Regular Meeting with Public Hearing Agenda
Thursday, May 21, 2026
Linda Lippe Instructional Materials Center
1775 W New Hope Drive
B1001.01 and B1001.02
Cedar Park, Texas 78613
6:15 PM

The Board meeting protocols are available at **https://bit.ly/3DHAR4v**.

Doors will open to the public at 5:45 PM.
Members of the public may access this meeting via live stream at https://www.leanderisd.org/boardlivestream. Please note, this link will not be active until approximately 5 minutes before the scheduled meeting time.

Citizens wishing to address the Board of Trustees may do so in person at the meeting location noted on the agenda. In order to address the Board, individuals must sign up online at https://www.leanderisd.org/citizencommentform, between noon the day prior to the meeting and noon the day of the meeting and be present when their number is called.

Citizens who need special accommodations or assistance with sign-up should contact the office of the Superintendent (512-570-0000) during regular business hours.

The notice of this meeting was posted in compliance with the Texas Open Meetings Act on May 15, 2026, at 4:03 PM.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

1. **CALL TO ORDER AND DECLARATION OF QUORUM**
2. **OPENING CEREMONY**
   - A. Pledge of Allegiance
   - B. Moment of Silence
3. **RECOGNITION**
   - A. Spotlight on Learning: Grandview Hills Elementary School
   - B. Spotlight on Student Empowerment: Stiles and Leander Middle Schools C2 Clubs 3
4. **CITIZEN COMMENTS**

(See the notes at the top of the agenda for instructions on how to sign up and details regarding speaking.)

5. **PUBLIC HEARING**
   - A. Discussion of Federal Funds Overview and Public Hearing 17
6. **CITIZEN COMMENTS FOR PUBLIC HEARING** ***(See notes at the top of the agenda for instructions on how to sign up and details regarding speaking.)***
7. **CONSENT AGENDA**
   - A. Consider Approval of Early Release of Critical Positions 42
   - B. Consider Adoption of Local Policies CY, DGBA, FNG, and GF 44
   - C. Consider Approval of 2026-2027 Food Service Management Company (FSMC) Contract Renewal 78
   - D. Consider Approval of an Independent Auditor for Efficiency Audit 150

E. Consider Approval of Minutes of Regular and Called Board Meetings 159
F. Consider Approval of a Missed School Day Waiver for the 2025-26 School Year 163
G. Consider Approval of Leander ISD Superintendent Guardrails 164
8. **SUPERINTENDENT'S REPORT** **165**
A. Empowered Student Learning
B. Empowered Staff Learning
C. Safe and Innovative Learning Environments
9. **DISCUSSION / ACTION ITEMS**
A. STUDENT EXPERIENCE
1. Discussion of 2026-2027 Instructional Materials, K-5 Math 194
B. GOVERNANCE
1. Board Policy Committee Update 203
C. OPERATIONS
1. Citizen Facility Advisory Committee (CFAC) Process Overview 204
2. Discussion of 2025-2026 Budget Projections 225
3. 2026 Property Value Overview, Discussion of 2026-2027 Proposed Budgets for Adoption, and House Bill 1522 Required Taxpayer Impact Statement 227
4. Consider Approval of Fiscal Year (FY) 26 Budget Amendment - #12 262
10. **CLOSED SESSION**
A. Texas Government Code 551.071: consultation with attorney regarding pending or contemplated litigation, and/or attorney client privileged matter
B. Texas Government Code 551.074: personnel - deliberation regarding resignations, terminations, employment, reassignments, duties, and evaluation of personnel and public officers
C. Texas Government Code 551.0821: deliberation regarding matters whereby personally identifiable information regarding one or more students will be disclosed
D. Texas Government Code 551.076 and 551.089: review of District Vulnerability Assessment (DVA) results
E. Texas Government Code 551.089: discussion of district-wide intruder detection audit report findings
F. Texas Government Code 551.074: deliberation and consideration of employment of North Elementary School Principal
G. Texas Government Code 551.074: deliberation and consideration of employment of Deputy Superintendent of Learning and Innovation
11. **ACTION PURSUANT TO CLOSED SESSION**
A. Consider Employment of North Elementary School Principal
B. Consider Employment of Deputy Superintendent of Learning and Innovation
12. **BOARD MEETING DEBRIEF**
13. **ADJOURNMENT**

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)]


C-Squared
Leander ISD

What is C^2?

C^2 is a **Coalition of Caring** students dedicated to fostering a positive school culture where bullying is not acceptable and every voice matters.

Students are **empowered** to design and drive initiatives that spread **kindness**, promote **respect**, celebrate **diversity,** and instill a lifelong **commitment** to serving others.

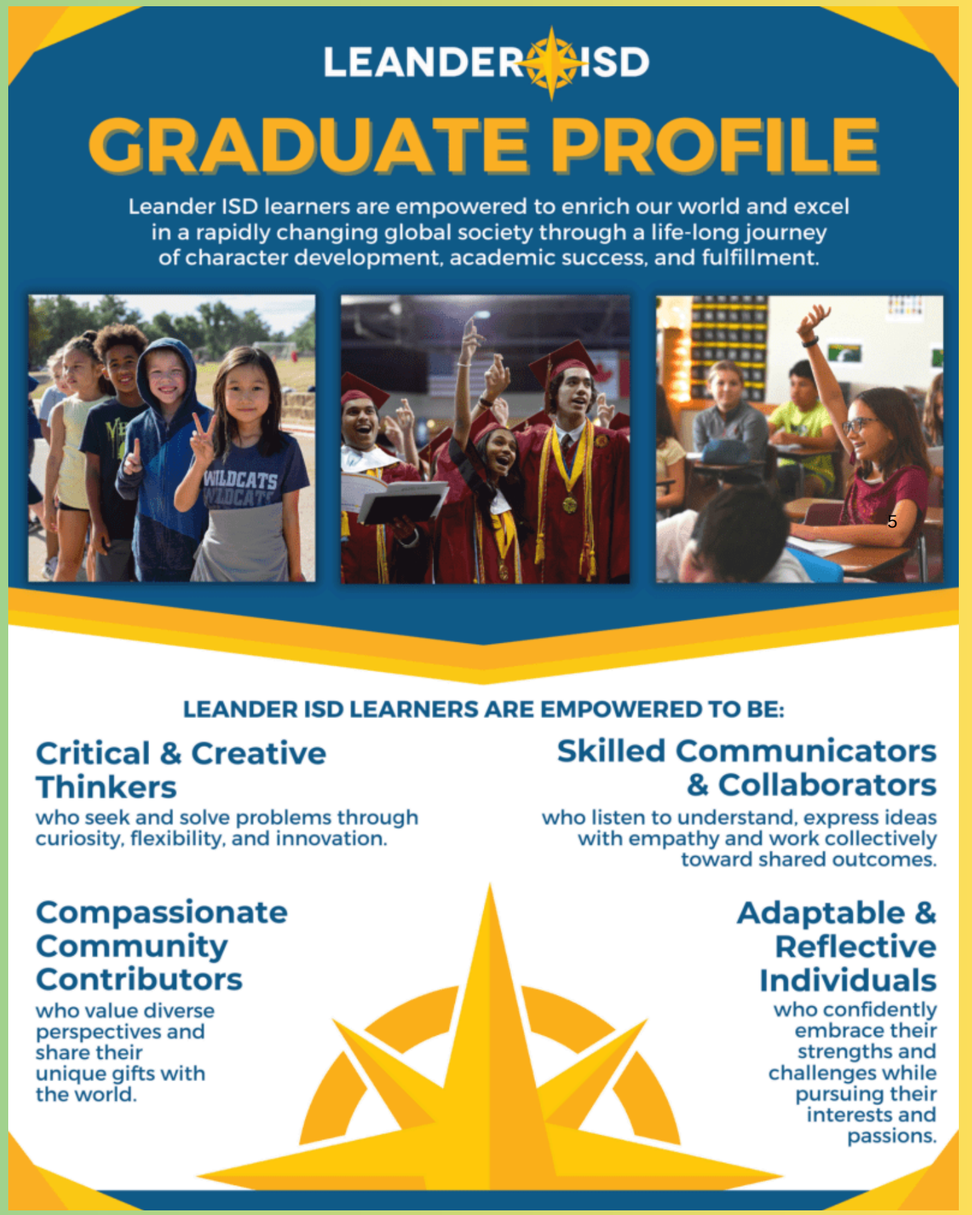




The History of C^2 in LISD

Student leaders in LISD have been standing up against bullying since 2004, but in 2012, student groups at Leander High School began working together to resolve conflicts across their campus. They started as a **Coalition of Clubs** and their leadership spread around our district.

Though organization names have varied across campuses, the mission has remained the same: promote a **culture of caring** so everyone feels **welcome**, **accepted**, & **valued**.



Unity Day

ORANGE OUT

ORANGE OUT

TIGERS

UNITED





UNITE OUR SCHOOL, INCLUDE EVERYONE









KINDNESS CHAIN!

ENCOURAGE EVERYONE TO BE KIND, RESPECTFUL, AND SUPPORTIVE OF EACH OTHER

A VISIBLE DAILY REMINDER









KINDNESS WEEK

MAKE EVERYONE FEEL WELCOME, INCLUDED, SUPPORTED, & HAPPY!









FRIENDLY FRIDAYS * COMPLIMENT DAY* KINDNESS CARDS *LUNCH SHOUTOUTS



TIGER Culture NIGHT!



INCLUDE EVERYONE * CELEBRATE DIVERSITY * LEARN ABOUT OUR FAMILIES & OUR CULTURES



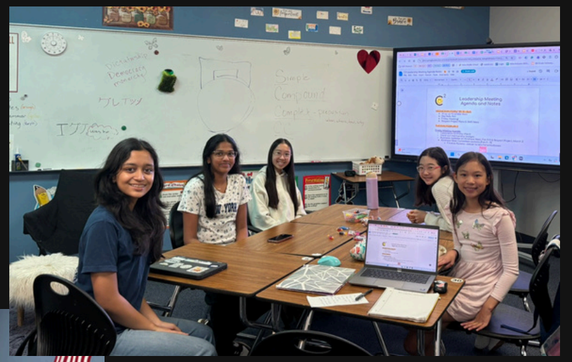




FOOD * CULTURAL GAMES * MUSIC * PERFORMANCES * TRADITIONS * ART

C^2 Club Meetings







Student-led

Student-centered

Safe Space for Everyone

Learning how to lead positive change

Creating a Meaningful Impact











C² Campus Activities

Light Up the Holidays



Chalk the Walk





Take What You Need Bulletin Board



C² Campus Events

Pep Rallies







Kindness Week





Spartan Mixer



Spartans RESPECT Project

ACTS OF RESPECT

What Is Respect?

Respect means recognizing the value, dignity, and worth of every person—including yourself. It is shown through our words, actions, and attitudes, even when we disagree.

Dignity
Value every person's life and worth. Treat others as humans, not objects—no matter their status or achievements.

Empathy & Compassion
Try to understand how others feel. Show care, kindness, and sensitivity.

Honesty & Integrity
Be truthful and keep your word. Trust is built through reliability.

Listening
Listen to understand—without interrupting or judging.

Tolerance & Acceptance
Respect differences in opinions, backgrounds, and identities.

Self-Respect
Value yourself. Set boundaries and expect respectful treatment.

Courtesy & Politeness
Use kind words, good manners, and respectful language.

Accountability
Take responsibility for actions and behaviors—your own and others'.









Forum for Change



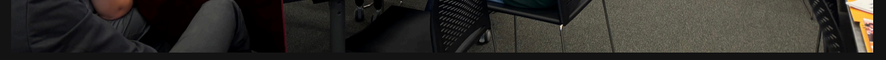
What role do you think you play in fostering a culture of respect and inclusion?



How can we encourage accountability in treating others fairly?



Why is it important to STOP bullying? How can we do this on on our campuses?



Looking Ahead

Together we:

- ~BUILD stronger campus communities with C²
- ~Encourage students to THINK about others
- ~CREATE opportunities for connections, collaboration, and positive change




Thank you
for supporting C2i

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, May 21, 2026

Agenda Item:	Discussion of Federal Funds Overview and Public Hearing
Purpose:	☒ Discussion Item/Report Only ☐ Action Requested
Administrator Responsible:	Paige Collier, M.Ed., Assistant Superintendent of Special Programs, State and Federal Programs; Shannon Jacque, M.Ed., Director of State and Federal Programs; Jamie Everett, Director of Career and Technical Education; Janie Kelly, Senior Coordinator of English as a Second Language
Attachments:	Discussion of Federal Funds Overview and Public Hearing Presentation

Background Information:

District administration will provide an overview of the Leander ISD activities supported with federal funds and seek public input for the submission of federal grant applications. The Texas Education Agency and the United States Department of Education require a public review of the targeted areas related to Federal Funding in preparation for the submission of the federal application for grant funds. In addition, the District allows for public input on the programs and strategies that are supported by federal grants.

Administrative Recommendation:

N/A

Sample Motion:

N/A

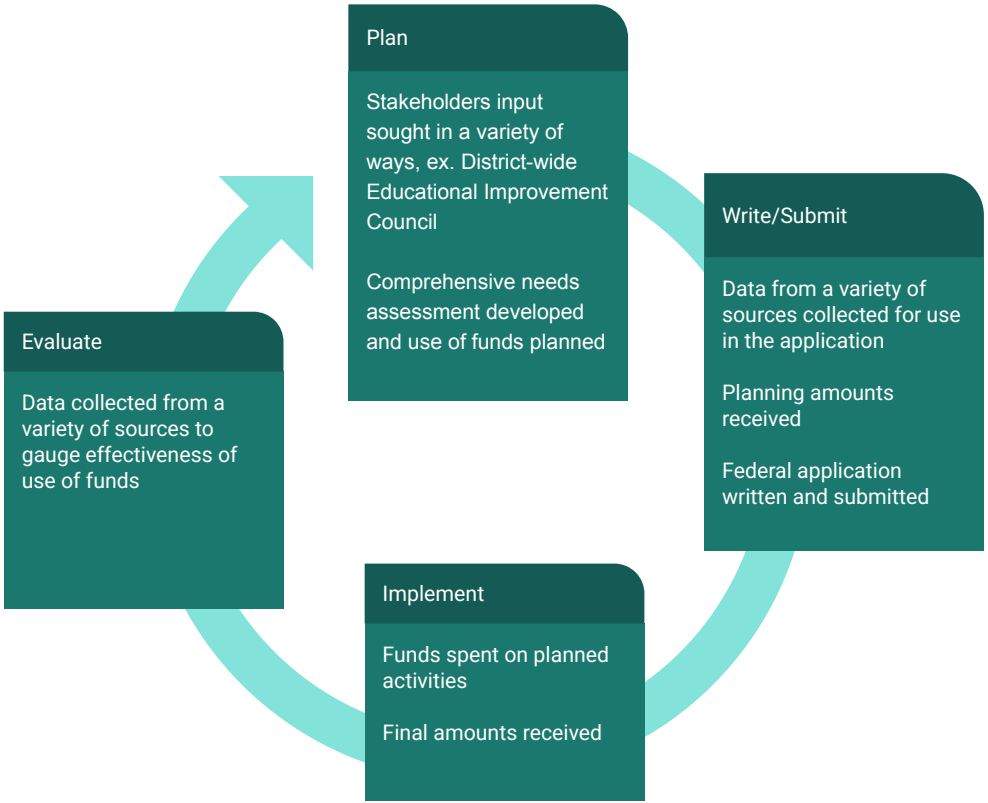
May 21, 2026

Discussion of Federal Funds Overview and Public Hearing

PURPOSE

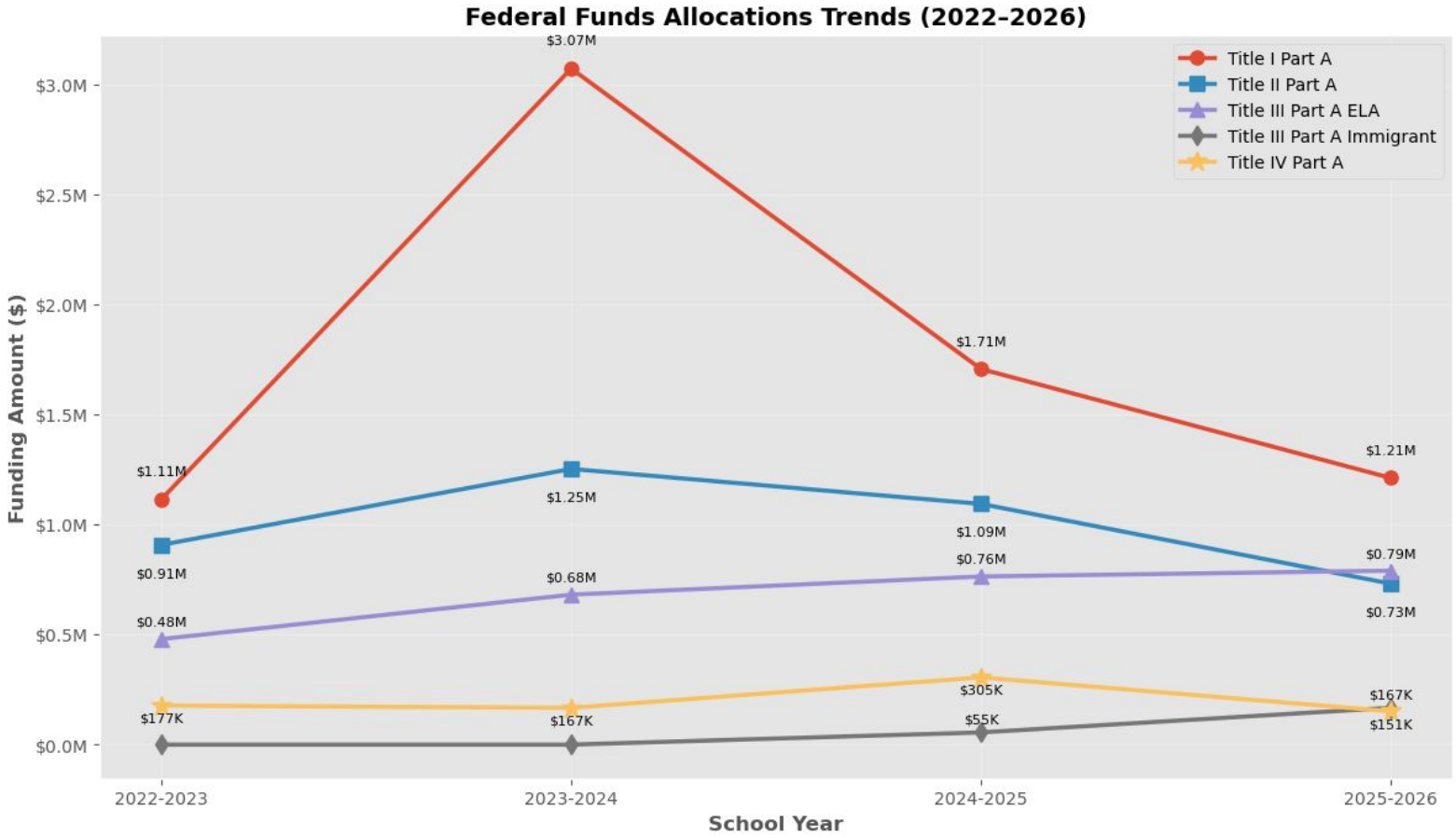
The purpose of tonight's presentation is to provide an overview of the Leander ISD activities supported with federal funds and seek public input for the submission of federal grant applications.

2025-2026 Federal Funds Grant-Writing Process



Federal Funds Allocations

Program	2022-2023	2023-2024	2024-2025	2025-2026
Title I Part A	$1,114,503	$3,070,716	$1,706,065	$1,211,236
Title II Part A	$907,428	$1,252,221	$1,093,390	$731,157
Title III Part A English Language Acquisition (ELA)	$479,428	$681,121	$763,704	$790,042
Title III Part A Immigrant	N/A	N/A	$55,358	$167,241
Title IV Part A	$177,323	$167,331	$305,307	$151,344

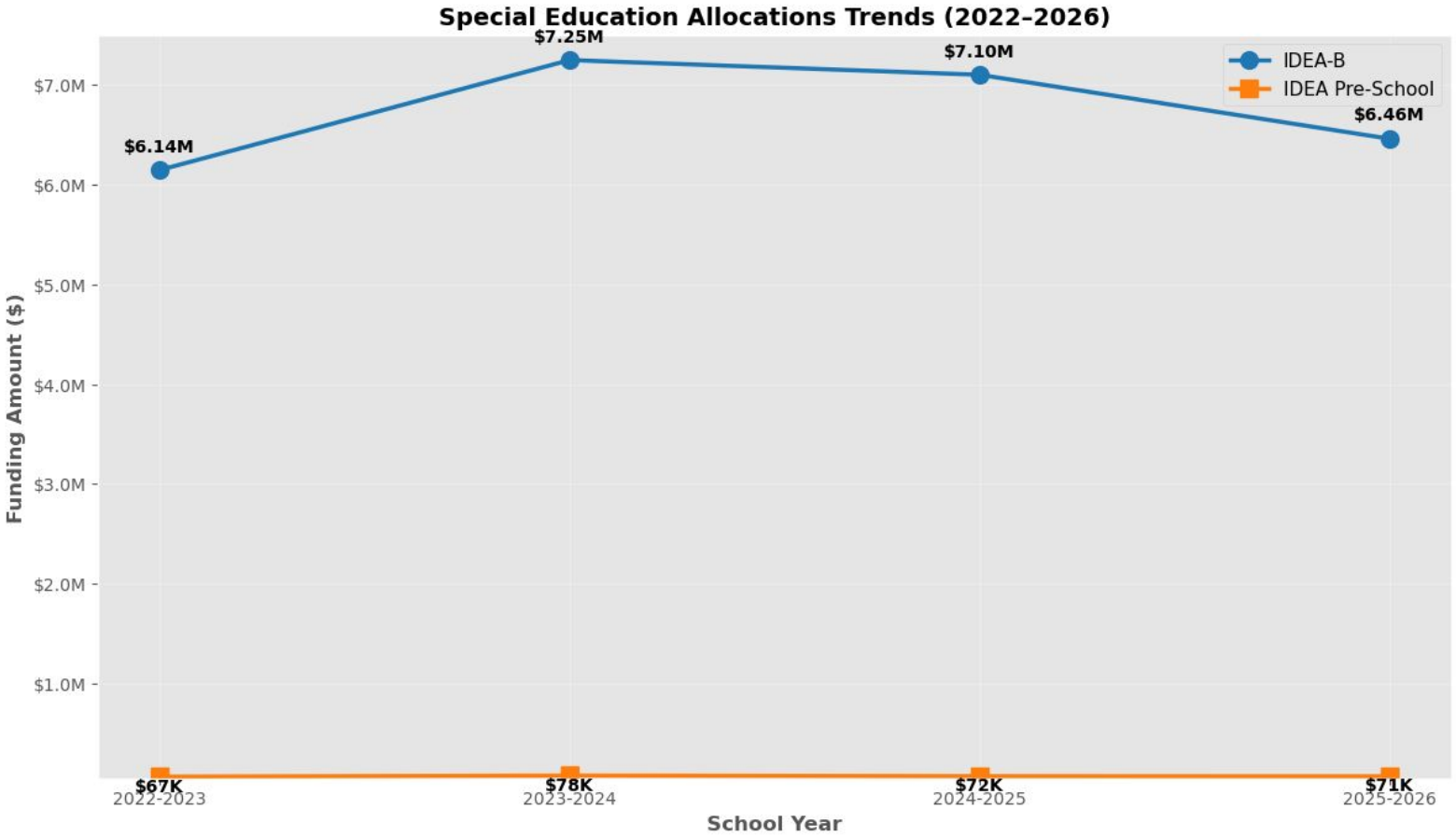

Federal Funds Allocations Trends (2022-2026)
Title I Part A
Title II Part A
Title III Part A ELA
Title III Part A Immigrant
Title IV Part A
Funding Amount ($)
$3.0M
$2.5M
$2.0M
$1.5M
$1.0M
$0.5M
$0.0M
$1.11M
$3.07M
$1.71M
$1.21M
$0.91M
$1.25M
$1.09M
$0.73M
$0.48M
$0.68M
$0.76M
$0.79M
$177K
$167K
$305K
$167K
$55K
$151K
2022-2023
2023-2024
2024-2025
2025-2026
School Year

Special Education Allocations

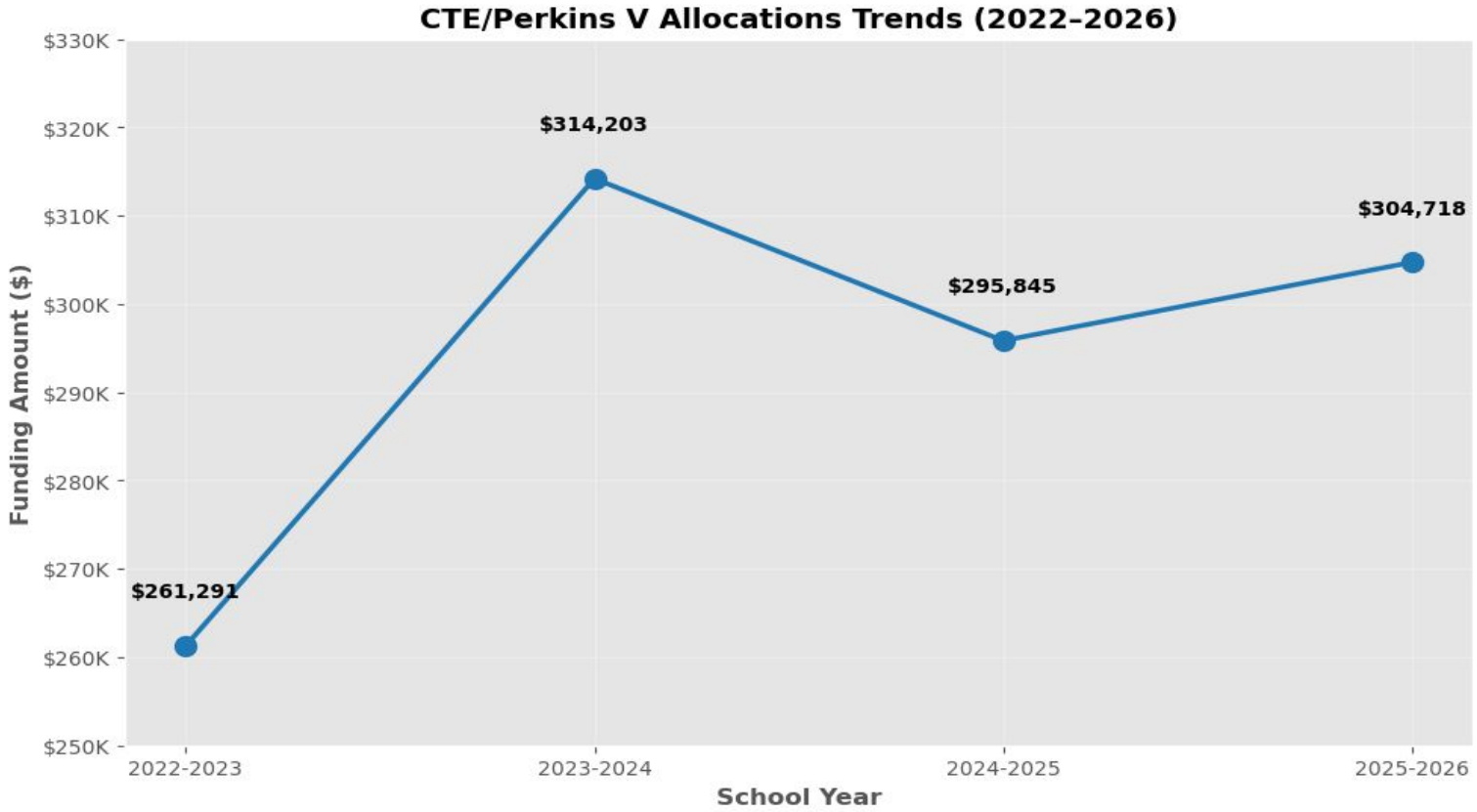
Program	2022-2023	2023-2024	2024-2025	2025-2026
Individuals with Disabilities Education Act (IDEA)- B	$6,144,818	$7,246,527	$7,099,061	$6,457,685
IDEA Pre-School	$67,022	$77,833	$71,743	$70,507

Career and Technical Education/Perkins V Allocations

Program	2022-2023	2023-2024	2024-2025	2025-2026
Perkins V	$261,291	$314,203	$295,845	$304,718


Special Education Allocations Trends (2022–2026)
IDEA-B
IDEA Pre-School
Funding Amount ($)
$7.0M
$6.0M
$5.0M
$4.0M
$3.0M
$2.0M
$1.0M
$6.14M
$7.25M
$7.10M
$6.46M
$67K
$78K
$72K
$71K
2022-2023
2023-2024
2024-2025
2025-2026
School Year

Career and Technical Education/Perkins V



Title I, Part A - Improving Basic Programs on Eligible Campuses

Grant Allocation: $1,211,236

Every Student Succeeds Act (ESSA) guidelines allowable use of Title I, Part A funds:

- Increase student achievement
- Emphasize meaningful parent and family engagement
- Provide educationally disadvantaged students access to high-quality academic programs
- Support campus staff and parent and family engagement activities









Title I, Part A - Targeted Expenditures in Leander ISD

Parent and Family Engagement

- Campus make-and-take events

Student Supports through McKinney Vento

- McKinney Vento Liaison
- School supplies and hygiene items

Personnel Based on Academic Need

- Co-teachers (8 campus-based)
- Behavior Specialists (5 campus-based)

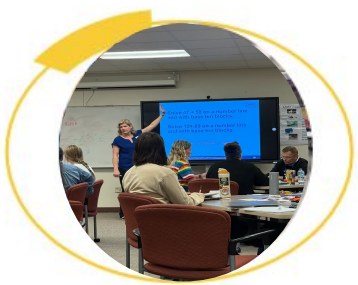
Title II, Part A - Supporting Effective Instruction

Grant Allocation: $731,157

ESSA guidelines allowable use of Title II, Part A funds:

- Increase student achievement
- Improve educator quality and effectiveness
- Increase the number of effective educators
- Provide students greater access to effective educators



Title II, Part A - Targeted Expenditures to Support Effective Instruction in Leander ISD

- 6 Math Curriculum Specialists provide targeted support to campuses identified through state and local assessment data
- Lead4ward Classroom Management and Engaging Learners Training
- Houghton Mifflin Harcourt- Personalized Path ELA digital licenses for secondary purchased in response to House Bill 1416
- OnGoing Assessment Project (OGAP) Math Training
- Solution Tree Professional Learning Community (PLC) Trainings
    - Amplify Your Impact
    - 15-Day Challenge

Title III, Part A - English Language Acquisition, and Part A - Immigrant Allowable Expenditures

Grant Allocation: $790,042 (ELA) and $167,241 (Immigrant)

ESSA guidelines allowable use of Title III, Part A funds:

- Promote parent, family, and community participation in language educational programs
- Professional learning to support emergent bilingual students
- Development and implementation of preschool programs
- Supplemental Instructional resources, including software and technologies
- Enhancing existing Language Instruction Educational Programs for restructuring schools with emergent bilingual students



Title III, Part A- Expenditures in Leander ISD

- Dual Language community collaboration nights, and English as a Second Language campus based cultural and language events, community partnerships
- English as a Second Language Academies, Content Based Language Instruction development, Dual Language Training Institute, Co-Teaching in the Multilingual Classroom
- Understanding and implementation of English Language Proficiency Standards for reading, writing, listening, and speaking
- Development of the Multilingual Adult Educator (MAE) Role

Title IV, Part A - Student Support and Academic Enrichment

Grant Allocation: $151,344

ESSA guidelines allowable use of Title IV funds:

- Provide all students access to well-rounded education (at least 20% of funds must be spent on well-rounded education)
- Improve academic outcomes by maintaining safe and healthy students (at least 20% of funds must be spent on maintaining safe and healthy students)
- Improve the use of technology to advance student academic achievement






Title IV, Part A - Targeted Expenditures to Support Students in Leander ISD

- Direct campus student support for behavior ensuring behavior support and well rounded educational opportunities for students

Special Education Allocation

Grant Allocation

IDEA B - $ 6,457,685

IDEA Preschool - $70,507

IDEA B and IDEA Preschool funds are used to:

- Ensure that eligible students (ages 3-21) with disabilities are provided with a free appropriate public education
- Support and direct student services









Special Education Targeted Expenditures in Leander ISD

- Personnel (75%)
- Residential care tuition
- Contracted services
- Instructional and evaluation materials
- Professional learning for special educators

Perkins V - Career and Technical Education (CTE)

Grant Allocation: $304,718

- **Purpose of CTE:**
  - To equip students with the academic, technical, and employability skills needed to successfully and competitively enter the workforce or pursue further education in specialized fields
- **Perkins V:**
  - Supplemental grant to CTE state weighted funding
  - Ensure CTE programs are supported to meet standards of sufficient size, scope, and quality






2025-2026 Perkins V - Career and Technical Education (CTE): Size, Scope, Quality

Recognized Excellence

- Texas CTE District of Distinction
  Awarded 2024–2025 & 2025–2026

Program Overview

- 200+ CTE courses across middle and high school
- 30+ Programs of Study across 12 Career Clusters
- 200+ CTE teachers bringing industry and real-world expertise
- 70% of students (Grades 7–12) enrolled in high school credit CTE courses

Student Outcomes & Opportunities

- 70 Unique Industry-Based Certifications (IBCs) offered
  4,665 IBCs earned (2024–2025)
- 10 Career & Technical Student Organizations (CTSOs) aligned to Programs of Study
- 33 Practicum & Career Prep courses with active work-based learning (WBL), supported by 81 teachers

Perkins V - Career and Technical Education (CTE)

Grant Allocation: $304,718

Required Use of Funds:

- Career exploration & development activities
- Professional development
- Skills for high-skill, high-wage, in-demand careers
- Integration of academic skills into CTE Programs of Study
- Implementation of CTE Programs of Study
- Evaluation of Perkins-funded programs, including Comprehensive Local Needs Assessment (CLNA)

2025-2026:

- Personnel
- Contracted Services
- Supplies & Equipment for Program Improvements and Expansion



Strategic Priorities for Federal Funds Expenditures in 2026-27

In 2026–2027, our plans include…

- Continuing support for Math Co-Teachers and Campus Behavior Specialists
- Maintaining Math Curriculum Specialist roles
- Providing ongoing PLC training
- Ensuring equitable experiences for language learners
- Strengthening parent and family engagement efforts
- Supporting special education staffing
- Expanding course offerings to increase access to CTE programs

Public Hearing

DISCUSSION

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, May 21, 2026

Agenda Item:	Consider Approval of Early Release of Critical Positions
Purpose:	☐ Discussion Item/Report Only ☒ Action Requested
Administrator Responsible:	Pete D. Pape, Ed.D., CPA, Chief Financial Officer, and Gina Mitschke, Executive Director of Business
Attachments:	2026-2027 Early Release of Critical Positions

Background Information:

As part of the annual budget development process, certain positions may be requested for release prior to adoption of the budget when those positions are historically difficult to fill and/or require an extended hiring timeline. To remain competitive in attracting qualified candidates, administration has traditionally requested early approval of select positions so recruitment efforts can begin in advance of budget adoption.

For the 2026–2027 school year, administration has identified the need to early release the following teaching positions:

6.0 - Special Education Teachers
2.0 - CTE teachers

A list of critical positions requested for early release is attached for your review. The projected cost of these positions is included in the 2026–2027 proposed budget. Approval of these positions at this time will allow administration to post vacancies and initiate the hiring process, supporting timely staffing in preparation for the upcoming school year.

Administrative Recommendation:

Administration recommends that the Board approve 8.0 new positions for the 2026–2027 school year at an estimated cost of $568,032.

Sample Motion:

I move that the Board of Trustees approve 8.0 new positions for the 2026–2027 school year at an estimated cost of $568,032.

LEANDER INDEPENDENT SCHOOL DISTRICT

2026-2027 GENERAL FUND FTEs

EARLY RELEASE OF CRITICAL POSITIONS

Position	2026-2027 FTE	Estimated Cost	Comments
NON-CAMPUS POSITIONS			
Special Education Teachers	6.00	430,734	Hard-to-fill Positions
Career & Technology Educaton (CTE) Teachers	2.00	137,298	Hard-to-fill Positions
TOTAL POSITIONS TO EARLY RELEASE:	**8.00**	**$ 568,032**	

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, May 21, 2026

Agenda Item:	Consider Adoption of Local Policies CY, DGBA, FNG, and GF
Purpose:	☐ Discussion Item/Report Only ☒ Action Requested
Administrator Responsible:	Shawn Swisher, J.D., General Counsel
Attachments:	Local Policies CY, DGBA, FNG, and GF

Background Information:
Administration met with the Board's policy committee and reviewed the following policies, which are presented for Board consideration this evening:

CY(LOCAL) - Update 124: Revisions are recommended throughout this local policy to clarify the circumstances under which the district's intellectual property may be used and where ownership of intellectual property lies when material is created by a district employee. Other recommended revisions clarify how district employees may use other copyrighted material, including copyrighted material used for performances and displays in instruction.

DGBA(LOCAL) - Update 126: Proposed revisions for this policy regarding employee complaints include revisions prompted by the applicable portions of Senate Bill (SB) 12, and alignment with current district practices.

FNG(LOCAL) - Update 126: Proposed revisions to this student and parent complaint policy include revisions prompted by the applicable portions of SB 12, and alignment with current district practices.

GF(LOCAL) - Update 126: Proposed revisions to this public complaint policy include revisions prompted by the applicable portions of SB 12, and alignment with current district practices.

Administrative Recommendation:
Administration recommends adoption of Local Policies CY, DGBA, FNG, and GF as presented.

Sample Motion:
I move that the Board adopt Local Policies CY, DGBA, FNG, and GF as presented.

Intellectual Property All copyrights, trademarks, and other intellectual property rights belonging to the District shall remain with the District at all times. Except as provided by law, policy, or written authorization from the Superintendent, the use of District intellectual property shall be limited to District-related purposes.

Students A student shall retain all rights to their own work created as part of instruction or using District technology resources.

Employees As an agent of the District, an employee, including a student employee, shall not have rights to work ~~he or she creates~~created on District time or using District technology resources. The District shall own any work or work product created by a District employee in the course and scope of ~~his or her~~District employment, including the right to obtain patents or copyrights.

District Ownership

Employee Ownership ~~If the employee obtains a patent for such work, the employee shall grant a non-exclusive, non-transferable, perpetual, royalty-free, Districtwide license to the District for use of the patented work.~~ A District employee shall own any work or work product produced on ~~his or her own~~ personal time~~, away from his or her job~~ and with personal equipment and materials, including the right to obtain patents or copyrights.

~~*Permission*~~

~~*A District employee may apply to the*~~*Exception* The Superintendent ~~or designee~~shall have the authority to permit use of District materials and equipment in ~~his or her creative~~ developing the employee's own projects, provided the employee agrees ~~either~~in writing to grant to the District a ~~non-exclusive, non-transferable~~nonexclusive, nontransferable, perpetual, royalty-free, District-wide license to use the work, or permits the District to be listed as co-author or co-inventor if the District contribution to the work is substantial. District materials do not include student work, all rights to which are retained by the student.

~~Works Made for Hire~~

Independent Contractors The District may hire an independent contractor for specially commissioned ~~work(s)~~works under a written works-made-for-hire agreement that provides that the District shall own the work product created under the agreement, as permitted by copyright law. Independent contractors shall comply with copyright law in all works commissioned.

Return of Intellectual Property Upon the termination of any person's association with the District, all permission to possess, receive, or modify the District's intellectual property shall also immediately terminate. All such persons shall return to the District all intellectual property, including but not limited to any copies, no matter how kept or stored, and whether directly or indirectly possessed by such person.

Copyright Unless the proposed use of a copyrighted work is an exception under the "fair use" guidelines maintained by the Superintendent ~~or designee~~, the District shall require an employee or student to

obtain a license or permission from the copyright holder before copying, modifying, displaying, performing, distributing, or otherwise employing the copyright holder's work for instructional, curricular, or extracurricular purposes. This policy does not apply to any work sufficiently documented to be in the public domain.

Technology Use

~~All persons are prohibited from using~~Use of District technology in violation of any law, including copyright law~~.~~, is prohibited. Only appropriately licensed images, applications, programs, or other software may be used with District technology resources. ~~No person shall use the~~The District's technology resources shall not be used to post, publicize, or duplicate information in violation of copyright law. The ~~Board shall direct the~~ Superintendent ~~or designee to~~shall employ all reasonable measures to prevent the use of District technology resources in violation of the law. ~~All persons~~Any person using District technology resources in violation of law shall lose user privileges in addition to other sanctions. [See BBI and CQ]

~~Electronic Media~~

~~Unless a license or permission is obtained, electronic media in the classroom~~Performances and Displays

The display and performance of copyrighted material, including motion pictures ~~and other audiovisual~~, dramatic works, ~~must be used in~~ musical performances, or other audio and visual works, may only occur as part of instructional activities and in accordance with the following:

- As a regular part of teaching and directly related to the ~~course of~~curriculum;
- During face-to-face teaching activities ~~as defined by law;~~
- When viewed in a classroom or designated place of instruction; and
- With a lawfully made copy or through authorized access.

Designated Agent

The District shall designate an agent to receive notification of alleged online copyright infringement and shall notify the U.S. Copyright Office of the designated agent's identity. The District shall include on its ~~Web site~~website information on how to contact the District's designated agent and a copy of the District's copyright policy. Upon notification, the District's designated agent shall take all actions necessary to remedy any violation. The District shall provide the designated agent appropriate training and resources necessary to protect the District.

If a content owner reasonably believes that the District's technology resources have been used to infringe upon a copyright, the owner may notify the designated agent.

Trademark

The District protects all District and campus trademarks, including names, logos, mascots, and symbols, from unauthorized use.

School-Related Use The District grants permission to students, student organizations, parent organizations and other District ~~-~~ affiliated school-support or booster organizations to use, without charge, District and campus trademarks to promote a group of students, an activity or event, a campus, or the District, if the use is in furtherance of a school-related business or activity. The Superintendent ~~or designee~~ shall determine what constitutes use in furtherance of a school-related business or activity and is authorized to revoke permission if the use is improper or does not conform to administrative regulations.

Public Use Members of the ~~general~~ public, outside organizations, vendors, commercial manufacturers, wholesalers, and retailers shall not use District trademarks without ~~the~~ written ~~permission of~~authorization from the Superintendent ~~or designee~~. Any production of merchandise with District trademarks for sale or distribution must be pursuant to a trademark licensing agreement and may be subject to the payment of royalties.

Any individual, organization, or business that uses District or campus trademarks without appropriate authorization ~~shall~~may be subject to legal action.

Complaints

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

Other Complaint Processes

Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant complaint process has been followed:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with ~~the~~ DIA ~~series~~.
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with ~~the~~ DIA ~~series~~.
3. Complaints concerning retaliation ~~relating~~related to discrimination and harassment shall be submitted in accordance with ~~the~~ DIA ~~series~~.
4. Complaints concerning instructional resources shall be submitted in accordance with the EF series. ~~Specifically, complaints concerning instructional materials shall be processed in accordance with policy EFA, and complaints concerning library materials shall be processed in accordance with policy EFB.~~
5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with the CKE series.
6. Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.
7. Complaints concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.

~~The Board will not address a complaint concerning a student's participation in an extracurricular activity that does not involve a violation of a right guaranteed by Education Code Chapter 26. *Education Code 26.011.*~~

~~Notice to Employees~~Notice to Employees

The District shall inform employees of this policy through appropriate District publications and on the District's website.

~~Guiding Principles~~

Informal Process

The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate campus or District administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

~~Direct Communication with Board Members~~

~~**Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee**~~**Filing Deadlines**

If an employee has engaged in the informal process in an attempt to resolve the complaint with the District and has not reached a resolution during the process, the employee must file a complaint within 15 business days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance. All deadlines shall be strictly followed unless otherwise required by law or modified by mutual written consent.

An employee may initiate the formal process described below by timely filing a written complaint form.

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

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

~~Deadline Extensions~~ **Formal Process**

The complaint form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, the employee shall file Level One complaints with the campus principal for any complaint on a matter related to a campus. For a complaint that arises on a matter that is unrelated to a campus, the complaint shall be filed with the appropriate District-level administrator.

If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the Superintendent, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint

form was received and immediately forward the complaint form to the appropriate administrator.

Option to Continue Informal Process — Even after initiating the formal complaint process, the employee is encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

Notice of Complaint — A District employee against whom a complaint has been filed shall be provided notice of the complaint in accordance with administrative regulations. The employee shall have sufficient opportunity to submit a written response to the complaint that shall be included in the record of the complaint.

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

Whistleblower Complaints — Whistleblower complaints shall be filed within the time specified by law and may be made ~~to the Superintendent or designee~~ beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]

Complaints Against Supervisors — Complaints alleging a violation of law by a supervisor may be made to the Superintendent ~~or designee. Complaint forms.~~ Complaints alleging a violation of law by the Superintendent may be submitted directly to the Board or Board's designee.

Direct Communication with Board Members — Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

General Provisions

Filing — Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, ~~including email and fax,~~ or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three business days after the deadline.

Scheduling ~~Conferences~~Hearings — The District shall make reasonable attempts to schedule ~~conferences~~hearings at a mutually agreeable time. If the employee fails to appear at a scheduled ~~conference~~hearing, the District may ~~consider~~hold the ~~complaint~~hearing and issue a decision in the employee's absence.

~~Response~~

~~At Levels One and Two, "response"~~Decision

A "decision" shall mean a written communication to the employee from the appropriate administrator~~. Responses~~ that provides an explanation of the basis of the decision, an indication of each document that supports the decision, and any relief or redress to be provided. A decision shall be issued on the merits of the concern raised in the complaint notwithstanding any procedural errors or the type of relief or redress requested.

The decision shall also include information regarding the filing of an appeal in accordance with this policy. After a hearing at Level Three, the decision shall include information on submitting an appeal to the commissioner.

A decision may be hand-delivered, sent by electronic communication to the employee's email address of record, or sent by U.S. Mail to the employee's mailing address of record. Mailed ~~responses~~decisions shall be timely if they are postmarked by U.S. Mail on or before the deadline.

~~Days~~

~~"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."~~

~~Representative~~Representative

"Representative" shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent ~~him or her~~the employee in the complaint process.

The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three business days' notice to the District before a scheduled ~~conference or~~ hearing, the District may reschedule the ~~conference or~~ hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating Complaints

~~Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file~~To promote efficiency in addressing complaints, the appropriate administrator shall determine if separate or serial complaints arising from ~~any~~an event or series of ~~events that have been or could have been addressed in a previous complaint.~~

~~When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.~~

~~Untimely Filings~~ ~~All time limits shall be strictly followed unless modified by mutual written consent.~~

~~If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within 10 days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.~~

~~Costs Incurred~~related events shall be consolidated.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted ~~in writing~~ on a form provided by the District.

Copies of any documents that support the complaint should be ~~attached to~~included with the complaint form. If the employee does not have copies of these documents, ~~they~~copies may be presented at the Level One ~~conference~~hearing. After the Level One ~~conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference~~hearing, the employee may supplement the record with additional documents or include additional claims.

Record

A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the employee who filed the complaint, documents determined relevant by District personnel, and the decision.

Remand

A complaint or appeal form that is incomplete in any material aspect ~~may~~shall be ~~dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.~~refiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.

If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.

Assignment of Hearing Officer

When a District employee is the subject of a complaint, the hearing shall be conducted by an administrator who is in a supervisory or higher organizational role. The District employee who is the subject of the complaint shall recuse themselves from reviewing the complaint at any level in the process.

Investigation

The District may conduct an investigation at any level in the complaint process. If the District and the employee mutually agree, all deadlines shall be suspended during an investigation.

Audio Recording

As provided by law, an employee shall be permitted to make an audio recording of a ~~conference or~~ hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place. ~~The District may, but shall not be required to, make an audio recording of any conference or hearing conducted under this policy.~~

Complaint Levels

~~Complaint forms must be filed:~~

Level One

8. ~~Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and~~

9. ~~With the lowest level administrator who has the authority to remedy the alleged problem.~~

~~In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.~~

~~If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One. The District reserves the authority to determine whether a complaint would more appropriately be addressed at Level Two.~~

~~If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time that the complaint form was received and immediately forward the complaint form to the appropriate administrator. The District reserves the authority to determine which administrator is most appropriate to handle each complaint.~~

~~The appropriate administrator shall investigate as necessary and schedule a conference with the employee within 10 days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.~~

~~Absent extenuating circumstances, the administrator shall provide the employee a written response within 10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other~~

~~relevant documents or information the administrator~~At Level One, the appropriate hearing officer shall hold a hearing with the employee within 10 calendar days after receipt of the written complaint. The hearing officer may set reasonable time limits for the hearing.

