

# Board Workshop Agenda

## Lake Travis Independent School District Board of Trustees

---

A meeting of the Board of Trustees of Lake Travis Independent School District will be held November 18, 2020, beginning at 6:00 PM in the Educational Development Center, Live Oak Room  
607 RR 620 North  
Austin, TX 78734.

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

1. Call To Order and Quorum Determination
2. Pledge of Allegiance and Moment of Silence
3. Recognitions
  - A. Lake Travis High School 2021 National Merit Scholarship Program Qualifying Students 3
4. Public Comments/Citizen Participation
5. Information Items
  - A. October 2020 Monthly Financial Report - Statement of Revenue and Expenditures, Balance Sheet, Tax Statement and 2018 Capital Project Report 5
6. Presentation/Discussion Items
  - A. 2021-2022 Instructional Calendar 10
  - B. 2021 Instructional Materials Allotment Information 14
  - C. Board Notification Under Board Policy CH (Local) and CV (Local) - JOC #5 (West Cypress Hills Elementary Playground Artificial Turf) 17
  - D. 2018 Bond Program Selection of Construction Manager At-Risk for 2021 Bond Projects 20
  - E. 2018 Bond Program Delivery Methods for 2021 Projects, (Revision) 24
7. Consideration Items
  - A. TEA Expedited State Waiver Request for Staff Development 27
  - B. 2020-2021 Revised Instructional Calendar 28
  - C. Consent Agenda
    1. School Health Advisory Committee List for 2020-2021 30
    2. Minutes of October 21, 2020 Board Meeting 32
8. Upcoming Meetings and Events
  - A. December 16, 2020, 6:00 p.m. - Monthly Board Meeting, EDC
  - B. January 20, 2021, 6:00 p.m.- Monthly Board Meeting, EDC
9. Closed Session - Trustees will adjourn into Closed Session as permitted by the Texas Government Code 551.001 et. seq.
  - A. Section 551.074 - Personnel Matters
    1. The Board will discuss the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of public employees or officials. (This may involve consultation with attorney as permitted under Section 551.071)

- B. Section 551.071 - Consultation with Attorney
    - 1. The Board will discuss and receive legal advice from its attorney on matters which should be confidential under Texas Government Code Section 551.071 (2).
  - C. Section 551.072 - Deliberation Regarding Real Property
    - 1. The Board will discuss the purchase, exchange, lease or value of real property. (This may involve consultation with attorney as permitted under section 551.071.)
  - D. Section 551.0821 - School Board: Personally Identifiable Information About a Public School Student
    - 1. The Board will discuss personally identifiable information about a public school student.
  - E. Section 551.076 - Deliberation Regarding Security Devices or Security Audits; Closed Meeting. This chapter does not require a governmental body to conduct an open meeting to deliberate:
    - 1. The deployment, or specific occasions for implementation of security personnel or devices.
10. Adjournment



## AGENDA ITEM ACTION SHEET

### AGENDA ITEM

Lake Travis High School 2021 National Merit Scholarship Program Qualifying Students

### RECOMMENDED ACTION

**Special Recognition**

### RATIONALE

Lake Travis High School principal Gordon Butler is pleased to announce that 33 seniors have been recognized by the 2021 National Merit Scholarship Program. These students entered the program by taking the Preliminary SAT/National Merit Scholarship Qualifying Test (NMSQT) as high school juniors in 2019. They were chosen from more than 1.5 million program entrants and represent less than one percent of each state's high school seniors. According to the National Merit Scholarship Program, these students are the top scorers from each state and show exceptional academic ability and potential for success in rigorous college studies. Additionally, the National Hispanic Recognition Program identifies nearly 5,000 outstanding Hispanic students each year, while the National Achievement Scholarship Program provides recognition for outstanding Black American high school students.

The following Lake Travis High School students are recognized by the 2021 National Merit Scholarship Program:

- **Swetha Aynala** - Commended Scholar
- **Samuel Bieberich** - Commended Scholar
- **Kaitlyn Biggs** - Commended Scholar
- **Lindsey Bowen** - Commended Scholar
- **Faith Dawson** - Commended Scholar
- **Souptik De** - National Merit Semifinalist
- **Calvin Dorius** - Commended Scholar
- **Braden Fisher** - Commended Scholar
- **Erin Fitzgerald** - Commended Scholar
- **Julius Heitkoetter** - Commended Scholar
- **Nolan Hess** - National Hispanic Scholar
- **Raul Higareda** - National Hispanic Scholar
- **Hana Hight** - Commended Scholar
- **Avery Ho** - Commended Scholar
- **Katelyn Lieb** - Commended Scholar
- **Luke Lovelace** - Commended Scholar
- **Tarzan Ma** - Commended Scholar
- **Brendan Malone** - Commended Scholar
- **Sohail Manayathara** - Commended Scholar
- **Tin Nguyen** - Commended Scholar
- **Delaney Piantanida** - Commended Scholar
- **Victoria Plaxton** - National Hispanic Scholar
- **Kali Power** - Commended Scholar
- **Joseph Quinlan** - Commended Scholar
- **Tarun Rajanala** - Commended Scholar
- **Jack Seaquist, III** - Commended Scholar
- **Emily Seawright** - Commended Scholar
- **Manoj Singireddy** - National Merit Semifinalist
- **Kevin Stapleton** - Commended Scholar
- **Megan Sundheim** - National Merit Semifinalist
- **Anirudh Utagaikar** - Commended Scholar
- **Katherine West** - Commended Scholar
- **Carter White** - Commended Scholar

### BUDGET PROVISIONS

None



**RESOURCE PERSONNEL**

Marco Alvarado – Director of Communications, Media and Community Relations  
Gordon Butler, Principal - Lake Travis High School  
Elizabeth Clark, Counselor - Lake Travis High School

**ATTACHMENTS**

None

**MEETING DATE**

November 18, 2020



## **AGENDA ITEM ACTION SHEET**

### **AGENDA ITEM**

October 2020 Monthly Financial Reports-Statement of Revenues and Expenditures, Balance Sheet, Tax Statement and the 2018 Capital Projects Report

### **RECOMMENDED ACTION**

**For information only.**

### **RATIONALE**

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

### **BUDGET PROVISIONS**

None

### **RESOURCE PERSONNEL**

Pam Sanchez - Assistant Superintendent for Business and Operations  
Brad Goerke - Director of Accounting & Budget/Comptroller

### **ATTACHMENTS**

1. Statement of Revenues and Expenditures – October 2020
2. Balance Sheet – October 2020
3. Tax Statement – October 2020
4. 2018 Capital Projects Report – October 2020

### **MEETING DATE**

November 18, 2020

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

10/31/2020

Current Year

Prior Year

<i>Revenues</i>		Current Year				Prior Year	
		Budget	Actual	Balance	Percent of Budget	Cumulative Actual	Percent of Actual
5711	Current Year Tax Revenue	\$ 127,344,427	\$ -	\$ 127,344,427	0.00%	\$ 277,993	0.22%
5700	Other Local Revenues	2,616,091	323,367	2,292,724	12.36%	597,835	19.78%
5800	State Program Revenue	7,263,256	1,768,857	5,494,399	24.35%	911,878	14.11%
5900	Federal Revenue	625,000	7,729	617,271	1.24%	2,955	0.63%
<b>Total Revenue</b>		<b>\$ 137,848,774</b>	<b>\$ 2,099,953</b>	<b>\$ 135,748,821</b>	<b>1.52%</b>	<b>\$ 1,790,661</b>	<b>1.30%</b>

