



## International Leadership of Texas

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ILTexas.org 3301 N. Shiloh, Garland, TX 75044 Tel: (888) 579-8981

### International Leadership of Texas Board of Directors Meeting

Wednesday, June 19, 2013 – 6:00pm

- I. Call to Order
- II. Approval of May 2013 Minutes.
- III. General/Public Comment
- IV. CEO/Superintendent Report: Eddie Conger
  - A. CFO Report, Jerry McCreight
  - B. COO Report, Chris Florance
  - C. Chief Academic Officer Report, Nora Berry
    1. Director of Languages Report, Dr. Laura Carrasco
  - D. Community Development Report, Angela Moran
  - E. Athletic Director Report, Tomas Sanchez
  - F. Principals Report:
    1. Garland HS - Nadia Ayala, Principal
    2. Garland MS – Myrna Apodaca, Principal
    3. Garland ES – Angela Marcellus, Principal
    4. Arlington MS – Constance Jawaid, Principal
    5. Arlington ES – Graham Bartlett, Assistant Principal



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### V. Discussion items:

- A. Security
- B. 2013/2014 Budget.

### VI. Action items:

- A. Discuss/act on Board Policy authorizing CEO to select and approve contracts concerning Technology services and purchases for all campuses required prior to the July 17<sup>th</sup> Board meeting.
- B. Discuss/approve Board Policy authorizing CEO to approve leasing contracts for Garland HS, Arlington MS, and Arlington ES. (Possible Executive Session concerning real estate)
- C. Discuss/act on custodial contract.
- D. Discuss/act on food service contract.
- E. Discuss/act on Wellness Plan
- F. Discuss/act on changing board policy authorizing board to assume sole authority for hiring and firing of personnel.
- G. Discuss/act on TRS Active Care
- E. Discuss/act on 2013/2014 School Calendar

### VII. Adjourn



## International Leadership of Texas

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[ILTexas.org](http://ILTexas.org)

May 15th, 2013 Board Meeting Posted May 11<sup>th</sup>, 2013

### MINUTES

- I. Call to Order- The Board of the International Leadership of Texas convened Wednesday May 15, 2013 and was called to order at 6:30 pm by President Frank Corte at the Holiday Inn Conference Room, 5110 N. President George Bush Hwy, Garland, Texas and a quorum was confirmed.
  - a. Board Members present:
    - i. Frank Corte, President
    - ii. Connie Wallace, Assistant Secretary
    - iii. Cliff Seveier
  - b. Board Members absent:
    - i. Carmen Valdivia
    - ii. Curtis Donaldson
  - c. Administration Present
    - i. Eddie Conger, Superintendent/CEO
    - ii. Nora Berry, CAO
    - iii. Jerry McCreight, CFO
    - iv. Chris Florence, Facilities and Operations
    - v. Angela Moran, Public Relations
    - vi. Adalaid Sampson, Director of Special Education
    - vii. Kenneth Cox, Asst. Director
    - viii. Nadia Ayala, Principal
    - ix. Myrna Apodaca, Principal
    - x. Angela Marcellus, Principal
    - xi. Elizabeth Lawlor, Principal

- II. Approval of April 24, 2013 Minutes.
- III. General/Public Comment- no comments made by the public
- IV. CEO/Superintendent Report
  - a. CFO Report, Jerry McCreight- distributed and explained financial status: bank reconciliation report, Vintage Bank statement, Cash Flow worksheet, Vendor transactions.
  - b. Facilities and Operations Report, Chris Florance- reported construction progress in Garland and lease opportunities in Arlington, janitorial company interviews, food service RFQ, introduced Kenneth Cox as assistant director.
  - c. Curriculum Report, Nora Berry- explained upcoming leadership meetings, recommended textbook list, professional development opportunities (Kilgo training, National Science & Math Initiative training), district calendar draft, master schedules for students, faculty handbooks and student handbooks and partnership with Richland College (Early College).
    - i. Director of Languages Report, Dr. Laura Carrasco- announced by Superintendent
  - d. Public Relations, Angela Maron- explained organizational structure, strategy for publicity and fundraising, funding needs and potential sources of funding.
  - e. Principals Report:
    - i. Each principal present introduced self, sharing background and experiences and gave a campus report on staffing and enrollment.

