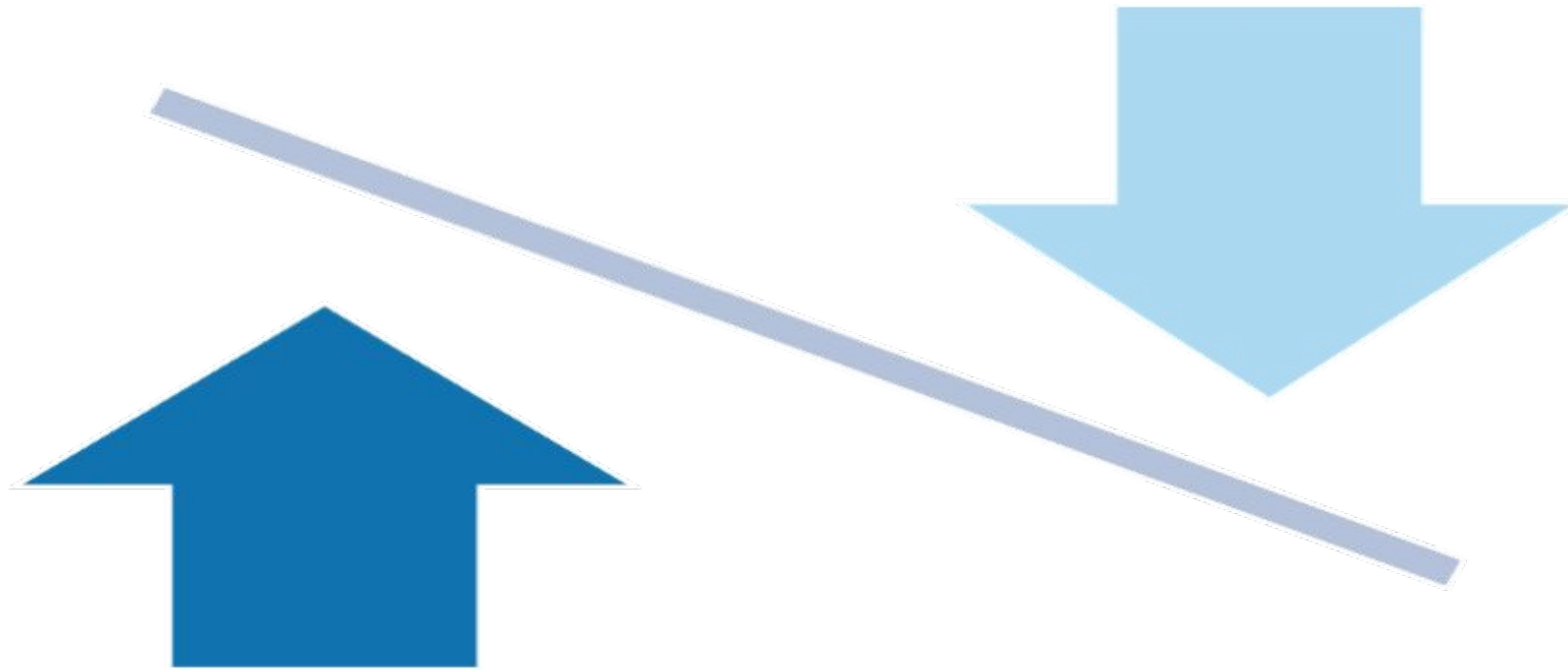
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# SCHOOL FUNDING A BALANCING ACT LOCAL SHARE vs STATE SHARE



