

**TEXAS EDUCATION AGENCY
DIVISION OF PROGRAM MONITORING AND INTERVENTIONS**

Monthly Progress Report

This monthly report is due to the Texas Education Agency at the end of each month.

Monthly Progress Report for Month Ending April 30, 2009:		
LEA Name: <u>Lancaster ISD</u>	Program (mark with an X): <input type="checkbox"/> Bilingual Education/English as Second Language <input type="checkbox"/> Career and Technology Education <input type="checkbox"/> No Child Left Behind <input type="checkbox"/> Special Education <input checked="" type="checkbox"/> Financial Intervention	Prepared By: <u>James Damm, Financial Conservator</u>
County-District #: <u>057-913</u>		Team Members (if applicable):
Campus Name: <u>District-Wide</u>		

Submit Monthly Progress Report to: Ron Rowell

E-mail: pmidivision@tea.state.tx.us

Subject Line: Financial Conservator Report for Month

Contact Information: (512) 463-9414

RECEIVED

MAY 19 2009

SUPERINTENDENTS OFFICE

5-13-2009

1. On-site Visits to LEA

Date of Visit	Time and Duration of Visit	Persons Contacted During Visit	Activities of Visit
April 6	1:00-10:30; 8 hours	Board Meeting, Mike Fletcher, Dana Marable, Anita McPartland	Board Meeting, Discussed status of budget, personnel issues, CFO applicants
April 7	11:00-4:30; 5.5 hours	Dana Marable, staff meeting	Discussed organization staffing, general discussion of progress, budget status
April 13	8:00-5:30; 8 hours	CFO interviews, Mike Fletcher, Dana Marable	CFO Interviews, discuss budget, discuss Board meeting topics, review stimulus planning
April 15	8:00-4:30; 8 hours	Mike Fletcher	Discuss CFO screening progress, Change order project
April 20	12:00-8:30; 8 hours	Dana Marable, Mike Fletcher, Mandy Johnson	Town Hall Meeting, review Finance Department schedules, review budget progress/planning
April 28	10:30-5:30; 7 hours	Mike Fletcher, Dana Marable	Discuss administrative staffing, review Budget Meeting presentation
April 30	9:00-3:30; 6.5 hours	Dana Marable, Mike Fletcher	Change order project, discuss swine flu options, discuss staffing

2. Summary of Contacts with LEA other than on-site

Date	Method of Contact	Brief Comments
April 10	Phone	Pam Carroll re: CFO candidate

3. Status of Concerns or Issues

Area of Concern	Date First Identified	New Concern	Ongoing Concern	Resolved Concern	Action Plan Status
Financial Procedures	TEA Audit Report		X		<p>Financial procedure work continued through out the month. More procedure review has continued as issues arise. One of the most critical procedure areas deals with activity funds. Agreement has been reached on some consolidation of activity funds, more frequent reporting of activities, transaction review such as Athletics and Stadium Funds. These funds are being folded into the Operating budget for the most part. New guidelines of handling of Booster Club accounts and sharing of district gate revenues have been developed. Consolidation of the Athletic business functions under the Athletic Director have been developed and will be implemented beginning July 1. Central and school staff have contributed to the plans. Work will continue on this area and will be available for review of a new CFO when appointed. Mike Fletcher continues to provide the leadership necessary on a 3 day per week average.</p>
Cash Flow status	First several days of engagement		X		<p>As stated last month, this activity has been moved to a monitoring level. Cash flow projections continue to remain on target for adequate cash flow through this fiscal year.</p>
FY 2009 Budget and FY 2010 Budget	First several days of engagement		X		<p>The format for the budget development continues to be refined. A budget workshop for the Board is scheduled for the May 4 Board Meeting. An additional Budget Advisory Committee meeting was held in April. The templates for school budgets were developed, sent to schools, and returned in April with all formula driven budget categories included. Staffing guidelines for schools have been refined for FY10. Recommendations for the Administrative organization have been developed and</p>

Area of Concern	Date First Identified	New Concern	Ongoing Concern	Resolved Concern	Action Plan Status
					discussed by staff, and are scheduled to be shared with the Board at the meeting on May 4. The FY 09 budget is staying on target for a projected EOY Operating fund surplus of over \$1 million.
Finance Department staffing and training	First several days of engagement		X		Training of staff in the Finance Department has been reinstated as the budget position has improved. Training in Pentamation® for both finance and student services staffs took place in April. Both groups reported that the use of many of the features not previously known about will improve the efficiency and accuracy of both areas. The hiring of a new Chief Financial Officer will put the final piece of the Finance Department staffing in place. A recommendation for this key position will be made to the Board at the May Board meeting.
Board Superintendent relationship	First several days of engagement		X		The four months of Dr. Dana Marable's appointment as Interim Superintendent has been very fruitful. Dr. Marable has brought a style that has helped resolve some of the community issues, and has focused on a collegial approach with staff that has calmed staff and included them in the processes of the District. An issue that will be presented to the Board for its consideration, is the reopening of the salary terms of the contract effective in July, due to the TRS 6 month limit on work.
Financial Planning/Budgeting	On-going		X		The long term goal of establishing an adequate fund balance will get a good start with the projected performance of the FY09 budget. We anticipate a surplus of at least \$1 million. I have given the administration a goal of having a FY10 surplus of \$1 million also. Under the TEA recommended target of 15% of the Operating Budget, a fund balance of about \$6 million would be desired. It will take several years after FY10 to reach that target, and much fiscal restraint. It can be done and should be in order to provide a strong fiscal future for this district.

