



AGENDA

International Leadership of Texas Board of Directors Meeting
Wednesday, September 17, 2014 – 6:30 p.m.

ILTexas District Office – 1810 N Glenville Dr., Ste 102, Richardson, TX 75081

- I. Call to Order
- II. General/Public Comment
- III. CEO/Superintendent Report: Eddie Conger 1
 - A. Chief Financial Officer Report, Jerry McCreight 2
 - B. Chief Academic Officer Report, Dr. Laura Carrasco 3
- IV. Discussion Items:
 - A. Enrollment and impact on 2014-2015 budget and options.
- V. Executive Session:
 - A. Discuss Personnel Hiring, Termination, and Resignations
 - B. Discuss Real Estate
- VI. Action items:
 - A. Discuss/act on hiring of new personnel, terminations, and resignations
 - B. Discuss/act on Local Wellness Program 4
 - C. Discuss/act on revisions to 2014-2015 Student Handbook and Code of Conduct 5
 - D. Discuss/act on approval of Campus Improvement Plans for all campuses 6
 - E. Discuss/act on change 1 to Fiscal Manual 7
- VII. Adjourn



INTERNATIONAL LEADERSHIP OF TEXAS
1810 N Glenville Dr, Ste. 102, Richardson, TX 75081 ♦ (972) 479-9078 ♦ ILTEXAS.org

Superintendent's Report – September 2014 Board Report

Prepared and Submitted by Eddie Conger, Superintendent

1. New Format for Superintendents Report.
2. Enrollment – 4530
3. Traffic – Arlington and Keller
4. CFO and Superintendent in Boise September, Thursday 25th-Saturday 27th.
5. Superintendent in China third week of October for HS tour with New Oriental. They are the education training and consulting private firm that is in over 100 cities in China and serve approximately 80% of all students who study abroad.

Will also be in China for three weeks in December for additional recruiting.
6. North Texas Day of Giving tomorrow. Superintendent will let students shave his head and beard if we raise \$45,000 on the 18th. Money can be designated to each campus and will be used by campuses as they see their needs.



INTERNATIONAL LEADERSHIP OF TEXAS

3301 N. Shiloh Road, Garland, Texas 75044 ♦ (972) 414-8000 ♦ ILTexas.org

Curriculum and Instruction –September 17, 2014 Board Report

Prepared by: Dr. Laura Carrasco, Chief Academic Officer

- I. ILTexas Joins the TEKS Resource System, Texas Curriculum Management Program Cooperative (TCMPC) through Region 10.

This is a resource for teachers, our schools, and parents. All of the system’s content is aligned to the most current versions of the Texas State Board of Education-adopted TEKS for the following subject areas:

- English Language Arts and Reading (grades K-12)
- Mathematics (grades K-12)
- Science (grades K-12)
- Social Studies (grades K-12)
- Spanish Language Arts and Reading (grades K-5)
- Spanish translated versions of Mathematics, Science, and Social Studies (grades K-5)

ILTexas is particularly utilizing the Instructional Focus Documents (IFDs), which provide clarity and focus to our curriculum and the TEKS RS Assessments (generated by assessment and curriculum experts throughout the state).

- II. Reading Assessments K-8:

ILTexas K-8 Reading Assessments

***Please refer to Assessment Calendar for testing widows**

Grade Level	Reading Assessment	Purpose	Notes
K-2	TPRI (English) Tejas Leé (Spanish)	<p>The TPRI is designed to help teachers understand the reading abilities and instructional needs of their students so that they can teach as effectively as possible.</p> <p>TPRI and Tejas Lee are screening and monitoring assessments used to help teachers identify strengths and problem areas in students’ reading/language arts development, so teachers may effectively deliver appropriate instructional activities for each of their students.</p>	<p>Arlington, Garland, and Keller Kinder: Assess using only Tejas Leé (native Spanish speakers) OR TPRI (native English speakers) for BOY, but assess using both Tejas Leé and TPRI for MOY and EOY. We are developing literacy in both Spanish and English, thus need to monitor and track progress in both.</p> <p>Arlington and Garland 1st-2nd: Both Tejas Leé and TPRI for all three administrations. The comprehension portion of the assessments needs to be administered for MOY and EOY, but may be</p>

		<p>The reading concepts assessed on the TPRI are phonemic awareness, graphophonemic knowledge, reading accuracy, fluency, and comprehension. The oral language skill of listening comprehension is also assessed.</p> <p>*Tool used to report state mandated early reading indicator</p>	<p>administered for all three (BOY) also if you choose (use your professional judgment).</p> <p>Keller 1st grade: Assess using only Tejas Leé (native Spanish speakers) OR TPRI (native English speakers) for BOY, but assess using both Tejas Leé and TPRI for MOY and EOY. We are developing literacy in both Spanish and English, thus need to monitor and track progress in both.</p> <p>Keller 2nd Grade: Assess using only Tejas Leé (native Spanish speakers) OR TPRI (native English speakers) for BOY, EOY, and MOY this school year.</p>																					
3-8	MAP Reading	<p>Measures of Academic Progress (MAP) is a universal screening assessment for students in grades 3 through 8 (and selected students in high school grades). Taken on a laptop computer (or in computer lab) to provide quick results, these diagnostic tests are specifically created to determine each child's instructional level, measuring academic growth throughout the school year and from year to year in the areas of reading (language arts, and math).</p>	<p>In addition to tracking progress towards specific Reading objectives, MAP Reading provides students' Lexile level-</p> <ul style="list-style-type: none"> Please refer to Reading Correlation Chart which correlates DRA-Lexile-RAZ and other levels. 																					
K-8 (though may be used through grade 12)	STAR (AR Component), English and Spanish	<p>The STAR Reading assessment measures reading comprehension (reading levels). It provides information to help teachers tailor instruction, monitor reading growth, and improve students' reading performance.</p>	<p>In approximately 10-25 minutes, this computer-adaptive test provides accurate reading scores for students in grades K through 8.</p> <ul style="list-style-type: none"> Used to guide students selection of AR books, quizzes, setting and tracking AR goals. 																					
Running Records	Any language	<p>Reading A-Z has a good summary of what running records are: http://www.readinga-z.com/guided/runrecord.html#whatis RAZ has a running record form for each 'benchmark book' for each level. Unfortunately, they have not translated to Spanish yet; however, you can use the <i>blank running record form</i> they provide and apply it to any book and to any Spanish book as well. Further, it is highly recommended you take a WPM (word per minute) count each time you take a running record. Informally, you can even have students take their own WPM counts (1min) using almost any text. This is something parents</p>	<p>Recommendations</p> <p>Words Per Minute (WPM)</p> <table border="1"> <thead> <tr> <th></th> <th>Early Rate</th> <th>End Rate</th> </tr> </thead> <tbody> <tr> <td>Grade 1:</td> <td>50</td> <td>70</td> </tr> <tr> <td>Grade 2:</td> <td>70</td> <td>100</td> </tr> <tr> <td>Grade 3:</td> <td>100</td> <td>130</td> </tr> <tr> <td>Grade 4:</td> <td>130</td> <td>140</td> </tr> <tr> <td>Grade 5:</td> <td>140</td> <td>160</td> </tr> <tr> <td>Grade 6+:</td> <td>160</td> <td>170</td> </tr> </tbody> </table> <p>*As often as possible, reading teachers should set aside opportunities during each day's lesson to take a running record on one or two students and to have opportunities to listen to student read and engage in conversations about reading. This can be achieved during small group guided reading lessons while other students are independently reading or working on literacy stations, group or independent work, etc.</p>		Early Rate	End Rate	Grade 1:	50	70	Grade 2:	70	100	Grade 3:	100	130	Grade 4:	130	140	Grade 5:	140	160	Grade 6+:	160	170
	Early Rate	End Rate																						
Grade 1:	50	70																						
Grade 2:	70	100																						
Grade 3:	100	130																						
Grade 4:	130	140																						
Grade 5:	140	160																						
Grade 6+:	160	170																						

		can help out with as well and enjoy tracking their student's progress.	
Reading CSAs	All grades	<p>The Common Summative Assessments (CSA) at ILTexas are used to see if students have mastered the state-mandated TEKS for each particular grading period (based on the Kilgo scope and sequence).</p> <p>Common: across the district Summative: assesses the scope of TEKS taught (based on Kilgo) during each grading period</p>	<p>The language of CSA testing will vary according to the needs and the language proficiency levels of the students and is also dependent on the grade level. In some grade levels (especially in the lower grades), parts of the CSA may be given in two languages. However, in grades 3-5, specifically, the CSA will only be given in one language, either English or Spanish. Determining the language of testing will be based on the language the student will better demonstrate the subject knowledge base of the content. In STAAR assessed grades, CSAs help provide valuable data on determining which language students will be assessed in.</p>
K-8	DRA (English) EDL (Spanish)	DRA and EDL are criterion-referenced reading assessments used to identify students' independent reading level in terms of accuracy, fluency, and comprehension.	<p>This diagnostic tool may be used as frequently as needed to assess reading level and monitor progress; however, since this tool assesses similar areas as some of the tools above, it is only necessary to use DRA or EDL when the above mentioned exams do not provide sufficient information & for students in RTI levels 2 and above (to provide additional information for the SST).</p>

TPRI: Texas Primary Reading Inventory

Tejas Lee: Spanish, translates to "Texas Reads"

Star AR: Standardized Test for the assessment of Reading, Accelerated Reader

DRA: Developmental Reading Assessment

EDL: Evaluación del Desarrollo de Lectura

RAZ: Reading A-Z

CSA: Common Summative Assessment

MAP: Measure of Academic Progress

**III. Academic Coordinator, Teacher Support Schedule:
A, B, C Weeks Explained**

A Week, Weeks of: 09/15, 10/06, 10/27, 11/17, 12/15	B Week, Weeks of: 09/22, 10/13, 11/03, 12/01	C Week, Weeks of: 09/08, 09/29, 10/20, 11/10, 12/08
<p>* conduct mini-observations</p> <p>* Join 'Group A' teachers during their PLC time (in teachers classroom) to:</p> <p>A) In most cases to accompany, learn from & with, help plan, troubleshoot, offer suggestions, etc. In other words, this time is <i>planning alongside teachers</i>.</p> <p>B) In some cases come in with an agenda during which coordinator will offer professional development or may lead a PLC (i.e., teach an instructional strategy, touch base on maximizing ELPS/SIOP, bring a resource and share how to use it, have data driven conversations, ToT, etc.)</p>	<p>*conduct mini-observations</p> <p>*Meet in one central location on campus where any teacher may, if/as needed pop in for help with planning, questions regarding curriculum, advice, etc.</p>	<p>* conduct mini-observations</p> <p>* Join 'Group C' teachers during their PLC time (in teachers classroom) to:</p> <p>A) In most cases to accompany, learn from & with, help plan, troubleshoot, offer suggestions, etc. In other words, this time is <i>planning alongside teachers</i>.</p> <p>B) In other cases come in with an agenda during which coordinator will offer professional development or may lead a PLC (i.e., teach an instructional strategy, touch base on maximizing ELPS/SIOP, bring a resource and share how to use it, have data driven conversations, ToT, etc.)</p>
<ul style="list-style-type: none"> Given the above, District Academic Coordinators may only meet with teachers once every three weeks (at least) Since self-contained teachers teach all subjects, they will either: *meet only with the academic content coordinator of the subject they are in charge of planning for their team, or *alternate RLA/SS and Math/Science Chinese/Spanish & ELL Coordinators will have a significantly different schedule than core content area coordinators. Chinese coordinator will likely touch base with all Chinese FLES and LOTE teachers weekly while Spanish/ELL is touching base with a combination of all K-5 teachers (Spanish and English DLI), secondary 		

Spanish LOTE teachers, and in some cases all K-11 admin/teachers on matters related to ELL.

District Academic Coordinators Weekly (All weeks- A, B, and C Weeks)			
Monday/Friday	Tuesday	Wednesday	Thursday
planning/prep, PD, curriculum writing, data analysis, etc.	Garland Division	Arlington Division	Keller Division

IV. Coordinator Reports:

A. ELL/SPANISH (Dr. Helena Castañón-Vargas)

TWDLI Program Development and Implementation

- a. Continuous discussions are being held in person, in small group, and via email, with staff regarding the TWDLI program regarding planning/content integration, language of instruction, and the modified model in grades 3-5. Resources have been localized (web sites) to provide resources for grammar lessons in Spanish for the lower grades.
- b. ABC Week Rotation Schedules have been developed. All divisions are visited weekly in the following manner:

	Tuesdays	Wednesdays	Thursdays
Week A	Garland Grades K,1,2,3,5,& 8	Arlington Grades K,1,2,3,& 9	Keller Grades K, 1,3,4,5,
Week B	Garland OPEN to visit with any grade level.	Arlington OPEN to visit with any grade level.	Keller OPEN to visit with any grade level.
Week C	Garland Grades 4,6,7,9,10, & 11	Arlington Grades 4,5,6,7 & 8	Keller Grades 2,6,7,& 8

- c. Needs Assessment- a Learning Hour weekly virtual/in –person session will be provided to all staff during Weeks AC regarding a topic of interest and need (i.e. Second Language Strategies, Krashen Theories, BICS, CALP, etc.)
- d. *Ysleta ISD Visit*- Contact has been established with district Academic Language Director Louisa Aguirre Baeza and principals regarding a tentative date 10-24-14 to visit three international schools who implement the TWDI model: Alicia R. Chacon, Hacienda Heights and Eastwood Knolls in El Paso.