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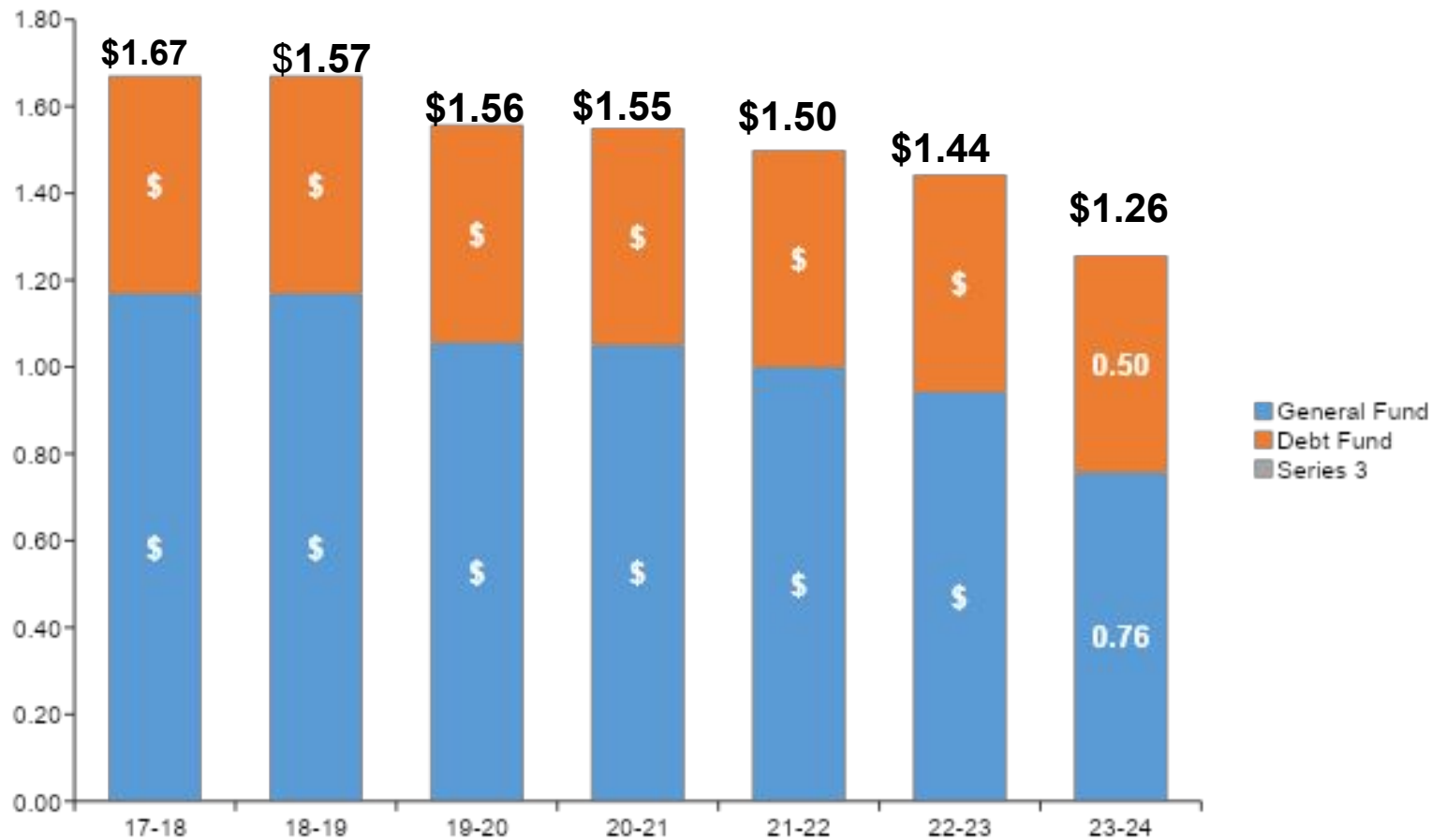
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# Historical Tax Rate



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# Texas School Finance Key Points

District budget is largely tied to staff

District budget is partially restricted by state and federal rules

Inflation

- \$1 is worth 18% less than 2019

New Mandates/Other Cost Increases

- HB3 - Armed security officer required at each campus
- Property Insurance
- Utilities



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# Campus Budgets

Campus Budgets based on allocations:

- Enrollment
- Student populations and needs



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# Elementary Campus Allocation

Allocation supports:

- Instructional and office supplies
- Reading and library materials
- Counseling and testing supplies
- Routine equipment repairs
- Paper and printshop expenses
- Staff development
- Replacing capital outlay items
- Postage
- Field trip and other travel costs
- Fees and dues



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# Middle School Campus Allocation

Includes all elementary categories plus

- Choir
- Drama
- Increased supply needs (electives, science, math, technology, other)
- Increased student travel costs
- Cheerleading team
- Career and Technology
- Increased costs associated with UIL competitions



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# High School Campus Allocation

Includes all elementary and MS categories plus:

- Additional CATE expenses
- Cheerleaders - High Steppers
- Auditorium expenses
- Increased costs associated with UIL competitions and other co-curricular expenses
- Costs associated with additional class electives (Criminal Justice, Engineering, Drama, Voc Ag, Home Ec, Photography, Language Lab, Early College, Foreign Languages)
- Homecoming
- Graduation



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# Campus Expenditures Budgeted by Departments

- Salaries and Benefits - Budgeted Centrally
- Athletic Expenditures - Athletic Department
- Custodial Supplies/Maintenance Need - Facilities
- Food Service - Child Nutrition
- Telephones/IT needs - Technology
- Copiers - Copier Contract
- Band - Band Department



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# Campus Budget Allocations

- Base Per Pupil Campus Allocation Schedule :
  - High School \$151.09
  - Middle School \$117.65
  - Elementary School \$112.50
- Additional Allocations for special populations
  - Special Education
  - Bilingual / ESL
  - Economically Disadvantaged
  - Gifted and Talented
  - Vocational (CATE) for High School and Middle School



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# Campus Budgets

Campus / Department	2023-24	2024-25	Change	% Change
High School	359,438	359,870	432	0.1%
Middle School	133,441	147,963	14,522	10.9%
Lake Dallas Elementary	72,491	70,061	(2,430)	-3.4%
Corinth Elementary	78,084	77,189	(895)	-1.1%
Shady Shores Elementary	<u>83,743</u>	<u>82,440</u>	<u>(1,303)</u>	-1.6%
<b>Total</b>	<b>\$727,197</b>	<b>\$737,523</b>	<b>\$10,326</b>	



