



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

Special Board Meeting

Date and Time

Wednesday February 7, 2018 at 5:30 PM CST

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 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.

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
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I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

C. Approve Minutes

Approve
Minutes

Act to approve the Minutes of the January 25, 2018 Board Meeting.

Approve minutes for January 25, 2018 Regular Board Meeting on January 25, 2018

D. Approve Minutes

Approve
Minutes

Act to approve the Minutes of the January 30, 2018 Board Meeting.

Approve minutes for Special Board Meeting on January 30, 2018

II. Executive/Closed Session

A. Authorization

FYI

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.

III. Board Action Items

A. DISCUSS/ACT ON CEO CONTRACT

Vote

Dr. Alan
Seay

Consider and take possible action on a contract for the Chief Executive Officer.

B. DISCUSS AND ACT ON AUTHORIZED SIGNERS FOR ACCOUNTS

Vote

Dr. Alan
Seay

Consider and take possible action on authorized signers for depository accounts, investment accounts, financial accounts, and corporate charge/ and credit card accounts.

C. DISCUSS/ACT ON POSSIBLE DESIGNATION OF INVESTMENT OFFICER FOR PUBLIC FUNDS INVESTMENT ACT REQ'TS

Vote

Dr. Alan
Seay

Consider and take possible action to designate an investment officer for public funds investment act requirements.

D. DISCUSS/ACT ON POSSIBLE BOARD MEMBERSHIP AND BOARD POSITIONS FOR ILTEXAS

Vote

Dr. Alan
Seay

Consider and take possible action on board membership and board positions for ILTexas.

E. DISCUSS/ACT ON RESOLUTION TO PAY NON-EXEMPT AGPHS EMPLOYEES FOR 2/2/2018 FLU CLOSURE DAY

Vote

Dr. Alan
Seay

Consider and Take Action to Approve a Resolution to pay non-exempt employees at Arlington-Grand Prairie High School for the February 2, 2018 influenza school closure day.

F. DISCUSS/ACT ON RESOLUTION TO PAY NON-EXEMPT HOUSTON CAMPUS EMPLOYEES FOR 1/16-17/18 ICE CLOSURE DAY

Vote

Dr. Alan
Seay

Consider and Take Action to Approve a Resolution to pay non-exempt employees at ILTexas Windmill Lakes Elementary School, Windmill Lakes Middle School, Katy Elementary School, Katy Middle School, Westpark Elementary School, Westpark Middle School, and Katy Westpark High School for the January 16-17, 2018 snow/ice school closure day.

IV. Closing Items

A. Adjourn Meeting	Vote
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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 January 25, 2018 Regular Board Meeting on January 25, 2018	



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

Minutes

January 25, 2018 Regular Board Meeting

Date and Time

Thursday January 25, 2018 at 6:30 PM

Location

1820 N. Glenville Dr., 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 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.

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/s/ Finn Simmenssen, For ILTexas' Board

Directors Present

Clayton Greenberg, Curtis Donaldson, Dr. Lynne Beach, Major General James Williams, Tracy Cox

Directors Absent

None

Directors Left Early

Curtis Donaldson

Guests Present

DeWayne McGary, Dennis Taylor, Dr. Laura Carrasco, Eddie Conger, Finn Simmenssen, Jerry McCreight, John Manning, Pete Chapasko, Ronald Kuehler, Tony Palagonia

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 Jan 25, 2018 @ 6:30 PM at 1820 N. Glenville Dr., Suite 100, Richardson, TX 75081.

C. Approve Minutes

Curtis Donaldson made a motion to approve minutes from the January 24, 2018 Special Board Meeting and Public Hearing of 2016-2017 Charter FIRST Rating on 01-24-18.

Tracy Cox seconded the motion.

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

II. Public Speakers

A. Presence/Absence of Public Speakers Noted

There were no members of the public present with comments for the Board.

III. Executive Closed Session

A. Authorization

The Board entered Executive Session at 6:33 p.m. and returned from Executive Session to resume Open Session at 6:41 p.m.

After acting on the Auditor's Report, which was presented after the Board returned to Open Session, and on the slate of personnel decisions that was discussed in Executive Session, the Board again entered Executive Session at 7:09 p.m., at which time the only Action Item outstanding was "Discuss and act on Board Audit and Finance Committee matters discussed in closed session."

The Board returned to Open Session at 9:27 p.m.

IV. Board Action Items

A. Discuss and Act on Approving Annual Auditor's Report by Auditors Patillo, Brown, Hill

Chief Financial Officer Jerry McCreight introduced Auditor John Manning of Patillo, Brown, Hill. Mr. Manning presented the Report.

Tracy Cox made a motion to approve the Report as presented.

