



# International American Education Federation, Inc., d/b/ a International Leadership of Texas

## February 20, 2019 Regular Meeting and Public Hearing of TAPR

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### **Date and Time**

Wednesday February 20, 2019 at 6:15 PM CST

### **Location**

1820 N. Glenville Drive, Suite 100, Richardson, TX 75081

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### **Meeting Notice & Mission Statement**

In compliance with the Texas Open Meetings Act, the Texas Government Code, Chapter 551, timely public advance written notice (at least 72 hours before the scheduled time of the meeting) is given of the subjects the Board of Directors of International Leadership of Texas (the "Board"), and the Board will convene a Regular Open Meeting of the Board of Directors of International Leadership of Texas on the date and time and location set forth herein. It is the intent of the Board to have a quorum physically present at the above address. Board members not physically present may participate by live two-way video and audio feed in accordance with the Texas Open Meetings Act. If a quorum of the Board cannot be physically present at the above address, it is the intent to have the presiding officer physically present at the above address. The Board hereby certifies that this notice was posted on a bulletin board or on something akin thereto or at a place readily accessible and convenient to the public at 1820 N. Glenville Dr., #100, Richardson, TX 75081, as well as online at [www.ILTexas.org](http://www.ILTexas.org). The items on this Agenda may be taken in any order. The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

/s/ Finn Simmenssen, For ILTexas' Board

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### **Agenda**

	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
<b>I. Opening Items</b>			<b>6:15 PM</b>
<b>A.</b> Record Attendance and Guests			
<b>B.</b> Call the Meeting to Order			
<b>C.</b> Approve Minutes	Approve Minutes		
	Approve minutes for January 16, 2019 Regular Meeting and Public Hearing of the Charter FIRST Rating Report on January 16, 2019		
<b>II. Public Presentation and Hearing of 2017-18 TAPR</b>			<b>6:15 PM</b>

- |   |      |                                       |         |
|---|------|---------------------------------------|---------|
| <b>A. Call to Order: TAPR</b>   | Vote | Major<br>General<br>James<br>Williams |         |
| <b>B. REQUIRED ANNUAL PRESENTATION &amp; PUBLIC HEARING OF 2017-18 TEXAS ACADEMIC PERFORMANCE REPORT (TAPR)</b> | FYI  | Tiffany<br>Harrod                     | 30<br>m |

Notice is hereby given that on the 20th of February 2019 the Board of Directors of International Leadership of Texas (ILTexas) school district will hold a public hearing of the 2017-2018 Texas Academic Performance Report beginning at 6:15 p.m. at the ILTexas District Office located at 1820 N. Glenville, Suite #100, Richardson, Texas. In compliance with Texas Education Code §39.053, the district will annually publish the Texas Academic Performance Report (TAPR), hold a hearing for public comment on the report, and disseminate the report within the district. The TAPR is also posted on the ILTexas website at [www.iltexas.org](http://www.iltexas.org).

- |                         |      |                                       |
|-------------------------|------|---------------------------------------|
| <b>C. Adjourn: TAPR</b> | Vote | Major<br>General<br>James<br>Williams |
|-------------------------|------|---------------------------------------|

**III. Public Speakers**

**IV. Information Items**

**6:45 PM**

- |                      |     |                                     |
|----------------------|-----|-------------------------------------|
| <b>A. CAO Report</b> | FYI | Dr. Laura<br>Carrasco-<br>Navarrete |
|----------------------|-----|-------------------------------------|
- Chief Academic Officer's Report
- College Advising: Academic Success Program presentation by Sara Urqidez with time for questions

- |                                   |     |                 |
|-----------------------------------|-----|-----------------|
| <b>B. Superintendent's Report</b> | FYI | Eddie<br>Conger |
|-----------------------------------|-----|-----------------|
- Superintendent's Report

- |                      |     |                  |
|----------------------|-----|------------------|
| <b>C. CEO Report</b> | FYI | Dr. Alan<br>Seay |
|----------------------|-----|------------------|
1. Enrollment
  2. Personnel
  3. Strategic Planning Retreat -- February
  4. Marketing Plan
  5. First Annual Golf Classic -- May 1
  6. Other

- |   |     |                  |
|---|-----|------------------|
| <b>D. Draft Amended Policy for first reading: Fiscal Policy</b> | FYI | Dr. Alan<br>Seay |
|---|-----|------------------|
- Presentation for first reading: Draft Amended Policy Group 5, Fiscal Policies

**V. Action Items**

**6:45 PM**

- |  |      |                   |
|--|------|-------------------|
| <b>A. Consider/Act on January, 2019 Financial Report</b> | Vote | Ronald<br>Kuehler |
|--|------|-------------------|
- Discuss/Act to approve January, 2019 Financial Report.
- |   |      |                   |
|---|------|-------------------|
| <b>B. Consider/Act on Budget Amendment #1</b> | Vote | Ronald<br>Kuehler |
|---|------|-------------------|

Discuss/Take Possible Action to approve Budget Amendment #1.

- C. Consider/Act on Investment Agreement:                      Vote                      Ronald  
Debt Service, Debt Service Reserve funds                      Kuehler

Discuss/Act to approve Investment Agreement with Masterson Advisors for Debt Service and Debt Service Reserve funds at Trustee bank.

- D. Consider/Act on Amended Governance                      Vote                      Dr. Alan  
Policy                      Seay

Discuss/Act to approve Amended Policy Group 1, Governance.

- E. Consider/Act on Amended Bylaws of                      Vote                      Dr. Alan  
I.A.E.F.                      Seay

Discuss/Act to approve Resolution Amending the Bylaws of International American Education Federation, charter holder of International Leadership of Texas, said Resolution also authorizing administration to file a Non-Expansion Amendment Request to make the Amended Bylaws of record with the TEA.

- F. Consider/Act on Delegation of Construction                      Vote                      Dr. Alan  
Methodology to CEO                      Seay

Discuss/Act to approve delegating to CEO the authority to determine the construction methodology to be used for building projects.

- G. Consider/Act on Expansion Amendment                      Vote                      Dr. Alan  
Request: College Station High School                      Seay

Discuss/Act to approve filing an Expansion Amendment Request with TEA seeking approval of a High School Campus at the site of the currently operational ILTexas College Station Elementary and Middle School Campuses, to begin serving students at the 9th Grade level in August, 2019.

• **A Resolution will be presented for signature by all Members participating.**

- H. Consider/Act on 2019-2020 Academic                      Vote                      Dr. Laura  
Calendar                      Carrasco-  
Navarrete

Discuss/Act to approve 2019-2020 Academic Calendar

- I. Consider/Act on Waiver Request:                      Vote                      Dr. Laura  
Professional Development Days                      Carrasco-  
Navarrete

Discuss/Act to approve filing a Request with the TEA that the Commissioner waive certain requirements pertaining to attendance in accordance with rules governing days utilized for professional development.

**VI. Closed Session**

**6:45 PM**

- A. Authorization                      FYI                      Major  
General  
James  
Williams

Closed Session for Any and All Reasons Permissible by Texas Law, including, but not limited to, Texas Government Code Sections 551.071, 551.072, 551.073, 551.074, 551.075, 551.076, 551.082, 551.083, 551.084, pertaining to any item listed on this agenda, as permitted by applicable law.

- B. Discuss CEO Succession Plan                      Discuss                      Dr. Alan  
Seay

**VII. New section**

**6:45 PM**

- A.** Consider/Act on 2019-2020 Teacher Salary Scale      Vote      Dr. Alan Seay

Discuss/Act to approve 2019-2020 Teacher Salary Scale.

- B.** Consider/Act on items related to CEO Succession Plan      Vote      Dr. Alan Seay

Discuss/Take Possible Action to approve items related to CEO Succession Plan.

**VIII. Closing Items**

**6:45 PM**

- A.** Adjourn Meeting      Vote



# Cover Sheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** C. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**

Minutes for January 16, 2019 Regular Meeting and Public Hearing of the Charter FIRST  
Rating Report on January 16, 2019



# International American Education Federation, Inc., d/b/a International Leadership of Texas

## Minutes

### January 16, 2019 Regular Meeting and Public Hearing of the Charter FIRST Rating Report

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#### **Date and Time**

Wednesday January 16, 2019 at 6:15 PM

#### **Location**

1820 N. Glenville Drive, Suite 100, Richardson, TX 75081

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#### **Meeting Notice & Mission Statement**

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It is the intent of the board for the presiding officer physically present at the above address. The Board hereby certifies that this notice was posted on a bulletin board or on something akin thereto or at a place readily accessible and convenient to the public at 1820 N. Glenville Dr., #100, Richardson, TX 75081, as well as online at [www.ILTexas.org](http://www.ILTexas.org). The items on this Agenda may be taken in any order. The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

/s/ Finn Simmensen, For ILTexas' Board

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#### **Directors Present**

Dr. Lynne Beach, Major General James Williams, Soner Tarim, Tracy Cox

#### **Directors Absent**

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Edwin Flores

**Directors Arrived Late**

Tracy Cox

**Directors Left Early**

Soner Tarim

**Guests Present**

Angela Plata, Bill Mays, Dr. Alan Seay, Dr. Laura Carrasco-Navarrete, Drew Masterson, Eddie Conger, Finn Simmenssen, James Dworkin, Ronald Kuehler

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**I. Opening Items**

**A. Record Attendance and Guests**

**B. Call the Meeting to Order**

Major General James Williams called a meeting of the board of directors of International American Education Federation, Inc., d/b/a International Leadership of Texas to order on Wednesday Jan 16, 2019 @ 6:21 PM at 1820 N. Glenville Drive, Suite 100, Richardson, TX 75081.

**C. Approve Minutes of the December 19, 2018 Regular Meeting**

Dr. Lynne Beach made a motion to approve minutes from the December 19, 2018 Regular Meeting on 12-19-18.  
Soner Tarim seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**II. Public Hearing of Charter FIRST Report**

**A. Call to Order**

Maj. Gen. James Williams called the Charter FIRST Public Hearing to order.

**B. Financial Integrity Rating System of Texas (FIRST) Report**

Mr. Ronald Kuehler briefed the Board on the Charter FIRST Report. The Report contains the 2017-2018 Rating, which is based on 2016-2017 Fiscal Year data. Tracy Cox arrived late.

**C. Adjourn Charter FIRST Public Hearing**

Adjourned. Vote not required.

**III. Information Items**

**A. Presentation: Family, Career, and Community Leaders of America**

The members of the ILTexas KSHS FCCLA team gave their presentation to the Board.

**B. Recap of 2018 Bond Transaction**

Mr. Drew Masterson briefed the Board on the bond transaction.

**C. CAO Report**

Dr. Laura Carrasco-Navarrete reported to the Board:

- First draft SY'19-20 School Calendar; instructional minutes; bad weather days; effort to align Spring Breaks with those of surrounding ISDs.
- College acceptances

#### **D. Superintendent's Report**

Mr. Eddie Conger made a brief report to the Board.

#### **E. CEO Report**

Dr. Alan Seay Reported to the Board.

- Enrollment
- Personnel
- Dr. Seay and Mr. Conger responded to questions about current Texas legislative developments relating to school funding.
- Strategic Retreat proposed for February, 2019.

#### **F. ILTexas Policy Group 1: Governance**

Dr. Alan Seay briefed the Board on the first draft of revised Policy Group 1, Governance.

### **IV. Board Action Items**

#### **A. CONSIDER/ACT ON DECEMBER, 2018 FINANCIAL REPORT**

Mr. Ronald Kuehler delivered the Financial Report.

Tracy Cox made a motion to approve the December, 2018 Financial Report.

Soner Tarim seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **V. Closed Session**

#### **A. Authorization**

The Board entered Executive Session at 8:07 p.m. and returned to Open Session at 8:42 p.m.

Soner Tarim left early.

#### **B. Discuss Personnel Matters**

### **VI. Closing Items**

#### **A. Adjourn Meeting**

Tracy Cox made a motion to adjourn the meeting.

Dr. Lynne Beach seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:43 PM.

Respectfully Submitted,  
Finn Simmensen

# Cover Sheet

## REQUIRED ANNUAL PRESENTATION & PUBLIC HEARING OF 2017-18 TEXAS ACADEMIC PERFORMANCE REPORT (TAPR)

**Section:** II. Public Presentation and Hearing of 2017-18 TAPR  
**Item:** B. REQUIRED ANNUAL PRESENTATION & PUBLIC HEARING OF  
2017-18 TEXAS ACADEMIC PERFORMANCE REPORT (TAPR)  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** TAPR Board Report 2017-2018 Final.pdf

# International Leadership of Texas Texas Academic Performance Report (TAPR) 2017-18



Presented for Public Hearing February 20, 2019

Prepared by Tiffany Harrod  
Executive Director of Assessment & Data Analysis  
In compliance with Texas Education Code §39.306

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## Accessing the TAPR Report

- Compiled by TEA for every district and campus using
  - ❑ PEIMS
  - ❑ Student Assessment Data
- **New for 2017-18:**  
**TAPR now published in 2 different formats**
  - ❑ A comprehensive, "dynamic" online data system
    - ✓ Data will be added as they become available
  - ❑ A "scaled back" PDF version (the "Paper TAPR")
    - ✓ Only includes major, statutorily-required data points
    - ✓ Designed to allow districts to fulfill their public notification requirements (i.e., the Annual Report)

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## TAPR Overview

The TAPR provides information on the performance of students in each school and district in Texas. The reports also provide extensive information on school and district staff, programs, and student demographics.

- This is the 5<sup>th</sup> year of the Texas Academic Performance Report
- State law requires that this report is presented in a public hearing – *no action is required*
- The report was published by TEA and made available to the public in December 2018

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## ANNUAL REPORT



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## Accessing the TAPR Report



- 1 <https://tea.texas.gov/perfreport/tapr/index.html>
- 2 <https://www.iltexas.org/acountabilityratings>
- 3 Campus Offices

3

## 2017-18 Performance Report

**2018 Accountability Ratings:**  
**Not Rated: Harvey Provision**

**2018 Special Education Determination Status:**  
**Needs Assistance**

**2017 Armed Services Vocational Aptitude Battery (ASVAB) Test**  
**Not Reported**

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## 2017 Performance Summary Accountability Ratings & Distinction Designations

**ILTexas District – Met Standard**

### Elementary School Campuses

<b>ILTexas Garland</b> Met Standard – 71 (C) Top 25 Percent Student Progress	<b>ILTexas North Richland Hills</b> Met Standard – 65 (D)	<b>ILTexas Lancaster</b> Improvement Required Overall Scaled Score - 53 (F)
<b>ILTexas Arlington</b> Met Standard – 72 (C)	<b>ILTexas Katy</b> Met Standard – 70 (C)	<b>ILTexas East Ft. Worth</b> Improvement Required Overall Scaled Score - 46 (F)
<b>ILTexas Keller</b> Met Standard – 88 (B)	<b>ILTexas Westpark</b> Not Rated – Hurricane Harvey Overall Scaled Score – 56 (F) Improvement Required	<b>ILTexas Saginaw</b> Met Standard – 70 (C)
<b>ILTexas Grand Prairie</b> Met Standard – 74 (C)		<b>ILTexas Windmill Lakes</b> Not Rated – Hurricane Harvey Overall Scaled Score – 48 (F) Improvement Required

## STAAR Performance

- All 3 performance rates
  - Approaches Grade Level or Above
  - Meets Grade Level or Above
  - Masters Grade Level
- Reported for
  - Each Assessment
  - All Grades All Subjects
  - All Grades by Subject
- Performance data includes results from **Accountability Year**

Summer EOCs	December EOCs	Spring EOCs and all Grades 3-8 Assessments (including 1 <sup>st</sup> and 2 <sup>nd</sup> administrations of Grades 5 and 8 Reading and Math)
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- Only includes results for students in the **accountability subset**
  - Students taking assessments who were enrolled in the district/campus on the preceding fall snapshot date (last Friday of October)

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## 2017 Performance Summary Accountability Ratings & Distinction Designations

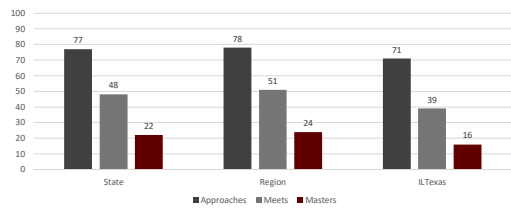
**ILTexas District – Met Standard**

### Middle School Campuses

<b>ILTexas Garland</b> Met Standard – 79 (C) Academic Achievement in Mathematics Academic Achievement in Social Studies Postsecondary Readiness	<b>ILTexas Grand Prairie</b> Met Standard – 70 (C) Academic Achievement in ELA/Reading	<b>ILTexas Lancaster</b> Met Standard – 58 (F) Rating Adjusted to passing re: online testing irregularities
<b>ILTexas Arlington</b> Met Standard – 78 (C) Top 25 Percent Comparative Academic Growth	<b>ILTexas North Richland Hills</b> Met Standard – 76 (C) Postsecondary Readiness	<b>ILTexas East Ft. Worth</b> Improvement Required Overall Scaled Score - 48 (F)
<b>ILTexas Keller</b> Met Standard – 90 (A) Academic Achievement in Science Academic Achievement in Social Studies Postsecondary Readiness	<b>ILTexas Katy</b> Met Standard – 74 (C) Academic Achievement in ELA/Reading	<b>ILTexas Saginaw</b> Met Standard – 70 (C)
	<b>ILTexas Westpark</b> Met Standard – 74 (C) Academic Achievement in ELA/Reading	<b>ILTexas Windmill Lakes</b> Met Standard – 66 (D)

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## STAAR Approaches-Meets-and Masters All Grades, All Subjects



### Calculated Averages

State	Region	District
49%	51%	42%
Scaled Score 81(B)	Scaled Score 82(B)	Scaled Score 73(C)

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## 2017 Performance Summary Accountability Ratings & Distinction Designations

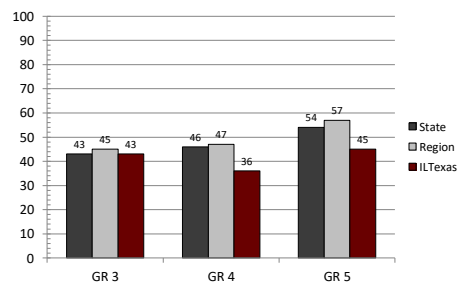
**ILTexas District – Met Standard**

### High School Campuses

<b>ILTexas Garland</b> Met Standard – 86 (B) Academic Achievement in ELA/Reading Academic Achievement in Mathematics Academic Achievement in Science Academic Achievement in Social Studies Top 25 Percent Closing Performance Gaps Postsecondary Readiness	<b>ILTexas Arlington</b> Met Standard – 88 (B) Academic Achievement in ELA/Reading Academic Achievement in Mathematics Academic Achievement in Social Studies Top 25 Percent Comparative Academic Growth Top 25 Percent Closing Performance Gaps Postsecondary Readiness	<b>ILTexas Keller</b> Met Standard – 88 (B) Academic Achievement in ELA/Reading Academic Achievement in Social Studies Postsecondary Readiness
		<b>ILTexas Katy-Westpark</b> Met Standard – 81 (B) Academic Achievement in ELA/Reading

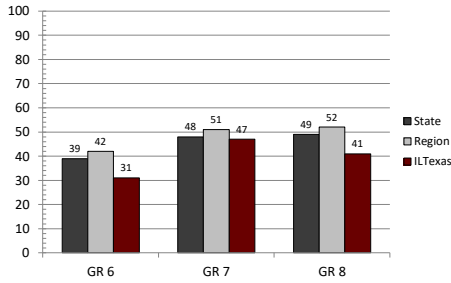
9

## 2018 STAAR 3-5 Reading Performance Percent at Meets Grade Level or Above



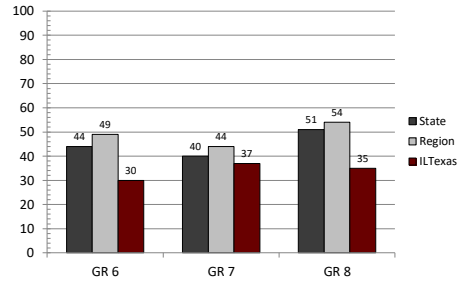
12

**2018 STAAR 6-8 Reading Performance**  
Percent at Meets Grade Level or Above



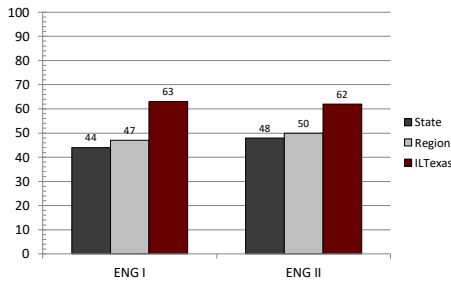
13

**2018 STAAR 6-8 Mathematics Performance**  
Percent at Meets Grade Level or Above



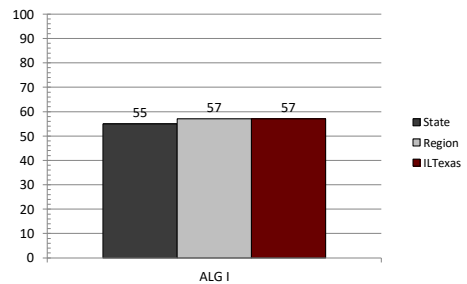
16

**2018 STAAR End-of-Course: English Language Arts**  
Percent at Meets Grade Level or Above



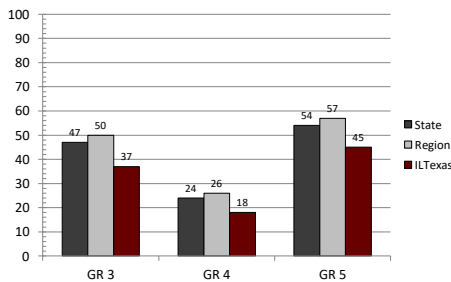
14

**2018 STAAR End-of-Course: Mathematics**  
Percent at Meets Grade Level or Above



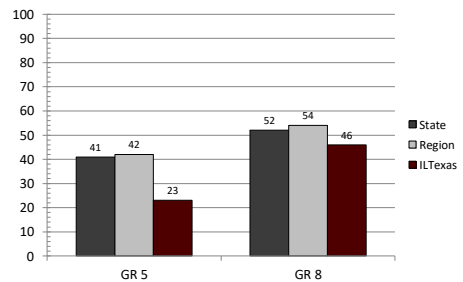
17

**2018 STAAR 3-5 Mathematics Performance**  
Percent at Meets Grade Level or Above



15

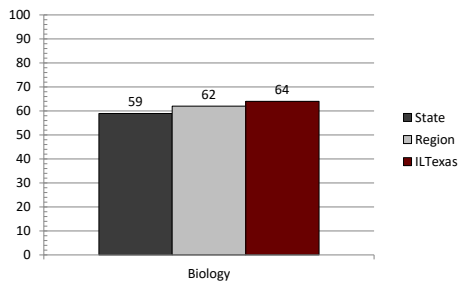
**2018 STAAR 3-8 Science Performance**  
Percent at Meets Grade Level or Above



18

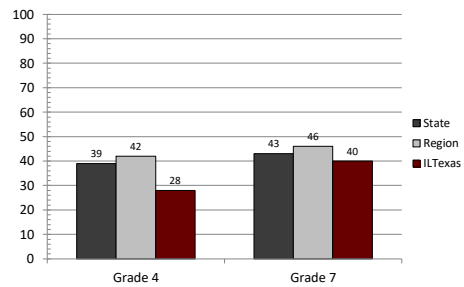


**2018 STAAR End-of-Course: Biology**  
Percent at Meets Grade Level or Above



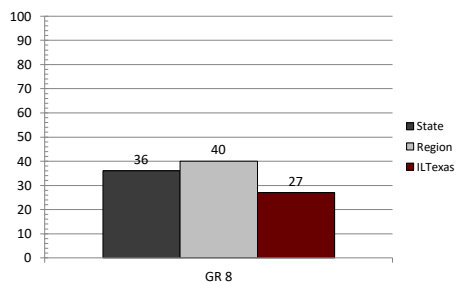
19

**2018 STAAR 3-8 Writing Performance**  
Percent at Meets Grade Level or Above



22

**2018 STAAR 3-8 Social Studies Performance**  
Percent at Meets Grade Level or Above



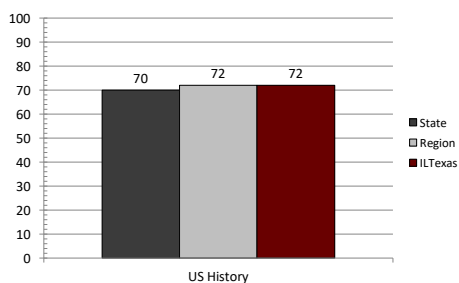
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## School Progress

- > School Progress – Academic Growth
  - Academic Growth Score by Grade and Subject
- > Performance of Prior Year Non-Proficient Students
- > Student Success Initiative Performance
- > Bilingual Education/English as a Second Language Performance Measures
  - Shows performance (based on program instructional models) for students identified as **current ELs in the 2017-18 school year**
    - ELs receiving various models of Bilingual Education services
    - ELs receiving various models of ESL services
    - ELs receiving No Services
    - ELs receiving Services
    - Total Current ELs

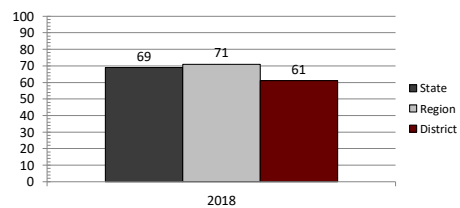
23

**2018 STAAR End-of-Course: U.S. History**  
Percent at Meets Grade Level or Above



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**STAAR Percent Academic Growth**  
All Grades, All Subjects

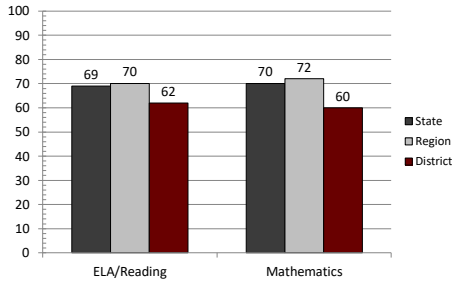


### Calculated Averages

State	Region	District
69%	71%	61%
Scaled Score 79(C)	Scaled Score 82(B)	Scaled Score 59(F)

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### STAAR Percent Academic Growth All Grades ELA/Reading and Mathematics



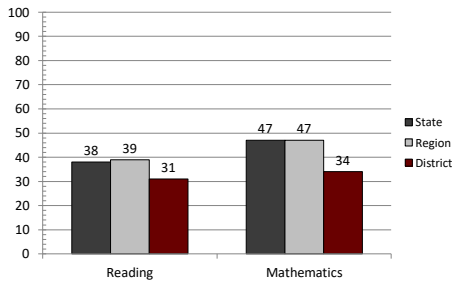
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### Additional Student Data

- > Attendance, Dropout Rates, and Graduation
- > College, Career and Military Readiness (CCMR) Data
  - College Ready Graduates
    - College Ready
    - TSI Criteria
    - Dual Credit
    - AP/IB Criteria
    - Associate's Degree
  - Career/Military Ready Graduates
    - Career or Military Ready
    - Approved Industry-Based Certification
    - Completed IEP and Workforce Readiness
    - CTE Coherent Sequence Coursework Aligned with Industry-Based Certifications
    - U.S. Armed Forces Enlistment
- > Other Postsecondary Indicators
- > Student Information
  - Student enrollment (including enrollment by grade level, by ethnicity, by certain student identification indicators, and students with disabilities by primary eligibility category) and other student information (including graduation information, retention rates, and class size information)

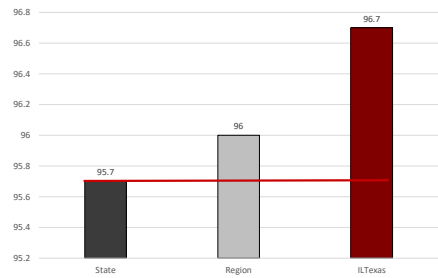
28

### Progress of Prior-Year Non-Proficient Students



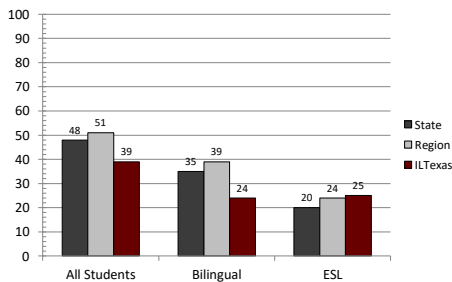
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### 2016-17 School Year Attendance



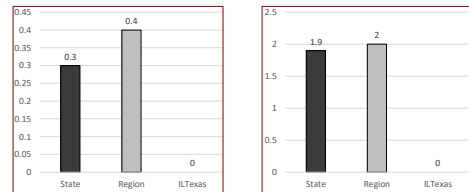
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### 2018 STAAR All Grades, All Subjects Bilingual Education and English as a Second Language At Meets Level



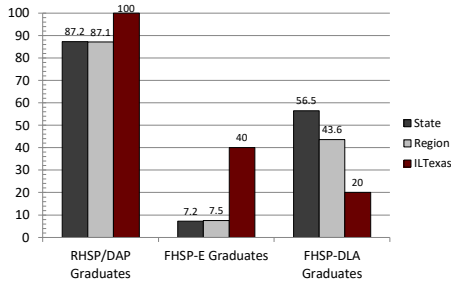
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### 2016-17 School Year Annual Dropout Rate



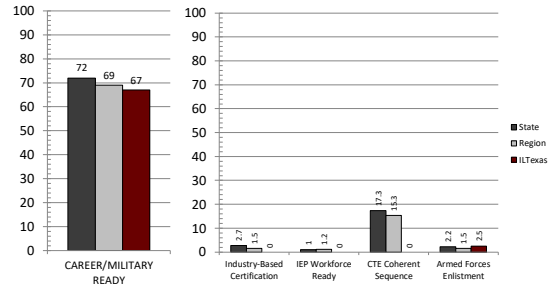
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### 2016-2017 Annual Graduation Rates



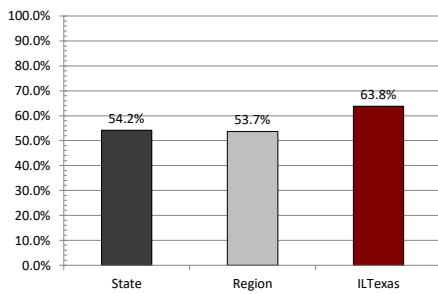
31

### Class of 2017 Career/Military Ready Graduates



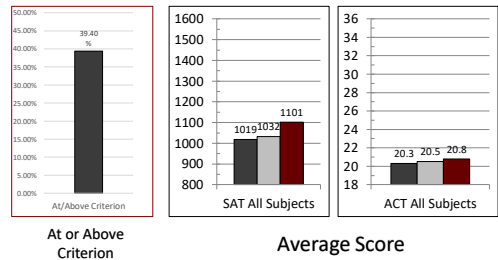
34

### Class of 2017 CCMR Graduates



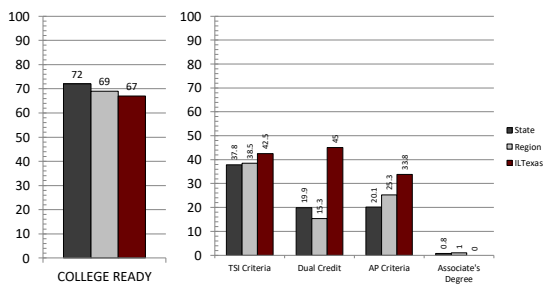
32

### Class of 2017 SAT/ACT Results



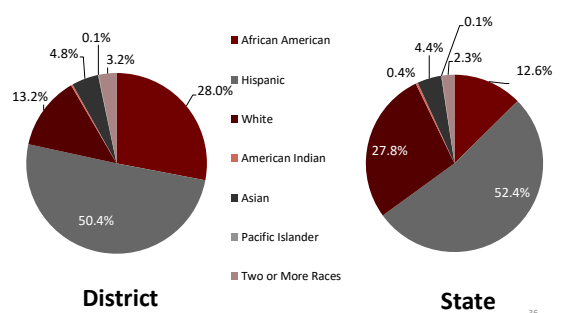
35

### Class of 2017 College Ready Graduates



33

### 2018 Student Ethnic Distribution



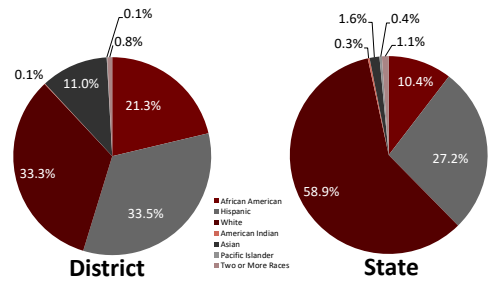
36

### 2018 Student Demographics

	District	State
Economically Disadvantaged	61.3%	58.8%
English Language Learners	26.3%	18.8%
Students w/Disciplinary Placements (2016-17)	0%	1.3%
At-Risk	49.5%	50.8%
Students with Disabilities	4.8%	9.1%

37

### 2018 Teacher Ethnic Distribution



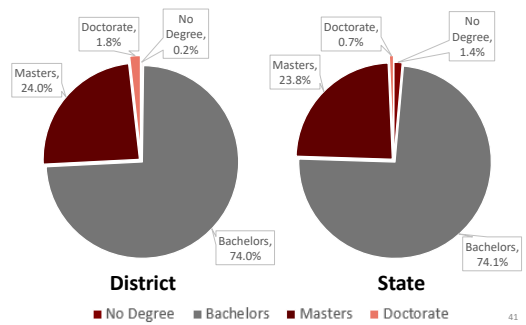
40

### Additional Staff Data

- Staff Information
  - ❑ Staff information (including total staff, staff by classification, teachers by ethnicity and gender, teachers by highest degree held and years of experience, experience of campus leadership, staff salary, and teacher turnover rate information)
- Program Information
  - ❑ Student enrollment by program
  - ❑ Teachers by program

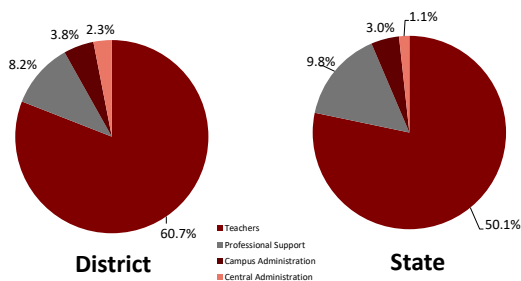
38

### 2018 Teachers by Highest Degree Held



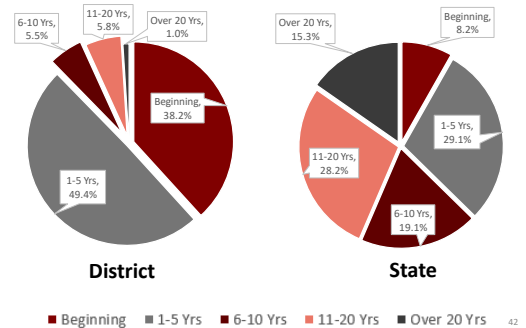
41

### 2018 Professional Staff Distribution



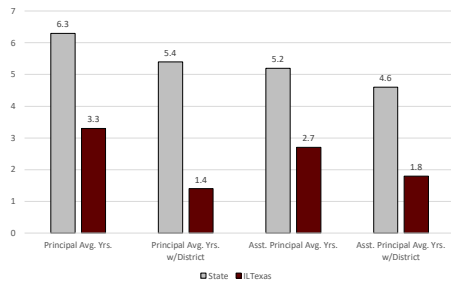
39

### 2018 Teachers by Years of Experience



42

### Experience of Campus Leadership



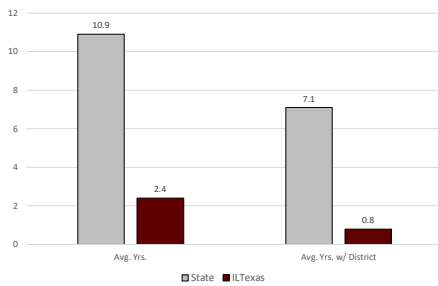
43

### PEIMS FINANCIAL STANDARD REPORT



46

### Average Years of Experience of Teachers



44

### 2017-18 Annual Financial Report

#### 2016-17 Actual Financial Data (District)

- Receipts
- Fund Balances
- Disbursements
- Program Expenditures
- Tax Rates
- 2015 Tax Year State Certified Property Values
- Unassigned Fund Balance (% of Total Budgeted Expenditures)

#### 2016-17 Actual Financial Data (Each Campus)

- Expenditures by Object
- Expenditures by Function
- Program Expenditures by Program

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### 2018 Enrollment by Program

	District	State
Bilingual/ESL	26.4%	18.9%
Career & Technical Education	11.2%	25.8%
Gifted & Talented Education	5.1%	7.9%
Special Education	4.8%	9.1%

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### PEIMS Financial Standard Reports 2016-2017 Financial Actual Report

	General Fund	%	Per Student	All Funds	%	Per Student
<b>Receipts</b>						
<b>Total Revenue</b>	88,260,446	100.00%	8,620	97,587,181	100.00%	9,531
Local Tax	0	0.00%	0	0	0.00%	0
Other Local and Intermediate	1,811,563	2.05%	177	4,358,463	4.47%	426
State	86,448,883	97.95%	8,443	88,134,479	90.31%	8,668
Federal	0	0.00%	0	5,094,239	5.22%	498
<b>Total Receipts</b>	88,260,446	100.00%	8,620	97,587,181	100.00%	9,531
<b>Total Revenue</b>	88,260,446	100.00%	8,620	97,587,181	100.00%	9,531
Equity Transfers	0	0.00%	0	0	0.00%	0
<b>Total Other Resources</b>	0	0.00%	0	0	0.00%	0

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## PEIMS Financial Standard Reports 2016-2017 Financial Actual Report

Disbursements	General Fund	%	Per Student	All Funds	%	Per Student
<b>Total Expenditures</b>	<b>95,539,046</b>	<b>100.00%</b>	<b>9,331</b>	<b>104,781,234</b>	<b>100.00%</b>	<b>10,234</b>
<b>BY OBJECT</b>	<b>95,539,046</b>	<b>100.00%</b>	<b>9,331</b>	<b>104,781,234</b>	<b>100.00%</b>	<b>10,234</b>
Payroll	60,031,412	62.83%	5,863	61,840,326	59.02%	6,040
Other Operating	28,782,398	30.13%	2,811	36,215,672	34.56%	3,537
Debt Service	6,725,236	7.04%	657	6,725,236	6.42%	657
Capital Outlay	0	0.00%	0	0	0.00%	0

## DISTRICT ACCREDITATION STATUS



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## PEIMS Financial Standard Reports 2016-2017 Financial Actual Report

	General Fund	%	Per Student	All Funds	%	Per Student
Total Operating Expenditures	88,811,810	100.00%	8,674	98,055,998	100.00%	9,577
Instruction (11.95)	47,090,275	53.02%	4,599	51,147,004	52.16%	4,995
Instructional Res Media (12)	432,062	0.49%	42	436,205	0.44%	43
Curriculum/Staff Develop (13)	1,707,310	1.92%	167	1,991,677	2.03%	195
Instructional Leadership (21)	544,404	0.61%	53	619,073	0.63%	60
School Leadership (23)	6,743,766	7.59%	659	6,744,574	6.88%	659
Guidance Counseling Svcs (31)	2,734,832	3.08%	267	2,943,771	3.00%	288
Social Work Services (32)	0	0.00%	0	0	0.00%	0
Health Services (33)	1,097,744	1.24%	107	1,097,744	1.12%	107
Transportation (34)	625,604	0.70%	61	629,010	0.64%	61
Food (35)	0	0.00%	0	3,183,244	3.25%	311
Extracurricular (36)	1,017,021	1.15%	99	2,383,676	2.43%	233
General Administration (41.92)	3,896,825	4.39%	381	3,926,690	4.00%	384
Plant Maint/Operation (51)	17,586,436	19.80%	1,718	17,586,436	17.94%	1,718
Security/Monitoring (52)	1,010,238	1.14%	99	1,010,336	1.03%	99
Data Processing Services (53)	2,863,315	3.22%	280	2,863,315	2.92%	280
Community Services (61)	1,463,978	1.65%	143	1,493,243	1.52%	146

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## 2017-18 Accreditation Status Report

- Each year, TEA assigns one of four accreditation statuses to each district in the state:
  1. *Accredited*
  2. *Accredited-Warned*
  3. *Accredited-Probation*
  4. *Not Accredited-Revoked*
- In assigning an accreditation status to a district, TEA considers
  - Academic accountability ratings
  - Financial accountability ratings
  - Data integrity
  - Program-area deficiencies identified through PBMAS
- The District's 2017-18 Accreditation Status is: **ACCREDITED**

## PEIMS Financial Standard Reports 2016-2017 Financial Actual Report

	General Fund	%	Per Student	All Funds	%	Per Student
<b>Total Disbursements</b>	<b>95,539,046</b>	<b>100.00%</b>	<b>9,331</b>	<b>104,781,234</b>	<b>100.00%</b>	<b>10,234</b>
<b>Total Expenditures</b>	<b>95,539,046</b>	<b>100.00%</b>	<b>9,331</b>	<b>104,781,234</b>	<b>100.00%</b>	<b>10,234</b>
Equity Transfers	0	0.00%	0	0	0.00%	0
Total Other Uses	0	0.00%	0	0	0.00%	0
Intergovernmental Charge	0	0.00%	0	0	0.00%	0
<b>Program Expenditures</b>	<b>60,325,591</b>	<b>100.00%</b>	<b>5,892</b>	<b>64,969,819</b>	<b>100.00%</b>	<b>6,345</b>
<b>Operating Expenditures - Program</b>	<b>52,378,401</b>	<b>86.83%</b>	<b>5,116</b>	<b>54,082,063</b>	<b>83.24%</b>	<b>5,282</b>
Regular	58,058	0.10%	6	76,733	0.12%	7
Gifted and Talented	498,215	0.83%	49	498,215	0.77%	49
Career and Technical	2,610,825	4.33%	255	3,548,146	5.46%	347
Students with Disabilities	604,593	1.00%	59	844,397	1.30%	82
Accelerated Education	3,230,302	5.35%	315	3,386,280	5.21%	331
Bilingual	0	0.00%	0	0	0.00%	0
Nondisc Alt Ed-AEP Basic Serv	0	0.00%	0	0	0.00%	0
Disc Alt Ed-DNEP Basic Serv	0	0.00%	0	0	0.00%	0
Disc Alt Ed-DNEP Supplemental	0	0.00%	0	0	0.00%	0
T1 A Schoolwide-St Comp-->40%	344	0.00%	0	1,557,283	2.40%	152
Athletics/Related Activities	944,845	1.57%	92	975,800	1.50%	95
High School Allotment	0	0.00%	0	0	0.00%	0
Prekindergarten	0	0.00%	0	0	0.00%	0

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## DISTRICT & CAMPUS PERFORMANCE OBJECTIVES



## 2017-18 Campus Performance Objectives

- Campus Improvement Plans (CIP)
  - ❑ Each campus has developed and is implementing a CIP, as required by TEC §11.253
  - ❑ Each CIP includes **performance objectives** based on data analysis and needs assessments (including data reported in the 2016-17 TAPR)
  - ❑ Each campus **periodically measures progress** toward its performance objectives
- Campus Performance Objectives are approved by the Board
- Campus CIPs are posted on the district's website and are available for review at the district's central office or on each campus

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## 2017-18 Report on Violent or Criminal Incidents

- TEC Section 39.306 requires each district to publish, as part of its Annual Report, a report on violent and criminal incidents at each campus in the district
- The report must include
  - ❑ Number, rate and type of violent or criminal incidents that occurred on each campus
  - ❑ Information concerning school violence prevention and violence intervention policies and procedures the district is using to protect students
  - ❑ Findings that result from evaluations conducted under the Safe and Drug-Free Schools and Communities Act
- The district's report for the 2017-18 school year is available for review at the district's central office and at each campus in the district

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## 2018-2019 District Goals

- **Goal #1**  
By the end of 2018-2019 school year, ILTexas will increase student performance from 76% to at least 80% at the Approaches Performance Level and will increase student performance from 43% to at least 50% at the meets performance level on state assessments in Reading and Math.
- **Goal #2**  
By the end of the 2018-2019 school year, we will increase the teacher retention rate from 72% to at least 80%.
- **Goal #3**  
By the end of the 2018-2019 school year, ILTexas campuses in need of improvement will score a at least 60% on their combined overall score from the current average of 49% for these campuses.
- **Goal #4**  
By the end of the 2018-2019 school year, ILTexas campuses identified as in need of comprehensive support will score a at least 60% on their Domain III from the current average of 36% for these campuses.
- **Goal #5**  
By the end of the 2018-2019 school year, ILTexas campuses will increase the percentage of College & Career ready graduates from 67% to 70%.

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## 2017-2018 Violent and Criminal Incidents

Reason Code	Description	Number of Incidents Across District
12	Used, Exhibited, Possessed Illegal Knife	2
14	Used, Exhibited, Possessed Prohibited Weapon	1
27	Assault Against School District Employee	5
28	Assault Against Non-school District Employee	3
<b>District Total</b>	<b>(4) Incident Types</b>	<b>11</b>

Total Membership: 16,131

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## School Violence Prevention and Interventions

- District-wide Student Code of Conduct
- District-wide Security Doors and Cameras (all campuses)
- Red Ribbon Week – Drug Prevention Activities
- Dating Violence Awareness
- Anti-bullying Awareness
- Suicide Awareness/Prevention
- Resiliency Awareness
- Managing Anger/Self-Control
- Conflict Resolution

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## REPORT ON VIOLENT OR CRIMINAL INCIDENTS



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## 2017-18 TAPR Glossary

- Provides definitions, describes methodologies, and lists sources for each data point in the TAPR
- A Spanish translation of the TAPR Glossary is scheduled for release in January 2019

## STUDENT PERFORMANCE IN POSTSECONDARY INSTITUTIONS



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## 2017-18 Student Performance in Postsecondary Institutions

- TEC Section 39.306 requires each district to publish, as part of its Annual Report, a report on **student performance in postsecondary institutions** during the first year enrolled after graduation from high school
- These data are compiled by the Texas Higher Education Coordinating Board (THECB)
- **The most current report is for 2015-16 High School Graduates**
  - ❑ Student performance is measured by the Grade Point Average (GPA) earned by 2015-16 high school graduates who attended public four-year and two-year institutions of higher education in fiscal year 2017
  - ❑ For each student, the grade points and college-level semester credit hours earned by the student in **Fall 2016**, **Spring 2017**, and **Summer 2017** are added together and averaged to determine the GPA

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## Questions/Discussions

- Opportunity for Questions and Comments from School Board
- Opportunity for Comments from the Community



For more information, please contact: *Eddie Conger*  
*Superintendent*  
*econger@iltexas.org*  
*972-479-9078*

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High School Graduates from 2016  
 Enrolled in Texas Public or Independent Higher Education in 2017

ILTexas Garland High School	Total Graduates	GPA for 1 <sup>st</sup> Year in Public Higher Education in Texas					Unknown
		< 2.0	2.0 – 2.49	2.5 – 2.99	3.0 – 3.49	> 3.5	
Four-Year Public University	12	4	2	1	1	4	0
Two-Year Public Colleges	27	8	4	2	3	5	5
Independent Colleges & Universities	1						
Not Trackable	7						
Not Found	11						
<b>Total High School Graduates</b>	<b>58</b>						

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# Cover Sheet

## CAO Report

**Section:** IV. Information Items  
**Item:** A. CAO Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** CAO Report document 20190220.pdf

	A	B	C	D	E
1	<b>Curriculum, Instruction, Assessment &amp; Professional Development Board Report Presented by:                      Dr. Laura Carrasco, Chief Academic Officer Feb. 20, 2019                      Day 1 of our 5th Grading Period</b>			<b>Green= In Progress/New                      Blue = Ongoing                      Red=complete</b>	
2	<b>Department</b>	<b>Project/Goal</b>	<b>Campus</b>	<b>Grade Level</b>	<b>Progress</b>
3	Wang & Fletes	Chinese Bee & Spanish Spelling Bee underway, all campus winners will be identified by March 5.	13 K-8s	4th-8th	In Progress
4	STEM	ILTexas Campuses are currently participating in ILTexas STEM4Innovation conference.	All	ALL LEVELS	In Progress
5	Social Studies - Julie Russell	African American History Month- Intercultural Committee- District-wide Art Contest is underway.	All	ALL LEVELS	In Progress
6	District-Wide Data Day	Attachment A: Our February Data Day Agenda Template.	All	ALL LEVELS	Complete
7	District-Wide PD A2	Attachment B: District-wide Feb PD Day: Offerings at ILTexas.	All	ALL LEVELS	Complete
8	Carrasco	Attachment C: 2019-2020 Curriculum Master.	All	ALL LEVELS	In Progress
9					

# Attachment A



## ILTexas District Data Day

**February 2019**

Time: 8:00 a.m. - 4:00 p.m.

Location: Your Home Campus

Audience: Campus Faculty & Staff

Leads/Presenter(s): Campus Leadership Team

**Notes:** Prior to Data Day, campus leaders will have eduphoria data reports run, color coded and printed for teachers. \* *Tiffany Harrod working on directions/flipped video for APs and ICs*

### 8:00-11:30 Principal's Agenda Note: Principal may choose to have the data analysis first, and PD/Meetings in the PM

*Reminder-* Ensure campus agenda is always aligned/in support of our mission (trilingual, Others Before Self,...). We have the same 24 hours in a day, thus need to approach all our work through the lens of our mission. *Consider-* Intercultural Committee Breakout, BELL TO BELL INSTRUCTION, instructional strategies playlist, etc.

Further, this would be a great time to crank out TELPAS calibration!