IV. Adjourn- the meeting was adjourned at 8:21 p.m.





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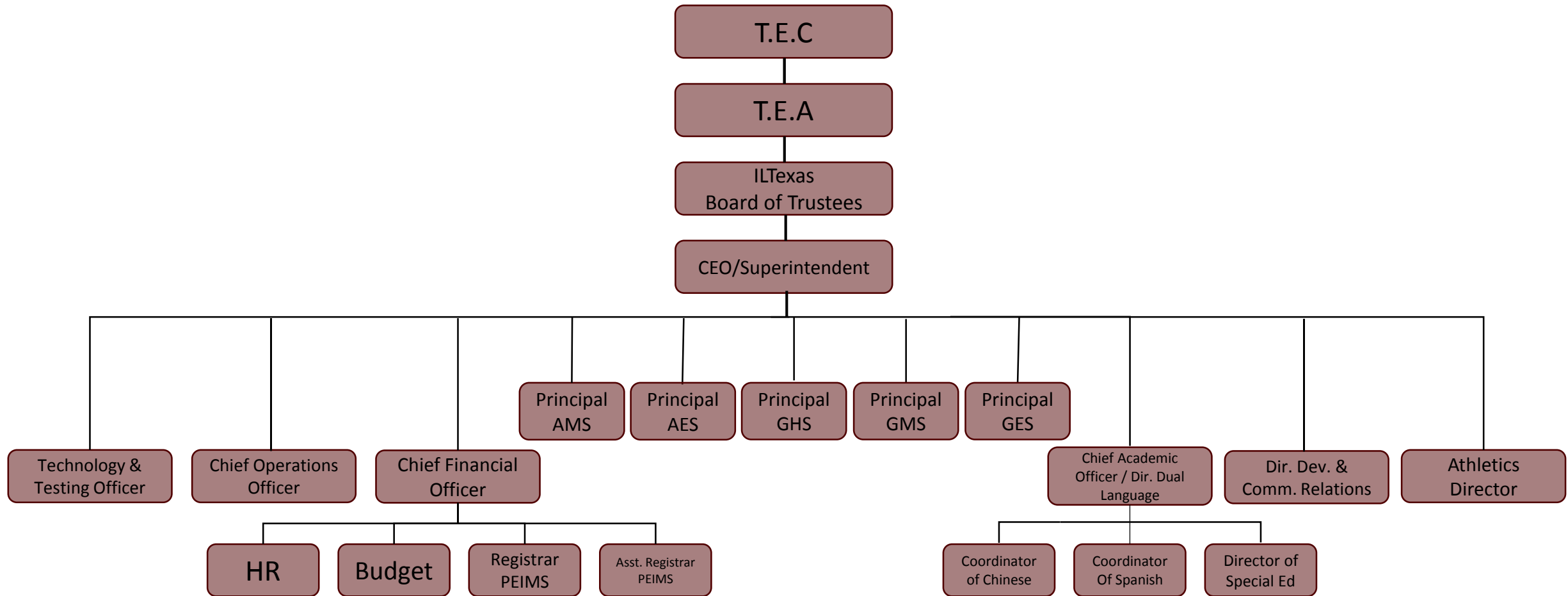
### Travel Itinerary for Eddie Conger

**Friday, June 21, 2013 – Tuesday, July 2, 2013**

DFW > Seattle > Beijing > Haikou > Guangzhou > Nanning > Shanghai > Beijing > DFW

<b>Friday June 21</b>	9:20	Depart DFW – Dallas
	11:25	Arrive SEA – Seattle
	14:00	Depart SEA – Seattle
<b>Saturday June 22</b>	16:55	Arrive PEK – Beijing
<b>Sunday June 23</b>	17:10	Depart PEK – Beijing
	21:00	Arrive HAK – Haikou
<b>Monday June 24</b>		Haikou - <b>Hainan Overseas High School</b>
	20:15	Depart HAK – Haikou
	21:20	Arrive CAN – Guangzhou
<b>Tuesday June 25</b>		Guangzhou – <b>Zhongshan NO.1 High School</b>
<b>Wednesday June 26</b>		Guangzhou – <b>Dongfu High School</b>
<b>Thursday June 27</b>		Guangzhou – <b>Huizhou NO.1 High School</b>
	19:10	Depart CAN – Guangzhou
	20:30	Arrive NNG – Nanning
<b>Friday June 28</b>		Nanning – <b>Nan'ning NO.33 High School</b>
	18:20	Depart NNG – Nanning
	21:00	Arrive PVG – Shanghai
<b>Saturday June 29</b>		Shanghai – <b>Shanghai Dajing High School</b>
<b>Sunday June 30</b>		Shanghai
	17:25	Depart SHA – Shanghai
	22:05	Arrive PEK – Beijing
<b>Monday July 1</b>		Beijing
<b>Tuesday July 2</b>	16:20	Depart PEK – Beijing
	12:05	Arrive SEA – Seattle
	15:05	Depart SEA – Seattle
	20:50	Arrive DFW – Dallas

# INTERNATIONAL LEADERSHIP OF TEXAS ORGANIZATION CHART





## International Leadership of Texas

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### **Board Report – Finance June 19, 2013**

- Of the \$1,571,742.47 that we have budgeted for the startup period, the budgeted amount through May 31, 2013 was \$626,802.25.
- As of May 31, 2013 we have spent \$568,446.35, which is \$58,355.90 under the budgeted amount through that same period.
- As of May 31, 2013 we have used \$815,000.00 of our line of credit with Vintage Bank.
- As of June 19, 2013 we have used \$990,000.00 of our line of credit as we made an additional draw of \$175,000.00 on June 14, 2013.
- We still have \$610,000.00 remaining on our \$1,600,000.00 line of credit.
- Our current cash on hand as of June, 18,2013 at Vintage Bank is \$401,113.15.
- We currently show a cushion of \$28, 257.53 between our line of credit and our budgeted expenses through August 31, 2013.