The hearing officer shall provide the employee a decision within 20 calendar days following the hearing. In reaching a decision, the hearing officer may consider information provided with the complaint form and any other relevant documents or information the hearing officer believes will help resolve the complaint.

Level Two

If the employee did not receive the relief requested at Level One or if the time for a ~~response~~decision has expired, the employee may request a ~~conference with the Superintendent or designee~~hearing at Level Two to appeal the Level One decision. ~~The District reserves the authority to determine whether the Superintendent or a designee shall participate in a conference.~~

The appeal notice must be filed in writing, on a form provided by the District, within ~~10~~20 calendar days of the date of the ~~written~~ Level One ~~response~~decision or, if no ~~response was received~~decision has been communicated to the employee, within ~~10~~20 calendar days of the Level One ~~response~~decision deadline.

After receiving notice of the appeal, the Level One ~~administrator~~hearing officer shall prepare and forward a record of the Level One complaint to the Level Two ~~administrator. The employee may request~~hearing officer and provide a copy of the Level One record to the employee.

The Level One record shall include:

10. The original complaint form and any attachments.
11. ~~All~~Any other documents submitted by the employee at Level One.
12. ~~The~~If the complaint is against a District employee, the written response ~~issued at Level One and any attachments~~of the District employee, if any.
13. The ~~audio recording, if any, of the Level One conference~~decision issued at Level One and any attachments.
14. All other documents relied upon by the Level One ~~administrator~~hearing officer in reaching the Level One decision.

The ~~Superintendent or designee shall schedule a conference within 10~~hearing officer shall hold a hearing within 10 calendar days after the appeal notice is filed. The ~~conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference~~hearing officer may set reasonable time limits for the hearing.

The ~~Superintendent or designee~~hearing officer shall provide the employee a ~~written response~~decision within ~~10~~20 calendar days following the ~~conference. The written response shall set forth the basis of the decision~~hearing. In reaching a decision, the ~~Superintendent or designee~~hearing officer may consider the Level One record, any additional information provided ~~at~~prior to the Level Two ~~conference~~hearing, and any other relevant documents or information the ~~Superintendent or designee~~hearing officer believes will help resolve the complaint.

Recordings of the Level One and Level Two hearings, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the employee did not receive the relief requested at Level Two or if the time for a ~~response~~decision has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ~~10~~20 calendar days of the date of the ~~written~~ Level Two ~~response~~decision or, if no ~~response was received~~decision has been communicated to the employee, within ~~10~~20 calendar days of the Level Two ~~response~~decision deadline.

~~The Superintendent or designee shall inform the employee of the date, time, and place of the Board~~Unless ~~t~~The Board delegates a ~~committee in accordance with law, the Board shall hear~~the authority to hear ~~the~~ appeals ~~of the~~ Level Two decisions to the Board Grievance Committee.

After receiving notice of the appeal, the ~~Board or~~ Board committee shall hold a meeting to discuss the complaint no later than 60 calendar days after the date on which the Level Two decision was made.

The Superintendent shall inform the employee whether the ~~Board or a~~ Board committee will hear the appeal and of the date, time, and place of the meeting at which the complaint will be on the agenda for presentation to the ~~Board or~~ Board committee.

~~The Superintendent or designee~~At least five business days before the ~~Board or~~ Board committee meeting, the Superintendent shall provide the employee a description of any information the Board Committee intends to rely on that is not contained in the record created at the previous hearing levels, including any preliminary hearing.

The Superintendent shall provide the Board Committee the record of the Level Two appeal. The employee may request a copy of the Level Two record.

The Level Two record shall include:

15. The Level One record.

16. The notice of appeal from Level One to Level Two.

17. ~~The written response issued at Level Two and any attachments~~Any other documents submitted by the employee at Level Two.

18. The ~~audio recording, if any, of the Level Two conference~~decision issued at Level Two and any attachments.

19. All other documents relied upon by the administration in reaching the Level Two decision.

The ~~appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.~~

~~The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]~~

~~The~~employee may request that the complaint be heard in open or closed meeting. The District shall honor that request unless the Texas Open Meetings Act or other applicable law requires otherwise. [See BE]

At the meeting, the presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by ~~the~~ Board Committee~~. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.~~ members.

In addition to any other record of the ~~Board~~ meeting required by law, the ~~Board or~~ Board committee shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from ~~the~~ Board members with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The ~~Board or~~ Board committee shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

When reviewing a Level Three grievance, the Board's role is not to replace the administration's judgment. The Board's role is to review the administrative steps taken at Level One and Level Two to ensure that the matter has been decided correctly and according to policy and the law.

Frequent Appeals

If an employee has presented five Level Three appeals to the Board within a calendar year, the Board shall consider any subsequent Level Three appeal from the employee during that calendar year only upon written submission, with no Level Three presentation made to the Board Committee by the complainant or the administration. In such an event, the Board Committee shall consider the written record and give notice of its decision in writing.

Upon a motion by any Board member, however, the presiding officer shall call for a vote to suspend this rule and allow an oral presentation of the Level Three appeal.

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process has been followed:

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, or disability shall be submitted in accordance with ~~the~~ FFH ~~series~~.
2. Complaints concerning dating violence shall be submitted in accordance with ~~the~~ FFH ~~series~~.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with ~~the~~ FFH ~~series~~.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
8. Complaints within the scope of Section 504, including complaints concerning identification, evaluation, or educational placement of a student with a disability, shall be submitted in accordance with FB and the procedural safeguards handbook.
9. Complaints within the scope of the Individuals with Disabilities Education Act, including complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability, shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional resources shall be submitted in accordance with the EF series. ~~Specifically,~~

~~complaints concerning instructional materials shall be processed in accordance with policy EFA, and complaints concerning library materials shall be processed in accordance with policy EFB.~~

11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with the CKE series.

12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.

13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.

14. Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

~~The Board will not address a complaint concerning a student's participation in an extracurricular activity that does not involve a violation of a right guaranteed by Education Code Chapter 26. *Education Code 26.011.*~~

Notice to Students and Parents

The District shall inform students and parents of this policy through appropriate District publications and on the District's website.

~~**Guiding Principles**~~

Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other appropriate campus or District administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

~~**Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except**~~**Filing Deadlines**

If a student or parent has engaged in the informal process in an attempt to resolve the complaint with the District and has not reached a resolution during the process, the student or parent shall have the later of:

After Informal Process

- Ninety calendar days to file a complaint from the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint; or
- Thirty calendar days to file a complaint from the date on which the District provided information to the student or parent regarding how to file a grievance.

[See Formal Process, below]

No Prior Informal Process

If the student or parent has not engaged in the informal process, the student or parent shall have no more than 60 calendar days from the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance to file a complaint using the appropriate forms.

Deadline Extensions

All deadlines shall be strictly followed unless otherwise required by law or modified by mutual written consent.

Formal Process

A student or parent may initiate the formal process described below by timely filing a written complaint form.

~~Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.~~

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

~~Freedom from Retaliation~~The complaint form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, students and parents shall file Level One complaints with the campus principal for any complaint on a matter related to a campus. For a complaint that arises on a matter that is unrelated to a campus, the complaint shall be filed with the appropriate District-level administrator.

If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the Superintendent, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.

A Board member shall be permitted to file a complaint under this policy, but, if the complaint is considered by the Board or Board committee, the Board member shall be prohibited from voting on the Board's or Board committee's decision.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

Option to Continue Informal Process

Even after initiating the formal complaint process, the complainant is encouraged to seek informal resolution of their concerns. A complainant whose concerns are resolved may withdraw a formal complaint at any time.

Notice of Complaint

A District employee against whom a complaint has been filed shall be provided notice of the complaint in accordance with administrative regulations. The employee shall have sufficient opportunity to submit a written response to the complaint that shall be included in the record of the complaint.

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, ~~including email and fax,~~ or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three business days after the deadline.

Scheduling ~~Conferences~~Hearings

The District shall make reasonable attempts to schedule ~~conferences~~hearings at a mutually agreeable time. If a ~~student or parent~~complainant fails to appear at a scheduled ~~conference~~hearing, the District may ~~consider~~hold the ~~complaint~~hearing and issue a decision in the ~~student's or parent's~~complainant's absence.

~~Response~~

~~At Levels One and Two, "response"~~Decision

A "decision" shall mean a written communication to the ~~student or parent~~complainant from the appropriate administrator. ~~Responses may be hand-delivered, sent by electronic communication to the student's or parent's email address of record, or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses~~ that provides an explanation of the basis of the decision, an indication of each document that supports the decision, and any relief or redress to

be provided. A decision shall be issued on the merits of the concern raised in the complaint notwithstanding any procedural errors or the type of relief or redress requested.

The decision shall also include information regarding the filing of an appeal in accordance with this policy. After a hearing at Level Three, the decision shall include information on submitting an appeal to the commissioner.

A decision may be hand-delivered, sent by electronic communication to the complainant's email address of record, or sent by U.S. Mail to the complainant's mailing address of record. Mailed decisions shall be timely if they are postmarked by U.S. Mail on or before the deadline.

~~Days~~ ~~"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."~~

Representative "Representative" shall mean any person who or organization that is designated by the ~~student or parent~~complainant to represent the ~~student or parent~~complainant in the complaint process. A student may be represented by an adult at any level of the complaint.

The ~~student or parent~~complainant may designate a representative through written notice to the District at any level of this process. ~~If the student or parent~~The representative may participate in person or by telephone conference call. If the complainant designates a representative with fewer than three business days' notice to the District before a scheduled ~~conference or~~ hearing, the District may reschedule the ~~conference or~~ hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating Complaints ~~Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file~~To promote efficiency in addressing complaints, the appropriate administrator shall determine if separate or serial complaints arising from ~~any~~an event or series of ~~events that have been or could have been addressed in a previous complaint.~~

~~Untimely Filings~~ ~~All time limits shall be strictly followed unless modified by mutual written consent.~~

~~If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within 10 days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be~~

~~limited to the issue of timeliness~~related events shall be consolidated.

Costs Incurred — Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms — Complaints and appeals under this policy shall be submitted ~~in writing~~ on a form provided by the District.

Copies of any documents that support the complaint should be ~~attached to~~included with the complaint form. If the ~~student or parent~~complainant does not have copies of these documents, copies may be presented at the Level One ~~conference~~hearing. After the Level One ~~conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference~~hearing, the complainant may supplement the record with additional documents or include additional claims.

Record — A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the complainant, documents determined relevant by District personnel, and the decision.

Remand — A complaint or appeal form that is incomplete in any material aspect ~~may~~shall be ~~dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.~~refiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.

If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.

Assignment of Hearing Officer — When a District employee is the subject of a complaint, the hearing shall be conducted by an administrator who is in a supervisory or higher organizational role. The District employee who is the subject of the complaint shall recuse themselves from reviewing the complaint at any level in the process.

~~**Level One**~~ — ~~Complaint forms must be filed:~~

15. ~~Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and~~

16. ~~With the lowest level administrator who has the authority to remedy the alleged problem.~~

~~In most circumstances, students and parents shall file Level One complaints with the campus principal.~~

~~If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.~~

~~If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.~~

~~The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within 10 days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.~~

~~**Absent extenuating circumstances, the administrator shall provide the student or parent a written response within 10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.**~~**Investigation**

The District may conduct an investigation at any level in the complaint process. If the District and the complainant mutually agree, all deadlines shall be suspended during an investigation. At Level One, the appropriate hearing officer shall hold a hearing with the complainant within 10 calendar days after receipt of the written complaint. The hearing officer may set reasonable time limits for the hearing.

The hearing officer shall provide the complainant a decision within 20 calendar days following the hearing. In reaching a decision, the hearing officer may consider information provided with the complaint form and any other relevant documents or information the hearing officer believes will help resolve the complaint.

Complaint Levels

Level One

If the ~~student or parent~~complainant did not receive the relief requested at Level One or if the time for a ~~response~~decision has expired, the ~~student or parent~~complainant may request a ~~conference with the Superintendent or designee~~hearing at Level Two to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ~~10~~20 calendar days of the date of the ~~written~~ Level One ~~response~~decision or, if no ~~response was received, within 10~~decision has been communicated to the complainant, within 20 calendar days of the Level One ~~response~~decision deadline.

Level Two

After receiving notice of the appeal, the Level One ~~administrator~~hearing officer shall prepare and forward a record of the Level One complaint to the Level Two ~~administrator. The student or parent may request~~hearing officer and provide a copy of the Level One record to the complainant.

The Level One record shall include:

17. The original complaint form and any attachments.

18. ~~All~~Any other documents submitted by the ~~student or parent~~complainant at Level One.

19. ~~The~~If the complaint is against a District employee, the written response of the District employee, if any.

20. The decision issued at Level One and any attachments.

21. All other documents relied upon by the Level One ~~administrator~~hearing officer in reaching the Level One decision.

The ~~Superintendent or designee shall schedule a conference within 10~~hearing officer shall hold a hearing within 10 calendar days after the appeal notice is filed. The ~~conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference~~hearing officer may set reasonable time limits for the hearing.

The ~~Superintendent or designee~~hearing officer shall provide the ~~student or parent a written response within 10~~complainant a decision within 20 calendar days following the ~~conference. The written response shall set forth the basis of the decision~~hearing. In reaching a decision, the ~~Superintendent or designee~~hearing officer may consider the Level One record, any additional information provided ~~at~~prior to the Level Two ~~conference~~hearing, and any other relevant documents or information the ~~Superintendent or designee~~hearing officer believes will help resolve the complaint.

Recordings of the Level One and Level Two ~~conferences~~hearings, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the ~~student or parent~~complainant did not receive the relief requested at Level Two or if the time for a ~~response~~decision has expired, the ~~student or parent~~complainant may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ~~10~~20 calendar days of the date of the ~~written~~ Level Two ~~response~~decision or, if no ~~response was received, within 10~~decision has been communicated to the complainant, within 20 calendar days of the Level Two ~~response~~decision deadline.

~~The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board~~Unless t~~T~~he Board

delegates authority to hear Level Two decisions to the Board Grievance Committee.~~a committee in accordance with law, the Board shall hear the appeal of the Level Two decision~~.

After receiving notice of the appeal, the ~~Board or~~ Board committee shall hold a meeting to discuss the complaint no later than 60 calendar days after the date on which the Level Two decision was made.

The Superintendent shall inform the complainant whether the ~~Board or a~~ Board committee will hear the appeal and of the date, time, and place of the meeting at which the complaint will be on the agenda for presentation to the ~~Board. or~~ Board committee.

~~The Superintendent or designee shall provide the Board the record of the Level Two appeal. The student or parent may request a copy of the Level Two record.~~At least five business days before the ~~Board or~~ Board committee meeting, the Superintendent shall provide the complainant a description of any information the Board Committee intends to rely on that is not contained in the record created at the previous hearing levels, including any preliminary hearing.

The Superintendent shall provide the Board Committee the record of the Level Two appeal. The complainant may request a copy of the Level Two record.

The Level Two record shall include:

22. The Level One record.
23. The notice of appeal from Level One to Level Two.
24. ~~The written response~~Any other documents submitted by the complainant at Level Two.
25. The decision issued at Level Two and any attachments.
26. All other documents relied upon by the administration in reaching the Level Two decision.

The ~~appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.~~

~~The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]~~

Thecomplainant may request that the complaint be heard in open or closed meeting. The District shall honor that request unless the Texas Open Meetings Act or other applicable law requires otherwise. [See BE]

At the meeting, the presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or parentcomplainant and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board Committee. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels. members.

In addition to any other record of the Board meeting required by law, the Board or Board committee shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the studentcomplainant or parent or the student'sthe complainant's representative, any presentation from the administration, and questions from the Board members with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board or Board committee shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

When reviewing a Level Three grievance, the Board's role is not to replace the administration's judgment. The Board's role is to review the administrative steps taken at Level One and Level Two to ensure that the matter has been decided correctly and according to policy and the law.

Frequent Appeals

If a student, a parent, or a student's representative has presented five Level Three appeals to the Board within a calendar year, the Board shall consider any subsequent Level Three appeal from the complainant during that calendar year only upon written submission, with no Level Three presentation made to the Board by the complainant or the administration. In such an event, the Board shall consider the written record and give notice of its decision in writing.

Upon a motion by any Board member, however, the presiding officer shall call for a vote to suspend this rule and allow an oral presentation of the Level Three appealshall make a decision no later than 30 calendar days after the date of the Board or Board committee meeting at which the complaint was presented. The

complainant shall be provided a decision in accordance with this policy and state law.

Complaints

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

Other Complaint Processes

Complaints by members of the public shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with GF after the relevant complaint process:

1. Complaints concerning instructional resources shall be ~~filed~~submitted in accordance with the EF series.
2. Complaints concerning a commissioned peace officer who is an employee of the District shall be ~~filed~~submitted in accordance with the CKE series.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

~~**Guiding Principles**~~

Informal Process

The Board encourages the public to discuss concerns with an appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Filing Deadlines

If a member of the public has engaged in the informal process in an attempt to resolve the complaint with the District and has not reached a resolution during the process, the individual must file a complaint within 15 business days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

Deadline Extensions

All deadlines shall be strictly followed unless otherwise required by law or modified by mutual written consent.

Formal Process

An individual may initiate the formal process described below by timely filing a written complaint form.

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

~~The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial"~~

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

The complaint form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, the individual shall file a Level One complaint with the campus principal for any complaint on a matter related to a campus. For a complaint that arises on a matter that is unrelated to a campus, the complaint shall be filed with the appropriate District-level administrator.

If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the Superintendent, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.

A Board member shall be permitted to file a complaint under this policy, but, if the complaint is considered by the Board or Board committee, the Board member shall be prohibited from voting on the Board's or Board committee's decision.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

Option to Continue Informal Process — Even after initiating the formal complaint process, the complainant is encouraged to seek informal resolution of their concerns. A complainant whose concerns are resolved may withdraw a formal complaint at any time.

Notice of Complaint — A District employee against whom a complaint has been filed shall be provided notice of the complaint in accordance with administrative regulations. The employee shall have sufficient opportunity to submit a written response to the complaint that shall be included in the record of the complaint.

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

General Provisions

Filing — Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, ~~including email and fax,~~ or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely

filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three business days after the deadline.

Scheduling ~~Conferences~~Hearings

The District shall make reasonable attempts to schedule ~~conferences~~hearings at a mutually agreeable time. If the ~~individual~~complainant fails to appear at a scheduled ~~conference~~hearing, the District may ~~consider~~hold the ~~complaint~~hearing and issue a decision in the ~~individual's~~complainant's absence.

~~Response~~

~~At Levels One and Two, "response"~~Decision

A "decision" shall mean a written communication to the ~~individual~~complainant from the appropriate administrator. ~~Responses may be hand-delivered, sent by electronic communication to the individual's email address of record, or sent by U.S. Mail to the individual's mailing address of record. Mailed responses~~ that provides an explanation of the basis of the decision, an indication of each document that supports the decision, and any relief or redress to be provided. A decision shall be issued on the merits of the concern raised in the complaint notwithstanding any procedural errors or the type of relief or redress requested.

The decision shall also include information regarding the filing of an appeal in accordance with this policy. After a hearing at Level Three, the decision shall include information on submitting an appeal to the commissioner.

A decision may be hand-delivered, sent by electronic communication to the complainant's email address of record, or sent by U.S. Mail to the complainant's mailing address of record. Mailed decisions shall be timely if they are postmarked by U.S. Mail on or before the deadline.

~~Days~~

~~"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."~~

Representative

"Representative" shall mean any person who or organization that is designated by ~~an individual~~a complainant to represent the ~~individual~~complainant in the complaint process.

The ~~individual~~complainant may designate a representative through written notice to the District at any level of this process. ~~If the individual~~The representative may participate in person or by telephone conference call. If the complainant designates a representative with fewer than three business days' notice to the District before a scheduled ~~conference or~~ hearing, the District may reschedule the ~~conference or~~ hearing to a later date, if desired, in

order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating Complaints

~~Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual shall not file~~To promote efficiency in addressing complaints, the appropriate administrator shall determine if separate or serial complaints arising from ~~any~~an event or series of ~~events that have been or could have been addressed in a previous complaint.~~

~~Untimely Filings~~

~~All time limits shall be strictly followed unless modified by mutual written consent.~~

~~If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness~~related events shall be consolidated.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted ~~in writing~~ on a form provided by the District.

Copies of any documents that support the complaint should be ~~attached to~~included with the complaint form. If the ~~individual~~complainant does not have copies of these documents, ~~they~~copies may be presented at the Level One ~~conference~~hearing. After the Level One ~~conference, no new documents may be submitted by the individual unless the individual did not know the documents existed before the Level One conference~~hearing, the complainant may supplement the record with additional documents or include additional claims.

Record

A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the complainant, documents determined relevant by District personnel, and the decision.

Remand

A complaint or appeal form that is incomplete in any material aspect ~~may~~shall be ~~dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.~~refiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.

If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.

Assignment of Hearing Officer

When a District employee is the subject of a complaint, the hearing shall be conducted by an administrator who is in a supervisory or higher organizational role. The District employee who is the subject of the complaint shall recuse themselves from reviewing the complaint at any level in the process.

~~**Level One**~~

~~Complaint forms must be filed:~~

~~Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and~~

~~With the lowest level administrator who has the authority to remedy the alleged problem.~~

~~If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.~~

~~If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.~~

~~The appropriate administrator shall investigate as necessary and schedule a conference with the individual within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.~~

~~**Absent extenuating circumstances, the administrator shall provide the individual a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator**~~Investigation

The District may conduct an investigation at any level in the complaint process. If the District and the complainant mutually agree, all deadlines shall be suspended during an investigation. At Level One, the appropriate hearing officer shall hold a hearing with the complainant within 10 calendar days after receipt of the written complaint. The hearing officer may set reasonable time limits for the hearing.

The hearing officer shall provide the complainant a decision within 20 calendar days following the hearing. In reaching a decision, the hearing officer may consider information provided with the complaint form and any other relevant documents or information the hearing officer believes will help resolve the complaint.

If the ~~individual~~complainant did not receive the relief requested at Level One or if the time for a ~~response~~decision has expired, ~~he or she~~the complainant may request a ~~conference with the Superintendent or designee~~hearing at Level Two to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~20 calendar days of the date of the ~~written~~ Level One ~~response~~decision or, if no ~~response was received, within ten~~decision has been communicated to the complainant, within 20 calendar days of the Level One ~~response~~decision deadline.

~~Complaint~~Levels

Level One

Level Two

After receiving notice of the appeal, the Level One ~~administrator~~hearing officer shall prepare and forward a record of the Level One complaint to the Level Two ~~administrator. The individual may request~~hearing officer and provide a copy of the Level One record to the complainant.

The Level One record shall include:

3. The original complaint form and any attachments.

4. ~~All~~Any other documents submitted by the ~~individual~~complainant at Level One.

5. ~~The~~If the complaint is against a District employee, the written response of the District employee, if any.

6. The decision issued at Level One and any attachments.

7. All other documents relied upon by the Level One ~~administrator~~hearing officer in reaching the Level One decision.

The ~~Superintendent or designee shall schedule a conference within ten~~hearing officer shall hold a hearing within 10 calendar days after the appeal notice is filed. The ~~conference shall be~~

~~limited to the issues and documents considered at Level One. At the conference, the individual may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference~~hearing officer may set reasonable time limits for the hearing.

The ~~Superintendent or designee~~hearing officer shall provide the ~~individual a written response within ten~~complainant a decision within 20 calendar days following the ~~conference. The written response shall set forth the basis of the decision~~hearing. In reaching a decision, the ~~Superintendent or designee~~hearing officer may consider the Level One record, any additional information provided ~~at~~prior to the Level Two ~~conference~~hearting, and any other relevant documents or information the ~~Superintendent or designee~~hearing officer believes will help resolve the complaint.

Recordings of the Level One and Level Two ~~conferences~~hearings, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the ~~individual~~complainant did not receive the relief requested at Level Two or if the time for a ~~response~~decision has expired, he or she may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ~~ten~~20 calendar days of the date of the ~~written~~ Level Two ~~response~~decision or, if no ~~response was received, within ten~~decision has been communicated to the complainant, within 20 calendar days of the Level Two ~~response~~decision deadline.

~~The Superintendent or designee shall inform the individual of the date, time, and place of the Board~~Unless t~~T~~he Board delegates authority to hear ~~a committee in accordance with law, the Board shall hear the~~ appeals of ~~the~~ Level Two decisions to the Board Grievance Committee.

After receiving notice of the appeal, the ~~Board or~~ Board committee shall hold a meeting to discuss the complaint no later than 60 calendar days after the date on which the Level Two decision was made.

The Superintendent shall inform the complainant whether the ~~Board or a~~ Board committee will hear the appeal and of the date, time, and place of the meeting at which the complaint will be on the agenda for presentation to the ~~Board or~~ Board committee.

~~The Superintendent or designee shall provide the Board the record of the Level Two appeal. The individual~~At least five business days before the ~~Board or~~ Board ~~c~~Committee meeting, the Superintendent shall provide the complainant a description of any

information the Board Committee intends to rely on that is not contained in the record created at the previous hearing levels, including any preliminary hearing.

The Superintendent shall provide the Board Committee the record of the Level Two appeal. The complainant may request a copy of the Level Two record.

The Level Two record shall include:

8. The Level One record.

9. The notice of appeal from Level One to Level Two.

10. ~~The written response~~Any other documents submitted by the complainant at Level Two.

11. The decision issued at Level Two and any attachments.

12. All other documents relied upon by the administration in reaching the Level Two decision.

The ~~appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the individual notice of the nature of the evidence at least three days before the hearing.~~

~~The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]~~

~~The~~complainant may request that the complaint be heard in open or closed meeting. The District shall honor that request unless the Texas Open Meetings Act or other applicable law requires otherwise. [See BE]

At the meeting, the presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the ~~individual~~complainant and administration to each make a presentation and provide rebuttal and an opportunity for questioning by ~~the~~ Board Committee~~. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.~~ members.

In addition to any other record of the ~~Board~~ meeting required by law, the Board or Board committee shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the ~~individual~~complainant or ~~his or her~~the complainant's representative, any presentation from the administration, and questions from ~~the~~ Board Committee members

with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board or Board committee shall then consider the complaint. It ~~may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.~~

~~Frequent Appeals~~ ~~If a member of the public has presented five Level Three appeals to the Board within a calendar year, the Board shall consider any subsequent Level Three appeal from the complainant during that calendar year only upon written submission, with no Level Three presentation made to the Board by the complainant or the administration. In such an event, the Board shall consider the written record and give notice of its decision in writing.~~

~~Upon a motion by any Board member, however, the presiding officer shall call for a vote to suspend this rule and allow an oral presentation of the Level Three appeal.~~shall make a decision no later than 30 calendar days after the date of ~~the Board or~~ Board C~~c~~ommittee meeting at which the complaint was presented. The complainant shall be provided a decision in accordance with this policy and state law.

When reviewing a Level Three grievance, the Board's role is not to replace the administration's judgment. The Board's role is to review the administrative steps taken at Level One an Level Two to ensure that the matter has been decided correctly and according to policy and the law.

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, May 21, 2026

Agenda Item:	Consider Approval of 2026-2027 Food Service Management Company (FSMC) Contract Renewal
Purpose:	☐ Discussion Item/Report Only ☒ Action Requested
Administrator Responsible:	DeWayne Street, M.S., Sr. Executive Director of Facilities and Operations
Attachments:	Leander ISD and Southwest Food Service Excellence 2026-2027 Renewal Contract

Background Information:

During the May 11, 2023, Regular Board Meeting, the Board of Trustees approved a Food Service Management Company (FSMC) contract with Southwest Food Service Excellence. The original contract terms, established in **2023–2024**, provided for a **one-year** term with the option of **four additional one-year extensions**. The contract is currently in its **third overall year,** covering the 2025-2026 school year. Southwest Food Service Excellence currently provides 11 staff members: a Director, an Assistant Director, (2) Dieticians, (5) Assistant General Managers, (1) District Chef, and (1) Human Resource Generalist.

Administration is requesting approval of the contract for the 2026-2027 school year. The performance of this contract has been very positive. The financial performance guarantee for the 2025-2026 school year has been met, and many innovative processes and services have been implemented. Child Nutrition Services' annual report included an overview of the processes and services implemented in the 2025-2026 school year. We remain committed to identifying opportunities to reduce District costs while ensuring the continued delivery of exceptional food service through our Child Nutrition Services Department.

Administrative Recommendation:

Administration recommends that the Board approve the 2026-2027 Food Service Management Company (FSMC) Contract Renewal as presented and authorize the District's Designee to sign the contract with Southwest Food Service Excellence for the 2026-2027 school year.

Sample Motion:

I move that the Board approve the 2026-2027 Food Service Management Company (FSMC) Contract Renewal as presented and authorize the District's Designee to sign the contract with Southwest Food Service Excellence for the 2026-2027 school year.

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Renewal Contract Amendment NO. 3rd

School Nutrition Programs
Food Service Management Company Contract
School Year 2026-2027

This amendment ("Amendment") by and between the parties shown below shall be effective as of the date this Amendment is fully executed.

FOOD SERVICE MANAGEMENT COMPANY CONTRACT	
School Food Authority (SFA):	Leander Independent School District
Food Service Management Company (FSMC):	Southwest Food Services Excellence, LLC
Contract No.:	24002M28
Original Contract Effective Date:	July 1, 2023 to Jun 30, 2024
Renewal Contract Term:	July 1, 2026 through June 30, 2027
Renewal Contract Amendment No.:	03

Whereas, the Food Service Management Company Contract defined above ("Contract") has an initial contract term commencing July 1, 2023, and ending June 30, 2024;

Whereas, SFA and FSMC wish to renew the Contract for an additional one-year term; and

Whereas, FSMC warrants it has complied with all requirements of the Contract during the Current Contract Term;

Now, therefore, in consideration of the foregoing, the undersigned parties agree as follows:

1. Renewal of Contract. The Contract is hereby renewed for a period of one year commencing July 1, 2026, and ending June 30, 2027, unless terminated in accordance with the terms of the Contract.

2. Price Adjustments. Meal rates for the renewed contract year may be adjusted (increased or decreased) in an amount not to exceed the annual percent change of the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index for All Urban Consumers, Food Away from Home series. SFA and FSMC have mutually agreed to the prices or fees for the renewed contract year as set forth in the Fixed Price Meal Rates attached to this Amendment (Attachment 1) and fully incorporated herein.

3. The projected budget for the renewed contract year is shown in the Food Service Budget sheet attached to this Amendment (Attachment 2) and fully incorporated herein.

4. Meal Equivalents Rate or Meal Equivalency Factor. The meal equivalents rate or meal equivalency factor is determined based on the previous year's Federal free rate of reimbursement + State match

reimbursement rate + the value of USDA Foods.

5. Additional Non-Material Scope and Contract Modifications. Modifications effective in the renewed contract year which do not create a material change are described in the Additional Contract Modifications form attached to this Amendment (Attachment 3) and fully incorporated herein.

6. Revised Program Requirements. FSMC agrees to meet all School Nutrition Program requirements including requirements that become effective during the renewed contract year.

7. Entire Agreement. Except as set forth in this Amendment, the provisions and conditions of the Contract and all amendments thereto are unaffected and shall continue in full force and effect. This Amendment and the Contract (including any previous written amendments thereto), collectively, are the complete agreement of the parties and supersede any prior agreements or representations, whether oral or written, with respect thereto. If there is conflict between this Amendment and the Contract or any earlier amendment, the terms of this Amendment shall prevail.

8. Signature Warranties. Each person signing below represents and warrants that he or she is authorized to execute and bind their respective party to this Amendment.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be signed by their duly authorized representative.

SCHOOL FOOD AUTHORITY

Leander ISD
Name of SFA

Signature of Authorized Representative Date

DeWayne Street
Printed/Typed Name of Authorized Representative

Sr. Executive Director, Operations
Title

FOOD SERVICE MANAGEMENT COMPANY

Southwest Food Services Excellence, LLC
Name of FSMC

Signature of Authorized Representative Date

Monty Staggs
Printed/Typed Name of Authorized Representative

Chief Executive Officer
Title

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

SFA:Leander ISD **SFA ID: 01156**

2026-2027 CONTRACT RENEWAL CHECKLIST

Per 7 CFR 210.19(a)(5), State Agencies must annually review contracts (including all supporting documentation) between SFAs and FSMCs to ensure compliance with federal regulations before execution of the contract by either party. Ref: USDA FSMC Guidance for SFAs, May 2016, pages 14-15.

This checklist must be completed and submitted to TDA with the referenced items attached no later than February 13, 2026, for contract renewals for the 2026-27 School Year.

1. SFA intends to renew its FSMC contract for the 2026-2027 school year with (Company):
   Southwest Food Services Excellence, LLC

2. ☒ Contract Renewal
   Complete and submit your contract renewal amendment to coincide with the upcoming school calendar year and the correct renewal year. Review your original contract to determine the correct number of renewals.

3. ☒ Fee Adjustments
   Check the appropriate box below, and complete and submit **Attachment 1**, Fixed Price Meal Rates, of the renewal documents.

   ☐ No Fee Adjustments
   ☒ Fee Increase
   ☐ Fee Decrease

   Methodology for fee increases/decreases including Allocated Charges must be linked to the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) for All Urban Consumers, Food Away from Home. A methodology and calculation that the SFA received from the FSMC must be provided for any fee changes to reflect the percentage of adjustment in the CPI.

4. ☒ Food Service Budget
   Complete and submit **Attachment 2**, Food Service Budget, of the renewal documents.

5. ☒ Site modifications (additions and/or deletions)
   Complete and submit **Attachment 3**, Additional Contract Modifications, of the renewal documents. List any adjustments to the schools served by the FSMC, as indicated in the initial RFP solicitation. Adding or deleting sites not identified in the initial RFP as a future site constitute a material change and requires a new solicitation.

6. ☒ Current FSMC Contract Review Form

Submit the most recent FSMC Contract Review completed by the SFA representative. **If applicable, The Review must include corrective action, and any follow-up review related to ensure compliance.*

Provide the dates of the last two (2) reviews completed by the SFA:
Date of most recent FSMC Contract Review completed: 11/12/2025
Date of the *prior* FSMC Contract Review completed: 4/24/2025

7. ☒ 2024-2025 USDA Foods Annual Reconciliation

The record must include the following information:

- Beginning entitlement dollars.
- The value of donated foods received Monthly for the school year.
- FSMC invoice crediting the value of donated food received Monthly.
- Entitlement remaining balance.

8. ☒ Administrative Review/Procurement Review information.

When was your most recent Administrative Review by TDA? 10/4/2024
When was your most recent Procurement Review by TDA? 10/4/2024

Did your SFA have any findings in areas operated by the FSMC vendor? ☐ Yes ☒ No
If yes, please explain the finding(s) and how or if resolved?

Explain findings

Did any of the findings result in fiscal action? ☐ Yes ☒ No
If yes, please explain the finding (s) and how or if resolved.

Explain findings

9. ☒ SFA contact

Provide contact information for the individual responsible for answering questions and correspondence concerning its food service operation:

Name	DeWayne Street
Job Title	Sr. Executive Director, Operations
Telephone Number	512-570-0163
Email Address	dewayne.street@leanderisd.org

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Leander ISD | 1156

SFA | **SFA ID#**

Contract Renewal School Year 2026-2027
Attachment 1
Fixed Price Meal Rates

School Nutrition Program(s)	Current School Year Rate	Percentage Changed	Renewal School Year Rate*
National School Lunch Program:			
Breakfast (SBP)	$ 1.3732	3.7%	$ 1.4240
Lunch (NSLP)	$ 2.2560	3.7%	$ 2.3394
Afterschool Care Program (ASCP)	$ 0.6539	3.7%	$ 0.6780
Child and Adult Care Food Program (CACFP):			
At-Risk Breakfast			$ -
At-Risk Lunch/Supper			$ -
At-Risk Snack			$ -
Traditional Breakfast			$ -
Traditional Lunch			$ -
Traditional Snack			$ -
Summer Programs:			
Breakfast (SFSP/SSO)	$ 1.2861	3.7%	$ 1.3336
Lunch (SFSP/SSO)	$ 2.2543	3.7%	$ 2.3377
Snack (SFSP/SSO)			$ -
Non-Program Meal Equivalent	$ 2.5176	3.7%	$ 2.6107
Special Milk Program (SMP)			$ -

*No more than four decimal points and final decimal point does not round up.

Date: December 2025

To: Dewayne Street

School Food Authority: Leander ISD

Address: 1900 Cougar County Drive, Cedar Park, TX 78613

Subject: Official Request for CPI Fee Increase – Contract Year 2026-2027

Dear Dewayne Street,

In accordance with the terms of our Food Service Management Company (FSMC) contract and the Texas Department of Agriculture (TDA) renewal guidelines, SFE is formally requesting a price-per-meal increase for the upcoming 2026-2027 contract renewal.

Per the contract's "Price Adjustment" provision, fee increases are limited to the Consumer Price Index (CPI) for **Food Away from Home** as published by the Bureau of Labor Statistics (BLS). This request is based on the 12-month percentage change ending **November 2025**.

CPI Calculation and Justification

Based on the U.S. Department of Labor, Bureau of Labor Statistics, (Seasonally Adjusted), the data for the relevant period is as follows:

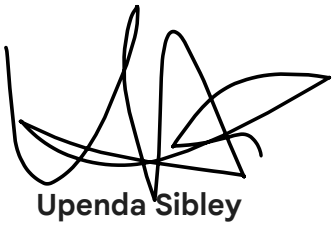
- **November 2025 Index Value:** 387.202
- **November 2024 Index Value:** 373.533
- **Total Percentage Increase: 3.7%**

  Calculation: 387.202 - 373.533}{373.533} = 0.03659 Rounded to 3.7%

Proposed Fee Adjustment

We propose applying this **3.7%** increase to the current fixed meal price: See attached CPI Methodology Calculation

These adjustments will allow us to continue providing high-quality, nutritious meals while addressing the rising costs of labor, transportation, and operations inherent in the "Food Away from Home" sector. Please find the attached BLS data summary for your records.
Sincerely,



Upenda Sibley
District Manager, LISD

Calculation of Methodology - Leander ISD

Only enter CPI amount in cell highlighted in yellow.

Enter Current Fiscal Year	**2025**	
Enter Next Fiscal Year		
CPI Index Amount MONTH/YEAR	373.530	B6
CPI Index Amount MONTH/YEAR	**387.202**	B7
	13.67	Difference Increase(Decrease)
	1.036602	Decimal Increase(Decrease)
	3.66%	Percentage Increase
	13.67	Cross Checking Calculation B4 x B9

	CPM Current Year	Increase (Decrease)	CPM Next Year
Fixed Price Meal/Meal Equiv Breakfas	1.3732	1.0366	**1.4235**
Fixed Price Meal/Meal Equiv Lunch	2.2560	1.0366	**2.3386**
Fixed Price Meal/Meal Equiv Snack	0.6539	1.0366	**0.6778**
Fixed Price Meal/Meal Equiv A la Cart	2.5176	1.0366	**2.6097**
Fixed Price Meal/Meal Equiv Supper		1.0366	**0.0000**

CPM - Cost Per Meal

Methodology for Calculation of Increase in Management Fee and General and Administrative Expense

SFA has utilized the following methodology in calculating the increase in its Fixed Price per Meal/Meal Equivalent for the 2024-2025 school year.

The district has compared the seasonally adjusted value of the Consumer Price Index as published by the U.S. Department of Labor, Bureau of Labor Statistics (1982 – 84 = 100% base period), Food Eaten Away From Home ("CPI"), for November 2025 to the seasonally adjusted value of the CPI for November 2024 All Urban Consumers increased by a percentage equivalent to the percentage increase in the CPI over the measured period.

CPI Index Amount MONTH/YEAR	Nov-24	373.53
CPI Index Amount MONTH/YEAR	Nov-25	387.20
Increase/Decrease		13.67
Percentage Increase/Decrease		3.7%

	2025 Current Year		CPI Difference		0 Next Year	Increase
Fixed Price per Meal/Meal Equivalent Breakfast	1.3732	X	1.0366	=	1.4235	0.0503
Fixed Price per Meal/Meal Equivalent Lunch	2.2560	X	1.0366	=	2.3386	0.0826
Fixed Price per Meal/Meal Equivalent Snack	0.6539	X	1.0366	=	0.6778	0.0239
Fixed Price per Meal/Meal Equivalent A la Carte	2.5176	X	1.0366	=	2.6097	0.0921
Fixed Price per Meal/Meal Equivalent Supper	0.0000	X	1.0366	=	0.0000	0.0000

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, November 2025

[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Oct. 2025	Unadjusted indexes			Unadjusted percent change		Seasonally adjusted percent change		
		Nov. 2024	Oct. 2025	Nov. 2025	Nov. 2024-Nov. 2025	Oct. 2025-Nov. 2025	Aug. 2025-Sep. 2025	Sep. 2025-Oct. 2025	Oct. 2025-Nov. 2025
All items	–	315.493	–	324.122	2.7	–	0.3	–	–
Food	–	332.904	–	341.721	2.6	–	0.2	–	–
Food at home	–	307.972	–	313.954	1.9	–	0.3	–	–
Cereals and bakery products	–	354.371	–	361.255	1.9	–	0.7	–	–
Meats, poultry, fish, and eggs	–	331.976	–	347.565	4.7	–	0.3	–	–
Dairy and related products[1]	–	270.819	–	266.491	-1.6	–	-0.5	–	–
Fruits and vegetables	–	354.696	–	355.125	0.1	–	0.0	–	–
Nonalcoholic beverages and beverage materials	–	221.735	–	231.235	4.3	–	0.7	–	–
Other food at home	–	272.027	–	275.668	1.3	–	0.5	–	–
Food away from home[1]	–	373.530	–	387.202	3.7	–	0.1	–	–
Energy	–	268.213	–	279.588	4.2	–	1.5	–	–
Energy commodities	–	280.410	–	283.746	1.2	–	3.8	–	–
Fuel oil	–	335.113	–	373.093	11.3	–	0.6	–	–
Motor fuel	–	274.518	–	277.520	1.1	–	4.0	–	–
Gasoline (all types)	–	273.570	277.021	276.152	0.9	-0.3	4.1	-2.1	3.0
Energy services	–	267.204	–	287.021	7.4	–	-0.7	–	–
Electricity	–	275.801	–	294.939	6.9	–	-0.5	–	–
Utility (piped) gas service	–	236.179	–	257.731	9.1	–	-1.2	–	–
All items less food and energy	–	321.947	–	330.425	2.6	–	0.2	–	–
Commodities less food and energy commodities	–	164.406	–	166.693	1.4	–	0.2	–	–
Apparel	–	129.542	–	129.763	0.2	–	0.7	–	–
New vehicles	–	177.472	178.723	178.575	0.6	-0.1	0.2	0.1	0.2
Used cars and trucks	–	179.958	186.962	186.367	3.6	-0.3	-0.4	0.7	0.3
Medical care commodities[1]	–	412.424	–	417.161	1.1	–	-0.1	–	–
Alcoholic beverages[1]	–	292.831	–	298.310	1.9	–	0.2	–	–
Tobacco and smoking products[1]	–	1,586.249	–	1,696.091	6.9	–	0.6	–	–
Services less energy services	–	422.574	–	435.344	3.0	–	0.2	–	–
Shelter	–	406.250	–	418.593	3.0	–	0.2	–	–
Rent of primary residence	–	426.651	–	439.275	3.0	–	0.2	–	–
Owners' equivalent rent of residences[2]	–	418.669	–	432.724	3.4	–	0.1	–	–
Medical care services	–	619.118	–	639.455	3.3	–	0.3	–	–
Physicians' services[1]	–	423.591	–	430.623	1.7	–	-0.1	–	–
Hospital services[1, 3]	–	417.503	–	441.457	5.7	–	0.3	–	–
Transportation services	–	440.980	–	448.507	1.7	–	0.3	–	–
Motor vehicle maintenance and repair[1]	–	416.418	–	445.325	6.9	–	0.2	–	–
Motor vehicle insurance	–	866.133	–	–	–	–	-0.4	–	–
Airline fares	–	269.336	–	254.924	-5.4	–	2.7	–	–

[1] Not seasonally adjusted.

[2] Indexes on a December 1982=100 base.

[3] Indexes on a December 1996=100 base.

Note: The Oct 2025 data values are not available due to the 2025 lapse in appropriations.

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Leander ISD | 01156

SFA Name | **SFA ID#**

Contract Renewal School Year 2026-2027
Attachment 2
Food Service Budget

Projected Revenue: Based on 172 days of meal service in School Year 2026- 2027, using 2025-2026 reimbursement rates, the SFA shall multiply the rates by the actual meals served from School Year 2024-2025. If the SFA participation in the current year is decreasing or increasing the SFA budget must reflect the projection in accordance with an estimation of current year's data.

Revenue:

Local

Student Breakfast Sales Revenue	$ 475,460.00
Student Lunch Sales Revenue	$ 4,695,296.00
Adult & À La Carte Sales Revenue	$ 3,919,166.00
Catering & Other Non-Program Revenue	$ 580,000.00
Total Sales:	$ 9,669,922.00

Reimbursement

School Breakfast Program	$ 968,854.00
National School Lunch Program	$ 4,480,640.00
After-school Snack Program	$ 404.00
Child and Adult Care Food Program	$ 0.00
Summer Meal Program (SSO/SFSP)	$ 40,535.00
State Matching Reimbursement	$ 67,926.00
Other Federal/State Reimbursement	$ 0.00
Total Reimbursement:	$ 5,558,359.00

Total Revenue: (Total Sales + Total Reimbursement) $ 15,228,281.00

Expenses:

Projected Total Expenses: $ 14,602,349.00

Estimated Budget Projection:

Total Revenue (Sales + Reimbursement) – Expenses = $ 625,932.00

USDA Foods Entitlement Allocation Estimate: $ 1,246,916.00

Is there a guarantee required in the initial year's contract? Yes ☑ No ☐ If yes, amount $ $ 500,000.00

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Leander ISD | 01156

SFA | **SFA ID#**

Contract Renewal School Year 2026-2027
Attachment 3
Additional Contract Modifications

Scope and other contract modifications in current or optional renewal years are not permitted unless provided for in the published Request for Proposal (RFP) and incorporated into the resulting contract.

The following modifications to the SFA's School Nutrition Program ("SNP") operations, which were stipulated in the original RFP and incorporated into the Contract, will be implemented or effective in the renewed contract year.

☐ No changes

☑ Modifications to Site Information (Exhibit A of the RFP):

- Add Site – The RFP identified the site as an anticipated new campus, and the SFA is now adding the site to the SNP to be managed by the FSMC under the Contract.
- Delete Site – The SFA is removing an existing site affected by a school closure or decreased enrollment.
- Modify Site – The SFA is changing an existing site to Special Provision 2 or the Community Eligibility Provision, or the SFA is changing the programs to be operated at an existing site.

Type of modification	Name of site	Description of change(s) to programs to be operated at the site, if applicable
Modify Site	Early Childhood Development - New Opening	Adding Site: anticipated opening August 2026
Modify Site	Faubion Elementary - Deleted	Deleting Site: anticipated closing May 2026
Modify Site		
Modify Site		
Modify Site		
Modify Site		

☑ Additional non-material contract modifications described here:

See letter on next page.

We have updated Attachment 3 to provide specific regulatory context demonstrating that the current operational adjustments remain within the scope of the original competitive procurement and do not constitute a material change under 7 CFR §210.16 or the TDA Administrator's Reference Manual (ARM).

I. Specificity of Original Scope ("Elementary 31")
The base-year RFP (Exhibit A) explicitly contemplated the expansion of the District's footprint by including provisions for five new school openings. Specifically, "Elementary 31" was identified as a planned site within the original competitive solicitation.

Legal Standing: The formal naming of "Elementary 31" as the Faubion Early Childhood Center is a clerical update, not a scope expansion. Because bidders originally evaluated and priced their proposals based on the inclusion of this additional site, the competitive "level playing field" required by 2 CFR §200.319 has been maintained.

