

TEXAS EDUCATION AGENCY

Open-Enrollment Charter School Renewal Application

Coversheet

Name of School: George I. Sanchez Charter High School

Current Grade Levels Served: PK, 9 - 12 Additional Grade Levels Requested: NONE

Maximum Grade Levels to be Served: 5

Current Enrollment: 443 Maximum Authorized Enrollment: 500

Name of Sponsoring Entity: Association for the Advancement of Mexican Americans

Check one:	<input checked="" type="checkbox"/> 501(c)(3) Nonprofit Organization
	<input type="checkbox"/> Governmental Entity
	<input type="checkbox"/> College or University

SBOE District: 4

Chairperson of Board of Sponsoring Entity: Carmen Orta

Applicant Mailing Address: 6001 Gulf Freeway, Houston, TX 77023

Contact Phone #: 713-926-1112 Fax #: 713-926-1346

Chief Executive Officer of Sponsoring Entity: Gilbert Moreno

Chief Executive Officer of School: Roberto Lopez

CEO/School Contact Phone #: 713-926-1112 Fax #: 713-926-1346

CEO/School Contact E-mail Address: [REDACTED]

CEO/School Mailing Address: 6001 Gulf Freeway, Houston, TX 77023

School Site Address: SAME  
(If different from above)

I certify that I have the authority as the Chief Executive Officer of the sponsoring entity designated above to make application for renewal of an open-enrollment charter school. I further certify all information contained in this application is complete and accurate, realizing that any misrepresentation could result in disqualification from the charter application process or revocation after award. I authorize the agency to investigate the references included in this application.

Gilberto Moreno 10/27/2000  
Signature of Chief Executive Officer of Sponsoring Entity/Date

Carmen Orta 10/30/2000  
Signature of Chairperson of the Governing Board of the Sponsoring Entity/Date

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## Open-Enrollment Charter School Renewal Application

### 1) CHARTER SCHOOL PERFORMANCE REVIEW

The charter school seeking renewal will submit in a concise manner information that delineates the degree to which they have achieved the measures set forth in their original charter application: student achievement, enrollment, financial, and other measures specifically identified in the original charter application. The charter school will also document the accomplishment of all provisions contained in the charter relating to the educational program [(1), (3), (4), (6), (7), (8), (10), (11), (12), (13) of Oct. 13, 1995 application and components that support the program.

George I. Sanchez ("GIS") Charter High School has demonstrated outstanding success in serving non-traditional, highly at-risk high school students over the last four years. Key components of the Goals & Objectives of our Accountability Plan included plans to: 1.) Increase the number of courses taken by students' per semester compared to prior school history; 2.) Demonstrate increases in average of students' GPA; 3.) Show improvements in Reading, Writing, and Math TAAS scores; 4.) Provide support and incentives for high attendance of the at-risk students we serve; 5.) Improve the overall facilities and resources at the school and 6.) Develop partnerships with business / community groups.

A random sample was made of student achievement data of graduating classes from GIS for the periods 1996-97 through 1999-2000. This data as described below indicates the following successful results:

#### Definitions:

1. Prior School Average Credits Received—Average number of credits earned per year in attendance at schools prior to enrolling at GIS.
2. Grade Point Average (GPA) for Prior Credits Received—The aggregate GPA for credits earned at high school(s) prior to enrolling at GIS.
3. GIS Average credits received—Average number of credits earned per year in attendance at GIS.
4. Credit Earned Increase / (Decrease)—The percentage change in credits earned per year at GIS compared to students' prior high school(s).
5. Grade Point Average (GPA) for GIS Credits Received—The aggregate GPA for credits earned at GIS only.
6. GPA Increase / (Decrease)—The percentage change in students' GPA for credits earned at GIS compared to credits earned at students' prior high school(s).
7. TAAS TLI - Math Initial Attempt—Average TLI of students on the exit level math TAAS on their initial attempt to take TAAS. (Regardless of the school

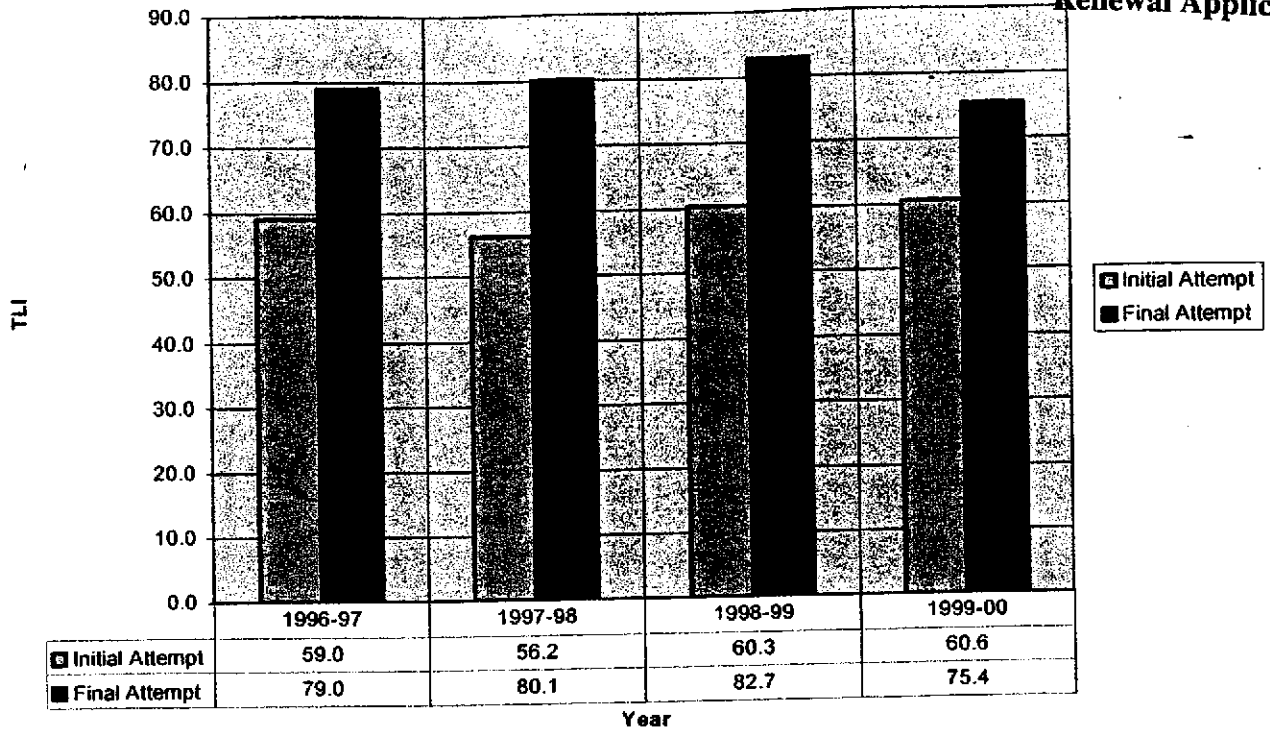
- at which the student took the test.)
8. TAAS TLI - Math Final Attempt—Average TLI of students on the exit level math TAAS on their final (passing) attempt to take TAAS. (All students took the test at GIS, if not previously passed.)
  9. TAAS TLI - Math Increase / Decrease—Average percentage increase or decrease in TLI of students on the exit level math from their initial attempt to their final attempt.
  10. TAAS TLI - Reading Initial Attempt—Average TLI of students on the exit level reading TAAS on their initial attempt to take TAAS. (Regardless of the school at which the student took the test.)
  11. TAAS TLI - Reading Final Attempt—Average TLI of students on the exit level reading TAAS on their final (passing) attempt to take TAAS. (All students took the test at GIS, if not previously passed.)
  12. TAAS TLI - Reading Increase / Decrease—Average percentage increase or decrease in TLI of students on the exit level reading from their initial attempt to their final attempt.

**Summary of Student Data—GIS Graduates**

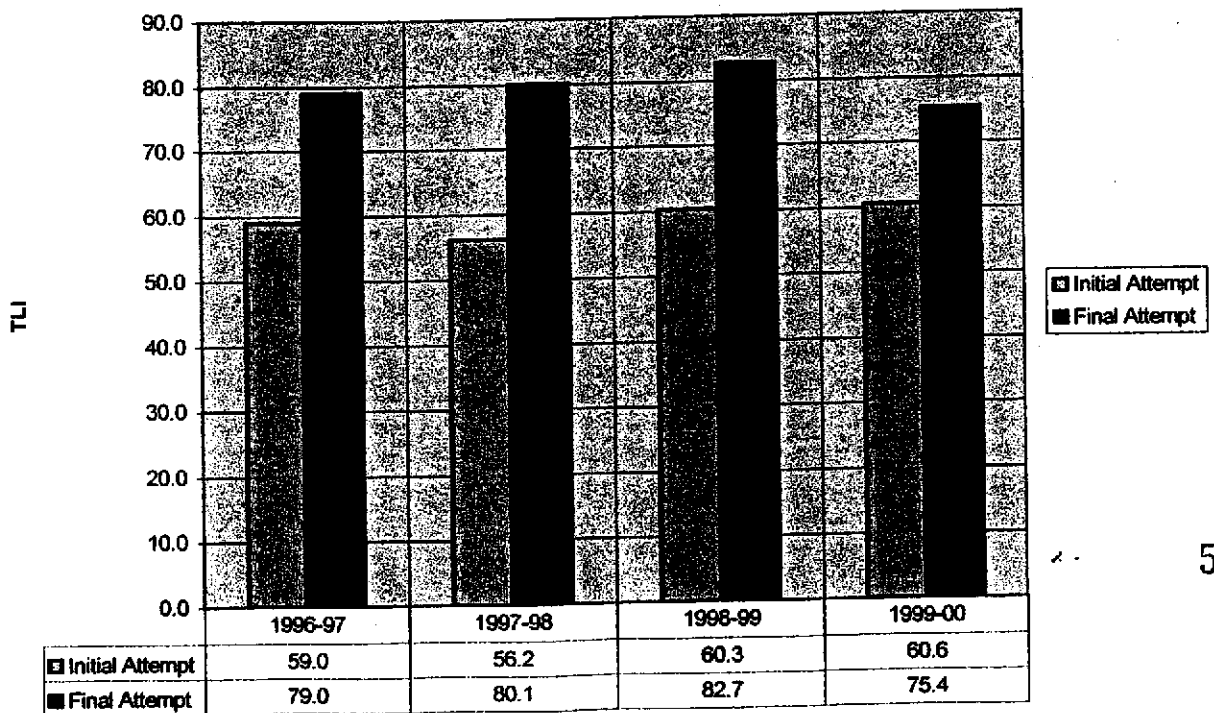
Year	Prior School Average Credits Received	GPA for Prior School Credits	GIS Charter Average Credits Received	GPA for GIS Charter Credits Earned	Credits Earned Increase / (Decr.)	GPA Increase / (Decrease)
1996-97	4.0	1.63	6.2	2.44	55%	50%
1997-98	4.2	1.61	7.1	2.66	70%	61%
1998-99	4.4	2.16	7.4	2.73	60%	27%
1999-00	4.1	1.91	6.9	2.51	52%	31%

The results above indicate significant academic improvements on all students randomly selected for our data sample. The first chart notes substantial improvements for GIS graduates in both credits earned and in the student GPA obtained at GIS Charter High School as compared to the student's prior school academic history. In each year of the Charter School's existence, we noted that GIS earned credits consistently exceeded the credits earned in the prior school ranging from 52% to 70%. Additionally, students at GIS improved their GPA versus their prior school with increases noted from 27% to 61% over the last few years. This is a significant accomplishment as most of these at-risk students either dropped-out, were expelled or chose to leave their prior school.





Reading TAAS TLI



The second and third charts indicate TAAS TLI scores for Math and Reading for GIS graduates, respectively for the period 1996-97 through 1999-2000. The charts note the TLI score on students' initial TAAS attempts (often taken at a prior school) and students' final or passing attempts (in most cases taken at GIS). Each of the years presented clearly demonstrate improvements in TAAS TLI gains ranging from 19% to 43% in each subject. For example, the Math TLI improved from an average of 54.9 to 76.6 in 1999-00, an increase of 39.5%. Thus, not only do students at GIS experience tremendous academic improvements, this is also substantiated on the State of Texas' accountability measurement, the TAAS exam. We did not provide a chart for TAAS Writing results (74% in 2000), but were previously recognized by State Administrators in 1997 for our performance amongst schools with the highest student poverty rate.