Spanish/LOTE Program

AP Spanish (or Spanish IV) Lead teacher is named who will spearhead the end product of our students graduating with high levels of proficiency in Spanish. The Spanish I, II and III (pre-AP) courses will be designed to lead towards getting the students ready to take and pass the AP Spanish test in early high school grades at all ILTexas divisions which will include entrance level criteria for AP Spanish classes. Week B will be a week to dedicate it to continuing with this plan.

The Scope and Sequence for ILTexas Spanish plans are still underway. Week B will be a week to dedicate it to continuing with this plan.

September LOTE Meeting: Week of September 22 or Week B

TPRS Material Lists- Have free materials sent by Bryce Hedstrom ready for distribution

LPAC Committee

LAS testing-

There are about 609 students, new to ILTexas that may be identified ELL. The LAS assessment team is working on assessing students needing OLPT and each campus will follow up with MAP testing.

LPAC Parent Training- to take place 09-16

LPAC Meetings- the week of 09-15 and weekly thereafter to identify any new ELL students meeting criteria.

# of Potential ELL Students	Garland: 146, Arlington:163, Keller: 300	Total 609
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B. READING LANGUAGE ARTS (Mrs. Stephanie Dingle)

Curriculum and Instruction:

Teachers are continuing to move forward with instruction using the resources we've been able to provide for them. Now that we have access to the TEKS Resource System, teachers are able to more easily and readily access materials for use in classrooms; they are also able to access a more user-friendly version of the TEKS (with some more thorough explanation of what they mean and how to teach them).

I will be modeling lessons as per teacher request the week of 9/15, specifically at Arlington Elementary (grades 1-3) and Garland Elementary (kinder/2nd).

- K-2 teachers should all have access to the online resources associated with Journeys/Senderos.
- Reading A-Z is now available to all teachers K-6, and RAZ Kids will be implemented once Chromebooks are issued.
- Measuring Up materials (for use with STAAR preparation) have been approved for grades 3+ and we have submitted counts for student workbooks. Purchase pending
- NMSI materials are proving very helpful on campuses that have not received textbooks yet, ie. Keller Elementary and Keller Middle - teachers are using and loving the NMSI program, and I hope to be able to send the teachers to training next summer so they can more fully understand the implementation of the program as a whole
- iStation has been activated and teachers will begin using shortly (once Chromebooks are issued)
- AR should be in place soon so elementary teachers can test reading levels (F & P?)

Teacher Corner:

- Teachers are eagerly awaiting the arrival of newly purchased Reading textbooks (elementary level).
- There is much excitement surrounding the purchase of the TEKS Resource System - it provides us with some wonderful materials for planning and testing, specifically the test item bank that allows us to build tests similar to those on STAAR.

- Coordinator is continuously looking to secure book donations for teacher classroom libraries and leveled reader buckets. Half Price Books donated several hundred books that were in excellent condition, and these will be leveled and distributed accordingly the week of 9/15. Administrators and GLAs were given a list of free E-books to supplement libraries.
- Looking into the Teacher’s Reading and Writing Project for their free resources. Teachers may use to level students. Keller elementary school teacher has agreed to train teachers should we use this system to level students in the future. **Resource is free; costs would only include printing and distributing materials to teachers!**

C. MATH (Ms. Asha Gibson)

Curriculum & Instruction:

Teachers are being trained on TRS (TEKs Resource System) during grade level PLC meeting. With a focus on the Enhanced Teks and Instructional Focus documents, teachers will be shown examples of the new TEKS as well as the Big Ideas and Essential Questions for each unit. The following items are also being discussed during grade level PLCs:

- Meaning of the New Teks with examples of SEs (Student Expectations) provided to each GLA (Grade Level Administrator) and or math representative for each grade level; “TEKS Unpacked”.
- How to teach the TEKS using the KILGO scope and sequence with available textbook resources (ongoing topic)
- Time savers (routines and procedures) and strategies for spiraling in prerequisite skills

Additionally, Common Summative Assessments (CSAs) were created and or revised with performance rubrics (when applicable) for district campus and grade level comparisons. Data from CSAs will be used to drive instruction, spiraling skills and concepts that may not have been mastered in the first grading cycle. Specific instructional strategies to address needs will be further discussed in grade level PLC meetings.

Instructional Resources & Professional Development:

- Secured online teacher accounts, 3rd-5th Grade “EnVision Math” to access the instructional materials in lieu of the arrival of hard copies of teacher editions and student consumables.

- Planning an Everyday Math training for Kindergarten through 2nd grade teachers in response to teacher concerns regarding how to use Everyday Math materials. Training will be offered on Saturday October 4th.
- Worked with Measuring Up representative to obtain discounts on materials quoted for all campuses (selective 3-5th grade English and Spanish; Writing books for 4th and 7th grade; Reading, Math, and Science books for the Middle schools and corresponding High school courses and grade levels.
- Updated Grade level google folder to include grade level lesson suggestions, blackline masters for reproducibles, and STAAR test practice questions to begin spiraling and practicing tested math concepts.
- Still working to acquire math materials for all grade levels such as books for K-3rd to do their BUILD program and other grade specific manipulatives. Also seeking what can be donated from other organization such as Half Price Books to meet some of our resource needs.

Teacher Development/Administrative Support:

- Conducted teacher walk-throughs in Keller and helped to compile a team report on our findings (each coordinator took a class in the same grade level or in their content area). We only observed basic things at this time such as if content and language objectives were posted; posed questions to determine if students knew what was being learned; sought to see the level of student engagement, and noted any highlights or concerns regarding classroom management.
- Meeting with other administrators to determine how we can support them in ensuring instructional quality as well. Although walkthroughs were already apart of our scheduled time on the campuses, we are discussing how to debrief with campus administrators. Additionally, walkthroughs and longer observations will be used to plan site-based professional developments in grade level PLCs.

Intercultural Committee (co-chair w/ Julie Russell)

- Collaborated with Julie Russell (Social Studies Coordinator) to develop our celebration of *Hispanic Heritage Month: "Celebrating Exemplars in the Field"*. This is an interdisciplinary focus on the lives and contributions of Hispanics in all subjects.
- Examples of activities and lesson resources were compiled with a guideline/timeframe for teacher organization and to ensure class/campus participation.

- Class projects and other artifacts will be displayed in a culminating celebration contest. Julie and I will also work with campuses as needed to invite parents and speakers-- as well as check on the progress of class/student projects on each campus.

D. SCIENCE (Mr. David Rivers)

English/Spanish Resources:

Teachers have been given the login information to Harcourt Science Online Resources. The site contains English and Spanish content for grades K-6. This online material compliments the textbooks that were donated to IL Texas.

Labs:

School districts are under a state mandate that 40% of class time must be spent conducting hands on labs/activities. This equates to 2 days each week that students should be conducting lab experiments, cooperative group work, investigations, and/or observations. I am using my own resources and leftover material from the old/used Foss Kits to give the teachers a reference point on how to utilize their contents. We are working towards complying with the 40% mandate.

Here are a few examples of lab materials I've put together for the teachers:

Labs: Density, Solutions, Properties of Light



Labs: Density, Solutions, Earth's Layers



Labs: Mixtures, Solution, Properties of Matter



Activity: Periodic Trends, Elements, Arrangement of Periodic Table



Remediation:

I am in the process of developing reteach, tutorial, and remediation material to help students. These lessons will be interactive and will address low areas as indicated by CSA data.

E. SOCIAL STUDIES (Mrs. J. Russell)

Curriculum/Resources:

- All Social Studies teachers in grades K-12 have been given their course, Instructional Focus Documents (IFD's), and TEKS Clarification Documents (TCD's) from the

TEKS Resource System. Arlington and Garland Social Studies teachers were trained on the TEKS Resource system by Mrs. Russell last week, and Keller Social Studies teachers this week. Mrs. Russell has been reporting to Mrs. Wheeler individuals who are having log-in issues. She showed teachers how to access the unit lessons, activities and assessments. Teachers have reported that this resource is more user-friendly and useful in their planning than Kilgo. They are pleased with the usability of the system.

- AP World Geography textbooks, test bank and teachers resources have been cataloged for distribution this week to the campuses.
- 4th & 5th Grade Social Studies textbooks will be shared by the Garland and Arlington campuses in order to aid Keller who does not yet have books. Mrs. Russell will deliver these books directly. Mary has put in a request for an order of these books purchased for the Keller campus.
- Texas Studies Weekly, Scholastic and American Narrative have still not been delivered. Emails have been sent to expedite the shipping process.
- CSA's for all social studies classes have been created, edited and submitted to Mrs. Harrod for final upload into Eduphoria.

“Others Before Self” Service Learning Project:

- Guidelines have been created for district wide implementation of the “Others Before Self” Service Learning Project this year.
- Upon approval by Mr. Conger these guidelines will be sent out to all campus administrators in preparation for the October 2nd GLA meeting in Irving where GLA's will be instructed in district expectations for implementation of the project for the year.
- GLA's will facilitate this project for their grade level and Mrs. Russell will serve as the coordinator for the district.

F. CHINESE (Mrs. X. Wang)

Teaching foci (including scope and sequence) of Chinese class at each level have been added to the curriculum. Teachers across the district are following the same progress and instruction plan and collaborating as a team. Both local and international teachers are

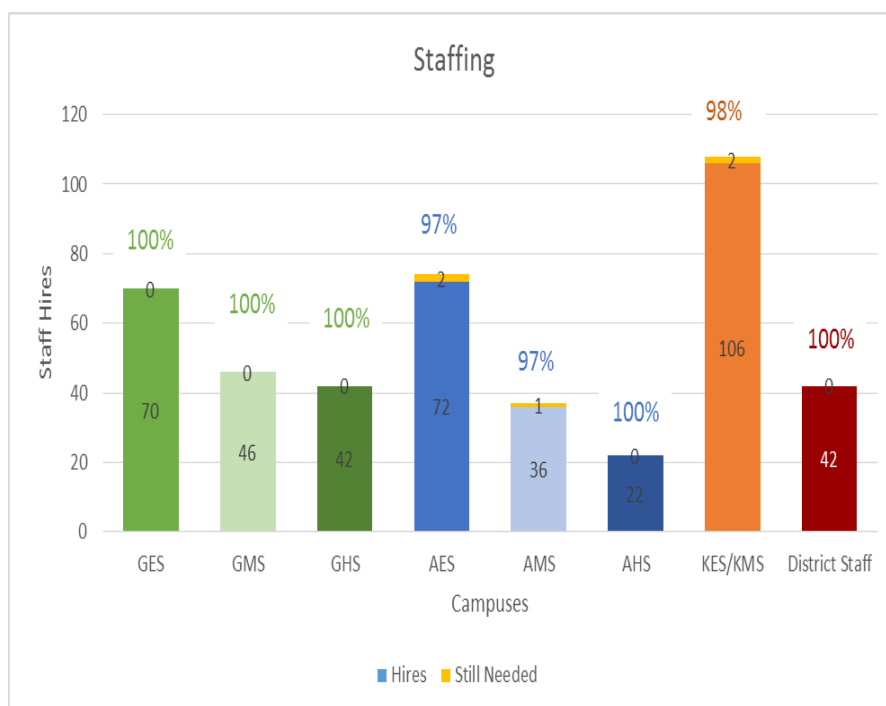
moving forward firmly and steadily, trying their best to provide efficient instruction for our students.

- Better Chinese e-textbooks are utilized by teachers. Online learning accounts for all students 4th grade and above are created and will be distributed to students once they have their Chromebooks.
- Teachers have received hard-copy Better Chinese Teacher Packs (including textbook, worksheets, exercise books, assessment pack, and activity books) as the most important resource for daily lesson planning, classroom instruction and assessment.
- Tutoring for newcomers and enrichment for advanced learners are provided after school.
- Wang, Liu and Tang are preparing for presentation (TIP Model and Technology Implementation in Chinese Classes) at Chinese Language Teacher Associate-Texas Annual Conference on September 27.
- Four Chinese teachers (Tang, Xiong, Yan & Brewer) are participating in our district-wide project “Teaching Through a New Lens”, and sharing their successful classroom practice.
- Mid-Autumn Festival was introduced and celebrated throughout Chinese classes in the week of September 8. Middle school and high school students have receive assignments of project based on Mid-Autumn Festival.

