

**The Lockhart Independent School District
Board of Trustees
M.L. Cisneros Education Support Center Boardroom, 2nd Floor, Room 200, 419 Bois D'Arc Street,
Lockhart, TX 78644
Regular Meeting, January 19, 2021 – 6:30 PM**

Notice is hereby given that on January 19, 2021, the Board of Trustees of the Lockhart Independent School District will hold a Regular meeting at 6:30 PM in the M.L. Cisneros Education Support Center Boardroom, 2nd Floor, Room 200, 419 Bois D'Arc Street, Lockhart, TX 78644. The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time. THIS MEETING MAY BE CONDUCTED VIA VIDEOCONFERENCE. PUBLIC PHYSICAL LOCATION WITH A QUORUM OF THE BOARD AND PRESIDING OFFICER PRESENT: 419 Bois D'Arc STREET, LOCKHART, TX 78644, BOARDROOM, 2ND FLOOR, ROOM 200.

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Recognitions
 - A. #LockhartLeading Leadership Honorees
 - B. January is School Board Recognition Month - "Navigating to Success"
 1. President Steve Johnson - Lockhart High School and Clear Fork Elementary
 2. Vice President Michael Wright - Lockhart Junior High School and Alma Brewer Strawn Elementary
 3. Secretary Warren Burnett - Navarro Elementary
 4. Trustee Tom Guyton - Bluebonnet Elementary
 5. Trustee Sam Lockhart - Plum Creek Elementary
 6. Trustee Rene Rayos - Carver Early Education Center
 7. Trustee Dr. Barbara Sanchez - PRIDE High School
5. Public Comment
6. COMMUNICATION/ACTION:
 - A. Consider and/or Approve the Purchase of Band Uniforms 3
7. CLOSED SESSION:
 - A. Adjourned to Closed Session: Pursuant to Texas Government Code Section 551.072,(Deliberation Regarding Real Property), Texas Government Code Section 551.074, (Personnel, to deliberate regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee); Texas Government Code Section 551.076 (Deliberation regarding implementation of security personnel or devices) specifically to discuss:
 1. Plan for Superintendent's Formative Evaluation
 2. Superintendent's Performance Review
8. Business: Consent Agenda
 - A. Approval of Minutes:
 1. December 14, 2020 5
 - B. Approve Budget Amendments 9
 - C. Review Tax Collection Report 12
 - D. Review Quarterly Investments Report 15
9. COMMUNICATION:
 - A. Lockhart ISD Partnership With the Holdsworth Center 23

B. Progress Monitoring Data on District Achievement Targets	25
C. 2021-2022 Academic Calendar	27
D. District Equity Team	29
E. Review Change in Records Management Officer	31
10. COMMUNICATION/ACTION:	
A. Consideration and possible action to adopt Board Resolution for COVID Extended Leave	42
B. Consider and/or Approve Resolution to Pay Staff for January 11, 2021; 2 hour Weather-Related Delay	47
11. BOARD AND STAFF COMMENTS - ITEMS OF COMMUNITY INTEREST*	
12. BENEDICTION	
13. ADJOURNMENT	

*BOARD AND STAFF COMMENTS - ITEMS OF COMMUNITY INTEREST: Items of community interest are limited to: 1) expressions of thanks, congratulations or condolence; 2) information regarding holiday schedules; 3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision; 4) a reminder about an upcoming event organized or sponsored by the governing body; 5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official employee of the school district.

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

Texas Government Code Section:

- | | |
|---------|--|
| 551.071 | Consultation with Attorney; Closed Meeting |
| 551.072 | Deliberation Regarding Real Property; Closed Meeting |
| 551.073 | Deliberation Regarding Prospective Gift; Closed Meeting |
| 551.074 | Personnel Matters; Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline or Dismissal of a Public Officer or Employee; Closed Meeting |
| 551.075 | Conference Relating to Investments and Potential Investments Attended by Board of Trustees of Texas Growth Fund; Closed Meeting |
| 551.076 | Deliberation Regarding Security Devices; Closed Meeting |
| 551.082 | School Children; School District Employees; Disciplinary Matter or Complaint |
| 551.083 | Certain School Boards; Closed Meeting Regarding Consultation with Representative of Employee Group |
| 551.084 | Investigation; Exclusion of Witness from Hearing |

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

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

On this day of Friday, January 15, 2021, this Notice was mailed or faxed to news media who had previously requested such Notice and an original copy was posted on the display window in the School District Administration Building on said date.



Superintendent

Lockhart Independent School District Board of Trustees

Date of Board Meeting:

Agenda Item

AGENDA SECTION:

READING:

PREVIOUS BOARD REVIEW DATE:

TYPE OF ACTION

DEPARTMENT:

DISTRICT GOAL(S) ALIGNMENT:

1. Create a collaborative culture of contagious ambition.
2. Expect all staff to embrace growth opportunities.
3. Empower students to seize opportunities to achieve at high levels.

AGENDA TITLE:

BACKGROUND INFORMATION:

ATTACHMENT(S):

RECOMMENDATION:

RECOMMENDED MOTION:

Minutes of Regular Meeting

The Board of Trustees Lockhart Independent School District

A Regular meeting of the Board of Trustees of Lockhart Independent School District was held Monday, December 14, 2020, beginning at 6:30 PM in the M.L. Cisneros Education Support Center Boardroom, 2nd Floor, Room 200, 419 Bois D'Arc Street, Lockhart, TX 78644.