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# Non-Payroll Expenditures General Fund

	2023-24 Budget	2024-25 Budget	Increase (Decrease)	% Increase (Decrease)
Instruction	\$1,100,539	1,008,546	-91,993	-8.4%
Instruction Resources & Media Services	66,510	64,860	-1,650	-2.5%
Curriculum/Instructional Staff Development	51,905	38,815	-13,090	-25.2%
Instructional Leadership	35,950	45,950	10,000	27.8%
School Leadership	51,495	54,445	2,950	5.7%
Guidance and Counseling Services	52,163	66,165	14,002	26.8%
Health Services	12,325	12,325	0	0.0%
Student Transportation	347,013	372,420	25,407	7.3%
Co-Curricular Extracurricular Activities	247,449	234,164	-13,285	-5.4%
General Administration	275,528	423,894	148,366	53.8%
Plant Maintenance & Operations	3,100,816	3,474,800	373,984	12.1%
Security & Monitoring Services	544,614	626,254	81,640	15.0%
Data Processing Services	692,663	701,258	8,595	1.2%
Facilities Acquisition and Construction	14,000	14,000	0	0.0%
Payments to Fiscal Agents	4,500	4,500	0	0.0%
JJAEP	4,000	2,000	-2,000	-50.0%
Other Intergovernmental Charges	<u>262,815</u>	<u>307,200</u>	<u>44,385</u>	16.9%
<b>TOTAL</b>	<b>\$6,864,285</b>	<b>7,451,596</b>	<b>587,311</b>	<b>8.6%</b>



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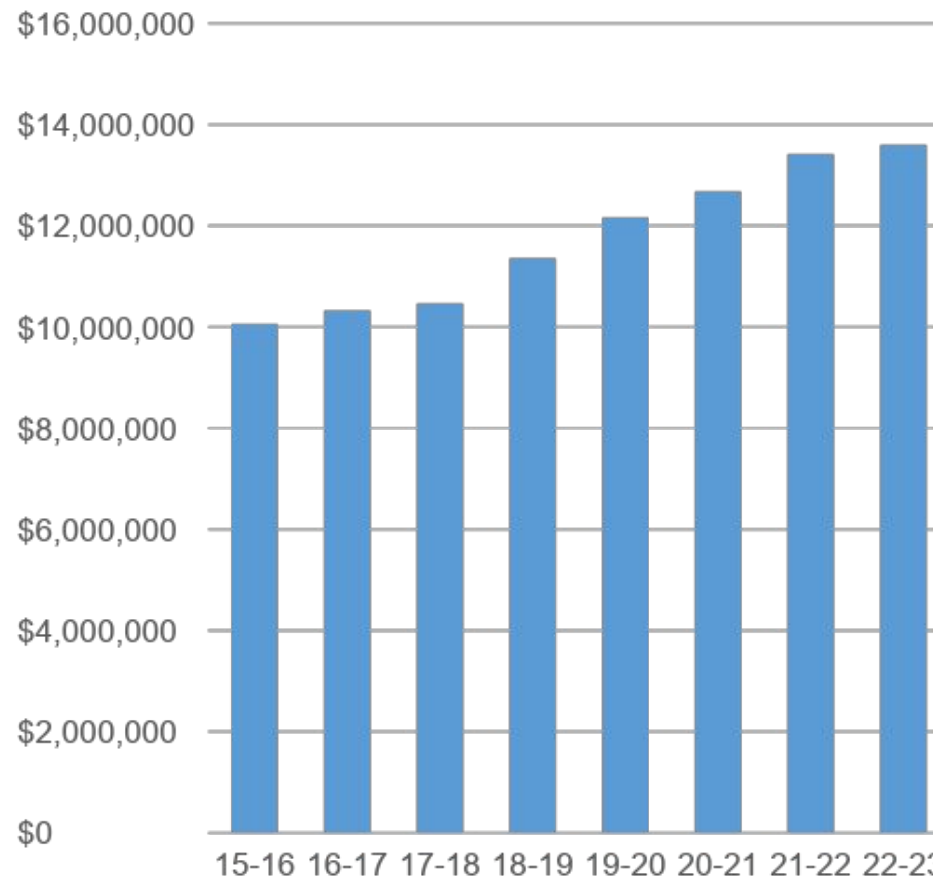


EFFICIENT OPERATIONS



# General Fund - Fund Balance

- Cash management
- Ongoing support for educational programs
- One-time expenditures
- Fund Balance 8-31-24  
\$13.6 M
- TEA baseline - 25% of annual expenditures  
\$10.4 M



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# Compensation Increase

Department	2023-24 Budget	2024-25 Budget 1% Increase	2024-25 Budget 2% Increase
Revenue	\$41,437,030	\$41,017,819	\$41,017,819
Payroll Expenditures	34,659,531	34,134,496	34,475,841
Non-Payroll Expenditures	<u>6,988,853</u>	<u>7,451,596</u>	<u>7,451,596</u>
Increase (Decrease)	(\$211,354)	(\$568,273)	(\$909,618)



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EFFICIENT OPERATIONS





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Any Questions?