International Leadership of Texas Performance Dashboard Board Report for September 17, 2014

All Data from August 21, 2014 thru September 10, 2014

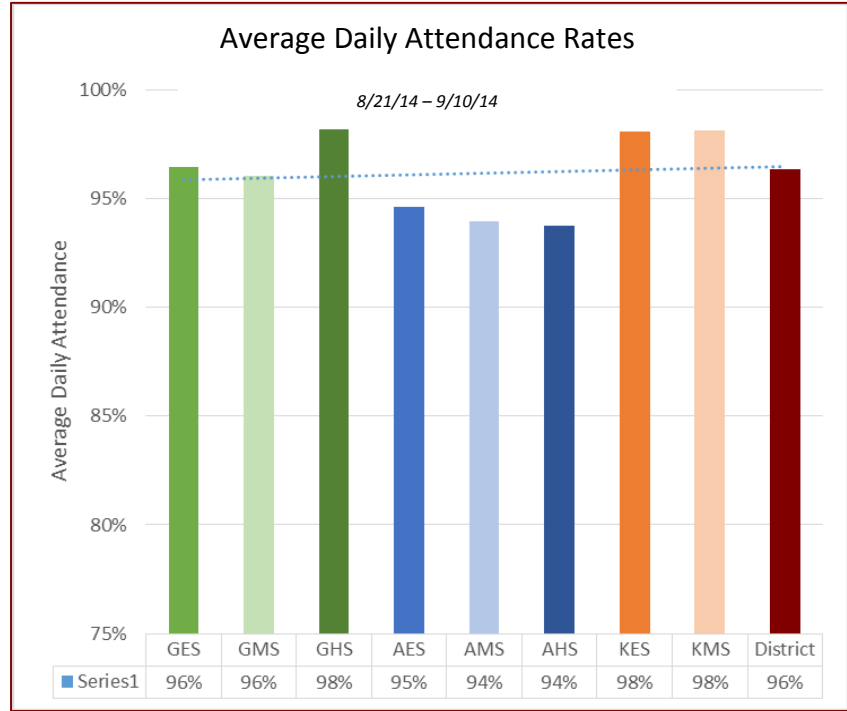
Staffing



	# Positions	# Hired	Percentage	Still in Need of ...
GES	70	70	100%	
GMS	46	46	100%	
GHS	42	42	100%	
AES	74	72	97%	(2) Positions: SPED TA & Library Assistant
AMS	37	36	97%	(1) Position: Bilingual TA
AHS	22	22	100%	
KES/KMS	108	106	98%	(2) Positions: Teaching Assistant & Office Assistant
District Staff	42	42	100%	
Total	441	436	99%	

Attendance

Absences



Students Reported Absent (1) or More Times from 8/21/14-9/10/14

Elem Absences	ILTexas Garland Elem		ILTexas Arlington Elem		ILTexas Keller Elem	
	Grade: KG	19	Grade: KG	77	Grade: KG	35
	Grade: 01	30	Grade: 01	52	Grade: 01	29
	Grade: 02	19	Grade: 02	32	Grade: 02	24
	Grade: 03	23	Grade: 03	40	Grade: 03	35
	Grade: 04	33	Grade: 04	29	Grade: 04	43
	Grade: 05	21	Grade: 05	30	Grade: 05	33
Total	145	Total	260	Total	199	
MS Absences	ILTexas Garland MS		ILTexas Arlington MS		ILTexas Keller MS	
	Grade: 06	22	Grade: 06	47	Grade: 06	23
	Grade: 07	33	Grade: 07	55	Grade: 07	43
	Grade: 08	23	Grade: 08	69	Grade: 08	35
	Total	78	Total	171	Total	101
HS Absences	ILTexas Garland MS		ILTexas Arlington MS			
	Grade: 09	30	Grade: 09	43		
	Grade: 10	16				
	Grade: 11	27				
	Total	73	Total	43		

Enrollment

Garland Elementary

Campus#	Grades	Goal	Enrolled	Percent Enrolled	Waitlist
57848001	KG	160	155	97%	233
57848001	1	160	158	99%	304
57848001	2	160	158	99%	174
57848001	3	156	153	98%	176
57848001	4	156	146	94%	484
57848001	5	156	152	97%	185
Total		948	922	97%	1556

Arlington Elementary

Campus #	Grades	Goal	Enrolled	Percent Enrolled	Waitlist
57848004	KG	160	156	98%	456
57848004	1	160	160	100%	395
57848004	2	160	158	99%	312
57848004	3	156	152	97%	310
57848004	4	156	148	95%	247
57848004	5	156	146	94%	269
Total		948	920	97%	1989

Garland M.S

Campus#	Grades	Goal	Enrolled	Percent Enrolled	Waitlist
57848002	6	156	156	100%	234
57848002	7	156	149	96%	94
57848002	8	156	152	97%	64
Total		468	457	98%	392

Arlington Middle School

Campus#	Grades	Goal	Enrolled	Percent Enrolled	Waitlist
57848005	6	156	149	96%	247
57848005	7	156	135	87%	168
57848005	8	156	142	91%	67
Total		468	426	91%	482

Garland H.S

Campus#	Grades	Goal	Enrolled	Percent Enrolled	Waitlist
57848003	9	200	161	81%	0
57848003	9 C	2	0	0%	0
57848003	10	156	104	67%	0
57848003	10C	25	0	0%	0
57848003	11	156	72	46%	0
Total		512	337	66%	0

Arlington H.S

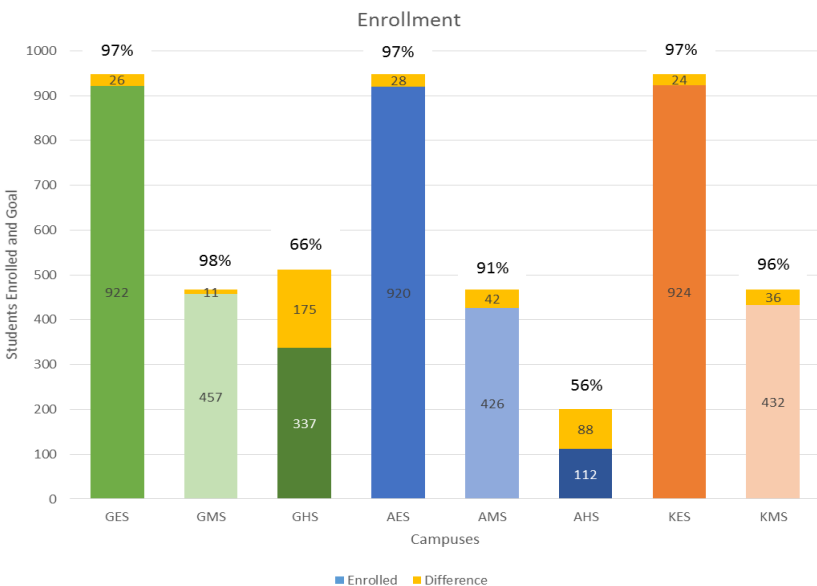
Campus#	Grades	Goal	Enrolled	Percent Enrolled	Waitlist
57848006	9	200	112	56%	0

Keller Keller Elementary

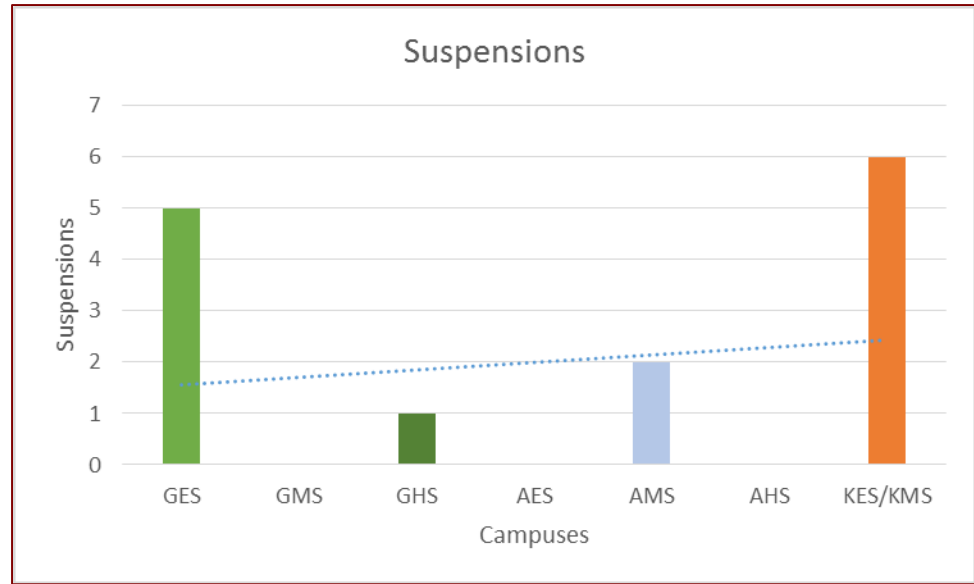
Campus #	Grades	Goal	Enrolled	Percent Enrolled	Waitlist
57848007	KG	160	156	98%	595
57848007	1	160	157	98%	481
57848007	2	160	159	99%	422
57848007	3	156	153	98%	398
57848007	4	156	154	99%	375
57848007	5	156	145	93%	306
Total		948	924	97%	2577

Keller Middle School

Campus #	Grades	Goal	Enrolled	Percent Enrolled	Waitlist
57848008	6	156	150	96%	306
57848008	7	156	145	93%	132
57848008	8	156	137	88%	48
Total		468	432	96%	486

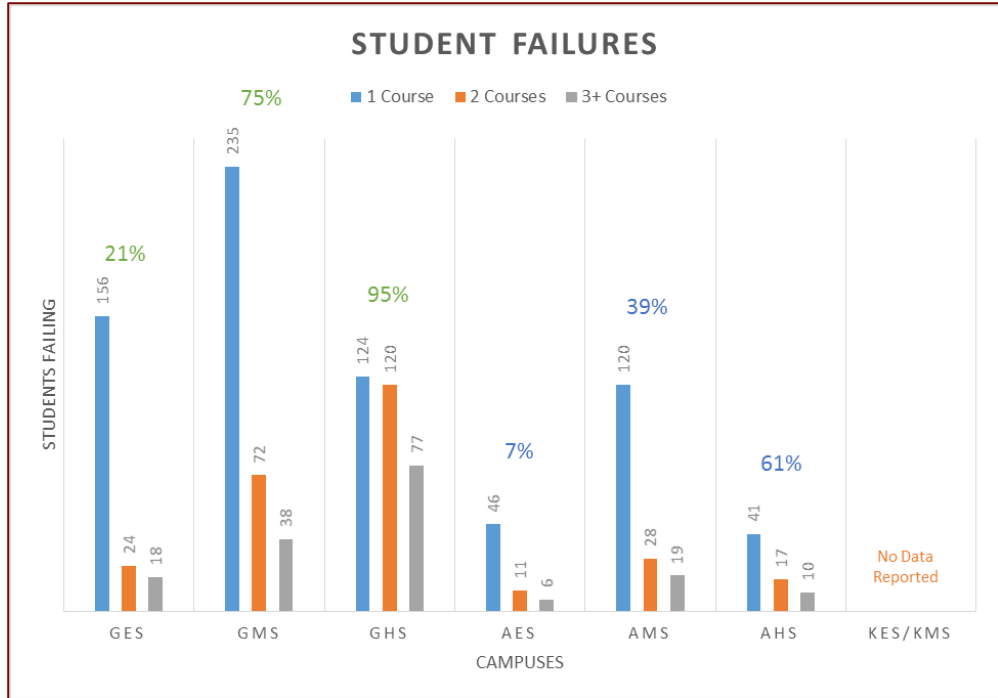


Discipline



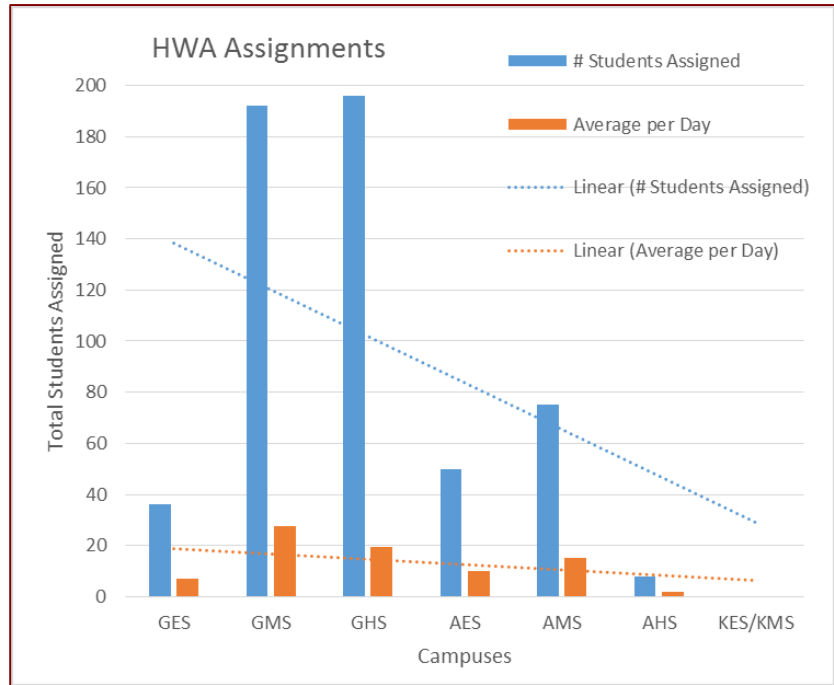
Campus #	Campus Name	Suspensions	Percentage
057848001	Garland ES	5	35.71%
057848002	Garland MS	0	0.00%
057848003	Garland HS	1	7.14%
057848004	Arlington ES	0	0.00%
057848005	Arlington MS	2	14.29%
057848006	Arlington HS	0	0.00%
057848007	Keller ES (data combined for ES & MS)	6	42.86%
057848008	Keller MS		
057848	District Campus Totals	14	100.00%