II. Neutral Impact on Operational Volume
While the District is undergoing an operational reorganization, the net impact on the FSMC contract is neutral:

Centralized Pre-K: Consolidating existing Pre-K populations from across the District into the Faubion Early Childhood Center represents a redistribution of existing labor and volume, rather than the addition of new, un-procured services.

Campus Swapping/Renovation: The temporary closure of Faubion Elementary for renovation, with its K-5 population absorbed by Westside and Reed Elementary (both existing sites in the original contract), constitutes a standard operational shift.

III. Materiality Analysis
Under the standards set forth in the TDA ARM, a change is material only if it would have substantially altered the original competitive environment. We assert this is a non-material change based on the following:

Revenue & Expense Neutrality: The consolidation of students results in flat enrollment. Total Average Daily Participation (ADP), labor hours, and projected revenues remain consistent with the original pro forma.

Fee Structure Integrity: There is no modification to the fixed-meal rate or management fee. The financial "meeting of the minds" established during the base-year procurement remains intact.

Scope of Work: No new programs are being added that were not present in the initial RFP.

IV. Conclusion
The identification of the Faubion Early Childhood Center is the fulfillment of a contingency already established in the original contract. As the financial scope, geographical boundaries, and service requirements remain within the parameters of the initial solicitation, this update does not trigger the requirement for a new procurement.

Best regards,

DeWayne Street

LISD Sr. Executive Director of Operations

Exhibit A: Site Information - Services Required

Site/School	Grades Served	Meal Preparation Type SP=self-prep SA=satellite	Serving Times	Breakfast	Lunch	Adult/A la carte extra sales	Offer vs. Serve	ASCP Snacks (NSLP)	Seamless Summer (SSO)	Summer Feed (SFSP)	CACFP	Catering	Concessions	Vending	Other
001/Leander High	9-12	SP	B=8:00a-10:30a L=11:00a-2:00p	X	X	X	X	X		X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
002/Cedar Park High	9-12	SP	B=8:00a-10:30a L=11:00a-2:00p	X	X	X	X			X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
003/Vista Ridge High	9-12	SP	B=8:00a-10:30a L=11:00a-2:00p	X	X	X	X			X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
004/Rouse High	9-12	SP	B=8:00a-10:30a L=11:00a-2:00p	X	X	X	X	X		X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
005/Vandegrift High	9-12	SP	B=8:00a-10:30a L=11:00a-2:00p	X	X	X	X			X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
006/Glenn High	9-12	SP	B=8:00a-10:30a L=11:00a-2:00p	X	X	X	X	X		X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
041/Cedar Park Middle	6-8	SP	B=7:30a-9:30a L=11:00a-2:00p	X	X	X	X			X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
042/Leander Middle	6-8	SP	B=7:30a-9:30a L=11:00a-2:00p	X	X	X	X	X		X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
043/Running Brushy Middle	6-8	SP	B=7:30a-9:30a L=11:00a-2:00p	X	X	X	X	X		X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
044/Henry Middle	6-8	SP	B=7:30a-9:30a L=11:00a-2:00p	X	X	X	X			X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
045/Canyon Ridge Middle	6-8	SP	B=7:30a-9:30a L=11:00a-2:00p	X	X	X	X			X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
046/Willey Middle	6-8	SP	B=7:30a-9:30a L=11:00a-2:00p	X	X	X	X	X		X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
047/Four Points Middle	6-8	SP	B=7:30a-9:30a L=11:00a-2:00p	X	X	X	X			X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
048/Stiles Middle	6-8	SP	B=7:30a-9:30a L=11:00a-2:00p	X	X	X	X			X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
049/Danielson Middle	6-8	SP	B=7:30a-9:30a L=11:00a-2:00p	X	X	X	X	X		X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
101/Whitestone Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X			X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
102/Faubion Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X	X		X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
103/Block House Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X			X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
104/Cypress Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X			X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
105/Mason Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X	X		X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
106/Giddens Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X	X		X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
107/Steiner Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X			X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
108/Naumann Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X			X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
109/Bagdad Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X	X		X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
110/Cox Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X			X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
111/Bush Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X			X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
112/Knowles Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X	X		X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
113/Deer Creek Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X			X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	
114/Pleasant Hill Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X			X		Contractor-Provided Chef offers catering services at all campuses	N/A	X	

Exhibit A: Site Information - Services Required

115/Rutledge Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	x	x	x	x		x	Contractor-Provided Chef offers catering services at all campuses	N/A	x
116/Plain Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	x	x	x	x		x	Contractor-Provided Chef offers catering services at all campuses	N/A	x
117/Winkley Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	x	x	x	x		x	Contractor-Provided Chef offers catering services at all campuses	N/A	x
118/River Place Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	x	x	x	x		x	Contractor-Provided Chef offers catering services at all campuses	N/A	x
119/Grandview Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	x	x	x	x		x	Contractor-Provided Chef offers catering services at all campuses	N/A	x
120/Parkside Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	x	x	x	x		x	Contractor-Provided Chef offers catering services at all campuses	N/A	x
121/Westside Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	x	x	x	x		x	Contractor-Provided Chef offers catering services at all campuses	N/A	x
122/Reagan Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	x	x	x	x		x	Contractor-Provided Chef offers catering services at all campuses	N/A	x
123/River Ridge Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	x	x	x	x		x	Contractor-Provided Chef offers catering services at all campuses	N/A	x
124/Reed Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	x	x	x	x	x	x	Contractor-Provided Chef offers catering services at all campuses	N/A	x
125/Camacho Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	x	x	x	x	x	x	Contractor-Provided Chef offers catering services at all campuses	N/A	x
126/Aldn Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	x	x	x	x		x	Contractor-Provided Chef offers catering services at all campuses	N/A	x
127/Larkspur Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	x	x	x	x		x	Contractor-Provided Chef offers catering services at all campuses	N/A	x
128/Tarvin Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	x	x	x	x		x	Contractor-Provided Chef offers catering services at all campuses	N/A	x
129/North Elem (Opening 22-23)	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	x	x	x	x		x	Contractor-Provided Chef offers catering services at all campuses	N/A	x
ACC/Early College High School (Opening 22-23)	9-12	SP	B=8:00a-10:30a L=11:00a-2:00p	x	x	x	x	x	x	Contractor-Provided Chef offers catering services at all campuses	N/A	x
Proposed Elem. #30	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	x	x	x	x		x	Contractor-Provided Chef offers catering services at all campuses	N/A	x
Proposed Elem. #31	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	x	x	x	x		x	Contractor-Provided Chef offers catering services at all campuses	N/A	x
Proposed Elem. #32	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	x	x	x	x		x	Contractor-Provided Chef offers catering services at all campuses	N/A	x
Proposed Elem. #33	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	x	x	x	x		x	Contractor-Provided Chef offers catering services at all campuses	N/A	x
Proposed Elem. #34	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	x	x	x	x		x	Contractor-Provided Chef offers catering services at all campuses	N/A	x
Proposed Middle School #10	6-8	SP	B=7:30a-9:30a L=11:00a-2:00p	x	x	x	x	x	x	Contractor-Provided Chef offers catering services at all campuses	N/A	x
Proposed High School #7	9-12	SP	B=8:00a-10:30a L=11:00a-2:00p	x	x	x	x	x	x	Contractor-Provided Chef offers catering services at all campuses	N/A	x

Exhibit A: Site Information - Services Required

Site/School	Grades Served	Preparation	Serving Times	Breakfast	Lunch	carte	Offer vs. Serve	(NSLP)	Summer	Feed (SFSP)	CACFP	Catering	Concessions	Vending	Other
001/Leander High	9-12	SP	B=8:00a-10:30a L=11:00a-2:00p	X	X	X	X	X	X			catering services at all campuses	N/A	X	
002/Cedar Park High	9-12	SP	B=8:00a-10:30a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
003/Vista Ridge High	9-12	SP	B=8:00a-10:30a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
004/Rouse High	9-12	SP	B=8:00a-10:30a L=11:00a-2:00p	X	X	X	X	X	X			catering services at all campuses	N/A	X	
005/Vandegrift High	9-12	SP	B=8:00a-10:30a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
006/Glenn High	9-12	SP	B=8:00a-10:30a L=11:00a-2:00p	X	X	X	X	X	X			catering services at all campuses	N/A	X	
014/Leander Extended Opportunity	9-12	SP	B=8:00a-10:30a L=11:00a-2:00p	X	X	X	X	X	X			catering services at all campuses	N/A	X	
016/ACC/Early College High School	9-12	SP	B=8:00a-10:30a L=11:00a-2:00p	X	X	X	X	X	X			catering services at all campuses	N/A	X	
041/Cedar Park Middle	6-8	SP	B=7:30a-9:30a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
042/Leander Middle	6-8	SP	B=7:30a-9:30a L=11:00a-2:00p	X	X	X	X	X	X			catering services at all campuses	N/A	X	
043/Running Brushy Middle	6-8	SP	B=7:30a-9:30a L=11:00a-2:00p	X	X	X	X	X	X			catering services at all campuses	N/A	X	
044/Henry Middle	6-8	SP	B=7:30a-9:30a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
045/Canyon Ridge Middle	6-8	SP	B=7:30a-9:30a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
046/Wiley Middle	6-8	SP	B=7:30a-9:30a L=11:00a-2:00p	X	X	X	X	X	X			catering services at all campuses	N/A	X	
047/Four Points Middle	6-8	SP	B=7:30a-9:30a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
048/Stiles Middle	6-8	SP	B=7:30a-9:30a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
049/Danielson Middle	6-8	SP	B=7:30a-9:30a L=11:00a-2:00p	X	X	X	X	X	X			catering services at all campuses	N/A	X	
101/Whitestone Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
103/Block House Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
104/Cypress Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
105/Mason Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X	X	X			catering services at all campuses	N/A	X	
106/Giddens Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X	X	X			catering services at all campuses	N/A	X	
107/Steiner Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
108/Naumann Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
109/Bagdad Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X	X	X			catering services at all campuses	N/A	X	
110/Cox Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
111/Bush Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
112/Knowles Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X	X	X			catering services at all campuses	N/A	X	
113/Deer Creek Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
114/Pleasant Hill Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
115/Rutledge Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
116/Plain Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
117/Winkley Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
118/River Place Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
119/Grandview Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
120/Parkside Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
121/Westside Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
122/Reagan Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
123/River Ridge Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	94
124/Reed Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X	X	X			catering services at all campuses	N/A	X	
125/Camacho Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X	X	X			catering services at all campuses	N/A	X	
126/Akin Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
127/Larkspur Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
128/Tarvin Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
129/North Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
130/Hisle Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
Proposed Elem #31/211/Faubion School for Ea	PreK	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
Proposed Elem. #32	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
Proposed Elem. #33	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
Proposed Elem. #34	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X		X			catering services at all campuses	N/A	X	
Proposed Middle School #10	6-8	SP	B=7:30a-9:30a L=11:00a-2:00p	X	X	X	X	X	X			catering services at all campuses	N/A	X	
Proposed High School #7	9-12	SP	B=8:00a-10:30a L=11:00a-2:00p	X	X	X	X	X	X			catering services at all campuses	N/A	X	
Closing 102/Faubion Elem	PreK-5	SP	B=7:00a-9:00a L=11:00a-2:00p	X	X	X	X	X	X			catering services at all campuses	N/A	X	

#6

#6 CN-Added 3/10/24

Food Service Management Company (FSMC) Contract Review Form

General Information

SFA Name and ID Number: Leadner ISD 01156

Name of Site Monitored: Tarvin

Date Site Monitored: 10/29/2025

Meal Service Reviewed: Lunch

Date FSMC Contract Review Completed: 11/12/2025

I. Menus and Service

1. Did the FSMC follow the 21-day cycle menu described in the contract for all programs during the first 21 days of meal service? (Monitored during the first year of the contract only.)
   - ☒ Yes
   - ☐ No
   - ☐ N/A – not reviewing the base year.

   NOTE: This is monitored during the first 21 days of meal service and is a requirement per federal regulations 7 CFR 210.16(b)(1). No substitutions are allowed. If the menu was not followed, a finding and fiscal action will be assessed during the Procurement Review (PR).

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2. Do the foods purchased meet the quality specification standards indicated in the contract?
   ☒ Yes ☐ No

   Provide three examples of food specifications reviewed.
   1. Cheese Burger
   2. Baked Rotini w/ Vegies
   3. Chicken Popcorn

3. Does the SFA have an advisory board?
   ☒ Yes ☐ No

4. Is the advisory board composed of parents, teachers, and students to assist with menu planning?
   ☒ Yes ☐ No

   List the advisory board members and titles below.

Name	Title
Jennifer Womack	LISD Teacher/Admin
Courtney Willingham	Parent
Darron Jurajdan	Parent/ CO Chair Shac

William Sibley	Student

If additional space is needed, attach a document with all names and titles.

5. Does the SFA utilize the advisory board to assist with menu planning?
   ▣ Yes ☐ No

6. Does the SFA approve menu changes outside the 21-day cycle menu process?
   ▣ Yes ☐ No

7. Do all menus meet the meal pattern requirements for the appropriate age/grade groups and the nutrient specifications?
   ▣ Yes ☐ No

8. Is the FSMC serving reimbursable meals as described in the contract and in compliance with program regulations?
   ▣ Yes ☐ No

9. Does the FSMC provide meal service to all enrolled students as specified in the contract?
   ▣ Yes ☐ No

10. Are food production records completed daily for all meals served using the TDA prototype or another instrument that collects the same information as the TDA prototype?
    ▣ Yes ☐ No

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11. Does the SFA evaluate the FSMC's menu for affordability, nutrition requirements, and student appeal?
    ▣ Yes ☐ No

12. Does the FSMC implement meal accommodations based on medical statements provided by licensed medical professionals, Individualized Education Plans (IEP), or special dietary accommodations based on the SFA policy?
    ▣ Yes ☐ No

13. Are meals monitored to ensure that only reimbursable meals are claimed?
    ▣ Yes ☐ No

Attach the menu and completed food production record for the day of review, reflecting the responses above. The menu and food production records must match the site monitored, meal service, and the date of review.

SFA Comments – Provide a rationale for all responses in Menus/Services:

Employees following safety, sanitary and cash handling policies. Menu substitute chicken nuggets for chicken fingers.

II. Competitive Foods

1. Is the FSMC following Competitive Food Standards?
   ☑ Yes ☐ No

2. Is the FSMC following the local policy related to fundraisers?
   ☑ Yes ☐ No

SFA Comments – Provide a rationale for all responses in Competitive Foods:

No extra sales/fundraisers were present that day. Following TDA/LISD policy.

III. USDA Foods

1. Is the FSMC responsible for receiving USDA Foods on behalf of the SFA?
   ☑ Yes ☐ No

   If yes, is the SFA verifying the delivery of USDA Foods shipments and processed end products?
   ☑ Yes ☐ No ☐ N/A

2. Does the FSMC provide the SFA credit for the full value of USDA Foods received during the school year or fiscal year? 97
   ☑ Yes ☐ No

   What is the amount received to date? $394,465.76

3. Does the FSMC provide the SFA with clear documentation that demonstrates that the SFA has received credit for the value of its USDA Foods?
   ☑ Yes
   ☐ No

   NOTE: This includes crediting for the value of donated foods, including direct delivery (brown box), Department of Defense (DoD) Fresh and processed end products.

4. How often does the SFA receive credit for the value of USDA Foods? Check all that apply.

   ☑ Monthly ☐ End of the school year
   ☐ Quarterly ☐ Other

5. How is the SFA credited for the value of USDA Foods? ***Check all that apply.***

   ☑ Invoice Reductions ☐ Discounts
   ☐ Refunds ☐ Other

6. Does the FSMC ensure that SFA retains ownership of all USDA Foods, including processed end products, if applicable?
   ▣ Yes ☐ No

7. Does the SFA/FSMC use USDA Foods to the maximum extent in quantities that can be used and stored without waste?
   ▣ Yes ☐ No

   What is the SFA's beginning entitlement balance? $ 1,296,464.24
   What is the SFA's current entitlement balance? $ 901,998.48

8. When substituting, does the FSMC use commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the USDA Foods in the SFA's School Nutrition Program?
   ▣ Yes ☐ No

9. Does the FSMC use all donated ground beef, ground pork, and all processed end products in the SFA's food service without substitution?
   ▣ Yes ☐ No

SFA Comments – Provide a rationale for all responses in USDA Foods:

Food quality is alway greater than or equal to USDA

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IV. Inventory

1. Does the FSMC have an organized method for storing, preserving, and accounting for the SFA's food inventory?
   ▣ Yes ☐ No

2. Are the food items stored in a manner consistent with all health and safety rules that apply to the stored items?
   ▣ Yes ☐ No

SFA Comments – Provide a rationale for all responses in Inventory:

All food was stored probably by policy.

V. Financial Procedures

(Attach the latest FSMC invoice and supporting documentation. This will be the invoice that is utilized to complete section V. Financial Procedure of the current FSMC contract review.)

1. Do the daily meal count records accurately reflect the counts of student, adult meals and a la carte sales by meal type and eligibility category?

   ☒ Yes ☐ No

2. Does the SFA have a backup system to ensure that all counting and claiming data is maintained?
   ☒ Yes ☐ No

   Describe the system:

   POS - MOSAIC TRACKS & REPORTS DAILY COUNTS. IF POS IS NOT AVAILABLE EACH CAFETERIA IS REQUIRED TO HAVE A ROSTER AT THE REGISTER.

3. Does the FSMC maintain records to support the claims for monthly reimbursement, Daily Record/Accuclaim information, and provide them to the SFA promptly?
   ☒ Yes ☐ No

4. Does the FSMC maintain records to support meal count records for other meals not covered by the claim (adult meals, alternative meals)?
   ☒ Yes ☐ No

5. Does the SFA maintain responsibility for submitting claims for reimbursement?
   ☒ Yes ☐ No

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   Provide the name and title of the person responsible for submission.
   Name: PAM AMEN
   Title: FED. CLAIMS REVENUE SPECIALIST

6. Does the FSMC monthly invoice reconcile with the point of service (POS) Daily Record/Accuclaim Report for each month?
   ☒ Yes ☐ No

7. Do the FSMC food service daily income records, such as end-of-day POS reports, accurately reflect the revenue received by meal type (student meals, adult meals, à la carte, etc.)?
   ☒ Yes ☐ No

8. Has the SFA received all applicable discounts, credits, and rebates from the FSMC?
   ☒ Yes ☐ No

9. Does the FSMC ensure that all invoice statements are accurate and that unallowable costs and duplicative services are not billed to the SFA?
   ☒ Yes ☐ No

10. Does all income to the program accrue to the nonprofit school food service account?
    ☒ Yes ☐ No

11. Does the FSMC provide the SFA with all information and documentation needed for the SFA to calculate its program and non-program revenue and cost proportion as required by regulations? (For example, POS records, cost-per-meal data, and inventory or financial reports).
☒ Yes ☐ No
12. Does the FSMC utilize the correct meal equivalency factor (MEF)?
☒ Yes ☐ No
List the MEF: $4.99

13. Does the FSMC accurately charge the number of meals claimed to the SFA at the fixed rate?
☒ Yes ☐ No

SFA Comments – Provide a rationale for all responses in Financial Procedures:

INVOICES ARE RECONCILED EACH MONTH WITH THE MONTHLY CLAIM, EDIT CHECK AND SALES REPORT BY THE FED. CLAIMS REV. SPEC.

VI. Financial – Procurement

1. Does the FSMC follow the SFA's internal process to ensure that foods are procured in compliance with the Buy American provision?
☒ Yes ☐ No

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2. Does the FSMC provide sufficient documentation for the SFA to determine if all procurement was conducted correctly and in compliance with all applicable regulations?
☒ Yes ☐ No

SFA Comments – Provide a rationale for all responses in Financial - Procurement:

FSMC PROVED SFE WITH DETAILED INVOICES & DOCUMENTS FOR MONTHLY PAYMENT. COMMUNICATION WITH SFE DIRECTOR AND FED. CLAIMS REV SPEC IS ON GOING.

VII. Sanitation and Safety Procedures

1. Does the FSMC have a Hazard Analysis and Critical Control Point (HACCP) plan, and is there confirmation of its implementation?
☒ Yes ☐ No

2. Do employees practice safe food-handling procedures?
☒ Yes ☐ No

3. Does the FSMC ensure that all facilities have health inspections as required by law?
☒ Yes ☐ No

4. Are facilities and equipment adequately maintained for safety and sanitation?
   ▣ Yes ☐ No

5. Is the FSMC's use of the facilities consistent with the facility use clauses included in the contract?
   ▣ Yes ☐ No

SFA Comments – Provide a rationale for all responses in Sanitation and Safety Procedures:

Employees following TDA & LISD safety policies. Using gloves, cleaning work stations, etc.

VIII. Local Wellness Policy

1. Does the FSMC follow the SFA's local wellness policy?
   ▣ Yes ☐ No

SFA Comments – Provide a rationale for how the FSMC is following the SFA local wellness policy.

FSMC FOLLOWS LEANDERISD WELLNESS POLICY AND ATTENDS WELLNESS MEETINGS.

IX. Staffing

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1. Is the FSMC's staffing plan consistent with the staffing clauses included in the contract?
   ▣ Yes ☐ No
   # FSMC employees in contract: 11
   # FSMC current employees: 11

2. If there are FSMC vacancies, is there a plan for the FSMC to come into staffing compliance per the contract?
   ▣ Yes
   ☐ No – submit a staffing plan in the rationale section.

3. Are the District and FSMC paying for staff according to the approved transition plan?
   ▣ Yes ☐ No

4. Does the FSMC ensure that all School Nutrition staff have the required training annually?
   ▣ Yes ☐ No

5. Does the FSMC ensure that the School Nutrition Program employees adhere to the USDA professional standards and continuing education training requirements as required by federal regulations (7 CFR 210.30)?
   ▣ Yes ☐ No

6. Does the FSMC maintain documentation that demonstrates compliance with the School Nutrition Director's position and tracks continuing education for all School Nutrition staff?
   ▣ Yes ☐ No

SFA Comments – Provide a rationale for all responses in Staffing:

ALL FSMC TRAINING IS TRACKED BY THE HR POSITION FOR SFE. TRAINING FOR EMPLOYEE'S IS UPDATED MONTHLY.

X. Record Retention

1. Does the FSMC coordinate with the SFA to transfer all records to long-term storage?
   ▣ Yes ☐ No

2. Does the FSMC provide all documentation demonstrating that the SFA complies with all local, state, and federal regulations?

   ▣ Yes ☐ No

SFA Comments – Provide a rationale for all responses in Record Retention:

WE FOLLOW LEANDER ISD & TDA RETENTION POLICIES.

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XI. Contractual Requirements

1. Does the FSMC operate the program(s) contracted as defined by the terms of the contract?
   ▣ Yes ☐ No

2. Were additional terms and conditions included that are outside of the executed contract?
   ☐ Yes ▣ No

3. Have all corrections been made as required, if problems were noted during the Administrative Review and/or Procurement Review?
   ▣ Yes ☐ No

4. Did the SFA delegate any responsibilities not permitted by the contract Exhibit Q to the FSMC?
   ☐ Yes – list what was delegated in the rationale in the comment box below.
   ▣ No

5. Does the SFA monitor the FSMC's food service operations by performing periodic on-site visits to ensure that the food service conforms with program regulations and that program review and audit findings are resolved?
   ▣ Yes ☐ No

6. Is documentation of monitoring maintained by the SFA?
   ▣ Yes
   ☐ No

7. If there were findings, did they get resolved?
   ▣ Yes ☐ No

SFA Comments – Provide a rationale for all responses in Contractual Requirements:

NO FINDINGS.

XII. Results of Review

1. Is a Corrective Action Plan (CAP) required?
   ☐ Yes ▣ No

SFA Comments – Provide a rationale for the plan and what sections will be reviewed:

Everything looks good.

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XIII. Corrective Action Plan

1. Was the CAP completed with a follow-up review within 45 days?
   ☐ Yes ☐ No ▣ N/A

   Date the follow-up review was completed:

2. Have all the items been resolved, and is the FSMC contract compliant?
   ☐ Yes ☐ No ▣ N/A

SFA Comments – Provide a rationale for all responses in CAP:

No corrective action plan at this time....

XIV: Attestation and Signatures:

I attest that this information is true and accurate and complete to the best of my knowledge. This information has been shared with the FSMC partner, as determined by the date below.

DeWayne Street
DeWayne Street (Nov 11, 2025 14:09:20 CST)
Signature of SFA Designee

Upenda Sibley
Upenda Sibley (Nov 12, 2025 10:04:13 CST)
Signature of FSMC Designee

DeWayne Street
DeWayne Street (Nov 11, 2025 14:09:20 CST)
Printed Name of SFA Designee

Upenda Sibley
Upenda Sibley (Nov 12, 2025 10:04:13 CST)
Printed Name of FSMC Designee

DeWayne Street
DeWayne Street (Nov 11, 2025 14:09:20 CST)
Title of SFA Designee

Upenda Sibley
Upenda Sibley (Nov 12, 2025 10:04:13 CST)
Title of FSMC Designee

11/12/2025
Date

Hamburger Buns, Whole Grain White, Sliced, 3.75" (#453)



Nutrition Facts

Serving size 1 Hamburger Bun (57g)

Amount per serving	
Calories	**150**
	% Daily Value*
Total Fat 2g	**3%**
Saturated Fat 0g	**0%**
Trans Fat 0g	
Cholesterol 0mg	**0%**
Sodium 280mg	**10%**
Total Carbohydrate 29g	**10%**
Dietary Fiber 3g	**12%**
Total Sugars 5g	
Includes 5g Added Sugars	**8%**
Protein 5g	
Vitamin D 0mcg	0%
Calcium 120mg	10%
Iron 1.2mg	8%
Potassium 95mg	2%

* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

Looking for the perfect bun? Our whole grain Hamburger Buns are perfect for hamburgers, chicken sandwiches, turkey burgers or just about anything you want to put on them!

General Specifications

Pack: 120/2 oz
Servings per Case: 120
Kosher: No
Shelf Life: 5 days at ambient. 365 days frozen.
Status: Available

16G WHOLE GRAINS PER SERVING

SCHOOL SPECIFICATIONS

USDA Smart Snack: Yes
CACFP Compliant: Yes
Nutritional Ratio: 12-0-9

Grain (ounce equivalents): 2.0
Whole Grain: 16.88g, 53%
Enriched Flour: 15.19g
Combined Flour 32.07g

"BUY AMERICAN" COMPLIANT

INGREDIENTS

Whole White Wheat Flour, Water, Enriched Flour (Wheat Flour, Malted Barley Flour, Niacin, Iron, Thiamine Mononitrate, Riboflavin, Folic Acid), Sugar, Yeast, Wheat Gluten, Soybean Oil. Contains 2% Or Less Of The Following: Salt, Calcium Sulfate, Calcium Propionate (Preservative), Sodium Stearoyl Lactylate, Wheat Starch, Ascorbic Acid, Enzymes, Ground Sesame Seeds.

ALLERGENS & DISCLOSURES

Contains sesame and wheat ingredients.
Contains bioengineered food ingredients.
This product is produced in a **nut-free** facility.

Hamburger Buns, Whole Grain White, Sliced, 3.75" (#453)

Case Specifications

GTIN: 00737410453002
Dimensions: 23.11" x 19.10" x 7.02"
Cube: 1.79
Gross Weight: 17.21 lb
Net Weight: 15.00 lb
Per Pallet: 44
Tier x Height: 4 x 11
Inside Pack: 30 per bag, 4 bags per case

Bid Specification

Bake Crafters Hamburger Buns, Whole Grain White, Sliced, 3.75"; must be whole grain rich and provide 2.0 ounce grain equivalents. Portion to provide at least 125 calories, with no more than 3 grams of fat. Must contain less than 330 milligrams of sodium. Acceptable brand: Bake Crafters 453.

10673 South Lee Hwy • McDonald, TN 37353

Bake Crafters SINCE 1989

Phone (423) 396-3392 • Fax (423) 396-9604

MBC Companies

Product Formulation Statement for Documenting Grains in Child Nutrition Programs

(Crediting Standards Based on Grams of Creditable Grains (ounce equivalent))

Program operators should include a copy of the label from the purchased product package in addition to the following information on letterhead signed by an official company representative. Program operators have the option to choose the crediting method that fits their specific menu planning needs.

Product Name: Hamburger Buns, Whole Grain White, Sliced, 3.75" Code No.: 453

Manufacturer: Bake Crafters Serving Size: 2.0 oz

(raw dough weight may be used to calculate creditable grains)

I. Does the product meet the whole grain-rich criteria? Yes (●) No ( )

II. Does the product contain non-creditable grains? Yes (●) No ( ) **How many grams?** <3.99

(Products with more than 0.24 ounce equivalent (oz eq) or 3.99 grams (g) for Groups A-G or 6.99g for Groups H and I of non-creditable grains do not credit toward the grains requirement for school meals.)

III. Use Exhibit A: Grain Requirements for Child Nutrition Programs in the *Food Buying Guide for Child Nutrition Programs* (FBG) to determine if the product fits into Groups A-G (baked goods), Group H (cereal grains) or Group I (RTE breakfast cereals). *(Different methodologies are applied to calculate the grains contribution based on creditable grains. Groups A-G use the standard of 16g creditable grains per oz eq; Groups H and I use the standard of 28g creditable grains per oz eq or volume.)*

Indicate which Exhibit A Group (A-I) the product belongs: B

DESCRIPTION OF CREDITABLE GRAIN INGREDIENT*	GRAMS OF CREDITABLE GRAIN INGREDIENT PER PORTION[1] A	GRAM STANDARD OF CREDITABLE GRAINS PER OZ EQ *(16g or 28g)*[2] B	CREDITABLE AMOUNT A ÷ B
Whole Wheat	16.88	16	1.0550
Enriched Flour	15.19	16	0.9494
		Total	2.004
		Total Creditable Amount[3]	2.0 oz eq

* Creditable grains vary by Program. See the FBG for specific Program requirements.

[1] (Serving size) **X** (% of creditable grains in formula); serving sizes other than grams must be converted to grams.

[2] Standard grams of creditable grains from the corresponding Group in Exhibit A.

[3] Total Creditable Amount must be rounded **down** to the nearest quarter (0.25) oz eq. Do **not** round up.

Total weight (per portion) of product as purchased 2.0 oz

Total contribution of product (per portion) 2.0 oz eq

I certify that the above information is true and correct and that a 2.0 ounce portion of this product (ready for serving) provides 2.0 oz eq grains. I further certify that non-creditable grains **are not** above 0.24 oz eq per portion. Products with more than 0.24 oz eq or 3.99g for Groups A-G or 6.99g for Groups H and I of non-creditable grains do not credit toward the grains requirement for school meals.

Violeta Kanarski — Digitally signed by Violeta Kanarski Date: 2025.04.03 14:41:32 -04'00'

Signature

Nutritionist

Title

Violeta Kanarski,SNS

Printed Name

04/03/2025

Date

(423) 396-3392

Phone Number

AdvancePierre®

CN FULLY COOKED FLAMEBROILED BEEF PATTIES (CARAMEL COLOR ADDED)

69097

10000069097

CN

090249

CN ONE 2.10 OZ. FULLY COOKED FLAMEBROILED BEEF PATTY PROVIDES 2.00 OZ. EQUIVALENT MEAT/MEAT ALTERNATE FOR CHILD NUTRITION MEAL PATTERN REQUIREMENTS. (USE OF THIS LOGO AND STATEMENT AUTHORIZED BY THE FOOD AND NUTRITION SERVICE, USDA 03-14.) CN

CN

U.S. INSPECTED AND PASSED BY DEPARTMENT OF AGRICULTURE EST.2132

INGREDIENTS: GROUND BEEF (NOT MORE THAN 20% FAT), WATER, TEXTURED VEGETABLE PROTEIN PRODUCT (SOY PROTEIN CONCENTRATE, CARAMEL COLOR), DEXTROSE, POTASSIUM PHOSPHATES, NATURAL FLAVORS, LITE SALT (SALT, POTASSIUM CHLORIDE), CARAMEL COLOR.
CONTAINS: SOY.

HEATING INSTRUCTIONS: Conventional Oven: From frozen state, bake in preheated 350°F conventional oven for 18-20 minutes or until internal temperature reaches 145°F.
Convection Oven: From frozen state, bake in preheated 350°F convection oven for 8-10 minutes or until internal temperature reaches 145°F.

CONTAINS COMMODITIES DONATED BY THE U.S. DEPARTMENT OF AGRICULTURE - THIS PRODUCT SHALL BE SOLD ONLY TO ELIGIBLE RECIPIENT AGENCIES.

USDA Further Processed Certification Program

0 00 71421 69097 2

KEEP FROZEN

???????? ??,????

DISTRIBUTED BY: ADVANCEPIERRE FOODS, INC. CINCINNATI, OH 45246 USA
800-317-2333 ©2024 TYSON FOODS, INC.

NET WT. 15.09 LBS.

CN FULLY COOKED
FLAMEBROILED BEEF PATTIES
(CARAMEL COLOR ADDED)

PRODUCT CODE 69097

10000069097

NET WT. 15.09 LBS.

LL#11745034

0 00 71421 69097 2

BONGARDS® YELLOW REDUCED SODIUM & FAT PROCESSED AMERICAN SLICE – 160 H – 4/5#



Reduced Fat/Sodium Yellow American Cheese Slices have a mild, buttery American flavor. There are 160 horizontal slices in each 5 lb. pack with 4 packs per case. Perfect for use in burgers, sandwiches, and wraps.

- Great Source of Calcium
- rBST free and gluten free
- Made with 100% real cheese
- Consistent quality
- 30% less fat than regular American cheese
- 30% less sodium than regular American cheese
- 1 M/MA for every two slices

PRODUCT CODE	110541
UPC CODE	0-71078-11054-0
GTIN	1-00-71078-11054-7

PRODUCT INFORMATION

Case Dimensions:	11.2 in. x 7.7 in. x 7.5 in.
Case Cube:	0.374305 sq. ft.
Net Weight:	20 lbs
Gross Weight:	20.58 lbs
Ti x Hi:	20 x 5
Cases/Pallet:	100
Slice Dimensions:	2 1/4" x 3 3/8"
Shelf Life (Days):	365
Refrigerate:	Keep refrigerated. Product must be shipped & stored between 33°F - 40°F. The freezing of this product is not recommended since textural and/or flavor changes may result
Storage Temperatures:	33 - 40°F

NUTRITION FACTS

Serving Size	28g (2 slices)
Servings Per Case	320
Amount Per Serving	
Calories	**80**
	% Daily Value
Total Fat 6g	8%
Saturated Fat 3.5g	18%
Trans Fat 0g	
Cholesterol 15mg	5%
Sodium 280mg	11%
Total Carbohydrates 2g	0%
Dietary Fiber 0g	0%
Total Sugars 1g	
Added Sugars 0g	0%
Protein 7g	
Vitamin D 0mcg	0%
Calcium 207mg	15%
Iron 0mg	0%
Potassium 203mg	4%

Ingredients: Cultured Skim Milk and Milk, Water, Sodium Citrate, Salt, Potassium Citrate, Annatto and Paprika (color), Cream, Enzymes, Vitamin A Palmitate, Sorbic Acid (preservative), Soy Lecithin (anti-sticking agent)

Contains: Milk, Soy

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PAN COATING ARSL BUTTER IT

SUPC: 6914451

Nutrition Information

Serving size	100 g (100 grams)
Amount Per Serving	
Calories	**840**
	% Daily Value*
Total Fat 95g	**122%**
Saturated Fat 15g	**75%**
Trans Fat 0g	
Cholesterol 0mg	**0%**
Sodium 0mg	**0%**
Total Carbohydrate 0g	**0%**
Dietary Fiber 0g	**0%**
Total Sugars 0g	
Includes 0g Added Sugars	**0%**
Protein 0g	
Vitamin D 0.0mcg	0%
Calcium 0mg	0%
Iron 0.00mg	0%
Potassium 0mg	0%

* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2000 calories a day is used for general nutrition advice.

Ingredients:
Soybean Oil*, Natural Butter Flavor (Milk), Silicon Dioxide (for anti-caking), Salt, Soy Lecithin, Beta Carotene (Color). CONTAINS: MILK, SOY. Also contains propellant to dispense spray. *Adds a trivial amount of fat.

Contains:
Milk, Soy

Notes

The nutrition information, ingredients/allergens and attributes/diet types displayed as well as any corresponding claims related thereto, including without limitation, claims regarding the vegetarian, vegan, Kosher, and gluten-free status of a product or item in Sysco eNutrition® (collectively, "Product Information & Attributes/Diet Types/Claims") are provided by product manufacturers and suppliers. Such information may not be complete and/or up to date. You should defer to the product packaging and/or consult with the product manufacturer for complete and current product information. Determination of whether or not a product or item meets the parameters of a specific lifestyle/diet is at your discretion and risk. Sysco and its affiliates do not guarantee the validity, accuracy or completeness of any Product Information & Attributes/Diet Types/Claim and you hereby release Sysco and its affiliates for all claims in any way related to the Product Information & Attributes/Diet Types/Claims. Note that if an item is linked to nutrition information from the USDA National Nutrient Database for Standard Reference, ingredients and allergens will not be displayed.

Revision Date: 09-18-2024

Low Moisture Part Skim Mozzarella Feather Shred - 4/5#

Product Number: 775071
UPC: 071078755079
GTIN: 10071078775074

Product Description:

Mozzarella Feather Cheese Shreds have a clean mozzarella flavor with a creamy texture. Each bag is 5 lbs. with 4 per case. Perfect for salads, Italian dishes, and entrees. This product complies with the Standard of Identity for LMPS Mozzarella (21 CFR 133.158).

USDA Product Statement: 1 oz of this product = 1 meat/meat alternative

Ingredients:

Pasteurized Part-Skim Milk, Cheese Cultures, Salt, Enzymes, Powdered Cellulose (anti-caking agent), Natamycin (mold inhibitor).

Allergens: Milk

Chemical and Physical:

Analysis	Specification
Moisture	44.0-52.0%
Fat (dry basis)	38.0-45.0%
Salt	1.20-2.00%
pH	5.00-5.50
NCI Color Chart	1-2
Shred Size (target)	0.5-2.0“ x 0.15-0.17“ x 0.07-0.09“

Microbiological:

Analysis*	Specification
Yeast/Mold	<1000/g
Coliforms	<100/g
E. coli	<10/g
Staphylococcus	Negative
Salmonella	Negative
Listeria	Negative

*Typical analysis. Not all test performed on each lot. Added test at additional customer cost.

Shelf Life and Storage: 120 days*

*When stored in original unopened container. Product must be shipped & stored between 35°F - 40°F. The freezing of this product is not recommended since textural and/or flavor changes may result.

Nutritional Information:

Serving Size: 28g
Servings Per Container: 80

	Per Serving	Daily Value
Calories	80	
Total Fat	6g	7%
Saturated Fat	3g	16%
Trans Fat	0g	
Cholesterol	20mg	6%
Sodium	190mg	8%
Total Carbs	2g	1%
Dietary Fiber	0g	0%
Total Sugar	<1g	
Added Sugar	0g	0%
Protein	7g	
Vitamin D	0.1mcg	0%
Calcium	200mg	15%
Iron	0.1mg	0%
Potassium	60mg	0%

*Calculated values

Revision Date: 09-18-2024

Low Moisture Part Skim Mozzarella Feather Shred - 4/5#

Product Number: 775071
UPC: 071078755079
GTIN: 10071078775074





Packaging Requirements:	
Characteristic	Specification
Film Type	Polypropylene
Gross Weight (case)	21.55 lbs
Tare Weight (case)	1.55 lb
Net Weight (case)	20 lbs
Case Dimensions (L, W, H)	16.06” x 12.188” x 8.87”
Cube	1.0055ft^3

*Packaging is approved for product contact.

Lot Coding System:	
Characteristic	Specification
Package Code Date	-Best if used by DD MMM YYYY -Shift Line and production time -Time stamp
Case Code Date	-Label Name -Product description -Barcode -Best if used by DD MMM YYYY -Net Wt -Lot Number YYMMDD -Product Number -Distributed By

Pallet Configuration:	
Characteristic	Specification
TiHi	10x8
Cases/Pallet	80

*Do not double stack pallets!

Revision Date: 09-18-2024

Low Moisture Part Skim Mozzarella Feather Shred - 4/5#

Product Number: 775071
UPC: 071078755079
GTIN: 10071078775074

Country of Origin:
United States

Kosher Status
Not certified

Halal Status
Not certified

GMO Statement
Our products are exempt from BE labeling due to the absence of detectable genetically modified material.

SDS Statement
This product is not a hazardous or toxic material as defined in the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, 29 CFR 1910.1200, therefore a SDS has not been prepared.

Manufacturing Facility
Facility is registered with the FDA in compliance with the Public Health Security and Bio-terrorism Preparedness and Response Act of 2002 and the related FDA interim final rules on facility registration and prior notice published in October 2003.
Facility is certified under the Global Food Safety Initiative

Continuing Guarantee
All processing and packing is performed in a sanitary manner in accordance with all current Good Manufacturing Practice Regulations issued by the Federal Food and Drug Administration and conforms in every respect to the requirements of the Federal Food, Drug and Cosmetic Act as amended and regulations thereof. The product is manufactured to comply with 21 CFR, Sec. 110 and 117 (Current Good Manufacturing Practice in Manufacturing, Packing or Holding Human Food)

Confidential Statement
This specification and the information contained within it remains the property of this company and must not be disclosed to any third party without the prior written permission of the company.

Disclaimer:
The information provided and the recommendations made herein are based upon our research and are believed to be accurate, but no guarantee of their accuracy is made. In every case we urge and recommend that the purchaser, before using any product in full scale production, make their own tests to determine to their own satisfaction whether the product is of acceptable quality and is suitable to their particular purposes under their own operating conditions. The product will be manufactured in accordance with all current relevant U.S. legislation, and freedom from patent infringements is implied or inferred. The products discussed herein are sold without any warranty as to fitness for a particular purpose or any other warranty, express or implied. No representative of ours has any authority to waive or change the foregoing provisions, but our Sales Department may be available to assist purchasers in adapting our products to their needs and to the circumstances prevailing

Low Moisture Part Skim Mozzarella Feather Shred - 4/5#

Product Number: 775071
UPC: 071078755079
GTIN: 10071078775074

in purchaser's business. This specification and the information contained within it remains the property of this company and must not be disclosed to any third party without the prior written consent of the company.

Leander ISD

(R1896) Baked Rotini w/ Vegetables	Calories (kcals)		Saturated Fat (g)		Sodium (mg)	
	Recipe	1 Cup	Recipe	1 Cup	Recipe	1 Cup
Water, tap, municipal	0.00	0.00	0.00	0.00	340.99	9.74
Fresh, Vegetable, Broccoli, Raw, Florets	57.83	1.65	0.19	0.01	56.13	1.60
Fresh, Vegetable, Carrots, Sticks	139.48	3.99	0.11	0.00	234.73	6.71
Fresh, Vegetable, Bell Pepper, Green	49.61	1.42	0.14	0.00	7.44	0.21
Fresh, Vegetable, Spinach, Leaves	149.97	4.28	0.41	0.01	515.11	14.72
Cheese, Shredded, Mozzarella	5669.82	161.99	212.54	6.07	13465.99	384.74
Pasta, Rotini	4987.46	142.50	0.00	0.00	0.00	0.00
Seasoning, Parsley, Flakes	4.38	0.13	0.02	0.00	6.78	0.19
Seasoning, Pepper, Black	24.10	0.69	0.13	0.00	1.92	0.05
Spray, Pan Coating, Butter Flavor	59.53	1.70	1.06	0.03	0.00	0.00
Tomato, Diced	294.20	8.41	0.00	0.00	5423.16	154.95
Tomato, Sauce, Spaghetti	2277.67	65.08	1.61	0.05	1496.71	42.76
Seasoning, Powder, Garlic	63.55	1.82	0.05	0.00	11.52	0.33
	13777.61	**393.65**	**216.27**	**6.18**	**21560.50**	**616.01**

* Total includes one or more missing nutrient data.

R1896 Baked Rotini w/ Vegetables

Category: Lunch Entrée
Serves: 1 (1 Cup)
HACCP Process: Process #2 (Same Day Service)

ALLERGENS	DIETARY RESTRICTIONS	RELIGIOUS RESTRICTIONS
Milk, Wheat	Made-from-Scratch, Vegetarian (Lacto-Ovo)	None

PICKLIST

1 Pound of Cheese, Shredded, Mozzarella, 1 Pound of Fresh, Vegetable, Bell Pepper, Green, 1 Pound of Fresh, Vegetable, Broccoli, Raw, Florets, 1 Pound of Fresh, Vegetable, Carrots, Sticks, 1 Pound of Fresh, Vegetable, Spinach, Leaves, 1 Pound of Pasta, Rotini, 1 Oz of Seasoning, Parsley, Flakes, 1 Oz of Seasoning, Pepper, Black, 1 Ounce of Seasoning, Powder, Garlic, 1 Container of Spray, Pan Coating, Butter Flavor, 1 #10 Can of Tomato, Diced, 1 #10 Can of Tomato, Sauce, Spaghetti

#	INGREDIENTS	INSTRUCTIONS

#	INGREDIENTS	INSTRUCTIONS
1	1 1/2 ounces of Pasta, Rotini 1 cup 5 tablespoons 3 teaspoons of Water, tap, municipal 9 tablespoons 1 1/2 teaspoons of Tomato, Sauce, Spaghetti 1/4 teaspoon of Seasoning, Powder, Garlic 1/8 teaspoon of Seasoning, Pepper, Black 7 tablespoons 2 teaspoons of Tomato, Diced 1/4 ounce of Fresh, Vegetable, Bell Pepper, Green 18 2/3 grams of Fresh, Vegetable, Spinach, Leaves 4 7/8 grams of Fresh, Vegetable, Broccoli, Raw, Florets 9 3/4 grams of Fresh, Vegetable, Carrots, Sticks 1/4 gram of Spray, Pan Coating, Butter Flavor 1/8 pound of Cheese, Shredded, Mozzarella 1/8 teaspoon of Seasoning, Parsley, Flakes	Bring water to a boil. Add pasta to water and bring back to a boil. Cook for approximately 7 minutes, or until the noodles are al dente (firm but not hard). Drain. To Cook Pasta in a Steamer: 1. Weigh out pasta. Add enough water to cover pasta. 2. Cook in steamer 5 minutes. Drain. 3. Rinse with cold water. 1. Dice green bell peppers and add to pasta. 2. Add spinach to pasta. 3. Chop broccoli into 1/2" pieces and steam in steamer for 2 minutes. Add to pasta. 4. Steam carrots for 3 minutes and chop into 1/4" pieces and add to pasta. 5. Measure out spaghetti sauce and add to pasta. 6. Measure out garlic and pepper and add to pasta. 7. Add canned tomatoes to pasta. 8. Place pasta in sprayed pan, cover with plastic topped with foil, and cook in 350 degree oven for 10 minutes. 9. Remove the plastic and foil when done baking and top with cheese. Bake in 350 degree oven for 3 mnutes until cheese is melted. 10. Garnish pan with dried parley for service. **A serving is defined as 1 cup baked rotini.** Hierva el agua. Agregue la pasta al agua y hierva una vez mas. Cocine por aproximadamente 7 minutos, o hasta que los fideos esten al dente (firmes pero no duros). Cuele Para cocinar la pasta en una vaporera: 1.Pese la pasta. Agregue suficiente agua para cubrir la pasta. 2.Cocine en una vaporera por 5 minutos. Cuele. 3.Enjuage con agua fria. 1.Pique pimentones verdes y agregue a la pasta. 2.Agregue espinaca a la pasta. 3.Pique el broccoli en pedazos de ½” y cocine al vapor por 2 minutos. Agregue a la pasta. 4.Cocine las zanahorias al vapor por 3 minutos y pizue en pedazos de ¼” y agregue a la pasta. 5.Mida la salsa de espageti y agregue a la pasta. 6.Mida el ajo y la pimiento y agregue a la pasta. 7.Agregue los jitomates enlatados a la pasta. 8.Coloque la pasta en un sarten engrasado, cubra con plastico con aluminio encima, y cocine en un horno de 350 grados por 10 minutos. 9.Remueva el plastico y el aluminio cuando acabe de hornear y cubra con queso. Hornee en un horno de 350 grados por 3 minutos hasta que se derrita el queso. 10.Decore con perejil seco para el servicio. **Una porción se define como 1 taza rotini horneados.** Control Measures: Cook product to 165F for 15 seconds, Hold product at or above 140F for a maximum of 4 hours

NUTRIENT	1 CUP
Calories	393.65 kcals
Saturated Fat (grams)	6.18 g
Sodium	616.01 mg
Total Carbohydrate	52.63 g

[1] Nutrient components missing

SERVING SIZE	MEAL CONTRIBUTION
1 Cup	2.000 oz Meats/Meat Alternates, 1.500 oz Grains, 1.500 oz Whole Grain-Rich (Grains), 0.500 cups Vegetables, 0.500 cups Other (Vegetables)

March 25, 2025

RE: Buy American

Tyson Prepared Foods, Inc. certifies that the following item(s) are produced and processed in the U.S. and contains over 51% of its agricultural food components, by weight or volume, from the U.S.