1. Call to Order was at 6:30 p.m. by Board President Steve Johnson. Other members present were Rene Rayos, Sam Lockhart, Tom Guyton, Dr. Barbara Sanchez and Warren Burnett. Michael Wright joined via Zoom.
2. Pledge of Allegiance
3. Invocation was given by Trustee Guyton
4. Recognitions
 - A. Honoring Chief Financial Officer Tina Knudsen -- Retiring after 25 dedicated years of service to Lockhart ISD

The board took a break from 6:54pm-6:59pm.

5. Public Comment

None.

6. Public Hearing

- A. Public Hearing to Discuss the School Financial Integrity Rating System of Texas (FIRST) Rating for 2020-2021

None.

- B. Public Hearing to discuss Alma Brewer Strawn Elementary School and Bluebonnet Elementary School Targeted Improvement Plans

None.

7. COMMUNICATION/ACTION

- A. Consider and/or Approve Targeted Improvement Plans for Alma Brewer Strawn Elementary School and Bluebonnet Elementary School

Trustee Guyton made the motion that the Board approve the Targeted Improvement Plans of Alma Brewer Strawn Elementary School and Bluebonnet Elementary School as presented. Trustee Sanchez seconded the motion. The motion carried, 7-0.

B. Consider and/or Approve LHS Innovative Course Addition for School Year 2021-2022

Trustee Sanchez made the motion that the Board approve the addition of the three innovative courses to be offered at Lockhart High School in the School Year 2021-2022. Trustee Guyton seconded the motion. The motion carried, 7-0.

C. Consider and/or Approve Revised 2020-2021 Academic Calendar with designated asynchronous days

Trustee Burnett made the motion that the Board approve the Lockhart ISD Amended 2020-2021 Academic Calendar as presented. Trustee Rayos seconded the motion. The motion carried, 7-0.

D. Consideration and possible action to adopt Board Resolution relating to COVID-19 Pandemic Staff Retention Incentive Stipend

Trustee Guyton made the motion that the Board of Trustees adopt the Board Resolution relating to a COVID-19 Pandemic Staff Retention Incentive Stipend, as presented. Trustee Burnett seconded the motion. The motion carried, 7-0.

The Board moved to item 10-A.

COMMUNICATION:

10. A Student Demographic Projections Report

This report was given by Brent Alexander, School District Strategies (SDS). No action was taken.

8. CLOSED SESSION:

A. Adjourned to Closed Session: Pursuant to Texas Government Code Section 551.072, (Deliberation Regarding Real Property), Texas Government Code Section 551.074, (Personnel, to deliberate regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee); Texas Government Code Section 551.076 (Deliberation regarding implementation of security personnel or devices) specifically to discuss:

1. Superintendent's Performance Review

The Board of Trustees on Monday, December 14, 2020 convened at 8:08 PM in closed session in accordance with the Texas Open Meetings Act for the purposes of discussing items listed

under the Texas Government Code Section 551.072 (Deliberation Regarding Real Property); Texas Government Code Section 551.074 (Personnel to deliberate regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee); and Texas Government Code Section 551.076 (Deliberation regarding implementation of security personnel or devices). The Board ended its closed session at 8:59 PM on Monday, December 14, 2020. No votes, decisions, or actions were taken while in closed session.

9. BUSINESS: CONSENT AGENDA

A. Approval of Minutes:

1. November 16, 2020

B. Review Tax Collection Report

C. Review Cash Investments Report

Trustee Guyton made the motion to approve the consent agenda as presented. Trustee Rayos seconded the motion. The motion carried, 7-0.

10.COMMUNICATION:

B.Career and Technical Education (CTE) Program Report

This presentation was given by Melissa Royer, CTE Coordinator. No action was taken.

C.Progress Monitoring Data on District Achievement Targets

This presentation was given by Dr. Stephaine Camarillo, Assistant Superintendent for Curriculum and Instruction. No action was taken.

D.District Improvement Plan and Campus Improvement Plan Formative Review Update

This update was given by Kim Brents, Deputy Superintendent. No action was taken.

E.2021-2022 Budget Planning Calendar

This update was given by Superintendent Estrada. No action was taken.

F.Purchase of Band Uniforms

This update was given by Tanya Homann. No action was taken.

G.Board President and Superintendent Teacher Forum Update

This update was given by Superintendent Estrada and Board President Steve Johnson. No action was taken.

