



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

Board of Directors' Monthly Meeting

Date and Time

Wednesday April 18, 2018 at 6:15 PM CDT

Location

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

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. 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

Agenda

Purpose Presenter Duration

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

C. Approve Minutes

Approve
Minutes

Approve minutes for Board of Directors' Monthly Meeting on March 21, 2018

D. APPROVE MINUTES

Approve
Minutes

Approve minutes for March 29, 2018 Special Meeting on March 29, 2018

II. Public Speakers

III. Reports

A. INTRODUCTION OF AUDITORS

FYI

Ronald
Kuehler

Interim CFO Ronald Kuehler will introduce the newly hired Auditors to the Board.

B. CAO REPORT

FYI

Dr.
Laura
Carrasco

Chief Academic Officer Dr. Laura Carrasco will present the CAO Report.

C. SUPERINTENDENT'S REPORT

FYI

Eddie
Conger

Superintendent Eddie Conger will update the Board:

1. Enrollment
2. Admissions Lottery

D. CEO Report

FYI

Dr. Alan
Seay

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

1. Progress on construction of new campus buildings
2. Report on Personnel Matters
3. Update on Board Workshop planned for 4/28/2018
4. CEO's General Update

IV. Executive Closed Session

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.

V. Board Action Items

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

Vote

Ronald
Kuehler

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

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

Vote

Alan
Seay

Discuss/Act on amendment of the Bylaws of International American Education Federation, Inc., Charter Holder of International Leadership of Texas, to reflect the revised Fiscal Year as follows:
At ARTICLE TEN, MISCELLANEOUS, 10.01, FISCAL YEAR:

Cover Sheet

Record Attendance and Guests

Section: I. Opening Items
Item: A. Record Attendance and Guests
Purpose: FYI
Submitted by:
Related Material: This Page is Blank.docx

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Cover Sheet

Call the Meeting to Order

Section: I. Opening Items
Item: B. Call the Meeting to Order
Purpose: FYI
Submitted by:
Related Material: This Page is Blank.docx

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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 March 21, 2018



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

Minutes

Board of Directors' Monthly Meeting

Date and Time

Wednesday March 21, 2018 at 6:30 PM

Location

1820 North Glenville Drive, Suite 100, Richardson, TX 75081

Meeting Notice & Mission Statement

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/s/ Finn Simmenssen, For ILTexas' Board

Directors Present

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

Directors Absent

None

Directors Arrived Late

Edwin Flores

Guests Present

Alan Seay, Angela Plata, Anthony Palagonia, Dr. Laura Carrasco, Eddie Conger, Edwin Flores, Ph.D., Esq., Emily Painter, Finn Simmenssen

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 Mar 21, 2018 @ 6:33 PM at 1820 North Glenville Drive, Suite 100, Richardson, TX 75081.

C. Approve Minutes

Dr. Lynne Beach made a motion to approve minutes from the February 28, 2018 Regular Board Meeting on 02-28-18.

Tracy Cox seconded the motion.

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

The Board entered Executive Session immediately after considering the previous Meeting's Minutes, with the CAO Report and the CEO Report remaining to be presented in Open Session after Executive Session.

II. Executive Closed Session

A. Authorization

The Board entered Executive Session immediately after approving the previous Meeting's Minutes.

The Board returned to Open Session at 7:04 p.m., noting that no decisions were made or votes taken during Executive Session.

In Open Session, the Board proceeded immediately to consider and vote on the appointment of a new Board Member.

III. Reports

A. CAO REPORT

Immediately after the Board considered and acted on the appointment of a new Board Member, Chief Academic Officer Dr. Laura Carrasco delivered the CAO Report.

B. CEO Report

Immediately after presentation of the CAO Report, Chief Executive Officer Dr. Alan Seay delivered the CEO Report.

IV. Board Action Items

A. DISCUSS/ACT ON POSSIBLE APPOINTMENT OF NEW BOARD MEMBER

Tracy Cox made a motion to appoint Dr. Edwin Flores to the Board of Directors.
Dr. Lynne Beach seconded the motion.
The board **VOTED** unanimously to approve the motion.
Dr. Edwin Flores was seated as a Board Member.

B. DISCUSS/ACT ON APPROVAL OF FEBRUARY, 2018 FINANCIAL REPORT

Interim Chief Financial Officer Mr. Ronald Kuehler delivered the February, 2018 Financial Report.
Edwin Flores arrived late.
Edwin Flores made a motion to approve the February, 2018 Financial Report.
Tracy Cox seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. DISCUSS/ACT ON REQUEST FOR WAIVER OF HIGH PERFORMING CHARTER DESIGNATION REQUIREMENT

Dr. Alan Seay briefed the Board on the proposed Waiver Request.
Edwin Flores made a motion to approve the request for the waiver of the requirement.
Dr. Lynne Beach seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Closing Items

A. Adjourn Meeting

Tracy Cox made a motion to adjourn the meeting.
Dr. Lynne Beach seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:30 PM.

Respectfully Submitted,
Major General James Williams

Cover Sheet

APPROVE MINUTES

Section: I. Opening Items
Item: D. APPROVE MINUTES
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for March 29, 2018 Special Meeting on March 29, 2018



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

Minutes

March 29, 2018 Special Meeting

Date and Time

Thursday March 29, 2018 at 6:15 PM

Location

1820 North Glenville Drive, Suite 100, Richardson, TX 75081

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 Special 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.

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/s/ Finn Simmenssen, For ILTexas' Board

Directors Present

Dr. Lynne Beach, Edwin Flores, Major General James Williams, Tracy Cox

Directors Absent

None

Guests Present

Alan Seay, Angela Plata, Eddie Conger, Finn Simmenssen, Ronald Kuehler

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 Thursday Mar 29, 2018 @ 6:19 PM at 1820 North Glenville Drive, Suite 100, Richardson, TX 75081.

II. Board Action Items

A. DISCUSS/ACT ON SELECTION OF INDEPENDENT AUDITOR

Dr. Alan Seay and Mr. Ronald Kuehler briefed the Board on the proposed selection.
Tracy Cox made a motion to approve the selection of the recommended auditor.
Dr. Lynne Beach seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. DISCUSS AND ACT ON HIGH QUALITY CAMPUS DESIGNATION

Dr. Alan Seay briefed the Board on the proposed Application.
Edwin Flores made a motion to approve application for High-Quality Campus Designation.
Dr. Lynne Beach seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. DISCUSS/ACT ON POSSIBLE NON-EXPANSION AMENDMENT FOR STUDENT-TEACHER RATIOS

Dr. Alan Seay briefed the Board on the proposed Amendment.
Edwin Flores made a motion to rescind the Resolution previously approved on February 28, 2018 addressing the student-teacher ratio and approve the instant resolution authorizing administration to file the proposed new Amendment Request.
Dr. Lynne Beach seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Closing Items

A. Adjourn Meeting

Tracy Cox made a motion to adjourn the meeting.
Dr. Lynne Beach seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:45 PM.

Respectfully Submitted,
Finn Simmenssen

Cover Sheet

INTRODUCTION OF AUDITORS

Section: III. Reports
Item: A. INTRODUCTION OF AUDITORS
Purpose: FYI
Submitted by:
Related Material: This Page is Blank.docx

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Cover Sheet

CAO REPORT

Section: III. Reports
Item: B. CAO REPORT
Purpose: FYI
Submitted by:
Related Material:

Attachment A_ April 18 2018_ ASP- college apps and acceptances deidentified.xlsx

Attachment B_ April 18 2018_ Scholarships Totals_ Senior Class.xlsx

Attachment C_ April 18 2018_ Data Day Agenda for April 9_ 2018.pdf

carrasco board report_ 4 18 2018.pdf



IL Texas District Data Day

April 9, 2018

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

Location: Home Campus

Audience: Campus Faculty & Staff

Leads/Presenter(s): Campus Leadership Team

Notes: Prior to Data Day, campus leaders will have eduphoria data reports run, color coded and printed for teachers.

8:00-11:30 Principal's Agenda

Reminder- Ensure campus agenda is always aligned/in support of our mission (trilingual, Others Before Self,...)
Consider- EOY Awards, International Celebration, Teacher of the Year, Trilingual Recital, Finish Strong-BELL TO BELL INSTRUCTION, Continuing with Lead4Ward PD (sharing instructional strategies playlist, Quick start guide, Rock n Review, etc) SO THAT WE MAX. ON GOLD COINS (AKA instructional minutes).

11:30-12:30 Lunch

12:30-1:00 pm Others Before Self Project End of Year Student Led Celebrations/Showcase

Audience: Campus Leadership (Principals, APs, GLAs)

Zoom Link: <https://zoom.us/j/8863102692>

***Classroom teachers can use this time to work on small group instruction/lesson plans**

1:00-4:00 pm Data Analysis/Final Review/Blitz... I've Analyzed the Data, *Now what (the last leg)?*

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

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

Critical Question	Product	Resources
What do we need students to learn?	Mastery Learning- Student Expectations (TEKS)	Resources: Eduphoria Data Reports Math (3rd-Algebra I): http://lead4ward.com/docs/FreqDist_by_TEKS_Cluster_Math_rev.pdf RLA (3rd-English II): http://lead4ward.com/docs/FreqDistbyTEK_SCluster_Reading_with_Passages_v2.pdf
How will we know students have learned?	Formative Assessments/ Summative Assessments (ECAs/Benchmark Data)	
What will we do when students have not mastered the TEKS?	Interventions: *During the day Remediation (Enrichment Time for kids that need remediation more than enrichment)	

	*Afterschool *Saturday School	Science (5, 8, Biology): http://lead4ward.com/docs/FreqDist_by_TEKS_Cluster_Science.pdf
What will we do when students have mastered the TEKS?	Enrichment	Social Studies (8, US History): http://lead4ward.com/docs/FreqDist_by_TEKS_Cluster_SS_REV.pdf 3-8 Tutoring/Enrichment Time Guidelines- Using Benchmark Scores: https://drive.google.com/file/d/1JxMBGdnl3xUPhckO5QjqKOMlITX-TQo2/view?usp=sharing

Who do we contact for support? Campus coach, area coach, district directors, etc. If anyone is struggling with resources/plans, please contact your support team immediately!

Note: Some grade levels/content areas still have concepts that have not yet been taught. Please remember to continue to plan from the **Instructional Focus Document** and continue to follow our Year at a Glance/Scope and Sequence. Review does not replace first instruction.

Exit Slip:

1:00 PM breakout sessions:

	PD Lead	Audience	Presenter	Present ation Format (Face to Face, Zoom meeting)	Dallas	Tarrant	Harris
Finance	Ronald Kuehler	Budget Clerks, Admin Assistants and any staff who enter requisitions and perform other financial functions within Skyward	Finance	Face to Face	Time: 8:30 4:00 Location: DOG 3 PD area	Time: 8:30 4:00 Location: DOG 3 PD area	Time: 8:30 4:00 Location: DOG 3 PD area
PEIMS	Apodaca	Registrars/Attendance Clerks	Apodaca	Zoom	Time: 1:00-2:00 Location: https://zoom.us/j/139385925	Time: 1:00-2:00 Location: https://zoom.us/j/139385925	Time: 1:00-2:00 Location: https://zoom.us/j/139385925

PEIMS/ SKYWARD	Justin Hill	Data Comptrollers	Justin & Julie	Zoom	Time: 1:00-3:00 Location: https://zoom.us/j/162458897	Time: 1:00-3:00 Location: https://zoom.us/j/162458897	Time: 1:00-3:00 Location: https://zoom.us/j/162458897
Student Services/ Dyslexia	Marcellus And Kramer	Campus Dyslexia Facilitators	Connie Kramer	Zoom Meeting	Time: 1:00-2:30 Zoom Link: https://zoom.us/j/520766850	Time: 1:00-2:30 Zoom Link:	Time: 1:00-2:30 Zoom Link:
Student Services/ Counseling	Marcellus and Albritton	Counselors	Mary Albritton	Face to Face	1:00-4:00 p.m. Arlington K8	1:00-4:00 p.m. Arlington K8	1:00-4:00 p.m. Katy Westpark High School
Student Services/ Health Services	Marcellus and J. Pike	All Clinic Staff	Jillian Pke	Zoom Meeting	Time: 1:00-2:30 Zoom Link: https://zoom.us/j/171754403	Time: 1:00-2:30 Zoom Link:	Time:1:00-2:30 Zoom Link:
6-12 LOTE Spanish	Fletes	6-12	Fletes, Matos & Orozco	Zoom: https://zoom.us/j/557784127	1 PM - 3:30 PM		
K-12 Chinese	Wang	All K-12 Chinese teachers	Wang, Tang, Zhang	Zoom: https://zoom.us/j/204584955	1:00pm-3:30pm ● Story Writing competition ● EOY ● Summer PD	1:00pm-3:30pm ● Story Writing competition ● EOY ● Summer PD	1:00pm-3:30pm ● Story Writing competition ● EOY ● Summer PD
Fitness Coaches	Victor Cathey	fitness Coordinators	fitness coaches	agenda sent to coordin ator	8:30-11:00	8:30-11:00	8:30-11:00
Media Specialists	Barkman	Media Specialists	Barkman	Dell-Ad vanced Partner ship East	9:00-3:00 Meeting with Dell Advanced Partnerships to discuss best practices for	9:00-3:00 Meeting with Dell Advanced Partnerships to discuss best practices for	9:00-3:00 Meeting with Dell Advanced Partnerships to discuss best practices for

				Fort Worth Library link	instructional technology integration and technology coaching.	instructional technology integration and technology coaching.	instructional technology integration and technology coaching.
Fine Arts	Compton	All K-12 Fine Arts	Compton	https://zoom.us/j/4429025965	1:00-4:00 K-12 Fine Arts General and Breakout Sessions by Content	1:00-4:00 K-12 Fine Arts General and Breakout Sessions by Content	1:00-4:00 K-12 Fine Arts General and Breakout Sessions by Content
SPED	Urbina Urbina	tbd					

	A	B	C	D	E												
1	Curriculum, Instruction, Assessment & Professional Development Board Report Presented by: Dr. Laura Carrasco, Chief Academic Officer, April 18, 2018 Day 7 of our 6th (and final) Grading Period			Green= In Progress/New Blue = Ongoing Red=complete													
2	Department	Project/Goal	Campus	Grade Level	Progress												
3	ASP *See Attachment A	Update: ILTexas Senior Class of 2018, College/University Acceptances as of 4/15	GHS, AGPHS, KSHS	12	In Progress												
4	ASP *See Attachment B	<table border="1"> <tr> <td>Scholarships</td> <td></td> </tr> <tr> <td>GHS</td> <td>\$ 4,446,722</td> </tr> <tr> <td>AGPHS</td> <td>\$ 2,002,660</td> </tr> <tr> <td>KSHS</td> <td>\$ 2,222,732</td> </tr> <tr> <td></td> <td>\$ 8,672,114</td> </tr> <tr> <td>International Students</td> <td>\$ 479,912</td> </tr> </table>	Scholarships		GHS	\$ 4,446,722	AGPHS	\$ 2,002,660	KSHS	\$ 2,222,732		\$ 8,672,114	International Students	\$ 479,912		12	In Progress
Scholarships																	
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5	All Departments *See Attachment C (Agenda)	Held the final Data Day of the School Year on April 9th, 2018	All	ALL LEVELS	Complete												

	A	B	C	D	E
6	Social Studies - Julie Russell	Others Before Self Project- All GLA's and campus administration have been briefed on the expectations and guidelines set forth for them for this school year's End of Year Celebration Showcase to take place this cycle. All campuses should be hosting Student Led End of Year Celebration Showcases on their campuses for each grade level. Over 113 Others Before Self Projects were developed this year.	All	ALL LEVELS	In Progress
7	Social Studies - Julie Russell	Road Scholar Trips- Updating curriculum for both 7th & 8th trip for pre-during-post trips.	All	7, 8	In Progress
8	Social Studies - Julie Russell	STAAR Remediation Plan-All campuses grades 8 & 11 have been trained and given the Social Studies STAAR remediation plan and materials to use during their remediation and review.	All	5, 8, 11	Complete