### 11:30-12:30 Lunch

### 1:00-4:00 pm Data Analysis... I've Analyzed the Data, *Now what?*

*Kinder-2nd-* Review istations Reports, SS performance assessments, plan for review, guided reading groups (specific titles), additional Tier 3 interventions, enrichment.

*3rd-High School EOC tested courses-* (1) Revisit Study Frequency Distribution Chart compared against their most recent data. (2) Plan for final review, remediation, tutoring, and Saturday School. Non STAAR/EOC tested subjects review ECA data and plan for review/remediation/ and or extension activities.

Critical Question	Product	Resources
What do we need students to learn?	Mastery Learning- Student Expectations (TEKS)- ILTexas YAG and IFD	<b>Resources:</b> Eduphoria Data Reports Math (3rd-Algebra I): <a href="http://lead4ward.com/docs/FreqDist_by_TEKS_Cluster_Math_rev.pdf">http://lead4ward.com/docs/FreqDist_by_TEKS_Cluster_Math_rev.pdf</a>
How will we know students have learned?	Formative Assessments/ Summative Assessments (ECAs/Benchmark Data)	RLA (3rd-English II): <a href="http://lead4ward.com/docs/FreqDistbyTEKS_Cluster_Reading_with_Passages_v2.pdf">http://lead4ward.com/docs/FreqDistbyTEKS_Cluster_Reading_with_Passages_v2.pdf</a>
What will we do when students have not mastered the TEKS?	Interventions: *During the day Remediation (Enrichment Time for kids that need remediation more than enrichment) *Afterschool *Saturday School	Science (5, 8, Biology): <a href="http://lead4ward.com/docs/FreqDist_by_TEKS_Cluster_Science.pdf">http://lead4ward.com/docs/FreqDist_by_TEKS_Cluster_Science.pdf</a>

## Attachment B

HOUSTON	Department/Content Areas	2/18 Houston Locations	Room #	Department Leads	Houston Lead/ Presenters	# of Teachers / Staff	Materials Needed	AGENDA LINK	
	Department/Content Areas	2/18 Houston Locations	Room #	Department Leads	Houston Lead/ Presenters	# of Teachers / Staff	Materials Needed	AGENDA LINK	
	Math	Katy K8	Gym	Yee, Nelson	Yee and Nelson	65	Projector Microphone	<a href="#">K-5 DLL Math &amp; Secondary Math Agenda</a>	
	RLA	WP K8	Gym and Five Classrooms	Bennett, Valdez, Wasson	Bennett, Valdez, Berry, Weeks,	65	Projector Microphone	<a href="#">K-5 RLA DLL &amp; Secondary English Agenda</a>	
	Science	KWPHS	Science Classes	Rivers, Neuschwander, Caraballo	Rivers, Neuschwander, Caraballo		Projector/Microphone	<a href="#">K-5 Science DLL &amp; Secondary Science Agenda</a>	
	Social Studies	WP K8	Cafeteria and classrooms	Russell	Russell	68	Projector Microphone	<a href="#">K-5 Social Studies &amp; Secondary Social Studies Agenda</a>	
	Spanish LOTE	KWPHS	Library	Hemphill and Heredia	Hemphill and Heredia	18	Projector	<a href="#">Spanish LOTE PD Agenda</a>	
	Fine Arts	KWPHS	Dance Room/Classrooms	Burns, Lias, Cook	Burns, Lias, Cook	26	Microphone	<a href="#">Fine Arts PD Feb</a>	
	Chinese	DOH	Conference Area Houston	Wang	Wang, Zhang	34	Projector	<a href="#">Click Here</a>	
	Media Specialists	WP K8	Classroom	Barkman	Barkman	5		<a href="https://docs.google.com/document/d/1188ANqBcyepf">https://docs.google.com/document/d/1188ANqBcyepf</a>	
	Athletics	KWPHS	Gym	Cathy	Cathy				
	Principals and all APs	Crown Plaza Houston 9090 Southwest Fwy, Houston, TX 77074		Conger, Area S, Carrasco, et al				<a href="#">Click Here for Principal &amp; AP Agenda</a>	
	Instructional Coaches	Westpark K-8	Classroom	Irene Aguilar	J. Castano/ L. Solis and K. Williams			<a href="#">IC Agenda Link</a>	
	Facilities Managers	On campus		F. Crabill	F. Crabill			We will do a zoom on 2/18 with all FM's for about 2-3 hours. FM's have the info	
	Houston Area Administrative Assistants and Receptionists	Houston office	Houston office	Angela Plata/Zulima Aroyo/Megan	Angela Plata	16			
	Budget Clerks	Area Office	Conference room	Finance Staff	Megan Fine	10		Skyward Training	
	Counselors	2/19 WML K8	PLC Room	Mary Albritton/Apodaca	Mary Albritton/Apodaca	13	Projector	Future scheduling, online student requests, endorsements	
	Nurses	2/19 WLK8	Media Lab	Barnes/Marcellus	Barnes/Marcellus	6	Large Space, tables	Skills Fair	
	Dyslexia	Zoom	N/A	Villanueva/Marcellus	Villanueva/Marcellus	11	Laptops	2/20 PLC's	
	Campus Technicians	KWPHS		Wamsley/Valverde	Wamsley/Valverde	6	Laptops	Relay Agent for Windows	
	Special Ed. Teachers	See SPED Sheet for information (arrow to the right)							

Department/Content Areas	2/19 DFW Locations	Room #	Department Leads	# of Teachers/Staff	Materials Needed	AGENDA LINKS
Math	NRH	GYM	Yee, Schoenberger, Ngo	140	Projector	<a href="#">K-5 Math DLI &amp; Secondary Math Agenda</a>
RLA	GP K8	GYM and Five Classes	Bennett, Valdez, Barry, Cortes, Zelaya	110	Projectors/ Microphone	<a href="#">K-5 RLA DLI &amp; Secondary English Agenda</a>
Science	AGPHS	Science Classes	Rivers, Neuschwander	120	Projector/Microphone	<a href="#">K-5 Science DLI &amp; Secondary Science Agenda</a>
Social Studies	AEMS	GYM/Cafeteria + classes	Russell	120	Projector	<a href="#">K-5 Social Studies DLI &amp; Secondary Social Studies Agenda</a>
Chinese	Keller K8	GYM	Rendon and Matthew Taylor	70	Projector/Microphone	<a href="#">Click here for Agenda</a>
Spanish LOTE	NRH	Cafeteria	Gerald Doyle	42	Projector	<a href="#">Spanish LOTE PD Agenda</a>
Fine Arts	Lancaster K-8	Gym + classes	FA Leads + Miller	76	Microphone	<a href="#">Fine Arts PD Feb</a>
Media Specialists	Arlington K8	Classroom	Barkman	15		
Athletics and Physical Fitness	AGPHS	GYM				
Instructional Coaches	GP K8	A.M. - PM 120 P.M. - GYM	Aguilar	15	Infocus, Integrated or stand alone speakers	<a href="#">IC Agenda link</a>
DFW & CS Principals and all APs	Lone Star Park, Grand Prairie, TX		Conger, Area S, Carrasco, et al			<a href="#">Click Here for Principal &amp; AP Agenda</a>
Facilities Managers					We will do a zoom on 2/18 with all FM's for about 2-3 hours. FM's have the info	
Budget Clerks/ Admin/ Receptionist	On campus	PD area	Finance Staff	20		Skyward Training
Counselors	DOG #1, 8:30					Future scheduling, online student requests, endorsements
Nurses	2/18 CS	Counselor's Office - CS, Lancaster K8 DFW-2/21	Mary Allbritton/Apodaca	4- CS, 22-DFW at L	Projector	
Dyslexia	Zoom	Clinic	Barnes/Marcellus	2	N/A	
Special Education Teachers	See SPED Sheet for information (arrow to the right)	Villanueva/Marcellus	11	Laptops	2/20 PLC's	
Child Nutrition	Grand Prairie K8	Cafeteria	Yolanda Banks	50	Projector	<a href="#">Child Nutrition Agenda</a>

DFW & College Station	2/19 DFW Locations	Room #	Department Leads	# of Teachers/Staff	Materials Needed	AGENDA LINKS
Math	NRH	GYM	Yes, Schoenberger, Ngo	140	Projector	<a href="#">K-5 Math DLI &amp; Secondary Math Agendas</a>
RLA	GP K8	GYM and Five Classes	Bennett, Valdez, Berry, Cortes, Zelaya	110	Projectors/ Microphone	<a href="#">K-5 RLA DLI &amp; Secondary English Agenda</a>
Science	AGPHS	Science Classes	Rivers, Neuschwander	120	Projector/Microphone	<a href="#">K-5 Science DLI &amp; Secondary Science Agenda</a>
Social Studies	AEMS	GYM/Cafeteria + classes	Russell	120	Projector	<a href="#">K-5 Social Studies DLI &amp; Secondary Social Studies Agenda</a>
Chinese	Keller K8	GYM	Rendon and Matthew Taylor	70	Projector/Microphone	<a href="#">Click here for Agenda</a>
Spanish LOTE	NRH	Cafeteria	Gerald Doyle	42	Projector	<a href="#">Spanish LOTE PD Agenda</a>
Fine Arts	Lancaster K-8	Gym + classes	FA Leads + Miller	76	Microphone	<a href="#">Fine Arts PD Feb.</a>
Media Specialists	Arlington K8	Classroom	Barkman	15		
Athletics and Physical Fitness	AGPHS	GYM				
Instructional Coaches	GP K8	A.M. - RM 120 P.M. - GYM	Aguilar	15	InFocus, Integrated or stand alone speakers	<a href="#">IC Agenda Link</a>
DFW & CS Principals and all APs	Lone Star Park, Grand Prairie, TX		Conger, Area S, Carrasco, et al			<a href="#">Click Here for Principal &amp; AP Agenda</a>
Facilities Managers						
Budget Clerks/ Admin/ Receptionist	On campus				We will do a zoom on 2/18 with all FM's for about 2-3 hours. FM's have the info	
Counselors	DOG #1, 8:30	PD area	Finnec Staff	20		Skyward Training
Nurses	2/18 College Station, 2/21 Lancaster K8	Counselor's Office - CS, Lancaster K8 DFW-2/21	Mary Albritton/Apodaca	4- CS, 22-DFW at L	Projector	Future scheduling, online student requests, endorsements
Dyslexia	2/18 CS	Clinic	Barnes/Marcellus	2	N/A	
Special Education Teachers	Zoom	Villanueva/Marcellus	11	Laptops	2/20 PLC's	
Child Nutrition	See SPED Sheet for information (arrow to the right)	Cafeteria	Yolanda Banks	50	Projector	<a href="#">Child Nutrition Agenda</a>



## Attachment C

Skyward Code Type	Ent	Short Description	Service ID	Low Grd	High Grd	Subj S Area	Dept Code: DC, CTE, MA, SC, SS, ELA, FA, LOT, EL, ESL	Rep For Crdt	Core Acad
03151800	000	Music II Instru		9	12 A	FA		N	Y
3100700	000	GEOMETRY		9	12 A	MA		N	Y
3440220	000	SPAN 2		9	12 A	LOT		N	Y
9-12ART1	000	ART 1		9	12 A	FA		N	N
ALG1S1	000	ALGEBRA I	03100500	9	12 A	MA		N	Y
ALG1S1P	000	ALGEBRA I PREAP	03100500	9	12 A	MA		N	Y
ALG1S2	000	ALGEBRA I	03100500	9	12 A	MA		N	Y
ALG1S2P	000	ALGEBRA I PREAP	03100500	9	12 A	MA		N	Y
ALG2S1	000	ALGEBRA II	03100600	9	12 A	MA		N	Y
ALG2S1P	000	ALGEBRA II PREA	03100600	9	12 A	MA		N	Y
ALG2S2	000	ALGEBRA II	03100600	9	12 A	MA		N	Y
ALG2S2P	000	ALGEBRA II PREA	03100600	9	12 A	MA		N	Y
ALGREAS1	000	ALGEBRAICREASON	03102540	9	12 A	MA		N	Y
ALGREAS2	000	ALGEBRAICREASON	03102540	9	12 A	MA		N	Y
APARTDS1	000	AP STUDIO ART	A3500400	10	12 A	FA		N	Y
APARTDS2	000	AP STUDIO ART	A3500400	10	12 A	FA		N	Y
APBIO1	000	AP BIOLOGY	A3010200	9	12 A	SC		N	Y
APBIO2	000	AP BIOLOGY	A3010200	9	12 A	SC		N	Y
APCAL1	000	AP CALCULUS AB	A3100101	11	12 A	MA		N	Y
APCAL2	000	AP CALCULUS AB	A3100101	11	12 A	MA		N	Y
APCHEMS1	000	AP CHEMISTRY	A3040000	11	12 A	SC		N	Y
APCHEMS2	000	AP CHEMISTRY	A3040000	11	12 A	SC		N	Y
APCHLAS1	000	AP CHI LANG	A3490400	9	12 A	CHI		N	Y
APCHLAS2	000	AP CHI LANG	A3490400	9	12 A	CHI		N	Y
APCSIS1	000	AP COMPUTER SCI	A3580300	10	12 A	SC		N	N
APCSIS2	000	AP COMPUTER SCI	A3580300	10	12 A	SC		N	N
APCSPRS1	000	AP COMP SCI PRI	A3580300	9	12 A	EL		N	Y
APCSPRS2	000	AP COMP SCI PRI	A3580300	9	12 A	EL		N	Y
APELITS1	000	AP ENGLISH LIT	A3220200	11	12 A	ELA		N	Y
APELITS2	000	AP ENGLISH LIT	A3220200	11	12 A	ELA		N	Y
APENV1	000	AP ENVISCI	A3020000	11	12 A	SC		N	Y
APENV2	000	AP ENVISCI	A3020000	11	12 A	SC		N	Y
APHARTS1	000	AP ART HISTORY	A3500100	10	12 A	FA		N	N
APHARTS2	000	AP ART HISTORY	A3500100	10	12 A	FA		N	N
APHGEOS1	000	AP HUMAN GEO	A3360100	9	9 A	SS		N	Y
APHGEOS2	000	AP HUMAN GEO	A3360100	9	9 A	SS		N	Y
APLANGS1	000	AP ENG LANGUAGE	A3220100	10	12 A	ELA		N	Y

Skyward Code	Type	Ent	Short Description	Service ID	Low Grd	High Grd	Subj S Area	Dept Code	DC, CTE, MA, SC, SS, ELA, FA, LOT, EL, ESL	Rep For Crdt	Core Acad
AVPRO2S2	000	000	AV PROD II	13008600	11	11	A SC	CTE		N	N
AVPRO3S1	000	000	AV PROD III	13008700	12	12	A SC	CTE		N	N
AVPRO3S2	000	000	AV PROD III	13008700	12	12	A SC	CTE		N	N
BAND1S1	000	000	BAND I	03150100	9	12	A FA			N	N
BAND1S2	000	000	BAND I	03150100	9	12	A FA			N	N
BAND2S1	000	000	BAND II	03150200	10	12	A FA			N	N
BAND2S2	000	000	BAND II	03150200	10	12	A FA			N	N
BAND3S1	000	000	BAND III	03150300	11	12	A FA			N	N
BAND3S2	000	000	BAND III	03150300	11	12	A FA			N	N
BAND4S1	000	000	BAND IV	03150400	12	12	A FA			N	N
BAND4S2	000	000	BAND IV	03150400	12	12	A FA			N	N
BIOS1	000	000	BIOLOGY	03010200	9	12	A SC			N	Y
BIOS1P	000	000	BIOLOGY PREAP	03010200	9	10	A SC			N	Y
BIOS2	000	000	BIOLOGY	03010200	9	12	A SC			N	Y
BIOS2P	000	000	BIOLOGY PREAP	03010200	9	10	A SC			N	Y
BUSENGS1	000	000	BUSI ENGLISH	13011600	9	12	A CTE	CTE		N	Y
BUSENGS2	000	000	BUSI ENGLISH	13011600	9	12	A CTE	CTE		N	Y
BUSIMS1	000	000	BUSIM	13011400	9	12	A CTE	CTE		N	Y
BUSIMS2	000	000	BUSIM	13011400	9	12	A CTE	CTE		N	Y
BUSLAW51	000	000	BUSINESS LAW	13011700	9	12	A CTE	CTE		N	N
BUSLAW52	000	000	BUSINESS LAW	13011700	9	12	A CTE	CTE		N	N
CHDEV51	000	000	CHILD DEVELOPME	13024700	9	12	A SC	CTE		N	Y
CHDEV52	000	000	CHILD DEVELOPME	13024700	9	12	A SC	CTE		N	Y
CHEERS1	000	000	CHEERLEADING	PES00013	9	12	A PE			Y	N
CHEERS2	000	000	CHEERLEADING	PES00013	9	12	A PE			Y	N
CHEMS1	000	000	CHEMISTRY	03040000	10	12	A SC			N	Y
CHEMS1P	000	000	CHEMISTRY PREAP	03040000	10	12	A SC			N	Y
CHEMS2	000	000	CHEMISTRY	03040000	10	12	A SC			N	Y
CHEMS2P	000	000	CHEMISTRY PREAP	03040000	10	12	A SC			N	Y
CHIAAS1	000	000	CHINESE ADV A	03490500	9	12	A CHI	LOT		N	Y
CHIAAS2	000	000	CHINESE ADV A	03490500	9	12	A CHI	LOT		N	Y
CHIABS1	000	000	CHINESE ADV B	03490600	9	12	A CHI	LOT		N	Y
CHIABS2	000	000	CHINESE ADV B	03490600	9	12	A CHI	LOT		N	Y
CHIEXP	000	000	CH CAREEREXP&AP	84600400	9	12	A CHI	LOT		N	Y
CHIAS1	000	000	CHINESE INTER A	03490300	9	12	A CHI	LOT		N	Y
CHIAS2	000	000	CHINESE INTER A	03490300	9	12	A CHI	LOT		N	Y

Keyword Code	Type	Ent	Short Description	Service ID	Low Grd	High Grd	Subj S Area	Dept Code	DC, CTE, MA, SC, SS, ELA, FA, LOT, EL, ESL	Rep For Crdt	Core Acad
DANCP1S1		000	DANCE PERF I	03833000	9	12	A FA			N	N
DANCP1S2		000	DANCE PERF I	03833000	9	12	A FA			N	N
DANCP2S1		000	DANCE PERF II	03833400	10	12	A FA			N	N
DANCP2S2		000	DANCE PERF II	03833400	10	12	A FA			N	N
DANCP3S1		000	DANCE PERF III	03833500	11	12	A FA			N	N
DANCP3S2		000	DANCE PERF III	03833500	11	12	A FA			N	N
DANCP4S1		000	DANCE PERF IV	03833600	12	12	A FA			N	N
DANCP4S2		000	DANCE PERF IV	03833600	12	12	A FA			N	N
DCAC3S1		000	ATHL COND DUAL	PES00002	11	12	A PE			N	N
DCAC3S2		000	ATHL COND DUAL	PES00002	11	12	A PE			N	N
DCARAPS1		000	ART APPRECIATIO	03500110	11	12	A FA			N	N
DCARAPS2		000	ART APPRECIATIO	03500110	11	12	A FA			N	N
DCBIOS1		000	BIOLOGY I DC	A3010200	11	12	A SC			N	Y
DCBIOS2		000	BIOLOGY I DC	A3010200	11	12	A SC			N	Y
DCBUSS1		000	BUSINESS DC	13016300	11	12	A SS			N	Y
DCBUSS2		000	BUSINESS DC	13016300	11	12	A SS			N	Y
DCCALCS1		000	CALCULUS I DC	A3100101	11	12	A MA	DC		N	Y
DCCALCS2		000	CALCULUS I DC	A3100101	11	12	A MA	DC		N	Y
DCCH3S1		000	CHINESE III DC	03490300	11	12	A CHI	DC		N	Y
DCCH3S2		000	CHINESE III DC	03490300	11	12	A CHI	DC		N	Y
DCCH4S1		000	CHINESE IV DC	03490400	11	12	A CHI	DC		N	Y
DCCH4S2		000	CHINESE IV DC	03490400	11	12	A CHI	DC		N	Y
DCCHEMS1		000	CHEM DC	A3040000	11	12	A SC			N	Y
DCCHEMS2		000	CHEM DC	A3040000	11	12	A SC			N	Y
DCCRS1		000	COLLEGE READINE	03270100	11	12	A SS			N	N
DCCRS2		000	COLLEGE READINE	03270100	11	12	A SS			N	N
DCD4S1		000	DANCE THEORY IV	03833200	11	12	A FA			N	N
DCD4S2		000	DANCE THEORY IV	03833200	11	12	A FA			N	N
DCEASPSC		000	GEOL 1401	03060200	9	12	A			N	Y
DCECS1		000	ECONOMICS DC	03310300	11	12	A SS			N	N
DCECS2		000	ECONOMICS DC	03310300	11	12	A SS			N	N
DCENG3S1		000	ENGLISH III DC	03220300	11	12	A ELA	ELA		N	N
DCENG3S2		000	ENGLISH III DC	03220300	11	12	A ELA	ELA		N	N
DCENG4S1		000	ENGLISH IV DC	03220400	11	12	A ELA	ELA		N	N
DCENG4S2		000	ENGLISH IV DC	03220400	11	12	A ELA	ELA		N	N
DCENVR51		000	ENVSCI DC	A3020000	11	12	A SC			N	N

Skyward Code Type	Ent	Short Description	Service ID	Low Grd	High Grd	Subj S Area	Dept Code: DC, CTE, MA, SC, SS, ELA, FA, LOT, EL, ESL	Rep For Crdt	Core Acad
DEBAT2S1	000	DEBATE II	03240700	10	12	A FA		N	Y
DEBAT2S2	000	DEBATE II	03240700	10	12	A FA		N	Y
DEBAT3S1	000	DEBATE III	03240800	11	12	A FA		N	N
DEBAT3S2	000	DEBATE III	03240800	11	12	A FA		N	N
DEBAT4S1	000	DEBATE IV	03241200	11	12	A FA		N	Y
DEBAT4S2	000	DEBATE IV	03241200	11	12	A FA		N	Y
DIGMEDS1	000	DIGITAL MEDIA	13027800	9	12	A FA	CTE	N	N
DIGMEDS2	000	DIGITAL MEDIA	13027800	9	12	A FA	CTE	N	N
E-ART1	000	ART GR 1	02510004	1	1	A FA		N	N
E-ART2	000	ART GR 2	02510005	2	2	A FA		N	N
E-ART3	000	ART GR 3	02510006	3	3	A FA		N	N
E-ART4	000	ART GR 4	02510007	4	4	A FA		N	N
E-ART5	000	ART GR 5	02510008	5	5	A FA		N	N
E-ARTKG	000	ART GR KG	02510001	0	0	A FA		N	N
E-CHIN1	000	CHINESE GR 1	02491000	1	1	A CHI	LOT	N	Y
E-CHIN2	000	CHINESE GR 2	02492000	2	2	A CHI	LOT	N	Y
E-CHIN3	000	CHINESE GR 3	02493000	3	3	A CHI	LOT	N	Y
E-CHIN4	000	CHINESE GR 4	02494000	4	4	A CHI	LOT	N	Y
E-CHIN5	000	CHINESE GR 5	02495000	5	5	A CHI	LOT	N	Y
E-CHINKG	000	CHINESE GR KG	01490000	0	0	A CHI	LOT	N	Y
E-ENGLA1	000	RLA DLI GR 1	02630010	1	1	A ELA	ELA	N	Y
E-ENGLA2	000	RLA DLI GR 2	02630020	2	2	A ELA	ELA	N	Y
E-ENGLA3	000	RLA DLI GR 3	02630030	3	3	A ELA	ELA	N	Y
E-ENGLA4	000	RLA DLI GR 4	02630040	4	4	A ELA	ELA	N	Y
E-ENGLA5	000	RLA DLI GR 5	02630050	5	5	A ELA	ELA	N	Y
E-ENGLAK	000	RLA DLI GR KG	02630001	0	0	A ELA	ELA	N	Y
E-FIT1	000	FITNESS GR1	02530003	1	1	A PE		N	Y
E-FIT2	000	FITNESS GR2	02530003	2	2	A PE		N	Y
E-FIT3	000	FITNESS GR3	02530003	3	3	A PE		N	Y
E-FIT4	000	FITNESS GR4	02530003	4	4	A PE		N	Y
E-FIT5	000	FITNESS GR5	02530003	5	5	A PE		N	Y
E-FITKG	000	FITNESS KG	02530002	0	0	A PE		N	Y
E-HMRMCI	000	HOMEROOM / CITI	SR000003	0	5	A LC		N	Y
E-MATH1	000	MATH DLI GR 1	02640010	1	1	A MA	MA	N	Y
E-MATH2	000	MATH DLI GR 2	02640020	2	2	A MA	MA	N	Y
E-MATH3	000	MATH DLI GR 3	02640030	3	3	A MA	MA	N	Y



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ENG2S2	000	000	ENGLISH 2	03220207	9	12	A ELA	ELA		N	Y
ENG2S2P	000	000	ENGLISH 2 PREAP	03220200	9	12	A ELA	ELA		N	Y
ENG3S1	000	000	ENGLISH 3	03220300	9	12	A ELA	ELA		N	Y
ENG3S1P	000	000	ENGLISH 3 PREAP	03220300	10	12	A ELA	ELA		N	Y
ENG3S2	000	000	ENGLISH 3	03220300	9	12	A ELA	ELA		N	Y
ENG3S2P	000	000	ENGLISH 3 PREAP	03220300	10	12	A ELA	ELA		N	Y
ENG4S1	000	000	ENGLISH 4	03220400	11	12	A ELA	ELA		N	Y
ENG4S1P	000	000	ENGLISH 4 PREAP	03220400	11	12	A ELA	ELA		N	Y
ENG4S2	000	000	ENGLISH 4	03220400	11	12	A ELA	ELA		N	Y
ENG4S2P	000	000	ENGLISH 4 PREAP	03220400	11	12	A ELA	ELA		N	Y
ENGIN1S1	000	000	INDEP STU IN EN	03221800	11	12	A ELA	ELA		N	N
ENGIN1S2	000	000	INDEP STU IN EN	03221800	11	12	A ELA	ELA		N	N
ENGIN2S1	000	000	INDEP STU IN EN	03221800	11	12	A ELA	ELA		N	N
ENGIN2S2	000	000	INDEP STU IN EN	03221800	11	12	A ELA	ELA		N	N
ENGMATS1	000	000	ENGINEERING MAT	13036700	9	12	A MA	CTE		N	Y
ENGMATS2	000	000	ENGINEERING MAT	13036700	9	12	A MA	CTE		N	Y
ENSOL1S1	000	000	ENG I ESOL S1	03200600	9	12	A ELA	ELA		N	Y
ENSOL1S2	000	000	ENG I ESOL S2	03200600	9	12	A ELA	ELA		N	Y
ENSOL2S1	000	000	ENG II ESOL S1	03200700	9	12	A ELA	ELA		N	Y
ENSOL2S2	000	000	ENG II ESOL S2	03200700	9	12	A ELA	ELA		N	Y
ENTREPS1	000	000	ENTREPRENEURSHIP	13034400	9	12	A CTE	CTE		N	Y
ENTREPS2	000	000	ENTREPRENEURSHIP	13034400	9	12	A CTE	CTE		N	Y
ENUSW1	000	000	USCULT&ACWR		9	12	A ELA	ELA		N	N
ENUSW2	000	000	USCULT&ACWR		9	12	A ELA	ELA		N	N
FINLITS1	000	000	FINANCIAL LIT	03380082	9	12	A SS	ELA		N	Y
FINMATS1	000	000	FINANCIAL MATH	13018000	9	12	A MA	CTE		N	Y
FINMATS2	000	000	FINANCIAL MATH	13018000	9	12	A MA	CTE		N	Y
FITJROS1	000	000	FITNESS JROTC	PES00004	9	12	A PE			N	N
FITJROS2	000	000	FITNESS JROTC	PES00004	9	12	A PE			N	N
FITN09S1	000	000	FITNESS 09	PES00000	9	9	A PE			N	N
FITN09S2	000	000	FITNESS 09	PES00000	9	9	A PE			N	N
FITN10S1	000	000	FITNESS 10	PES00001	10	10	A PE			N	N
FITN10S2	000	000	FITNESS 10	PES00001	10	10	A PE			N	N
FITN11S1	000	000	FITNESS 11	PES00002	11	11	A PE			N	N
FITN11S2	000	000	FITNESS 11	PES00002	11	11	A PE			N	N
FITN12S1	000	000	FITNESS 12	PES00003	12	12	A PE			N	N

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ITPRINS2	000	000	PRIN OF IT	13027200	9	12	A SC	CTE	N	Y
JABND1S1	000	000	JAZZ BAND I	03151300	9	12	A FA		N	N
JABND1S2	000	000	JAZZ BAND I	03151300	9	12	A FA		N	N
JABND2S1	000	000	JAZZ BAND II	03151400	10	12	A FA		N	N
JABND2S2	000	000	JAZZ BAND II	03151400	10	12	A FA		N	N
JABND3S1	000	000	JAZZ BAND III	03151500	11	12	A FA		N	N
JABND3S2	000	000	JAZZ BAND III	03151500	11	12	A FA		N	N
JABND4S1	000	000	JAZZ BAND IV	03151600	12	12	A FA		N	N
JABND4S2	000	000	JAZZ BAND IV	03151600	12	12	A FA		N	N
JROTC2S1	000	000	JROTC 2 S1	03160200	9	12	A PE		N	Y
JROTC2S2	000	000	JROTC 2 S2	03160200	9	12	A PE		N	Y
JROTC3S1	000	000	JROTC 3 S1	03160300	9	12	A PE		N	Y
JROTC3S2	000	000	JROTC 3 S2	03160300	9	12	A PE		N	Y
JROTC4S1	000	000	JROTC 4 S1	03160400	9	12	A PE		N	Y
JROTC4S2	000	000	JROTC 4 S2	03160400	9	12	A PE		N	Y
LEAD1S1	000	000	LEADERS1/P&GOV	13018700	9	9	A CTE	CTE	N	Y
LEAD1S2	000	000	LEADERS1/P&GOV	13018700	9	9	A CTE	CTE	N	Y
LEAD2S1	000	000	LEADERS2/PBRES	12701500	10	10	A CTE	CTE	N	Y
LEAD2S2	000	000	LEADERS2/PBRES	12701500	10	10	A CTE	CTE	N	Y
LEAD3S1	000	000	LEADERS3/PBRES	12701510	11	11	A CTE	CTE	N	Y
LEAD3S2	000	000	LEADERS3/PBRES	12701510	11	11	A CTE	CTE	N	Y
LEAD4S1	000	000	LEADERS4/PBRES	12701520	12	12	A CTE	CTE	N	Y
LEAD4S2	000	000	LEADERS4/PBRES	12701520	12	12	A CTE	CTE	N	Y
LITGNRS1	000	000	LIT GENRES S1	03221500	9	12	A ELA	ELA	N	N
LITGNRS2	000	000	LIT GENRES S2	03221500	9	12	A ELA	ELA	N	N
M-ALG1S1	000	000	ALGEBRA 1 PREAP	03100500	6	8	A MA	MA	N	Y
M-ALG1S2	000	000	ALGEBRA 1 PREAP	03100500	6	8	A MA	MA	N	Y
M-BAND1	000	000	BAND 1	03154130	6	8	A FA		N	N
M-BAND2	000	000	BAND 2	03154230	7	8	A FA		N	N
M-BAND3	000	000	BAND 3	03154330	8	8	A FA		N	N
M-CHINNA	000	000	PREAP CHI NOV A	03493000	6	8	A CHI	LOT	N	Y
M-CHINNB	000	000	PREAP CHI NOV B	03493000	6	8	A CHI	LOT	N	Y
M-CHINTA	000	000	PREAP CHI INT A	03493000	6	8	A CHI	LOT	N	Y
M-CHINTB	000	000	PREAP CHI INT B	03493000	6	8	A CHI	LOT	N	Y
M-CHOIR1	000	000	CHOIR 1	03154131	6	8	A FA		N	N
M-CHOIR2	000	000	CHOIR 2	03154231	7	8	A FA		N	N

Skyward Code Type	Ent	Short Description	Service ID	Low Grd	High Grd	S Area	Subj	Dept Code: DC, CTE, MA, SC, SS, ELA, FA, LOT, EL, ESL	Rep For Crdt	Core Acad
M-ORCH3	000	ORCHESTRA 3	03154332	8	8	A FA			N	N
M-READ	000	READING	03273430	6	8	A ELA			N	Y
M-READ 6	000	READING GR 6	02810000	6	6	A ELA	ELA		N	N
M-READ 7	000	READING GR 7	03273440	7	7	A ELA	ELA		N	N
M-READ 8	000	READING GR 8	03273450	8	8	A ELA	ELA		N	N
M-SCI6	000	SCI GR6	03060600	6	6	A SC			N	Y
M-SCI6H	000	HONORS SCI GR6	03060600	6	6	A SC			N	Y
M-SCI7	000	SCI GR7	03060700	7	7	A SC			N	Y
M-SCI7H	000	HONORS SCI GR7	03060700	7	7	A SC			N	Y
M-SCI8	000	SCI GR8	03060800	8	8	A SC			N	Y
M-SCI8P	000	PREAP SCI GR8	03060800	8	8	A SC			N	Y
M-SPAAS1	000	PREAP SPAVA 7-8	03440500	7	8	A SPA	LOT		N	Y
M-SPAAS2	000	PREAP SPAVA 7-8	03440500	7	8	A SPA	LOT		N	Y
M-SPABS1	000	PREAP SPAVB 8	03440600	8	8	A SPA	LOT		N	Y
M-SPABS2	000	PREAP SPAVB 8	03440600	8	8	A SPA	LOT		N	Y
M-SPINTA	000	PREAP SP INT A	03443000	6	8	A SPA	LOT		N	Y
M-SPINTB	000	PREAP SP INT B	03443000	6	8	A SPA	LOT		N	Y
M-SPNOA	000	PREAP SP NOV A	03443000	6	8	A SPA	LOT		N	Y
M-SPNOB	000	PREAP SP NOV B	03443000	6	8	A SPA	LOT		N	Y
M-SS6	000	SS GR6	02870000	6	6	A SS			N	Y
M-SS6H	000	HONORS SS GR6	02870000	6	6	A SS			N	Y
M-SS7	000	SS GR7	03343000	7	7	A SS			N	Y
M-SS7H	000	HONORS SS GR7	03343000	7	7	A SS			N	Y
M-SS8	000	SS GR8	03343100	8	8	A SS			N	Y
M-SS8P	000	PREAP SS GR8	03343100	8	8	A SS			N	Y
M-SYMBAN	000	SYMPHONIC BAND	84500XXX	6	8	A FA			N	N
M-THEAT1	000	THEATRE 1	03154140	6	8	A FA			N	N
M-THEAT2	000	THEATRE 2	03154240	7	8	A FA			N	N
M-THEAT3	000	THEATRE 3	03154340	8	8	A FA			N	N
MEDTRMS1	000	MED TERMINOLOGY	13020300	9	12	A SC	CTE		N	N
MEDTRMS2	000	MED TERMINOLOGY	13020300	9	12	A SC	CTE		N	N
MUSTH1S1	000	MUS THEATRE I	03251900	9	12	A FA			N	N
MUSTH1S2	000	MUS THEATRE I	03251900	9	12	A FA			N	N
MUSTH2S1	000	MUS THEATRE II	03252000	10	12	A FA			N	N
MUSTH2S2	000	MUS THEATRE II	03252000	10	12	A FA			N	N
MUSTH3S1	000	MUS THEATRE III	03252100	11	12	A FA			N	N



Skyward Code Type	Ent	Short Description	Service ID	Low Grd	High Grd	Subj S Area	Dept Code: DC, CTE, MA, SC, SS, ELA, FA, LOT, EL, ESL	Rep For Crdt	Core Acad
PRILAWS1	000	PRIN OF LAW	13029200	9	12 A	SS	CTE	N	N
PRILAWS2	000	PRIN OF LAW	13029200	9	12 A	SS	CTE	N	N
PRINEDS1	000	PRIN OF EDU	13014200	9	12 A	CTE	CTE	N	N
PRINEDS2	000	PRIN OF EDU	13014200	9	12 A	CTE	CTE	N	N
PRNGPAS1	000	PRIN OF GOVT&PA	13018200	9	11 A	SS	CTE	N	N
PRNGPAS2	000	PRIN OF GOVT&PA	13018200	9	11 A	SS	CTE	N	N
ROBO1S1	000	ROBOTICS I	13037000	10	12 A	SC	CTE	N	N
ROBO1S2	000	ROBOTICS I	13037000	10	12 A	SC	CTE	N	N
ROBO2S1	000	ROBOTICS II	13028000	11	12 A	SC	CTE	N	N
ROBO2S2	000	ROBOTICS II	13028000	11	12 A	SC	CTE	N	N
ROBO3S1	000	ROBOTICS III	13037400	12	12 A	SC	CTE	N	N
ROBO3S2	000	ROBOTICS III	13037400	12	12 A	SC	CTE	N	N
SCIRDS1	000	ENV SYS/SCI R&D	13037200	10	12 A	SC	CTE	N	Y
SCIRDS2	000	ENV SYS/SCI R&D	13037200	10	12 A	SC	CTE	N	Y
SIESLS1	000	SOC INT ESL STU	84000001	9	12 A	ESL	ELA	N	Y
SIESLS2	000	SOC INT ESL STU	84000001	9	12 A	ESL	ELA	N	Y
SOSKILS1	000	SOCIAL SKILLS	850000XX	9	12 A	LC		N	Y
SOSKILS2	000	SOCIAL SKILLS	850000XX	9	12 A	LC		N	N
SPAINAS1	000	PAP SPAN INTR A	03440300	9	12 A	SPA	LOT	N	Y
SPAINAS2	000	PAP SPAN INTR A	03440300	9	12 A	SPA	LOT	N	Y
SPAINBS1	000	PAP SPAN INTR B	03440400	9	12 A	SPA	LOT	N	Y
SPAINBS2	000	PAP SPAN INTR B	03440400	9	12 A	SPA	LOT	N	Y
SPAINTS1	000	SP COMMUNITY IN	84600500	9	12 A	SPA	LOT	N	Y
SPAINTS2	000	SP COMMUNITY IN	84600500	9	12 A	SPA	LOT	N	Y
SPAITR	000	SP INTERP&TRANS	84600100	9	12 A	SPA	LOT	N	Y
SPANAAAS1	000	PAP SPAN ADV A	03440500	9	12 A	SPA	LOT	N	Y
SPANAAAS2	000	PAP SPAN ADV A	03440500	9	12 A	SPA	LOT	N	Y
SPANABS1	000	PAP SPAN ADV B	03440600	9	12 A	SPA	LOT	N	Y
SPANABS2	000	PAP SPAN ADV B	03440600	9	12 A	SPA	LOT	N	Y
SPANEXAP	000	SP CAREER EX&AP	84600300	9	12 A	SPA	LOT	N	Y
SPNOVAS1	000	PAP SPAN NOV A	03440100	9	12 A	SPA	LOT	N	Y
SPNOVAS2	000	PAP SPAN NOV A	03440100	9	12 A	SPA	LOT	N	Y
SPNOVBS1	000	PAP SPAN NOV B	03440200	9	12 A	SPA	LOT	N	Y
SPNOVBS2	000	PAP SPAN NOV B	03440200	9	12 A	SPA	LOT	N	Y
STABDMS1	000	STATBUSDECISMAK	13016900	11	12 A	MA	CTE	N	Y
STABDMS2	000	STATBUSDECISMAK	13016900	11	12 A	MA	CTE	N	Y

Grd	Credits	GPA		GPA 1 Crdts	GPA Set 2-std	GPA 2 Crdts	
		Length	Set 1 (local weighted)				
Y	0.5 SM			1	0.5	1	0.5
Y	1 YR			1	1	1	1
Y	1 YR			1	1	1	1
Y	1 YR			1	0	1	0
Y	0.5 SM			1	0.5	1	0.5
Y	0.5 SM			2	0.5	2	0.5
Y	0.5 SM			1	0.5	1	0.5
Y	0.5 SM			2	0.5	2	0.5
Y	0.5 SM			1	0.5	1	0.5
Y	0.5 SM			2	0.5	2	0.5
Y	0.5 SM			1	0.5	1	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5
Y	0.5 SM			3	0.5	3	0.5

Grd	GPA		Crdts	GPA 1 Set 1 (local weighted)	GPA 1		GPA 2 Set 2-std	Crdts
	Credits	Length			Crdts	GPA 2 Crdts		
Y	0.5	SM	1	1	0.5	1	0.5	
Y	0.5	SM	1	1	0.5	1	0.5	
Y	0.5	SM	1	1	0.5	1	0.5	
Y	0.5	SM	1	1	0.5	1	0.5	
Y	0.5	SM	1	1	0.5	1	0.5	
Y	0.5	SM	1	1	0.5	1	0.5	
Y	0.5	SM	1	1	0.5	1	0.5	
Y	0.5	SM	1	1	0.5	1	0.5	
Y	0.5	SM	1	1	0.5	1	0.5	
Y	0.5	SM	1	1	0.5	1	0.5	
Y	0.5	SM	1	1	0.5	1	0.5	
Y	0.5	SM	1	1	0.5	1	0.5	
Y	0.5	SM	2	2	0.5	2	0.5	
Y	0.5	SM	1	1	0.5	1	0.5	
Y	0.5	SM	2	2	0.5	2	0.5	
Y	0.5	SM	1	1	0.5	1	0.5	
Y	0.5	SM	1	1	0.5	1	0.5	
Y	0.5	SM	1	1	0.5	1	0.5	
Y	0.5	SM	1	1	0.5	1	0.5	
Y	0.5	SM	1	1	0.5	1	0.5	
Y	0.5	SM	1	1	0.5	1	0.5	
Y	0.5	SM	1	1	0.5	1	0.5	
Y	0.5	SM	1	1	0.5	1	0.5	
Y	0.5	SM	2	2	0.5	2	0.5	
Y	0.5	SM	1	1	0.5	1	0.5	
Y	0.5	SM	2	2	0.5	2	0.5	
Y	0.5	SM	2	2	0.5	2	0.5	
Y	0.5	SM	2	2	0.5	2	0.5	
Y	0.5	SM	2	2	0.5	2	0.5	
Y	0.5	SM	2	2	0.5	2	0.5	
Y	0.5	SM	2	2	0.5	2	0.5	
Y	0.5	SM	2	2	0.5	2	0.5	
Y	0.5	SM	2	2	0.5	2	0.5	
Y	0.5	SM	2	2	0.5	2	0.5	
Y	0.5	SM	2	2	0.5	2	0.5	

Grd	GPA		Crdts	GPA 1 Set 1 (local weighted)	GPA Set 2-std	GPA 2 Crdts
	Credits	Length				
Y	0.5	SM	1	0.5	1	0.5
Y	0.5	SM	1	0.5	1	0.5
Y	0.5	SM	1	0.5	1	0.5
Y	0.5	SM	1	0.5	1	0.5
Y	0.5	SM	1	0.5	1	0.5
Y	0.5	SM	1	0.5	1	0.5
Y	0.5	SM	1	0.5	1	0.5
Y	0.5	SM	1	0.5	1	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5
Y	0.5	SM	3	0.5	3	0.5

Grd	GPA		GPA 1		GPA 2	
	Credits	Length	Set 1 (local weighted)	Crdts	Set 2-std	Crdts
Y	0.5 SM		1	0.5	1	0.5
Y	0.5 SM		1	0.5	1	0.5
Y	0.5 SM		1	0.5	1	0.5
Y	0.5 SM		1	0.5	1	0.5
Y	0.5 SM		1	0.5	1	0.5
Y	0.5 SM		1	0.5	1	0.5
Y	0.5 SM		1	0.5	1	0.5
Y	0.5 SM		1	0.5	1	0.5
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0
Y	0 YR		1	0	1	0





Grd	GPA		GPA 1 Crdts	GPA 2 Crdts
	Credits	Length		
Y	1	YR	1	0
Y	1	YR	1	0
Y	0	YR	1	0
Y	0	YR	1	0
Y	0	YR	1	0
Y	1	YR	1	0
Y	1	YR	1	0
Y	1	YR	1	0
Y	1	YR	1	0
Y	1	YR	1	0
Y	1	YR	1	0
Y	1	YR	1	0
Y	1	YR	1	0
Y	0.5	SM	2	0.5
Y	0.5	SM	2	0.5
Y	0.5	SM	2	0.5
Y	0.5	SM	2	0.5
Y	1	YR	1	0
Y	1	YR	1	0
Y	1	YR	1	0
Y	1	YR	1	0
Y	1	YR	1	0
Y	1	YR	1	0
Y	1	YR	1	0
Y	1	YR	1	0
Y	1	YR	1	0
Y	1	YR	1	0
Y	1	YR	1	0
Y	1	YR	1	0
Y	0.5	SM	1	0.5
Y	0.5	SM	1	0.5
Y	0.5	SM	1	0.5
Y	0.5	SM	1	0.5
Y	0.5	SM	1	0.5
Y	0.5	SM	1	0.5
Y	0.5	SM	1	0.5
Y	0.5	SM	1	0.5



Grd	GPA		GPA 1		GPA 2	
	Credits	Length Set 1 (local weighted)	Crdts	Crdts	GPA Set 2-std	Crdts
Y	0.5	SM	1	0.5	1	0.5
Y	0.5	SM	1	0.5	1	0.5
Y	0.5	SM	1	0.5	1	0.5
Y	0.5	SM	1	0.5	1	0.5
Y	0.5	SM	1	0.5	1	0.5
Y	0.5	SM	1	0.5	1	0.5
Y	0.5	SM	1	0.5	1	0.5
Y	0.5	SM	1	0.5	1	0.5
Y	0.5	SM	1	0.5	1	0.5
Y	0.5	SM	1	0.5	1	0.5
Y	0.5	SM	1	0.5	1	0.5
Y	0.5	SM	1	0.5	1	0.5
Y	0.5	SM	1	0.5	1	0.5
Y	0.5	SM	1	0.5	1	0.5
Y	0.5	SM	2	0.5	2	0.5
Y	0.5	SM	2	0.5	2	0.5
Y	0.5	SM	1	0.5	1	0.5
Y	0.5	SM	1	0.5	1	0.5
Y	0.5	SM	1	0.5	0	0.5
Y	0.5	SM	1	0.5	0	0.5
Y	0.5	SM	2	0.5	2	0.5
Y	0.5	SM	2	0.5	2	0.5
Y	0.5	SM	2	0.5	2	0.5
Y	0.5	SM	2	0.5	2	0.5
Y	0.5	SM	2	0.5	2	0.5
Y	0.5	SM	2	0.5	2	0.5
Y	0.5	SM	2	0.5	2	0.5
Y	0.5	SM	2	0.5	2	0.5
Y	0.5	SM	2	0.5	2	0.5
Y	0.5	SM	2	0.5	2	0.5
Y	0.5	SM	2	0.5	2	0.5
Y	0.5	SM	2	0.5	2	0.5
Y	0.5	SM	2	0.5	2	0.5
Y	0.5	SM	2	0.5	2	0.5
Y	0.5	SM	2	0.5	2	0.5
Y	0.5	SM	1	0.5	1	0.5
Y	0.5	SM	1	0.5	1	0.5



**International Leadership of Texas**

**High School Course Guide**

**2019-2020**

sophomore years in order to take the higher level courses in your junior and senior years, so plan ahead!

Careful planning is essential for wise and responsible decisions regarding course selections which provide the educational preparation needed for the attainment of future goals. High School students are encouraged to meet with parents, their counselor, and teachers for assistance in selecting courses that will meet personal needs for the future and graduation requirements. For further information, please do not hesitate to contact your counselor or check high school graduation requirements in the *Secondary Student Handbook and Code of Conduct*.

### **House Bill 5 Graduation Plan**

During the 83rd Texas Legislature, House Bill 5 was signed into law, which changes high school graduation requirements for students who will be freshmen during the 2014-15 school year. The bill provides more flexibility for high school students to pursue either higher education or a career pathway. It establishes one graduation plan – Foundation High School Program (FHSP) – with an opportunity to earn endorsements and performance acknowledgements. Below is a snapshot of the new graduation requirements for the basic foundation graduation program WITHOUT endorsements. Please see page 6 for more information about the endorsement options.

#### **Foundation Program without Endorsements**

<b>English Language Arts</b>	<b>Four credits</b> <ul style="list-style-type: none"> <li>• English I</li> <li>• English II</li> <li>• English III</li> <li>• Advanced English Course</li> </ul>
<b>Mathematics</b>	<b>Three credits</b> <ul style="list-style-type: none"> <li>• Algebra I</li> <li>• Geometry</li> <li>• Advanced Mathematics Course</li> </ul>
<b>Science</b>	<b>Three credits</b> <ul style="list-style-type: none"> <li>• Biology</li> <li>• IPC or Advanced Science Course</li> <li>• Advanced Science Course</li> </ul>
<b>Social Studies</b>	<b>Three credits</b> <ul style="list-style-type: none"> <li>• U.S. History</li> <li>• U.S. Government (one-half credit)</li> <li>• Economics (one-half credit)</li> <li>• World Geography or World History or Combined World History/World Geography (course not developed yet)</li> </ul>

**\*Distinguished Achievement** Students must earn Distinguished Level of Achievement in order to be eligible for Top 10% Automatic Admission to institutions of higher education.