**Balance Sheet by Object (Rollup)**  
*Effective 05/31/2013*

**Fund:** District Filter: ILTexas  
**Function:** County/District: 057-848  
**Object:**  
**Sub-Object 1:**  
**Organization:**  
**Fiscal Year:**  
**Program Intent:**  
**Sub-Object 2:**  
**Sub-Object 3:**  
**No Account Code Filter Applied**

CODE	ASSETS	AMOUNT
1110	Operating - Vintage	\$252,808.74
<b>TOTAL ASSETS</b>		<b>\$252,808.74</b>

CODE	LIABILITIES	AMOUNT
2110	Accounts Payable	\$0.00
2151	Federal Income Tax	\$0.00
2152	FICA/Medi	\$0.00
2155	TRS	(\$6,255.09)
2520	Loans--Long Term LOC	(\$815,000.00)
<b>TOTAL LIABILITIES</b>		<b>(\$821,255.09)</b>

CODE	FUND EQUITY	AMOUNT
xxxx	Revenue / Expenses	\$568,446.35
<b>TOTAL FUND EQUITY</b>		<b>\$568,446.35</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		<b>(\$252,808.74)</b>

**Income Statement**  
**Last Month**  
**05/01/2013 - 05/31/2013**  
**With Encumbrances**

**Fund:** District Filter: ILTexas  
**Function:** County/District: 057-848  
**Object:**  
**Sub-Object 1:**  
**Organization:**  
**Fiscal Year:**  
**Program Intent:**  
**Sub-Object 2:**  
**Sub-Object 3:**  
**No Account Code Filter Applied**

		Budget	Actual		Percent
			05/01 - 05/31	FY to 05/31/2013	
<b><u>Expenditures &amp; Other Uses</u></b>					
6119	Salaries/Wages Teachers/Professional	\$592,900.00	\$49,107.33	\$221,731.62	37.40 %
6129	Salaries/Wages Sup Persnl	\$84,000.00	\$12,203.21	\$20,304.21	24.17 %
6141	SS/Medi	\$24,610.46	\$919.96	\$14,745.45	59.92 %
6143	Workers'Comp	\$13,400.00	\$0.00	\$0.00	0.00 %
6145	Unemployment	\$5,000.00	\$0.00	\$0.00	0.00 %
6146	TRS Care	\$17,782.00	\$1,967.95	\$1,967.95	11.07 %
6211	Legal Services	\$0.00	\$0.00	\$0.00	
6219	Professional Services	\$222,600.01	\$9,204.00	\$155,304.00	69.77 %
6221	Staff Tuition/Related Fees	\$1,800.00	\$900.00	\$900.00	50.00 %
6259	Utilities	\$11,000.00	\$1,760.63	\$3,040.06	27.64 %
6269	Rentals-Op Leases	\$2,500.00	\$345.56	\$745.56	29.82 %
6299	Misc Contr Sev	\$148,700.00	\$0.00	\$95,535.86	64.25 %
6319	Supplies M/O	\$50,000.00	\$18.22	\$18.22	0.04 %
6399	Gen Supp	\$317,325.00	\$2,593.74	\$10,452.71	3.29 %
6411	Travel-Emp	\$27,000.00	\$683.78	\$10,475.56	38.80 %
6412	Travel-Students	\$0.00	\$0.00	\$0.00	
6429	Ins/Bond Costs	\$6,375.00	\$0.00	\$0.00	0.00 %
6495	Dues	\$0.00	\$0.00	\$3,500.00	
6499	Mis Op Costs	\$6,825.00	\$150.00	\$2,162.51	31.69 %
6523	Int on Debt	\$23,919.00	\$3,220.83	\$11,557.50	48.32 %
6599	Other Debt Fees	\$16,006.00	\$3,500.00	\$16,005.14	99.99 %
<b>Total Expenditures &amp; Other Uses</b>		<b>\$1,571,742.47</b>	<b>\$86,575.21</b>	<b>\$568,446.35</b>	<b>36.17 %</b>
<b>Total</b>		<b>\$1,571,742.47</b>	<b>\$86,575.21</b>	<b>\$568,446.35</b>	<b>36.17 %</b>
<b>Overall Totals</b>		<b>\$1,571,742.47</b>	<b>\$86,575.21</b>	<b>\$568,446.35</b>	