Grades



Campus #	Campus Name	# Students Failing			# Failing	# Students	Percentage
		1 Course	2 Courses	3+ Courses			
057848001	Garland ES	156	24	18	198	922	21%
057848002	Garland MS	235	72	38	345	457	75%
057848003	Garland HS	124	120	77	321	337	95%
057848004	Arlington ES	46	11	6	63	920	7%
057848005	Arlington MS	120	28	19	167	426	39%
057848006	Arlington HS	41	17	10	68	112	61%
057848007	Keller ES	No Data	No Data	No Data	--	924	--
057848008	Keller MS	No Data	No Data	No Data	--	432	--
057848 District Campus Totals		722	272	168	1162	4530	37% (excluding KES & KMS)

Homework Academy



Students Assigned to HWA as of 9/10/14

	# HWA Days	# Students Assigned	Average per Day
GES	5	36	7
GMS	7	192	27
GHS	10	196	20
AES	5	50	10
AMS	5	75	15
AHS	4	8	2
KES	<i>HWA has not begun</i>		
KMS	<i>HWA has not begun</i>		
District Totals		557	81

International Leadership of Texas

Fiscal Manual
(Fiscal Guide for District Staff)
2014-2015

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Introduction

This Fiscal Manual has been prepared to provide general information about several ILTexas business functions. Additional information may be available within the district’s Board Policies, Administrative Procedures, or other web resources.

If assistance is needed in any area of our business operations, please contact any of the staff members listed below.

Business Office Staff

The Business Department staff shall perform multiple roles; however, adequate controls of separation of duties shall be maintained at all times. The staff consists of:

- Mr. Jerry McCreight, CFO, Office 817 200-6519 Cell 817 994-4177
- Mrs. Krystal Lovato, Federal Compliance, Office 972 479-9078
- Mrs. Marisol Contreras, District Financial Clerk 972 479-9078

Business Office Mission Statement

The Mission of the ILTexas Business Office is to provide support to all District students, staff, parents, and the community and to ensure that all business operations are supportive of the instructional goals and objectives of the district. The Business Division’s primary goal is to protect the assets of the district and to ensure that all financial transactions are performed in accordance with generally accepted accounting practices.

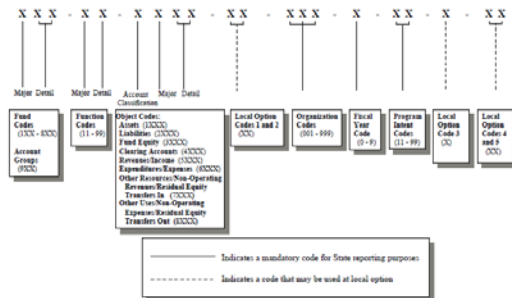
Account Codes

All school districts are mandated to use the account code structure as defined in the Financial Accounting and Reporting (FAR) module of the Financial Accountability Resource Guide (FASRG). The appropriate fund, function, object, organization, fiscal year, and program intent code must be used for all financial transactions. Local use codes, such as the sub-object, shall be in accordance with district procedures.

The account code used for all financial transactions must match the intended expenditure. If funds do not exist in the appropriate account code, a budget amendment and/or transfer shall be submitted to appropriate the necessary funds in the appropriate account.

Failure to adhere to the required account code structure may result data quality errors in PEIMS reporting and the district’s financial statements. Additional consequences may be the loss of funds due to non-compliance with audit or grant requirements.

The Code Structure



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Activity Funds (Campus or Department)

Campus and department activity funds (under the control of the principal) shall be collected, received, and deposited to the district's business office on a weekly-daily basis. Refer to cash/check handling procedures.

Campus activity funds are managed using a centralized system. All deposits and expenditures under the centralized system shall be made through the district business office.

Checks for activity fund disbursements shall be generated once a week on Thursday. All supporting documentation shall be submitted at least five working days prior to the check processing day. Requests for emergency checks shall be kept to a minimum and shall be subject to approval by CFO only for extenuating circumstances.

Campus activity funds shall be primarily used to benefit students in accordance with School Board Policy. Giving of staff time to generate activity funds shall be voluntary.

Generating activity funds shall not in any way compete with the district's National School Lunch Program [NSLP]. Activity funds generation shall be a passive activity and shall not detract from the district's overall primary educational purpose. The generation and expenditure of campus activity funds shall be held to the same standard and scrutiny as that of appropriated funds. Activity funds shall be audited and must adhere to accepted business practices.

Campuses may establish a faculty account Sunshine with voluntary donations from staff. These funds are not district funds and may be used in any manner. Purchases with these funds are subject to sales taxes as they represent personal purchases and not district purchases. Purchases typically include flowers for ill staff members, employee recognition awards, etc. These funds shall be deposited and expended from an Agency Fund 461.

Audits

Audits may be conducted throughout the fiscal year by business office staff and/or regulatory agencies. Audits may include the annual financial audit, the Single Audit (federal grant funds), activity accounts, petty cash, payroll, attendance accounting, PEIMS, drop-out, state compensatory education, or other audits as deemed appropriate. The two most comprehensive audits are noted below:

Annual Financial Audit

An annual financial audit must be conducted by an independent CPA firm selected by the district and reviewed by the TEA Division of Financial Audits. The annual financial audit must be submitted to the TEA Division of Financial Audits by the established deadline of 150 days after the end of the fiscal year, specifically for the district's fiscal year ending August 31st, the report shall be filed by January 28th.

The district has engaged the CPA firm of Pattillo, Brown and Hill to conduct the annual financial audit for fiscal year 2013-2014. The role of the CPA firm is to conduct a district-wide audit of the district's financial statements, internal control procedures, and to test transactions to determine compliance with local, state and federal regulations.

All financial transactions shall be in accordance with local, state and federal audit guidelines. The Financial Accountability System Resource Guide (FASRG) posted on the TEA website shall be utilized to ensure awareness of audit compliance areas. In addition, the OMB Circular A-133 shall be utilized to ensure awareness of audit compliance areas for all state and federal grant funds.

The CFO is responsible for coordinating and overseeing the annual financial audit.

Single Audit

The Single Audit Act and OMB Circular A-133 require school districts that expend total federal financial assistance (FFA) equal to or in excess of \$500,000 in a fiscal year to have an audit performed in accordance with the Act. School districts expending less than \$500,000 in federal financial assistance in a fiscal year are not required to have either an audit under the Single Audit Act and OMB Circular A-133 or a *program audit*, however, they must maintain records to support federal financial assistance programs and must have a financial audit performed under generally accepted auditing standards (GAAS) and

Government Auditing Standards (GAS), also referred to as the Yellow Book. The single audit must be conducted in accordance with United States Office of Management and Budget, OMB Circular A-133 and the OMB A-133 Compliance Supplement. [Excerpt from TEA FASRG Audit Module]

The district has engaged the CPA firm of Pattillo, Brown & Hill is to determine the major program(s) for the fiscal year and to issue an opinion on the federal statements for the federal program(s) and test transactions to determine compliance with internal controls and federal program guidelines.

The CFO is responsible for coordinating and overseeing the single audit.

Budget Adoption

The district must adopt a budget not later than August 31st of each year. The Board of Trustees shall publish a notice and conduct a public hearing regarding the budget prior to adoption of the budget. The district must also publish a notice regarding the proposed budget on the district website.

At a minimum, the Board of Trustees shall adopt a budget that includes the General Fund (420) and Food Service Fund (240). The budget shall be adopted at the function code level; therefore, any changes to the budget at the functional level, shall be approved by the Board of Trustees prior to exceeding a functional expenditure category.

The adopted budget shall be reported to TEA on an annual basis through the fall PEIMS submission.

CFO shall be responsible to coordinate the development and adoption of the district budget.

Every campus and department shall be responsible for monitoring and amending their respective budget to ensure that it meets the identified needs of the campus or department. The adopted budget shall correlate directly and/or indirectly to the District Improvement Plan and Campus Improvement Plans.

Budget Amendments

A budget amendment is defined as a transfer of funds across different functions. For example: a budget amendment would result if instructional funds (function 11) were requested to be transferred to the library (function 12). Budget amendments must be approved by the Board of Trustees. Requests should be submitted in accordance with agenda deadlines posted by the Superintendent.

Budget Transfers

A budget transfer is defined as a transfer of funds which is not across different functions. The CFO shall approve all budget transfers. To keep budget transfers to a minimum, each budget manager should review his/her budget on at least a monthly basis to determine if any budget transfers are necessary.

Cash/Check Handling

All funds received must be receipted in a bound, pre-numbered, receipt book. All cash and checks shall be deposited to the appropriate secretary or bookkeeper on a daily basis using the Cash Deposit Collection and Accounting Document (CDC-001). No post-dated checks will be accepted. Funds should not be kept in classrooms, personal wallets or purses, or at home ~~for extended periods of time~~. No cash purchases should be made – *every* dollar collected should be receipted and deposited to the campus secretary/bookkeeper. The appropriate secretary or bookkeeper should stamp all checks "Deposit Only" as soon as they are received. ~~All district funds shall be deposited to the appropriate district and/or campus account at the district's depository bank, Vintage Bank.~~

~~Centralized – The appropriate secretary or bookkeeper shall review and approve CDC-001 and forward CDC-001 and completed deposit form with The secretary/bookkeeper shall receipt [in a bound, pre-numbered receipt book] and forward all monies at least once a week on a weekly basis to the district's business office. The monies along with original deposit slips shall be placed in a locking bank bag and delivered to District Financial or bank. Monies shall be secured overnight in a locked campus safe if the deposit cannot be made the same day. A Cash Transfer Form or similar form should be included with all deposits. District Financial Clerk shall verify that deposit has been credited to our bank account review and~~

approve deposit by signing form CDC-001. All district funds shall be deposited to the appropriate district and/or campus account at the district's depository bank on at least a weekly basis. Copy of deposit and approved CDC-001 shall be kept in a file at the District Financial Office and will be uploaded to iCap for processing.

Athletic event gate receipts (admission fees) shall be recorded on an Athletic Gate Receipts Form and submitted by the Ticket Taker to the ~~Athletic Administrator~~Director of Athletics. The Director of Athletics shall follow procedures as listed above for the appropriate secretary or bookkeeper. Funds shall be deposited to the appropriate athletic events revenue account(s).

Personal employee checks shall not be cashed from monies collected at the campus or district level to ensure an adequate audit trail of all funds collected by the district. No cash shall be used for any purchases or reimbursements. This is not a petty cash account.

All district and activity account bank statements shall be reconciled within 10 days after the end of each month. TEA strongly recommends separation of duties as they relate to the initial review and reconciliation of bank statements. Fraud, if any, shall be reported immediately to the Superintendent or CFO. Adjustments to the general ledger, if any, shall be posted as soon as possible, but not later than 30 days after the end of each month.

No PTO funds shall be collected or handled by any ILTexas employees or held at any ILTexas campus at any time. Any PTO funds discovered will be confiscated and deposited into the ILTexas campus activity account.

