



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

## August 21, 2019 Regular Meeting

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### Date and Time

Wednesday August 21, 2019 at 6:15 PM CDT

### 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 Simmensen, For ILTexas' Board

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>06:15 PM</b>
<b>A.</b> Record Attendance and Guests			
<b>B.</b> Call the Meeting to Order			
<b>C.</b> Approve Minutes of July 31, 2019 Regular Meeting	Approve Minutes		

Approve minutes for July 31, 2019 Regular Board Meeting on July 31, 2019

### **II. Public Speakers**

**06:15  
PM**

A. Guests who spoke, if any FYI

**III. Report and Information Items**

**06:15 PM**

A. CHIEF ACADEMIC OFFICER REPORT FYI Dr. Laura Carrasco-Navarrete

B. CHIEF ADMINISTRATIVE OFFICER REPORT FYI Jerry McCreight  
 Personnel Report

C. SUPERINTENDENT-CEO REPORT FYI Eddie Conger  
 Report proposed dates for Regular Board Meetings through July, 2020

**IV. Board Action Items: Consent Agenda**

**06:15 PM**

A. CONSENT AGENDA FOR VOTE Vote Eddie Conger

Consent Item B: Consider/Act on expenditure items individually exceeding \$100,000  
 Consent Item C: Consider/Act on revision of Employee Handbook in regards to allowed hair colors

The vote on this Consent Agenda item applies to all of the items listed immediately below, beginning with item B, except any item as to which a separate vote is recorded hereinbelow or as to which remarks are recorded here removing that item from the Consent Agenda. Pertinent attachments, if any, are appended to items B and subsequent immediately following this item.

B. (CONSENT ITEM B) CONSIDER/ACT ON EXPENDITURE ITEMS INDIVIDUALLY EXCEEDING \$100,000 Vote Ronald Kuehler

Discuss/Act to approve expenditure items individually exceeding \$100,000:  
 1. Maintenance & department vehicles / Elliot Auto Group, Mt. Pleasant / \$61,936.04  
 2. Copier contract renewal / Southwest Office systems / \$113,400.00  
 3. C2M Maintenance Agreement / C2M / \$471,066.00  
 4. Special Education Contracted Services / Soliant Health Inc. / \$105,000.00

C. (CONSENT ITEM C) CONSIDER/ACT ON EMPLOYEE HANDBOOK REVISION RE ALLOWED HAIR COLORS Vote Eddie Conger

Discuss/Act to approve revision of Employee Handbook sections addressing allowed hair colors.

**V. Board Action Items for Separate Consideration**

**06:15 PM**

A. CONSIDER/ACT ON EXPENDITURE, UP TO \$350,000.00, LANCASTER-DESOTO HS RENOVATION Vote Dr. Alan Seay

Discuss/Act to approve expenditure of up to \$350,000.00 for Lancaster-DeSoto High School renovation.

B. CONSIDER/ACT ON HOUSTON AREA OFFICE LEASE Vote Eddie Conger

Discuss/Act to authorize administration to negotiate and enter into a lease for the ILTexas Houston Area Office, for up to \$144,000.00 per year for four years.

**C. CONSIDER/ACT ON JULY, 2019 FINANCIAL REPORT**      Vote      Ronald Kuehler

Discuss/Act to approve the Financial Report for the month of July, 2019.

**VI. Executive Session**

**06:15 PM**

**A. AUTHORIZATION**      FYI

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 REAL ESTATE MATTER -- DESOTO PROPERTY FOR POTENTIAL NEW CAMPUS**      Discuss

Discuss real estate matters related to potential new campus in or near DeSoto, Texas, including purchase of real property situated in DeSoto.

**VII. Action Items After Executive Session**

**06:15 PM**

**A. CONSIDER/ACT ON PURCHASE OF REAL PROPERTY SITUATED IN DESOTO, TEXAS**      Vote

Discuss/Act to authorize administration to negotiate and enter into a purchase-sale agreement for real property situated in DeSoto, Texas for a potential new ILTexas campus.

**B. CONSIDER/ACT ON CMAR AGREEMENT WITH WALTZ CONSTRUCTION, LLC FOR DESOTO SCHOOL CONSTRUCTION**      Vote      Eddie Conger

Discuss and take possible action to authorize ILTexas to negotiate and enter into a construction manager at-risk agreement with JS Waltz Construction, LLC for the development and construction of a school situated in Desoto, Texas.

**VIII. Closing Items**

**06:15 PM**

**A. Adjourn Meeting**      Vote

# Cover Sheet

## Approve Minutes of July 31, 2019 Regular Meeting

**Section:** I. Opening Items  
**Item:** C. Approve Minutes of July 31, 2019 Regular Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for July 31, 2019 Regular Board Meeting on July 31, 2019

DRAFT



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

## Minutes

### July 31, 2019 Regular Board Meeting

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#### **Date and Time**

Wednesday July 31, 2019 at 6:15 PM

#### **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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#### **Directors Present**

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

#### **Directors Absent**

Edwin Flores

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## **Guests Present**

Finn Simmens

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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 Jul 31, 2019 @ 6:19 PM at 1820 N. Glenville Drive, Suite 100, Richardson, TX 75081.

### **C. Approve Minutes of June 19, 2019 Regular Meeting**

Dr. Lynne Beach made a motion to approve minutes from the June 19, 2019 Regular Board Meeting on 06-19-19.

Tracy Cox seconded the motion.

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

### **D. Approve Minutes of July 25, 2019 Emergency Meeting**

Dr. Lynne Beach made a motion to approve minutes from the July 25, 2019 Emergency Meeting on 07-25-19.

Tracy Cox seconded the motion.

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

## **II. Public Speakers**

### **A. Guests who spoke, if any**

There were no guests wishing to speak.

## **III. Report and Information Items**

### **A. CAO Report**

CAO Dr. Laura Carrasco-Navarrete reported to the Board.

### **B. Superintendent-CEO Report**

Superintendent Eddie Conger reported to the Board.

## **IV. Board Action Items: Consent Agenda**

### **A. CONSENT AGENDA FOR VOTE**

Tracy Cox made a motion to approve the Consent Agenda in its entirety.

Soner Tarim seconded the motion.

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

The Consent Agenda being approved, there was no need to take up Items B-E immediately below.

**B. (CONSENT ITEM B) Consider/Act on 2019-2020 ILTexas Student-Parent Handbook and Code of Conduct**

**C. (CONSENT ITEM C) Consider/act on 2019-2020 ILTexas Employee Handbook**

**D. (CONSENT ITEM D) Consider/Act on Expenditure items individually exceeding \$100,000**

**E. (CONSENT ITEM D) Consider/Act to Amend Policy Module 5.7, Allowable/Prohibited Uses of Public Funds**

**V. Board Action Items, not part of Consent Agenda, to be taken up individually**

**A. CONSIDER/ACT ON AUTHORIZING CEO TO APPROVE EMERGENCY EXPENDITURES \$100-500,000 WITH APPROVALS**

Tracy Cox made a motion to approve the authorization as proposed, with the addition of the condition that the expenditure receive a written legal review and said legal review be communicated to the Members who are asked for approval.

Dr. Lynne Beach seconded the motion.

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

**B. CONSIDER/ACT ON APPOINTMENT OF NEW BOARD MEMBER**

Superintendent-CEO Eddie Conger introduced Peter Gudmundsson to the Board.

Tracy Cox made a motion to appoint Peter Gudmundsson as a Member of the Board of Directors.

Dr. Lynne Beach seconded the motion.

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

Mr. Gudmundsson was seated as a Member.

**C. Consider/Act on June, 2019 Financial Report**

CFO Ronald Kuehler reported to the Board.