Material Number	Material Description
10000011750	AdvancePierre™ Fully Cooked Beef Meatballs, 0.50 oz.
10000015938	JMYD CN FC TKY SAU PAT 1.25 OZ
10000016715	Beef Franks, 2.0 oz.
10000019223	Breaded Beef Patties, 3.8 oz.
10000019669	JMYD FC TKY SAU LINK CN .67OZ-10LB
10000038215	Original Pancake & Turkey Sausage Breakfast Sticks, 2.51 oz.
10000044531	Pork Rib Patties with Built-In BBQ Sauce, 2.5 oz.
10000055525	Flame Grilled Beef Pattie, 2.3 oz.
10000068012	Breaded Beef Fingers, 0.97 oz.
10000068097	Flame Grilled Beef Pattie, 2.1 oz.
10000069005	AdvancePierre™ Harvest Breaded Beef Patties, 3.20 oz.
10000069097	AdvancePierre™ Flame Grilled Beef Patties, 2.10 oz.
10000070613	IW Original Pancakes & Turkey Sausage Breakfast Sticks, 2.51 oz.
10000075050	Beef Meatballs, 0.50 oz.
10000097886	AdvancePierre™ Breaded Beef Fingers, 0.97 oz.
10033030928	Tyson® Fully Cooked Unbreaded Oven Roasted Bone-In Chicken Wing Sections, Medium
10035220928	Tyson® Fully Cooked Fajita Chicken Strips, CN
10057780928	Tyson® Fully Cooked Whole Grain Breaded Golden Crispy Chicken Patties, CN, 1.6 oz.
10245690821	Chicken Chili Filled Tortillas, 3.45 oz.
10269760928	Tyson® Mega Minis® Fully Cooked Whole Grain Breaded Homestyle Select Cut Chicken Breast Chunks CN, 0.43 oz.
10270240928	Tyson® Fully Cooked Whole Grain Breaded Mini Chicken Corn Dogs, CN, 0.67 oz.
10363650928	Chicken Corn Dogs, 4.0 oz.
10365230928	IW Breaded Chicken Biscuit Sandwich, 3.50 oz.
10460120928	Tyson® Fully Cooked All Natural* Low Sodium Diced Chicken, Natural Proportion 60 White/40 Dark Meat, 0.5"
10460210928	Tyson® Fully Cooked All Natural* Low Sodium Pulled Chicken, Reverse Blend 65 Dark/35 White Meat

Material Number	Material Description
10703020928	Tyson® Fully Cooked Whole Grain Breaded Golden Crispy Select Cut Chicken Breast Filets, CN, 3.75 oz.
10703040928	Tyson® Fully Cooked Whole Grain Breaded Golden Crispy Chicken Patties, CN, 3 oz.
10703120928	Tyson® Fully Cooked Whole Grain Breaded Hot & Spicy Select Cut Chicken Breast Filets, CN, 3.75 oz.
10703140928	Tyson® Fully Cooked Whole Grain Breaded Hot & Spicy Chicken Patties, CN, 3 oz.
10703320928	Tyson® Fully Cooked Whole Grain Breaded Golden Crispy Select Cut Chicken Tenders, CN 2.07 oz.
10703340928	Tyson® Fully Cooked Whole Grain Breaded Golden Crispy Formed Chicken Tenders, CN 1.13 oz.
10703440928	Tyson® Fully Cooked Whole Grain Breaded Hot & Spicy Formed Chicken Tenders, CN 1.14 oz.
10703620928	Tyson® Fully Cooked Whole Grain Breaded Golden Crispy Chicken Breast Chunks CN, 0.79 oz.
10703640928	Tyson® Fully Cooked Whole Grain Breaded Golden Crispy Chicken Nuggets, CN, 0.60 oz.
10703680928	Tyson® Fully Cooked Whole Grain Breaded Golden Crispy Popcorn Chicken Bites® Chicken Chunks CN, 0.28 oz.
16660000928	Tyson® Fully Cooked Breaded Assorted Chicken Pieces
16660100928	Tyson® Fully Cooked Breaded Chicken Drumsticks
17021081120	Par-baked LMPS Cheese Breadstick, 2.99 oz
17022101120	100% LMPS Cheese Breadsticks, 2.15 oz.

Regards,

Charles Boger, SR Director Pricing
Tyson / 2200 Don Tyson Parkway, Springdale, AR 72762
(479) 290-3519 office / (479) 203-4246 fax / K12bidgroup@tyson.com

OCT25 Invoice Review DOD 30OCT25

Invoice

Date : 10/31/2025
Invoice No. 251010830
Payment Terms Net 30
Due Date 11/30/2025
Period 10/01/2025 - 10/31/2025

Please Remit Payment To:

Electronic Payments:
Bank name # JP Morgan Chase
Bank routing number (ACH) # 122100024
Bank routing number (Wire) # 021000021
Bank account number # 570105687
Bank account name # Southwest Foodservice

Checks Mailing Address (New):
Southwest Foodservice Excellence
Dept #880636
PO Box 29650
Phoenix AZ 85038-9650

DOD COMMODITY OCT YTD REPORT (CREDIT)

DOD COMMODITY OCT REPORT (CREDIT)

Description	Meal Count	Rate
Total Reimbursable Breakfast Meals	78,068	$1.37320
Total Reimbursable Lunch Meals	290,372	$2.25600
Catering Meals ($6,687.68 / $4.9900 = 1,340.00)	1,340	$2.51760
A la Carte Meals ($508,485.15 / $4.9900 = 101,900.00)	101,900	$2.51760
Billable Employee Lunch Meals ($10,377.00 / $4.9900 = 2,079.00)	2,079	$2.51760
Billable Employee Breakfast Meals ($16,591.50 / $4.9900 = 3,324.00)	3,324	$2.51760
Subtotal		
Value of Donated Commodity Credit		
USDA - monthly credit for commodities received: ($1,796.60)		
YTD - credit for commodities received: ($67,321.94)		
DOD - monthly credit for commodities received: ($40,896.50)		
YTD - credit for commodities received: ($85,899.33)		
NOI - monthly credit for commodities received: ($83,323.01)		
YTD - credit for commodities received: ($241,244.49)		
Subtotal		
Payments/Credits		
Total		$909,883.71

FFAVS905C - SUMMARY USAGE BY DISTRICT 7/1/2025 to 10/31/2025

State	District code	District name	Fund code	Fund Type	Program	Total DV	Total Lbs	Total Cases
TX	OSA007	LEANDER ISD	FED		NSLP	85,899.33	94,290	3,773

FFAVS905A - SUMMARY USAGE 10/1/2025 to 10/31/2025

State name	District code	District name	Fund code	PROGRAM	Fund Type	Customer code	Customer name	Total DV	Total Lbs	Total Cases
TX	OSA007	LEANDER ISD	FED	NSLP		YT2840	LEANDER HIGH SCHOOL	1,441.32	1,551	55
TX	OSA007	LEANDER ISD	FED	NSLP		YT2841	CEDAR PARK HIGH SCHOOL	1,041.55	1,232	39
TX	OSA007	LEANDER ISD	FED	NSLP		YT2842	CANYON RIDGE MIDDLE SCHOOL	656.40	820	31
TX	OSA007	LEANDER ISD	FED	NSLP		YT2843	LEANDER MIDDLE SCHOOL	1,324.30	1,479	51
TX	OSA007	LEANDER ISD	FED	NSLP		YT2844	RUNNING BRUSH MIDDLE SCHOOL	1,133.70	1,278	44
TX	OSA007	LEANDER ISD	FED	NSLP		YT2845	HENRY MIDDLE SCHOOL	685.27	909	27
TX	OSA007	LEANDER ISD	FED	NSLP		YT2846	CEDAR PARK MIDDLE SCHOOL	597.06	731	23
TX	OSA007	LEANDER ISD	FED	NSLP		YT2847	BAGDAD ELEMENTARY SCHOOL	1,048.90	1,508	38
TX	OSA007	LEANDER ISD	FED	NSLP		YT2848	BLOCKHOUSE CREEK ELEMENTARY	594.59	544	23
TX	OSA007	LEANDER ISD	FED	NSLP		YT2849	LAURA BUSH ELEMENTARY SCHOOL	694.63	881	44
TX	OSA007	LEANDER ISD	FED	NSLP		YT2850	CHARLOTTE COX ELEMENTARY	494.92	417	27
TX	OSA007	LEANDER ISD	FED	NSLP		YT2851	CYPRESS ELEMENTARY	946.18	936	33
TX	OSA007	LEANDER ISD	FED	NSLP		YT2852	DEER CREEK ELEMENTARY	940.29	916	32
TX	OSA007	LEANDER ISD	FED	NSLP		YT2853	FAUBION ELEMENTARY SCHOOL	1,053.71	1,069	32
TX	OSA007	LEANDER ISD	FED	NSLP		YT2854	GIDDENS ELEMENTARY	1,132.76	1,097	36
TX	OSA007	LEANDER ISD	FED	NSLP		YT2855	C.C. MASON ELEMENTARY SCHOOL	954.66	1,146	40
TX	OSA007	LEANDER ISD	FED	NSLP		YT2856	PAULINE HAUMANN ELEMENTARY	722.74	939	33
TX	OSA007	LEANDER ISD	FED	NSLP		YT2857	PAT KNOWLES ELEMENTARY	1,073.63	1,273	43
TX	OSA007	LEANDER ISD	FED	NSLP		YT2858	PLEASANT HILL ELEMENTARY	818.66	938	33
TX	OSA007	LEANDER ISD	FED	NSLP		YT2859	STEINER RANCH ELEMENTARY	680.77	497	22
TX	OSA007	LEANDER ISD	FED	NSLP		YT2860	VISTA RIDGE HIGH SCHOOL	1,538.98	1,797	62
TX	OSA007	LEANDER ISD	FED	NSLP		YT2861	WHITESTONE ELEMENTARY	894.48	1,124	35
TX	OSA007	LEANDER ISD	FED	NSLP		YT2862	RUTLEDGE ELEMENTARY SCHOOL	1,227.18	1,022	38
TX	OSA007	LEANDER ISD	FED	NSLP		YT2315	PLAIN ELEM	1,098.95	1,021	44
TX	OSA007	LEANDER ISD	FED	NSLP		YT2316	WINKLEY ELEM	1,341.14	1,451	49
TX	OSA007	LEANDER ISD	FED	NSLP		YT2317	WILEY MIDDLE SCHOOL	625.70	984	33
TX	OSA007	LEANDER ISD	FED	NSLP		YTXA09	TOM GLENN HIGH	1,366.99	1,480	53
TX	OSA007	LEANDER ISD	FED	NSLP		YTX833	RIVER PLACE ELEM	595.36	449	30
TX	OSA007	LEANDER ISD	FED	NSLP		YTX834	GRANDVIEW HILLS ELEM	682.25	725	32
TX	OSA007	LEANDER ISD	FED	NSLP		YTXCD4	AKIN ELEMENTARY	364.56	374	18
TX	OSA007	LEANDER ISD	FED	NSLP		YTXD60	PARKSIDE ELEMENTARY	578.96	514	36
TX	OSA007	LEANDER ISD	FED	NSLP		YTXD51	WESTSIDE ELEMENTARY SCHOOL	678.46	758	34
TX	OSA007	LEANDER ISD	FED	NSLP		YTXD52	ROUSE HIGH SCHOOL	1,283.12	1,665	55
TX	OSA007	LEANDER ISD	FED	NSLP		YTXD53	LARKSPUR ELEMENTARY	922.97	1,084	39
TX	OSA007	LEANDER ISD	FED	NSLP		YTXF07	VANDEGRIFT HIGH SCHOOL	808.83	829	49
TX	OSA007	LEANDER ISD	FED	NSLP		YTXF08	REAGAN ELEMENTARY	918.83	896	29
TX	OSA007	LEANDER ISD	FED	NSLP		YTXQL5	DANIELSON MIDDLE	804.57	885	34
TX	OSA007	LEANDER ISD	FED	NSLP		YTXH13	FOUR POINTS MIDDLE SCHOOL	792.22	831	40
TX	OSA007	LEANDER ISD	FED	NSLP		YTXH44	TARVIN ELEMENTARY	686.16	781	28
TX	OSA007	LEANDER ISD	FED	NSLP		YTX84	CAMACHO ELEMENTARY	1,253.78	1,222	41
TX	OSA007	LEANDER ISD	FED	NSLP		YTXJA6	NORTH ELEMENTARY	1,197.24	1,063	44
TX	OSA007	LEANDER ISD	FED	NSLP		YTXP1	LEANDER EXTENDED OPPORTUNITY CENTER	617.40	430	52
TX	OSA007	LEANDER ISD	FED	NSLP		YTXJ09	HISLE ELEMENTARY SCHOOL	923.19	993	46
TX	OSA007	LEANDER ISD	FED	NSLP		YTXL05	FLORENCE STILES MIDDLE SCHOOL	228.97	278	19
TX	OSA007	LEANDER ISD	FED	NSLP		YTXW74	REED ELEMENTARY	1,253.46	1,222	33
								40,899.50		

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YTD USDA Net Off Invoice NOI Commodity Reconciliation

OCT 31, 2025: K12/Processor Link NOI Report

Processor Link OCT 2025

	Material Nbr	Commodity	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	APR
	110242	Cheese, Natural American	$ -	$ 23,453.36	22835.11	21660.24	$ -	$ -	$ -	$ -	$ -	$ -
ty	100332	Tomato Paste Bulk 2	$ -	$ 881.77	889.62	910.64	$ -	$ -	$ -	$ -	$ -	$ -
	100506	Potatoes, Bulk	$ -	$ 4,203.32	5047.7	4723.37	$ -	$ -	$ -	$ -	$ -	$ -
	100912	Flour Bread Bulk	$ -	$ 2,742.68	2656.31	2626.76	$ -	$ -	$ -	$ -	$ -	$ -
c.	100332	Tomato Paste Bulk 2	$ -	$ 93.09	89.45	79.83	$ -	$ -	$ -	$ -	$ -	$ -
c.	100418	Flour, Bakers Hard Wheat Unbl	$ -	$ 213.71	285.65	268.44	$ -	$ -	$ -	$ -	$ -	$ -
c.	110244	Cheese, Mozzarella, Unfrozen	$ -	$ 1,097.02	1472.81	1701.88	$ -	$ -	$ -	$ -	$ -	$ -
			$ -	$ 32,644.95	$ 33,226.65	$ 31,981.16	$ -	$ -	$ -	$ -	$ -	$ -

K-12 Report OCT 2025

	Material Nbr	Commodity	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	APR
LLC	100124D	Turkey, Dark	$ -	3,418.44	2,114.68	1,906.07	$ -	$ -	$ -	$ -	$ -	$ -
LLC	100124W	Turkey, White	$ -	116.99	6,644.35	33.14	$ -	$ -	$ -	$ -	$ -	$ -
LLC	JTS	Turkey Dark/White	$ -	0.00	0.00	0.00	$ -	$ -	$ -	$ -	$ -	$ -
NC	110242	Cheese,	$ -	4,809.07	7,198.67	8,468.21	$ -	$ -	$ -	$ -	$ -	$ -
	100332	Tomato Paste	$ -	2,361.24	1,719.56	1,737.91	$ -	$ -	$ -	$ -	$ -	$ -
	100103D	Chicken Dark	$ -	8,904.43	11,110.64	11,617.64	$ -	$ -	$ -	$ -	$ -	$ -
	100103W	Chicken White	$ -	10,977.58	11,699.21	12,497.65	$ -	$ -	$ -	$ -	$ -	$ -
	100164	Beef	$ -	2,827.89	16,292.53	18,134.23	$ -	$ -	$ -	$ -	$ -	$ -
			$ -	$ 33,414.34	58,635.54	51,341.85	0.00	0.00	$ -	0.00	0.00	

OCT
$ $3,323.49

K-12/ Processor Link YTD

	Material Nbr	Commodity	YTD Total
	110242	Cheese, Natural American	$ 67,948.71
ty	100332	Tomato Paste Bulk 2	$ 2,682.03
	100506	Potatoes, Bulk	$ 13,974.39
	100912	Flour Bread Bulk	$ 8,035.75
c.	100332	Tomato Paste Bulk 2	$ 222.37
c.	100418	Flour, Bakers Hard Wheat Unbl	$ 767.80
c.	110244	Cheese, Mozzarella, Unfrozen	$ 4,271.71
LLC	100124D	Turkey, Dark	$ 7,488.10
LLC	100124W	Turkey, White	$ 6,693.48
LLC	JTS	Turkey Dark/White	$ -
NC	110242	Cheese,	$ 17,473.95
	100332	Tomato Paste	$ 8,814.70
	100103D	Chicken Dark	$ 31,632.61
	100103W	Chicken White	$ 36,174.54
	100164	Beef	$ 37,214.36
			$ 241,344.49

NOI COMMODITY OCT YTD REPORT (CREDIT)

NOI COMMODITY OCT REPORT (CREDIT)

Invoice

Invoice No. 251010830
Payment Terms Net 30
Due Date 11/30/2025
Period 10/01/2025 - 10/31/2025

Bill To
Leander ISD
204 W South Street
Leander, TX 78641

Please Remit Payment To:

Electronic Payments:
Bank name # JP Morgan Chase
Bank routing number (ACH) # 122100024
Bank routing number (Wire) # 021000021
Bank account number # 570105687
Bank account name # Southwest Foodservice Excellence

Checks Mailing Address (New):
Southwest Foodservice Excellence
Dept #880836
PO Box 29650
Phoenix AZ 85038-9650

Description	Meal Count	Rate	Billed Amount
Total Reimbursable Breakfast Meals	78,068	$1.37320	$107,202.98
Total Reimbursable Lunch Meals	290,372	$2.25600	$655,079.23
Catering Meals ($6,087.68 / $4.9600 = 1,340.00)	1,340	$2.51760	$3,373.58
A la Carte Meals ($508,485.15 / $4.9900 = 101,900.00)	101,900	$2.51760	$256,543.44
Billable Employee Lunch Meals ($10,377.60 / $4.9600 = 2,079.00)	2,079	$2.51760	$5,234.09
Billable Employee Breakfast Meals ($16,591.50 / $4.9600 = 3,324.00)	3,324	$2.51760	$8,368.50
Subtotal			$1,035,801.82
Value of Donated Commodity Credit			$-125,818.11

USDA - monthly credit for commodities received: ($1,796.60)
YTD - credit for commodities received: ($87,321.94)

DOD - monthly credit for commodities received: ($40,698.50)
YTD - credit for commodities received: ($85,899.33)

NOI - monthly credit for commodities received: ($83,323.01)
YTD - credit for commodities received: ($241,244.49)

Subtotal	$909,983.71
Payments/Credits	$0.00
Total	$909,983.71

SEE CONFIDENTIAL

OCT2025 Invoice Review

Invoice

Date : 10/31/2025
Invoice No. 251010830
Payment Terms Net 30
Due Date 11/30/2025
Period 10/01/2025 - 10/31/2025

Bill To
Leander ISD
204 W South Street
Leander, TX 78641

Please Remit Payment To:

Electronic Payments:
Bank name # JP Morgan Chase
Bank routing number (ACH) # 122100024
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Bank account number # 570105687
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PO Box 29650
Phoenix AZ 85038-9650

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Billable Employee Breakfast Meals ($16,591.50 / $4.9900 = 3,324.00)	3,324	$2.51760	$8,368.50
Subtotal			$1,035,801.82
Value of Donated Commodity Credit			$-125,818.11

USDA - monthly credit for commodities received: ($4,796.60)
YTD - credit for commodities received: ($87,321.94)

DOD - monthly credit for commodities received: ($40,698.50)
YTD - credit for commodities received: ($85,899.33)

NOI - monthly credit for commodities received: ($32,323.01)
YTD - credit for commodities received: ($241,244.49)

Subtotal	$909,983.71
Payments/Credits	$0.00
Total	$909,983.71

USDA/TDA YTD COMMODITY REPORT (CREDIT)

Annual USDA Foods/Commodity Reconciliation 25-26

	TXUNPS Allocation	Credits: DOD F/V	Processing K12	Processing PL	Direct Ship (food value only)	Other (Bonus USDA)	Total Credits	Balance	SFE Invoice
July (Starting Balance)								$ 1,296,464.24	$ -
August		$9,157.88	$33,414.34	$32,644.95			$ 75,217.17	$ 1,221,247.07	$ 75,217.17
September		$36,042.95	$58,635.54	$33,226.65	$65,525.34		$ 193,430.48	$ 1,027,816.59	$ 193,430.48
October		$40,698.50	$31,981.16	$51,341.85	$1,796.60		$ 125,818.11	$ 901,998.48	$ 125,818.11
November							$ -	$ 901,998.48	
December							$ -	$ 901,998.48	
January							$ -	$ 901,998.48	
February							$ -	$ 901,998.48	
March							$ -	$ 901,998.48	
April							$ -	$ 901,998.48	
May							$ -	$ 901,998.48	
June	$ -	$ -		$ -	$ -		$ -	$ 901,998.48	
Totals	$ -	$ 85,899.33	$ 124,031.04	$ 117,213.45	$ 67,321.94	$ -	$ 394,465.76	$ 901,998.48	$ 394,465.76

High lighted in Blue = Months used for FSMC Contract Review Form

Starting Balance	DOD	K12	Processor Link	USDA	Bonus Allocation	Total Balance
	$ 240,572.76	$ 600,455.81	$ 312,708.56	$ 142,727.11		
	36%	21%	37%	47%	70%	
	$ 154,673.43	$ 476,424.77	$ 195,495.11	$ 75,405.17		
			$ 671,999.88			

SFE CONFIDENTIAL

OCT2025 Invoice Review

Invoice

Date : 10/31/2025
Invoice No. 251010830
Payment Terms Net 30
Due Date 11/30/2025
Period 10/01/2025 - 10/31/2025

Bill To
Leander ISD
204 W South Street
Leander, TX 78641

Please Remit Payment To:

Electronic Payments:
Bank name # JP Morgan Chase
Bank routing number (ACH) # 122100024
Bank routing number (Wire) # 021000021
Bank account number # 570105687
Bank account name # Southwest Foodservice Excellence

Checks Mailing Address (New):
Southwest Foodservice Excellence
Dept #880836
PO Box 29650
Phoenix AZ 85038-9650

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Total Reimbursable Breakfast Meals	78,068	$1.37320	$107,202.98
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Catering Meals ($6,687.60 / $4.9900 = 1,340.00)	1,340	$2.51760	$3,373.58
A la Carte Meals ($508,485.15 / $4.9900 = 101,900.00)	101,900	$2.51760	$256,543.44
Billable Employee Lunch Meals ($10,377.00 / $4.9900 = 2,079.00)	2,079	$2.51760	$5,234.09
Billable Employee Breakfast Meals ($16,591.50 / $4.9900 = 3,324.00)	3,324	$2.51760	$8,368.50
Subtotal			$1,035,801.82
Value of Donated Commodity Credit			$-125,818.11

USDA - monthly credit for commodities received: ($1,796.60)
YTD - credit for commodities received: ($67,321.94)

DOD - monthly credit for commodities received: ($40,698.50)
YTD - credit for commodities received: [redacted]

NOI - monthly credit for commodities received: ($83,323.01)
YTD - credit for commodities received: ($241,244.49)

Subtotal	$909,983.71
Payments/Credits	$0.00
Total	$909,983.71

Mosaic Report Total LISD Breakfast Counts

Mosaic Report Total LISD Lunch Counts

Mosaic Report Total LISD Student/ Adult A la Carte Sales

LISD Internal Catering Log

USDA/TDA COMMODITY REPORT (CREDIT)

BillBack Breakdown	Account Code	Meal Count	Rate	Billed Amount
Total Reimbursable Breakfast Meals	9500	78,068.00	$1.37320	$107,202.98
CACFP Breakfast Free	9605	0.00	$1.37320	$0.00
CACFP Breakfast Reduced	9606	0.00	$1.37320	$0.00
CACFP Breakfast Paid	9607	0.00	$1.37320	$0.00
Adult Breakfast Meals	9501	0.00	$2.51760	$0.00
Total Reimbursable Lunch Meals	9502	290,372.00	$2.25600	$655,079.23
CACFP Lunch Free	9608	0.00	$2.25600	$0.00
CACFP Lunch Reduced	9609	0.00	$2.25600	$0.00
CACFP Lunch Paid	9610	0.00	$2.25600	$0.00
Adult Lunch Meals	9503	0.00	$2.51760	$0.00
Total Snack	9504	0.00	$0.65390	$0.00
CACFP Snack Free	9611	0.00	$0.65390	$0.00
CACFP Snack Reduced	9612	0.00	$0.65390	$0.00
CACFP Snack Paid	9613	0.00	$0.65390	$0.00
Paid Special Milk	9602	0.00	$0.00000	$0.00
Catering Meals	9505	1340.00	$2.51760	$3,373.58
A la Carte Meals	9604	101,900.00	$2.51760	$256,543.44
Saturday Meals	9617	0.00	$0.00000	$0.00
Summer Breakfast	9506	0.00	$1.28610	$0.00
Summer Lunch	9507	0.00	$2.25430	$0.00
Dinner (Supper)	9508	0.00	$0.00000	$0.00
CACFP Supper Free	9614	0.00	$0.00000	$0.00
CACFP Supper Reduced	9615	0.00	$0.00000	$0.00
CACFP Supper Paid	9616	0.00	$0.00000	$0.00
Non-Billable Employee Meal	9618	0.00	$0.00000	$0.00
Billable Employee Lunch Meals	9509	2,079.00	$2.51760	$5,234.09
Billable Employee Breakfast Meals	9575	3,324.00	$2.51760	$8,368.50
Emergency Breakfast	9510	0.00	$1.37320	$0.00
Emergency Lunch	9511	0.00	$2.25600	$0.00
Emergency Breakfast - SSO	9512	0.00	$1.28610	$0.00
Emergency Lunch - SSO	9513	0.00	$2.25430	$0.00
Emergency Dinner - SSO	9514	0.00	$0.00000	$0.00
Emergency Breakfast - SFSP	9515	0.00	$1.28610	$0.00
Emergency Lunch - SFSP	9516	0.00	$2.25430	$0.00
Emergency Dinner - SFSP	9517	0.00		
Reduced Breakfast - SSO	9518	0.00		
Paid Breakfast - SSO	9519	0.00		
Free Breakfast - SSO	9520	0.00		
Reduced Lunch - SSO	9521	0.00		
Paid Lunch - SSO	9522	0.00		
Free Lunch - SSO	9523	0.00	$2.25430	$0.00
Value of Donated Commodity Credit	9526	0.00		$-125,818.11
Additional Revenue	9603	0.00		$0.00
FFVP Program	9640	0.00		$0.00
Total Miscellaneous	9600	0.00		$0.00
Total				$ 909,983.71

FSMC Financial Statement

Operation Name: Leander ISD (1083) for (ALL) (OCT, 2025-26)

Meal Served	Acc. Code	Current Month			Year to Date			Prior Year to Date		
Full Price Paid Breakfast Meals	1000	38,233			90,981			105,801		
Reduced Price Breakfast Meals	1050	4,011			10,086			7,555		
Severe Need - Reduced Price Breakfast Meals	1100	2,378			5,859			4,854		
Free Breakfast Meals	1150	19,322			49,684			43,702		
Severe Need - Free Breakfast Meals	1200	14,124			37,247			37,531		
Full Price-Emergency/Alternative Breakfast	1210	0			0			0		
Reduced Price - Emergency/Alternative Breakfast	1220	0			0			0		
Severe Need Reduced Price - Emergency/Alternative Breakfast	1230	0			0			0		
Emergency Breakfast - SSO	1231	0			0			0		
Emergency Breakfast - SFSP	1232	0			0			105		
Reduced Breakfast - SSO	1233	0			0			0		
Paid Breakfast - SSO	1234	0			0			0		
Free Breakfast - SSO	1235	0			99			0		
CACFP Breakfast Free	1236	0			0			0		
CACFP Breakfast Reduced	1237	0			0			0		
CACFP Breakfast Paid	1238	0			0			0		
Summer Breakfast	1855	0			0			0		
Total Reimbursable Breakfast Meals	**1250**	**78,068**			**193,956**			**199,548**		
Adult Breakfast Meals	1300	0			0			0		
Total Breakfast Meals	**1350**	**78,068**			**193,956**			**199,548**		
High - Full Price Paid Lunch Meals	1400	36,791			93,811			119,942		
Low - Full Price Paid Lunch Meals	1425	157,981			386,943			409,208		
High Reduced Price Lunch Meals	1450	6,820			17,821			14,504		
Low Reduced Price Lunch Meals	1500	10,920			29,772			23,628		
High Free Lunch Meals	1550	30,951			84,235			82,203		
Low Free Lunch Meals	1600	46,909			126,281			113,842		
Full Price - Emergency/Alternative Lunch	1610	0			0			0		
Reduced Price - Emergency/Alternative Lunch	1620	0			0			0		
Severe Need Reduced Price - Emergency/Alternative Lunch	1630	0			0			0		
Emergency Lunch - SSO	1631	0			0			0		
Emergency Lunch - SFSP	1632	0			0			441		
Reduced Lunch - SSO	1633	0			0			0		
Paid Lunch - SSO	1634	0			0			0		
Free Lunch - SSO	1635	0			247			0		
CACFP Lunch Free	1636	0			0			0		
CACFP Lunch Reduced	1637	0			0			0		
CACFP Lunch Paid	1638	0			0			0		
Summer Lunch	1860	0			0			0		
Total Reimbursable Lunch Meals	**1650**	**290,372**			**739,110**			**763,768**		
Adult Lunch Meals	1700	0			0			0		
Total Lunch Meals	**1750**	**290,372**			**739,110**			**763,768**		
Paid After School Care Snack Program	1800	0			0			0		
Reduced After School Care Snack Program	1810	0			0			0		
Free After School Care Snack Program	1820	0			0			0		
CACFP Snack Free	1826	0			0			0		
CACFP Snack Reduced	1827	0			0			0		
CACFP Snack Paid	1828	0			0			0		
Total Snacks	**1829**	**0**			**0**			**0**		
Paid Special Milk	1830	0			0			0		
Catering Meals	1850	1,340			9,618			0		
A la Carte Meals	1851	101,900			260,395			0		
Saturday Meals	1852	0			0			0		
Non-Billable Employee Meal	1869	0			0			0		
Billable Employee Lunch Meals	1870	2,306			6,150			15,051		
Billable Employee Breakfast Meals	1873	3,687			9,771					
Other Meal Equivalent	**1880**	**109,233**			**285,934**			**15,051**		
Dinner (Supper)	1865	0			0			0		
CACFP Supper Free	1866	0			0			0		
CACFP Supper Reduced	1867	0			0			0		
CACFP Supper Paid	1868	0			0			0		
Emergency Dinner - SSO	1871	0			0			0		
Emergency Dinner - SFSP	1872	0			0			0		
Total Dinner Meals	**1890**	**0**			**0**			**0**		
Total Meals Served	**1900**	**477,673**			**1,219,000**			**978,367**		

Meal Serving Day	Acc. Code	Current Month			Year to Date			Prior Year to Date		
Serving Day	1900	20			65			69		

District Revenue	Acc. Code	Current Month	C.P.M.	% of Sales	Year to Date	C.P.M.	% of Sales	Prior Year to Date	C.P.M.	% of Sales
Student Breakfast Sales	2000	$62,730.00	$0.1313	0.0320	$149,033.75	$0.1223	0.0292	$171,286.00	$0.1392	0.0348
Adult Breakfast Sales	2100	$0.00	$0.0000	0.0000	$0.00	$0.0000	0.0000	$0.00	$0.0000	0.0000
Student Lunch Sales	2200	$589,652.55	$1.2344	0.3011	$1,457,647.75	$1.1958	0.2855	$1,599,714.85	$1.3003	0.3254
Adult Lunch Sales	2300	$0.00	$0.0000	0.0000	$0.00	$0.0000	0.0000	$0.00	$0.0000	0.0000
A La Carte Sales	2400	$508,485.15	$1.0645	0.2596	$1,299,384.65	$1.0659	0.2545	$1,150,139.75	$0.9349	0.2339
Snack Sales	2500	$0.00	$0.0000	0.0000	$0.00	$0.0000	0.0000	$0.00	$0.0000	0.0000
Government Reimbursements	2600	$639,146.48	$1.3380	0.3263	$1,690,520.24	$1.3868	0.3311	$1,534,453.52	$1.2473	0.3121
Additional Government Reimbursements	2610	$26,030.88	$0.0896	0.0133	$66,308.67	$0.0897	0.0130	$68,699.43	$0.0900	0.0140
State Government Reimbursements	2620	$0.00	$0.0000	0.0000	$0.00	$0.0000	0.0000	$0.00	$0.0000	0.0000
Caterings or Other Special Events	2700	$6,687.66	$0.0140	0.0034	$48,003.58	$0.0394	0.0094	$31,061.17	$0.0252	0.0063
Head Start	2800	$0.00	$0.0000	0.0000	$0.00	$0.0000	0.0000	$0.00	$0.0000	0.0000
Grants Received	2825	$0.00	$0.0000	0.0000	$0.00	$0.0000	0.0000	$0.00	$0.0000	0.0000
Reconciled Revenue	2850	$0.00	$0.0000	0.0000	$0.00	$0.0000	0.0000	$0.00	$0.0000	0.0000
Commodities Received	2875	$125,818.11	$0.2634	0.0642	$394,465.76	$0.3236	0.0773	$361,265.47	$0.2937	0.0735
Total School District Revenues	**2900**	**$1,958,550.83**	**$4.1002**	**1.0000**	**$5,105,364.40**	**$4.1881**	**1.0000**	**$4,916,620.19**	**$3.9965**	**1.0000**

District Cost	Acc. Code	Current Month	C.P.M.	% of Sales	Year to Date	C.P.M.	% of Sales	Prior Year to Date	C.P.M.	% of Sales
Client Labor	3003	$1,190,755.12	$2.4928	0.6080	$1,730,774.15	$1.4198	0.3390	$1,540,873.24	$1.2525	0.3134
Equipment & Rental	3004	$0.00	$0.0000	0.0000	$0.00	$0.0000	0.0000	$3,729.18	$0.0030	0.0008
Pest Control	3007	$0.00	$0.0000	0.0000	$29,683.33	$0.0244	0.0058	$26,940.00	$0.0219	0.0055
Equipment Costs	3400	$0.00	$0.0000	0.0000	$0.00	$0.0000	0.0000	$320,684.95	$0.2607	0.0652
Office Supplies Costs	3600	$0.00	$0.0000	0.0000	$0.00	$0.0000	0.0000	$71,969.48	$0.0585	0.0146
Mileage Reimbursement	3808	$0.00	$0.0000	0.0000	$0.00	$0.0000	0.0000	$425.81	$0.0003	0.0001
Repair & Maintenance	3813	$0.00	$0.0000	0.0000	$0.00	$0.0000	0.0000	$79,864.20	$0.0649	0.0162
Kitchen Supplies	3815	$0.00	$0.0000	0.0000	$8,514.01	$0.0070	0.0017	$0.00	$0.0000	0.0000
FSMC Invoice Payment Amount	3875	$909,983.72	$1.9051	0.4646	$2,255,829.12	$1.8505	0.4419	$2,216,158.55	$1.8014	0.4507
Total District Costs (Not Billed By FSMC)	**3900**	**$2,100,738.84**	**$4.3979**	**1.0726**	**$4,024,800.61**	**$3.3017**	**0.7883**	**$4,260,645.41**	**$3.4633**	**0.8666**

Food Service Program	Acc. Code	Current Month	C.P.M.	% of Sales	Year to Date	C.P.M.	% of Sales	Prior Year to Date	C.P.M.	% of Sales
Total School District Revenues	2900	$1,958,550.83	$4.1002	1.0000	$5,105,364.40	$4.1881	1.0000	$4,916,620.19	$3.9965	1.0000
Total District Costs (Not Billed By FSMC)	3900	$2,100,738.84	$4.3979	1.0726	$4,024,800.61	$3.3017	0.7883	$4,260,645.41	$3.4633	0.8666
Food Service Program Surplus or (Deficit)	**6000**	**$-142,193.80**	**$-0.2977**	**-0.0726**	**$1,080,563.79**	**$0.8864**	**0.2117**	**$655,974.78**	**$0.5332**	**0.1334**
Total Monthly Invoice Amount	7000	$909,983.71	$1.9051	0.4646	$2,255,829.12	$1.8505	0.4419	$2,216,149.99	$1.8014	0.4507
Minus Net Credits Owed	8000	$0.00	$0.0000	0.0000	$0.00	$0.0000	0.0000	$0.00	$0.0000	0.0000
Net Amount Due or (Owed)	**9000**	**$909,983.71**	**$1.9051**	**0.4646**	**$2,255,829.12**	**$1.8505**	**0.4419**	**$2,216,149.99**	**$1.8014**	**0.4507**
Past Due	**9010**	**$0.00**								

BillBack Breakdown	Account Code	Meal Count	Rate	Billed Amount
Total Reimbursable Breakfast Meals	9500	78,068.00	$1.37320	$107,202.98
CACFP Breakfast Free	9605	0.00	$1.37320	$0.00
CACFP Breakfast Reduced	9606	0.00	$1.37320	$0.00
CACFP Breakfast Paid	9607	0.00	$1.37320	$0.00
Adult Breakfast Meals	9501	0.00	$2.51760	$0.00
Total Reimbursable Lunch Meals	9502	290,372.00	$2.25600	$655,079.23
CACFP Lunch Free	9608	0.00	$2.25600	$0.00
CACFP Lunch Reduced	9609	0.00	$2.25600	$0.00
CACFP Lunch Paid	9610	0.00	$2.25600	$0.00
Adult Lunch Meals	9503	0.00	$2.51760	$0.00
Total Snack	9504	0.00	$0.65390	$0.00
CACFP Snack Free	9611	0.00	$0.65390	$0.00
CACFP Snack Reduced	9612	0.00	$0.65390	$0.00
CACFP Snack Paid	9613	0.00	$0.65390	$0.00
Paid Special Milk	9602	0.00	$0.00000	$0.00
Catering Meals	9505	1,340.00	$2.51760	$3,373.58
A la Carte Meals	9604	101,900.00	$2.51760	$256,543.44
Saturday Meals	9617	0.00	$0.00000	$0.00
Summer Breakfast	9506	0.00	$1.28610	$0.00
Summer Lunch	9507	0.00	$2.25430	$0.00
Dinner (Supper)	9508	0.00	$0.00000	$0.00
CACFP Supper Free	9614	0.00	$0.00000	$0.00
CACFP Supper Reduced	9615	0.00	$0.00000	$0.00
CACFP Supper Paid	9616	0.00	$0.00000	$0.00
Non-Billable Employee Meal	9618	0.00	$0.00000	$0.00
Billable Employee Lunch Meals	9509	2,079.00	$2.51760	$5,234.09
Billable Employee Breakfast Meals	9575	3,324.00	$2.51760	$8,368.50
Emergency Breakfast	9510	0.00	$1.37320	$0.00
Emergency Lunch	9511	0.00	$2.25600	$0.00
Emergency Breakfast - SSO	9512	0.00	$1.28610	$0.00
Emergency Lunch - SSO	9513	0.00	$2.25430	$0.00
Emergency Dinner - SSO	9514	0.00	$0.00000	$0.00
Emergency Breakfast - SFSP	9515	0.00	$1.28610	$0.00
Emergency Lunch - SFSP	9516	0.00	$2.25430	$0.00
Emergency Dinner - SFSP	9517	0.00	$0.00000	$0.00
Reduced Breakfast - SSO	9518	0.00	$1.28610	$0.00
Paid Breakfast - SSO	9519	0.00	$1.28610	$0.00
Free Breakfast - SSO	9520	0.00	$1.28610	$0.00
Reduced Lunch - SSO	9521	0.00	$2.25430	$0.00
Paid Lunch - SSO	9522	0.00	$2.25430	$0.00
Free Lunch - SSO	9523	0.00	$2.25430	$0.00
Value of Donated Commodity Credit	9528	0.00		$-125,818.11
Additional Revenue	9603	0.00		$0.00
FFVP Program	9640	0.00		$0.00
Total Miscellaneous	9600	0.00		$0.00
Total				**$ 909,983.71**

MEETING MINUTES

MENU COMMITTEE

DATE	March 25, 2025	TIME	3-4:30pm	FACILITATOR	Chelsea Parks

MENU COMMITTEE MEMBERS IN ATTENDANCE – SEE ATTACHED ATTENDANCE SHEETS

TIME	ITEM	OWNER
3-3:10pm	Welcome – Discussion to center around SY25-26 Menus; fill out feedback forms from SY24-25 Q3 menus	Chelsea Parks
3:10-3:30pm	Review of new and returning recipes / available promotions to SY25-26 Elementary Breakfast & Lunch and Secondary Breakfast & Lunch. Highlighted recipes of interest – reviewed recipes step-by-step (slide deck / PowerPoint)	Chelsea & Alma Celis (Registered Dietician)
3:30-3:50	<u>Action items</u> **Recipe adjustments** – R332 : BBQ Diced Chicken Wrap Shredded cheddar cheese is for some reason in a remaining ingredients column by itself instead of the main ingredient list. Could it be moved to the rest of the ingredients or is there a reason we do it this way? R1716 : Chicken & Pasta Salad Power Pack In the instructions on step 2 could we simplify this to, "Cut into 12 equal pieces." Current instructions are, " Cut each 6" x 6" piece of flatbread in half and then cut each half into three equal pieces. That will make 12 pieces (2" x 1.5") per flatbread." However, cutting this way will produce only 6 pieces. R1694 : Philly Chicken Cheesesteak w/ White Cheese Sauce In the instructions we are told to top with choice of sauteed vegetables. Could we just have this recipe pull recipe R598 Philly Sauteed Bell Peppers and change the instructions to, "Top with 1 oz of Philly Sauteed Bell Peppers" this will increase the cost of this recipe .10 per serving but will ensure our team members have product on hand for it. **Recipe addition** – Approved by District Field Supervisor Request to have additional entrée menued daily at all campuses. • Student requested sunbutter & jelly with cheesestick (R1157) MSaunders Mandy Saunders	
3:50-4pm	Closing statements / open to questions (out earlier than 4:30pm anticipated end time)	

Menu Advisory Committee

Topic: School Year 2025-2026 Q1 Review

Support Services Building – Room 206

Date: 3/25/25

Scheduled Time: 3-4:30pm

NAME (Please Print)	Student (S) / Parent (P) / Administrator (A) / Teacher (T) ?	CNS Staff Only TIME IN	CNS Staff Only TIME OUT
SKYLER AMOUR	AGM ☺ - A	251	N/A
Alma Ellis	Dietitian ☺ - A	2:51	N/A
Anushka Bays	AGM - A	2:51	N/A
Kathy Bell	AGM - A	2:51	N/A
Chelsea Parks	A		N/A
Maryann Sabo	A	2:54	4:00pm
Andy Chavez	AGM		N/A
Noelia Arroyo	TL	2:55	4:04
Trish Mathena	A	2:56	4:03pm
Elise Stickrod	A	2:56	4:03
April Rancier	A	2:57	4:03
Sheila Smith	T	2:57	4:01
Gretchen Kibel	A P	2:57	4:05pm
Rogelia Viramontes	A	2:58	4pm
Laura Cardona	A	3:01	4:03
Katie Blaylock	A	3:01	4:00
Anabel Cecol	A	301	4:03
Adriana Valles	A	3:03	4:00 pm
Carol Lachance	A + P	3:04	4:03 pm
Sonya Alegria	A	3:04	4:00 pm

Penny Ortiz	A	306	4 02
Tara Ramaley	A P	306	4 02
Valorie Ramirez	A	3:06	4:02
Mandy Saunders	A		
Hagley Brymer	A		
Courtney Willingham	A/P	3:11	4:02
Elsa Miranda	A	3:14	4:01
Rosario Flores	A	3:14	4:01
Tee Haenno	~~A~~ AEM		
Melissa Soria	A	3:23	4:01
Marta Martinez	A	3:25	4:01
Rogelia Virano	A	3:10	4:02
[illegible]	[illegible]	[illegible]	
Student Attendees			
Ethan Turner (Cypress Elem)	S		
Brynlee Ramaley (Pleasant Hill Elem)	S		
Nevaeh Sanchez (Knowles Elem)	S		
Judah Willingham (Whitestone Elem)	S		

Leander SY 25/26 K-5 Breakfast
Breakfast

Leander ISD

Mon	Tue	Wed	Thu	Fri
9/29/2025	9/30/2025	10/1/2025	10/2/2025	10/3/2025
Breakfast Entrée Delicious Blueberry Muffin Vanilla Yogurt Cup w/Graham Crackers Cinnamon Toast Crunch Cereal Cocoa Puffs Cereal Trix Cereal **Grain** Whole Grain Honey Graham Cracker 3 pk **Fruit** Fresh Apple 100% Fruit Punch Juice **Milk** Fat Free Chocolate Milk Local 1% Low Fat White Milk Local	**Breakfast Entrée** Sweet Chicken Biscuit Cinnamon & Sugar Donut Holes Cinnamon Toast Crunch Cereal Cocoa Puffs Cereal Trix Cereal **Grain** Whole Grain Honey Graham Cracker 3 pk **Fruit** Fresh Orange 100% Apple Juice **Milk** Fat Free Chocolate Milk Local 1% Low Fat White Milk Local	**Breakfast Entrée** Glazed Cinnamon Roll Honey Chicken Biscuit Cinnamon Toast Crunch Cereal Cocoa Puffs Cereal Trix Cereal **Grain** Whole Grain Honey Graham Cracker 3 pk **Fruit** Fresh Apple 100% Orange Juice **Milk** Fat Free Chocolate Milk Local 1% Low Fat White Milk Local	**Breakfast Entrée** Strawberry Yogurt Parfait w/Trix Granola Turkey Sausage Breakfast Pizza Cinnamon Toast Crunch Cereal Cocoa Puffs Cereal Trix Cereal **Grain** Whole Grain Honey Graham Cracker 3 pk **Fruit** Fresh Orange 100% Apple Juice **Milk** Fat Free Chocolate Milk Local 1% Low Fat White Milk Local	**Breakfast Entrée** Homemade Turkey Sausage Kolache Chocolate Chip Muffin Cinnamon Toast Crunch Cereal Cocoa Puffs Cereal Trix Cereal **Grain** Whole Grain Honey Graham Cracker 3 pk **Fruit** Fresh Apple 100% Fruit Punch Juice **Milk** Fat Free Chocolate Milk Local 1% Low Fat White Milk Local
10/6/2025	10/7/2025	10/8/2025	10/9/2025	10/10/2025
Breakfast Entrée Fluffy Pancakes Honey Chicken Biscuit Cinnamon Toast Crunch Cereal Cocoa Puffs Cereal Trix Cereal **Grain** Whole Grain Honey Graham Cracker 3 pk **Fruit** Fresh Orange 100% Fruit Punch Juice **Milk** 1% Low Fat White Milk Local Fat Free Chocolate Milk Local **Misc** Maple Syrup Cup	**Breakfast Entrée** Turkey Sausage & Cheese Biscuit Sandwich French Toast Sticks Cinnamon Toast Crunch Cereal Cocoa Puffs Cereal Trix Cereal **Grain** Whole Grain Honey Graham Cracker 3 pk **Fruit** Fresh Banana 100% Apple Juice **Milk** 1% Low Fat White Milk Local Fat Free Chocolate Milk Local **Misc** Maple Syrup Cup	**Breakfast Entrée** Fluffy Banana Muffin Strawberry Smoothie w/Graham Crackers Cinnamon Toast Crunch Cereal Cocoa Puffs Cereal Trix Cereal **Grain** Whole Grain Honey Graham Cracker 3 pk **Fruit** Fresh Banana Fresh Apple **Milk** 1% Low Fat White Milk Local Fat Free Chocolate Milk Local	**Breakfast Entrée** Glazed Cinnamon Roll Sweet Chicken Biscuit Cinnamon Toast Crunch Cereal Cocoa Puffs Cereal Trix Cereal **Grain** Whole Grain Honey Graham Cracker 3 pk **Fruit** Fresh Banana 100% Apple Juice **Milk** 1% Low Fat White Milk Local Fat Free Chocolate Milk Local	**Breakfast Entrée** Egg, Turkey Sausage & Cheese Biscuit Sandwich Vanilla Yogurt Cup w/Graham Crackers Cinnamon Toast Crunch Cereal Cocoa Puffs Cereal Trix Cereal **Grain** Whole Grain Honey Graham Cracker 3 pk **Fruit** Fresh Orange 100% Fruit Punch Juice **Milk** 1% Low Fat White Milk Local Fat Free Chocolate Milk Local

