



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

## Board of Directors' Monthly Meeting

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### Date and Time

Wednesday May 16, 2018 at 6:15 PM CDT

### Location

1820 N. Glenville Dr., #100 | Richardson, TX 75081

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### Meeting Notice & Mission Statement

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

/s/ Finn Simmenssen, For ILTexas' Board

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:15 PM</b>
<b>A.</b> Record Attendance and Guests			
<b>B.</b> Call the Meeting to Order			
<b>C.</b> Approve Minutes	Approve Minutes		
	Approve minutes for Board of Directors' Monthly Meeting on April 18, 2018		

### II. Public Speakers

**III. Reports**

**6:15 PM**

**A. SUPERINTENDENT'S REPORT** FYI Eddie Conger

Superintendent Eddie Conger will update the Board:

- 1. U.S. News and World Report
- 2. High Quality Campus Designation
- 3. Other updates

**B. CEO Report** FYI Dr. Alan Seay

Chief Executive Officer Dr. Alan Seay will present the CEO Report, which is anticipated to cover:

- 1. HR
- 2. Construction
- 3. Enrollment Report
- 4. ILTexas Preliminary Development Plan
- 5. Food Service Management Company '18-'19: Sodexo, negotiated, approved by TDA
- 6. Other issues

**IV. Board Action Items**

**6:15 PM**

**A. CONSIDER/ACT ON INDEPENDENT MANAGEMENT REPORT** Vote Alan Seay

Consider/Act on Independent Management Report by Gene Zhu and Bill Mays

**B. CONSIDER/ACT ON APPROVAL OF APRIL, 2018 FINANCIAL REPORT** Vote Ronald Kuehler

Consider and take possible action to approve the April, 2018 Financial Report.

**C. CONSIDER/ACT ON EXPENDITURES OVER \$50,000** Vote Ronald Kuehler

Consider/Act on expenditures over \$50,000.

**D. CONSIDER/ACT ON INTERLOCAL AGREEMENT WITH TEJAS SCHOOL SERVICES** Vote Ronald Kuehler

Consider/Act on District and Board as Governing Body entering into Interlocal Agreement with Tejas School Services for purchase of items related to Child Nutrition.

**E. CONSIDER/ACT ON APPROVAL OF CUSTODIAL SERVICES CONTRACT 2018-2019** Vote Ronald Kuehler

Consider and take possible action to approve the District negotiating and entering into a contract with the winning proposer for custodial services for the 2018-2019 School Year.

**F. CONSIDER/ACT ON SCHEDULE FOR 2018 KG-FIRST GRADE ENGLISH LEARNERS SUMMER SCHOOL PROGRAM** Vote Eddie Conger

Consider and Act on approval of schedule for 2018 Summer School Program for English Learners in Kindergarten and First Grade.

**G. CONSIDER/ACT ON APPOINTMENT TO FILL VACANCY ON ILTEXAS GLOBAL BOARD OF DIRECTORS** Vote Alan Seay

Consider and take possible action to appoint a director to fill a vacancy on the board of directors of ILTexas Global.

**H. DISCUSS/TAKE POSSIBLE ACTION ON NUMBER OF DIRECTORS ON I.A.E.F. BOARD** Vote Alan Seay

Discuss and take possible action on the number of directors for IAEF, the charter holder of ILTexas.

**V. Executive Closed Session**

**6:15 PM**

**A. Authorization** Discuss

If during the course of the meeting covered by this notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required, then such closed or executive meeting or session as authorized by Chapter 551 of the Texas Government Code (the Open Meetings Act) will be held by the Board at the date, hour, and place given in this notice or as soon after the commencement of the meeting covered by this notice as the Board may conveniently meet in such closed or executive session concerning any and all subjects and for any and all purposes permitted by Section 551.071 through Section 551.084 inclusive of said Open Meetings Act.

**VI. Closing Items**

**6:15 PM**

**A. Adjourn Meeting** Vote

# Cover Sheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** C. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for Board of Directors' Monthly Meeting on April 18, 2018



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

## Minutes

### Board of Directors' Monthly Meeting

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#### **Date and Time**

Wednesday April 18, 2018 at 6:15 PM

#### **Location**

1820 N. Glenville Dr., #100 | Richardson, TX 75081

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

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/s/ Finn Simmenssen, For ILTexas' Board

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#### **Directors Present**

Curtis Donaldson (remote), Dr. Lynne Beach, Edwin Flores, Major General James Williams, Tracy Cox

#### **Directors Absent**

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*None*

### **Directors Left Early**

Curtis Donaldson

### **Guests Present**

Alan Seay, Amy Miche, CPA, Sutton Frost Cary LLP, Angela Plata, Anthony Palagonia, Emily Painter, Finn Simmensen

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## **I. Opening Items**

### **A. Record Attendance and Guests**

### **B. Call the Meeting to Order**

Major General James Williams called a meeting of the board of directors of International American Education Federation, Inc., d/b/a International Leadership of Texas to order on Wednesday Apr 18, 2018 @ 6:33 PM at 1820 N. Glenville Dr., #100 | Richardson, TX 75081.

### **C. Approve Minutes**

Tracy Cox made a motion to approve minutes from the Board of Directors' Monthly Meeting on 03-21-18.  
Edwin Flores seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **D. APPROVE MINUTES**

Edwin Flores made a motion to approve minutes from the March 29, 2018 Special Meeting on 03-29-18.  
Tracy Cox seconded the motion.  
The board **VOTED** unanimously to approve the motion.

## **II. Reports**

### **A. INTRODUCTION OF AUDITORS**

Acting CFO Ronald Kuehler and CEO Alan Seay, Ed.D. introduced Amy Michie, CPA, Partner, Sutton Frost Cary LLP, to the Board. Ms. Michie briefly addressed the Board.

### **B. CAO REPORT**

Superintendent Eddie Conger delivered the CAO Report on behalf of CAO Dr. Laura Carrasco.

### **C. SUPERINTENDENT'S REPORT**

CEO Dr. Alan Seay and Superintendent Eddie Conger delivered the Superintendent's Report.

### **D. CEO Report**

CEO Dr. Alan Sea delivered the CEO Report.

## **III. Executive Closed Session**

### **A. Authorization**

The Board entered Executive Session at 7:40 p.m., invoking statutory authorization under Government Code Section 551.072 to deliberate real estate matters and under Section 551.074 to deliberate regarding personnel matters.

The Board returned to Open Session at 8:36 p.m., remarking that no decisions had been made in Executive Session.  
Curtis Donaldson left early.

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

##### **A. DISCUSS/ACT ON APPROVAL OF MARCH, 2018 FINANCIAL REPORT**

Acting CFO Ronald Kuehler presented the Report.  
Edwin Flores made a motion to approve the March, 2018 Financial Report.  
Tracy Cox seconded the motion.  
The board **VOTED** unanimously to approve the motion.

##### **B. DISCUSS/ACT ON AMENDMENT OF FISCAL YEAR PER BYLAWS OF I.A.E.F., INC., CHARTER HOLDER OF ILTEXAS**

Edwin Flores made a motion to approve amending the Bylaws of I.A.E.F., Inc. to reflect the revised Fiscal Year.  
Dr. Lynne Beach seconded the motion.  
The board **VOTED** unanimously to approve the motion.

##### **C. DISCUSS/ACT ON SELECTION OF FOOD SERVICE MANAGEMENT COMPANY FOR SCHOOL YEAR 2018-2019**

Dr. Lynne Beach made a motion to approve selection approve the District to negotiate and enter into an agreement with the prevailing Food Service Management Company, Sodexo, pursuant RFP #2018-19, for the period of July 1, 2018 through June 30, 2019, including any renewals. Should the District and the above-identified winning bidder not come to an agreement, then the District may negotiate and enter into an agreement with the next highest scored bidder. The District may continue until it reaches an agreement with a Food Service Management Company that bid as part of the RFP.  
Edwin Flores seconded the motion.  
The board **VOTED** unanimously to approve the motion.

##### **D. DISCUSS/ACT ON CONTRACTS ENTAILING EXPENDITURES EXCEEDING \$50,000**

Edwin Flores made a motion to approve CEO to enter into the contracts as stated.  
Dr. Lynne Beach seconded the motion.  
The board **VOTED** unanimously to approve the motion.