4. Progress Report of LEA's Continuous Improvement Plan (CIP)

CIP Performance Targets	Month 2009	Progress Towards Implementation of CIP Performance Targets Monthly Implementation Update	Progress Results Summary IP = In Progress C = Completed R = Revised NA = Not Addressed
Strategic Planning	April	Action committees continue to meet in the development of the Strategic Plan. Some recommendations will be able to be presented to be considered for the FY10 budget, but others will be deferred until later. The hiring of a new superintendent will naturally have an impact on major recommendations for the future, as will the school funding issues being discussed by the Legislature at this time.	IP

CIP Performance Targets	Month 2009	Progress Towards Implementation of CIP Performance Targets Monthly Implementation Update	Progress Results Summary IP = In Progress C = Completed R = Revised NA = Not Addressed

5. Comments:

As was stated last month, the district has made significant progress in refocusing on solid business practices. The financial systems continue to improve. Occasional problems arise that have not appeared before, and are dealt with by the administration and Board. The Interim Superintendent has held several Town Meetings and several open forums with staff. The attendance at the Town Meetings has been relatively low, which could be construed as meaning that the community concerns have abated.

The Interim Superintendent has also been very proactive in refocusing the staff and community on instruction. There are many positive instructional and other student related outcomes, including the approval of the Elementary International Baccalaureate Programme approval for Pleasant Run Elementary School. This approval completes the cycle of having all levels of the District now delivering or preparing to deliver the International Baccalaureate Programme. Lancaster is one of very few school districts in the country with this complete program. Lancaster continues to have a large representation of its student body in many varied activities throughout the State and Nation, both scholastic and co-curricular.

The School Board meetings have become so routine that the press barely covers them anymore. This is good news to staff as the focus can be on education, not a 3 ring circus. Board meetings have improved in agenda preparation, meeting décor, and information presented to the Board and public. Election for three of the School Trustees will take place on May 9. All three positions are contested and the incumbents are all running.

The Board has selected a search firm to assist with the selection of a new superintendent. A three month process is anticipated. Because of the improvement that has been made in the financial integrity of the District and the significant

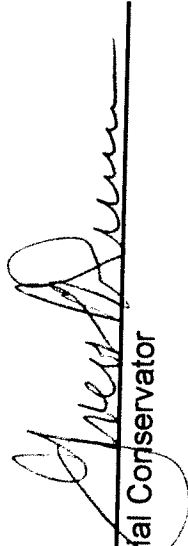
reduction in the issues raised in the press, a number of highly qualified candidates is expected

6. Recommendation for Continuation of Monitor

Continue

Discontinue due to improvement made

Evaluate to higher level of sanction due to lack of improvement made


Financial Conservator

5-1-09
Date of Report

James Danker

Date	Description	Times	Hours	Total Time	Meal Amount	Mileage	Amount
6-Apr	Board meeting, Mike Fletcher, Dana Marable, Anita	1:00-10:30	8	\$ 680.00		58	\$ 31.90
7-Apr	Dana Marable, Staffing CFO Interviews, Mike	11:00-4:30	5.5	\$ 467.50		58	\$ 31.90
13-Apr	Fletcher, Dana Marable Mike Fletcher, Change order	8:00-5:30	8	\$ 680.00	7.73	58	\$ 31.90
15-Apr	project Town Hall, Mike Fletcher,	8:00-4:30	8	\$ 680.00	8.39	58	\$ 31.90
20-Apr	Dana Marable, Mandy Admin staffing, Budget meeting presentation, Dana	12:00-8:30	8	\$ 680.00	8.11	58	\$ 31.90
28-Apr	Marable, Mike Fletcher	10:30-5:30	7	\$ 595.00	7.73	58	\$ 31.90
29-Apr	Draft Report for April Change Order Project, Dana		2.5	\$ 212.50			
30-Apr	Marable, Mike Fletcher	9:00-3:30	6.5	\$ 552.50		58	\$ 31.90
				\$ 4,547.50			
					\$ 31.96		\$ 223.30
	Fee			\$ 4,547.50			
	Meals			\$ 31.96			
	Mileage			\$ 223.30			
				\$ 4,802.76			

M
5-13-2009

<<<<

NIC DRIVE IN
WINCASTER RD PH 469-567-2222

K-3 SH-4 19:27:00 04/20/09

STA 7A >>> TKT 328

1	CKN	ST	4.49
1	OR		1.89
1	DIET COKE		1.59
1	MEAL #6		-.48
		ST	7.49
		TX	.62

TOTAL 8.11

TRAY# 6 CTND .89

>>>> TO GO <<<<

ARRIVE ROUTE 44 ON
YOUR NEXT VISIT
PLEASE CALL
877-807-2710 WITHIN
14 DAYS OF PURCHASE
AND TELL US ABOUT
YOUR EXPERIENCE.
PRESENT RECEIPT WITH
VALIDATION CODE TO
REDEEM THE OFFER

ID#: 539904200328

HICKORY
HOUSE BBQ
972 227 7322
THANK YOU
YOUR RECEIPT

REG 04-13-2009 11:56
000173

DEPT20	T1T2	\$5.95
DEPT20	T1T2	\$1.19
TAX-AMT 1		\$7.14
TAX 1		\$0.59
TOTAL		\$7.73
CASH		\$20.00
CHANGE		\$12.27

HICKORY
HOUSE BBQ
972 227 7322
THANK YOU
YOUR RECEIPT

REG 04-28-2009 13:30
000078

DEPT20	T1T2	\$5.95
DEPT20	T1T2	\$1.19
TAX-AMT 1		\$7.14
TAX 1		\$0.59
TOTAL		\$7.73
CASH		\$20.00
CHANGE		\$12.27

Kale's Kitchen

6.25	1
1.50	1
7.75	ST
0.64	TX
8.39	ST
20.00	CA
11.61	CG
1	#
04-15-09	
5966#01-25@	