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LINQ SCHOOL NUTRITION

Mon	Tue	Wed	Thu	Fri
10/13/2025 **Breakfast Entrée** French Toast Sticks Mini Strawberry Cream Cheese Bagels Cinnamon Toast Crunch Cereal Cocoa Puffs Cereal Lucky Charms Cereal **Fruit** Fresh Apple 100% Fruit Punch Juice **Milk** 1% Low Fat White Milk Local Fat Free Chocolate Milk Local **Misc** Maple Syrup Cup	10/14/2025 **Breakfast Entrée** Honey Chicken Biscuit Breakfast Pizza Bagel Cinnamon Toast Crunch Cereal Cocoa Puffs Cereal Lucky Charms Cereal **Grain** Whole Grain Honey Graham Cracker 3 pk **Fruit** Fresh Orange 100% Apple Juice **Milk** 1% Low Fat White Milk Local Fat Free Chocolate Milk Local	10/15/2025 **Breakfast Entrée** Fluffy Belgian Waffles Egg & Turkey Ham Breakfast Quesadilla Cinnamon Toast Crunch Cereal Cocoa Puffs Cereal Lucky Charms Cereal **Grain** Whole Grain Honey Graham Cracker 3 pk **Fruit** Fresh Apple 100% Fruit Punch Juice **Milk** 1% Low Fat White Milk Local Fat Free Chocolate Milk Local **Misc** Maple Syrup Cup	10/16/2025	10/17/2025
10/20/2025	10/21/2025 **Breakfast Entrée** Egg & Cheese Biscuit Sandwich Chicken & Waffle Cinnamon Toast Crunch Cereal Cocoa Puffs Cereal Lucky Charms Cereal **Fruit** Fresh Apple 100% Fruit Punch Juice **Milk** Fat Free Chocolate Milk Local 1% Low Fat White Milk Local **Misc** Maple Syrup Cup	10/22/2025 **Breakfast Entrée** Turkey Sausage Breakfast Pizza Powdered Sugar Donut Holes Cinnamon Toast Crunch Cereal Cocoa Puffs Cereal Lucky Charms Cereal **Grain** Whole Grain Honey Graham Cracker 3 pk **Fruit** Fresh Apple 100% Fruit Punch Juice **Milk** Fat Free Chocolate Milk Local 1% Low Fat White Milk Local	10/23/2025 **Breakfast Entrée** Strawberry Smoothie w/Graham Crackers Honey Chicken Biscuit Cinnamon Toast Crunch Cereal Cocoa Puffs Cereal Lucky Charms Cereal **Grain** Whole Grain Honey Graham Cracker 3 pk **Fruit** Fresh Banana Fresh Apple **Milk** Fat Free Chocolate Milk Local 1% Low Fat White Milk Local	10/24/2025 **Breakfast Entrée** Turkey Sausage & Cheese Biscuit Sandwich Mini Cinnamon Cream Cheese Bagels Cinnamon Toast Crunch Cereal Cocoa Puffs Cereal Lucky Charms Cereal **Grain** Whole Grain Honey Graham Cracker 3 pk **Fruit** Fresh Apple 100% Fruit Punch Juice **Milk** Fat Free Chocolate Milk Local 1% Low Fat White Milk Local

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LINQ SCHOOL NUTRITION

Mon	Tue	Wed	Thu	Fri
10/27/2025	10/28/2025	10/29/2025	10/30/2025	10/31/2025
Breakfast Entrée	**Breakfast Entrée**	**Breakfast Entrée**	**Breakfast Entrée**	**Breakfast Entrée**
Delicious Blueberry Muffin	Sweet Chicken Biscuit	Glazed Cinnamon Roll	Strawberry Yogurt Parfait w/Trix Granola	Homemade Turkey Sausage Kolache
Vanilla Yogurt Cup w/Graham Crackers	Cinnamon & Sugar Donut Holes	Honey Chicken Biscuit	Turkey Sausage Breakfast Pizza	Chocolate Chip Muffin
Cinnamon Toast Crunch Cereal	Cinnamon Toast Crunch Cereal	Cinnamon Toast Crunch Cereal	Cinnamon Toast Crunch Cereal	Cinnamon Toast Crunch Cereal
Cocoa Puffs Cereal	Cocoa Puffs Cereal	Cocoa Puffs Cereal	Cocoa Puffs Cereal	Cocoa Puffs Cereal
Trix Cereal	Trix Cereal	Trix Cereal	Trix Cereal	Trix Cereal
Grain	**Grain**	**Grain**	**Grain**	**Grain**
Whole Grain Honey Graham Cracker 3 pk	Whole Grain Honey Graham Cracker 3 pk	Whole Grain Honey Graham Cracker 3 pk	Whole Grain Honey Graham Cracker 3 pk	Whole Grain Honey Graham Cracker 3 pk
Fruit	**Fruit**	**Fruit**	**Fruit**	**Fruit**
Fresh Apple	Fresh Orange	Fresh Apple	Fresh Orange	Fresh Apple
100% Fruit Punch Juice	100% Apple Juice	100% Orange Juice	100% Apple Juice	100% Fruit Punch Juice
Milk	**Milk**	**Milk**	**Milk**	**Milk**
Fat Free Chocolate Milk Local	Fat Free Chocolate Milk Local	Fat Free Chocolate Milk Local	Fat Free Chocolate Milk Local	Fat Free Chocolate Milk Local
1% Low Fat White Milk Local	1% Low Fat White Milk Local	1% Low Fat White Milk Local	1% Low Fat White Milk Local	1% Low Fat White Milk Local

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LINQ SCHOOL NUTRITION

Leander SY 25/26 K-5 Lunch
Lunch

Leander ISD

Mon	Tue	Wed	Thu	Fri
9/29/2025	9/30/2025	10/1/2025	10/2/2025	10/3/2025
Lunch Entrée Three Cheese Macaroni & Cheese Chicken Nuggets w/Roll BBQ Diced Chicken Wrap Sunbutter & Jelly Sandwich w/ String Cheese **Vegetables** Peppered Broccoli Florets Fresh Lettuce & Spinach Mix Fresh Baby Carrots Fresh Broccoli Florets Fresh Celery Sticks **Fruit** Fresh Orange Slices Fresh Apple **Milk** 1% Low Fat White Milk Local Fat Free Chocolate Milk Local **Misc** Ranch Dispenser Ketchup Dispenser Mayo Dispenser Mustard Dispenser	**Lunch Entrée** Fiesta Rice Bowl Pulled Chicken Savory Nachos Crispy Chicken Patty Sandwich Fresh Turkey & Cheese Sub Sunbutter & Jelly Sandwich w/ String Cheese **Vegetables** Mexican Pinto Beans Fresh Lettuce & Spinach Mix Fresh Baby Carrots Fresh Broccoli Florets Fresh Diced Tomatoes **Fruit** Fresh Banana Fresh Apple **Milk** 1% Low Fat White Milk Local Fat Free Chocolate Milk Local **Misc** Ranch Dispenser Ketchup Dispenser Mayo Dispenser Mustard Dispenser	**Lunch Entrée** Baked Rotini w/ Vegetables Crispy Chicken Nuggets Grilled Cheeseburger Sunbutter & Jelly Sandwich w/ String Cheese **Vegetables** Seasoned Peas & Carrots Fresh Lettuce & Spinach Mix Fresh Baby Carrots Fresh Broccoli Florets Fresh Celery Sticks **Fruit** Fresh Apple Fresh Orange **Milk** 1% Low Fat White Milk Local Fat Free Chocolate Milk Local **Misc** Ranch Dispenser Ketchup Dispenser Mayo Dispenser Mustard Dispenser	**Lunch Entrée** Classic Cheese Enchiladas Crispy Chicken Patty Sandwich Crispy Popcorn Chicken Ranch Wrap Sunbutter & Jelly Sandwich w/ String Cheese **Grain** Cilantro Lime Rice **Vegetables** Buttery Steamed Corn Fresh Lettuce & Spinach Mix Fresh Baby Carrots Fresh Broccoli Florets Fresh Celery Sticks **Fruit** Fresh Banana Fresh Orange Slices **Milk** 1% Low Fat White Milk Local Fat Free Chocolate Milk Local **Misc** Ranch Dispenser Ketchup Dispenser Mayo Dispenser Mustard Dispenser	**Lunch Entrée** Delicious Cheese Pizza Classic Pepperoni Pizza Oven Baked Cheese Calzone Sunbutter & Jelly Sandwich w/ String Cheese **Vegetables** Peppered Broccoli Florets Fresh Lettuce & Spinach Mix Fresh Baby Carrots Fresh Broccoli Florets Fresh Celery Sticks **Fruit** Fresh Apple Fresh Orange **Milk** 1% Low Fat White Milk Local Fat Free Chocolate Milk Local **Misc** Ranch Dispenser Ketchup Dispenser Mayo Dispenser Mustard Dispenser 134

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LINQ SCHOOL NUTRITION

Mon	Tue	Wed	Thu	Fri
10/6/2025	10/7/2025	10/8/2025	10/9/2025	10/10/2025
Lunch Entrée	**Lunch Entrée**	**Lunch Entrée**	**Lunch Entrée**	**Lunch Entrée**
Two Cheese Grilled Cheese Sandwich	Homemade Bean & Cheese Burrito	Cheese Pizza Power Pack	Kicking Jumbo Sweet Potato Enchilada	Classic Pepperoni Pizza
Breaded Popcorn Chicken w/Roll	Grande Cheesy Nachos	Beefy Macaroni Marinara	Crispy Chicken Patty Sandwich	Delicious Cheese Pizza
Crispy Popcorn Chicken Wrap	Grande Chicken Nachos	Crispy Chicken Nuggets	Crispy Popcorn Chicken Wrap	Veggie Ranch Wrap
Sunbutter & Jelly Sandwich w/ String Cheese	Southwest Veggie Wrap	Sunbutter & Jelly Sandwich w/ String Cheese	Sunbutter & Jelly Sandwich w/ String Cheese	Sunbutter & Jelly Sandwich w/ String Cheese
Vegetables	Sunbutter & Jelly Sandwich w/ String Cheese	**Vegetables**	**Vegetables**	**Vegetables**
Peppered Broccoli Florets	**Vegetables**	Seasoned Peas & Carrots	Buttery Steamed Corn	Peppered Broccoli Florets
Fresh Lettuce & Spinach Mix	Mexican Pinto Beans	Fresh Lettuce & Spinach Mix	Fresh Lettuce & Spinach Mix	Fresh Lettuce & Spinach Mix
Fresh Baby Carrots	Fresh Lettuce & Spinach Mix	Fresh Baby Carrots	Fresh Baby Carrots	Fresh Baby Carrots
Fresh Broccoli Florets	Fresh Baby Carrots	Fresh Broccoli Florets	Fresh Broccoli Florets	Fresh Broccoli Florets
Fresh Celery Sticks	Fresh Broccoli Florets	Fresh Celery Sticks	Fresh Celery Sticks	Fresh Celery Sticks
Fruit	Fresh Celery Sticks	**Fruit**	**Fruit**	**Fruit**
Fresh Orange Slices	**Fruit**	Fresh Apple	Fresh Banana	Fresh Apple
Fresh Apple	Fresh Banana	Fresh Orange	Fresh Orange Slices	Fresh Orange Slices
Milk	Fresh Apple	**Milk**	**Milk**	**Milk**
1% Low Fat White Milk Local	**Milk**	1% Low Fat White Milk Local	1% Low Fat White Milk Local	1% Low Fat White Milk Local
Fat Free Chocolate Milk Local	1% Low Fat White Milk Local	Fat Free Chocolate Milk Local	Fat Free Chocolate Milk Local	Fat Free Chocolate Milk Local
Misc	Fat Free Chocolate Milk Local	**Misc**	**Misc**	**Misc**
Ranch Dispenser	**Misc**	Ranch Dispenser	Ranch Dispenser	Ranch Dispenser
Ketchup Dispenser	Ranch Dispenser	Ketchup Dispenser	Ketchup Dispenser	Ketchup Dispenser
Mayo Dispenser	Ketchup Dispenser	Mayo Dispenser	Mayo Dispenser	Mayo Dispenser
Mustard Dispenser	Mayo Dispenser	Mustard Dispenser	Mustard Dispenser	Mustard Dispenser
	Mustard Dispenser			

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LINQ SCHOOL NUTRITION

Mon	Tue	Wed	Thu	Fri
10/13/2025	10/14/2025	10/15/2025	10/16/2025	10/17/2025
Lunch Entrée Large Rotini Marinara w/Meatballs The Ultimate Three Cheese Panini Chicken Tenders w/Roll Sunbutter & Jelly Sandwich w/ String Cheese **Vegetables** Zingy Crinkle Fries Fresh Baby Carrots Fresh Broccoli Florets Green Bell Pepper **Fruit** Fresh Orange Fresh Apple **Milk** 1% Low Fat White Milk Local Fat Free Chocolate Milk Local **Misc** Ketchup Dispenser Mustard Dispenser Mayo Dispenser Ranch Dispenser	**Lunch Entrée** Cheese Quesadilla Queso Blanco Beef Nachos Queso Blanco Nachos Fresh Turkey Ham & Cheese Sub Sunbutter & Jelly Sandwich w/ String Cheese **Grain** Traditional Spanish Brown Rice **Vegetables** Charro Beans without Jalapeños Fresh Baby Carrots Fresh-Cut Cucumber Slices **Fruit** Fresh Apple Fresh Orange Slices **Milk** 1% Low Fat White Milk Local Fat Free Chocolate Milk Local **Misc** Ketchup Dispenser Mayo Dispenser Mustard Dispenser Ranch Dispenser	**Lunch Entrée** The Ultimate Three Cheese Panini Chicken & Veggie Egg Roll w/Fried Rice Chicken Tenders w/Roll Sunbutter & Jelly Sandwich w/ String Cheese **Vegetables** Peppered Broccoli Florets Fresh-Cut Cucumber Slices Fresh Baby Carrots Fresh Celery Sticks **Fruit** Fresh Orange Fresh Apple **Milk** 1% Low Fat White Milk Local Fat Free Chocolate Milk Local **Misc** Ketchup Dispenser Mustard Dispenser Mayo Dispenser Ranch Dispenser		

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LINQ SCHOOL NUTRITION

Mon	Tue	Wed	Thu	Fri
10/20/2025	10/21/2025 **Lunch Entrée** Two Cheese Grilled Cheese Sandwich BBQ Diced Chicken Sandwich Veggie Ranch Wrap Sunbutter & Jelly Sandwich w/ String Cheese **Vegetables** Vegetarian Baked Beans Zingy Crinkle Fries Fresh-Cut Cucumber Slices Fresh Baby Carrots Fresh Celery Sticks **Fruit** Fresh Banana Fresh Apple **Milk** 1% Low Fat White Milk Local Fat Free Chocolate Milk Local **Misc** Ketchup Dispenser Mustard Dispenser Mayo Dispenser Ranch Dispenser	10/22/2025 **Lunch Entrée** Cheese Stuffed Breadsticks w/Marinara Rotini w/Meatsauce Turkey Ham & Cheese Sandwich Sunbutter & Jelly Sandwich w/ String Cheese **Vegetables** Seasoned Peas & Carrots Fresh Baby Carrots Fresh Broccoli Florets Fresh Celery Sticks **Fruit** Fresh Apple Fresh Orange Slices **Milk** 1% Low Fat White Milk Local Fat Free Chocolate Milk Local **Misc** Ketchup Dispenser Mustard Dispenser Mayo Dispenser Ranch Dispenser	10/23/2025 **Lunch Entrée** Grilled Cheese Sandwich Orange Chicken w/ Brown Rice Crispy Popcorn Chicken Wrap Sunbutter & Jelly Sandwich w/ String Cheese **Vegetables** Spiced Green Beans Fresh-Cut Cucumber Slices Fresh Baby Carrots Fresh Celery Sticks **Fruit** Fresh Orange Fresh Apple **Milk** 1% Low Fat White Milk Local Fat Free Chocolate Milk Local **Misc** Ketchup Dispenser Mayo Dispenser Mustard Dispenser Ranch Dispenser	10/24/2025 **Lunch Entrée** Delicious Cheese Pizza Classic Pepperoni Pizza Cheesy French Bread Pizza Sunbutter & Jelly Sandwich w/ String Cheese **Vegetables** Zingy Crinkle Fries Fresh Baby Carrots Fresh Celery Sticks Green Bell Pepper **Fruit** Fresh Apple Fresh Orange Slices **Milk** 1% Low Fat White Milk Local Fat Free Chocolate Milk Local **Misc** Ketchup Dispenser Mayo Dispenser Mustard Dispenser Ranch Dispenser

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LINQ SCHOOL NUTRITION

Mon	Tue	Wed	Thu	Fri
10/27/2025	10/28/2025	10/29/2025	10/30/2025	10/31/2025
Lunch Entrée Three Cheese Macaroni & Cheese Chicken Nuggets w/Roll BBQ Diced Chicken Wrap Sunbutter & Jelly Sandwich w/ String Cheese **Vegetables** Peppered Broccoli Florets Fresh Lettuce & Spinach Mix Fresh Baby Carrots Fresh Broccoli Florets Fresh Celery Sticks **Fruit** Fresh Orange Slices Fresh Apple **Milk** 1% Low Fat White Milk Local Fat Free Chocolate Milk Local **Misc** Ranch Dispenser Ketchup Dispenser Mayo Dispenser Mustard Dispenser	**Lunch Entrée** Cheesy Nachos Pulled Chicken Savory Nachos Crispy Chicken Patty Sandwich Crispy Popcorn Chicken Ranch Wrap Sunbutter & Jelly Sandwich w/ String Cheese **Vegetables** Mexican Pinto Beans Fresh Lettuce & Spinach Mix Fresh Baby Carrots Fresh Broccoli Florets Fresh Celery Sticks **Fruit** Fresh Banana Fresh Apple **Milk** 1% Low Fat White Milk Local Fat Free Chocolate Milk Local **Misc** Ranch Dispenser Ketchup Dispenser Mayo Dispenser Mustard Dispenser	**Lunch Entrée** Baked Rotini w/ Vegetables Crispy Chicken Nuggets Grilled Cheeseburger Sunbutter & Jelly Sandwich w/ String Cheese **Vegetables** Seasoned Peas & Carrots Fresh Lettuce & Spinach Mix Fresh Baby Carrots Fresh Broccoli Florets Fresh Celery Sticks **Fruit** Fresh Apple Fresh Orange Slices **Milk** 1% Low Fat White Milk Local Fat Free Chocolate Milk Local **Misc** Ranch Dispenser Ketchup Dispenser Mayo Dispenser Mustard Dispenser	**Lunch Entrée** Classic Cheese Enchiladas Crispy Chicken Patty Sandwich Chicken Salad Wrap Sunbutter & Jelly Sandwich w/ String Cheese **Grain** Cilantro Lime Rice **Vegetables** Buttery Steamed Corn Fresh Lettuce & Spinach Mix Fresh Baby Carrots Fresh Broccoli Florets Fresh Celery Sticks **Fruit** Fresh Banana Fresh Orange Slices **Milk** 1% Low Fat White Milk Local Fat Free Chocolate Milk Local **Misc** Ranch Dispenser Ketchup Dispenser Mayo Dispenser Mustard Dispenser	**Lunch Entrée** Delicious Cheese Pizza Mummy Dog Classic Pepperoni Pizza Sunbutter & Jelly Sandwich w/ String Cheese **Vegetables** Peppered Broccoli Florets Fresh Lettuce & Spinach Mix Fresh Baby Carrots Fresh Broccoli Florets Fresh Celery Sticks **Fruit** Fresh Apple Fresh Orange Slices **Milk** 1% Low Fat White Milk Local Fat Free Chocolate Milk Local **Misc** Ranch Dispenser Ketchup Dispenser Mayo Dispenser Mustard Dispenser Cookie Crumble Dirt Dessert

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LINQ SCHOOL NUTRITION

Leander SY 25/26 Pre-K Breakfast
Breakfast

Leander ISD

Mon	Tue	Wed	Thu	Fri
9/29/2025 **Breakfast Entrée** Delicious Blueberry Muffin Cinnamon Toast Crunch Cereal **Fruit** Fresh Apple **Milk** 1% Low Fat White Milk Local	9/30/2025 **Breakfast Entrée** Sweet Chicken Biscuit Cocoa Puffs Cereal **Fruit** Fresh Orange Slices **Milk** 1% Low Fat White Milk Local	10/1/2025 **Breakfast Entrée** Honey Chicken Biscuit Honey Cheerios Cereal **Fruit** Fresh Apple **Milk** 1% Low Fat White Milk Local	10/2/2025 **Breakfast Entrée** Turkey Sausage Breakfast Pizza Cheerios Cereal **Fruit** Fresh Orange Slices **Milk** 1% Low Fat White Milk Local	10/3/2025 **Breakfast Entrée** Homemade Turkey Sausage Kolache Cinnamon Toast Crunch Cereal **Fruit** Fresh Apple **Milk** 1% Low Fat White Milk Local
10/6/2025 **Breakfast Entrée** Fluffy Pancakes Cinnamon Toast Crunch Cereal **Fruit** Fresh Orange Slices **Milk** 1% Low Fat White Milk Local **Misc** Maple Syrup Cup	10/7/2025 **Breakfast Entrée** Turkey Sausage & Cheese Biscuit Sandwich Cocoa Puffs Cereal **Fruit** Fresh Banana **Milk** 1% Low Fat White Milk Local	10/8/2025 **Breakfast Entrée** Strawberry Smoothie w/Graham Crackers Honey Cheerios Cereal **Fruit** Fresh Apple **Milk** 1% Low Fat White Milk Local	10/9/2025 **Breakfast Entrée** Sweet Chicken Biscuit Cheerios Cereal **Fruit** Fresh Banana **Milk** 1% Low Fat White Milk Local	10/10/2025 **Breakfast Entrée** Egg, Turkey Sausage & Cheese Biscuit Sandwich Honey Cheerios Cereal **Fruit** Fresh Orange Slices **Milk** 1% Low Fat White Milk Local
10/13/2025 **Breakfast Entrée** French Toast Sticks Cinnamon Toast Crunch Cereal **Fruit** Fresh Apple **Milk** 1% Low Fat White Milk Local **Misc** Maple Syrup Cup	10/14/2025 **Breakfast Entrée** Breakfast Pizza Bagel Cocoa Puffs Cereal **Fruit** Fresh Orange Slices **Milk** 1% Low Fat White Milk Local	10/15/2025 **Breakfast Entrée** Chicken & Waffle Honey Cheerios Cereal **Fruit** Fresh Apple **Milk** 1% Low Fat White Milk Local **Misc** Maple Syrup Cup	10/16/2025	10/17/2025

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LINQ SCHOOL NUTRITION

Mon	Tue	Wed	Thu	Fri
10/20/2025	10/21/2025 **Breakfast Entrée** Chicken & Waffle Cinnamon Toast Crunch Cereal **Fruit** Fresh Apple **Milk** 1% Low Fat White Milk Local **Misc** Maple Syrup Cup	10/22/2025 **Breakfast Entrée** Turkey Sausage Breakfast Pizza Cheerios Cereal **Fruit** Fresh Apple **Milk** 1% Low Fat White Milk Local	10/23/2025 **Breakfast Entrée** Strawberry Smoothie w/Graham Crackers Cheerios Cereal **Fruit** Fresh Banana **Milk** 1% Low Fat White Milk Local	10/24/2025 **Breakfast Entrée** Turkey Sausage & Cheese Biscuit Sandwich Cinnamon Toast Crunch Cereal **Fruit** Fresh Apple **Milk** 1% Low Fat White Milk Local
10/27/2025 **Breakfast Entrée** Delicious Blueberry Muffin Cinnamon Toast Crunch Cereal **Fruit** Fresh Apple **Milk** 1% Low Fat White Milk Local	10/28/2025 **Breakfast Entrée** Sweet Chicken Biscuit Cocoa Puffs Cereal **Fruit** Fresh Orange Slices **Milk** 1% Low Fat White Milk Local	10/29/2025 **Breakfast Entrée** Honey Chicken Biscuit Honey Cheerios Cereal **Fruit** Fresh Apple **Milk** 1% Low Fat White Milk Local	10/30/2025 **Breakfast Entrée** Turkey Sausage Breakfast Pizza Cheerios Cereal **Fruit** Fresh Orange Slices **Milk** 1% Low Fat White Milk Local	10/31/2025 **Breakfast Entrée** Homemade Turkey Sausage Kolache Cinnamon Toast Crunch Cereal **Fruit** Fresh Apple **Milk** 1% Low Fat White Milk Local

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LINQ SCHOOL NUTRITION

Leander SY 25/26 Pre-K Lunch
Lunch

Leander ISD

Mon	Tue	Wed	Thu	Fri
9/29/2025 **Lunch Entrée** Three Cheese Macaroni & Cheese Crispy Chicken Nuggets BBQ Diced Chicken Wrap **Vegetables** Peppered Broccoli Florets **Fruit** Fresh Orange Slices **Milk** 1% Low Fat White Milk Local **Misc** Ranch Dispenser Ketchup Dispenser Mayo Dispenser Mustard Dispenser	9/30/2025 **Lunch Entrée** Fiesta Rice Bowl Pulled Chicken Savory Nachos Crispy Chicken Patty Sandwich Fresh Turkey & Cheese Sub **Vegetables** Mexican Pinto Beans **Fruit** Fresh Banana **Milk** 1% Low Fat White Milk Local **Misc** Ranch Dispenser Ketchup Dispenser Mayo Dispenser Mustard Dispenser	10/1/2025 **Lunch Entrée** Baked Rotini w/ Vegetables Crispy Chicken Nuggets Grilled Cheeseburger **Vegetables** Seasoned Peas & Carrots **Fruit** Fresh Orange **Milk** 1% Low Fat White Milk Local **Misc** Ranch Dispenser Ketchup Dispenser Mayo Dispenser Mustard Dispenser	10/2/2025 **Lunch Entrée** Classic Cheese Enchiladas Crispy Chicken Patty Sandwich Crispy Popcorn Chicken Ranch Wrap **Vegetables** Buttery Steamed Corn **Fruit** Fresh Banana **Milk** 1% Low Fat White Milk Local **Misc** Ranch Dispenser Ketchup Dispenser Mayo Dispenser Mustard Dispenser	10/3/2025 **Lunch Entrée** Delicious Cheese Pizza Classic Pepperoni Pizza Sunbutter & Jelly Sandwich w/ String Cheese **Vegetables** Peppered Broccoli Florets **Fruit** Fresh Apple **Milk** 1% Low Fat White Milk Local **Misc** Ranch Dispenser Ketchup Dispenser Mayo Dispenser Mustard Dispenser
10/6/2025 **Lunch Entrée** Two Cheese Grilled Cheese Sandwich Breaded Popcorn Chicken w/Roll Crispy Popcorn Chicken Wrap **Vegetables** Peppered Broccoli Florets **Fruit** Fresh Orange Slices **Milk** 1% Low Fat White Milk Local **Misc** Ranch Dispenser Ketchup Dispenser Mayo Dispenser Mustard Dispenser	10/7/2025 **Lunch Entrée** Homemade Bean & Cheese Burrito Grande Chicken Nachos Southwest Veggie Wrap **Vegetables** Mexican Pinto Beans **Fruit** Fresh Banana **Milk** 1% Low Fat White Milk Local **Misc** Ranch Dispenser Ketchup Dispenser Mayo Dispenser Mustard Dispenser	10/8/2025 **Lunch Entrée** Cheese Pizza Power Pack Beefy Macaroni Marinara Crispy Chicken Nuggets **Vegetables** Seasoned Peas & Carrots **Fruit** Fresh Apple **Milk** 1% Low Fat White Milk Local **Misc** Ranch Dispenser Ketchup Dispenser Mayo Dispenser Mustard Dispenser	10/9/2025 **Lunch Entrée** Kicking Jumbo Sweet Potato Enchilada Crispy Chicken Patty Sandwich Crispy Popcorn Chicken Wrap **Vegetables** Buttery Steamed Corn **Fruit** Fresh Banana **Milk** 1% Low Fat White Milk Local **Misc** Ranch Dispenser Ketchup Dispenser Mayo Dispenser Mustard Dispenser	10/10/2025 **Lunch Entrée** Delicious Cheese Pizza Classic Pepperoni Pizza Veggie Ranch Wrap **Vegetables** Peppered Broccoli Florets **Fruit** Fresh Apple **Milk** 1% Low Fat White Milk Local **Misc** Ranch Dispenser Ketchup Dispenser Mayo Dispenser Mustard Dispenser

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LINQ SCHOOL NUTRITION

Mon	Tue	Wed	Thu	Fri
10/13/2025 **Lunch Entrée** The Ultimate Three Cheese Panini Rotini Marinara w/ Meatballs Breaded Chicken Tenders **Vegetables** Zingy Crinkle Fries **Fruit** Fresh Apple **Milk** 1% Low Fat White Milk Local **Misc** Ketchup Dispenser Mustard Dispenser Mayo Dispenser Ranch Dispenser	10/14/2025 **Lunch Entrée** Cheese Quesadilla Queso Blanco Beef Nachos Fresh Turkey Ham & Cheese Sub **Vegetables** Charro Beans without Jalapeños **Fruit** Fresh Orange Slices **Milk** 1% Low Fat White Milk Local **Misc** Ketchup Dispenser Mayo Dispenser Mustard Dispenser Ranch Dispenser	10/15/2025 **Lunch Entrée** The Ultimate Three Cheese Panini Chicken & Veggie Egg Roll w/Fried Rice Chicken Tenders w/Roll **Vegetables** Peppered Broccoli Florets **Fruit** Fresh Apple **Milk** 1% Low Fat White Milk Local **Misc** Ketchup Dispenser Mustard Dispenser Mayo Dispenser Ranch Dispenser	10/16/2025	10/17/2025
10/20/2025	10/21/2025 **Lunch Entrée** Two Cheese Grilled Cheese Sandwich BBQ Diced Chicken Sandwich Sunbutter & Jelly Sandwich w/ String Cheese **Vegetables** Fresh-Cut Cucumber Slices **Fruit** Fresh Banana **Milk** 1% Low Fat White Milk Local **Misc** Ketchup Dispenser Mustard Dispenser Mayo Dispenser Ranch Dispenser	10/22/2025 **Lunch Entrée** Cheese Stuffed Breadsticks w/Marinara Rotini w/Meatsauce Turkey Ham & Cheese Sandwich **Vegetables** Seasoned Peas & Carrots **Fruit** Fresh Orange Slices **Milk** 1% Low Fat White Milk Local **Misc** Ketchup Dispenser Mustard Dispenser Mayo Dispenser Ranch Dispenser	10/23/2025 **Lunch Entrée** Grilled Cheese Sandwich Orange Chicken w/ Brown Rice Crispy Popcorn Chicken Wrap **Vegetables** Spiced Green Beans **Fruit** Fresh Apple **Milk** 1% Low Fat White Milk Local **Misc** Ketchup Dispenser Mayo Dispenser Mustard Dispenser Ranch Dispenser	10/24/2025 **Lunch Entrée** Delicious Cheese Pizza Classic Pepperoni Pizza Cheesy French Bread Pizza **Vegetables** Zingy Crinkle Fries **Fruit** Fresh Apple **Milk** 1% Low Fat White Milk Local **Misc** Ketchup Dispenser Mayo Dispenser Mustard Dispenser Ranch Dispenser

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LINQ SCHOOL NUTRITION

Mon	Tue	Wed	Thu	Fri
10/27/2025	10/28/2025	10/29/2025	10/30/2025	10/31/2025
Lunch Entrée	**Lunch Entrée**	**Lunch Entrée**	**Lunch Entrée**	**Lunch Entrée**
Three Cheese Macaroni & Cheese	Cheesy Nachos	Baked Rotini w/ Vegetables	Classic Cheese Enchiladas	Delicious Cheese Pizza
Crispy Chicken Nuggets	Pulled Chicken Savory Nachos	Crispy Chicken Nuggets	Crispy Chicken Patty Sandwich	Classic Pepperoni Pizza
BBQ Diced Chicken Wrap	Crispy Chicken Patty Sandwich	Grilled Cheeseburger	Chicken Salad Wrap	Mummy Dog
Vegetables	Crispy Popcorn Chicken Ranch Wrap	**Vegetables**	**Vegetables**	**Vegetables**
Peppered Broccoli Florets	**Vegetables**	Seasoned Peas & Carrots	Buttery Steamed Corn	Peppered Broccoli Florets
Fruit	Mexican Pinto Beans	**Fruit**	**Fruit**	**Fruit**
Fresh Orange Slices	**Fruit**	Fresh Apple	Fresh Banana	Fresh Apple
Milk	Fresh Banana	**Milk**	**Milk**	**Milk**
1% Low Fat White Milk Local	**Milk**	1% Low Fat White Milk Local	1% Low Fat White Milk Local	1% Low Fat White Milk Local
Misc	1% Low Fat White Milk Local	**Misc**	**Misc**	**Misc**
Ranch Dispenser	**Misc**	Ranch Dispenser	Ranch Dispenser	Ranch Dispenser
Ketchup Dispenser	Ranch Dispenser	Ketchup Dispenser	Ketchup Dispenser	Ketchup Dispenser
Mayo Dispenser	Ketchup Dispenser	Mayo Dispenser	Mayo Dispenser	Mayo Dispenser
Mustard Dispenser	Mayo Dispenser	Mustard Dispenser	Mustard Dispenser	Mustard Dispenser
	Mustard Dispenser			Cookie Crumble Dirt Dessert

FILTERS	
Name(s)	Value(s)
Buildings	(Leander ISD TARVIN ELEMENTARY K-5)
Date Range	(Start = 9/28/2025, End = 11/1/2025)
Menu Plan	(Leander SY 25/26 K-5 Breakfast, Leander SY 25/26 K-5 Lunch, Leander SY 25/26 Pre-K Breakfast, Leander SY 25/26 Pre-K Lunch)

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LINQ SCHOOL NUTRITION

Contracting Entity (CE) Name: Leander ISD
Contracting Entity (CE) ID: 01156

Daily Menu Production Record

Building: Leander ISD TARVIN ELEMENTARY K-5
Serving Session: Lunch (Grades K-5 Lunch)
Date: Wednesday, October 29, 2025

CP165 Cook product to 165F for 15 seconds
DCPA4 Discard cooked product after 4 hours
HPA40 Hold product at or below 40F
SOPD Serve oldest pack date first
HP140 Hold product at or above 140F for a maximum of 4 hours
CBP40 Cool to 40F or below prior to service
CP140 Cook product to 140F for 15 seconds

MEALS PLANNED	MEALS OFFERED	MEALS SOLD (Calculated from POS)	ENTREES SERVED	FRUIT AND VEGETABLES SERVED	COST
386	386	0	217	490	
Reimbursable: 217 Non-Reimbursable: 169	Reimbursable: 217 Non-Reimbursable: 169	Reimbursable: 0 Non-Reimbursable (Student): 0 Non-Reimbursable (Non-Student): 0	Student Reimbursable: 217 Adult: 0 A La Carte: 0	Reimbursable: 490 Non-Reimbursable: 0	

MAIN (OFFER VS. SERVE)

USDA Compliant	Total Offered/Prepared Ingredients	Purchased Unit of Measure	Component Contributions					Planned			Off/ Prep	Served					Cost	
Menu/Food Items		*For items without a purchased unit of measure, record the quantity of food used in purchased units.*	Meat/Meat Alt. (oz eq)	Grains (oz eq)	Milk (cups)	Fruit (cups)	Vegetables (cups)	Student Reimbursable	Adult	A La Carte	Total	Student Reimbursable	Adult	A La Carte	Discarded	Left Over	Theoretical Cost	Actual Cost
Lunch Entrée *(Student is offered 1 selection)*																		
R1896 Baked Rotini w/ Vegetables (1 Cup) *CP165 / HP140*	3.75 Pound Pasta, Rotini *1 Pound = 1 Pound*	0.19 Case at 20 Pound / Case *1 Case = 20 Pounds*	2	1.5			0.5	40	0	0	40	36	0	0	4	0	$1.03	$0.00
	3.43 Gallon Water, tap, municipal																	
	1.48 Gallon Tomato, Sauce, Spaghetti *1 #10 Can = 106 Ounces*	0.06 Case at 6 #10 Can / Case *1 Case = 636 Ounces*																
	2.29 Tablespoon Seasoning, Powder, Garlic *1 Ounce = 1 Ounce*	0.01 Container at 21 Ounce / Container *1 Container = 21 Ounces*																

Nuggets)) *CP165 / DCPA4 / HP140*																		
R111 Grilled Cheeseburger (1 Cheeseburger) *CP165 / HP140*	70 Bun Bun, Hamburger *1 Bun = 57 Grams*	0.58 Case (120 Each) at 120 Bun / Case (120 Each) *1 Case (120 Each) = 6840 Grams*	2.5	2				70	0	0	70	70	0	0	0	0	$0.86	$0.00
	70 Patty Beef, Patty, Hamburger, Commodity/Commercial *1 Patty = 2.1 Ounces*	0.61 Case (Commodity) at 115 Patty / Case (Commodity) *1 Case (Commodity) = 241.5 Ounces*																
	35 Ounce Cheese, Sliced, Yellow American *1 Pound = 1 Pound*	0.11 Case at 20 Pound / Case *1 Case = 20 Pounds*																
R1157 Sunbutter & Jelly Sandwich w/ String Cheese (1 Sandwich, 1 String Cheese) *CBP40 / HPA40*	40 1 Slice Bread, Loaf (156 2 slice servings per case) *1 1 Loaf = 28 Ounces*	0.12 Case at 12 1 Loaf / Case *1 Case = 336 Ounces*	2	2				20	0	0	20	15	0	0	0	5	$0.74	$0.00
	40 1 Slice Bread, Loaf (156 2 slice servings per case) *1 1 Loaf = 28 Ounces*	0.12 Case at 12 1 Loaf / Case *1 Case = 336 Ounces*																
	22.6 Ounce Spread, Sunbutter, Vegetarian *1 Pound = 1 Pound*	0.05 Case at 30 Pound / Case *1 Case = 30 Pounds*																
	20 1 Stick Cheese, String, Mozzarella (1M), Vegetarian *1 1 Stick = 28 Grams*	0.12 Case at 168 1 Stick / Case *1 Case = 4704 Grams*																
	20 1 Stick Cheese, String, Mozzarella (1M), Vegetarian *1 1 Stick = 28 Grams*	0.12 Case at 168 1 Stick / Case *1 Case = 4704 Grams*																
R2238 Halal Crispy Popcorn Chicken (12 Pieces) *CP165 / HP140*	375 Ounce Chicken, Popcorn, Breaded, Halal (2M,1G) *1 Pound = 1 Pound*	0.73 Case (32lb) at 32 Pound / Case (32lb) *1 Case (32lb) = 32 Pounds*	2	1				100	0	0	100	96	0	0	4	0	$1.18	$0.00

PRODUCE005 Fresh Apple (1 Apple) *HPA40*						0.5		0	0	0								
R2097 Fresh Orange Slices (1/2 Cup) *HPA40*	50 Count Orange, Fresh, Raw, Navels *1 Count = 140 Grams*	0.36 Case at 138 Count / Case *1 Case = 19320 Grams*				0.5		50	0	0	50	50	0	0	0	0	$0.31	$0.00
FR101 Unsweetened Applesauce (1/2 Cup) *HPA40 / SOPD*	3.03 #10 Can Applesauce, Unsweetened *1 #10 Can = 106 Ounces*	0.5 Case at 6 #10 Can / Case *1 Case = 636 Ounces*				0.5		72	0	0	72	68	0	0	0	4	$0.26	$0.00
PRODUCE001 Fresh Banana (1 Each)	100 1 Each Bananas, Fresh *1 1 Each = 127.57 Grams*	0.67 Case at 150 1 Each / Case *1 Case = 19135.5 Grams*				0.5		100	0	0	100	99	0	0	0	1	$0.20	$0.00
Milk *(Student is offered 1 selection)*																		
MK101 1% Low Fat White Milk Local (8 oz Container) *HPA40*	63 8 oz Container Milk, 1% Unflavored, 8 Oz, Local *1 Ounce = 1 Ounce*	63 Container at 8 Ounce / Container *1 Container = 8 Ounces*			1			63	0	0	63	53	0	0	0	10	$0.37	$0.00
MK102 Fat Free Chocolate Milk Local (8 oz Container) *HPA40*	167 8 fl oz Container Milk, Fat Free, Chocolate Flavored, 8 Oz, Local, 1 *1 Ounce = 1 Ounce*	167 Container at 8 Ounce / Container *1 Container = 8 Ounces*			1			167	0	0	167	164	0	0	0	3	$0.37	$0.00
Misc																		
DCS103 Ranch Dispenser (2 Tablespoons) *SOPD*								120	0	0	120	30	0	0	0	90	$0.13	$0.00
DCS110a Ketchup Dispenser (1 Tbsp) *SOPD*								130	0	0	130	100	0	0	0	30	$0.04	$0.00
DCS112 Mayo Dispenser (1 Tbsp) *SOPD*								50	0	0	50	15	0	0	0	35	$0.08	$0.00

Edit Check Report

Leander Independent School District
10/29/25 - 10/29/25

Report Meals By Enrolled School

Tarvin Elementary School

Serving Date	Serving Period	Free				Reduced				Paid				Actual Count Totals
		Eligible Count	Attendance %	Attendance Count	Actual Count	Eligible Count	Attendance %	Attendance Count	Actual Count	Eligible Count	Attendance %	Attendance Count	Actual Count	
10/29/25	Breakfast	43	95.50	42	16	13	95.50	13	2	813	95.50	775	28	46
10/29/25	Lunch	43	95.50	42	34	13	95.50	13	11	813	95.50	775	172	217

Tarvin Elementary School Totals

Serving Period	Free				Reduced				Paid				Actual Count Totals
	Eligible Count	Attendance %	Attendance Count	Actual Count	Eligible Count	Attendance %	Attendance Count	Actual Count	Eligible Count	Attendance %	Attendance Count	Actual Count	
Breakfast	43	-	42	16	13	-	13	2	813	-	775	28	46
Lunch	43	-	42	34	13	-	13	11	813	-	775	172	217

Number of Serving Days: Breakfast-1 / Lunch-1

Highest Eligible Count: Free - 43, Reduced - 13, Paid - 813

Highest Attendance Count: Free - 42, Reduced - 13, Paid - 775

** Potential Overclaim*

COMMODITY INVENTORY & USAGE

Program Year Entitlement:SY 24-25

$1,246,916.00

	Brown Box Allocation	Entitlement Remaining	Processing Value	DOD Allocation	Total: BB/PV/DOD/Bonus
Monthly Recon	$136,847.09		**$878,377.91**	**$231,691.00**	**$1,246,916.00**
					Credit Received on Invoice
July	**$ -**		**$ -**	**$ -**	
August	**$ -**		**$ 74,474.18**	**$ -**	**$ 74,474.18**
September	**$ 44,242.68**		**$ 78,988.77**	**$ -**	**$ 123,231.45**
October	**$ 27,520.39**		**$ 98,236.33**	**$ 37,803.12**	**$ 163,559.84**
November	**$ 17,956.00**		**$ 54,364.69**	**$ 21,633.28**	**$ 93,953.97**
December	**$ -**		**$ 40,802.50**	**$ 9,465.23**	**$ 50,267.73**
January	**$ 18,135.29**		**$ 59,669.20**	**$ 39,133.99**	**$ 116,938.48**
February	**$ -**		**$ 67,688.43**	**$ 39,208.43**	**$ 106,896.86**
March	**$ 28,992.73**		**$ 60,966.18**	**$ 27,629.79**	**$ 117,588.70**
April	**$ 443.85**		**$ 75,169.82**	**$ 56,787.80**	**$ 132,401.47**
May			**$ 33,069.72**		**$ 33,069.72**
June	**$ -**		**$ -**	**$ -**	**$ -**
	$ 443.85	**$ 234,948.09**			
Total YTD	**$137,290.94**		**$643,429.82**	**$231,661.64**	**$ 1,012,382.40**
Entitlement Received YTD					**$1,012,382.40**

Invoice

Date : 06/30/2025
Invoice No. 250610830
Payment Terms Net 30
Due Date 07/30/2025
Period 06/01/2025 - 06/30/2025

Bill To
Leander ISD
204 W South Street
Leander, TX 78641

Please Remit Payment To:

Electronic Payments:
Bank name # JP Morgan Chase
Bank routing number (ACH) # 122100024
Bank routing number (Wire) # 021000021
Bank account number # 570105687
Bank account name # Southwest Foodservice Excellence

Checks Mailing Address (New):
Southwest Foodservice Excellence
Dept #880836
PO Box 29650
Phoenix AZ 85038-9650

Description	Meal Count	Rate	Billed Amount
Catering Meals ($6,148.70 / $4.6900 = 1,311.00)	1,311	$2.43010	$3,185.86
A la Carte Meals ($236.15 / $4.6900 = 50.00)	50	$2.43010	$121.51
Summer Breakfast	4,582	$1.24140	$5,688.09
Summer Lunch	5,295	$2.17600	$11,521.92
Billable Employee Lunch Meals ($1,368.00 / $4.6900 = 291.00)	291	$2.43010	$707.16

USDA - monthly credit for commodities received: ($0.00)
YTD - credit for commodities received: ($137,290.94)

DOD - monthly credit for commodities received: ($0.00)
YTD - credit for commodities received: ($231,661.64)

NOI - monthly credit for commodities received: ($0.00)
YTD - credit for commodities received: ($643,429.82)

Subtotal	$21,224.54
Payments/Credits	$0.00
Total	$21,224.54

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, May 21, 2026

Agenda Item:	Consider Approval of an Independent Auditor for Efficiency Audit
Purpose:	☐ Discussion Item/Report Only ☒ Action Requested
Administrator Responsible:	Pete Pape, Ed.D., CPA, Chief Financial Officer
Attachments:	Whitley Penn Engagement Letter – Efficiency Audit

Background Information:

Texas Education Code, Section 11.184, requires the Board of Trustees of a school district to conduct an efficiency audit before seeking voter approval to adopt a tax rate for the Maintenance and Operations (M&O) of the district. Statute defines an efficiency audit as an investigation of the operations of a school district to examine fiscal management, efficiency, and utilization of resources. The Legislative Budget Board (LBB) has established mandatory guidelines identifying the scope and areas of investigation of an efficiency audit. According to the guidelines, the purpose of the efficiency audit is to provide information to voters regarding a school district's fiscal management, efficiency, and utilization of resources before a voter approved tax ratification election (VATRE). A district must pay the costs associated with an audit.

The Board of Trustees of a school district must select an auditor to conduct an efficiency audit pursuant to the Texas Education Code, Section 11.184(b), no later than four months (July 3, 2026) before the date on which the district proposes to hold an election to adopt an M&O tax rate. The district may select the auditor that conducts its annual audit and may include the efficiency audit as part of the annual audit. The selected auditor must maintain independence from the district and complete the efficiency audit no later than three months after the date the auditor was selected.

The results of the efficiency audit must be posted on the district's website at least 30 days before the election. Additionally, the audit results must be discussed in an open meeting of the Board of Trustees before the election. It is anticipated that the efficiency audit would be completed in late August/early September, presented to the Board of Trustees in September, and posted on the district's website by early October.

Section 11.184 (b-1) provides for the exception of an efficiency audit if there is a disaster declaration issued by the Governor. Even though there was a disaster declaration for Williamson County Texas on July 6th, 2025, due to severe flooding, administration recommends conducting the efficiency audit. The district would engage its external audit firm, Whitley Penn, to perform the efficiency audit. Whitley Penn estimates the audit to cost $18,000.