- 4 credits in math, including Algebra II
- 4 credits in science

- Earning a nationally or internationally recognized business or industry certification or license

### Foundation with Endorsements High School Program

In 2013, the Texas legislature passed an education reform law called House Bill 5. Under this new paradigm, students may graduate with not only a diploma, but may also earn endorsements in the following five areas of academic study: **Arts & Humanities**, **Multidisciplinary**, **STEM** (science, technology, engineering, and math), **Business & Industry**, and **Public Service**. There are multiple paths that students may take to earn each endorsement. Currently, ILTexas offers the Arts & Humanities, Multidisciplinary and STEM endorsements with each campus having the autonomy to add others as their student population. Students who wish to earn an endorsement must complete a coherent sequence of four credits in one of the follow pathways:

Arts & Humanities	Multidisciplinary	STEM
<p>A student must complete one of the following:</p> <ol style="list-style-type: none"> <li>(1) A total of five social studies credits</li> <li>(2) Four levels of the same language in a language other than English</li> <li>(3) Two levels of the same language in LOTE and two levels of a different language in LOTE</li> <li>(4) A coherent sequence of four credits by selecting courses from one or two categories or disciplines in fine arts or innovative courses approved by the commissioner</li> <li>(5) Four english elective credits approved by TEA</li> </ol>	<p>A student must complete one of the following:</p> <ol style="list-style-type: none"> <li>(1) Four advanced courses that prepare a student to enter the workforce or postsecondary education with our remediation from within one endorsement area or among endorsement areas that are not in a coherent sequence</li> <li>(2) Four credits in each of the four foundation subject areas to include English IV and chemistry and/or physics</li> <li>(3) Four credits in AP, IB, or dual credit selected from English, Mathematics, science, social studies, economics, LOTE, or fine arts. *</li> </ol>	<p>A student must complete Algebra II, chemistry, and physics and one of the following:</p> <ol style="list-style-type: none"> <li>(1) A coherent sequence of courses for four or more credits in CTE. The final course in the sequence must be selected from the STEM cluster.</li> <li>(2) A coherent sequence of four credits in computer science courses approved by TEA.</li> <li>(3) A total of five credits in mathematics by successfully completing Algebra I, geometry, Algebra II, and two additional mathematics courses for which Algebra II is a prerequisite.</li> <li>(4) A total of five science credits by successfully completing biology, chemistry, physics and two additional science courses.</li> <li>(5) In addition to Algebra II, chemistry, and physics, a coherent sequence of three additional credits from no</li> </ol>

given for scores of 3 or higher. The score requirement and number of college credit hours or placement credit awarded varies among universities and colleges and can be accessed at [www.collegeboard.com/apcentral](http://www.collegeboard.com/apcentral). In March of the academic year, the AP student is expected to sign up to take the Advanced Placement examination in May. For a fee, the student will take the examination. **Students should check with individual colleges for their AP credit policies.**

### **Pre-AP Program**

Many of the core courses in the major academic disciplines offer advanced courses referred to as Pre-AP. These courses lay the foundation for success not only in the AP program, but ultimately in college coursework. Pre-AP courses emphasize the same types of thinking skills and student expectations as the AP courses, although the course content is at the appropriate grade level. The Pre-AP program in ILTexas is an inclusive program. A student may enroll in a Pre-AP class as long as the prerequisites courses (i.e., English II before English III) have been successfully completed, and the student is willing to accept the time and learning requirements of an advanced class. Each student signs a course contract when enrolling in a Pre-AP course.

### **Concurrent Enrollment for College and High School Credit (Dual Credit)**

Students in the 11th or 12th grade may wish to take course on the college level at partnering institutions that would also receive high school credit. Each student must have prior permission from his/her high school counselor before enrolling in a course for dual credit.

Dual enrollment provides the opportunity for high school juniors/seniors to remain in high school and take college courses at the same time. In most cases, these hours are transferable to other colleges; however, you should check with the college of your choice for its policy.

Students must pay for tuition, books, and/or fees that are required for dual credit course(s). In addition, students must meet and comply with the college's' rules, regulations, and requirements. **High school students must either be exempt from the TSI or take the TSI prior to enrollment in a Texas public college or university.**

### **Preparing to be "College/Career Ready"**

#### **Eighth Grade-Spring**

- Analyze courses in the *High School Course Selection Guide*
- Think about all the options: Advanced Placement courses for college credit, and dual credit
- Begin creating your four-year plan for graduation from high school and for admission to the college/work and/or technical training institute of your choice by using the *Secondary Student Handbook and Code of Conduct*. and the *High School Course Selection Guide*
- Attend all course selection meetings and high school orientation for incoming freshmen
- Consult with your grade level counselor
- Access information related to your college/career choices by viewing websites

#### **Freshman Year-Fall**

- Begin to develop a student resume portfolio which lists courses taken, report cards, test scores,

- Review your four-year plan and course work. Make adjustments, if necessary.
- Check your class rank.
- Continue to add and update your student resume portfolio.
- Develop, write, and perfect college essays.
- Continue to visit college/technical institute campuses of interest to you and fill out applications

### **Senior Year-Fall**

- Take SAT and/or ACT again, if necessary.
- Narrow your choices for college/universities or technical institutes. Keep in mind cost, admissions requirements and academic offerings.
- Adhere to deadlines for admissions, housing, and financial aid.
  - o Texas offers a common application for all public universities. This application may be obtained online at [www.applytexas.org](http://www.applytexas.org)
- Ask your counselor and teachers for letters of recommendation early in the year.
- Turn in all college applications at least two weeks prior to the stated deadline.
- Apply for any scholarships for which you may qualify

### **Senior Year-Spring**

- Order and send transcripts by deadline.
- Continue adding to your portfolio.
- Send the Free Application for Federal Student Assistance (FAFSA) in January
  - o You may apply on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Continue to apply for any scholarships for which you may qualify
  - o One of the best resources for scholarship information is directly from the financial aid office at the college(s) you wish to attend
  - o Most scholarship opportunities are now posted online, allowing students the opportunity to do local and national scholarship searches on their own

## **Four Year Plan**

Upon entering High School, each student should develop a 4-6 year plan for graduation and attainment of goals immediately following graduation as outlined by the Texas Education Agency, the following criteria applies:

1. Each student plan has a required agenda and number of courses necessary to graduate. The student must attain the required number of credits specified by his graduation plan.
2. The student must earn credit in all required courses specified by his/her graduation plan.

A graduation plan is used as a guide to organize a course of study, which will provide the educational preparation needed for the attainment of future goals. The plan will assist students in meeting graduation requirements while planning post-secondary education and/or work. Students are advised to consult college catalogs to determine post-secondary requirements. The student and parents should choose the classes to be included in the graduation plan. Then the student and parents should evaluate the student's graduation plan carefully and insure that the student successfully completes the plan. School counselors will assist students and parents with the development of their plan. Students should review their plan each year and make revisions as needed.



Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Grade: \_\_\_\_\_ Class of: \_\_\_\_\_ Campus: \_\_\_\_\_  
 Revision Dates: \_\_\_\_\_  
 Graduation Plan:  Foundation (22 Credits)  Foundation + Endorsement (26Credits)  Distinguished Level of Achievement (26Credits)  ILTexas (39Credits)

Endorsement: \_\_\_\_\_ Performance Acknowledgement: \_\_\_\_\_

Subject	Credit Summary		8 <sup>th</sup> Grade		1 <sup>st</sup> Year in HS		2 <sup>nd</sup> Year in HS		3 <sup>rd</sup> Year in HS		4 <sup>th</sup> Year in HS		Plus Years	
	Required	Completed	Course and Credit	Course and Credit	Course and Credit	Course and Credit	Course and Credit	Course and Credit	Course and Credit	Course and Credit	Course and Credit	Course and Credit	Course and Credit	Course and Credit
English	4		English I Algebra I or Geometry Biology	English II Algebra II or Geometry Environmental Systems World History	English III Algebra II or Other Approved Course Chemistry or Other Approved Course U.S. History	English IV or Other App. Course Algebra II or Other Approved Course Physics or Other Approved Course U.S. Gov. & Eco or Other App. Course Spanish Chinese								
Math	3													
Science	3													
Social Studies	3													
Spanish	2			Spanish	Spanish									
Chinese	2			Chinese	Chinese									
Physical Ed.	4			Athletic Conditioning	Athletic Conditioning									
Fine Arts	1													
Speech/Comm.	1													
Endorsement Courses (coherent sequence)	4		2 courses in the same cluster, at least one sub-course											
Electives	5													
<b>Total</b>														

The benefits of a personal graduation plan that includes one or more Endorsements and the Distinguished Level of Achievement, postsecondary education opportunities, automatic college admittance, and eligibility for financial aid have been explained to me.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ SPED Rep. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Course Descriptions

#### English-Language Arts

#### Pre-AP English I

Pre-AP English II builds on the foundation of Pre-AP English I with the study of skills and concepts in the areas of reading, writing, speaking, and listening. Students read and write extensively in multiple literary and informational genres. Students read and write extensively in multiple literary and informational genres. In preparation for the English II End of Course exam, emphasis is placed on various domains of writing, the use of written and oral conventions of language, critical and analytical reading comprehension skills in the study of literature, and vocabulary enrichment. In preparation for the English II End of Course exam and Advanced Placement courses, emphasis is placed on literary analysis and higher level critical thinking skills, extensive writing and independent research projects, the use of written and oral conventions of language, and vocabulary enrichment.

**Course Note:** Students in English II will take a state End of Course Exam as part of this course.

**Credit:** 1                      **Type:** Pre-AP                      **PEIMS Code:** 03220207                      **Grade:** 10

**Prerequisite:** Pre-AP English I

### **English II ESOL**

English II ESOL is offered as a double-described course with English I Pre-AP. **ONLY** newcomer English learners identified as EL (LEP) students by the LPAC Committee or newcomer International students will be eligible to take this course. The students are at a **beginner** level of English proficiency. The teacher will provide **SUBSTANTIAL** differentiation to make content comprehensible and to scaffold instruction to the EL students' English proficiency level.

English II ESOL builds on the foundation of English I ESOL with the study of skills and concepts in the areas of reading, writing, speaking, and listening. Students read and write extensively in multiple literary and informational genres. In preparation for the English II ESOL End of Course exam, emphasis is placed on various domains of writing, the use of written and oral conventions of language, critical and analytical reading comprehension skills in the study of literature, and vocabulary enrichment. In preparation for the English II End of Course exam and Advanced Placement courses, emphasis is placed on literary analysis and higher level critical thinking skills, extensive writing and independent research projects, the use of written and oral conventions of language, and vocabulary enrichment.

**Course Note:** Students in English II will take a state End of Course Exam as part of this course.

**Credit:** 1                      **Type:** Pre-AP                      **PEIMS Code:** 03200700                      **Grade:** 10

**Prerequisite:** ESOL I

### **Pre-AP English III**

English III builds on the skills developed in English II with the study of skills and concepts in the areas of reading, writing, speaking, and listening. Students read and write extensively in multiple literary and informational genres with an emphasis on American Literature. In preparation for the English III End of Course exam, emphasis is placed on various domains of writing, the use of written and oral conventions of language, critical and analytical reading comprehension skills in the study of literature, and vocabulary enrichment.

**Credit:** 1                      **Type:** Regular                      **PEIMS Code:** 03220300                      **Grade:** 11

**Prerequisite:** Pre-AP English II



### AP English Literature

This course is designed to prepare students for the College Board's Advanced Placement test in Literature and Composition. Students will read extensively in British literature and respond through analytical composition. Summer reading is required.

**AP Test Fee:** \$ 80 - \$ 100 (Estimated)

**Credit:** 1                      **Type:** Advanced Placement                      **PEIMS Code:**                      **Grade:** 12

**Prerequisite:** AP English Language

### English IV - Dual Credit

This course is an entire year, but is actually comprised of the two following college courses:

**American Literature, British Literature, or World Literature I and II:** This college English class is a study of either American and British Literature or World Literature from the Middle Ages through the present day. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. A fully documented research paper or a critical analysis of selected literary works will be required.

**Course Note:** Students taking this course must meet all partnering college and/or university registration requirements and Texas Success Initiatives Assessment requirements and may be subject to fees concerning tuition, textbooks and/or additional fees based on the institution.

**Credit:** 1                      **Type:** Dual Credit                      **PEIMS Code:** 3220400                      **Grade:** 12

**Prerequisite:** English Composition I and II Dual Credit.

### U.S. Culture and Academic Writing

This course provides an exploration of the U.S. culture while at the same time developing students' academic writing. The readings will focus on U.S. cultural issues and will provide material for rich discussions. Students will practice and perfect their expository writing with a focus on cause/effect, comparison/contrast, and argumentative types of writing. This course is open to ESL/international students (at an **advanced** English proficiency level) as well as to general education students.

**Credit:** 1                      **Type:** Elective                      **PEIMS Code:** N84000001                      **Grade:** 9-12

### 21st Century Issues and Academic Writing

This course provides an exploration of 21<sup>st</sup> century issues while at the same time preparing students for the expectation of college academic writing. The readings will focus on 21<sup>st</sup> century issues and will provide material for rich classroom discussions. Students will practice and perfect their expository writing with a focus on cause/effect, comparison/contrast, and argumentative types of writing. **This course is open to ESL/international students (at an advanced/advanced high English proficiency level) as well as to general education students.**

This course provides ESL students with the necessary knowledge and skills required for successful adaptation to a new community and educational environment. This course will be offered to ESL students who scored at an intermediate/intermediate high English proficiency. Students will learn skills to navigate through social situations, such as conflict resolution, communication, decision making, cultural awareness, etc. This course is designed to provide students with the skills necessary to become successful members of the society within the United States. Skills required to help students connect individual goals to social goals and to identify and navigate through problematic social situations will elevate these issues. This course is open only to ESL students.

**Credit:** 1

**Type:** Elective

**PEIMS Code:** 84000001

**Grade:** 9-12

## Mathematics

### Pre-AP Algebra I

This course continues to build on the basic mathematical understandings developed in grades K-8. Students will use symbols in a variety of ways to study relationships among quantities, particularly relationships in which there exists a systematic dependence of one quantity on another. These functional relationships will provide situations for students to set up and solve equations. The focus in Algebra I will be on problem solving and linear functions, but quadratic and other nonlinear functions will also be explored.

**Course Note:** Students in Algebra I will take a state End of Course Exam as part of this course.

**Credit:** 1

**Type:** Pre-AP

**PEIMS Code:** 3100500

**Grade:** 9

### Pre-AP Algebra II

Algebra II extends the fundamental concepts of algebra beginning with equations and inequalities. It includes the study of functions, graphs, matrices, systems, transformations of parent functions, sequences and series, and the complex number system. Algebra II provides an opportunity for students to make connections between Algebra and Geometry. Preparation for Algebra II EOC test will be an integral part of Algebra II. It also follows a more in-depth study of rational functions, logarithms, and their applications. A focus will be placed on algebraic representations of problem situations from the physical world. Preparation for Algebra II EOC test will be an integral part of Algebra II.

**Credit:** 1

**Type:** Pre-AP

**PEIMS Code:** 3100600

**Grade:** 9 - 10

**Prerequisite:** Pre-AP Algebra I

## Algebraic Reasoning

This course is an entire year, but is actually comprised of the following two college courses;

**College Algebra:** This course is an in-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

**Plane Trigonometry:** In depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates, and parametric equations may be included.

**Course Note:** Students taking this course must meet all partnering college and/or university registration requirements and Texas Success Initiatives Assessment requirements and may be subject to fees concerning tuition, textbooks and/or additional fees based on the institution.

**Credit:** 1                      **Type:** Dual Credit                      **PEIMS Code:** 03101100                      **Grade:** 11- 12

### AP Calculus

Students preparing for college study calculus as a coherent body of knowledge. Students will work with functions represented graphically, numerically, analytically, and verbally. Students will study the meaning of the derivative in terms of rate of change and local linear approximation and will use derivatives to solve a variety of problems. Students will study the meaning of the definite integral both as a limit of Riemann sums and as the net accumulation of a rate of change.

**Course Note:** Upon completion of this course, students are expected to take the AP exam. Fees will be at the student's expense. Fee may be \$80-100

**Credit:** 1                      **Type:** Advanced Placement                      **PEIMS Code:** A3100101                      **Grade:** 11- 12

### Calculus Dual Credit

This course is an entire year, but is actually comprised of the following two college courses;

**Pre-Calculus Math:** This course consists of the study of algebraic and trigonometric topics including polynomial, rational, exponential, logarithmic and trigonometric functions and their graphs. Conic sections, polar coordinates, and other topics of analytic geometry will be included.

**Calculus I:** This course is a study of limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas.

**Course Note:** Students taking this course must meet all partnering colleges and/or university registration requirements and Texas Success Initiatives Assessment requirements and may be subject to fees concerning tuition, textbooks and/or additional fees based on the institution.

**Credit:** 1                      **Type:** Dual Credit                      **PEIMS Code:** 3100101                      **Grade:** 11- 12

**Prerequisite:** College Algebra and Plane Trigonometry Dual Credit

**Financial Mathematics - CTE****-Finance-**

Financial Mathematics is a course about personal money management. Students will apply critical-thinking skills to analyze personal financial decisions based on current and projected economic factors. This course integrates career and postsecondary education planning into financial decision making.

**Credit:** 1                      **Type:** CTE                      **PEIMS Code:** 13018000                      **Grade:** 10 - 12

**Prerequisite:** Pre-AP Algebra I

**Engineering Mathematics - CTE****-STEM-**

Engineering Mathematics is a course where students solve and model robotic design problems. Students use a variety of mathematical methods and models to represent and analyze problems involving data acquisition, spatial applications, electrical measurement, manufacturing processes, materials engineering, mechanical drives, pneumatics, process control systems, quality control, and robotics with computer programming.

**Credit:** 1                      **Type:** CTE                      **PEIMS Code:** 13036700                      **Grade:** 11 - 12

**Prerequisite:** Algebra II

**Statistics and Business Decision Making - CTE****-Finance-**

Students will use a variety of graphical and numerical techniques to analyze patterns and departures from patterns to identify and manage risk that could impact an organization. Students will use probability as a tool for anticipating and forecasting data within business models to make decisions. Students will determine the appropriateness of methods used to collect data to ensure conclusions are valid.

**Credit:** 1                      **Type:** CTE                      **PEIMS Code:** 13016900                      **Grade:** 11 - 12

**Prerequisite:** Algebra II (Accounting I recommended)

**Science**

Pre-AP chemistry is an advanced level, laboratory-oriented course which exceeds the content and depth of Chemistry I. Students who desire the academic challenge of a stronger science curriculum are encouraged to select this course. Strong math skills are required.

**Credit:** 1                      **Type:** Pre-AP                      **PEIMS Code:** A3040000                      **Grade:** 11-12

### **Pre-AP Physics**

Physics is the study of the interaction of matter and energy. Physics includes knowledge of Newtonian laws and their effect, momentum laws and their applications, concepts of work, power and energy, and conversions of energy. Physics also includes a strong laboratory component.

**Credit:** 1                      **Type:** Regular                      **PEIMS Code:** 03050000                      **Grade:** 11-12  
**Prerequisite:** Chemistry and Geometry

### **Physics Dual Credit**

This class is a full year, but is actually comprised of the two following separate college courses:

**Elementary Physics I:** Conceptual level survey of topics in Physics intended for liberal arts and other non-science majors. Topics include mechanics, energy conservation, atomic nature of matter and thermodynamics. The history of scientific developments and their impact on daily life are discussed. Also included are laboratory experiments that emphasize a conceptual understanding of Physics.

**Elementary Physics II:** Conceptual level survey of topics in Physics intended for liberal arts and other non-science majors. Topics include wave motion, acoustics, electricity, magnetism, optics, relativity, atomic and nuclear physics. The history of scientific developments and their impact on daily life are discussed. Also included are laboratory experiments that emphasize a conceptual understanding of Physics

**Course Note:** Students taking this course must meet all partnering colleges and/or university registration requirements and Texas Success Initiatives Assessment requirements and may be subject to fees concerning tuition, textbooks and/or additional fees based on the institution.

**Credit:** 1                      **Type:** Dual Credit                      **PEIMS Code:** A3050003                      **Grade:**  
11 - 12

### **Anatomy and Physiology-CTE**

#### **-Health Science-**

Anatomy and Physiology is a two-semester course offering students general exploratory and advanced activities in the structure and functions of the components of the human body. Students will practice the methods and techniques used by professional scientists in medical investigations, build a mature understanding of the relationship of the structure and function of human body components, and acquire a realization of the interrelationship of the body systems. This course is particularly recommended for students who expect to work in the health field.

**Credit:** 1                      **Type:** CTE                      **PEIMS Code:** 13020600                      **Grade:** 11-12



**Credit:** 1                      **Type:** CTE                      **PEIMS Code:** 13037000                      **Grade:** 10-12

### **Digital and Interactive Media - CTE**

#### ***-Arts/Video Tech Communications-***

Through the study of digital and interactive media and its application in information technology, students will analyze and assess current and emerging technologies, while designing and creating multimedia projects that address customer needs and resolve a problem. Students implement personal and interpersonal skills to prepare for a rapidly evolving workplace environment. The knowledge and skills acquired and practiced will enable students to successfully perform and interact in a technology-driven society. Students enhance reading, writing, computing, communication, and critical thinking and apply them to the information technology environment.

**Credit:** 1                      **Type:** CTE                      **PEIMS Code:** 13027800                      **Grade:** 10-12

### **Audio & Video Production - CTE**

#### ***-Arts/Video Tech Communications-***

Careers in audio and video technology and film production span all aspects of the audio/video communications industry. Within this context, in addition to developing technical knowledge and skills needed for success in the Arts, Audio/Video Technology, and Communications career cluster, students will be expected to develop an understanding of the industry with a focus on pre-production, production, and post-production audio and video activities.

**Credit:** 1                      **Type:** CTE                      **PEIMS Code:** 1308500                      **Grade:** 9-12

### **Medical Terminology - CTE**

#### ***-Health Science-***

This course is designed to introduce students to the structure of medical terms, including prefixes, suffixes, word roots, combining forms, and singular and plural forms, plus medical abbreviations and acronyms. The course allows students to achieve comprehension of medical vocabulary appropriate to medical procedures, human anatomy and physiology, and pathophysiology.

**Credit:** 1                      **Type:** CTE                      **PEIMS Code:** 13027300                      **Grade:** 9-12

### **Principles of Health Science - CTE**

#### ***-Health Science-***

The Principles of Health Science provides an overview of the therapeutic, diagnostic, health informatics, support services, and biotechnology research and development systems of the healthcare industry.

**Credit:** 1                      **Type:** CTE                      **PEIMS Code:** 13020200                      **Grade:** 9-11

### **Health Science - CTE**

#### ***-Health Science-***

## Social Studies

### Pre-AP World Geography

The course is designed to give students unique perspectives about their own culture and physical environment in relationship to other places, cultures, and societies. These fundamental insights prepare students for daily interaction in a broad range of economics, political, and social issues. The primary goals of the course are to reinforce and refine basic geographic concepts and skills, help students think critically, form independent judgments, and develop competencies essential for effective citizenship in a global world. Students will engage in active, high-level learning to develop skills and concepts needed to succeed at more rigorous academic levels of study in world cultures. The student will research and develop products that encourage deeper understanding of other cultures and environments.

**Credit:** 1

**Type:** Pre-AP

**PEIMS Code:** 03320100

**Grade:** 9

### AP Human Geography

The purpose of the course is to introduce students to the systematic study of patterns and processes that have shaped human understanding, use, and alteration of Earth's surface. Students employ spatial concepts and landscape analysis to examine human social organization and its environmental consequences. They also will use and think about maps, understand and interpret the implications of associations among phenomena in places, define regions and evaluate the regionalization process, characterize and analyze changing interconnections among places.

**Course Note:** Upon completion of this course, students are expected to take the AP exam. Fees will be at the student's expense. Fee may be \$80-100

**Credit:** 1

**Type:** Advanced Placement

**PEIMS Code:** A3360100

**Grade:** 9

### Pre-AP World History

The purpose of this course is to develop greater understanding of the evolution of global processes and contacts, in interaction with different types of human societies. This survey course is a study of the history of a variety of world cultures, their values, beliefs, political ideas, institutions, and innovations, as well as cultural diffusion and the links that connect different societies. Emphasis will be on political revolutions, industrial and technological revolutions, and the growth and mobility of the world's population. There will be a historical perspective on contemporary trends, issues, and problems and will emphasize the need for global cooperation to solve world problems.

**Credit:** 1

**Type:** Pre-AP

**PEIMS Code:** A3370100

**Grade:** 10

### **Pre-AP United States Government**

U.S. Government is the study of principles and concepts of American democracy; U.S. and state constitutions; civil liberties and legal rights; economic systems; branches of the national government; and an introduction to state and local government. Emphasis is placed on political participation, decision making, and the rights and responsibilities of American citizens.

**Credit: 1                      Type: Pre-AP                      PEIMS Code: 03330100                      Grade: 12**

### **Pre-AP Economics**

This course is designed to give students economic literacy as consumers in the economic system. It is a study of basic principles and theories with emphasis on helping develop competencies in the application of economic knowledge to daily functions and decision-making. Essentials and benefits of free enterprise system will be studied.

**Credit: 0.5                      Type: Pre-AP                      PEIMS Code: 03310301                      Grade: 12**

### **Political Science- CTE**

Political Science I introduces students to political theory through the study of governments; public policies; and political processes, systems, and behavior.

**Credit: 1                      Type: CTE                      PEIMS Code: 13018400                      Grade: 10-12**

### **Foreign Service & Diplomacy - CTE**

#### ***-Government & Public Administration-***

Foreign Service and Diplomacy provides the opportunity for students to investigate the knowledge and skills necessary for careers in foreign service. The course includes law, history, media communication, and international relations associated with the diplomatic environment.

**Credit: 1                      Type: CTE                      PEIMS Code: 13018900                      Grade: 9-10**

### **Principles of Government and Public Administration - CTE**

#### ***-Government & Public Administration-***

Government and Public Administration introduces students to foundations of governmental functions and career opportunities within the United States. Students will examine governmental documents such as the United States Constitution and the Bill of Rights.

**Credit: 0.5                      Type: CTE                      PEIMS Code: 13018200                      Grade: 9-11**



**Psychology**

In this course, students consider the development of the individual and the personality. The study of psychology is based on an historical framework and relies on effective collection and analysis of data. Students study topics such as theories of human development, personality, motivation, and learning. Students have an opportunity to evaluate methods of research and to explore subjects such as perception, cognition, and learning theory. They are also challenged to relate psychological concepts to their own lives and to develop self-awareness. Prerequisite: None

**Credit: .5      Type: Pre-AP      PEIMS Code: 03350100      Grade:11-12**

**Sociology**

This course focuses on the dynamics and models of individual and group relationships. Students study topics such as the history and systems of sociology, cultural and social norms, social institutions, and mass communication. Students are given opportunities to analyze groups in terms of membership roles, status, values, and socioeconomic stratification. Prerequisite: None

**Credit: .5      Type: Pre-AP      PEIMS Code: 03370100      Grade:11-12**

**Education**

**Principles of Education and Training- CTE**

***-Education & Training-***

Principles of Education and Training is designed to introduce learners to the various careers available within the education and training career cluster. Students use self-knowledge and educational and career information to analyze various careers within the education and training career cluster. Students will also gain an understanding of the basic knowledge and skills essential to careers within the education and training career cluster. Students will develop a graduation plan that leads to a specific career choice in the student's interest area.

**Credit: 0.5      Type: CTE      PEIMS Code: 13014200      Grade: 9 - 12**

**Instructional Practices in Education and Training - CTE**

***-Education & Training-***

Instructional Practices in Education and Training is a field-based internship that provides students with background knowledge of child and adolescent development as well as principles of effective teaching and training practices. Students work under the joint direction and supervision of both a teacher with knowledge of early childhood education and exemplary educators or trainers in direct instructional roles with elementary-, middle school-, and high school-aged students. Students learn to plan and direct individualized instruction and group activities, prepare instructional materials, develop materials for

Novice B is a full-year course where a student will negotiate meaning through the spoken & written exchange of information in rehearsed and unrehearsed situations in a variety of contexts. The student will use a mixture of short statements & sentences using appropriate & applicable grammar structures & processes at the specified proficiency levels. The student will comprehend simple connected statements from culturally authentic print and digital materials and audio and audiovisual materials as appropriate within contextualized situations and sources. The student uses the interpretive mode in communication using appropriate and applicable grammatical structures and processes at the specified proficiency levels. The student will present information orally and in writing using a mixture of phrases and sentences with appropriate and applicable grammar structures and processes at the specified proficiency levels. The majority of this course will be conducted in the target language. The End of Course Expectation/Goal for ILTexas students to reach the Novice-High to Intermediate-Low Proficiency Range, based on the ACTFL Proficiency Guidelines.

**Credit:** 1      **Type:** Pre-AP      **PEIMS Code:** 3490200/3440200

**Grade:** 9-12

### **Chinese/Spanish - Intermediate A**

Intermediate A is a full year course where a student will negotiate meaning through the spoken & written exchange of information in rehearsed and unrehearsed situations in a variety of contexts. The student will use a mixture of short statements, sentences, and strings of sentences using appropriate and applicable grammar structures & processes at the specified proficiency levels. The student will comprehend connected statements from culturally authentic print and digital and audio and audiovisual materials as appropriate within contextualized situations and sources. The student uses the interpretive mode in communication using appropriate and applicable grammatical structures and processes at the specified proficiency levels. The student will present information orally and in writing using a mixture of phrases, sentences, and strings of sentences with appropriate and applicable grammar structures and processes at the specified proficiency levels. The teachers and the students will interact primarily in the target language. The End of Course Expectation for ILTexas students to reach the Novice-High to Intermediate-Low Proficiency Range, based on the ACTFL Proficiency Guidelines. The End of Course Expectation/Goal for ILTexas students to reach the Intermediate-Low to Intermediate-Mid Proficiency Range, based on the ACTFL Proficiency Guidelines.

**Credit:** 1      **Type:** Pre-AP      **PEIMS Code:** 3490300/3440300

**Grade:** 9-12

### **Chinese/Spanish - Intermediate B**

Intermediate B is a full year course where a student will negotiate meaning through the spoken & written exchange of information in rehearsed and unrehearsed situations in a variety of contexts. The student will use a mixture of sentences & connected discourse using appropriate & applicable grammar structures & processes at the specified proficiency levels. The student will comprehend connected statements from culturally authentic print and digital materials and audio and audiovisual materials as appropriate within contextualized situations and sources. The student uses the interpretive mode in communication using appropriate and applicable grammatical structures and processes at the specified proficiency levels. The student will present information orally and in writing using a mixture of sentences and connected discourse with appropriate and applicable grammar structures and

### Chinese/Spanish - Advanced B

Advanced B is a full year course where a student communicates in the interpersonal mode using appropriate and applicable grammatical structures and processes in the target language at the specified proficiency levels. The interpersonal mode is the ability to understand and exchange information in the target language. The student uses the interpretive mode in communication using appropriate and applicable grammatical structures and processes in the target language at the specified proficiency levels. The interpretive mode focuses on comprehending main ideas and identifying some supporting details in the target language. The student communicates using appropriate and applicable grammatical structures and processes in the target language at the specified proficiency levels. The presentational mode refers to the creation of oral and written messages in the target language. The student's presentation is comprehensible to an audience unaccustomed to interacting with language learners. The teacher and the students will interact exclusively in the target language. The End of Course Expectation/Goal for ILTexas students is to reach the Advanced Mid to Advanced High Proficiency Range, based on the ACTFL Proficiency Guidelines.

**Credit:** 1      **Type:** Pre-AP      **PEIMS Code:** 3490600/3440600      **Grade:** 9-12

### Intermediate Chinese/Spanish Dual Credit

This is full year program of Chinese/Spanish dual credit classes.

**Intermediate Spanish/Chinese I:** This is the third semester of academic transfer Spanish/Chinese. This course is designed to further develop students' overall language proficiency and cultural knowledge through more advanced reading, listening, speaking and writing exercises. Grammatical concepts are reviewed and expanded.

**Intermediate Spanish/Chinese II:** This is the fourth semester of academic transfer Spanish/Chinese. The stress is on reading, composition, grammatical complexities, and intense oral practice, with continued studies of the culture

**Course Note:** Students taking this course must meet all partnering colleges and/or university registration requirements and Texas Success Initiatives Assessment requirements and may be subject to fees concerning tuition, textbooks and/or additional fees based on the institution.

**Prerequisite:** Spanish/Chinese Beginning Dual Credit Class or placement test.

**Credit:** 1      **Type:** Dual Credit      **PEIMS Code:**      **Grade:**  
12

### Chinese/Spanish-AP Language and Culture

AP Chinese/ Spanish Language and Culture will allow students to continue enhancing and developing Intermediate High/Advanced proficiency in the four skills of listening, speaking, reading, and writing. As such, the AP Chinese/Spanish Language and Culture course has been designed to provide advanced high school students with a rich and rigorous opportunity to study the language and culture of the target speaking world that is approximately equivalent to an upper-intermediate college or university language course. Students will analyze text on global, political, environmental, and social topics to develop an increased awareness of cultural perspectives and practices. The class will focus on the ability to compose expository passages; and the ability to express ideas orally with accuracy and fluency. Extensive training in

to becoming an effective, translator/interpreter by providing a foundation in translation/interpretation and language theory, while addressing the practical aspects of translation/interpretation as applied to the various real world situations. Students will learn to produce and communicate accurately and clearly in the target language and English. In addition, students will acquire the skills and the knowledge base needed to ensure contextually and culturally accurate terminology in their modes of communication. The End of Course Expectation/Goal for ILTexas students is to reach the Intermediate High to Superior Proficiency Range, based on the ACTFL Proficiency Guidelines.

**Credit:** 0.5 (Fall) **Type:** Pre-AP **PEIMS Code:** 84600200/84600100 **Grade:** 9-12

### **Chinese/Spanish-Career Exploration and Application of Language**

This half year language course, offered only in the spring semester, is designed to give students an opportunity to explore and research careers based on their interests, learn career/workforce skills and learn how to tie them into their language studies. The course will address the practical aspects of translation/interpretation as applied to the various workforce/career/industry situations. Students will learn to produce and communicate accurately and clearly in the target language and English. The languages will be taught using the communicative method which combines listening, speaking, reading and writing in the target language with the use of multimedia resources. The teachers and the students will interact primarily in the target language. The End of Course Expectation/Goal for ILTexas students is to reach the Intermediate High to Superior Proficiency Range, based on the ACTFL Proficiency Guidelines.

**Credit:** 0.5 (Spring) **Type:** Pre-AP **PEIMS Code:** 84600400/84600300 **Grade:** 9-12

### **Chinese/Spanish-Community Internship**

This full year language course designed to give students an opportunity explore local community agencies that can benefit from partnering with ILTexas students and campuses. Off campus community internship or work-study must be conducted in pre-approved agency or organization. Our ILTexas students will have the opportunity to apply linguistic and intercultural skills that they have acquired as an ILTexas student. In addition, students will have an opportunity to put into practice another essential pillar that forms part of the ILTexas Mission Statement which is it to put Others Before Self. The students will interact exclusively in the target language while volunteering in the assigned community agency. Students will submit and present both written and oral presentational task to the campus CRW committee (in the target language). Students will submit a log of their hours each grading period that must be signed by the agency/organization's supervisor. A minimum of 5 hours per week (aligned with the ILTexas academic calendar). The End of Course Expectation for ILTexas students is to reach the Intermediate High to Superior Proficiency Range, based on the ACTFL Proficiency Guidelines.

**Prerequisite:** AP Chinese/Spanish Language & Culture, AP Spanish Literature & Culture, the Art of Interpretation and Translations Services and Career Exploration and Application of Language. Students



### Physical Fitness 4

Various modalities for achieving and maintaining personal fitness: weight training, circuit training; cardiovascular development; diet and nutrition. Aerobic activities and exercises that emphasize flexibility, coordination, and perpetuate cardiovascular endurance.

**Credit:** 1.0      **Type:** Regular      **PEIMS Code:**      **Grade:** 12  
**Prerequisite:** PF 3

### Physical Education Dual Credit

Students are introduced to wellness related concepts and activities for the purpose of gaining knowledge and skills necessary to evaluate personal fitness level and to develop a personal lifelong fitness program. Activities include, but are not limited to: aerobics, circuit training, muscular development, flexibility, agility exercises, weight training and body composition.

**Course Note:** Students taking this course must meet all partnering colleges and/or university registration requirements and Texas Success Initiatives Assessment requirements and may be subject to fees concerning tuition, textbooks and/or additional fees based on the institution.

**Credit:** 1      **Type:** Dual Credit      **PEIMS Code:**      **Grade:** 9 -12

### Health Education

This one-semester course is interwoven in the physical education courses and explores a variety of health issues which influence the well-being of an individual throughout the life cycle. Students will be given an opportunity to develop a personal philosophy of wellness and self-responsibility for health through self-assessment, investigation of factors affecting one's health and the examination of behavior modification strategies. In addition, this course provides practical instruction in cardiopulmonary resuscitation (CPR/AED) and first aid. Health issues relevant to students included are basic human anatomy and physiology, mental health, use and abuse of drugs, tobacco, alcohol, human sexuality, communicable diseases, environmental and consumer health. In compliance with House Bill 2176, the state mandated Paternity and Parental Awareness curriculum is implemented in this course.

**Credit:** 0.5      **Type:** Regular      **PEIMS Code:**      **Grade:** 9 - 12

Grades	10-12
PEIMS Code	03830200
Pre-Requisite(s)	Dance I
Additional Requirements	Students will perform outside of school hours for a grade. Students must purchase specific dance attire. A detailed list will be provided by the Campus Dance Teacher.
Scheduling Note	Dance classes must be offered in the designated ILTexas Dance Room or in a space pre-approved by the Fine Arts Coordinator.

**Dance III, Principles of Dance III**

**Dance III** is the third level of dance designed to more extensively cover multiple dance styles, including ballet, modern, jazz, hip hop, and various social, cultural, and historical dances.

Students will explore more advanced movement principles and skills, developing self-discipline and healthy bodies that move expressively, efficiently, and safely through space and time with controlled energy.

Credit	1
Type	Regular
Grades	11-12
PEIMS Code	03830300
Pre-Requisite(s)	Dance II
Additional Requirements	Students will perform outside of school hours for a grade. Students must purchase specific dance attire. A detailed list will be provided by the Campus Dance Teacher.
Scheduling Note	Dance III courses may be offered concurrently with Dance II or IV if the student population is too small to warrant a stand-alone Dance III course. Dance classes must be offered in the designated ILTexas Dance Room or in a space pre-approved by the Fine Arts Coordinator.

Pre-Requisite(s)	Audition Required.
Additional Requirements	Rehearsals and performances outside of school hours, on and off campus, will be required as grades for the course. Additional fees may be required for specific performance wear and individual competitions/performances.
Scheduling Note	Performance Ensemble I-IV should be offered concurrently during 6 <sup>th</sup> period. The campus Dance Director will provide a list of students invited to enroll in the course.

**Dance II, Dance Performance Ensemble II (Dance Company/Team)**

**Dance Performance II** is the second level of Dance Ensemble for students identified as members of the campus Dance Company/Team. Dance Performance Ensemble is a course that will support the four basic elements and principles learned in Dance I, II, III, and IV, but will incorporate more advanced technique and combinations, with a focus on performance. Students should be proficient in Dance I concepts and technique and be able to quickly learn more advanced choreography. The Dance Company/Team will explore a variety of dance techniques and styles. A Dance Company/Team Constitution will be provided, outlining specific district, campus, and company/team expectations.

Credit	1
Type	Regular
Grades	10-12
PEIMS Code	03833400
Pre-Requisite(s)	Audition & Dance I, Dance Performance Ensemble I
Additional Requirements	Rehearsals and performances outside of school hours, on and off campus, will be required as part of the course. Additional fees may be required for specific performance wear and individual competitions/performances.
Scheduling Note	Performance Ensemble I-IV should be offered concurrently during 6 <sup>th</sup> period. The campus Dance Director will provide a list of students invited to enroll in the course.

**Dance III, Dance Performance Ensemble III (Dance Company/Team)**

Pre-Requisite(s)	Audition & Dance III, Dance Performance Ensemble III
Additional Requirements	Rehearsals and performances outside of school hours, on and off campus, will be required as part of the course. Additional fees may be required for specific performance wear and individual competitions/performances.
Scheduling Note	Performance Ensemble I-IV should be offered concurrently during 6 <sup>th</sup> period. The campus Dance Director will provide a list of students invited to enroll in the course.

**Music**

**AP Music Theory**

AP Music Theory presents a foundation of knowledge, providing students the opportunity to develop, practice, and master music theory skills essential to success in post-secondary music theory course work. Focus will be placed on understanding melody, harmony, texture, rhythm, form, musical analysis, and elementary composition. Students will also be expected to utilize higher level thinking skills to explore the historical and cultural significance of music in multiple time periods and cultures. AP Music Theory is comparable to introductory level college courses in music theory and students are expected to have previous music experience. Scores for the AP Music Theory Exam are presented in composite form and as aural (auditory) and nonaural sub scores. These sub scores inform placement decisions, especially in music programs offering separate courses for written theory and aural skills.

Credit	1
Type	AP
Grades	10-12
PEIMS Code	A3150200
Pre-Requisite(s)	Band/Choir/Guitar/Orchestra I
Additional Requirements	Students must pay their own AP testing fee.
Scheduling Note	This course may be taught by any music teacher and offered in a regular classroom setting.

**Music I, Band I**



Additional Requirements	Students will perform outside of the class time for a grade. Students are expected to purchase most instruments and course materials. A detailed list will be provided by the Campus Band Director.
Scheduling Note	In most cases, Band I-IV will be offered concurrently and be divided by section as space allows into “Beginning Band,” “Intermediate Band,” or “Advanced Band,” however, it is not required all campuses offer all three ensembles. Sections may also be further divided into Brass, Percussion, and Woodwinds. Guidance will be provided by the Campus Band Director and District Fine Arts Coordinator.

**Music III, Band III**

**Band III** is an active course which provides a laboratory for instrumental music students, giving them the opportunity to refine musical skills studied in Band II. Emphasis will be placed on higher level thinking skills focused on increasing physical coordination, improving musical performance, and the developing a lasting appreciation of music.

Credit	1
Type	Regular
Grades	11-12
PEIMS Code	03150300
Pre-Requisite(s)	Music, Band II
Additional Requirements	Students will perform outside of the class time for a grade. Students are expected to purchase most instruments and course materials. A detailed list will be provided by the Campus Band Director.
Scheduling Note	In most cases, Band I-IV will be offered concurrently and be divided by section as space allows into “Beginning Band,” “Intermediate Band,” or “Advanced Band,” however, it is not required all campuses offer all three ensembles. Sections may also be further divided into Brass, Percussion, and Woodwinds. Guidance will be provided by the Campus Band Director and District Fine Arts Coordinator.

Pre-Requisite(s)	None
Additional Requirements	Students will perform outside of the class time for a grade. Students are expected to purchase some basic course materials. A detailed list will be provided by the Campus Choral Director.
Scheduling Note	In most cases Choir I-IV will be offered concurrently and divided by section into "Beginning Choir," "Intermediate Choir," "Advanced Choir," "Girls Choir," or "Boys Choir," however, it is not required all campuses offer all five ensembles. Guidance will be provided by the Campus Choral Director and District Fine Arts Coordinator.

**Music II, Choir II**

**Choir II** is the second level course in which students study choral music theory, ear training, and sight-reading. Students will explore a variety of musical styles, focusing on increasing physical coordination, improvement of musical performance, and the development of a lasting appreciation of music.

Credit	1
Type	Regular
Grades	10-12
PEIMS Code	03151000
Pre-Requisite(s)	Choir I
Additional Requirements	Students will perform outside of the class time for a grade. Students are expected to purchase some basic course materials. A detailed list will be provided by the Campus Choral Director.
Scheduling Note	In most cases Choir I-IV will be offered concurrently and divided by section into "Beginning Choir," "Intermediate Choir," "Advanced Choir," "Girls Choir," or "Boys Choir," however, it is not required all campuses offer all five ensembles. Guidance will be provided by the Campus Choral Director and District Fine Arts Coordinator.

Additional Requirements	Students will perform outside of the class time for a grade. Students are expected to purchase some basic course materials. A detailed list will be provided by the Campus Choral Director.
Scheduling Note	In most cases Choir I-IV will be offered concurrently and divided by section into "Beginning Choir," "Intermediate Choir," "Advanced Choir," "Girls Choir," or "Boys Choir," however, it is not required all campuses offer all five ensembles. Guidance will be provided by the Campus Choral Director and District Fine Arts Coordinator.

**Music I, Classical Guitar I**

**Classical Guitar I** is an active course which provides a laboratory for guitar students, giving them the opportunity to explore musical skills and techniques. Emphasis will be placed on higher level thinking skills focused on increasing physical coordination, improving musical performance, and the developing a lasting appreciation of music.

Credit	1
Type	Regular
Grades	9-12
PEIMS Code	03154600
Pre-Requisite(s)	None
Additional Requirements	Students will perform outside of the class time for a grade. Students are expected to purchase a guitar and course materials. A detailed list will be provided by the Campus Guitar Director.
Scheduling Note	In most cases Guitar I-IV will be offered concurrently and divided by section into "Beginning Guitar Ensemble," "Intermediate Guitar Ensemble," or "Advanced Guitar Ensemble," however, it is not required all campuses offer all three ensembles. Guidance will be provided by the Campus Guitar Director and District Fine Arts Coordinator.

<b>Pre-Requisite(s)</b>	Classical Guitar II
<b>Additional Requirements</b>	Students will perform outside of the class time for a grade. Students are expected to purchase their guitar and course materials. A detailed list will be provided by the Campus Guitar Director.
<b>Scheduling Note</b>	In most cases Guitar I-IV will be offered concurrently and divided by section into “Beginning Guitar Ensemble,” “Intermediate Guitar Ensemble,” or “Advanced Guitar Ensemble,” however, it is not required all campuses offer all three ensembles. Guidance will be provided by the Campus Guitar Director and District Fine Arts Coordinator.

**Music IV, Classical Guitar IV**

**Classical Guitar IV** is an active course which provides a laboratory for instrumental music students, giving them the opportunity to further refine musical skills studied in Classical Guitar III, with a focus in college readiness. Emphasis will be placed on higher level thinking skills focused on increasing physical coordination, improving musical performance, and the developing a lasting appreciation of music.

<b>Credit</b>	1
<b>Type</b>	Regular
<b>Grades</b>	12
<b>PEIMS Code</b>	03154900
<b>Pre-Requisite(s)</b>	Classical Guitar III
<b>Additional Requirements</b>	Students will perform outside of the class time for a grade. Students are expected to purchase their guitar and course materials. A detailed list will be provided by the Campus Guitar Director.
<b>Scheduling Note</b>	In most cases Guitar I-IV will be offered concurrently and divided by section into “Beginning Guitar Ensemble,” “Intermediate Guitar Ensemble,” or “Advanced Guitar Ensemble,” however, it is not required all campuses offer all three ensembles. Guidance will be provided by the Campus Guitar Director and District Fine Arts Coordinator.

Pre-Requisite(s)	Audition & Music, Jazz Ensemble I
Additional Requirements	Students will perform outside of the class time for a grade. Students are expected to purchase their instrument and course materials. A detailed list will be provided by the Campus Band Director.
Scheduling Note	In most cases, Jazz Ensemble I-IV will be offered concurrently during one section. Students enrolled in Jazz Ensemble I-IV are collectively identified as members of the "Jazz Band." The Campus Band Director will provide a list of students invited to enroll in the course.

**Music, Jazz Ensemble III**

**Jazz Ensemble III** is a performance based course for students identified as members of the Jazz Band, giving them the opportunity to more thoroughly refine musical skills studied in other instrumental music courses, with a focus on jazz improvisation and composition. Emphasis will be placed on higher level thinking skills focused on increasing physical coordination, improving musical performance, and the developing a lasting appreciation of jazz music.

Credit	1
Type	Regular
Grades	11-12
PEIMS Code	03151500
Pre-Requisite(s)	Audition & Music, Jazz Ensemble II
Additional Requirements	Students will perform outside of the class time for a grade. Students are expected to purchase their instrument and course materials. A detailed list will be provided by the Campus Band Director.
Scheduling Note	In most cases, Jazz Ensemble I-IV will be offered concurrently during one section. Students enrolled in Jazz Ensemble I-IV are collectively identified as members of the "Jazz Band." The Campus Band Director will provide a list of students invited to enroll in the course.

Additional Requirements	Students will perform outside of the class time for a grade. Students are expected to purchase most instruments and course materials. A detailed list will be provided by the Campus Orchestra Director.
Scheduling Note	In most cases, Orchestra I-IV will be offered concurrently and be divided by section as space allows into “Beginning Orchestra,” “Intermediate Orchestra,” or “Advanced Orchestra,” however, it is not required all campuses offer all three ensembles. Sections may also be further divided into Violin/Viola and Cello/Bass. Guidance will be provided by the Campus Orchestra Director and District Fine Arts Coordinator.

**Music II, Orchestra II**

**Orchestra II** is an active course which provides a laboratory for instrumental music students, giving them the opportunity to further develop musical skills studied in Orchestra I. Emphasis will be placed on higher level thinking skills focused on increasing physical coordination, improving musical performance, and the developing a lasting appreciation of music. Students will perform in and out of class as part of the class requirements.

Credit	1
Type	Regular
Grades	10-12
PEIMS Code	03150600
Pre-Requisite(s)	Music I, Orchestra I
Additional Requirements	Students will perform outside of the class time for a grade. Students are expected to purchase most instruments and course materials. A detailed list will be provided by the Campus Orchestra Director.

**Orchestra IV** is an active course which provides a laboratory for instrumental music students, giving them the opportunity to further refine musical skills studied in Orchestra III, with a focus in college readiness. Emphasis will be placed on higher level thinking skills focused on increasing physical coordination, improving musical performance, and the developing a lasting appreciation of music.