The Academic Excellence Indicator System (AEIS) and TAAS Summary Reports provide the following TAAS data:

<u>Reading Objective</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>
Word Meaning	81%	71%	73%	53%
Supporting Ideas	79%	86%	92%	91%
Summarization	70%	64%	70%	77%
Relationships and Outcomes	73%	64%	70%	79%
Inferences and Generalizations	51%	48%	53%	43%
Point of View, Propaganda and Fact/Opin	62%	67%	58%	62%
Met Minimum Expectations	<b>78%</b>	<b>72%</b>	<b>68%</b>	<b>77%</b>
 <b><u>Mathematics Objective</u></b>				
Number Concepts	44%	29%	73%	78%
Algebraic/Math Relations and Functions	50%	37%	52%	75%
Geometric Prop and Relationships	50%	56%	53%	82%
Measurement and Concepts	31%	39%	27%	39%
Probability and Statistics	53%	51%	61%	45%
Use of Addition to Solve Problems	67%	53%	77%	88%
Use of Subtraction to Solve Problems	45%	63%	73%	84%
Use of Multiplication to Solve Problems	22%	40%	47%	78%
Use of Division to Solve Problems	42%	54%	47%	29%
Problem Solving Using Estimation	47%	44%	68%	67%
Problem Solving Using Solution Strat	19%	13%	65%	73%
Problem Solving Using Math Repr	34%	60%	39%	61%
Evaluation of the Reasonableness of a Sol	42%	61%	69%	75%
Met Minimum Expectations	<b>22%</b>	<b>36%</b>	<b>50%</b>	<b>76%</b>

<u>Writing Objective</u>				
Sentence Construction	34%	49%	61%	52%
English Usage	80%	76%	73%	78%
Use of Spelling, Capitalization and Punct	53%	30%	51%	56%
Minimum Expectations	<b>78%</b>	<b>66%</b>	<b>69%</b>	<b>74%</b>

This data also notes some impressive results by our at-risk students. Writing and Reading TAAS results have maintained consistently good results. Math, which was identified as an area of need, has shown dramatic improvements over a four-year period. In 1996, Math scores for students meeting minimum expectations was 22%, but has now risen to a score of 76% in 2000, thus representing an incredible 54 point jump. This data clearly demonstrates the School's commitment in complying with the State of Texas mandated testing program.

## 2. STATEMENT OF NEED

- A. Describe the continuing need of this charter school. Provide evidence that there is a sufficient demand for the educational program you are providing and plan to provide for the next 5 years.
- B. Explain why the charter school model is the appropriate vehicle to address this need.

George I. Sanchez High School was founded in 1973 by several community leaders interested in establishing a dropout recovery program affecting the Mexican American community in the East End neighborhoods of Houston. Dr. Luis Cano, a highly respected high school teacher and educator and the School's founder, led the planning for a new school to meet the needs of students that traditional public high schools were not serving successfully. Early Sanchez students were square pegs in round holes. They were children with labels: at-risk, immigrant, and drop-outs. Most of all, they were children who needed a second chance. This was the vision of Dr. Cano in the early 70's and it continues to be the vision of our school today. As long as such children exist, there will be always be a need for the Sanchez School, which is considered one of the nation's oldest alternative schools.

Much has changed since Sanchez High began operations in 1973. However, one thing that has not changed is the dropout problem among Hispanic students. Census data from 1998 indicates that 8.8% of Hispanic students in grades 10-12 were dropouts. This contrasts sharply with the dropout rates for non-Hispanic White (3.6%), non-Hispanic Black (4.9%), non-Hispanic Asian (3.2%), and our own GIS students (2.5%).

Many would argue that if these figures were presented on the longitudinal method, they would be significantly higher. GIS is one of the first Charter Schools to tackle this problem and is now nationally recognized as one of the most successful Charter Schools in the country targeting former dropouts and at risk students.

Why are Hispanic students more likely to drop out than their peers? *"High School and Beyond"*, a series of studies published by the United States Department of Education, found several common characteristics of dropouts. These characteristics help explain the high Hispanic dropout rate. The study found that students whose families have little or no English-speaking background are much more likely to drop out than those from English-speaking families. Students from single-parent families are also more likely to drop out, as are students who are married or have children of their own. Another characteristic of dropouts is that their parent's were unlikely to have graduated from high school. "In 1985, some 55.1 percent of high school dropouts came from families in which the head of the household had not completed four years of high school

These characteristics are the characteristics of the children we serve. Although GIS welcomes and promotes diversity in both its staff and student body, 97% of our students are Hispanic. Within our own zip code of 77023, 33.3% of all persons over age 25-have less than a 9<sup>th</sup> grade education. Additionally, Spanish is spoken in 69.9% of the households in that zip code. In 1999, 123 Sanchez students, approximately 25% of the students who enrolled in our school, were parents. The students who select George I. Sanchez Charter High School have a history of personal setbacks resulting in incomplete credits, poor attendance, suspensions, expulsions, experiences with substance abuse, and gang involvement. George I. Sanchez Charter High School and AAMA, the sponsoring entity, have a long history of working with this difficult population in the Hispanic community of Houston. The characteristics of our students are the characteristics of students who typically drop out.

The Charter Model has allowed the School to provide a setting that works effectively for the difficult population we serve. Parents who enroll their children at Sanchez Charter High School select the school based on its reputation as a "caring school" with experience in educating at-risk children. GIS provides students the opportunity to be recognized within a smaller environment than the average high school in the Houston area. Our enrollment cap of five hundred students allows teachers and staff to know our students on a much more personal basis. Smaller classes also allow our students to receive greater individual assistance in all their classroom assignments. Student recognition is also an area that is greatly emphasized at Sanchez Charter High School. The smaller enrollment, in comparison to schools with over twenty-five hundred students, allows for more students to receive recognition in the areas of honor roll, perfect attendance, most improved, and co-curricular and extra curricular activities. The charter model encourages innovation and timely solutions to educational needs. For

example, when a need for a highly trained, technically skilled workforce was identified our Advanced Technology Program was rapidly implemented within six months. At-risk students need to experience success; at Sanchez High School, they do.

### 3. VISION OF THE SCHOOL

Describe the long-range vision of the school for the next five years specifically addressing how that vision supports student learning of the Texas Essential Knowledge and Skills and any other learning goals unique to the charter school.

AAMA's George I. Sanchez Charter School (GIS) has a twenty-seven year history of serving students in the Houston area. GIS is one of the most successful educational programs run by a community-based organization in the nation. Education and government agencies and community-based organizations recognize George I. Sanchez High School as one of the exemplary school-based programs in the country that addresses the educational needs of urban youth who are at-risk of dropping out of school. GIS was named one of the "Five Outstanding Schools in the Country" by Hispanic Magazine in 1995.

George I. Sanchez High School was founded by community members and parents to combat the extremely high dropout and failure rate of Mexican-American students living in southeast Houston. GIS has been increasingly successful each year, going from a few dozen students in a pull-out program for middle school and high school students in the early 1970's to a fully accredited academic high school program that serves over four hundred students in grades 9 through 12 and Pre-K. The school utilizes campus type buildings that have been remodeled, and were once used by NASA researchers and administrators in the 1960's and 1970's. In 1999, AAMA constructed a new 31,000 square feet educational center to be used by the Sanchez School in its overall campus. It is believed that this may be the first major construction of new facilities by any Charter School in the country.

George I. Sanchez maintained accreditation with the Texas Alliance of Accredited Private Schools through June 30, 1996. For the 1996-97 school year, GIS was proud to become one of the first generation of charter schools in Texas.

AAMA's mission is "empowerment for the community through education and service". It is our commitment to this mission that has been at the roots of the vision of George I. Sanchez Charter High School. The vision of George I. Sanchez is to provide youth who need a second chance with a strong educational foundation necessary for entry into college and to develop the technological and vocational skills vital for success in the workforce. The school targets youth who have dropped out of school, been expelled, or have attendance or other societal problems, including teen pregnancy, drug abuse, and gang involvement. Our goal is to produce academically prepared, culturally enriched, economically competitive, technologically advanced, productive citizens.

George I. Sanchez recognizes that every student has the potential to succeed in school, can become educationally and psychologically prepared to make positive

choices about their future, and will contribute to the well being of their community and country. To this end, GIS provides a challenging, broadly based curriculum that fulfills state graduation requirements and meets TEKS objectives, including mastery of TAAS-Exit Level. Remediation is provided to students who enter GIS with poor academic skills or need extra help to complete graduation requirements. Mentors from the business community serve as role models, demonstrating what hard work can achieve. Counselors from our own staff and those of other AAMA programs guide students through drug and emotional problems and provide college and career advice to all students. Daycare providers give our parenting students a safe place for their child to stay while they are in school, while parenting classes teach our young parents the skills they need.

Many of GIS's students come to our school having experienced failure in the traditional public schools. Many come from families where little value is placed on education. However, by the time they graduate, and most GIS students do graduate, they recognize their self-worth and are prepared for college or entry into the workforce.

#### 4. GOALS FOR THE SCHOOL

##### A. Student Goals: Improvement and Attainment

##### 1) Goals and Objectives

a) Describe the school's academic goals for student learning for the next 5 years. This section should convey how the charter school addresses requirements relative to the Texas Essential Knowledge and Skills. Note: The goals must identify performance standards that meet or exceed the level of student performance required under the state accountability system (i.e., TAAS). TAAS goals should also be expressed in terms of TLI (Texas Learning Index) improvements. The school may also identify goals for pre/post testing, passing rates, courses passed, end-of-course exams, and other measures.

Sanchez has established the following target areas as its Goals and Objectives for the next five years:

1. Academic performance.
2. TAAS performance
3. Post-Secondary enrollment
4. Advanced Technology Program / Internships

Other goals include the following:

1. Student attendance
2. Parent involvement
3. Extracurricular/Co curricular activities
4. Fine Arts
5. Facilities and resources.

The Site Based Decision Making Committee developed specific goals, performance objectives, and means of evaluation for each of these target areas. Please see these items in Table I below:

- b) Describe any other 5-year goals for student performance unique to the charter school.

See Table I

- 2) List of 3 to 5 clear and measurable school performance objectives for each goal listed above.

See Table I

- 3) Clearly state how progress will be measured relative to each of these objectives. Name assessment instruments to be used.

See Table I

- 4) Clearly state when and how annual progress in meeting objectives will be reported to the SBOE, agency and the public.

A yearly audit by the Site Based Decision Making Committee will be performed by June 30<sup>th</sup> of each year. All reported findings will be submitted to the Sponsoring entity and reported to the public in August of each year. All school goals and objectives will be reviewed and reported each August during the first Open House held for parents and the community. The academic goals reflected in the AEIS will be reported to TEA by the deadlines set by that agency. This information is published annually in the local newspaper and in featured articles.

**Table I**

<b>ACADEMIC GOALS</b>	<b>PERFORMANCE OBJECTIVES</b>	<b>ASSESSMENTS</b>
1. Meet or exceed state TAAS standards	A. At least 77.5% of first time takers will pass the writing sub-section of TAAS. B. At least 77.5% of first time takers will pass the math sub-section of TAAS. C. At least 77.5% of first time takers will pass the reading	I. Examine TAAS and AEIS reports.

	<p>sub-section of TAAS.                  D. GIS will test all eligible students when they reach the 10<sup>th</sup> grade</p>	
<p>2. Implement an effective TAAS preparation plan.</p>	<p>A. All ninth grade students will be pre- and post-tested using previously released Exit Level TAAS tests.                  B. The post-test scores of ninth grade students will increase by 15% over their pre-test scores in each area of math, writing, and reading.</p>	<p>I. Pre and Post Test results.                  II. Compare results of Pre- and Post- TAAS tests</p>
<p>3. Increase the average number of credits students earn each semester.</p>	<p>A. 90% of students in each grade level will complete enough credits to advance to the next grade level each year.                  B. In-house Credit by Exams (CBE's) will be developed for all core academic courses.                  C. Distance learning courses will be available to qualified GIS students.</p>	<p>I. Student transcripts                  II. Copies of the CBE's                  III. Sanchez Course Catalogue</p>
<p>4. Encourage qualified graduates to attend post-secondary educational institutions.</p>	<p>A. 50% of GIS graduates will enroll in a post-secondary academic institution within two years of graduation or completion of military service.                  B. At least 15 universities, colleges, and trade schools will be invited to a College Day each year.                  C. Graduating seniors will have the opportunity to attend a minimum of two field trips per year to a post-secondary educational institution.                  D. All seniors must complete a portfolio that includes a minimum of two applications to colleges and three letters of recommendation.</p>	<p>I. Follow-up data                  II. College Day Agendas                  III. Field trip student lists                  IV. Portfolio copies</p>



<p>5. Expand the Advanced Technology Program.</p>	<p>A. At least 3 technology courses will be offered per semester. maintain and expand existing partnerships with the business community to provide at least 15 internships for students in the Advanced Technology Program</p>	<p>I. Examine master schedule. II. List of business partners</p>
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**B. Other School Goals**

- 1) Describe the goals of the school as an entity for the next 5 years. (growth, facilities development, etc.)