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Check Processing

Business Office checks will be printed, signed, and released weekly on Thursday. At times checks may be processed earlier or later, due to holidays, staff work schedules or unforeseen events. All check requests, including supporting documentation, such as travel advances/reimbursements shall be approved by the appropriate principal or administrator and submitted to the CFO by 9 PM ~~the~~ Thursday before. Requests received after this time will be processed the following week. Check requests without all of the supporting documentation will not be accepted, nor processed. The Business Office shall determine the date that vendors will be paid, so employees should not make prior commitments to vendors about check disbursements.

The appropriate forms shall be used for all disbursements and/or reimbursements. State law generally requires that the district pay all invoices within 30 days to avoid penalty and interest charges, so all invoices should be submitted to the District ~~Budget Financial~~ Clerk on a timely basis for payment. Specifically, the Government Code (Section 2251.021) states:

TIME FOR PAYMENT BY GOVERNMENTAL ENTITY. (a) Except as provided by Subsection (b), a payment by a governmental entity under a contract executed on or after September 1, 1987, is overdue on the 31st day after the later of:

- (1) the date the governmental entity receives the goods under the contract;*
- (2) the date the performance of the service under the contract is completed; or*
- (3) the date the governmental entity receives an invoice for the goods or service.*

(b) A payment under a contract executed on or after September 1, 1993, owed by a political subdivision whose governing body meets only once a month or less frequently is overdue on the 46th day after the later event described by Subsections (a)(1) through (3).

Checks not cashed by the expiration date six months from date of issue will be voided. A new check will be reissued at a fee of \$50 if the payee is located and requests a reissue. Otherwise, the funds will be distributed in accordance with the State of Texas Unclaimed Property Guidelines.

Consultants or Contracted Services

Consultants and contracted vendors are non-employees who are contracted to perform a personal or professional service such as staff development, medical services, repairs, etc. that cannot be performed by a

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school district employee. A Consultant Service Contract (~~CSC-001~~ or similar form is required for every consultant and contracted vendor. The CFO or Superintendent ~~are~~ is the only individual(s) authorized to sign contracts on behalf of the district. **No other employee is authorized to sign a contract or agreement on behalf of the district.** An employee who signs a contract or agreement, without proper authorization, will be personally liable for the terms of the contract or agreement.

Contracts that exceed \$50,000 ~~is allowed by state law~~ shall be approved by the ~~Superintendent and the School Board~~ Superintendent.

The selection criteria of a consultant or contracted vendor may include the following:

- Vendor credentials, including license, education level, or specialized skills
- Vendor reputation, as evidenced by references from past clients
- Past experience with the school district
- Cost of service(s)

And other criteria selected by the district

There shall be a separation of the solicitation and evaluation functions from the contract ~~award function~~ award function. Department Heads are responsible for solicitation of all contracts or bids. CFO shall be responsible for oversight of the evaluation of all competitive bids and/or proposals. **Superintendent shall be responsible for approval or award of contracts under \$50,000 and the Board of Trustees above \$50,000 and above. Board of Directors shall be responsible for approval or award of Federal contracts \$50,000 and above.**

~~Please follow these procedures when submitting thea Consultant Service ContractCSC-001 or similar document:~~

- o Submit a completed Consultant Service Contract (~~CSC-001~~ or similar document) to the CFO for review. The CFO shall forward the contract to the Superintendent for final approval.
- o Obtain the following documents from the consultant or contracted vendor:
 - o A completed W-9 form
 - o Conflict of Interest Questionnaire (~~CIQ-001~~)
 - o A Felony Conviction ~~Form~~ Notification (FCN-001)
 - o If the consultant will work directly with students, a Criminal ~~Check~~ History Authorization Record Information for Contracted Services (CHR-001) form and State Board of Educator Certification fingerprinting documentation ~~at the expense of the consultant.~~

Contracted services include services such as repairs, maintenance, technical support, and related services. Documentation of insurance, such as general liability, workers compensation, and auto liability, shall be submitted to the business office with the purchase order. The Certificate of Insurance shall name ILTexas as additional insured. No work shall be performed by the consultant or contracted vendor until *all* required documents, especially proof of insurance, are received by the business office.

Payments to consultants and contracted service vendors will not be made until the person responsible for monitoring and/or accepting contract performance has approved a detailed invoice. The detailed invoice must include the date(s) of service, service(s) performed, and the negotiated rate of pay.

Copiers

The district owns several copiers that are strategically placed in different campuses or departments. The copiers are for district business use only. Personal copies, if any, will be charged at .10 cents for black/white and .25 cents for color copies. Prior approval should be obtained from the appropriate campus principal and/or department administrator to use a district

Credit/Debit Cards

The district utilizes credit cards for purchasing of food, supplies, and travel. Debit purchases ~~for amounts greater than \$200~~ must be pre-approved on a purchase order ~~(some exceptions may be made for traveling), following same procedures described in the Purchase Requisition and Order Forms section below.~~ All debit receipts (detailed, itemized) ~~along with Form (RF-001)~~ shall be submitted to the business office within two days of purchase to ensure timely entry into the accounting system. If receipts and credit card

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receipts are not submitted on a timely basis, these charges will be temporarily posted to the campus' activity account until receipt of the supporting documentation or subject to immediate reimbursement by the employee through payroll deduction on the next payroll cycle. District debit card usage may be suspended and/or revoked if receipts are not submitted on a timely basis.

All district employees that have been authorized to utilize a debit card for purchases shall sign a Debit Card User Agreement or similar form. Violations of the Debit Card User Agreement or similar form may result in disciplinary action, up to and including employment termination. All authorized debit card users shall be responsible for the security of their assigned credit card(s).

All credit card purchases with state and federal funds shall comply with the OMB Circular A-87 guidelines. Specifically, all debit cards purchases shall be recorded on the general ledger in detail to include the date of the transaction, the merchant, goods/services purchased, cost, and the purchaser. Grant administrator or other approvals required under the regular purchasing procedures of the school district shall be adhered to regardless of the method of payment.

Discretionary Funds

At the beginning of each year every campus will be allocated a budget from discretionary funds. Principals may utilize the funds for any TEA allowable expenditure purchase throughout the school year. These funds should cover all supplies (including paper). The amount is set by the CFO and Superintendent.

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Donations and Gifts

Donations or gifts of cash or cash equivalents (gift cards), equipment, or materials to individual schools or to the district by individuals or organizations shall become property of the district. The Donation Form (DF-001) shall be completed by the donor. District employees are prohibited by law from intentionally or knowingly offering, conferring, agreeing to confer on another, soliciting, accepting, or agreeing to accept a personal gift or benefit.

Cash donations shall be deposited to the appropriate account in accordance with the cash/check handling procedures. Gift card donations from external sources shall be recorded on a Gift Card Register or similar form and maintained in a safe until utilized by the appropriate individual(s).

Donated equipment shall have an inventory tag affixed to it if the unit value is greater than \$1,000. In addition, the equipment shall be added to the district inventory.

Field Trips, Co-Curricular and Extra-Curricular Travel

All field trips shall be submitted two weeks prior to a field trip. The field trip request should be forwarded to the appropriate administrator for approval. The final approval will rest with the Principal if the field trip is within district boundary and within campus budget; and with the superintendent if outside the district boundary. A purchase order shall be submitted for admission fees, meals, etc., if any. In addition, a Field Trip Lunch Request or similar form shall be completed and submitted no later than the Monday prior to the week of the field trip to the Director of Food Service Director.

Approvals from the parents, campus principal, and Superintendent or designee must be obtained prior to the student trip

If a district-owned vehicle or school bus is requested, specific details regarding the destination, type of vehicle, departure and return times shall be submitted three weeks prior to the field trip. If the requestor will be driving a district-owned vehicle, he/she must be listed on the Authorized Driver List

Educational field trips funded with state or federal grants shall adhere to the TEA Guidelines for Related Costs (located under Grant Management Resources on the TEA website). Specifically, the following documentation must be submitted to support the expenditures with grant funds:

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- Destination of each field trip
- Costs associated with each field trip
- Objectives to be accomplished from conducting the field trip
- Teacher's lesson plan and follow-up activities

State or federal grant funds will not be utilized for field trips that are for social, entertainment, or recreational purposes or are not properly documented in accordance with the guidelines. A Educational Field Trip Form shall be submitted with the supporting documentation to the business office.

Fiscal Year

The fiscal year begins on September 1st and ends on August 31st. All goods and/or services received and invoiced during these dates must be paid from current fiscal year funds.

All invoices for goods received before August 31st, shall be submitted to the Business Office by September 10th for processing and payment.

Fixed Assets & Inventory

Fixed assets are defined as equipment with a unit value over \$5000. These assets are tracked and recorded on the district's financial general ledger. Fixed assets that are stolen, obsolete, damaged beyond repair, etc. should be reported to the CFO for removal from the district's financial records. All fixed assets must be purchased through the use of an Object Code 663X. Fixed assets are subject to audit on an annual basis. Documentation shall be maintained to support all additions, deletions, or changes to the fixed asset balances.

Inventory items are defined as equipment with a unit value over \$500, but less than \$5000. Note: Replace with district's inventory values. Other items with a unit value under \$500 are also tracked and tagged such as:

- TVs
- Laptops,
- Chromebooks,
- Digital/flip cameras,
- camcorders,
- e-Readers,
- PDAs, and
- Other items that may have a personal use.

Inventory items are tracked and recorded on the district's inventory tracking system. Inventory items that are stolen, obsolete, damaged beyond repair, etc. should be reported to the CFO for removal from the district's inventory tracking system. Inventory items are also tracked for insurance purposes. Inventory items must be purchased through the use of an Object Code 6399.

A Fixed Assets Transfer Form, or similar document] should be utilized to transfer equipment from one room to another, one campus/dept. to another, or to transfer obsolete equipment to the Warehouse storage area. The loss or theft of inventory and fixed asset items should be reported immediately to the CFO.

All staff will be provided an inventory list for their respective classroom, office, or work area at the beginning of the school year. After verifying the list, each employee shall return the verified list to his/her immediate supervisor. At the end of the school year, the same process will occur. The end-of-the-year list should include all items that were assigned at the beginning of the year, plus any items purchased throughout the school year. Staff will not be released for the summer until their inventory list has been verified and submitted to the immediate supervisor. Missing items, if any, must be indicated on the inventory list. In addition, an explanation regarding why the item(s) is missing shall also be submitted with the list.

Items lost due to theft or vandalism must be reported immediately to CFO for police report and insurance claim purposes.

The Receipt and Use of District Property Form or similar form will be used to assign district property, such as cell phones, cameras, PDAs, laptops, etc. to district staff for business purposes. The receiver

should read the form carefully due to the potential tax and financial impact of using the assigned property for personal benefit.

Fundraising Activities

Fundraising activities by student groups and/or for school sponsored projects shall be allowed, with prior administration approval and under the supervision of the project sponsor, for students in all grades. For all Fundraising activities the Cash/Check handling procedures mentioned above apply. Any funds not handled in this manner could potentially result in the group sponsor receiving disciplinary action or being denied approval for any future fund raising events. Authorization for future events will be at the Superintendent level.

All fund-raising projects shall be subject to the approval of the principal and CFO. The ~~Authorization to Conduct a Fundraiser ACF-001 or similar form~~ shall be completed by the Club Sponsor and submitted to the Campus Principal or designee for approval. Once approved ACF-001 shall be forwarded to CFO for final approval. The Campus Administrative Assistant shall keep a copy of all approved fundraiser forms to ensure that funds are deposited on a timely basis. Any approved event must have a beginning and end date.

Student participation in approved fund-raising activities shall not interfere with the regular instructional program.

Merchandise ordered for resale should be distributed to students on the Merchandise Distribution Log (MDL-001) a written distribution log (refer to Fundraising Documentation Forms). The merchandise distribution log should reconcile with the corresponding invoice and/or packing list.

At the conclusion of all fundraisers, the Club Sponsor shall complete a Fundraiser Profit/Loss Statement (~~FPLS-001~~ or similar form) and submit to the Campus Principal or designee for approval.

All fundraising documentation shall be subject to audit and must be kept on file for 8 years from the date of the fundraising event.

Money raised by student clubs shall be used to benefit the group as a whole rather than being credited to student individual accounts. According to the IRS Publication 557, if individual accounts are used to accumulate fundraising profits for individuals, then a) the money becomes taxable to the student; and b) the people who donate in good faith are not allowed to deduct their contributions.

For example, if students are raising money for their club to pay for an out-of-town trip, the entire amount collected should be divided by the students participating in the trip regardless of the amount that each individual student raised through fundraising activities.

Fundraising revenues may be subject to sales tax. Refer to the Activity Account Handbook for specific information related to taxable sales, non-taxable sales, tax-free sales, etc.