##### **E. DISCUSS/ACT ON AUTHORIZING CEO TO NEGOTIATE AND ENTER INTO TWO CAMPUS LEASES**

Edwin Flores made a motion to approve administration to negotiate and enter into the leases.  
Dr. Lynne Beach seconded the motion.  
The board **VOTED** unanimously to approve the motion.

##### **F. DISCUSS/ACT ON RESOLUTION TO UPDATE NAMES AND LOCATIONS OF THREE CAMPUSES**

Edwin Flores made a motion to approve the amendment of names and addresses.  
Dr. Lynne Beach seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**G. DISCUSS/ACT ON RESOLUTION TO ENLARGE THE GEOGRAPHIC BOUNDARY OF ILTEXAS**

Edwin Flores made a motion to approve the geographic expansion.  
Dr. Lynne Beach seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**H. DISCUSS/ACT ON AMENDMENT OF BOARD POLICIES TO REFLECT REVISED FISCAL YEAR**

Edwin Flores made a motion to approve amendment of Board Policies as described.  
Dr. Lynne Beach seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**V. Closing Items**

**A. Adjourn Meeting**

Edwin Flores made a motion to adjourn the meeting.  
Tracy Cox seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:00 PM.

Respectfully Submitted,  
Finn Simmenssen



# Cover Sheet

## SUPERINTENDENT'S REPORT

**Section:** III. Reports  
**Item:** A. SUPERINTENDENT'S REPORT  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** SUPERINTENDENT BOARD REPORT MAY 16TH 2018.docx  
TEA\_approveHighQualityCampuses(5-2-18)05072018172610.pdf



## INTERNATIONAL LEADERSHIP OF TEXAS

May 11th, 2018

### BOARD REPORT MAY 16<sup>TH</sup> 2018

1. USNEWS & WORLD REPORT RANKING:

a. ILTexas-Garland High School

Silver Recognition

- i. Ranked 1245 of 20,548 Nationally for all high schools. Top 6%
- ii. Ranked 216 of 2,194 Nationally for all charter schools. Top 10%
- iii. Ranked 145 of 1,785 in Texas for all high schools. Top 8%

b. ILTexas-Keller/Saginaw High School

Bronze Recognition – noted for Top 29% National ranking but not individually ranked

- 2. High Quality Campus Designation Letter from TEA. Major step in next step to be awarded \$400,000 per campus for the six schools opening in 2018. Potential \$2,400,000 reimbursement for start-up costs.
- 3. College Acceptances and Scholarships earned.
- 4. National Chinese Language Conference in Utah this week.
- 5. Visiting International Leadership Program Expansion TEA/Region 13.
- 6. Invitation to Chinese Leaders to visit Texas to tour ILTexas plus other public and private schools.
- 7. Invitation to ILTexas board to visit China.

Sincerely,

Edward G. Conger  
Superintendent



Commissioner Mike Morath

1701 North Congress Avenue • Austin, Texas 78701-1494 • 512 463-9734 • 512 463-9838 FAX • tea.texas.gov

May 2, 2018

CDN: 057-848

Mr. Edward Conger  
International Leadership of Texas  
1820 N Glenville Drive, Ste 100  
Richardson, Texas 75081

Dear Mr. Conger:

The commissioner has approved the following amendment requests:

(116-18/1) INTERNATIONAL LEADERSHIP OF TEXAS to establish for purposes of High-Quality Campus Designation, in accordance with 19 TAC §100.1033(b)(13), a new charter school campus under its existing open-enrollment charter, to be called International Leadership of Texas College Station K-5, campus #057-848-030, to be located at 1700 Graham Road, College Station, Texas 77845, to serve students in kindergarten through grade five (5), to be paired with previously approved expansion campus amendment #028-17/1, effective April 1, 2018;

(116-18/2) INTERNATIONAL LEADERSHIP OF TEXAS to establish for purposes of High-Quality Campus Designation, in accordance with 19 TAC §100.1033(b)(13), a new charter school campus under its existing open-enrollment charter, to be called International Leadership of Texas College Station 6-8, campus #057-848-031, to be located at 1700 Graham Road, College Station, Texas 77845, to serve students in grades six (6) through eight (8), to be paired with previously approved expansion campus amendment #028-17/3, effective April 1, 2018;

(116-18/3) INTERNATIONAL LEADERSHIP OF TEXAS to establish for purposes of High-Quality Campus Designation, in accordance with 19 TAC §100.1033(b)(13), a new charter school campus under its existing open-enrollment charter, to be called International Leadership of Texas Orem K-5, campus #057-848-027, to be located at 5445 E. Orem Drive, Houston, Texas 77048, to serve students in kindergarten through grade five (5), to be paired with previously approved expansion campus amendment #030-17/2, effective April 1, 2018;

(116-18/4) INTERNATIONAL LEADERSHIP OF TEXAS to establish for purposes of High-Quality Campus Designation, in accordance with 19 TAC §100.1033(b)(13), a new charter school campus under its existing open-enrollment charter, to be called International Leadership of Texas Orem 6-8, campus #057-848-028, to be located at 5445 E. Orem Drive, Houston, Texas 77048, to serve students in grades six (6) through eight (8), to be paired with previously approved expansion campus amendment #030-17/4, effective April 1, 2018;

Mr. Edward Conger, Superintendent  
International Leadership of Texas  
Page 2 of 2

(116-18/5) INTERNATIONAL LEADERSHIP OF TEXAS to establish for purposes of High-Quality Campus Designation, in accordance with 19 TAC §100.1033(b)(13), a new charter school campus under its existing open-enrollment charter, to be called International Leadership of Texas Lancaster HS, to be located at 901 N. Polk Street, Suite 101, De Soto, Texas 75115, campus #057-848-032, to serve students in grades nine (9) through twelve (12), to be paired with previously approved expansion campus amendment #029-17/5, effective April 1, 2018; and

(116-18/6) INTERNATIONAL LEADERSHIP OF TEXAS to establish for purposes of High-Quality Campus Designation, in accordance with 19 TAC §100.1033(b)(13), a new charter school campus under its existing open-enrollment charter, to be called International Leadership of Texas Windmill Lakes HS, to be located at 9901 Windmill Lakes Blvd, Houston, Texas 77075, campus #057-848-033, to serve students in grades nine (9) through twelve (12), to be paired with previously approved expansion campus amendment #030-17/6, effective April 1, 2018.

If you have any questions, please contact Nina Gonzalez in the Division of Charter School Administration by phone at (512) 463-9575 or by email at [nina.gonzalez@tea.texas.gov](mailto:nina.gonzalez@tea.texas.gov).

Sincerely,



Heather Mauzé, Director  
Division of Charter School Administration

# Cover Sheet

## CEO Report

**Section:** III. Reports  
**Item:** B. CEO Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 2018 04 16 Owner Report.pdf  
Authorized Position Board Report 05.16.18.pdf  
ILT-TX-028\_Weekly Update\_2018-05-11.pdf  
May 2018 Board Report Development.pdf  
Monthly Enrollment Report 2017-2018 May 2018.pdf  
New Hire Board 05.16.18.pdf



# PERFORMANCE

CHARTER SCHOOL DEVELOPMENT

## Weekly Report: ILTX College Station K-8

Date: April 16, 2018

Prepared By: Jay Lemery

Front Desk



### Progress Last Week

- Installing fence and gates
- Completed framing covered sidewalk on South side
- Started Framing in front office
- Final Grading Site and Ball Fields
- Continue EIFS work Area A
- Continue insulating ductwork in Area B
- Completed drywall installation in Area A
- Hanging drywall in Area B North
- Installing roofing at Gym
- Continue waterproofing at CMU walls
- Electrical rough-in at gym area

Prime Paint  
Sheetrock



### Progress Planned This Week

- Set Rood Top Units - Friday
- Install wood framed overbuild at main entry
- Complete Gym roof
- Begin painting drywall in Area A
- Continue insulating & hanging drywall in Area B
- Continue final grading
- Begin Irrigation
- Continue EIFS Area A
- Begin Polishing concrete floors.