See Table II

- 2) List 3 to 5 clear measurable performance objectives for each goal listed above.

See Table II

- 3) Clearly state how progress will be measured relative to each of these objectives. Name assessment instruments to be used.

See Table II

- 4) Clearly state when and how annual progress in meeting objectives will be reported to the SBOE, agency and the public.

All school goals and objectives will be reviewed and reported each August during the first Open House. The academic goals reflected in the AEIS will be reported to TEA by the deadlines set by that agency.

**Table II**

OTHER GOALS	PERFORMANCE OBJECTIVES	ASSESSMENTS
<p>1. Improve the student attendance rate to meet state standards.</p>	<p>A. Official ADA will improve 2% per year until it meets or exceeds the state minimum of 94%.</p>	<p>I. PEIMS attendance records II. AEIS report.</p>

<p>2. Increase parental involvement in school activities.</p>	<p>A. Conduct at least one open house per semester.          B. A monthly calendar and newsletter will be sent to all parents.          C. All parents will sign a parent contract that requires parental participation in school activities upon enrollment of their child at GIS.          D. Teachers will telephone the parents of all students who are failing or receive an Incident Report for poor conduct.          E. G.I. Sanchez will host two parent workshops targeting identified themes appropriate for parents of at-risk students.</p>	<p>I. Open House sign-in sheets          II. Copy of the calendar and newsletter.          III. Copies of the signed parent contracts          IV. Teachers telephone logs          V. Agenda and sign-in logs for parent workshops.</p>
<p>3. Expand extracurricular/co curricular opportunities available to students.</p>	<p>A. Each teacher will sponsor or cosponsor an activity or club.          B. Develop sports activities including basketball, volleyball and cheerleading.</p>	<p>I. List of clubs/activities and their sponsors.</p>
<p>4. Expose students to the fine arts</p>	<p>A. GIS will provide at least one field trip per semester to selected fine arts institutions or activities.          B. GIS will disseminate information concerning fine arts events in the community to parents monthly.</p>	<p>I. Roster of students attending field trip.          II. Copy of the monthly newsletter.</p>
<p>5. Facilities and resources</p>	<p>A. GIS will maintain adequate facilities to house the capped enrollment.</p>	<p>I. Document by required city ordinances.</p>

5. EDUCATIONAL PLAN

- A. Describe the educational program of the school. Indicate clearly how these areas will be strengthened over the next 5 years.

- 1) Tell how the program incorporates the required minimum curriculum as provided by Section 28.002, Texas Education Code. Describe the scope and sequence of the curriculum as delivered by the charter school with particular attention to the core curriculum, i.e., reading, mathematics, science and social studies.

The G. I. Sanchez Charter High School (GIS) curriculum is based on the Texas Essential Knowledge and Skills determined by the State Board of Education and the Texas Education Agency. Additionally, the school follows the required state mandated 24-credit graduation program established by the State Board of Education and the Texas Education Agency. Each student will take in developmental sequence the following courses:

- 4 years of English/language arts
- 4 years of social studies, including economics and government
- 3 years of science
- 3 years of mathematics
- 2 years of Spanish
- 1 year of physical education
- 1-2 years of computer technology and applications
- 1 year of fine arts
- ½-1 year of health/parenting
- ½ year of speech
- ½ year of careers
- 3 ½ years of electives

The educational program offered provides students with mastery in reading, writing, mathematics, and oral skills. GIS students learn to think creatively, visualize situations, and reason. Students practice respect, self-esteem, sociability, self-management, integrity, and honesty. The curriculum prepares students for higher education or successful entry into the job market. Students may now also opt to take classes that prepare them for careers in the field of information technology. All students, however, are required to utilize the school's computer labs as a tool for learning in content courses. Remediation is provided to students who enter GIS with poor academic skills or who need extra help to complete graduation requirements.

Although our education plan has been successful over the last five years, GIS intends to strengthen it by offering students more choices. One choice for students is our Advanced Technology Program, described below. GIS is committed to expanding its Career and Technology Education programs over the next five years. Sanchez students will be able to select an academic, technical, or vocational concentration. We also will offer Distance Learning courses to our students, allowing them to

take courses that are presently unavailable to them.

- 2) Describe any unique curricular experiences offered by the charter school that enhance student success beyond the minimum curriculum.

The GIS program offers an advanced computer-training program that focuses on providing our students with work force skills that prepare our students with A+, NT and Windows 2000 training. This training leads our students into internships and technology jobs after graduation. This program is strongly supported by the business community and is the initial educational programs sponsored by the Houston Technology Center. This has resulted in new partnerships formed with Compaq, Southwest Bank of Texas, DNS Corp. and Lockheed Martin amongst others. This program was recently featured nationwide in Yahoo Internet Magazine in its September 2000 issue. See Attachment XXII.

- 3) Describe how the program incorporates the Texas Essential Knowledge and Skills (TEKS) into the curriculum and address goals, objectives, and content in all subject areas and grade levels.

The TEKS are the foundation of our curriculum. Each classroom teacher's lessons are based on the TEKS objectives. TEKS objectives must be noted on each teacher's weekly lesson plans. Teachers are required to meet by core subject areas and develop a scope and sequence based on TEKS and identified, applicable TAAS objectives. The Educational plan is reviewed at least annually by the administration and site based committee to ensure that it is in line with TEKS and campus goals.

- 4) Describe the connection between the TEKS, classroom instruction and assessing student progress.

Each teacher's daily lesson plan must include a TEKS objective. Classroom instruction and activities are designed to enable students to master the daily objective. All assessments, including those designed by classroom teachers, measure students' mastery of those objectives.

- 5) Describe how the program prepares students to meet state graduation requirements.

The state graduation requirements are used in each student's initial entry conference. The student's transcript is reviewed and a graduation plan is then formulated based on, at the minimum, the state core graduation requirements. However, most GIS students graduate under the state's recommended high school program. Each student's graduation plan is reviewed each semester. Students are conferenced

and advised of each credit earned and progress toward the required graduation requirements.

- 6) Describe teaching methods used. Tell how this pedagogy enhances student learning. Include information about materials, strategies, techniques and procedures used to meet the needs of the student population.

Much of the focus centers around individualized instruction and identifying the student's academic ability. The teachers also utilize cooperative learning to enhance student involvement and allow students to work with peer-assisted instruction. The students are also exposed to visual learning and manipulatives to strengthen learning concepts. Staff development is provided to teachers to encourage them to incorporate technology into their teaching methodologies. Computer aided instruction contributes to the success of our students, particularly students who are in need of extra work to remediate skills that are behind grade level.

- 7) Describe your assessment of individual student performance in the core academic areas. Describe the instruments used and instructional planning resulting from early assessment of reading in grades K-2, if applicable. Include the process used to determine the baseline of achievement levels of students, the results to be achieved and the methods of measurement to be used.

All students are assessed using the TABE test at the beginning of the school year, or upon enrollment. Results of this testing are used to plan individual student's academic programs. Students are retested with the TABE during the last six weeks of the school year. This data is used to determine student achievement and to suggest curricular changes. TAAS results are also disaggregated and analyzed to assess student performance and needs. Additionally, the school principal reviews student grades in all classes, including the core academic areas, at the end of each six-week grading period.

- 8) Describe the methods to identify the educational strengths and needs of individual students.

As described in the question above, our assessment of the educational strengths and needs of individual students begins upon enrollment with the TABE test. Students whose Home Language Surveys indicate the possibility of a need are assessed with the LAS test to determine ESL eligibility. All students' six weeks grades are reviewed by the support team that is comprised of the superintendent/principal, assistant principal, special populations director, counselors, attendance officer, and site-based committee members to determine a course of

action. The course of action can range from parent contacts, parent conferences, tutorials, or referral for counseling services. Students are also targeted for assistance with the team teaching program that is provided by a support teacher targeting the class periods identified as most in need.

- 9) Describe the extent to which program goals and performance standards are being met.

Sanchez's Campus Improvement Plan included five major goals for 1999-2000. These goals are compared with actual results in the table below:

**Table III**

	<u>Goals for 1999-2000</u>	<u>1999-2000 AEIS Results</u>
<b>Average Daily Attendance</b>	91%	89.1%
<b>Dropout Rate</b>	5%	2.5%
<b>TAAS Writing (1<sup>st</sup> time testers)</b>	76%	74%
<b>TAAS Math (1<sup>st</sup> time testers)</b>	60%	76%
<b>TAAS Reading (1<sup>st</sup> time testers)</b>	76%	77%

Other school goals included expansion of our facilities to include a cafeteria and gymnasium and the creation of a vocational program with an emphasis on technical training. Our facilities expansion goal was realized in August 1999 with the opening of AAMA's Multi-purpose Educational Center. This new 31,000 square foot facility includes a new state-of-the-art computer lab, library, gymnasium, cafeteria, stage, and additional classrooms.

In the spring of 1999, AAMA and Sanchez High School entered into a partnership with DNS Corp to write and implement a long-range technology plan. In January 2000, this partnership began to bear fruit with the creation of Sanchez's Advanced Technology Program in conjunction with the Houston Technology Center. This program prepares students for careers in the information technology field. After its first semester of operation, eight Sanchez students received summer internships. GIS will continue to develop this program, which not only benefits students directly, but which has also allowed us to develop partnerships with several leading corporations in the Houston marketplace.

- 10) Describe how student evaluation results are used by the school to improve instructional programs.

School administrators regularly monitor the results of student evaluations, including those that measure attendance and academic achievement. When monitoring reveals weaknesses in instruction or needed additions to the curriculum, administrators work with the Site Based Decision Making Committee to develop strategies to correct the deficiencies.

- 11) Describe professional development opportunities that will be offered to support the mission of the school.

Sanchez High School recognizes the importance of continued professional development for its staff, teachers, and administrators. For 2000-20001 we received five state waiver days for staff development and have planned a calendar of professional development activities. Topics include: "Modifications for Students with Special Needs," "Implementing TEKS," "Math Across the Curriculum," "Reading Across the Curriculum," "Strategies for At-risk Students," and "Effective Classroom Management." Six staff members are currently attending TIF Tech training. Furthermore, Sanchez provides funds for our teachers and staff to utilize Region IV for professional development. Sanchez will continue to provide professional development opportunities that directly impact our instructional program.

B. Special Needs Students/Programs

- 1) Describe in detail how your school accommodates students with Special Education needs. Address the following:

a) Child Find

GIS has established an on-going system for identifying, locating, and evaluating individuals with disabilities in PK and grades 9-12. The LEA utilizes resources available at the Region IV ESC including bulletin board materials, and student information cards for teacher referrals. The LEA also serves students whose disabilities have been previously identified by:

- 1) Parent verification that the student is disabled and received special education services in his/her previous LEA.
- 2) Verification by a student's previous school district of special education eligibility.
- 3) Evaluation of newly referred students by a trained educational diagnostician contracted by Sanchez.

b) Confidentiality

GIS maintains the confidentiality of all student records,

including those relating to special education. Special education students and their families are ensured that no public access to information regarding them is released without prior written consent. Special education folders are housed in the Special Education Teacher's office in a locked filing cabinet. A list of persons having access to these files is posted on this filing cabinet. Others with a legitimate need to review student records must log their access to the student folder. These may be reviewed only in the presence of the Special Education Teacher or a school administrator. All information gleaned from folder reviews is confidential and for educational use only. All records are held, released, and destroyed in accordance with the Family Education Rights to Privacy Act (FERPA) and the Individuals with Disabilities Act (IDEA).

c) Procedural Safeguards

When a student is initially referred for an individual comprehensive assessment, the LEA provides a copy of *An Explanation of Rights and Procedural Safeguards of a Parent with a Child with Disabilities* to notify the adult students, parents, or guardians of their educational rights. GIS provides the *Procedural Safeguards* to parents and adult students within a reasonable amount of time before GIS proposes or refuses to initiate or change the identification, evaluation, or educational placement of the student. Specifically, parents or adult students are given the *Procedural Safeguards* at the following times:

- 1) Upon initial referral for evaluation;
- 2) Upon each notification of an ARD Committee meeting;
- 3) Upon reevaluation of a child;
- 4) Upon receipt of a request for due process;
- 5) Upon a manifestation determination review, or if a removal is contemplated that constitutes a change of placement.