11. BOARD AND STAFF COMMENTS - ITEMS OF COMMUNITY INTEREST*

12. BENEDICTION was given by Trustee Burnett

13. ADJOURNMENT was at 10:38 p.m. by Board President Steve Johnson

Steve Johnson, Board President

Warren Burnett, Board Secretary

Lockhart Independent School District Board of Trustees

Date of Board Meeting:

Agenda Item

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RECOMMENDATION:

RECOMMENDED MOTION:

LOCKHART I.S.D. BOARD

Tax Collection Report

DECEMBER 2020

	December	Prior Months	TOTAL	PRIOR YEAR
2020 Tax Collection	\$8,625,988.13	\$1,953,454.09	\$10,579,442.22	\$10,184,765.99
2019 & Prior Collection	\$87,654.32	\$573,237.19	\$660,891.51	\$450,280.86
Total Tax Collection =	\$8,713,642.45	\$2,526,691.28	\$11,240,333.73	\$10,635,046.85

note: Above figures include penalties and interest collected

2020 Original Levy \$20,925,978.58

December 31, 2020 Percent of 2020 Tax Collected 50.66%

December 31, 2019 Percent of 2019 Tax Collected 50.40%

December 31, 2018 Percent of 2018 Tax Collected 51.67%

December 31, 2020 - Balance of Delinquent Tax \$2,010,350.83

December 31, 2019 - Balance of Delinquent Tax \$1,621,037.72

December 31, 2018 - Balance of Delinquent Tax \$1,465,964.43

Corrections made to Current Tax Roll (\$3,486.80)

Corrections made to Delinquent Tax Roll (\$1,660.00)

NOTE:

Caldwell County Appraisal District has collected and disbursed Attorney Fees in the amount of \$10,659.48

Submitted by:

Shanna Ramzinski

Shanna Ramzinski
Chief Appraiser
Caldwell County Appraisal District

Lockhart Independent School District Board of Trustees

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LOCKHART INDEPENDENT SCHOOL DISTRICT
REPORT OF INVESTMENT ACTIVITY
For the period ending December 31, 2020

Introduction

House Bill 2459, which was passed during the 1995 legislative session, amended a section of the Education Code dealing with investments. Code Section 2256.023 as amended, requires that the Investment Officer of the District prepare a report of investment activity and position. Monthly financial reports and invested fund statements are included in Board agendas and become a part of the permanent record. However, it is prudent to provide more detailed information on a regular basis. This report covers the quarter October 1, 2020 through December 31, 2020.

Cash

The District's funds are required to be deposited and invested under the terms of a depository contract pursuant to the School Depository Act. First Lockhart National Bank (FLNB) deposits for safekeeping and trust with the Federal Reserve System, pledged securities in an amount sufficient to protect District funds on a day-to-day basis during the period of the contract. The pledge of securities is waived only to the extent of Federal Deposit Insurance Corporation (FDIC) insurance.

The District's cash balances were properly collateralized and insured at all times during the period. The highest combined balances of bank deposits at FLNB for the quarter ended December 31, 2020, occurred during the month of December 2020, in the amount of \$8,288,403. FDIC insurance for government accounts is \$250,000 for the combined amount of all time deposits, and an additional \$250,000 for the combined amount of all interest-bearing demand deposits. The total par value of U.S. Treasury notes pledged as collateral in December was \$7,813,434. FLNB provides a minimum interest rate of 1.0% on an annual basis, per the bank depository contract. Interest is credited on investments as earned on a monthly basis and is recorded on the District's books as earned. Interest accrues on investments with maturities longer than one month. As of December 31, 2020, the District General Fund has earned interest from all investments in the amount of \$111,577.62.

Investments

Temporary investments balances are held by Texas Local Government Investment Pools (TexPool, Lone Star, and Texas Term/TexasDaily).

TexPool Prime is a public funds investment pool created by the Texas Treasury Safekeeping Trust Company (the Trust Company) to provide a safe, efficient, and liquid investment alternative for the placement of local government funds in authorized, short-term, fully-collateralized investment. TexPool Prime invests in U.S. Government securities, repurchase agreements collateralized by U. S. Government securities and AAA-rated no-load money market mutual funds, commercial paper and certificate of deposits. TexPool Prime is rated AAAM by Standard & Poor's, the highest rating a local government pool can

LOCKHART INDEPENDENT SCHOOL DISTRICT
REPORT OF INVESTMENT ACTIVITY
For the period ending December 31, 2020

achieve. The weighted average maturities may be authorized longer than one year provided legal limits are not exceeded.

The State, with the authority of the Texas Legislature, created the Texas Treasury Safekeeping Trust Company (the Trust Company). This is a special purpose trust company with direct access to the service of the Federal Reserve Bank to manage, disburse, transfer, safe-keep and invest public funds and securities more efficiently and economically. The Comptroller of Public Accounts is the sole officer, director and shareholder of the Trust Company. Federated Investors manage the daily operations of the pool under a contract with the State Comptroller. Federated Investors is the administrator for the TexPool program providing Participant Services and Marketing functions to TexPool participants. Federated Investors is also the investment manager and provides for accounting, custodial, and transfer agency services to TexPool. Interest is accrued daily and paid monthly.

Texas Daily/Term is a portfolio established by the Texas Term advisory board pursuant to the provisions of the Texas Term common investment contract. Texas Daily offers governmental entities such as Texas schools a convenient method of pooling funds for temporary investment. It operates as a money market fund and seeks to maintain a constant net asset value of \$1.00 per share, while offering liquidity and as high a level of current income as is consistent with the preservation of principal. The net income of Texas Daily is calculated daily and each month is reinvested in additional shares of the Daily Portfolio.