Gym  
Walkway



### Schedule

- On Target for July 15 Substantial Completion

### Pending Items

- Gas Line Extension by Atmos

### Action Items

- 

Fencing &  
Running Track



### Comments/Recommendations

-



INTERNATIONAL LEADERSHIP OF TEXAS

**Authorized Position Report  
May 16, 2018**

**2017 - 2018 SCHOOL YEAR**

Position	# Positions	Positions Filled	Available FTE	New Campus Positions K-8	New Campus Positions HS
AUX - FOOD SERVICE	18	15	3	2	
AUX - MAINTENANCE	26	20	6	2	
AUX - SECURITY	1	1	0	0	
AUX - TRANSPORTATION	12	12	0	0	
COUNSELOR	53	37	16	6	1
LIBRARIAN/MEDIA	16	14	2	2	
NURSE	16	13	3	2	1
PARA - CAMPUS	359.5	341.9091	17.5909	40	
PARA - DISTRICT	73	57	16	0	
PROF - CAMPUS	47	35	12	4	
PROF - CAMPUS ADMIN	69	60	9	8	1
PROF - DISTRICT	128	101	27	0	
SLP	15	8	7	2	
SUPERINTENDENT	1	1	0	0	0
TEACHER	1068	1029	39	160	3
<b>Total</b>	<b>1902.5</b>	<b>1744.9091</b>	<b>157.5909</b>	<b>228</b>	<b>6</b>

**2018 - 2019 SCHOOL YEAR**

Position	# Positions	Positions Filled	Available FTE	New Campus Positions K-8	New Campus Positions HS
AUX - FOOD SERVICE	18	13	5	2	
AUX - MAINTENANCE	26	20	6	2	
AUX - SECURITY	1	1	0	0	
AUX - TRANSPORTATION	12	12	0	0	
COUNSELOR	53	37	16	6	1
LIBRARIAN/MEDIA	17	14	3	2	
NURSE	17	15	2	2	1
PARA - CAMPUS	349.5	303	46.5	40	
PARA - DISTRICT	73	47	26	0	
PROF - CAMPUS	51	27	24	4	
PROF - CAMPUS ADMIN	62	59	3	8	1
PROF - DISTRICT	128	92	36	0	
SLP	15	7	8	2	
SUPERINTENDENT	1	1	0	0	0
TEACHER	1191	930	154	160	3
<b>Total</b>	<b>2014.5</b>	<b>1578</b>	<b>329.5</b>	<b>228</b>	<b>6</b>



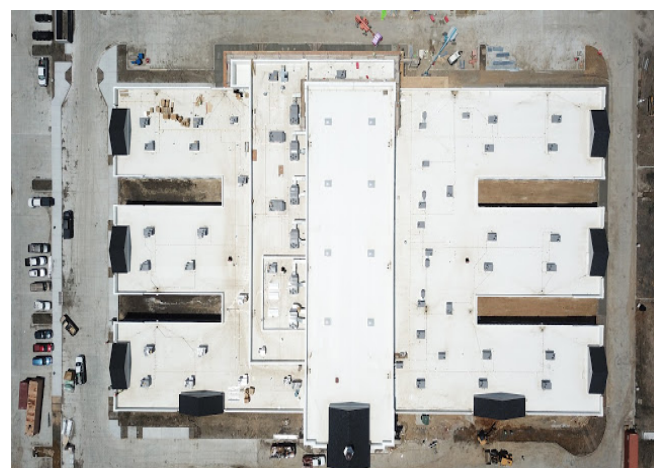
## International Leadership of Texas

### 5445 E. Orem Dr., Houston, TX

#### Weekly Progress Report – May 11, 2018

#### Last Week

- General
  - Poured sidewalk .
  - Backfilling curbs.
  - Irrigation installation continued at ballfield.
  - Fencing around ballfield complete.
- Side A
  - All ceiling tile installed.
  - Installing wall sisal.
- Side B
  - Finished above ceiling trim out.
  - Finished ceiling grid install.
  - Installing ceiling tile boarders in rooms.
  - Turned power on to HVAC units.
- Cafeteria/ Gym/ Stage
  - Remainder of kitchen equipment installed.
  - AT&T pulled in fiber to hub room.
  - Sanded wood floor.
  - Ceiling grid installed throughout.
  - Continued instllation of EFIS at main entry.



#### Upcoming Week

- General
  - Pouring ADA ramps.
  - Irrigation Meter installed.
  - Finish sidewalks.
  - Irrigation around site.
  - Hydromulch ball field.
- Side A
  - Carpet installation.
- Side B
  - Install ceiling tiles
  - Install wall sisal.
  - Finish install of wall tile.
  - Complete sticky brick install.
- Cafeteria/ Gym/ Stage
  - Painting wood floor stripes.
  - Install ceiling tile.
  - Install turf in gym.





- Install VCT at stage.
- Complete EIFS at main entry.

**Substantial Completion**

- July 1, 2018

**Milestone Dates**

- Monument sign installed June 14<sup>th</sup>.

**Delays:**

- 32 official weather days on the project.





INTERNATIONAL LEADERSHIP OF TEXAS

**Preliminary 2018-2019 Strategic Development Plan**

**Strategy 1 - Increase Community Awareness and Identify Key Supporters**

- A. Establish an ILTexas Advisory Council
- 18 – 36 members designed to help raise funds and awareness for ILTexas
  - Board members complete recommendation forms
  - Council to meet 3-4 times per year

**Strategy 2 - Increase Individual Giving and Build Donor Database**

- B. Utilize donor software (WealthEngine) to review current donors
- Approximate cost - \$10,000
  - Identify potential donors (parents, family) within ILTexas organization
- C. Annual Appeal
- Online giving campaign to raise unrestricted funds to “fix the gap” of charter funding
  - Kick-off with North Texas Giving Day on 9/20/18 and run campaign for set amount of time
  - Faculty and staff payroll deduction option

**Strategy 3 - Increase Corporate and Foundation Giving**

- D. Build Awareness
- Leverage relationships of existing board, staff and parents to form new connections with corporate and private foundations
  - Continue to cultivate existing ILTexas relationships
- E. Build capacity within ILTexas Development Team
- Continue regular meetings with other Development professionals
  - Attend appropriate training for Non- Profit fundraising strategies

**Strategy 4 - Annual Fundraising Event**

- F. Host event in Spring 2019
- Highlight student servant leadership projects and honor a member from the community
  - Annual service day

### IL Texas Enrollment Report

CAMPUS	CAPACITY	Enrollment Sept. 1	Enrollment Oct. 1	Enrollment Nov. 1	Enrollment Dec. 1	Enrollment Jan. 1	Enrollment Feb. 1	Enrollment Mar 1	Enrollment Apr 2	Enrollment May 1	Current % of capacity
GES	948	957	948	954	945	943	949	945	943	939	99.05%
GMS	468	466	465	469	465	465	464	465	461	460	98.29%
GHS	700	621	599	621	614	613	584	579	579	576	82.29%
LES	948	867	887	884	860	856	857	860	862	859	90.61%
LMS	468	369	374	379	379	366	370	371	365	364	77.78%
<b>DALLAS</b>	<b>3532</b>	<b>3280</b>	<b>3273</b>	<b>3307</b>	<b>3263</b>	<b>3243</b>	<b>3224</b>	<b>3220</b>	<b>3210</b>	<b>3198</b>	<b>90.54%</b>
AES	948	802	823	817	812	819	815	816	810	808	85.23%
AMS	468	396	393	390	388	384	381	387	389	386	82.48%
AGPHS	700	519	511	506	505	504	501	495	492	490	70.00%
GPES	948	932	940	946	947	948	940	951	950	945	99.68%
GPMS	468	461	464	466	464	459	452	453	452	448	95.73%
NRHES	948	939	944	954	948	943	931	945	938	931	98.21%
NRHMS	468	407	401	396	395	390	383	381	385	381	81.41%
KELLERES	948	934	952	956	954	955	955	957	953	948	100.00%
KELLERMS	468	459	455	453	451	451	446	451	449	446	95.30%
KSHS	700	445	433	432	439	433	430	425	421	417	59.57%
EFTWES	948	858	874	863	851	842	840	828	824	816	86.08%
EFTWMS	468	292	300	303	302	294	286	282	278	277	59.19%
SES	948	897	930	923	920	917	916	918	909	906	95.57%
SMS	468	312	319	320	323	320	312	308	307	307	65.60%
<b>TARRANT</b>	<b>9896</b>	<b>8653</b>	<b>8739</b>	<b>8725</b>	<b>8699</b>	<b>8659</b>	<b>8588</b>	<b>8597</b>	<b>8557</b>	<b>8506</b>	<b>85.95%</b>
KATYES	948	877	914	921	932	935	932	943	938	934	98.52%
KATYMS	468	396	404	401	393	393	386	379	372	370	79.06%
KWHS	300	214	216	222	219	214	207	209	210	206	68.67%
WESTES	948	827	862	926	923	927	917	923	914	908	95.78%
WESTMS	468	395	400	420	421	429	429	424	421	420	89.74%
WINDES	948	873	907	898	913	910	900	905	914	900	94.94%
WINDMS	468	313	325	320	319	316	315	314	307	305	65.17%
<b>HOUSTON</b>	<b>4548</b>	<b>3895</b>	<b>4028</b>	<b>4108</b>	<b>4120</b>	<b>4124</b>	<b>4086</b>	<b>4097</b>	<b>4076</b>	<b>4043</b>	<b>88.90%</b>
<b>IL TEXAS</b>	<b>17,976</b>	<b>15828</b>	<b>16040</b>	<b>16140</b>	<b>16082</b>	<b>16026</b>	<b>15898</b>	<b>15914</b>	<b>15843</b>	<b>15747</b>	<b>87.60%</b>
Change from previous month		212	100	-58	-56	-128	16	-71	-96		