Credit	1
Type	Regular
Grades	12
PEIMS Code	03150800
Pre-Requisite(s)	Music III, Orchestra III
Additional Requirements	Students will perform outside of the class time for a grade. Students are expected to purchase most instruments and course materials. A detailed list will be provided by the Campus Orchestra Director.
Scheduling Note	In most cases, Orchestra I-IV will be offered concurrently and be divided by section as space allows into "Beginning Orchestra," "Intermediate Orchestra," or "Advanced Orchestra," however, it is not required all campuses offer all three ensembles. Sections may also be further divided into Violin/Viola and Cello/Bass. Guidance will be provided by the Campus Orchestra Director and District Fine Arts Coordinator.

**Theatre Arts**

**Musical Theatre I**

**Musical Theatre I** will focus on basic elements and principles of theatre arts, with a strong focus in musical theatre. Students will engage in multiple Fine Arts disciplines, including acting, vocal performance, and dance.

Credit	1
Type	Regular
Grades	9-12

Grades	11-12
PEIMS Code	03252100
Pre-Requisite(s)	Musical Theatre II
Additional Requirements	Students will perform outside of class time for a grade. Students may be responsible for purchasing some personal costumes or props.
Scheduling Note	This course may be taught by a Dance, Music or Theatre teacher and should be offered in the Dance or Theatre room. Musical Theatre III may be combined with Musical Theatre II or IV if there is not enough student population to warrant a stand-alone Musical Theatre III course.

#### **Musical Theatre IV**

**Musical Theatre IV** will thoroughly explore the basic elements and principles of theatre arts, with a strong focus in musical theatre and college readiness. Students will engage in advanced methods of acting, vocal performance, and dance.

Credit	1
Type	Regular
Grades	12
PEIMS Code	03252200
Pre-Requisite(s)	Musical Theatre III
Additional Requirements	Students will perform outside of class time for a grade. Students may be responsible for purchasing some personal costumes or props.
Scheduling Note	This course may be taught by a Dance, Music or Theatre teacher and should be offered in the Dance or Theatre room. Musical Theatre IV may be combined with Musical Theatre III if there is not enough student population to warrant a stand-alone Musical Theatre III course.

#### **Theatre I, Theatre Arts I**



**Theatre III, Theatre Arts III**

**Theatre Arts III** is an elective course in which students will more deeply explore the concepts and elements of the theatre arts. Students will use complex drama techniques to stimulate imagination, movement, and role-play. In addition to in-class productions, students may be provided opportunities in or outside of class time to audition for school productions and competitions.

Credit	1
Type	Regular
Grades	11-12
PEIMS Code	03250300
Pre-Requisite(s)	Theatre II, Theatre Arts II
Additional Requirements	Students may perform outside of class time for a grade. Students may be responsible for purchasing some personal costumes or props.
Scheduling Note	The Theatre classroom should have limited furniture to allow for movement and set pieces. Theatre III courses may be offered concurrently with Theatre IV if the student population is too small to warrant a stand-alone Theatre III course.

**Theatre IV, Theatre Arts IV**

**Theatre Arts IV** is an elective course in which students will deeply explore the concepts and elements of the theatre arts, with an emphasis on college readiness. Students will use advanced drama techniques to stimulate imagination, movement, and role-play. In addition to in-class productions, students may be provided opportunities in or outside of class time to audition for school productions and competitions.

Credit	1
Type	Regular
Grades	12
PEIMS Code	03250900

**AP Art History** engages students at the same level as an introductory college art history survey. Such a course involves critical thinking and should develop an understanding and knowledge of diverse historical and cultural contexts of architecture, sculpture, painting and other media. It also provides an opportunity for schools to strengthen an area neglected in most curricula. In this course, students examine and critically analyze major forms of artistic expression from the past and the present from a variety of cultures. While visual analysis is a fundamental tool of the art historian, art history emphasizes understanding how and why works of art function in context, considering such issues as patronage, gender, and the functions and effects of works of art. Many colleges and universities offer advanced placement and/or credit to students who perform successfully on the AP Art History Exam.

Credit	1
Type	AP
Grades	10-12
PEIMS Code	A3500100
Pre-Requisite(s)	English II
Additional Requirements	Students must pay for their own AP testing fees.
Scheduling Note	This course should be taught by an Art or Social Studies Teacher and may be offered in any classroom .

### **Art I**

**Art I** is an introductory Art class for anyone interested in Art. Students will be introduced to various movements in art history, elements and principles of art, while developing their drawing and painting skills using a variety of media. Students will develop their personal style, utilize creative problem solving skills, and analyze and interpret personal and peer artwork in class critiques and personal writing.

Credit	1
Type	Regular
Grades	9-12
PEIMS Code	03500100
Pre-Requisite(s)	none
Additional Requirements	Students will be required to purchase a sketch book and other basic supplies. The Art Teacher will provide a complete list.

Additional Requirements	Students will be required to purchase a sketch book and other basic supplies. The Art Teacher will provide a complete list. Participation in Art exhibitions and competitions is expected.
Scheduling Note	Art III courses may be offered concurrently with Art IV if the student population is too small to warrant a stand-alone Art III course. This course must be offered in the Art room.

**Art IV**

**Art IV** is the fourth level studio Art class offered to students who would like to continue their study of Art and may be interested in pursuing an Art degree in college. Artists will focus on skill building and personal expression in various media and design problems. Additional emphasis will be placed on exploring collegiate program styles. Best works will be added to their electronic portfolio.

Credit	1
Type	Regular
Grades	12
PEIMS Code	03500400
Pre-Requisite(s)	Art III
Additional Requirements	Students will be required to purchase a sketch book and other basic supplies. The Art Teacher will provide a complete list. Participation in Art exhibitions and competitions is expected.
Scheduling Note	Art III courses may be offered concurrently with Art IV if the student population is too small to warrant a stand-alone Art III course. This course must be offered in the Art room.

**Dual Language Art Appreciation**

**Dual Language Art Appreciation** will utilize Spanish language films, lectures, slides, and discussions to focus on the theoretical, cultural, and historical aspects of the visual arts. Emphasis is on the development of visual and aesthetic awareness. While specific art techniques and skills will be discussed, this is not a performance-based course. Previous art experience is not necessary.

Credit	1 HS Credit
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**Commercial Photography II** is an intermediate level Photography course, continuing to explore all aspects of photography in a competitive market. Students will continue to develop knowledge of different types of cameras and lenses and their applications to photography. They will also more deeply analyze customer needs and preferences, apply the principles of art to photographs, and explore various production processes, with an increased focus on college and career readiness.

Credit	1
Type	Regular
Grades	11-12
PEIMS Code	13009200
Pre-Requisite(s)	Commercial Photography I
Additional Requirements	Students will be expected to produce works for art shows and competitions to connect concepts to career settings.
Scheduling Note	Commercial Photography I-II must be offered in the computer lab or utilize a class set of computers as approved by the District CTE Committee for daily classroom CTE use.

### Debate I

**Debate I** is a specialized course that trains the student to analyze current social, political, and economic problems. Students will develop analytical skills, quick thinking, research techniques, strategies, and the ability to defend worthy ideas. The course additionally addresses logic and reasoning and refutation with persuasive delivery through classroom debates.

Credit	1
Type	Regular
Grades	9-12
PEIMS Code	03240600
Pre-Requisite(s)	None
Additional Requirements	Some students may be invited to participate in on and off campus competitive debates outside of school hours.

<b>Pre-Requisite(s)</b>	Debate II
<b>Additional Requirements</b>	Students are expected to participate in on and off campus competitive debates outside of school hours for a grade.
<b>Scheduling Note</b>	Debate III may be offered concurrently with Debate II and IV when student enrollment does not warrant a stand-alone Debate III class and may be offered in any regular classroom.

**Independent Study in Speech (Debate IV)**

**Debate IV** is offered as an Independent Study in Speech course, utilized for students to earn credit for the fourth level of Debate. Students are expected to have mastered the skills of Debate I, II, and III and begin additionally focusing on college readiness. Students will practice more sophisticated skills in topic analysis, research, case-writing, and debating strategies, through the focus of competitive Lincoln Douglas, Cross Examination, and Parliamentary Debate. An additional emphasis will be placed on independent study and exploring various collegiate programs.

<b>Credit</b>	1
<b>Type</b>	Regular
<b>Grades</b>	12
<b>PEIMS Code</b>	03241200
<b>Pre-Requisite(s)</b>	Debate III
<b>Additional Requirements</b>	Students are expected to participate in on and off campus competitive debates outside of school hours for a grade.
<b>Scheduling Note</b>	Debate IV may be offered concurrently with Debate II and III when student enrollment does not warrant a stand-alone Debate IV class and may be offered in any regular classroom.

**Special Education**

Special education services shall be provided to eligible students in accordance with all applicable federal law and regulations, state statutes, rules of the State Board of Education (SBOE) and

language skills will not be a barrier to admission and participation in all educational and vocational programs.

**Noticia Pública de no Discriminación De los Programas de Educación de Carreras y Tecnología**  
ILTexas ofrece programas de Carreras y Tecnología en Agricultura, Comida y Recursos Naturales; Supervisión y Administración de Negocios; Educación y Entrenamiento; Ciencias de Salud; Servicios Humanos; Leyes, Seguridad Pública, Correcciones y Seguridad; Ciencias, Tecnología, Ingeniería y Matemáticas; y Ajuste Vocacional. Admisión a estos programas se basa en las habilidades y necesidades educacionales de los estudiantes.

Es la norma de ILTexas de no discriminar en base a la raza, color, origen nacional, sexo, discapacidad en sus programas vocacionales, en los servicios, ni en las actividades como lo requiere la enmienda de Título VI del Acta Civil de Derechos de 1964; el Título IX de las Enmiendas de la Educación de 1972; y la Sección 504 del Acta de Rehabilitación de 1973. ILTexas tomará los pasos necesarios para asegurar que la falta de habilidades en el idioma inglés no será una barrera para la admisión y participación total en los programas educativos y vocacionales.

# Cover Sheet

## Superintendent's Report

**Section:** IV. Information Items  
**Item:** B. Superintendent's Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** This Page is Blank.docx

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# Cover Sheet

## CEO Report

**Section:** IV. Information Items  
**Item:** C. CEO Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 1st Annual ILTexas Golf Classic.pdf  
201819 Enrollment Data 2019.02.pdf  
Authorized Board Notification 02.20.19.pdf  
Authorized Board Report 2.20.19.pdf  
ILTexas Marketing Strategy Spring 2019.pdf

# INTERNATIONAL LEADERSHIP OF TEXAS



## 1st Annual ILTexas GOLF CLASSIC



### DATE & LOCATION

**May 1st, 2019**  
8:00 AM - 1:00 PM

**Cowboys Golf Club**  
1600 Fairway Dr.  
Grapevine, TX 76051

### CONTACT

For Sponsorship Opportunities

**Katrina Corte**  
972.479.9078 ext. 1050  
kcorte@iltexas.org

### SPONSORSHIPS

#### Presenting Sponsor \$10,000 (1):

- Listed with ILTexas as the tournament sponsor. (ILTexas Golf Classic Presented by company name.)
- Banner at event (banner provided by sponsor) and logo on photo backdrop at event.
- Sponsorship recognition on ILTexas website.
- Name and/or logo included as presenting sponsor on all print advertisement, press releases, and each document sent to golfers and other sponsors.
- Two team entries (eight players) including green fee, driving range, cart use, breakfast, lunch, deluxe gifts and all golfers activities.
- Placement of promotional materials in gift bags.

#### Eagle Sponsors \$5,000 (up to 4):

- Banner at event (banner provided by sponsor).
- Sponsorship recognition on ILTexas website.
- Name and/or logo included on all print advertisement, press releases, and each document sent to golfers and other sponsors.
- One team entry (four players) including green fee, driving range, cart use, breakfast, lunch, deluxe gifts and all golfers activities.
- Placement of promotional materials in gift bags.

#### Birdie Sponsor \$3,500 (up to 8):

- Sponsorship recognition on ILTexas website.
- Name and/or logo included on all print advertisement, press releases, and each document sent to golfers and other sponsors.
- One team entry (four players) including green fee, driving range, cart use, breakfast, lunch, deluxe gifts and all golfers activities.
- Placement of promotional materials in gift bags.

#### Ford F-150 Hole-in-one sponsor \$2,500:

- Recognition signage as hole-in-one sponsor on tournament day.
- Recognition as hole-in-one on golfer invitations and information confirmation sheets sent to all golfers.
- Placement of promotional materials in goody bag.
- One team entry (four players) including green fee, driving range, cart use, breakfast, lunch, deluxe gifts and all golfers activities.

#### Sideline Grill Sponsor \$800:

- Includes sponsors signage at the sideline grill throughout the event.
- Sponsor recognition on ILTexas website.
- Opportunity to provide a branded item or 8.5x11 marketing piece included in every attendee goody bag.

#### Breakfast Sponsor \$800:

- Includes sponsors signage during breakfast at golf club before rounds begins.
- Sponsor recognition on ILTexas website.
- Opportunity to provide a branded item or 8.5x11 marketing piece included in every attendee goody bag.

#### Lunch Sponsor \$800:

- Includes sponsors signage during lunch at golf club after tournament.
- Sponsor recognition on ILTexas website.
- Opportunity to provide a branded item or 8.5x11 marketing piece included in every attendee goody bag.

#### Beverage Cart Sponsor \$800:

- Includes sponsors signage during lunch at golf club after tournament.
- Sponsor recognition on ILTexas website.
- Opportunity to provide a branded item or 8.5x11 marketing piece included in every attendee goody bag.

#### Corporate Hole Sponsorship \$500:

- Signage on tee.
- Sponsor recognition on ILTexas website.

#### Longest Drive Sponsor \$500:

- Signage on tee.
- Sponsor recognition on ILTexas website.

#### Closest to the Pin \$500:

- Signage on tee.
- Sponsor recognition on ILTexas website.

**ILTexas Enrollment Update**  
2018 - 19

Campus	Capacity	Budgeted 2018-19	16-Aug	18-Sep	15-Oct	1-Nov	14-Dec	10-Jan	8-Feb	% of Capacity
GES	948	940	890	964	960	960	953	944	948	100.00%
GMS	468	460	431	468	467	466	465	463	465	99.36%
GHS	800	600	598	625	624	619	615	612	607	75.88%
LES	948	900	724	824	828	829	833	822	806	85.02%
LMS	468	400	397	428	420	420	415	410	407	86.97%
LDHS	100	0	N/A	43	43	43	42	39	37	37.00%
<b>Dallas</b>	<b>3682</b>	<b>3300</b>	<b>3040</b>	<b>3352</b>	<b>3342</b>	<b>3337</b>	<b>3323</b>	<b>3290</b>	<b>3270</b>	<b>88.81%</b>
AES	816	800	709	793	803	814	819	811	802	98.28%
AMS	390	375	322	363	365	373	371	370	368	94.36%
AGPHS	800	650	524	540	537	538	533	527	523	65.38%
GPES	948	940	888	952	948	950	953	949	949	100.11%
GPMS	468	460	427	455	455	457	461	456	457	97.65%
NRHES	948	940	863	938	937	933	925	927	921	97.15%
NRHMS	468	380	381	426	427	426	419	412	407	86.97%
KES	948	940	883	948	948	944	940	940	942	99.37%
KMS	468	460	412	436	437	439	438	435	436	93.16%
KSHS	800	500	548	550	542	539	525	514	510	63.75%
EFTWES	948	860	701	780	784	788	781	770	758	79.96%
EFTWMS	468	350	316	354	352	345	338	333	324	69.23%
EFTWHS	50	0	24	30	28	28	24	24	21	42.00%
SES	948	940	883	942	942	940	923	922	929	98.00%
SMS	468	360	380	390	389	386	386	380	377	80.56%
<b>Tarrant</b>	<b>9836</b>	<b>8955</b>	<b>8261</b>	<b>8897</b>	<b>8894</b>	<b>8900</b>	<b>8836</b>	<b>8770</b>	<b>8724</b>	<b>88.69%</b>
CSES	948	800	710	750	755	758	758	772	770	81.22%
CSMS	468	300	181	195	205	208	210	218	218	46.58%
KATYES	948	940	851	904	907	907	917	896	896	94.51%
KATYMS	468	460	358	378	375	374	373	369	361	77.14%
KWHS	600	320	379	403	404	407	398	395	393	65.50%
OREMES	948	800	748	831	821	811	779	773	745	78.59%
OREMMS	468	300	330	350	343	341	333	331	319	68.16%
WPES	948	940	860	871	890	899	904	901	899	94.83%
WPMS	468	420	452	399	400	401	402	400	402	85.90%
WMLKES	948	900	817	872	877	885	894	883	878	92.62%
WMLKMS	468	300	401	393	400	400	389	384	390	83.33%
WMLKOHHS	100	0	N/A	61	60	61	58	59	57	57.00%
<b>Houston</b>	<b>7780</b>	<b>6480</b>	<b>6087</b>	<b>6407</b>	<b>6437</b>	<b>6452</b>	<b>6415</b>	<b>6381</b>	<b>6328</b>	<b>81.34%</b>
<b>District</b>	<b>21,298</b>	<b>18,735</b>	<b>17,388</b>	<b>18,656</b>	<b>18,673</b>	<b>18,689</b>	<b>18,574</b>	<b>18,441</b>	<b>18,322</b>	<b>86.03%</b>



## INTERNATIONAL LEADERSHIP OF TEXAS

**Faculty and Support Staff New Hires  
Subsequent to January 16, 2019  
For Board Notification on February 20, 2019**

<b>NEW HIRES FOR THE 2018-2019 SCHOOL YEAR</b>			
<b>Position</b>	<b>Assignment</b>	<b>Building</b>	<b>Start Date</b>
Para - Campus	Attendance Clerk	Saginaw Elementary	02/06/2019
Para - Campus	Data Controller	Keller High	01/17/2019
Prof - District	Behavior Specialist	District Office	01/31/2019
Para - Campus	Attendance Clerk	Keller High	01/22/2019
Teacher	Elementary	North Richland Hills Elementary	02/08/2019
Para - Campus	Attendance Clerk	Garland High	02/12/2019
Para - Campus	Budget Clerk	Lancaster Elementary	01/17/2019
Para - Campus	Nurse Assistant	East FW Elementary	02/15/2019
Teacher	Middle	Garland Middle	02/18/2019
Teacher	PFC	Lancaster Elementary	02/11/2019
Teacher	Middle	West Park Middle	02/18/2019
Teacher	Elementary	Arlington Elementary	02/04/2019
Teacher	Middle	Grand Prairie Middle	01/28/2019
Teacher	Elementary	Windmill Lakes Elementary	01/31/2019
Prof - Campus	LVN	East FW Elementary	01/18/2019
Teacher	High	Arlington High	01/24/2019
Teacher	Elementary	West Park Elementary	02/04/2019
Prof - District	Coordinator	District Office	02/11/2019
Teacher	Middle	Keller Middle	01/22/2019
Aux - Food Service	Food Service Cashier	Keller High	02/06/2019
Teacher	Middle	Arlington Middle	02/05/2019
Teacher	Elementary	Lancaster Elementary	01/17/2019
Teacher	Elementary	Arlington Elementary	02/11/2019
Para - Campus	Instructional Aide	Katy Elementary	01/23/2019
Para - Campus	Instructional Aide	Orem Elementary	02/08/2019
Teacher	Elementary	Katy Elementary	02/18/2019
Para - Campus	Instructional Aide	Arlington Elementary	01/22/2019
Prof - District	Coordinator	District Office	02/04/2019
Para - Campus	Instructional Aide	Keller Elementary	02/18/2019
Para - Campus	Instructional Aide	Orem Elementary	01/29/2019

**All employees are contingent upon Fingerprint and HR Clearance.**

**Total employees hired as of 1/17/2019: 30**

**Total Employee Count for 18/19 SY: 1948**



INTERNATIONAL LEADERSHIP OF TEXAS

**Authorized Position Report  
February 20, 2019**

**2018 - 2019 SCHOOL YEAR**

<b>Position</b>	<b># Positions</b>	<b>Positions Filled</b>	<b>Available FTE</b>	<b>New Campus Positions K-8</b>	<b>New Campus Positions HS</b>
AUX - FOOD SERVICE	19	18	1		
AUX - MAINTENANCE	30	27	3		
AUX - TRANSPORTATION	15	15	0		
COUNSELOR	46	46	0		
LIBRARIAN/MEDIA	17	16	1		
NURSE	19	15	4		
PARA - CAMPUS	344	334.5	9.5		
PARA - DISTRICT	53	50	3		
PROF - CAMPUS	49	39.49	9.51		
PROF - CAMPUS ADMIN	65	64	1		
PROF - DISTRICT	111	103	8		
SLP	13	11	2		
SUPERINTENDENT	1	1	0		
TEACHER	1235.5	1209	26.5		
<b>Total</b>	<b>2017.5</b>	<b>1948.99</b>	<b>68.51</b>	<b>0</b>	<b>0</b>

# ILTexas Marketing Strategy Spring 2019

1. Direct Mail campaign
  - a. Design flyer explicitly for student recruitment
    - i. Target East Fort Worth, Lancaster, Windmill Lakes, Orem, Westpark, College Station
    - ii. Research copy writers to hire on contract
  - b. Consider three or four different flyers for use in targeted campaign
  - c. Research processes and costs for using targeted campaign versus mass mail
  - d. Develop calendar for direct mail campaign.
  - e. Mailer's need to reflect student population of targeted campus
2. Develop short themed based videos for use on social media and website
  - a. First two videos are complete – Overview video and Athletic conditioning video
  - b. Develop other video's for specific programs
3. Social Media – Facebook, Instagram, Twitter, Linked In
  - a. Make regular consistent post with video and photos of our students
  - b. Purchase Facebook Post Boosts
  - c. Research Google SEO, Pandora, Spotify advertising
4. Campus Based Marketing Efforts
  - a. Open House
    - i. Focus on student recruitment
  - b. Campus Activities
  - c. Word of Mouth – Staff and Parents
    - i. Most important strategy
    - ii. Develop parent incentive program (Academic Outfitters, Technology vouchers?)
5. E-mail marketing
  - a. Rent email addresses from vendor
  - b. Develop email message that is targeted at student recruitment
  - c. Develop Calendar for email distribution
6. Media Advertising
  - a. Billboards?
  - b. Radio?
  - c. Other Issues?

# Cover Sheet

## Consider/Act on January, 2019 Financial Report

**Section:** V. Action Items  
**Item:** A. Consider/Act on January, 2019 Financial Report  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** January Financial Report from RK 20190220.pdf



**ILTexas Board Report**

**Chief Financial Officer**

**January 2019**

**Overall Status:**



**On Track**

**State of Financials and Key Ratios**

Key Ratio / Indicators	Results	Status	Notes
YTD Change in Net Assets	\$1,319,768	G	Modified basis
Projected 6/30/19 Days Cash On Hand	64.09	G	Preferred benchmark 20-60 days for FIRST and 45 days for Bond
Administrative Ratio (function 21+41/11+12+13+31)	5.88%	G	FIRST threshold 14%
Current Enrollment (As of end of Month)	18,366	Y	Budgeted 18,735
Current Ratio (current asset/current liabilities)	4.70	G	1.00
Debt Service Coverage Ratio (net income before int. pmt and dep / Int and principal pmt)	1.56x	G	1.10x

**Agenda Topics / Decisions to be Made**

- **Financial Reports:**  
Financial Reports for ILT: Financial Dashboard, Income Statement, Cash Flow projection and Balance Sheet.
  - **Financing Updates:** TBD
  - **Other Financial Related Reports:**
- 
- **Financial Management Related Policies for BOD Discussion:**  
*If yes, please attach motion form*
  - **In Compliance with Financial Policies (Yes or No):**

**Special Notations and Projections**

- Beginning in January, we began sending our monthly Debt Service payment to Amegy Bank, Trustee for all ILTexas Bonds and then they will make our semi-annual payments accordingly.

**Activities in Progress or Accomplished**

- Campuses and Departments have began entering their budget information into Skyward for the 2019-20 fiscal year. The deadline to have these items entered into Skyward is March 1st.
- We are finalizing the transition process to the new Bank depository with BBVA Compass. The goal is go "live" before Spring Break!

G On Track    Y Of Concern    R At Risk    C Complete

Created 1/16/2019

**INTERNATIONAL LEADERSHIP OF TEXAS  
STATEMENT OF FINANCIAL POSITION**

<b>ASSETS</b>	<b>AUDITED</b>	<b>JANUARY 31, 2019</b>
	<u><b>JUNE 30, 2018</b></u>	<u><b>JANUARY 31, 2019</b></u>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 14,714,466	67,780,837
Due from TEA	22,992,358	-
Other Receivables	1,513,995	1,074,242
Deferred Expense	127,165	1,334,254
Other Current Assets	<u>577,755</u>	<u>603,255</u>
<b>Total Current Assets</b>	<u><b>39,925,739</b></u>	<u><b>70,792,589</b></u>
 <b>PROPERTY AND EQUIPMENT</b>		
Land	36,461,795	38,839,724
Buildings	361,666,176	428,658,506
Furniture and equipment	15,917,954	15,940,574
Vehicles	2,165,867	2,405,038
Less accumulated depreciation	<u>(25,003,842)</u>	<u>(32,069,598)</u>
<b>Total Property and Equipment</b>	<u><b>391,207,951</b></u>	<u><b>453,774,244</b></u>
<b>Total Assets</b>	<u><b>\$ 431,133,690</b></u>	<u><b>524,566,832</b></u>
 <b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts Payable	\$ 909,551	46,705
Due to student groups	682,820	1,023,980
Loans - Current	-	-
Deferred revenue_Non earned FSP funds	271,070	845,324
Accrued wages payable	10,814,864	10,526,830
Payroll deductions and withholdings	912,776	80,164
Accrued expenses	2,040,425	-
Other Liabilities	-	-
Current portion of Capital lease payable	11,353,575	-
Current portion of long-term debt	<u>2,553,911</u>	<u>2,553,911</u>
<b>Total Current Liabilities</b>	<u><b>29,538,993</b></u>	<u><b>15,076,914</b></u>
 <b>LONG-TERM LIABILITIES</b>		
Loans		
Other Liabilities	4,550,000	-
Finance(Buildings) Lease Liability	294,052,985	
Long-term debt	<u>108,770,263</u>	<u>513,948,701</u>
<b>Total Long-Term Liabilities</b>	<u><b>407,373,248</b></u>	<u><b>513,948,701</b></u>
<b>Total Liabilities</b>	<u><b>\$ 436,912,241</b></u>	<u><b>529,025,615</b></u>
 <b>NET ASSETS</b>		
Unrestricted(Beg. 9-1-17 balance)	\$ (11,415,319)	(5,778,552)
Current Year Change in Net Asset (Revenue/Expenses)	<u>5,636,770</u>	<u>1,319,768</u>
<b>Total Net Assets</b>	<u><b>(5,778,552)</b></u>	<u><b>(4,458,783)</b></u>
<b>Total Liabilities and Net Assets</b>	<u><b>\$ 431,133,690</b></u>	<u><b>524,566,832</b></u>

**\*\*\*Internally Prepared Financial Statements**

**INTERNATIONAL LEADERSHIP OF TEXAS  
REVENUES & EXPENDITURES MONTHLY REPORT**

Ending Net Assets\_6/30/18(Audited)

(5,778,552)

REVENUE	Revised Budget	July Actuals	August Actuals	September Actuals	October Actuals	November Actuals	December Actuals	January Actuals	YTD TOTAL	%age of Budget
5700 Local	3,064,620	74,826	475,075	341,314	533,736	285,316	270,475	174,989	2,155,731	70%
5800 State	158,061,095	13,240,238	13,795,422	13,755,446	13,240,238	13,240,238	13,240,238	13,240,238	93,752,060	59%
5900 Federal	20,783,708	0	485,449	0	151,170	1,386,090	980,767	2,610,839	5,614,315	27%
	181,909,423	13,315,064	14,755,946	14,096,760	13,925,145	14,911,644	14,491,481	16,026,066	101,522,106	56%
<b>EXPENSE</b>										
11 Instructional	81,269,858	6,476,412	6,739,458	7,214,196	7,454,966	7,858,940	7,171,148	6,893,536	49,808,657	61%
12 Library and Media	862,993	57,793	65,151	67,253	67,910	69,767	73,756	69,704	471,334	55%
13 Curriculum development	7,329,031	334,505	418,470	432,248	502,135	744,706	461,002	500,205	3,393,271	46%
21 Instructional Leadership	968,868	66,792	95,085	105,946	104,913	104,375	98,684	105,890	681,686	70%
23 School Leadership	8,432,322	706,399	812,082	796,931	777,778	785,099	710,058	754,697	5,343,046	63%
31 Guidance & Counseling	4,788,514	298,700	259,133	305,207	538,794	351,848	361,812	411,958	2,527,451	53%
32 Social services	46,000	0	0	374	304	535	50	332	1,596	3%
33 Health Services	1,453,140	105,965	108,969	118,715	123,329	144,035	136,866	143,893	881,772	61%
34 Student Transportation	942,559	44,603	59,542	77,688	91,534	99,101	85,547	72,565	530,580	56%
35 Food Services	9,780,741	20,325	30,846	76,672	417,664	668,688	880,330	1,148,653	3,243,178	33%
36 Extra Curricular Activities	1,986,989	113,420	207,199	122,300	133,623	124,600	109,899	127,091	938,131	47%
41 General Administration	3,986,526	349,881	333,050	370,030	475,343	349,875	352,517	389,625	2,620,321	66%
* 51 Facilities Maintenance	41,897,452	2,578,268	3,535,756	3,491,047	-1,551,679	1,937,949	1,892,663	1,349,176	13,233,179	32%
52 Security and Monitoring	1,693,880	94	25,758	228,363	167,279	212,664	137,672	133,801	905,631	53%
53 Technology / Data Systems	5,409,440	224,224	531,470	312,475	440,200	412,873	368,706	806,402	3,096,350	57%
61 Community Services	1,210,253	24,767	47,211	85,472	34,400	38,555	43,487	41,124	315,016	26%
* 71 Debt Service	7,431,130	662,118	577,236	998,154	5,288,480	2,002,637	559,457	2,123,057	12,211,139	164%
<b>Total</b>	<b>179,489,696</b>	<b>12,064,266</b>	<b>13,846,414</b>	<b>14,803,071</b>	<b>15,066,973</b>	<b>15,906,248</b>	<b>13,443,654</b>	<b>15,071,712</b>	<b>100,202,338</b>	<b>56%</b>
<b>Change in Net Assets</b>	<b>2,419,727</b>	<b>1,250,798</b>	<b>909,532</b>	<b>(706,310)</b>	<b>(1,141,828)</b>	<b>(994,604)</b>	<b>1,047,827</b>	<b>954,355</b>	<b>1,319,768</b>	
<b>Ending Net Assets Balance</b>									<b>(4,458,783)</b>	
6100 Payroll	96,427,732	8,491,364	8,491,364	8,591,611	8,569,053	8,621,727	8,597,233	8,510,330	59,872,681	62%
6200 Contr. Services	46,488,136	2,348,849	3,026,946	3,872,782	-3,482,433	2,793,336	2,052,089	2,701,647	13,313,216	29%
6300 Supplies	11,522,271	29,119	311,479	1,151,927	1,265,045	1,184,224	1,059,932	354,833	5,356,559	46%
6400 Oth. Operating	17,382,522	532,815	1,439,390	188,596	3,426,829	1,304,324	1,174,943	1,169,242	9,236,140	53%
6500 Debt Service	7,431,130	662,118	577,236	998,154	5,288,480	2,002,637	559,457	2,123,057	12,211,139	164%
6600 Capital Outlay	237,905	0	0	0	0	0	0	212,602	212,602	89%
	179,489,696	12,064,266	13,846,414	14,803,071	15,066,973	15,906,248	13,443,654	15,071,712	100,202,338	56%

\*The Functional revised budget will be adjusted in the following quarter to reflect the recent financing activities

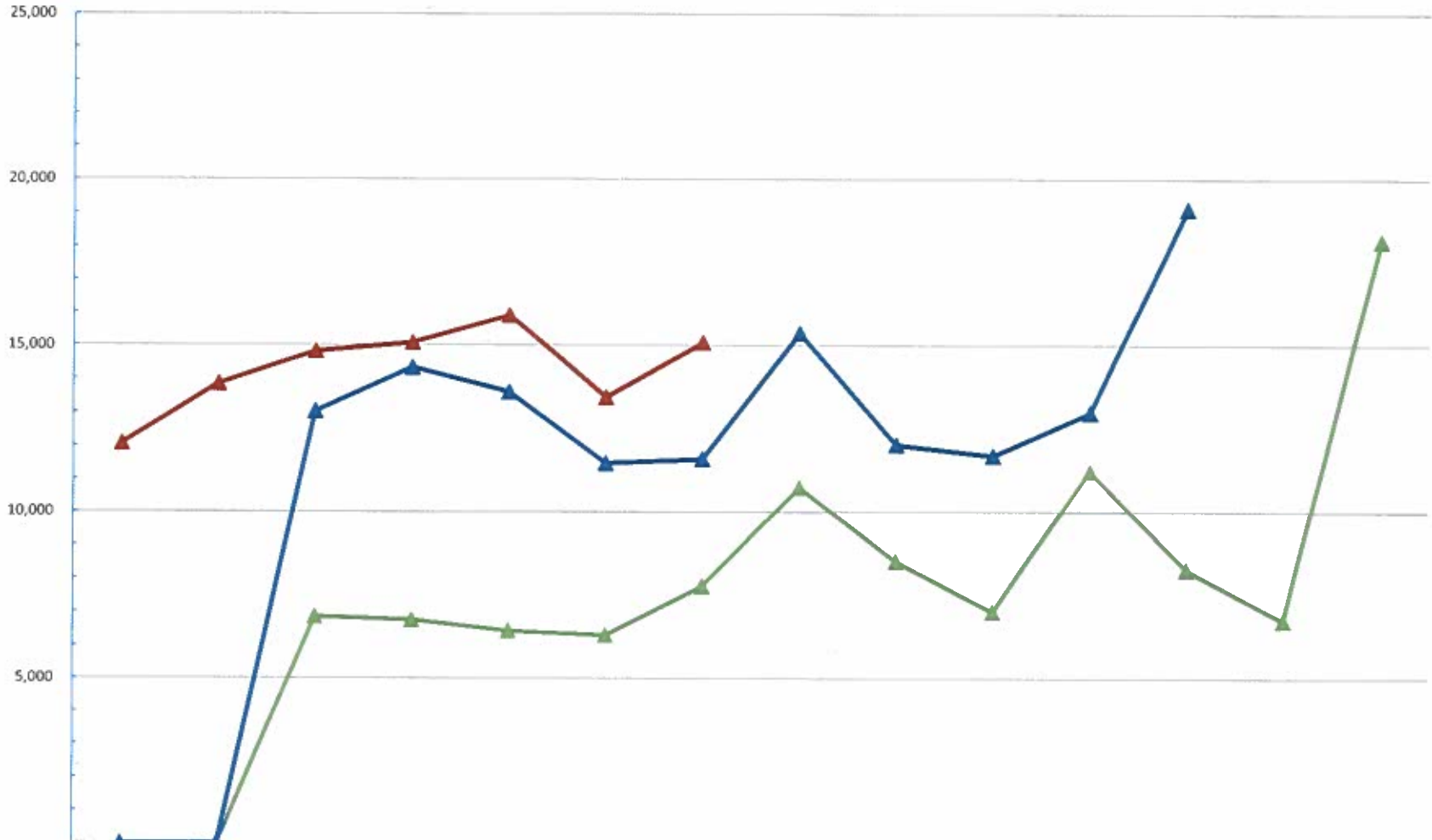
\*\*Internally prepared Financials, subject to change.

**International Leadership of Texas  
Cash Flow Projection**

	Beg. Bal. (6/30/18)													Projected 6/30/19 Totals
	July '18	August '18	September '18	October '18	November '18	December '18	January '19	February '19	March '19	April '19	May '19	June '19		
<b>Cash Balance</b>	6,657,569	11,862,835	14,500,758	24,751,398	42,228,902	44,312,523	38,393,703	33,762,322	27,259,123	20,770,821	19,731,097	14,796,662		
<b>Inflows</b>														
Local	74,826	475,075	341,314	533,736	285,316	270,475	174,989	250,000	250,000	250,000	250,000	250,000	3,405,731	
State	9,464,658	12,912,355	35,258,756	28,987,168	15,587,938	6,912,482	6,986,188	6,501,163	6,516,060	11,964,639	8,069,927	11,205,083	160,366,417	
Federal	-	485,449	-	151,170	1,386,090	(544,483)	2,610,839	1,750,000	1,750,000	1,750,000	1,750,000	1,750,000	12,839,065	
Other Sources	-	-	-	-	-	-	-	-	-	-	-	-	-	
Short-term Loan	7,000,000	3,000,000	-	-	-	-	-	-	-	-	-	-	-	
<b>Total inflows</b>	16,539,484	16,872,879	35,600,070	29,672,074	17,259,344	6,638,474	9,772,016	8,501,163	8,516,060	13,964,639	10,069,927	13,205,083		
<b>Outflows</b>														
Payroll	6,932,077	7,890,788	8,591,611	8,569,053	8,621,727	8,597,233	8,510,330	8,560,381	8,560,381	8,560,381	8,560,381	8,560,381	100,514,723	
Contr. Svcs	2,348,849	3,026,946	3,872,782	(3,482,433)	2,793,336	2,052,089	2,701,647	1,950,000	1,950,000	1,950,000	1,950,000	1,950,000	23,063,216	
Supplies	29,119	311,479	1,151,927	1,265,045	1,184,224	1,059,932	354,833	833,621	833,621	833,621	833,621	833,621	9,524,664	
Oth. Oper.	532,815	389,390	188,596	276,829	254,324	124,943	119,242	294,332	294,332	294,332	294,332	294,332	3,357,800	
Debt Service	662,118	577,236	998,154	5,288,480	2,002,637	559,457	2,123,057	2,771,741	2,771,741	2,771,741	2,771,741	2,771,741	26,069,844	
Short-term loan	-	-	10,000,000	-	-	-	-	-	-	-	-	-	-	
Non-Expense(Principal)	829,239	2,039,118	546,360	277,597	319,474	163,641	594,287	594,287	594,287	594,287	594,287	594,287	7,741,151	
<b>Total outflows</b>	11,334,218	14,234,956	25,349,430	12,194,570	15,175,722	12,557,295	14,403,397	15,004,362	15,004,362	15,004,362	15,004,362	15,004,362		
<b>Month End Balance</b>	11,862,835	14,500,758	24,751,398	42,228,902	44,312,523	38,393,703	33,762,322	27,259,123	20,770,821	19,731,097	14,796,662	12,997,383		

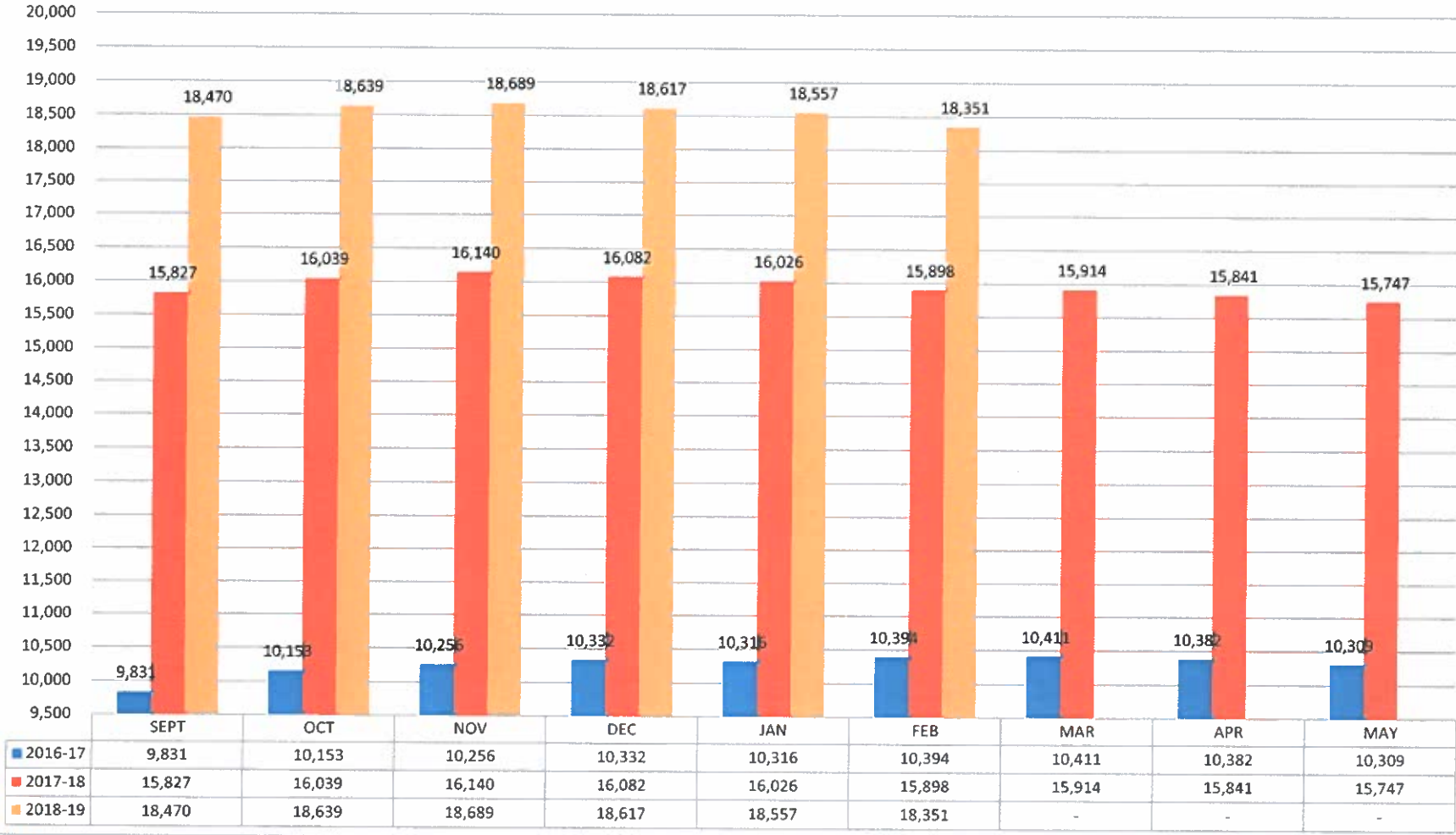
\*\*Internally Prepared projection

### TOTAL MONTHLY EXPENSES

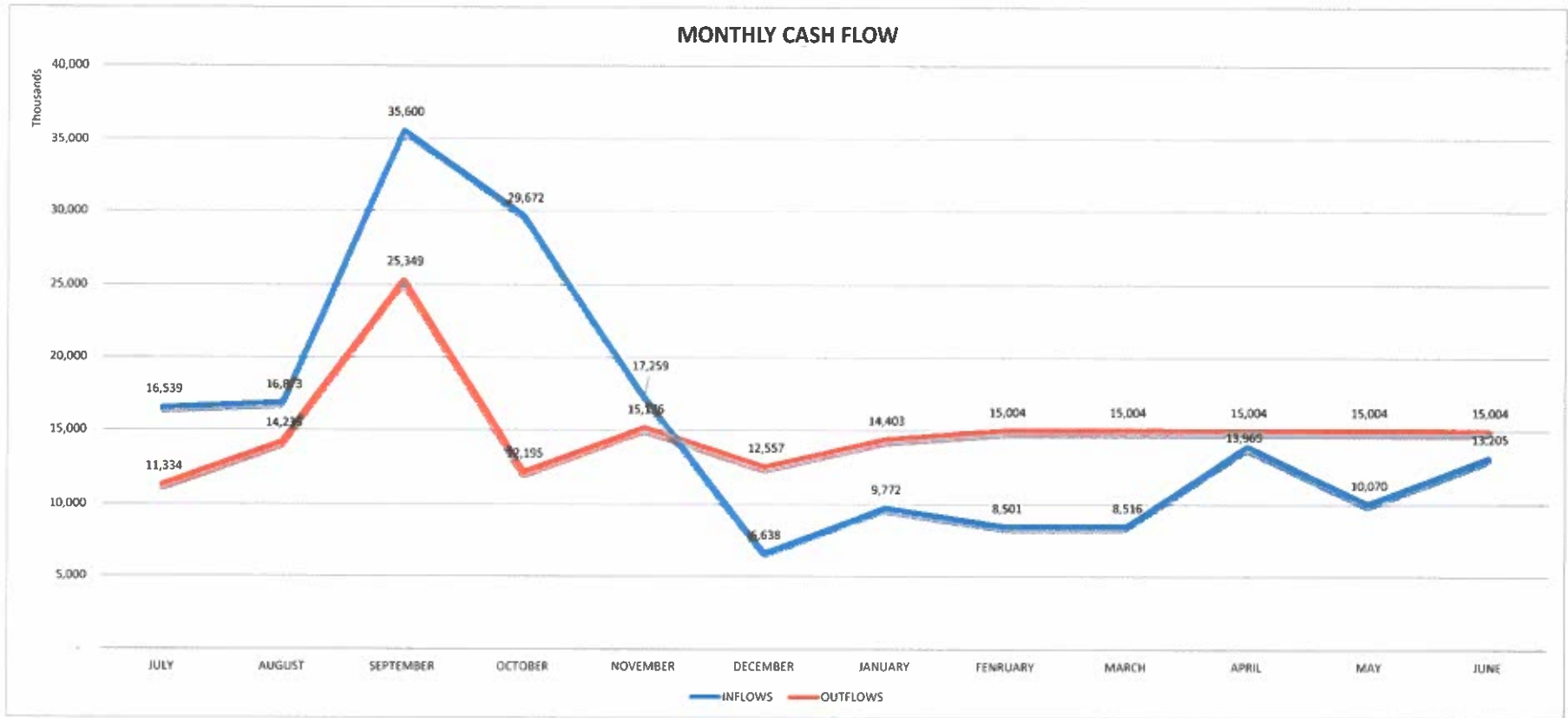


	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG
2016-17			6,853,947	6,758,123	6,442,322	6,311,722	7,764,734	10,739,418	8,494,595	7,012,599	11,234,739	8,253,273	6,749,088	18,169,702
2017-18			13,028,849	14,327,292	13,599,015	11,483,786	11,607,541	15,357,228	12,041,348	11,710,592	12,998,085	19,115,821		
2018-19	12,064,266	13,846,414	14,803,071	15,066,973	15,906,248	13,444,928	15,071,712							

### ENROLLMENT AT BEGINNING OF MONTH









# Cover Sheet

## Cosider/Act on Budget Amendment #1

**Section:** V. Action Items  
**Item:** B. Cosider/Act on Budget Amendment #1  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2018-19 Budget Amendment #1 for February Board Meeting.pdf

2018-19 Budget Amendment #1  
February 20,2019

FUND 420 GENERAL FUND				FUND 240 CHILD NUTRITION		
	Adopted 2018-19 Budget	Amendment #1	Amended Budget	Adopted 2018-19 Budget	Amendment #1	Amended Budget
Revenue						
Object						
57	1,332,000.00		1,332,000	1,679,620.00		1,679,620.00
58	156,985,453.00	7,650,000	164,635,453	7,000.00		7,000.00
59	-		-	8,387,839.00	(1,500,000.00)	6,887,839.00
	158,317,453.00	7,650,000	165,967,453	10,074,459.00	-1,500,000.00	8,574,459.00
Expense						
Function						
11	73,224,196.00	5,350,000	78,574,196			
12	845,135.00	10,000	855,135			
13	3,830,325.00		3,830,325			
21	727,908.00	595,000	1,322,908			
23	8,377,624.00	1,190,000	9,567,624			
31	3,569,217.00		3,569,217			
32	5,000.00		5,000			
33	1,453,140.00	75,000	1,528,140			
34	942,559.00	125,000	1,067,559			
35	200,000.00		200,000	9,580,741.00	(1,500,000.00)	8,080,741.00
36	1,988,389.00		1,988,389			
41	3,986,526.00	575,000	4,561,526			
51	41,897,452.00	(18,080,600)	23,816,852			
52	1,692,250.00		1,692,250			
53	5,373,280.00		5,373,280			
61	839,092.00		839,092			
71	7,431,130.00	17,810,600	25,241,730			
	156,383,223.00	7,650,000	164,033,223	9,580,741.00	-1,500,000.00	8,080,741.00
Excess Revenue/(Expense)	1,934,230.00	-	1,934,230	493,718.00		493,718.00

# Cover Sheet

## Consider/Act on Investment Agreement: Debt Service, Debt Service Reserve funds

**Section:** V. Action Items  
**Item:** C. Consider/Act on Investment Agreement: Debt Service, Debt Service Reserve funds  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** This Page is Blank.docx

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# Cover Sheet

## Consider/Act on Amended Governance Policy

**Section:** V. Action Items  
**Item:** D. Consider/Act on Amended Governance Policy  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
POLICY GROUP 1 -- GOVERNANCE -- FOR VOTE FEBRYARY 20 2019.pdf

**AMERICAN INTERNATIONAL EDUCATION FEDERATION BOARD  
MANUAL**

**POLICY GROUP 1 – GOVERNANCE  
CHARTER SCHOOL FOUNDATIONS**

PG-1.1

**Sec. 5.1.1. School Name.**

The official name of the Charter Holder for the open-enrollment charter school is **AMERICAN INTERNATIONAL EDUCATION FEDERATION, INC.**

The official name of the Charter School is **INTERNATIONAL LEADERSHIP OF TEXAS**, which may be referred to throughout the Board Policy Manual as “**ILTEXAS**”.

**Sec. 5.1.2. INTERNATIONAL LEADERSHIP OF TEXAS Boundaries.**

In accordance with the **INTERNATIONAL LEADERSHIP OF TEXAS** charter on file with the Texas Education Agency, **AMERICAN INTERNATIONAL EDUCATION FEDERATION** is authorized to serve student who reside within the geographical boundaries of the following independent school districts (see the following page):

Note: The Texas Education Agency charter school geographic boundary data for International Leadership of Texas are published by the TEA and are viewable online at the TEA website: [http://castro.tea.state.tx.us/charter\\_apps/production/applications.html](http://castro.tea.state.tx.us/charter_apps/production/applications.html).