Investment Strategy by Fund

The strategy of the Maintenance and Operations Fund, Capital Projects, Payroll, and School Nutrition Fund is to closely match projected cash needs during the year through legal, authorized investments. Only investments authorized by Board Policy CDA (Legal) and CDA (Local) will be purchased. Investments should be purchased with the intent of holding until maturity. Liquidity and safety are predominant considerations with continued emphasis on yield, but not to the impairment of the other two objectives.

Debt Service Fund - All legal authorized investments should closely match projected cash needs during the year. Investment maturities may be authorized longer than one year provided legal limits are not exceeded. Only investments authorized by Board Policy CDA (legal) and CDA (local) will be purchased, with the objective of timing maturity with the dates that the districts' debt is due. Investments should be purchased with the intent of holding until maturity. The same comments affecting M&O investment operations are applicable to the Debt Service fund investments.

LOCKHART INDEPENDENT SCHOOL DISTRICT
REPORT OF INVESTMENT ACTIVITY
For the period ending December 31, 2020

2014 Bond Proceeds - Bond funds are invested only as authorized by Board Policy CDA (legal) and CDA (local), with the objective of timing maturity with the District's bond draw schedule. While interest earned monthly is recorded on the District's books as earned interest, interest accrues on investments with maturity dates longer than one month. Investment maturities may be authorized longer than one year provided legal limits are not exceeded. Only investments authorized by Board Policy CDA (legal) and CDA (local) will be purchased.

Student Activity / Agency Funds - All legal authorized investments should closely match projected cash needs during the year. Investment maturities may be authorized longer than one year provided legal limits are not exceeded. Only investments authorized by Board Policy CDA (legal) and CDA (local) will be purchased.

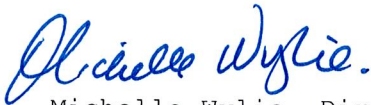
Conclusion

Interest is credited on investments as earned on a monthly basis and is recorded on the District's books as earned. Therefore, the District's investment earnings will always reflect compounded interest earned in relation to capital invested, term of investment, and market conditions. The investment pools are in relatively short-term securities; consequently the risk to the District is minimal.

Compliance

We, the approved Investment Officers of Lockhart ISD, hereby certify that the above Investment Report represents the investment position of the district in compliance with the Board approved Investment Policy, the Public Funds Investment Act (Texas Government Code 2256), and Generally Accepted Accounting Principles (GAAP).

Respectfully submitted,



Michelle Wylie, Director of Finance

Quarterly Investment Report
For Quarter Ended: December 31, 2020

<u>Texpool</u>	<u>Balance on 12/31/2020</u>	<u>Balance on 09/30/2020</u>	<u>Net Change</u>
Interest & Sinking Fund	\$ 2,610,207	\$ 992,021	\$ 1,618,185
General/Operating Fund	\$ 20,284,567	\$ 11,726,885	\$ 8,557,683
School Nutrition	\$ 832,056	\$ 966,974	\$ (134,917)
C.D. Marshall JHS Scholarship	\$ 31,692	\$ 32,178	\$ (486)
Burditt Scholarship Fund	\$ 9,799	\$ 9,794	\$ 5
GF Hudnall Scholarship	\$ 15,562	\$ 15,555	\$ 7
J.M. Moore Scholarship	\$ 24,939	\$ 24,928	\$ 11
Latricia White Scholarship	\$ 14,087	\$ 14,080	\$ 6
Mary B. C. Sanders Scholarship	\$ 6,001	\$ 5,998	\$ 3
Hazelett Scholarship	\$ 655	\$ 655	\$ -
Canning Engineering Scholarship	\$ 24,562	\$ 24,550	\$ 11
Mohle Scholarship Fund	\$ 10	\$ 10	\$ -
Total Funds	\$ 23,854,136	\$ 13,813,628	\$ 10,040,508
Interest Rate	0.14%	0.25%	

<u>Texas Term/Texas Daily</u>	<u>Balance on 12/31/2020</u>	<u>Balance on 09/30/2020</u>	<u>Net Change</u>
Texas Term CD Program Top Ten	\$ 176,236	\$ 176,197	\$ 39
Texas Daily/Texas Term General Funds	\$ 279,176	\$ 4,547,633	\$ (4,268,457)
Texas Daily School Nutrition Funds	\$ 6,667	\$ 6,665	\$ 2
Texas Daily/Texas Term Debt Svce	\$ 455,353	\$ 455,236	\$ 117
Total Funds	\$ 917,433	\$ 5,185,732	\$ (4,268,298)
Interest Rate	0.10%	0.13%	

<u>First Lockhart National Bank</u>	<u>Balance on 12/31/2020</u>	<u>Balance on 09/30/2020</u>	<u>Net Change</u>
Interest & Sinking Fund	\$	\$ 71,301	\$ (71,301)
General/Operating Fund	\$ 1,618,019	\$ 2,790,736	\$ (1,172,717)
Redemption Account	\$ 2,150	\$ 2,144	\$ 5
Payroll	\$ 1,109,464	\$ 1,071,428	\$ 38,037
School Nutrition	\$ 174,758	\$ 313,248	\$ (138,490)
Fiduciary Funds	\$ 12,331	\$ 12,550	\$ (219)
Top Ten Scholarship Funds	\$ 2,366	\$ 2,360	\$ 6
Roland Endowment Funds	\$ 20,360	\$ 20,309	\$ 51
Maintenance Proceeds	\$ 19,383	\$ 8,881	\$ 10,502
Total Funds	\$ 2,958,830	\$ 4,292,955	\$ (1,334,125)
Interest Rate	1.01%	1.01%	