Dr. Lynne Beach seconded the motion.

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

B. Discuss and Act on the Slate of Employee new Hires, Resignations and Terminations

Curtis Donaldson made a motion to approve the slate of new hires, resignations and terminations that was discussed in Executive Session.

Tracy Cox seconded the motion.

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

C. Discuss and Act on Resignation of Board Member and Appointment of New Board Member

The President withdrew this Item from the Agenda, the Item having been acted on in the previous January 24, 2018 Special Meeting.

D. Discuss and act on Board Audit and Finance Committee matters discussed in closed session

Board President James Williams tabled this Item until the next Meeting.

Curtis Donaldson left early.

V. Closing Items

A. Adjourn Meeting

Dr. Lynne Beach made a motion to adjourn the meeting.

Clayton Greenberg 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 9:31 PM.

Respectfully Submitted,
Finn Simmens

Cover Sheet

Approve Minutes

Section:	I. Opening Items
Item:	D. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Special Board Meeting on January 30, 2018



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

Minutes

Special Board Meeting

Date and Time

Tuesday January 30, 2018 at 6:20 PM

Location

1820 N. Glenville Dr., 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 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.

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/s/ Finn Simmenssen, For ILTexas' Board

Directors Present

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

Directors Absent

None

Guests Present

Angela Plata, Dr. Alan Seay, Dr. Laura Carrasco, Eddie Conger, Emily Painter, Finn Simmenssen, Jerry McCreight, Joseph Hoffer, Joseph Roman

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 Tuesday Jan 30, 2018 @ 6:23 PM at 1820 N. Glenville Dr., Suite 100, Richardson, TX 75081.

II. Executive Closed Session

A. Authorization

The Board entered Executive Session at 6:24 p.m.

The Board returned from Executive Session at 10:12 p.m.

III. Board Action Items

A. Discuss and act on non-expansion charter amendment to adopt amended Organizational Chart

Tracy Cox made a motion to approve the non-expansion charter amendment to adopt the amended Organizational Chart.

Dr. Lynne Beach seconded the motion.

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

B. Discuss and Act on job duties and/or job descriptions for executive level positions

Clayton Greenberg made a motion to reassign Mr. Jerry McCreight to be Executive Director of Athletics and other duties as assigned, effective immediately.

Curtis Donaldson seconded the motion.

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

Roll Call

Tracy Cox	No
Major General James Williams	Aye
Dr. Lynne Beach	No
Clayton Greenberg	Aye
Curtis Donaldson	Aye

C. Discuss and act on assignments, reassignments, status and/or hiring of executive level positions

Tracy Cox made a motion to create the positions of CEO, Superintendent, COO, CFO, and General Counsel and approve those job duties and responsibilities.

Clayton Greenberg seconded the motion.

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

Tracy Cox made a motion to hire Dr. Alan Seay as Chief Executive Officer (CEO).

Dr. Lynne Beach seconded the motion.

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

Tracy Cox made a motion to assign Mr. Eddie Conger to the position of Superintendent.

Dr. Lynne Beach seconded the motion.

The board VOTED unanimously to approve the motion.

D. Discuss and act on Board delegation of authority for employment actions

Tracy Cox made a motion to transfer the hiring and firing authority to our CEO and to transfer the responsibility for staffing the central office administration and campus administration to our CEO.

Clayton Greenberg seconded the motion.

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

Tracy Cox made a motion to direct the CEO to staff the central administrative and chief positions.

Clayton Greenberg seconded the motion.

The board VOTED unanimously to approve the motion.

IV. Closing Items

A. Adjourn Meeting

Dr. Lynne Beach made a motion to adjourn the meeting.

Tracy Cox seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:18 PM.

Respectfully Submitted,
Finn Simmenssen

Cover Sheet

DISCUSS/ACT ON RESOLUTION TO PAY NON-EXEMPT AGPHS EMPLOYEES FOR 2/2/2018 FLU CLOSURE DAY

Section: III. Board Action Items
Item: E. DISCUSS/ACT ON RESOLUTION TO PAY NON-EXEMPT AGPHS
EMPLOYEES FOR 2/2/2018 FLU CLOSURE DAY
Purpose: Vote
Submitted by:
Related Material:
Resolution of the Board of Directors - School Closure Payments to Non-Exempt Staff
(Flu Closure Feb. 2018).pdf

RESOLUTION OF THE BOARD OF DIRECTORS OF INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.