	A	B	C	D	E
9	Intercultural	Upcoming PLC , 4/18,to inform campuses in preparation for the end of year International Festivals. The goal is to provide guidance to campuses. A survey was sent out to parents and staff to gather ideas and will be shared with campus admin https://goo.gl/forms/IkcNIR2sPMUVFxB2	All	ALL LEVELS	In Progress
10	EL - Vera Csorvasi	Planning Summer School for English learners - K-1st grade & 7th grade; training with summer school principals, LPAC Administrators	All	K, 1, 7	In Progress
11	Spanish - Adriana Fletes	Our LOTE advanced level students from AGP HS and DFW LOTE staff attended the World Affairs Council event on 4.6.18. Students and staff had an opportunity to learn about Mr. Ramos', his life, journalism profession and experience as an immigrant in the U.S. The goal is for students to apply language and hold discussions regarding real world / authentic topics. Pictures: https://drive.google.com/drive/u/0/folders/1cKaZKGp69rJ_P3aY9oJf6GH_NI-oJLCQ	GHS, AGPHS	10, 11, 12	New
12	GT - Jamie Rose	Identification of Potential GT Students via CogAT testing/SST	All	ALL LEVELS	In Progress

	A	B	C	D	E
13	Spanish - Adriana Fletes	<p>ILTexas sending 3 students to compete in the Regional Spanish Spelling Bee! The Texas Charter Schools Association recently featured the 1st, 2nd and 3rd place winners of the First Annual Spanish Spelling Bee! Link: https://www.facebook.com/TCSAnews/</p> <p>The regional bee will be held on May 9th. The winner will move on to the National Spanish Spelling Bee in July!</p>	GES, KatyES, SES	3, 4, 5	In Progress
14	Spanish - Adriana Fletes	<p>Trilingual Recital - An opportunity for students to families to continue to expand their language and cultural experience in all three languages! This year, we have added a new poem and created a trilingual poem that has been adaptive from the Bilingual poem written by Alma Flor Ada. The competition deadline for a spotcheck is May 18th!</p> <p>https://docs.google.com/presentation/d/1IqNj_0GmsyqcVd_-TD2neA2hNo-FxmGMaaXOIH0LUQM/edit#slide=id.p</p>	All	ALL LEVELS	In Progress

	A	B	C	D	E
15	Math - Robert Yee	Carl Perkins Funding used to support 7th and 8th Math and science classes to increase technology access and engagement in math and science lessons. POs were approved and materials have been ordered and are being inventoried and sent to campuses starting next week.	GMS, AMS, KMS, NRHMS, GPMS, KatyMS, WPMS, LMS, SMS, EFWMS, WLMS	7, 8	In Progress
16	Science - David Rivers	STAAR Science remediation plans have been developed for our campuses. Teachers have all diagnostic and review materials needed for student success.	All	5, 8, 9	In Progress
17	Fine Arts - Betsy Compton	<p>The TCSAAL State Fine Arts Festival is Saturday 4-14-18. ILTexas is bringing more than any other charter school, with 168 students in the following categories:</p> <p>81 Visual Arts Entries (4th-12th grade Black and White Drawing, Color Drawing, Painting, 3-D Artwork, & Photography)</p> <p>21 Theatre Entries (6th-12th grade Humorous Monologue, Dramatic Monologue, & Duet Acting)</p> <p>50 Instrumental Music Entries (6th-12th grade Band/Guitar/Orchestra/Piano Solos & Ensembles)</p> <p>30 Choral Music Entries (6th-12th grade Solo, Duet, & Ensembles)</p>	All	ALL LEVELS	New

Cover Sheet

SUPERINTENDENT'S REPORT

Section: III. Reports
Item: C. SUPERINTENDENT'S REPORT
Purpose: FYI
Submitted by:
Related Material: Lottery 2018-2019.pdf
Monthly Enrollment Report 2017-2018 April 2018.pdf

ILTexas Lottery Recap

April 5, 2018

District	Returning	Newly Accepted	Total Seats Filled	Available Seats
	15190	4348	19538	2051

High School Campuses	Returning	Newly Accepted	Total Seats Filled	Available Seats (800)
Garland HS	606	93	699	101
Arlington Grand Prairie HS	660	116	776	24
Keller Saginaw HS	621	94	715	85
Katy Westpark HS	420	77	497	303
Windmill Lakes Orem HS	42		42	0
Lancaster DeSoto HS	53		53	0
East Fort Worth HS	49		49	0
Total	2451	380	2831	513

K8 Campuses	Returning	Newly Accepted	Total Seats Filled	Available Seats
Garland K8	1235	185	1420	0
Lancaster K8	1102	287	1389	27
Arlington K8	1036	161	1197	9
East Fort Worth K8	1008	317	1325	91
Grand Prairie K8	1263	173	1436	0
Keller K8	1271	167	1438	0
North Richland Hills K8	1221	195	1416	0
Saginaw K8	1130	249	1379	38
Katy K8	1174	226	1400	16
Westpark K8	1182	234	1416	0
Houston Windmill K8	1098	262	1360	56
Houston Orem K8	19	793	812	604
College Station K8	0	719	719	697
Total	12739	3968	16707	1538

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	Current % of capacity
GES	948	957	948	954	945	943	949	945	943	99.47%
GMS	468	466	465	469	465	465	464	465	461	98.50%
GHS	700	621	599	621	614	613	584	579	579	82.71%
LES	948	867	887	884	860	856	857	860	862	90.93%
LMS	468	369	374	379	379	366	370	371	365	77.99%
DALLAS	3532	3280	3273	3307	3263	3243	3224	3220	3210	90.88%
AES	948	802	823	817	812	819	815	816	810	85.44%
AMS	468	396	393	390	388	384	381	387	389	83.12%
AGPHS	700	519	511	506	505	504	501	495	492	70.29%
GPES	948	932	940	946	947	948	940	951	950	100.21%
GPMS	468	461	464	466	464	459	452	453	452	96.58%
NRHES	948	939	944	954	948	943	931	945	938	98.95%
NRHMS	468	407	401	396	395	390	383	381	385	82.26%
KELLERES	948	934	952	956	954	955	955	957	953	100.53%
KELLERMS	468	459	455	453	451	451	446	451	449	95.94%
KSHS	700	445	433	432	439	433	430	425	421	60.14%
EFTWES	948	858	874	863	851	842	840	828	824	86.92%
EFTWMS	468	292	300	303	302	294	286	282	278	59.40%
SES	948	897	930	923	920	917	916	918	909	95.89%
SMS	468	312	319	320	323	320	312	308	307	65.60%
TARRANT	9896	8653	8739	8725	8699	8659	8588	8597	8557	86.47%
KATYES	948	877	914	921	932	935	932	943	938	98.95%
KATYMS	468	396	404	401	393	393	386	379	372	79.49%
KWHS	300	214	216	222	219	214	207	209	210	70.00%
WESTES	948	827	862	926	923	927	917	923	914	96.41%
WESTMS	468	395	400	420	421	429	429	424	421	89.96%
WINDES	948	873	907	898	913	910	900	905	914	96.41%
WINDMS	468	313	325	320	319	316	315	314	307	65.60%
HOUSTON	4548	3895	4028	4108	4120	4124	4086	4097	4076	89.62%
IL TEXAS	17,976	15828	16040	16140	16082	16026	15898	15914	15843	88.13%
Change from previous month			212	100	-58	-56	-128	16	-71	

Cover Sheet

CEO Report

Section: III. Reports
Item: D. CEO Report
Purpose: FYI
Submitted by:
Related Material: 1 2018 04 09 Owner Report.pdf
1 ILT-TX-028_Weekly Update_2018-06-04.pdf
1 ILT-TX-028_Weekly Update_2018-23-02.pdf
1 ILT-TX-028_Weekly Update_2018-30-02.pdf
A - Authorized Board Report 4-16-18.pdf
A - New Hire Board Report 04-16-18(2).pdf



PERFORMANCE

CHARTER SCHOOL DEVELOPMENT

Weekly Report: ILTX College Station K-8

Date: April 9, 2018

Prepared By: Jay Lemery

Progress Last Week

- Set fence posts for running track
- Forming & pouring running track and dugouts
- Begin Final Grading of Site
- All structural metal decking has been installed
- Started installing metal flashings for EIFS
- Continue hanging & sealing ductwork in Area B
- Completed drywall installation in Area A North
- Hanging drywall in Area A South
- Cafeteria roofing complete
- Installing roofing at Gym
- Started waterproofing at CMU walls
- Electrical rough-in at gym area

Progress Planned This Week

- Set Rood Top Units
- Install wood framed overbuild at main entry
- Complete Gym roof
- Begin finishing drywall in Area A
- Begin insulating and hanging drywall in Area B
- Continue final grading
- Continue EIFS Area A

Schedule

- On Target for July 15 Substantial Completion

Pending Items

- Gas Line Extension by Atmos

Action Items

-

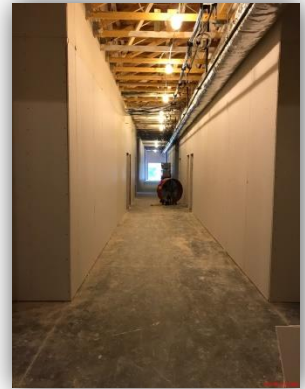
Comments/Recommendations

-

Gym



Corridor
Sheetrock



Gym
Roofing



South Ball Field
Running Track





International Leadership of Texas 5445 E. Orem Dr., Houston, TX Weekly Progress Report – March 30, 2018

Last Week

- General
 - Backfilling curbs.
 - Grading/ Forming sidewalk around building.
 - Overbuild at front entry being roofed.
 - Permanent power inspection complete. Waiting on permanent power.
 - Waiting on permit from City to pour turn lanes.
 - Roof dried in complete.
 - Grading ball field.
- Side A
 - Sticky brick complete.
 - Floor polishing complete.
 - Installing ceiling grid.
 - Installing light fixtures and grills.
 - Final coat paint.
 - Floor polish complete.
- Side B
 - 2nd side sheetrock walls.
 - Tape joints at walls.
 - EIFS material being installed.
 - Insulating duct work.
- Cafeteria/ Gym/ Stage
 - Installing fire sprinkler system.
 - Bi-fold door track installed.
 - Epoxy floor installed in kitchen.
 - FRP Complete.



Upcoming Week

- General
 - Final paving will be complete Tuesday.
 - Pouring sidewalk pending rain.
 - Backfilling curbs.
 - Permanent power pending Centerpoint.
 - Removal of site containers and materials.
 - Gas meter service line from Centerpoint.
 - Building Hydro with Fire Department.
- Side A
 - Above Ceiling inspections.
 - All paint complete.
 - Thin brick acid washed.





- Turn on A/C Units.
- Install ceiling tile borders.
- Side B
 - 2nd side sheetrock walls complete.
 - Continue tape and Bed.
 - CONTINUE install of wall tile at bathrooms..
- Cafeteria/ Gym/ Stage
 - Completion of MEP and IT ceiling work in gym.
 - FRP complete.
 - Sprinkler line HYDRO.



Substantial Completion

- July 1, 2018

Milestone Dates

- Permanent power March 30th.

Delays:

- 32 official weather days on the project.
- Significant rainfall. Project continues to progress nicely.



International Leadership of Texas
5445 E. Orem Dr., Houston, TX
Weekly Progress Report – March 23, 2018

Last Week

- General
 - Lime stabilization is continued.
 - Final paving will be complete week of 3/9/11.
 - Overbuild at front entry decked and roofed.
 - Switch gear/ pannels installed in main electrical room.
 - Turn lanes graded and rebar placed.
 - HVAC units set on side B.
- Side A
 - Wall tile ongoing.
 - Sticky brick being installed around building.
 - Floor polishing began.
 - Installing chair rail.
 - Installing ceiling grid.
- Side B
 - Finishing MEP wall rough in.
 - Exterior water proofing on going.
 - One side sheetrock walls.
 - EIFS material being installed.
 - Fire Sprinkler rough in ongoing.
- Cafeteria/ Gym/ Stage
 - Vent hood installed in kitchen.
 - Sky lights installed.
 - Fire sprinkler installation throughout.
 - Roof dried in at gym.



Upcoming Week

- General
 - Lime stabilization for paving back of building.
 - Sidewalk layout and installation.
 - Backfilling curbs.
 - Permanent power potentially.
 - Removal of site containers and materials.
 - Gas meter service line from Centerpoint.
- Side A
 - Completion of wall tile.
 - All paint complete.
 - Thin brick on-going.
 - Completion of wall tile in all bathrooms.





- Installation of ceiling grid.
- Floor polishing continued.
- Side B
 - Sheetrock/ insulation installation.
 - 2nd side sheetrock walls.
 - MEP rough in complete.
 - Fire Sprinkler rough in complete.
- Cafeteria/ Gym/ Stage
 - Applying block filler and paint at gym.
 - FRP complete.
 - 2nd side sheetrock.
 - Install sprinkler lines.
 - Dryfall ceiling in gym.



Substantial Completion

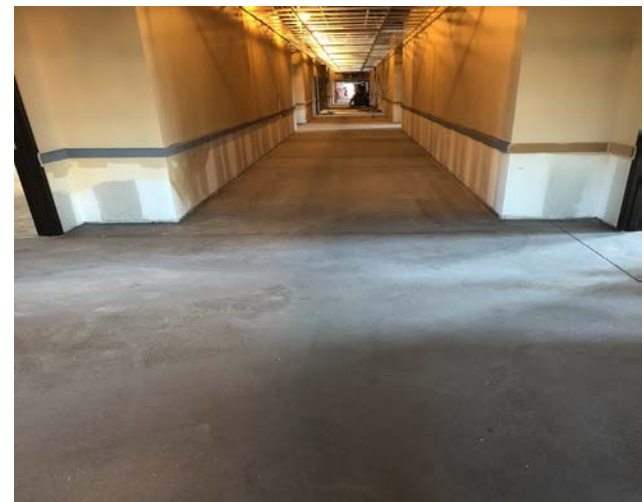
- July 1, 2018

Milestone Dates

- Permanent power March 30th.

Delays:

- 30 official weather days on the project.
- Significant rainfall. Project continues to progress nicely.





International Leadership of Texas
5445 E. Orem Dr., Houston, TX
Weekly Progress Report – March 30, 2018

Last Week

- General
 - Lime stabilization is complete.
 - Grading/ Forming sidewalk around building.
 - Overbuild at front entry being waterproofed..
 - Secondary electrical homeruns pulled to transformer. Inspection next week.
 - Waiting on permit from City to pour turn lanes.
 - Roof 98% dried in.
 - Grading ball field.
- Side A
 - Wall tile finished.
 - Sticky brick being installed around building.
 - Floor polishing continued.
 - Chair rail complete.
 - Installing ceiling grid.
 - Installing light fixtures and grills.
 - Final coat paint.
 - Fire sprinkler complete.
- Side B
 - MEP rough in wall complete.
 - Exterior water proofing complete.
 - 2nd side sheetrock walls.
 - EIFS material being installed.
 - Fire Sprinkler complete.
 - Insulating duct work.
- Cafeteria/ Gym/ Stage
 - Dried in.
 - Ceiling dryfalled.
 - Walls painted in gym.
 - Fire sprinkler installation complete.
 - Bi-fold curtain installed at stage.
 - FRP Complete.



Upcoming Week

- General
 - Final paving will be complete week of 3/9/11.
 - Pouring sidewalk pending rain.
 - Backfilling curbs.
 - Permanent power pending Centerpoint.
 - Removal of site containers and materials.