**Income Statement**  
**Last Month**  
**05/01/2013 - 05/31/2013**  
**With Encumbrances**

Fund: District Filter: ILTexas  
 Function: County/District: 057-848  
 Object:  
 Sub-Object 1:  
 Organization:  
 Fiscal Year:  
 Program Intent:  
 Sub-Object 2:  
 Sub-Object 3:  
 No Account Code Filter Applied

		Budget	Actual		Percent
			05/01 - 05/31	FY to 05/31/2013	
<b>420 - FSP/Other State Aid</b>					
<u>Expenditures &amp; Other Uses</u>					
6100	Payroll Costs	\$737,692.46	\$64,198.45	\$258,749.23	35.08 %
6200	Professional & Contracted Services	\$386,600.01	\$12,210.19	\$255,525.48	66.10 %
6300	Supplies & Materials	\$367,325.00	\$2,611.96	\$10,470.93	2.85 %
6400	Other Operating Costs	\$40,200.00	\$833.78	\$16,138.07	40.14 %
6500	Debt Service	\$39,925.00	\$6,720.83	\$27,562.64	69.04 %
<b>Total Expenditures &amp; Other Uses</b>		<b>\$1,571,742.47</b>	<b>\$86,575.21</b>	<b>\$568,446.35</b>	<b>36.17 %</b>
<b>Total 420 - FSP/Other State Aid</b>		<b>\$1,571,742.47</b>	<b>\$86,575.21</b>	<b>\$568,446.35</b>	<b>36.17 %</b>
<b>Overall Totals</b>		<b>\$1,571,742.47</b>	<b>\$86,575.21</b>	<b>\$568,446.35</b>	

**Statement of Financial Condition**  
**05/31/2013**

District Filter: ILTexas  
County/District: 057-848

Code	Description	Current Balance
1110	Operating - Vintage	\$252,808.74
2110	Accounts Payable	\$0.00
2151	Federal Income Tax	\$0.00
2152	FICA/Medi	\$0.00
2155	TRS	(\$6,255.09)
2156	Workers Comp	\$0.00
2520	Loans--Long Term LOC	(\$815,000.00)
<b>Total</b>		<b>(\$568,446.35)</b>

Dear Potential Participating TRS-ActiveCare Entity:

There is currently a six-month notification rule in effect for all entities (TRS Rule 41.30). The entity should send a written request to the Director of TRS ActiveCare, Bob Jordan. This letter should indicate the entity desired effective date, the approximate number of eligible employees, and the number of employees currently enrolled. The District should also attach documentation that the decision to participate in TRS-ActiveCare has the support of the school's Board of Trustees (Board Resolution or meeting minutes) and that the Board is aware that once an entity is participating in TRS-ActiveCare, there are no provisions in the law for an entity to withdraw from participation in the program, unless a revocation is received "on or prior to the tenth (10<sup>th</sup>) business day before the *first day of the enrollment* period established under TRS Rule 41.36. The Board should also be aware that a participating entity *cannot offer another group health program*, although they may offer other optional coverages to their employees such as dental and vision. This acknowledgement should also be in the letter.

Attached below is an *Entity Information Sheet*. Completion of the attached "Entity Information Sheet" will indicate your written agreement to the criteria for Charter Schools as required by law (Texas Insurance Code, Section 1579.154, stated in Section D of the form). We have also attached a Certificate of Resolution Form that can be used for your convenience.

By way of example, the resolution or minutes ideally should contain language to the effect that "[Named Entity] requests approval to join TRS-ActiveCare effective [Date]." Please avoid language which, standing alone, indicates that "[Named Entity] requests approval to join TRS-ActiveCare for the plan year [201x]" as this may imply an intent to only participate in TRS-ActiveCare for a limited number of plan years, which is inconsistent with the information noted in the fourth sentence of this paragraph, above.

If the entity is requesting an exception to the six-month notification rule. The Executive Director of TRS has the authority to grant an exception to the six month notification rule and grant an earlier start date. The entity would send a written request to Mr. Brian Guthrie, Executive Director of TRS the same information listed above along with information about the need for an exception.

Entities should mail, email or fax the request to participate in TRS-ActiveCare to the address below:

TRS-ActiveCare  
Attn: Charmaine Drummond  
1000 Red River St.  
Austin, TX 78702  
[Charmaine.Drummond@trs.state.tx.us](mailto:Charmaine.Drummond@trs.state.tx.us)  
(512)542-6324 (Direct)  
(512)542-6784 (Fax)

CERTIFICATE OF RESOLUTION

The undersigned representative of the *International Leadership of Texas* (the "Entity") hereby certifies that the following resolution was duly adopted by the governing body of the Entity on *June 19, 2013*, and that such resolution has not been modified or rescinded as of the date hereof:

BE IT RESOLVED, that the health care benefits currently provided for Entity employees pursuant to [alternative 1 - that certain contract with   N/A   / alternative 2 - that certain self-funded health plan administered by the Entity] are hereby to be terminated effective   N/A  , 2013, subject to TRS-ActiveCare's acceptance of the Entity's election to participate in TRS-ActiveCare beginning on *September 1, 2013*.