The Board of Trustees must decide to select the auditor, if applicable. In order to provide true transparency, the administration recommends selecting Whitley Penn to conduct the efficiency audit in preparation for a November 3, 2026, VATRE. Whitley Penn conducted the efficiency audit for Leander ISD in the summer of 2022.

Administrative Recommendation:

Administration recommends that the Board of Trustees approve the selection of Whitley Penn to conduct an efficiency audit in accordance with Texas Education Code, Section 11.184.

Sample Motion:

I move that the Board of Trustees approve the selection of Whitley Penn to conduct an efficiency audit in accordance with Texas Education Code, Section 11.184.

whitleypenn

Austin Office
3600 N. Capital of Texas Hwy.
Bldg B. Suite 250
Austin, Texas 78746
737.931.8200 Main

whitleypenn.com

April 22, 2026

To the Board of Trustees and Management
Leander Independent School District
204 W. South Street
Leander, Texas 78646

We are pleased to confirm our understanding of the agreed-upon procedures we are to provide for Leander Independent School District (the "District"). We will perform our procedures following the guidelines established by State of Texas Legislative Budget Board for an efficiency audit (HB 3, 86th Legislature) when school districts contemplate a Voter-Approved Tax Rate Election (VATRE).

This engagement is solely for the purpose of reporting our findings regarding the results of the procedures as compared to the criteria set forth in the LBB's *House Bill 3 Efficiency Audit Guidelines* in relation to the District's peer districts. This report is intended for use by management and the Board of the District and is not expected to be restricted to the use of these specified parties.

Prior to the completion of the engagement, you agree to provide us with written agreement and acknowledgment that the procedures performed are appropriate for the intended purpose of the engagement as noted above.

Our methodology in performing these procedures will include review of certain documentation and inquiries based on the most recent school year for which data are available. At the end of our engagement, we will provide summary of the results of our procedures as described below:

- The date of the election to adopt the District's M&O tax rate;
- The dates of the previous three tax ratification elections, the tax rate increase proposed by each, and the results of the elections;
- Current M&O tax rate and the proposed tax rate compared to peer districts and the state average;
- The amount of tax revenue the tax rate change is estimated to generate in the first school year in dollars and as a percentage of the District's current operating budget;
- The Estimated dollar-amount increase, as a result of the M&O tax rate change, to the property tax bill of a single-family residential property at the current average home value of the District;
- A District statement explaining how it intends to spend the additional tax revenue, including any new programs, and consequences if the measure does not pass;
- District has:
    - adopted SMART student outcome goals;
    - implemented and approved, high-quality, teacher incentive pay program; and
    - adopted a student-based, weighted funding system so the money follows the student to their school based on the student's needs;
- The District's and the Campuses' accountability rating compared to peer districts;
- The District's School Financial Integrity Rating System of Texas (FIRST) rating;
- The District's actual operating expenditures per enrolled student compared to peer districts and the state average;
- A high-level summary of any significant findings of the agreed-upon procedures, and any District responses to the findings.

HLB WE ARE AN INDEPENDENT MEMBER OF THE GLOBAL ADVISORY AND ACCOUNTING NETWORK

In order to provide the summary items listed above, we must perform and report on the following:

1. Five (5) to ten (10) peer districts will be selected to develop a simple average and we will use the same comparison group throughout the engagement.

2. Include the overall accountability rating (A-to-F and a corresponding scale score of 1 to 100) and compare the District's peer districts' average score. We will also list the following District's campus information:
    a. Accountability rating count for each campus level within the District.
    b. Names of the campuses that received an F accountability rating
    c. Campuses that are required to implement a campus turnaround plan

3. Report on the District's School FIRST rating. For a rating of less than A-, we will list the indicators not met.

4. We will report on the District's student characteristics, attendance rates and total enrollment.
    a. The following select student characteristics for the District, its peer districts and the State average.
        i. Total students
        ii. Economically disadvantaged
        iii. English Learners
        iv. Special Education
        v. Bilingual/ESL Education
        vi. Career and Technical Education
    b. Attendance rate for the District, its peer districts and the State.
    c. Five-year enrollment for the District for the most recent school year and four (4) years prior, the average annual percentage change based on the previous five years and the projected next school year.

5. The following indicators related to the District's revenue, its peer districts' average and the State average.
    a. Local M& O Tax (Retained) (without debt service and recapture)
    b. State
    c. Federal
    d. Other local and intermediate
    e. Total revenue

Any significant variances will be explained.

6. The following indicators related to the District's expenditures, its peer districts' average, and the State average are as follows:
    a. Instruction
    b. Instructional resources and media
    c. Curriculum and staff development
    d. Instructional leadership
    e. School leadership
    f. Guidance counseling services
    g. Social work services
    h. Health services
    i. Transportation
    j. Food service operation
    k. Extracurricular
    l. General administration
    m. Plant maintenance and operations
    n. Security and monitoring services
    o. Data processing services
    p. Community services
    q. Total operating expenditures

An explanation for significant variances from the peer districts' average in any category will be reported. In addition, the reasons for the District's expenditures exceeding revenue will be explained.

7. We will report on the following indicators for payroll and select salary District expenditures compared to its peer districts' average and the State average:
    a. Payroll as a percentage of all funds
    b. Average teacher salary
    c. Average administrative salary
    d. Superintendent salary

Specific information to explain any significant variance from the peer districts' average in any category will be explained.

8. Report on the General Fund operating fund balance, excluding debt service and capital outlay, for the past five years and per student. This will include analyzing unassigned balance per student and as a percentage of three-month operating expenditures. This will be presented for peer districts as well and an explanation for significant variances.

9. Report the District's allocation of staff, and student-to-teacher and student-to-total staff ratios for the District, its peer districts and the State average. The following staff categories will be used:
    a. Teaching
    b. Support
    c. Administrative
    d. Paraprofessional
    e. Auxiliary
    f. Students per total staff
    g. Students per teaching staff

10. Report the District's teacher turnover rate as well as its peer districts and the State's average.

11. For each of the following programs offered by the District, we will report the number of students served, percentage of enrolled students served, program budget, program budget as a percentage of the District's budget, total staff or the program, and student-to-staff ratio for the program.
    a. Special Education
    b. Bilingual Education
    c. Migrant Programs
    d. Gifted and Talented Programs
    e. Career and Technical Education
    f. Athletics and Extracurricular Activities
    g. Alternative Education Program/Disciplinary Alternative Education Program
    h. Juvenile Justice Alternative Education Program

12. We will describe how the District maximizes available resources from state sources and regional education service centers to develop or implement programs or deliver services.

13. We will report on the District's annual external audit report's independent auditor's opinion as required by Government Auditing Standards.

14. If applicable, explain the basis of TEA assigning the District a financial-related monitoring/oversight role during the past three years.

15. In regard to the District's budget process, we will provide a response to each of the following questions:
    a. Does the District's budget planning process include projections for enrollment and staffing?
    b. Does the District's budget process include monthly and quarterly reviews to determine the status of annual spending?
    c. Does the District use cost allocation procedures to determine campus budgets and cost centers?
    d. Does the District analyze educational costs and student needs to determine campus budgets?

16. We will provide a description of the District's self-funded program, if any, and analyze whether program revenues are sufficient to cover program costs.

17. We will report whether the District administrators are evaluated annual and, if so, explain how the results inform District operations.

18. In regard to the District's compensation system, we will provide a response to the following questions:
    a. Does the District use salary bonuses or merit pay systems? If yes, explain the performance-based systems and the factors used
    b. Do the District's salary ranges include minimum, midpoint, and maximum increments to promote compensation equity based on the employee's education, experience, and other relevant factors?
    c. Does the District periodically adjust its compensation structure using verifiable salary survey information, benchmarking, and comparable salary data?
    d. Has the District made any internal equity and/or market adjustments to salaries within the past two years?

19. In regard to planning, we will provide a response for each of the following questions:
    a. Does the District develop a District Improvement Plan (DIP) annually?
    b. Do all campuses in the District develop a Campus Improvement Plan (CIP) annually?
    c. Does the District have an active and current facilities master plan? If yes, does the District consider these factors to inform the plan:
        i. Does the District use enrollment projections?
        ii. Does the District analyze facility capacity?
        iii. Does the District evaluate facility condition?
    d. Does the District have an active and current energy management plan?
    e. Does the District maintain a clearly defined staffing formula for staff in maintenance, custodial, food service, and transportation?

20. In regard to District academic information, we will provide a response for each of the following questions:

    a. Does the District have a teacher mentoring program?
    b. Are decisions to adopt new programs or discontinue existing programs made based on quantifiable data and research?
    c. When adopting new programs, does the District define expected results?
    d. Does the District analyze student test results at the district and/or campus level to design, implement and/or monitor the use of curriculum and instructional programs?
    e. Does the District modify programs, plan staff development opportunities, or evaluate staff based on analyses of student test results?

We will conduct our engagement in accordance with the attestation standards for agreed-upon procedures engagements established by the AICPA. We are responsible for carrying out the procedures and reporting findings in accordance with these standards. We have no responsibility to determine the differences between the procedures to be performed and the procedures that we would have determined to be necessary had we been engaged to perform another form of attestation engagement.

Our report will list the procedures performed and our findings. Our report will be addressed to the Board of Trustees and Management of the District.

Should we have any reservations with respect to the subject matter, we will discuss them with you before the report is issued.

We have no responsibility to update our report for events and circumstances occurring after the date of our report.

As part of our engagement, we will request from *management* written confirmation concerning representations made to us in connection with the agreed upon procedures. You agree to provide such confirmation.

Timing and Fees

The timing of our engagement will be scheduled for performance and completion as follows:

Plan/perform engagement procedures	May/June 2026
Draft report	July/August 2026
Issue report/presentation to the Board of Trustees	September/October 2026

We anticipate meeting these deadlines barring any delays.

Celina Cereceres, CPA is the engagement partner for the services specified in this letter. Her responsibilities include supervising Whitley Penn's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the agreed-upon procedures report.

Our fees are based on the amount of time required at various levels of responsibility. We estimate that our fee for the engagement will be $18,000.

The fee estimate for the engagement is based on anticipated cooperation from the District's personnel and assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation and payment is due in Tarrant County. You agree to pay reasonable attorney fees and collection costs incurred relating to collection of fees for services performed under the terms of this engagement. In accordance with Whitley Penn, LLP policy, work may be suspended if your account becomes 30 days or more past due and will not resume until your account is paid in full. In addition, invoices not paid in full by the last day of the month will be assessed interest at a rate of one percent per month. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been complete even if we have not issued our report. You will be obligated to compensate us for all time expended through the date of termination. Our final agreed-upon procedures report will be released upon final payment of any outstanding invoices.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you concerning the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We would like to make the following comments regarding the fee estimates:

1) Our fee estimates have not considered the effects of any changes to the attestation standards and accounting principles, which may be promulgated by the AICPA, Congress, or any other regulatory body in the future and are unknown to us at this time. If significant additional time is necessary resulting in increased fees, we will endeavor to notify you of any such circumstances as they are assessed.

2) The District's personnel are responsible for the preparation of all items requested in the Prepared by Client ("PBC") listing and received by the date requested. Any delays caused by not preparing the items when requested may result in additional fees, as well as the possibility of postponing our fieldwork. The PBC listing will be provided to you during the planning process of the engagement.

3) Time incurred for adjustments identified during our engagement and the related additional testing required has not been considered in our fee estimates. Prior to performing any additional testing, we will notify you of the exceptions and obtain approval for any additional fees which may be incurred.

4) Our fee estimates are based on all general ledger sub ledgers being reconciled to the general ledger balance and any adjustment necessary should be recorded to the general ledger prior to our fieldwork start date.

5) The scheduling of our professional staff requires complex models to balance the needs of our clients and the utilization of our people. Last minute client requested scheduling changes result in costly downtime due to our inability to make alternative arrangements for our professional staff. If after scheduling our work, you do not provide proper notice, which we consider to be one week, of your inability to meet the agreed-upon date(s) for any reason, or do not provide us with sufficient information required to complete the work in a timely manner, additional billings will be rendered for any downtime of our professional staff.

The ethics of our profession prohibit the rendering of professional services where the fee for such services is contingent, or has the appearance of being contingent, upon the results of such services. Accordingly, it is important that our bills be paid promptly when received. If a situation arises in which it may appear that our independence would be questioned because of significant unpaid bills, we may be prohibited from issuing our agreed-upon procedures report.

In the unlikely event that differences concerning our services or fees should arise that are not resolved by mutual agreement, to facilitate judicial resolution and save time and expense of both parties, the District and Whitley Penn, LLP agree not to demand a trial by jury in any action, proceeding or counterclaim arising out of or relating to our services and fees for this engagement. Any controversy, dispute, or questions arising out of or in connection with this agreement or our engagement shall be determined by arbitration conducted in accordance with the rules of the American Arbitration Association, and any decision rendered by the American Arbitration Association shall be binding on both parties to this agreement. The costs of any arbitration shall be borne equally by the parties. Any and all claims relating to or arising out of this contract/agreement shall be governed by the laws of the State of Texas and to the extent any issue regarding arbitration is submitted to a court, including the appointment of arbitrators or confirmation of an award, the District courts in Tarrant County shall have exclusive jurisdiction. Any action arising out of this agreement or the services provided shall be initiated within two years of the service provided.

This letter replaces and supersedes any previous proposals, correspondence and understanding, whether written or oral. The agreements contained in this engagement letter shall survive the completion or termination of this engagement.

To ensure that Whitley Penn, LLP's independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Other Matters

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

In the course of our services, our firm may transmit confidential information that you provided us to third parties in order to facilitate our services. As applicable, we require confidentiality agreements with all our service providers to maintain the confidentiality of your information and additionally the firm will take reasonable precautions to determine that our service providers have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain ultimately responsible for the work provided by any third-party service providers used under this agreement. By your signature below, you consent to having confidential information transmitted to entities outside the firm. Please feel free to inquire if you would like additional information regarding the transmission of confidential information to entities outside the firm.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

We will maintain the confidentiality of your personal information and will apply procedures to protect against any unauthorized release of your personal information to third parties.

We agree to retain our attest documentation or work papers for a period of at least five years from the date of our report.

In the event we are required by government regulation, required by subpoena or other legal process to produce information or our personnel for interviews or depositions in relation to a matter involving the District, the District will, so long as we are not a party or the focus of the proceeding or inquiry in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The attest documentation for this engagement is the property of Whitley Penn, LLP and constitutes confidential information. However, we may be requested to make certain attest documentation available to your pass-through regulatory entities, Federal agencies, and/or the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such attest documentation will be provided under the supervision Whitley Penn, LLP's personnel. Furthermore, upon request, we may provide copies of selected attest documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our engagement including our respective responsibilities.

We appreciate the opportunity to be of service to you and look forward to working with you and your staff.

Respectfully,

Whitley Penn LLP

Austin, Texas

****

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of Leander Independent School District by:

Name: _____

Title: _____

Date: _____

Name: _____

Title: _____

Date: _____

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, May 21, 2026

Agenda Item:	Consider Approval of Minutes of Regular and Called Board Meetings
Purpose:	☐ Discussion Item/Report Only ☒ Action Requested
Administrator Responsible:	Chris Clark, Ed.D., Superintendent of Schools
Attachments:	05-07-26 Regular Meeting Minutes DRAFT

Background Information:

Board Meeting minutes are attached for your review.

Administrative Recommendation:

Administration recommends approval of the Board Meeting minutes, as presented.

Sample Motion:

I move the Board approve the minutes, as presented.

Minutes of Regular Meeting

The Board of Trustees
Leander Independent School District

STATE OF TEXAS
COUNTY OF WILLIAMSON

A meeting of the Board of Trustees of the Leander Independent School District was held on Thursday, May 7, 2026, beginning at 6:19 PM in Linda Lippe Instructional Materials Center, 1775 W New Hope Drive, B1001.01 and B1001.02, Cedar Park, Texas 78613. The following members were present: Anna Smith, Sade Fashokun (arrived at 6:20 PM), Nekosi Nelson, Trish Bode, Paul Gauthier (left at 11:25 PM), and Laura Marques. Gloria Gonzales-Dholakia was absent.

1. **CALL TO ORDER AND DECLARATION OF QUORUM**
2. **OPENING CEREMONY**
   A. Pledge of Allegiance
   B. Moment of Silence
3. **RECOGNITION**
   A. Spotlight on Learning: Bagdad Elementary School
4. **CITIZEN COMMENTS**
   No citizens addressed the Board of Trustees.
5. **CONSENT AGENDA**
   A. Consider Approval of 2026-27 Total Compensation Recommendation
   B. Consider Approval to Call a Public Meeting for the Purpose of Adopting the 2026-2027 Budget and Discussion of the Proposed 2026 Tax Rate
   C. Consider Approval of Board Determination that the District's General Fund Budget Does Not Permit Compliance with Senate Bill 546
   D. Consider Approval of Board Goals
   E. Consider Adoption of Local Policies BBFA, BDAA, BDB, BDF, BE, and BED
   F. Consider Approval of Low-Attendance Waivers for the 2025-2026 School Year
   G. Consider Approval of Fiscal Year (FY) 26 Budget Amendment - #11
   H. Consider Approval of Minutes of Regular and Called Board Meetings
   I. Consider Approval of Resolution to Pay Employees for Time Missed Due to Early Campus Closure Due to Water Main Break

   I make a motion to approve the Consent Agenda as presented. This motion, made by Trish

Bode and seconded by Laura Marques, passed six in favor and one absent. Trish Bode: In favor, Sade Fashokun: In favor, Paul Gauthier: In favor, Dr. Gloria Gonzales-Dholakia: Absent, Dr. Laura Marques: In favor, Nekosi Nelson: In favor, Anna Smith: In favor

6. **SUPERINTENDENT'S REPORT**

   A. Empowered Student Learning

   B. Empowered Staff Learning

   C. Safe and Innovative Learning Environments

7. **DISCUSSION / ACTION ITEMS**

   A. STUDENT EXPERIENCE

      1. Superintendent's Student Advisory Council (SSAC) Student Empowerment Report
      2. School Health Advisory Council (SHAC) Annual Report
      3. Gifted and Talented Services Annual Update

   B. GOVERNANCE

      1. Discussion of Leander ISD Professional Learning Community: Board of Trustees Implementation Guide
      2. Discussion of Internal Audit Plan for Fiscal Year 2027

   C. OPERATIONS

      1. Consider All Matters Incident and Related to the Issuance and Sale of "Leander Independent School District Unlimited Tax School Building and Refunding Bonds, Series 2026A", Including the Adoption of an Order Authorizing the Issuance of Such Bonds, Establishing Parameters for the Sale and Issuance of Such Bonds, and Delegating Certain Matters to Authorized District Officials

         I move that the Board adopt an Order Authorizing the Issuance of Leander Independent School District Unlimited Tax School Building and Refunding Bonds, Series 2026A, as presented. This motion, made by Laura Marques and seconded by Sade Fashokun, passed five in favor, one opposed, and one absent. Trish Bode: In favor, Sade Fashokun: In favor, Paul Gauthier: Opposed, Dr. Gloria Gonzales-Dholakia: Absent, Dr. Laura Marques: In favor, Nekosi Nelson: In favor, Anna Smith: In favor

CLOSED SESSION

The Board of Trustees went into Closed Session at 9:05 PM after the Board President announced the right to do so under:

A. Texas Government Code 551.071: consultation with attorney regarding, pending or contemplated litigation, and/or attorney client privileged matter

B. Texas Government Code 551.074: personnel - deliberation regarding resignations, terminations, employment, reassignments, duties, and evaluation of personnel and public officers

C. Texas Government Code 551.0821: deliberation regarding matters whereby personally identifiable information regarding one or more students will be disclosed

D. Texas Government Code 551.074: personnel - House Bill 3372 Administrator Personal Services Contracts

The Board of Trustees returned to Open Session at 9:53 PM.

9. **ACTION PURSUANT TO CLOSED SESSION**

   A. Consider Approval of House Bill 3372 Administrator Personal Services Contracts

   I move that the Board of Trustees approve the HB 3372 Administrator Personal Services Contracts as presented. This motion, made by Sade Fashokun and seconded by Trish Bode, passed six in favor and one absent. Trish Bode: In favor, Sade Fashokun: In favor, Paul Gauthier: In favor, Dr. Gloria Gonzales-Dholakia: Absent, Dr. Laura Marques: In favor, Nekosi Nelson: In favor, Anna Smith: In favor

10. **BOARD MEETING DEBRIEF**

11. **ADJOURNMENT**

THE BOARD OF TRUSTEES, HAVING NO FURTHER BUSINESS, ADJOURNED THE MEETING.

Time: 11:44 PM

These minutes were read and approved by the Board of Trustees on the 21st day of May 2026.

_____ _____

President Secretary

Copies of Board information referred to are attached to the official minutes or filed in the office indicated.

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, May 21, 2026

Agenda Item:	Consider Approval of a Missed School Day Waiver for the 2025-26 School Year
Purpose:	☐ Discussion Item/Report Only ☒ Action Requested
Administrator Responsible:	Pete Pape, Ed.D., CPA, Chief Financial Officer, Gina Mitschke, Executive Director of Business
Attachment:	N/A

Background Information:

Under the current state school finance system, school districts are required to meet minimum instructional minute requirements established by the Texas Education Agency (TEA). When unforeseen circumstances result in a campus being unable to meet the required instructional minutes, TEA provides a process through which districts may apply for a waiver to excuse the missed time.

This request addresses the following campus:

Wiley Middle School:

On April 27, 2026, a water main break impacted both Wiley Middle School and Rouse High School. The disruption created unsanitary conditions due to the inability to utilize restroom facilities, wash hands, or provide food service during the lunch period. As a result, students at both campuses were released early at approximately 11:00 a.m.

The early release resulted in Wiley Middle School falling short of the required instructional minutes for the school day by 35 minutes. Rouse High School remains in compliance with instructional minute requirements. Accordingly, staff requests Board approval to submit a TEA Missed School Day waiver application for Wiley Middle School to excuse the missed instructional minutes associated with the emergency closure.

The deadline for submission of the application for a Missed School Day waiver for the 2025-2026 school year is July 31, 2026. Administration requests approval to submit the Missed School Day Waiver as described above.

Administrative Recommendation:

The Administration recommends that the Board approve the submission of the Missed School Day Waiver for Wiley Middle School, in which instructional minutes were missed due to health/safety reasons.

Sample Motion:

I move that the Board approve the submission of the Missed School Day Waiver for Wiley Middle School, in which instructional minutes were missed due to health/safety reasons.

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, May 21, 2026

Agenda Item:	Consider Approval of Leander ISD Superintendent Guardrails
Purpose:	☐ Discussion Item/Report Only ☒ Action Requested
Administrator Responsible:	Chris Clark, Ed.D., Superintendent of Schools
Attachments:	N/A

Background Information:

Following Board discussion during the April 23, 2026, Regular Board Meeting, administration is bringing forward the Leander ISD Superintendent Guardrails for Board approval. These guardrails are intended to establish clear operational expectations, support accountability, and ensure alignment with the Board's priorities and goals for student success and organizational effectiveness.

1. Professional Learning Communities (PLCs)
   The Superintendent shall ensure that PLCs serve as the district's primary engine for student growth by maintaining system-wide fidelity and implementing a framework that facilitates consistency across the district for teacher collaboration related to Tier 1 instruction, intervention (including students served through MTSS & SPED), and enrichment/extension for high achieving and GT students.

2. Student Experience & Pathway Access
   The Superintendent shall ensure that student interest and belonging drive participation across all pathways, regardless of student background. This includes ensuring clear and proactive access to enrichment opportunities and providing support to help students connect to alternative areas of interest if they are not selected for or choose to leave a program.

3. Curriculum & Instructional Materials (C&I)
   The Superintendent shall ensure the consistent delivery of high-quality instruction by providing a vetted curriculum that is rigorous and navigable; this includes guaranteeing that all materials have built-in accommodations for specialized learners to reduce the design burden on teachers and maintain instructional pacing across the district.

4. Impactful Family Engagement
   The Superintendent shall ensure that the district provides opportunities for all families to authentically engage through a "differential reach" strategy that moves beyond traditional parent engagement structures; this includes providing families with clear, actionable student performance data and tailored resources that empower them to support learning at home.

5. Effective & Efficient Operations
   The Superintendent shall ensure that all operational and budgetary decisions are aligned with academic goals; this includes requiring an "Academic Impact Statement" for all major resource allocations to demonstrate how they directly contribute to achieving the 2030 Board Goals.

Administrative Recommendation:

Administration recommends the Board approve the Leander ISD Superintendent Guardrails, as presented.

Sample Motion:

I move the Board approve the Leander ISD Superintendent Guardrails, as presented.

May 21, 2026

Superintendent’s Report

Eric Rose
Glenn HS

5A Boys Pole Vault Bronze Medalist



UIL STATE TRACK AND FIELD

JIMMY AWARD NOMINEES



London Mays
as Alice
Weiss· *Alice by Heart*

Isaiah Barafwala
as Jack Kelly
Rouse · *Newsies*

BEST ORCHESTRA



Vista Ridge High School
Nice Work If You Can Get It

BEST SUPPORTING PERFORMER
FEMALE CATEGORY



Nyla George
as Duchess Estonia Dulworth
Vista Ridge · *Nice Work If You Can Get It*







UIL STATE THEATRICAL DESIGN CONTEST



Skyler King
Cedar Park HS

News Writing State Champion



Siddharth Prasanna
Vista Ridge HS

Science State Champion



Sahana Chandran
Glenn HS

Persuasive Speaking State Champion

Career & Technical Student Organization: DECA

State Leadership Conference

- All six high schools represented
- 67 state champions
- 70+ students advancing to the next level

International Career Development Conference (ICDC)

- CPHS: 1st Place in Marketing Management Team Decision Making
- RHS: 2nd Place International Business Plan
- GHS: Finalist in High Achievement Award Exams
- VRHS: Grand Finalists in Hospitality and Tourism Operations Research, Grand Finalists in Buying & Merchandising Operations Research



CPHS 1ST PLACE TEAM

Career & Technical Student Organization: FCCLA

State Leadership Conference

- CPHS: 1st place Interior Design Level 3
- VRHS: 1st place Hospitality, Tourism & Recreation Level 2
- RHS: 1st place Fashion Construction Level 3, 1st place Sports Nutrition Level 2
- GHS: 1st Place Nutrition and Wellness Level 2
- VHS: 1st place Interior Design Level 2
- 8 national qualifiers will travel to the National Leadership Conference in July in Washington, DC



VRHS 1ST PLACE TEAM

Career & Technical Student Organization: HOSA

State Leadership Conference

- VRHS, RHS & GHS students are advancing to the International Leadership Conference in June
- In total, 27 students across all six high schools placed at State
- 6 Leander HS students earned the Barbara James Service Award for each investing over 95 hours of service related to health science initiatives
- VHS State Officer: Area 1 President



VHS STATE OFFICER

Career & Technical Student Organization: SkillsUSA

State Leadership & Skills Conference

- LHS Electrical Program: All 4 projects received Superior Rating; one project received a perfect score; 2 students placed in the top three on the National Electric Code written test
- LHS STEM: Gold Medal for Computer Programming Technical Information Test
- GHS Law Enforcement: 2nd place in Felony Traffic Stop, 2nd place in Police Application, 3rd place in Forensic Science, also earned Superior Blue Ribbon for Crime Scene Models



LHS ELECTRICAL PROGRAM

Career & Technical Student Organization: ProStart

Texas ProStart Invitational

- GHS: Mia Garcia placed 1st in the individual Coca-Cola Refresher Challenge and was awarded a $1,000 scholarship
- CPHS: Adison Talbert placed 1st in the individual competition for Texas State Fair Foods



MIA GARCIA



ADISON TALBERT

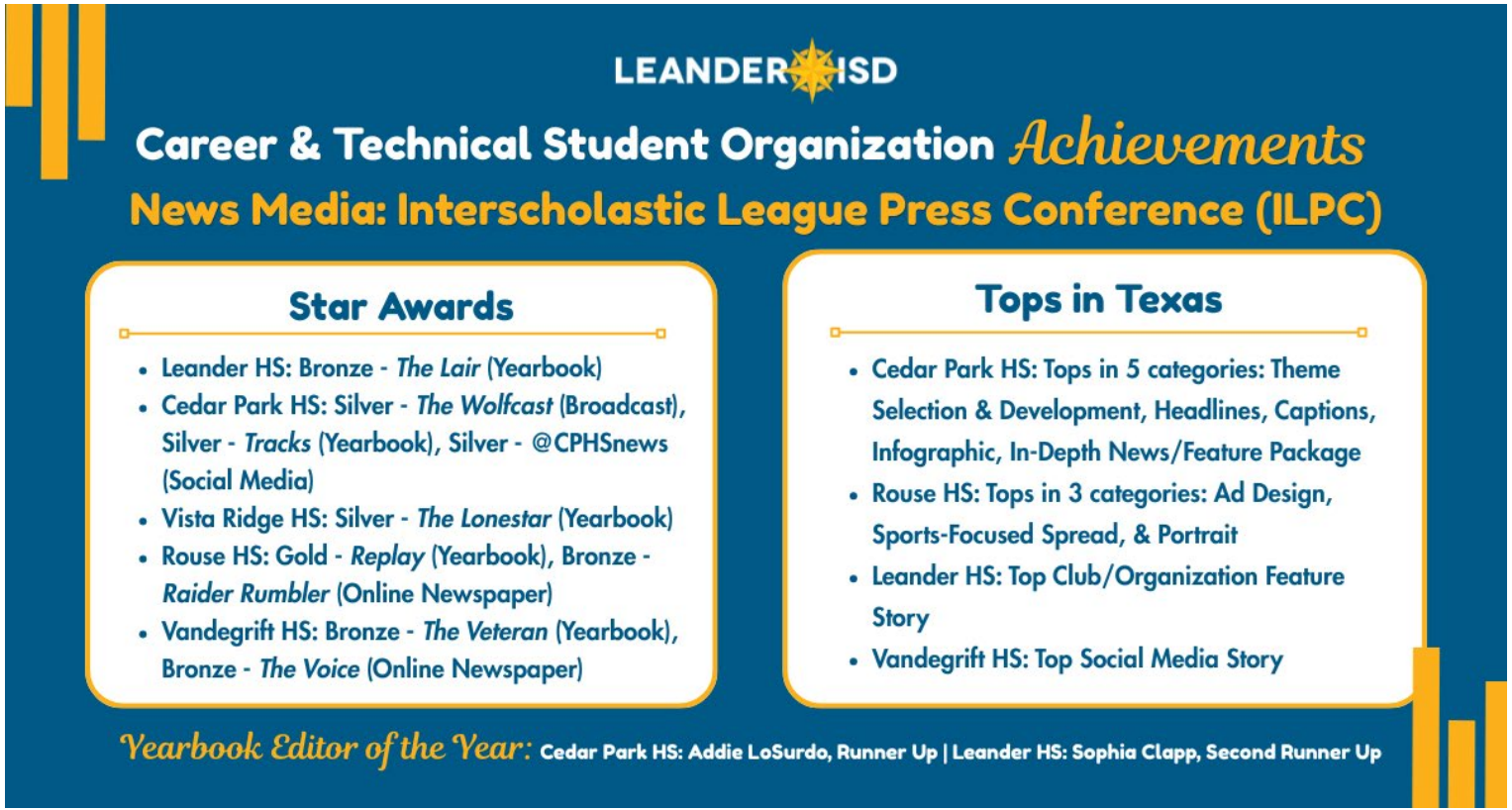
Career & Technical Student Organization: TAFE

TAFE Teach Tomorrow Summit

- LHS: Two teams qualified for Nationals in Teacher Created Materials and Children's Literature Pre-K
- VRHS: Eight students qualified for Nationals, four earned Judge's Choice (1st Place) and a college scholarship



VRHS TAFE


LEANDER ISD
Career & Technical Student Organization Achievements
News Media: Interscholastic League Press Conference (ILPC)
Star Awards
Leander HS: Bronze - The Lair (Yearbook)
Cedar Park HS: Silver - The Wolfcast (Broadcast), Silver - Tracks (Yearbook), Silver - @CPHSnews (Social Media)
Vista Ridge HS: Silver - The Lonestar (Yearbook)
Rouse HS: Gold - Replay (Yearbook), Bronze - Raider Rumbler (Online Newspaper)
Vandegrift HS: Bronze - The Veteran (Yearbook), Bronze - The Voice (Online Newspaper)
Tops in Texas
Cedar Park HS: Tops in 5 categories: Theme Selection & Development, Headlines, Captions, Infographic, In-Depth News/Feature Package
Rouse HS: Tops in 3 categories: Ad Design, Sports-Focused Spread, & Portrait
Leander HS: Top Club/Organization Feature Story
Vandegrift HS: Top Social Media Story
Yearbook Editor of the Year: Cedar Park HS: Addie LoSurdo, Runner Up | Leander HS: Sophia Clapp, Second Runner Up

EMPOWERED STUDENT LEARNING





NEW HOPE HIGH SCHOOL GRADUATION

EMPOWERED STUDENT LEARNING





NEW HOPE HIGH SCHOOL GRADUATION

EMPOWERED STUDENT LEARNING



PROJECT SEARCH 18+ GRADUATION

EMPOWERED STUDENT LEARNING

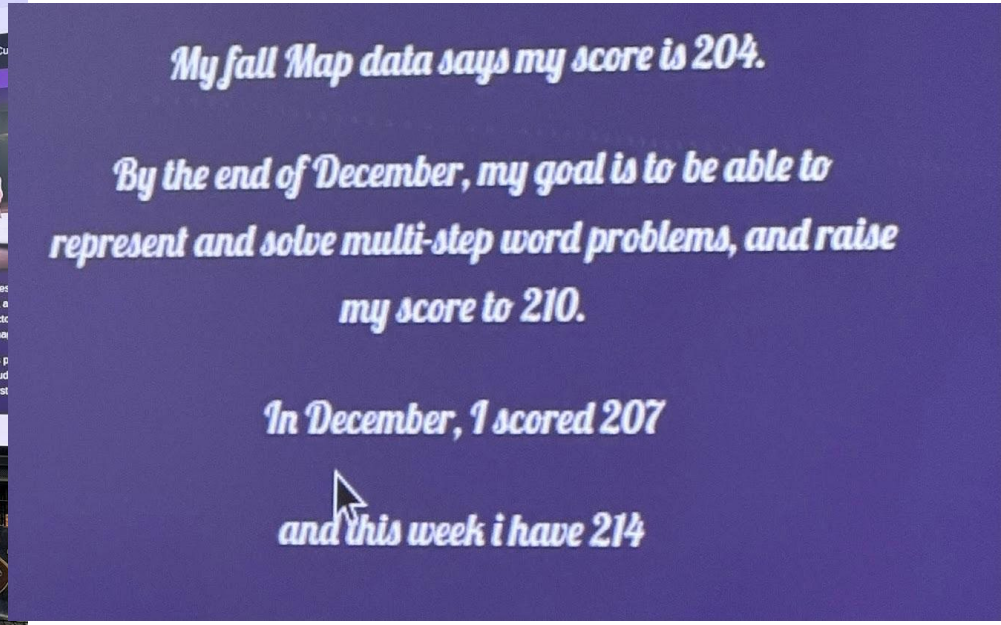




GEIGER CENTER GRADUATION

EMPOWERED STUDENT LEARNING

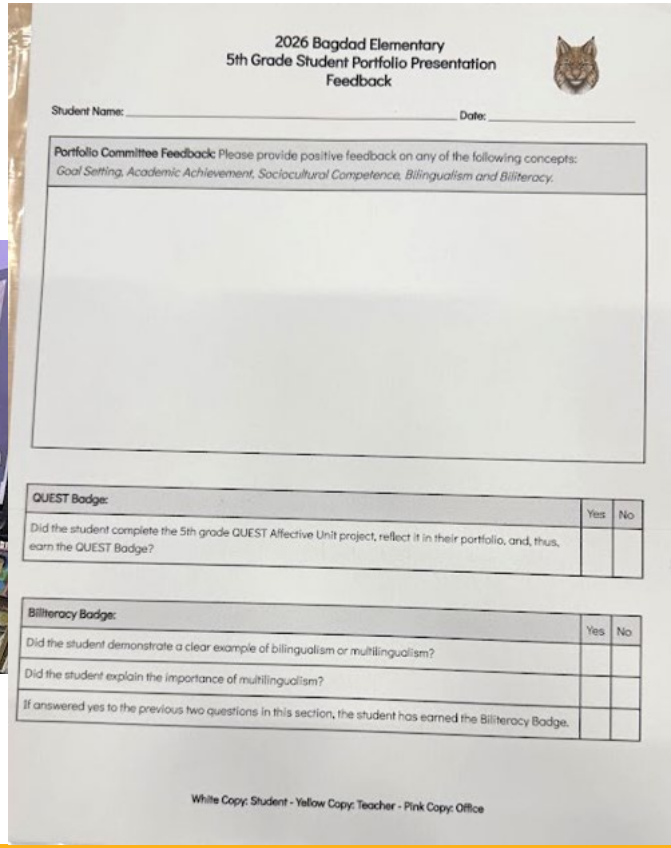




CELEBRATIONS OF LEARNING & STUDENT-LED CONFERENCES

EMPOWERED STUDENT LEARNING





2026 Bagdad Elementary
5th Grade Student Portfolio Presentation
Feedback

Student Name: _____ Date: _____

Portfolio Committee Feedback: Please provide positive feedback on any of the following concepts:
Goal Setting, Academic Achievement, Sociocultural Competence, Bilingualism and Biliteracy.

QUEST Badge:	Yes	No
Did the student complete the 5th grade QUEST Affective Unit project, reflect it in their portfolio, and, thus, earn the QUEST Badge?		

Biliteracy Badge:	Yes	No
Did the student demonstrate a clear example of bilingualism or multilingualism?		
Did the student explain the importance of multilingualism?		
If answered yes to the previous two questions in this section, the student has earned the Biliteracy Badge.		

White Copy: Student - Yellow Copy: Teacher - Pink Copy: Office

CELEBRATIONS OF LEARNING & STUDENT-LED CONFERENCES

EMPOWERED STUDENT LEARNING





CELEBRATIONS OF LEARNING & STUDENT-LED CONFERENCES

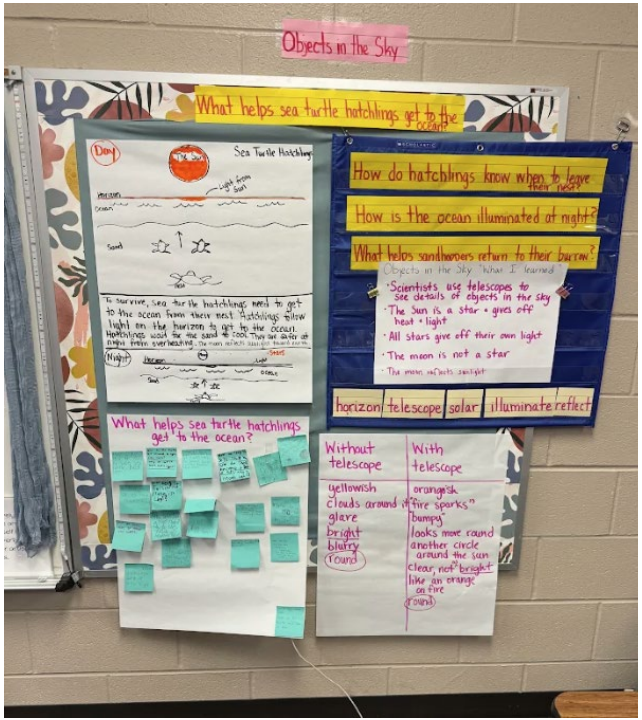
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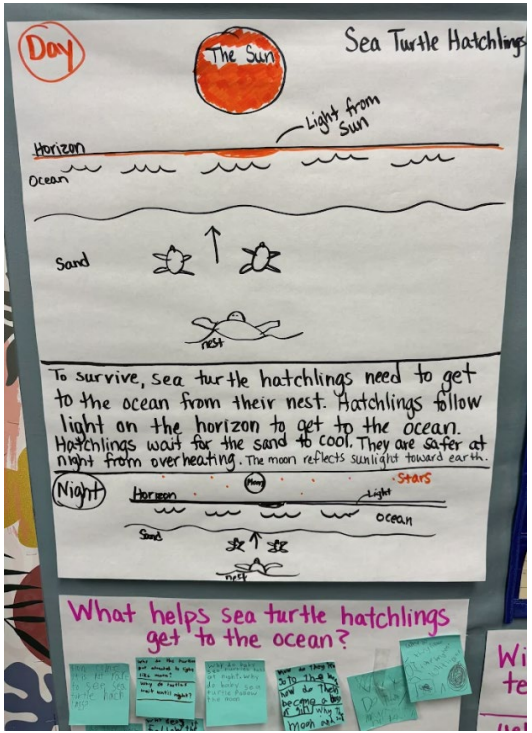




CELEBRATIONS OF LEARNING & STUDENT-LED CONFERENCES

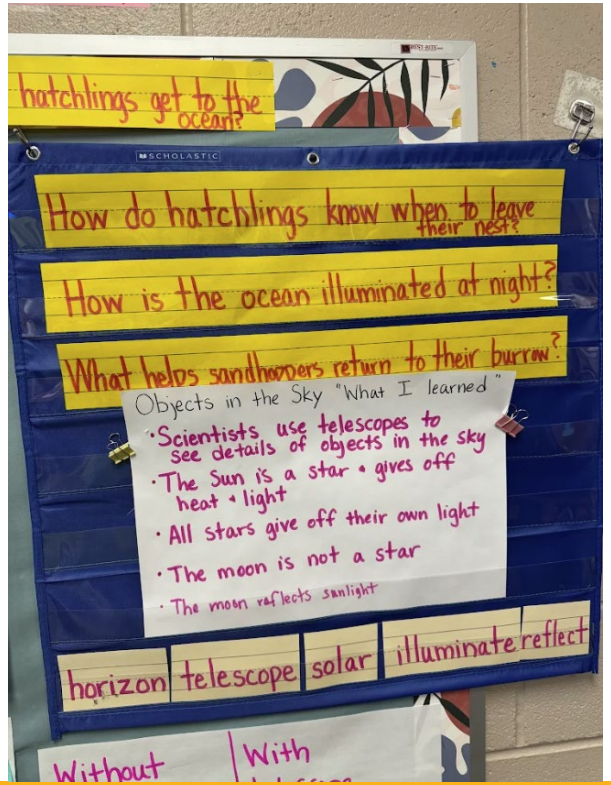
EMPOWERED STUDENT LEARNING

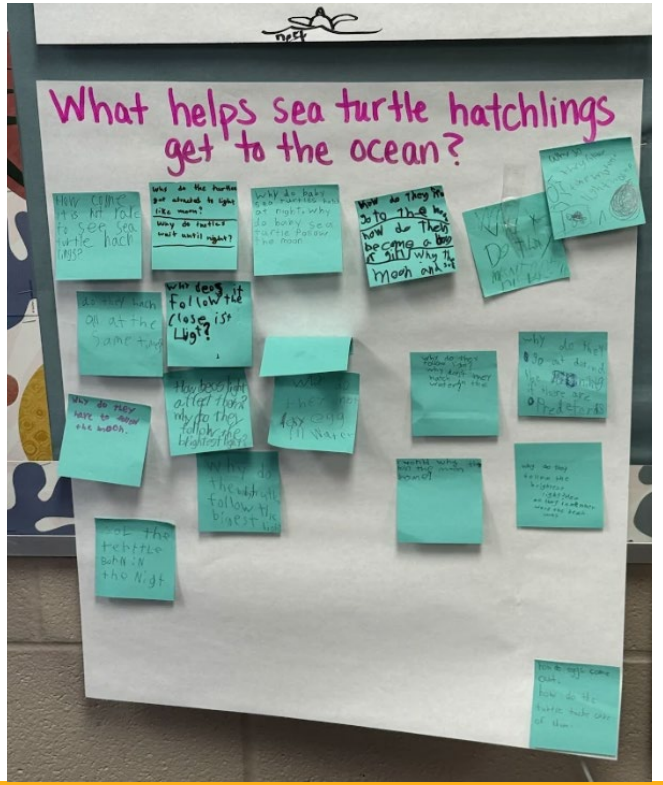




PARKSIDE AND KNOWLES ELEMENTARY SCIENCE WALKS

EMPOWERED STUDENT LEARNING





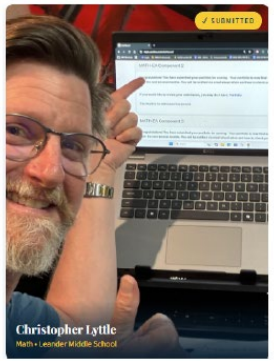
PARKSIDE AND KNOWLES ELEMENTARY SCIENCE WALKS

EMPOWERED STAFF LEARNING

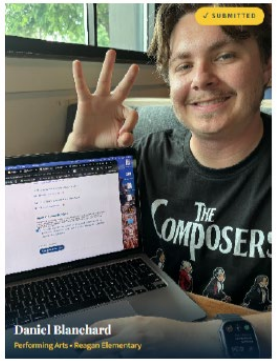


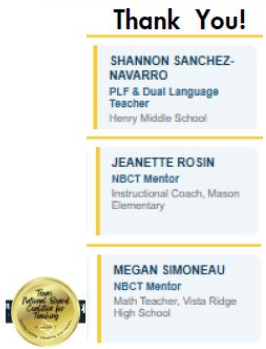
NATIONAL BOARD CERTIFIED TEACHER

EMPOWERED STAFF LEARNING











River Place Elementary
Pilot Cohort
Year 2 Submission

LEANDER ISD
LEADING TO A BRIGHT FUTURE

NATIONAL BOARD CERTIFIED TEACHER

EMPOWERED COMMUNITY & STUDENT LEARNING



Cedar Park Chamber of Commerce

CEDAR PARK TEXAS

CTE CAREER & TECHNICAL EDUCATION

CEDAR PARK CHAMBER OF COMMERCE YOUTH LEADERSHIP ACADEMY 25

EMPOWERED COMMUNITY & STUDENT LEARNING







CEDAR PARK CHAMBER OF COMMERCE YOUTH LEADERSHIP ACADEMY

EMPOWERED COMMUNITY & STUDENT LEARNING



CEDAR PARK CHAMBER OF COMMERCE YOUTH LEADERSHIP ACADEMY

EMPOWERED COMMUNITY







BOGG BAGS

DISCUSSION

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, May 21, 2026

Agenda Item:	Discussion of 2026-2027 Instructional Materials, K-5 Math
Purpose:	☒ Discussion Item/Report Only ☐ Action Requested
Action Requested:	Thursday, June 4, 2026
Administrator Responsible:	Lauren Meeks, M.Ed, Assistant Superintendent of Curriculum and Instruction; Amanda Hardwick, Ed.D., Director of Humanities
Attachments:	2026-2027 Instructional Materials, K-5 Math Presentation

Background Information:

Tonight, administration will present an update on the materials selection process for K-5 Math for the 2026-2027 School Year, with a recommendation for a Tier 1, K-5 Math resource.

K-5 Math Update

- The selection process began with four vendors that were narrowed to three following a Steering Committee review.
  - Accelerate Learning, STEMscopes Math
  - Amplify Math Desmos
  - Savvas enVision+
- The District-wide Steering Committee review was held on March 24, 2026.
  - Amplify Math Desmos
  - Savvas enVision+
- Sessions from the final two math vendors have been shared with campus leadership and Professional Learning Communities (PLCs) for review and feedback.
- Community viewing sites for the math materials were North Elementary, Knowles Elementary, Steiner Ranch Elementary, and the Central Administration building.

Administrative Recommendation:

Administration will seek Board adoption of Amplify Math Desmos as the Tier 1 Resource for K-5 Math for the 2026-2027 School Year during the June 4, 2026, Board meeting.

Sample Motion:

N/A



May 21, 2026

Discussion of 2026-2027 Instructional Materials, K-5 Math

PURPOSE

The purpose of this presentation is to provide an update on the instructional materials selection process for K-5 Math for the 2026-2027 School Year with implementation in 2027-2028.