- Gas meter service line from Centerpoint.
- Pouting remaining paving areas.
- Side A
 - Continue setting wall tile.
 - All paint complete.
 - Thin brick complete
 - Completion of floor grinding/ polishing.
 - Completion of ceiling grid.
 - Completion of MEP above ceiling/ Finals above ceiling including full building HYDRO.
- Side B
 - 2nd side sheetrock walls complete.
 - Begin tape and Bed.
 - Begin install of wall tile at bathrooms..
- Cafeteria/ Gym/ Stage
 - Completion of MEP and IT ceiling work in gym.
 - FRP complete.
 - Sprinkler line HYDRO.



Substantial Completion

- July 1, 2018

Milestone Dates

- Permanent power March 30th.

Delays:

- 32 official weather days on the project.
- Significant rainfall. Project continues to progress nicely.



INTERNATIONAL LEADERSHIP OF TEXAS

**Authorized Position Report
April 18, 2018**

Position	# Positions	Positions Filled	Available FTE	New Campus Positions K-8	New Campus Positions HS
AUX - FOOD SERVICE	18	16	2	2	
AUX - MAINTENANCE	26	23	3	2	
AUX - SECURITY	1	1	0	0	
AUX - TRANSPORTATION	12	12	0	0	
COUNSELOR	53	37	16	6	1
LIBRARIAN/MEDIA	15	13	2	2	
NURSE	16	13	3	2	1
PARA - CAMPUS	358.5	340.9091	17.5909	40	
PARA - DISTRICT	73	60	13	0	
PROF - CAMPUS	47	35	12	4	
PROF - CAMPUS ADMIN	69	59	10	8	1
PROF - DISTRICT	127	102	25	0	
SLP	15	8	7	2	
SUPERINTENDENT	1	1	0	0	0
TEACHER	1068	1034	34	160	3
Total	1899.5	1754.9091	144.5909	228	6



INTERNATIONAL LEADERSHIP OF TEXAS

**New Hire Report
Subsequent to March 21,2018
Board Notification on April 18, 2018**

Position	Assignment	Building	Start Date
Prof - Campus Admin	Associate Principal	Windmill Lakes Elementary	04/02/2018
Para - Campus	Instructional Aide	East Ft. Worth Elementary	04/02/2018
Para - Campus	Instructional Aide	East Ft. Worth Elementary	04/02/2018
Para - Campus	Admin Assistant	Katy Elementary	04/09/2018
2017-2018 New Campus Positions			
Para - Campus	Registrar	Orem Elementary	04/05/2018
Para - Campus	Receptionist	College Station Elementary	04/09/2018
Para - Campus	Attendance Clerk	College Station Elementary	04/13/2018

Total employees since 03/21/2018

7

Total Employee Count:

1754

Cover Sheet

Authorization

Section: IV. Executive Closed Session
Item: A. Authorization
Purpose: Discuss
Submitted by:
Related Material: 20180418 Invocation of GC551 Section(s) -- SCRIPT.docx

SCRIPT FOR ENTERING EXECUTIVE SESSION

April 18, 2018

Presiding Member, read aloud in open session:

“At this time, the Board will enter Executive Session as authorized by Government Code Section 551.072 to deliberate real estate matters and Section 551.074 to deliberate regarding personnel matters.”

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

For your reference, the sections pertinent today, 4/18,2019 are:

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.

Cover Sheet

DISCUSS/ACT ON APPROVAL OF MARCH, 2018 FINANCIAL REPORT

Section: V. Board Action Items
Item: A. DISCUSS/ACT ON APPROVAL OF MARCH, 2018 FINANCIAL
REPORT
Purpose: Vote
Submitted by:
Related Material: March 2018 Financial Report recd 20180413.pdf

**INTERNATIONAL LEADERSHIP OF TEXAS
STATEMENT OF FINANCIAL POSITION
AS OF MARCH 31, 2018**

ASSETSMARCH 2018**CURRENT ASSETS**

Cash and cash equivalents	\$ 19,270,444
Due from TEA	8,539,399
Accounts receivable, net	2,480,860
Deferred expense	9,971
Total Current Assets	<u>30,300,674</u>

Capitalized bond issuance costs	699,490
---------------------------------	---------

PROPERTY AND EQUIPMENT

Land	9,433,537
Buildings	79,431,329
Furniture and equipment	15,685,941
Vehicles	1,357,643
Less accumulated depreciation	<u>(13,942,958)</u>
Total Property and Equipment	91,965,492
Total Assets	<u>\$ 122,965,657</u>

LIABILITIES**CURRENT LIABILITIES**

Accounts Payable	\$ 712,175
Due to student groups	907,678
Due to other Governments	-
Deferred revenue	8,140,000
Accrued wages payable	5,903,505
Payroll deductions and withholdings	705,915
Accrued expenses	510,106
Other Liabilities	4,550,000
Current portion of capital lease payable	-
Current portion of long-term debt	5,739,259
Total Current Liabilities	<u>27,168,639</u>

LONG-TERM LIABILITIES

Loans	-
Long-term debt	112,781,291
Total Long-Term Liabilities	<u>112,781,291</u>
Total Liabilities	<u>\$ 139,949,929</u>

NET ASSETS

Unrestricted	\$ (11,855,221)
Temporarily restricted	2,621
Permanently restricted	8,212
Revenue/Expenses	<u>(5,139,885)</u>
Total Net Assets	<u>(16,984,273)</u>
Total Liabilities and Net Assets	<u>\$ 122,965,657</u>

***Internally Prepared Financial Statements

**INTERNATIONAL LEADERSHIP OF TEXAS
STATEMENT OF ACTIVITIES
FOR THE YEAR TO DATE MARCH 31, 2018**

	<u>MARCH 2018</u>
REVENUE	
Local Revenue:	
Foundations, Other Non-Profit Organizations, Gifts and Bequests	\$ 1,668,140
SSA-Local Revenue from Member Districts	-
Food Service Activity	684,218
Athletic Activities	-
Other Revenue from local sources	-
Total Local Revenue	2,352,358
State Program Revenue:	
Foundation School Program Act Revenue	79,130,632
State Program Revenue Distributed by TEA	973,601
State Program Revenue Distributed by other than TEA	-
Total State Program Revenue	80,104,233
Federal Program Revenue:	
National School Breakfast and Lunch Program	2,350,722
Federal Program Revenue Distributed by TEA	2,868,954
Federal Program Revenue Distributed by other than TEA	-
Total Federal Program Revenue	5,219,676
Net Assets Released from Restrictions:	
Restrictions Satisfied by Payments	-
Total Revenue	\$ 87,676,267
EXPENSES	
Program Services:	
Instruction	\$ 42,872,753
Instruction Resources and Media	487,734
Curriculum and Instructional Staff Development	2,891,258
Instructional Leadership	545,466
School Leadership	5,125,492
Guidance, Counseling, and Evaluating Services	2,601,847
Social Work/Services	1,633
Health Services	851,920
Student Transportation	561,027
Food Services	3,488,564
Extracurricular Activities	1,056,142
General Administration	3,410,411
Facilities Maintenance and Operations	19,984,963
Security and Monitoring Services	940,685
Data Processing	3,199,092
Community Services	577,293
Debt Service	4,219,873
Fund Raising	-
Other	-
Total Expenses	92,816,152
CHANGE IN NET ASSETS	(5,139,885)
TRANSFER FROM BEGINNING EQUITY TO LIABILITY	(429,069)
NET ASSETS, BEGINNING	(11,415,319)
PRIOR PERIOD ADJUSTMENT	-
NET ASSETS, END OF YEAR	\$ (16,984,273)

***Internally Prepared Financial Statements

**INTERNATIONAL LEADERSHIP OF TEXAS
STATEMENT OF ACTIVITIES - BUDGET TO ACTUAL
FOR THE YEAR TO DATE MARCH 31, 2018**

	Approved Budget	MARCH 2018	Percent
REVENUE			
Local Revenue:			
Foundations, Other Non-Profit Organizations, Gifts and Bequests	\$ 1,500,740	\$ 1,668,140	111.15%
SSA-Local Revenue from Member Districts	-	-	0.00%
Food Service Activity	995,000	684,218	68.77%
Athletic Activities	-	-	0.00%
Other Revenue from local sources	-	-	0.00%
Total Local Revenue	2,495,740	2,352,358	94.25%
State Program Revenue:			
Foundation School Program Act Revenue	131,632,054	79,130,632	60.12%
State Program Revenue Distributed by TEA	2,908,884	973,601	33.47%
State Program Revenue Distributed by other than TEA	-	-	0.00%
Total State Program Revenue	134,540,938	80,104,233	59.54%
Federal Program Revenue:			
National School Breakfast and Lunch Program	3,259,784	2,350,722	72.11%
Federal Program Revenue Distributed by TEA	7,873,563	2,868,954	36.44%
Federal Program Revenue Distributed by other than TEA	-	-	0.00%
Total Federal Program Revenue	11,133,347	5,219,676	46.88%
Net Assets Released from Restrictions:			
Restrictions Satisfied by Payments	-	-	
Total Revenue	\$ 148,170,025	\$ 87,676,267	59.17%
EXPENSES			
Program Services:			
Instruction	\$ 72,745,853	\$ 42,872,753	58.93%
Instruction Resources and Media	728,796	487,734	66.92%
Curriculum and Instructional Staff Development	4,306,712	2,891,258	67.13%
Instructional Leadership	1,098,666	545,466	49.65%
School Leadership	9,678,849	5,125,492	52.96%
Guidance, Counseling, and Evaluating Services	5,625,546	2,601,847	46.25%
Social Work/Services	12,280	1,633	13.30%
Health Services	1,618,298	851,920	52.64%
Student Transportation	797,848	561,027	70.32%
Food Services	4,464,784	3,488,564	78.14%
Extracurricular Activities	1,747,355	1,056,142	60.44%
General Administration	5,330,626	3,410,411	63.98%
Facilities Maintenance and Operations	34,181,263	19,984,963	58.47%
Security and Monitoring Services	1,587,615	940,685	59.25%
Data Processing	4,070,271	3,199,092	78.60%
Community Services	1,476,298	577,293	39.10%
Debt Service	7,174,250	4,219,873	58.82%
Fundraising	-	-	0.00%
Other	-	-	0.00%
Total Expenses	\$ 156,645,310	\$ 92,816,152	59.25%
CHANGE IN NET ASSETS	\$ (8,475,285)	\$ (5,139,885)	

***Internally Prepared Financial Statements

**INTERNATIONAL LEADERSHIP OF TEXAS
STATEMENT OF CASH FLOWS
FOR THE YEAR TO DATE MARCH 31, 2018**

RECONCILIATION OF CHANGE IN NET ASSETS TO NET	<u>MARCH 2018</u>
CASH PROVIDED BY OPERATING ACTIVITIES	
Change in net assets	\$ (5,568,954)
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	3,711,196
(Increase) decrease in due from TEA	2,298,182
(Increase) decrease in accounts receivable	(2,299,583)
(Increase) decrease in other current assets	-
(Increase) decrease in capitalized bond issuance costs	14,883
Increase (decrease) in accounts payable	(2,803,784)
Increase (decrease) in due to TEA	-
Increase (decrease) in due to other governments	(323,380)
Increase (decrease) in deferred revenue	7,438,270
Increase (decrease) in wages payable	114,832
Increase (decrease) in payroll deductions and withholdings	113,501
Increase (decrease) in accrued expenses	10,186
Increase (decrease) in campus activity liability	907,678
Increase (decrease) in short-term debt	-
Net Cash Provided (Used) by Operating Activities	<u>3,613,027</u>
 CASH FLOWS FROM INVESTING ACTIVITIES	
Purchase of land, buildings, and equipment	<u>(2,195,464)</u>
Net Cash Provided (Used) by Investing Activities	<u>(2,195,464)</u>
 CASH FLOWS FROM FINANCING ACTIVITIES	
Issuance of long-term debt	2,567,417
Principal payments on debt	<u>(4,397,056)</u>
Net Cash Provided (Used) by Financing Activities	<u>(1,829,639)</u>
 NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(412,076)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>19,682,520</u>
CASH AND CASH EQUIVALENTS, END OF PERIOD	<u>\$ 19,270,444</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: Mar 22, 2018 6:55:44AM

FSF Allotment: \$131,647,764
 Adjustments to Allotments: \$-323,380
 Less Total Paid to Date: \$85,462,670
 Remaining Balance: \$45,861,714

Month	Balance	Rate	Payment
April	\$45,861,714	21.7	\$9,951,992
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
Total			\$45,861,714

ASF Adjusted Allotment: \$2,048,056
 Less Total Paid to Date: \$1,330,042
 Adjusted ASF Balance: \$718,014

Cover Sheet

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

Section: V. Board Action Items
Item: B. DISCUSS/ACT ON AMENDMENT OF FISCAL YEAR PER BYLAWS
OF I.A.E.F., INC., CHARTER HOLDER OF ILTEXAS
Purpose: Vote
Submitted by:
Related Material: This Page is Blank.docx

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Cover Sheet

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

Section: V. Board Action Items
Item: C. DISCUSS/ACT ON SELECTION OF FOOD SERVICE
MANAGEMENT COMPANY FOR SCHOOL YEAR 2018-2019
Purpose: Vote
Submitted by:
Related Material:
RFP-FSMC Weighted Evaluation Criteria -- for Board 2018 04 18.pdf
Resolution RFP FSMC 20180418.docx

Weighted Evaluation Criteria

[SFA must determine in advance what percentage (total of 100 points which equals 100%) each category below will be given when comparing proposals. SFA may insert additional categories if needed. (See Cost & Financial Proposal criterion below and NOTE: this criterion or consideration must receive more points for the evaluation than the other criteria. For example, if the other nine (9) criteria receive 9.5 points each for a total of 85.5 points, then the Cost & Financial Proposal criterion needs to receive 14.5 points as compared to the other criteria). However, SFA may not include as a category prior experience with SFA as it would violate USDA's free and open competition regulation for procurement.]

- (21) points Cost & Financial Proposal
- (20) points Service Capability Plan (Identifies proposed food service team such as Food Service Director and demonstrates FSMC's ability to provide services as stated in the RFP/Contract)
- (10) points Experience, References
- (15) points Doing business with like school systems and familiarity with regulations pertaining to such operations/References
- (10) points Financial Condition/Stability, Business Practices
- (9) points Accounting and Reporting Systems
- (5) points Personnel Management
- (2) points Innovation
- (4) points Promotion of the School Food Service Program
- (4) points Involvement of Students, Staff, and Patrons
- 100 points TOTAL

BOARD RESOLUTION
INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.,
DBA INTERNATIONAL LEADERSHIP OF TEXAS

WHEREAS, the Board of Directors of the International American Education Federation, Inc., Charter Holder of International Leadership of Texas (“ILTexas”), desires to select a winning proposal from among those timely submitted by prospective vendors wishing to serve as Food Service Management Company for the period of July 1, 2018 through June 30, 2019, including any renewals, and to negotiate and enter into a contract with such winning proposer;

WHEREAS, toward this object, the Board of Directors wishes to select a winning proposer;

WHEREAS, proposals submitted have been evaluated and a recommendation has been made;

NOW, THEREFORE, the Board of Directors of ILTexas, at a lawfully called meeting of the Board, held in compliance with the Texas Open Meetings Act, does hereby adopt the following Resolutions:

BE IT HEREBY RESOLVED:

That the Board does hereby approve the District to negotiate and enter into an agreement with the prevailing Food Service Management Company,

Sodexo
(name of winning bidder)

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.

[Signature Page Follows]

PASSED AND APPROVED BY THE MAJORITY OF MEMBERS OF THE BOARD OF DIRECTORS OF INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC., ON THE **18th** DAY OF **April, 2018**.