STUDENT SUCCESS



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# LAKE DALLAS

Independent School District



## 2024-2025 Teacher Pay Plan

Lake Dallas ISD

Years of Experience	Salary
0	\$59,190
1	\$59,490
2	\$59,805
3	\$60,105
4	\$60,405
5	\$60,705
6	\$61,005
7	\$61,305
8	\$61,605
9	\$61,905
10	\$62,205
11	\$62,505
12	\$62,805
13	\$63,105
14	\$63,405
15	\$63,705
16	\$64,005
17	\$64,305
18	\$64,605
19	\$64,905
20	\$65,205
21	\$65,505
22	\$65,805
23	\$66,105
24	\$66,405
25	\$66,705
26	\$67,005
27	\$67,370
28	\$68,370
29	\$69,370
30	\$70,370
31	\$71,370
32	\$72,370
33	\$73,370
34	\$74,370
35	\$75,370
36	\$76,370
37	\$77,370
38	\$78,070
39	\$78,570
40	\$78,920

The salaries listed above are based on 10-month employment for the 2024-2025 school year. Salary plans are determined on an annual basis and salary advancement is not guaranteed. Pay increases are based on the annual pay raise budget approved by the Board of Trustees.

## 2024-2025 Proposed Administrative/Professional Pay Plan

Lake Dallas ISD

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum
<b>1</b>					
	Diagnostician - Intern	197			
	Network Technician	226			
	Supervisor - Payroll	226			
<b>2</b>					
	Speech Pathology Asst	187			
	Childcare Director	197			
<b>2A</b>					
	Instructional Coach	192			
	ARD Facilitator	197			
	ARD Facilitator- HS	202			
	Counselor - ES	197			
	Librarian	197			
	Counselor - MS	207			
	Instructional Technology Coordinator	217			
<b>3</b>					
	Occupational Therapist	187			
	Speech Pathologist	187			
	Administrator for Special Populations	197			
	Diagnostician	197			
	District 504 Administrator	197			
	LSSP	197			
	Asst Principal - ES	202			
	Diagnostician-Early Childhood-SSE	202			
	Counselor - HS	207			
	CTE Academic Advising/Testing	207			
	Director Child Nutrition	217			
	Network Administrator	226			
<b>4</b>					
	Diagnostician Lead/Dyslexia Coordinator	207			
	Asst Principal - MS/HS	226			
	Coordinator - State Assessment & RTI	226			
<b>5</b>					
	Director - DAEP	217			
	Director - Communications	226			
	Director - Transportation	226			

Daily		\$279.50	\$331.50	\$383.50
197	Days	55,062	65,306	75,550
226	Days	63,167	74,919	86,671

Daily		\$315.83	\$374.59	\$433.35
187	Days	59,060	70,048	81,036
197	Days	62,219	73,794	85,370

Daily		\$325.59	\$387.21	\$445.97
192	Days	62,513	74,344	85,626
197	Days	64,141	76,280	87,856
202	Days	65,769	78,216	90,086
207	Days	67,397	80,152	92,316
217	Days	70,653	84,025	96,775

Daily		\$334.79	\$397.08	\$459.37
187	Days	62,606	74,254	85,902
197	Days	65,954	78,225	90,496
202	Days	67,628	80,210	92,793
207	Days	69,302	82,196	95,090
217	Days	72,649	86,166	99,683
226	Days	75,663	89,740	103,818

Daily		\$354.88	\$420.90	\$486.92
207	Days	73,460	87,126	100,792
226	Days	80,203	95,123	110,044

Daily		\$379.72	\$450.37	\$521.02
217	Days	82,399	97,730	113,061
226	Days	85,817	101,784	117,751

	Principal - ES	226
<b>6</b>		
	Director - Curriculum and Instruction	226
	Director - Technology	226
	Principal - MS	226
<b>7</b>		
	Chief Administrator of Safety and Security	226
	Exec Director - Athletics	226
	Exec Director - HR	226
	Exec Director - Special Programs	226
	Principal - HS	226
	Exec Director - Facilities & Operations	260
<b>8</b>		
	CFO-Chief Financial Officer	226
	COO-Chief Operations Officer	226
<b>9</b>		
	Deputy Superintendent	226

<b>Daily</b>	<b>\$417.69</b>	<b>\$495.40</b>	<b>\$573.11</b>
<b>226 Days</b>	94,398	111,960	129,523

<b>Daily</b>	<b>\$488.71</b>	<b>\$579.63</b>	<b>\$670.55</b>
<b>226 Days</b>	110,448	130,996	151,544
<b>260 Days</b>	127,065	150,704	174,343