K-5 Math: Where We Have Been

- Reviewed State Board of Education (SBOE)-Approved Materials with "highest" Instructional Materials Review and Approval (IMRA) scores for K-5 Math.
- Curriculum and Instruction (C&I) Leadership met with four vendors who met the criteria: Accelerate Learning STEMscopes, Amplify Desmos Math, Kiddom, and Savvas enVision+.
- Narrowed the choices to three possible vendors: Accelerate Learning STEMscopes, Amplify Desmos Math, and Savvas enVision+.

K-5 Math: Update

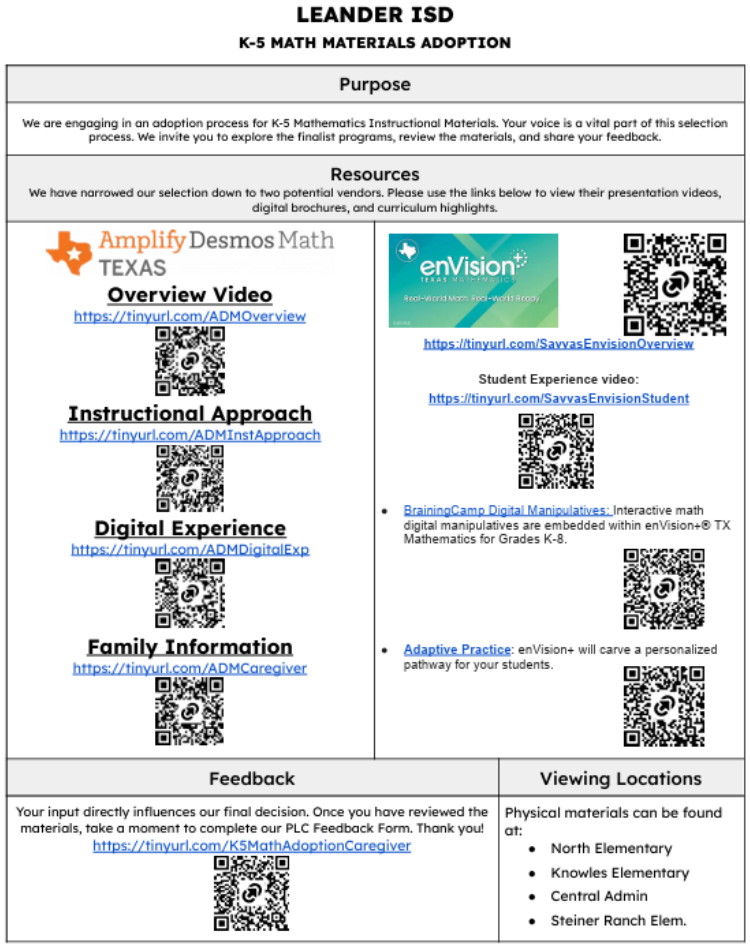
- District-wide Steering Committee assembled, comprised of:
  - One teacher from each campus
  - Elementary Math Curriculum Team
  - Secondary Math Coordinator
- Committee participated in a Vendor Review Day on March 24, 2026, with three vendors: Accelerate Learning STEMscopes, Amplify Desmos Math, and Savvas enVision+.
- Committee narrowed the vendors to Amplify Desmos Math and Savvas enVision+.
  - “Top Choice” (Utilized a Point System)
    - Accelerate Learning STEMscopes - 61 Points
    - Amplify Desmos Math - 82 Points
    - Savvas enVision+ - 67 Points

K-5 Math: Update

- In-person sessions offered from the final two vendors for campus leadership, Instructional Coaches, and district leaders.
- Voting form shared with campus leadership for distribution to K-5 Professional Learning Communities (PLCs).
- Community Viewing Sites
  - North Elementary
  - Knowles Elementary
  - Steiner Ranch Elementary
  - Central Administration Building

K-5 Math: Update

- School & Community Relations District-Wide Communication
- One-pager with information for families from both vendors
- Campus PLC and community feedback utilized for final recommendation
- Recommendation to Board of Trustees May 21, 2026



LEANDER ISD

K-5 MATH MATERIALS ADOPTION

Purpose

We are engaging in an adoption process for K-5 Mathematics Instructional Materials. Your voice is a vital part of this selection process. We invite you to explore the finalist programs, review the materials, and share your feedback.

Resources

We have narrowed our selection down to two potential vendors. Please use the links below to view their presentation videos, digital brochures, and curriculum highlights.

Amplify Desmos Math TEXAS

Overview Video
https://tinyurl.com/ADMOverview

Instructional Approach
https://tinyurl.com/ADMInstApproach

Digital Experience
https://tinyurl.com/ADMDigitalExp

Family Information
https://tinyurl.com/ADMCaregiver

enVision TEXAS MATHEMATICS Real-World Math. Real-World Ready.

https://tinyurl.com/SavvasEnvisionOverview

Student Experience video:
https://tinyurl.com/SavvasEnvisionStudent

- BrainingCamp Digital Manipulatives: Interactive math digital manipulatives are embedded within enVision+® TX Mathematics for Grades K-8.
- Adaptive Practice: enVision+ will carve a personalized pathway for your students.

Feedback

Your input directly influences our final decision. Once you have reviewed the materials, take a moment to complete our PLC Feedback Form. Thank you!
https://tinyurl.com/K5MathAdoptionCaregiver

Viewing Locations

Physical materials can be found at:

- North Elementary
- Knowles Elementary
- Central Admin
- Steiner Ranch Elem.

K-5 Math: Recommendation

Based on stakeholder feedback, Administration recommends adopting **Amplify Desmos Math** as the Tier 1 instructional resource for K–5 Math.

- **Amplify Desmos Math - 59 PLCs recommended**
- **Amplify Desmos Math - 67% of community voters recommended**
- Savvas enVision+ - 40 PLCs recommended
- Savvas enVision+ - 33% of community voters recommended

Amplify Desmos Math

DISCUSSION

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, May 21, 2026

Agenda Item:	Board Policy Committee Update	
Purpose:	☒ Discussion Item/Report Only	☐ Action Requested
Administrator Responsible:	Shawn Swisher, J.D., General Counsel	
Attachments:	N/A	

Background Information:
The chair of the Board's Policy Committee will report out on the committee's work for the 2025-2026 school year. Additionally, the Board will be provided with a preview of upcoming work for the Committee and the Board as a whole.

Administrative Recommendation:
N/A

Sample Motion:
N/A

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, May 21, 2026

Agenda Item:	Citizen Facility Advisory Committee (CFAC) Process Overview
Purpose:	☒ Discussion Item/Report Only ☐ Action Requested
Administrator Responsible:	Jeremy Trimble, M.Arch, Chief Operations Officer
Attachments:	Citizen Facility Advisory Committee (CFAC) Process Overview Presentation *(Uploaded to BoardBoook 05-19-26)*

Background Information

As part of the ongoing Citizens' Facility Advisory Committee (CFAC) process, subcommittees engage in reviewing and prioritizing identified facility, programmatic, infrastructure, and operational needs across the district. The work of these groups represents an important step in the broader long-range planning and bond development process, providing structured input and helping organize potential projects into priority areas for further consideration.

Administration will provide the Board with an overview of the CFAC process, ahead of the Steering Committee refinement and alignment.

Administrative Recommendation:

N/A

Sample Motion:

N/A

May 21, 2026

Citizen Facility Advisory Committee (CFAC) Process Overview

PURPOSE

Provide an overview and update on the Citizens' Facility Advisory Committee (CFAC) Process

Purpose of Discussion

What tonight is about…



Provide an overview of the Citizens' Facility Advisory Committee (CFAC) Process



Operational Progress Monitoring Only

Purpose of Discussion

Board Resolution Alignment…


Resolution Regarding Financial Sustainability And Long-Range Planning For Leander Independent School District

WHEREAS, the Leander Independent School District is committed to helping students prepare themselves for future success by providing a high-quality education that emphasizes innovation, creativity, and critical thinking through academic excellence and exceptional extracurricular programs that empower our learners to live out the tenets of the graduate profile, while maintaining its commitment to student experiences, high achievement and responsible stewardship of public resources despite unprecedented financial challenges; and

WHEREAS, the Leander Independent School District faces a significant budget deficit exceeding a 7.5% budget deficit parameter for the 2026-27 school year and anticipates continued deficit budgets in future years due to legislative actions, requiring immediate and sustained measures to maintain financial stability; and

WHEREAS, these funding constraints require revenue enhancements and expenditure reductions; and

WHEREAS, Administration values strong community partnerships and encourages active involvement from parents, local businesses, and community members. Through these collaborations, Leander ISD enhances the educational experience and creates opportunities for student success; and

WHEREAS, Administration has conducted extensive community engagement about long-range planning through multiple platforms, including various committees, Thought Exchange, citizen comments, staff listening sessions, and community conversations; and

WHEREAS, between May 29 and September 3, the communities of Cypress, Fiorilen, Laura Bush, Naumann, Oak'er Ranch, River Ridge and Westside elementaries provided clear and consistent feedback that reflect the desire to maintain neighborhood schools as cornerstones of community identity, while also requesting clarity and transparency on how data is used, including exploring alternatives balancing the desire to maintain our exceptional standards of a student experience; and

WHEREAS the Board believes the need to address campus enrollment concerns extends beyond under-enrolled campuses to include campuses that are at or over capacity, and that financial sustainability efforts impact every part of the District; and

Resolution Regarding Financial Sustainability And Long-Range Planning

"BE IT RESOLVED,
Administration shall ***engage the community****, including families and staff members as* ***partners*** *in implementing solutions; and"*

Why now

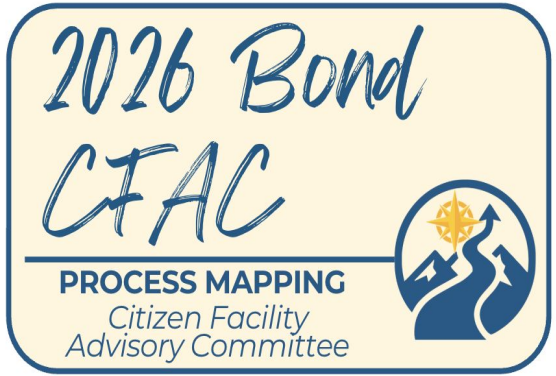
LEANDER ISD

STRATEGIC INITIATIVES

- Citizens' Facility Advisory Committee **(CFAC)**
- Faubion Elementary **Attendance Zoning** Adjustments
- Faubion Elementary **Repurposing**
- Faubion Elementary **Transition Team**
- **Educational Adequacy** Study
- Vandegrift HS **Feeder Pattern** Analysis
- **Innovative Programming** Focus Group
- School Community Relations **Enrollment Marketing**



CFAC Process Overview



Sub-Committee Recommendations to Steering Committee

Actions:
- Each subcommittee finalizes findings and recommendations
- Prepare standardized summaries (needs, options, assumptions, risks)
- Present recommendations to the Steering Committee
- Respond to clarifying questions and requests for refinement

Outputs:
- Formal subcommittee recommendations
- Steering Committee understanding of cross-committee impacts & articulation of priorities

Steering Committee Recommendation

Actions:
- Refine scope, sequencing, and project groupings
- Prepare formal recommendation package

Outputs:
- Consolidated CFAC recommendation
- Steering Committee consensus
- Materials for Board consideration

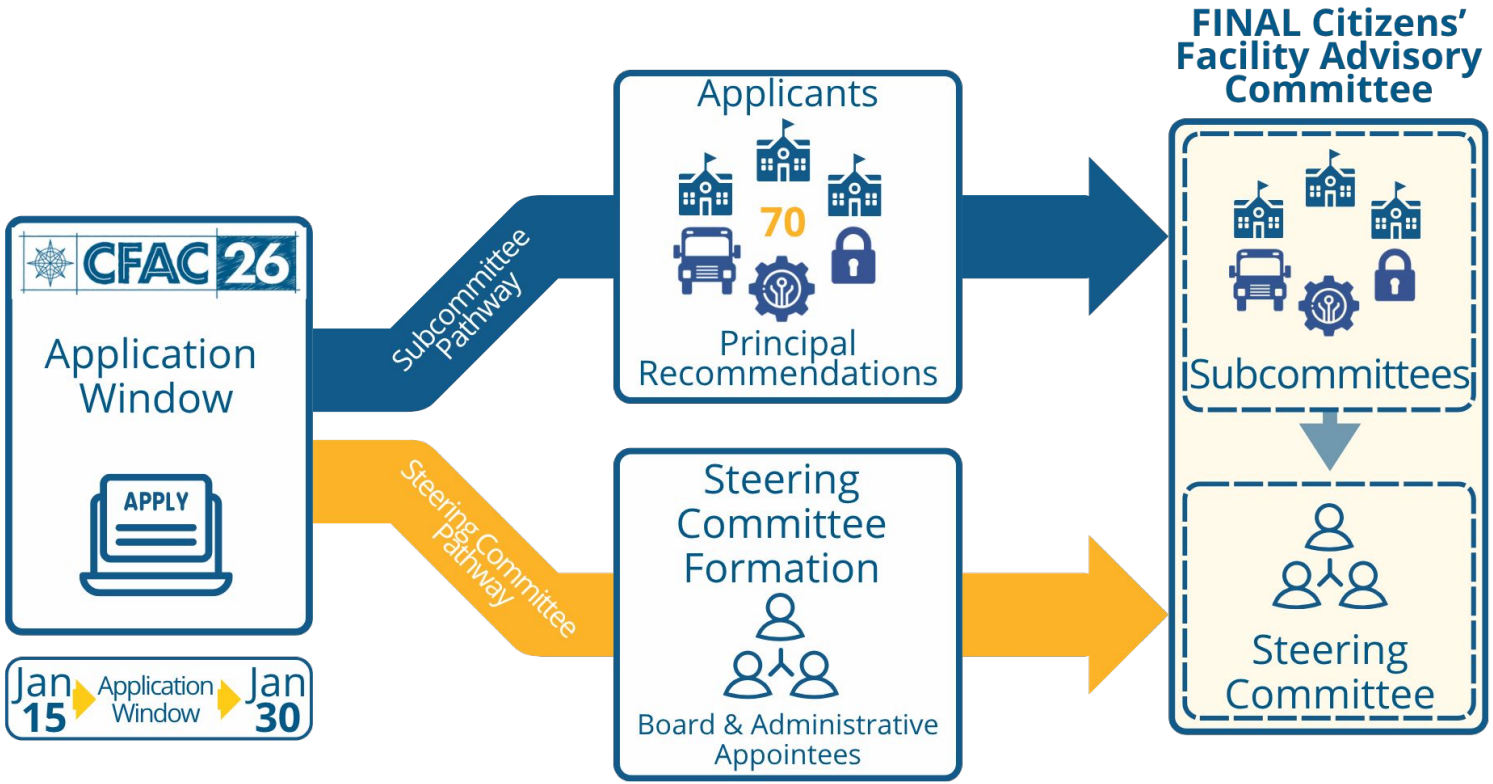
Board Decision & Communications

Board Considerations:
- CFAC recommendations and rationale
- Financial impact and tax rate implications
- Community priorities and timing

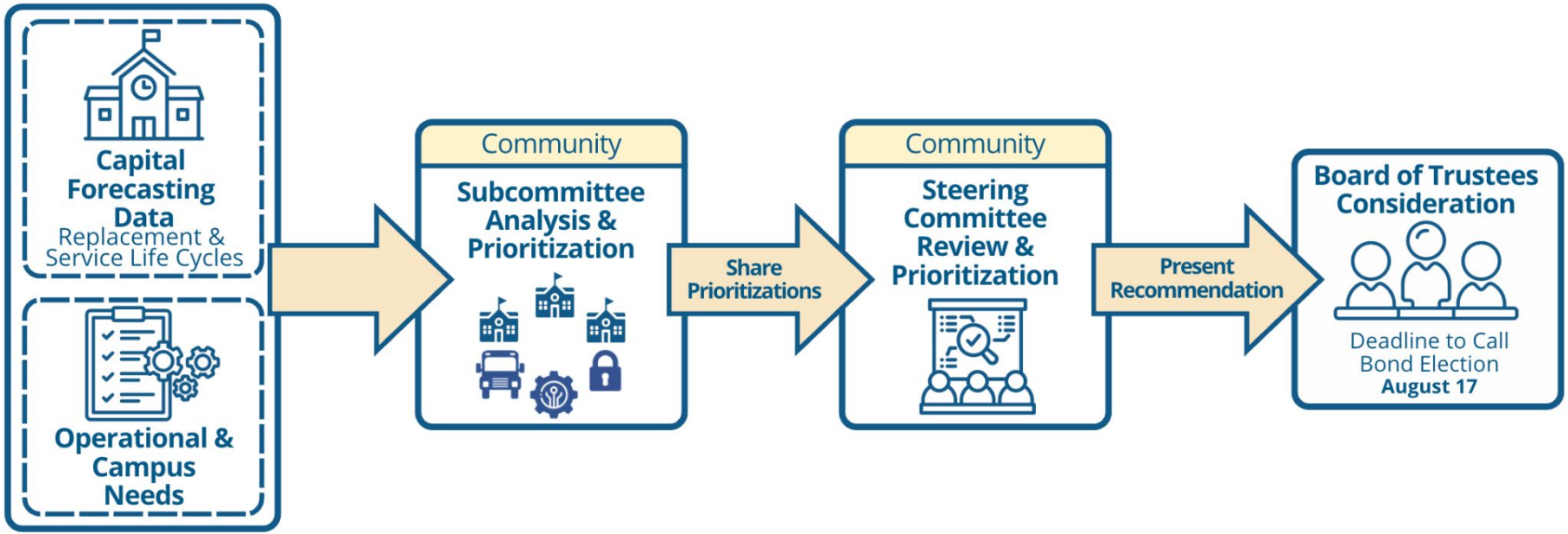
If Calling a Bond Election Is Approved:
- Board orders bond election by statutory deadline
- District launches informational communications

Outputs:
- Bond election order by Aug 17 *(if approved)*

CFAC Member Selection Process



How Potential Projects Are Developed and Considered



Structure

TASKS OF A

CFAC

Steering Committee

1. Refine scope, sequencing, and project groupings.

2. Develop preliminary recommendations from Subcommittee Work

3. Make final recommendations to the Board of Trustees

Elementary School

Evaluate and prioritize current and anticipated critical **Elementary School** facility needs for potential bond consideration.

Middle School

Evaluate and prioritize current and anticipated critical **Middle School** facility needs for potential bond consideration.

High School

Evaluate and prioritize current and anticipated critical **High School** facility needs for potential bond consideration.

Safety & Security

Evaluate and prioritize current and anticipated **safety and security** needs across all district facilities to inform prioritization for potential bond consideration.

Information Technology

Evaluate and prioritize current and anticipated **technology** infrastructure, devices, software and system needs across all district facilities for potential bond consideration.

Ancillary Services

Evaluate and prioritize current and anticipated **ancillary** facility and support service needs across all district facilities for potential bond consideration.

Subcommittee Work

Background

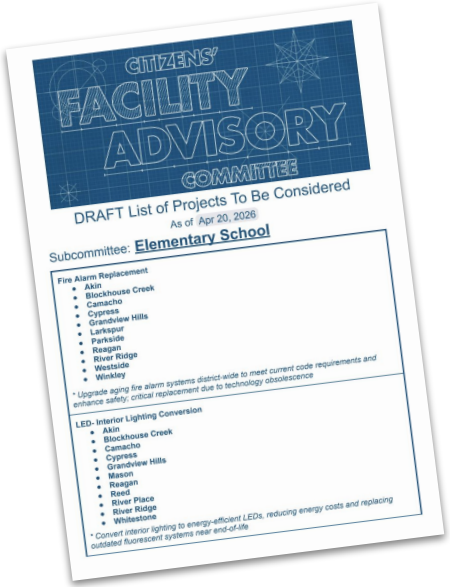
70 Members across 6 Subcommittees

Reviewed over 90 Project Categories

- Over 170 Individual line items

Themes Consistently Heard Across Committees

- Need to protect existing facility systems
- Growing awareness of upcoming modernization cycles
- Desire to prioritize lifecycle and operational reliability
- Interest in balancing academics, operations, and student experience
- Recognition that deferred maintenance increases long-term disruption and cost
- Appreciation for visibility into districtwide needs


CITIZENS' FACILITY ADVISORY COMMITTEE

DRAFT List of Projects To Be Considered

As of Apr 20, 2026

Subcommittee: Elementary School

Fire Alarm Replacement
- Akin
- Blockhouse Creek
- Camacho
- Cypress
- Grandview Hills
- Larkspur
- Parkside
- Reagan
- River Ridge
- Westside
- Winkley

* Upgrade aging fire alarm systems district-wide to meet current code requirements and enhance safety; critical replacement due to technology obsolescence

LED- Interior Lighting Conversion
- Akin
- Blockhouse Creek
- Camacho
- Cypress
- Grandview Hills
- Mason
- Reagan
- Reed
- River Place
- River Ridge
- Whitestone

* Convert interior lighting to energy-efficient LEDs, reducing energy costs and replacing outdated fluorescent systems near end-of-life

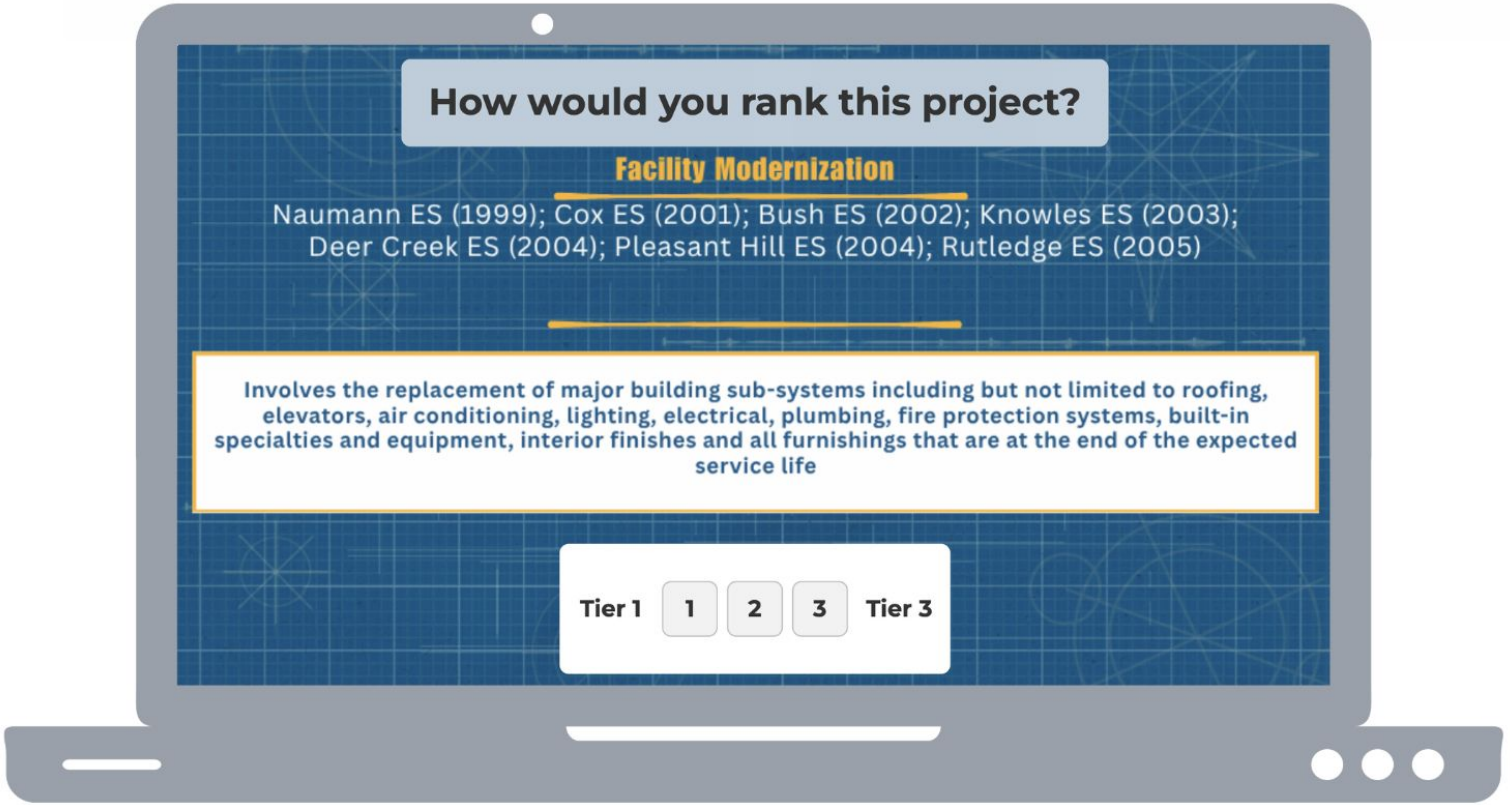
Timeline


CFAC 26
CFAC Committee Journey
Feb. 11
KICKOFF MEETING
March 4
MAIN COMMITTEE MEETING
April 8
MAIN COMMITTEE MEETING
May 5-6
SUBCOMMITTEE SHAREOUT TO STEERING COMM.
Subcommittee Work
June
STEERING COMMITTEE WORK
July/August
STEERING COMMITTEE SHAREOUT TO TRUSTEES
August 17
DEADLINE TO CALL BOND ELECTION

Kahoot- Interactive Project Prioritization



Kahoot- Interactive Project Prioritization



Purpose of Discussion

Sub-Committee Recommendations to Steering Committee *(May 5th & May 6th)*

Actions:

- Each subcommittee finalized findings and recommendations
- Prepared standardized summaries (Organized by Tier, Project, Description and Justification)
- Presented recommendations to the Steering Committee

Outputs:

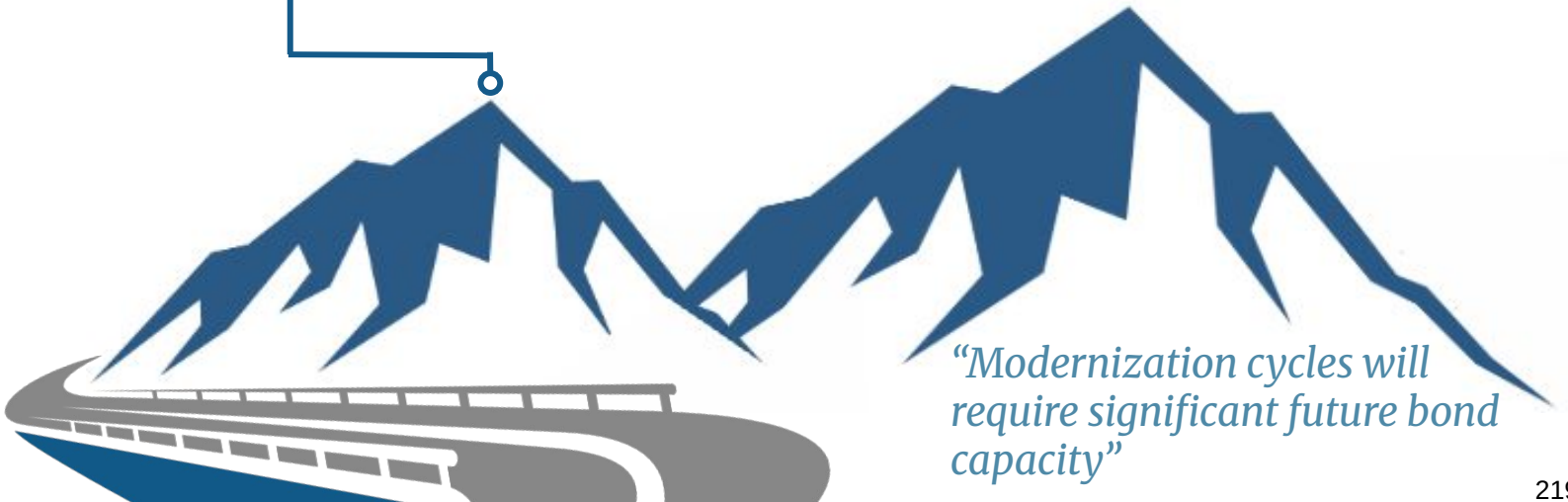
- Steering Committee understanding of cross-committee impacts & priorities

Major Theme Emerging

***10 campuses** will reach the 25-year lifecycle milestone between **2026 and 2030**, representing the beginning of a significant group of campus modernization.*

Infrastructure Stewardship

- Industry life-cycle norms
- Major systems and components approaching replacement cycles
- Evolving safety requirements
- Cost/disruption of deferred replacement



"Modernization cycles will require significant future bond capacity"

Timeline


CFAC 26
CFAC Committee Journey
Feb. 11
KICKOFF MEETING
March 4
MAIN COMMITTEE MEETING
April 8
MAIN COMMITTEE MEETING
May 5-6
SUBCOMMITTEE SHAREOUT TO STEERING COMM.
June
STEERING COMMITTEE WORK
July/August
STEERING COMMITTEE SHAREOUT TO TRUSTEES
August 17
DEADLINE TO CALL BOND ELECTION
Subcommittee Work

What Lies Ahead In The Process



Next Steps For CFAC

1. **Next phase is Steering Committee prioritization and recommendation development**
2. **Final recommendation will be presented to the Board in late July / early August**
3. ***August 17:* Last day for the Board to Call a Bond Election for November Consideration**

Connecting CFAC Work to a Broader Long Term Perspective



Future-Focused Planning



Comprehensive **Long-Range Planning** and Timeline:

"BE IT RESOLVED, the district shall develop a comprehensive long-range planning process..."



Administration anticipates continuing the planning conversation on **June 4** through a broader discussion regarding:

- Future planning milestones and timeline development
- Alignment of district initiatives and planning processes
- Governance, reporting, and engagement structures

Intent of the Discussion

- Establish shared context around planning efforts currently underway or planned
- Provide greater visibility into how major initiatives connect over time
- Continue building a coordinated framework for future planning discussions



DISCUSSION

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, May 21, 2026

Agenda Item:	Discussion of 2025-2026 Budget Projections
Purpose:	☒ Discussion Item/Report Only ☐ Action Requested
Administrator Responsible:	Pete Pape, Ed.D., CPA, Chief Financial Officer, and Gina Mitschke, Executive Director of Business
Attachments:	2025-2026 Summary of Revenues and Expenditures

Background Information:

Projections of revenues and expenditures are critical for monitoring the financial position of the district. Attached is a summary of the projections for the current 2025-2026 fiscal year based on ten months of actual data. Financial Services projects final revenues and expenditures by adding estimates of what will transpire through the remainder of the fiscal year to the actual numbers incurred for the current fiscal year. This is the fifth projection of actual operating results, and these projections will be updated monthly until the end of the fiscal year.

The current projections indicate that operations will result in a deficit budget. These are preliminary projections based on what is currently known.

In summary, the projections reflect the following:

- Gross revenues are projected at $463,565,699 before other sources (transfers in). Revenue and other sources **net of recapture** are projected at $454,540,465.
    - The State aid projection reflects:
        - revenue loss for lower than projected enrollment
        - adjustments to state aid funding formulas
        - adjustments for various allotments
        - property value (T2) updates
        - increase in revenue due to property value audit
        - School Health and Related Services (SHARS) revenue adjustment is pending appeal
- Total operating expenditures are projected at $472,299,933, before transfers out of $4,000,000.
    - Savings are projected in the areas of payroll, contracted services, supplies, and travel.
- Transfers out to the Health Insurance Fund are estimated at $4 million.

Current projections show the General Fund to end the year with a fund balance of $147,096,740, reflecting a deficit of $10,823,006.

Administrative Recommendation:

N/A

Sample Motion:

N/A

Leander Independent School District

Summary of Revenue and Expenditure Projections thru June 30, 2026

Fiscal Year 2025-2026

	Original Budget	Current Revised Budget	Projections Thru EOY	*Variance*	*Explanation of Variances*
Revenues:					
Taxes Gross (Current & Delinquent)	$ 325,546,587	$ 325,546,587	$ 325,573,946	$ *27,359*	
Taxes (P&I)	1,100,000	1,100,000	1,100,000	-	
Other Local	13,735,000	13,865,178	14,713,143	*847,965*	*Increased interest earnings*
State - ASF & FSF	88,096,013	88,096,013	90,546,426	*2,450,413*	*Enrollment loss offset primarily by PV (T2) updates and adjustments in various allotments; property value audit revenue*
State - Other	27,175,184	27,175,184	27,175,184	-	
Federal	4,995,000	4,995,000	4,457,000	*(538,000)*	*Indirect costs, SHARS - reduction in projection is pending appeal status*
Total Revenues	$ 460,647,784	$ 460,777,962	$ 463,565,699	$ *2,787,737*	
Expenditures:					
Payroll Costs	$ 415,351,843	$ 415,310,540	$ 408,547,626	$ *6,762,914*	*Vacancies due to lower enrollment, unfilled positions*
Contracted Services	16,281,601	18,548,720	15,609,833	*2,938,888*	*Availability of grant funds*
Utilities	10,365,070	10,328,802	10,290,902	*37,899*	
Supplies and Materials	19,334,351	19,488,910	16,368,863	*3,120,047*	*Anticipated savings*
Other Operating Costs	7,604,389	7,696,623	6,258,469	*1,438,154*	*Anticipated savings*
Debt Service	501,756	501,756	749,721	*(247,965)*	*Recoding of subscription-based software and leased vehicles*
Capital Outlay	751,766	2,229,324	3,538,058	*(1,308,734)*	*Department vehicles/equipment*
Recapture	**11,039,386**	**11,039,386**	**10,936,462**	***102,924***	
Total Expenditures	$ 481,230,162	$ 485,144,061	$ 472,299,933	$ *12,844,128*	
Net Operating Results	$ (20,582,378)	$ (24,366,099)	$ (8,734,234)	$ 15,631,865	
Other Sources	350,000	350,000	1,911,228	(1,561,228)	*Vehicles*
Transfers Out - Other	-	-	-	-	
Transfers Out - Health Insurance	-	(2,000,000)	(4,000,000)	2,000,000	*Transferred $2 million in December 2025 to the health insurance fund; anticipate the need for additional funds*
Net Change to Fund Balance	**$ (20,232,378)**	**$ (26,016,099)**	**$ (10,823,006)**		
Beginning Fund Balance July 1	157,919,746	157,919,746	157,919,746		
Estimated Ending Fund Balance	**$ 137,687,368**	**$ 131,903,647**	**$ 147,096,740**		

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, May 21, 2026

Agenda Item:	2026 Property Value Overview, Discussion of 2026-2027 Proposed Budgets for Adoption, and House Bill 1522 Required Taxpayer Impact Statement
Purpose:	☒ Discussion Item/Report Only ☐ Action Requested
Action Requested:	June 18, 2026
Administrator Responsible:	Pete Pape, Ed.D., CPA, Chief Financial Officer, and Gina Mitschke, Executive Director of Business
Attachments:	Leander ISD Taxpayer Impact Statement as required by House Bill 1522 2026 Property Value Overview, Discussion of 2026-2027 Proposed Budgets for Adoption Presentation

Background Information:

The proposed 2026-2027 budget for adoption reflects the amended budget assumptions approved by the Board during the April 2, 2026, Regular Board Meeting. The proposed General Fund Budget results in a total deficit of $10.7 million, which remains within the approved 3.0% budget parameter.

Also presented this month are the proposed 2026-2027 budgets for the Debt Service Fund and Child Nutrition Fund. Revenues for the Debt Service fund have been built on an estimated tax rate of $0.33.

The Board is scheduled to adopt the final budgets for all three funds—the General Fund, Debt Service Fund, and Child Nutrition Fund—on June 18, 2026. The final budget amounts are expected to closely mirror those presented at this meeting. In accordance with Texas Education Code Section 44.001, the June presentation will reflect expenditures at the Function level rather than the Object level; however, the overall budget totals are expected to remain consistent with the amounts currently presented.

House Bill (HB) 1522 was passed in the last legislative session and requires districts to provide a taxpayer impact statement showing, for the median-valued homestead property, a comparison of the property tax bill for the property for the current fiscal year to an estimate of the property tax bill for the same property for the upcoming fiscal year if the proposed budget is adopted. Attached for review is Leander ISD's Taxpayer Impact Statement as required by House Bill 1522.

The 2026 certified estimates of property value from the Williamson Central Appraisal District (WCAD) were received on April 29, 2026. Mr. Alvin Lankford, Chief Appraiser for the WCAD, reports the estimated 2026 Williamson Central net taxable value (before) freeze adjustment at $29,877,559,827, representing an increase of 0.79% from the prior year. The estimated net taxable value after freeze adjustment is $27,548,563,904, reflecting a decrease of -0.04% from the prior year.

The Travis Central Appraisal District (TCAD) 2026 certified estimate of property value is dated March 25, 2026. Ms. Leana Mann, Chief Appraiser for the TCAD, reports the estimated 2026 Travis Central (after) freeze adjusted taxable value at $13,581,933,351, representing a decrease of -2.21% from the prior year.

The district's total overall estimated freeze adjusted property value is projected to be approximately $41,130,497,255, down -0.77% from last year's certified net freeze adjusted taxable value of $41,449,145,714. The preliminary numbers represent the Chief Appraisers' estimates of the taxable value for our jurisdiction after estimates of the loss due to taxpayer protests. Taxpayers had until May 15, 2026, to protest their appraisals, and the final certifications are due to taxing entities by July 25, 2026.

Although property values have declined -0.77% in aggregate for the CADs combined, Maintenance and Operations (M&O) total net revenues (**outside of hold harmless funding**) are not changing from the original estimate at 3% growth. The funding formula rebalances tax collections, state aid in Tier 1, and recapture for changes in property

values. However, the property value decline does impact funding elements in the hold harmless calculation for Additional State Aid for Certain Districts Impacted by Compression under Texas Education Code §48.283. Consistent with previous updates, the inherent volatility in the hold harmless funding is reflected in the current data. Due to the lower property value change, state funding under Tier 1 has improved. The resulting increase in the state's share offsets the criteria for the generation of additional state aid (ASA) in the Other Programs section of the funding calculations. The overall impact in net M&O revenue is a decrease of approximately $3 million. With the elimination of this hold harmless funding, any increases in student enrollment or Average Daily Attendance (ADA) will now translate directly into revenue gains for the 2026-2027 school year.

HB 3, passed in 2019, placed a cap of 2.5% on local tax revenue growth by requiring compression of the M&O tax rate to offset increases in taxes from rises in property values. This legislation requires the M&O tax rate for Tier 1 to be compressed (reduced) to result in tax revenue gains of no more than 2.5%. Given the current estimated decline in property value, the compression mechanism will not take effect. The district's Maximum Compressed Rate (MCR) portion of the M&O rate is estimated to remain unchanged from the prior year at $0.6169.

Recapture is triggered when local tax collections exceed the calculated Tier 1 or Tier 2 (copper penny) entitlements. The district entered recapture four years ago because of the 27% property value growth realized in LISD. The amount of recapture is dependent upon the total local tax collections and the Tier 1 Entitlement calculation (which is determined by student counts), therefore the actual amount of recapture is not known until the end of the fiscal year. Current estimates with -0.77% decline in property value indicate a recapture payment of $10,665,375 for 2026-2027.

Administrative Recommendation:
Administration will be requesting adoption of the final budgets for all three funds, the General Fund, Debt Service Fund, and Child Nutrition Fund, during the June 18, 2026, Board Meeting.

Sample Motion:
N/A

LeanderISD.org
204 W. South Street | P.O. Box 218
Leander, TX 78646
512-570-0000 | Fax: 512-570-0054

TAXPAYER IMPACT STATEMENT

(Pursuant to Texas Government Code 551.043(c)(2))

Fiscal Year (Tax Year)	Median-Valued Homestead	Tax Rate per $100 of Value	Estimated Property Tax Bill
FY 2025-26 (Tax Year 2025)	$382,127	$1.0869	$4,153.34
FY 2026-27 (Tax Year 2026)	$378,274	$1.0869*	$4,111.46*

* FY 2026-27 (Tax Year 2026) Tax Rate and resulting Estimated Tax Bill are based on the 2026 Certified Preliminary values and the 2025 tax rate. The actual 2026 Maximum Compressed Rate (MCR) calculations will not be available from the Texas Education Agency (TEA) until August 5, 2026. This statement will be updated as information becomes available.

May 21, 2026

2026 Property Value Overview, and Discussion of 2026-2027 Proposed Budgets for Adoption

PURPOSE

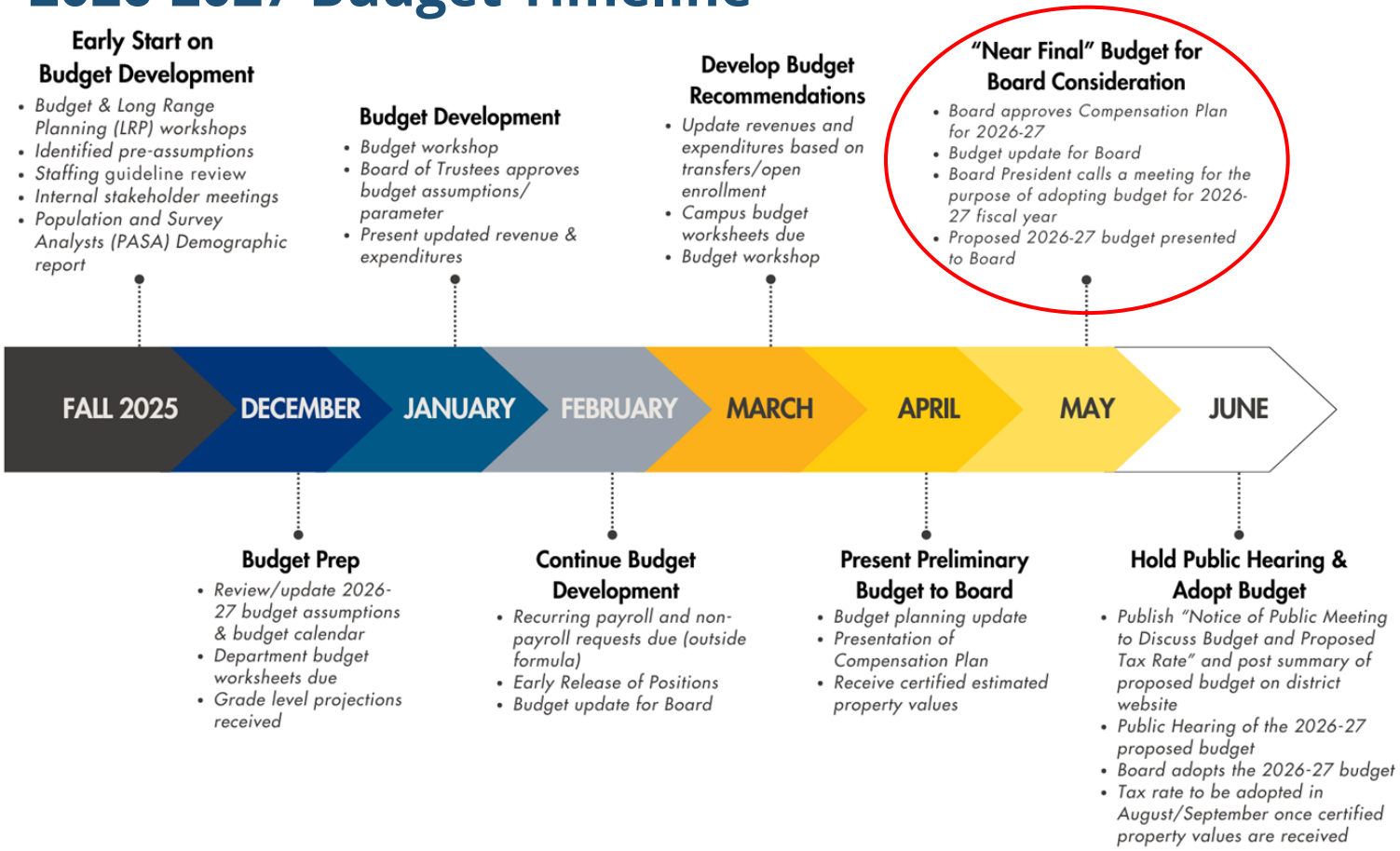
Provide an overview of 2026 Certified Preliminary Property Value Estimates

and

Present the Board of Trustees the 2026-2027 Proposed Final Budgets for General Fund, Debt Service, Child Nutrition Services



2026-2027 Budget Timeline



Topics for Board Consideration



Impact of Property Value Estimates on Funding

Review 2026-2027 Proposed 'Near Final' Budgets for General Fund, Debt Service and Child Nutrition Fund

Tax Rate Review

Adopt Budget at June 18, 2026 Board Meeting



Property Value Overview

Property Value Overview

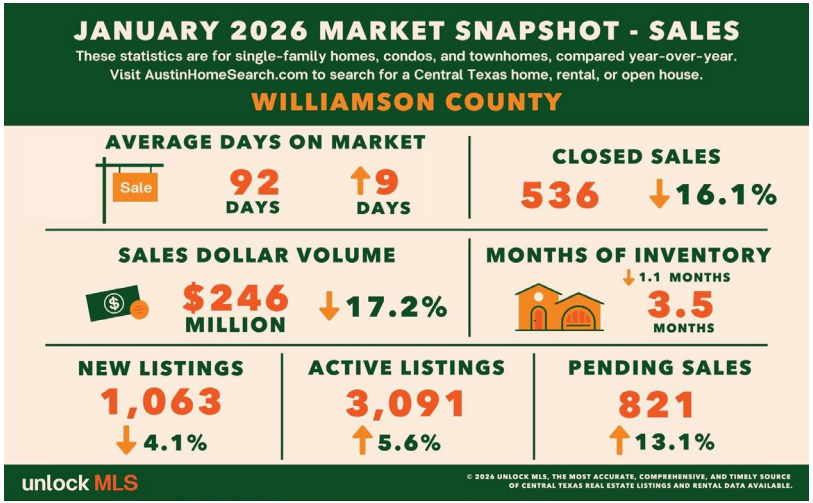


Legislative Changes

- House Bill (HB) 9 – New exemption of $125,000 for every business personal property (BPP) account effective this year
- Williamson Central Appraisal District (WCAD) estimates $125 million in exempt BPP for LISD
- Travis Central Appraisal District (TCAD) estimates $53 million in exempt BPP for LISD

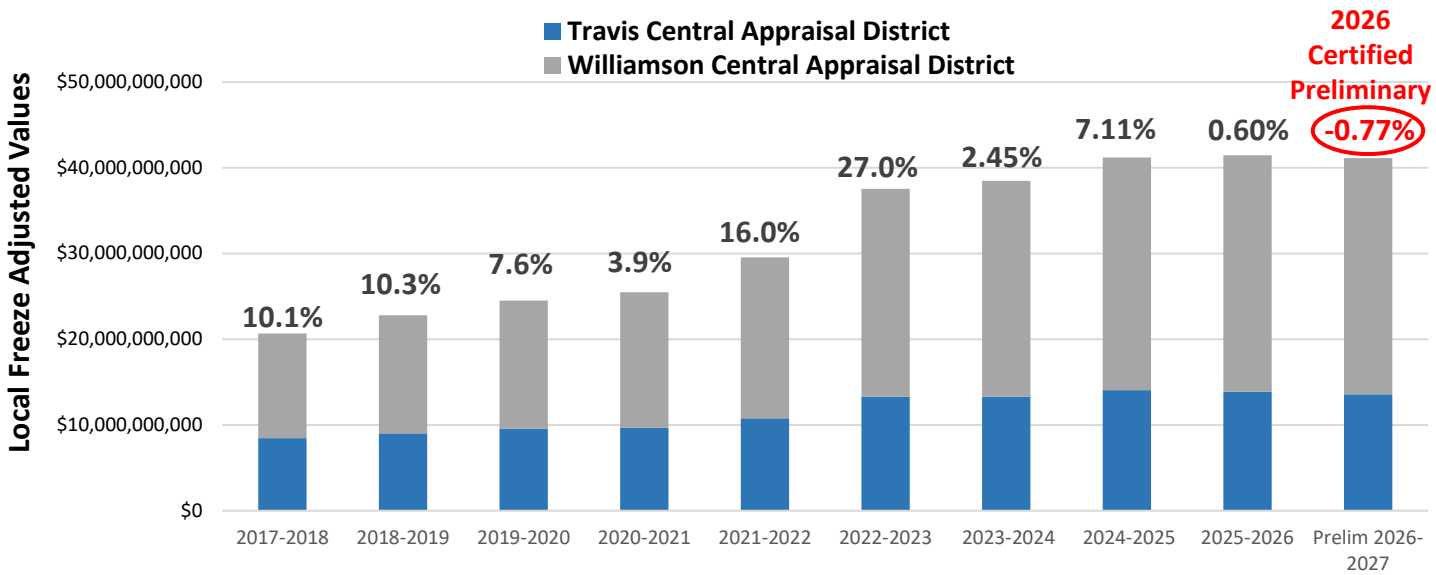
Travis County experienced a -0.36% decline in the overall appraisal roll