*Expenditures*

11	Instruction	\$ 56,485,802	\$ 8,912,373	\$ 47,573,429	15.78%	\$ 8,355,537	15.90%
12	Instructional Resources	924,778	174,198	750,580	18.84%	144,307	16.52%
13	Staff Development	1,051,788	202,574	849,214	19.26%	112,552	13.25%
21	Instructional Administration	1,763,501	288,632	1,474,869	16.37%	240,787	14.92%
23	School Administration	4,569,643	747,363	3,822,280	16.35%	685,665	16.28%
31	Guidance & Counseling	3,874,148	576,388	3,297,760	14.88%	565,226	14.87%
32	Social Work Services	137,736	27,445	110,291	19.93%	11,164	16.46%
33	Health Services	906,628	157,113	749,515	17.33%	135,811	16.13%
34	Transportation	5,004,811	741,259	4,263,552	14.81%	825,051	18.54%
35	Food Service	90,000	15,000	75,000	16.67%	13,333	16.72%
36	Co-Curricular Account	2,448,937	344,758	2,104,179	14.08%	447,492	19.65%
41	General Administration	3,470,297	603,835	2,866,462	17.40%	544,768	14.59%
51	Plant & Maint. Operation	10,818,050	2,007,160	8,810,890	18.55%	1,644,553	16.16%
52	Security	685,782	44,431	641,351	6.48%	30,815	6.60%
53	Non-Inst. Data Processing	2,903,266	320,147	2,583,119	11.03%	344,708	15.34%
61	Community Services	418,560	38,136	380,424	9.11%	61,311	18.52%
81	Facilities/Construction	30,000	5,000	25,000	16.67%	4,166	18.16%
91	State Transfers	43,135,047		43,135,047	0.00%		0.00%
92	Incremental Cost WADA	300,000	65,702	234,298	21.90%	66,395	25.20%
93	SPED TRF-Regular Day	45,000		45,000	0.00%		0.00%
95	JJAEP Transfer Payments	15,000		15,000	0.00%		0.00%
99	Travis County Appraisal	570,000	118,263	451,737	20.75%	119,585	25.21%
<b>Total Expenditures</b>		<b>\$ 139,648,774</b>	<b>\$ 15,389,777</b>	<b>\$ 124,258,997</b>	<b>11.02%</b>	<b>\$ 14,353,226</b>	<b>11.05%</b>

*Other Resources and (Uses)*

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

*Fund Balance*

1200	Excess (Deficiency) Of Revenues Over Expenditures	\$ (1,800,000)	\$ (13,289,824)
3000	Beginning Fund Balance 9/1	\$ 43,788,394	
3000	Ending Fund Balance 8/31	<b>\$ 41,988,394</b>	
3590	Committed Fund Balance	<b>\$ 460,234</b>	
3600	Unassigned Fund Balance	<b>\$ 41,528,160</b>	

**Lake Travis ISD**  
**COMBINED INTERIM BALANCE SHEET - ALL FUND TYPES**  
AS OF: October 31, 2020

<i>Assets</i>	General Fund	Special Revenue Funds	Debt Service Fund	Capital Projects Fund	Internal Svc., Trust & Agency Funds	Total Funds
<b>Current Assets:</b>						
1101 Cash	\$ 5,622,131	\$ 1,370,201	\$ 1,034,149	\$ 8,904,676	\$ 4,718,353	\$ 21,649,510
1103 Temporary Investments	29,128,637		6,112,854	50,713,532	113,673	86,068,696
<b>Total Cash and Investments</b>	<b>\$ 34,750,768</b>	<b>\$ 1,370,201</b>	<b>\$ 7,147,003</b>	<b>\$ 59,618,208</b>	<b>\$ 4,832,026</b>	<b>\$ 107,718,206</b>
<b>Receivables:</b>						
1210 Property Taxes-Current	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1220 Property Taxes-Delinquent	3,150,207	-	1,036,114	-	-	4,186,321
1230 Allowance-Uncollected Taxes	(1,080,838)	-	(325,250)	-	-	(1,406,088)
1240 Due From Federal Agencies	886	895	-	-	-	1,781
1250 Sundry Receivables	424,358	-	-	-	-	424,358
1260 Due From Funds	264	-	-	-	429	693
1280 Due From Other Funds	30,821	296,530	-	-	-	327,351
1290 Other Receivables	-	1,245	-	-	-	1,245
1300 Inventories, At Cost	(92,414)	(5,672)	-	(592)	(280)	(98,958)
<b>Total Receivables</b>	<b>\$ 2,433,284</b>	<b>\$ 292,998</b>	<b>\$ 710,864</b>	<b>\$ (592)</b>	<b>\$ 149</b>	<b>\$ 3,436,703</b>
1400 Other Current Assets	-	-	-	-	449,008	449,008
<b>Total Assets</b>	<b>\$ 37,184,052</b>	<b>\$ 1,663,199</b>	<b>\$ 7,857,867</b>	<b>\$ 59,617,616</b>	<b>\$ 5,281,183</b>	<b>\$ 111,603,917</b>
<b>Resources</b>						
5010 Estimated Revenue	\$ 137,848,774	\$ 9,385,237	\$ 46,000,000	\$ 10,400,000	\$ 13,197,201	\$ 216,831,212
5030 Less: Realized Revenue	2,099,953	667,982	28,481	10,036,041	1,901,613	14,734,070
5000 Revenues to be Received	135,748,821	8,717,255	45,971,519	363,959	11,295,588	202,097,142
<b>Total Assets &amp; Resources</b>	<b>\$ 172,932,873</b>	<b>\$ 10,380,454</b>	<b>\$ 53,829,386</b>	<b>\$ 59,981,575</b>	<b>\$ 16,576,771</b>	<b>\$ 313,701,059</b>
<b>Liabilities</b>						
<b>Current Liabilities:</b>						
2110 Accounts Payable	\$ 2,951	\$ -	\$ -	\$ (40)	\$ -	\$ 2,911
2160 Accrued Wages Payable	4,604,016	179,428	-	-	-	4,783,444
2170 Due To Other Funds	(390)	675	-	-	-	285
2180 Due To Other Govt's	3,537	-	-	-	-	3,537
2190 Due To Student Groups	-	-	-	-	1,254,730	1,254,730
2150 Payroll Deduct & Withhold	-	-	-	-	219,010	219,010
<b>Total Current Payables</b>	<b>\$ 4,610,114</b>	<b>\$ 180,103</b>	<b>\$ -</b>	<b>\$ (40)</b>	<b>\$ 1,473,740</b>	<b>\$ 6,263,917</b>
2210 Accrued Expenses	-	-	-	-	711,221	711,221
2300 Deferred Revenue	2,075,368	313,784	737,471	-	-	3,126,623
2400 Payable From Restricted Assets	-	-	-	1,554,725	-	1,554,725
<b>Total Liabilities</b>	<b>\$ 6,685,482</b>	<b>\$ 493,887</b>	<b>\$ 737,471</b>	<b>\$ 1,554,685</b>	<b>\$ 2,184,961</b>	<b>\$ 11,656,486</b>
<b>Fund Equity</b>						
6010 Appropriations	\$ 139,648,774	\$ 9,751,018	\$ 46,000,000	\$ 62,648,289	\$ 13,197,201	\$ 271,245,282
6050 Less: Expenditures	(15,389,777)	(1,165,506)	(7,500)	(4,404,823)	(2,742,859)	(23,710,465)
6030 Encumbrances	(1,240,387)	(247,669)	-	(36,224)	-	(1,524,280)
<b>Available Appropriations</b>	<b>\$ 123,018,610</b>	<b>\$ 8,337,843</b>	<b>\$ 45,992,500</b>	<b>\$ 58,207,242</b>	<b>\$ 10,454,342</b>	<b>\$ 246,010,537</b>
4310 Reserve For Encumbrances	1,240,387	247,669	-	36,224	-	1,524,280
3600 Unassigned Fund Balance	41,528,160	1,301,055	7,099,415	183,424	3,937,468	54,049,522
3590 Committed Fund Balance - Accr. Leave	460,234	-	-	-	-	460,234
<b>Total Liability &amp; Fund Equity</b>	<b>\$ 172,932,873</b>	<b>\$ 10,380,454</b>	<b>\$ 53,829,386</b>	<b>\$ 59,981,575</b>	<b>\$ 16,576,771</b>	<b>\$ 313,701,059</b>