INTERNATIONAL LEADERSHIP OF TEXAS

**Faculty and Support Staff New Hires  
Subsequent to April 18, 2018  
For Board Notification on May 16, 2018**

<b>NEW HIRES FOR THE 2017-2018 SCHOOL YEAR</b>			
<b>Position</b>	<b>Assignment</b>	<b>Building</b>	<b>Start Date</b>
Professional - District	Behavior Specialist	Arlington Area Office	04/18/2018
Temp	Enrollment Temp	College Station Elementary	04/18/2018
Para - Campus	Bilingual Instructional Aide	College Station Elementary	04/18/2018
Librarian	Librarian	Windmill Lakes Elementary	04/19/2018
Teacher	Middle	Lancaster Middle	04/19/2018
Para - Campus	Instructional Aide	Saginaw Elementary	04/24/2018
Temp	Enrollment Temp	Orem Elementary	04/30/2018
Aux - Maintenance	Landscaper	Arlington Area Office	05/08/2018
Professional - Campus Admin	Associate Principal	College Station Elementary	05/28/2018
Professional - Campus Admin	Principal	Orem Elementary	07/16/2018

<b>NEW HIRES FOR THE 2018-2019 SCHOOL YEAR</b>			
<b>Position</b>	<b>Assignment</b>	<b>Building</b>	<b>Start Date</b>
Professional - Campus	Instructional Coach	Orem Elementary	06/01/2018
Nurse	Nurse	College Station Elementary	07/16/2018
Nurse	Nurse	Orem Elementary	07/16/2018
Teacher	4th grade Elementary GLA	College Station Elementary	07/23/2018
Teacher	3rd grade Elementary GLA	College Station Elementary	07/23/2018
Teacher	3rd grade Elementary	College Station Elementary	08/06/2018
Teacher	Performance Coach	College Station Elementary	08/06/2018
Teacher	Chinese Elementary	College Station Elementary	08/06/2018
Teacher	2nd grade Elementary	College Station Elementary	08/06/2018
Teacher	Performance Coach	College Station Elementary	08/06/2018

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

**Total employees hired as of 04/18/2018 for 17/18 SY: 10**

**Total Employee Count for 17/18 SY: 1744**

**Total employees hired as of 04/18/2018 for 18/19 SY: 10**

**Total Employee Count for 18/19 SY: 1578**

# Cover Sheet

## CONSIDER/ACT ON INDEPENDENT MANAGEMENT REPORT

**Section:** IV. Board Action Items  
**Item:** A. CONSIDER/ACT ON INDEPENDENT MANAGEMENT REPORT  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** This Page is Blank.docx

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# Cover Sheet

## CONSIDER/ACT ON APPROVAL OF APRIL, 2018 FINANCIAL REPORT

**Section:** IV. Board Action Items  
**Item:** B. CONSIDER/ACT ON APPROVAL OF APRIL, 2018 FINANCIAL  
REPORT  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** ILTexas Financials 04-30-2018.pdf  
TEA payment schedule as of 4\_30\_18.pdf

**INTERNATIONAL LEADERSHIP OF TEXAS  
STATEMENT OF FINANCIAL POSITION  
AS OF APRIL 30, 2018**

<b>ASSETS</b>	AUDITED	
	<u>August 2017</u>	<u>APRIL 2018</u>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 19,682,520	\$ 18,750,877
Due from TEA	10,837,581	8,539,399
Accounts receivable, net	181,277	2,003,880
Deferred expense	9,971	9,971
Total Current Assets	<u>30,711,349</u>	<u>29,304,128</u>
Capitalized bond issuance costs	714,373	697,364
<b>PROPERTY AND EQUIPMENT</b>		
Land	9,433,537	9,433,537
Buildings	79,431,329	79,431,329
Furniture and equipment	13,490,476	15,685,941
Vehicles	1,357,643	1,357,643
Less accumulated depreciation	<u>(10,231,762)</u>	<u>(14,474,987)</u>
Total Property and Equipment	93,481,224	91,433,463
Total Assets	<u>\$ 124,906,946</u>	<u>\$ 121,434,954</u>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts Payable	3,515,959	\$ 772,543
Due to student groups	-	883,155
Due to other Governments	323,380	-
Deferred revenue	701,730	6,899,652
Accrued wages payable	5,788,673	5,908,924
Payroll deductions and withholdings	592,414	42,543
Accrued expenses	499,920	1,020,213
Other Liabilities	4,550,000	4,550,000
Current portion of capital lease payable	-	-
Current portion of long-term debt	5,739,259	5,739,259
Total Current Liabilities	<u>21,711,335</u>	<u>25,816,288</u>
<b>LONG-TERM LIABILITIES</b>		
Loans	-	-
Long-term debt	114,610,930	112,570,389
Total Long-Term Liabilities	<u>114,610,930</u>	<u>112,570,389</u>
Total Liabilities	<u>\$ 136,322,265</u>	<u>\$ 138,386,677</u>
<b>NET ASSETS</b>		
Unrestricted	(4,232,064)	\$ (11,855,221)
Temporarily restricted	2,621	2,621
Permanently restricted	8,212	8,212
Revenue/Expenses	<u>(7,194,088)</u>	<u>(5,107,335)</u>
Total Net Assets	(11,415,319)	(16,951,723)
Total Liabilities and Net Assets	<u>\$ 124,906,946</u>	<u>\$ 121,434,954</u>
	-	-

\*\*\*Internally Prepared Financial Statements



**INTERNATIONAL LEADERSHIP OF TEXAS  
STATEMENT OF ACTIVITIES  
FOR THE YEAR TO DATE APRIL 30, 2018**

	<u>APRIL 2018</u>
<b>REVENUE</b>	
<b>Local Revenue:</b>	
Foundations, Other Non-Profit Organizations, Gifts and Bequests	\$ 1,748,089
SSA-Local Revenue from Member Districts	-
Food Service Activity	801,867
Athletic Activities	-
Other Revenue from local sources	-
Total Local Revenue	<u>2,549,956</u>
<b>State Program Revenue:</b>	
Foundation School Program Act Revenue	90,402,548
State Program Revenue Distributed by TEA	994,566
State Program Revenue Distributed by other than TEA	-
Total State Program Revenue	<u>91,397,114</u>
<b>Federal Program Revenue:</b>	
National School Breakfast and Lunch Program	2,728,010
Federal Program Revenue Distributed by TEA	3,340,719
Federal Program Revenue Distributed by other than TEA	-
Total Federal Program Revenue	<u>6,068,728</u>
Net Assets Released from Restrictions:	
Restrictions Satisfied by Payments	-
Total Revenue	<u>\$ 100,015,798</u>
<b>EXPENSES</b>	
<b>Program Services:</b>	
Instruction	\$ 48,384,288
Instruction Resources and Media	547,477
Curriculum and Instructional Staff Development	3,325,110
Instructional Leadership	624,039
School Leadership	5,860,007
Guidance, Counseling, and Evaluating Services	2,906,430
Social Work/Services	1,886
Health Services	965,975
Student Transportation	704,694
Food Services	4,047,421
Extracurricular Activities	1,168,429
General Administration	3,810,271
Facilities Maintenance and Operations	22,688,648
Security and Monitoring Services	1,094,080
Data Processing	3,620,439
Community Services	585,454
Debt Service	4,788,484
Fund Raising	-
Other	-
Total Expenses	<u>105,123,133</u>
CHANGE IN NET ASSETS	(5,107,335)
TRANSFER FROM BEGINNING EQUITY TO LIABILITY	<u>(429,069)</u>
NET ASSETS, BEGINNING	<u>(11,415,319)</u>
PRIOR PERIOD ADJUSTMENT	-
NET ASSETS, END OF YEAR	<u>\$ (16,951,723)</u>
	-