All PTO fundraisers must be approved by the campus principal and CFO in advance using form (ACF-001) IL Texas will not be responsible for conducting the PTO fundraiser or collecting any of the funds.

All IL Texas staff are prohibited from collecting of PTO fundraiser funds unless they are on their own personal time.

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Fraudulent or Other Dishonest Acts

All Board of ~~Trustees~~ Directors, employees, vendors, contractors, consultants, volunteers and other parties involved with the district shall act with integrity and diligence in duties involving the District's financial resources. Fraud and other dishonest acts will not be tolerated by the district. Violators shall be disciplined, may be terminated and may be reported to the appropriate authorities

Any and all concerns about potential fraudulent activities should be reported to the CFO or Superintendent. Neither the Board, nor any district employee, shall unlawfully retaliate against a person who in good faith perceived fraud or financial impropriety.

Fraudulent acts may include, but are not limited to the following:

- Forgery or unauthorized alteration of any document or account belonging to the district.
- Forgery or unauthorized alteration of a check, bank draft, or other financial document.

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- Misappropriation of funds, securities, supplies, or other district assets, including employee work time.
- Impropriety in the handling of money or reporting of district financial transactions.
- Profiteering as a result of insider knowledge of district information to outside parties.
- Unauthorized disclosure of confidential or proprietary information.
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy.
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
- Failure to provide financial records required by state or local entities.
- Failure to disclose conflicts of interest as required by law or district policy.
- Any other dishonest act regarding the finances of the district.

The CFO shall be responsible for conducting all fraud investigations. If an investigation substantiates fraud, the report shall be provided to the Superintendent and the Board of ~~Trustees~~ Directors. The report shall include the findings, action(s) taken and/or recommendation(s) for action. If any employee is found to have committed fraud, they shall be subject to disciplinary action, up to and including termination of employment and referral to law enforcement or regulatory agencies, as appropriate.

Gift Cards

District funds shall not be used to purchase gift cards. According to the Internal Revenue Service (IRS), gift cards in any amount are taxable to the employee and must be reported as taxable wages. Gift cards, if any, issued to employees should be processed through the employee's paycheck.

Grants Management (State, Federal or Other Grants)

Seeking grant funds such as state, federal or from other sources is very desirable due to the impact of reduced local resources. It is recommended that grant applications be developed through a team approach to ensure that all stakeholders develop the grant goals, strategies and activities. Campus-based grant applications should be incorporated into the Campus Improvement Plan (CIP). All grant applications shall be reviewed and approved by CFO prior to submission to the granting agency. Some granting agencies require matching funds, in-kind funds, or other specific requirements that may pose a financial liability to the school district.

After the school district has received confirmation that a grant application has been approved, typically through a Notice of Grant Award, the CFO shall prepare and enter the grant budget on the general ledger. No funds may be expended until the grant approval has been received from the granting agency.

The CFO shall serve as the district's grants management administrator(s).

TEA-managed grants shall meet the Grant Management guidelines established by TEA. Specifically, grant fund expenditures must meet the following guidelines:

- Reasonable and necessary
- Supplemental to state and local funds
- Strategies identified in the District Improvement or Campus Improvement Plans
- Supported by original source documentation (invoices, receipts, etc.)
- Comply with Federal Cost Principles (Allowable expenditures)

The grants management administrator(s) shall work cooperatively with the CFO to ensure compliance with all grant requirements as they relate to grant activities, expending of funds, supplement versus supplant, submitting reimbursement requests, financial reports, and evaluation reports.

On an annual basis, all staff paid from federal grant funds shall sign a job description each school year. The job description must include the source of funds, job duties related to the federal grant program, and a

[statement regarding Executive Order 13513 which prohibits texting while driving a district owned vehicle or a personal vehicle on grant-related business.](#)
[Grant applications are to be amended prior to processing changes requested by staff and approval is to be received from the grantor agency, in accordance with the requirements in TEA document "When to Amend the Application."](#)

Hotel Occupancy Tax Exemption Form

This form shall be used for in-state school-related travel to conferences, workshops, etc. Copies may be obtained from the business office webpage or via the web at the Texas Comptroller of Public Accounts website: <http://www.window.state.tx.us/taxinfo/taxforms/01-forms.html>. Lodging taxes, which should have been exempt, will be unauthorized for reimbursement if the traveler fails to present the certificate to the hotel. The traveler will be held responsible for such charges, if any.

This form is not applicable to out-of-state travel.

Invoices

Vendors are required to submit all invoices to the business office, yet occasionally an invoice will be mailed directly to a campus or department. If any invoices are received at the campus or department, they should be signed (if the goods/services were received), and forwarded to the business office. [All invoices must be signed by either the requestor or the administrator responsible for that department.](#)

Texas law requires that all invoices be paid to vendors within 30 days of receipt of the goods/services. If the district fails to pay promptly, the vendor can assess penalty interest charges. If a staff member neglects to submit an invoice on a timely basis, he/she may be held personally liable for the penalty interest charges.

Requests for reimbursement from other entities shall be processed through a district invoice. Campuses and departments shall submit their reimbursement documentation to the business office for preparation of the district invoice. The Business office issues invoices for reimbursement requests from outside entities as needed. The invoices are tracked so that funds are collected on a timely basis. District ~~Financial~~Budget Clerk is responsible for preparing district invoices.

On-Line Purchasing

Since external vendor on-line purchasing generally does not have internal controls which include verification of available budgeted funds, use of on-line purchasing will be limited to specific vendors and authorized users. The district will utilize on-line purchasing through the following vendors: Office Max, Staples, Grainger. The Principals and Campus Administrative Assistants and District ~~Financial~~Budget Clerk are the only authorized users at this time. On-line purchases will be subject to ~~e-approvals through~~ the same approval paths for requisitions. Training for this type of purchasing will occur on an as-needed basis.

A requisition must be entered ~~for and a purchase order received prior to submitting~~ all on-line purchases ~~immediately after submitting the on-line order~~. On-line orders will not be released by the final approver, CFO, until the requisition is approved and a purchase order issued for the total amount of the on-line purchase.

Payroll Procedures

Every non-exempt employee shall record *all of their own* work hours through the time sheets. Falsification of payroll records such as reporting excessive work hours or participating in a practice of clocking in/out for other employees constitutes fraud. Violators will be subject to disciplinary action, up to and including termination of employment.

All administrative supervisors shall sign off on the time sheet for their respective paraprofessional and support employees and submit the report(s) every pay period cut off. All corrections to time sheets should be submitted via an amended time sheet with the administrative supervisor's signature of approval.

All non-exempt employees shall comply with the work schedule assigned by their respective supervisor. All overtime shall be pre-approved by the immediate campus or department supervisor and immediately notify HR. All pre-approved overtime will be compensated (pay or comp time). An employee who repeatedly works in excess of his/her assigned work schedule, without authorization, will be subject to disciplinary action, up to and including termination.

All employees shall complete an absence in ASEOP when absent from work to ensure that the time off is recorded in their respective leave record. Staff members shall report all absences and leave requests to their immediate supervisor and enter the information into ASEOP. All employees shall report absences through the ASEOP system.

In addition, every campus/department shall submit an approved Absence and Substitute Report from AESOP to HR by 72 hours of the Payroll Cutoff Date.

Supplemental payment forms shall be generated by the respective employee, approved by the immediate supervisor and submitted to HR within three days after pay day. The supplemental payments will be processed for the following week. Supplemental payments should include the following: employee name, reason for pay, payment amount, budget code(s), date(s) worked, and be supported by sign-in sheets (attached to payment form).

All payroll disbursements shall be coded to the appropriate account code in compliance with the Financial Accountability System Resource Guide (FASRG). Disbursements from state or federal grant funds shall also comply with the OMB Circular A-87, especially in the following areas:

- All state and federal grant funded staff must sign a job description that includes their respective position, job duties, funding source(s), etc.
- Time and effort documentation shall be created by every staff member paid from state or federal grants and approved by the immediate supervisor on the following schedule: monthly by payroll cut off dates.
- All time and effort documentation shall be submitted to [and approved by] the grant administrator for the respective funding source.
- All time and effort documentation shall be submitted to the Mrs. Krystal Lovato, District Grants Management Director, for reconciliation of the budgeted salary expenditures and the actual time worked on each state or federal grant.

Petty Cash Account

With the exception of the \$25 in each Food Service Cash Box, no campus or district department shall have nor maintain a Petty Cash Fund.

PTO

Parent Teacher Organizations are a very important part of the life of our students and ILTexas. However, each campus PTO is solely responsible for setting up their own independent entity which includes EIN, 501 (c) 3, bank accounts, financial states, and fundraising. No ILTexas employee can handle/touch PTO monies. Any PTO money discovered on ILTexas property or any other cash will be deposited into ILTexas Activity Funds and used by ILTexas. Each campus will have a wall mounted colored locked box in the front of the reception area and in the cafeteria so that parents or students can deposit sealed envelopes into it without any ILTexas employee touching/handling the PTO money.

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Purchasing Deadlines

In an effort to maximize the use of budgeted funds during the current fiscal year, the purchasing deadline for **supplies and equipment** shall be Deadline such as **May 1st**. Summer needs for staff development and summer school should be anticipated and ordered prior to the deadline. At times, the purchasing deadlines for state or federal grants may be earlier than the deadlines stated above due to grant ending dates. The specific purchasing deadlines for state and federal grants will be distributed on an annual basis by the Director of Grants. All reimbursements for the current fiscal year must be requested by **August 1st**.

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Purchase of Food and Non-Food Items

Food and non-food items (such as paper plates, cups, silverware, etc) shall be for instructional purposes (Food Science & Nutrition, science projects, etc), for meetings/training sessions, or other approved functions. These food and non-food items may not be consumed or used for personal use. Excess prepared food items may be consumed or disposed of as appropriate. Food purchases for the Child Nutrition Program shall be subject to the U.S. Department of Agriculture guidelines.

Generally, snacks, food, and non-food supplies for staff development purposes shall be charged to a staff development account code (function 13). Use of district funds for food or snacks shall be allowed only during a “working lunch”. Documentation to support the “working lunch” shall include a meeting agenda with the inclusion of a “working lunch”. If state or federal grants are used for food, all purchases shall be in compliance with the TEA Guidelines for Related Costs (located under Grant Management Resources on the TEA website). Specifically, at no time shall state or federal funds be used to purchase breakfast or other non-allowable food items.

If food or non-food supplies are utilized for faculty, site-based meetings, etc., the expense shall be code to the 6499. All other uses should be coded to the appropriate account code.

Purchase Requisition and Order Forms

A purchase order form is used to purchase supplies, equipment, or services from an external vendor. Requisition forms should be created in the WEBSMART system by the requesting campus or department and submitted to the department for approval of a purchase order. The electronic system allows users to enter purchase requests electronically, verify account balances, select pre-approved vendors, etc. at the point of data entry. Budget codes must be noted on all requisitions. Supporting documentation such as order forms, graphics, etc. shall be submitted to the District [Budget-Financial Clerk](#). After the requisitions pass all electronic approvals, the purchase order form is generated by the approved ~~by~~ [of the](#) CFO and generated electronically by WEBSMART. Each purchase order is uniquely numbered for audit tracking purposes. No employee shall order or receive goods without an approved purchase order. A requisition cannot be used to place an order. All purchase orders should be mailed, emailed or faxed to vendors by the campus administrative assistant or the district department making the PO request, exceptions if any, should be approved by the CFO.

According to Board Policy, employees who violate the district purchasing procedures shall be held personally liable for the debt incurred.

Purchases for goods or services from state or federal grant funds shall comply with the TEA Guidelines for Related Costs (located under Grant Management Resources on the TEA website). Specifically, all non-allowable expenditures shall not be funded from state or federal grant funds.

Purchasing Laws

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The Texas Education Code (TEC) addresses the requirement to competitively bid purchases that exceed \$50,000, in the aggregate, over a 12-month period. Since non-compliance may result in criminal penalties, this requirement will be strictly enforced.

According to Board Policy, a board member, employee, or agent shall not, with criminal negligence, make or authorize separate, sequential, or component purchases to avoid the purchasing requirements set out in Education Code 44.031. An officer or employee shall not knowingly violate Education Code 44.031 in any other manner. "Component purchases" means purchases of the component parts of an item that in normal purchasing practices would be made in one purchase. "Separate purchases" means purchases, made separately, of items that in normal purchasing practices would be made in one purchase. "Sequential purchases" means purchases, over a period, of items that in normal purchasing practices would be made in one purchase. Violation of this provision is a Class B misdemeanor and an offense involving moral turpitude, conviction of which shall result in removal from office or dismissal from employment.