Accrued Interest
As of December 31, 2020

	As of <u>12/31/2020</u>
Texas Term Program General Fund	\$ 34,176
Texas Term CD Program Top Ten	\$ 707
Total Accrued Interest	<u>\$ 34,884</u>
 Interest Rate	 0.65-1.7%

	First Lockhart National Bank	Texpool Prime	Texas Daily	Texas Term
<u>October-20</u>				
Average Monthly Return	1.01%	0.23%	0.12%	0.10%
Weighted Average Maturity	N/A	65	54	176
Annualized Expense Ratio	N/A	0.05%	11.00%	0.20%
Standard & Poor's Rating	N/A	AAAm	AAAm	AAAf
<u>November-20</u>				
Average Monthly Return	1.01%	0.16%	0.10%	0.11%
Weighted Average Maturity	N/A	63	53	155
Annualized Expense Ratio	N/A	0.05%	11.00%	0.20%
Standard & Poor's Rating	N/A	AAAm	AAAm	AAAf
<u>December-20</u>				
Average Monthly Return	1.01%	0.14%	NA	NA
Weighted Average Maturity	N/A	41	NA	NA
Annualized Expense Ratio	N/A	0.05%	NA	NA
Standard & Poor's Rating	N/A	AAAm	NA	NA

N/A = not applicable

n/av = not available at the time of report

Glossary:

AAAm= Extremely strong capacity to meet its financial commitments. Safety is excellent and has a superior capacity to maintain principal value and limit exposure to loss.

AAAf/S1+ = The fund's portfolio holdings provide extremely strong protection against losses from credit. The S1+ rating indicates that bond funds possess low sensitivity to changing market conditions. The level of risk is less than or equal to a portfolio of government securities maturing within 1-3 years.

AAAV-1+ = Funds with this rating are considered to have the lowest market risk (stable value). The rating is assigned to only money market funds or local government investment pools that should not experience loss of principal value to shareholders or participants even in severely adverse interest rate environments. (Rating by Fitch IBCA, a nationally recognized rating agency.)

Lockhart Independent School District Board of Trustees

Date of Board Meeting:

Agenda Item

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Note: For information regarding security breaches, see CQB(LEGAL).

Definitions

Custodian

“Custodian” means the appointed or elected public officer who by the state constitution, state law, ordinance, or administrative policy is in charge of an office that creates or receives local government records.

Essential Record

“Essential record” means any district record necessary to the resumption or continuation of district operations in an emergency or disaster, to the re-creation of the legal and financial status of the district, or to the protection and fulfillment of obligations to the people of the state.

Local Government Record

“Local government record” means any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information-recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by a district or any of its officers or employees, pursuant to law or in the transaction of public business. The term does not include:

1. Extra identical copies of documents created only for convenience of reference or research by district officers or employees;
2. Notes, journals, diaries, and similar documents created by a district officer or employee for his or her own personal convenience;
3. Blank forms, stocks of publications, and library and museum materials acquired solely for the purposes of reference or display; or
4. Copies of documents in any media furnished to the public under the Public Information Act or other state law.

Permanent Record

“Permanent record” or “record of permanent value” means any local government record for which the retention period on a records retention schedule issued by the Texas State Library and Archives Commission (TSLAC) is given as permanent.

Records Control Schedule

“Records control schedule” means a document prepared by or under the authority of a records management officer listing the records maintained by a district, their retention periods, and other records disposition information that the records management program in each district may require.

Records Management “Records management” means the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of recordkeeping. The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems.

Records Management Officer “Records management officer” means the person identified under Local Government Code 203.025 as the records management officer. [See Designation, below]

Records Retention Schedule “Records retention schedule” means a document issued by TSLAC under authority of Subchapter J, Chapter 441, Government Code, establishing mandatory retention periods for local government records.

Retention Period “Retention period” means the minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

Local Gov’t Code 201.003

District’s Duties

Each district shall:

1. Submit to the director and librarian of TSLAC the name of the district’s records management officer and the name of the new officer in the event of a change;
2. File a plan or an ordinance or order establishing a records management program and any amendments to the plan or ordinance or order with the director and librarian;
3. Notify TSLAC at least ten days before destroying a district record that does not appear on a records retention schedule issued by TSLAC; and
4. File with the director and librarian a written certification as provided by Local Government Code 203.041 that the district has prepared a records control schedule that:
 - a. Establishes a retention period for each district record as required by Local Government Code Chapter 203, Subchapter C; and

- b. Complies with a local government records retention schedule distributed by the director and librarian under Government Code 441.158 and any other state and federal requirements.

Gov't Code 441.169

**Board's
Responsibilities**

The board shall:

1. Establish, promote, and support an active and continuing program for the efficient and economical management of all district records;
2. Cause policies and procedures to be developed for the administration of the program under the direction of the records management officer;
3. Facilitate the creation and maintenance of district records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the district and designed to furnish the information necessary to protect the legal and financial rights of the district, the state, and persons affected by the district's activities;
4. Facilitate the identification and preservation of district records that are of permanent value;
5. Facilitate the identification and protection of essential district records; and
6. Cooperate with TSLAC in its conduct of statewide records management surveys.