Members Voting in Favor:

Maj. Gen. James Williams _____
signature Date

Lynne Beach, M.D. _____
signature Date

Tracy Cox _____
signature Date

Curtis Donaldson _____
signature Date

Edwin Flores, Ph.D. _____
signature Date

*The undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of a Resolution of the Directors of the Corporation, duly held on **April 18, 2018**, which Resolution is in full force and effect and has not been revoked or amended.*

Secretary

Date: ____/____/____

Cover Sheet

DISCUSS/ACT ON CONTRACTS ENTAILING EXPENDITURES EXCEEDING \$50,000

Section: V. Board Action Items
Item: D. DISCUSS/ACT ON CONTRACTS ENTAILING EXPENDITURES
EXCEEDING \$50,000
Purpose: Vote
Submitted by:
Related Material: Over \$50000 report for Board.pdf

ILTexas monthly over \$50,000 report

Vendor Name	Description	Contract Ck/Wire #	Amount	Funding Source
The Hartford Group	Property Insurance	11469	\$ 53,134.85	420
Andrews, Kurth & Kenyon, LLP	Attorney fees	11543	\$ 96,088.31	420
S&S Gate services	Monthly District wide security	11662	\$ 77,147.75	420
TXU Energy	Electricity	11728	\$ 63,215.46	420
C2M Tech	Technology Lease payments	12081	\$122,101.88	420
Dell Financial Services	Monthly payment on Tech equipment	12093	\$ 64,463.99	420
Paramount Services, Inc	Monthly custodial services	12134	\$ 58,671.00	420
Revolution Foods, Inc.	Monthly Food service	12143	\$482,949.80	240
Rocket Franchising, Inc	Monthly custodial services	12145	\$ 57,160.00	420
TEQ Lease Inc.	Monthly payment for FFE	201700875	\$ 56,799.33	420
** Learning A-Z	Annual License renewal for Curriculum software for Campus use	Contract	\$220,313.23	420
** Pearson Education Inc	enVision Math software for New Campuse:	Contract	\$ 93,787.42	420

** Contracts for the 2018-19 school year

Cover Sheet

DISCUSS/ACT ON AUTHORIZING CEO TO NEGOTIATE AND ENTER INTO TWO CAMPUS LEASES

Section: V. Board Action Items
Item: E. DISCUSS/ACT ON AUTHORIZING CEO TO NEGOTIATE AND
ENTER INTO TWO CAMPUS LEASES
Purpose: Vote
Submitted by:
Related Material: This Page is Blank.docx

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Cover Sheet

DISCUSS/ACT ON RESOLUTION TO UPDATE NAMES AND LOCATIONS OF THREE CAMPUSES

Section: V. Board Action Items
Item: F. DISCUSS/ACT ON RESOLUTION TO UPDATE NAMES AND
LOCATIONS OF THREE CAMPUSES
Purpose: Vote
Submitted by:
Related Material: Resolution move & rename 029 032 033.docx

BOARD RESOLUTION AMENDING THE OPEN-ENROLLMENT CHARTER OF INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.

WHEREAS, the Board of Directors of International American Education Federation, Inc., charter holder of International Leadership of Texas, desires to amend its Open-Enrollment Charter; more particularly, to change certain data pertaining to campuses numbered 057848-029, 057848-032 and 057848-033; specifically:

CAMPUS NUMBER 029:

Relocate campus number 057848-029 as follows:

- From: 235 W BONDS RANCH RD, FORT WORTH, TX 76131
- To: 5901 BOCA RATON BLVD, FORT WORTH, TX 76112

Rename campus number 057848-029 as follows:

- Old Name: ILTEXAS FORT WORTH/SAGINAW H S
- New Name: ILTEXAS EAST FORT WORTH – NORTH RICHLAND HILLS HS

CAMPUS NUMBER 032:

Relocate campus number 057848-032 as follows:

- From: 1820 N. GLENVILLE DR. STE. 100 RICHARDSON TX 75081
- To: 901 N. POLK ST. DESOTO TX 75115

Rename campus number 057848-032 as follows:

- Old Name: LANCASTER H S
- New Name: ILTEXAS LANCASTER – DESOTO HS

CAMPUS NUMBER 033:

Relocate campus number 057848-033 as follows:

- From: 1820 N. GLENVILLE DR. STE. 100 RICHARDSON TX 75081
- To: 9901 WINDMILL LAKES BLVD. HOUSTON TX 77075

Rename campus number 057848-033 as follows:

- Old Name: WINDMILL LAKES H S
- New Name: ILTEXAS HOUSTON WINDMILL LAKES – OREM HS

WHEREAS, 19 Texas Administrative Code §100.1033(a) states that a Charter “may be revised with the consent of the charter holder by written amendment approved by the Commissioner of Education ...;” and

WHEREAS, 19 Texas Administrative Code §100.1033(b), Types of amendments, includes “relocation of campus” and “charter campus name” among the amendments which may be approved by the Commissioner and not among those regarded as “expansion amendments,” §100.1033(b)(9); and

WHEREAS, 19 Texas Administrative Code §100.1033(b)(6) permits a Charter Amendment Request to relocate an existing campus or site with the same administration and staff while still serving the same students and grade levels without significant disruption to the delivery of educational services, such Amendment not requiring an expansion amendment request;

NOW, THEREFORE, the Board of Directors of International American Education Federation, Inc., charter holder of International Leadership of Texas, at a lawfully called meeting of the Board, held in compliance with the Texas Open Meetings Act, does hereby adopt the following Resolutions:

BE IT HEREBY RESOLVED THAT:

The Board of Directors of International American Education Federation, Inc., charter holder of International Leadership of Texas (county-district no. 057-848), does hereby resolves as follows:

1. Approve the relocation and renaming of campuses numbered 057848-029, 057848-032 and 057848-033 with an effective date of July 1, 2018 as follows:

CAMPUS NUMBER 029:

Relocate campus number 057848-029 as follows:

- From: 235 W BONDS RANCH RD, FORT WORTH, TX 76131
- To: 5901 BOCA RATON BLVD, FORT WORTH, TX 76112

Rename campus number 057848-029 as follows:

- Old Name: ILTEXAS FORT WORTH/SAGINAW H S
- New Name: ILTEXAS EAST FORT WORTH – NORTH RICHLAND HILLS HS

CAMPUS NUMBER 032:

Relocate campus number 057848-032 as follows:

- From: 1820 N. GLENVILLE DR. STE. 100 RICHARDSON TX 75081
- To: 901 N. POLK ST. DESOTO TX 75115

Rename campus number 057848-032 as follows:

- Old Name: LANCASTER H S
- New Name: ILTEXAS LANCASTER – DESOTO HS

CAMPUS NUMBER 033:

Relocate campus number 057848-033 as follows:

- From: 1820 N. GLENVILLE DR. STE. 100 RICHARDSON TX 75081
- To: 9901 WINDMILL LAKES BLVD. HOUSTON TX 77075

Rename campus number 057848-033 as follows:

- Old Name: WINDMILL LAKES H S
- New Name: ILTEXAS HOUSTON WINDMILL LAKES – OREM HS

2. Authorize Administration to file three Non-Expansion Charter Amendment Requests to make of record with the Texas Education Agency said relocations and said changes of campus names.

[SIGNATURE PAGE FOLLOWS]

PASSED AND APPROVED BY THE MAJORITY OF MEMBERS OF THE BOARD OF DIRECTORS OF INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC., ON THE **18th** DAY OF **April, 2018**.

Members Voting in Favor:

Maj. Gen. James Williams _____
signature Date

Lynne Beach, M.D. _____
signature Date

Tracy Cox _____
signature Date

Curtis Donaldson _____
signature Date

Edwin Flores, Ph.D. _____
signature Date

*The undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of a Resolution of the Directors of the Corporation, duly held on **April 18, 2018**, which Resolution is in full force and effect and has not been revoked or amended.*

Secretary

Date: ____/____/____

Cover Sheet

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

Section: V. Board Action Items
Item: G. DISCUSS/ACT ON RESOLUTION TO ENLARGE THE
GEOGRAPHIC BOUNDARY OF ILTEXAS
Purpose: Vote
Submitted by:
Related Material: Resolution Geo Exp College Station add 29 ISDs 20180418.docx

BOARD RESOLUTION
AMENDING THE OPEN-ENROLLMENT CHARTER OF
INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.,
d/b/a INTERNATIONAL LEADERSHIP OF TEXAS

WHEREAS, the Board of Directors of the International American Education Federation, Inc. (IAEF), d/b/a International Leadership of Texas (“ILTexas”) desires to amend its Open-Enrollment Charter to expand the geographic boundary of the District to include the territory covered by twenty-nine (29) additional independent school districts in the vicinity of the ILTexas campus that is to begin serving students in the College Station area in the 2018-2019 School Year, the opening of said campus having been approved May 5, 2017 by the Texas Education Agency (“TEA”) upon consideration of Charter Amendment Requests 028-17/1 and 028-17/3 supported by the Resolution required by 19 Texas Administrative Code (“TAC”) §100.1033;

WHEREAS, under 19 TAC §100.1033(a)(1), a district seeking to amend its charter must file a Charter Amendment Request with the TEA and said Request must be attached to a written resolution adopted by the governing body of the charter holder and signed by a majority of the members indicating approval of the requested amendment;

WHEREAS, under 19 TAC §100.1033(b)(10) a Charter Amendment expanding a charter’s geographic boundary is regarded as an Expansion Amendment; and

WHEREAS, under 19 TAC §100.1033(b)(9)(A)(vi) a Charter Expansion Amendment Request may only be approved if, before voting to request the enrollment increase, the charter’s governing body has considered a business plan and has determined by majority vote of the board that the growth proposed is financially prudent relative to the financial and operational strength of the charter school, a statement to said effect being incorporated into the board resolution;

WHEREAS, under 19 TAC §100.1033(b)(9)(A)(ii) an Expansion Amendment must be filed on or after February 1 and on or before April 1 immediately preceding the School Year of effect;

NOW, THEREFORE, the Board of Directors of IAEF, as charter holder of ILTexas, at a lawfully called meeting of said Board, held in compliance with the Texas Open Meetings Act, does hereby adopt the following Resolutions:

BE IT HEREBY RESOLVED THAT, AS IT RELATES TO THE GEOGRAPHIC BOUNDARY EXPANSION:

1. The Board of Directors of International American Education Federation, Inc., charter holder of International Leadership of Texas (county-district no. 057-848), has considered the business plan required under 19 TAC §100.1033(b)(9)(a)(vi) for an expansion amendment request containing the following elements:
 - a. A statement discussing the need for an expansion;
 - b. A statement discussing the current and projected financial condition of the charter school;
 - c. An unaudited statement of financial position for the current fiscal year;
 - d. An unaudited statement of activities for the current fiscal year;
 - e. An unaudited statement of cash flows for the current fiscal year;

- f. A pro forma budget that includes the costs of operating the charter school, including the implementation of the expansion amendment;
 - g. A statement or schedule that identifies the assumptions used to calculate the charter school's estimated foundation school program revenues;
 - h. A statement discussing the use of debt instruments to finance part or all of the charter school's incremental costs;
 - i. A statement discussing the incremental cost of acquiring additional facilities, furniture, and equipment to accommodate the anticipated increase in student enrollment;
 - j. A statement discussing the incremental cost of additional on-site personnel and identifying the additional number of full-time equivalents that will be employed; and
 - k. A statement that the growth proposed is prudent.
2. The open-enrollment charter of International American Education Federation, Inc. be amended to expand its current geographic boundaries, as set forth in **Exhibit A** to this resolution, effective beginning with the 2018-2019 school year and that administration is authorized to file such Charter Amendment Requests and Waiver Requests as will procure TEA approval of said expansion; and
 3. The Board of Directors has determined by majority vote of the board that the growth proposed in the business plan is prudent and in the best interest of the students.

[Signature Page Follows]

PASSED AND APPROVED BY THE MAJORITY OF MEMBERS OF THE BOARD OF DIRECTORS OF INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC., DBA INTERNATIONAL LEADERSHIP OF TEXAS, ON THE **18th DAY OF APRIL, 2018.**

Members Voting in Favor of Resolution:

Maj. Gen. James Williams, Board President

Lynne Beach, M.D., Board Vice President

Mr. Tracy Cox, Board Secretary

Mr. Curtis Donaldson, Board Member

Edwin Flores, Ph.D., Esq., Board Member

*The undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of a Resolution of the Directors of the Corporation, duly held on **April 18, 2018**, which Resolution is in full force and effect and has not been revoked or amended.*

Secretary ___ / ___ / ___

**EXHIBIT A TO RESOLUTION TO EXPAND
THE DISTRICT'S GEOGRAPHIC
BOUNDARY BY ADDING TWENTY-NINE
(29) INDEPENDENT SCHOOL DISTRICTS**

1. Anderson-Shiro Consolidated ISD
2. Brenham ISD
3. Burton ISD
4. Caldwell ISD
5. Calvert ISD
6. Cameron ISD
7. Dime Box ISD
8. Franklin ISD
9. Gause ISD
10. Hearne ISD
11. Hempstead ISD
12. Huntsville ISD
13. Iola ISD
14. Leon ISD
15. Lexington ISD
16. Madisonville Cons ISD
17. Magnolia ISD
18. Milano ISD
19. Montgomery ISD
20. Mumford ISD
21. Navasota ISD
22. Normangee ISD
23. North Zulch ISD
24. Richards ISD
25. Rockdale ISD
26. Snook ISD
27. Somerville ISD
28. Thorndale ISD
29. Tomball ISD

Cover Sheet

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

Section: V. Board Action Items
Item: H. DISCUSS/ACT ON AMENDMENT OF BOARD POLICIES TO
REFLECT REVISED FISCAL YEAR
Purpose: Vote
Submitted by:
Related Material:
100_Financial_Operations_ILTexas_Board_Policy_Adopted_Version FINAL CLEAN
REVISED.pdf
100_Financial_Operations_ILTexas_Board_Policy_Adopted_Version MARKUP.pdf

INTERNATIONAL LEADERSHIP OF TEXAS

Charter Board Policy Module 100: Financial Operations 2012

Date Adopted by the School Board: 05/15/2013; REVISED
04/18/2018

Module 100: Financial Operations 2012

The Financial Operations, Module 100, is the first module of the Model Board Policies. The material included in this module provides a comprehensive summary of statutes and regulations that apply to the financial operations:

Module 200: Charter School Governance & Organization

Module 300: General School Operations

Module 400: Students

Module 500: Open Government

Module 600: Human Resources

Legal Abbreviations Used In the TCSA Model Board Policy Series

Atty. Gen. Op.	Attorney General Opinion
C.F.R	Code of Federal Regulations
Tex. Admin. Code	Texas Administrative Code
Tex. Educ. Code	Texas Education Code
Texas Gov't Code	Texas Government Code
Tex. Labor Code	Texas Labor Code
Texas Local Gov't Code	Texas Local Government Code
U.S.C.A	United States Code Annotated

Date Adopted by the School Board: 05/15/2013; REVISED 04/18/2018; REVISED 04/18/2018

100.020. ANNUAL OPERATING BUDGET

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. Budget Process

SECTION 1.1. FASRG. The CEO/Superintendent will ensure that INTERNATIONAL LEADERSHIP OF TEXAS follows a budgeting process that is consistent with the requirements in the Budgeting Module of the Texas Education Agency's ("TEA") Financial Accountability System Resource Guide.

SECTION 1.2. Chief Financial Officer/CFO. The CFO is responsible for the preparation of the annual budget.

SECTION 1.3. Campus Improvement Plan. Each year before the annual operating budget is drafted the CEO/Superintendent shall ensure that a campus improvement plan, which is based on a needs assessment of INTERNATIONAL LEADERSHIP OF TEXAS, is drafted and finalized. The needs assessment and campus improvement plan shall be completed by June 15th. The campus improvement plan shall inform the drafting of the annual budget.