SUMMARY OF TAX COLLECTIONS  
AS OF OCTOBER 2020

2020-21 Original Tax Levy .....	\$ 176,737,875.61
Delinquent Taxes as of 8/31/20 .....	<u>4,381,268.00</u>
 Total Receivables for 2020-21 .....	 \$ 181,119,143.61
Current Year Adjustments .....	0.00
Prior Year Adjustments .....	<u>(42,485.22)</u>
 Adjusted Receivables.....	 \$ 181,076,658.39
Total Net Collections To Date .....	<u>(523,971.33)</u>
 Outstanding Receivables as of .... 10/31/2020	 <u>\$ 180,552,687.06</u>

<u>SUMMARY OF BUDGETED COLLECTIONS</u>	<u>BUDGETED</u>	<u>NET COLLECTED</u>	<u>BUDGETED DIFFERENCE</u>	<u>% OF BUDGET COLLECTED</u>
Maintenance - Current Tax	\$ 127,344,427.00	\$ 0.00	\$ 127,344,427.00	0.00%
Maintenance - Prior Year Tax	450,000.00	311,178.49	138,821.51	69.15%
Maintenance - Penalties & Interest	<u>650,000.00</u>	<u>78,211.76</u>	<u>571,788.24</u>	<u>12.03%</u>
Sub-total	<u>\$ 128,444,427.00</u>	<u>\$ 389,390.25</u>	<u>\$ 128,055,036.75</u>	<u>0.30%</u>
 Debt Service - Current Tax	 \$ 45,100,000.00	 \$ 0.00	 \$ 45,100,000.00	 0.00%
Debt Service - Prior Year Tax	200,000.00	107,788.11	92,211.89	53.89%
Debt Service - Penalties & Interest	<u>200,000.00</u>	<u>26,792.97</u>	<u>173,207.03</u>	<u>13.40%</u>
Sub-total	<u>\$ 45,500,000.00</u>	<u>\$ 134,581.08</u>	<u>\$ 45,365,418.92</u>	<u>0.30%</u>
 Total Collections	 <u>\$ 173,944,427.00</u>	 <u>\$ 523,971.33</u>	 <u>\$ 173,420,455.67</u>	 <u>0.30%</u>

<u>Tax Collection Comparison with 2020-21: Adjusted Tax Roll</u>	<u>2020-21</u>	<u>2019-20</u>
Percent of Current Year Taxes Collected	0.00%	0.22%
Percent of Total Taxes Collected	0.24%	0.36%
Percent of Total Taxes and P & I Collected	0.30%	0.41%

<u>Tax Collection Comparison with 2020-21: Original Tax Roll</u>	<u>2020-21</u>	<u>2019-20</u>
Percent of Current Year Taxes Collected	0.00%	0.22%
Percent of Total Taxes Collected	0.24%	0.36%
Percent of Total Taxes and P & I Collected	0.30%	0.40%

**Lake Travis ISD  
2018 Bond Program Summary  
October 31, 2020**

<b>Resources</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Total Resources</b>	<b>Balance</b>
1 Bond Proceeds	253,000,000.00	236,305,111.00	236,305,111.42	(0.42)
2 Interest Revenue	0.00	5,133,348.00	4,971,855.83	161,492.17
3 Interest Subject to Arbitrage Rebate	0.00	0.00	0.00	0.00
4 Bond Premiums	0.00	18,631,178.00	18,631,178.35	(0.35)

<b>Total Resources</b>	<b>253,000,000.00</b>	<b>260,069,637.00</b>	<b>259,908,145.60</b>	<b>161,491.40</b>
------------------------	-----------------------	-----------------------	-----------------------	-------------------

<b>Appropriations</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Total Expended</b>	<b>Balance to Complete</b>
10 Elementary School #7	31,511,000.00	34,696,881.00	34,170,799.80	526,081.20
20 Elementary School #8	3,979,000.00	3,979,000.00	122,358.29	3,856,641.71
30 Secondary School #2	13,802,000.00	13,802,000.00	6,027,544.83	7,774,455.17
40 Middle School #3	75,980,710.00	79,786,275.00	76,995,859.91	2,790,415.09
50 FCA Projects	36,610,132.00	51,851,433.00	41,860,461.76	9,990,971.24
60/70 Small Renovation Improvements	16,927,133.00	14,015,201.19	11,318,844.54	2,696,356.65

<b>Construction/Renovation</b>	<b>178,809,975.00</b>	<b>198,130,790.19</b>	<b>170,495,869.13</b>	<b>27,634,921.06</b>
--------------------------------	-----------------------	-----------------------	-----------------------	----------------------

81 Instructional Materials & Equipment	5,707,000.00	5,639,300.00	2,886,056.81	2,753,243.19
82 Technology	29,901,700.00	25,937,510.00	17,734,634.53	8,202,875.47
83 Copy Machines	750,000.00	750,000.00	422,299.55	327,700.45
84 Maintenance	600,000.00	1,060,000.00	721,568.80	338,431.20
85 Food & Nutrition Services	3,950,789.00	1,973,811.00	1,446,113.41	527,697.59
86 Transportation	13,300,000.00	10,983,059.00	7,411,845.55	3,571,213.45
87 District Furniture & Equipment	6,000,000.00	6,000,000.00	3,689,854.81	2,310,145.19
90 Land	1,270,000.00	1,270,000.00	462,664.73	807,335.27
91 Bond Closing	2,000,000.00	1,918,024.00	1,918,023.77	0.23
94 Contingency	7,510,536.00	2,407,142.81	0.00	2,407,142.81
95 Program Administration	5,450,000.00	5,450,000.00	2,185,875.35	3,264,124.65
97 LTMS Wastewater Expansion	0.00	800,000.00	24,357.95	775,642.05

<b>Other Programs</b>	<b>76,440,025.00</b>	<b>64,188,846.81</b>	<b>38,903,295.26</b>	<b>25,285,551.55</b>
-----------------------	----------------------	----------------------	----------------------	----------------------

<b>Total 2018 Bond Program</b>	<b>255,250,000.00</b>	<b>262,319,637.00</b>	<b>209,399,164.39</b>	<b>52,920,472.61</b>
--------------------------------	-----------------------	-----------------------	-----------------------	----------------------



## **AGENDA ITEM ACTION SHEET**

### **AGENDA ITEM**

2021-2022 Instructional Calendar

### **RECOMMENDED ACTION**

**For discussion only. Action will be requested at the December 16, 2020 board meeting.**

### **RATIONALE**

The proposed calendar options were developed in coordination with staff input.

First day with students is Wednesday, August 18, 2021 (DOI) and the last day of school with students is May 27, 2022 prior to Memorial Day.

Option A is without the Expedited State Waiver for Staff Development. Option B is with the Waiver for Staff Development

The Texas Education Agency will be posting the application for professional development waivers in the Spring.