The special education designee asks parents, adult students, or guardians if they understand their rights and offers further explanation if needed. Parents, guardians, or adult students then document that they have received and understand the *Procedural Safeguards*.

GIS has the *Procedural Safeguards* available in both written English and Spanish. GIS will provide this information in another language or another mode of communication upon request, unless it is clearly not feasible to do so.

d) Notice of Admission, Review and Dismissal (ARD) Committee Meetings



The special education designee notifies the administrator's designee as to the time for and purpose of a student's ARD meeting. The designated person schedules the ARD meeting and sends Notices of ARD to the appropriate people. Every effort must be made to ensure that the student's parents are informed participants in this process. Notices of ARDs are mailed within seven days of the scheduled date of the ARD. If the parent does not respond, a phone call is made to follow up. Time is allowed to reschedule meetings to enable parents to attend. Moreover, all efforts to reach parents are documented and procedural safeguards are sent with each new Notice of ARD.

e) Assessment of Children to determine eligibility

Students are referred to the Special Education Department by teachers or counselors. Upon referral for assessment, the certified Educational Diagnostician has sixty days to complete the assessment and write the accompanying report. The assessment instruments and evaluation materials are administered so as to prevent racial or cultural biases. They are administered in the student's native language. In addition to standardized assessments, information and observations from parents and teachers are reviewed, as well as existing evaluation data and classroom performances. The ARD committee, which includes the parents, makes the final determination as to whether or not the student is eligible to receive special education services. Their determination is based upon the eligibility criteria established for each of the TEA recognized disabilities. In the event that the ARD is unable to reach a consensus regarding eligibility, a licensed diagnostician from the school's approved list conducts an independent assessment. Students must be reevaluated at least once every three years to determine their continued eligibility for special education services.

f) Development and Implementation of the Individual Educational Plan (IEP)

The development of goals and objectives for the IEP is the central component of the ARD meeting. The ARD committee develops, writes, and approves the IEP. All committee members can participate in the IEP's development. The ARD minutes reflect that the IEP draft was accepted and approved after all committee members have an opportunity to add, delete, or change the objectives. IEP's must include the student's present levels of performance; measurable annual goals and short-term objectives;

instructional modifications; and supplemental aids and services to be provided. IEP's must also meet Least Restrictive Environment requirements and provide an explanation and justification for any modifications of state or LEA assessments of the student.

The appropriate instructional staff implements a student's IEP. In most cases, regular education teachers modify their classroom instruction or assessments to meet the student's IEP. The Special Education staff serves as a resource for regular education teachers in this process. The Special Education staff is also responsible for ensuring that required supplemental aides and services are provided.

**g) Least Restrictive Environment (LRE) Placement**

GIS complies with federal LRE Placement requirements. Sanchez special education students are included in regular education classes and activities to the maximum extent appropriate for their diagnosed disability.

**h) Transition Planning**

The school develops an Individual Transition Plan (ITP) for each special education student at least 16 years of age. This ITP is reviewed annually. The ITP is not part of the IEP. Although GIS initiates transition planning, transition services are the responsibility of other state agencies as well. These typically include the Texas Dept. of Human Service, the Texas Department of Mental Health and Mental Retardation, the Texas Employment Commission, and the Texas Department of Protective and Regulatory Services. The transition planning process is collaborative and based on long-range goals. It is based on current information regarding the student's knowledge, skills, interests, capabilities, and preferences.

**i) Certified Personnel for the provision of services to children with special needs**

GIS recognizes the need to acquire certified personnel to serve children with special needs. When a vacancy arises in one of these areas we use the following methods to search for certified personnel:

- 1) Advertise in the local newspaper
- 2) Alert the Region IV ESC personnel services, including their Alternative Certification Program.
- 3) Utilize private educational placement agencies
- 4) List vacancies on Internet job search sites

GIS contracts certified personnel to provide additional special education services beyond the scope of that offered by our own personnel.

j) Services to Expelled Students

Students with special needs whose behavior warrants expulsion continue to receive services. GIS provides these students with a teacher who gives these students instruction at their residence. An ARD is held prior to this change in placement and IEP are updated and approved. In addition to the homebound placement, alternative educational options are discussed

- 2) Describe how your school meets the needs of children who qualify for other federal programs such as: Title I Part A; Title I Part C; Title I Part D, subpart 2; Title II Part S; Title IV; Title VI Innovative Strategies; Title VI Class-size Reduction Program; and Section 504.

The school participates as a school wide Title I school. When students first enroll at G.I. Sanchez Charter High School, in addition to the interview with a campus administrator, all students are scheduled to meet with the assigned school counselor. The campus administrator serves as the first contact that notes potential areas of concern. The counselor is the second step in identifying students that need to be referred for counseling or as in need of extra assistance. The next step is the six weeks review by the academic team that includes the counselors, administration, attendance officer and site-based committee teachers. This team then makes further recommendations for additional assistance that can include parent conferences, tutoring, extra assigned work, day care services, or other services as needed.

- 3) Describe how your school meets the needs of children who qualify for other state programs such as: Bilingual/English as a Second Language (ESL), State Compensatory Education, Dyslexia, and Gifted and Talented.

Most of the students at George I. Sanchez Charter High School fall as eligible for compensatory education. Over forty students are provided either day care or pre-kindergarten services for their students through the compensatory program. Students that have experienced substance abuse are referred to counseling through Barrios Unidos, as are the students that are identified for discipline problems. Individual and group counseling is also provided to our students through our counseling department. Academic assistance is also provided for those identified students through the academic team.

The ESL program is structured to serve our students with a qualified ESL teacher. All students new to George I. Sanchez Charter High School must complete a Home Language Survey. The process then proceeds to the LPAC committee that meets to review the student achievement data of those identified as LEP students. The students are met with as a group on a six weeks basis and monitored with an assigned clerk from the principal's office. The counselors are also involved in reviewing and conferencing with the identified students that fail to meet the minimum requirements on a six weeks basis.

The School is currently developing a Gifted and Talented program.

- 3) Describe how your school identifies and provides educational support for students who are identified as being "at risk of dropping out of school" as defined in TEC §29.081(d) (see Appendix 1).

The majority of Sanchez students are identified as being "at risk of dropping out of school" as defined in TEC 29.081. These students are identified in several ways:

1. TABE testing upon entry.
2. Review of academic records by the counseling and special education departments.
3. Review of student application and health records to determine if the student is pregnant or parenting.
4. Review of student report cards by school administrators.

GIS serves at-risk parenting students by offering parenting classes and free daycare. Students whose math or reading skills are two or more years behind grade level are given remediation. Students who are overage for their grade level are given the opportunity to take Credit by Exam where appropriate and are counseled concerning Night or Summer School options available at Houston Community College or elsewhere.

- 5) Describe the programs offered for the charter school to support other student activities (athletics, publications, clubs, and organizations). Describe whether any agreements have been entered into or plans developed with other public or private agencies for the provision of student activities.

Sanchez fields a boy's basketball team, a girl's volleyball team, and a coed cheerleading squad. The faculty is encouraged to sponsor clubs for students. Active clubs include the Senior Class, the Chess Club, the

Art Club, Student Council, and the Horticulture Club. A student newsletter, the "Eagles Nest" is published monthly and the students also produce an annual yearbook.

**C. Admissions Policy**

- 1) Describe the timeline used for admitting students, including the process for the admission lottery for students.

Within the limits of our maximum enrollment of 500, Sanchez accepts all PK and 9-12 grade applicants who live within our geographic boundaries. Our enrollment period consists of the months of June and July of each year. As subscriptions have not exceeded our maximum enrollment, all applicants are accepted. Should subscriptions exceed our maximum enrollment in subsequent years, a lottery will be held two weeks before the first day of classes. Before enrollment students must complete an application packet and interview with a school administrator or counselor.

- 2) Explain how these policies further the mission of the school in a non-discriminatory fashion.

Our mission is to serve students who are at-risk of dropping out. Until we reach our enrollment limit, all students who are not under expulsion from a public school are accepted without regard to race, religion, gender, or previous educational achievement. While applicants must interview with a school administrator or counselor, the results of the interview are used to determine the applicant's needs and explain school policies. Interviews have no role in determining whether or not the applicant is accepted.

**6. SCHOOL DEMOGRAPHICS**

- A. Describe the school's enrollment projections for the next five years. Describe: the school's maximum enrollment goal, grades to be served, the number of students expected in each grade or grouping, and the maximum class size allowed. (Any increase in the grade levels served and maximum enrollment as specified on the cover sheet of this application, and any increase in maximum class size must be approved by the SSOE.)

Currently, Sanchez has an enrollment of approximately 450 students. We expect to meet and maintain our charter limit of 500 students during the next five years. We serve PK and grades 9-12 and plan to continue to do so. We project 30 PK students per year, 170 9th graders, 125 10th graders, 100 11<sup>th</sup> graders, and 75 12<sup>th</sup> graders. Maximum class size is 26; however, most classes will contain 22 or fewer students, and the current average class size

is under 20.

- B. Describe the community or region where each campus of the school is, or will be located.

Sanchez High School is located in an area known as the "East End" of Houston. The 1990 Census data indicates that this area is the most predominantly Hispanic area of the city. Nearby census tracts contain a population that is 79.5% to 99% Hispanic, compared to the overall Hispanic population of Harris County, which is only 26.2% Hispanic. In 1990, the Census found 19,526 Spanish-speaking households in the 77023 zip code (site of Sanchez High), as compared to 8,423 households where only English was spoken. Census tracts in this area are also among the lowest in household income. Median income in the area was \$19,610, as compared with \$26,261 for the entire city. Two key sections in the area we serve, Manchester and Canal Street (census tracts 321.02 and 311) contain some of the highest number of total youth in poverty of inner-city areas in Harris County.

7. GEOGRAPHIC BOUNDARIES AND STATEMENTS OF IMPACT

- A. Describe the geographic area served by the school. Include a map showing boundaries clearly marked. Include a written description that clearly explains the area to be served. Note: this description must be specific and definite. For example, descriptions such as "southwest portion of the city" or "the greater metropolitan area" are insufficient. Acceptable definitions include those identifying the area in terms of city or county limits, street names, and boundaries of school districts or zip codes.

The geographic area served by GIS consists of the following zip codes: 77003, 77004, 77006, 77011, 77012, 77020, 77021, 77023, 77030, 77033, 77054, 77051, 77087, 77081. See Attachment I.

- B. Provide a list of all districts within the geographical area that are affected by the charter school, including those districts from which the charter school will accept transfers.

Houston Independent School District

- C. Statements of Impact

- 1) The sponsoring entity must send a copy of the *Statement of Impact* form to the superintendents of all school districts and open-enrollment charter schools that are likely to be affected by the renewal of the charter school, including those districts from which the charter school

will accept transfers.

We will send the required Statement of Impact to the Houston Independent School District. Additionally, we are sending the Statement of Impact form to the Raul Yzaguirre Charter School and the University of Houston School of Technology Charter School. In a previous amendment request, we visited with Dr. Rod Paige, HISD Superintendent, to discuss ways that the Sanchez School benefits HISD. During this amendment request, HISD did not respond negatively on this Statement of Impact.

8. COMMUNITY SUPPORT

- A. Provide information on the manner in which community groups are involved in the charter school renewal process and describe future plans.

Sanchez maintains contact with community groups in our area through our parent organization, AAMA. AAMA is the leading Hispanic community based organization in the state and provided input throughout the renewal process. Sanchez also held a public meeting on Wednesday, October 18, 2000 to review plans for the charter renewal and solicited community input at that time. Additionally, through its Advanced Technology Program Sanchez maintains, and will continue to maintain, a close partnership with local businesses. The School and the agency maintain a good working relationship with the East End Chamber of Commerce and the Houston Hispanic Chamber of Commerce. Numerous Corporate and community volunteers assist at the School in mentoring programs including Southwestern Bell Hacemos group. The Precinct IV Constables are also very involved in our school and use the facilities for recreational activities. Annually, the agency sponsors the Senior Olympics in coordination with Harris County Senior Services Division.

- B. Discuss any business arrangements or partnerships with existing schools, educational programs, businesses, or non-profit organizations. (Include letters from each entity represented) See Attachment II.