SECTION 1.4. Adoption. The Board shall formally adopt the budget, in a meeting open to the public, before the fiscal year of July 1st begins and before the expenditure of any funds.

SECTION 1.5. Minutes. The Secretary of the Board will record the adoption of the budget and any amendments in the Board meeting minutes in which the adoption occurs.

SECTION 1.6. Post-Adoption. After the adoption of the budget the CEO/Superintendent and the Board shall review actual fund disbursements compared to the adopted budget and make amendments as needed. This shall occur soon after actual student enrollment is determined.

SECTION 2. Fiscal Compliance

The CEO/Superintendent shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS complies with all state and federal laws and rules concerning the budget and related processes of the school, including but not limited to, laws and rules concerning online budget posting and financial solvency.

100.040. USE OF STATE FUNDS

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. Use of State Funds

The CEO/Superintendent of INTERNATIONAL LEADERSHIP OF TEXAS shall ensure that the school uses state funds only for lawful purposes.

SECTION 2. Comingling of Charter & Non-Charter Business Prohibited

The CEO/Superintendent shall ensure that the business activities of INTERNATIONAL LEADERSHIP OF TEXAS that are not directly related to the management and operation of INTERNATIONAL LEADERSHIP OF TEXAS are kept in a separate and distinct accounting, auditing, budgeting, reporting, and recordkeeping systems from those recording the business activities of INTERNATIONAL LEADERSHIP OF TEXAS.

SECTION 3. Interested Transactions

SECTION 3.1. Each member of the Board shall comply with all conflict of interest laws and rules applicable to affected board members.

SECTION 3.2. The CEO/Superintendent shall ensure that the employees of INTERNATIONAL LEADERSHIP OF TEXAS shall comply with all conflict of interest laws and rules applicable to affected employees.

SECTION 3.3. The CEO/Superintendent shall ensure that the following shall be recorded in the accounting, auditing, budgeting, reporting, and recordkeeping systems for the management and operation of the school:

- a. Financial transactions between the school and the non-charter activities of the charter holder;
- b. Financial transactions between the school and an officer or employee of the charter holder or the school;
- c. Financial transactions between the school and a member of the governing body of the charter holder or the school;
- d. Financial transactions between the school and a management company charged with managing the finances of a school; and
- e. Financial transactions between the school and any other person or entity in a position of influence over the charter holder or the school.

100.060. STATE FISCAL COMPLIANCE

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. Fiscal Year

The INTERNATIONAL LEADERSHIP OF TEXAS Board adopts July 1 through June 30 of the following year as the fiscal year for INTERNATIONAL LEADERSHIP OF TEXAS.

SECTION 2. Financial Accounting

SECTION 2.1. Compliance. The CEO/Superintendent shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS fully complies with: generally accepted accounting principles, Texas Education Agency’s (“TEA”) Financial Accountability System Resource Guide, TEA’s Student Attendance Accounting Handbook, Public Education Information Management System (PEIMS), and any other applicable federal or state standards for financial management systems.

SECTION 2.2. Financial Reporting. The CFO, shall make an accurate, current, and complete disclosure of financially assisted activities in accordance with financial reporting requirements of each grant or subgrant.

SECTION 2.3. Accounting Records. The CFO, shall maintain records that adequately identify the source and application of funds provided for activities assisted with state or federal funds.

SECTION 2.4. Internal Control. The CFO, shall maintain effective control and accountability of all federal grant and sub-grant cash, real and personal property, and other assets obtained with federal funds. The CFO, shall safeguard all such property and assure that it is used solely for authorized purposes.

SECTION 3. Grant Management Standards

SECTION 3.1. Compliance. If INTERNATIONAL LEADERSHIP OF TEXAS receives a grant directly from a state or federal agency the CEO/Superintendent shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS is in compliance with the grant requirements of that state or federal agency.

SECTION 3.2. Employee Time Sheet. If an INTERNATIONAL LEADERSHIP OF TEXAS employee’s compensation is funded by any grant, the CEO/Superintendent shall ensure that the employee maintains a time sheet on which he or she records the time spent during the work day along with a description of the service he or she performed during that time.

SECTION 3.3. Signature. The CEO/Superintendent shall ensure that the time sheets will contain the signatures of the employee that completed the time sheet, a school official, and the INTERNATIONAL LEADERSHIP OF TEXAS’s grant manager.

SECTION 4. Annual Audit by the Charter

SECTION 4.1. Annual Audit. Annually, the President of the Board for INTERNATIONAL LEADERSHIP OF TEXAS shall ensure the engagement of a certified public accountant (“CPA”) to have the financial and programmatic operations of INTERNATIONAL

Date Adopted by the School Board: 05/15/2013; REVISED
04/18/2018

LEADERSHIP OF TEXAS audited. INTERNATIONAL LEADERSHIP OF TEXAS shall select and contract only with CPAs that are licensed by the Texas State Board of Public Accountancy and registered as a provider of public accounting services.

SECTION 4.2. Filing with TEA. The CEO/Superintendent shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS timely files a copy of the annual audit report with the TEA division responsible for school financial audits. The report shall include a certificate of the Board which will include the original signatures of both the presiding officer and the secretary of the Board. The certificate shall indicate if the Board approved or disapproved the contents of the report along with the date of the Board's approval or disapproval. This approval or disapproval shall be supported in the Board's meeting minutes. The CEO/Superintendent shall ensure that if the Board disapproved the audit, it shall still be filed with TEA along with a statement identifying the reason(s) for Board disapproval.

SECTION 4.3. Disclosure of Interest. On behalf of the INTERNATIONAL LEADERSHIP OF TEXAS, the CEO/Superintendent shall ensure that all persons with a substantial interest in a management company are separately disclosed in the annual audit.

SECTION 5. Annual Financial Statement

SECTION 5.1. Annual Financial Statement. The CFO of INTERNATIONAL LEADERSHIP OF TEXAS shall prepare, or cause to be prepared, an annual financial statement for each fund subject to the authority of the Board during the fiscal year showing:

- a. the total receipts of the fund, itemized by source of revenue, including taxes, assessments, service charges, grants of state money, gifts, or other general sources from which funds are derived;
- b. the total disbursements of the fund, itemized by the nature of the expenditure; and
- c. the balance in the fund at the close of the fiscal year.

SECTION 6. Annual Financial Management Report

SECTION 6.1. The CEO/Superintendent shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS complies with the reporting procedures TEA develops for charter holders to prepare and distribute the school's annual financial management report.

SECTION 7. Audit by the Commissioner

SECTION 7.1. INTERNATIONAL LEADERSHIP OF TEXAS and its officers, employees and agents shall fully cooperate with an audit by the commissioner of education and will take all actions necessary to secure the cooperation of a management company.

SECTION 8. Attendance Accounting

SECTION 8.1. Compliance. The CEO/Superintendent shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS complies with the TEA Student Attendance Accounting Handbook and all other laws and rules concerning charter school student attending accounting, reporting, and record keeping.

SECTION 8.2. Responsibility. The CEO/Superintendent, chief campus leaders, and teachers of INTERNATIONAL LEADERSHIP OF TEXAS will be responsible to the Board of INTERNATIONAL LEADERSHIP OF TEXAS and to the state to maintain accurate, current student attendance records;

SECTION 8.3. When Attendance is Taken. Attendance at INTERNATIONAL LEADERSHIP OF TEXAS will be determined by student attendance during second period of each day. INTERNATIONAL LEADERSHIP OF TEXAS will not change the established period in which absences are recorded during the school year;

SECTION 9. PEIMS Data Standard

SECTION 9.1. PEIMS. The CEO/Superintendent shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS's fiscal accounting system is compatible with PEIMS data standards and conforms to Generally Accepted Accounting Principles.

SECTION 9.2. Account Code Structure. The CEO/Superintendent shall ensure that, with the exception of the codes that may be used at local option, INTERNATIONAL LEADERSHIP OF TEXAS shall use the account code structure described in TEA's Special Supplement to the Financial Accountability System Resource Guide, Nonprofit Charter School of Accounts.

100.080. FEDERAL FISCAL COMPLIANCE

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. Fiscal Requirements under Title I, Part A of NCLB (“Title I”)

SECTION 1.1. Supplement not Supplant. The CEO/Superintendent shall ensure that Title I funds will be used to supplement, not supplant regular non-federal funds.

SECTION 1.2. Documentation. Documentation shall be maintained, or caused to be maintained, by the CEO/Superintendent. The documentation must clearly demonstrate the supplementary nature of federal funds.

SECTION 1.3. Campus Improvement Plan. The CEO/Superintendent shall ensure that Title I funds used by INTERNATIONAL LEADERSHIP OF TEXAS shall be aligned to the campus improvement plan. There shall be no costs expended that are not directly related to the campus improvement plan.

- a. A comprehensive needs assessment shall be conducted that will inform the drafting of the campus improvement plan. The campus improvement plan shall be aligned to the needs assessment and only needs that can be met with current funding levels shall be addressed in the campus improvement plan.
- b. New goals shall be added as new money is identified.
- c. The CEO/Superintendent shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS shall conduct the needs assessment and campus improvement plan prior to any grant application.

SECTION 2. Federal Grant Allowable Expenditures

SECTION 2.1. OMB Circulars. Prior to expending funds, the CEO/Superintendent shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS consults the appropriate OMB Circular, applicable to open-enrollment charter schools, to determine what costs are allowable. The CEO/Superintendent shall ensure that all grant funds are expended in accordance with the circular.

SECTION 3. Time and Effort

SECTION 3.1. Employee Time Sheet. If an INTERNATIONAL LEADERSHIP OF TEXAS employee’s compensation is funded by any grant, the CEO/Superintendent shall ensure that the employee maintains a time sheet on which he or she records the time spent during the work day along with a description of the service he or she performed during that time.

SECTION 3.2. Signature. The CEO/Superintendent shall ensure that the time sheets contain the signatures of the employee that completed the time sheet, a school official, and the INTERNATIONAL LEADERSHIP OF TEXAS’s grant manager.

SECTION 4. Charter Schools Program (CSP), NCLB Title V, Part B

SECTION 4.1. Compliance. If INTERNATIONAL LEADERSHIP OF TEXAS receives CSP grants, the CEO/Superintendent shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS shall comply and

Date Adopted by the School Board: 05/15/2013; REVISED
04/18/2018

use the federal funds in accordance with all statutes, regulations, and approved applications.

SECTION 4.2. Fiscal Control. The CEO/Superintendent shall directly administer or supervise the administration of any projects funded through CSP funds, and shall use fiscal control and fund accounting procedures that ensure proper disbursement of, and accounting for, federal funds.

SECTION 4.3. Conflicts of Interest. INTERNATIONAL LEADERSHIP OF TEXAS Board members and employees shall avoid apparent and actual conflicts of interest. An individual is prohibited from participating in an administrative decision regarding a project funded through CSP funds if the decision is likely to benefit that person or an immediate family member and the person is a public official or has a family or business relationship with INTERNATIONAL LEADERSHIP OF TEXAS.

A person is prohibited from participating in a project to use his or her position for a purpose that is, or gives the appearance of being, motivated by a desire for a private or financial gain for that person or for others.

SECTION 4.4. Procurement. When using CSP funds to enter into a contract for equipment or services the CFO, shall comply with the applicable federal procurement standards. No Board member, employee, officer, or agent of INTERNATIONAL LEADERSHIP OF TEXAS may participate in the selection, award, or administration of any contract supported by federal funds if a real or apparent conflict of interest exists.

SECTION 5. Use of Federal Grant Funds for Procurement

SECTION 5.1. Compliance. When expending federal grant funds, CFO shall ensure compliance by INTERNATIONAL LEADERSHIP OF TEXAS's employees, officers, and agents with all applicable federal and state procurement standards and policies. Violations of applicable laws or policies may lead to disciplinary consequences including and up to termination of employment or removal from any officer position if applicable. The CEO/Superintendent shall develop procedures that ensure compliance with the following provisions:

- a. The purchase of unnecessary items will be avoided;
- b. The solicitation of bids or offers must provide a clear and accurate description of the requirements to be fulfilled by the bidder, technical requirements to be performed including the minimum acceptable standards, specific features of brand name or equal descriptions that bidders are required to meet, the acceptance of products and services dimensioned in the metric system of measurement, a preference, where economically feasible, for products that conserve natural resources, protect the environment, and are energy efficient;
- c. Positive efforts shall be made to utilize small businesses, minority-owned firms, and women's business enterprises whenever possible;
- d. The type of procurement instruments used (e.g. purchase orders) must be appropriate for the particular procurement;

Date Adopted by the School Board: 05/15/2013; REVISED
04/18/2018

- e. Contracts are made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement;
- f. Procurement documents shall be made available, upon request, to appropriate government officials when:
 - i. Procurement procedures fail to comply with the standards in this section;
 - ii. The procurement is expected to exceed the small purchase threshold (currently \$25,000) and is to be awarded without a competitive bidding process or there is only one bid received in response to a solicitation;
 - iii. The procurement which is expected to exceed the small purchase threshold, specifies a brand name product;
 - iv. The proposed award over the small purchase threshold is to be awarded to a bidder under a sealed bid procurement; or
 - v. A proposed contract modification changes the scope of a contract or increases the contract amount by more than the amount of the small purchase threshold.

SECTION 5.2. Open and Free Competition. The CEO/Superintendent shall ensure that all procurement transactions are conducted in a manner that provides open and free competition. Awards must be made to the bidder/offeror whose bid/offer is responsive to the solicitation and is most advantageous to INTERNATIONAL LEADERSHIP OF TEXAS, considering price, quality, and other relevant factors deemed appropriate by the CEO/Superintendent.

SECTION 5.3. Conflicts of Interest. The CEO/Superintendent shall ensure that no employee, officer, or agent of INTERNATIONAL LEADERSHIP OF TEXAS, who has a real or apparent conflict of interest, participates in the selection, award, or administration of a contract supported by federal funds. Employees, officers, and agents may also not solicit or accept favors, gratuities, or anything of monetary value from contractors or their agents.

SECTION 5.4. Record Documentation. The CEO/Superintendent shall ensure there is a cost or price analysis made and documented with every procurement action. He/she shall also ensure the evaluation of the contractor performance and document whether the contractor has met the terms, conditions, and specifications of the contract. Procurement records for purchases over the small purchase threshold shall also contain the following information:

- a. The basis for contractor selection;
- b. The justification for lack of competition when competitive bids or offers are not obtained; and
- c. The basis for award cost or price.

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SECTION 5.5. Mandated Contract Provisions. The CEO/Superintendent shall ensure that all legally mandated provisions are included in each procurement contract.

SECTION 6. Breakfast Program Child Nutrition Programs

SECTION 6.1. National School Breakfast Program Participation.

If at least 10 percent of enrolled students in INTERNATIONAL LEADERSHIP OF TEXAS are eligible for free or reduced-price breakfasts under the national school breakfast program, provided for by the Child Nutrition Act of 1966, the INTERNATIONAL LEADERSHIP OF TEXAS shall participate in the program and make the benefits of the program available to all eligible students.

The CEO/Superintendent shall ensure the school's compliance with all federal and state rules governing administration of the program.

SECTION 6.2. National School Lunch Program.

The COO/Chief Operations Officer shall ensure compliance with all federal and state rules governing the administration of the National School Lunch Program.

100.100 CASH MANAGEMENT & CREDIT CARD PROCEDURES

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.

School funds are public funds. Consequently, all expenditures of school funds, including cash expenditures, shall be documented and accounted for by daily receipts.

As a general rule, cash will not be used to make purchases except from petty cash, as described below. School checks shall not be made payable to “Cash”.

The CEO/Superintendent of INTERNATIONAL LEADERSHIP OF TEXAS shall ensure that appropriate “separation of duties” are complied with in the handling of all money transactions, including reconciliation.