Tracy Cox made a motion to approve the Report.

Dr. Lynne Beach seconded the motion.

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

Peter Gudmundsson voted in favor of approving the June, 2019 Financial Report.

**D. Consider/Act on engagement of Sutton, Frost and Cary to perform the 2018-19 audit**

CFO Ronald Kuehler briefed the Board on information and legal updates furnished by the proposed auditors with reference to the proposed engagement.

Tracy Cox made a motion to approve the engagement.

Dr. Lynne Beach seconded the motion.

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

Peter Gudmundsson voted in favor of approving the engagement.

**E. Consider/Act on College Station K-8 name to reflect that the school will serve Grade Level 09**

Superintendent-CEO Eddie Conger briefed the Board on the proposed naming for Ninth Grade at the College Station Campus.

Dr. Lynne Beach made a motion to approve the proposed naming.

Tracy Cox seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
Peter Gudmundsson voted in favor of the proposed naming.

## **VI. Executive Session**

### **A. Authorization**

The Board entered Executive (Closed) Session at 7:26 p.m. and returned to Open Session at 7:52 p.m.

## **VII. 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.  
Peter Gudmundsson voted in favor of adjourning the Meeting.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:15 PM.

Respectfully Submitted,  
Major General James Williams



# Cover Sheet

## CHIEF ACADEMIC OFFICER REPORT

**Section:** III. Report and Information Items  
**Item:** A. CHIEF ACADEMIC OFFICER REPORT  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** August 21, 2019 Board Report.pdf

Chief Academic Officer Board Report, August 21, 2019

ILTexas  
2018 Final Ratings v.  
2019 Final Ratings



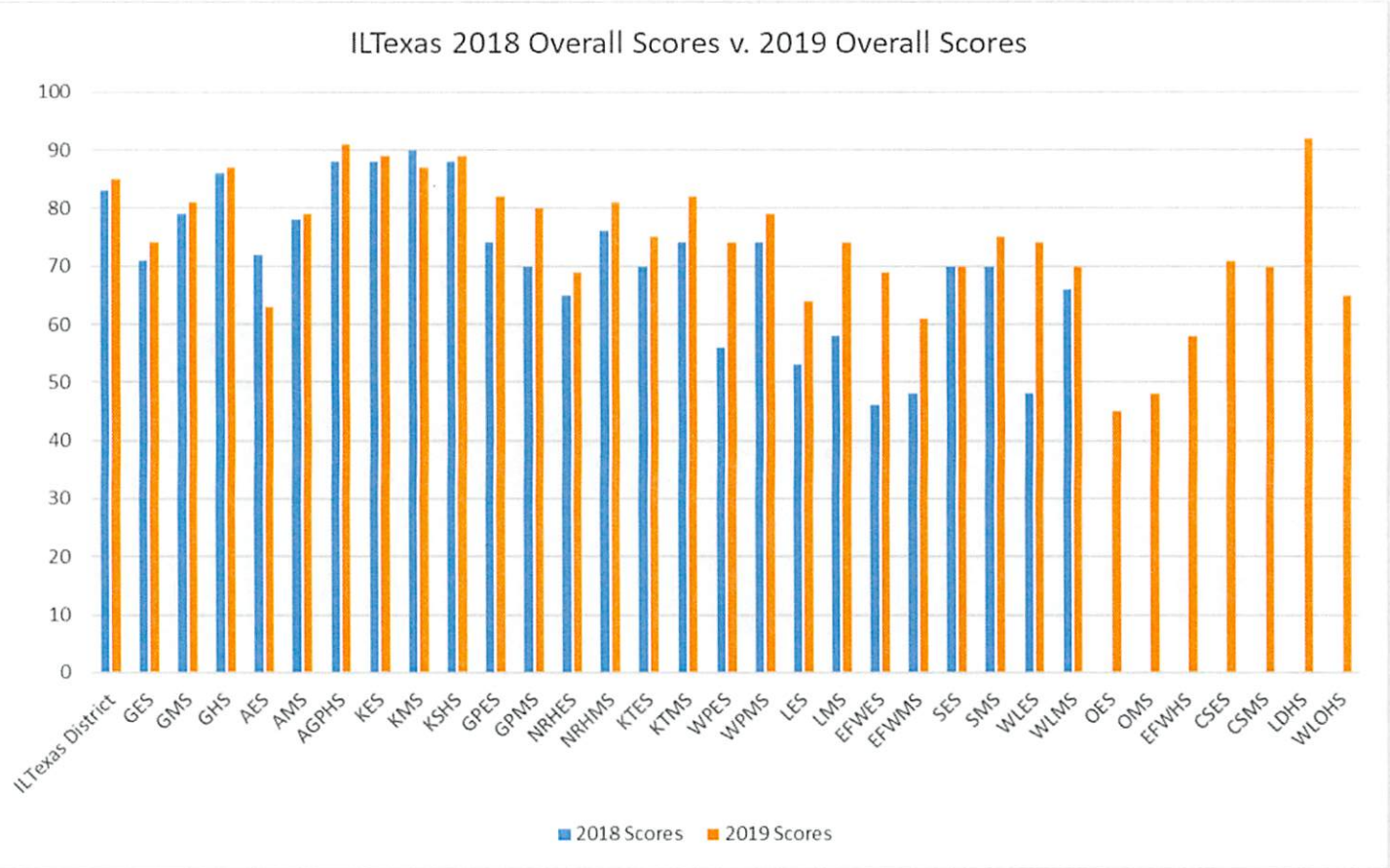
# ILTexas District

2019 Final Rating 85 = B  
 2018 Final Rating 83 = B  
 Percentage Point Increase +2 pts.

Campus	2018 Overall Rating	2018 Overall Score	2019 Overall Rating	2019 Overall Score	% Point Increase
WLES	F	48	C	74	26
EFWES	F	46	D	69	23
WPES	F	56	C	74	18
LMS	F	58	C	74	16
EFWMS	F	48	D	61	13
LES	F	53	D	64	11
GPMS	C	70	B	80	10
GPES	C	74	B	82	8
KTMS	C	74	B	82	8
NRHMS	C	76	B	81	5
KTES	C	70	C	75	5
WPMS	C	74	C	79	5
SMS	C	70	C	75	5
NRHES	D	65	D	69	4
WLMS	D	66	C	70	4
GES	C	71	C	74	3
AGPHS	B	88	A	91	3
GMS	C	79	B	81	2
GHS	B	86	B	87	1
AMS	C	78	C	79	1
KES	B	88	B	89	1
KSHS	B	88	B	89	1
SES	C	70	C	70	0
KMS	A	90	B	87	-3
AES	C	72	D	63	-9
OES			F	45	New
OMS			F	48	New
EFWHS	*Deactivated		F	58	New
CSES			C	71	New
CSMS			C	70	New
LDHS			A	92	New
WLOHS			D	65	New

\* KWPHS 2018 80 = B 2019 81 = B (+1pt)

