

September 14, 2020

STATE OF TEXAS

COUNTY OF HANSFORD

The Spearman I.S.D. Board of Trustees met in a Regular Session on September 14, 2020, at 7:00 p.m. in the High School Library, 403 East 11th Avenue, Spearman, Texas. The following were present:

Board Members:	Dr. Mark Garnett, President Samantha Wilkerson, Secretary Stephen Batton, Member Mikal Willimon, Member Michael Lusby, Member
School Officials:	Dan Gist, Superintendent Shane Whiteley, Asst. Superintendent Sandi Wheeler, HS Principal Craig Black, JH Principal Alexis Beck, Elem Principal
Others:	Nora Saenz, Executive Secretary Brenda Ferguson, Director of Finance/PEIMS Kristi Ramon, Teacher Mentor Krista Baird, HS Counselor Bonnie Morton, HS teacher Sherry Boyd, Elem teacher/ATPE Philip Hudson, Fellowship Baptist Church Filiberto Avila, HS student

CALL TO ORDER

The meeting was called to order by Dr. Mark Garnett, President of the Board of Trustees.

INVOCATION

The invocation was given by Philip Hudson, Fellowship Baptist Church.

ESTABLISH A QUORUM

A quorum was established with five members of the Board present. Joel Shields was absent.

PUBLIC OPEN FORUM

RECOGNITION

A. Student Presentation

CONSENT ITEM(S)

- A. Approve minutes of August 26, 2020, Special Meeting
- B. Ratification of Bills
- C. Year-to-Date Tax Revenue Analysis
- D. Year-to-Date Budget Function Compilation
- E. Investment Comparison Calendar Year-to-Date
- F. District Financial Report
- G. Acceptance of Gifts or Donation

Motion was made by Stephen Batton and seconded by Samantha Wilkerson to approve the Consent items as presented.

MOTION CARRIED 5-0.

INFORMATION AND ANNOUNCEMENT ITEM(S)

- A. Superintendent's Report
 - a. Attendance Report
 - b. Board Training Opportunities, online
 - c. COVID update

ACTION/DISCUSSION ITEM(S)

- A. CONSIDERATION AND APPROVAL OF BOARD GOALS AS REQUIRED BY HB3 AND PRESENTED BY KRISTI RAMON, SPECIAL PROGRAMS COORDINATOR

Motion made by Mikal Willimon and seconded by Michael Lusby to approve the Action Plan Review Dates as follows:

- September 2020 – Present HB 3 information and approve goals (ECL-ECM, CCMR)
- February 2021 – Review goals and progress
- July 2021 – Review goals and progress (public hearing)

MOTION CARRIED 5-0.

Motion made by Michael Lusby and seconded by Samantha Wilkerson to approve Early Childhood Literacy (ECL) and ECM Plan as presented.

MOTION CARRIED 5-0.

Motion made by Stephen Batton and seconded by Samantha Wilkerson to approve College Career Military Readiness (CCMR) plans as presented.

MOTION CARRIED 5-0.

B. CONSIDER AND APPROVE RESOLUTION REGARDING EXTRACURRICULAR STATUS OF 4-H ORGANIZATION AND ADJUNCT STATUS OF COUNTY AGENTS

Motion made by Michael Lusby and seconded by Samantha Wilkerson to approve the Resolution regarding Extracurricular Status of the 4H Organization and give adjunct status to the county agents.

MOTION CARRIED 5-0.

C. ANNUAL REVIEW OF INVESTMENT POLICY

Motion was made by Mikal Willimon and seconded by Stephen Batton to adopt the District's Resolution on Review of our Investment Policy. (Exhibit A)

MOTION CARRIED 5-0.

D. UPDATE AND DISCUSSION OF STAFFING PATTERNS, EXTRA AND CO-CURRICULAR, AND INSTRUCTIONAL PROGRAMS

Motion made by Samantha Wilkerson and seconded by Stephen Batton to grant the superintendent the authorization to approve the submission of the district's asynchronous instructional plan and approve the current plan as presented.

MOTION CARRIED 5-0.

E. DISCUSS AND CONSIDER ACTION ON CAPITAL/FACILITY IMPROVEMENT PROJECTS AND NEEDS

JH Elementary Final Roofing Project/Building Repair – no update

Facility Upgrade – HVAC duct work is complete except for transition pieces in varsity gym. They are expected to be on site by Monday, September 21st. Both gyms are available for our students to use.

Cement was poured for the new field house today.

They found access to sewer line at the high school campus. They ran scope from the old lift station by the ag addition and marked how it runs so that our engineers can make some decisions about plumbing for the field house. My guess is that they will probably have to replace lift station with a bigger one to accommodate new field house.