BE IT FURTHER RESOLVED, that the governing body of the Entity hereby elects to participate in TRS-ActiveCare and the *Superintendent* be and is hereby authorized to timely seek acceptance from TRS-ActiveCare of the Entity's election to participate in TRS-ActiveCare effective *September 1, 2013*.

\_\_\_\_\_  
Name

Board President \_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

Board Secretary \_\_\_\_\_  
Title

\_\_\_\_\_  
Date



TEACHER RETIREMENT SYSTEM OF TEXAS

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**Part 1 – General Information (Must be completed by all Districts/Entities)**

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Superintendent/Director: *Edward Conger*

District/Entity Name: *International Leadership of Texas*

District Number: *057-848*

Address: *PO Box 460039  
Garland, TX 75046*

E-mail: *econger@ILTexas.org*

Phone: *(817) 946-4350*

**Who is the contact person for future communication about TRS-ActiveCare?**

Name: *Jerry McCreight*

Title: *Chief Financial Officer*

Address: *PO Box 460039  
Garland, TX 75046*

E-mail: *jmccreight@ILTexas.org*

Phone: *(214) 536-0203*

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**Part 2 – The following criteria is necessary for Charter Schools to participate in TRS-ActiveCare (Section 1579.154, Texas Insurance Code)**

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- 1) Do you agree to open all records of the school relating to participating in the program for inspection by TRS, the administering firm, the commissioner of education, or their designees?  Yes  No
- 2) Do you agree to have your accounts relating to participation in the program annually audited by a certified public accountant at your school's expense?  Yes  No

**I hereby certify that the information in the preceding sections is true and accurate and that elections have been properly authorized.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*June 19, 2013*

*TRS ActiveCare  
Attn: Mr. Brian Guthrie, Executive Director  
1000 Red River Street  
Austin, TX 78702*

*Dear Mr. Guthrie,  
It is International Leadership of Texas (ILT) desire and intention to participate in TRS ActiveCare with a beginning effective date of September 1, 2013. We are a new charter school and expect to have approximately 150 to 200 employees eligible for health insurance. We are currently not participating in a health insurance plan.*

*Please consider this a written request for waiver to the 6 month notification rule.*

*ILT and the governing body of ILT is aware that there is no provision to withdraw from participation in the TRS ActiveCare program, unless revocation is received "on or prior to the tenth (10<sup>th</sup>) business day before the first day of the enrollment period established under TRS Rule 41.36." ILT is also aware that they cannot offer another group health program with exception to optional coverage such as dental and vision.*

*Attached is a copy of the signed Board Resolution to participate in TRS ActiveCare.*

*Your consideration in the matter is greatly appreciated.*

*Sincerely,*

*Mr. Edward G. Conger  
Superintendent*

*Enc.*

*cc Bob Jordan  
Charmaine Drummond*





International Leadership of Texas

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## **International Leadership of Texas**

### **HCAAP Policy**

#### **EQUAL OPPORTUNITY**

The governing body ("Board") of International Leadership of Texas adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

#### **SECTION 1. Anti-Discrimination Policy**

International Leadership of Texas employees shall not engage in discrimination or harassment motivated by race, color, religion, sex, disability, military service, or age directed toward other International Leadership of Texas employees or students. A substantiated charge of discrimination and/or harassment shall result in disciplinary action. Retaliation against employees or students who report discrimination and/or harassment is strictly prohibited. Acts of retaliation may result in disciplinary action up to and including termination.

#### **SECTION 2. Investigation**

Any allegations of discrimination or harassment of students or employees shall be investigated and addressed.

#### **SECTION 3. Coordinator**

International Leadership of Texas designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and the Age Discrimination Act of 1975, and this anti-discrimination policy:

Name: Nora Berry

Position: Chief Academic Officer

Address: 3301 North Shiloh Road, Garland, TX 75044

Telephone: 888-579-8981

#### **SECTION 4. Complaints**

The Coordinator shall be responsible for the investigation of discrimination complaints filed by employees and citizens. Complaints regarding any type of alleged discrimination shall be made in accordance with International Leadership of Texas's complaint policy in Section 300.120.



## International Leadership of Texas

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### **International Leadership of Texas Student Nutrition and Wellness Policy**

#### **Purpose and Goal:**

As documented, healthy eating habits are important for students. It helps them grow academically and physically. It promotes mental growth and lifelong health. Eating healthy reduces the risk of developing many chronic diseases heading toward your adult age. The responsibility has been given to the schools to help students as well as staff create healthy eating habits that will be essential throughout their life. With the assistance of the Texas Department of Agriculture and Region 10 service center all school nutritional programs have been well-planned and implemented.