<b>Daily</b>	<b>\$551.32</b>	<b>\$610.85</b>	<b>\$701.76</b>
<b>226 Days</b>	124,598	138,052	158,598

<b>Daily</b>	<b>\$603.15</b>	<b>\$704.36</b>	<b>\$804.94</b>
<b>226 Days</b>	136,312	159,185	181,916

## 2024-2025 Proposed Clerical/Paraprofessional Pay Plan

Lake Dallas ISD

Pay Grade	Job Title	Calendars			Minimum	Midpoint	Maximum
<b>1</b>							
	Aide - ESL	187					
	Aide - General Education	187					
	Aide - ISS	187					
	Aide - PreK	187					
	Aide - Title I	187					
	Aide - Day Care	192					
<b>2</b>							
	Aide - Art	187					
	Aide - Computer Lab	187					
	Aide - SPED CM/Resource/Inclusion	187					
	Aide - SPED PPCD	187					
	Receptionist - ES/MS	187					
	Receptionist - HS	226					
<b>3</b>							
	Admin Asst - Asst Principal HS	187					
	Aide - SPED Life Skills	187					
	Aide - SPED NEST	187					
	Aide - SPED RESET	187					
	Attendance Clerk, HS	187					
	Attendance Clerk/PEIMS MS	187					
	Technician - Print Shop	187					
	Admin Asst - School Counselor	197					
	Registrar - MS	217					
	Receptionist - Central Office	226					
<b>4</b>							
	Admin Asst - Principal ES/MS	217					
	Registrar - HS	226					
<b>5</b>							
	Admin Asst - Principal HS	197					
	Admin Asst - Athletics	226					
	Admin Asst - C&I	226					
	Admin Asst - Special Programs	226					
	Computer Technician	226					
	Admin Asst - Facilities	260					

Hourly		\$15.36	\$18.22	\$21.08
187	Days	21,542	25,554	29,565
192	Days	22,118	26,237	30,355

Hourly		\$16.28	\$19.31	\$22.34
187	Days	22,833	27,082	31,332
226	Days	27,595	32,730	37,866

Hourly		\$17.30	\$20.52	\$23.74
187	Days	24,263	28,779	33,295
197	Days	25,561	30,318	35,076
217	Days	28,156	33,396	38,637
226	Days	29,324	34,781	40,239

Hourly		\$19.45	\$23.07	\$26.69
217	Days	31,655	37,546	43,438
226	Days	32,968	39,104	45,240

Hourly		\$22.01	\$26.10	\$30.19
197	Days	32,520	38,563	44,606
226	Days	37,307	44,240	51,172
260	Days	42,920	50,895	58,871

<b>6</b>		
	Admin Asst - HS Procurement	226
	Senior IT Support Analyst	226
	Specialist - Accounts Payable	226
	Specialist - HR & Benefits	226
	Specialist - HR & Substitute	226
	Specialist - PEIMS	226
	Specialist - Purchasing and Accounts Payable	226
<b>7</b>		
	Admin Asst - Superintendent	226

<b>Hourly</b>		<b>\$26.41</b>	<b>\$31.32</b>	<b>\$36.23</b>
<b>226</b>	<b>Days</b>	44,765	53,087	61,410

<b>Hourly</b>		<b>\$30.69</b>	<b>\$34.46</b>	<b>\$39.74</b>
<b>226</b>	<b>Days</b>	52,020	58,410	67,359

## 2024-2025 Proposed Auxiliary Pay Plan

Lake Dallas ISD

Pay Grade	Job Title	Calendars			Minimum	Midpoint	Maximum		
<b>1</b>					<b>Hourly</b>	<b>\$14.33</b>	<b>\$17.00</b>	<b>\$19.67</b>	
	Crossing Guard	175			<b>175</b>	<b>Days</b>	18,808	22,313	25,817
	Bus Monitor	180			<b>180</b>	<b>Days</b>	19,346	22,950	26,555
	Child Nutrition Specialist	180			<b>260</b>	<b>Days</b>	27,944	33,150	38,357
	Custodian	260							
	Delivery Driver	260							
<b>2</b>					<b>Hourly</b>	<b>\$17.40</b>	<b>\$20.64</b>	<b>\$23.88</b>	
	Child Nutrition Manager - ES/MS	180			<b>180</b>	<b>Days</b>	23,490	27,864	32,238
	Lead Custodian - ES	260			<b>260</b>	<b>Days</b>	33,930	40,248	46,566
	Lead Custodian - HS/MS Day	260							
	Maintenance - Facilities Worker	260							
<b>3</b>					<b>Hourly</b>	<b>\$20.48</b>	<b>\$24.29</b>	<b>\$28.10</b>	
	Child Nutrition Manager - HS	180			<b>180</b>	<b>Days</b>	27,648	32,792	37,935
	Transportation - Safety Trainer	180			<b>185</b>	<b>Days</b>	28,416	33,702	38,989
	Dispatcher	185			<b>260</b>	<b>Days</b>	39,936	47,366	54,795
	Transportation - Special Needs Coordinator	185							
	Lead Custodian - HS/MS Night	260							
	Maintenance - Grounds Foreman	260							
	Maintenance - Painter	260							
	Mechanic Apprentice	260							
<b>4</b>					<b>Hourly</b>	<b>\$21.91</b>	<b>\$25.99</b>	<b>\$30.07</b>	
	Maintenance - IPM	260			<b>260</b>	<b>Days</b>	42,725	50,681	58,637
	Mechanic	260							
<b>5</b>					<b>Hourly</b>	<b>\$26.11</b>	<b>\$30.97</b>	<b>\$35.83</b>	
	Child Nutrition Supervisor - District	187			<b>187</b>	<b>Days</b>	36,619	43,435	50,252
	Custodial Supervisor	260			<b>260</b>	<b>Days</b>	50,915	60,392	69,869
	Journeyman - Electrician/Plumber	260							
	Transportation - Admin Supervisor	260							
	Transportation - Operations Supervisor	260							
<b>6</b>					<b>Hourly</b>	<b>\$29.24</b>	<b>\$34.68</b>	<b>\$40.12</b>	
	Maintenance - Facilities Supervisor	260			<b>260</b>	<b>Days</b>	57,018	67,626	78,234
<b>BD</b>					<b>Hourly</b>	<b>\$19.69</b>	<b>\$22.57</b>	<b>\$25.45</b>	
	Bus Driver	180			<b>180</b>	<b>Days</b>	26,582	30,470	34,358