**AMERICAN INTERNATIONAL EDUCATION FEDERATION BOARD  
MANUAL**

**POLICY GROUP 1 – GOVERNANCE  
CHARTER SCHOOL FOUNDATIONS**

PG-1.1

**ILTexas Geographic Boundary**

[beginning of list]	CROWLEY ISD	ITALY ISD	PASADENA ISD
ABBOTT ISD	CYPRESS-FAIRBANKS	ITASCA ISD	PEARLAND ISD
ALAMO HEIGHTS ISD	ISD	JUDSON ISD	PENELOPE ISD
ALIEF ISD	DALLAS ISD	KATY ISD	PILOT POINT ISD
ALLEN ISD	DECATUR ISD	KELLER ISD	PLANO ISD
ALVARADO ISD	DEER PARK ISD	KENNEDALE ISD	PONDER ISD
ALVIN ISD	DENTON ISD	KRUM ISD	PRINCETON ISD
ANDERSON-SHIRO CISD	DESOTO ISD	LA PORTE ISD	PROSPER ISD
ANNA ISD	DIME BOX ISD	LA VEGA ISD	RANDOLPH FIELD ISD
AQUILLA ISD	DUNCANVILLE ISD	LACKLAND ISD	RED OAK ISD
ARGYLE ISD	EAGLE MT-SAGINAW	LAKE DALLAS ISD	RICHARDS ISD
ARLINGTON ISD	ISD	LAKE WORTH ISD	RICHARDSON ISD
AUBREY ISD	EAST CENTRAL ISD	LAMAR CISD	RIESEL ISD
AVALON ISD	EDGEWOOD ISD	LANCASTER ISD	ROBINSON ISD
AXTELL ISD	ENNIS ISD	LEON ISD	ROCKDALE ISD
AZLE ISD	EVERMAN ISD	LEWISVILLE ISD	ROCKWALL ISD
BIRDVILLE ISD	FARMERSVILLE ISD	LEXINGTON ISD	ROYAL ISD
BLUE RIDGE ISD	FERRIS ISD	LITTLE ELM ISD	ROYSE CITY ISD
BLUM ISD	FORNEY ISD	LORENA ISD	SAN ANTONIO ISD
BOSQUEVILLE ISD	FORT BEND ISD	LOVEJOY ISD	SANGER ISD
BRENHAM ISD	FORT WORTH ISD	MADISONVILLE CISD	SANTA FE ISD
BRUCEVILLE-EDDY ISD	FRANKLIN ISD	MAGNOLIA ISD	SHELDON ISD
BRYAN ISD	FRIENDSWOOD ISD	MALONE ISD	SNOOK ISD
BURLESON ISD	FRISCO ISD	MANSFIELD ISD	SOMERSET ISD
BURTON ISD	FT SAM HOUSTON ISD	MART ISD	SOMERVILLE ISD
BYNUM ISD	GALENA PARK ISD	MAYPEARL ISD	SOUTH SAN ANTONIO
CALDWELL ISD	GALVESTON ISD	MCGREGOR ISD	ISD
CALVERT ISD	GARLAND ISD	MCKINNEY ISD	SOUTHSIDE ISD
CAMERON ISD	GAUSE ISD	MELISSA ISD	SOUTHWEST ISD
CARROLL ISD	GHOLSON ISD	MESQUITE ISD	SPRING BRANCH ISD
CARROLLTON-	GRAND PRAIRIE ISD	MIDLOTHIAN ISD	STAFFORD MSD
FARMERS BRANCH ISD	GRAPEVINE-	MIDWAY ISD	SUNNYVALE ISD
CASTLEBERRY ISD	COLLEYVILLE ISD	MILANO ISD	TERRELL ISD
CEDAR HILL ISD	HALLSBURG ISD	MILFORD ISD	TEXAS CITY ISD
CELINA ISD	HARLANDALE ISD	MONTGOMERY ISD	THORNDALE ISD
CHANNELVIEW ISD	HEARNE ISD	MOODY ISD	TOMBALL ISD
CHINA SPRING ISD	HEMPSTEAD ISD	MOUNT CALM ISD	WACO ISD
CLEAR CREEK ISD	HIGHLAND PARK ISD	MUMFORD ISD	WALLER ISD
COLLEGE STATION ISD	HILLSBORO ISD	NAVASOTA ISD	WAXAHACHIE ISD
COMAL ISD	HOUSTON ISD	NEW BRAUNFELS ISD	WEST ISD
COMMUNITY ISD	HUBBARD ISD	NORMANGEE ISD	WHITE SETTLEMENT
CONNALLY ISD	HUNTSVILLE ISD	NORTH EAST ISD	ISD
COPPELL ISD	HURST-EULESS-	NORTH ZULCH ISD	WHITNEY ISD
COVINGTON ISD	BEDFORD ISD	NORTHSIDE ISD	WYLIE ISD
CRANDALL ISD	IOLA ISD	NORTHWEST ISD	[end of list]
CRAWFORD ISD	IRVING ISD	PALMER ISD	

DATE ISSUED: February 20, 2019

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**AMERICAN INTERNATIONAL EDUCATION FEDERATION**

**BOARD POLICY MANUAL**

**POLICY GROUP 1 – GOVERNANCE**

**BOARD AUTHORITY, ROLES, AND RESPONSIBILITIES**

PG-1.2

**Sec. 1.2.1. Charter School Authority.**

**ILTEXAS** is governed under the governing structure described by its open-enrollment charter.

**Sec. 1.2.2. Responsibility for AMERICAN INTERNATIONAL EDUCATION FEDERATION.**

**a) *Primary Responsibilities***

The Board of Directors of **AMERICAN INTERNATIONAL EDUCATION FEDERATION** (“Board”) has the primary responsibility for:

- (1) Implementing the public-school program authorized by the **AMERICAN INTERNATIONAL EDUCATION FEDERATION** open-enrollment charter; and
- (2) Ensuring the performance of students enrolled in **ILTEXAS** in accordance with the Texas Education Code.

**b) *Alienation of Open-Enrollment Charter***

The Board derives its authority to operate **ILTEXAS** schools from the **AMERICAN INTERNATIONAL EDUCATION FEDERATION** open-enrollment charter.

- (1) The Board shall, acting as a body corporate in meetings posted in compliance with Government Code, Chapter 551, oversee the management of all **ILTEXAS** charter schools.
- (2) Except as provided below, the Board’s powers and duties to operate all **ILTEXAS** schools shall not be delegated, transferred, assigned, encumbered, pledged, subcontracted, or in any way alienated by the Board of Directors.
- (3) **AMERICAN INTERNATIONAL EDUCATION FEDERATION** shall notify the Texas Education Agency in writing prior to initiating bankruptcy proceeding respecting the charter holder.
- (4) **Exclusive Method for Delegating Charter Powers and Duties.** Any power or duty of the Board delegated to an officer, employee, contractor, management company, creditor, or any other person shall either be specified in the **AMERICAN INTERNATIONAL EDUCATION FEDERATION** open-enrollment charter or a charter delegation amendment approved by the Texas Education Agency division responsible for charter schools.

**c) *Accountability for Delegated Powers and Duties***

The Board remains responsible for the management, operation, and accountability of the **ILTEXAS** charter schools, regardless of whether the Board of Directors delegates any of its powers or duties.

**AMERICAN INTERNATIONAL EDUCATION FEDERATION**

**BOARD POLICY MANUAL**

**POLICY GROUP 1 – GOVERNANCE**

**BOARD AUTHORITY, ROLES, AND RESPONSIBILITIES**

PG-1.2

**d) *Nondelegable Duties***

Absent specifically approved exceptions granted by the Commissioner of Education, the Board shall not delegate the following duties:

- (1) Final authority to hear or decide employee grievances, citizen complaints, or parental concerns;
- (2) Final authority to adopt or amend the budget of **ILTEXAS**, or to authorize the expenditure or obligation of state funds or the use of public property;
- (3) Final authority to direct the disposition or safekeeping of public records, except that the Board may delegate this function to any person, subject to the Board’s superior right of immediate access to, control over, and possession of such records;
- (4) Final authority to adopt policies governing **ILTEXAS** operations;
- (5) Final authority to approve audit reports under TEC, §44.008(d); and
- (6) Initial or final authority to select, employ, direct, evaluate, renew, non-renew, terminate, or set compensation for the **ILTEXAS** Chief Executive Officer and/or Superintendent of Schools (“Superintendent”).

**AMERICAN INTERNATIONAL EDUCATION FEDERATION****BOARD POLICY MANUAL****POLICY GROUP 1 – GOVERNANCE****BOARD POLICY AND ADMINISTRATIVE PROCEDURES**

PG-1.3

**Sec. 1.3.1. Management by Board of Directors.**

In accordance with applicable law, the Board of Directors of **AMERICAN INTERNATIONAL EDUCATION FEDERATION** (“Board”) shall manage the affairs of **ILTEXAS**.

**Sec. 1.3.2. Management Through Board Policy and Delegation.**

The Board shall manage the day-to-day affairs of **ILTEXAS** through authorized delegation and the adoption of policies conforming to applicable law and offering best practices.

**Sec. 1.3.3. Oversight of Daily Operations.**

The Board’s daily oversight and management of **ILTEXAS** shall be through a Chief Executive Officer (CEO). As the Board’s representative, the Chief Executive Officer shall oversee and be responsible for the daily implementation of Board adopted policies, plans, budgets and other actions and resolutions. The Board may choose to combine the roles of CEO and Superintendent of Schools. In such case, all policies referencing the CEO will also apply to the Superintendent.

**Sec. 1.3.4. Board Policy to Supplement Law and Rules.**

The policies adopted by the Board shall not supersede and are not in lieu of the legal requirements set out in state and federal law and rule. Instead, Board policy shall supplement existing legal requirements by providing direction to the CEO and **ILTEXAS** personnel, parents, students and other affected parties in the conduct of the affairs of **ILTEXAS** and in facilitating **ILTEXAS**’s compliance with state and Federal law and rule. In any instance in which Board policy conflicts with state and Federal law or rule, the pertinent legal requirement will govern and control.

**Sec. 1.3.5. Policy Development and Adoption.**

In collaboration with Board members, **ILTEXAS** personnel, legal counsel, parents, and the public at large, the CEO may develop and propose to the Board policies that address legal requirements and/or best practices. In its sole discretion, the Board may consider and adopt the policy recommended by the CEO. A policy shall be adopted and become effective upon favorable approval by a majority of the Board members present and constituting a quorum at a regular or special meeting of the Board. The Board may adopt a policy with a later effective date if a majority of the Board designates a later adoption.

**Sec. 1.3.6. Non-Substantive Edits to Policies.**

The CEO may make non-substantive and otherwise inconsequential changes to adopted Board policies to ensure consistency with existing laws and rules (*e.g.*, to include valid legal citations) and **ILTEXAS**’s organizational structure and operations (*e.g.*, to reference appropriate titles and departments). Legal counsel shall review any and all changes to Board policy by the CEO to

**AMERICAN INTERNATIONAL EDUCATION FEDERATION****BOARD POLICY MANUAL****POLICY GROUP 1 – GOVERNANCE****BOARD POLICY AND ADMINISTRATIVE PROCEDURES**

PG-1.3

identify edits that alter the intent of the Board. The CEO shall, at the first regular board meeting opportunity, inform the Board of any changes made to policies passed by the Board and shall provide the Board an opportunity through appropriate agenda item to override any changes made.

**Sec. 1.3.7. Implementation of Board Policy Through Administrative Procedures.**

The CEO or designee shall implement Board policy through administrative procedures which may include, but are not limited to the development and adoption of forms, department guides, manuals and/or handbooks. The CEO or designee may consult with **ILTEXAS** personnel, legal counsel or other qualified professionals in the preparation of the administrative procedures.

The CEO or designee may amend administrative procedures as needed in conformance with Board policy and law. Should administrative procedure and policy conflict, policy will prevail except in instances where an administrative procedure has been reviewed and adopted by the Board subsequent to the approval of the underlying and conflicting Board policy.

The CEO or designee shall provide instruction, training, and supervision to **ILTEXAS** personnel in the implementation of Board policy and corresponding administrative procedures and shall ensure that Board policy and administrative procedures are provided and available to School personnel, parents, students and other affected parties.

**Sec. 1.3.8. Official Board Policies and Administrative Procedures.**

The CEO shall maintain the original and official policies and administrative procedures adopted by the Board and the corresponding administrative procedures approved by the CEO in the central administrative office. In the event that a conflict arises between copies of a Board policy or administrative procedure, the official copy shall prevail as the authoritative record.

**Sec. 1.3.9. Accessibility of Policies and Procedures.**

Board policies shall be made accessible to the public at large on the **ILTEXAS** website and at the **ILTEXAS** central administrative office. Administrative procedures shall be made available to the public at large as required by Chapter 551 of the Texas Government Code. Board policies and the administrative procedures implementing Board policy shall be provided and otherwise made readily accessible to all **ILTEXAS** personnel.

**Sec. 1.3.10. Campus and Department Procedures.**

Individual **ILTEXAS** campuses and departments may develop campus or departmental procedures, guides or manuals implementing and not conflicting with Board policy or administrative procedures.

**INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**

**BOARD POLICY MANUAL**

**POLICY GROUP 1 – GOVERNANCE**

**ORIENTATION AND TRAINING**

PG-1.4

**Sec. 1.4.1. Orientation.**

Newly elected or appointed members to the Board of Directors (“Board”) shall participate in a local orientation session to familiarize the new Board member with the **INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.** organization, the Articles of Incorporation, Bylaws, Board policy, the Texas Education Code and the Texas Administrative Code.

**Sec. 1.4.2. Training.**

Unless exempted pursuant to applicable law, each new member of the Board must complete an introductory required training course consisting of 12 instructional hours, excluding breaks, administrative tasks, and other non-instructional time, delivered by a registered course provider. The training course may not use self-instructional materials, unless as otherwise provided.

**a) *Timeline for Completion***

Each new member of the Board must complete the required training within one calendar year of election or appointment to the Board.

**b) *Required Course Content***

The required training shall include nine hours of instruction provided by a Texas Education Agency trainer or other trainer authorized in law, and consist of instruction in:

1. Basic school law;
2. Basic school finance;
3. Health and safety issues;
4. Accountability requirements related to the use of public funds;
5. Other requirements relating to accountability to the public;
6. Open meetings requirements under Texas Government Code, Chapter 551; and
7. Requirements relating to public records.

**c) *Additional Required Training***

Each new Board member must also receive an additional three hours of training from any of the modules identified above.

**Sec. 1.4.3. Continuing Training.**

Each Board member who has completed the 12 hours of required training shall annually thereafter receive six hours of training, excluding breaks, administrative tasks, and other non-instructional time, delivered by a registered course provider delivered by an authorized trainer. Self-instructional continuing training materials may be used in no more than one hour of the required

**INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**

**BOARD POLICY MANUAL**

**POLICY GROUP 1 – GOVERNANCE**

**ORIENTATION AND TRAINING**

PG-1.4

continuing training. A Board member may carry over as much as 25 percent of annual continuing training hours earned in excess of the required amount to meet the following year's training requirements.

**Sec. 1.4.4. Exceptions and Exemptions.**

The Board may adopt a resolution permitting individual members to meet the prescribed training through an alternate training program as permitted by 19 T.A.C. § 100.1102(h).

**Sec. 1.4.5. Record of Compliance.**

All Board members, Chief Executive and Central Administrative Officers, Campus Administrative Officers, and Business Managers shall comply with initial and annual training requirements established in law. **INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.** shall document compliance with these requirements.

**Sec. 1.4.6. Continued Service**

Continued service as a member of the Board or as an Officer is conditioned on satisfaction of the training requirements set forth in 19 T.A.C. §§ 100.1102–.1105.

**Sec. 1.4.7. Audit Disclosure**

**INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.** shall separately disclose, in its annual audit report of its financial and programmatic operations, a member of the Board or Officer who fails to complete the training requirements set forth in 19 T.A.C. §§ 100.1102–.1105 and who continues to serve in such capacity as of the date of the audit report.

**INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**

**BOARD POLICY MANUAL**

**POLICY GROUP 1 – GOVERNANCE**

**GIFT ACCEPTANCE**

PG-1.5

**Sec. 1.5.1. Purpose.**

As a not-for-profit organization organized under the laws of the State of Texas and exempt as a public charity under Section 501(c)(3) of the Internal Revenue Code, **INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC. (hereinafter abbreviated “I.A.E.F.”)** encourages the solicitation and acceptance of gifts for purposes that will assist **I.A.E.F.** to further and fulfill its mission.

The purpose of this Policy is to govern the acceptance of gifts by **I.A.E.F.** and to provide guidance to the **I.A.E.F.** Board of Directors (the “Board”), the Chief Executive Officer (CEO) and/or Superintendent of Schools (the “Superintendent”), and prospective donors when making gifts to **I.A.E.F.** The provisions of this Policy shall apply to all gifts received by **I.A.E.F.** for any of its schools, programs or services, and to the acceptance of gifts made to **I.A.E.F.** or for the benefit of any of its schools or programs.

**Sec. 1.5.2. Restrictions on Gifts.**

**I.A.E.F.** will accept unrestricted gifts, and gifts for specific schools, programs and purposes, provided that such gifts are consistent with **I.A.E.F.**’s mission, purposes, and priorities. **I.A.E.F.** will not accept gifts that are too restrictive in purpose. Gifts that are too restrictive are those that violate the charitable and educational trust of **I.A.E.F.**, or that are accompanied by an improper economic benefit to the donor or vest the donor with inappropriate control or influence. The Board shall make all final decisions on the restrictive nature of a gift and its acceptance or refusal.

**Sec. 1.5.3. Gift Acceptance Committee.**

The Board may establish a Gift Acceptance Committee of the Board to review gifts made to **I.A.E.F.** and to carry out certain terms of this Policy. The Gift Acceptance Committee may be charged with the responsibility of reviewing all gifts made or proposed to be made to **I.A.E.F.**, properly reviewing those gifts, and making recommendations to the Board on gift acceptance and related issues.

**Sec. 1.5.4. Use of Legal Counsel and Other Professional Assistance.**

**I.A.E.F.** shall seek the advice of legal counsel or other professional advisors (such as an accountant, financial advisor or professional money manager) when appropriate and as recommended in this Policy relating to the acceptance of certain types of gifts. Generally, **I.A.E.F.** shall seek the advice of legal counsel in all matters pertaining to the acceptance of any gift which may have adverse legal, ethical (including a potential conflict of interest), or other consequence of concern to **I.A.E.F.**



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All prospective donors shall be urged and encouraged by **I.A.E.F.** to seek and secure the assistance of independent legal, tax and financial advisors in matters relating to their gifts and the resulting tax and estate planning implications. **I.A.E.F.** shall not pay the legal fees or any professional fees of the donor in connection with a gift to **I.A.E.F.** **I.A.E.F.** shall not provide any opinion, statement or recommendation to the donor as to the tax deductibility of the gift or as to any tax consequences or tax implications of the gift that may affect the donor.

It shall be the responsibility of the donor to secure an appraisal of property where required. The donor shall pay any fees associated with securing such appraisal.

**Sec. 1.5.5. Types of Gifts.**

The following types of gifts are generally acceptable:

1. Cash Donations
2. Testamentary Bequests
3. Charitable Remainder Trusts
4. Charitable Lead Trusts
5. Tangible Personal Property
6. Oil, Gas and Mineral Interests
7. Life Insurance/Life Insurance Beneficiary Designations
8. Retirement Plan Beneficiary Designations
9. Securities
10. Real Estate

The following types of gifts are generally not acceptable:

1. Charitable gift annuities
2. Pooled income funds

**Sec. 1.5.6. Criteria for Certain Types of Gifts.**

The criteria below govern the acceptance of each type of gift. Unless indicated otherwise, each type of gift is subject to prior review by the Board and/or the Gift Acceptance Committee.

1. Cash or Cash Equivalents: Cash is acceptable in any form. Checks shall be made payable to “**I.A.E.F.**” or “**INTERNATIONAL LEADERSHIP OF TEXAS**” and shall be delivered to the Chief Financial Officers at the **INTERNATIONAL LEADERSHIP OF TEXAS** administrative office.
2. Charitable Pledge Agreements: Acceptable if payable only in acceptable form as set forth in this Policy. Pledges payable over more than one year shall generally not be acceptable unless at least \$1,000.00.

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3. Securities: Both publicly traded securities and marketable closely held securities are acceptable upon review by Board and/or the Gift Acceptance Committee and legal counsel. Review and recommendation by an outside financial professional or money manager may be sought prior to acceptance of the gift. Marketable securities may be transferred to an account maintained at one or more brokerage firms or delivered physically with the transferor’s signature or stock power attached. As a general rule, **I.A.E.F.** shall promptly sell all securities upon receipt.
  
4. Closely Held Securities; Other Intangibles: **I.A.E.F.** shall not accept securities and other intangible assets (such as interests in LLPs and LLCs or other ownership forms) that may not be sold or transferred, that have no value, are not marketable, or that may generate additional liability or undesirable tax or other consequences for **I.A.E.F.**. Review and recommendation by legal counsel and/or a financial professional should be sought before making a final decision on acceptance of closely held securities or other intangibles as a gift.
  
5. Tangible Personal Property: Gifts of tangible personal property are often called “in-kind” gifts and include gifts such as supplies, equipment, furniture, printed materials, books, food, software, motor vehicles and artwork. Gifts of tangible personal property will be examined as follows:
  - a) Will the property be used by **I.A.E.F.** in furtherance of its mission?
  - b) Is the property marketable?
  - c) Are there restrictions on the use, display or disposition of the property?
  - d) Are there carrying costs of the property?

**I.A.E.F.** shall not value or offer to value the property. The donor shall sign a statement of ownership and disclose any liens on the property. **I.A.E.F.** shall not accept any property subject to a restriction on its ability to use, sell or otherwise dispose of the property as it deems necessary.

6. Life Insurance Policy/Beneficiary Designation: **I.A.E.F.** may accept the gift of a life insurance policy, provided **I.A.E.F.** is named as both the owner of the policy and irrevocable beneficiary of the policy prior to acceptance of the gift. Beneficiary designations shall not be recorded as gifts to **I.A.E.F.** unless and until the gift is irrevocable. Where the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable. If the policy is not fully paid-up and the donor does not continue to make gifts to cover premium payments on the policy, **I.A.E.F.** shall have the right to continue to pay the premiums, convert the policy to paid-up insurance, surrender the policy for its current cash value, or otherwise make use of its value.

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7. Real Estate. **I.A.E.F.** will not accept any real estate subject to a restriction on **I.A.E.F.**'s ability to use, sell or otherwise dispose of or deal with the property as it deems necessary. Prior to the acceptance of real estate, **I.A.E.F.** shall require an initial environmental review of the property by a qualified environmental review firm to ensure that the property has no environmental damage or liabilities. In the event that the initial review reveals a potential problem or concern, the organization may retain a qualified environmental review firm to conduct an environmental audit. The cost of the environmental review and any environmental audit shall be the expense of the donor. Appraisal costs are the responsibility of the donor.

A title report or abstract of title shall be obtained by **I.A.E.F.** prior to the acceptance of the real property gift. Criteria for acceptance of the property shall include:

- a) A review of a complete profile of the property, including the title report and environmental review or audit, inspection reports, the deed, any encumbrances, leases, and tax bills.
  - b) A review of the carrying costs, sale and holding costs of the property, such as insurance, property taxes, mortgages, notes, etc.
  - c) A review of the restrictions, reservations, easements or other limitations on the property.
  - d) A review of the use of the property for **I.A.E.F.**'s purposes.
  - e) A review of a recent appraisal of the property and consultation with a real estate advisor as to marketability of the property.
8. Oil, Gas and Mineral Interests: **I.A.E.F.** may accept oil and gas property interests upon review by Board and/or the Gift Acceptance Committee and legal counsel. The property shall undergo an environmental review by an environmental firm. The property should be reviewed for liabilities or other considerations (such as undesirable tax consequences or valuation issues for working interests) that might make receipt of the gift inappropriate.
  9. Charitable Remainder Trusts: **I.A.E.F.** may accept designation as remainder beneficiary of a charitable remainder trust upon the review by the Board and/or the Gift Acceptance Committee and legal counsel. **I.A.E.F.** will not accept appointment as a trustee of a charitable remainder trust.
  10. Charitable Lead Trusts: **I.A.E.F.** may accept designation as income beneficiary of a charitable lead trust upon review by the Board and/or the Gift Acceptance Committee and legal counsel. **I.A.E.F.** will not accept appointment as trustee of a charitable remainder trust.

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11. Retirement Plan Beneficiary Designations: Donors and supporters of **I.A.E.F.** are encouraged to name **I.A.E.F.** as a beneficiary of a retirement plan. Such designations shall not be recorded as gifts unless and until the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.
12. Bequests: Donors and supporters of **I.A.E.F.** are encouraged to make bequests to **I.A.E.F.** under their wills and trusts. Such bequests will not be recorded as gifts unless and until the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.

**Sec. 1.5.7. Acceptance of Gift by ILTexas Employees.**

Subject to the terms of this Policy, ILTexas employees shall have discretion and authority to accept (i) unrestricted gifts of a value up to \$1,000.00 and (ii) restricted gifts of a value up to \$5,000.00. Only the Board may accept gifts above those amounts.

Notwithstanding any other policy of INTERNATIONAL LEADERSHIP OF TEXAS, an employee, staff member or Board Member shall not accept any gift valued at more than <\$100 | \$500> from any vendor or firm having a business relationship as defined by Section 176.001(1-a) with INTERNATIONAL LEADERSHIP OF TEXAS where the vendor meets requirements of Section 176.006(a), including but not limited to an E-Rate or potential E-Rate vendor.

**Sec. 1.5.8. Valuation of Gifts.**

**I.A.E.F.** shall record a gift received by **I.A.E.F.** at its valuation for gift purposes on the date of gift and accordance with GAAP.

**Sec. 1.5.9. IRS Filing Upon Sale of Gift.**

**I.A.E.F.** is responsible for filing IRS Form 8282 upon the sale or disposition of any asset sold by **I.A.E.F.** within two years of receipt where the charitable deduction value of the item was \$5,000.00 or greater. **I.A.E.F.** must file such form within 125 days of the date of sale or disposition of the asset. The **I.A.E.F.** Chief Financial Officer shall be responsible for the recordation and filing of this form to the IRS.

**Sec. 1.5.10. Written Acknowledgment of Gifts and Contributions.**

Written Acknowledgement of all gifts made to **I.A.E.F.** and compliance with the current IRS requirements in acknowledgement of such gifts shall be the responsibility of the Board. The **I.A.E.F.** Chief Financial Officer shall be responsible for ensuring compliance with IRS requirements regarding acknowledgments.

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**Sec. 1.5.11. Confidentiality.**

**I.A.E.F.** shall hold all information concerning donors or potential donors in strict confidence, subject to requests for information that **I.A.E.F.** is required by law or court order to provide. **I.A.E.F.** shall not release information about donors or the gift that is not otherwise public information unless permission from the donor is obtained. **I.A.E.F.** will respect the confidentiality of donors who do not wish to be recognized.

**Sec. 1.5.12. Review of Policy; Changes to Policy.**

The Board shall review this Policy on a periodic basis (but no less than five years) or, if applicable, the Gift Acceptance Committee shall periodically review and recommend changes to this Policy for approval and adoption by the Board.

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**Sec. 1.6.1. GENERAL PROVISIONS.**

**Sec. 1.6.1.1. Public Information Defined.**

For purposes of the Texas Public Information Act (“TPIA”), “public information” means information that is written produced, collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business:

1. By the Board of Directors (“Board”);
2. For the Board and the Board:
  - a. Owns the information;
  - b. Has a right of access to the information; or
  - c. Spends or contributes public money for the purpose of writing, producing, collecting, assembling, or maintaining the information; or
3. By an individual officer or employee of **INTERNATIONAL LEADERSHIP OF TEXAS (hereinafter “ILTexas”) (or its charter holder, INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.)** in the officer’s or employee’s official capacity and the information pertains to official business of ILTexas.

“Official business” means any matter over which ILTexas has any authority, administrative duties, or advisory duties.

Information is “in connection with the transaction of official business” if the information is created by, transmitted to, received by, or maintained by an officer or employee of ILTexas in the officer’s or employee’s official capacity, or a person or entity performing official business or a governmental function on behalf of ILTexas, and pertains to official business of ILTexas.

The definition of “public information” applies to and includes any electronic communication created, transmitted, received, or maintained on any device if the communication is in connection with the transaction of official business.

**Sec. 1.6.1.2. Forms of Public Information.**

The general forms in which the media containing public information exist include a book, paper, letter, document, e-mail, Internet posting, text message, instant message, other electronic communication, printout, photograph, film, tape, microfiche, microfilm, photostat, sound recording, map, and drawing and a voice, data, or video representation held in computer memory.

The media on which public information is recorded include:

1. Paper;
2. Film;
3. A magnetic, optical, solid state, or other device that can store an electronic signal;

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4. Tape;
5. Mylar; and
6. Any physical material on which information may be recorded, including linen, silk, and vellum.

**Sec. 1.6.1.3. Online Message Board.**

If the Board maintains an online message board or similar Internet application under Government Code 551.006, and the Board removes from the online message board or similar Internet application a communication that has been posted for at least 30 days, the Board shall maintain the posting for a period of six years. This communication is public information and must be disclosed in accordance with the TPIA.

**Sec. 1.6.1.4. Availability of Public Information.**

Public information is available to the public, at a minimum, during ILTexas's normal business hours.

**Sec. 1.6.2. OFFICER FOR PUBLIC INFORMATION AND REQUIRED NOTICES.**

**Sec. 1.6.2.1. Officer for Public Information.**

The CEO or designee shall be ILTexas's officer for public information. Each department head shall be an agent of the officer for purposes of complying with the TPIA.

The officer for public information is responsible for the release of public information as required by the TPIA, Government Code Chapter 552. The officer for public information shall:

1. Make public information available for public inspection and copying.
2. Carefully protect public information from deterioration, alteration, mutilation, loss, or unlawful removal.
3. Repair, renovate, or rebind public information when necessary to maintain it properly.

The officer for public information is not responsible for the use made of the information by the requestor or the release of information after it is removed from a record as a result of an update, correction, or change of status of the person to whom the information pertains.

**Sec. 1.6.2.2. Sign.**

The officer for public information shall prominently display a sign in the form prescribed by the Attorney General that contains basic information about the rights of a requestor, the responsibilities of ILTexas, and the procedures for inspecting or obtaining a copy of public



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information under the TPIA. The officer for public information shall display the sign at one or more places in the ILTexas administrative offices where it is plainly visible to:

1. Members of the public who request public information in person; and
2. ILTexas employees whose duties include receiving or responding to public information requests.

**Sec. 1.6.3. ACCESS TO PUBLIC INFORMATION.**

**Sec. 1.6.3.1. Access to Public Information.**

ILTexas may promulgate reasonable rules of procedure by which public information may be inspected and copied efficiently, safely, and without delay. These rules may not be inconsistent with any provision of the TPIA.

It shall be the policy of ILTexas to provide a suitable copy of public information within a reasonable time after the date on which the copy is requested.

**Sec. 1.6.3.2. Treatment of Requests**

The officer for public information and agent shall not make an inquiry of a requestor, except to establish proper identification or to ask the requestor to narrow or clarify the request. The officer for public information or agent shall treat all requests for information uniformly without regard to the position or occupation of the requestor, the person on whose behalf the request is made, or the status of the individual as a member of the media. The officer for public information or agent shall give the requestor all reasonable comfort and facility for the full exercise of the right granted by the TPIA.

**Sec. 1.6.3.3. Location of Access**

An officer for public information complies with a request for public information by:

1. Providing the information for inspection or duplication in ILTexas’s offices (see TIME FOR EXAMINATION, below); or
2. Sending copies of the information by first class mail, if the requestor requests that copies be provided and pays the postage and any other applicable charges that the requestor has accrued under Subchapter F of the TPIA (see COSTS AND CHARGES, below).
3. By referring a requestor to an exact Internet location or uniform resource locator (“URL”) address on a website maintained by ILTexas and accessible to the public if the requested information is identifiable and readily available on that website. If the requestor prefers a manner other than access through the URL, ILTexas must supply the information by sending copies to the requestor, as described above. If the officer for public information provides by e-mail an Internet location or URL address, the e-mail must contain a statement

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in a conspicuous font clearly indicating that the requestor may nonetheless access the requested information by inspection or duplication or by receipt through United States mail, as described above.

The TPIA does not authorize a requestor to remove an original copy of a public record from ILTexas.

**Sec. 1.6.3.4. Time for Response.**

The officer for public information shall promptly produce public information for inspection, duplication, or both, on application by any person. “Promptly” means as soon as possible under the circumstances, that is, within a reasonable time, without delay.

If the officer for public information cannot produce the public information for inspection or duplication within ten business days after the date the information is requested, the officer shall certify that fact in writing to the requestor and set a date and hour within a reasonable time when the information will be available for inspection or duplication.

If the requested information is unavailable because it is in storage or active use, the officer for public information shall certify this fact in writing to the requestor and set a date and hour within a reasonable time when the information will be available for inspection or duplication.

**Sec. 1.6.3.5. Requests to Clarify or Narrow.**

If a large amount of information has been requested, ILTexas may discuss with the requestor how the scope of the request might be narrowed, but ILTexas may not inquire into the purpose for which the information will be used. If what information is requested is unclear to ILTexas, ILTexas may ask the requestor to clarify the request.

If the request included the requestor’s physical or mailing address, ILTexas must send the request for discussion or clarification to that address by certified mail. The written request for discussion or clarification must include a statement as to the consequences of failure by the requestor to timely respond. If ILTexas does not receive a written response by the 61st day after ILTexas sends the written request, the underlying request for public information is considered to have been withdrawn by the requestor.

**Sec. 1.6.3.6. Time for Examination.**

A requestor shall complete the examination of the information not later than the tenth business day after the date the custodian of the information makes it available. If the requestor does not complete the examination within ten business days and does not file a request for additional time, the requestor is considered to have withdrawn the request.

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The officer for public information shall extend the initial examination period by an additional ten business days if, within the initial period, the requestor files with the officer a written request for additional time. The officer shall extend an additional examination period by another ten business days if, within the first additional period, the requestor files with the officer a written request for more additional time.

The time during which a person may examine information may be interrupted by the officer for public information if the information is needed for use by ILTexas. The period of interruption is not considered to be a part of the time during which the person may examine the information.

**Sec. 1.6.3.7. Electronic Data.**

If public information exists in an electronic or magnetic medium, the requestor may request a copy in an electronic medium, such as on diskette or on magnetic tape. ILTexas shall provide a copy in the requested medium:

1. If ILTexas has the technological ability to produce the information in the requested medium;
2. If ILTexas is not required to purchase any software or hardware to accommodate the request; and
3. Providing the copy will not violate any copyright agreement between ILTexas and a third party.

If ILTexas is unable to comply with a request to produce a copy of information in a requested medium for any of these reasons, ILTexas shall provide a copy in another medium that is acceptable to the requestor. ILTexas is not required to copy information onto a diskette or other material provided by the requestor but may use ILTexas supplies.

**Sec. 1.6.3.8. Requests Requiring Programming or Manipulation of Data.**

ILTexas shall provide the requestor a written statement, described below, if ILTexas determines:

1. That responding to a request for information will require programming or manipulation of data; and
2. That:
  - a. Compliance with the request is not feasible or will result in substantial interference with operations; or
  - b. The information could be made available in the requested form only at a cost that covers the programming and manipulation of data.

The written statement shall include:

1. A statement that the information is not available in the requested form;

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2. A description of the form in which the information is available;
3. A description of any contract or services that would be required to provide the information in the requested form;
4. A statement of the estimated cost of providing the information in the requested form, as determined in accordance with rules established by the Attorney General; and
5. A statement of the anticipated time required to provide the information in the requested form.

**Sec. 1.6.3.8.1. Response Time when Programming or Manipulation is Required**

ILTexas shall provide the written statement to the requestor within 20 days after the date ILTexas receives the request. ILTexas has an additional ten days to provide the statement if ILTexas gives written notice to the requestor, within 20 days after receiving the request, that additional time is needed.

**Sec. 1.6.3.8.2. Further Action**

After providing the written statement described above, ILTexas has no further obligation to provide the information in the requested form or in the form in which it is available, unless within 30 days the requestor states in writing that the requestor:

1. Wants the information in the requested form according to the time and cost parameters set out in the written statement, or according to other terms to which the requestor and ILTexas agree; or
2. Wants the information in the form in which it is available.

If a requestor does not make a timely written statement, the requestor is considered to have withdrawn the request for information.

**Sec. 1.6.3.8.3. Processing of Requests**

The officer for public information shall establish policies that assure the expeditious and accurate processing of requests for information that require programming or manipulation of data. ILTexas shall maintain a readily accessible file containing all written statements issued concerning requests for information that require programming or manipulation of data.

**Sec. 1.6.3.9. Repetitious or Redundant Requests.**

If ILTexas determines that a requestor has made a request for information for which ILTexas has previously furnished or made copies available to the requestor, ILTexas may:

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1. Respond to the request for information as set forth below, at PROCEDURES; or
2. Furnish the information or make the information available to the requestor again in accordance with the request. If ILTexas selects this option, ILTexas is not required to comply with the procedures described below.

These provisions do not apply to information not previously furnished to a requestor. ILTexas shall treat a request for information for which copies have not been previously furnished or made available to the requestor, including information that was not furnished or made available because the information was redacted or because the information did not exist at the time of an earlier request, in the same manner as any other request for public information.

**Sec. 1.6.3.9.1. Procedures**

ILTexas shall, free of charge, certify to the requestor that copies of all or part of the requested information were previously furnished or made available to the requestor. The certification must include:

1. A description of the information for which copies have been previously furnished or made available to the requestor;
2. The date ILTexas received the requestor’s original request for that information;
3. The date ILTexas previously furnished copies or made available copies of the information to the requestor;
4. A certification that no subsequent additions, deletions, or corrections have been made to that information; and
5. The name, title, and signature of the officer for public information or agent making the certification.

**Sec. 1.6.4. ATTORNEY GENERAL DECISIONS.**

**Sec. 1.6.4.1. Attorney General Decisions.**

If ILTexas receives a written request for information that ILTexas considers to be within one of the exceptions to required disclosure and that ILTexas wishes to withhold from public disclosure, ILTexas shall request a decision from the Attorney General about whether the information is within the exception (see SUBMISSION TO ATTORNEY GENERAL, below). For these purposes, the term “written request” includes a request sent by electronic mail or facsimile transmission to the officer or designee.

**Sec. 1.6.4.2. Time for Request.**

ILTexas must submit the request to the Attorney General not later than the tenth business day after receiving the written request. If ILTexas does not timely request a decision from the Attorney General and comply with the requirements at STATEMENT TO REQUESTOR, below, the

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information is presumed to be subject to public disclosure and must be released unless there is a compelling reason to withhold it.

ILTexas may only request an Attorney General opinion if ILTexas reasonably believes that the requested information is excepted from required disclosure.

**Sec. 1.6.4.3. Calculating Timelines.**

For the purposes of Government Code sections 552.301–.308, if ILTexas receives a written request by United States mail and cannot adequately establish the actual date of receipt, the request is considered to have been received by ILTexas on the third business day after the date of the postmark on a properly addressed request.

**Sec. 1.6.4.4. Previous Determinations.**

Except as set forth at Government Code section 552.301(g), ILTexas may not request an Attorney General decision if ILTexas has previously requested and received a determination from the Attorney General concerning the precise information at issue in a pending request and the Attorney General or a court determined that the information is not within one of the exceptions. This exception applies to specific information that is again requested from ILTexas after the Attorney General has previously issued a decision regarding the precise information or records at issue.

ILTexas may rely on a previous determination by the Attorney General regarding a specific, clearly delineated category of information if:

1. The previous decision is applicable to a school district or charter school;
2. The previous decision concludes that the category of information is or is not excepted from public disclosure;
3. The elements of law, fact, and circumstances are met to support the previous decision’s conclusion that the requested records and information at issue are not excepted from public disclosure; and
4. The previous decision explicitly provides that the governmental body or bodies to which the decision applies may withhold the information without the necessity of seeking a decision from the Attorney General.

ILTexas shall notify the requestor in writing of the decision or ruling upon which it is relying if it relies on any previous determination to withhold information from disclosure.

ILTexas may withhold from public disclosure the categories of records listed at Texas Attorney General Open Records Decision 684 (2009).

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ILTexas may withhold from public disclosure personally identifiable, non-directory information in “education records” as defined in the Family Educational Rights and Privacy Act of 1974 (“FERPA”).

**Sec. 1.6.4.5. Statement to Requestor.**

If ILTexas requests an Attorney General decision, it shall provide to the requestor within a reasonable time but not later than the tenth business day after the date of receiving the requestor’s written request:

1. A written statement that ILTexas wishes to withhold the requested information and has asked for a decision from the Attorney General about whether the information is within an exception to public disclosure; and
2. A copy of ILTexas’s written communication to the Attorney General asking for the decision. If ILTexas’s written communication to the Attorney General discloses the requested information, ILTexas shall provide a redacted copy of that written communication.

**Sec. 1.6.4.6. Submission to Attorney General.**

When ILTexas requests an Attorney General decision, it shall, within a reasonable time but not later than the 15th business day after receiving the request for information, submit to the Attorney General all of the following:

1. Written comments stating the reasons why the stated exceptions apply that would allow the information to be withheld;
2. A copy of the written request for information;
3. A signed statement as to the date on which the written request for information was received by ILTexas or evidence sufficient to establish that date; and
4. A copy of the specific information requested, or representative samples of the information if a voluminous amount of information was requested. ILTexas shall label the copies or representative samples to indicate which exceptions apply to which parts of the copy.

ILTexas shall send a copy of the comments to the requestor not later than the 15th business day after ILTexas receives the written request. If the written comments disclose or contain the substance of the information requested, the copy of the comments provided to the requestor shall be redacted.

Unless the information is confidential by law, ILTexas may disclose the requested information to the public or the requestor before a final determination that the information is public has been made by the Attorney General or a court with jurisdiction.



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**Sec. 1.6.4.7. Additional Information.**

If the Attorney General determines that additional information is necessary to render a decision, the Attorney General shall give ILTexas and the requestor written notice of that fact. ILTexas shall submit the necessary additional information to the Attorney General not later than the seventh calendar day after the date the notice is received. If ILTexas does not comply with the Attorney General’s request, the information is presumed to be subject to required public disclosure and must be released unless there is a compelling reason to withhold the information.

**Sec. 1.6.4.8. Privacy or Property Interests.**

If information is requested and a person’s privacy or property interests may be involved, including a case under Government Code 552.101 (information confidential by law), 552.104 (information related to competitive bidding), 552.110 (trade secrets), and 552.114 (student records), ILTexas may decline to release the information for the purpose of requesting a decision from the Attorney General. A person whose interests may be involved, or any other person, may submit in writing to the Attorney General the person’s reasons why the information should be withheld or released. ILTexas may, but is not required to, submit its reasons why the information should be withheld or released.

**Sec. 1.6.4.9. Notice to Owner of Proprietary Information.**

If release of a person’s proprietary information may be subject to exception under Government Code 552.101 (information confidential by law), 552.110 (trade secrets), 552.113 (geological or geophysical information), or 552.131 (economic development information), ILTexas shall, when requesting an Attorney General decision, make a good faith attempt to provide written notice to that person of its request. The notice must:

1. Be sent within a reasonable time not later than the tenth business day after ILTexas receives the request for information; and
2. Include:
  - a. A copy of any written request ILTexas received for the information; and
  - b. A statement, in the form prescribed by the Attorney General, that the person is entitled to submit to the Attorney General, not later than the tenth business day after the person receives the notice, a written statement of the reason(s) why the information should be withheld and a letter, memorandum, or brief supporting the reason(s).

**Sec. 1.6.5. CHARGES REGARDING TPIA REQUESTS.**

**Sec. 1.6.5.1. Costs and Charges.**

The charge for providing a copy of public information shall be an amount that reasonably includes all costs related to reproducing the information, including costs of materials, labor, and overhead.



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The charges shall not be excessive and shall not exceed the actual cost of producing the information or for making public information that exists in a paper record available.

Charges for providing a copy of public information are considered to accrue at the time ILTexas advises the requestor that the copy is available on payment of the applicable charges.

*Sec. 1.6.5.1.1. 50 Pages or Fewer*

If a request is for 50 or fewer pages of paper records, the charge for providing the copy of the information shall be limited to the charge for each page of the paper record that is photocopied, unless the pages to be photocopied are located in two or more separate buildings that are not physically connected with each other or a remote storage facility. The charge for providing a copy may not include costs of materials, labor, or overhead.

*Sec. 1.6.5.1.2. Statement of Labor Costs*

If the charge for providing a copy of public information includes costs of labor, the requestor may require the officer for public information or agent to provide the requestor with a written statement as to the amount of time that was required to produce and provide the copy. The statement must be signed by the officer or agent, and the officer or agent’s name must be typed or legibly printed below the signature. A charge may not be imposed for providing the written statement to the requestor.

*Sec. 1.6.5.1.3. Attorney General’s Rules*

ILTexas shall use the Attorney General’s rules to determine the charges for providing copies of public information and to determine the charge, deposit, or bond required for making public information that exists in a paper record available for inspection, except to the extent that other law provides for charges for specific kinds of public information.

ILTexas may determine its own charges for providing copies of public information and its own charge, deposit, or bond for making public information that exists in a paper record available for inspection. However, ILTexas may not charge an amount that is greater than 25 percent more than the amount established by the Attorney General, unless ILTexas requests an exemption.

*Sec. 1.6.5.1.4. Exemptions*

ILTexas may request that it be exempt from part or all of the rules adopted by the Attorney General for determining charges. The request must be made in writing to the Attorney General and must state the reason for the exemption. If ILTexas receives notice from the Attorney General that an exemption has been granted, ILTexas may amend its charges according to the Attorney General’s determination.

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*Sec. 1.6.5.1.5. Copies for Parents*

ILTexas may charge a reasonable fee in accordance with the above requirements for copies of materials provided to parents pursuant to Education Code 26.012.

**Sec. 1.6.5.2. Statement of Estimated Charges.**

If a request for a copy of public information will result in the imposition of a charge that exceeds \$40, ILTexas shall provide the requestor with a written itemized statement that details all estimated charges that will be imposed, including any allowable charges for labor or personnel costs. If an alternative less costly method of viewing the records is available, the statement must include a notice that the requestor may contact ILTexas regarding the alternative method. ILTexas must inform the requestor of the responsibilities imposed on the requestor by Government Code 552.2615 and the rights granted by that section and give the requestor the information needed to respond as detailed in Government Code 552.2615(a).

If, after ILTexas provides the requestor the itemized statement but before it makes the copy or the paper record available, ILTexas determines that the estimated charges will exceed the charges detailed in the original itemized statement by 20 percent or more, ILTexas shall send to the requestor an updated written itemized statement that details all estimated charges that will be imposed, including any allowable charges for labor or personnel costs.

*Sec. 1.6.5.2.1. Requestor’s Response*

A request for which ILTexas is required to produce an (original or updated) itemized statement of estimated charges is considered to have been withdrawn if the requestor does not respond in writing to the itemized statement by informing ILTexas within ten business days after the date the statement is sent to the requestor that:

1. The requestor will accept the estimated charges;
2. The requestor is modifying the request in response to the itemized statement; or
3. The requestor has sent to the Attorney General a complaint alleging that the requestor has been overcharged for being provided with a copy of the public information.

*Sec. 1.6.5.2.2. Actual Charges*

If the actual charges exceed \$40, the charges may not exceed:

1. The amount estimated in the updated itemized statement; or
2. If an updated itemized statement is not sent to the requestor, an amount that exceeds by 20 percent or more the amount estimated in the original itemized statement.

*Sec. 1.6.5.2.3. Timing of Deadlines*

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An original or updated itemized statement is considered to have been sent by ILTexas, and a requestor is considered to have responded to the statement, on the date that the statement or response is:

1. Delivered in person;
2. Deposited, properly addressed, in the U.S. mail; or
3. Transmitted by electronic mail or facsimile, provided the requestor agrees to receive the statement by those means.

The time deadlines for providing or responding to the required statement of estimated charges do not affect the application of a time deadline imposed on ILTexas for requesting a decision by the Attorney General under Government Code 552, Subchapter G.

**Sec. 1.6.5.3. Deposit or Bond.**

The officer for public information or agent may require a deposit or bond for payment of anticipated costs for the preparation of a copy of public information if:

1. The officer or agent has provided the requestor with the written itemized statement required by Government Code 552.2615 (see STATEMENT OF ESTIMATED CHARGES, above); and
2. The charge for providing the copy is estimated by ILTexas to exceed \$100, if ILTexas has more than 15 full-time employees, or \$50, if ILTexas has fewer than 16 full-time employees.

The officer or agent may not require a deposit or bond as a down payment for copies of public information that the requestor may request in the future.

For the purposes of charging for providing copies of public information or for requesting an Attorney General’s opinion, a request for a copy of public information is considered to have been received by ILTexas on the date ILTexas receives the deposit or bond.

A requestor who fails to make such a deposit or post such a bond before the tenth business day after the date the deposit or bond is required is considered to have withdrawn the request.

*Sec. 1.6.5.3.1. Modified Request*

If a requestor modifies a request in response to the requirement of a deposit or bond, the modified request is considered a separate request and is considered received on the date ILTexas receives the written modified request.