### **BUDGET PROVISIONS**

None

### **RESOURCE PERSONNEL**

Kathy Burbank, Director of Accountability & Assessment

### **ATTACHMENTS**

1. Lake Travis ISD Instructional Calendar Parameters and Timeline
2. 2021-2022 Proposed Instructional Calendar Options

### **MEETING DATE**

November 18, 2020

## Lake Travis ISD Instructional Calendar Parameters

Factors	Considerations
<b>Top Priority</b>	<ul style="list-style-type: none"> <li>• The instructional calendar is based on what is instructionally best for students.</li> <li>• The instructional calendar contains elements that best support instruction and academic achievement, and then takes into account parent and staff considerations and preferences.</li> </ul>
<b>State Law</b>	<ul style="list-style-type: none"> <li>• <b>Start Date:</b> State law does not allow a school district to begin before the fourth Monday in August. <b>DOI Option</b></li> <li>• <b>Number of Operational Minutes:</b> State law requires 75,600 minutes</li> <li>• <b>Waivers:</b> None available at this time but make a plan for if they do become available.</li> <li>• <b>Number of Teacher Days:</b> State law requires 187 days for teachers and it is not based on minutes.</li> <li>• <b>Inclement Weather Days:</b> State law requires the inclusion time for inclement weather days (840 minutes) in the calendar.</li> <li>• <b>Memorial Day:</b> Texas Education Code 25.081(f) and states the following: A school district may not provide student instruction on Memorial Day.</li> </ul>
<b>Semesters</b>	<ul style="list-style-type: none"> <li>• <b>Balancing of Semesters:</b> The number of days in each semester should be as close in number to each other as possible. This consideration is important for single semester courses. However, the second semester may be longer as all major tests, STAAR/EOC, Advanced Placement, etc., are administered in the spring.</li> <li>• <b>First Semester Exams:</b> The timing of exams (before or after winter break) impacts one semester courses, dual credit courses, graduation and college start for December graduates, and grade reporting and transcripts submission for college applications.</li> <li>• <b>University Summer School:</b> The start of University summer school sessions is a factor for graduating seniors and teachers who wish to take summer courses. College course work typically begins the first Monday in June.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Professional development days were strategically placed in order to maximize positive impact on instruction, align with the state testing schedule, and spread throughout the school year.</li> </ul> <p style="text-align: right;">11</p>
<b>Testing Schedules</b>	<ul style="list-style-type: none"> <li>• The calendar design takes into account state STAAR/EOC test days and any others (Advanced Placement test days). Student holidays are not scheduled during testing weeks. <a href="http://tea.texas.gov/student.assessment/calendars/">http://tea.texas.gov/student.assessment/calendars/</a></li> </ul>
<b>Holidays</b>	<ul style="list-style-type: none"> <li>• The calendar design takes into account national holidays.</li> </ul>
<b>UIL</b>	<ul style="list-style-type: none"> <li>• Considerations of UIL events and calendar options will be considered. <a href="http://www.uil.texas.org/calendar">http://www.uil.texas.org/calendar</a></li> </ul>
<b>Surrounding Districts</b>	<ul style="list-style-type: none"> <li>• Other surrounding school districts' calendars were reviewed for information, examples, and new or different options.</li> </ul>
<b>Student Attendance Data</b>	<ul style="list-style-type: none"> <li>• <b>Examination of Student Attendance Data:</b></li> <li>• Student data was examined to establish patterns that may affect the calendar.</li> <li>• Attendance near holidays is closely monitored.</li> <li>• The number of partial weeks is minimized in an effort to maximize attendance.</li> </ul>
<b>Summer Programs</b>	<ul style="list-style-type: none"> <li>• Consideration was given to the timing of summer programs.</li> </ul>

### Timeline for Development

Procedures and Discussion of Options reviewed by Cabinet

October 26, 2020

ELT Presentation/Discussion

October 27, 2020

Principal Meetings

November 10-11, 2020

ACE Committee and Campus Feedback

Board of Trustees Meeting 1st Reading/Discussion Item

November 18, 2020

Board of Trustees Meeting 2nd Reading/Action Item

December 16, 2020

# Lake Travis ISD 2021-2022 Calendar Option A

July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

The cell that is at the end of the Month under Tuesday is for putting the total number of Staff days for the Month and the cell that is at the end of the Month under Friday is for putting the total number of Student days for the Month. The cell under Saturday should automatically calculate the number of instructional minutes based on the student days for the month times 440.

October 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

First day of school & last day of school bright neon green cell color

Staff PD Days are light blue

Color Early Release Day purple

January 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

STAAR Primary Assessment Day  
STAAR Online Assessment Only

Green outline - start of grading

Red outline - end of grading

Meet the Teacher Elem & 6th 9th

April 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

36 days 1st Grading Period  
44 days 2nd Grading Period  
45 days 3rd Grading Period  
49 days 4th Grading Period

174 Student Days 187 Teacher Days \*Required 187 for Teachers  
76560 Minutes -960 dif Required 75,600 for Students  
440 Minutes in a day 120  
2 BW day banked BW =420 minute day  
120 minutes used for ER?? last day??

DRAFT

# Lake Travis ISD 2021-2022 Calendar Option B

July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

The cell that is at the end of the Month under Tuesday is for putting the total number of Staff days for the Month and the cell that is at the end of the Month under Friday is for putting the total number of Student days for the Month. The cell under Saturday should automatically calculate the number of instructional minutes based on the student days for the month times 440.

October 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

First day of school & last day of school bright neon green cell color

Staff PD Days are light blue

Color Early Release Day purple

January 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

STAAR Primary Assessment Day

STAAR Online Assessment Only

Green outline - start of grading

Red outline - end of grading

Meet the Teacher Elem & 6th 9th

April 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2100 Waiver PD days  
 September 24 440  
 November 1 440  
 December 17 440  
 March 11 440  
 Half day on December 16 210  
 110 minutes remaining  
 Last day of school cannot be used in waiver minutes

35 days 1st Grading Period  
 42 days 2nd Grading Period  
 44 days 3rd Grading Period  
 49 days 4th Grading Period

170 Student Days 187 Teacher Days \*Required 187 for Teachers  
 74450 Minutes -950 dif Required 75,600 for Students  
 440 Minutes in a day 2100 Waiver Minutes for PD  
 2 BW day banked BW =420 minute day  
 230 ER December 210 minutes of Instruction  
 120 ER May 27 with 320 minutes of Instruction

DRAFT



## AGENDA ITEM ACTION SHEET

### AGENDA ITEM

2021 Instructional Materials Allotment Information

### RECOMMENDED ACTION

**For presentation only. Action will be requested at the December 16, 2020 board meeting.**

### RATIONALE

During the 2020-2021 academic year, the district will adopt new instructional materials for the following subjects and grade levels:

- Pre-Kindergarten (English and Spanish)

### BUDGET PROVISIONS

Instructional Materials Allotment

### RESOURCE PERSONNEL

Jodie Villemaire, Director of Learning and Teaching – Elementary

### ATTACHMENTS

1. Timeline
2. Committee Member List

### MEETING DATE

November 18, 2020

# Lake Travis ISD

## Proclamation 2021 - Instructional Materials Prekindergarten (English & Spanish)

Activity	Persons Involved	Date/Location
The List of Instructional Materials Adopted Under Proclamation 2021 is posted on the SBOE website	SBOE	October 2020
Post information on Prekindergarten curriculums under consideration on LTISD Prekindergarten webpage with a form for public feedback	Director of L&T (Elementary) Community Members	October 2020
Publishers send sample sets to EDC for set-up	Administrative Assistant Director of L&T (Elementary)	October-December
Submit final committee membership lists and timeline to Cabinet and then School Board	Assistant Superintendent of Learning & Teaching	October/November
<b>1st Committee Meeting</b> Rubric, Adoption Overview & Community Input	Committee Members	December 3, 2020 3:30 PM Virtual Meeting
<b>2nd Committee Meeting</b> - Review materials and presentations by vendors and come to consensus on adoption recommendation	Committee Members	January 4, 2021 8:00 AM - 3:00 PM EDC
Recommendations brought to Cabinet	Assistant Superintendent of Learning & Teaching	January
Prekindergarten adoption choice presented to the Board	Assistant Superintendent of Learning & Teaching	February
Board Action and Certification	Board of Trustees Superintendent	March
Order materials	Directors of L&T Textbook Coordinator	April-May
Materials delivered to campuses	Textbook Coordinator	July