Receiving of Goods

The district utilizes a decentralized receiving system – all goods are delivered to the campus. A copy of every purchase order for goods (supplies/equipment) will be forwarded to the campus administrative assistant. Upon receipt of the goods, all items that require an inventory or fixed asset tag will be tagged by the campus administrative assistant and reported to the CFO. All orders will be delivered to the respective campus or department with a packing list for "check-off" and verification of receipt. Discrepancies, if any, should be reported to the receiving clerk. Upon receipt of the receiving report and the invoice, the vendor will be paid for the order. Staff members that receive authorization to pick-up goods directly from a vendor shall submit written confirmation of receipt to the campus administrative assistant. Shortages, damaged goods, or other receiving deficiencies shall be reported immediately to the District Budget Clerk. The District Budget Clerk shall contact the appropriate vendor to address the deficiencies. At no time shall a campus or department return merchandise to a vendor or request replacement merchandise. Failure to comply with this procedure may result in overpayments to the vendor.

Records Management and Retention

The Local Government Records Act of 1989 [and changes that were enacted by the 74th Legislature in 1995], requires all local governments to establish a records management program by ordinance, order or resolution and filed with the Texas State Library and Archives Commission (TSLAC). All local governments must file records control schedules or a written declaration of adoption of the State schedules. The deadline for compliance was January 4, 1999.

The TSLAC is responsible for the development of record retention schedules for governmental agencies. Various retention schedules address the types of records created and maintained by school districts such as GR – Government Records, EL – Election Records, TX – Tax Records, and especially, SD – School District Records. These schedules reflect the minimum retention period for each type of record.

The district has implemented a Local Records Retention Schedule that includes the types of records created and maintained by the district. This schedule also includes the minimum retention period for each type of record. The local retention period may be greater, but not less than the retention period set by the state.

Board Policy CPC Legal defines a record as noted below:

A "local government record" means any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information-recording medium, 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 the District or any of its officers or employees, pursuant to law or in the transaction of public business.

Records of the district may not be destroyed except as prescribed by law and district procedures. The district's Records Management Officer, CFO, shall be responsible for overseeing the records management program to include collecting, archiving, and destroying records as appropriate. The unauthorized destruction of local government records is a Class A misdemeanor and, under certain circumstances, a third degree felony (Penal Code, Section 37.10). Anyone destroying local government

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records without legal authorization may also be subject to criminal penalties and fines under the Public Information Act (Government Code, Chapter 552).

All requests for district records, under the Public Information Act, shall be directed to Superintendent.

Rental of facilities

The CFO through the Athletic Director and the Principals shall coordinate the rental of district facilities. This individual shall approve the rental agreements and coordinate with all related campuses and departments, especially as it relates to the availability of specialized facilities, electrical, cooling/heating, etc. A Facilities Use Agreement is required for all rentals of facilities by outside organizations. In addition, all direct expenses for district staff such as custodial, food service or police shall be included in the agreement. All cleaning fees and direct expenses shall be paid to the district and deposited to the appropriate revenue account. At no time shall an outside entity pay a school district employee directly for work performed within the scope of their employment with the district.

District related organizations will not be charged a facility usage fee. Other fees, if any, will be negotiated with the lessee at the time that the rental agreement is executed.

Refunds, if any, to the lessee shall be processed for payment through the district's on-line requisition system to the appropriate vendor.

Returned Checks

All makers of returned checks will be charged a \$50. The fee is subject to increase based on the district's depository bank service fee schedule for returned checks. The district shall reserve the right to reject future checks from makers of returned checks.

Sales Tax Exemption Form

The sales tax exemption form shall be used for school-related purchases only. Misuse of the exemption form for personal purchases constitutes a misdemeanor.

Copies of the exemption form may be obtained from the business office or from the Texas Comptroller for Public Accounts website: <http://www.window.state.tx.us/taxinfo/taxforms/01-forms.html>. **Taxes, which should have been exempt, will not be authorized for reimbursement.** It is the purchasers responsibility to present the exemption form to the vendor at the time of the purchase.

Purchase of personal items for staff or students are not eligible for the sales tax exemption.

Travel Expense – Advances & Settlements

All travel requests shall be submitted through WEBSMART at least one week prior to the travel event (meeting, conference, workshop, athletic event, etc). The travel request shall be forwarded to the appropriate administrator for electronic approval. The final approval shall rest with the Superintendent. After the final approval, the travel advance request and requisition shall be submitted for approval by the immediate supervisor.

The documentation for travel expenses is a **three-part process**. The Travel Authorization form or similar form acts as approval to attend the event, an estimate of travel expenses and request for advancement of estimated travel expenses. The Travel Settlement form or similar form acts as the certification that the employee traveled and reconciles actual travel expenses. The Internal Revenue Service (IRS) requires a settlement of advanced business expenses and it dictates that if a settlement is not received within a reasonable time period, that the amount of the advance be deducted from the wages of the employee and properly taxed on the next paycheck.

The travel rates for meals, lodging, mileage, and airline are limited to the rates and amounts stated in School Board Policy. Local or administrative procedures and subject to state or federal limits.

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Part 1. The Travel Authorization form or similar form shall be utilized by all staff to request travel funds for travel expenses such as registration, meals, transportation, lodging, etc. In addition, the form shall be utilized by campus staff to request travel funds for student travel expenses such as registration, meals, transportation, lodging, etc. The immediate supervisor and the Superintendent or designee shall approve all travel requests.

The current staff travel rates shall be in accordance with the rates set by the district and the Current Mileage and Travel Reimbursement Rates Applicable to State and Federal Grants as published by TEA.

Specifically, the domestic maximum per diem rates for travel is limited to the rates and amounts stated in district policy, or General Services Administration (GSA) website: <http://www.gsa.gov/portal/category/21287> which is used for international travel only. If the local rates set by the district exceed the state and federal grant per diems, the excess travel costs shall be paid from local funds. The local staff travel rates are: per day for meals and per day [or actual cost] for lodging.

Specifically, the domestic maximum per diem rates for travel with state and federal grants shall be limited to the rates as listed on the General Services Administration (GSA) website: <http://www.gsa.gov/portal/category/21287>. If the local rates set by the district exceed the state and federal grant per diems, the excess travel costs shall be paid from local funds. The local staff travel rates are: per day for meals and per day [or actual cost] for lodging.

The current travel rates are: up to \$24 per day for meals and actual cost for lodging up to state per diem rate.

Part 2. The estimated travel expenditures shall be entered into the requisition request in WEBSMART. Funds must be available and encumbered for all estimated expenditures. Typically, several requisitions would be entered to encumber funds for meals, lodging, registration, transportation and other expenses to the respective payee

Part 3. The Travel Settlement form or Expense Report form shall be submitted within 7 work days after the return of the traveler. All actual travel expenses shall be recorded on the settlement form, with receipts for all expenses except mileage. Itemized meal receipts are required for all travel within the United States. Meal receipts are not required for international travel. Meal receipts are not required. If meal receipts are not required, the traveler should complete and submit a certification that all meal per diem funds were expended during the authorized job-related travel.

If travel funds were advanced through a check, all travel monies due to the district shall be submitted with the Travel Settlement Form or similar form. All monies due to the traveler will be paid upon approval of the immediate supervisor and availability of budgeted funds. A Travel Coding Sheet or similar form may be used to allocate the travel expenditures to local and/or state/federal funds, as appropriate.

The TEA Travel Guidelines for state and federal funds shall be utilized to ensure that all travel expenditures are in compliance with state and federal guidelines. The guidelines may be found at the TEA website: <http://ritter.tea.state.tx.us/taaplanager/013111.html>

Vendors

The district participates in several cooperative purchasing programs. A list of these programs is available from the CFO. Priority should be given to these vendors since the goods and/or services have been subjected to the rigor of a competitive bid process.

Requests to add new vendors shall be accompanied with a New Vendor Packet. The packet shall include the following. Other documents may be required based on the services to be performed by the vendor.

- W-9 form,
- Conflict of Interest Questionnaire (CIQ), and
- Felony Conviction Notice
- Other documents may include a Criminal History check and fingerprinting if the vendor will work directly with students, and/or a Certificate of Insurance if the vendor will perform services on district property. The Certificate of Insurance shall include the minimum level of insurance in the areas of auto liability, general liability, and workers compensation.

The W-9 Form is essential to add the business or contractor to the vendor database. The name of the vendor, as stated on the W-9 Form, shall be entered on the vendor database. Payments will not be made to vendors without a W-9 Form on file.

As a matter of law, all existing and new vendors shall be required to complete and file a CIQ. The governing body (School Board) and the Superintendent shall complete and file Local Government Officer Conflicts Disclosure Statement (CIS) with the business office.

The Felony Conviction Notice or similar form shall be collected from all vendors that enter into a contract with the school district. The Texas Education Code, Section 44.034(a) states that a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of the felony.

Furthermore, Section 44.034(b) states that a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

Lastly, Section 44.034 (c) states that this section does not apply to a publicly held corporation.

In addition to the felony conviction verification, the district shall obtain a criminal history background check and/or fingerprinting verification for all vendors that will work directly with students.

FISCAL PROCEDURE FORMS

All procedures outlined within the Fiscal Manual must be diligently monitored and recorded. In order to maintain cohesiveness throughout International Leadership of Texas, the following forms are the only forms approved.

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2014

Revision Date ~~April~~ ~~September 4th~~ ~~July 23~~ 30.

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INTERNATIONAL LEADERSHIP OF TEXAS

1810 N Glenville Dr, Ste. 102, Richardson, TX 75081 ♦ (972) 479-9078 ♦ ILTEXAS.org

Authorization to Conduct a Fundraiser

Campus: _____ Club: _____

Fundraiser Title: _____

A. What type of merchandise or service will be sold or provided? _____

B. Will food be sold that will be consumed during school hours? () Yes () No

If so, is the item(s) listed on the preapproved food list? () Yes () No

If not on approved list, please attach a copy of the nutrition label.

C. How will the merchandise or service be sold or provided (e.g. catalog sales, individual sales to students on campus, prepaid orders, etc.)? _____

D. Vendor _____ Representative _____
Address _____ Phone _____

E. Fund raiser will be conducted from: _____ to _____
(Month/Year) (Month/Year)

F. Funds generated will be used for: _____

Projected Sales and Expenses

Total Projected Sales \$ _____ Total Projected Expenses \$ _____ Projected Net Profit \$ _____

Sponsor Certification

I hereby certify that a profit/loss statement will be completed and submitted to the campus principal within 30 days after the termination of the fund raising activity. In addition, I certify that all monies collected will be deposited to the campus secretary/bookkeeper in accordance with the district's cash handling procedures.

Printed Name: _____ Sponsor's Signature: _____ Date: _____

Authorization

Printed Name: _____ Principal: _____ Date: _____

() Approved () Disapproved

Approved forms must be submitted to the District Financial Clerk within 5 days of approval.



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CASH DEPOSIT COLLECTION AND ACCOUNTING

All ILTexas staff will use this document when collecting money from Sponsors or other staff members who are turning in cash and checks to be deposited by the Campus or District Financial Clerk.

Purpose (Band, Lunch Money, etc.): _____

CHECKS

Name: _____ \$ _____	Name: _____ \$ _____
Name: _____ \$ _____	Name: _____ \$ _____
Name: _____ \$ _____	Name: _____ \$ _____
Name: _____ \$ _____	Name: _____ \$ _____
Name: _____ \$ _____	Name: _____ \$ _____

TOTAL CHECK AMOUNT: \$ _____

CURRENCY

List Number of bills

\$100 _____
 \$50 _____
 \$20 _____
 \$10 _____
 \$5 _____

Amount of bills

\$100 _____
 \$50 _____
 \$20 _____
 \$10 _____
 \$5 _____

TOTAL CURRENCY: \$ _____

COINS

List Number of Coins

\$1.00 _____
 \$.50 _____
 \$.25 _____
 \$.10 _____
 \$.05 _____
 \$.01 _____

Amount of coins

\$1.00 _____
 \$.50 _____
 \$.25 _____
 \$.10 _____
 \$.05 _____
 \$.01 _____

TOTAL COINS: \$ _____

TOTAL AMOUNT TO DEPOSIT: \$ _____

Staff Member Collecting Funds: _____ Date: _____ Time: _____

Campus Admin Assistant: _____ Date: _____ Time: _____

District Financial Clerk: _____ Date: _____ Time: _____



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Purpose (Band, Lunch Money, etc.): _____

CHECKS

Name: _____ \$ _____	Name: _____ \$ _____
Name: _____ \$ _____	Name: _____ \$ _____
Name: _____ \$ _____	Name: _____ \$ _____
Name: _____ \$ _____	Name: _____ \$ _____
Name: _____ \$ _____	Name: _____ \$ _____

TOTAL CHECK AMOUNT: \$ _____

CURRENCY

List Number of bills

\$100 _____
 \$50 _____
 \$20 _____
 \$10 _____
 \$5 _____

Amount of bills

\$100 _____
 \$50 _____
 \$20 _____
 \$10 _____
 \$5 _____

TOTAL CURRENCY: \$ _____

COINS

List Number of Coins

\$1.00 _____
 \$.50 _____
 \$.25 _____
 \$.10 _____
 \$.05 _____
 \$.01 _____

Amount of coins

\$1.00 _____
 \$.50 _____
 \$.25 _____
 \$.10 _____
 \$.05 _____
 \$.01 _____

TOTAL COINS: \$ _____

TOTAL AMOUNT TO DEPOSIT: \$ _____

Staff Member Collecting Funds: _____ Date: _____ Time: _____

Campus Admin Assistant: _____ Date: _____ Time: _____

District Financial Clerk: _____ Date: _____ Time: _____



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Check and/or Debit Card Request Form

This form must be completed in its entirety to be processed.