The faculty, staff, and students of Sanchez are excited by the strong partnership the school has developed with local businesses. The genesis of this partnership is our relationship with DNS Corporation to provide advanced technical training for our students that meets the demands of the business community. Our partnership with DNS allows us access to major Houston companies such as Enron, Southwest Bank, Lockheed Martin, Compaq, and the Houston Technology Center. These companies provide financial support for our Advanced Technology Program and offer insight into the kinds of technical training that will benefit both our students and our community. In

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turn, GIS will supply these companies with the opportunity to hire highly trained employees, who have the skills these companies need to remain competitive. This past summer, after only one semester of operation, the program was able to award eight Sanchez students with summer internships at these companies. This is an area that GIS will concentrate on during the period covered by our next charter.

- C. Prior to submission of the application each applicant must publish the following statement in a newspaper of general distribution in the geographic area proposed for the school. The statement must also be mailed to the city council and commissioner's court with jurisdiction over the geographic area. Attach evidence of publication.

This notice was published in the *Houston Chronicle* on Monday, October 16, 2000. See Attachment III

- D. As the renewal application is being prepared the applicant shall hold a hearing within the charter school's geographic area stating a purpose to publicly review the renewal application for the charter school. Any person may be present and participate in the meeting. The applicant shall provide for publication of notice of the meeting in a newspaper of general distribution in the geographic area proposed for the school. A copy of the notice for, as well as minutes from the meeting (identifying presenters and a summarization of the presenters' comments) must accompany this application. This notice may be combined or published concurrently with the notice of intent required above.

This notice was published in the *Houston Chronicle* on Monday, October 16, 2000. See Attachment III

## 9. HUMAN RESOURCE INFORMATION

- A. Describe your human resources policies as applicable governing salaries, contracts, hiring, and dismissal, evaluation, sick and other leave, and benefits, (Provide salary schedules, sample contracts and copies of policies on other issues in Attachments.)

It is the policy of AAMA, Inc. and George I. Sanchez High School to implement fair and effective personnel policies. To this end, GIS implemented a salary scale for the faculty in July 2000. This scale exceeds state minimum salary requirements for teachers. (See Attachment IV) Previous to this date, salaries were negotiated between the teacher and the school principal, but in all cases met or exceeded state requirements.

The President and CEO of AMMA, Inc. or his designee is the only agent



authorized to enter into a written employment agreement on the behalf of GIS with any employee. These agreements are made upon the recommendation of the School Principal. Except for that of the School Principal, all GIS employee agreements are at-will agreements. Please see Attachment V for a complete description of AAMA's policies regarding contracts. See Attachment VI for a sample contract.

AAMA, Inc. is an equal opportunity employer. Individuals are hired solely on the basis of their qualifications and ability to do the job to be filled. GIS faculty and staff are hired upon the recommendation of the School Principal after interviewing with the principal and at least one other person and successfully completing a criminal record check. When practicable, members of the Site Based Decision Making Committee comprise the interview committee for faculty openings. Day Care staff are interviewed and recommended by the Day Care Director, Security Officers by the Chief of Security, and kitchen staff by the Food Service Director.

It is the policy of AAMA, Inc. to terminate employment because of an employee's resignation, discharge, or retirement; the expiration of an employment contract; or a permanent reduction in the work force. Discharge can be for any reason not prohibited by law. In the absence of a specific written agreement, employees are free to resign at any time and for any reason, and AAMA reserves the right to terminate employment an any time and for any lawful reason.

Performance appraisals are the responsibility of the School Principal and are conducted by him or his designee. GIS utilizes the Professional Development Appraisal System (PDAS) to evaluate its faculty. These evaluations are conducted by school administrators who are certified in PDAS. Other personnel are evaluated by their supervisors.

A state minimum personal leave program consisting of five days per year of personal leave, with no limit on accumulation and no restrictions on transfer among districts, shall be provided for all GIS employees. (TEC 22.003(a)) GIS employees retain any sick leave accumulated as state minimum sick leave. State sick leave may be used only for illness of an employee or the employee's immediate family, a family emergency, or death in the employee's immediate family. Additionally, all full-time permanent professional and support employees shall earn an additional seven workdays of local sick leave and two days of local personal leave per school year, at a rate of one day per month of employment. Please see Attachment VII for further details of GIS's leave policy.

AAMA provides GIS employees with a range of benefits. These include a medical and dental plan, life insurance, and 403(b) retirement plan. All benefits provided are described in official documents that are kept on file in the Human Resources Department, and are available for examination by any plan participant or beneficiary. See Attachment VIII for a complete description of benefits.

B. Administrators

- 1) Provide a notarized Biographical Affidavit for each administrator of the school.

See Attachments.

- 2) Powers and duties.
  - a) Name the school's Chief Executive Officer. Describe the chain of command (attach an organizational chart).

The Chief Executive Officer of the Sponsoring Entity, AAMA, is Gilbert Moreno. Roberto Lopez is the school Superintendent and Principal of GIS. The Assistant Principal is Wendell Beene. Mr. Beene's primary responsibility is student discipline. Kent Jones is the Business Manager and Director of Special Projects. Mr. Jones also oversees PEIMS, textbooks, Title I and other federal funds, and other grants. Darlene McCourt is the School Nurse and is in charge of the school's daycare. Gus Garcia is the Chief of Security. Finally, Phadria Taylor is the Cafeteria Manager. See Attachment IX.

- b) Provide a complete job description for the CEO, school academic director, financial director and other administrative personnel.

The Executive Director is responsible for the administration of all AAMA projects in accordance with funding source guidelines and Board of Director's policies. The Executive Director determines overall corporation policy and direction, and is ultimately responsible for all corporation staff activities. The Executive Director acts as chief liaison with funding sources and the communities being served by AAMA projects and acts as Chief Advisor to the Board of Directors concerning overall corporation policies and direction.

The School Principal/Superintendent acts as the chief executive administrator of the charter high school, responsible for the effective execution of policies adopted by the Texas Education Agency and the Board of Directors. He/she manages the administration of all charter high school operations and assigns personnel responsibilities. The Principal/Superintendent directs and manages the instructional program and supervises operations at the campus level. He/she provides instructional leadership to ensure high standards of instructional service, directs the implementation of charter high school policies and instructional programs, and manages the operation of all campus activities.

The Controller is responsible for the general accounting and

payroll functions of the Agency, and the preparation of reports and statistics reflecting financial results. He/she formulates and administers approved accounting practices throughout the Agency to assure that financial and operating reports accurately reflect the condition of the business and provide reliable information necessary to control operations.

The Assistant Principal is responsible for assisting the School Principal/Superintendent in the effective execution of policies adopted by the Texas Education Agency and the Board of Directors. He/she assists in managing and administering all charter high school operations, the instructional program, and operations at the campus level. The Assistant Principal is also responsible for managing student discipline.

The Director of Special Populations/Business Manager is responsible for assisting the Principal/Superintendent in the effective execution of policies adopted by the Texas Education Agency and the Board of Directors. He/she manages the PEIMS department and is responsible for accurate and timely PEIMS data submissions. Additionally, he/she is responsible for completion of Title I and other federal, state, or private grants, ensuring compliance with grant requirements, and assists the Principal/Superintendent in preparing the school budget

C. For Faculty and Staff

- 1) Include a description of the qualifications required for all classroom teachers and staff.

All GIS teachers must be degreed. Certification is required for the ESL and Special Education teachers, and preferred for all others. Increasing the percentage of certified teachers is an on-going goal. We also seek teachers with experience working with at-risk populations. Our teachers must also be able to pass a background check.

- 2) Describe the staff size and the teacher-to-student ratio.

The Sanchez faculty consists of twenty-three teachers. This results in a teacher-to-student ratio of approximately 19.6 to 1.

- 3) Provide complete job descriptions of all charter school faculty and staff, including instructional and non-instructional duties.

Teacher—A teachers primary job is to provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Teachers enable students to develop competencies and skills to function successfully in society. They must:

1. Develop and implement lesson plans that fulfill the requirements of the GIS and state curriculum and show written evidence of preparation as required.
2. Prepare lessons that reflect accommodations for differences in learning styles
3. Present subject matter according to guidelines established by TEA, board policies, and administrative regulations.
4. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students.
5. Conduct assessments of student learning cycles and use results to plan instructional activities.
6. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans.
7. Use technology to strengthen the teaching/learning process.
8. Conduct ongoing assessment of student achievement through formal and informal testing.
9. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the Superintendent/Principal.
10. Be a positive role model for students.
11. Create a classroom environment conducive to learning.
12. Manage student behavior in accordance with the *Student Code of Conduct*.
13. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
14. Assist in the selection of books, equipment, and other instructional materials.
15. Establish and maintain communication by conducting conferences with parents, students, administrators, and other teachers.
16. Maintain a professional relationship with colleagues, students, parents, and community members.
17. Participate in staff development activities to improve job skills.
18. Keep informed of and comply with state and school regulations and policies for classroom teachers.
19. Compile, maintain, and file all reports, records, and other documents required.
20. Attend and participate in faculty meetings and serve on staff committees as required.

Counselor—Plans, implements, and evaluates a comprehensive program of guidance, including counseling services. Provides a proactive, developmental guidance program to encourage students to maximize personal growth and development. Major responsibilities include:

1. Teach school developmental guidance curriculum to students.
2. Help teachers incorporate guidance-related information into the existing curriculum.
3. Provide guidance to individuals and groups of students to develop educational plans and career awareness.
4. Consult parents, teachers, administrators, and other relevant people to enhance their work with students.
5. Address culturally sensitive issues for staff and students.
6. Work with school personnel and community members to obtain resources for students.
7. Use an effective referral process to help students and others use special programs and services.
8. Participate in planning and evaluation of campus standardized testing program.
9. Interpret test and other appraisal results appropriately.
10. Plan school guidance and counseling programs to ensure that they meet identified needs.
11. Compile, maintain, and file all reports, and other documents required.
12. Comply with policies established by federal and state law, State Board of Education rules, and board policy in the areas of guidance and counseling.
13. Comply with all school routines and regulations.
14. Model behavior that is professional, ethical, and responsible.]
15. Participate in professional development to improve skills relative to job assignment.

School Nurse—The person in this position is responsible for the implementation and management of the school health program, which is designed to serve each learner through delivery of preventive care, provision of health education, and the promotion of a healthful school environment.

1. Delivers professional care utilizing the nursing process to all students according to school policy.
2. Develops a health management plan and provides clinical case management for students who are medically fragile and/or have specialized health care needs.
3. Provides student health inspection and serves faculty

- and staff as an advocate and resource for health.
4. Implements health screening programs according to district and state guidelines.
  5. Provides health counseling for students, parents, and staff.
  6. Promotes a healthful and safe environment by comprehensive management of the district/state immunization and communicable disease programs.
  7. Establishes and maintains a reporting and recording system which utilizes current technology in health data collection.
  8. Manages the school day care and ensures compliance with all federal, state, and local regulations.

**Facility Manager**—Oversees and manages the total functioning of the school facilities to ensure smooth and safe day and night operations in the areas of maintenance, custodial care, events management, emergency fire and safety procedures, security systems, key control, and information services. Key responsibilities include:

1. Oversee and manage day and night programs, activities, and related services from an event management perspective including room set-up and breakdown, clean-up, equipment use, audio-visual needs, security, and room condition.
2. Train, supervise, and evaluate operations staff and oversee special projects; serve as departmental liaison, public safety, grounds departments and other contracted services during the hours of operation.
3. Work with security to coordinate emergency, fire, and safety evacuation procedures and crisis for timely resolution.

**Administrative Secretary**—Organizes and manages the routine work activities of the Superintendent/Principal's office and provides clerical services to administrators. Major responsibilities include:

1. Prepare correspondence, forms, reports, etc., for the Superintendent/Principal or his designee using personal computer and typewriter.
2. Compile pertinent data as needed when preparing various state and local reports.
3. Maintain physical and computerized school files.
4. Perform routine bookkeeping tasks.
5. Assist with the preparation of purchase orders and payment authorizations.

6. Monitor and process personnel time records including leave requests and reports; compile information and submit to accounting.
7. Answer incoming calls, take reliable messages, and route to appropriate staff.
8. Maintain a schedule of appointments and make travel arrangements.
9. Receive, sort, and distribute mail and other documents to appropriate staff.
10. Maintain confidentiality of information.