Williamson County is down -$4 billion in market value and -$8 billion in taxable value



2026-2027 Certified Preliminary Values

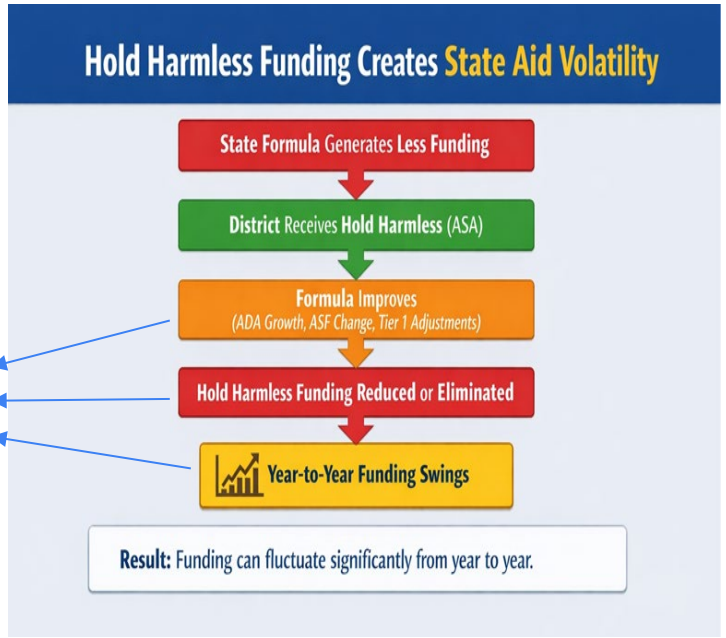
- **Budget assumption – increase of 3%**
- **TCAD decrease of -2.21%**
- **WCAD decrease of -0.04%**
- **Combined overall decrease of -0.77%**



Impact on Hold Harmless Funding

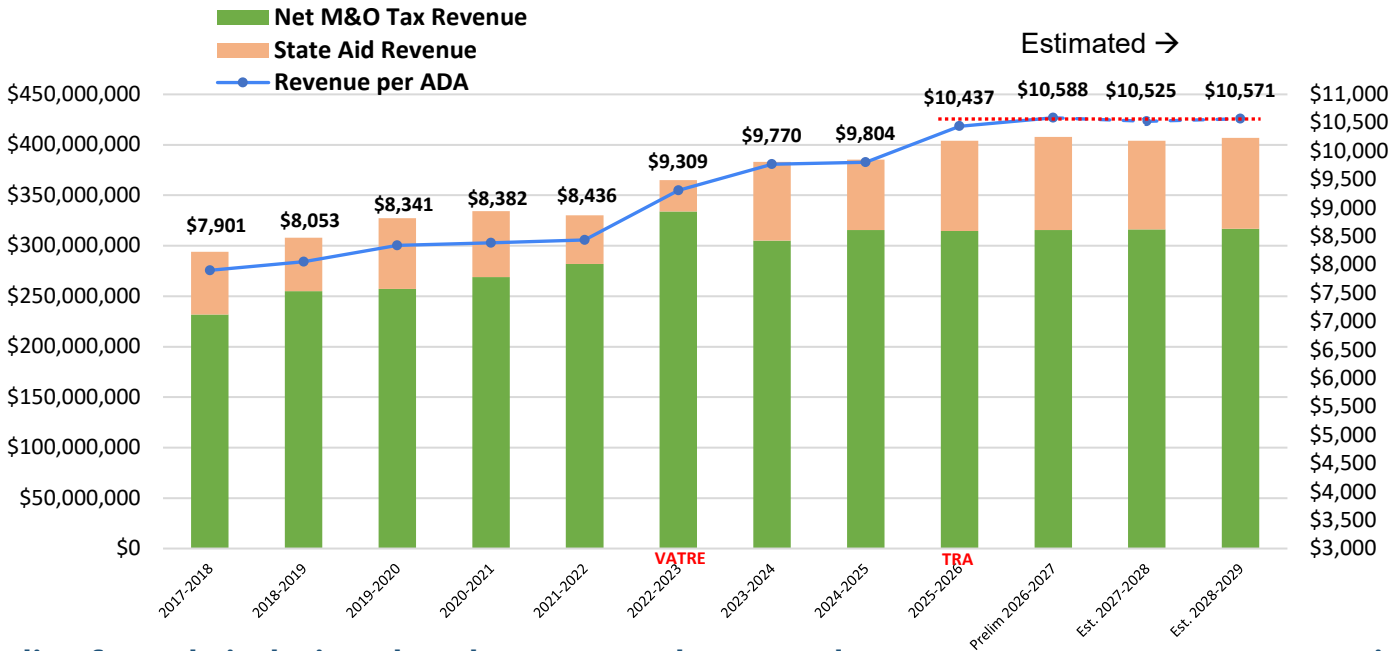
Additional State Aid (ASA) for Districts Impacted by Compression - Hold Harmless is currently eliminated

Funding Elements	Early Estimate	Certified Preliminary Estimates	Change
Propery Value Growth Rate	3.00%	-0.77%	(2.23)
Maximum Compressed Rate (MCR) (estimate)	$0.6169	$0.6169	$0.0000
Maintenance & Operations (M&O) Collections (net of recapture)	$321M	$316M	($5M)
State Aid	$84M	$92M	$8M
Hold Harmless - ASA Impacted by Compression	$6M	$0	($6M)
State Funding Formula - Net M&O Revenue	$411M	$408M	($3M)



- **Lower Property Value (PV) growth with no change in the MCR equals:**
  - Less Tax Collections
  - More State Aid for Tier 1
  - ASA is not generated
- **While ASA is eliminated, Average Daily Attendance (ADA) or enrollment increases will generate additional revenue**

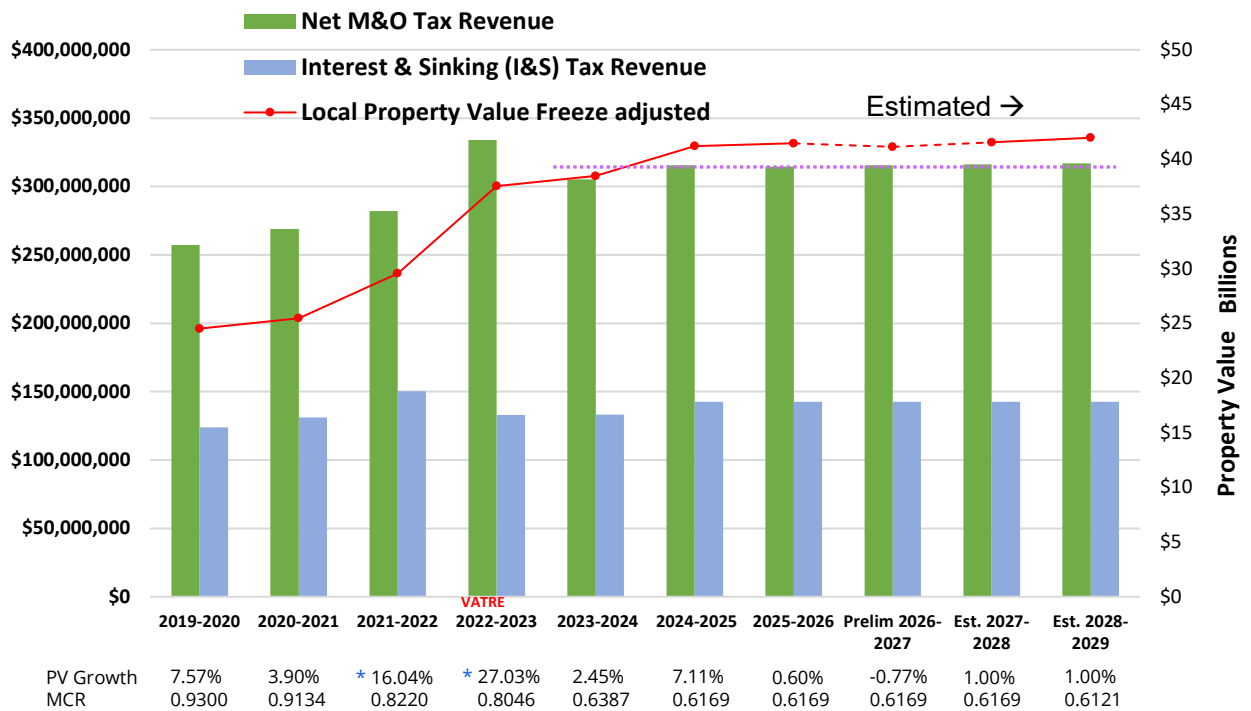
State Funding Formula – M&O Revenue per ADA



The funding formula is designed so that State and Net Local M&O Tax Revenue per ADA remains level except for new or adjusted allotments, changes in the golden yield, or additional taxation (Voter-Approval Tax Rate Election - VATRE). Increases in property value do not equate to the same percentage increase in M&O revenue.

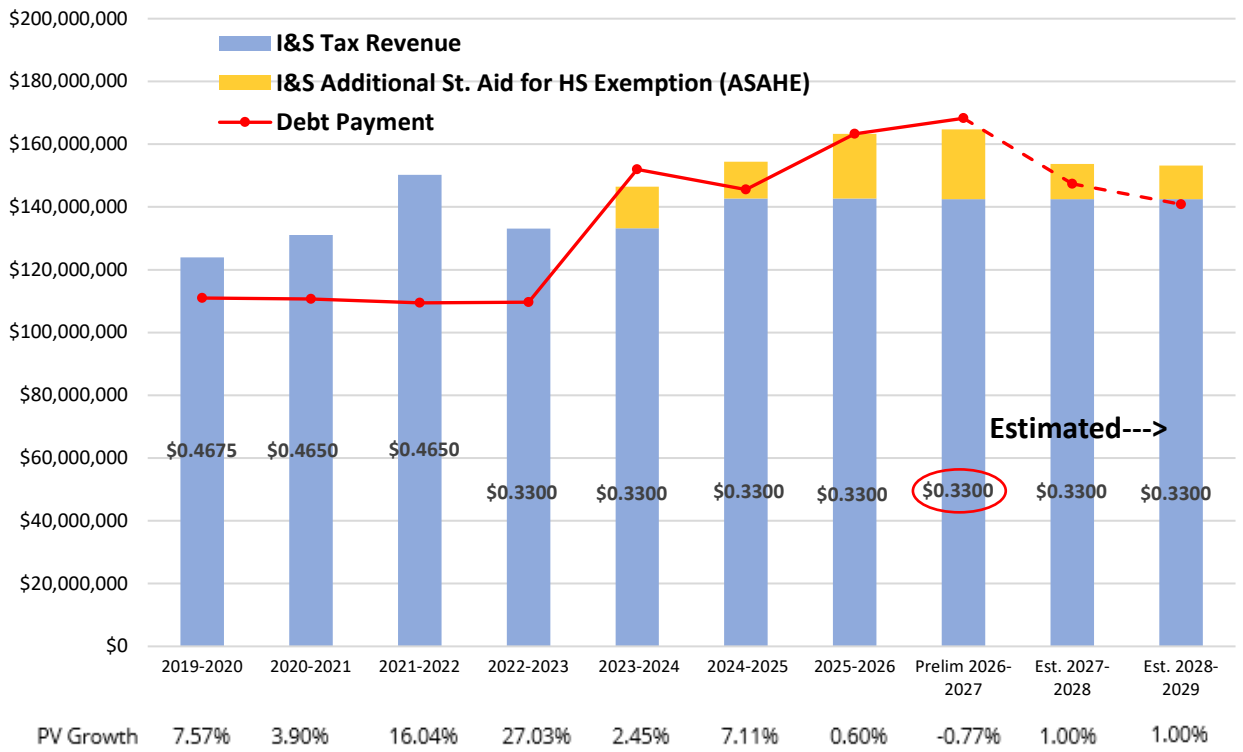
Property Value & Tax Revenue

- **Mandatory tax rate compression limits M&O tax revenue gain to 2.5%.**
- *** Limitation on compression – no district may have an MCR less than 90% of any other district (MCR floor). Compression formula capped, allowing revenue growth to exceed 2.5%.**



Property Value & Tax Revenue

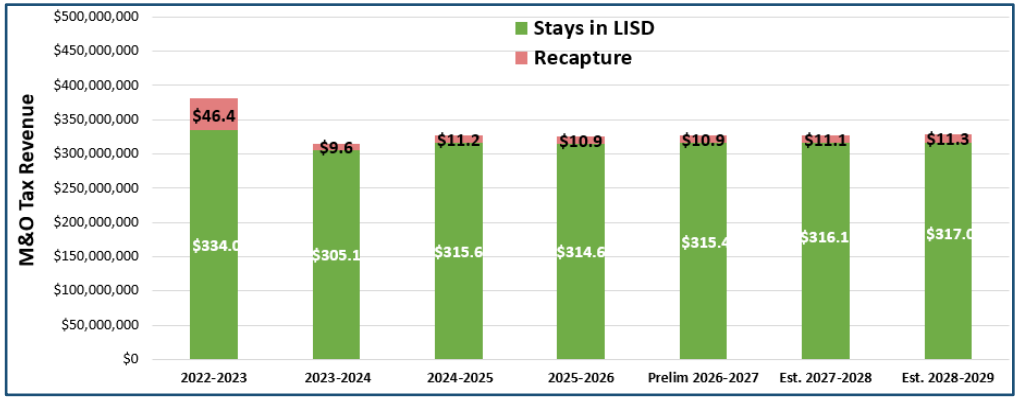
- Tax rate compression does not apply to the I&S portion of the tax rate.
- Increases or decreases in property value impacts the amount of I&S tax revenue that can be generated to pay debt.

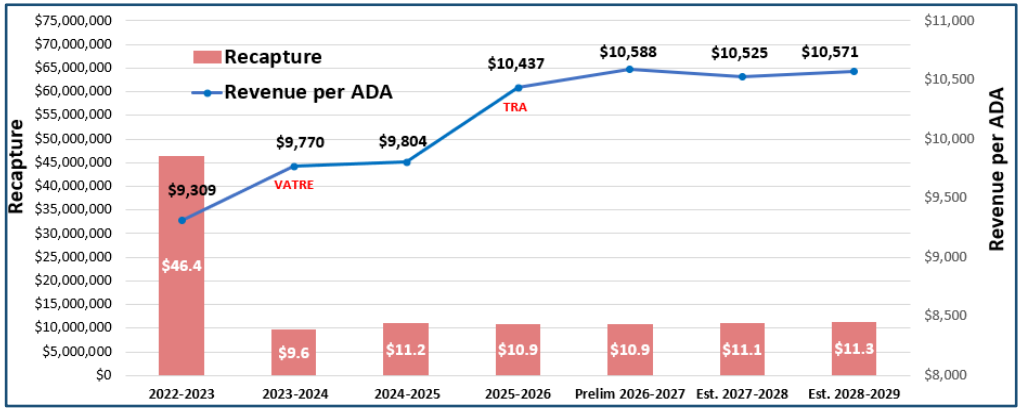


Recapture Check In

- Since the passage of Senate Bill (SB)2 in 2023, which required an additional $0.107 compression to school M&O tax rates, LISD has only paid recapture on copper penny collections. Future projections continue to indicate that Tier 1 collections will not be subject to recapture.

- Recapture does not impact the amount of revenue generated per ADA. Recapture is the amount of taxes collected above the entitlement and is sent to the State.







2026-2027 Overview of Revenue & Expenditures

General Fund Revenues Overview



- **April certified estimates received**
  - Reflect -0.77% value decline (assumption of 3% growth)
  - Hold harmless eliminated due to lower property value/lower collections
  - MCR tax rate at $0.6169
  - Total M&O tax rate = $0.7569
- **Projected student enrollment of 41,841 (Population and Survey Analysts - PASA Projected Growth)**
  - Decrease from 2025-2026 projected student enrollment of 607 students
  - Budgeting state aid on PreK adjusted enrollment of 40,925
  - Budgeting at 94.125% ADA
- **Increase in special education funding**
- **Increase in funding for Career & Technical Education (CTE)**

General Fund Expenditures Overview



- **Budgeting payroll at 98%**
- **No pay increase**
- **Texas Association of School Boards (TASB) pay study adjustments**
- **Funds to establish the Police Department**
- **Salaries to open Faubion School for Early Childhood**
- **Moving Individuals with Disabilities Education Act Part-B (IDEA-B) funded positions to General Fund**
- **No increase to the healthcare contribution**
- **Budget parameter updated from 1.5% to 3.0%**
- **Payroll and operating reductions totaling more than $10.8 million**

General Fund Expenditures Overview

- **Positions to Open Faubion School for Early Childhood**
  - 1 Parent Educator
  - 1 Special Education Teacher
  - 1 Registered Nurse
  - 0.5 Admission, Review, and Dismissal (ARD) Facilitator
  - 4 Custodial Positions
  - 1 Maintenance
  - 1 Grounds Technician
- **Special Education Positions**
  - 6 Special Education Teachers
  - 6 Special Education Positions Moved from IDEA-B Funds to General Fund
- **Police Department**
  - 1 Lieutenant
  - 1 Sergeant
  - 6 Police Officers
- **Campus Additions**
  - 6 Pre-Kindergarten Aides
  - 9 Middle School In School Suspension (ISS) Aides
  - 2 High School CTE Teachers
  - 1 High School Bookkeeper
- **Other Addition – Non-Campus**
  - 1 Sr. Administrative Assistant for Legal Department

2026-2027 General Fund Budget Update from April Projection

	2026-2027 April Projected	2026-2027 Final Proposed
PROJECTED ENROLLMENT	**41,841**	**41,841**
REVENUE:		
State Revenue	$ 118,277,957	$ 120,742,116
Local Revenue	346,824,286	340,798,514
Federal Revenue	2,757,000	2,757,000
TOTAL ESTIMATED REVENUES:	**$ 467,859,243**	**$ 464,297,630**
EXPENDITURES:		
Payroll - Existing Positions	$ 395,685,953	$ 395,685,953
Identified Reductions	$ (9,926,394)	$ (10,529,716)
Budgeting at 98%	$ (7,600,000)	$ (7,600,000)
Pay Increase - 0%	$ -	$ -
TASB Study	$ 1,307,600	$ 1,307,600
Teacher Retention Allotment	$ 772,500	$ 598,889
Contribution for TRS (unfunded mandate)	$ 100,000	$ 61,386
Health Insurance Contribution	$ -	$ -
New Positions	$ 1,487,624	$ 1,929,333
Costs to Open Campus	$ 1,056,588	$ 1,046,116
State Funded TRS	$ 27,446,936	$ 27,446,936
Payroll	**$ 410,330,807**	**$ 409,946,497**
TOTAL OPERATING EXPENDITURES:	**$ 53,501,680**	**$ 54,481,190**
Recapture	11,529,305	10,885,318
TOTAL OPERATING AND PAYROLL EXPENDITURES:	**$ 475,361,792**	**$ 475,313,005**
RESULTS FROM OPERATIONS:	**$ (7,502,549)**	**$ (11,015,375)**
TOTAL TRANSFERS IN/OUT:	**$ 350,000**	**$ 350,000**
TOTAL SURPLUS/DEFICIT FOR ADOPTION:	**$ (7,152,549)**	**$ (10,665,375)**
BUDGET PARAMETER		
Budget Deficit Threshold - 3.0%	13,689,898	13,602,369
Deficit (Exceeding)/Within Budget Parameter	**$ 6,537,349**	**$ 2,936,994**

State revenue increased $2.5 million
Local revenue decreased ($6 million)

Total revenue impact = ($3.5 million)

Expenditures decreased ($50,000)

Deficit is within 3% budget parameter

2026-2027 thru 2028-2029 General Fund Budget

	Projected 2026-2027	Projected 2027-2028	Projected 2028-2029
PROJECTED ENROLLMENT	**41,841**	**41,711**	**41,880**
REVENUE:			
State Revenue	$ 120,742,116	$ 116,636,009	$ 118,958,951
Local Revenue	340,798,514	340,598,514	340,598,514
Federal Revenue	2,757,000	2,757,000	2,757,000
TOTAL ESTIMATED REVENUES:	**$ 464,297,630**	**$ 459,991,523**	**$ 462,314,465**
EXPENDITURES:			
Payroll - Existing Positions	$ 395,685,953	$ 390,099,561	$ 392,179,784
Adjustments to Payroll	-	800,000	-
Identified Reductions	(10,529,716)	-	-
Budgeting at 98%	(7,600,000)	(7,600,000)	(7,800,000)
Pay Increase - 0%	-	-	-
TASB Pay Study	1,307,600	500,000	1,000,000
Teacher Retention Allotment	598,889	-	-
Contribution for TRS (unfunded mandate)	61,386	-	-
Health Insurance Contribution	-	-	-
New Positions	1,929,333	630,223	2,140,401
Costs to Open Campus	1,046,116	150,000	1,500,000
State Funded TRS	27,446,936	27,721,405	27,998,619
Payroll	**$ 409,946,497**	**$ 412,301,189**	**$ 417,018,804**
TOTAL OPERATING EXPENDITURES:	**$ 54,481,190**	**54,950,089**	**$ 56,252,470**
Recapture	**10,885,318**	**11,088,784**	**11,255,117**
TOTAL OPERATING AND PAYROLL EXPENDITURES:	**$ 475,313,005**	**478,340,062**	**$ 484,526,391**
RESULTS FROM OPERATIONS:	**$ (11,015,375)**	**$ (18,348,539)**	**$ (22,211,926)**
OTHER TRANSFERS IN/OUT			
Other Sources	350,000	350,000	350,000
Transfers Out - Healthcare	-	-	-
TOTAL TRANSFERS IN/OUT:	**$ 350,000**	**$ 350,000**	**$ 350,000**
TOTAL SURPLUS/DEFICIT FOR ADOPTION:	**$ (10,665,375)**	**$ (17,998,539)**	**$ (21,861,926)**
BUDGET PARAMETER			
Budget Deficit Threshold - 3.0%	13,602,369	13,467,082	13,531,780
Deficit (Exceeding)/Within Budget Parameter	**$ 2,936,994**	**$ (4,531,457)**	**$ (8,330,146)**

	Projected 2026-2027	Projected 2027-2028	Projected 2028-2029
PROJECTED ENROLLMENT	**41,841**	**41,711**	**41,880**
REVENUE:			
State Revenue	$ 120,742,116	$ 116,636,009	$ 118,958,951
Local Revenue	340,798,514	340,598,514	340,598,514
Federal Revenue	2,757,000	2,757,000	2,757,000
TOTAL ESTIMATED REVENUES:	**$ 464,297,630**	**$ 459,991,523**	**$ 462,314,465**
EXPENDITURES:			
Payroll - Existing Positions	$ 395,685,953	$ 390,099,561	$ 392,179,784
Adjustments to Payroll	-	800,000	-
Identified Reductions	(10,529,716)	-	-
Budgeting at 98%	(7,600,000)	(7,600,000)	(7,800,000)
Pay Increase - 0%	-	-	-
TASB Pay Study	1,307,600	500,000	1,000,000
Teacher Retention Allotment	598,889	-	-
Contribution for TRS (unfunded mandate)	61,386	-	-
Health Insurance Contribution	-	-	-
New Positions	1,929,333	630,223	2,140,401
Costs to Open Campus	1,046,116	150,000	1,500,000
State Funded TRS	27,446,936	27,721,405	27,998,619
Payroll	**$ 409,946,497**	**$ 412,301,189**	**$ 417,018,804**
TOTAL OPERATING EXPENDITURES:	**$ 54,481,190**	**54,950,089**	**$ 56,252,470**
Recapture	**10,885,318**	**11,088,784**	**11,255,117**
TOTAL OPERATING AND PAYROLL EXPENDITURES:	**$ 475,313,005**	**478,340,062**	**$ 484,526,391**
RESULTS FROM OPERATIONS:	**$ (11,015,375)**	**$ (18,348,539)**	**$ (22,211,926)**
OTHER TRANSFERS IN/OUT			
Other Sources	350,000	350,000	350,000
Transfers Out - Healthcare	-	-	-
TOTAL TRANSFERS IN/OUT:	**$ 350,000**	**$ 350,000**	**$ 350,000**
TOTAL SURPLUS/DEFICIT FOR ADOPTION:	**$ (10,665,375)**	**$ (17,998,539)**	**$ (21,861,926)**
ASSUMING VATRE PASSES			
Estimated Revenue Increase	$ 6,500,000	$ 6,500,000	$ 6,500,000
Deficit (Exceeding)/Within Budget Parameter	**$ 9,436,994**	**$ 1,968,543**	**$ (1,861,926)**

Near Final Budget for 2026-2027

	2024-2025 Actual	2025-2026 Amended Budget	2025-2026 Projected Actual	2026-2027 Proposed Budget	Change from Projected Actual
Revenues:					
Local Sources	$ 344,477,403	$ 340,511,765	$ 341,387,089	$ 340,798,514	$ (588,575)
State Sources	96,577,659	115,271,197	117,721,610	120,742,116	3,020,506
Federal Sources	616,088	4,995,000	4,457,000	2,757,000	(1,700,000)
TOTAL REVENUES	**$ 441,671,150**	**$ 460,777,962**	**$ 463,565,699**	**$ 464,297,630**	**$ 731,931**
Expenditures:					
Payroll	$ 403,986,764	$ 415,310,540	$ 408,547,626	$ 409,946,497	$ 1,398,871
Contracted Services	15,597,123	18,548,720	15,609,833	15,786,797	176,964
Utilities	10,069,147	10,328,802	10,290,902	10,581,473	290,571
Supplies & Materials	17,992,685	19,488,910	16,368,863	19,429,331	3,060,468
Other Operating	7,029,426	7,696,623	6,258,469	7,830,908	1,572,439
Debt Service	1,517,047	501,756	749,721	830,981	81,260
Capital Outlay	2,373,159	2,229,324	3,538,058	21,700	(3,516,358)
Chapter 49/Recapture	11,162,584	11,039,386	10,936,462	10,885,318	(51,144)
TOTAL OPERATING EXPENDITURES	**$ 469,727,934**	**$ 485,144,061**	**$ 472,299,933**	**$ 475,313,005**	**$ 3,013,072**
Results of Operations	**$ (28,056,784)**	**$ (24,366,099)**	**$ (8,734,234)**	**$ (11,015,375)**	**$ (2,281,141)**
Total Other Financing Sources/Uses	$ 1,086,095	$ (1,650,000)	$ (2,088,772)	$ 350,000	**$ 2,000,000**
Net Change to Fund Balance	**$ (26,970,689)**	**$ (26,016,099)**	**$ (10,823,006)**	**$ (10,665,375)**	
Beginning Fund Balance	$ 184,890,435	$ 157,919,746	$ 157,919,746	$ 147,096,740	
Ending Fund Balance	$ 157,919,746	$ 131,903,647	$ 147,096,740	$ 136,431,366	



Debt Service Budget

Debt Service Overview



FY 2025-2026 Transactions

- 2016 Bonds - $32.9M refunded for $4.4M cash savings / $3.8M NPV

Strong ratings maintained (AA+/AA), however, trends show school districts may receive lower ratings due to deficit budgets

Capital Appreciation Bond (CAB) reduction goal exceeded

- CABs now 17% of debt service

Bond Sale & Refunding by August 2026

- Refund certain callable 2015A, 2016, 2016A, and 2017 bonds
- New money issuance will exhaust remaining 2017 and 2021 voted authority
- Estimated I&S tax rate of $0.33

Proposed Debt Service Budget for 2026-2027

	2024-2025 Actual	2025-2026 Amended Budget	2025-26 Estimate of Actual	2026-27 Proposed Budget $0.33	Change
Revenues:					
Local Tax Revenues	$ 143,128,473	$ 142,334,699	$ 141,100,000	$ 142,953,323	$ 1,853,323
Interest Income	4,179,345	2,500,000	4,000,000	2,825,621	$ (1,174,379)
State Hold Harmless	16,699,218	21,343,843	23,478,934	22,239,870	$ (1,239,064)
Total Revenues	$ 164,007,036	$ 166,178,542	$ 168,578,934	$ 168,018,814	$ (560,120)
Expenditures:					
Principal	$ 48,939,104	$ 51,374,253	$ 51,374,253	$ 64,613,648	$ 13,239,395
Interest	92,519,068	101,215,314	101,215,314	103,392,166	$ 2,176,852
Fees/Other	29,913,203	13,589,775	13,000	13,000	$ -
Defeasance/Refunding- Issuer Contribution	-	-	463,356	-	$ (463,356)
Total Expenditures	$ 171,371,375	$ 166,179,342	$ 153,065,923	$ 168,018,814	$ 14,952,891
Other Financing Sources/(Uses):					
Other Sources	$ 348,051,030	$ -	$ 36,885,434	$ -	$ (36,885,434)
Other Uses	(345,953,775)	-	(36,468,482)	-	36,468,482
Total Other Financing Sources/(Uses)	$ 2,097,255	$ -	$ 416,952	$ -	$ (416,952)
Excess/(Deficiency) of Revenues vs. Expenditures	$ (5,267,084)	$ (800)	$ 15,929,963	$ -	
Beginning Fund Balance	$ 135,656,445	$ 130,389,361	$ 130,389,361	$ 146,319,324	
Ending Fund Balance	$ 130,389,361	$ 130,388,561	$ 146,319,324	$ 146,319,324	
Subsequent August 15th Debt Payment	*(89,461,976)*		*(100,193,090)*	*(99,842,181)*	
	$ 40,927,385		$ 46,126,234	$ 46,477,143	



Child Nutrition Services (CNS) Budget

Child Nutrition Services Overview



- **Awarded vendor is Southwest Foodservice Excellence (SFE)**
- **Term is from 7/1/23 thru 6/30/24, with 4 one-year extension options. This will be the third one-year extension**
- **CNS positions**
  - Contracted positions include Director and Assistant Director of Child Nutrition Services, 2 dietitians, 4 supervisors, a district chef and a human resources specialist
  - Remainder of CNS staff are Leander ISD employees
    - **Adding 2.0 FTEs for Faubion School for Early Childhood**
  - Developing plan for use of fund balance
- **Fund Balance spend-down continues into 2026-2027**
- **CNS budget will be presented for adoption June 18**

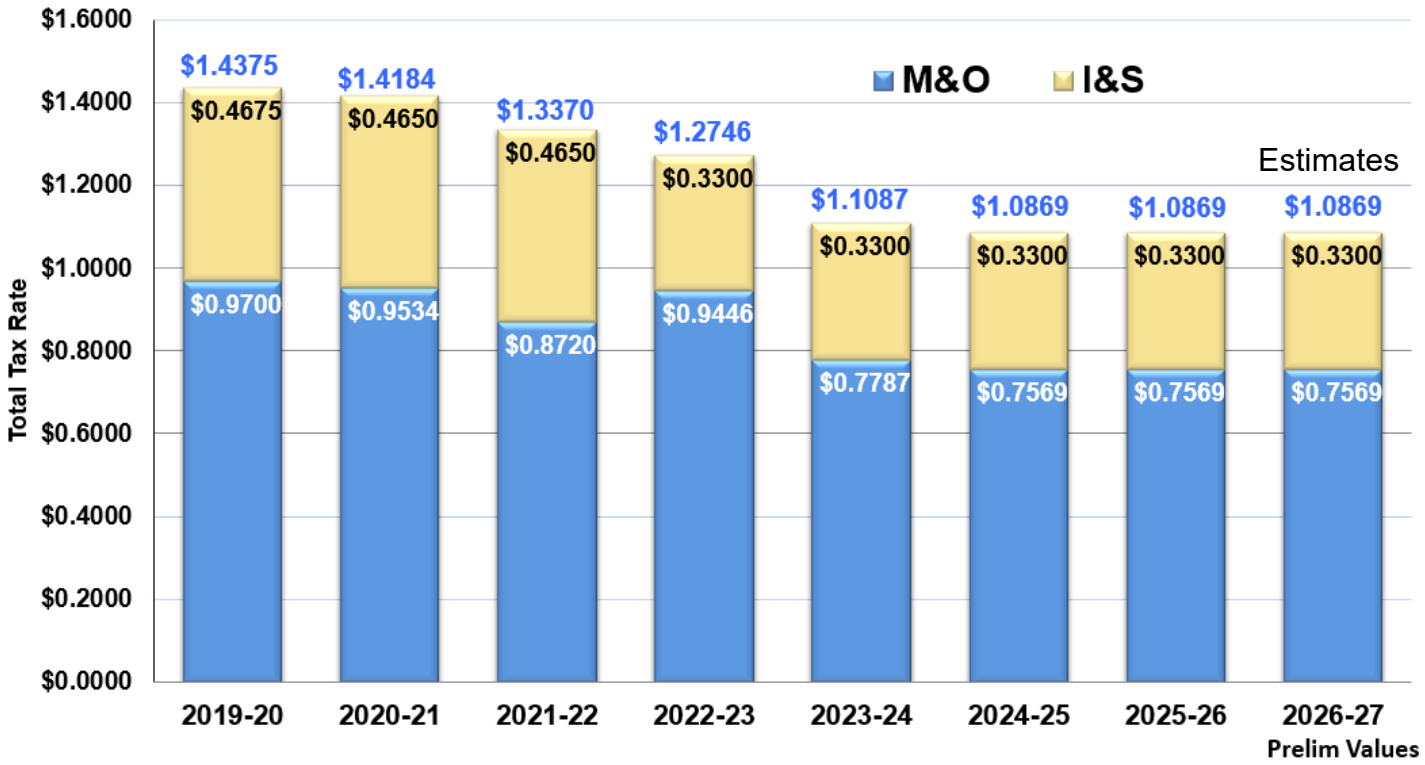
Proposed Child Nutrition Services Budget for 2026 -2027

	2024-2025 Actual	2025-2026 Amended Budget	2026-2027 Proposed Budget	Change from Amended
Revenues:				
Local Revenue	$ 9,569,751	$ 9,904,940	$ 9,669,922	$ (235,018)
State Revenue	69,175	65,000	65,000	-
Federal Revenue	6,287,717	7,024,085	5,449,494	(1,574,591)
Total Revenues	$ 15,926,642	$ 16,994,025	$ 15,184,416	$ (1,809,609)
Expenditures:				
Payroll	$ 7,371,392	$ 6,263,791	$ 7,311,421	$ 1,047,630
Contracted Services	7,582,831	8,509,997	8,739,618	229,621
Supplies & Materials	1,447,440	2,528,564	2,509,099	(19,465)
Other Operating	9,558	111,500	75,000	(36,500)
Debt Service	-	-	-	-
Capital Outlay	1,019,569	2,492,970	2,432,970	(60,000)
Total Expenditures	$ 17,430,788	$ 19,906,822	$ 21,068,108	$ 1,161,286
Other Financing Sources:				
Other Sources/(Uses)	$ 618,250	$ -	$ -	$ -
Excess/(Deficiency) of Revenues vs. Expenditures	$ (885,896)	$ (2,912,797)	$ (5,883,692)	
Beginning Fund Balance	$ 16,162,699	$ 15,276,803	$ 12,364,006	
Ending Fund Balance	$ 15,276,803	$ 12,364,006	$ 6,480,314	

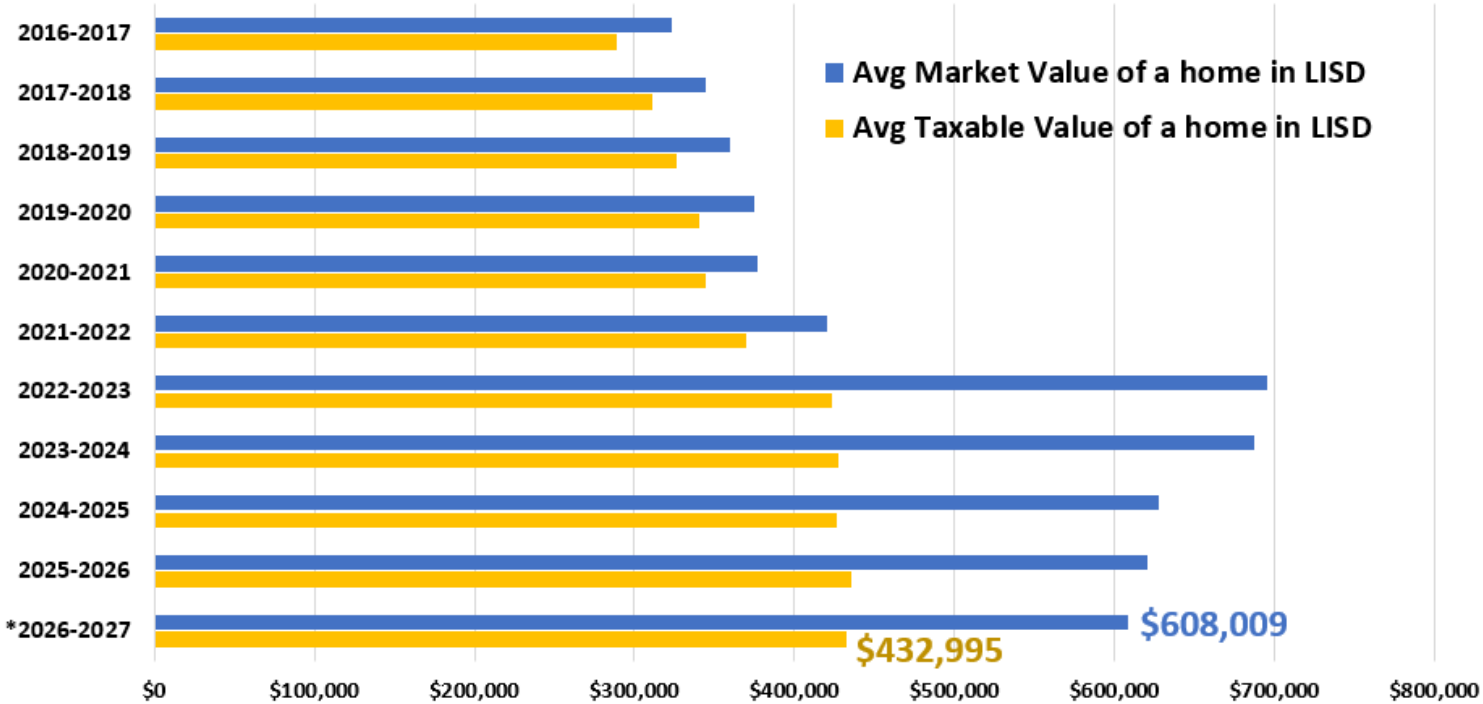


Tax Information

Tax Rate History 2020-2027



Average Home in LISD – Market vs. Taxable



* Estimated values based on Travis & Williamson Central Appraisal Districts' preliminary assessments.

Impact of Tax Rate on Average Home Value

	2022-2023	2023-2024	2024-2025	2025-2026	Proposed Budget Notice 2026-2027	Median Value Calculations 2025-2026	Median Value Calculations 2026-2027
Assessed/Market value of a home	$ 694,944	$ 687,280	$ 628,165	$ 620,333	$ 608,009	$ 552,039	$ 538,404
Average Taxable value	423,031	427,922	426,517	435,638	432,995	380,670	378,184
MCR (HB 3) Determined by TEA	$ 0.8046	$ 0.6387	$ 0.6169	$ 0.6169	$ 0.6169	$ 0.6169	$ 0.6169
Golden Pennies (existing)	0.0500	0.0800	0.0800	0.0800	0.0800	0.0800	0.0800
Golden Pennies (additional)	0.0300	-	-	-	-	-	-
Copper Pennies (existing)	-	0.0600	0.0600	0.0600	0.0600	0.0600	0.0600
Copper Pennies (add)	0.0600	-	-	-	-	-	-
I&S Rate	0.3300	0.3300	0.3300	0.3300	0.3300	0.3300	0.3300
Total Property Tax Rate	**$ 1.2746**	**$ 1.1087**	**$ 1.0869**	**$ 1.0869**	**$ 1.0869**	**$ 1.0869**	**$ 1.0869**
Change in Tax Rate	**$ (0.0624)**	**$ (0.1659)**	**$ (0.0218)**	**$ -**	**$ -**	**$ -**	**$ -**
School Property Tax	$ 5,392	$ 4,744	$ 4,635	$ 4,734	$ 4,706	$ 4,137	$ 4,110
Increase/(Decrease) in Tax from Prior Year	$ 453	$ (648)	$ (109)	$ 99	$ (28)		$ (27)



Next Steps

Next Steps (Final Steps)?



- Required newspaper posting in Hill Country News on June 4th
- Required General Fund, Debt and CNS proposed budgets posted, by function on District website June 4th
- Final Amendment presented June 18th
- General Fund, Debt and CNS Budgets to be adopted June 18th
- Tax rate to be adopted in August/September, after July certified values are received

DISCUSSION

Leander ISD Board Meeting Agenda Item Information

Meeting Date: Thursday, May 21, 2026

Agenda Item:	Consider Approval of Fiscal Year (FY) 26 Budget Amendment - #12
Purpose:	☐ Discussion Item/Report Only ☒ Action Requested
Administrator Responsible:	Pete Pape, Ed.D., CPA, Chief Financial Officer
Attachments:	FY26 Budget Amendment - #12

Background Information:

The Board of Trustees adopted the 2025-2026 budget during the June 19, 2025, Regular Board Meeting. Budgets for the General Operating, Child Nutrition, and Debt Service Funds were included in the official district budget. Budgets are prepared and approved at fund and function levels to comply with the state's required level of control.

Budget amendments are necessary throughout the year to realign funds. Realignment of funds will increase and/or decrease various function levels within the budget. All necessary budget amendments that change the function level should be formally approved by the Board of Trustees and recorded in Board minutes. Budget amendments increasing or decreasing revenues and/or expenditures also require formal Board approval.

The attached document summarizes the effect of budget transfers and amendments being proposed. Submitted for approval are the budget revisions/amendments for the items listed below.

The amendments for the **General Operating Fund** are as follows:

- Transfers among functions with no effect on the total operating deficit/surplus.

The amendments for the **Child Nutrition Fund (CNS)** are as follows:

- Increase of $1,908,357 in expenditure budgets to cover the purchase of serving lines for elementary and middle schools.

Pursuant to Texas Department of Agriculture (TDA) requirements, the CNS fund has accumulated fund balance in excess of the required three-month operating expenditure threshold and has therefore been implementing a fund balance spend-down plan. This amendment is part of that plan, and approval of the amendment will increase the estimated budget deficit in the CNS Fund to $4,821,154.

There are no amendments to the **Debt Service Fund**.

Administrative Recommendation:

Administration recommends the Board approve FY26 Budget Amendment - #12 as presented.

Sample Motion:

I move the Board of Trustees approve FY26 Budget Amendment - #12 as presented.

Leander Independent School District
General Fund - Fund 199
Budget Amendments/Transfers as of May 11, 2026

	2025-2026 Original Budget	Previously Amended Budget	Proposed Amendments 05/11/26	Proposed Amended Budget
Revenues:				
Local Sources	$ 340,381,587	$ 340,511,765	$ -	$ 340,511,765
State Sources	115,271,197	115,271,197	-	115,271,197
Federal Sources	4,995,000	4,995,000	-	4,995,000
TOTAL REVENUES	**$ 460,647,784**	**$ 460,777,962**	**$ -**	**$ 460,777,962**
Expenditures:				
Function 11 - Instruction	$ 286,510,381	$ 286,628,127	$ (145,512)	$ 286,482,615
Function 12 - Instructional Resources & Media	5,043,033	5,062,292	345	5,062,637
Function 13 - Staff Development	11,207,838	11,091,813	5,631	11,097,444
Function 21 - Instructional Administration	5,316,581	5,354,392	-	5,354,392
Function 23 - School Administration	26,248,027	26,293,670	9,964	26,303,634
Function 31 - Guidance & Counseling	23,733,887	23,755,571	(8,128)	23,747,443
Function 32 - Social Services	1,281,252	1,281,827	-	1,281,827
Function 33 - Health Services	4,530,285	4,541,838	(15)	4,541,823
Function 34 - Student Transportation	16,592,462	16,930,686	-	16,930,686
Function 35 - Food Services	5,000	5,000	-	5,000
Function 36 - Co-Curricular Activities	14,384,737	14,734,769	75,574	14,810,343
Function 41 - General Administration	11,611,729	11,372,071	-	11,372,071
Function 51 - Plant Maintenance & Operations	42,210,405	44,130,507	60,794	44,191,301
Function 52 - Security	7,392,949	8,709,349	1,347	8,710,696
Function 53 - Data Processing	8,773,871	8,853,523	-	8,853,523
Function 61 - Community Services	1,813,161	1,824,061	-	1,824,061
Function 71 - Debt Service	501,756	501,756	-	501,756
Function 81 - Capital Outlay	-	-	-	-
Function 91 - Contracted Instruction Services	11,039,386	11,039,386	-	11,039,386
Function 95 - JJAEP	286,070	286,070	-	286,070
Function 99 - Other Intergovernmental Charges	2,747,352	2,747,352	-	2,747,352
TOTAL ALL EXPENDITURES	**$ 481,230,162**	**$ 485,144,061**	**$ -**	**$ 485,144,061**
Excess/(Deficiency) of Revenues vs. Expenditures	**$ (20,582,378)**	**$ (24,366,099)**	**$ -**	**$ (24,366,099)**
Other Financing Sources/Uses				
Sale of Assets	$ 350,000	$ 350,000	$ -	$ 350,000
Transfer In - Empowerment Grant	-	-	-	-
Transfer Out - Other	-	(2,000,000)	-	(2,000,000)
Transfer Out - Healthcare	-	-	-	-
Transfer Out - Healthcare Additional Contribution	-	-	-	-
Other Uses - Settlements	-	-	-	-
Total Other Financing Sources/Uses	$ 350,000	$ (1,650,000)	$ -	$ (1,650,000)
Net Increase/(Decrease) in Fund Balance	**$ (20,232,378)**	**$ (26,016,099)**	**$ -**	**$ (26,016,099)**

Leander Independent School District
Child Nutrition - Fund 240
Budget Amendments/Transfers as of May 11, 2026

	2025-2026 Original Budget	Previously Amended Budget	Proposed Amendments 05/11/26	Proposed Amended Budget
Revenues:				
Local Sources	$ 9,904,940	$ 9,904,940	$ -	$ 9,904,940
State Sources	65,000	65,000	-	$ 65,000
Federal Sources	7,024,085	7,024,085	-	$ 7,024,085
TOTAL REVENUES	**$ 16,994,025**	**$ 16,994,025**	**$ -**	**$ 16,994,025**
Expenditures:				
Function 11 - Instruction	$ -	$ -	$ -	$ -
Function 12 - Instructional Resources & Media	-	-	-	-
Function 13 - Staff Development	-	-	-	-
Function 21 - Instructional Administration	-	-	-	-
Function 23 - School Administration	-	-	-	-
Function 31 - Guidance & Counseling	-	-	-	-
Function 32 - Social Services	-	-	-	-
Function 33 - Health Services	-	-	-	-
Function 34 - Student Transportation	-	-	-	-
Function 35 - Food Service	19,103,855	19,906,822	1,908,357	21,815,179
Function 36 - Co-Curricular Activities	-	-	-	-
Function 41 - General Administration	-	-	-	-
Function 51 - Plant Maintenance & Operations	-	-	-	-
Function 52 - Security	-	-	-	-
Function 53 - Data Processing	-	-	-	-
Function 61 - Community Services	-	-	-	-
Function 71 - Debt Service	-	-	-	-
Function 81 - Capital Outlay	-	-	-	-
Function 91 - Contracted Instruction Services	-	-	-	-
Function 95 - JJAEP	-	-	-	-
Function 99 - Other Intergovernmental Charges	-	-	-	-
TOTAL ALL EXPENDITURES	**$ 19,103,855**	**$ 19,906,822**	**$ 1,908,357**	**$ 21,815,179**
Excess/(Deficiency) of Revenues vs. Expenditures	**$ (2,109,830)**	**$ (2,912,797)**	**$ (1,908,357)**	**$ (4,821,154)**
Transfers In	$ -	$ -	$ -	$ -
Transfers Out			-	-
Net Increase/(Decrease) in Fund Balance	**$ (2,109,830)**	**$ (2,912,797)**	**$ (1,908,357)**	**$ (4,821,154)**