CHECK PAYABLE TO:	
Vendor:	Date Needed:
Address:	City/State/ Zip:
Phone & Fax:	Rep/Contact/email/website:

A general description of items and/or services is **required** for payment. Attach all supporting documentation including but not limited to: brochures, quotes, conference/workshops fees, etc.

ITEM/SERVICE INFORMATION
Description: _____ _____
Person(s) Responsible: _____
Item(s)/Service(s): _____
Date of Service: _____
Location: _____
Purpose/Justification: _____ _____

Please indicate account code for items indicating funding source for purchase, if you need assistance please contact the District Financial Clerk. All quotes, receipts, invoices, and/or packing slips must be attached.

PO#	INVOICE #	Fund	Function	Object	SO1	Org	YR	PIC	SO2	SO3	Amount
											\$
											\$
											\$
											\$
Person Requesting Check:										Total Check Amount	\$

The signature below by authorized ILTexas personnel grants permission for WebSmartbyJR3 employees to input the information provided above into the accounting system and create a payment to the vendor indicated.

Name of person Authorizing Check

Authorized Signature

Date

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date



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1. Name of person who has a business relationship with local governmental entity.

2. Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3. Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4.

Signature of person doing business with the governmental entity

Date



INTERNATIONAL LEADERSHIP OF TEXAS

1810 N Glenville Dr, Ste. 102, Richardson, TX 75081 ♦ (972) 479-9078 ♦ ILTEXAS.org

CONSULTANT SERVICE CONTRACT

International Leadership of Texas, hereinafter referred to as “District,” and independent contractor, _____, hereinafter referred to as “Consultant,” enter into a contract on this the _____ day of _____ for the provision of consultant services.

1. District agrees to engage Consultant, and Consultant agrees to perform personally, in a manner satisfactory to District, the following services:

(Describe the services to be performed in this space including the days/hours to be worked, the service to be performed and any other specific requirements of the engagement.)

2. Unless discontinued earlier by District, the services are to be performed at the following times and places:

(Describe the days/hours to be worked and the location where the work will take place.)

District agrees to pay Consultant a fee of \$ _____ per hour, per day, or flat fee for a total fee not to exceed \$ _____, as compensation for services rendered, plus allowance expenses for transportation, lodging, meals, and materials, upon submission of appropriate receipts for such expenses. **All reimbursements for expenses associated with consultant services shall be made in accordance with the ILTEXAS TRAVEL EXPENSE GUIDELINES FOR CONSULTANT SERVICES. Consultant shall not be paid in advance.**

This agreement shall be in effect from _____ to _____, unless terminated by either party at any time, with or without cause. In the event of termination by District or Consultant prior to completion of the contract, compensation shall be prorated on the basis of hours actually worked, and Consultant shall only be entitled to receive just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination.

Consultant may not assign this contract to a third party without the written consent of the District. Consultant must conduct a criminal background check, at the Consultant’s expense, of all employees employed under this contract, except District employees.

Consultant is not an employee of District, and is not entitled to fringe benefits, pension, workers compensation, retirement, etc. District shall not deduct Federal income taxes, FICA (Social Security), or any other taxes required to be deducted by an employer, as this is the responsibility of Consultant.

Consultant agrees to hold District harmless from any and all liability incurred by District by reason of Consultant's negligence or breach of contract, including, without limitation, damages of every kind and nature, out-of-pocket costs, and legal expenses.



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IN WITNESS WHEREOF, International Leadership of Texas and Consultant have executed this contract, effective the date first herein written.

International Leadership of Texas

By: _____

Superintendent or Chief Finance Officer

Date: _____

Consultant

By: _____

Date: _____

Social Security/Federal Tax ID Number: _____

Signature of ILTexas Staff Contact Person: _____

Phone Number: _____

Date of Board approval: _____

(Contracts of \$50,000 or more)



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CRIMINAL HISTORY RECORD INFORMATION

CONTRACTED SERVICES

CONFIDENTIAL

The Texas Education Code Section 22.083 authorizes the open-enrollment charter to obtain criminal history information on an employee of, or applicant for employment by, a person that contracts with the open-enrollment charter to provide services if: the employee or applicant has or will have continuing duties related to the contracted services and the duties are or will be performed on school property or at another location where there has or will be direct contact with students. For more information please visit: [Senate Bill 9](#), Section 22.083.

I hereby authorize International Leadership of Texas to obtain from any law enforcement agency or criminal justice agency all criminal history record information that relates to me. I understand I am required to pay all fees associated with obtaining my criminal history record information.

VENDOR NAME: _____
CAMPUS/DEPARTMENT ORIGINATING CONTRACT: _____
LAST NAME: _____ FIRST NAME _____ MI: _____
SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____
GENDER: () MALE () FEMALE ETHNICITY: () BLACK () WHITE/OTHER

Note to Contractors: The information you are providing about age, gender, and ethnicity will not be used to determine eligibility for award of a contract but will be used solely for the purpose of obtaining criminal history record information. Contracted employees with certain convictions are prohibited from working at a school district.

Signature

Date



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FELONY CONVICTION NOTIFICATION

Texas Education Code, Section 44.034(a) states that a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of the felony.

Furthermore, Section 44.034(b) states that a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

Lastly, Section 44.034 (c) states that this section does not apply to a publicly held corporation.

My firm is a publicly held corporation, therefore this requirement is not applicable.

My firm is not owned nor operated by anyone who has been convicted of a felony.

My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name: _____

Description of conduct resulting in a felony: _____

Name: _____

Description of conduct resulting in a felony: _____

Name: _____

Description of conduct resulting in a felony: _____

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony conviction has been received by me and that the information furnished above is true to the best of my knowledge.

Vendor's Name: _____

Authorized Company Official's Name: _____

Authorized Company Official's Title: _____

Date

Signature



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Student Activity Account Fund Raiser Profit/Loss Statement

Campus: _____ Club: _____

Fundraiser Title: _____

Actual Sales

<u>Receipt No.</u>	<u>Amount Deposited</u>	<u>Sales Tax (if required)</u>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Total Sales/Tax	\$ _____	\$ _____

Actual Sales (Amount Deposited – Less Sales Tax) \$ _____

Actual Expenses

<u>Invoice Number</u>	<u>Invoice Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Expenses	\$ _____

Net Profit/Loss (Total Sales less Total Expenses) \$ _____

Certification

I hereby certify the statement provided is accurate and all monies collected were deposited to the campus secretary/bookkeeper in accordance with the district's cash handling procedures.

Club Treasurer: _____ Signature: _____ Date: _____
(Please Print)

Sponsor: _____ Signature: _____ Date: _____
(Please Print)

Principal: _____ Signature: _____ Date: _____
(Please Print)

STUDENT WELFARE - WELLNESS AND HEALTH SERVICES

WELLNESS The District shall follow nutrition guidelines that advance student health and reduce childhood obesity and shall promote the general wellness of all students through nutrition education, physical activity, and other school-based activities.

DEVELOPMENT OF GUIDELINES AND GOALS The District shall develop nutrition guidelines and wellness goals in consultation with the local school health advisory council and with involvement from representatives of the student body, school food service, school administration, the Board, parents, and the public. **SHAC**- (Student Health Advisory Committee) shall be implemented by the District as the District’s local school health advisory council.

NUTRITION GUIDELINES The District shall ensure that nutrition guidelines for reimbursable school meals shall be at least as restrictive as federal regulations and guidance and that all foods available on each campus are per the Healthy Hungry Free Kids Act-2010 and USDA National Standards.

All foods made available on campus shall adhere to food safety and security regulations. HACCP (Hazard Analysis Critical Control Point) plans and guidelines shall be implemented on each campus.

“TIME AND PLACE” ILTEXAS will not have an alternative to “Time and Place” and will remain exempt.

International Leadership of Texas shall adhere to all federal regulations:

INTERNATION LEADERSHIP OF TEXAS CHARTER

CE# 04581

County District Code: 057848

All foods available on each campus (shall meet) the “**Smart Snack**” Regulations.

Guidelines will be based on the 2015 Dietary Guidelines as published by the U.S. Government at www.health.gov.

- Fruits and vegetables shall be offered for sale at the school site where foods are sold; additionally, vegetarian meals shall be included in the menu cycle.
- Foods shall be minimally processed, using whole meat whenever possible, whole grains or converted grains that retain most of the whole grain nutrients and minimal dyes, sodium and added sweeteners.
- Preference will be given to products that do not contain trans-fatty acids and are labeled as such, are grown, processed, and/or packaged in Texas and to products which are certified organic.
- An effort to identify products containing peanuts shall be of importance to ILTexas.

WELLNESS GOALS

The District shall implement, per law, a coordinated health program with a nutrition education component and shall use health course curriculum that emphasizes the importance of proper nutrition.

In addition to legal requirements, the District will:

All food and beverages made available on campus during the school day, including vending, ala carte, student stores, parties and fund-raising shall be consistent with “Smart Snack” guidelines. (See” Smart Snack” 7/2014 Ruling Regulations)

1. District holds no time limitations on when competitive foods may be sold during the school day; only exception that all food and beverages must meet the “Smart Snack “ guidelines. (Smart Snack Ruling Regulations 7/2014) and no sales may take place inside the dining service area during the nutritional meal service time.
2. District holds no guideline on the use of foods given away as a reward in the classroom
3. District holds no limitations on the number of fundraisers that maybe elected; only exception that all food and beverages must meet the “Smart Snack” guidelines and no sales may take place inside the dining service area during the nutritional meal service time.
4. Parents may not bring food for children other than their own child except for class room parties

INTERNATION LEADERSHIP OF TEXAS CHARTER

CE# 04581

County District Code: 057848

5. Classroom celebrations do not permit the service of food items prepared in homes. Items should be commercially prepared, prepackaged, unopened and individually wrapped, when possible.
6. School Clinics- school clinic personnel may provide competitive foods to students during the course of providing medical care.

NUTRITION EDUCATION

In addition, the District establishes the following goals for nutrition education:

1. Students shall receive nutrition education that fosters the adoption and maintenance of healthy eating behaviors.
2. Nutrition education shall be a District-wide priority and shall be integrated into other areas of the curriculum, as appropriate.
3. Staff responsible for nutrition education shall be adequately prepared and shall participate in professional development activities to effectively deliver the program as planned.
4. The food service staff, teachers, and other school personnel shall coordinate the promotion of nutrition messages in the cafeteria, the classroom, and other appropriate settings.
5. Educational nutrition information shall be shared with families and the general public to positively influence the health of students and community members.

PHYSICAL ACTIVITY: The District shall implement, per law, a coordinated health program with physical education and physical activity components and shall offer at least the required amount of physical activity for all grades

In addition, the District establishes the following goals for physical activity:

INTERNATION LEADERSHIP OF TEXAS CHARTER

CE# 04581

County District Code: 057848

1. The District shall provide an environment that fosters safe and enjoyable fitness activities for all students, including those who are not participating in competitive sports.
2. Physical education classes shall regularly emphasize moderate to vigorous activity.
3. The District shall encourage teachers to integrate physical activity into the academic curriculum where appropriate.
4. Teachers and other school staff shall receive training to promote enjoyable, life-long physical activity for themselves and students.
5. The District shall encourage parents to support their children's participation, to be active role models, and to include physical activity in family events.

SCHOOL –BASED ACTIVITIES

The District establishes the following goals to create an environment conducive to healthful eating and physical activity and to express a consistent wellness message through other school-based activities:

1. Sufficient time shall be allowed for students to eat meals in lunchroom facilities that are clean, safe, and comfortable.
2. Wellness for students and their families shall be promoted at suitable school activities.
3. Employee wellness education and involvement shall be promoted at suitable school activities.

IMPLEMENTATION:

The Superintendent shall oversee the implementation of this policy and shall develop administrative procedures for periodically measuring the implementation of the wellness policy.