# Overall Ratings







Department	ILTexas August 2019 PD Summary of Highlights
School Leadership	<p><b>Leadership Retreat Parts I-3:</b> Consisted of Professional Development and Meetings designed to review and build capacity around the key ILTexas initiatives.</p> <p><b>Breakthrough Coach:</b> With a focus on executive management, this 2-Day provided the structure and systems needed to get it all done and produce high levels of achievement towards the ILTexas mission. Principal feedback from training was very positive.</p> <p><b>TEKS RS Meets PLC:</b> Empowering Campus Leaders to serve as instructional leaders while maximizing on their curriculum resources and PLC structure to ensure laser focused planning ensuring high levels of achievement. The campus leaders were then charged with turning this training around/leading this training for their teachers.</p>
Reading Language Arts	<p><b>Aug. 6th/7th Content PD:</b> RLA has new RLA TEKS this year so we trained all Kinder -8th grade RLA Planner TEKS are aligned and integrated.. High school English teachers had 3 of our exemplar teachers working with them in Houston and Dallas. The goal of bringing the DFW teachers to Houston was to help build capacity in our teachers as well as build a camaraderie between all our high school teachers and I believe we were successful! . We had great feedback on both trainings. Veteran teachers are feeling rejuvenated with the new TEKS!</p> <p><b>Reading Academy:</b> For the first time all kinder - 2nd grade teachers were trained on the components of balanced literacy (Reader's and Writer's Workshop and Guided Reading), literacy stations, and iStation. We surveyed teacher on their areas of strengths and have determined what our next PD's will be from that information.</p>
Math	<p><b>August 6th/7th Content PD:</b> Math had great breakout sessions directed at continuing to increase the quality of first instruction and to grow the skills of our teachers. Breakout sessions were designed with the needs of different grade level teachers in mind. Teachers got hands on time with our key support resource Imagine Math. Teachers had time to collaborate and work with their grade level content peers to plan their IPC for the first six weeks.</p>
Science	<p><b>TEKS RS Meets PLC:</b> received a good 4 box framework for PLC structure</p> <p><b>Aug 6th/7th Dept PD:</b> differentiated professional development took place in DFW &amp; Houston/College Station for K-12 science teachers</p>

Social Studies/OBSP	<p><b>August 6th/7th Content PD:</b></p> <ul style="list-style-type: none"> <li>• Social Studies provided differential professional development by grade level clusters in breakout sessions with emphasis on ensuring all teachers have a solid understanding of how to plan their lessons using the IFD and district resources, and are prepared to use the “Know/Show” chart during PLC’s. Teachers were trained on the new SS TEKS Streamline and SS Dept expectations. Additional breakout sessions were designed to better equip our teachers with implementation of the DLI program, and enhance their content knowledge of economics/personal financial literacy (University of Tyler), and creating a culturally sensitive/globally aware classroom (World Affairs Council). Additionally, our AP teachers met together to discuss updates made by the College Board. Teachers concluded the day by doing content planning by grade level/content.</li> </ul> <p><b>GLA Meetings 8/30 &amp; 8/31:</b></p> <ul style="list-style-type: none"> <li>• GLA’s were trained on how to implement the Others Before Self Project using the 2019-2020 OBSP Guidelines and Timeline.</li> </ul>
Chinese	<p><b>August 6th/7th Content PD:</b></p> <ul style="list-style-type: none"> <li>• Released Common Performance Assessments for K-5 Chinese, and Integrated Performance Assessment for 6-12 Chinese.</li> <li>• Veteran teachers sharing their best practice on team-planning, 100% instruction in the target language, and classroom management.</li> </ul>
Spanish DLI Implementation	<p><b>Dual Language Academy - June</b></p> <ul style="list-style-type: none"> <li>- Introduced the new DLI Essentials</li> <li>- Introduction of Bridging / Translanguage</li> <li>- DLI staff modeling the use of best practices to support language and content at 90-100% in the target language</li> </ul> <p><b>International Teacher Training - July</b></p> <ul style="list-style-type: none"> <li>- Introduced the new DLI Essentials to learn about the ILTexas TW DLI Model</li> <li>- Learned ways to use the classroom environment to support learning</li> <li>- Learned about backward planning and how to plan effectively using TEKS RS</li> <li>- Learned various instructional techniques to support teaching in the target language at 90-100%</li> </ul> <p><b>New DLI K-5 teacher Training - August</b></p> <ul style="list-style-type: none"> <li>- Introduced the new DLI Essentials to learn about the ILTexas TW DLI Model</li> <li>- Learned ways to use the classroom environment to support learning</li> <li>- Learned about backward planning and how to plan effectively using TEKS RS</li> <li>- Learned various instructional techniques to support teaching in the target language at 90-100</li> <li>- Discussed how to integrate culture and grammar in context</li> <li>- Learned methods to increase student production (speaking and writing) and comprehension (listening and reading)</li> </ul>

Secondary Spanish	<p><b>International Teacher Training - July</b></p> <ul style="list-style-type: none"> <li>- Overview of the ILTexas LOTE Spanish Program Model</li> <li>- Introduced the new T.A.R.G.E.T as they apply to classroom environment and instruction</li> <li>- Introduction on Performance Based Assessments and the use of rubrics</li> </ul> <p><b>New LOTE Spanish Teacher Training - August</b></p> <ul style="list-style-type: none"> <li>- Overview of the ILTexas LOTE Spanish Program Model</li> <li>- Introduced the new T.A.R.G.E.T as they apply to classroom environment and instruction</li> <li>- Introduction on Performance Based Assessments and the use of rubrics</li> <li>- Observable teacher and student behaviors that are conducive to student learning</li> <li>- Learned various instructional techniques to support teaching in the target language at 90-100%</li> <li>- Shared the importance of establishing secure and trusting teacher:student relationships; routines;</li> <li>- Discussed how to integrate culture and grammar in context</li> <li>- Learned methods to increase student production (speaking and writing) and comprehension (listening and reading)</li> <li>- Introduction on Performance Based Assessments and the use of rubrics</li> </ul> <p><b>LOTE Spanish Backward Planning Training - August</b></p> <ul style="list-style-type: none"> <li>- Using IPA as a means to keeping the end in mind</li> <li>- Creating and applying various rubrics</li> </ul> <p><b>LOTE Spanish Planning Training and Worksession (Zoom) - August 12</b></p> <ul style="list-style-type: none"> <li>- Reviewed Backward Design Model</li> <li>- Introduced their instructional resources available for teachers (online and traditional)</li> <li>- Reviewed the LOTE Spanish pacing guide</li> <li>- Reviewed the End of Course Expectations from TEA for each level</li> <li>- Time to plan</li> </ul>
Fine Arts	<p><b>August 6&amp;7 PD:</b></p> <ul style="list-style-type: none"> <li>● This was my first face to face with the Fine Art teachers and I wanted to find out the culture and climate of the department. Culture assessment was given and addressed as a whole group along with ideas to implement this school year.</li> <li>● Relationship building skills were presented by me and whole group/small group discussions were taking place to reinforce the concept.</li> <li>● KNow/Show chart was introduced and worked on in small groups.</li> <li>● Break out sessions for each content area were in the afternoon and lead by the Fine Art Leads.</li> </ul>

	<p><b>August 12 Fine Art PD:</b></p> <ul style="list-style-type: none"> <li>• Teachers were asked to meet by cluster and content area to the best of their ability to collaboratively work together in developing curriculum and lesson plans.</li> <li>• A task was assigned to have uploaded lesson plans into Eduphoria by the end of the day.</li> <li>• Teachers were asked to explore the Fine Art Google Drive and familiarize themselves with the contents.</li> <li>• Teachers were asked to Zoom in with me and their content area at stated times throughout the day.</li> </ul>
CTE	<p><b>PD Days 8-6 &amp; 7th:</b> Comments from Teachers specifically: KWPHS: "We both agree that this was one of the best PD days we've ever been a part of. We both got a lot out of it! So THANK YOU!" KSHS: "finally we were able to get with another teacher that teaches what I teach. I didn't think anyone else did."</p> <p>This gave Teachers the ability to ask questions directly to Vendors that we have bought assets from for their class and confirm they are using it to the fullest extent.</p> <p>We brought in Houston area Teachers to collaborate with DFW Teachers and thy made connections there was no other way to make.</p>
Advanced Academics	<p>GT Leads will meet wit/h new Advanced Academic Coordinator the second week of school. Interviews were completed on 8/19 and recommendation made 8/20. Training will focus on identification process improvements and sequencing of students into secondary mastery courses in AP and Dual Credit.</p>
Instructional Technology	<p><b>Library:</b> Campus media specialists were trained to use Destiny Discover which is a school home page for the campus library and allows for single sign on access for districtwide databases.</p> <p><b>Technology:</b> Library Media Specialists and teachers were trained on utilizing Google Classroom by a Google Certified Trainer. Campus Media Specialists and Area DLI/Spanish &amp; Chinese Coaches were trained on how to implement Seesaw, a platform for capturing and tracking the language acquisition, with teachers.</p> <p><a href="#">Link to Tech Tools:</a></p>