*Sec. 1.6.5.3.2. Unpaid Amounts*

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The officer for public information or agent may require a deposit or bond for payment of unpaid amounts the requestor owes ILTexas in relation to previous public information requests before preparing a copy of public information in response to a new request, if those unpaid amounts exceed \$100. The officer for public information or agent may not seek payment of those unpaid amounts through any other means.

If ILTexas receives a request from a requestor who, within the preceding 180 days, has accepted but failed to pay written itemized statements of estimated charges from ILTexas as provided under Government Code 552.261(b), ILTexas may require the requestor to pay the estimated charges for the request before the request is fulfilled.

*Sec. 1.6.5.3.3. Documentation of Unpaid Amounts*

ILTexas must fully document the existence and amount of those unpaid amounts or the amount of any anticipated costs before requiring a deposit or bond. The documentation is subject to required public disclosure.

*Sec. 1.6.5.3.4. Waivers*

ILTexas shall provide a copy of public information without charge or at a reduced charge if ILTexas determines that waiver or reduction of the charge is in the public interest because providing the information primarily benefits the public.

If the cost to ILTexas of processing the collection of a charge for providing a copy of public information will exceed the amount of the charge, ILTexas may waive the charge.

**Sec. 1.6.5.4. Government Publications.**

The cost provisions described above do not apply to a publication that is compiled and printed by or for ILTexas for public dissemination. If the cost of the publication is not determined by state law, ILTexas may determine the charge for providing the publication, or ILTexas may provide the publication free of charge, if state law does not require a certain charge.

**Sec. 1.6.6. INSPECTION OF PUBLIC INFORMATION.**

**Sec. 1.6.6.1. Inspection of Public Information.**

If the requestor does not request a copy of public information, ILTexas may not impose a charge for making available for inspection any public information that exists in a paper record, except as set forth below.

*Sec. 1.6.6.1.1. Confidential Information*

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If a page contains confidential information that must be edited from the record before the information can be made available for inspection, ILTexas may charge for the cost of making a photocopy of the page from which the confidential information must be edited. No charge other than the cost of the photocopy may be imposed.

*Sec. 1.6.6.1.2. Payment, Deposit, or Bond*

The officer for public information or agent may require a requestor to pay, or to make a deposit or post a bond for the payment of, anticipated personnel costs for making available for inspection public information that exists in paper records if:

1. The information specifically requested by the requestor is older than five years or completely fills, or when assembled will completely fill, six or more archival boxes; and
2. The officer for public information or agent estimates that more than five hours will be required to make the information available for inspection.

If ILTexas has fewer than 16 full-time employees, the payment, deposit, or bond may be required only if:

1. The information specifically requested by the requestor is older than three years or completely fills, or when assembled will completely fill, three or more archival boxes; and
2. The officer for public information or agent estimates that more than two hours will be required to make the information available for inspection.

**Sec. 1.6.6.2. Electronic Records.**

If ILTexas receives a request to inspect information that exists in an electronic medium and that is not available directly online to the requestor, ILTexas may not impose a charge for access to the information unless complying with the request will require programming or manipulation of data. If programming or manipulation of data is required, ILTexas shall notify the requestor before assembling the information and provide the requestor with an estimate of charges that will be imposed.

If public information exists in an electronic form on a computer owned or leased by ILTexas, and the public has direct access to that computer through a computer network or other means, the electronic form of the information may be electronically copied from that computer without charge if accessing the information does not require processing, programming, or manipulation on ILTexas’s computer before the information is copied. If such information does require processing, programming, or manipulation before it can be copied, ILTexas may impose charges.

If ILTexas creates or keeps information in an electronic form, ILTexas is encouraged to explore options to separate confidential information from public information and make the public

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information available to the public through electronic access through a computer network or other means.

**Sec. 1.6.7. MISCELLANEOUS.**

**Sec. 1.6.7.1. Limit on Personnel Time for Large or Frequent Requests.**

After ILTexas personnel collectively have spent 36 hours of time producing public information for a requestor during the ILTexas fiscal year, ILTexas shall charge the requestor for any additional personnel time spent producing information for the requestor, in accordance with law.

*Sec. 1.6.7.1.1. Request by Minor*

Any time spent complying with a request submitted in the name of a minor, as defined by Family Code 101.003(a), is to be included in the calculation of the cumulative amount of time spent complying with a request for public information by a parent, guardian, or other person who has control of the minor under a court order and with whom the minor resides, unless that parent, guardian, or other person establishes that another person submitted that request in the name of the minor.

*Sec. 1.6.7.1.2. Exception*

This section does not apply if the requestor is an individual who, for a substantial portion of the individual’s livelihood or for substantial financial gain, gathers, compiles, prepares, collects, photographs, records, writes, edits, reports, investigates, processes, or publishes news or information for and is seeking the information for:

1. A radio or television broadcast station that holds a broadcast license for an assigned frequency issued by the Federal Communications Commission;
2. A newspaper that is qualified under Government Code 2051.044 to publish legal notices or is a free newspaper of general circulation and that is published at least once a week and available and of interest to the general public in connection with the dissemination of news;
3. A newspaper of general circulation that is published on the Internet by a news medium engaged in the business of disseminating news or information to the general public; or
4. A magazine that is published at least once a week or on the Internet by a news medium engaged in the business of disseminating news or information to the general public.

This section also does not apply if the requestor is an elected official of the United States, this state, or a political subdivision of this state, or a representative of a publicly funded legal services organization that is a federal tax exempt entity under Section 501(c)(3), Internal Revenue Code of 1986.

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*Sec. 1.6.7.1.3. Written Statement of Personnel Time*

Each time ILTexas complies with a request for public information, ILTexas shall provide the requestor with a written statement of the amount of personnel time spent complying with that request and the cumulative amount of time spent complying with requests for public information from that requestor during the applicable 12-month period. The amount of time spent preparing the written statement may not be included in the amount of time in the statement.

*Sec. 1.6.7.1.4. Written Estimate of Charges*

If the cumulative amount of personnel time spent complying with requests for public information from the same requestor equals or exceeds the established time limit, ILTexas shall provide the requestor with a written estimate of the total cost, including materials, personnel time, and overhead expenses, necessary to comply with the request. ILTexas shall provide the written estimate on or before the tenth day after the date on which the request was made. The amount of this charge relating to the cost of locating, compiling, and producing the public information shall be established by rules prescribed by the Attorney General.

*Sec. 1.6.7.1.5. Additional Time*

If ILTexas provides the requestor with written notice that additional time is required to prepare the written estimate, ILTexas must provide the written estimate as soon as practicable, but on or before the tenth day after the date ILTexas provided the notice that additional time was required.

*Sec. 1.6.7.1.6. Acceptance of Charges*

ILTexas is not required to produce public information for inspection or duplication or to provide copies of public information in response to the requestor’s request unless on or before the tenth day after the date ILTexas provided the written estimate, the requestor submits a written statement to ILTexas in which the requestor commits to pay the lesser of:

1. The actual costs incurred in complying with the request, including the cost of materials, personnel time, and overhead; or
2. The amount stated in the written estimate.

If the requestor fails or refuses to submit a written statement, the requestor is considered to have withdrawn the request.

*Sec. 1.6.7.1.7. Waived or Reduced Charges*

This section does not prohibit ILTexas from providing a copy of public information without charge or at a reduced rate, or from waiving a charge for providing a copy of public information, under Government Code 552.267 [see WAIVERS, above].



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**Sec. 1.6.7.2. Filing Suit to Withhold Information.**

ILTexas may file suit seeking to withhold information if ILTexas receives a determination from the Attorney General that information must be disclosed to a requestor. The suit must be filed in Travis County district court against the Attorney General and must seek declaratory relief from compliance with the Attorney General's decision.

ILTexas must bring the suit not later than the 30th calendar day after ILTexas receives the Attorney General's decision. If ILTexas wishes to preserve an affirmative defense for its officer for public information, as provided by Government Code 552.353(b)(3), ILTexas must file suit not later than the tenth calendar day after receipt of the Attorney General's decision.

**Sec. 1.6.7.3. Parent's Request for Information.**

ILTexas shall comply with a TPIA upon receipt of a request from a parent for public information relating to the parent's child.

If ILTexas seeks to file suit to challenge a decision by the Attorney General in order to withhold information it must bring the suit not later than the 30th calendar day after the date ILTexas receives the decision of the Attorney General, unless an earlier deadline is established by the TPIA.

A court shall grant such a suit precedence over other pending matters to ensure prompt resolution. Notwithstanding any other law, ILTexas may not appeal the decision of the court. This prohibition does not affect the right of a parent to appeal the decision. If ILTexas does not bring suit within the period established, ILTexas shall comply with the decision of the Attorney General.



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**Preamble**

The Board of Directors (collectively, the “Board” or the “Directors,” and individually a “Director”) of **INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC. (hereinafter “I.A.E.F.”)** is committed to maintaining the highest legal and ethical standards in the conduct of the business of I.A.E.F., and to protecting the integrity and reputation of I.A.E.F., **INTERNATIONAL LEADERSHIP OF TEXAS (hereinafter “ILTexas”)**, the Board, and all ILTexas employees, volunteers, and programs.

The Directors and Officers (as defined below) shall exercise their duties honestly, in good faith, and with a high standard of diligence and care. Accordingly, the Directors and Officers shall ensure that they (1) do not compromise their independence of judgment, (2) preserve confidence and trust in the organization and the Board, and (3) protect and fulfill the mission of I.A.E.F. As such, this Policy will assist Directors and Officers as they identify actual or potential conflicts of interest, and with a procedure to address conflicts which may arise.

**Sec. 1.7.1. ETHICAL PRINCIPLES.**

**Sec. 1.7.1.1. Personal and Professional Integrity.**

Directors and Officers shall conduct themselves in an honest and ethical manner, including the ethical handling of actual or apparent conflicts of interest, as set forth below.

**Sec. 1.7.1.2. Financial Stewardship.**

As a tax-exempt public charity, I.A.E.F. shall expend funds and record those expenditures in a manner that advances the charitable and educational mission and objectives of I.A.E.F., and not the private interests of Directors or Officers.

**Sec. 1.7.1.3. Public Accountability.**

I.A.E.F. shall provide comprehensive and timely information in accordance with applicable state and federal law and shall be responsive to reasonable requests for information about its activities. Additionally, informational data about I.A.E.F., such as IRS Form 990, audited financial statements and Annual Financial and Compliance Report, shall be made available to the public in accordance with applicable state and federal law.

**Sec. 1.7.1.4. Accuracy and Retention of Records.**

I.A.E.F. will create and maintain records that satisfy operational and legal requirements, including federal, state and local laws.

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**Sec. 1.7.1.5. Political Activities.**

As a 501(c)(3) tax-exempt public charity, I.A.E.F. shall not engage in political activities. Directors and Officers shall not use their relationship with I.A.E.F. to promote or oppose political candidates or parties, or to create the appearance that I.A.E.F. endorses or opposes a political candidate or party for elected office.

**Sec. 1.7.1.6. Endorsements and Use of the I.A.E.F. Name and Affiliation.**

The I.A.E.F. and ILTexas name, logo, letterhead, or other intellectual property may not be used by any person to endorse or gain support for a cause without prior authorization in writing from the Directors.

**Sec. 1.7.1.7. Questions, Concerns or Reports of Violations.**

Should a Director or Officer believe a colleague is violating the obligations or expectations of this Policy, or is otherwise acting in an illegal or unethical manner, it is his or her duty to report the matter to the President of the Board of Directors, or the Chief Executive Officer, as appropriate.

**Sec. 1.7.2. CONFLICTS OF INTEREST.**

**Sec. 1.7.2.1. Statement on State Law.**

ILTexas and its Officers and Directors shall comply with state law governing conflicts of interest among charter school and charter holder board members and officers, as described in Chapter 12 of the Texas Education Code, and 19 TAC §§ 100.1131–100.1135, including, but not limited to the following:

*Sec. 1.7.2.1.1. Employees Serving on the Board*

- (1) Directors and Officers of ILTexas shall comply with Local Government Code, Chapter 171 in the manner provided by the conflict of interest provisions described in 19 TAC §§ 100.1131–100.1135. (*See below.*)
- (2) Officers of ILTexas are defined by the Commissioner of Education to be persons charged with the duties of, or acting as a Chief Executive Officer, a Central Administration Officer, a Campus Administration Officer, or a Business Manager, regardless of whether the person is an employee or contractor of the charter holder, the school, a management company, or any other person; or a volunteer working under the direction of the charter holder, the school, or a management company. A charter holder employee or independent contractor engaged solely in non-charter activities for the charter holder is not an “officer” of ILTexas.

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- (3) The ILTexas Chief Executive Officer is a person (or persons) directly responsible to the governing body of the charter holder for supervising one or more Central Administration Officers, Campus Administration Officers, and/or Business Managers.
- (4) A Central Administration Officer for ILTexas is a person charged with the duties of, or acting as, a Chief Operating Officer, director, or assistant director of the charter holder for ILTexas, including one or more of the following functions:
  - (A) assuming administrative responsibility and leadership for the planning, operation, supervision, or evaluation of the education programs, services, or facilities of the Board, for appraising the performance of the Board's or ILTexas's staff;
  - (B) assuming administrative authority or responsibility for the assignment or evaluation of any of the personnel of the Board, including those employed by a management company;
  - (C) making recommendations to the Board or ILTexas regarding the selection of personnel of the Board, including those employed by a management company;
  - (D) recommending the termination, non-renewal, or suspension of an employee or officer of the Board, including those employed by a management company; or recommending the termination, non-renewal, suspension, or other action affecting a management contract;
  - (E) managing the day-to-day operations of the Board, as its administrative manager;
  - (F) preparing or submitting a proposed budget to the charter holder Board or ILTexas (except for developing budgets for a ILTexas campus, if this is a function performed by a Campus Administration Officer under the terms of the open-enrollment charter);
  - (G) preparing recommendations for policies to be adopted by the Board, or overseeing the implementation of adopted policies, except for legal services provided by an attorney licensed to practice law in this state, or public accountancy services provided by a certified public accountant licensed to practice public accountancy in this state;
  - (H) developing, or causing to be developed, appropriate administrative regulations to implement policies established by the Board, except for legal services provided by an attorney licensed to practice law in this state, or public accountancy services provided by a certified public accountant licensed to practice public accountancy in this state;
  - (I) providing leadership for the attainment of student performance in ILTexas, based on the indicators adopted under TEC §§ 39.053–39.054, or other indicators in the I.A.E.F. charter; or

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- (J) organizing the central administration of the Board.
- (5) A Campus Administration Officer for ILTexas is a person charged with the duties of, or acting as, a principal or assistant principal of a ILTexas campus, including one or more of the following functions:
  - (A) approving teacher or staff appointments for a ILTexas campus, unless this function is performed by a Central Administration Officer under the terms of the open-enrollment charter;
  - (B) setting specific education objectives for a ILTexas campus, unless this function is performed by a Central Administration Officer under the terms of the open-enrollment charter;
  - (C) developing budgets for a ILTexas campus, unless this function is performed by a Central Administration Officer under the terms of the open-enrollment charter;
  - (D) assuming the administrative responsibility or instructional leadership, under the supervision of a Central Administration Officer, for discipline at a ILTexas campus;
  - (E) assigning, evaluating, or promoting personnel assigned to a ILTexas campus, unless this function is performed by a Central Administration Officer under the terms of the open-enrollment charter; or
  - (F) recommending to a Central Administration Officer the termination or suspension of an employee assigned to a ILTexas campus or recommending the non-renewal of the term contract of such an employee.
- (6) A Business Manager is a person charged with managing the finances of I.A.E.F. or ILTexas.
- (7) **Also Excluded from the Board.** Except as otherwise provided by law, a person who receives “compensation or remuneration” (as defined by law and herein) from the nonprofit corporation holding I.A.E.F.’s open-enrollment charter may not serve on the Board, with the following exceptions:
  - (A) If each charter school operated by the Board as charter holder has received a satisfactory accountability rating, as defined by applicable law, for at least two of the preceding three school years, I.A.E.F. employees may serve on the Board, as described below, and as provided by law.
  - (B) If the charter holder has operated at least one charter school which reported attendance that occurred prior to September 2, 2001, but no charter school operated by the charter holder has received a sufficient number of substantive ratings to determine whether it

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has received a satisfactory rating for at least two of the preceding three school years, then I.A.E.F. employees may serve on the governing body of the charter holder, as provided by law.

- (C) An employee of I.A.E.F. may serve as a Director if: (i) only employees of I.A.E.F., and not employees of the Board, serve on the Board; (ii) the compensation or remuneration received by that Director is limited to salary, bonuses, benefits, or other compensation received pursuant to the employment relationship with I.A.E.F.; (iii) I.A.E.F. employees do not constitute a quorum of the Board or any committee of the Board; and (iv) all I.A.E.F. employees serving on the Board comply with all applicable conflict of interest provisions required by law.

Sec. 1.7.2.1.2. Conflicts Requiring an Affidavit and Abstention from Voting

The following circumstances shall be deemed a Conflict of Interest (as defined below), and the Director or Officer shall, in addition to the procedures set forth in Section 1.7.2.3 (Conflict of Interest Procedures), take the following action:

- (1) If a Director or Officer has a substantial interest in a business entity or in real property, the Director or Officer shall file, before a vote, decision, or other action on any matter involving the business entity or the real property, an affidavit stating the nature and extent of the interest, and shall abstain from further participation in the matter if:
  - (A) In the case of a substantial interest in a business entity, the vote, decision, or other action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or
  - (B) In the case of a substantial interest in real property, it is reasonably foreseeable that a vote, decision, or other action on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.
- (2) The affidavit described above is filed with the Secretary of the Board of Directors.
- (3) The Director or Officer filing the affidavit shall abstain from further participation in the matter requiring the affidavit. A Director or Officer filing the affidavit shall abstain from further participation in the matter requiring the affidavit unless a majority of the Board is composed of persons who are likewise required to file, and who do file affidavits of similar interests on the same official action.

Sec. 1.7.2.1.3. Separate Vote on Budget Item

The Directors shall take a separate vote on any budget item specifically dedicated to a contract with a business entity in which a Director has a substantial interest. Abstention is required, except as provided above and in 19 TAC § 100.1133(c), otherwise the affected Director may not

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participate in that separate vote. The affected Director may vote on a final budget if: (1) the affected Director has complied with the above-stated requirements; and (2) the matter in which the affected Director is concerned has been resolved.

**Sec. 1.7.2.2. Statement on Federal Law.**

I.A.E.F. and its Officers and Directors shall comply with the federal regulations regarding private benefit and excess benefit transactions as described in Section 4958 of the Internal Revenue Code and 26 CFR § 53.4958 (the “federal tax rules”) when it is contemplating entering into a transaction or arrangement that may benefit the private interest of a Director or Officer or other individual deemed to be a disqualified person under the federal tax rules. A “disqualified person” includes Directors and Officers, and any person who is in a position to exercise substantial influence over the affairs of the corporation. A “disqualified person” includes Family (as defined below) of the disqualified person.

*Sec. 1.7.2.2.1. Interested Person*

Any Director or Officer, employee, or member of a committee with powers delegated by the Board who has a direct or indirect Interest, as defined below, is an “Interested Person.”

- (1) A person has an “Interest” if the person has, directly or indirectly, through business, investment, or Family:
  - (A) an ownership or investment interest, directly or indirectly, in any entity with which I.A.E.F. has a transaction or arrangement;
  - (B) a compensation arrangement with I.A.E.F., or with any entity or individual with which I.A.E.F. has a transaction or arrangement; or
  - (C) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which I.A.E.F. is negotiating a transaction or arrangement.
- (2) “Compensation” is defined to include direct and indirect remuneration, as well as gifts or favors that are not insubstantial.
- (3) A person has an “Interest” if the person has a substantial interest in a business entity or a substantial interest in real property as described in Section 1.7.2.1.2 above.

*Sec. 1.7.2.2.2. Interested Person with Conflict of Interest*

An Interested Person shall have a Conflict of Interest (as defined below) only if the Board or the appropriate committee determines that a Conflict of Interest exists in accordance with the procedures set forth below.



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**Sec. 1.7.2.3. Conflict of Interest Procedures**

*Sec. 1.7.2.3.1. Duty of Prior Disclosure*

In connection with any actual or potential conflict of interest, an Interested Person shall disclose the existence of the Interest in writing to the Board as soon as he or she has knowledge of it, and the Board shall give such Interested Person the opportunity to disclose all material facts related thereto to the Board or designated committee considering the proposed transaction or arrangement. Such written disclosure shall be made part of and set forth in the Board minutes. In any event, the disclosure of any actual or potential conflict of interest by an Interested Person should occur prior to any consideration of the proposed transaction by the Board.

- (1) **Transaction Not Subject to Board Action.** An Interested Person with any actual or potential conflict of interest with respect to a transaction or arrangement that is not the subject of Board action shall disclose to the President of the Board or Chief Executive Officer, any such Interest. Such disclosure shall be made as soon as the Interest is known to the Interested Person.
- (2) **Untimely Disclosure.** If an Interested Person fails to disclose the Interest before the Board acts on a transaction as to which a Director has an Interest, then the Interested Person shall promptly submit a written statement to the Board setting forth all material facts regarding the Interest, along with an explanation concerning the untimely nature of the notice.
- (3) **Failure to Disclose.** If the Board has reasonable cause to believe that an Interested Person failed to disclose an Interest, the Board shall inform the Interested Person of the basis for such belief and afford the Interested Person an opportunity to explain the alleged failure to disclose. After hearing the Interested Person’s explanation, and conducting such investigation as may be warranted under the circumstances, the Board may determine that the Interested Person failed to disclose an actual Conflict of Interest. In such event, the Board shall vote on the appropriate corrective action.

*Sec. 1.7.2.3.2. Determining Whether a Conflict of Interest Exists*

After disclosure of the Interest and all material facts related thereto, the Interested Person *shall leave the meeting of the Board or designated committee while a determination is made by disinterested Directors as to whether a conflict of interest (“Conflict of Interest”) exists.* No Director shall vote on any matter in which he or she has a Conflict of Interest.

*Sec. 1.7.2.3.3. Vote by Disinterested Directors*

- (1) **Nonparticipation of Directors with Conflict.** A Director who has a Conflict of Interest shall neither vote nor participate in, nor be permitted to hear the Board’s discussion of the matter, except to disclose material facts and to respond to questions. Such Director shall



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not attempt to exert his or her influence with respect to the matter, either before, during, or outside of the Board meeting.

(2) **Action by Disinterested Directors.** If the Board concludes that a Conflict of Interest exists, the Board shall determine by voting whether the transaction should be authorized, approved or ratified. The vote shall be conducted as follows:

(A) Except as otherwise permitted by law, Directors with a Conflict of Interest shall leave the room in which the meeting is conducted.

(B) Except as otherwise allowed by law, and as set forth in Section 1.7.2.1.2(3), a majority of the disinterested Directors, without regard to any quorum requirement, must vote affirmatively for the transaction to be authorized, approved or ratified. However, a transaction cannot be authorized, approved or ratified by a single Director.

(3) **Vote Not Disallowed by Presence of Directors with a Conflict.** The presence of, or a vote cast by, a Director with a Conflict of Interest in a transaction does not affect the validity of a vote regarding the transaction if the transaction is otherwise authorized, approved or ratified, as prescribed herein.

(4) **Circumstances in Which Comparability Data is Necessary.** If the transaction involves compensation for services of a Director, an Officer, or other individual deemed to be a disqualified person (as defined above at page 6(B)) under the federal tax rules, or if the transaction involves the transfer of property or other benefit to a Director, Officer, or other individual deemed to be a disqualified person under the federal tax rules, the disinterested Directors or committee must determine that the value of the economic benefit provided by I.A.E.F. to the Interested Person or Persons does not exceed the value of the consideration received in exchange by obtaining and reviewing appropriate comparable data (“Comparability Data”).

(A) When considering the comparability of compensation for example, the relevant data which the Board or committee may consider includes, but is not limited to, the following: (i) compensation levels paid by similarly-situated schools; (ii) the availability of similar services within the same geographic area; (iii) current compensation surveys compiled by independent firms; and (iv) written offers from similar institutions competing for the same person’s services. When the transaction involves the transfer of real property as compensation, the relevant factors include, but are not limited to: (i) current independent appraisals of the property, and (ii) offers received in a competitive bidding process.

(B) Based on the Comparability Data, the Board or committee shall determine, by a majority vote of the disinterested Directors or committee members, whether the transaction or arrangement is fair and reasonable to I.A.E.F.. In conformity with the

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above determination, the Board or committee shall make its decision as to whether to enter into the transaction or arrangement.

- (C) If such transaction or arrangement is approved by the Board or committee, the Comparability Data and the approval shall be made part of the Board minutes in accordance with Section 1.7.2.3.4 (**Documentation**) below.

*Sec. 1.7.2.3.4. Documentation*

The Board Secretary shall keep accurate minutes reporting:

- (1) **Interest Disclosed; Determination of Conflict of Interest.** That the Interested Person(s) disclosed the Interest and the Board determined whether a Conflict of Interest exists. The minutes should include:
  - (A) The name(s) of the person(s) who disclosed or otherwise were found to have an Interest in connection with an actual or possible conflict of interest, the nature of the Interest, any action taken to determine whether a Conflict of Interest was present, and the Board’s or committee’s decision as to whether a Conflict of Interest in fact existed.
  - (B) The names of the persons who were present for discussions and votes relating to the Conflict of Interest, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
  - (C) A completed Affidavit of Abstention complying with Local Government Code Chapter 171 and 19 TAC §§ 100.1131-1134 (*see* Affidavit Exhibit A).
- (2) **Nonparticipation of Directors with Conflict.** That the Director or Directors with an Interest or a Conflict of Interest left the room and did not participate in the determination of whether a Conflict of Interest exists or the vote regarding the transaction or arrangement;
- (3) **Comparability Data.** The Comparability Data considered and relied upon by the Board in its consideration of the transaction or arrangement; and
- (4) **Vote of Disinterested Directors.** That the remaining disinterested Directors reviewed the Transaction and voted upon it, and the result of their vote.

**Sec. 1.7.2.4. Compensation.**

- (1) A Director who receives compensation, directly or indirectly, from I.A.E.F. for services is precluded from voting on matters pertaining to that Director’s compensation.

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- (2) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from I.A.E.F. for services is precluded from voting on matters pertaining to that member’s compensation.
- (3) No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from I.A.E.F., either individually or collectively, is prohibited from providing information to any committee regarding compensation.
- (4) Except with respect to Board decisions regarding a *bona fide* class or category of employees pursuant to Government Code § 573.062(b), a voting member of the Board or any committee whose jurisdiction includes compensation matters is precluded from voting on personnel matters (including matters related to compensation) concerning a person related within the third degree by consanguinity or within the second degree by affinity (as defined below and as specified by Government Code § 573.002).

**Sec. 1.7.2.5. Definitions.**

The following terms shall have the following meaning:

- (1) **Director or Officer.** A member of the governing body of a charter holder, a member of the governing body of a charter school, or an officer of a charter school. An officer means a person charged with the duties of, or acting as, a Chief Executive Officer, a Central Administration Officer, a Campus Administration Officer, or a Business Manager, regardless of whether the person is an employee or contractor of a charter holder, charter school, management company, or any other person; or a volunteer working under the direction of a charter holder, charter school, or management company. A charter holder employee or independent contractor engaged solely in non-charter activities for the charter holder is not an “officer of a charter school.” 19 TAC §100.1001(16).
- (2) **Business entity.** A sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, agency, political subdivision, or any other entity recognized by law.
- (3) **Substantial interest in business entity.** A person has a substantial interest in a business entity if: (1) the person owns 10% or more of the voting stock or shares of the business entity or owns either 10% or more or \$15,000 or more of the fair market value of the business entity; or (2) funds received by the person from the business entity exceed 10% of the person’s gross income for the previous year.
- (4) **Substantial interest in real estate.** A person has a substantial interest in real estate, if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more.

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- (5) **Substantial interest through a relative or family member.** A Director or Officer is considered to have a substantial interest if a person related to the Director or Officer within the third degree by consanguinity or the third degree by affinity (as defined below) has a substantial interest under **Sec. 1.6.2.5(iii)** above. 19 TAC § 100.1132(d).
- (6) **Family.** Family means a disqualified person’s spouse, siblings, spouses of siblings, ancestors, children, grandchildren, great grandchildren, and spouses of children, grandchildren, and great grandchildren.

**Sec. 1.7.3. NEPOTISM.**

**Sec. 1.7.3.1. Nepotism Generally Prohibited.**

A Director or Officer may not hire, select, appoint, confirm the appointment of, or vote for the hiring, selection, appointment, or confirmation of a person who is to be directly or indirectly compensated from public funds or fees of office, if:

- (1) The person is related to the Director or Officer by consanguinity (blood) within the third degree or by affinity (marriage) within the second degree (as defined below); or
- (2) The Director or Officer holds the appointment or confirmation authority as a member of a local board and the person is related to another member of the Board by blood or marriage within a prohibited degree. Government Code §§ 573.002, 573.041.
- (3) Refer to attached diagram, Exhibit B.

**Sec. 1.7.3.2. Independent Contractors.**

The nepotism law governs the hiring of an individual, whether the individual is hired as an employee or as an independent contractor.

**Sec. 1.7.3.3. Payment to Prohibited Person.**

A Director or Officer may not approve an account or draw or authorize the drawing of a warrant or order to pay the compensation of an ineligible person if the Director or Officer knows the person is ineligible. Government Code § 573.083; 19 TAC § 100.1116.

**Sec. 1.7.3.4. Relation by Consanguinity.**

Two persons are related to each other by consanguinity (blood) if one is a descendant of the other or if they share a common ancestor. An adopted child is considered to be a child of the adoptive parents for this purpose. Government Code § 573.022.

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**Sec. 1.7.3.5. Third Degree of Consanguinity.**

An individual’s relatives within the third degree by consanguinity are the individual’s:

- (1) Parent or child (first degree);
- (2) Brother, sister, grandparent, or grandchild (second degree); and
- (3) Great-grandparent, great-grandchild, aunt or uncle (who is a sibling of a parent of the person), nephew or niece (who is a child of a brother or sister of the person) (third degree).  
Government Code 573.023.

*Note:* There is no distinction under the nepotism statute between half-blood and full-blood relations. Thus, half-blood relationships fall within the same degree as those of the full blood. *See* Exhibit B.

**Sec. 1.7.3.6. Relation by Affinity.**

Two persons are related to each other by affinity (marriage) if they are married to each other, or if the spouse of one of the persons is related by consanguinity to the other person. The ending of a marriage by divorce, or the death of a spouse ends relationships by affinity created by that marriage unless a child of the marriage is living, in which case the marriage is considered to continue as long as a child of that marriage lives. This provision applies to a Board member or Officer only until the youngest child of the marriage reaches the age of 21 years. Government Code § 573.024.

**Sec. 1.7.3.7. First Degree of Affinity.**

A husband and wife are related to each other in the first degree by affinity. For other relationships, the degree of affinity is the same as the degree of the underlying relationship by consanguinity. For example, if two persons are related to each other in the second degree by consanguinity, the spouse of one of the persons is related to the other person in the second degree by affinity.

**Sec. 1.7.3.8. Second Degree of Affinity.**

If two individuals are related to each other in the second degree by consanguinity, the spouse of one of the individuals is related to the other individual in the second degree by affinity.

**Sec. 1.7.3.9. Third Degree of Affinity.**

An individual’s relatives within the third degree of affinity are:

- (1) Anyone related by consanguinity to the person’s spouse within the first or second degree;  
and

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- (2) The spouse of anyone related to the person by consanguinity within the first or second degree. Government Code § 573.025.

**Sec. 1.7.3.10. Existing Employees/Continuous Employment.**

The nepotism prohibitions do not apply to the appointment of a person to a position if the person is employed in the position immediately before the election or appointment of the Director or Officer to whom the person is related in a prohibited degree, and that prior employment is continuous for at least:

- (1) Thirty days, if the Director or Officer is appointed; or
- (2) Six months, if the Director or Officer is elected. Government Code § 573.062(a).
- (3) A person who was not restricted or prohibited under Education Code 12.1055 as it existed before September 1, 2013, from being employed by I.A.E.F. and who was employed by I.A.E.F. before September 1, 2013, is considered to have been in continuous employment as provided by Government Code § 573.062(a), and is not prohibited from continuing employment with I.A.E.F.. Education Code § 12.1055(d).

**Sec. 1.7.3.11. Continuous Employment Exception.**

For purposes of calculating the appropriate date for the applicability of the continuous-employment exception, a superintendent with final authority to select personnel is an appointed director or officer. *Atty. Gen. Op. GA-177 (2004)*. If an employee continues in a position under this exception, the Director or Officer to whom the employee is related in a prohibited degree may not participate in any deliberation or voting on the appointment, reappointment, employment, reemployment, change in status, compensation, or dismissal of the employee, if the action applies only to the employee and is not taken regarding a *bona fide* class or category of employees. Government Code § 573.062(b). A “change in status” includes a reassignment within an organization, whether or not a change in salary level accompanies the reassignment. *Atty. Gen. Op. JC-193 (2000)*. For an action to be “taken with respect to a *bona fide* category of employees,” the officeholder’s action must be based on objective criteria, which do not allow for the preference or discretion of the officeholder. *Atty. Gen. Op. DM-46 (1991)*. The nepotism prohibitions do not apply to appointment or employment of a substitute teacher. Government Code § 573.061.

**Sec. 1.7.3.12. Retired Teachers.**

A teacher who has retired from a full-time, certified teacher position has broken his or her employment with ILTexas, and does not qualify for the continuous employment exception to the nepotism laws. *Atty. Gen. Op. JC-442 (2001)*.

**Sec. 1.7.3.13. Trading Prohibited.**

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A Director or Officer may not hire, select, appoint, confirm the appointment of, or vote for the hiring, selection, appointment, or confirmation of an individual to a charter position in which the individual’s services are under the Director or Officer’s direction or control if:

- (1) The person is related to another Director or Officer within the prohibited degree; and
- (2) The appointment would be carried out, in whole or in partial consideration for the other Director or Officer’s hiring, selecting, appointing, confirming, or voting for an individual who is related to the first Director or Officer within a prohibited degree. Government Code § 573.044.

**Sec. 1.7.3.14. Source of Funding Irrelevant.**

The rules against nepotism apply to employees paid with public funds, regardless of the source of those funds. Thus, the rules apply in the case of a teacher paid with funds from a federal grant. *Atty. Gen. L.A. No. 80 (1974).*

**Sec. 1.7.3.15. Nepotism Exceptions.**

The nepotism exceptions described in 19 TAC § 100.1115 also apply. Notwithstanding an exception, a Director or Officer related in a prohibited degree may not participate in any deliberation or voting on the appointment, reappointment, or confirmation of same, employment, reemployment, change in status, compensation, or dismissal of an individual, unless the action is taken regarding a *bona fide* class or category of employees.

**Sec. 1.7.3.16. Enforcement of Nepotism Prohibitions.**

In accordance with state law, a Director or Officer who violates the nepotism regulations shall be removed from office by the Board of Directors. A failure to thus remove is a material charter violation.

- (1) Removal must be in accordance with the Articles and Bylaws of I.A.E.F. and in accordance with the terms of the charter and other state and federal law.
- (2) A Director or Officer violating the nepotism laws may also be removed by the Attorney General and may be subject to criminal and other penalties.

**Sec. 1.7.3.17. Delegation of Hiring Authority.**

The Board may delegate final authority to select ILTexas personnel to the Chief Executive Officer/Superintendent, Human Resources Director, or other designated Officer.

If such authority is designated to the Chief Executive Officer/Superintendent, the Chief Executive Officer/Superintendent is a “public official” for purposes of Chapter 573, Government Code, with



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respect to a decision made under that delegation of authority. Education Code § 11.1513(f). As such, if the Chief Executive Officer/Superintendent has been delegated final authority to select ILTexas personnel, the Chief Executive Officer/Superintendent may not hire, select, appoint, confirm the appointment of, or vote for the hiring, selection, appointment, or confirmation of an individual who is to be directly or indirectly compensated from public funds or fees of office, if:

- (1) The person is related to the Chief Executive Officer/Superintendent by consanguinity (blood) within the third degree or by affinity (marriage) within the second degree; or
- (2) The person is related to a Board member by blood or marriage within a prohibited degree. Government Code §§ 573.002, 573.041.

An individual who is related to the Chief Executive Officer/Superintendent within the relevant level or consanguinity (blood) or by affinity (marriage) and was employed by ILTexas before September 1, 2013 is considered to have been in continuous employment as provided by Government Code § 573.062(a), and is not prohibited from continuing employment with ILTexas.

Notwithstanding the above, each Director remains subject to Chapter 573, Government Code with respect to all ILTexas employees. Education Code §§ 11.1513(f), 12.1055.

A supervisor shall not have direct professional supervisory responsibility over an ILTexas employee who is related to that supervisor by consanguinity (blood) within the third degree or by affinity (marriage) within the second degree. In addition, all relatives shall be separated by at least two levels of direct reports. In other words, a supervisor-relative may not have an employee-relative be a direct report, and a supervisor-relative must place two non-relative employees, with supervisory roles, between himself/herself and the employee-relative.

**Sec. 1.7.4. CONFIDENTIALITY.**

**Sec. 1.7.4.1. No Improper Disclosure.**

A Director and Officer shall exercise care not to disclose Confidential Information. Confidential Information is information deemed confidential by law, and any information not generally known or publicly available, or that ILTexas maintains as confidential, proprietary, restricted, or otherwise as not to be disclosed generally, and any information that the Board or ILTexas otherwise determines or deems as Confidential Information.

**Sec. 1.7.4.2. No Use of Information for Personal Benefit.**

A Director shall not use I.A.E.F. property, Confidential Information, or the status of his or her position to solicit business for others, or in any other manner obtain a private financial, social or political benefit.

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**Sec. 1.7.5. DISCLOSURE AND ANNUAL REVIEW.**

**Sec. 1.7.5.1. New Directors and Officers.**

Each new Director and Officer shall review a copy of this Policy and shall complete the Annual Statement of Disclosure and Compliance attached hereto as Exhibit C.

**Sec. 1.7.5.2. Periodic Review.**

To ensure that I.A.E.F. operates in a manner consistent with charitable purposes, and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects: (i) whether compensation arrangements and benefits are reasonable based on competent survey information, and are the result of arm’s length bargaining; (ii) whether partnerships, joint ventures, and arrangements with management organizations conform to I.A.E.F.’s written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

**Sec. 1.7.5.3. Annual Review.**

Each Director and Officer shall annually complete the Annual Statement of Disclosure and Compliance. The Board shall treat completed Annual Statements of Disclosure and Compliance as Confidential Information.

**Sec. 1.7.5.4. Applicable Law.**

This Policy is supplemental to and does not replace federal, state or local laws governing conflicts of interest applicable to charter schools and charitable organizations. When in conflict, the applicable law shall control.

Adopted the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
President

\_\_\_\_\_  
Member

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Member

\_\_\_\_\_  
Treasurer

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**EXHIBIT A**

**STATE OF TEXAS**

§

**COUNTY OF \_\_\_\_\_**

§

§

I, \_\_\_\_\_, a local public official, make this affidavit and hereby under oath state the following:

I have a substantial interest in a business entity or real property that may receive a special economic effect that is distinguishable from the effect on the public by an action contemplated by I.A.E.F..

The business entity or real property in which I have a substantial interest is: [*name and address of business and/or description of property*]:

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I or a person that is related to me within the first degree of consanguinity (blood) or affinity (marriage) as defined by state law has a substantial interest in this business entity or real property for the following reasons [*check all that apply*]:

- an ownership interest of 10 percent or more of the voting stock or shares of the business entity;
- an ownership interest of 10 percent or more or \$15,000 or more of the fair market value of the business entity;
- funds received from the business entity exceed 10 percent of \_\_\_\_\_ (my, his, her) gross income for the previous year;

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real property is involved and \_\_\_\_\_ (I, he, she) have/has an equitable or legal ownership with a fair market value of at least \$2,500;

Upon filing of this affidavit with the official record keeper of the charter holder for I.A.E.F., I affirm that I shall abstain from voting or further participating in any matter involving the business entity or real property, unless allowed by law.

SIGNED this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Title

Before me, the undersigned authority, this day personally appeared \_\_\_\_\_  
\_\_\_\_\_ (Affiant Name) and by oath swore that the facts herein above stated are true and correct to the best of his/her knowledge or belief.

SWORN TO and SUBSCRIBED before me on the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

(seal)

My commission expires: \_\_\_\_\_

**INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**

**BOARD POLICY MANUAL**

**POLICY GROUP 1 – GOVERNANCE**

**ETHICS, CONFLICT OF INTEREST, AND NEPOTISM**

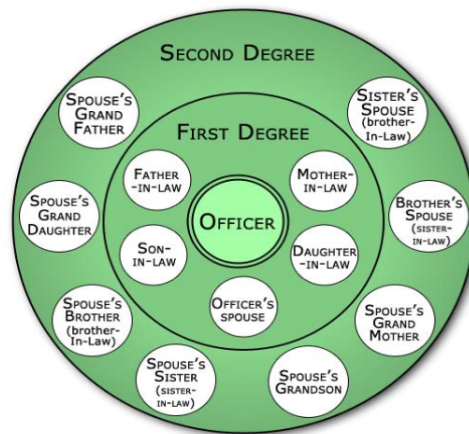
**EXHIBIT B**

**NEPOTISM CHART**

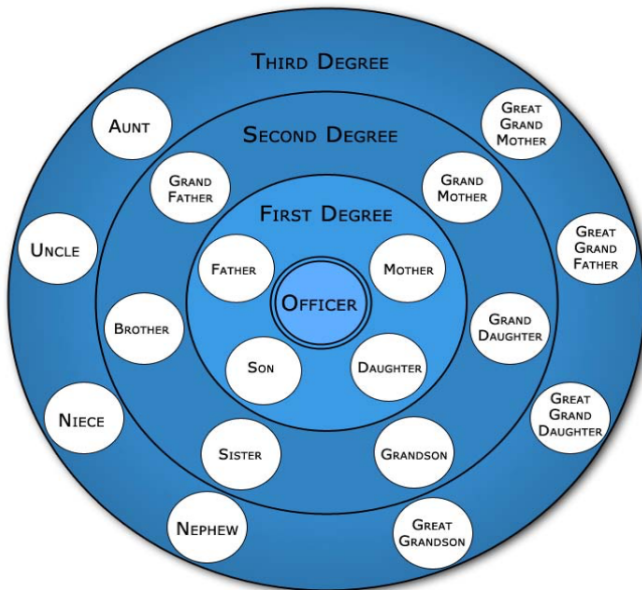
**NEPOTISM CHART**

The chart below shows

- **Affinity Kinship** (relationship by marriage)
- **Consanguinity Kinship** (relationship by blood) for purposes of interpreting nepotism as defined in VTCA Government Code, Chapter 573, §§573.021 - .025



**AFFINITY KINSHIP**  
Relationship by Marriage



**CONSANGUINITY KINSHIP**  
Relationship by Blood

**[CHARTER HOLDER] BOARD POLICY MANUAL**  
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**EXHIBIT C**

**ANNUAL STATEMENT OF DISCLOSURE AND COMPLIANCE**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

- Please describe below any relationships, positions, or circumstances in which you are involved that you believe could be considered an Interest or that might be perceived as an actual or possible Conflict of Interest, as defined in the I.A.E.F. Ethics, Conflict of Interest and Nepotism Policy. Please also describe any familial relationships that would qualify as relationships within the prohibited degree as defined in the I.A.E.F. Ethics, Conflict of Interest and Nepotism Policy.

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- I am involved in no activity, relationship, position or circumstance that could be considered an Interest or might be perceived as an actual or possible Conflict of Interest, as defined in the I.A.E.F. Ethics, Conflict of Interest and Nepotism Policy. I do not have any familial relationships that would qualify as relationships within the prohibited degree as defined in the I.A.E.F. Ethics, Conflict of Interest and Nepotism Policy.

I hereby certify that the information as set forth above is true and complete to the best of my knowledge. I have reviewed and agree to abide by the I.A.E.F. Ethics, Conflict of Interest and Nepotism Policy that is currently in effect.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**BOARD MEETINGS – GENERAL**

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**Sec. 1.8.1.1. DEFINITIONS.**

**A. Meeting**

“Meeting” means a deliberation among a quorum of the Board, or between a quorum of the Board and another person, during which public business or public policy over which the Board has supervision or control is discussed or considered, or during which the board takes formal action.

“Meeting” also means a gathering:

1. That is conducted by the Board or for which the Board is responsible;
2. At which a quorum of members of the Board is present;
3. That has been called by the Board; and
4. At which Board members receive information from, give information to, ask questions of, or receive questions from any third person, including an employee of **INTERNATIONAL LEADERSHIP OF TEXAS, hereinafter “ILTexas,”** about the public business or public policy over which the Board has supervision or control.

*Gov’t Code 551.001(4)*

A communication or exchange of information between Board members about public business or public policy over which the Board has supervision or control does not constitute a meeting or deliberation for purposes of the Texas Open Meetings Act if the communication is posted to an online message board or similar Internet application in compliance with Government Code 551.006. *Gov’t Code 551.006.*

The term “meeting” does not include the gathering of a quorum of the Board at a social function unrelated to the public business that is conducted by the Board, or the attendance by a quorum of the Board at a regional, state, or national convention or workshop, ceremonial event, or press conference, if formal action is not taken and any discussion of public business is incidental to the social function, convention, workshop, ceremonial event, or press conference. *Gov’t Code 551.001(4).*

**B. Deliberation**

“Deliberation means a verbal exchange during a meeting between a quorum of the Board, or between a quorum of the Board and another person, concerning an issue within the jurisdiction of the Board or any public business. *Gov’t Code 551.001(2).*

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**C. Recording**

Recording” means a tangible medium on which audio or a combination of audio and video is recorded, including a disc, tape, wire, film, electronic storage drive, or other medium now existing or later developed. *Gov’t Code 551.001(7)*.

**D. Videoconference Call**

“Videoconference call” means a communication conducted between two or more persons in which one or more of the participants communicates with the other participants through duplex audio and video signals transmitted over a telephone network, a data network, or the Internet. *Gov’t Code 551.001(8)*.

**Sec. 1.8.1.2. CHIEF EXECUTIVE OFFICER PARTICIPATION.**

The Board shall provide the CEO an opportunity to present at a meeting an oral or written recommendation to the Board on any item that is voted on by the Board at the meeting.

**Sec. 1.8.1.3. OPEN TO PUBLIC.**

Every Board meeting shall be open to the public. The Board may, however, exclude a witness from a hearing during the examination of another witness in a matter being investigated and may enter into a closed meeting, as provided by law. *Gov’t Code 551.002, .084*.

**Sec. 1.8.1.4. RECORDING.**

All or any part of an open meeting may be recorded by any person in attendance by means of a recorder, video camera, or other means of aural or visual reproduction.

The Board may adopt reasonable rules to maintain order at a meeting, including rules relating to the location of recording equipment and the manner in which the recording is conducted. These rules may not prevent or unreasonably impair a person from exercising the right to record a meeting that is open to the public. *Gov’t Code 551.023*.

**Sec. 1.8.1.5. MINUTES.**

The Board shall and keep minutes or make a recording of each open meeting. The minutes shall state the subject matter of each deliberation and indicate each vote, order, decision, or other action taken. *Gov’t Code 551.021*.

The minutes and recording are public records and shall be available for public inspection and copying on request to the CEO or designee. *Gov’t Code 551.022*.

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**Sec. 1.8.1.6. NOTICE REQUIRED.**

The Board shall give written notice of the date, hour, place, and subject(s) of each Board meeting. Gov't Code 551.041.

If the Board recesses an open meeting to the following regular business day, the Board is not required to post notice of the continued meeting if the action is taken in good faith and not to circumvent Government Code Chapter 551. If an open meeting is continued to the following regular business day and, on that following day, the Board continues the meeting to another day, the Board must give the required written notice of the meeting continued to that other day. *Gov't Code 551.0411(a).*

**Sec. 1.8.1.7. INQUIRY DURING MEETING.**

If a member of the public or the Board inquires at a meeting about a subject for which notice has not been given, the notice provisions do not apply to a statement of specific factual information given in response to the inquiry or a recitation of existing policy in response to the inquiry. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda of a subsequent meeting. *Gov't Code 551.042.*

**Sec. 1.8.1.8. TIME OF NOTICE AND ACCESSIBILITY.**

Notice of a Board meeting shall be posted on a bulletin board at a place convenient to the public in the ILTexas Central Administration Office for at least 72 hours before the scheduled time of the meeting. That notice or a notice posted at another Board-designated place shall at all times be readily accessible to the public for at least 72 hours before the scheduled time of the meeting. *Gov't Code 551.043(a), .051.*

If ILTexas is required to post notice of a meeting on the Internet, ILTexas satisfies the requirement that the notice must be posted in a place readily accessible to the general public at all times by making a good-faith attempt to continuously post the notice on the Internet during the prescribed period.

ILTexas must still comply with the duty to physically post the notice in the Central Administration Office, and if ILTexas makes a good-faith attempt to continuously post the notice on the Internet during the prescribed period, the physically posted notice must be readily accessible to the general public during normal business hours. *Gov't Code 551.043(b).*

**A. Internet Posting**

If ILTexas maintains an Internet website, in addition to the other place at which notice is required to be posted, the Board must also concurrently post notice of a meeting on the Internet website.

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If the ILTexas boundaries contain all or part of the area within the corporate boundaries of a municipality with a population of 48,000 or more, the Board must also, concurrently with the notice, post on the ILTexas Internet website the agenda for a Board meeting, if the agenda differs from the posted notice.

The validity of a posting by ILTexas in a good-faith attempt to comply with the Internet posting requirements is not affected by a failure to comply that is due to a technical problem beyond ILTexas’s control. Gov’t Code 551.056.