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# GMP APPROVAL FOR PHASE NO. 2 PART 2B OF THE 2019 BOND PROJECTS

**Presenter:** Wes Eversole  
**Event:** Board of Trustees  
**Date:** June 17, 2024





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# GMP Recommendation Schedule

- February 26, 2024 Board Meeting
  - **Phase 2 – Part 1:** GMP Recommendation to the Board (partial band hall renovation)
- April 15, 2024 Board Meeting
  - **Phase 2 – Part 2A:** GMP Recommendation to the Board (tennis courts, new curb cut, band practice lot striping, and new parking lots)



# GMP Recommendation Schedule

- June 17, 2024 Board Meeting
  - **Phase 2 – Part 2B:** GMP Recommendation to the Board (band hall addition, theater back of house and classroom renovations, CTE classroom renovations, agriculture building renovations, new CTE building, and new CTE parking)



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# Construction Schedule

**May 2024** – Begin Band Hall and Choir Room Renovation

**August 2024** -

- Completion of Phase 1
- Completion of Phase 2A

**November 2024** - Completion of Tennis Courts

**June 2025** - Completion of the CATE Building

**August 2025** - Completion of Phase 2B



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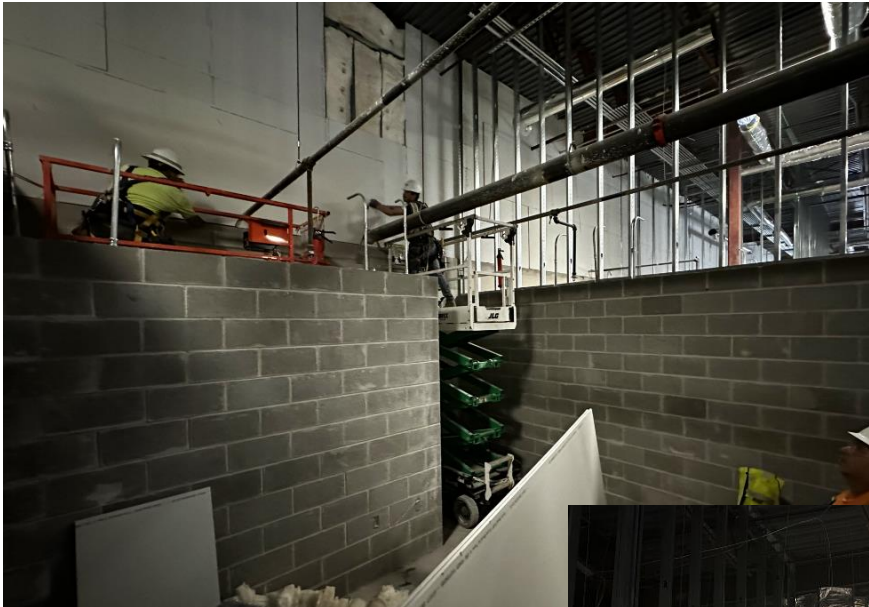
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# CONSTRUCTION GUARANTEED MAXIMUM PRICE - PHASE 2: PART 2A