\*\*\*Internally Prepared Financial Statements

**INTERNATIONAL LEADERSHIP OF TEXAS  
STATEMENT OF ACTIVITIES - BUDGET TO ACTUAL  
FOR THE YEAR TO DATE APRIL 30, 2018**

	Approved <u>Budget</u>	<u>APRIL 2018</u>	<u>Percent</u>
<b>REVENUE</b>			
<b>Local Revenue:</b>			
Foundations, Other Non-Profit Organizations, Gifts and Bequests	\$ 1,500,740	\$ 1,748,089	116.48%
SSA-Local Revenue from Member Districts	-	-	0.00%
Food Service Activity	995,000	801,867	80.59%
Athletic Activities	-	-	0.00%
Other Revenue from local sources	-	-	0.00%
Total Local Revenue	<u>2,495,740</u>	<u>2,549,956</u>	<u>102.17%</u>
<b>State Program Revenue:</b>			
Foundation School Program Act Revenue	131,632,054	90,402,548	68.68%
State Program Revenue Distributed by TEA	2,908,884	994,566	34.19%
State Program Revenue Distributed by other than TEA	-	-	0.00%
Total State Program Revenue	<u>134,540,938</u>	<u>91,397,114</u>	<u>67.93%</u>
<b>Federal Program Revenue:</b>			
National School Breakfast and Lunch Program	3,259,784	2,728,010	83.69%
Federal Program Revenue Distributed by TEA	7,873,563	3,340,719	42.43%
Federal Program Revenue Distributed by other than TEA	-	-	0.00%
Total Federal Program Revenue	<u>11,133,347</u>	<u>6,068,728</u>	<u>54.51%</u>
Net Assets Released from Restrictions:			
Restrictions Satisfied by Payments	-	-	
Total Revenue	<u>\$ 148,170,025</u>	<u>\$ 100,015,798</u>	<u>67.50%</u>
<b>EXPENSES</b>			
<b>Program Services:</b>			
Instruction	\$ 72,744,968	\$ 48,384,288	66.51%
Instruction Resources and Media	728,796	547,477	75.12%
Curriculum and Instructional Staff Development	5,958,907	3,325,110	55.80%
Instructional Leadership	1,098,666	624,039	56.80%
School Leadership	9,678,849	5,860,007	60.54%
Guidance, Counseling, and Evaluating Services	5,625,346	2,906,430	51.67%
Social Work/Services	12,280	1,886	15.36%
Health Services	1,618,298	965,975	59.69%
Student Transportation	797,848	704,694	88.32%
Food Services	4,464,784	4,047,421	90.65%
Extracurricular Activities	1,747,355	1,168,429	66.87%
General Administration	5,290,555	3,810,271	72.02%
Facilities Maintenance and Operations	34,181,263	22,688,648	66.38%
Security and Monitoring Services	1,587,637	1,094,080	68.91%
Data Processing	4,070,271	3,620,439	88.95%
Community Services	1,473,781	585,454	39.72%
Debt Service	7,174,250	4,788,484	66.75%
Fundraising	-	-	0.00%
Other	-	-	0.00%
Total Expenses	<u>\$ 158,253,854</u>	<u>\$ 105,123,133</u>	<u>66.43%</u>
CHANGE IN NET ASSETS	\$ (10,083,829)	\$ (5,107,335)	

\*\*\*Internally Prepared Financial Statements

**INTERNATIONAL LEADERSHIP OF TEXAS  
STATEMENT OF CASH FLOWS  
FOR THE YEAR TO DATE APRIL 30, 2018**

<b>RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<b><u>APRIL 2018</u></b>
Change in net assets	\$ (5,536,404)
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	4,243,225
(Increase) decrease in due from TEA	2,298,182
(Increase) decrease in accounts receivable	(1,822,603)
(Increase) decrease in other current assets	-
(Increase) decrease in capitalized bond issuance costs	17,009
Increase (decrease) in accounts payable	(2,743,416)
Increase (decrease) in due to TEA	-
Increase (decrease) in due to other governments	(323,380)
Increase (decrease) in deferred revenue	6,197,922
Increase (decrease) in wages payable	120,251
Increase (decrease) in payroll deductions and withholdings	(549,871)
Increase (decrease) in accrued expenses	520,293
Increase (decrease) in campus activity liability	883,155
Increase (decrease) in short-term debt	-
Net Cash Provided (Used) by Operating Activities	<u>3,304,362</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Purchase of land, buildings, and equipment	<u>(2,195,464)</u>
Net Cash Provided (Used) by Investing Activities	<u>(2,195,464)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>	
Issuance of long-term debt	2,579,854
Principal payments on debt	<u>(4,620,395)</u>
Net Cash Provided (Used) by Financing Activities	<u>(2,040,541)</u>
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	(931,643)
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<u>19,682,520</u>
<b>CASH AND CASH EQUIVALENTS, END OF PERIOD</b>	<u>\$ 18,750,877</u>
	-

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

**TEXAS EDUCATION AGENCY**  
 Division of State Funding  
 Foundation Payment Schedule for 2017 - 2018 School Year

057848 INTERNATIONAL LEADERSHIP OF TEXAS (ILT)  
 Payment Class: 5  
 Date: Apr 24, 2018 6:36:18AM

FSF Allotment:	\$131,647,764
Adjustments to Allotments:	\$-323,380
Less Total Paid to Date:	\$95,414,662
Remaining Balance:	\$35,909,722

<b>Month</b>	<b>Balance</b>	<b>Rate</b>	<b>Payment</b>
May	\$35,909,722	18.5	\$6,643,299
June	\$29,266,423	31.8	\$9,306,723
July	\$19,959,700	46.7	\$9,321,180
August	\$10,638,520	100.0	\$10,638,520
<b>Total</b>			<b>\$35,909,722</b>

ASF Adjusted Allotment:	\$2,048,056
Less Total Paid to Date:	\$1,487,588
Adjusted ASF Balance:	\$560,468

# Cover Sheet

## CONSIDER/ACT ON EXPENDITURES OVER \$50,000

**Section:** IV. Board Action Items  
**Item:** C. CONSIDER/ACT ON EXPENDITURES OVER \$50,000  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Over \$50000 report for Board for April.pdf

ILTexas monthly over \$50,000 report  
April

Vendor Name	Description	Contract Ck/Wire #	Amount	Funding Source
Alpha Services Corporation	Custodial Services	13019	\$ 57,882.50	420
C2M Tech	Technology Lease payments	13033	\$ 122,101.88	420
Dell Financial Services	Monthly payment on Tech equipment	12964	\$ 105,570.00	420
Dell Financial Services	Monthly payment on Tech equipment	13041	\$ 64,463.99	420
Language Testing International Inc.	Technology Lease payments	13061	\$ 70,260.00	420
Paramount Services, Inc	Monthly custodial services	12988	\$ 58,671.00	420
Revolution Foods, Inc.	Monthly Food service	13069	\$ 392,742.80	240
Rocket Franchising, Inc	Monthly custodial services	12997	\$ 57,160.00	420
S&S Gate Services	Security for the District	12582	\$ 64,211.00	420
TEQ Lease Inc.	Monthly payment for FFE	201701119	\$ 56,799.33	420
The Hartford Insurance	Property insurance	12337	52,898.53	420
TXU Energy	Electricity for the District	12594	67847.73	420
** PBS	Custodial Services for the District 4 year agreement	Contract	\$3,116,664.00	420