## 2021 Prekindergarten Instructional Materials Adoption Committee

<b>Campus</b>	<b>Job Assignment</b>	<b>Staff Member Name</b>
LTE	PK Teacher	Amy Anderson
LTE	PK Teacher	Tiffany Thompson
LTE	PK DL Teacher	Mirelle Rivera Pomales
LTE	PK DL Teacher	Elizabeth Flores
LTE	ECSE Teacher	Lauren Bryan
SHE	PK Teacher	Brooke DeBord
SHE	PK Teacher	Abby Bartlett
SHE	ECSE Teacher	Erin Russo
SHE	ECSE Teacher	Siobhan Chroimin
LPE	PK Teacher	Sarah Shaw
LPE	ECSE Teacher	Carissa Madderom
EDC	Instructional Coach	Lindsay Durr
EDC	Instructional Coach	Chasity Beatty
EDC	Instructional Coach	Haley Rivera
EDC	Director of L&T	Jodie Villemaire
EDC	Special Services Coordinator	Brett Durham
LPE/WCHE	ESL Specialist	Christina Shoemate
LTE	Principal	Pamela Schaeffer
SHE	Principal	Keegan Luedeke
LPE	Principal	Kelly Freed



## **AGENDA ITEM ACTION SHEET**

### **AGENDA ITEM**

Board Notification Under Board Policy CH (Local) and CV (Local) - JOC #5 (West Cypress Hills Elementary Playground Artificial Turf)

### **RECOMMENDED ACTION**

**For discussion only.**

### **RATIONALE**

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

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

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

- West Cypress Hills Elementary Playground Artificial Turf

General Contractor will be T.F. Harper & Assoc. and the delivery method will be Job Order Contract.

### **BUDGET PROVISIONS**

2018 Bond Program

### **RESOURCE PERSONNEL**

Pam Sanchez – Assistant Superintendent of Business and Operations

Robert Winovitch – Director of Facilities and Construction

Angie Marsh – Director of Purchasing

Amber King – Legal Counsel

### **ATTACHMENTS**

T.F. Harper & Associates - JOC#5 - Pricing Estimate

### **MEETING DATE**

November 18, 2020



# BUYBOARD QUOTE

103 Red Bird Lane  
Austin, Texas  
78745-3122

TO: Lake Travis ISD  
Attn: Richard Harrison  
Address:  
Install Site: 6112 Cypress Ranch Blvd., Spicewood, Texas  
Phone: 512-533-5759  
Email: [harrisonr@ltsidschools.org](mailto:harrisonr@ltsidschools.org)

**CONTRACT #592-19**

**FOR PURCHASE THRU BUYBOARD. PLEASE  
FAX YOUR PURCHASE ORDER AND SIGNED  
QUOTE TO BUYBOARD AND T.F. HARPER &  
ASSOCIATES LP TO INSURE COMPLIANCE &  
RECEIPT OF YOUR ORDER.**

QUOTE#: 10292020-1111-tfh  
DATE: October 29, 2020

West Cypress Hills Elementary

Item	DESCRIPTION OF EQUIPMENT		TOTAL COST
	<b>Remove Existing Wood Mulch and replace with Playground Turf</b>		
1	Remove & Haul Off existing 12" +- of wood mulch (+- 330 cu. Yds.)		\$9,531.00
2	Furnish & Install Crushed Stone below pad (+- 214 cu yds)		\$29,205.00
3	Furnish & Install 2 1/4" Pad (+- 9900 sq ft)		\$31,556.25
4	Furnish & Install new turf (with waste +- 10,620 sq ft)		\$62,370.75
5	Furnish & Install Sand infill for Playground Turf (550 - 45# Bags)		\$10,312.50
6	Furnish and Install Four (4) 6x6 = 6' Post Pads		\$1,400.00
7	Furnish and install Six (6) 8x8 x 6' Post Pads		\$2,125.00
	Area per attached drawing		
	<b>Less Buyboard Discount</b>		(\$5,212.00)
		Sales Tax	Exempt
	<b>TOTAL</b>		<b>\$141,288.50</b>

**QUOTE IS VALID FOR 30 DAYS FROM DATE OF QUOTE OR FROM DATE OF REVISION**

**NOT INCLUDED: Sales Tax, Permits/Bonds/Fees (if required), Site Work in Excess of Normal Installation (example: site prep - excavation/infill, concrete slab, french drains, excess rock removal, landscaping).**

**Payment Terms: Balance due upon completion of work and receipt of invoice; Progress payments acceptable.**

**Estimated Delivery & Installation: 14 Days after receipt of signed quote or purchase order and recite of materials.**

Accepted by: \_\_\_\_\_

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

P.O. # (if applicable): \_\_\_\_\_

**PLEASE ISSUE PURCHASE ORDER IN VENDOR NAME OF T.F. HARPER & ASSOCIATES, LP**

Thank you for giving us the opportunity to quote this work.  
Tommy Harper





## AGENDA ITEM ACTION SHEET

### AGENDA ITEM

2018 Bond Program Selection of Construction Manager At-Risk for 2021 Bond Projects

### RECOMMENDED ACTION

**For discussion only. Action will be requested at the December 16, 2020 board meeting.**

### RATIONALE

Per Board Policy CV (Local), the project delivery method to be used for each construction contract valued at or above \$100,000 shall be the competitive sealed proposal, as determined and approved by the Board as the best value. If another method is deemed more appropriate for a particular construction project, the Superintendent or designee shall submit a recommendation for the Board to consider, determine, and approve a different project delivery method that provides the best value to the District.

Each delivery method has been evaluated and partnered with upcoming projects to provide best value to the district. The Business Office, Purchasing Department, Facilities Department and Legal Department have been working to ensure that all bond projects have been competitively procured and meet all legal and local purchasing policies and guidelines. Attached is a list of upcoming projects, including recommended delivery method.

The administration is currently working to procure the services of the general contractors for all 2021-bond projects. It is the intent of administration to bring a list of these contractors to the Board for consideration at the December 2020 board meeting. Administration will request delegation of the Superintendent or designee be given authority to negotiate, execute and amend, as necessary, the contract with the ranking contractors for Construction Manager at Risk (CMR) 2020 Bond Projects to include CMR #8 through CMR #10.

### Construction Manager at Risk Recommendations:

- CMR #8-Lake Travis High School Renovation Projects, American Constructors LLC.
- CMR #10-Lake Pointe Elementary School and Lake Travis Elementary School Renovation Projects, Braun & Butler Construction, Inc.

### BUDGET PROVISIONS

2018 Bond Funds

### RESOURCE PERSONNEL

Pam Sanchez – Assistant Superintendent of Business and Operations  
Robert Winovitch – Director of Facilities and Construction  
Angie Marsh – Director of Purchasing  
Amber King – Legal Counsel



**ATTACHMENTS**

Draft Tabulations for CMR-8 and CMR-10

**MEETING DATE**

November 18, 2020

Lake Travis ISD  
 CMR - Lake Travis High School Renovation  
 Bid # 21-008

NOTE: This tabulation is being presented only as a reference document to provide the final results of the District's evaluation process and is not to be considered the final award tabulation.

NOTE: For explanation of column terms and notations, go to the bottom of the tab.