**Sec. 1.8.1.9. SPECIFICITY OF AGENDA/NOTICE.**

Agendas for all meetings shall be sufficiently specific to inform the public of the subjects to be deliberated at the meeting, setting out any special or unusual matters to be considered or any matter in which the public has a particular interest. Deliberations or actions pertaining to the Chief Executive Officer, the Superintendent and principals are of particular public interest, and notice of those subjects must be worded with such clarity that the public will understand what the Board proposes to discuss or accomplish.

The terms “employee briefing” or “staff briefing” do not give adequate notice of the subject matter to be presented to the Board by employees or staff members.

The subject of a report or update by ILTexas staff or a Board member must be set out in the notice in a manner that informs a reader about the subjects to be addressed.

**Sec. 1.8.1.10. EMERGENCY MEETING OR EMERGENCY AGENDA ADDITIONS.**

In an emergency or when there is an urgent public necessity, the notice of a meeting or the supplemental notice of a subject added to an agenda posted in accordance with law is sufficient if it is posted for at least two hours before the meeting is convened.

An emergency or urgent public necessity exists only if immediate action is required because of an imminent threat to public health and safety or a reasonably unforeseeable situation. The Board shall clearly identify the emergency or urgent public necessity for each item in the notice of an emergency meeting and each item added in a supplemental notice.

**Sec. 1.8.1.11. CATASTROPHE.**

If the Board is prevented from convening an open meeting that was otherwise properly posted under Government Code Section 551.041 because of a catastrophe, the Board may convene the meeting in a convenient location within 72 hours pursuant to Government Code Section 551.045 if the action is taken in good faith and not to circumvent Government Code Chapter 551. If the Board is unable to convene the open meeting within those 72 hours, the Board may subsequently convene the meeting only if the board gives the required written notice of the meeting.

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“Catastrophe” means a condition or occurrence that interferes physically with the ability of the Board to conduct a meeting, including:

1. Fire, flood, earthquake, hurricane, tornado, or wind, rain, or snow storm;
2. Power failure, transportation failure, or interruption of communication facilities;
3. Epidemic; or
4. Riot, civil disturbance, enemy attack, or other actual or threatened act of lawlessness or violence.

*Gov’t Code 551.0411(b), (c).*

**Sec. 1.8.1.12. NOTICE TO NEWS MEDIA.**

ILTexas shall provide special notice of each meeting by telephone, facsimile transmission, or electronic mail to any news media that has requested it and agreed to reimburse ILTexas for the cost of providing the special notice. When an emergency meeting is called or an emergency item added to an agenda, the Board President or Board member who calls an emergency meeting or adds an emergency item to the agenda of a meeting shall notify by telephone, facsimile transmission, or electronic mail any news media who have previously requested special notice of all meetings. *Gov’t Code 551.047, .052.*

**Sec. 1.8.1.13. QUORUM.**

A majority of the Board constitutes a quorum for meetings. *Gov’t Code 551.001(6).*

**Sec. 1.8.1.14. SECRET BALLOT.**

No vote shall be taken by secret ballot.

**Sec. 1.8.1.15. MEETING BY TELEPHONE CONFERENCE CALL.**

The Board may hold a meeting by telephone conference call if an emergency or public necessity exists within the meaning of Government Code 551.045 and the convening at one location of a quorum of the Board is difficult or impossible, or if the meeting is held by an advisory board.

Each part of the telephone conference call meeting that is required to be open shall be audible to the public at the location specified in the notice of the meeting. The location designated in the notice as the location of the meeting shall provide two-way communication during the entire telephone conference call meeting and the identification of each party to the telephone conference shall be clearly stated prior to speaking.

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**A. Notice**

The telephone conference call meeting is subject to the notice requirements applicable to other meetings. The notice must specify as the location of the meeting the location where Board meetings are usually held.

**B. Recording**

The conference call meeting shall be recorded and made available to the public.

*Gov't Code 551.125.*

**Sec. 1.8.1.16. MEETING BY VIDEOCONFERENCE CALL.**

A Board member or ILTexas employee may participate remotely in a Board meeting by means of a videoconference call if the video and audio feed of the Board member's or employee's participation, as applicable, is broadcast live at the meeting and complies with the provisions below. A Board member who participates by videoconference call shall be counted as present at the meeting for all purposes.

A Board meeting may be held by videoconference call only if:

1. The Board makes available to the public at least one suitable physical space located in ILTexas's geographic jurisdiction that is equipped with videoconference equipment that provides an audio and video display, as well as a camera and microphone by which a member of the public can provide testimony or otherwise actively participate in the meeting;
2. The Board member presiding over the meeting is present at the physical space; and
3. Any member of the public present at that physical space is provided the opportunity to participate in the meeting by means of a videoconference call in the same manner as a person who is physically present at a Board meeting that is not conducted by videoconference call.

The location where the presiding officer is physically present shall be open to the public during the open portions of the meeting. *Gov't Code 551.001(7), .127.*

**A. Notice**

A meeting held by videoconference call is subject to the notice requirements applicable to other meetings in addition to the notice requirements applicable to meetings by videoconference call.

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The notice of a meeting to be held by videoconference call must specify as a location of the meeting the location where the presiding officer will be physically present and specify the intent to have the presiding officer present at that location.

**B. Quality of Audio and Video Signals**

Each portion of a meeting held by videoconference call that is required to be open to the public shall be visible and audible to the public at the location specified in the notice. If a problem occurs that causes a meeting to no longer be visible and audible to the public at that location, the meeting must be recessed until the problem is resolved. If the problem is not resolved in six hours or less, the meeting must be adjourned.

The physical location specified in the notice, and each remote location from which a member of the board participates, shall have two-way audio and video communication with each member who is participating by videoconference call during the entire meeting. The face of each participant in the videoconference call, while that participant is speaking, shall be clearly visible, and the voice audible, to each other participant and, during the open portion of the meeting, to the members of the public in attendance at the physical location described by the notice and at any other location of the meeting that is open to the public.

The quality of the audio and video signals perceptible at each location of the meeting must meet or exceed standards specified by the Texas Department of Information Resources. The audio and video signals perceptible by members of the public at each location of the meeting described by the notice and at any other location of the meeting that is open to the public must be of sufficient quality so that members of the public at each location can observe the demeanor and hear the voice of each participant in the open portion of the meeting.

**C. Recording**

The Board shall make at least an audio recording of the meeting. The recording shall be made available to the public.

**D. Remote Participation by the Public**

The Board may allow a member of the public to testify at a meeting from a remote location by videoconference call even if a Board member is not participating in the meeting from a remote location.

*Gov't Code 551.127; 1 TAC 209.10-.11.*

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**Sec. 1.8.1.17. VIDEO AND AUDIO RECORDING OF MEETING.**

If ILTexas has a student enrollment of 10,000 or more, the Board shall make a video and audio recording of reasonable quality of each regularly scheduled open meeting that is not a work session or a special called meeting. In addition, the Board may broadcast a regularly scheduled open meeting on television.

The Board shall make available an archived copy of the video and audio recording on the Internet not later than seven days after the date the recording was made. The Board shall maintain the archived recording on the Internet for not less than two years after the date the recording was first made available. However, the Board is exempt from the requirements in this paragraph if the Board’s failure to make the required recording of a meeting available is the result of a catastrophe, as defined by Government Code 551.0411 (see Catastrophe above), or a technical breakdown. Following a catastrophe or breakdown, the Board must make all reasonable efforts to make the required recording available in a timely manner.

The Board may make the archived recording available on an existing Internet site, including a publicly accessible video-sharing or social networking site. The Board is not required to establish a separate Internet site and provide access to archived recordings of meetings from that site.

If ILTexas maintains an Internet site, ILTexas shall make available on that site, in a conspicuous manner, the archived recording of each meeting or an accessible link to the archived recording of each such meeting. Gov’t Code 551.128(b-1)–(b-6).

**Sec. 1.8.1.18. INTERNET BROADCAST.**

If ILTexas and the Board are not subject to the provisions above at Video and Audio Recording of Meeting, the Board may broadcast an open meeting over the Internet. If the Board broadcasts a meeting over the Internet, it shall establish an Internet site and provide access to the broadcast from that site. The Board shall provide on the Internet site the same notice of the meeting, within the time required for posting that notice, that the Board is required to post under the Open Meetings Act. Gov’t Code 551.128(b), (c).

**Sec. 1.8.1.19. ATTORNEY CONSULTATION.**

The Board may use a telephone conference call, videoconference call, or communications over the Internet to conduct a public consultation with its attorney in an open meeting of the Board or a private consultation with its attorney in a closed meeting.

Each part of a public consultation by the Board with its attorney in an open meeting must be audible to the public at the location specified in the notice of the meeting as the location of the meeting.



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**Exception:** This does not apply to a consultation with an attorney who is an employee of ILTexas. An attorney who receives compensation for legal services performed, from which employment taxes are deducted by ILTexas, is an employee of the ILTexas. *Gov't Code 551.129.*

**Sec. 1.8.1.20. HEARING-IMPAIRED PERSONS**

In a proceeding before the Board in which the legal rights, duties, or privileges of a party are to be determined by the Board after an adjudicative hearing, the Board shall supply for a party who is deaf or hearing impaired an interpreter who has qualifications approved by the Texas Department of Assistive and Rehabilitative Services.

For purposes of this requirement, “deaf or hearing impaired” means having a hearing impairment, regardless of the existence of a speech impairment, that inhibits comprehension of a proceeding or inhibits communication with others. *Gov't Code 558.001, .003.*

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**Sec. 1.8.2.1. EXCEPTIONS TO REQUIREMENT THAT BOARD MEETINGS BE OPEN.**

The Board may conduct a closed meeting for the purposes described in Subchapter B, Chapter 551, Texas Government Code, or other applicable including but not limited to:

1. Consultation with the Board’s attorney, in accordance with by Gov’t Code 551.071;
2. Deliberations regarding the purchase, exchange, lease, or value of real property, in accordance with Gov’t Code 551.072;
3. Deliberations regarding a negotiated contract for a prospective gift or donation to **INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**, in accordance with Gov’t Code 551.073;
4. Deliberations regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of an **INTERNATIONAL LEADERSHIP OF TEXAS (hereinafter “ILTexas”)** officer or employee or to hear a complaint against an ILTexas officer or employee, in accordance with Gov’t Code 551.074;
5. Deliberations in a case in which a complaint or charge is brought against an ILTexas employee by another ILTexas employee and the complaint or charge directly results in the need for a hearing, in accordance with Gov’t Code 551.082;
6. Deliberations in a case involving discipline of an ILTexas student, in accordance with Gov’t Code 551.082;
7. Deliberations in a matter regarding a student if personally identifiable information about the student will necessarily be revealed by the deliberation, in accordance with Gov’t Code 551.0821;
8. Deliberations in matters involving certain information regarding insurance, health, or retirement plans, in accordance with Gov’t Code 551.0785;
9. Deliberations regarding the deployment or specific occasions for implementation of security personnel or devices, or a security audit, in accordance with Gov’t Code 551.076; and
10. Deliberations to discuss or adopt individual assessment instruments or assessment instrument items, in accordance with Education Code 39.030(a).

**Sec. 1.8.2.2. PROCEDURES FOR CLOSED MEETINGS.**

If a closed meeting is allowed, the Board shall not conduct the closed meeting unless a quorum of the Board first convenes in an open meeting for which proper notice has been given and the presiding officer has publicly announced that a closed meeting will be held and has identified the section or sections of the Open Meetings Act or other applicable law under which the closed meeting is held. *Gov’t Code 551.101.*

**Sec. 1.8.2.3. VOTE OR FINAL ACTION.**

A final action, decision, or vote on a matter deliberated in a closed meeting shall be made only in an open meeting for which proper notice has been given. *Gov’t Code 551.102.*

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**Sec. 1.8.2.4. CERTIFIED AGENDA OR RECORDING.**

The Board shall either keep a certified agenda or make a recording of the proceedings of each closed meeting, except for private consultation with the Board and/or ILTexas’s attorney. The certified agenda must include a statement of the subject matter of each deliberation, a record of any further action taken, and an announcement by the presiding officer at the beginning and end of the closed meeting indicating the date and time. A presiding officer shall certify that a certified agenda is a true and correct record of the proceedings. If a recording is made, it must include announcements by the presiding officer at the beginning and end of the meeting indicating the date and time. *Gov’t Code 551.103.*

“Recording” means a tangible medium on which audio or a combination of audio and video is recorded, including a disc, tape, wire, film, electronic storage drive, or other medium now existing or later developed. *Gov’t Code 551.001(7).*

Closed meetings may not be recorded by an individual Board member against the wishes of a majority of the Board.

**Preservation:** The Board shall preserve the certified agenda or recording of a closed meeting for at least two years after the date of the meeting. If a legal action involving the meeting is brought within that period, the Board shall preserve the certified agenda or recording while the action is pending. *Gov’t Code 551.104(a).*

**Public Access:** A certified agenda or recording of a closed meeting is available for public inspection and copying only under a court order issued as a result of litigation involving an alleged violation of the Open Meetings Act. *Gov’t Code 551.104(b), (c).*

**Sec. 1.8.2.5. PROHIBITIONS.**

No Board member shall participate in a closed meeting knowing that neither a certified agenda nor a recording of the closed meeting is being made. *Gov’t Code 551.145.*

No individual, corporation, or partnership shall without lawful authority disclose to a member of the public the certified agenda or recording of a meeting that was lawfully closed to the public. *Gov’t Code 551.146.*

No Board member shall knowingly call or aid in calling or organizing a closed meeting that is not permitted under the Open Meetings Act, close or aid in closing a regular meeting to the public except as permitted under the Open Meetings Act, or participate in a closed meeting that is not permitted under the Open Meetings Act. *Gov’t Code 551.144(a).*

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**Affirmative Defense:** It is an affirmative defense to prosecution under Government Code 551.144(a) that a Board member acted in reasonable reliance on a court order or a written interpretation of the open meetings law contained in an opinion of a court of record, the attorney general, or the Board’s attorney. *Gov’t Code 551.144(c)*.

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**BOARD MEETINGS – PUBLIC PARTICIPATION**

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**Sec. 1.8.3.1. UNITED STATES CONSTITUTION.**

**INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.** shall take no action abridging the freedom of speech or the right of people to petition the Board for redress of grievances. *U.S. Const. Amend. I, XIV.*

The Board may confine its meetings to specified subject matter, and may hold non-public sessions to transact business. When the Board sits in public meetings to conduct public business and hear the views of citizens, it may not discriminate between speakers on the basis of the content of their speech or the message it conveys. *Rosenberger v. Rector & Visitors of Univ. of Virginia, 515 U.S. 819 (1995); City of Madison v. Wis. Emp. Rel. Comm’n, 429 U.S. 167 (1976); Pickering v. Bd. of Educ., 391 U.S. 563 (1968).*

The Board may create a limited public forum for the purpose of hearing comments from the public, so long as:

1. The Board does not discriminate against speech on the basis of viewpoint;
2. Any restrictions are reasonable in light of the purpose served by the forum; and
3. The Board provides alternative paths for expressing categories of protected speech that are excluded from the forum.

*Fairchild v. Liberty Indep. Sch. Dist., 597 F.3d 747 (5th Cir. 2010).*

**Sec. 1.8.3.2. TEXAS CONSTITUTION.**

Citizens shall have the right, in a peaceable manner, to assemble together for their common good and to apply to those invested with the powers of government for redress of grievances or other purposes, by petition, address, or remonstrance. *Tex. Const. Art. I, Sec. 27.*

**Sec. 1.8.3.3. PUBLIC COMMENT.**

So long as the requirements of the Open Meetings Act are satisfied and the right of citizens to apply to the Board for redress of their grievances is not abridged, the Board need not provide a public forum for every citizen wishing to express an opinion on a matter. Reasonable restraints on the number, length, and frequency of presentations are permissible. The Board may limit the number of persons it will hear on a particular subject and the frequency with which they may appear, so long as the regulation does not abridge constitutionally guaranteed rights of freedom of speech and to petition, nor unfairly discriminate among views seeking expression. *Att’y Gen. Op. H-188 (1973).*

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**Sec. 1.8.3.4. LIMIT ON PARTICIPATION.**

Audience participation at a Board meeting is limited to the portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

**Sec. 1.8.4.1. Public Comment**

At regular meetings, the Board shall allot up to 15 minutes to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee before the meeting begins, and shall indicate the topic about which they wish to speak.

Each person who signs up shall be allowed to address the Board one time for no more than 3 minutes. Delegations of more than five persons shall appoint one person to present their views before the Board.

**Sec. 1.8.4.2. Board’s Response**

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

**Sec. 1.8.3.5. COMPLAINTS AND CONCERNS.**

The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person shall be referred to the appropriate policy (see list below) to seek resolution:

Employee complaints: Board Policy PG-4.6 (Employee Complaints and Grievances – General).

Student or parent complaint: Board Policy PG-3.40 (Parent and Student Complaints and Grievances – General).

Complaints by a student alleging discrimination, harassment, and/or retaliation: Board Policy PG-3.9 (Student Freedom from Discrimination, Harassment, and Retaliation);

Complaints by an employee alleging discrimination, harassment, and/or retaliation: Board Policy PG-4.16 (Employee Freedom from Discrimination, Harassment, and Retaliation); Board Policy PG-4.16 (Employee Freedom from Discrimination, Harassment, and Retaliation).

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Complaints concerning identification, evaluation, or educational placement of a student with a disability within the scope of Section 504: Board Policy PG3.40 (Parent and Student Complaints and Grievances), subject to the time limitations referenced in Board Policy PG-3.3 (Equal Educational Opportunity).

Complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act. Board Policy PG-3.2.1 (Equal Educational Opportunity) and Board Policy PG-3.40 (Parent and Student Complaints and Grievances).

Public complaints: Board Policy PG-1.8.3 (Board Meetings), (see Public Comment).

**Sec. 1.8.3.6. DISRUPTION**

The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any person continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the person removed from the meeting.



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**Sec. 1.9.1. INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC. PROPERTY GENERALLY.**

The Board of Directors of **INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC., hereinafter “I.A.E.F.,”** shall be the final authority for authorizing the use of Public Property. I.A.E.F. shall not authorize use or application of public property inconsistent with this policy.

**Sec. 1.9.2. PUBLIC PROPERTY DEFINED.**

An interest in real estate or personal property acquired, improved, or maintained using state funds that were received by the Board of Directors of I.A.E.F. on or after September 1, 2001, is public property for all purposes under state law. The date on which the property was acquired, improved, or maintained is not determinative. An interest in real estate acquired, improved, or maintained using state funds that were received by the charter holder before September 1, 2001, is public property only to the extent specified by 19 TAC § 100.1065 (relating to Property Acquired with State Funds Received Before September 1, 2001–Special Rules). Where the property is acquired with federal funds, federal law may preempt this Policy and state law in whole or part.

**Sec. 1.9.3. FIDUCIARY RESPONSIBILITIES.**

Public property is held by the charter holder in trust for the benefit of the students of the charter school. With respect to the public property they manage, the members of the governing body of a charter holder, and the members of the governing body and officers of I.A.E.F., are trustees under Texas law; and the students enrolled in the school are beneficiaries of a trust. Each trustee shall be held to the standard of care and fiduciary duties that a trustee owes the beneficiary of a trust under Texas law.

Public property may be used only for a purpose for which a school district may use school district property, implementing a program described in I.A.E.F.’s open-enrollment charter and only to implement a program that is described in the open-enrollment charter and is consistent with law and Rule.

Notwithstanding the delegation of authority, the Board and officers of the charter school shall remain fully responsible to authorize all uses and applications of public property and to enforce this policy.

**Sec. 1.9.4. PERSONAL USE OF PUBLIC PROPERTY.**

In compliance with Commissioner of Education Rule, employees of I.A.E.F. and of the charter, **INTERNATIONAL LEADERSHIP OF TEXAS, hereinafter “ILTexas”** shall use I.A.E.F. public property only for purposes described in the I.A.E.F. charter. ILTexas employees may use local telephone service, I.A.E.F.-issued cellular phones, electronic mail, Internet connections, and

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similar property for incidental personal use, provided that such does not, as determined by the ILTexas administration, impede ILTexas functions or, result in direct cost paid with state funds. Should said employee use result in direct cost paid with state funds, ILTexas shall require the employee incurring the cost to reimburse I.A.E.F. for such cost within five (5) business days of ILTexas’s having incurred the costs.

In further compliance with Commissioner Rule, only incidental amounts of employee time, comparable to a five-to-seven-minute coffee break during each day, may be used by employees for such personal matters.

This policy does not authorize incidental personal use of public property for private commercial purposes. Any such incidental use of public property is a privilege not a right, and the ILTexas administration may remove or rescind such privilege from time to time on a case-by-case basis for any employee, or all employees.

**Sec. 1.9.5. USE OF PUBLIC PROPERTY REAL ESTATE FOR CHARTER AND NON-CHARTER ACTIVITIES.**

Joint use of I.A.E.F.’s public real property for charter and non-charter activities shall be approved by separate vote and recorded in the minutes of the meeting of the Board of Directors of I.A.E.F., setting forth the methodology to be used to allocate shared costs and the percentage allocation basis between charter and non-charter activities.

**Sec. 1.9.6. CONTRACT FOR USE OF PUBLIC PROPERTY.**

I.A.E.F. may contract for the use of its property for the purpose of providing goods or services under the contract, if such use is an express contract term, factored into the price of the contract, and the contract is one that is authorized by the Board of Directors

**Sec. 1.9.7. ACCOUNTING FOR PUBLIC PROPERTY.**

I.A.E.F.’s annual audit report shall separately disclose the cost basis and accumulated depreciation of public or privately held or owned property held, acquired, improved, or maintained by I.A.E.F.’s operating Board and charter holder, or provide with the annual audit report a statement that all property acquired, improved, or maintained during the term of I.A.E.F.’s charter, and all property presently held by the charter holder Board, is public property.

**Sec. 1.9.8. RETURN OF I.A.E.F. PROPERTY.**

Upon separation of employment with ILTexas or cessation of volunteer services, or upon the request of ILTexas, an individual will return to I.A.E.F. all such materials, including copies thereof, in the individual’s possession or under the individual’s control. Such materials will be returned within 24 hours of notice of separation or upon request of ILTexas, whichever comes first.

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The cost of repairing or replacing any supplies, materials, or equipment belonging to I.A.E.F., or other property that is damaged (other than normal wear and tear), stolen, or lost by an employee or that is not returned to I.A.E.F. upon separation of employment may be deducted from the employee's wages, so long as the deduction does not take the employee's pay below minimum wage or, if the employee is a salaried employee, reduce the salary below its predetermined amount.

Any materials created by staff members for use by ILTexas, or created on ILTexas's time, or produced using the staff or resources of ILTexas, are considered works-for-hire and all intellectual property rights are vested exclusively in I.A.E.F.

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**Sec. 1.10.1. UNITED STATES CONSTITUTION.**

**INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC., hereinafter “I.A.E.F.,”** shall take no action abridging the freedom of speech or the right of people to petition the Board for redress of grievances. *U.S. Const. Amend. I, XIV.*

The Board may confine its meetings to specified subject matter, and may hold non-public sessions to transact business. When the Board sits in public meetings to conduct public business and hear the views of citizens, it may not discriminate between speakers on the basis of the content of their speech or the message it conveys. *Rosenberger v. Rector & Visitors of Univ. of Virginia, 515 U.S. 819 (1995); City of Madison v. Wis. Emp. Rel. Comm’n, 429 U.S. 167 (1976); Pickering v. Bd. of Educ., 391 U.S. 563 (1968).*

**Sec. 1.10.2. TEXAS CONSTITUTION.**

Citizens shall have the right, in a peaceable manner, to assemble together for their common good and to apply to those invested with the powers of government for redress of grievances or other purposes, by petition, address, or remonstrance. *Tex. Const. Art. I, Sec. 27.*

**Sec. 1.10.3. COMPLAINTS.**

In this policy, the “days” shall mean **INTERNATIONAL LEADERSHIP OF TEXAS, hereinafter “ILTexas,”** business days.

Administrators addressing citizen complaints will attempt to resolve these complaints at the lowest possible level. If the administrator addressing the complaint determines that additional time is needed to complete a thorough investigation of the complaint and/or issue a decision, the administrator shall inform the citizen in writing of the necessity to extend the time for investigating or responding and a specific date by when the decision will be issued.

The Board encourages the public to discuss concerns and complaints through informal conferences with the appropriate administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

**Sec. 1.10.4. FILING A COMPLAINT.**

If an informal conference regarding a complaint fails to reach the outcome requested by an individual, he or she may comment to the Board. See Board Policy PG-1.8.3 (Board Meetings).

If the complaint is heard through Public Comment, the Board may make inquiries of the complainant but shall not deliberate or take action on the complaint. The Board, may, at its discretion, choose to consider the complaint as an action item at a subsequent meeting.

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The Board is I.A.E.F.’s final authority to hear or decide citizen complaints. *19 Tex. Admin. Code § 100.1033(13)(C)(i)*. Failure of the Board to take action on the complaint or schedule a complaint offered at Public Comments on a future agenda indicates the Board’s approval of the decision below.

**Sec. 1.10.5. RESPONSE TO COMPLAINTS.**

There is no requirement that the Board negotiate or even respond to complaints. However, the Board must stop, look, and listen and must consider the petition, address, or remonstrance. *Prof’l Ass’n of Coll. Educators v. El Paso Cmty. Coll. Dist., 678 S.W.2d 94 (Tex. App.—El Paso 1984, writ ref’d n.r.e.)*

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.

**Sec. 1.10.6. CONSOLIDATING COMPLAINTS.**

Complaints arising out of an event or a series of related events shall be addressed in one complaint. ILTexas may consolidate separate or serial complaints that have been or could have been addressed in a previous complaint.

**Sec. 1.10.7. UNTIMELY FILINGS.**

If a written complaint 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.

**Sec. 1.10.8. FREEDOM FROM RETALIATION.**

Neither the Board nor any ILTexas employee shall unlawfully retaliate against any individual for bringing a concern or complaint.

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**Sec. 1.11.1. DEFINITIONS.**

A. “Records” means all documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other recording media, regardless of physical form or characteristic, and regardless of whether public access to it is open or restricted under the laws of the state, created or received by **INTERNATIONAL LEADERSHIP OF TEXAS (hereinafter “ILTexas”)**, or any of its officers or employees pursuant to law or in the transaction of public business, are hereby declared to be the records of ILTexas and shall be created, maintained, and disposed of in accordance with the provisions of this ordinance or procedures authorized by it and in no other manner.

The term “records” does not include: (i) Convenience copies, or extra identical copies of documents created only for convenience of reference or research; copies of documents furnished to the public (to fulfill a Public Information Act request); (iii) blank forms/stocks of publications; or (iv) library or museum materials.

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

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

D. “Records Liaison Officers” means the persons (or their designees) designated under Section 1.11.7 of this policy.

E. “Records Management Officer” means the person (or its designee) designated in Section 1.11.4 of this policy.

**Sec. 1.11.2. RECORDS DECLARED PUBLIC PROPERTY.**

All records as defined in Section 1.11.1(A) of this policy are hereby declared to be the property of ILTexas. No official or employee of ILTexas has, by virtue of his or her position, any personal or property right to such records, even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

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**Sec. 1.11.3. POLICY.**

It is hereby declared to be the policy of ILTexas to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of this office through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted records management practice.

**Sec. 1.11.4. RECORDS MANAGEMENT OFFICER.**

The Chief Administrative Officer (or its designee) will serve as Records Management Officer for ILTexas as provided by law, and will ensure that the maintenance, destruction, electronic storage, or other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act.

**Sec. 1.11.5. RESERVED**

**Sec. 1.11.6. DUTIES OF RECORDS MANAGEMENT OFFICER.**

In addition to other duties assigned in this policy, the Records Management Officer shall:

- a. Administer the records management program and provide assistance to department heads in its implementation;
- b. Plan, formulate, and prescribe records disposition policies, systems, standards, and procedures;
- c. In cooperation with principals and department heads, identify essential records and establish a disaster plan for each ILTexas campus and department to ensure maximum availability of the records in order to re-establish operations quickly and with minimum disruption and expense;
- d. Develop procedures to ensure the permanent preservation of the historically valuable records of ILTexas;
- e. Establish standards for filing and storage equipment and for record keeping supplies;
- f. Study the feasibility of and, if appropriate, establish a uniform filing system and a forms design and control system for ILTexas;

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- g. Provide records management advice and assistance to all ILTexas departments by preparing a manual or manuals of procedure and policy and by on-site consultation;
- h. Monitor records retention schedules and administrative rules issued by the Texas State Library and Archives Commission to determine if the records management program and ILTexas' records control schedules are in compliance with state regulations;
- i. Disseminate to the Board, department heads, and principals information concerning state laws and administrative rules relating to local government records;
- j. Instruct Records Liaison Officers and other personnel in policies and procedures of the records management plan and their duties in the records management program;
- k. Direct Records Liaison Officers or other personnel in the conduct of records inventories in preparation for the development of records control schedules as required by state law and this policy;
- l. Ensure that the maintenance, preservation, microfilming, destruction, or other disposition of ILTexas records is carried out in accordance with the policies and procedures of the records management program and the requirements of state law;
- m. Maintain records on the volume of records destroyed under approved records -- control schedules, the volume of records microfilmed or stored electronically, and the estimated cost and space savings as the result of such disposal or disposition;
- n. Report annually to the Chief Executive Officer on the implementation of the records management plan in each department of ILTexas; and
- o. Bring to the attention of the Chief Executive Officer non-compliance by department heads, principals, or other ILTexas personnel with the policies and procedures of the records management program or the Local Government Records Act.

**Sec. 1.11.7. DUTIES AND RESPONSIBILITIES OF DEPARTMENT HEADS AND PRINCIPALS.**

In addition to other duties assigned in this policy, principals (or their designee) shall:

- a. Cooperate with the Records Management Officer in carrying out the policies and procedures established by ILTexas for the efficient and economical management of records and in carrying out the requirements of this policy;
- b. Adequately document the transaction of government business and the services, programs, and duties for which the department head, principal, and his or her staff are responsible; and

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- c. Maintain the records in his or her care and carry out their preservation, microfilming, destruction, or other disposition only in accordance with the policies and procedures of the records management program of ILTexas and the requirements of this policy.
- d. Serve as the Records Liaison Officer for their respective campus.

**Sec. 1.11.8. RESERVED**

**Sec. 1.11.9. RESERVED.**

**Sec. 1.11.10. RECORDS CONTROL SCHEDULES TO BE DEVELOPED; APPROVAL; FILING WITH STATE.**

- a. From time to time as needed, the Records Management Officer, in cooperation with Records Liaison Officers, shall prepare records control schedules on a department by department basis, listing all records created or received by the department and the retention period for each record. Records control schedules shall also contain such other information regarding the disposition of ILTexas records as the records management plan may require.
- b. Each records control schedule shall be monitored and amended as needed by the Records Management Officer to ensure that it is in compliance with records retention schedules issued by the state, and that it continues to reflect the record keeping procedures and needs of the department and the records management program of ILTexas.
- c. Before its adoption, and to the extent one exists, a records control schedule must be submitted to and accepted for filing by the director and librarian as provided by state law. If a schedule is not accepted for filing, the schedule shall be amended to make it acceptable for filing. The Records Management Officer shall submit the records control schedules to the director and librarian.

**Sec. 1.11.11. RECORDS CONTROL SCHEDULES; DESTRUCTION OF RECORDS UNDER SCHEDULE**

- a. In accordance with applicable law, the Records Management Officer shall ensure that records are maintained for the requisite period of time. The Records Management Officer may (but is not required to) destroy records after the statutory retention period expires. b. Notwithstanding the aforementioned, the Records Management Officer shall not destroy any record whereby an open records request is pending on the record, the subject matter of the records is pertinent to a pending lawsuit, a hold order has been issued, or the department head or

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principal requests in writing to the Records Management Officer that the record be retained for an additional period.

c. Prior to the destruction of a record under applicable law, authorization for the destruction must be obtained by the Records Management Officer.

**Sec. 1.11.12. DESTRUCTION OF UNSCHEDULED RECORDS.**

A record that has not yet been listed on an approved records control schedule may be destroyed if its destruction has been approved in the same manner as a record destroyed under an approved schedule and the Records Management Officer has submitted to and received back from the director and librarian an approved destruction authorization request.

**Sec. 1.11.13. CONTRACT SERVICES.**

With approval of the Board, the Records Management Officer may assign and delegate duties under this Policy to contracted services. The engagement of contract services will not relieve persons assigned and responsible under this policy from such assignment and responsibilities.

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**RECORDS RETENTION SCHEDULE**

Local Schedule SD applies to charter schools and Local Schedule GR applies to all local governments. The schedules are available from the Texas state Library and Archives Commission website at <https://www.tsl.texas.gov/slrn/recordspubs/localretention.html>. The following from Schedule GR apply specifically to charter schools and school districts:

**GR 1000-01 Agendas**

Open meetings.

- 1) If the minutes describe each matter considered by the governing body and reference to an agenda is not required.
- 2) If the minutes do not describe each matter considered by the governing body and reference to an agenda is required.

**GR 1000-25 Contracts, Leases, and Agreements**

(a) Open meetings

- 1) If the minutes describe each matter considered by the governing body and reference to an agenda is not required.  
**RETENTION: Two (2) years.**
- 2) If the minutes do not describe each matter considered by the governing body and reference to an agenda is required.  
**RETENTION: Permanent.**

(b) Certified agendas of closed meetings.

**RETENTION: Two (2) years.**

**GR 1000-03 Minutes**

(a) Written minutes.

**RETENTION: Permanent.**

(b) Notes taken during meetings from which written minutes are prepared.

**RETENTION: 90 days** after approval of minutes by the governing body.

(c) Audiotapes of open meetings, except as described in (d), for which written minutes are not prepared.

**RETENTION: Permanent.**

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- (d) Audiotapes of workshop sessions of governing bodies in which votes are not made and written minutes are not required by law to be taken.

**RETENTION: Two (2) years.**

- (e) Audiotapes of open meetings for which written minutes are prepared.

**RETENTION: 90 days** after approval of minutes by the governing body.

- (f) Certified audiotapes of closed meetings.

**RETENTION: Two (2) years.**

- (g) Supporting documentation – One copy of each document of any type submitted to a meeting of a governing body for consideration, approval, or other action, if such action is reflected in the minutes of the meeting.

**RETENTION: Two (2) years.**

**GR 1000-26 Correspondence, Internal Memoranda, and Subject Files**

**Retention Note:** The minimum retention period for correspondence or internal memoranda in categories (a) and (b) directly linked to another record series or group listed in this or other commission schedules is that assigned to the other group or series. The retention periods that follow are for correspondence and internal memoranda that do not readily fall within other record groups.

- (a) Administrative – Incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, modification, or redefinition of the programs, services, or projects of a local government and the administrative regulations, policies, and procedures that govern them. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities, and topics.

**RETENTION: Four (4) years.**

- (b) General – Incoming/outgoing and internal correspondence pertaining to the regular operation of the policies, programs, services, or projects of a local government. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities, and topics.

**RETENTION: Two (2) years.**

- (c) Routine - Correspondence and internal memoranda such as letters of transmittal, requests for publications, internal meeting notices, and similar routine matters. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities, and topics.

**RETENTION: AV** (as long as administratively valuable)

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**GR 1075-01 Bids and Bid Documentation**

- (a) Successful bids and requests for proposals, including invitations to bid, bid bonds and affidavits, bid sheets, and similar supporting documentation.

**RETENTION: Fiscal year end + five (5) years.**

**Retention Note:** If a formal written contract is the result of a successful bid or request for proposal, the successful bid or request for proposal and its supporting documentation must be retained for the same period as the contract. See item number GR1000-25.

- (b) Unsuccessful bids.

**RETENTION: Two (2) years.**

- (c) Requests for informal bid estimates, quotes, or responses from providers for the procurement of goods or services for which state law or local policy does not require the formal letting of bids.

**RETENTION: One (1) year.**

- (d) Requests for information (RFI) preliminary to the procurement of goods or services by direct purchase or bid.

**RETENTION: AV**

**GR 1075-03 Purchase Order and Receipt Records**

- (a) Purchase orders, requisitions, and receiving reports.

**RETENTION: Fiscal year end + five (5) years**

- (b) Purchasing log, register, or similar record providing a chronological record of purchase orders issued, orders received, and similar data on procurement status.

**RETENTION: Fiscal year end + three (3) years**

- (c) Packing slips and order acknowledgments.

**RETENTION: AV**

- (d) Vendor and commodity lists.

**RETENTION: Until superseded**

**GR 1075-16 Construction Project Records**

- (a) Records concerning the planning, design, construction, conversion, or modernization of local government-owned facilities, structures, and systems, including feasibility, screening, and implementation studies; topographical and soil surveys and reports; architectural and engineering drawings, elevations, profiles, blueprints, and as-builts; inspection and investigative reports; laboratory test reports; environmental impact

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statements; construction contracts and bonds; correspondence; and similar documentation except as described in (b), (c) or (d).

**RETENTION: Permanent.**

**Retention Note:** If a structure, facility, or system is sold or transferred to another person or entity, the local government must retain the original records relating to its construction. Copies of the records may be given to the person or entity to which the structure, facility, or system is sold or transferred.

- (b) Records of the types described in GR1075-16a relating to the construction of prefabricated storage sheds, bus shelters, parking lot kiosks, non-structural recreational facilities such as baseball diamonds and tennis courts, and similar structures and facilities.

**RETENTION: Completion of the project + ten (10) years.**

- (c) Records relating to construction projects described in GR1075-16a and GR1075-16b, that are transitory or of ephemeral relevance, and are not required for maintaining, modifying, and repurposing the building or structure. Records may include, but are not limited to, rejected design plans, delivery tickets for expendable products, daily work reports, etc.

**RETENTION: Five (5) years.**

- (d) Line Locate Requests, Call Before You Dig records, or other similar records documenting requests for information regarding locations of the underground cable or utility lines.

**RETENTION: Completion of project requiring the locate request + two (2) years.**



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**Sec. 1.13.1. PROCEDURES FOR SCHOOL VISITORS**

Notices shall be posted at each campus of **INTERNATIONAL LEADERSHIP OF TEXAS (hereinafter “ILTexas”)** requiring all visitors to first report to the campus administrative office. This policy shall apply to parents, board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by ILTexas, vendors, representatives of the news media, former students, and any other campus visitors.

A visit by visitors to individual classrooms during instructional time requires prior approval of both the campus Principal and teacher whose class is to be visited. Such visits may not be approved or may be terminated where their duration or frequency interferes with the delivery of instruction or in any other way disrupts the educational environment.

ILTexas or the Principal may:

1. Require a visitor requesting entry onto a campus to show a driver’s license or other form of identification issued by a governmental entity displaying the visitor’s photograph.
2. Establish an electronic or paper database for storing campus visitor information. Information stored in the campus databases may be used only for purposes of ILTexas security, and may not be sold or otherwise disseminated to third parties.
3. Verify whether the visitor is a registered sex offender as identified in the computerized central database maintained by the Department of Public Safety, or in any other database accessible by ILTexas.

The Superintendent or designee, in conjunction with campus administrators, shall develop and implement procedures addressing campus visitors identified as registered sex offenders. These procedures shall include but are not limited to provisions dealing with:

1. Parental rights to visit;
2. Escorts by ILTexas personnel;
3. Access to common areas of the campus;
4. Access to classrooms;
5. Drop off and release of students; and
6. Eligibility to serve as volunteers.

**Sec. 1.13.2. VISITOR CONDUCT**

ILTexas invites and welcomes parents and other members of the public to its schools. ILTexas is committed to treating parents and other community members with respect and expects the same in return. To that end, ILTexas must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering the schools and school grounds.

DATE ISSUED: February 20, 2019

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**INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**

**BOARD POLICY MANUAL**

**POLICY GROUP 1 – GOVERNANCE**

**SCHOOL VISITORS**

PG-1.13

Accordingly, this policy promotes mutual respect, civility, and orderly conduct among ILTexas employees, parents, students, volunteers and the public. ILTexas seeks to maintain to the extent possible and reasonable, a safe, harassment-free workplace for students and staff. In the interest of presenting teachers and other employees as positive role models, ILTexas encourages positive communication and discourages volatile, hostile, or aggressive actions. ILTexas seeks and encourages patrons to cooperate with this endeavor.

ILTexas recognizes the importance of employees, students, and parents engaging, collaborating, and sharing in digital environments. Accordingly, the use of technology on ILTexas property and at school-sponsored events shall be appropriate, not disruptive to the educational environment, and not detrimental to the safety of employees and students. It must also be in compliance with other applicable ILTexas policies.

An individual engaging in disruptive behavior shall be required to leave ILTexas property. Any individual who disrupts or threatens to disrupt school or office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a pattern of unauthorized entry on ILTexas property shall be directed to leave ILTexas property by the Principal or other administrator. In certain circumstances, a criminal trespass warning may also be issued or law enforcement contacted.

DATE ISSUED: February 20, 2019

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# Cover Sheet

## Consider/Act on Amended Bylaws of I.A.E.F.

**Section:** V. Action Items  
**Item:** E. Consider/Act on Amended Bylaws of I.A.E.F.  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Board Resolution - Amended Bylaws -- rev 20190220.pdf  
ILT- BYLAWS Board Meeting Edit 2019.02.20.docx

**BOARD RESOLUTION OF  
INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.  
CHARTER HOLDER OF INTERNATIONAL LEADERSHIP OF TEXAS**

**WHEREAS**, the Board of Directors of International America Education Federation, Inc., desires to modify, by non-expansion amendment, the Open Enrollment Charter of International Leadership of Texas (CDN 057-848); and

**WHEREAS**, the Board desires to amend its bylaws in conformity with the Amended and Restated Bylaws attached hereto as **Exhibit A**; and

**WHEREAS**, 19 Texas Administrative Code § 100.1033(a) states that a Charter “may be revised with the consent of the charter holder by written amendment approved by the commissioner of education...”;

**NOW, THEREFORE**, the Board of Directors of International American Education Federation, Inc., charter holder of International Leadership of Texas at a lawfully called meeting of the Board, held in compliance with the Texas Open Meetings Act, do hereby adopt the following Resolutions:

**BE IT HEREBY RESOLVED THAT:**

- The Amended and Restated Bylaws, attached hereto as **Exhibit A**, are hereby approved.
- That a non-expansion charter amendment request be submitted to the Texas Education Agency, per the charter amendment form attached hereto as **Exhibit B**.

SIGNATURE PAGE FOLLOWS

PASSED AND APPROVED BY THE MAJORITY OF MEMBERS OF THE BOARD OF DIRECTORS OF INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC., ON THE **20th** DAY OF **February, 2019**.

Members Voting in Favor:

Maj. Gen. James Williams      \_\_\_\_\_  
signature      Date

Lynne Beach, M.D.      \_\_\_\_\_  
signature      Date

Tracy Cox      \_\_\_\_\_  
signature      Date

Dr. Edwin Flores      \_\_\_\_\_  
signature      Date

Dr. Soner Tarim      \_\_\_\_\_  
signature      Date

*The undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of a Resolution of the Directors of the Corporation, duly held on **February 20, 2019**, which Resolution is in full force and effect and has not been revoked or amended.*

\_\_\_\_\_  
Secretary

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Restated and Amended  
**BYLAWS**  
of  
**INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**

*PREAMBLE*

*CORPORATE PURPOSE, OBJECTIVES AND DEDICATION OF ASSETS*

The Corporation shall own and operate an Open-Enrollment Charter School (the "School") as provided under the Texas Education Code for the benefit of students in Texas, providing educational opportunities, programs and such other functions as it deems appropriate in furtherance of the purposes as provided in the Certificate of Formation. This Corporation is formed for charitable and educational purposes, and it will be nonprofit and nonpartisan. No substantial part of the activities of the Corporation will consist of the publication or dissemination of materials or statements with the purpose of attempting to influence legislation, and the Corporation will not participate or intervene in any political campaign on behalf of or in opposition to any candidate of public office. The Corporation will not engage in any activities or exercise any powers that are not in furtherance of the charitable and educational purposes described in the Certificate of Formation. .

The properties and assets of the Corporation are irrevocably dedicated to charitable and educational purposes. No part of the net earnings, properties or assets of this corporation, on dissolution or otherwise shall inure to the benefit of any private person, or any director or officer of this Corporation. On liquidation or dissolution, all properties, assets and obligations will be distributed or paid over to an organization dedicated to charitable and educational purposes that is tax-exempt pursuant to Internal Revenue Code Section 501(c)(3) as amended or as otherwise required by state and federal law.

The Corporation, in all its activities and programs, shall not discriminate on the basis of sex, national origin, ethnicity, religion, disability or with respect to students on the basis of artistic, academic, athletic ability or as to the school district the student would otherwise attend, or any other prohibited manner.

## *ARTICLE ONE*

### *NAME, OFFICE AND SEAL*

- 1.01 NAME: The name of the Corporation is “INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.”
- 1.02 OFFICE: The principal office of the Corporation will be located at 1820 N. Glenville Dr. #100, Richardson, Texas 75081.
- 1.03 SEAL: The corporate seal of the Corporation, if any, will be inscribed with the Corporation name and year and place of its incorporation.
- 1.04 ASSUMED NAMES & MARKS: The Corporation may by action of the Board of Directors, change its name or adopt such assumed names and trade or service marks as it deems appropriate.

## *ARTICLE TWO*

### *MEETINGS*

- 2.01 REGULAR MEETINGS: Regular meetings of the Board of Directors will be held as needed to conduct business and in accordance with Article 2.04 herein. Meetings shall be held at a time and location selected by the Board and in accordance with state law. The primary purpose of the meetings will be to review the performance of the Corporation for the current fiscal year, to plan the program and activities of the Corporation for the next fiscal year, and to transact any other business as may properly come before the Board of Directors.
- 2.02 SPECIAL MEETINGS: Special meetings of the Board of Directors may be called for any purpose not otherwise prescribed by statute, regulation, grant or loan condition or the Certificate of Formation, by the President, or by any two Directors, to transact any business described in the call for the special meetings. The notice for a special meeting must be provided in accordance with Article 2.04 herein.
- 2.03 ANNUAL MEETINGS: Annual meetings of the Board will be held in the month of August or as soon thereafter as practical, at a time and location selected by the Board. The primary purpose of the annual meeting will be to review the performance of the Corporation for the current fiscal year, to plan the operations and activities of the Corporation for the next fiscal year, to elect officers of the Corporation, and to transact any other business as may properly come before the Board of Directors.
- 2.04 MEETINGS: Meetings shall be conducted in accordance with provisions of the Texas Education Code, and the Board of Directors shall be subject to the requirements of the Texas Open Meetings Act, including the following provisions: At no time shall a quorum of the full board meet to deliberate any issue or business of the Corporation without posting notice of a meeting as set forth below. Directors shall normally attend all meetings in person but may attend by alternate means if circumstances warrant and in accordance with the Texas Open Meetings Act.
- Closed Meetings: The Board may meet in a meeting closed to the public to deliberate on those matters specified in the Texas Open Meetings Act as proper for closed meetings, including but not limited to consultation with attorney, real estate, prospective gifts or donations, personnel matters, security personnel or devices, discipline of a student and complaint against an employee



unless the student or employee respectively requests an open meeting.

- **Emergency Meetings:** In the event of an emergency as defined in the Texas Open Meetings Act, a meeting may be conducted by telephone conference call. If a meeting involves telephonic participation, the telephonic participation must be by conference call in which all persons participating can be heard by all other participants and the public.
- **Video Conferencing:** Meetings may also be conducted by videoconference call, provided a quorum of the full board is present at one location, audio and video is simultaneously available to the participants and the public, and other prerequisites and requirements of the Texas Open Meetings Act are met.

2.05 **MEETINGS NOTICE:** Notice of all meetings of the Board of Directors, except as otherwise provided by state law, regulation, the Certificate of Formation or these Bylaws, will be delivered by mail postmarked, electronic facsimile or e-mail transmission to each Director at least 72 hours before the time of the meeting.

- **Posting of Notice:** In addition, notice to the public of any meeting shall be posted at the administrative offices of the Corporation in a location convenient to the public at least 72 hours before the time of such meeting.
- **Emergency Notice:** Emergency meetings as allowed under the Texas Open Meetings Act may be posted up to two hours before such meeting.
- **Internet Posting:** Notice and the agenda of all meetings of the Board of Directors shall also be posted on the Corporation's internet website, if any, concurrently with the notice posted at the administrative offices, or as otherwise required and authorized by the Texas Open Meetings Act.
- **Closed Meetings:** The agenda shall clearly state whether the Board intends to convene in a closed meeting and shall identify separately each matter to be deliberated by the Board in the closed meeting and whether the Board may take action on any such matter upon returning to the open meeting. The Secretary shall note the times in the open meeting that the Board convenes to and adjourns from the closed meeting.

2.06 **AGENDA:** At regular meetings of the Board, the order of business shall be established in an Agenda approved by the President and as presented in the notice of the meetings. However, the President may modify the order of business. The agenda shall identify all matters to be presented to and considered by the Board. Matters not disclosed in the agenda and meeting notice available to the public shall not be deliberated or be considered by the Board, except as permitted by the Texas Open Meetings Act.

2.07 **RESOLUTIONS:** All motions and resolutions of the Board will be written or recorded in the minutes of the Board and certified copies will be placed in a journal of proceedings of the Board. Such records shall be maintained in accordance with state law and Article 2.10 herein.

2.08 **QUORUM:** At any meeting of the Board of Directors or at any designated committee of the Board, the appearance of a majority of the Directors or committee members duly appointed, serving, and qualified to vote, will be necessary to constitute a quorum to transact any business of the respective body.

2.09 **VOTING:** All matters at any meeting of the Board of Directors or any of its designated committees, except as otherwise provided in these Bylaws, the Certificate of Formation, or law, will be decided by a vote of a majority of the Directors or committee members present at the meeting. If a quorum of the Board is present the affirmative vote of a majority of the

Board of Directors present at a meeting will be the act of the body corporate, unless the vote of a greater number is required by statute, regulation, the Certificate of Formation, or these Bylaws. Voting on all questions may be by voice vote. A roll call vote on any motion or resolution may be requested by any Director.