\*\* Contracts for the 2018-19 school year

# Cover Sheet

## CONSIDER/ACT ON INTERLOCAL AGREEMENT WITH TEJAS SCHOOL SERVICES

**Section:** IV. Board Action Items  
**Item:** D. CONSIDER/ACT ON INTERLOCAL AGREEMENT WITH TEJAS  
SCHOOL SERVICES  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
InterlocalAgreement\_TejasSchoolSrvcsPurchasingCoOp05102018163923.pdf

## **Tejas School Services**

**Purchasing Cooperative**

**INTERLOCAL AGREEMENT**

**For the**

**Tejas School Services Purchasing Cooperative**

**This Interlocal Agreement (“Agreement”) is entered into among the undersigned local governments of the State of Texas (“Cooperative Members”, collectively, the “Parties”). The purpose of this Agreement is to form and operate the Tejas School Services Purchasing Cooperative (the “Cooperative”) to facilitate compliance with state bidding requirements, to identify qualified vendors of commodities, goods and service, to relieve the burdens of the governmental purchasing function, and to realize the various potential economies, including administrative cost savings, for Cooperative Members.**

**WITNESSETH:**

**WHEREAS, the Cooperative Members are authorized by Chapter 791, et seq., The Interlocal Cooperation Act of the Government Code (“the Act”), to agree with other local governments to form purchasing cooperatives, and**

**WHEREAS, the Cooperative Members intend to hereby form a purchasing cooperative of local governments cooperating in the discharge of their governmental functions; and**

**WHEREAS, it is to the mutual benefit of the Cooperative Members to join together to establish and operate a cooperative program;**

**NOW BE IT RESOLVED, that the undersigned Cooperative Member in consideration of the mutual benefits, promises and covenants set forth herein hereby agree as follows:**

- 1. ADOPT INTERLOCAL PARTICIPATION AGREEMENT.**
  - 1.1. Each Cooperative Member by the adoption and execution of this Interlocal Agreement agrees to become a Cooperative Member.**
  - 1.2. The Purpose of this Interlocal Agreement is to facilitate compliance with state bidding requirements, to identify qualified vendors of commodities, goods and services, to relieve the burdens of the governmental purchasing function, and to realize the various potential economies, including administrative cost savings, for Cooperative Members.**
  - 1.3. The cooperative Members do not intend by entering this agreement or otherwise to create a separate or additional entity.**
  - 1.4. The Cooperative’s address will be the address of the Fiscal Agent.**
- 2. ITEMS AND SERVICES TO BE PURCHASED. It is understood and agreed by the parties to this Agreement that the following classes of items and services, and such other items as may be designated in writing by the Cooperative Member, may be purchased jointly for the academic year including, but not limited to:**



- a. Dry groceries
- b. Frozen foods
- c. Refrigerated Products
- d. Paper and disposables
- e. Meat and seafood
- f. Beverages
- g. Fresh produce
- h. Eggs
- i. Equipment
- j. Janitorial and cleaning supplies necessary to the operation of the breakfast/lunch, after school, and snack programs,
- k. Milk and other dairy products
- l. Bread and baked products
- m. Snack items
- n. Carbonated beverages
- o. Smallwares and safety supplies
- p. Candy
- q. Commodity processing
- r. Commodity delivery and storage
- s. Other food and non-food items as approved by the Board.

These items will be referred to in this Agreement as the "Purchased Items."

No single Cooperative Member will be required to purchase any particular item or items in any category of the Purchased Items. Rather, each Cooperative Member will be free to order, upon the award of a food and supplies contract by the Cooperative on behalf of the Cooperative Member, such item or items in any category of the Purchased Items as it individually considers to be economical and cost effective to so purchase.

3. **GOVERNANCE.** The Cooperative shall be governed by a Board of Trustees ("Board") in accordance with the Bylaws. The first Board shall be elected by simple majority vote of the cooperative Members prior to the commencement of Cooperative business.
4. **BOARD QUALIFICATIONS.** Each member of the Board must be either an elected official or employee of a Cooperative Member. Any Board member who, at the time of appointment, is an elected official or employee of a Cooperative Member and who vacates that position, shall be deemed to have vacated the position on the Board, and the position shall be deemed vacant at that time.
5. **COMPOSITION OF BOARD.** The Board shall be made up of five (5) members elected by the individual Cooperative Members. No Cooperative Member shall have more than one member on the Board.
6. **VACANCY.** Any vacancy on the Board shall be filled by the Board. Each vacancy on the Board shall reduce full membership of the Board by one (1) until such time as the vacancy is filled.

7. **REMOVAL.** Any Board member who is absent from three consecutive regularly scheduled meetings may be subject to removal from the Board by a majority vote of the remaining Board members.
8. **TERM OF THE BOARD.** Board members shall serve a 3-year term, on a rotating basis. The terms of the initial Board and the rotation shall be determined by drawing lots as follows: two members shall serve one year terms; one member shall serve a two year term, and two members shall serve three year terms. No person shall serve more than two consecutive terms as a Board Member.
9. **MEETINGS.** The Board shall hold an annual meeting and may hold additional meetings as set out in the Bylaws.
10. **QUORUM AND VOTING.** A majority of members of the Board shall constitute a quorum. When a quorum exists, concurrence of a majority of those present and voting at any Board meeting shall be necessary for any official action taken by the Board.
11. **OFFICERS.** The Board shall, at its annual meeting, elect one of its members, Chair, another of its members, Vice Chair, and a Secretary, who may or may not be a member of the Board.
12. **EXPENSE REIMBURSEMENT.** The appointed, qualified, and acting members of the Board shall serve without compensation, but shall be entitled to reimbursement of actual, necessary, and reasonable expenses incurred in the performance of his or her duties.
13. **POWERS AND DUTIES.** The Board, in addition to other powers and duties herein conferred and imposed or authorized by law, shall have the powers and duties set out in the Bylaws, which shall be exercised in the accomplishment of the Cooperative's public purpose. Neither the Board nor its officers or members is empowered to enter into any bonds, notes, pledges of assets or other evidences of indebtedness.
14. **FISCAL YEAR.** The Fiscal Year of the Cooperative shall be as set out in the Bylaws.
15. **BYLAWS.** Bylaws shall be adopted by a majority vote of all of the Board Members. The Cooperative Member agrees to abide by the Bylaws of the Cooperative, as adopted and as they may be amended, and any and all reasonable policies and procedures established by the Cooperative.
16. **CONSULTANT HIRED.** The Board will select, on behalf of the Cooperative Members, in compliance with applicable law, a professional food services management consultant. The consultant's contract will be negotiated by the Board on behalf of the Cooperative Members. The Consultant will advise the Cooperative regarding the needs of the Members and the mechanics of bulk purchasing. The consultant selected must have demonstrated experience and must have a working familiarity with the purchasing habits and requirements of the Cooperative Member. The consultant will be selected through a bidding process by the fiscal agent on behalf of the purchasing cooperative members.