Clerk/Receptionist—Under direct supervision provide reception and clerical assistance for the efficient operation of the school central office. Duties include:

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
2. Greet and help visitors.
3. Assist public, staff, and students as needed.
4. Maintain a visitor log and issue visitor passes.
5. Prepare correspondence using a personal computer and typewriter.
6. Maintain computerized files using personal computer.
7. Assist with preparation of materials for mailing, including preparing labels, stuffing envelopes, etc.
8. Provide clerical assistance as needed.
9. Maintain confidentiality.

D. Code of Conduct

- 1) Describe in detail your school rules or guidelines governing student behavior.

Each student receives a copy of the *Student Code of Conduct* during his/her initial interview, and must sign a statement acknowledging its receipt. This *Student Code* has been approved by our Board of Directors and describes our school discipline management plan. The *Student Code* outlines four levels of misconduct and prescribes a range of consequences appropriate to the level of misconduct. It also describes the responsibilities of students, parents, teachers, and administrators for behavior management. Level I offenses are minor offenses which generally occur in the classroom and can be corrected by the teacher, often with a phone call to the student's parent. Level II offenses are more serious and require administrative intervention. These offenses are listed in the *Student Code* and include activities such as skipping and displays of gang symbolism. Level II

consequences can include required conferences with the student and his/her parent, detention, behavioral contracts, and in-school suspension. Level III offenses include fighting, profanity, and misdemeanor vandalism. At this level, the consequence is generally suspension for up to three days per occurrence. Level IV offenses are felonies and require expulsion.

- 2) Describe the school's policies regarding student expulsion and suspension. Include a description of procedures that satisfy due process requirements.

Students may be suspended for a violation of Level III of the *Student Code of Conduct*. Students who violate Level IV of the *Code* must be expelled. When the Assistant Principal determines that a suspension is the proper penalty for a Level III violation, the parent is called and asked to pick-up their child. The parent is given a "Notice of Suspension" and must attend a conference with the Assistant Principal and the student before the student may return to classes. In the case of an expulsion, the parent is mailed a "Notice of Expulsion." This notice sets a time for an expulsion hearing. The parent is advised that they may bring a representative or advocate to the hearing. Others present for the expulsion hearing include the Superintendent/Principal, the Assistant Principal, the student, and the parent. The Superintendent/Principal acts as the hearing officer and is charged with determining whether or not the student will be expelled based on the evidence presented by the Assistant Principal and any rebuttal offered by the parent(s), the student, or their representative. If the Superintendent/Principal rules against the student, he or she may appeal to the Board of Directors.

- 3) Describe the school's mandatory student attendance plan and its fit with the code of conduct and the mission of the school.

GIS observes the state compulsory attendance regulations and mandates that a student attend at least 90% of the days that school is in session. Attendance is monitored daily by administrators and by the Truancy Officer. The Truancy Officer is charged with making contact with all students who are absent, either by phone or a home visit. Upon the third unexcused absence, the Truancy Officer serves the student with a warning notice that the next unexcused absence may result in the filing of a complaint with the Justice of the Peace for violating state compulsory attendance laws. When necessary, the Truancy Officer does file a complaint with the Justice of the Peace.

Students who fail to attend at least 90% of the days that school is in session are denied credit. GIS has a plan that allows students to make up missed days after school. As a last resort, students may appeal



their denial of credit to an Attendance Committee.

## 10. BUSINESS PLAN

### A. Financial Management

- 1) Provide a copy of the current year's budget with revenues and expenditures to date. See Attachment X.
- 2) Present a 1 year projected budget covering all projected sources of revenue, both public and private, and planned expenses using the state template. See Attachment XI.
- 3) Provide a copy of the current business procedure handbook the school uses; describe the policies, procedures, and forms for the daily business operation.

See Attachment XII.

- 4) Provide a copy of the current monthly budget status report to the board of directors.

See Attachment XIII

- 5) Describe the financial accounting and payroll accounting system that is used and the system's capacity to use the state mandated financial accounting system in the Public Education Information Management System (PEIMS).

The agency utilizes a combination of the RSCCC system and the MIPS accounting system for financial accounting purposes for the Sanchez School. The School has its own separate bank account at Southwest Bank of Texas and is kept separate from any other accounts of the Sponsoring Entity. A separate general ledger is also maintained for the School and the MIPS program tracks the different School funds in separate sub-ledgers. The ADP Payroll system is utilized for all GIS employees. PEIMS information is reported through the RSCCC system.

- 6) Provide a copy of the most recent annual financial audit report.

See Attachment XIV

### B. Facility Management

- 1) Description of and address for the physical facility.

The school address is 6001 Gulf Freeway, Houston, Texas 77023. The Sanchez School is located on I-45 South, about 4 miles south of

Houston's downtown area. GIS occupies three single story brick structures, denoted as B-3, C-5, and C-6, that were once part of the original NASA office complex. These buildings were constructed in 1963 (B-3), 1970 (C-5), and 1971 (C-6) and renovated during the 1980s and 90's. Additionally, in July 1999 GIS moved into AAMA's Multipurpose Educational Center (MPEC), a two story 31,000 square foot brick building that was constructed in the field that once lay between the "B" and "C" buildings. This new construction also allowed us to connect all four of the school's buildings with covered walkways.

- 2) Describe special use areas of the facility including playground/athletic areas, cafeteria, laboratories, general assembly areas, library, etc.

Most of the special use areas are contained in the MPEC building. This building includes a gymnasium with a multi-purpose court. This permits the gymnasium to be converted into a cafeteria during lunch and an assembly area when needed. A full-service kitchen supports the cafeteria and allows us to prepare and serve our students' lunch. A stage and bleachers facilitate the use of this versatile area for assemblies and theatrical productions. The MPEC also contains a computer lab, a science lab, a library with approximately 3500 titles, and a room wired for distance learning.

Building C-6 houses a fully accredited day care for children of our students and staff.

- 3) Discuss any progress, partnership developments or future steps towards acquisition of a facility/land.

N/A—At this time we do not anticipate a need to acquire additional facilities or land.

- 4) Attach a copy of a lease agreement, deed to property or purchase agreement as applicable.

See Attachment XV

#### C. Student

- 1) Describe your school attendance accounting procedures. Attach a current school year calendar and identify the hours of school operation including a description of teacher/student contact hours.

Teachers take attendance every period; however, second period is the official attendance period. Attendance is taken on Attendance Cards, which are signed, legal documents. The Attendance Cards are collected and delivered to the PEIMS department. The PEIMS Coordinator or the PEIMS

Clerk then enters student absences into the RSCCC program. RSCCC is used to report data to the Texas Education Agency. The school is in operation from 8:00 a.m. until 3:25 p.m. Teachers teach seven forty-five minute classes. Students attend eight forty-five minute classes, for a total instructional time of 315 minutes per day. See Attachment XVI for the school calendar.

2) Provide a draft of a board policy providing for the admission of students eligible for a Public Education Grant (PEG) under Texas Education Code, Subchapter G, and Chapter 29. Describe how the school will implement the policy. The Texas Education Code states "A student is eligible to receive a public education grant...under this subchapter if the student is assigned to attend a public school campus: 1) at which 50 percent or more of the students did not perform satisfactorily on an assessment instrument administered under Section 39.023 (a) or (c) in any two of the preceding three years; or 2) that was, at any time in the preceding three years, identified as low-performing by the commissioner under Subchapter D, Chapter 39." (TEC 29.202)

It shall be the policy of George I. Sanchez Charter High School (GIS) to accept any student who provides evidence that they are eligible for admission under a Public Education Grant. If GIS has more acceptable applicants for attendance under a Public Education Grant than available positions priority will be given to students at risk of dropping out as defined by TEC 29.081. Available positions must be filled by lottery. Said students will be included in the average daily attendance and may not be charged tuition. Transportation to and from GIS shall be the provided free of charge by the district in which the transferring student resides. (TEC 29.203)

D. Transportation and Food Service

1) Describe transportation provisions, if any, for students served by the charter school.

GIS does not provide transportation for its students. However, the school does invite the Metropolitan Transit Authority onto campus to provide bus passes for students who require bus transportation to school. The school does rent buses for field trips, athletic or academic competitions, and other special events.

2) Describe the provisions for food service, if any, for students served by the charter school, include plans for free or reduced lunch and breakfast programs.

Food service is provided to Sanchez students by a full-service

cafeteria run by a certified Food Service Director. We comply with federal and state health and nutrition regulations. Over 90% of our students receive a free or reduced lunch and breakfast.

E. Describe the methods to be used to attract students to the charter school.

GIS recognizes that the only way to attract and retain students is to provide a quality educational program. However, we alert potential students to our program through an aggressive advertising campaign. For the last three years we have hired a mass mailing company to distribute bilingual flyers to selected area codes within our geographical boundaries. The school also utilizes Public Service Announcements, which air on a local television station. Univision, Channel 45, has been very helpful in running PSA's that have targeted low-income individuals in need. In addition, we maintain contacts with organizations such as the Houston Police Department Gang Intervention Unit, Justice of the Peace Courts, the Mayor's Gang Taskforce, and substance abuse programs. Many of our students are referred to us through organizations such as these.

II. GOVERNANCE OF THE SPONSORING ENTITY

A. Profile of the board members of the sponsoring entity. (not applicable to governmental entities or college/universities)

- 1) Describe the members of the governing board of the sponsoring entity and any other individuals who are working together to apply for a charter renewal, including their names, their backgrounds and experiences, and 3 references for each.

Carmen Orta—Ms. Orta is the current Chairperson of the Board of Directors. She graduated from Houston Community College in 1981. She is active with the East End Chamber of Commerce and the Houston Minority Business Council. She has received numerous awards for her service to the community. Ms. Orta is currently the Vice President of American Communication Services, Inc. Her references are:

Rick Noriega  
State Representative – Texas  
(713) 649-6563

Diane Domenich  
East End Chamber of Commerce  
(713) 926-3305

Mary Margaret Hansen  
East End Management District  
(713) 928-9916

Jacob Monty—Mr. Monty received his B.A. from the University of Texas at Arlington in 1991, having completed his entire undergraduate curriculum in 18 months. He completed a law degree at the University of Houston Law Center in 1993. In addition to serving on the AAMA board, Mr. Monty serves on the Harris County Hospital District Review Commission, Greater Houston Restaurant Association, and the Texas Commission on Private Security. Currently, Mr. Monty is the President of Monty Law Firm. His references are:

Mr. Michael Jang  
318 Sawdust Rd.  
The Woodlands, TX 77380  
(281) 363-0021

Mr. Miguel Moreno  
2670 N. Main Street, Ste. 370  
Santa Ana, CA 92705  
(714) 664-0600

Mr. Raul Romero  
3535 Sage Rd.  
Houston, TX 77056  
(713) 645-4141

Maria (Cris) Garza—Ms. Garza holds a M.A. in Educational Psychology. She has spent twenty-four years with the Houston Independent School District as a teacher, counselor, Title VII Supervisor, and Parent Involvement Specialist. She is a member of the Texas Counseling Association and the Association of Hispanic School Administrators. Her references are:

Ms. Rose Ann Blanco  
LNESC Director  
2220 Broadway  
Houston, TX 77012  
(713) 641-2364

Ms. Patricia Cabrera  
MALDEF  
4401 Lovejoy  
Houston, TX 77023  
(713) 923-2661

Ms. Deborah Mayorga  
Houston ISD  
3830 Richmond  
Houston, TX 77027  
(713) 892-6674

Henry Gonzales—Mr. Gonzales graduated from the University of Houston with a B.S. in criminal justice. He is a member of the Texas

Juvenile Probation Association and the Texas Gang Investigators Association. He is currently employed by the Harris County Juvenile-Probation Department.

Rosalinda Mora—Ms. Mora is currently the Secretary of the AAMA Board of Directors. She is also active with the Hispanic Chamber of Commerce and Hispanic Women in Leadership.

Elizabeth Cloud—Ms. Cloud holds a B.B.A. in Accounting from the University of Texas. She is currently the owner of Southwest Recovery Place and is a Certified Public Accountant. Her references are:

Ms. Susan Tacker  
1807 Portsmouth  
Houston, TX 77098  
(713) 548-1811

Mr. Charles Osborne  
4100 Clinton Dr.  
Houston, TX 77020  
(713) 676-4188

Ms. Michelle Morgan  
411 Columbia Street  
Houston, TX 77007  
(713) 864-5848

Dina Cisneros— Is a Community Relations Officer with Chase Bank in Houston, Texas.