Students shall develop the knowledge and skill available to them to select healthy food choices daily. Our staff is encouraged to model healthy eating habits and encourages physical activity as part of daily standards. International Leadership of Texas will implement a simple plan to encourage the students on healthy eating, and physical activity plays an important part in their health. This plan will be useful at school and in the community, even considering the differences in cultural norms.

#### **ACTION 1: Nutrition and Physical Activity**

- A. International Leadership of Texas Board of Trustees will appoint a School Health Advisory Committee (SHAC). Its missions will be to address nutrition and physical activity issues and will evaluate different guidelines that will support a healthy nutrition environment. These guidelines are revised annually or when necessary.
- B. The Charter School will address the kinds of food available on campus, and designate sufficient mealtime.
- C. The Principals will address concerns such as nutrition education being integrated across the curriculum and enforcing physical activities.
- D. The Charter School will participate in making decisions that will help the school Nutrition environment.

#### **ACTION 2: School Meals**



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- A. International Leadership of Texas participates in the National School Lunch Program offering breakfast and lunch.
- B. The foodservice staff has been certified and does comply with the NSLP and will continue to comply with any revised requests submitted.
- C. Foodservice Staff will practice food safety daily.
- D. The U.S. Department of Agriculture and the Texas Department of Agriculture has set the nutrition standards for healthy menu planning.
- E. Food selections are of good quality; for food safety purposes, our department comply with all HACCP guidelines while receiving and preparing meals.
- F. We encourage parents to join us in directing and demonstrating to students how to choose and consume a full balanced and nutritional meal.

### **ACTION 3. FOCUSING ON HEALTHY FOOD OPTIONS**

- A. In following the guidelines on nutrition standards, School Parties will be determined by the campus principals.
- B. Foods of Minimal Nutritional Value will not be served by food service personnel. ILTexas will not interfere with individual food items brought by a student for that student's individual consumption. Other foods will not be brought into the cafeteria during regular meal hours for the consumption of others.
- C. International Leadership of Texas's Day Care & Kindergarten classes may serve up to two nutritional snack per day under the teacher's guidance. These snacks are provided by parents or other sources (not the food service) and may not be served in the food service area. The food service department will provide food and beverages throughout meal periods. Students however, may bring lunches from home. (Keeping in contrast with the FMNV rule. (3-B) All other foods may be administered at the end of the normal lunch period of the day.
- D. In accordance with our offer verses serve method students have personal choices of foods they would like to eat. (meals must include at least one vegetable or fruit) Staff may not dictate what foods or beverages a student must select.
- E. School administration should provide information to parents that will guide them to healthier meal choices



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- F. The selling of foods for fundraiser or clubs by parent or staff should be held after school hours, and all functions will be approved by the principal.
  
- G. The delivery of food by a vendor (Chicken, Sandwich Shop, Pizza, etc) from a parent must first come through principal and then given to the student. Student may not order carry out. No food or beverage other than those provided by the school may be available to any school student except those provided by that individual student's parents.

### ACTION 4. LUNCH ROOM ATMOSPHERE

- A. The school should not schedule any programs in the cafeteria during meal times.
  
- B. A short recess is encourage before meal time, exercise, ( walking or running) will make coming to lunch less distracted and ready to eat.
  
- C. School staff should encourage students to practice washing and sanitizing their hands before each meal.
  
- D. School personnel along with food service staff, will schedule enough time for students to eat their meal with as little wait time as possible. Minimum meal time for breakfast is 20 minutes allowing 10 minutes for serving, and 30 minutes for lunch allowing 10 minutes for serving.
  
- E. Students may purchase water from the snack counter or use a nearby water fountain.
  
- F. Students may socialize among themselves quietly. Lunch monitors will supervise the dining room and serve as role models to the students. Parents are encouraged to dine with their children in the cafeteria.

### ACTION 5. TEACHING NUTRITION

- A. In following the health education curriculum standards and the guidelines stated by the Texas Education Agency, International Leadership of Texas will combine nutrition education activities with the school health program.
  
- B. All grade levels will receive the teaching and skills they need to healthy eating habits. Teachers are to integrate nutrition education into curriculums such as math, science, social studies and language arts.
  
- C. The International Leadership of Texas nutrition team promotes the involvement of students, parents and the community. Our team participates in nutrition programs available through USDA.