- 17. CONSULTANT DUTIES.** The consultant hired will advise the Board in its preparation of bid specifications for the Cooperative Members on a “requirements” or “term” basis for each academic year and in its advertising of those specifications, and the consultant will also perform other tasks assigned to it by the Board. For example, the consultant may contact individual Cooperative Members to ascertain each district’s food and supply needs for that academic year. The consultant will provide any technical assistance requested by the Council for bid evaluation and for negotiation of the final contract with the bidder. The Consultant will prepare and submit, on behalf of the Cooperative, any reports or applications required by federal or state law or Cooperative policy.
- 18. PREPARATION OF BID SPECIFICATIONS.** Specifications for purchase of items covered under this Agreement or by supplementary written agreements of the Cooperative Members will be approved by the Board.
- 19. RESPONSIBILITY FOR ADVERTISING AND ADMINISTRATIVE FUNCTIONS.** The Board will be responsible for the advertisement of bids and such other administrative duties as may be necessary to facilitate the processing and preparation of bid requests.
- 20. RESPONSIBILITY FOR RECEIVING BIDS AND AWARDING CONTRACTS.** The Board will be responsible for receiving, opening, and evaluating the bids. The Board will award, on behalf of the Cooperative, a contract or contracts to that bidder or to those bidders who the Board determines will provide the Cooperative Members the best value for the Purchased Items, in addition to meeting the ordering, payment and delivery terms appropriate to the Cooperative Members. The Board will negotiate the terms of such contract(s) with the selected vendor or vendors on behalf of the Cooperative Members. This Agreement specifically grants to the Board the authority to consider the bids of national food distributors received in response to its advertisements. Copies of the bids received will be provided to any Cooperative Member requesting such copies.
- 21. ADMINISTERING THE CONTRACTS.** The Board will administer the contract or contracts awarded to the selected vendors and will notify the selected vendors should any systemic instances of poor quality, shortages, or other supply or quality problems occur.
- 22. INDIVIDUAL RESPONSIBILITY FOR ORDERING, PAYMENT AND DELIVERY.** The Cooperative Members agree that the ordering of the Purchased Items through this Agreement will be their Individual responsibility and that the selected vendors will bill each Cooperative Member directly for the items ordered by it. The Cooperative Members ordering the Purchased Items will have sole responsibility for payment for those items. The Cooperative Members ordering items through this Agreement will take direct delivery for those items.
- 23. NO ADDITIONAL LIABILITY.** Each Cooperative Member will be liable to the selected vendors only for the Purchased Items ordered and received by it, and will not by the execution of this Agreement (or by any service on the Board) assume any additional liability except as set out herein.
- 24. OTHER INDIVIDUAL PURCHASES ALLOWED.** Nothing in this Agreement will prevent any Cooperative Member from accepting and awarding bids for commodities subject to this

Agreement individually and on its own behalf, provided, however, that invitations for such individual bids shall not be advertised nor shall bids be received individually during the period in which the Board is advertising for and receiving bids for the same commodities, except in the case of emergency or hardship.

**25. RESOLUTION OF INDIVIDUAL DISPUTES.** In the event that any dispute arises between a Cooperative Member and a selected vendor, that dispute will be resolved by and between the individual Cooperative Member and the vendor.

**26. FISCAL AGENT**

**26.1** Waco ISD will serve as the Fiscal Agent for the Cooperative.

**26.2** The Fiscal Agent is responsible for applying for, receiving, collecting, expending, and distributing all funds, regardless of source, in accordance with the budget adopted by the Board. The Fiscal Agent shall provide accounting services, reports, Cooperative records, and shall perform any other responsibilities required by Cooperative Bylaws.

**26.3** The Fiscal Agent must notify other member districts of any intention to withdraw as fiscal agent of the Cooperative by January 1 preceding the end of the last fiscal year it intends to serve as Fiscal Agent, which would then terminate on June 30.

**26.4** Should the Fiscal Agent cease for any reason to serve, the Cooperative Board will by majority vote to appoint another member district as Fiscal Agent.

**27. TERM.** The initial term of this Agreement shall commence at 12:01 a.m. the 1<sup>st</sup> day of July 1, 2018 and continue until 12:01 a.m. of the 30<sup>st</sup> day of June 2019, unless sooner terminated as provided herein. This Agreement shall automatically renew for successive one-year terms unless sooner terminated in accordance with the provisions of this Agreement. The conditions set forth herein shall apply to the initial term and all renewals.

**28. COOPERATIVE MEMBER TERMINATION.**

**28.1** By the Cooperative Member. This Agreement may be terminated by the Cooperative Member at any time by thirty (30) days prior written notice to the Cooperative.

**28.2** By the Cooperative. The Cooperative may terminate this Agreement by:

- 1) Giving ten (10) days notice by certified mail to the Cooperative Member if the Cooperative Member fails to or refuses to make payment on charges; or
- 2) Giving thirty (30) days notice by certified mail to the Cooperative Member if the Cooperative member fails to abide by this Agreement or the Bylaws of the Cooperative.

**28.3** Termination Procedure. If the Cooperative member terminates its participation during the term of this Agreement or breaches this Agreement, or if the Cooperative terminates participation of the Cooperative Member under any provision of this Article, the Cooperative Member shall bear the full financial responsibility for any purchases occurring before the termination date, and for any unpaid charges accrued during its term of membership in the Cooperative. The Cooperative may seek the whole amount due, if any, from the terminated Cooperative Member.

**29. COOPERATIVE TERMINATION.** Notwithstanding anything contained herein to the contrary, upon dissolution of the Cooperative, assets will first be used to pay all debts and obligations; remaining Cooperative assets shall be distributed prorata to such Cooperative Members which are cooperative Members for the year of dissolution. The precise formula for distributions, and the timing thereof, shall be determined by the Board.

**30. COSTS.** The Cooperative Member agrees to pay its prorated share of Cooperative Expenses as determined herein. The prorated amount shall be calculated based on the percentage of total purchases of Purchased Items attributable to the individual Cooperative Member during the period beginning July 1 and ending June 30 of the preceding year. In accordance with Chapter 791.011(d)(3) of the Act, all payments due under this contract will be made from current revenues available to the Cooperative Members. Cooperative Expenses shall mean the necessary and reasonable expenses incurred by the Board in order to carry out its duties as described herein and shall include the fees of its consultant, accountant and attorney.

**31. COOPERATIVE REPORTING.** The Cooperative shall provide periodic activity reports to the Cooperative Members. These reports may be modified from time to time as deemed appropriate by the Cooperative.

**32. COMPENSATION.** The parties agree that the payments under this Agreement and all related exhibits and documents may not exceed an amount that fairly compensates the Cooperative for the services or functions performed under by the Agreement.

**33. COOPERATION AND ACCESS.** The Cooperative Member agrees that it will cooperate in compliance with any reasonable requests for information and/or records made by the Cooperative. No request is reasonable if the request requires action that is contrary to state or federal law or other administrative rules and regulations.

**34. SERVICE CENTER MANAGER.** The Cooperative Members agree to appoint through its board of trustees, or the board's designee, a Service Center Manager, who shall have express authority to represent and bind the Cooperative Member as to purchases and other such daily business that is directly related to the operations of the Cooperative.

**35. INDEMNIFICATION.** To the extent permitted by applicable law, but without waiver or expansion of any limits established by the Texas Tort Claims Act, each party to this Agreement will indemnify and hold harmless the other parties and their trustees, officers, employees and agents, from and against any and all claims proximately caused by negligence, breach, or other act or omission by the indemnifying party or its trustees, officers, employees, or agents.

**36. PERSONAL LIABILITY OF COOPERATIVE BOARD MEMBERS.** The Cooperative will not defend nor indemnify any member of the Cooperative Board who is sued as a consequence of his or her activities in the discharge of duties as a Cooperative Board Member of the Cooperative. Costs of such defense and indemnification shall be the responsibility of the Cooperative Board Member's employing school district.

**37. SEVERABILITY.** In the even any term, covenant, or condition herein contained shall be held to be invalid by any court of competent jurisdiction, such invalidity shall not affect any other term, covenant, or condition contained herein and the Parties agree that all remaining provisions of this Agreement will remain in effect.

**38. WRITTEN AMENDMENT.** This Interlocal Agreement may be amended only by written instrument approved by the board of trustees, or the board's designee, of all Cooperative Members.

**39. SUCCESSORS.** This Interlocal Agreement will apply to and bind the representatives and successors in interest of the parties to this Agreement.

**40. NO WAIVER OF IMMUNITY.** No party hereto waives or relinquishes any immunity or defense on behalf of itself, its trustees, officers, employees, and agents as a result of its execution of this Agreement and performance of the covenants contained herein.

**41. MERGER.** This Interlocal Agreement merges the prior negotiations and understandings of the parties hereto and embodies the entire agreement of the parties, and there are no other agreements, assurances, conditions, covenants (express or implied), or other terms with respect to the covenants, whether written or verbal, antecedent or contemporaneous, with the execution hereof.