	<a href="#">Technology Infographic</a>
Testing/Data Analysis	<b>Testing:</b> Increased awareness of testing priorities evidenced by advanced planning for teachers and coaches within the district. Useful time spent with Campus Testing Coordinators to communicate the testing calendar. Reviewed changes made to this years schedule and identified possible hurdles to be aware of as they forward plan the testing cycles.
PBIS	This was the first year that our PD department was able to provide targeted Classroom Management training for our Guest and International Teacher and New to the Profession teachers with a CHAMPS two day training (July 25 and July 26th). Teachers who attended on these two days are in the process of receiving a stipend. In addition to the CHAMPS, all AP Leads were introduced to the Effective School Framework key source, <u>Get Better Faster</u> with a targeted focus on the connection that CHAMPS, <u>Teach Like a Champion</u> and <u>Get Better Faster</u> have with PBIS, building positive relationships, and setting up structures for quality first time instruction. Our PD Department planned for intensive principal and AP professional development at Leadership Retreat Part III in setting the stage for the HOW that we train our staff with PBIS strategies with videos shared from Uncommon Schools PD in action. We saw this replicated at many campuses throughout our district wide PBIS day that was held on August 6th and August 7th. Feedback from district wide surveys about our PBIS days has been extremely positive! Teachers and administrators alike have asked for more training days like this with embedded time to put new learning into Action with time to practice.
Coaching and Feedback	Region 10 and BRES had a day each to present to both DFW and Harris County campus and area Instructional Coaches. Specifics to this very well received training included Get Better Faster Scope and Sequence, Real Time Coaching on TVB and Radar/ Scan and Aggressive Monitoring. During the Region 10 training ICs were introduced to Aggressive Monitoring with time for practice perfect so that there left the session ready to share this training with the rest of their team on the PBIS day. During the BRES training ICs were trained on how to offer Real Time Coaching on Time/ Voice/ Body expectations.
EL Dept.	BOY LPAC training took place on July 18 and July 19. In addition to the BOY LPAC processes, changes to EL coding and the new state mandated EL identification test (LAS) were covered. To be compliant with state and federal compliance, LPAC administrators received a Timeline for the 1st Semester that will ensure they meet important deadlines.  The ESL and DLI Instructional coaches supported the RLA Department deliver the August 6th and 7th PD.

# Cover Sheet

## CHIEF ADMINISTRATIVE OFFICER REPORT

**Section:** III. Report and Information Items  
**Item:** B. CHIEF ADMINISTRATIVE OFFICER REPORT  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Authorized Board Notification 08.21.19.pdf  
Authorized Board Report 8.21.19.pdf



INTERNATIONAL LEADERSHIP OF TEXAS

**Faculty and Support Staff New Hires  
Subsequent to August 5, 2019  
For Board Notification on August 21, 2019**

<b>NEW HIRES FOR THE 2019-2020 SCHOOL YEAR</b>			
<b>Position</b>	<b>Assignment</b>	<b>Building</b>	<b>Start Date</b>
TEACHER	ELEMENTARY	LANCASTER ELEMENTARY	08/14/2019
TEACHER	PFC	GRAND PRAIRIE ELEMENTARY	08/12/2019
AUX - TRANSPORTATION	BUS DRIVER	TRANSPORTATION	08/19/2019
TEACHER	HIGH	ARLINGTON HIGH	08/09/2019
TEACHER	MIDDLE	WINDMILL LAKES MIDDLE	08/13/2019
PARA - CAMPUS	INSTRUCTIONAL AIDE	KATY/WESTPARK HIGH	08/15/2019
PARA - DISTRICT	HR STAFFING SPECIALIST	HEADQUARTERS	08/12/2019
AUX - TRANSPORTATION	BUS DRIVER	TRANSPORTATION	08/19/2019
TEACHER	ELEMENTARY	KELLER ELEMENTARY	08/19/2019
TEACHER	ELEMENTARY	KELLER ELEMENTARY	08/07/2019
PROF - CAMPUS ADMIN	ASSISTANT PRINCIPAL	ARLINGTON ELEMENTARY	08/12/2019
TEACHER	ELEMENTARY	KELLER ELEMENTARY	08/12/2019
PROF - DISTRICT	COORDINATOR	HEADQUARTERS	08/19/2019
NURSE	NURSE	WINDMILL LAKES ELEMENTARY	08/13/2019
PARA - CAMPUS	INSTRUCTIONAL AIDE	KATY ELEMENTARY	08/19/2019
PROF - DISTRICT	STUDENT RECRUITER	DISTRICT OFFICE	08/12/2019
TEACHER	ELEMENTARY	WINDMILL LAKES ELEMENTARY	08/05/2019
TEACHER	MIDDLE	KELLER MIDDLE	08/06/2019
TEACHER	PFC	SAGINAW ELEMENTARY	08/13/2019
TEACHER	MIDDLE	WINDMILL LAKES MIDDLE	08/16/2019
TEACHER	MIDDLE	OREM MIDDLE	08/13/2019
TEACHER	HIGH	ARLINGTON HIGH	08/12/2019
TEACHER	ELEMENTARY	SAGINAW ELEMENTARY	08/12/2019
TEACHER	HIGH	ARLINGTON HIGH	08/13/2019
PARA - CAMPUS	INSTRUCTIONAL AIDE	LANCASTER MIDDLE	08/07/2019
AUX - TRANSPORTATION	BUS DRIVER	TRANSPORTATION	08/15/2019
TEACHER	ELEMENTARY	LANCASTER ELEMENTARY	08/13/2019
STIPEND INSTRUCTIONAL	SPECIAL EDUCATION	LANCASTER ELEMENTARY	08/13/2019
TEACHER	MIDDLE	LANCASTER MIDDLE	08/12/2019
TEACHER	ELEMENTARY	LANCASTER ELEMENTARY	08/13/2019
TEACHER	ELEMENTARY	KATY ELEMENTARY	08/13/2019
TEACHER	MIDDLE	ARLINGTON MIDDLE	08/19/2019
STIPEND INSTRUCTIONAL	SPECIAL EDUCATION	ARLINGTON MIDDLE	08/19/2019
TEACHER	PFC	COLLEGE STATION ELEMENTARY	08/12/2019
TEACHER	MIDDLE	WINDMILL LAKES MIDDLE	08/16/2019
STIPEND INSTRUCTIONAL	SPECIAL EDUCATION	WINDMILL LAKES MIDDLE	08/16/2019
AUX - FOOD SERVICE	FOOD SERVICE CASHIER	KELLER ELEMENTARY	08/15/2019
COUNSELOR	COUNSELOR	LANCASTER ELEMENTARY	08/12/2019
PROF - DISTRICT	COORDINATOR	HEADQUARTERS	08/19/2019
STIPEND INSTRUCTIONAL	MATH	WEST PARK MIDDLE	08/13/2019
TEACHER	MIDDLE	WEST PARK MIDDLE	08/13/2019
TEACHER	ELEMENTARY	GARLAND ELEMENTARY	08/12/2019
TEACHER	MIDDLE	NORTH RICHLAND HILLS MIDDLE	08/20/2019
PARA - CAMPUS	INSTRUCTIONAL AIDE	SAGINAW ELEMENTARY	08/06/2019
TEACHER	HIGH	ARLINGTON HIGH	08/13/2019
AUX - TRANSPORTATION	BUS DRIVER	TRANSPORTATION	08/20/2019
TEACHER	HIGH	KELLER HIGH	08/16/2019