2.10 FUNDAMENTAL ACTIONS: In accordance with Section 22.164 of the Texas Business Organization Code, the following actions of the Board of Directors are fundamental actions that shall require the affirmative vote of the majority of directors then serving on the Board:

- Amendment of a certificate of formation [or articles of incorporation];
- Voluntary winding up under Chapter 11;
- A revocation of a voluntary decision to wind up under Chapter 11;
- A cancellation of an event requiring winding up under Chapter 11;
- A reinstatement under Section 11.202;
- A distribution plan under Section 22.305;
- A plan of merger under Subchapter F;
- A sale of all or substantially all of the assets of the Corporation;
- A plan of conversion under Subchapter F; or
- A plan of exchange under Subchapter F.

2.11 RECORDS: The Corporation will maintain at its principal office all financial books and records of account, all minutes of the Board meetings and committee meetings, the list of Directors, and copies of all other material Corporate records, books, documents and contracts as required by law. All such records will be made available for inspection at any reasonable time during usual business hours for any lawful purpose to any officer, Director, or person authorized by law or the Board to inspect such records. Upon designation as an open enrollment charter holder, the Corporation shall additionally comply with the Texas Public Information Act. Upon leaving office, each Director, officer or agent of the Corporation will turn over to the President in good order any Corporation monies, books, records, minutes, lists, documents, contracts or other property of the Corporation in his or her custody or control.

2.12 PROCEDURES: For all matters of parliamentary procedures, the Board of Directors shall be guided by *Robert's Rules of Order Newly Revised*, 11th ed. (Cambridge, Mass.: Perseus Publishing, 2011).

### ARTICLE THREE DIRECTORS

3.01 GOVERNING BODY: The Board of Directors of the Corporation shall constitute its governing body and shall, acting as a body corporate, have such powers and authority conferred upon the Directors by Corporation's Certificate of Formation, these bylaws, and the general laws of the State of Texas. More specifically, the Board of Directors of the Corporation (the "Board") will be responsible for adoption and implementation of policy for the Corporation and for the management, operation and accountability of its charter schools and other nonprofit activities. Without limiting the Board's authority, upon award and execution of a contract for charter from the Texas Education Agency, the following powers and duties must generally be exercised by the Board, acting as a body corporate, in meetings

posted in compliance with Texas Government Code, Chapter 551:

- Final authority to hear or decide employee grievances, citizen complaints, or parental concerns;
- Final authority to adopt or amend the budget of the charter holder or the charter school;
- Final authority to authorize the expenditure or obligation of state funds or the use of public property;
- Final authority to direct the disposition or safekeeping of public records;
- Final authority to adopt policies governing charter school operations;
- Final authority to approve audit reports; and
- Initial or final authority to select, employ, direct, evaluate, renew, non-renew, terminate, or set compensation for any chief executive officer(s).

3.02 NUMBER AND QUALIFICATIONS: The Board of Directors will consist of no fewer than three (3) persons.

3.03 REMOVAL: Any Director who fails to attend three (3) consecutive meetings may be asked to resign from office by resolution of the Board of Directors. The Secretary will notify Directors when they have missed three (3) regular consecutive meetings. Absences may be formally excused by vote of the Board. The Secretary will certify a Director's excessive absence to the President. Any Director may also be removed with or without cause upon a two-thirds (2/3) majority vote of all the remaining directors for removal. However, the President of the Board may only be removed upon a two-thirds (2/3) majority vote of all the remaining directors for good cause.

3.04 TERM: The Directors shall serve for three-year terms, which may be renewed indefinitely by each respective Director, subject to Articles 3.03 and 3.06 herein and with state law governing qualifications and restrictions on service as a member of a governing body of a charter holder or charter school.

3.05 VACANCY: The President of the Board will appoint Directors to fill vacancies in accordance with the Texas Business Organizations Act. Each Director appointed or designated to fill a vacancy on the Board of Directors will hold office for the remainder of the term of the vacancy. A vacancy occurring on any committee may be filled by the Board of Directors for the remainder of the term of the position.

3.06 RESIGNATION: Any director or officer may resign from the Corporation by delivering a written letter of resignation to the President of the Board.

3.07 COMPENSATION: Except as provided in this section, no Director will receive directly or indirectly any salary, compensation or gift from the Corporation, except as authorized by state law. The Directors of the Corporation will serve as such without salary. No Director will be entitled to any dividend or any part of the income or principal of the Corporation or to share in the distribution of the assets upon dissolution of the Corporation. The Board of Directors may authorize the payment by the Corporation of the reasonable, documented and allowable expenses incurred by a Director in performance of his or her duties in accordance with state and

federal law.

**ARTICLE FOUR**  
**OFFICERS**

- 4.01 OFFICERS: The officers of the Corporation will consist of the President of the Board, a Secretary and a Treasurer and any other officers that the Board may establish and designate by resolution adopted by a majority of vote of the whole Board.
- 4.02 APPOINTMENT: The officers of the Corporation will be appointed each year by the President of the Board at its annual meeting.
- 4.03 PRESIDENT: The President (President) of the Board will preside at all meetings of the Board of Directors. The President will have other powers and duties not inconsistent with these Bylaws as may be assigned by the Board.
- 4.04 SECRETARY: The Secretary shall keep the minutes of the meetings of the Board in one or more books provided for that purpose; give all notices in accordance with the provisions of these Bylaws or as required by law; be custodian of the corporate records and of the seal of the corporation, and affix the seal of the corporation to all documents, the execution of which on behalf of the corporation under its seal is duly authorized in accordance with the provisions of these Bylaws; keep a register of the post office address of each Director which shall be furnished to the Secretary by each Director; and, in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or by the Board.
- 4.05 CHIEF EXECUTNE OFFICER/EXECUTIVE DIRECTOR OF THE CHARTER SCHOOL AND SCHOOL OPERATION: The Board of Directors shall hire a Chief Executive Officer for and to be employed by the Charter School. The Chief Executive Officer selected may be a member of the Board of Directors as may be permitted by state law, but if he/she is a member of the Board of Directors, he/she shall resign such position on the Board immediately upon hiring if required by state law. The Chief Executive Officer shall report to the Board of Directors of the Corporation. The Board may choose to assign to the Chief Executive Officer the duties as School Superintendent.  
  
The Chief Executive Officer shall serve under such terms and conditions as the Board determines to be in the best interest of the Corporation and the Charter School, ~~including employment "at will."~~ The Chief Executive Officer shall perform such duties as delegated and assigned by the Corporation's Board, or as required by state law.
- 4.06 OTHER OFFICERS: The Board of Directors may create by resolution other offices as it deems necessary to serve the Corporation and to operate the Charter School and may appoint other individuals, who need not be directors, to serve as officers or agents of the Corporation.

**Comment [AS1]:** Recommend deletion of this phrase from By Laws.

**ARTICLE FIVE**  
**COMMITTEES**

- 5.01 COMMITTEES: Designated committees may be established by the Board of Directors to perform the duties and functions assigned in furtherance of Board objectives. Any committee may include one or more Directors from the Board. The President or his designee will appoint the members, officers, or others to committee positions. The rules of procedure of any committee may be set by the Board. Any committee may be abolished, or any committee

member removed for any reason and at any time by the Board of Directors.

- 5.02 NOTICE: Written notice of the time, place and agenda of all committee meetings will be given by the committee chair in the same manner as notices given for regular Board meetings. Each committee will keep and deliver a copy of minutes of its proceedings to the Secretary of the Board and will report briefly on its activities at each Board meeting.

**ARTICLE SIX**  
**DEPOSITS, CHECKS, LOANS AND CONTRACTS**

- 6.01 DEPOSITORIES: All funds of the Corporation not otherwise employed will be deposited in banks or other depositories designated by the Board of Directors and in accordance with state law.
- 6.02 TRANSACTIONS: All checks, drafts, endorsements, notes and evidences of indebtedness of the Corporation will be signed by such officers or agents and all endorsements for deposits to the credit of the Corporation will be made as authorized by the Board of Directors.
- 6.03 LOAN OR GRANT AUTHORITY: No loans or advances will be contracted on behalf of the Corporation, and no note or other evidence of indebtedness will be issued in its name, except as authorized by the Board.

~~CONTRACT AUTHORITY: The Chief Executive Officer is expressly authorized by the Board of Directors to enter into contracts or execute and deliver instruments on behalf of the Charter School.~~

**Comment [AS2]:** Board's attorney recommends deletion of this section. The Board can actually accomplish the same thing through Board policy and a delegation amendment.

**ARTICLE SEVEN**  
**CONTRACTS WITH DIRECTORS AND OFFICERS**

- 7.01 INSIDER DEALING: Subject to any law, regulation, or contractual agreement of the Texas Business Organizations Code, no Director, officer or committee member will be interested directly or indirectly in any contract or program involving Corporation assets, relating to the operation conducted by it or in any contract for furnishing services or supplies to it, unless (a) the contract is authorized by a majority of Directors present at a meeting in which there is a quorum and vote without the interested Director's presence, (b) the facts and nature of the Director's interest is fully disclosed to the whole Board of Directors before the meeting in which the contract will be considered and (c) the Corporation could not have obtained a more advantageous arrangement with reasonable effort under the circumstances.
- 7.02 INSIDER LOANS: No loans or grants will be made by the Corporation to its Directors, officers or committee members during their term of office. The Directors who vote for or assent to, and any officer who participates in, the making of a loan to a Director or officer will jointly and severally be liable to the Corporation for the amount of the loan until it is repaid.

**ARTICLE EIGHT**  
**INDEMNIFICATION OF DIRECTORS AND OFFICERS**

- 8.01 LIABILITY: A Director or committee member will not be required to furnish any bond or

surety for his services as a Director or committee member and will not be liable for the act of omission of any other Director.

8.02 INDEMNIFICATION: Any person made or threatened to be made a party to any action in court or other proceeding because he is or was a Director or committee member will be indemnified by the Corporation against any and all liability and the reasonable expenses, including attorney's fees, incurred in connection with the defense or settlement of the action, except where it is adjudged that the Director or committee member is liable for gross negligence, bad faith or willful misconduct in performing his duties. The right of indemnification will not exclude any other right of the Director or committee member. INDEMNIFICATION UNDER THIS SECTION IS SUBJECT TO ANY AND ALL PROHIBITIONS, RESTRICTIONS AND LIMITATIONS IMPOSED BY LAW.

8.03 INSURANCE: The Board of Directors will have the power to purchase and maintain at the Corporation's expense insurance on behalf of the Corporation, the Board of Directors, and others.

## *ARTICLE NINE*

### *AMENDMENT OF BYLAWS*

9.01 AMENDMENT: Except as otherwise provided in the Certificate of Formation, and subject to the power of the Board to amend or repeal these Bylaws, these Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a majority vote, provided that written notice setting forth in detail the proposed Bylaws revisions with explanations for the change is given at least three days previously. In the case of an emergency, which must be explained in the notice, two hour's notice of a proposed amendment may be given to all Directors, and the Bylaws may be amended upon the unanimous vote of all Directors.

## *ARTICLE TEN*

### *MISCELLANEOUS*

10.01 FISCAL YEAR. The fiscal year of the Corporation will begin on July 1 of each year and will end on June 30 of the next year.

10.02 ANNUAL REPORT: The Chief Executive Officer of the school will provide to the Board no later than 90 days after the close of the fiscal year a report containing the following information in appropriate detail.

- The assets and liabilities of the Corporation as of the end of the fiscal year.
- The principal changes in assets and liabilities during the fiscal year;
- The revenues and receipts, both restricted and unrestricted, to particular purposes, for the fiscal year.
- The expenses or disbursements, for both general and restricted purposes, during the fiscal year;
- The substantial activities and projects begun, in progress, and completed during the fiscal year.
- Such other information as may be required by the Texas Education Code and interpretive regulations or as may be requested by the Board.

The report will be accompanied by a report of an independent accountant, or in lieu of such report, the certificate of an authorized officer of the Corporation that such statements were prepared without audit from the books and records of the Corporation.

- 10.03 FEDERAL TAX FILING: The officers of the Corporation will be responsible for ensuring timely annual filing of IRA Form 990 within the timeframes of IRS rules.
- 10.04 CONSTRUCTION: Whenever the context requires, the masculine will include the feminine and neuter, and the singular will include the plural, and vice versa. If any portion of these Bylaws is declared invalid or inoperative, then so far as is reasonable the remainder of these Bylaws will be considered valid and operative and effect will be given to the intent manifested by the portion held invalid or inoperative.
- 10.05 STATUTORY AND OTHER AUTHORITY: These Bylaws are subject to and governed by any applicable federal or state laws and regulations, including the Texas Education Code and interpretive regulations, pertinent local ordinances and the Certificate of Formation.

ADOPTED this 20<sup>th</sup> day of February 2019.

INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.

By: \_\_\_\_\_  
PRESIDENT OF THE BOARD

By: \_\_\_\_\_  
SECRETARY OF THE BOARD



# Cover Sheet

## Consider/Act on Delegation of Construction Methodology to CEO

**Section:** V. Action Items  
**Item:** F. Consider/Act on Delegation of Construction Methodology to  
CEO  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**

Board Resolution delegating authority for construction -- partially complete.doc  
Board Resolution delegating authority for construction.doc  
Construction Methodology Procedure Checklist.pdf

**BOARD RESOLUTION  
OF  
INTERNATIONAL LEADERSHIP OF TEXAS**

**WHEREAS**, the Board of Directors of International Leadership of Texas (“ILTexas”), desires to construct \_\_\_\_\_ (the “Project”); and

**WHEREAS**, the Board desires to delegate authority to its /CEO and a committee consisting of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

to select and hire an architect or engineer, select the construction methodology, issue competitive bids, rank and evaluate bids/proposals and to negotiate and execute all contracts necessary for the completion of the Project; and

**WHEREAS**, Texas Government Code § 2269.053 permits such delegation;

**NOW, THEREFORE**, the Board of Directors of ILTexas, at a lawfully called meeting of the Board, held in compliance with the Texas Open Meetings Act, do hereby adopt the following Resolutions:

**BE IT HEREBY RESOLVED THAT:**

- The Board delegates authority to CEO and the above Committee to:
  - select and hire an architect or engineer in accordance with the Professional Services Procurement Act;
  - select the construction methodology providing best value and issue a competitive bid, proposal package as permitted by Govt. Code 2269; and
  - to evaluate, rank respondents and then to select the respondent providing best value, then to negotiate and execute all contracts necessary for the completion of the Project in accordance with Govt. Code 2269.

***/SIGNATURE PAGE FOLLOWS/***

**PASSED AND APPROVED BY THE MAJORITY OF MEMBERS OF THE BOARD OF DIRECTORS OF INTERNATIONAL LEADERSHIP OF TEXAS, ON THE \_\_\_\_ DAY OF \_\_\_\_\_ 2019.**

Members Voting in Favor:

\_\_\_\_\_  
Director

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Director

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Director

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Director

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Director

\_\_\_\_\_  
DATE

*The undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of a Resolution of the Directors of the Corporation, duly held on \_\_\_\_\_, 2019, which Resolution is in full force and effect and has not been revoked or amended.*

\_\_\_\_\_  
Secretary \_\_/\_\_/\_\_

**BOARD RESOLUTION  
OF  
INTERNATIONAL LEADERSHIP OF TEXAS**

**WHEREAS**, the Board of Directors of International Leadership of Texas (“ILTexas”), desires to construct \_\_\_\_\_ (the “Project”); and

**WHEREAS**, the Board desires to delegate authority to its /CEO and a committee consisting of [INSERT WHO] to select and hire an architect or engineer, select the construction methodology, issue competitive bids, rank and evaluate bids/proposals and to negotiate and execute all contracts necessary for the completion of the Project; and

**Comment [JH1]:** Strongly recommend it NOT just be CEO or Superintendent but to a committee. So that if there ends up being an error it's a committee matter and not the CEO or Superintendent left with all responsibility

**WHEREAS**, Texas Government Code § 2269.053 permits such delegation;

**NOW, THEREFORE**, the Board of Directors of ILTexas, at a lawfully called meeting of the Board, held in compliance with the Texas Open Meetings Act, do hereby adopt the following Resolutions:

**BE IT HEREBY RESOLVED THAT:**

- The Board delegates authority to CEO and the above Committee to:
  - select and hire an architect or engineer in accordance with the Professional Services Procurement Act;
  - select the construction methodology providing best value and issue a competitive bid, proposal package as permitted by Govt. Code 2269; and
  - to evaluate, rank respondents and then to select the respondent providing best value, then to negotiate and execute all contracts necessary for the completion of the Project in accordance with Govt. Code 2269.

***[SIGNATURE PAGE FOLLOWS]***

**PASSED AND APPROVED BY THE MAJORITY OF MEMBERS OF THE BOARD OF DIRECTORS OF INTERNATIONAL LEADERSHIP OF TEXAS, ON THE \_\_\_\_ DAY OF \_\_\_\_\_ 2019.**

Members Voting in Favor:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

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Director

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Director

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Director

*The undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of a Resolution of the Directors of the Corporation, duly held on \_\_\_\_\_, 2019, which Resolution is in full force and effect and has not been revoked or amended.*

\_\_\_\_\_  
Secretary \_\_ / \_\_ / \_\_\_\_



Schulman,  
Lopez, Hoffer  
& Adelstein, LLP

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845 PROTON ROAD  
SAN ANTONIO, TEXAS 78258  
TELEPHONE: (210) 538-5385 FACSIMILE: (210) 538-5384  
[WWW.SLH-LAW.COM](http://WWW.SLH-LAW.COM) & [WWW.K12LAW.COM](http://WWW.K12LAW.COM)

## CONSTRUCTION PROCUREMENT METHODOLOGY PROCEDURE AND CHECKLIST

The procedures described below presume that your charter school has either included in its charter, or has received a charter amendment permitting construction procurement under Chapter 44, subchapter B of the Texas Education Code. If your charter needs to adopt this law, it must be done through the amendment process with the TEA. We can provide resolutions and documentation to accomplish this, if necessary.

Previously, Chapter 44 listed and described the available delivery methods and procurement processes for all contracts in excess of \$50,000, including contracts for construction services. Effective September 1, 2011, the Legislature amended these procurement procedures with respect to contracts for construction services. As amended, Chapter 44 adopts by reference the methods provided in Chapter 2269 of the Texas Government Code.

### Selection of Construction Methodology and Delegation of Authority (TEX. GOV'T. CODE ANN. §§ 2269.056, 2269.053)

If the school will use the “Competitive Bidding” method of procurement (outlined in §§ 2269.101-106) no formal steps must be taken to select this methodology. In order to utilize any other method, the Board of Directors must, prior to advertising, determine which of the available construction methods “provides the best value to the school.”

The Board may, under the newly effected law, delegate authority for this determination and any other decision or action to a designee at a meeting held in compliance with the Texas Open Meetings Act. The act of delegating authority itself should be accomplished through Board action. Delegation can be to a designated person/position, representative or to a committee. If the Board delegates this decision it must provide notice of the delegation, the limits of the delegated authority, and the name or title of each person or committee to whom authority is delegated in the request for bids, proposals or qualifications.

If the above notice is not provided in the request, an addendum can also be issued providing this notice. If notice of delegation is not provided, any selection, ranking or recommendation made by a delegate is “advisory only,” and the Board must itself take formal action on a selection.

*Schulman, Lopez, Hoffer & Adelstein, LLP—Trusted advisers and advocates for Texas independent school districts, charter schools and local governments offering accessible, responsive legal representation to our clients.*

**General Advertising Requirements**

(TEX. GOV'T. CODE ANN. § 2269.052; TEX. EDUC. CODE ANN. §§ 44.031(g))

The following constitute the advertising requirements under the new Chapter 2269 of the Government Code.

- 1. Advertise a Request for Qualifications (RFQ), Request for Proposals (RFP), Request for Bids (RFB), or Request for Competitive Sealed Proposals (RFCSP) or other notice in the following manner:
  - Publish advertisement in a newspaper of general circulation in the county where the school’s central office is located.
  - Advertisement appears “once a week for at least two weeks before the deadline” for receiving bids/proposals.
  - Advertisement contains notice of the time and place where responses will be received and opened. In a two-step procurement process, the second-step is not required to be published separately.
  - Advertisement contains reservation of rights with respect to the advertisement, the invitation and the project in general, *i.e.*, “the school reserves the right to reject any and/or all bids, to waive technicalities, to re-advertise or to proceed in the best interest of the school.”
  - Advertisement notifies the public regarding any pre-submittal conferences and provides contact information to receive information on the proposal/bid request.

**General Selection Requirements**

(TEX. GOV'T. CODE ANN. §§ 2269.054-59)

- 1. The governmental entity must publish in the RFP or RFQ the criteria that will be used to evaluate offers, and the applicable weighted value for each criterion.

When selecting a vendor, the school *may* consider the following factors:

- Price;
- Experience and reputation;
- Quality of services;
- The vendor’s impact on the school’s ability to comply with rules relating to historically underutilized businesses;
- Safety record;
- Proposed personnel;
- The vendor’s financial capability in relation to the scope of the project; and
- Any other relevant factor listed in the RFP or RFQ.



The above represents a change in the law, which now provides greater flexibility in determining evaluation criteria.

When selecting a vendor, the school *must* consider and apply existing laws related to the use of historically underutilized businesses and to the use of women, minority, and small or disadvantaged businesses when required.

- 2. All bids, proposals or qualifications submitted by potential vendors must be sealed prior to delivery to the school. If the Board has not delegated authority to a designee, selection of a vendor and approval of any resulting contract should be made at a meeting held in compliance with the Texas Open Meetings Act.

**Competitive Bidding – “Lowest Responsible Bidder”**

(TEX. GOV’T. CODE ANN. §§ 2269.101-06)

- 1. Select or designate an engineer or architect to prepare construction documents for the project. The selected or designated engineer or architect has full responsibility for complying with Chapter 1001 or 1051, Occupations Code, as applicable.

- If the engineer or architect is not a full-time employee of the school, select the engineer on the basis of demonstrated competence and qualifications as provided by section 2254.004, Government Code.

- 2. Prepare and advertise an RFB that includes:

- Construction documents;
- Estimated budget;
- Project scope;
- Estimated project completion date; and
- Any other information that contractors may require to submit a bid.

- 3. Bids may only be opened by the charter holder board of directors at a public meeting or by an officer or employee at an office of the charter school. Each bid and the name of the bidder should be read aloud.

Once a bid has been opened, it may not be changed for the purpose of correcting an error in the bid price. However, the bidder has a common law right to withdraw a bid due to a material mistake in the bid.

The school may reject any and all bids. If no bid is acceptable, the entire bidding process must be repeated. In determining if a bidder is a responsible bidder, the governmental entity may take into account the safety record of the bidder if the governing body of the governmental entity has:

- Adopted a written definition and criteria for accurately determining the safety record of a bidder (determinations must not be arbitrary and capricious). This criteria should be written and approved by the Board of Directors; and
  - Given notice in the bid specifications that a bidder’s safety record may be considered in determining the responsibility of a bidder.
  
- 4. Within seven days of awarding the contract to the lowest responsible bidder, the school must document the basis of its decision and make the evaluations public.
  
- 5. Procure, in accordance with section 2254.004, Government Code, all of the testing of construction materials engineering, inspection services, and verification testing services necessary for acceptance of the facility by the school.

**Competitive Sealed Proposals**

(TEX. GOV’T. CODE ANN. §§ 2269.151-55)

- 1. Select or designate an engineer or architect to prepare construction documents for the project. The selected or designated engineer or architect has full responsibility for complying with Chapter 1001 or 1051, Occupations Code, as applicable.
  - If the engineer or architect is not a full-time employee of the school, select the engineer on the basis of demonstrated competence and qualifications as provided by section 2254.004, Government Code.
  
- 2. Provide or contract for, independently of the contractor, inspection services, testing of construction materials engineering, and the verification testing services necessary for acceptance of the facility by the school. Identify these services in the RFP, and select them in accordance with section 2254.004, Government Code.
  
- 3. Prepare a RFCSP that includes:
  - Construction documents;
  - Selection criteria and the weighted value for each criterion;
  - Estimated budget;
  - Project scope;
  - Estimated project completion date; and
  - Any other information that contractors may require to submit a bid.
  
- 4. Receive, publicly open, and read aloud the names of the offerors and any monetary proposals made by the offerors.

- 5. Evaluate and rank each proposal submitted in relation to the published selection criteria within 45 days after the date of opening the proposals.
- 6. Select the offeror that offers the best value for the school based on the published selection criteria and on its ranking evaluation. In determining best value, consider any factor stated in the selection criteria, and not price alone.
- 7. Attempt to negotiate a contract with the selected offeror.
  - The school and its engineer or architect may discuss with the selected offeror options for a scope or time modification and any price change associated with the modification.
  - If unable to negotiate a contract with the selected offeror, formally and in writing end negotiations with that offeror and proceed to the next offeror in the order of the selection ranking until a contract is reached or all proposals are rejected.

**Construction Manager-Agent (CMA)**  
 (TEX. GOV'T. CODE ANN. §§ 2269.201-08)

- 1. Before or concurrently with selecting a construction manager-agent (CMA), select or designate an engineer or architect to prepare the construction documents for the project, and to have full responsibility for complying with Chapter 1001 or 1051, Occupations Code, as applicable.
  - If the engineer or architect is not a full-time employee of the school, select the engineer on the basis of demonstrated competence and qualifications as provided by section 2254.004, Government Code.
  - The school's engineer or architect may not serve, alone or in combination with another person, as the CMA unless the engineer or architect is hired to serve as the CMA under a separate or concurrent procurement. (The school's engineer or architect may still provide customary construction phase services under the original professional service agreement).
- 2. Select a CMA on the basis of demonstrated competence and qualifications in the same manner as provided for the selection of engineers or architects under section 2254.004, Government Code.
  - CMA is required to maintain professional liability of errors and omissions insurance in the amount of at least \$1 million for each occurrence.
  - CMA may be required by contract to provide administrative personnel, necessary equipment, on-site management, and other services as specified in the contract.
  - CMA represents the school in a fiduciary capacity.

- 3. Procure, in accordance with all applicable law, a general contractor, trade contractor, or subcontractor who will serve as the prime contractor for their specific portion of the work.
  - The CMA may not:
    - o Self perform any aspect of the construction work;
    - o Be a party to a construction subcontract for the construction work; or
    - o Provide or be required to provide performance and payment bonds for the construction work.
  
- 4. Procure, in accordance with section 2254.004, Government Code, all of the testing of construction materials engineering, inspection services, and verification testing services necessary for acceptance of the facility by the school.

**Construction Manager-at-Risk (CMR)**  
 (TEX. GOV'T. CODE ANN. §§ 2269.251-58)

- 1. Before or concurrently with selecting a construction manager-at-risk (CMR), select or designate an engineer or architect to prepare the construction documents for the project, and to have full responsibility for complying with chapter 1001 or 1051, Occupations Code, as applicable.
  - If the engineer or architect is not a full-time employee of the school, select the engineer or architect on the basis of demonstrated competence and qualifications as provided by section 2254.004, Government Code.
  - The school's engineer, architect or CMA for a project may not serve, alone or in combination with another, as the CMR unless the engineer or architect is hired to serve as the CMR under a separate or concurrent procurement. (The school's engineer or architect may provide customary construction phase services under an original professional service agreement).
  
- 2. Provide or contract for, independently of the CMR, the inspection services, the testing of construction materials engineering, and the verification testing services necessary for acceptance of the facility by the school in accordance with section 2254.004, Government Code.
  
- 3. Select the CMR in either a one **or** two step process:
  - One step process:
    - Prepare an RFP that includes:
      - General information on the project site;

- Project scope;
- Schedule;
- Estimated budget;
- The time and place for receipt of proposals;
- A statement that it is a one-step process; and
- Other information that may assist the school in its selection of a CMR
- The selection criteria and the weighted value for each criterion, which may include:
  - o Offeror’s proposed fees and prices for fulfilling the general conditions;
  - o Experience and reputation;
  - o Past performance;
  - o Quality of services;
  - o Safety record;
  - o Offeror’s impact on the school’s ability to comply with rules relating to historically underutilized businesses;
  - o Proposed personnel and methodology;
  - o Offeror’s financial capability in relation to the scope of the project; and
  - o Other appropriate factors that demonstrate capability of the offeror.

- Two step process:

[Step One] Prepare an RFP that includes:

- General information on the project site;
- Project scope;
- Schedule;
- Estimated budget;
- The time and place for receipt of proposals;
- A statement that it is a one-step process; and
- Other information that may assist the school in its selection of a CMR
- The selection criteria and the weighted value for each criterion, which may include:
  - o Experience and reputation;
  - o Past performance;
  - o Quality of services;
  - o Safety record;
  - o Offeror’s impact on the school’s ability to comply with rules relating to historically underutilized businesses;
  - o Proposed personnel and methodology;
  - o Offeror’s financial capability in relation to the scope of the project; and

- Other appropriate factors that demonstrate capability of the offeror.

- The school may not request fees or prices in step one.

[Step Two] The school may request that five or fewer offerors, selected solely on the basis of qualifications, provide additional information, including the CMR’s proposed fee and its price for fulfilling the general conditions.

- 4. At each step, publicly open and read aloud the names of the offerors for each offer received. At the appropriate step, also read aloud the fees and prices, if any, stated in each proposal as the proposal is opened.
  - Within 45 days after the date of opening the proposals, evaluate and rank each proposal submitted in relation to the criteria set forth in the RFP/RFQ.
  
- 5. Select the offeror that submits the proposal that offers the best value for the school based on the published selection criteria, and on its ranking evaluation. First, attempt to negotiate a contract with the selected offeror and, if unable to do so, formally and in writing end negotiations with that offeror and proceed to negotiate with the next offeror in the order of selection ranking until a contract is reached, or negotiations with all ranked offerors end.
  - Within seven days after awarding the contract, the school must make the rankings of each proposal public.
  
- 6. CMR publicly advertises for bids or proposals and receives bids or proposals from trade contractors or subcontractors for the performance of all major elements of the work other than the minor work that may be included in the general conditions.
  - A CMR may seek to perform portions of the work itself if the CMR submits its bid or proposal for those portions of the work in the same manner as all other trade contractors or subcontractors, and the school determines the CMR’s bid or proposal provides the best value.
  
- 7. The CMR and the school review all trade contractor or subcontractor bids or proposals in a manner that does not disclose the contents of the bid or proposal during the selection process to a person not employed by the CMR, engineer, architect, or school.
  - All bids or proposals must be made available to the school on request and to the public after the award of the contract, or within seven days after the date of final selection of bids or proposals, whichever is later.

- 8. Compensate the CMR by a change in price, time, or guaranteed maximum cost for any additional cost and risk that the CMR incurs if the CMR reviews, evaluates, and recommends a bid or proposal from a trade contractor or subcontract, but the school requires another bid or proposal to be accepted.
- 9. The CMR may, without advertising, itself fulfill the contract requirements or select a replacement trade contractor or subcontractor to fulfill the contract requirements if a selected trade contractor or subcontractor defaults in its performance or fails to execute a subcontract after being selected.
- 10. If a fixed contract amount or GMP has not been determined at the time the contract is awarded, the penal sums of the performance and payment bonds delivered to the school must each be in an amount equal to the project budget as specified in the RFQ.
  - The CMR delivers the bonds no later than the 10th day after the date the CMR executes the contract, unless the CMR furnishes a bid bond or other financial security acceptable to the school to ensure that the CMR will furnish the required performance and payment bonds when a GMP is established.

**Design-Build Contract**

(TEX. GOV'T. CODE ANN. §§ 2269.301-11)

- 1. Designate an engineer or architect independent of the design-build firm to act as the school's representative for the duration of the project. If the engineer or architect is not a full-time employee of the school, select the engineer or architect on the basis of demonstrated competence and qualifications as provided by section 2254.004, Government Code.
- 2. Prepare an RFQ that includes:
  - General information on the project site;
  - Project scope;
  - Budget;
  - Special systems;
  - Other information that may assist potential design-build firms in submitting proposals for the project; and
  - The selection criteria and the weighted value for each criterion, which may include:
    - o Experience and reputation;
    - o Past performance;
    - o Quality of services;
    - o Safety record;

- The design-build firm’s impact on the school’s ability to comply with rules relating to historically underutilized businesses;
- Proposed personnel and methodology;
- The design-build firm’s financial capability in relation to the scope of the project; and
- Other appropriate factors that demonstrate capability of the design-build firm.

3. Prepare a design criteria package that includes more detailed information on the project. If such preparation requires engineering or architectural services that constitute the practice of engineering under Chapter 1001, Occupations Code, or the practice of architecture under Chapter 1051, Occupations Code, the independent representative selected in Step 1 may provide them.

The design criteria package must include a set of documents that provides sufficient information, including criteria for selection, to permit a design-build firm to prepare a response to the school’s RFQ and to provide any additional information requested.

The design criteria package must specify criteria the governmental entity considers necessary to describe the project and may include, as appropriate:

- The legal description of the site;
- Survey information concerning the site;
- Interior space requirements;
- Special material requirements;
- Material quality standards;
- Conceptual criteria for the project;
- Special equipment requirements;
- Cost or budget estimates;
- Time schedules;
- Quality assurance and quality control requirements;
- Site development requirements;
- Applicable codes and ordinances;
- Provisions for utilities;
- Parking requirements; and
- Any other requirements of the project.

The school may not require design-build firms to submit architectural or engineering designs as part of a proposal or a response to a request for qualifications.

4. Evaluate statements of qualifications and select a design firm in three steps:
- (A) Prepare an RFQ and evaluate each offeror’s experience, technical competence, capability to perform, the past performance of the offeror’s team and members of the team, and other appropriate factors submitted by the team or firm in response to the RFQ, except that cost-related or price-related factors are not permitted.



- Each offeror certifies to the school that each architect or engineer that is a member of its team was selected based on demonstrated competence and qualifications in the manner provided by section 2254.004, Government Code.
- The school qualifies a maximum of five offerors to submit additional information and, if the school chooses, to interview for final selection

(B) Evaluate the information submitted by the offerors on the basis of the selection criteria stated in the RFQ and the results of any interview.

Additional information may be requested regarding:

- Demonstrated competence and qualifications;
- Considerations of the safety and long-term durability of the project;
- Feasibility of implementing the project as proposed;
- The ability of the offeror to meet schedules; and
  - Costing methodology (term defined in Section 2269.307(e) and does not include a guaranteed maximum price or bid for overall design or construction)

(C) Rank each proposal on the basis of the criteria set forth in the RFQ.

- 5. Select the design-build firm that submits the proposal offering the best value for the school on the basis of the published selection criteria and on its ranking evaluations.
  - First, attempt to negotiate a contract with the selected offeror.
  - If unable to negotiate a contract with the selected offeror, end negotiations with that offeror formally and in writing, and proceed to negotiate with the next offeror in the order of the selection ranking until a contract is reached or negotiations with all ranked offerors end.
  - Within seven days of awarding the contract to a design-build firm, the school must make its rankings of the proposals public.
- 6. After a design-build firm is selected, that firm’s engineers or architects complete the design, submitting all design elements for review and determination of scope compliance to the school’s engineer or architect before or concurrently with construction.
- 7. Provide or contract for, independently of the design-build firm, the inspection services, the testing of construction materials engineering, and the verification testing services necessary for acceptance of the facility by the school in accordance with section 2254.004, Government Code.

- 8. The design-build firm provides a set of construction documents for the project to the school at the end of construction. These documents must note any changes made during construction.
- 9. The design-build firm delivers a payment or performance bond not later than the 10th day after the date the firm executes the contract, unless the firm furnishes a bid bond or other financial security acceptable to the school to ensure that the design-build firm will furnish the required performance and payment bonds before construction begins.
  - A payment or performance bond is not required for, and may not provide coverage for, the design portion of the design-build contract with the design-build firm.
  - If a fixed contract amount or guaranteed maximum price (GMP) has not been determined at the time a design-build contract is awarded, the penal sums of the performance and payment bonds delivered to the school must each be in an amount equal to the project budget as specified in the design criteria package.

**Job Order Contracts**

(TEX. GOV'T. CODE ANN. §§ 2269.401-11)

- 1. Establish contractual unit prices for a job order contract by:
  - Specifying one or more published construction unit price books and the applicable divisions or line items; or
  - Providing a list of work items and requiring the offerors to bid or propose one or more coefficients or multipliers to be applied to the price book or work items as the price proposal.
- 2. The school may require offerors to submit additional information besides rates, including:
  - Experience;
  - Past performance; and
  - Proposed personnel and methodology.
- 3. Advertise for, receive, and publicly open sealed proposals for job order contracts.
- 4. The school may award job order contracts to one or more job order contractors in connection with each solicitation of proposals.

Alternatively, the school may use the CSP method and rank each proposal, select the offeror that presents the best value and attempt to negotiate a contract with the highest

ranked offeror. In determining best value, the school should consider any factor stated in the selection criteria, and not price alone.

- 5. The school's representative and the contractor sign the order for a job or project under the job order contract.
  - The order may be a fixed price, lump-sum contract based substantially on contractual unit pricing applied to estimated quantities, or may be a unit price order based on the quantities and line items delivered.
  
- 6. The contractor provides payment and performance bonds, if required by law, based on the amount or estimated amount of any order.
  
- 7. The base term of a job order contract may not exceed two years. The school may renew the contract annually for not more than three additional years.
  
- 8. If a job order contract or an order issued under the contract requires engineering or architectural services as defined by Chapters 1001 or 1051, Occupations Code, select or designate an architect or engineer to prepare the construction documents for the facility.
  - If the architect or engineer is not a full-time employee of the School, select the architect or engineer on the basis of demonstrated competence and qualifications as provided by section 2254.004, Government Code.

# Cover Sheet

## Consider/Act on Expansion Amendment Request: College Station High School

**Section:** V. Action Items  
**Item:** G. Consider/Act on Expansion Amendment Request: College  
Station High School  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Board Resolution -- Add Campus 2019 02 20.doc

**BOARD RESOLUTION AMENDING THE  
OPEN-ENROLLMENT CHARTER OF  
INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.**

**WHEREAS**, the Board of Directors of International American Education Federation, Inc., charter holder of International Leadership of Texas (CDN 057-848), desires to modify its Open-Enrollment Charter; and

**WHEREAS**, the Board desires to add one campus serving grades 9-12, at a location to be determined in Brazos County, Texas; and

**WHEREAS**, 19 Texas Administrative Code § 100.1033(a) states that a Charter “may be revised with the consent of the charter holder by written amendment approved by the commissioner of education ...;” and

**WHEREAS**, under 19 Texas Administrative Code § 100.1033(b)(9)(A)(vi) a Charter Expansion Amendment Request may only be approved if, before voting to request the enrollment increase, the governing body has considered a business plan as described below; and

**WHEREAS**, 19 Texas Administrative Code § 100.1033(b)(10)(D) permits a Charter Expansion Amendment Request to add a new campus;

**NOW, THEREFORE**, the Board of Directors of International American Education Federation, Inc., charter holder of International Leadership of Texas, at a lawfully called meeting of the Board, held in compliance with the Texas Open Meetings Act, do hereby adopt the following Resolutions:

**BE IT HEREBY RESOLVED THAT AS IT RELATES TO THE EXPANSION**

1. The Board of Directors of International American Education Federation, Inc., charter holder of International Leadership of Texas (county-district no. 057-848), has considered the business plan required under 19 Texas Administrative Code § 100.1033(b)(9)(a)(vi) for an expansion amendment request containing the following elements:
  - a. A statement discussing the need for an expansion;
  - b. A statement discussing the current and projected financial condition of the charter holder and charter school;
  - c. An unaudited statement of financial position for the current fiscal year;
  - d. An unaudited statement of financial activities for the current fiscal year;
  - e. An unaudited statement of cash flows for the current fiscal year;
  - f. A pro forma budget that includes the costs of operating the charter school, including the implementation of the expansion amendment;
  - g. A statement or schedule that identifies the assumptions used to calculate the charter school’s estimated Foundation School Program revenues;
  - h. A statement discussing the use of debt instruments to finance part or all of the charter school’s incremental costs;
  - i. A statement discussing the incremental cost of acquiring additional facilities, furniture, and equipment to accommodate the anticipated increase in student enrollment;

- j. A statement discussing the incremental cost of additional on-site personnel and identifying the additional number of full-time equivalents that will be employed; and
- k. A statement that the growth proposed is prudent relative to the financial and operational strength of the charter school.

**AND BE IT HEREBY FURTHER RESOLVED AS IT RELATES TO THE OVERALL AMENDMENT TO THE OPEN-ENROLLMENT CHARTER**

1. That the open-enrollment charter of International Leadership of Texas be amended to add one campus serving grades 9-12, at a location to be determined in Brazos County, Texas.
2. The Board of Directors has determined by majority vote of the board that the enrollment growth proposed in the business plan is prudent relative to the financial and operational strength of the charter school, and in the best interest of the students.
3. That an expansion charter amendment request be submitted to the Texas Education Agency.

*[END OF RESOLUTION. SIGNATURE PAGE FOLLOWS]*

PASSED AND APPROVED BY THE MAJORITY OF MEMBERS OF THE BOARD OF DIRECTORS OF INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC., ON THE **20TH DAY OF FEBRUARY, 2019.**

Members Voting in Favor:

\_\_\_\_\_  
Maj. Gen. James Williams, Board President

\_\_\_\_\_  
Lynne Beach, M.D., Board Vice President

\_\_\_\_\_  
Mr. Tracy Cox, Board Secretary

\_\_\_\_\_  
Edwin Flores, Ph.D., Board Member

\_\_\_\_\_  
Dr. Soner Tarim, Board Member

*The undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of a Resolution of the Directors of the Corporation, duly held on **February 20, 2019**, which Resolution is in full force and effect and has not been revoked or amended.*

\_\_\_\_\_  
Secretary \_\_\_/\_\_\_/\_\_\_

# Cover Sheet

## Consider/Act on 2019-2020 Academic Calendar

**Section:** V. Action Items  
**Item:** H. Consider/Act on 2019-2020 Academic Calendar  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** District Calendar 2019-2020 (1) WITH MINS.pdf





# INTERNATIONAL LEADERSHIP OF TEXAS

Others Before Self • Otros Antes De Uno Mismo • 先人后己

## 2019 - 2020 Calendar / Calendario / 学生日历

81 days  
 Aug 15 - Nov 25  
 Dec 2 - Dec 19  
**SECOND SEMESTER**  
 88 days  
 Jan 7 - Mar 6  
 Mar 16 - May 21

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July/Julio/八月 2019							August/Agosto/八月 2019							September/Septiembre/九月 2019							October/Octubre/十月 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31		
							Aug 1-2: Flex Days/Self-Selected PD Aug 5-14: Data/PD Days Aug 15: First Grading Period Starts/ <b>First Day of School</b>							Sept 2: Labor Day Sept 20: First Grading Period Ends Sept 23: Data/PD Day Sept 24: Second Grading Period Starts							Oct 14: Fall Break Oct 15: Data/PD Day						
November/Noviembre/十一月 2019							December/Diciembre/十二月 2019							January/Enero/一月 2020							February/Febrero/二月 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4							1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
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1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6
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15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
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Grading Period Start/End  
 Flex Days/Self-selected PD



Student/Teacher Holidays  
 Data/PD Days (Student Only Holidays)



District Summer Break

### 2019 Modified Summer Schedule

Summer office hours June 3-21  
 M-Th 7:30-5:00  
 F 8:00-12:00  
 Office Closed June 24 - July 15  
 \*Regular Hrs Resume

### MISSION STATEMENT

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

DRAFT DRAFT DRAFT!!!!!!!!!!!!!!!!!!!!!!!!!!!!!! **DRAFT 2019-2020 ILTexas Academic Calendar [Org 003+]** DRAFT DRAFT DRAFT!!!!!!!!!!!!!!!!!!!!!!!!!!!!!! DRAFT DRAFT DRAFT!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

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Third Grading Period	5-Nov	19-Dec	28	13,020	13,440	13,888	6-Jan, Data Day	1	29	25-29 Nov, Thanksgiving 20-Dec-3-Jan, Winter Break
<b>Total</b>			<b>81</b>	<b>37,665</b>	<b>38,880</b>	<b>40,176</b>				
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Fifth Grading Period	19-Feb	9-Apr	32	14,880	15,360	15,872	13-April, Data Day	1	33	9-13-Mar, Spring Break 10-April, Bad Weather Day #1
Sixth Grading Period	14-Apr	21-May	28	13,020	13,440	13,888	22-May, Records Day/ Bad Weather Day #2	1	29	FYI: 25-May, Memorial Day
								2	2	*2 Self-selected/On your own PD. PD will need to be well documented (R10, R11, R4, ILTexas offerings) via Eduphoria WkShp. Aug 1-2 identified as Flex Days on Calendar
<b>Total</b>			<b>88</b>	<b>40,920</b>	<b>42,240</b>	<b>43,648</b>	<b>Total Work Days</b>		<b>187</b>	
<b>Total Both Semesters</b>			<b>169</b>	<b>78,585</b>	<b>81,120</b>	<b>83,824</b>	<b>HB 2610 requires min. of 75,600</b>			
<b>Total with 4 waivers</b>			<b>173</b>	<b>80,445</b>	<b>83,040</b>	<b>85,808</b>	<b>ILTexas min. over req: 4,845 or 10 days (K-4); 7,440 or 15.5 days (5-8); and 10,208 or 20.5 days (9-12)</b>			
<b>First Day of School:</b>	15-Aug		4 State PD Waiver Days: 9/23, 10/15, 11/4, 1/6 (Reading). 4 waiver days x 465(K-4), 480 (5-8), 496 (9-12) minutes. Early Release Waivers applied to Kinder only for first 6 days of school dismissal, whereby only in Kinder, parents can drop their kids off as late as 9am and pick them up as early as 1pm to help with the transition.							
<b>Last Day of School:</b>	21-May		Specialized PD Offerings: Aug. 1-2							

**DRAFT**

\* We will continue to monitor changes to neighboring school districts' dates for spring break

NOTE: Garland K-8 instructional minutes vary due to the city mandated 30 min. staggered start/end times.

# Cover Sheet

## Consider/Act on Waiver Request: Professional Development Days

**Section:** V. Action Items  
**Item:** I. Consider/Act on Waiver Request: Professional Development Days  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
Resolution Staff Development Waiver for PD Days SY19-20 updated.pdf

**RESOLUTION OF THE BOARD  
OF INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.  
AUTHORIZING ILTEXAS ADMINISTRATION TO APPLY FOR  
LOW ATTENDANCE WAIVERS**

WHEREAS, the Board of Directors of International American Education Federation, Inc., charter holder of International Leadership of Texas (ILTexas), desires to maximize available funding as calculated on the basis of attendance; more particularly, to procure all waivers which may be available for days used for staff development; specifically, to train staff on various educational strategies designed to improve student performance in lieu of student instruction during the school year;

WHEREAS, it is desired to receive full ADA funding for staff development days when students are in attendance part of the day; the Student Attendance Accounting Handbook defines instructional minutes as the portion of the school day in which instruction takes place along with other exceptions; and any staff development waiver minutes reported must reflect actual staff development minutes provided;

WHEREAS, the Board of Directors desires to request one or more such staff development waivers for dates during the 2019-2020 School Year including those in the attached Calendar;

NOW, THEREFORE, the Board of Directors of International American Education Federation, Inc., charter holder of International Leadership of Texas, at a lawfully called meeting of the Board, held in compliance with the Texas Open Meetings Act, does hereby adopt the following Resolutions:

BE IT HEREBY RESOLVED THAT:

The Board of Directors of International American Education Federation, Inc., charter holder of International Leadership of Texas (county-district no. 057-848), hereby resolves as follows:

- 1. Approve the procurement of one or more staff development waivers available for the 2019-2020 School Year including those in the attached SY2019-2020 Calendar; and**
- 2. Authorize Administration to file one or more waiver requests to procure such waivers as are appropriate.**

*[SIGNATURE PAGE FOLLOWS]*

PASSED AND APPROVED BY THE MAJORITY OF MEMBERS OF THE BOARD OF DIRECTORS OF INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC., ON THE **20th** DAY OF **February, 2019**.

Members Voting in Favor:

Maj. Gen. James Williams \_\_\_\_\_  
signature Date

Lynne Beach, M.D. \_\_\_\_\_  
signature Date

Tracy Cox \_\_\_\_\_  
signature Date

Dr. Edwin Flores \_\_\_\_\_  
signature Date

Dr. Soner Tarim \_\_\_\_\_  
signature Date

*The undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of a Resolution of the Directors of the Corporation, duly held on **February 20, 2019**, which Resolution is in full force and effect and has not been revoked or amended.*

\_\_\_\_\_  
Secretary

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



# INTERNATIONAL LEADERSHIP OF TEXAS

Others Before Self • Otros Antes De Uno Mismo • 先人后己

## 2019 - 2020 Calendar / Calendario / 学生日历

81 days  
 Aug 15 - Nov 25  
 Dec 2 - Dec 19  
**SECOND SEMESTER**  
 88 days  
 Jan 7 - Mar 6  
 Mar 16 - May 21

Get in Touch  
[www.iltexas.org](http://www.iltexas.org)  
 /iltexasSchools  
 /il\_texas  
 /iltexas

July/Julio/八月 2019							August/Agosto/八月 2019							September/Septiembre/九月 2019							October/Octubre/十月 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
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3	4	5	6	7	8	9	8	9	10	11	12	13	14	12	13	14	15	16	17	18	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	19	20	21	22	23	24	25	9	10	11	12	13	14	15
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# Cover Sheet

## Authorization

**Section:** VI. Closed Session  
**Item:** A. Authorization  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** This Page is Blank.docx



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