Board Agenda - Preliminary Tabulation

Item #	Description	Group Points Available	American Constructors Cedar Park, TX 78613			Balfour Beatty Austin, TX 78746			Braun & Butler Cedar Park, TX 78613			Flynn Construction Inc. Austin, TX 78745			Stoddard Construction Mgt Inc. Bulverde, TX 78163			Zapalac / Reed Bee Cave, TX 78738		
			Total Eval Points	A	Com	Total Eval Points	A	Com	Total Eval Points	A	Com	Total Eval Points	A	Com	Total Eval Points	A	Com	Total Eval Points	A	Com
1	Technical Evaluation	80	76.60			65.40			68.40			64.00			55.20			56.20		
2	CMR Fee	20	3.95%			3.20%			3.25%			3.25%			3.00%			2.24%		
3	Price Points		10.39			11.37			12.76			15.39			17.04			16.14		
4	Financials (Recommended -Y/N)	Y/N			1			1			1			1			1			1
<b>Total Points</b>		<b>100</b>	<b>86.99</b>	<b>A</b>		<b>76.77</b>			<b>81.16</b>			<b>79.39</b>			<b>72.24</b>			<b>72.34</b>		

Pricing Distribution of Points

Description	Group Points Available	American Constructors			Balfour Beatty			Braun & Butler			Flynn Construction Inc.			Stoddard Construction Mgt Inc.			Zapalac / Reed		
		Total Eval Points	A	Com	Total Eval Points	A	Com	Total Eval Points	A	Com	Total Eval Points	A	Com	Total Eval Points	A	Com	Total Eval Points	A	Com
CMR Fee	10	\$ 202,437.50	5.67		\$ 164,000.00	7.00		\$ 166,562.50	6.89		\$ 166,562.50	6.89		\$ 153,750.00	7.47		\$ 114,800.00	10.00	
Pre-construction Fee	5	\$ 15,000.00	1.17		\$ 12,000.00	1.46		\$ 8,500.00	2.06		\$ 5,000.00	3.50		\$ 3,500.00	5.00		\$ 7,500.00	2.33	
Labor Burden	5	45.00%	3.56		54.91%	2.91		42.00%	3.81		32.00%	5.00		35.00%	4.57		42.00%	3.81	
<b>TOTAL PRICE POINTS</b>	<b>20</b>		<b>10.39</b>		<b>11.37</b>			<b>12.76</b>			<b>15.39</b>			<b>17.04</b>			<b>16.14</b>		

Comments (Com) by Footnote # (if applicable)

- 1 Financials were not reviewed based upon previous experience and knowledge of the proposed awarded contractor.
- 2 BAFO was requested on 11/09/2020. American Constructors responded on 11/10/2020 with CM at Risk Fee of 3.6%, Pre-Construction Fee at \$10,000, and Labor Burden Percentage at 45%

The District's Construction Department recommends awarding CMR - LTHS Renovations to American Constructors based on the highest points scored.

Lake Travis ISD  
 CMR - LPE & LTE Renovations  
 Bid # 21-010

NOTE: This tabulation is being presented only as a reference document to provide the final results of the District's evaluation process and is not to be considered the final award tabulation.

NOTE: For explanation of column terms and notations, go to the bottom of the tab.

Board Agenda - Preliminary Tabulation

			American Constructors Cedar Park, TX 78613			Balfour Beatty Austin, TX 78746			Braun & Butler Cedar Park, TX 78613			Flynn Construction Inc. Austin, TX 78745			Zapalac / Reed Bee Cave, TX 78738		
Item #	Description	Group Points Available	Total Eval Points	A	Com	Total Eval Points	A	Com	Total Eval Points	A	Com	Total Eval Points	A	Com	Total Eval Points	A	Com
1	Technical Evaluation	80	72.00			68.00			73.80			61.40			54.80		
2	CMR Fee	20	4.50%			3.20%			4.00%			4.50%			2.49%		
3	Price Points		10.76			11.74			13.94			15.53			16.31		
4	Financials (Recommended -Y/N)	Y/N			1			1			1			1			1
<b>Total Points</b>		<b>100</b>	<b>82.76</b>			<b>79.74</b>			<b>87.74</b>			<b>76.93</b>			<b>71.11</b>		

Pricing Distribution of Points

		American Constructors			Balfour Beatty			Braun & Butler			Flynn Construction Inc.			Zapalac / Reed		
Description	Group Points Available			Com			Com			Com			Com			Com
CMR Fee	10	\$ 72,000.00	5.53		\$ 51,200.00	7.78		\$ 64,000.00	6.23		\$ 72,000.00	5.53		\$ 39,840.00	10.00	
Pre-construction Fee	5	\$ 7,500.00	1.67		\$ 12,000.00	1.04		\$ 3,200.00	3.91	2	\$ 2,500.00	5.00		\$ 5,000.00	2.50	
Labor Burden	5	45.00%	3.56		54.91%	2.91		42.00%	3.81		32.00%	5.00		42.00%	3.81	
<b>TOTAL PRICE POINTS</b>	<b>20.00</b>		<b>10.76</b>			<b>11.74</b>			<b>13.94</b>			<b>15.53</b>			<b>16.31</b>	

Comments (Com) by Footnote # (if applicable)

- 1 Financials - Financials were not reviewed based upon previous experience and knowledge of the proposed awarded contractor.
- 2 BAFO was requested on 11/09/2020. Braun & Butler responded on 11/09/2020 with CM at Risk Fee of 3.5%, Pre-construction Fee at \$3,000 and Labor Burden at 42%

The District's Construction Department recommends awarding CMR - LPE & LTE Renovations to Braun & Butler based on the highest points scored.



## **AGENDA ITEM ACTION SHEET**

### **AGENDA ITEM**

2018 Bond Program Delivery Methods for 2021 Bond Projects, (Revision)

### **RECOMMENDED ACTION**

**For discussion only. Action will be requested at the December 16, 2020 board meeting.**

### **RATIONALE**

Per Board Policy CV (Local), the project delivery method to be used for each construction contract valued at or above \$100,000 shall be the competitive sealed proposal, as determined and approved by the Board as the best value. If another method is deemed more appropriate for a particular construction project, the Superintendent or designee shall submit a recommendation for the Board to consider, determine, and approve a different project delivery method that provides the best value to the District.

Each delivery method has been evaluated and partnered with upcoming projects to provide best value to the district. The Business Office, Purchasing Department, Facilities Department and Legal Department have been working to ensure that all bond projects have been competitively procured and meet all legal and local purchasing policies and guidelines. Attached is a list of upcoming projects, including recommended delivery method.

The administration is currently working to procure the services of the general contractors for all 2020-2021 bond projects. It is the intent of administration to bring a list of these contractors to the Board for consideration at the December 2020 board meeting.

### **BUDGET PROVISIONS**

2018 Bond Funds

### **RESOURCE PERSONNEL**

Pam Sanchez – Assistant Superintendent of Business and Operations

Robert Winovitch – Director of Facilities and Construction

Angie Marsh – Director of Purchasing

Amber King – Legal Counsel

### **ATTACHMENTS**

1. 2018 Bond Program-Summer 2021 Bond Projects Work Schedule
2. Previously Approved (May, 2020), 2018 Bond Program-Summer 2021 Bond Projects Work Schedule