D/B/A INTERNATIONAL LEADERSHIP OF TEXAS

WHEREAS, International American Education Federation, Inc., the open-enrollment charter holder of International Leadership of Texas (County-District Number 057848) (“ILTexas”) is generally prohibited from expending public funds for the benefit of an individual; and

WHEREAS, ILTexas is authorized by Education Code 12.107 and Education Code 45.105(c) to utilize public funds for purposes necessary in the conduct of the public schools; and

WHEREAS, the Board recognizes that Arlington-Grand Prairie High School was closed unexpectedly for one day on February 2, 2018 due to infectious disease (flu), causing non-exempt employees to miss work due to unexpected school closure; and

WHEREAS, the Board has determined that the expenditure of school funds in order to pay non-exempt employees at Arlington-Grand Prairie High School due to such unexpected closure is necessary and will benefit ILTexas by increasing employee morale and reducing employee turnover, thereby assisting ILTexas in furthering its educational mission;

NOW, THEREFORE, be it resolved that ILTexas will pay all non-exempt employees assigned to Arlington-Grand Prairie High School and that were scheduled to work on February 2, 2018, and who were prevented from working due to the unexpected school closure, their regular wage payments for the hours in which they were expected to work on February 2, 2018 according to each non-exempt employee’s regular work schedule.

PASSED AND APPROVED BY THE MAJORITY OF MEMBERS OF THE BOARD OF DIRECTORS OF INTERNATIONAL AMERICAN FEDERATION, INC., ON THE 7TH OF FEBRUARY, 2018.

Board Members Voting in Favor:

Major General James Williams
President

Dr. Lynne Beach
Vice-President

Tracy Cox
Secretary

Curtis Donaldson
Member

Clayton Greenberg
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 February 7, 2018, which Resolution is in full force and effect and has not been revoked or amended.

Tracy Cox
Secretary

Date Signed

Cover Sheet

DISCUSS/ACT ON RESOLUTION TO PAY NON-EXEMPT HOUSTON CAMPUS EMPLOYEES FOR 1/16-17/18 ICE CLOSURE DAY

Section:

III. Board Action Items

Item:

F. DISCUSS/ACT ON RESOLUTION TO PAY NON-EXEMPT
HOUSTON CAMPUS EMPLOYEES FOR 1/16-17/18 ICE CLOSURE DAY

Purpose:

Vote

Submitted by:

Related Material:

Resolution of the Board of Directors - School Closure Payments to Non-Exempt Staff
(Houston Snow Closure Jan 2018).pdf

RESOLUTION OF THE BOARD OF DIRECTORS OF INTERNATIONAL AMERICAN EDUCATION FEDERATION, INC.

D/B/A INTERNATIONAL LEADERSHIP OF TEXAS

WHEREAS, International American Education Federation, Inc., the open-enrollment charter holder of International Leadership of Texas (County-District Number 057848) (“ILTexas”) is generally prohibited from expending public funds for the benefit of an individual; and

WHEREAS, ILTexas is authorized by Education Code 12.107 and Education Code 45.105(c) to utilize public funds for purposes necessary in the conduct of the public schools; and

WHEREAS, the Board recognizes that Windmill Lakes Elementary School, Windmill Lakes Middle School, Katy Elementary School, Katy Middle School, Westpark Elementary School, Westpark Middle School, and Katy Westpark High School were close unexpectedly for two days on January 16–17, 2018 due to inclement weather (snow/ice), causing non-exempt employees to miss work due to unexpected school closure; and

WHEREAS, the Board has determined that the expenditure of school funds in order to pay non-exempt employees at Windmill Lakes Elementary School, Windmill Lakes Middle School, Katy Elementary School, Katy Middle School, Westpark Elementary School, Westpark Middle School, and Katy Westpark High School due to such unexpected closure is necessary and will benefit ILTexas by increasing employee morale and reducing employee turnover, thereby assisting ILTexas in furthering its educational mission;

NOW, THEREFORE, be it resolved that ILTexas will pay all non-exempt employees assigned to Windmill Lakes Elementary School, Windmill Lakes Middle School, Katy Elementary School, Katy Middle School, Westpark Elementary School, Westpark Middle School, and Katy Westpark High School and that were scheduled to work on January 16–17, 2018, and who were prevented from working due to the unexpected school closure, their regular wage payments for the hours in which they were expected to work on January 16–17, 2018 according to each non-exempt employee’s regular work schedule.

PASSED AND APPROVED BY THE MAJORITY OF MEMBERS OF THE BOARD OF DIRECTORS OF INTERNATIONAL AMERICAN FEDERATION, INC., ON THE 7TH OF FEBRUARY, 2018.

Board Members Voting in Favor:

Major General James Williams
President

Dr. Lynne Beach
Vice-President

Tracy Cox
Secretary

Curtis Donaldson
Member

Clayton Greenberg
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 February 7, 2018 which Resolution is in full force and effect and has not been revoked or amended.

Tracy Cox
Secretary

Date Signed