Football field and Practice field – seems to be getting thicker every day. Growing season is slowing and will not have to be mowed as much

JH Practice field – field is looking better and have begun to use the field. There are still a couple of place I am concerned about that might need to have some spot re-application.

Maintenance and Custodial – no update

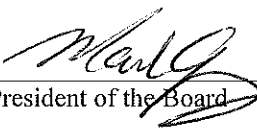
NO MOTION NEEDED.

CLOSED MEETING – TEXAS OPEN MEETING ACT

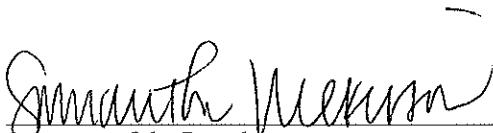
RECONVENE INTO OPEN MEETING

ADJOURNMENT

The meeting adjourned at 9:00 p.m.



President of the Board



Secretary of the Board

Exhibit A

**Resolution Adopting "The Annual Investment Policy"
For Spearman Independent School District**

WHERE AS, Spearman Independent School District has been legally created and operates pursuant to the general laws of the State of Texas applicable to Independent school districts; and

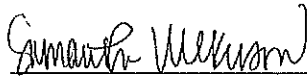
WHERE AS, The Board of Trustees has convened on this date at a meeting open to the public and wishes to adopt an Annual Investment Policy for the Spearman Independent School District, in the form attached hereto as Exhibit "A", pursuant to Chapter 2256, Texas Government Code, as amended from time to time;

NOW THEREFORE, Be it resolved by the Board of Trustees of the Spearman Independent School District that:

1. The Investment Policy, in the form attached hereto as Exhibit "A" is hereby adopted as the investment policy for the Spearman Independent School District for the 2020-2021 year.
2. The provision of this Resolution shall be effective as of the date of Adoption and shall remain in effect until modified by action of the Board of Trustees.
3. The Superintendent shall serve as the Investment Officer of the Spearman Independent School District.

APPROVED AND PASSED this 14th day of September, 2020.

ATTEST:



Samantha Wilkerson
Secretary, Board of Trustees



Dr. Mark Garnett
President, Board of Trustees

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

Investment Authority

The Superintendent or other person designated by Board resolution shall serve as the investment officer of the District and shall invest District funds as directed by the Board and in accordance with the District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

**Approved
Investment
Instruments**

From those investments authorized by law and described further in CDA(LEGAL) under Authorized Investments, the Board shall permit investment of District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load mutual funds, except for bond proceeds, and no-load money market mutual funds, as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.

Safety

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctua-

Spearman ISD
098904

**OTHER REVENUES
INVESTMENTS**

CDA
(LOCAL)

tions by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

**Investment
Management**

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

**Liquidity and
Maturity**

Any internally created pool fund group of the District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the District shall not exceed three years from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

Diversity

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

**Monitoring Market
Prices**

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done at least quarterly, as required by law, and more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

**Monitoring Rating
Changes**

In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.

Funds/Strategies

Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.

DATE ISSUED: 11/8/2019
UPDATE 114
CDA(LOCAL)-X

2 of 4

Spearman ISD
098904

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

Operating Funds	Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Custodial Funds	Investment strategies for custodial funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Debt Service Funds	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
Capital Project Funds	Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
Safekeeping and Custody	The District shall retain clearly marked receipts providing proof of the District's ownership. The District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with District funds by the investment pool.
Sellers of Investments	<p>Prior to handling investments on behalf of the District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law. [See Sellers of Investments, CDA(LEGAL)]</p> <p>Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC) and be in good standing with the Financial Industry Regulatory Authority (FINRA).</p>
Soliciting Bids for CDs	In order to get the best return on its investments, the District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.
Interest Rate Risk	<p>To reduce exposure to changes in interest rates that could adversely affect the value of investments, the District shall use final and weighted-average-maturity limits and diversification.</p> <p>The District shall monitor interest rate risk using weighted average maturity and specific identification.</p>
Internal Controls	A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to

DATE ISSUED: 11/8/2019
UPDATE 114
CDA(LOCAL)-X

3 of 4

Spearman ISD
098904

OTHER REVENUES
INVESTMENTS

CDA
(LOCAL)

protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the District's independent auditing firm.

Annual Review

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

Annual Audit

In conjunction with the annual financial audit, the District shall perform a compliance audit of management controls on investments and adherence to the District's established investment policies.

DATE ISSUED: 11/8/2019
UPDATE 114
CDA(LOCAL)-X

ADOPTED:

4 of 4