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### **ACTION 6. MEAL COUNTS AND CLAIMS**

- A. International Leadership of Texas counting system is POS (*point of service*) each meal is calculated at the end of the serving line using scanning device for each meal served.**
- B. Each meal is carefully examined before entered as a reimbursable meal.**
- C. All students will be served a meal.**
- D. Student's meals must be eaten in school cafeteria or other designated areas. Exceptions are, field trips, ISS, or Classroom Snacks**

### **ACTION 7. PUBLICATIONS**

- A. Our staff members will initiate verbal healthy eating habits and demonstrate daily physical activities. All staff personnel will enforce these positive efforts.**
- B. Our foodservice staff is very interested in any feedback concerning our food, service and conduct. We will provide a box along with comment cards for student and staff input.**
- C. International Leadership of Texas will supply a web site with information linking to the School Food Service. ([www.ILTexas.org](http://www.ILTexas.org))**
- D. International Leadership of Texas will promote healthy food choices .**

### **ACTION 8. IMPLEMENTATION**

- A. The School Health Advisory Committee, will consist of parents and school staffs. The principal must select a parent and staff member to join along with The Food Service Director/Assistant Operations Officer, Chief Operations Officer and Counselor in developing the SHAC program.**
- B. The School Health Advisory Committee will review the Wellness Policy and suggest changes as needed.**
- C. The Superintendent will be responsible for implementation of the Wellness Program and will review it each year for possible changes and compliance.**
- D. All changes made are subject to International Leadership of Texas Board of Trustee approval.**

Adopted by Board on June19, 2013



## INTERNATIONAL LEADERSHIP OF TEXAS BOARD REPORT JUNE 19, 2013

**MISSION:** The mission of the International Leadership of Texas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese Languages, and strengthening the body, mind and character.

Curriculum and Instruction Report- prepared by Nora Berry, Chief Academic Officer, Asst. Superintendent

### I. Leadership Meeting- June 19, 2013

- Topics of discussion- Grading policy, Schedule-honors/AP, Handbook draft, Federal programs training, CIP, PD first week schedule, Kilgo follow-up, grading period assessments-translations, National Assessment

### II. Textbook Update

- *UPDATE- Vendors have been contacted for sample teacher editions. A core team is working on ordering adopted selections from EMAT*

### III. Professional Development

- Kilgo Framework Training (June 10-13)- ALL Principals/ AP lead core teachers
  - *UPDATE- Recommendation- ILTexas implement the scope and sequence as presented by Margaret Kilgo during out first year of operation. Revisions and updates will be considered after the principal's review their first set of district and campus data at the end of the year.*
- National Math and Science Initiative Training (June 18-21)- AP lead teachers are currently in attendance.
  - *UPDATE-. All teachers attending the conference will be implementing the AP strategies during the 2013-2014 school year. These classes will be considered AP/Honors classes. ILTexas may be eligible for reimbursement for the majority of this training through state funding.*
- Kilgo District training- (Second week in August Margaret Kilgo will be training all of our teachers)
- Developing master schedule for week of PD for all district teachers
  - Update-
    - District- All teachers will attend a 3 hour district wide professional development to be include a welcome, district expectations, and goal setting.

- Campus- Traveling administrative teams will provide mandatory training on the following items
  - Session 1- Crisis Management, Special Education, Human Resources (3 hour block)
  - Session 2- Bilingual/ LOTE/ Academics

#### IV. Calendar

- Approval needed for 2013-2014 school calendar
  - *NOTE- change in proposed 2014 spring break date to reflect alignment with surrounding district in surrounding geographical areas.*

#### V. Schedules

- Student Master Schedules
  - *UPDATE- A core group is meeting with JR3 to begin uploading the Principals created schedules into Web Smart.*

#### VI. Handbooks

- Review Faculty Handbook- Team
- Review District Student Handbook- Team

#### VII. Out of Country Hires

- 10 teachers have been hired from Mexico and 10 have been hired from China
  - Mountain View College is collaboratively structuring summer professional development that aligns with our Mission, vision and goals.
  - These hires will attend a full week of professional development that will address academic expectations, acculturation and area support.

# INTERNATIONAL LEADERSHIP OF TEXAS

## 2013-2014 School Calendar

August 2013						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2013						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2013						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2013						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2014						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2014						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	









March 2014						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2014						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2014						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2014						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2014						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

-  School Closed/Holidays  
No Students or Staff
-  Professional Development-Teacher in-Service Day  
(no school for students)
-  First Day of Grading  
Period
-  ILT Assessment Days/ State Assessment Days
-  Last Day of Grading  
End
-  Data Driven Day- Professional Development  
Student Holiday
-  ILTexas State Fair Day
-  Data Driven Day- Professional Development





## International Leadership of Texas

ILTexas.org 3301 N. Shiloh, Garland, TX 75044 Tel: (888) 579-8981

### Director of Dual Language Report, Dr. Laura Carrasco

- I. Guide to ILTexas K-12 Tri-lingual Model
  - A. K-5 English/Spanish/ Chinese ~ 45/45/10
    1. K-5 English & Spanish: Two-Way Dual Language Immersion (DLI)
    2. K-5 Chinese: Foreign Language in the Elementary School (FLES)
  - B. 6-12 Spanish & Chinese: Languages Other Than English (LOTE)
- II. K-5 DLI Model/ Five Yr. Implementation Plan
- III. Language Assessments (Listening /Speaking/Reading/Writing) & student tracking via LPAC (Language Proficiency Assessment Committee)
  - A. English language development for students labeled ELL (English Language Learner)
  - B. Spanish and Chinese Language Development