### **MEETING DATE**

November 18, 2020

**Architect Selections & Construction Delivery Methods for 2020/21 School Year**

<b>Future Elementary School #8</b>	<b>Approx. Budgets</b>	<b>Delivery Methods</b>
Architecture and Engineering	\$ 2,845,000	<b>CMR-11</b> Pfluger Architects
	\$ 2,845,000	\$ 2,845,000
<b>High School Campus</b>	<b>Budgets</b>	<b>Delivery Methods</b>
Remaining Structure & Finishes FCA	\$ 1,174,331	<b>CMR-08</b> Pfluger Architects American Constructors GC
MEP FCA Projects	\$ 250,000	
Site & Paving FCA Projects LTHS (Cavalier Drive)	\$ 3,761,945	
Subtotal	\$ 5,186,276	
<b>LTHS Annex</b>		
Remaining Structure and Finishes FCA	\$ 1,281,877	
Subtotal	\$ 1,281,877	
Subtotal	\$ 6,468,153	Budget \$ 6,468,153
<b>Serene Hills Elementary (Re-scheduled for Summer 2022)</b>		
Architectural Finishes, Floor, Walls and Ceiling Finishes	\$ 908,963	<b>CMR-09</b> (Not Assigned )
ADA Compliant Playground	\$ 621,450	
Site Erosion Improvements	\$ 155,383	
Subtotal	\$ 1,685,796	
<b>Lake Travis Elementary</b>		
Architectural Finishes, Floor, Walls and Ceiling Finishes	\$ 908,963	<b>CMR-10</b> Architect Haddon-Cowan Braun & Butler GC
Subtotal	\$ 908,963	
<b>Lake Pointe Elementary</b>		
Architectural Finishes, Floor, Walls and Ceiling Finishes	\$ 837,794	
Remaining MEP FCA work and Plumbing related	\$ 250,000	Budget
Subtotal	\$ 1,087,794	\$ 1,996,757
<b>West Cypress Hills Elem. Playground Turf</b>		
Install Artificial Turf at Existing Playgrounds	\$ 288,950	<b>JOC-05</b> TF Harper & Assoc.
Subtotal	\$ 288,950	\$ 288,950
<b>Marquee Signs at BCMS, RHES and LWE</b>		
Install digital marquee signs at three schools	\$ 116,728	<b>JOC-06</b> Fields Architects Braun & Butler GC
Subtotal	\$ 116,728	\$ 116,728
<b>Irrigation System Replacements</b>		
High School	\$ 35,925	<b>JOC-7</b> Coleman & Assoc. Landscape Architects
HBMS	\$ 7,025	
BCE	\$ 9,300	
LWE	\$ 9,900	
LTE	\$ 17,730	
LPE	\$ 9,575	
SHE	\$ 18,380	
Admin	\$ 5,480	
Subtotal	\$ 113,315	
<b>Cottage</b>		
ADA and Architectural Finishes, minor renovations	\$ 336,000	<b>JOC-8</b> Architect Haddon Cowan Braun & Butler GC
Approx. Subtotal	\$ 336,000	\$ 336,000
<b>Total Construction Projects for 2020/21 School Year</b>		\$ 13,850,699

**Architect Selections & Construction Delivery Methods for Summer 2021**

<b>Future Elementary School #8</b>			
Architecture and Engineering	\$ 2,845,000	<b>CMR-11</b> Pfluger Architects \$ 2,845,000	
<b>High School Campus</b>			
Remaining Structure & Finishes FCA	\$ 1,174,331	<b>CMR-08</b> Pfluger Architects	
Remaining MEP FCA Projects	\$ 250,000		
Site & Paving FCA Projects LTHS (Cavalier Drive)	\$ 2,500,000		
Subtotal	\$ 3,924,331		
<b>LTHS Annex</b>			
Remaining Structure & Finishes FCA	\$ 1,281,877	Budget	
Subtotal	\$ 1,281,877		
Subtotal	\$ 5,206,208		\$ 5,206,208
<b>Serene Hills Elementary</b>			
Architectural Finishes, Floor, Walls and Ceiling Finishes	\$ 908,963	<b>CMR-09</b> Fields Architects	
ADA Compliant Playground	\$ 621,450		
Site Erosion Improvements	\$ 155,383		
Subtotal	\$ 1,685,796		
<b>West Cypress Hills Elementary</b>			
ADA Compliant Playground (artificial turf surface)	\$ 288,950	Budget	
	\$ 288,950		
Subtotal	\$ 1,974,746		\$ 1,974,746
<b>Lake Travis Elementary</b>			
Architectural Finishes, Floor, Walls and Ceiling Finishes	\$ 908,963	<b>CMR-10</b> Haddon-Cowan Architects	
Subtotal	\$ 908,963		
<b>Lake Pointe Elementary</b>			
Architectural Finishes, Floor, Walls and Ceiling Finishes	\$ 837,794		
Remaining MEP (plumbing related)	\$ 250,000	Budget	
	\$ 1,087,794		
Subtotal	\$ 1,996,757	\$ 3,084,551	
<b>District Support Services</b>			
Admin HVAC (minor work)	\$ 189,420	<b>JOC-6</b> Pfluger Architects	
Admin Structure and Finishes	\$ 103,384		
Subtotal	\$ 292,804		\$ 292,804
<b>District Irrigation System Additions</b>			
High School	\$ 35,925	<b>JOC-7</b> Fields Architects	
HBMS	\$ 7,025		
BCE	\$ 9,300		
LWE	\$ 9,900		
LTE	\$ 17,730		
LPE	\$ 9,575		
SHE	\$ 18,380		
Admin	\$ 5,480		
Subtotal	\$ 113,315		\$ 113,315
<b>Total Construction Projects for Summer 2021</b>		\$ 13,223,820	



## AGENDA ITEM ACTION SHEET

### AGENDA ITEM

TEA Expedited State Waiver Request for Staff Development

### RECOMMENDED ACTION

Approve the Application for the TEA Expedited State Waiver for Staff Development.

### RATIONALE

Lake Travis ISD is requesting to apply for the Expedited State Waiver for Staff Development for the 2020-2021 school year. This waiver was not available at the time that the Instructional Calendar was approved by the Board last year.

This waiver allows the district to train staff on various educational strategies designed to improve student performance in lieu of student instruction during the school year. The Staff Development Minutes Waiver provides for a maximum of 2100 total waiver minutes to use for professional development.

This waiver is for staff development in place of student instruction; therefore, the waiver minutes are only applicable to staff development provided instead of student instruction during the school year.

### BUDGET PROVISIONS

None

### RESOURCE PERSONNEL

Kathy Burbank, Director of Accountability & Assessment

### ATTACHMENTS

None

### MEETING DATE

November 18, 2020



## **AGENDA ITEM ACTION SHEET**

### **AGENDA ITEM**

2020-2021 Revised Instructional Calendar

### **RECOMMENDED ACTION**

Approve the 2020-2021 Revised Instructional Calendar.

### **RATIONALE**

This year has brought about many challenges for our staff. LTISD would like to revise the Instructional Calendar to allow for the use of the TEA Staff Development Waiver.

### **BUDGET PROVISIONS**

None

### **RESOURCE PERSONNEL**

Kathy Burbank, Director of Accountability & Assessment

### **ATTACHMENTS**

2020-2021 Proposed Instructional Calendar Changes

### **MEETING DATE**

November 18, 2020

# Revised 2020-2021 Calendar +2100

The cell that is at the end of the Month under Tuesday is for putting the total number of Staff days for the Month and the cell that is at the end of the Month under Friday is for putting the total number of Student days for the Month. The cell under Saturday should automatically calculate the number of instructional minutes based on the student days for the month times 440.

August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
16			9 3960			

September 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
21			21 9240			

October 2020						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
21			20 8800			

November 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
16			16 7040			

December 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
14			14 6160			

January 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
19			18 7920			

Note First day of school and last day of school with bright neon green for the cell color.

Staff PD Days are light blue

Color Early Release Day purple

February 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
20			17 7480			

March 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
18			18 7920			

April 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
21			21 9240			

STAAR Primary Assessment Day

STAAR Online Assessment Only

Green outline - start of grading

Red outline - end of grading

May 2021						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
20			20 8680			

June 2021						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
1			0 0			

2100 Waiver PD Minutes	
December 18th	440
January 5th	440
January 19th	440
March 5th	440
March 12 ER (265)	175
Minutes Used	1935
Minutes Unused	165

DRAFT

DRAFT

Sep 7, 2020 Labor Day	Dec 25, 2020 Christmas Day	Feb 15, 2021 Presidents' Day
Oct 12, 2020 Columbus Day	Jan 1, 2021 New Year's Day	Apr 2, 2021 Good Friday
Nov 26, 2020 Thanksgiving Day	Jan 18, 2021 Martin Luther King Day	May 31, 2021 Memorial Day

174 Student Days 187 Teacher Days Required 187 for Teachers  
 76440 Minutes -840 dif Required 75,600 for Students  
 440 Minutes in a day ER- 2 Hour Early Release not half day  
 320 minutes of instruction on ER Last Day  
 840 2 banked day BW State uses 420 for Bad Weather calculations  
 1 Curently Early Release of 2 hours on last day 29  
 0 Over/Under(-)



## **AGENDA ITEM ACTION SHEET**

### **AGENDA ITEM**

School Health Advisory Committee List for 2020-2021

### **RECOMMENDED ACTION**

For approval with consent agenda.

