LYTLE INDEPENDENT SCHOOL DISTRICT (ISD)

SCHOOL PERFORMANCE REVIEW SUMMARY

OVERVIEW

LOCATION: ATASCOSA, BEXAR & MEDINA COUNTIES

Lytle Independent School District (ISD) is located in Atascosa, Bexar and Medina counties in Lytle, 25 miles southwest of San Antonio.

CAMPUSES: 4

The district has four instructional campuses, including Lytle High School, Lytle Junior High School, Lytle Elementary School, and Lytle Primary School.

ENROLLMENT: 1,720

During school year 2014-15, enrollment totaled 1,720 students. The student population was 79.5% Hispanic, 18.3% Caucasian, 0.9% African American, 0.5% American Indian, 0.2% Pacific Islander, 0.5% two or more races. Approximately 71.4% of students were considered economically disadvantaged (state average being 58.8%), and 52.2% were identified as at-risk (state average being 51.2%).
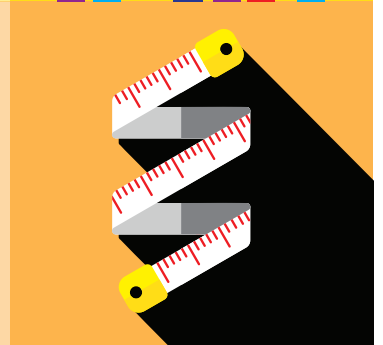
RECOMMENDATIONS

FINANCIAL INEFFICIENCY

• Develop **revenue projections**, including student enrollment, in preparation of the annual budget.

• Enforce the board's **General Fund balance resolution** to prevent fund depletion.

• Prepare **monthly financial status reports** for the Food Services Department and individual kitchen operations.

• Tag, track, **note the funding sources for all assets**, and conduct an annual inventory.
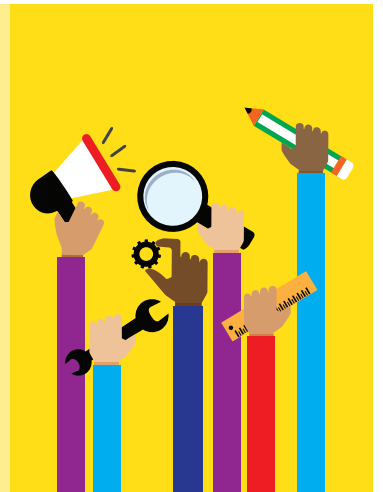
PROGRAM INEFFICIENCY

• Develop **measurable objectives** to evaluate student progress.

• Implement a process to **evaluate instructional programs**.

• Develop a **contract management process** to identify all district contracts, centrally monitor contract requirements, and evaluate vendor performance.

RECOMMENDATIONS

STAFFING INEFFICIENCY

• Realign the organizational structure to **manage the span of control**.

• Use standard industry guidelines or formulas to determine the **appropriate staffing allocation**.

• **Develop local policy** conditions and procedures for supervising and evaluating family members.

• Charge the transportation manager with **direct supervision** of all transportation staff.
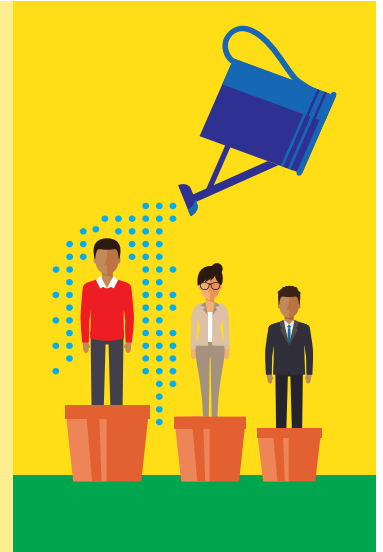
PROCESS INEFFICIENCY

• Designate final approval **authority for purchase requisitions** and overages to the business manager.

• **Install locking cabinets** and ensure all staff records are stored in compliance with board policy.

• Assign **responsibility for routing software** to the transportation manager.

KNOWLEDGE INEFFICIENCY

• Develop a **teacher-training program that reflects student achievement** and provides clear expectations about software and devices the district uses.

• Generate a file management system to **track teacher certification** and professional development records.

• Develop written procedures and **regulations to guide HR functions** and transportation staff operations.

• Ensure the district's **website provides updated information** and complies with state law.