Local Gov't Code 203.021

**Custodians of
Records**

District custodians of records shall:

1. Cooperate with the records management officer in carrying out the policies and procedures established by a district for the efficient and economical management of records and in carrying out the requirements of Local Government Code Title 6, Subtitle C;
2. Adequately document the transaction of district business and the services, programs, and duties for which they and their staff are responsible; and
3. Maintain the records in their care and carry out the preservation, microfilming, destruction, or other disposition of the records only in accordance with the policies and procedures of the district's records management program and

the requirements of Local Government Code Title 6, Subtitle C and rules adopted under it.

Local Gov't Code 203.022

**Records
Management Officer**

A board shall designate an individual or an office or position as the records management officer for the district.

Designation

The name, office, or position of the records management officer shall be entered into the minutes of the board and filed by the records management officer with the director and librarian of TSLAC within 30 days after the date of the designation.

Any subsequent designations of a new individual or a new office or position shall be entered into the minutes and reported to TSLAC in the same manner as the original designation.

If the order designating a records management officer designates an office or position rather than an individual, a new holder of that office or position must file the holder's name with TSLAC within 30 days after the date of assuming the office or position.

Local Gov't Code 203.025

Duties

The district's records management officer shall:

1. Assist in establishing and developing policies and procedures for a district's records management program;
2. Administer the records management program and provide assistance to custodians for the purposes of reducing costs and improving recordkeeping efficiency;
3. In cooperation with the custodians of the records:
 - a. Prepare the records control schedules and amended schedules required by Local Government Code 203.041 and the list of obsolete records as provided by Local Government Code 203.044;
 - b. Identify and take adequate steps to preserve district records of permanent value;
 - c. Identify and take adequate steps to protect essential district records;
 - d. Ensure that the maintenance, preservation, microfilming, destruction, or other disposition of records is carried out in accordance with a district's records management program and the requirements of Local Government Code Title 6, Subtitle C and rules adopted under it;

4. Disseminate to the board and custodians of records information concerning state laws, administrative rules, and government policies relating to district records; and
5. In cooperation with the custodians of records, establish procedures to ensure that the handling of records in any context of the records management program is carried out with due regard for the duties and responsibilities of custodians that may be imposed by law and the confidentiality of information in records to which access is restricted by law.

Local Gov't Code 203.023

**Records
Management
Program**

A board by ordinance or order shall establish a records management program to be administered by the records management officer. The ordinance or order must provide methods and procedures to enable the board, custodians, and the records management officer to fulfill the statutory duties and responsibilities concerning management and preservation of records. The ordinance or order may prescribe any policies or procedures for the operation of the records management program that are consistent with the requirements of Local Government Code Title 6, Subtitle C rules adopted under it. A copy of the ordinance or order must be filed by the records management officer with TSLAC within 30 days after the date of its adoption. *Local Gov't Code 203.026(a)–(c)*

**Records Control
Schedules**

The records management officer shall:

1. Prepare a records control schedule listing the following records and establishing a retention period for each:
 - a. All records created or received by the district;
 - b. Any record no longer created or received by the district that is still in its possession and for which the retention period on a records retention schedule issued by TSLAC has not expired; and
 - c. Any record no longer created or received by the district that is still in its possession and for which the retention period on a records retention schedule issued by TSLAC has expired but which will not be destroyed; and
2. File with the director and librarian a written certification of compliance that the district has adopted records control schedules that comply with the minimum requirements established on records retention schedules issued by TSLAC.

Amendment of
Schedules

The records management officer shall review the district's records control schedules and prepare amendments to the schedules as needed to reflect new records created or received by the district or revisions to retention periods established in a records retention schedule issued by TSLAC. The records management officer shall file with the director and librarian a written certification of compliance that the district has amended the records control schedules to comply with the minimum requirements established on records retention schedules issued by TSLAC.

The board shall require in the ordinance or order establishing the records management program the review or approval of a records control schedule or amended schedule by the officers of the district as it considers necessary.

Local Gov't Code 203.041

Retention Periods

A retention period for each record on the records control schedule shall be determined by the board or under its direction. A retention period may not be less than a retention period prescribed by state or federal law, regulation, or rule of court; or a retention period for the record established on a records retention schedule issued by TSLAC. *Local Gov't Code 203.042*

TSLAC Retention
Schedules

TSLAC has adopted the following retention schedules, among others: Local Schedule GR—Records Common to All Governments, Local Schedule EL—Records of Elections and Voter Registration, Local Schedule TX—Records of Property Taxation, and Local Schedule SD—Records for Public School Districts. These schedules establish mandatory minimum retention periods for the records listed. *13 TAC 7.125*

Note: [Local government records retention schedules](#)¹ are available on the TSLAC website.

**Destruction of
Records**

A district record may be destroyed if:

1. The record is listed on a valid records control schedule and either its retention period has expired or it has been microfilmed or electronically stored in accordance with legal requirements;
2. The record appears on a list of obsolete records as provided by Local Government Code 203.044;
3. The record is not listed on a records retention schedule issued by TSLAC and the district provides notice to TSLAC at least ten days before destroying the record as required by Government Code 441.169;

4. A court issues an expunction order for the destruction or obliteration of the records, pursuant to state law; and
5. The records are defined as exempt from scheduling or filing requirements or listed as exempt in a records retention schedule issued by TSLAC.