**42. VENUE.** This agreement shall be governed by and construed in accordance with the laws of the State of Texas, and venue shall lie in McLennan County, Texas.

**43. WARRANTY.** By the execution and delivery of this agreement, the undersigned individuals warrant that they have been duly authorized by all requisite administrative action required to enter into and perform the terms of this Agreement.

**44. ANNUAL EXPENDITURE REPORT.** The Cooperative shall require this report be submitted to the Board for approval on an annual basis.

**45. COUNTERPARTS.** It is understood and agreed that this Interlocal Agreement may be executed in a number of identical counterparts, each of which shall be deemed an original for all purposes.

(Remainder of page intentionally left blank)

IN WITNESS WHEREOF, the Cooperative Member, acting through it duly authorized representatives, signs this Agreement as of \_\_\_\_\_.

TO BE COMPLETED BY COOPERATIVE MEMBER:

International Leadership of Texas  
(NAME OF Charter School System)

By: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Chief Financial or Chief Executive Officer

Alan Seay, CEO

Printed name and title authorized representative

Coordinator for the Cooperative Member is: Machelle Andrew

Name

1616 West End Pl

Street Address

Round Rock

City

Texas, 78681 (zip)

512-417-4203

Telephone

512-297-2702

Fax

machelle.andrew@sodexo.com

Email

# Cover Sheet

## CONSIDER/ACT ON APPROVAL OF CUSTODIAL SERVICES CONTRACT 2018-2019

**Section:** IV. Board Action Items  
**Item:** E. CONSIDER/ACT ON APPROVAL OF CUSTODIAL SERVICES  
CONTRACT 2018-2019  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2018\_19 Custodial Contract.pdf



# ILTexas Custodial Services

ILTexas conducted an RFP for Custodial Services for the 2018-19 school year. Following are the results of the RFP (Total maximum score = 500):

JaniKing – 205

Entrust Once Facilities, Inc. – 340

Best Facility Services – 373

PBS of Texas – 386

## PBS of Texas Pricing Quote with Term Option Discounts

<b>SQ FT</b>	<b>Option</b>	<b>Annual Contract</b>	<b>Discount</b>
1,655,740	1 year	\$3,315,600	0
	2 year	\$3,216,132	3%
	3 year	\$3,149,820	5%
	4 year	\$3,116,664	6%

# Cover Sheet

## CONSIDER/ACT ON SCHEDULE FOR 2018 KG-FIRST GRADE ENGLISH LEARNERS SUMMER SCHOOL PROGRAM

**Section:** IV. Board Action Items  
**Item:** F. CONSIDER/ACT ON SCHEDULE FOR 2018 KG-FIRST GRADE  
ENGLISH LEARNERS SUMMER SCHOOL PROGRAM  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
2018 Summer School Program for English Learners -- TEA Letter.pdf  
Summer School Schedule for K-1st Grade ELs.docx

April 23, 2018

TO THE ADMINISTRATOR ADDRESSED:

**Subject: 2018 Summer School Program for English Learners (ELs) in Kindergarten and First Grade**

[19 Texas Administrative Code \(TAC\), §89.1250](#), Required Summer School Programs, requires Local Education Agencies (LEAs) to provide a summer school program for English learners who will be eligible for admission to kindergarten or first grade at the beginning of the next school year. LEAs required to offer a bilingual education or special language program during the 2017-2018 school year, including those with approved exceptions, must offer the summer school program. Funding has been appropriated and reimbursements to LEAs will be processed in the fall of 2018 through the Grants Administration Division.

Reimbursement amounts will be based on teaching units with 18 students or a fraction thereof constituting a unit. Since the appropriation for this program is a fixed amount, it will be necessary to prorate unit allotments if enrollment exceeds projections. Based on 2017 program costs, it is suggested that LEAs plan for reimbursements of approximately \$1,100 per unit. Business managers should be informed that the fund code is 289 and that payment to the LEA will be provided through direct deposit.

In accordance with 19 TAC §89.1250(3)(B), LEAs operating a two-semester system are required to offer the program for one-half day for eight weeks while school is recessed for the summer or for a total of 120 hours of instruction on a schedule established by the board of trustees. LEAs operating year-round schools are required to offer a program during intercessions for a total of 120 hours of instruction.

For students who have not attended school previously and need to be identified as English learners, [19 TAC §89.1225](#) requirements related to testing and classification of students must be followed. The *List of Approved Tests for Assessment of English Learners* is required for the identification process and can be found on the Bilingual/ESL webpage at <http://tea.texas.gov/bilingual/esl/education/> under the Documents section.

Please note that data will be collected through the Public Education Information Management System (PEIMS) for summer school 2018. "THE-BILINGUAL/ESL-SUMMER-SCHOOL-INDICATOR-CODE" is included in the Student Program Extension as documented in the 2017-2018 TSDS Data Standards to identify students participating in the Bilingual/ESL Summer School Program. This indicator code is collected in Submission 4 only, and the due date to TEA is **August 30, 2018**.

If you have any questions regarding requirements, please contact Susie Coultriss, State Director of Bilingual/English as a Second Language/Title III, at (512) 463-9414. Questions regarding the PEIMS submission should be submitted through the TSDS Incident Management System (TIMS), which is available within the TSDS portal. Funding questions may be submitted to the [TEA Help DESK](#).

Sincerely,

Justin Porter, Ed.D.  
Executive Director  
Department of Special Populations  
JP/sc



## **Summer School Schedule for Pre-K/K Bilingual/ESL Students (Min. 120 hours)**

**Dates:** May 30-June 22

**Time:** 8:00-3:15 (Teacher schedule 7:45-3:25)

**Exception:** three Fridays (6/8, 6/15, 6/22); **Time:** 8:00-12:00 (Teacher Schedule 7:45-12:10).

Teacher Planning Day: 5/29/18

# Cover Sheet

## CONSIDER/ACT ON APPOINTMENT TO FILL VACANCY ON ILTEXAS GLOBAL BOARD OF DIRECTORS

**Section:** IV. Board Action Items  
**Item:** G. CONSIDER/ACT ON APPOINTMENT TO FILL VACANCY ON  
ILTEXAS GLOBAL BOARD OF DIRECTORS  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** This Page is Blank.docx

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# Cover Sheet

## DISCUSS/TAKE POSSIBLE ACTION ON NUMBER OF DIRECTORS ON I.A.E.F. BOARD

**Section:** IV. Board Action Items  
**Item:** H. DISCUSS/TAKE POSSIBLE ACTION ON NUMBER OF DIRECTORS ON I.A.E.F. BOARD  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** This Page is Blank.docx

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# Cover Sheet

## Authorization

**Section:** V. Executive Closed Session  
**Item:** A. Authorization  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 20180516 Invocation of GC551 Section(s) -- SCRIPT.docx

## SCRIPT FOR ENTERING EXECUTIVE SESSION

May 16, 2018

*Presiding Member, read aloud in open session (up to four possible grounds for calling executive session, selected from those listed on the next page):*

“At this time, the Board will enter Executive Session as authorized by Government Code Section 551. \_\_ \_\_ \_\_ to deliberate regarding \_\_\_\_\_.”

*(Members leave the room and reconvene privately in Executive Session)*

## SUBCHAPTER D. EXCEPTIONS TO REQUIREMENT THAT MEETINGS BE OPEN

□ **Sec. 551.071. CONSULTATION WITH ATTORNEY; CLOSED MEETING.** A governmental body may not conduct a private consultation with its attorney except:

(1) when the governmental body seeks the advice of its attorney about:

(A) pending or contemplated litigation; or

(B) a settlement offer; or

(2) on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

□ **Sec. 551.072. DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING.** A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

□ **Sec. 551.073. DELIBERATION REGARDING PROSPECTIVE GIFT; CLOSED MEETING.** A governmental body may conduct a closed meeting to deliberate a negotiated contract for a prospective gift or donation to the state or the governmental body if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

□ **Sec. 551.074. PERSONNEL MATTERS; CLOSED MEETING.** (a) This chapter does not require a governmental body to conduct an open meeting:

(1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or

(2) to hear a complaint or charge against an officer or employee.

(b) Subsection (a) does not apply if the officer or employee who is the subject of the deliberation or hearing requests a public hearing.

Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.