SECTION 1. Accounting for Cash Transactions

SECTION 1.1. Documentation. All cash transactions shall be recorded in writing, such as by hand a written receipt, which shall be signed and dated by the individual who receives the cash. Staff members who receive or collect money from parents or teachers shall document from whom the money was received and in what amount. A copy of the receipt shall be kept with the cash received. Such money shall be submitted to the principal’s administrative assistant on the same school day as it is received. The administrative assistants will consolidate all funds received and then submit to the budget clerk the same day for depositor following day when there is an after hours school event.

SECTION 1.2. Depositing Cash. The CFO shall be responsible for ensuring that cash received is deposited in INTERNATIONAL LEADERSHIP OF TEXAS’s bank account. Deposits shall be made whenever cash receipts total \$500, or, at a minimum, weekly. A copy of the validated deposit slip shall be returned to the school on same day the deposit is made or the next day after the deposit is made.

SECTION 1.3. Petty Cash Prohibited. The use of petty cash shall not be allowed at INTERNATIONAL LEADERSHIP OF TEXAS.

SECTION Checks

SECTION 2.1. INTERNATIONAL LEADERSHIP OF TEXAS Checks. Any authorized check drafted on INTERNATIONAL LEADERSHIP OF TEXAS’s bank account over \$999.99 shall have two authorized check signers. The following INTERNATIONAL LEADERSHIP OF TEXAS officers are authorized to sign checks from INTERNATIONAL LEADERSHIP OF TEXAS’s bank account on behalf of INTERNATIONAL LEADERSHIP OF TEXAS:

CEO/Superintendent,

CFO.

President of the Board of Directors.

Each check must be completed in its entirety before it is signed by either party.

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SECTION 2.2. Checks Received. Checks received shall be endorsed “for deposit only” and shall either be deposited when the total amount is at least \$500 or at least weekly, whichever is more frequent.

SECTION 2.3. Check Requests. Services or products rendered, reimbursement requests with original receipts, or mileage reimbursements may receive payment with a check. A check request form must be completed by the requestor and approved with a signature by the CFO. The check request form shall contain the name of the payee, the date the check is requested to be written, the amount of the check, a brief description for the issuance of the check, and the funding source that will be drawn from. Checks made payable to “Cash” are prohibited. The check request shall then be submitted to the budget clerk for processing. All check request forms shall be maintained by the budget clerk in the district financial office.

SECTION 2.4. Check Acceptance Policy. Parents of students enrolled at INTERNATIONAL LEADERSHIP OF TEXAS and employees of INTERNATIONAL LEADERSHIP OF TEXAS must receive prior notice from INTERNATIONAL LEADERSHIP OF TEXAS that in the event a check they have submitted to INTERNATIONAL LEADERSHIP OF TEXAS is returned for insufficient funds, or any other reason, INTERNATIONAL LEADERSHIP OF TEXAS shall collect from the check maker the amount originally due in addition to any fee assessed to INTERNATIONAL LEADERSHIP OF TEXAS by the bank because of the returned check.

SECTION 3. Paying Bills with State or Federal Grant Funds

SECTION 3.1. Grant funds shall not be requested from the Texas Education Agency until INTERNATIONAL LEADERSHIP OF TEXAS is prepared to pay any outstanding balances within three days from when the funds are deposited in INTERNATIONAL LEADERSHIP OF TEXAS’s bank account. The CFO shall ensure that all bills, including payroll and related withholding taxes, shall be paid by INTERNATIONAL LEADERSHIP OF TEXAS within three working days from when such funds are deposited in INTERNATIONAL LEADERSHIP OF TEXAS’s bank account.

SECTION 4. Bank Reconciliations

CFO is responsible for bank reconciliations a minimum of once a month. Each INTERNATIONAL LEADERSHIP OF TEXAS bank statement, assets, and liabilities shall be reconciled to both the checkbook and the general ledger.

SECTION 5. Credit Card Procedures:

Only the following are authorized to use the INTERNATIONAL LEADERSHIP OF TEXAS credit card: CEO/Superintendent, CFO.

All authorized users of the INTERNATIONAL LEADERSHIP OF TEXAS credit card assume the responsibilities pertaining to the use and reconciliation of the credit card. The INTERNATIONAL LEADERSHIP OF TEXAS credit card shall only be used for school business expenditures. It may not be used for personal purchases and/or cash transactions and shall be maintained by the highest level of security. Employees issued an INTERNATIONAL LEADERSHIP OF TEXAS credit card must receive prior, documented approval from the CEO/Superintendent before the use of the credit card. Each credit card transaction by any user must be accompanied by appropriate

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documentation such as original receipts
documenting each transaction.

SECTION 6. Activity Funds

SECTION 6.1. Parent/Volunteer Groups. CFO shall develop procedures for parent and school volunteer groups to follow in the collection of funds. Such procedures should distinguish between what the school is collecting and what the parent group is collecting. See Texas Education Code §12.108 for allowable fees that may be collected by INTERNATIONAL LEADERSHIP OF TEXAS.

SECTION 6.2. Activity Expenditures. The following individual(s) is/are authorized to approve activity expenditures: Campus Principal.

100.120. ACCOUNTING FOR CAPITAL ASSETS

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

SECTION 1.1. Capital Asset. A capital asset for INTERNATIONAL LEADERSHIP OF TEXAS is an asset that is:

- a. Tangible in nature;
- b. Has a life that exceeds one year;
- c. Is valued at \$5,000 per unit; and
- d. Is reasonably identified and controlled through a physical inventory system.

SECTION 1.2. Documentation. The CFO shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS maintains accurate records of capital assets in accordance with applicable rules.

SECTION 1.3. Inventory. CFO will ensure that a physical inventory of capital assets takes place once every two years in accordance with rules.

SECTION 1.4. Financial and Compliance Report. For purposes of the Financial and Compliance Report, the CFO shall ensure that the report includes:

- a. An exhibit in the financial and compliance report identifying all capital assets and the ownership interest of local, state, and federal parties; or
- b. A statement that all property acquired during the term of the INTERNATIONAL LEADERSHIP OF TEXAS, and all property presently held by INTERNATIONAL LEADERSHIP OF TEXAS, may be considered public property.

100.140. INVESTMENT OF STATE FUNDS

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. Compliance. The CEO/Superintendent shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS invests state funds in accordance with applicable state law and rules. The investment of state funds shall be made with judgment and care and not for speculation, but for investment, considering the probable safety of capital and the probable derived income.

SECTION 2. Investment Management Firm and/or Officer. The CEO/Superintendent may determine to recommend to the Board to contract with an investment management firm that is registered under the appropriate governmental entities to provide for the investment and management of the funds. Such a contract shall not exceed two years. If the Board determines to renew any such contract the board shall issue the appropriate order or resolution.

SECTION 3. Discrete Maintenance of Records. The CEO/Superintendent shall ensure that all investments will be maintained in a discrete, charter investment account, separate from any other of INTERNATIONAL LEADERSHIP OF TEXAS's accounts.

SECTION 4. Investments. The following investments have received approval by the Board for the one year period from July 1, 2013 to June 30, 2014.

1. Money Market/Mutual Fund: Risk Free Investment with a goal of at least .25%.

100.160. PAYROLL

SECTION 1.1. Accurate & Timely Payroll. The CEO/Superintendent shall ensure that school employees are paid accurately and timely in accordance with applicable laws and rules

SECTION 2.2. Paydays.

- a. Exempt Employees. The paydays for exempt employees shall be on the 28th of each month. When the 28th falls on a weekend or holiday, the payday will be the previous work day.
- b. Non-exempt Employees. The paydays for non-exempt employees shall be on the 28th of each month. When the 28th falls on a weekend or holiday, the payday will be the previous work day.

SECTION 2.3. Withholding of Wages. The CEO/Superintendent shall ensure that the wages of school employees are not withheld except as expressly required or expressly permitted by applicable laws and rules.

100.180. PROPERTY

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.

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SECTION 1. Public Property Held in Trust

SECTION 1.1. Public Property. An interest in real estate or personal property acquired, improved, or maintained using state funds that were received by INTERNATIONAL LEADERSHIP OF TEXAS on, or after, September 1, 2001, is public property for all purposes under state law.

SECTION 1.2. Public Property Held in Trust. Public property is held by the INTERNATIONAL LEADERSHIP OF TEXAS in trust for the benefit of enrolled students.

SECTION 2. Use of Public Property

SECTION 2.1. Allowable Use. The CEO/Superintendent shall ensure that public property shall only be used for a purpose for which a school district may use school district property and only to implement a program that is described in the open-enrollment charter and is consistent with the Texas Education Code §12.102.

The CEO/Superintendent also shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS employees, agents, contractors, and management companies do not use or apply public property for any purpose but a program described in INTERNATIONAL LEADERSHIP OF TEXAS's charter.

SECTION 2.2. Exception to Allowable Use. Employees of INTERNATIONAL LEADERSHIP OF TEXAS may use local telephone service, cellular phones, electronic mail, and Internet connections for incidental personal use under the following conditions:

- a. Such incidental personal use must not result in any direct cost paid with state funds. If this does happen, the CEO/Superintendent shall ensure that the employee which caused the direct cost to be incurred by INTERNATIONAL LEADERSHIP OF TEXAS shall reimburse INTERNATIONAL LEADERSHIP OF TEXAS;
- b. Such incidental personal use shall not impede the functions of INTERNATIONAL LEADERSHIP OF TEXAS;
- c. The use of public property for private commercial purposes is strictly prohibited; and,
- d. Only incidental amounts of an employee's time for personal matters, comparable to reasonable coffee breaks during the day, are authorized under this section.

SECTION 2.3. Violations of Section 2.

SECTION 2.3.1. Employee Violations. The CEO/Superintendent shall ensure that a violation of Section 2 of this policy by an employee of INTERNATIONAL LEADERSHIP OF TEXAS shall have disciplinary consequences which may include termination of employment.

SECTION 2.3.2. Contractor Violations. The CEO/Superintendent shall ensure that each contract between INTERNATIONAL LEADERSHIP OF TEXAS and another party includes language stating the allowable use of public property and that a violation of the allowable use may lead to termination of a contract. If a contract is terminated based on a violation of Section 2 of this

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policy INTERNATIONAL LEADERSHIP OF TEXAS will compensate the entity for services performed as required by law.

SECTION 2.4 Joint Use of Real Property. The Board President shall ensure that the Board takes a separate vote to approve any joint use of real property for charter and non-charter activities. In the meeting minutes of the vote approving the joint use, the Board Secretary shall ensure that the minutes set forth the methodology used to allocate shared costs and the percentage allocation basis between charter and non-charter activities.

SECTION 3. Lease of INTERNATIONAL LEADERSHIP OF TEXAS Facilities

INTERNATIONAL LEADERSHIP OF TEXAS may lease its facilities to various organizations such as those that are educational, religious, or civic in nature. However, the availability of facilities for lease by out- side entities will depend on INTERNATIONAL LEADERSHIP OF TEXAS's own needs and convenience.

100.200. PURCHASING & CONTRACTING

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. Public Works Contracts

SECTION 1.1 Applicable Law. In awarding contracts that will involve the construction, repair, or renovation of a structure, road, highway, or other improvement or addition to real property, the INTERNATIONAL LEADERSHIP OF TEXAS, will comply with Chapter 271, Subchapter B, of the Local Government Code. The CEO/Superintendent shall ensure that all applicable advertisement notice bid requirements are satisfied.

SECTION 1.2. Bidding Threshold. The CEO/Superintendent shall engage the applicable law when an expenditure of more than \$50,000 in public funds is required.

SECTION 1.3. Contract Award. The CEO/Superintendent shall make a recommendation to the Board concerning the award of a public works projects bid pursuant to this policy.

In determining the contract award, the Board may take into account several factors, including:

- a. The safety record of the bidder;
- b. Whether the bidder, its employees, and agents have relevant and mandatory licensures/registrations;
- c. Complaints and/or accident reports to relevant local and/or state agencies;
- d. The purchase price;
- e. The reputation of the bidder and of the bidder's goods or services;

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- f. The quality of the bidder's good or services;
- g. The extent to which the goods or services meet INTERNATIONAL LEADERSHIP OF TEXAS needs;
- h. The bidder's past relationship with INTERNATIONAL LEADERSHIP OF TEXAS;
- i. The impact on the ability of INTERNATIONAL LEADERSHIP OF TEXAS to comply with the laws and rules relating to historically underutilized businesses;
- j. The total long-term cost to INTERNATIONAL LEADERSHIP OF TEXAS to acquire the bidder's goods or services; and
- k. Any other relevant factor specifically listed in the request for bids or proposals.

Section 1.4. Definition of Safety Record. The safety record includes a bidder's Occupational Safety and Health Administration inspection log for the last three years, a loss analysis from the bidder's insurance career, any known safety violations on previous projects, and a loss history covering all lines of insurance coverage by the bidder.

SECTION 2. Professional Services

SECTION 2.1. Applicable Law. The CEO/Superintendent shall ensure that professional service providers are selected in accordance with the applicable law.

SECTION 3. Cooperative Purchasing Programs

The CEO/Superintendent shall ensure full compliance with all applicable law and rules if INTERNATIONAL LEADERSHIP OF TEXAS has amended its charter to enter into a cooperative purchasing program.

SECTION 4. Other Purchasing and Contracting

Section 4.1 Appropriate Value. In awarding contracts for goods and services that are not governed by Sections 1, 2, or 3 of this policy, the CEO/Superintendent shall ensure that the INTERNATIONAL LEADERSHIP OF TEXAS receives appropriate value for the expenditure.

Section 4.2. Competitive Process Threshold. If an expenditure of school funds for a contract awarded under Section 4.1 will exceed \$50,000, then the CEO/Superintendent shall engage a competitive process before selecting a person or entity to which to make the award.

Section 4.3. Purchase Order Required. The CEO/Superintendent shall establish procedures identifying a purchase order process as the method for purchasing or expending funds. Approval for a purchase or expenditure of funds must be obtained by CFO before the purchase or expenditure of funds is made.

Section 5. Board Approval Required

For any contract or purchase made pursuant to this policy, the board of directors shall approve all contracts valued above \$50,000. The CEO/Superintendent does not have authority to bind the board of directors or the INTERNATIONAL LEADERSHIP OF TEXAS to any contract for goods and services valued above \$ 50,000. Any contract or purchase valued above this amount that is not

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approved by the INTERNATIONAL LEADERSHIP OF TEXAS board of directors is void and ineffective.

Section 6. State Travel Management Program:

Board members, officers, and employees, engaged in travel on official business of INTERNATIONAL LEADERSHIP OF TEXAS, shall utilize the Texas Comptroller's State Travel Management Program where it provides a better value for INTERNATIONAL LEADERSHIP OF TEXAS.

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INTERNATIONAL LEADERSHIP OF TEXAS

Charter Board Policy Module 100: Financial Operations 2012

Date Adopted by the School Board: 05/15/2013

Module 100: Financial Operations 2012

The Financial Operations, Module 100, is the first module of the Model Board Policies. The material included in this module provides a comprehensive summary of statutes and regulations that apply to the financial operations:

Module 200: Charter School Governance & Organization

Module 300: General School Operations

Module 400: Students

Module 500: Open Government

Module 600: Human Resources

Legal Abbreviations Used In the TCSA Model Board Policy Series

Atty. Gen. Op.	Attorney General Opinion
C.F.R	Code of Federal Regulations
Tex. Admin. Code	Texas Administrative Code
Tex. Educ. Code	Texas Education Code
Texas Gov't Code	Texas Government Code
Tex. Labor Code	Texas Labor Code
Texas Local Gov't Code	Texas Local Government Code
U.S.C.A	United States Code Annotated

Date Adopted by the School Board: 05/15/2013

100.020. ANNUAL OPERATING BUDGET

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. Budget Process

SECTION 1.1. FASRG. The CEO/Superintendent will ensure that INTERNATIONAL LEADERSHIP OF TEXAS follows a budgeting process that is consistent with the requirements in the Budgeting Module of the Texas Education Agency's ("TEA") Financial Accountability System Resource Guide.