Local Gov't Code 202.001

Exceptions

A district record the subject matter of which is known by the custodian to be the subject of litigation may not be destroyed until the litigation is settled. A district record that is subject to a request under the Texas Public Information Act, Chapter 552, Government Code, may not be destroyed until the request is resolved. *Local Gov't Code 202.002*

A district shall not destroy a student's education record, as defined by the Family Educational Rights and Privacy Act, if there is an outstanding request to inspect and review the record. *34 C.F.R. 99.10(e)* [See FL]

Recordkeeping

As a board may require, the records management officer shall keep accurate lists of records destroyed, their volume, and other information of records management activities. *Local Gov't Code 203.046*

Preservation of Records

Permanent records shall be stored under conditions that meet the requirements of 13 Administrative Code 7.164.

Permanent Records

Microfilming

District records may be maintained on microfilm in addition to or instead of paper or other media, subject to the requirements of Chapter 204, Local Government Code and rules adopted by TSLAC. *Local Gov't Code 204.002*

Electronic Storage

District record data may be stored electronically in addition to or instead of source documents in paper or other media, subject to the requirements of Chapter 205, Local Government Code and rules adopted by TSLAC. *Local Gov't Code 205.002*

[For information on electronic records, see CQ.]

Records Offenses

Destruction or
Alienation of Record

A board member or district employee commits an offense if the board member or employee knowingly or intentionally violates Local Government Code Title 6, Subtitle C (local government records) or rules adopted under it by destroying or alienating a local government record in contravention of Local Government Code Subtitle C or by intentionally failing to deliver records to a successor in office as provided by Local Government Code 201.006(a). *Local Gov't Code 202.008*

Tampering with
Governmental
Record

A person commits an offense if the person:

1. Knowingly makes a false entry in, or false alteration of, a governmental record;
2. Makes, presents, or uses any record, document, or thing with knowledge of its falsity and with intent that it be taken as a genuine governmental record;
3. Intentionally destroys, conceals, removes, or otherwise impairs the verity, legibility, or availability of a governmental record;
4. Possesses, sells, or offers to sell a governmental record or a blank governmental record form with intent that it be used unlawfully;
5. Makes, presents, or uses a governmental record with knowledge of its falsity; or
6. Possesses, sells, or offers to sell a governmental record or a blank governmental record form with knowledge that it was obtained unlawfully.

It is an exception to the application of item 3, above, that the governmental record is destroyed pursuant to legal authorization or transferred under Government Code 441.204. With regard to the destruction of a local government record, legal authorization includes compliance with the provisions of Local Government Code Title 6, Subtitle C.

Penal Code 37.10

Federal
Investigations

Whoever knowingly alters, destroys, mutilates, conceals, covers up, falsifies, or makes a false entry in any record, document, or tangible object with the intent to impede, obstruct, or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States or any bankruptcy case, or in relation to or contemplation of any such matter or case, shall be fined, imprisoned not more than 20 years, or both. *18 U.S.C. 1519*

¹ Local Government Retention Schedules:
<https://www.tsl.texas.gov/slr/recordspubs/localretention.html>



SLRM
STATE AND LOCAL
RECORDS
MANAGEMENT

Form SLR 504 – Designation of Local Government Records Management Officer For non-elected offices in Texas

Submitted pursuant to Local Government Code §203.025

Before filling out this form, ensure that the Records Management policy approved by your governing body under Local Government Code, §203.026 has designated your position as the Records Management Officer (RMO). If the position in the policy has changed, or if the policy names an individual who is no longer serving as RMO, a new policy must be filed with this form.

Records Management Officer (RMO) Contact Information:

Name of Local Government: _____

Position/Title Designated in Policy: _____

Name of Individual Designated as RMO: _____

Mailing Address: _____

City: _____ Zip Code: _____

Business email: _____ Phone: _____

Please subscribe me to The Texas Record for news and training information. <https://www.tsl.texas.gov/slr/blog/>

RMO Signature: _____ Date: _____

Please mail original, signed form within 30 days of RMO change to:

State and Local Records Management Division
Texas State Library and Archives Commission
P.O. Box 12927
Austin, TX 78711-2927

Access and download forms, publications and retention schedules
on our website: <https://www.tsl.texas.gov/slr>

For more assistance: 512-463-7610
slrinfo@tsl.texas.gov

Lockhart Independent School District Board of Trustees

Date of Board Meeting:

Agenda Item

AGENDA SECTION:

READING:

PREVIOUS BOARD REVIEW DATE:

TYPE OF ACTION

DEPARTMENT:

DISTRICT GOAL(S) ALIGNMENT:

1. Create a collaborative culture of contagious ambition.
2. Expect all staff to embrace growth opportunities.
3. Empower students to seize opportunities to achieve at high levels.