## INTERNATIONAL LEADERSHIP OF TEXAS

TEACHER	HIGH	KELLER HIGH	08/19/2019
TEACHER	MIDDLE	WINDMILL LAKES MIDDLE	08/13/2019
PARA - CAMPUS	INSTRUCTIONAL AIDE	SAGINAW ELEMENTARY	08/14/2019
TEACHER	ELEMENTARY	EAST FT. WORTH ELEMENTARY	08/20/2019
PARA - CAMPUS	INSTRUCTIONAL AIDE	KELLER ELEMENTARY	08/13/2019
TEACHER	PFC	COLLEGE STATION ELEMENTARY	08/08/2019
PARA - CAMPUS	ATTENDANCE CLERK	ARLINGTON ELEMENTARY	08/12/2019
TEACHER	ELEMENTARY	OREM ELEMENTARY	08/19/2019
TEACHER	MIDDLE	KATY MIDDLE	08/13/2019
PARA - CAMPUS	INSTRUCTIONAL AIDE	LANCASTER ELEMENTARY	08/13/2019
TEACHER	HIGH	ARLINGTON HIGH	08/12/2019
STIPEND INSTRUCTIONAL	MATH	ARLINGTON HIGH	08/12/2019
TEACHER	HIGH	LANCASTER HIGH	08/14/2019
PARA - CAMPUS	INSTRUCTIONAL AIDE	LANCASTER MIDDLE	08/12/2019
NURSE	NURSE	KATY ELEMENTARY	08/06/2019
TEACHER	ELEMENTARY	GRAND PRAIRIE ELEMENTARY	08/13/2019
PARA - CAMPUS	INSTRUCTIONAL AIDE	SAGINAW ELEMENTARY	08/14/2019
PARA - CAMPUS	ATTENDANCE CLERK	EAST FT. WORTH ELEMENTARY	08/12/2019
TEACHER	ELEMENTARY	EAST FT. WORTH ELEMENTARY	08/09/2019
PARA - CAMPUS	INSTRUCTIONAL AIDE	SAGINAW ELEMENTARY	08/09/2019
COUNSELOR	COUNSELOR	WINDMILL LAKES MIDDLE	08/19/2019
PARA - CAMPUS	INSTRUCTIONAL AIDE	KATY MIDDLE	08/12/2019
PARA - CAMPUS	ATTENDANCE CLERK	KATY/WESTPARK HIGH	08/12/2019
AUX - TRANSPORTATION	BUS DRIVER	TRANSPORTATION	08/20/2019
TEACHER	ELEMENTARY	WINDMILL LAKES ELEMENTARY	08/12/2019

**Total employees hired subsequent to 8/05/2019: 72**

**Total Employee Count for 19/20 SY: 1,941.17**



## INTERNATIONAL LEADERSHIP OF TEXAS

**Authorized Position Report  
August 21, 2019**

**2019 - 2020 SCHOOL YEAR**

<b>Position</b>	<b># Positions</b>	<b>Positions Filled</b>	<b>Available FTE</b>	<b>Pending</b>	<b>Unfilled</b>
AUX - FOOD SERVICE	15.6667	15.6667	0		
AUX - MAINTENANCE	34	31	3	2	1
AUX - TRANSPORTATION	21	19	2		2
COUNSELOR	48	46	2		2
LIBRARIAN/MEDIA	16	16	0		0
NURSE	16	16	0		0
PARA - CAMPUS	349.5	322	27.5	9.5	18
PARA - DISTRICT	54	49	5		5
PROF - CAMPUS	44	35.5	8.5	2	6.5
PROF - CAMPUS ADMIN	68	67	1		1
PROF - DISTRICT	138	104	18		18
SLP	13	10	3		3
SUPERINTENDENT	1	1	0		0
TEACHER	1,254.50	1,209.00	45.50	20.00	25.50
<b>Total</b>	<b>2,072.67</b>	<b>1,941.17</b>	<b>115.50</b>	<b>33.50</b>	<b>82.00</b>

# Cover Sheet

## SUPERINTENDENT-CEO REPORT

**Section:** III. Report and Information Items  
**Item:** C. SUPERINTENDENT-CEO REPORT  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Proposed Metings rev 20190816.pdf



**ILTexas Board of Directors  
Proposed Board Meeting Schedule  
July, 2019 through July, 2020**

Wednesday, July 31, 2019	
Wednesday, August 21, 2019	
Wednesday, September 18, 2019	
Wednesday, October 16, 2019	
Wednesday, November 20, 2019	
Wednesday, December 18, 2019	
Wednesday, January 22, 2020	
Wednesday, February 19, 2020	
Wednesday, March 25, 2020	
Wednesday, April 15, 2020	
Wednesday, May 27, 2020	
Wednesday, June 17, 2020	
Wednesday, July 15, 2020	





# 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](https://www.facebook.com/iltexasSchools)

[/il\\_texas](https://twitter.com/il_texas)

[/iltexas](https://www.instagram.com/iltexas)

August/Agosto/八月 2019							September/Septiembre/九月 2019							October/Octubre/十月 2019							November/Noviembre/十一月 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	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30
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							Nov 1: Second Grading Period Ends Nov 4: Data/PD Day Nov 5: Third Grading Period Starts Nov 25-29: Thanksgiving						
December/Diciembre/十二月 2019							January/Enero/一月 2020							February/Febrero/二月 2020							March/Marzo/三月 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	3	4	5	6	7				1	2	3	4							1	1	2	3	4	5	6	7
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31				
Dec 19: Third Grading Period Ends Dec 20-Jan 3: Winter Break							Jan 6: Data/PD Day Jan 7: Fourth Grading Period Starts Jan 20: MLK Day							Feb 14: Fourth Grading Period Ends Feb 17-18: Data/PD Day Feb 19: Fifth Grading Period Starts							Mar 9-13: Spring Break <i>*subject to change</i>						
April/Abril/四月 2020							May/Mayo/五月 2020							June/Junio/六月 2020							July/Julio/八月 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	3	4						1	2		1	2	3	4	5	6				1	2	3	4
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
Apr 9: Fifth Grading Period Ends Apr 10: Bad Weather Day #1 Apr 13: Data/PD Day Apr 14: Sixth Grading Period Starts							May 21: Sixth Grading Period Ends/ <b>Last Day of School</b> May 22: Records Day / Bad Weather Day #2 FYI - May 25: Memorial Day																				

### Professional Development (PD) Student Holidays

- Aug 5-14.....PD/Data
- Sept 23.....PD/Data
- Oct 15.....PD/Data
- Nov 4.....PD/Data
- Jan 6.....PD/Data
- Feb 17-18.....PD/Data
- Apr 10,13.....PD/Weather
- May 22.....Records/Weather

### Student/Teacher Holidays

- Sept 2.....Labor Day
- Oct 14.....Fall Break
- Nov 25-29.....Thanksgiving
- Dec 20-Jan 3.....Winter Break
- Jan 20.....MLK Day
- March 9-13.....Spring Break
- Apr 10.....Weather Day 1
- May 25.....Memorial Day