SECTION 1.2. Chief Financial Officer/CFO. The CFO is responsible for the preparation of the annual budget.

SECTION 1.3. Campus Improvement Plan. Each year before the annual operating budget is drafted the CEO/Superintendent shall ensure that a campus improvement plan, which is based on a needs assessment of INTERNATIONAL LEADERSHIP OF TEXAS, is drafted and finalized. The needs assessment and campus improvement plan shall be completed by June 15th. The campus improvement plan shall inform the drafting of the annual budget.

SECTION 1.4. Adoption. The Board shall formally adopt the budget, in a meeting open to the public, before the fiscal year of July 1st begins and before the expenditure of any funds.

SECTION 1.5. Minutes. The Secretary of the Board will record the adoption of the budget and any amendments in the Board meeting minutes in which the adoption occurs.

SECTION 1.6. Post-Adoption. After the adoption of the budget the CEO/Superintendent and the Board shall review actual fund disbursements compared to the adopted budget and make amendments as needed. This shall occur soon after actual student enrollment is determined.

SECTION 2. Fiscal Compliance

The CEO/Superintendent shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS complies with all state and federal laws and rules concerning the budget and related processes of the school, including but not limited to, laws and rules concerning online budget posting and financial solvency.

Date Adopted by the School Board: 05/15/2013

100.040. USE OF STATE FUNDS

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. Use of State Funds

The CEO/Superintendent of INTERNATIONAL LEADERSHIP OF TEXAS shall ensure that the school uses state funds only for lawful purposes.

SECTION 2. Comingling of Charter & Non-Charter Business Prohibited

The CEO/Superintendent shall ensure that the business activities of INTERNATIONAL LEADERSHIP OF TEXAS that are not directly related to the management and operation of INTERNATIONAL LEADERSHIP OF TEXAS are kept in a separate and distinct accounting, auditing, budgeting, reporting, and recordkeeping systems from those recording the business activities of INTERNATIONAL LEADERSHIP OF TEXAS.

SECTION 3. Interested Transactions

SECTION 3.1. Each member of the Board shall comply with all conflict of interest laws and rules applicable to affected board members.

SECTION 3.2. The CEO/Superintendent shall ensure that the employees of INTERNATIONAL LEADERSHIP OF TEXAS shall comply with all conflict of interest laws and rules applicable to affected employees.

SECTION 3.3. The CEO/Superintendent shall ensure that the following shall be recorded in the accounting, auditing, budgeting, reporting, and recordkeeping systems for the management and operation of the school:

- a. Financial transactions between the school and the non-charter activities of the charter holder;
- b. Financial transactions between the school and an officer or employee of the charter holder or the school;
- c. Financial transactions between the school and a member of the governing body of the charter holder or the school;
- d. Financial transactions between the school and a management company charged with managing the finances of a school; and
- e. Financial transactions between the school and any other person or entity in a position of influence over the charter holder or the school.

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100.060. STATE FISCAL COMPLIANCE

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. Fiscal Year

The INTERNATIONAL LEADERSHIP OF TEXAS Board adopts [\[September 1st\] July 1 through June 30 of the following year](#) as the fiscal year for INTERNATIONAL LEADERSHIP OF TEXAS.

SECTION 2. Financial Accounting

SECTION 2.1. Compliance. The CEO/Superintendent shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS fully complies with: generally accepted accounting principles, Texas Education Agency’s (“TEA”) Financial Accountability System Resource Guide, TEA’s Student Attendance Accounting Handbook, Public Education Information Management System (PEIMS), and any other applicable federal or state standards for financial management systems.

SECTION 2.2. Financial Reporting. The CFO, shall make an accurate, current, and complete disclosure of financially assisted activities in accordance with financial reporting requirements of each grant or subgrant.

SECTION 2.3. Accounting Records. The CFO, shall maintain records that adequately identify the source and application of funds provided for activities assisted with state or federal funds.

SECTION 2.4. Internal Control. The CFO, shall maintain effective control and accountability of all federal grant and sub-grant cash, real and personal property, and other assets obtained with federal funds. The CFO, shall safeguard all such property and assure that it is used solely for authorized purposes.

SECTION 3. Grant Management Standards

SECTION 3.1. Compliance. If INTERNATIONAL LEADERSHIP OF TEXAS receives a grant directly from a state or federal agency the CEO/Superintendent shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS is in compliance with the grant requirements of that state or federal agency.

SECTION 3.2. Employee Time Sheet. If an INTERNATIONAL LEADERSHIP OF TEXAS employee’s compensation is funded by any grant, the CEO/Superintendent shall ensure that the employee maintains a time sheet on which he or she records the time spent during the work day along with a description of the service he or she performed during that time.

SECTION 3.3. Signature. The CEO/Superintendent shall ensure that the time sheets will contain the signatures of the employee that completed the time sheet, a school official, and the INTERNATIONAL LEADERSHIP OF TEXAS’s grant manager.

SECTION 4. Annual Audit by the Charter

SECTION 4.1. Annual Audit. Annually, the President of the Board for INTERNATIONAL LEADERSHIP OF TEXAS shall ensure the engagement of a certified public accountant (“CPA”) to have the financial and programmatic operations of INTERNATIONAL

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LEADERSHIP OF TEXAS audited. INTERNATIONAL LEADERSHIP OF TEXAS shall select and contract only with CPAs that are licensed by the Texas State Board of Public Accountancy and registered as a provider of public accounting services.

SECTION 4.2. Filing with TEA. The CEO/Superintendent shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS timely files a copy of the annual audit report with the TEA division responsible for school financial audits. The report shall include a certificate of the Board which will include the original signatures of both the presiding officer and the secretary of the Board. The certificate shall indicate if the Board approved or disapproved the contents of the report along with the date of the Board's approval or disapproval. This approval or disapproval shall be supported in the Board's meeting minutes. The CEO/Superintendent shall ensure that if the Board disapproved the audit, it shall still be filed with TEA along with a statement identifying the reason(s) for Board disapproval.

SECTION 4.3. Disclosure of Interest. On behalf of the INTERNATIONAL LEADERSHIP OF TEXAS, the CEO/Superintendent shall ensure that all persons with a substantial interest in a management company are separately disclosed in the annual audit.

SECTION 5. Annual Financial Statement

SECTION 5.1. Annual Financial Statement. The CFO of INTERNATIONAL LEADERSHIP OF TEXAS shall prepare, or cause to be prepared, an annual financial statement for each fund subject to the authority of the Board during the fiscal year showing:

- a. the total receipts of the fund, itemized by source of revenue, including taxes, assessments, service charges, grants of state money, gifts, or other general sources from which funds are derived;
- b. the total disbursements of the fund, itemized by the nature of the expenditure; and
- c. the balance in the fund at the close of the fiscal year.

SECTION 6. Annual Financial Management Report

SECTION 6.1. The CEO/Superintendent shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS complies with the reporting procedures TEA develops for charter holders to prepare and distribute the school's annual financial management report.

SECTION 7. Audit by the Commissioner

SECTION 7.1. INTERNATIONAL LEADERSHIP OF TEXAS and its officers, employees and agents shall fully cooperate with an audit by the commissioner of education and will take all actions necessary to secure the cooperation of a management company.

SECTION 8. Attendance Accounting

SECTION 8.1. Compliance. The CEO/Superintendent shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS complies with the TEA Student Attendance Accounting Handbook and all other laws and rules concerning charter school student attending accounting, reporting, and record keeping.

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SECTION 8.2. Responsibility. The CEO/Superintendent, chief campus leaders, and teachers of INTERNATIONAL LEADERSHIP OF TEXAS will be responsible to the Board of INTERNATIONAL LEADERSHIP OF TEXAS and to the state to maintain accurate, current student attendance records;

SECTION 8.3. When Attendance is Taken. Attendance at INTERNATIONAL LEADERSHIP OF TEXAS will be determined by student attendance during second period of each day. INTERNATIONAL LEADERSHIP OF TEXAS will not change the established period in which absences are recorded during the school year;

SECTION 9. PEIMS Data Standard

SECTION 9.1. PEIMS. The CEO/Superintendent shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS's fiscal accounting system is compatible with PEIMS data standards and conforms to Generally Accepted Accounting Principles.

SECTION 9.2. Account Code Structure. The CEO/Superintendent shall ensure that, with the exception of the codes that may be used at local option, INTERNATIONAL LEADERSHIP OF TEXAS shall use the account code structure described in TEA's Special Supplement to the Financial Accountability System Resource Guide, Nonprofit Charter School of Accounts.

Date Adopted by the School Board: 05/15/2013

100.080. FEDERAL FISCAL COMPLIANCE

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. Fiscal Requirements under Title I, Part A of NCLB ("Title I")

SECTION 1.1. Supplement not Supplant. The CEO/Superintendent shall ensure that Title I funds will be used to supplement, not supplant regular non-federal funds.

SECTION 1.2. Documentation. Documentation shall be maintained, or caused to be maintained, by the CEO/Superintendent. The documentation must clearly demonstrate the supplementary nature of federal funds.

SECTION 1.3. Campus Improvement Plan. The CEO/Superintendent shall ensure that Title I funds used by INTERNATIONAL LEADERSHIP OF TEXAS shall be aligned to the campus improvement plan. There shall be no costs expended that are not directly related to the campus improvement plan.

- a. A comprehensive needs assessment shall be conducted that will inform the drafting of the campus improvement plan. The campus improvement plan shall be aligned to the needs assessment and only needs that can be met with current funding levels shall be addressed in the campus improvement plan.
- b. New goals shall be added as new money is identified.
- c. The CEO/Superintendent shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS shall conduct the needs assessment and campus improvement plan prior to any grant application.

SECTION 2. Federal Grant Allowable Expenditures

SECTION 2.1. OMB Circulars. Prior to expending funds, the CEO/Superintendent shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS consults the appropriate OMB Circular, applicable to open-enrollment charter schools, to determine what costs are allowable. The CEO/Superintendent shall ensure that all grant funds are expended in accordance with the circular.

SECTION 3. Time and Effort

SECTION 3.1. Employee Time Sheet. If an INTERNATIONAL LEADERSHIP OF TEXAS employee's compensation is funded by any grant, the CEO/Superintendent shall ensure that the employee maintains a time sheet on which he or she records the time spent during the work day along with a description of the service he or she performed during that time.

SECTION 3.2. Signature. The CEO/Superintendent shall ensure that the time sheets contain the signatures of the employee that completed the time sheet, a school official, and the INTERNATIONAL LEADERSHIP OF TEXAS's grant manager.

SECTION 4. Charter Schools Program (CSP), NCLB Title V, Part B

SECTION 4.1. Compliance. If INTERNATIONAL LEADERSHIP OF TEXAS receives CSP grants, the CEO/Superintendent shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS shall comply and

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use the federal funds in accordance with all statutes, regulations, and approved applications.

SECTION 4.2. Fiscal Control. The CEO/Superintendent shall directly administer or supervise the administration of any projects funded through CSP funds, and shall use fiscal control and fund accounting procedures that ensure proper disbursement of, and accounting for, federal funds.

SECTION 4.3. Conflicts of Interest. INTERNATIONAL LEADERSHIP OF TEXAS Board members and employees shall avoid apparent and actual conflicts of interest. An individual is prohibited from participating in an administrative decision regarding a project funded through CSP funds if the decision is likely to benefit that person or an immediate family member and the person is a public official or has a family or business relationship with INTERNATIONAL LEADERSHIP OF TEXAS.

A person is prohibited from participating in a project to use his or her position for a purpose that is, or gives the appearance of being, motivated by a desire for a private or financial gain for that person or for others.

SECTION 4.4. Procurement. When using CSP funds to enter into a contract for equipment or services the CFO, shall comply with the applicable federal procurement standards. No Board member, employee, officer, or agent of INTERNATIONAL LEADERSHIP OF TEXAS may participate in the selection, award, or administration of any contract supported by federal funds if a real or apparent conflict of interest exists.

SECTION 5. Use of Federal Grant Funds for Procurement

SECTION 5.1. Compliance. When expending federal grant funds, CFO shall ensure compliance by INTERNATIONAL LEADERSHIP OF TEXAS's employees, officers, and agents with all applicable federal and state procurement standards and policies. Violations of applicable laws or policies may lead to disciplinary consequences including and up to termination of employment or removal from any officer position if applicable. The CEO/Superintendent shall develop procedures that ensure compliance with the following provisions:

- a. The purchase of unnecessary items will be avoided;
- b. The solicitation of bids or offers must provide a clear and accurate description of the requirements to be fulfilled by the bidder, technical requirements to be performed including the minimum acceptable standards, specific features of brand name or equal descriptions that bidders are required to meet, the acceptance of products and services dimensioned in the metric system of measurement, a preference, where economically feasible, for products that conserve natural resources, protect the environment, and are energy efficient;
- c. Positive efforts shall be made to utilize small businesses, minority-owned firms, and women's business enterprises whenever possible;
- d. The type of procurement instruments used (e.g. purchase orders) must be appropriate for the particular procurement;

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- e. Contracts are made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement;
- f. Procurement documents shall be made available, upon request, to appropriate government officials when:
 - i. Procurement procedures fail to comply with the standards in this section;
 - ii. The procurement is expected to exceed the small purchase threshold (currently \$25,000) and is to be awarded without a competitive bidding process or there is only one bid received in response to a solicitation;
 - iii. The procurement which is expected to exceed the small purchase threshold, specifies a brand name product;
 - iv. The proposed award over the small purchase threshold is to be awarded to a bidder under a sealed bid procurement; or
 - v. A proposed contract modification changes the scope of a contract or increases the contract amount by more than the amount of the small purchase threshold.

SECTION 5.2. Open and Free Competition. The CEO/Superintendent shall ensure that all procurement transactions are conducted in a manner that provides open and free competition. Awards must be made to the bidder/offeror whose bid/offer is responsive to the solicitation and is most advantageous to INTERNATIONAL LEADERSHIP OF TEXAS, considering price, quality, and other relevant factors deemed appropriate by the CEO/Superintendent.

SECTION 5.3. Conflicts of Interest. The CEO/Superintendent shall ensure that no employee, officer, or agent of INTERNATIONAL LEADERSHIP OF TEXAS, who has a real or apparent conflict of interest, participates in the selection, award, or administration of a contract supported by federal funds. Employees, officers, and agents may also not solicit or accept favors, gratuities, or anything of monetary value from contractors or their agents.

SECTION 5.4. Record Documentation. The CEO/Superintendent shall ensure there is a cost or price analysis made and documented with every procurement action. He/she shall also ensure the evaluation of the contractor performance and document whether the contractor has met the terms, conditions, and specifications of the contract. Procurement records for purchases over the small purchase threshold shall also contain the following information:

- a. The basis for contractor selection;
- b. The justification for lack of competition when competitive bids or offers are not obtained; and
- c. The basis for award cost or price.

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SECTION 5.5. Mandated Contract Provisions. The CEO/Superintendent shall ensure that all legally mandated provisions are included in each procurement contract.

SECTION 6. Breakfast Program Child Nutrition Programs

SECTION 6.1. National School Breakfast Program Participation.

If at least 10 percent of enrolled students in INTERNATIONAL LEADERSHIP OF TEXAS are eligible for free or reduced-price breakfasts under the national school breakfast program, provided for by the Child Nutrition Act of 1966, the INTERNATIONAL LEADERSHIP OF TEXAS shall participate in the program and make the benefits of the program available to all eligible students.

The CEO/Superintendent shall ensure the school's compliance with all federal and state rules governing administration of the program.