AGENDA TITLE:

BACKGROUND INFORMATION:

ATTACHMENT(S):

RECOMMENDATION:

RECOMMENDED MOTION:

**A RESOLUTION OF THE
LOCKHART INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

WHEREAS, the Lockhart Independent School District (the “District”) has always been and will remain committed to providing the best possible educational opportunities for its students while at the same time being good stewards of its resources;

WHEREAS, the Board has a substantial public interest in protecting the health and safety of its students, staff, and school community, and therefore desires to protect, to the fullest extent possible, the health and safety of students, staff, and the school community in light of COVID-19;

WHEREAS, in accordance with current public guidance issued on December 4, 2020 by the Texas Education Agency requires that individuals in “close contact” with an individual who is confirmed positive for COVID-19 or individuals who themselves are symptomatic for or confirmed positive for COVID-19 must not be allowed entry at school, and if present on campus must immediately return home, and be quarantined for a minimum of seven (7) days with a negative COVID-19 test and up to fourteen (14) days;

WHEREAS, due to the COVID-19 global pandemic, it is highly likely that employees may exhaust all available and accrued leave due personal illness, to care for a close family member with the illness, or due to the requirement to quarantine after close contact with an individual who has a lab-confirmed positive case of COVID-19;

WHEREAS, the provisions of the federal Families First Coronavirus Response Act (FFCRA) which authorizes additional Emergency Paid Sick Leave for certain qualifying events and circumstances expired December 31, 2020, and any employee who has not exhausted available leave under the FFCRA is no longer be eligible to utilize the FFCRA's paid leave protections beginning on January 1, 2021;

WHEREAS, the Lockhart Independent School District Board of Trustees believes that the District’s educational mission and thus its public purpose is served by ensuring that its committed, experienced and skilled staff members have an equitable opportunity to obtain reasonable paid sick leave for COVID-19 related absences; and,

WHEREAS, the Lockhart Independent School District Board of Trustees finds that increasing local leave for certain qualifying COVID-19-related absences will further the District’s stated public purpose, and as set forth herein, and will establish sufficient controls to ensure that this public purpose and the attendant benefit to the District is achieved.

NOW, THEREFORE, BE IT RESOLVED :

That the District will continue to offer employees COVID Extended Leave for all qualifying events and circumstances authorized by the FFCRA, except that:

- a. Employees who have already exhausted all leave under the FFCRA will not be eligible for any additional leave time;
- b. This extension of local leave is limited to a maximum of ten (10) days;
- c. In no event shall any employee be eligible for more than ten (10) days of COVID leave, whether through EPSL authorized under the FFCRA through December 31, 2020, COVID Extended Leave, or a combination of both.
- d. This authorization expires no later than the last day of instruction of the 2020-2021 school year, unless this authorization is revoked sooner, or extended by the Board of Trustees.

BE IT FINALLY RESOLVED that the Superintendent of Schools is authorized by the Board to take such actions necessary and appropriate to implement the intent of this Resolution.

PASSED, APPROVED, AND ADOPTED BY THE BOARD OF TRUSTEES OF THE LOCKHART INDEPENDENT SCHOOL DISTRICT, this 19th day of January, 2021 as follows:

Ayes: _____ Nays: _____ Abstentions: _____

Signed: _____

President, LISD Board of Trustees

Attested to: _____

Secretary, LISD Board of Trustees

Lockhart Independent School District Board of Trustees

Date of Board Meeting:

Agenda Item

AGENDA SECTION:

READING:

PREVIOUS BOARD REVIEW DATE:

TYPE OF ACTION

DEPARTMENT:

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RECOMMENDED MOTION:

LOCKHART ISD BOARD RESOLUTION

**THE STATE OF TEXAS,
THE COUNTY OF CALDWELL**

**RESOLUTION REGARDING
A AUTHORIZATION OF LEAVE ADJUSTMENTS FOR
JANUARY 11, 2021, A TWO-HOUR DELAY
FOR WEATHER-RELATED CLOSURE**

WHEREAS, the Lockhart Independent School District (“Lockhart ISD” or “the District”) on January 11, 2021, had a two-hour delay opening schools due to inclement weather;

WHEREAS, the District employs the following categories: exempt administrators; educators, as that term is defined by Chapter 21 of the Texas Education Code; contractual employees who are not educators as that term is defined by Chapter 21 of the Texas Education Code; and non-contractual, at will employees;

WHEREAS, the Board of Trustees has determined that it serves the public purpose of the District that all categories of employees who were originally scheduled to work during the dates and times of the closure be awarded appropriate paid leave for the missed instructional time on January 11, 2021 which was a two-hour delay, as doing so will be beneficial to employee morale, will engender employee loyalty, and will underscore the importance that the safety of its students, parents, employees, and school community members holds for the Lockhart ISD; and

WHEREAS, the Lockhart ISD Administration will take all necessary steps to make leave adjustments as necessary to ensure that employees are not adversely affected by this day of school closure and to ensure that all employees are treated equitably in furtherance of the District’s public purpose on this matter;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Lockhart Independent School District that at an open meeting held on the 19th day January, 2021, the Board of Trustees voted, by a vote of _____ for and _____ against and _____ abstaining, to authorize appropriate leave adjustments to all categories of employees and direct the LISD Administration to make the appropriate leave adjustments.

Adopted this 19th day of January 11, 2021 by the Lockhart Independent School District Board of Trustees.

Signed:

Attest:

Steve Johnson, President

Warren Burnett, Secretary