**Lake Dallas GMP#003**

Project: Lake Dallas Phase 2, Part 2b, Packages I & II  
Date: June 17, 2024



Bid Package	Description	Fine Arts Package I	46,302 \$/SF	CTE Package II	34,645 \$/SF	TOTAL	34,645 \$/SF	%
01A	General Requirements- Job Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 866,332	\$ 25.01	3.25%
01B	General Conditions- CM Staff	\$ -	\$ -	\$ -	\$ -	\$ 777,331	\$ 22.44	2.91%
01C	Materials Testing - <b>BY OWNER</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
02A	Demolition	\$ 253,642	\$ 5.48	\$ 58,433	\$ 1.69	\$ 312,075	\$ 9.01	1.17%
31A	Earthwork	\$ 80,821	\$ 1.75	\$ 642,342	\$ 18.51	\$ 723,163	\$ 20.87	2.71%
31B	Erosion Control	\$ 13,446	\$ 0.29	\$ 4,050	\$ 0.12	\$ 17,496	\$ 0.51	0.07%
31C	Termite Treatment	\$ 531	\$ 0.01	\$ 3,724	\$ 0.11	\$ 4,255	\$ 0.12	0.02%
32A	Landscaping & Irrigation	\$ 79,982	\$ 1.73	\$ 170,263	\$ 4.91	\$ 250,245	\$ 7.22	0.94%
32E	Pavement Markings	\$ 4,988	\$ 0.11	\$ 18,431	\$ 0.53	\$ 23,419	\$ 0.68	0.09%
32F	Fencing	\$ 31,489	\$ 0.68	\$ 78,461	\$ 2.26	\$ 109,950	\$ 3.12	0.41%
33A	Site Utilities	\$ 180,894	\$ 3.91	\$ 629,321	\$ 18.16	\$ 810,215	\$ 23.39	3.04%
03A	Cast-in-Place Concrete	\$ 344,000	\$ 7.43	\$ 1,750,060	\$ 50.51	\$ 2,094,060	\$ 60.44	7.85%
03B	Polished Concrete	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
04A	Masonry	\$ 259,000	\$ 5.59	\$ 1,365,548	\$ 39.42	\$ 1,624,548	\$ 46.99	6.03%
05A	Structural & Miscellaneous Steel	\$ 363,139	\$ 7.84	\$ 965,648	\$ 27.87	\$ 1,328,787	\$ 38.35	4.92%
06A	Finish Carpentry	\$ 208,045	\$ 4.49	\$ 117,257	\$ 3.40	\$ 325,302	\$ 9.40	1.22%
07A	Roofing	\$ 180,747	\$ 3.99	\$ 799,053	\$ 23.06	\$ 979,800	\$ 28.28	3.67%
07B	Waterproofing	\$ 48,223	\$ 1.04	\$ 190,270	\$ 5.49	\$ 238,493	\$ 6.88	0.89%
07C	Fireproofing/ Firestopping	\$ 21,039	\$ 0.45	\$ -	\$ -	\$ 21,039	\$ 0.61	0.03%
07D	Metal Panels	\$ 1,000	\$ 0.02	\$ (1,000)	\$ (0.02)	\$ -	\$ -	0.00%
08A	Doors & Hardware	\$ 187,500	\$ 4.05	\$ 281,672	\$ 8.13	\$ 469,172	\$ 13.54	1.76%
08B	Glass & Glazing	\$ 251,190	\$ 5.43	\$ 461,093	\$ 13.31	\$ 712,283	\$ 20.56	2.67%
08C	Overhead Doors	\$ 22,012	\$ 0.48	\$ 135,139	\$ 3.90	\$ 157,151	\$ 4.53	0.59%
09A	Drywall & Acoustical	\$ 438,440	\$ 9.47	\$ 758,163	\$ 21.89	\$ 1,196,603	\$ 34.54	4.49%
09B	Flooring (Resilient/ Carpet)	\$ 135,405	\$ 2.92	\$ 104,063	\$ 3.00	\$ 239,468	\$ 6.91	0.90%
09C	Tile	\$ 35,120	\$ 0.76	\$ 74,428	\$ 2.15	\$ 109,548	\$ 3.16	0.41%
09D	Polished Concrete/ Resinous Flooring	\$ 57,504	\$ 1.24	\$ 83,484	\$ 2.41	\$ 140,988	\$ 4.07	0.53%
09E	Painting	\$ 185,208	\$ 4.04	\$ 145,056	\$ 4.19	\$ 330,264	\$ 9.53	1.24%
10A	Misc Specialties	\$ 77,600	\$ 1.69	\$ 56,249	\$ 1.62	\$ 133,849	\$ 3.86	0.50%
10B	Signage- <i>By Previous Allowance</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