SECTION 6.2. National School Lunch Program.

The COO/Chief Operations Officer shall ensure compliance with all federal and state rules governing the administration of the National School Lunch Program.

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100.100 CASH MANAGEMENT & CREDIT CARD PROCEDURES

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.

School funds are public funds. Consequently, all expenditures of school funds, including cash expenditures, shall be documented and accounted for by daily receipts.

As a general rule, cash will not be used to make purchases except from petty cash, as described below. School checks shall not be made payable to “Cash”.

The CEO/Superintendent of INTERNATIONAL LEADERSHIP OF TEXAS shall ensure that appropriate “separation of duties” are complied with in the handling of all money transactions, including reconciliation.

SECTION 1. Accounting for Cash Transactions

SECTION 1.1. Documentation. All cash transactions shall be recorded in writing, such as by hand a written receipt, which shall be signed and dated by the individual who receives the cash. Staff members who receive or collect money from parents or teachers shall document from whom the money was received and in what amount. A copy of the receipt shall be kept with the cash received. Such money shall be submitted to the principal’s administrative assistant on the same school day as it is received. The administrative assistants will consolidate all funds received and then submit to the budget clerk the same day for depositor following day when there is an after hours school event.

SECTION 1.2. Depositing Cash. The CFO shall be responsible for ensuring that cash received is deposited in INTERNATIONAL LEADERSHIP OF TEXAS’s bank account. Deposits shall be made whenever cash receipts total \$500, or, at a minimum, weekly. A copy of the validated deposit slip shall be returned to the school on same day the deposit is made or the next day after the deposit is made.

SECTION 1.3. Petty Cash Prohibited. The use of petty cash shall not be allowed at INTERNATIONAL LEADERSHIP OF TEXAS.

SECTION Checks

SECTION 2.1. INTERNATIONAL LEADERSHIP OF TEXAS Checks. Any authorized check drafted on INTERNATIONAL LEADERSHIP OF TEXAS’s bank account over \$999.99 shall have two authorized check signers. The following INTERNATIONAL LEADERSHIP OF TEXAS officers are authorized to sign checks from INTERNATIONAL LEADERSHIP OF TEXAS’s bank account on behalf of INTERNATIONAL LEADERSHIP OF TEXAS:

CEO/Superintendent,

CFO.

President of the Board of Directors.

Each check must be completed in its entirety before it is signed by either party.

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SECTION 2.2. Checks Received. Checks received shall be endorsed “for deposit only” and shall either be deposited when the total amount is at least \$500 or at least weekly, whichever is more frequent.

SECTION 2.3. Check Requests. Services or products rendered, reimbursement requests with original receipts, or mileage reimbursements may receive payment with a check. A check request form must be completed by the requestor and approved with a signature by the CFO. The check request form shall contain the name of the payee, the date the check is requested to be written, the amount of the check, a brief description for the issuance of the check, and the funding source that will be drawn from. Checks made payable to “Cash” are prohibited. The check request shall then be submitted to the budget clerk for processing. All check request forms shall be maintained by the budget clerk in the district financial office.

SECTION 2.4. Check Acceptance Policy. Parents of students enrolled at INTERNATIONAL LEADERSHIP OF TEXAS and employees of INTERNATIONAL LEADERSHIP OF TEXAS must receive prior notice from INTERNATIONAL LEADERSHIP OF TEXAS that in the event a check they have submitted to INTERNATIONAL LEADERSHIP OF TEXAS is returned for insufficient funds, or any other reason, INTERNATIONAL LEADERSHIP OF TEXAS shall collect from the check maker the amount originally due in addition to any fee assessed to INTERNATIONAL LEADERSHIP OF TEXAS by the bank because of the returned check.

SECTION 3. Paying Bills with State or Federal Grant Funds

SECTION 3.1. Grant funds shall not be requested from the Texas Education Agency until INTERNATIONAL LEADERSHIP OF TEXAS is prepared to pay any outstanding balances within three days from when the funds are deposited in INTERNATIONAL LEADERSHIP OF TEXAS’s bank account. The CFO shall ensure that all bills, including payroll and related withholding taxes, shall be paid by INTERNATIONAL LEADERSHIP OF TEXAS within three working days from when such funds are deposited in INTERNATIONAL LEADERSHIP OF TEXAS’s bank account.

SECTION 4. Bank Reconciliations

CFO is responsible for bank reconciliations a minimum of once a month. Each INTERNATIONAL LEADERSHIP OF TEXAS bank statement, assets, and liabilities shall be reconciled to both the checkbook and the general ledger.

SECTION 5. Credit Card Procedures:

Only the following are authorized to use the INTERNATIONAL LEADERSHIP OF TEXAS credit card: CEO/Superintendent, CFO.

All authorized users of the INTERNATIONAL LEADERSHIP OF TEXAS credit card assume the responsibilities pertaining to the use and reconciliation of the credit card. The INTERNATIONAL LEADERSHIP OF TEXAS credit card shall only be used for school business expenditures. It may not be used for personal purchases and/or cash transactions and shall be maintained by the highest level of security. Employees issued an INTERNATIONAL LEADERSHIP OF TEXAS credit card must receive prior, documented approval from the CEO/Superintendent before the use of the credit card. Each credit card transaction by any user must be accompanied by appropriate

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documentation such as original receipts
documenting each transaction.

SECTION 6. Activity Funds

SECTION 6.1. Parent/Volunteer Groups. CFO shall develop procedures for parent and school volunteer groups to follow in the collection of funds. Such procedures should distinguish between what the school is collecting and what the parent group is collecting. See Texas Education Code §12.108 for allowable fees that may be collected by INTERNATIONAL LEADERSHIP OF TEXAS.

SECTION 6.2. Activity Expenditures. The following individual(s) is/are authorized to approve activity expenditures: Campus Principal.

100.120. ACCOUNTING FOR CAPITAL ASSETS

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

SECTION 1.1. Capital Asset. A capital asset for INTERNATIONAL LEADERSHIP OF TEXAS is an asset that is:

- a. Tangible in nature;
- b. Has a life that exceeds one year;
- c. Is valued at \$5,000 per unit; and
- d. Is reasonably identified and controlled through a physical inventory system.

SECTION 1.2. Documentation. The CFO shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS maintains accurate records of capital assets in accordance with applicable rules.

SECTION 1.3. Inventory. CFO will ensure that a physical inventory of capital assets takes place once every two years in accordance with rules.

SECTION 1.4. Financial and Compliance Report. For purposes of the Financial and Compliance Report, the CFO shall ensure that the report includes:

- a. An exhibit in the financial and compliance report identifying all capital assets and the ownership interest of local, state, and federal parties; or
- b. A statement that all property acquired during the term of the INTERNATIONAL LEADERSHIP OF TEXAS, and all property presently held by INTERNATIONAL LEADERSHIP OF TEXAS, may be considered public property.

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100.140. INVESTMENT OF STATE FUNDS

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. Compliance. The CEO/Superintendent shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS invests state funds in accordance with applicable state law and rules. The investment of state funds shall be made with judgment and care and not for speculation, but for investment, considering the probable safety of capital and the probable derived income.

SECTION 2. Investment Management Firm and/or Officer. The CEO/Superintendent may determine to recommend to the Board to contract with an investment management firm that is registered under the appropriate governmental entities to provide for the investment and management of the funds. Such a contract shall not exceed two years. If the Board determines to renew any such contract the board shall issue the appropriate order or resolution.

SECTION 3. Discrete Maintenance of Records. The CEO/Superintendent shall ensure that all investments will be maintained in a discrete, charter investment account, separate from any other of INTERNATIONAL LEADERSHIP OF TEXAS's accounts.

SECTION 4. Investments. The following investments have received approval by the Board for the one year period from July 1, 2013 to June 30, 2014.

1. Money Market/Mutual Fund: Risk Free Investment with a goal of at least .25%.

100.160. PAYROLL

SECTION 1.1. Accurate & Timely Payroll. The CEO/Superintendent shall ensure that school employees are paid accurately and timely in accordance with applicable laws and rules

SECTION 2.2. Paydays.

- a. Exempt Employees. The paydays for exempt employees shall be on the 28th of each month. When the 28th falls on a weekend or holiday, the payday will be the previous work day.
- b. Non-exempt Employees. The paydays for non-exempt employees shall be on the 28th of each month. When the 28th falls on a weekend or holiday, the payday will be the previous work day.

SECTION 2.3. Withholding of Wages. The CEO/Superintendent shall ensure that the wages of school employees are not withheld except as expressly required or expressly permitted by applicable laws and rules.

100.180. PROPERTY

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.

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SECTION 1. Public Property Held in Trust

SECTION 1.1. Public Property. An interest in real estate or personal property acquired, improved, or maintained using state funds that were received by INTERNATIONAL LEADERSHIP OF TEXAS on, or after, September 1, 2001, is public property for all purposes under state law.

SECTION 1.2. Public Property Held in Trust. Public property is held by the INTERNATIONAL LEADERSHIP OF TEXAS in trust for the benefit of enrolled students.

SECTION 2. Use of Public Property

SECTION 2.1. Allowable Use. The CEO/Superintendent shall ensure that public property shall only be used for a purpose for which a school district may use school district property and only to implement a program that is described in the open-enrollment charter and is consistent with the Texas Education Code §12.102.

The CEO/Superintendent also shall ensure that INTERNATIONAL LEADERSHIP OF TEXAS employees, agents, contractors, and management companies do not use or apply public property for any purpose but a program described in INTERNATIONAL LEADERSHIP OF TEXAS's charter.

SECTION 2.2. Exception to Allowable Use. Employees of INTERNATIONAL LEADERSHIP OF TEXAS may use local telephone service, cellular phones, electronic mail, and Internet connections for incidental personal use under the following conditions:

- a. Such incidental personal use must not result in any direct cost paid with state funds. If this does happen, the CEO/Superintendent shall ensure that the employee which caused the direct cost to be incurred by INTERNATIONAL LEADERSHIP OF TEXAS shall reimburse INTERNATIONAL LEADERSHIP OF TEXAS;
- b. Such incidental personal use shall not impede the functions of INTERNATIONAL LEADERSHIP OF TEXAS;
- c. The use of public property for private commercial purposes is strictly prohibited; and,
- d. Only incidental amounts of an employee's time for personal matters, comparable to reasonable coffee breaks during the day, are authorized under this section.

SECTION 2.3. Violations of Section 2.

SECTION 2.3.1. Employee Violations. The CEO/Superintendent shall ensure that a violation of Section 2 of this policy by an employee of INTERNATIONAL LEADERSHIP OF TEXAS shall have disciplinary consequences which may include termination of employment.

SECTION 2.3.2. Contractor Violations. The CEO/Superintendent shall ensure that each contract between INTERNATIONAL LEADERSHIP OF TEXAS and another party includes language stating the allowable use of public property and that a violation of the allowable use may lead to termination of a contract. If a contract is terminated based on a violation of Section 2 of this

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policy INTERNATIONAL LEADERSHIP OF TEXAS will compensate the entity for services performed as required by law.

SECTION 2.4 Joint Use of Real Property. The Board President shall ensure that the Board takes a separate vote to approve any joint use of real property for charter and non-charter activities. In the meeting minutes of the vote approving the joint use, the Board Secretary shall ensure that the minutes set forth the methodology used to allocate shared costs and the percentage allocation basis between charter and non-charter activities.

SECTION 3. Lease of INTERNATIONAL LEADERSHIP OF TEXAS Facilities

INTERNATIONAL LEADERSHIP OF TEXAS may lease its facilities to various organizations such as those that are educational, religious, or civic in nature. However, the availability of facilities for lease by out- side entities will depend on INTERNATIONAL LEADERSHIP OF TEXAS's own needs and convenience.

100.200. PURCHASING & CONTRACTING

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. Public Works Contracts

SECTION 1.1 Applicable Law. In awarding contracts that will involve the construction, repair, or renovation of a structure, road, highway, or other improvement or addition to real property, the INTERNATIONAL LEADERSHIP OF TEXAS, will comply with Chapter 271, Subchapter B, of the Local Government Code. The CEO/Superintendent shall ensure that all applicable advertisement notice bid requirements are satisfied.

SECTION 1.2. Bidding Threshold. The CEO/Superintendent shall engage the applicable law when an expenditure of more than \$50,000 in public funds is required.

SECTION 1.3. Contract Award. The CEO/Superintendent shall make a recommendation to the Board concerning the award of a public works projects bid pursuant to this policy.

In determining the contract award, the Board may take into account several factors, including:

- a. The safety record of the bidder;
- b. Whether the bidder, its employees, and agents have relevant and mandatory licensures/registrations;
- c. Complaints and/or accident reports to relevant local and/or state agencies;
- d. The purchase price;
- e. The reputation of the bidder and of the bidder's goods or services;

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- f. The quality of the bidder's good or services;
- g. The extent to which the goods or services meet INTERNATIONAL LEADERSHIP OF TEXAS needs;
- h. The bidder's past relationship with INTERNATIONAL LEADERSHIP OF TEXAS;
- i. The impact on the ability of INTERNATIONAL LEADERSHIP OF TEXAS to comply with the laws and rules relating to historically underutilized businesses;
- j. The total long-term cost to INTERNATIONAL LEADERSHIP OF TEXAS to acquire the bidder's goods or services; and
- k. Any other relevant factor specifically listed in the request for bids or proposals.

Section 1.4. Definition of Safety Record. The safety record includes a bidder's Occupational Safety and Health Administration inspection log for the last three years, a loss analysis from the bidder's insurance career, any known safety violations on previous projects, and a loss history covering all lines of insurance coverage by the bidder.

SECTION 2. Professional Services

SECTION 2.1. Applicable Law. The CEO/Superintendent shall ensure that professional service providers are selected in accordance with the applicable law.

SECTION 3. Cooperative Purchasing Programs

The CEO/Superintendent shall ensure full compliance with all applicable law and rules if INTERNATIONAL LEADERSHIP OF TEXAS has amended its charter to enter into a cooperative purchasing program.

SECTION 4. Other Purchasing and Contracting

Section 4.1 Appropriate Value. In awarding contracts for goods and services that are not governed by Sections 1, 2, or 3 of this policy, the CEO/Superintendent shall ensure that the INTERNATIONAL LEADERSHIP OF TEXAS receives appropriate value for the expenditure.

Section 4.2. Competitive Process Threshold. If an expenditure of school funds for a contract awarded under Section 4.1 will exceed \$50,000, then the CEO/Superintendent shall engage a competitive process before selecting a person or entity to which to make the award.

Section 4.3. Purchase Order Required. The CEO/Superintendent shall establish procedures identifying a purchase order process as the method for purchasing or expending funds. Approval for a purchase or expenditure of funds must be obtained by CFO before the purchase or expenditure of funds is made.

Section 5. Board Approval Required

For any contract or purchase made pursuant to this policy, the board of directors shall approve all contracts valued above \$50,000. The CEO/Superintendent does not have authority to bind the board of directors or the INTERNATIONAL LEADERSHIP OF TEXAS to any contract for goods and services valued above \$ 50,000. Any contract or purchase valued above this amount that is not

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approved by the INTERNATIONAL LEADERSHIP OF TEXAS board of directors is void and ineffective.

Section 6. State Travel Management Program:

Board members, officers, and employees, engaged in travel on official business of INTERNATIONAL LEADERSHIP OF TEXAS, shall utilize the Texas Comptroller's State Travel Management Program where it provides a better value for INTERNATIONAL LEADERSHIP OF TEXAS.

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Attachments

The following files are attached to this PDF: You will need to open this document in an application that supports attachments (i.e. [Adobe Reader](#)) in order to access these files.

Attachment A_ April 18 2018_ ASP- college apps and acceptances deidentified.xlsx

Attachment B_ April 18 2018_ Scholarships Totals_ Senior Class.xlsx