Raul Dominguez—Mr. Dominguez holds a B.A. in accounting from the University of Texas. He is a member of the International Human Resources Information Management Association and is active with the Houston Livestock Show and Rodeo. His professional career is in sales, and he currently is an Account Manager with Concur Technologies.

Grace Olivares-Hernandez— Presently, she is the Public Affairs Director for a television station in Houston. Ms. Olivares-Hernandez is a member of several organizations, including the National Broadcast Association for Community Affairs, the National Association of Hispanic Journalists, the Houston Hispanic Forum, Hispanic Women in Leadership, and the Miller Theatre Advisory Board. Her references are:

Mr. J. Adam Trevino,  
Sr. VP/General Manager, KXLN-TV 45  
(713) 662-4545

Dr. Dorothy Caram, Houston Hispanic Forum, (713) 665-5398

Mr. Manuel Barrios, Para-legal, Translator  
(713) 720-6262 (pgr)

Olga Ordonez— is Publisher of "La Voz" one of Houston's premier community newspapers targeted to the Hispanic community.

Laura Ramirez—Ms. Ramirez works for Texas Commerce Bank as a Loan Assistant. She received her B.A. from Sam Houston State University and also sits of the Board of the East End Chamber of Commerce. Her references are:

Ms. Janie Barrera  
109 N. San Saba  
San Antonio, TX 78207  
(210) 226-3664

Ms. Juventino Rodriguez  
9301 Southwest Freeway, Ste. 550  
Houston, TX 77074  
(713) 773-6500

Ms. Carmen Strong  
2302 Fanin, Ste. 200  
Houston, TX 77002  
(713) 752-8423

Dr. Rudy Ramos—Mr. Ramos is a practicing dentist. He earned his B.A. at Our Lady of the Lake University and his D.D.S. at the University of Texas. Mr. Ramos is a member of the American Dental Association and the Texas Dental Association. His references are:

Dr. Trey Barker  
(713) 465- 0540

Dr. Derek Tieken  
(281) 334-4944

Dr. James Lloyd  
(713) 722-7353

Rogelio Santos—Mr. Santos received his B.A. from St. Mary's University in 1966. He worked for the U.S. Department of Housing and Urban Development for over 20 years and currently is the owner of

Rogelio Santos & Associates. Mr. Santos references are as follows:

Mr. Melchor Martinez, Jr.  
323 Barrera St.  
San Antonio, TX 78210  
(210) 223-1987

Mr. Rich Jaramillo  
C/O Bank of America-Houston  
700 Louisiana  
Houston, TX 77002  
(713) 247-6021

Mr. Roland Garcia, Attorney  
C/O Locke, Liddell, & Sapp  
Chase Tower-Houston  
Houston, TX 77002  
(713) 226-1200

Fernando Tovar—Mr. Tovar earned a B.A. from Yale, an M.A. from the John F. Kennedy School of Government, and a J.D. from Harvard Law School. He is a member of the Hispanic Bar Association, the Mexican American Bar Association, The American Bar Association, and the State Bar of Texas.

Gilberto Moreno—Mr. Moreno has been the President and Chief Executive Officer of AAMA since 1992. Previously he was a Regional Controller for Coopers & Lybrand and has an extensive accounting background. He earned his C.P.A. in 1984 and his B.A. in Accounting from the University of Texas in 1980. His references are:

Mr. Gasper Mir  
Mir, Fox, and Rodriguez, CPA's  
1300 One Riverway  
Houston, TX 77056  
(713) 622-1120

Mr. John Brooks  
Southwest Bank of Texas  
323 N. Sam Houston Parkway, East  
Houston, TX 77060  
(713) 235-8881 ext. 4200

Mr. Jeff Baloutine



Bank United  
3200 SW Freeway, Ste. 1600  
Houston, TX 77027  
(713) 543-7974

Roberto Lopez—Mr. Lopez is currently the Superintendent/Principal of George I. Sanchez Charter High. Previously, he was an Instructional Supervisor for Crystal City ISD, a Principal for Sabinal ISD, and Superintendent for three years of La Pryor ISD. He holds Teacher's, Administrator's, and Superintendent's certifications. His reference include:

George Garza  
557 West Main  
Uvalde, Tx. 78801  
(830) 278-5338

Steve Jackson  
6322 Sovereign Dr.  
San Antonio, Tx. 78229  
(210) 340-5166

Norma Perez  
3200 Shennandonah  
Houston, Tx. 77021  
(713) 718-7402

Kent Jones—Mr. Jones is currently the Business Manager and Director of Special Populations at George I. Sanchez High School. Prior to that time, Mr. Jones was a teacher at Sanchez for five years. He holds a Texas teaching certificate and an M.A. from Texas Tech. His references include:

Mr. Wendell Beene  
(281) 693-1369

Mr. Matthew Oeschler  
(281) 293-0525

Mr. Jake McKinney  
(713) 899-8728

- 2) Attach a Notarized Biographical Affidavit for each member of the governing board of the sponsoring entity.

See Attachments.

- 3) Describe the following for the sponsoring entity:

- a) The officer positions designated;

Officers include: Board Chair, Board Chair Elect, Vice Chair for Education, and Vice Chair for Social Services, Secretary and Treasurer

- b) The manner in which officers are selected and removed from office;

The Board of Directors elects officers from its members. The By-laws specify that a Board member may be removed for failure to attend the required meetings, with the provision that three consecutive absences would constitute grounds to consider removal of the member.

- c) The manner in which members of the governing body are selected and removed from office;

The By-laws specify that a Board member may be removed for failure to attend the required meetings, with the provision that three consecutive absences would constitute grounds to consider removal of the member.

Additionally, Board members are elected for staggered two-year terms and upon the member's term, the Nominations Committee reviews the contributions and assistance provided to the agency to determine if the member should be allowed to continue an additional term, if so requested / desired.

- d) The manner in which vacancies on the governing board are filled;

The Board's nominating committee nominates candidates based on interest from individuals in the community and representatives from the corporate and educational community.

An interview process is held to determine the skills that each candidate potentially brings to the Board. Upon completion of its work, the Nominations Committee recommends individuals to be put forth as nominated board members. The full Board of Directors reviews these nominations and then approves or rejects the nominations.

- e) The term for which members of the governing body serve;

Two-Year Terms

- f) Whether the terms are to be staggered.

Yes.

- 4) Describe the manner in which the governing board will conduct textbook selection.

Textbook selection will be the responsibility of the school administration, subject to approval by the board. Textbooks will be selected from the State Adopted Textbook list.

B. School Management Board (if different from sponsoring entity board).

- 1) Attach a Notarized Biographical Affidavit for each member of the school management board if different from board of sponsoring entity listed in Section A above.

N/A—the AAMA Board of Directors serves as the School Management Board. See prior information submitted above.

- 2) Describe the following:
- a) The officer positions designated;
  - b) The manner in which officers are selected and removed from office;
  - c) The manner in which members of the school management body are selected and removed from office;
  - d) The manner in which vacancies on the school management board are filled;
  - e) The term for which members of the school management body serve;
  - f) Whether the terms are staggered.

N/A—the AAMA Board of Directors serves as the School Management Board.

C. Governance Structures and Processes.

- 1) Describe the steps taken to maintain continuity between the founding coalition's vision and future governing boards.

The AAMA, Inc. Board of Directors founded the George I. Sanchez School in 1973. From that initial start-up year through 1996, when the Charter High School designation was granted, the Board committed itself to preserving and enhancing the school's availability for targeted youth clientele. The steps we took to meet this commitment included:

1. Providing financial enhancements to increase the school's operating budget.
2. Ensuring greater parent involvement with the students' development, which was not always easy when dealing with at-risk students.

3. Seeking alternative sources for fund development to assist the school during funding issues.

When the Charter School designation was granted in 1996, it facilitated the Board's ability to achieve these above commitments. Initially, the GIS Charter School Board was established to implement the AAMA Board's policies, consistent with TEA requirements and in accordance with the contract provisions for charter school operations. However, this separate school board was ultimately combined with the parent AAMA Board in 1998. This absorption removed some uncertainties that previously existed related to managerial span, authority to approve budgets and expenditures, responsibilities for teaching and support staff and for related human resources issues. The Board held a Strategic Planning retreat to research these issues associated with the consolidation into one full board and held much discussion on the goals and objectives they had in mind for the School in their discussions. Thus, since 1998, the continuity of the founding agency's education vision, and our objectives to obtain that vision, has been reaffirmed in many positive ways.

- 2) Describe the roles and responsibilities of the board(s). If the governance structure includes more than one board, e.g., a school board that is separate from the slat of the sponsoring entity, articulate the responsibilities assigned to each of the boards.

As stated in the above response to number one above, the AAMA Board of Directors now functions as the school board for GIS Charter School. The school board's main purpose is to develop the vision, set forth policies and procedures to achieve that vision, and to provide guidance, when called upon, to the school administrator and CEO regarding the business side of school operations. In this latter endeavor, the Board draws upon the professional and business strengths that exist amongst our board members.

- 3) Describe the procedures for receiving and responding to complaints from both parents and employees.

GIS has established a grievance process for complaints from both parents and employees. Complaints must first be directed to the school Superintendent/Principal. Complainants may appeal the decision of the Superintendent/Principal to the Chief Executive Officer of AAMA. A final appeal may be directed to the Board of Directors. Decisions of the Board of Directors are final. In the advent that the complaint is lodged against the Superintendent/Principal, parents or employees may direct their complaint to the Chief Executive Officer of AAMA, and then to the

Board of Directors.

- 4) Describe steps taken to facilitate a productive relationship between administrators and teachers.

A productive relationship between administrators and teachers exists at GIS. We believe in the team approach. Prospective employees are interviewed by a team that includes counselors, administrators, and teachers. Likewise, campus planning and goal setting is done through the Site Based Decision Making Committee. Teachers and other members of the staff are also kept informed through a weekly calendar. Every effort is made to ensure that teachers have a part in the decision-making.

- 5) Discuss the nature of parental and student involvement in decision-making matters.

Students have a role to play in decision-making at Sanchez. Although a student representative does not currently sit on the Site Based Committee, student voices are heard through grade level meetings with the principal. Due to our relatively small size, this has proven to be an effective way for students to offer their input. Additionally, students are represented by their class officers, who meet regularly with the Superintendent/Principal.

Parents are also given an opportunity to offer their input in the decision-making process. Parents are kept informed through mail outs, open houses, and parent seminars. Some meetings are held on Saturdays to accommodate parents who are unable to attend on weekday evenings. Parents are also polled at times, such as when GIS made the decision to adopt a uniform.

- 6) Specify the extent to which any private entity is involved in the operation of your charter school. Identify any members of the governing board or officers of the charter school who are affiliated with that entity.

No private entity other than AAMA, our sponsoring entity, is involved in the operation of George I. Sanchez Charter High School.

## 12. EVIDENCE OF ELIGIBILITY OF SPONSORING ENTITY

- A. Statement describing sponsoring entity (1/2 page maximum)

The Association for the Advancement of Mexican Americans (AAMA) is the largest Hispanic nonprofit service provider in Texas and offers one of the most comprehensive arrays of services of any nonprofit agency in the nation. Programs are focused on the following key areas: Education,

Social Services, Cultural Awareness, and Economic and Community Development. AAMA's Other AAMA programs include: Adult Literacy program, Alcohol and Drug Abuse treatment centers, Gang Prevention programs, AIDS Education and outreach. AAMA Drug Abuse and Gang Prevention programs have now expanded to Laredo, Edinburg, and San Antonio, Texas.

- B. Attach copies of the 501©(3) determination letter from IRS, Articles of incorporation of sponsoring entity and bylaws of sponsoring entity

See Attachments XVII, XVIII, XIX

- C. History of sponsoring entity

- 1) Financial history of the entity

Founded in 1970, AAMA, the sponsoring entity, is now ranked as the 9<sup>th</sup> largest Hispanic non-profit in the country per a recent report by *Hispanic Business Magazine*. The agency revenues for FY '99 were \$8.25 million with total assets exceeding \$7.0 million.

In the initial year of charter school operations, GIS was one of the few first-generation charter schools that did not refund money to TEA as it prudently managed its accounting and attendance reporting. In fiscal year 1999 the school noted a current year positive change in net assets of \$79,000 in its audit report. We believe that we have the expertise to continue to accurately manage and report our attendance and financial data. See additional attachments noted below for further financial information.

- 2) Credit report

See Dun & Bradstreet Report--Attachment XX.

- 3) Most recent IRS filing

See Form 990 filing for period ended August 31, 1999. Attachment XXI.