Grading Period Start/End  
 Flex Days/Self-selected PD



Student/Teacher Holidays  
 Data/PD Days (Student Only Holidays)



District Summer Break

### 2020 Modified Summer Schedule

Summer office hours June 5 - 12  
 M-Th 7:30 - 5:00  
 F 8:00 - 12:00

Office Closed June 19 - July 13  
 \*Regular Hrs Resume July 14, 2020

### 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.



# Cover Sheet

## (CONSENT ITEM B) CONSIDER/ACT ON EXPENDITURE ITEMS INDIVIDUALLY EXCEEDING \$100,000

**Section:** IV. Board Action Items: Consent Agenda  
**Item:** B. (CONSENT ITEM B) CONSIDER/ACT ON EXPENDITURE ITEMS  
INDIVIDUALLY EXCEEDING \$100,000  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Over \$100K items for Board Approval 8-21 final.pdf

ILTexas Items over \$100,000					
	Vendor			Funding	
	Name		Description	Amount	Source
	Elliot Auto Group_Mt Pleasant		Maintenance/Department Vehicles	\$ 61,936.04	420
	Southwest Office systems		Copier contract renewal	\$ 113,400.00	420
	C2M		C2M Maintenance agreement	\$ 471,066.00	420
	Soliant Health Inc.		Special Ed contracted services	\$ 105,000.00	420

## Cover Sheet

### (CONSENT ITEM C) CONSIDER/ACT ON EMPLOYEE HANDBOOK REVISION RE ALLOWED HAIR COLORS

**Section:** IV. Board Action Items: Consent Agenda  
**Item:** C. (CONSENT ITEM C) CONSIDER/ACT ON EMPLOYEE HANDBOOK  
REVISION RE ALLOWED HAIR COLORS  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Proposed Employee HB Amendment 2019-08-21 Snapshot.pdf

**MARK-UP**

adornments that are disruptive or potentially disruptive to the educational environment as determined by the Principal or Supervisor.

- Employees should not wear clothing that exposes cleavage, the midriff, undergarments, or that is otherwise not modest. Appropriate undergarments must be worn at all times.
- Jeans are only permitted on days approved by the principal or supervisor.

Hair:

- Hair must be clean and neat in appearance and consistently maintained. Hair ~~styles/color~~ must ~~not be disruptive to the educational environment~~ be a color naturally occurring in humans. Hair style must be professional and must be suitable for working in a large bank, law office or business organization. Beards and moustaches must be neatly trimmed.

Shoes:

- Shoes should be in good condition.
- Plastic or rubber flip-flops are not permissible.
- Employees may wear sandal footwear or open-toed shoes when seasonally appropriate.

Miscellaneous:

- Body piercing (except earrings) and tattoos should be covered.
- Good personal hygiene is required at all times.

Support Staff:

- Maintenance, transportation and student nutrition employees shall be neat, clean, and well-groomed and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

**Adherence:**

Principals and other administrative supervisors are delegated the authority and bear the responsibility for ensuring compliance with this policy and are expected to counsel and/or discipline employees whom they supervise on professional appearance in conformance with this policy.

In addition, a principal or administrative supervisor may deviate from this policy temporarily to meet the needs of a specific division/school/work site for an appropriately specified purpose. The Principal or administrative supervisor must approve temporary deviations. The Superintendent or designee must approve long-term or non-temporary deviations.

Examples of appropriate and inappropriate attire (note: this is not an exhaustive list):

**Men**

Appropriate:

- Dress slacks
- “Dockers” style slacks
- Buttoned dress shirts
- Polo or golf style shirts

Inappropriate:

- Sweats/active wear (based on assignment)
- Shorts
- Torn/ripped clothing
- T-shirts/tank tops

*CLEAN VERSION*

adornments that are disruptive or potentially disruptive to the educational environment as determined by the Principal or Supervisor.

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- Employees may wear sandal footwear or open-toed shoes when seasonally appropriate.

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Examples of appropriate and inappropriate attire (note: this is not an exhaustive list):

**Men**

Appropriate:

Dress slacks  
 “Dockers” style slacks  
 Buttoned dress shirts  
 Polo or golf style shirts  
 Turtlenecks

Inappropriate:

Sweats/active wear (based on assignment)  
 Shorts  
 Torn/ripped clothing  
 T-shirts/tank tops  
 Muscle shirts

# Cover Sheet

## CONSIDER/ACT ON HOUSTON AREA OFFICE LEASE

**Section:** V. Board Action Items for Separate Consideration  
**Item:** B. CONSIDER/ACT ON HOUSTON AREA OFFICE LEASE  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
7324 #2-1610 New International Leadership of Texas Lease Proposal R 081219.pdf  
LEASE DETAIL.pdf



720 N Post Oak Rd, Suite 500  
Houston, Texas 77024

T 713.777.RENT  
F 713.780.9708

August 12, 2019

Re: New Lease Proposal for 7324 Southwest Freeway Suite 1610: International American Education Federation, Inc. dba International Leadership of Texas

Dear Subic,

On behalf of The Arena Group, LP I am pleased to present the following proposal regarding certain major business points which would be incorporated in a lease agreement between Landlord and International American Education Federation, Inc. dba International Leadership of Texas for 7324 Southwest Freeway Suite #1610 Houston, Texas 77074.

**Tenant:** International American Education Federation, Inc. dba International Leadership of Texas

**Landlord:** The Arena Group, LP

**Premises:** Approximately 8,530 rentable square feet ("RSF") located on the 16th floor.

**Terms:** Option 1: 49 Months & Option 2: 74 months

**Commencement:** December 1, 2019

**Base Rental Rate:** Rent schedule below: Plus Monthly Electric see below.

<b>Option 1: Rent Schedule</b>			
From	To	Months	Monthly
12/1/2019	12/31/2019	1	\$ 0.00
1/1/2020	12/31/2020	12	\$ 11,799.83
1/1/2021	12/31/2021	12	\$ 12,155.25
1/1/2022	12/31/2022	12	\$ 12,510.67
1/1/2023	12/31/2023	12	\$ 12,866.08

<b>Option 2: Rent Schedule</b>			
From	To	Months	Monthly
12/1/2019	1/31/2020	2	\$ 0.00
2/1/2020	1/31/2021	12	\$ 11,266.71
2/1/2021	1/31/2022	12	\$ 11,622.13
2/1/2022	1/31/2023	12	\$ 11,977.54
2/1/2023	1/31/2024	12	\$ 12,332.96
2/1/2024	1/31/2025	12	\$ 12,688.38
2/1/2025	1/31/2026	12	\$ 13,043.79

\*All rates are subject to the “Consumer Price Index (CPI)” clause in the Lease Agreement.

**Electric Rate:** The above rental base rental rates are net of electric. Tenant will be responsible for it’s pro rata share of building standard electricity, billed on a monthly basis. Electric for Current Year is budgeted at approx.. \$1.36rsqft. which equates to a monthly electric amount of \$966.73

**Expenses:** For the second year through the end of the lease, the tenant’s rent payments shown above are subject to annual adjustment based upon the percentage change in the Consumer Price Index (“CPI”) since the commencement date of the lease.

Under the terms of the standard Boxer lease agreement, Landlord is responsible for all operating expenses and taxes; therefore there is no pass-through for operating expenses or common area maintenance.

**Improvements:** Landlord agrees to paint the entire suite and install new building standard carpet throughout the suite at no charge. Landlord also agrees to build one new reception area, five 10’ x 12’ offices, one conference room and build one new 12’ wall as depicted in the attachment at no charge.