10C	Pre-Fabricated Canopies	\$ 5,828	\$ 0	\$ 105,836	\$ 3.05	\$ 111,663	\$ 3.22	0.42%
10D	Operable Partitions	\$ -	\$ -	\$ 32,085	\$ 0.93	\$ 32,085	\$ 0.93	0.12%
11A	Residential Appliances	\$ -	\$ -	\$ 41,600	\$ 1.20	\$ 41,600	\$ 1.20	0.16%
11E	Miscellaneous Equipment	\$ -	\$ -	\$ 572,044	\$ 16.51	\$ 572,044	\$ 16.51	2.14%
11S	Stage Equipment/ Lighting/ Broadcast Equipment/ A/V	\$ 1,525,242	\$ 33	\$ 735,782	\$ 21.24	\$ 2,261,024	\$ 65.24	8.48%
12B	Window Treatments	\$ 18,142	\$ -	\$ 13,640	\$ 0.39	\$ 31,782	\$ 0.92	0.12%
12C	Music Storage Equipment	\$ 144,086	\$ -	\$ -	\$ -	\$ 144,086	\$ 4.15	0.54%
21A	Fire Protection	\$ 28,212	\$ 1	\$ 74,273	\$ 2.14	\$ 102,485	\$ 2.96	0.38%
22A	Plumbing	\$ 260,762	\$ 6	\$ 633,258	\$ 18.28	\$ 894,020	\$ 25.81	3.35%
23A	HVAC	\$ 20,400	\$ 0	\$ 1,149,132	\$ 33.17	\$ 1,169,532	\$ 33.70	4.38%
26A	Electrical	\$ 792,856	\$ 17	\$ 1,708,694	\$ 49.32	\$ 2,501,550	\$ 72.21	9.38%
27A	Communications	\$ 208,307	\$ 4	\$ 140,245	\$ 4.05	\$ 348,552	\$ 10.06	1.31%
27B	Audio/Visual	\$ 430,657	\$ 9	\$ 62,787	\$ 1.81	\$ 493,444	\$ 14.24	1.83%
28A	Fire Alarm	\$ 64,953	\$ 1	\$ 55,475	\$ 1.60	\$ 120,428	\$ 3.49	0.45%
28B	Security	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
28C	Access Controls	\$ 25,117	\$ 1	\$ 144,089	\$ 4.16	\$ 169,206	\$ 4.89	0.63%
SUBTOTAL DIRECT COST OF WORK		\$ 6,985,525	\$ 151	\$ 14,360,650	\$ 414.51	\$ 22,989,838	\$ 663.58	86.19%
Allowance No. 2: Provide and install access control devices, cabling, connections, and associated hardware and software.		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Allowance No. 3: Provide Dumpster Enclosure at CTE Building		\$ -	\$ -	\$ 70,000	\$ 2.02	\$ 70,000	\$ 2.02	0.03%
Owners Contingency		\$ 500,574	\$ 10.81	\$ 833,052	\$ 24.05	\$ 1,333,626	\$ 38.49	5.00%
CM Contingency		\$ 300,344	\$ 6.49	\$ 499,832	\$ 14.43	\$ 800,176	\$ 23.10	3.00%
Building Permit - <b>Owner ALLOWANCE</b>		\$ 37,535	\$ 0.81	\$ 62,465	\$ 1.80	\$ 100,000	\$ 2.89	0.37%
GL Insurance & Safety		\$ 65,886	\$ 1.42	\$ 109,647	\$ 3.16	\$ 175,533	\$ 5.07	0.66%
Builder's Risk Insurance		\$ 25,367	\$ 0.55	\$ 42,216	\$ 1.22	\$ 67,583	\$ 1.95	0.25%
Pre-Construction Fee		\$ 3,128	\$ 0.07	\$ 5,205	\$ 0.15	\$ 8,333	\$ 0.24	0.03%
Payment & Performance Bond		\$ 75,987	\$ 1.64	\$ 126,457	\$ 3.65	\$ 202,444	\$ 5.85	0.76%
Construction Phase Fee		\$ 347,188	\$ 7.50	\$ 577,788	\$ 16.68	\$ 924,976	\$ 26.70	3.47%
		\$ 8,341,534	\$ 180	\$ 16,687,312	\$ 481.67	\$ 26,672,509	\$ 769.88	100.00%

GMP#1-(Phase 2, Part 1) Fine Arts Renovation \$ 3,496,631  
GMP#2-(Phase 2, Part 2A)- Civil & Tennis \$ 3,571,003  
GMP#3-(Phase 2, Part 2B) Summer 2025 & CTE \$ 26,672,509  
Total All GMP's \$ 33,740,143



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Recommended Phase 2: Part 2B GMP - \$26,672,509





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# GUARANTEED MAXIMUM PRICE

Phase 1 – Part 1	3,496,631
Phase 2 – Part 2A	3,571,003
Phase 3 – Part 2B	<u>26,672,509</u>
<b>Total</b>	<b>\$33,740,143</b>





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Any Questions?





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# LAKE DALLAS

Independent School District



May 13-June 17, 2024



# UPCOMING EVENTS

*Lake Dallas Independent School District*

EVENT	DATE	TIME	LOCATION
<b>June</b>			
LDISD Board of Trustees Meeting	17	5:30 PM	Central Office
Lake Dallas 4th of July Celebration	29		Lake Dallas City Park
TASB Summer Leadership Institute (SLI)	19-22		Fort Worth
Texas School Safety Conference	23-27		San Antonio
<b>July</b>			
District Office and Campuses Closed	1-12		
Board Meeting	22	5:30 PM	LDISD Central Services