K-5		6-12	
<b>Two-way DLI</b> <i>(Dual Language Immersion Spanish/ English)</i>	Students will receive an academic letter grade in content areas (Reading/ Language Arts, Science, Math, Social Studies)	<b>Spanish LOTE</b> <i>(Languages other Than English)</i>	Students will receive an academic letter grade for content specific material (Spanish grade)
	Students will receive a language proficiency rating		Students will receive a language proficiency rating
K-5		6-12	
<b>Chinese FLES</b> <i>(Foreign Language in the Elementary School) using immersion methods</i>	Students will receive an academic letter grade for content specific material (Chinese grade)	<b>Chinese LOTE</b> <i>(Languages other Than English)</i>	Students will receive an academic letter grade for content specific material (Chinese grade)
	Students will receive a language proficiency rating		Students will receive a language proficiency rating

- IV. ILTexas as a member of the Region 10 Education Service Center Bilingual/ESL Cooperative



International Leadership of Texas High School – Garland Division

[ILTexas.org](http://ILTexas.org)

June 19<sup>th</sup> Board Meeting – High School Report

I. Status on Hiring

# of Positions	Positions Filled	% Hired
23	19	83%

9th Grade Teachers

	Position	Name
1	SS/Lead	Karen Alexander
2	Math	April Nguyen
3	Science	Melissa Gomez
4	ELAR	Alicia Davis
5	Technology	Jeff Marx
6	Art	Claire Sneau

10th Grade Teachers

	Position	Name
1	Math/Lead	Karen Marx
2	Science	Michelle Porter
3	ELAR	Richard Barbee
4	Social Studies	Jacob McCord
5	Band	Samuel Escalante
6	Dance/Theatre	TBD

Specials

	Position	Name
1	Music/Choir	TBD
2	PE	Stephanie Rosen
3	PE	<i>Pending</i>
4	Chinese	Shenglin Selinger
5	Chinese	<i>Pending</i>
6	Spanish	Erika PerezNegron
7	Spanish	TBD

Administration

	Position	Name
1	Principal	Nadia Ayala
2	Admin Asst	Isabel Jaeger
3	Counselor	Ines Vallance
4	Receptionist	TBD

II. Current Enrollment (June 18th)

Garland	Enrolled	Need to Enroll	Total Applied	Open Seats	Waitlist
9	83	-43	126	18	0
10	46	-39	85	59	0
<b>Total</b>	129	-82	211	77	0



III. Master Schedule

- Required Courses: Math, Science, ELAR, Social Studies, Spanish, Mandarin Chinese, Athletic Conditioning
- Elective Courses: Computer Science, Robotics, Dance, Theatre, Choir, Art, Yearbook, Humanities, Band, Orchestra
- Week of June 24<sup>th</sup>: Parent/Student/Counselor Conferences

Sample Schedule: Freshman Student

		A Day Schedule		B Day Schedule	
1 <sup>st</sup>	8:00 – 8:46	I	Music: Band *	VII	Spanish 1
2 <sup>nd</sup>	8:50 – 9:36				
3 <sup>rd</sup>	9:40 – 10:26	II	Mandarin	VIII	Biology Pre-AP/Honors
4 <sup>th</sup>	10:30 – 11:16				
5 <sup>th</sup>	11:20 – 12:06	III	<b>Algebra I Pre-AP/Honors</b>	III	<b>Algebra I Pre-AP/Honors</b>
	12:10 – 12:40		<i>B Lunch</i>		<i>B Lunch</i>
6 <sup>th</sup>	12:44 – 1:30	IV	<b>English I Pre-AP/Honors</b>	IV	<b>English I Pre-AP/Honors</b>
7 <sup>th</sup>	1:34 – 2:20	V	Athletic Conditioning	IX	Robotics *
8 <sup>th</sup>	2:24 – 3:10				
9 <sup>th</sup>	3:14 – 4:00	VI	<b>AP Human Geo</b>	VI	<b>AP Human Geo</b>

IV. Recruiting

- Bring a Friend Event - Pending confirmation on location
- New Parent Informational Meetings – Pending confirmation on location
- High School Flyers - Mailing to homes in the area
- Incentive - \$25 uniform voucher for each high school student referred

V. Other News

- First Staff Meeting – May 18<sup>th</sup>
- First Parent Meeting – June 1<sup>st</sup>
- Margaret Kilgo Training – All core lead teachers attended the week of June 10<sup>th</sup>
- NMSI/LTF Training – All English, Math and Science teachers attending this week
- Richland College – Memorandum of Understanding (MOU) in process
- Temporary Facility – Location pending
- Student Orientation – Week of August 17<sup>th</sup>
- Parents’ Night – Week of August 17<sup>th</sup>