**Free Rent:** Tenant shall receive free rent as depicted in the above rent schedule.

**RTO:** Tenant shall have the right to occupy the premises after the paint, new carpet and substantial completion of construction through November 30, 2019 at no charge.

**Security Deposit:** \$1,000.00.

**Parking:** Tenant shall receive twenty (30) unreserved covered parking spaces at no charge along with \$1,100 monthly parking validations.

**Bldg. Services:** HVAC Monday through Friday 7:00 am to 6:00 pm, Saturday 8:00 am to 2:00 pm and no HVAC on Sundays. There is an additional \$55.00 per hour after hours HVAC usage charge.



*This proposal is subject to an executed lease agreement and is not to be considered an offer, but is for discussion purposes only. Nothing contained herein shall be binding on either party until said terms and conditions are agreed upon and Lease documents have been fully executed and exchanged by and between the parties. However, if the terms are agreeable, a contract shall be prepared dealing with the items described above as well as the attached drawing.*

We sincerely appreciate this opportunity and look forward to hearing from you soon.

Sincerely,

Kirk Graham  
Leasing Representative



**DETAIL ON PROPOSED LEASE FOR HOUSTON AREA OFFICE**

**From:** Jerry McCreight

**Sent:** Monday, August 19, 2019 11:31 AM

**To:** Eddie Conger <[econger@ILTexas.org](mailto:econger@ILTexas.org)>; Subic Vu <[svu@ILTexas.org](mailto:svu@ILTexas.org)>

**Subject:** RE: Board Meeting Agenda and Packet -- 8/21

If we chose the 4 year option the annual rents are as follows:

First year 1/1/20 through 6/30/20 = \$70,798.98 plus electric of \$5,800.38 current rent of \$40,641.90 plus current electric of \$2,988.42 for a total of \$120,229.68

Second year 7/1/20 through 6/30/21 = \$143,730.48 plus electric of \$5,800.38 for a total of \$149,530.86

Third year 7/1/21 through 6/30/22 = \$147,995.52 plus electric of \$5,800.38 for a total of \$153,795.90

Fourth year 7/1/22 through 6/30/23 = \$152,260.50 plus electric of \$5,800.38 for a total of \$158,060.88

After speaking with Subic, the parking should be 35 spaces and \$1,200 per month additional allowance.

Jerry W McCreight, CPA

Chief Administrative Officer

1820 N. Glenville Dr. #100

Richardson, TX 75081

972-479-9078/ Fax 972-479-9129

# Cover Sheet

## CONSIDER/ACT ON JULY, 2019 FINANCIAL REPORT

**Section:** V. Board Action Items for Separate Consideration  
**Item:** C. CONSIDER/ACT ON JULY, 2019 FINANCIAL REPORT  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** JULY 31\_2019 FINANCIALS.pdf

## STATEMENT OF FINANCIAL POSITION

<b>ASSETS</b>	UNAUDITED	
	<u>JUNE 30, 2019</u>	<u>July 31, 2019</u>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 58,156,962	55,327,893
Due from STATE and FEDERAL programs	26,012,458	21,650,599
Other Receivables	1,074,261	1,079,719
Deferred Expense	227,641	169,205
Other Current Assets	603,255	603,255
Total Current Assets	<u>86,074,578</u>	<u>78,830,671</u>
 <b>PROPERTY AND EQUIPMENT</b>		
Land	38,839,724	38,839,724
Buildings	428,658,506	428,658,506
Furniture and equipment	15,940,132	15,940,044
Vehicles	2,402,627	2,601,228
Less accumulated depreciation	<u>(37,813,157)</u>	<u>(39,002,247)</u>
Total Property and Equipment	<u>448,027,832</u>	<u>447,037,255</u>
Total Assets	<u>\$ 534,102,409</u>	<u>525,867,926</u>
 <b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts Payable	\$ 2,306,474	29,537
Due to student groups	807,751	809,841
Loans - Current	-	-
Deferred revenue_Non earned FSP funds	376,755	376,755
Accrued wages payable	11,558,138	4,800,659
Payroll deductions and withholdings	1,131,278	480,752
Accrued expenses	-	-
Other Liabilities	-	-
Current portion of Capital lease payable	-	-
Current portion of long-term debt	5,246,978	5,246,978
Total Current Liabilities	<u>21,427,375</u>	<u>11,744,523</u>
 <b>LONG-TERM LIABILITIES</b>		
Loans	-	-
Other Liabilities	-	-
Finance(Buildings) Lease Liability	-	-
Long-term debt	510,190,582	509,165,857
Total Long-Term Liabilities	<u>510,190,582</u>	<u>509,165,857</u>
Total Liabilities	<u>\$ 531,617,956</u>	<u>520,910,379</u>
 <b>NET ASSETS</b>		
Unrestricted(Beg. 7-1-19 balance)	\$ 2,484,453	2,484,453
Current Year Change in Net Asset (Revenue/Expenses)	<u>-</u>	<u>2,473,094</u>
Total Net Assets	<u>2,484,453</u>	<u>4,957,547</u>
Total Liabilities and Net Assets	<u>\$ 534,102,409</u>	<u>525,867,926</u>

\*\*\*Internally Prepared Financial Statements

## INTERNATIONAL LEADERSHIP OF TEXAS REVENUES & EXPENDITURES MONTHLY REPORT

Ending Net Assets\_6/30/19(Unaudited) 2,484,453

REVENUE	Revised Budget	July Actuals	YTD TOTAL	%age of Budget
5700 Local	3,028,770	69,447	69,447	2%
5800 State	186,846,220	15,699,683	15,699,683	8%
5900 Federal	16,879,403	12,979	12,979	0%
	<b>206,754,393</b>	<b>15,782,109</b>	<b>15,782,109</b>	<b>8%</b>
EXPENSE				
11 Instructional	93,174,953	6,269,860	6,269,860	7%
12 Library and Media	1,014,102	65,383	65,383	6%
13 Curriculum development	8,082,145	410,857	410,857	5%
21 Instructional Leadership	1,587,242	90,635	90,635	6%
23 School Leadership	9,649,980	719,975	719,975	7%
31 Guidance & Counseling	5,354,197	311,472	311,472	6%
32 Social services	136,981	0	0	0%
33 Health Services	1,783,625	106,324	106,324	6%
34 Student Transportation	1,719,724	58,494	58,494	3%
35 Food Services	8,388,928	23,678	23,678	0%
36 Extra Curricular Activities	1,911,756	80,776	80,776	4%
41 General Administration	5,371,111	403,149	403,149	8%
51 Facilities Maintenance	24,874,420	1,832,526	1,832,526	7%
52 Security and Monitoring	2,119,431	0	0	0%
53 Technology / Data Systems	6,287,083	279,261	279,261	4%
61 Community Services	1,242,970	29,111	29,111	2%
71 Debt Service	31,789,635	2,627,513	2,627,513	8%
	<b>204,488,283</b>	<b>13,309,015</b>	<b>13,309,015</b>	<b>7%</b>
Total	204,488,283	13,309,015	13,309,015	7%
Change in Net Assets	2,266,110	2,473,094	2,473,094	
<b>Ending Net Assets Balance</b>			<b>4,957,547</b>	
6100 Payroll	119,032,931	7,738,945	7,738,945	7%
6200 Contr. Services	27,627,857	1,192,616	1,192,616	4%
6300 Supplies	7,884,307	241,018	241,018	3%
6400 Oth. Operating	18,203,552	1,508,924	1,508,924	8%
6500 Debt Service	31,739,635	2,627,513	2,627,513	8%
6600 Capital Outlay	0	0	0	
	<b>204,488,283</b>	<b>13,309,015</b>	<b>13,309,015</b>	<b>7%</b>