### **RATIONALE**

Approval of School Health Advisory Committee List for the 2020-2021 school year.

### **BUDGET PROVISIONS**

None

### **RESOURCE PERSONNEL**

Jennifer Lyon, Director of Health and Social Emotional Learning

### **ATTACHMENTS**

School Health Advisory Council Committee List 2020-2021

### **MEETING DATE**

November 18, 2020



Lake Travis ISD  
 Department of Learning and Teaching Services  
 Jennifer Lyon, Director of Health & Social Emotional Learning  
**School Health Advisory Council 2020-2021**

**Potential SHAC Committee Members 2020-2021**

Jennifer Lyon	Director of Health & SEL
Meaghan Reid	District Communications Office
Marissa Albers	FANS- Registered Dietitian and MKT
Ryan Mikolaycik	Director- FANS
Becca Harkleroad	District Lead Nurse
Michael Drinkwater	Assistant Athletic Director
Joann Bryan	Counselor
Danielle Zibilski	Campus PE
Mak El-Hassen	Administrator
Jonathan Hewitt	Community
Lindsay McClune	Community/Parent
Mackenzie Cude	Student
Noofar Inbar-Alko	Parent
Alyson Cozart	Parent
Amy Beckstead	Parent
Joanna Hess	Parent
Gretchen Chudy	Parent
Preshana Ganta	Parent
Anu Koberg	Parent
Ava Fletcher	Parent
Sarah Korzen	Parent
Natasha Jackson	Parent
Amber Schanen	Parent
Tammy Stanely	Parent
Cassie Pussey	Parent



## **AGENDA ITEM ACTION SHEET**

### **AGENDA ITEM**

Minutes of October 21, 2020 Board Meeting

### **RECOMMENDED ACTION**

For approval with consent agenda.

### **RATIONALE**

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

### **BUDGET PROVISIONS**

None

### **RESOURCE PERSONNEL**

Ami Tobin, Administrative Assistant to Superintendent

### **ATTACHMENTS**

Minutes from October 21, 2020 Board Meeting

### **MEETING DATE**

November 18, 2020

## **Minutes of Board Meeting**

### **The Board of Trustees**

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

A meeting of the Board of Trustees of Lake Travis Independent School District was held October 21, 2020, beginning at 6:00 p.m. in the Educational Development Center, Live Oak Room, 607 RR 620 North, Austin, Texas, 78734.

#### **Call To Order**

President Kim Flasch called the meeting to order at 6:00 p.m.

#### **Quorum Determination**

Trustees in attendance were Kim Flasch, Lauren White, Bob Dorsett, John Aouéillé, Guy Clayton, William Beard and Jessica Putonti.

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

Deputy Superintendent, Dr. Holly Morris-Kuentz led the Pledge of Allegiance. A moment of silence was then observed.

#### **Recognitions**

- **Texas Association of School Boards “Stand Up for Texas Public Schools’ Honorees**  
Katie Kauffman, Director of Development and Corporate Relations and the Lake Travis Education Foundation recognized Baylor, Scott and White, Prosperity Bank and Watkins Insurance for continuously ‘Standing Up’ and supporting public schools in the Lake Travis Community.

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

There were no audience comments.

#### **Public Hearing**

- **2020 Schools FIRST Rating**  
The 2020 School Financial Integrity Rating System of Texas Report was shared.

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

#### **Information Items**

- **September 2020 Financial Report – Statement of Revenue and Expenditures, Balance Sheet, Tax Statement and 2018 Capital Projects Report**

The following documents were presented for information:

- 1.) Statement of Revenue and Expenditures – September 2020
- 2.) Balance Sheet – September 2020
- 3.) Tax Statement – September 2020
- 4.) 2018 Capital Projects Report – September 2020

This item was for information only; no action requested.

## Presentation/Discussion Items

- **Lake Travis Education Foundation and Corporate Development Update**

Ms. Kauffman presented an update on the Lake Travis Education Foundation and the Development and Corporate Relations Department.

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

- **2019-2020 School Health Advisory Committee Update**

Director of Health and Social Emotional Learning, Jennifer Lyon, presented an update on the SHAC Committee.

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

- **School Health Advisory Committee List for 2020-2021**

Ms. Lyon shared the SHAC Committee List for the 2020-2021 school year.

This item was for presentation only; action will be requested at the November 18, 2020 board meeting.

- **Board Notification Under Board Policy CH (Local) - Radio Purchase**

Deputy Superintendent, Dr. Holly Morris-Kuentz, notified the board of a district wide radio system upgrade. The cost of the upgrade is \$124,835.50 and will be funded by a TEA grant that was awarded to the district for this specific purpose.

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

- **Technology Purchase Notification**

Executive Director of Technology, Chris Woehl notified the board in accordance with Board Policy CH (Local) the purchase of data transport and internet access bandwidth for \$100,200 for a 12-month period from Region XIII Service Center.

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

- **Technology Bond Expenditure Report**

Mr. Woehl notified the board in accordance with Board Policy CH (Local) the purchase of Chromebooks in that will allow a 1:1 device for secondary students.

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

## Consent Agenda

- List of Qualified Investment Brokers and Dealers
- List of Qualified Investment Trainers
- Artificial Turf Maintenance Restrictive Covenant for Lake Pointe Elementary Playground
- Renewal of Grazing License Between lake Travis ISD and Jeanene Williams on Approximately 45 acres of Land off Highway 71
- Conveyance of Existing Facilities and Bills Paid Warranty Between Lake Travis ISD and Travis County Municipal Utility District No. 13
- Exams from ACXTFL/AAPL Approved as the Criterion-Referenced Test for Credit by Examination with Prior Instruction for Languages Other than English (LOTE)
- Minutes of September 16, 2020 Board Meeting

**A MOTION** was made by Trustee Bob Dorsett and seconded by Trustee Guy Clayton to approve the consent agenda as presented.

The motion passed by a vote of 7-0.

### **Recognitions**

This item was taken out of order from the agenda.

- **Pam Sanchez, Assistant Superintendent of Business and Operations**  
Superintendent, Paul Norton, introduced Pam Sanchez as the Assistant Superintendent of Business and Operations.

### **Upcoming Meetings and Events**

Board President Kim Flasch announced the following upcoming meetings and events:

November 18, 2020 – 6:00 p.m. – Monthly Board Meeting, EDC

December 16, 2020 – 6:00 p.m. – Monthly Board Meeting, EDC

Ms. Flasch announced the Level III Hearing of a grievance filed on September 28, 2020 that was listed on the agenda has been withdrawn.

### **Closed Session**

Trustees adjourned into Closed Session at 6:34 p.m. as permitted by the Texas Government Code Section 551.001 et. seq.

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

1. The Board discussed the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of public employees or officials, as permitted under section 551.071.

#### **Section 551.071 - Consultation with Attorney**

1. The Board discussed and received legal advice from its attorney on matters which should be confidential under Texas Government Code Section 551.071 (2).

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

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

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

1. The Board discussed personally identifiable information about a public-school student.

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

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

### **Open Session**

Trustees returned from Closed Session at 8:01 p.m. There was no action after closed session.

### **Adjournment**

There being no further action, the October 21, 2020 Board of Trustees' meeting adjourned at 8:01 p.m.

---

**Kim Flasch**, President

---

**Lauren White**, Secretary