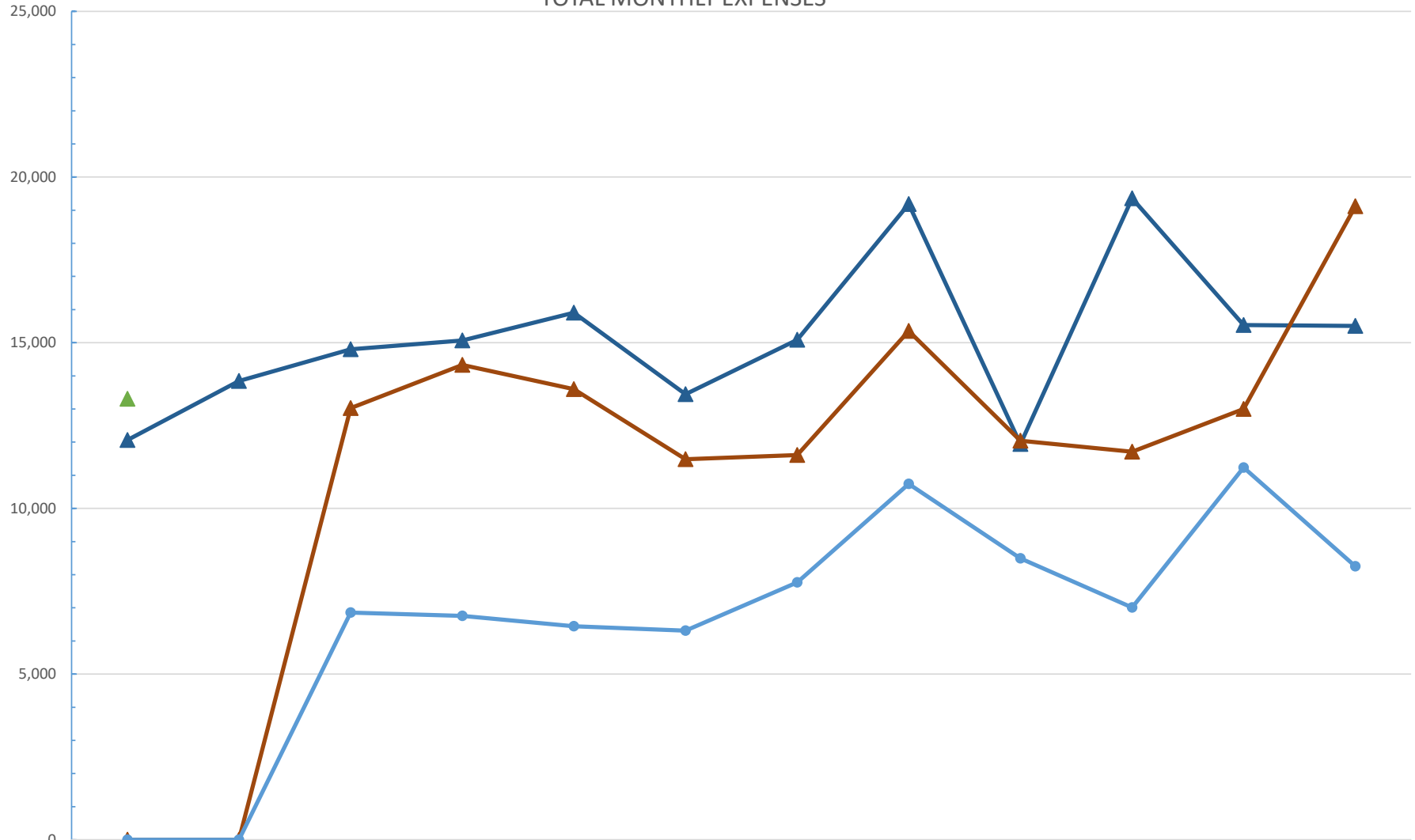
\*\*Internally prepared Financials, subject to change.

International Leadership of Texas  
Cash Flow Projection

	Beg. Bal. (6/30/19)											
	19,664,796	19,218,129	19,159,288	20,520,947	21,882,606	23,244,265	24,605,924	25,967,583	27,329,242	28,690,901	30,052,561	31,414,220
	July '19	August '19	September '19	October '19	November '19	December '19	January '20	February '20	March ' 20	April '20	May '20	June '20
<b>Inflows</b>												
Cash Balance	19,664,796	19,218,129	19,159,288	20,520,947	21,882,606	23,244,265	24,605,924	25,967,583	27,329,242	28,690,901	30,052,561	31,414,220
Local	69,447	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
State	11,661,349	12,722,661	15,411,601	15,411,601	15,411,601	15,411,601	15,411,601	15,411,601	15,411,601	15,411,601	15,411,601	15,411,601
Federal	1,048,215	-	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
Other Sources	-	-	-	-	-	-	-	-	-	-	-	-
Short-term Loan	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total inflows</b>	<b>12,779,011</b>	<b>12,972,661</b>	<b>16,911,601</b>	<b>16,911,601</b>	<b>16,911,601</b>	<b>16,911,601</b>	<b>16,911,601</b>	<b>16,911,601</b>	<b>16,911,601</b>	<b>16,911,601</b>	<b>16,911,601</b>	<b>16,911,601</b>
<b>Outflows</b>												
Payroll	7,738,945	7,738,945	9,150,000	9,150,000	9,150,000	9,150,000	9,150,000	9,150,000	9,150,000	9,150,000	9,150,000	9,150,000
Contr. Svcs	1,192,616	1,192,616	2,300,000	2,300,000	2,300,000	2,300,000	2,300,000	2,300,000	2,300,000	2,300,000	2,300,000	2,300,000
Supplies	241,018	241,018	241,018	241,018	241,018	241,018	241,018	241,018	241,018	241,018	241,018	241,018
Oth. Oper.	358,924	358,924	358,924	358,924	358,924	358,924	358,924	358,924	358,924	358,924	358,924	358,924
Debt Service	2,627,513	3,125,000	3,125,000	3,125,000	3,125,000	3,125,000	3,125,000	3,125,000	3,125,000	3,125,000	3,125,000	3,125,000
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Short-term loan	-	-	-	-	-	-	-	-	-	-	-	-
Non-Expense(Principal)	1,066,662	375,000	375,000	375,000	375,000	375,000	375,000	375,000	375,000	375,000	375,000	375,000
<b>Total outflows</b>	<b>13,225,678</b>	<b>13,031,503</b>	<b>15,549,942</b>	<b>15,549,942</b>	<b>15,549,942</b>	<b>15,549,942</b>	<b>15,549,942</b>	<b>15,549,942</b>	<b>15,549,942</b>	<b>15,549,942</b>	<b>15,549,942</b>	<b>15,549,942</b>
<b>Month End Balance</b>	<b>19,218,129</b>	<b>19,159,288</b>	<b>20,520,947</b>	<b>21,882,606</b>	<b>23,244,265</b>	<b>24,605,924</b>	<b>25,967,583</b>	<b>27,329,242</b>	<b>28,690,901</b>	<b>30,052,561</b>	<b>31,414,220</b>	<b>32,775,879</b>

\*\*Internally Prepared projection

### TOTAL MONTHLY EXPENSES



	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
2019-20	13,309,015											
2018-19	12,064,266	13,846,414	14,803,071	15,066,973	15,906,248	13,443,654	15,087,697	19,185,321	11,941,085	19,356,312	15,535,001	15,506,318
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
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