- 4) Disclosure of any liens

Our most recent Duns and Bradstreet report notes the following liens:

IRS - 11/96

IRS - 6/96

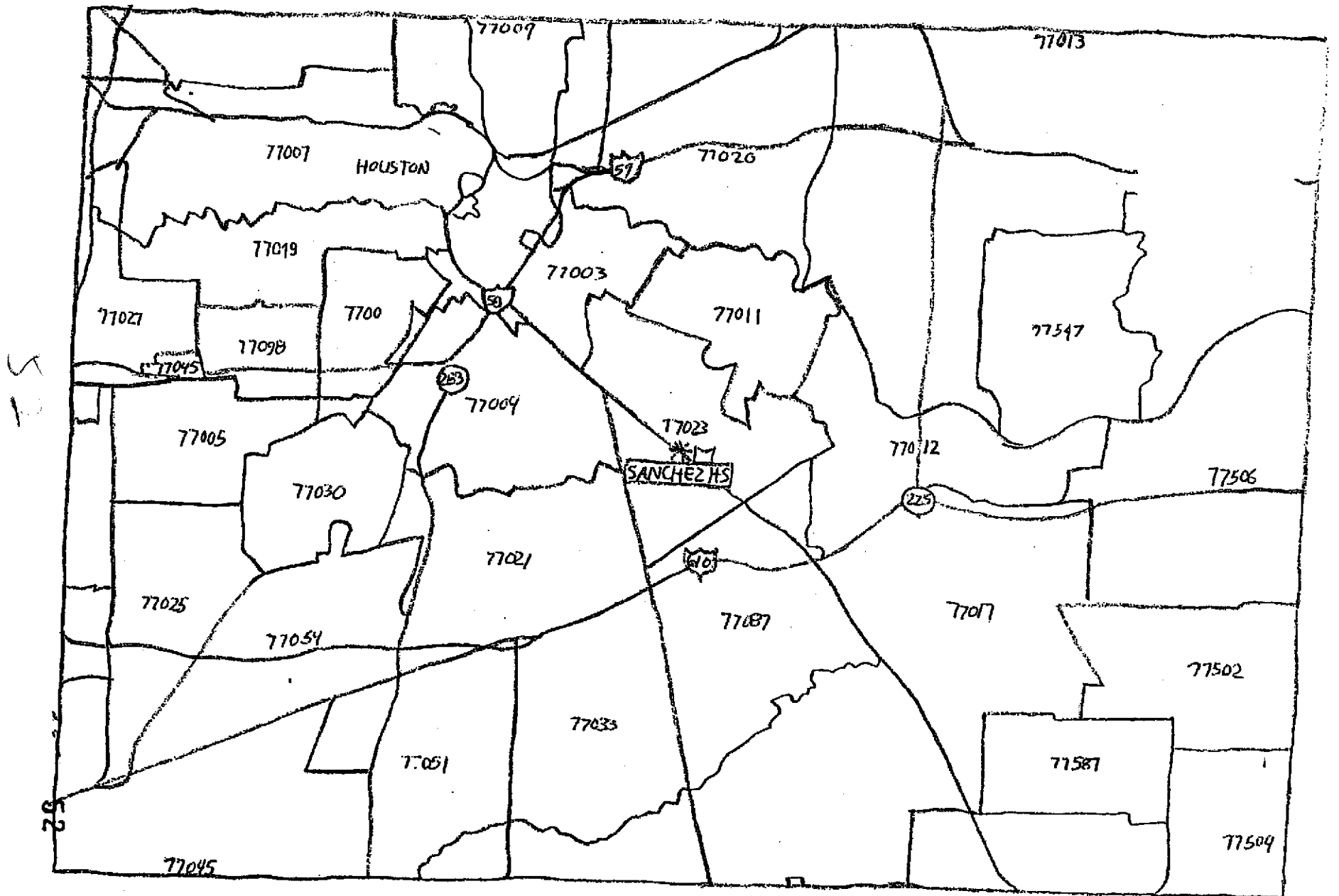
State of Texas - 5/91

There should currently be no valid liens on the agency. The IRS item

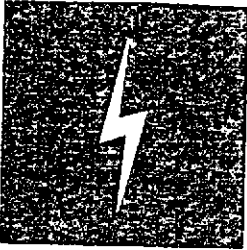
related to 1996 dealt with a payroll problem, which was satisfied in full. We will work to clear up these old liens, as they are not currently outstanding per our records.

5) **Litigation history**

The agency has two small suits totaling less than \$5,000, which are currently in process of being resolved by our Legal Counsel. During the past five years, only one claim has been deemed valid and the agency settled on this item for a total payment of \$2,500.







D N S c o r p  
407 Electra Drive  
Houston, Texas 77024  
tel 713.461.9200  
fax 713.461.9840

October 19, 1999

Mr. Robert Lopez - Superintendant  
George I Sanchez Charter High School  
6001 Gulf Freeway - B3  
Houston, Texas 77023

Re: DNScorp support for GIS

We are proud to support George I Sanchez Charter High School in it's technology education programs and the overall advanced technology infrastructure this explemplory school utilizes to educate the children of our community.

Thank you again for your outstanding performance and commitment to excellence in education with computing technologies.

Very Truly,

from the desk of:

J L Trahan  
President/CEO  
Distributed Network Services  
corp

tel extension: 1303

email:

  
<http://www.dnsup.com>

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October 31, 2000

Mr. Roberto Lopez  
Superintendent  
George I. Sanchez Charter High School  
6001 Gulf Freeway  
Houston, TX 77023

Dear Mr. Lopez:

The Houston Technology Center is very pleased to confirm its continued strong support for George I. Sanchez High School's Advanced Technology Program. Your important and innovative training program provides Houston companies with the technically skilled employees they need.

This summer the first eight students who participated in the pilot project successfully completed internships at Enron, Southwest Bank, and Lockheed Martin. I have spoken to the CEO's of these corporations and they are laudatory in their praise of the preparation and performance of these young adults.

The Houston Technology Center is excited about the opportunity to cooperate with George I. Sanchez High School in planning the curriculum that produces such highly motivated and well-trained young men and women. You are truly performing an unusually important task for the inner city Hispanic student population resulting in outstanding results for the community itself, as well as the business community. You are helping bridge the Digital Divide and we are proud to be playing a small part in aiding your efforts.

Sincerely,

A handwritten signature in black ink that reads "Paul M. Frison". The signature is written in a cursive, flowing style.

Paul M. Frison  
President and CEO

PMF:kbn

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**1245 LEGAL NOTICES****NOTICE OF INTENT  
TO APPLY FOR  
RENEWAL OF  
OPEN - ENROLLMENT  
CHARTER SCHOOL**

The Association for the Advancement of Mexican Americans (AAMA) is applying to the State Board of Education for approval to continue to operate an open-enrollment charter school ("charter school") to be located at 6001 Gulf Freeway, Houston, TX 77023. Charter Schools are public schools established by nonprofit organizations, institutions of higher education, or governmental entities. These schools are publicly funded and are free from many state regulations that apply to other public schools. The following descriptive information about the proposed school is being provided for the benefit of the community in which the school is located.

Name of the charter school: George I. Sanchez Charter High School

Name of the sponsoring entity of the school: AAMA  
Chief Executive Officer of the school: Gilbert Moreno  
Board Members of the sponsoring entity: Carmen Orta (Chair), Jacob Monty, Maria Gerza, Henry Gonzales, Rosalinda Mora, Liz Cloud, Dina Cisneros, Raul Dominguez, Bob Mariah, Grace Olivas-Hernandez, Olga Ordonez, Laura Ramirez, Dr. Rudy Ramos, Roselio Santos, Fernando Tovar, Ray Zambrano

Board Members of the school operating board: see above

Location of the School: 6001 Gulf Freeway, Houston, TX 77023

Brief description of the school: An open-enrollment charter school serving at-risk youth.

Grade levels to be served: PK, 9-12

The State Board of Education invites comments about any aspect of the school or its sponsoring entity. Comments must be communicated in the form of a signed letter directed to the State Board of Education. Only letters specifically addressing a specific proposed school will be considered by the board. Letters may be sent to the following address: Texas Education Agency, Division of Charter Schools, 1701 North Congress Avenue, Austin, TX 78701.

George I. Sanchez Charter High School will hold a meeting on Wednesday, October 18, 2000 at 5:30 p.m. for the purpose of publicly reviewing its charter renewal application. Interested persons may attend the meeting on the George I. Sanchez campus located at 6001 Gulf Freeway, Houston, TX 77023, Bldg. B-3.

GEORGE I. SANCHEZ CHARTER HIGH SCHOOL  
SALARY SCALE

Years of Experience Credited	Minimum Salary
0	\$29,000
1	\$30,500
2	\$31,500
3	\$33,000
4-5	\$34,000
6-7	\$35,000
8-9	\$36,500
10-12	\$38,000
13-15	\$39,000
15-20	\$40,000

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## EMPLOYMENT AGREEMENTS

*Policy:*

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It is the policy of the Company that it may execute, at its sole discretion, written employment agreements with certain of its employees. Employees who do not have a written employment contract containing a specified term of employment are considered at-will employees.

*Comment:*

- (1) The President & CEO or his designee is the only Company representatives authorized to enter into a written employment agreement on behalf of the Company with any employee.
- (2) Written employment agreements, when used, normally will set out the important terms and conditions of an individual's employment. These terms and conditions generally include:
  - (a) The length of time that the agreement will last and how, if at all, it can be renewed;
  - (b) The job title and / or job description, reserving to the Company the right to change the employee's duties as the Company's interests require;
  - (c) The employee's salary;
  - (d) Any other forms of compensation, such as health insurance, pension, incentive plans, or perquisites; and
  - (e) Provisions for the termination of employment.

(3) Employment agreements covered by this policy may include, depending on individual circumstances, any or all of the following elements:

- (a) **Patents, Inventions, and Copyrights:** The agreement should specify who owns the rights to any patents, inventions, and copyrights obtained by the employee during employment, or as a result of work done while employed, and any royalties or other payments resulting from such items. Under normal circumstances, these items are Company property and, if held in the employee's name, should be assigned to the Company.
- (b) **Special Transfers and Overseas Assignments:** Coverage should specify how any problems or extraordinary circumstances arising from an out-of-the ordinary transfer or a foreign assignment will be handled.
- (c) **Covenants Not to Compete:** Any agreement not to compete with the Company after termination of employment must be reasonable with regard to the time period or duration and the geographical area covered. The agreement may restrict future contact by the employee with the Company's customers, but should generally be drafted to limit the employee's activities only to the extent necessary to protect the Company's business interests.
- (d) **Employment Agency Fees:** Coverage should specify that payment of or reimbursement for, employment agency fee by the Company will only be made when agreed to in advance in writing and may be contingent upon the completion of a satisfactory period of employment.
- (e) **Relocation Expenses:** The agreement should specify that payment of, or reimbursement for, relocation expenses by the Company will only be made when agreed to in advance in writing and may be contingent upon the completion of a satisfactory period of employment after relocation.
- (f) **Conflicts of Interest:** The agreement should specify that the Company's conflicts of interest policy must be scrupulously adhered to and should reaffirm that all employees are required to avoid activities that compete with the Company during the time they are employed by the Company.
- (g) **Consulting Assignments:** Coverage should specify whether the employee is being given a post-employment consulting agreement as an added inducement to stay with the Company until

## Renewal Application

- retirement. However, the provision should be subject to cancellation if the employee elects early retirement or if the Company's changing circumstances require it. In addition, the provision should be voided automatically if the employee is terminated for cause or because of death or inability to perform the job.
- (h) **Special Training and Education:** Coverage should specify that employees who are selected for an extended period of training or education paid for by the Company will be required to return to work for the Company at the conclusion of the program. Employees who don not return to work, or who return but terminate the employment relationship with the Company, whether voluntarily or otherwise, within one year of course completion, will be required to reimburse the Company for the costs of the training or education.
  - (i) **Trade Secrets and Confidential Data:** Coverage should specify that all employees having access to the Company's trade secrets and confidential data are required to safeguard that information and not disclose it to anyone who is not authorized to know it.
  - (j) **Takeover Protection and Compensation:** The agreement should specify the event or events that will trigger the provision, the amount and timing of special compensation to be paid, and any events or circumstances that will void the provision.
  - (k) **Arbitration and Mediation:** The provision should specify whether the Company and the employee agree to submit any dispute over the terms, conditions, or termination of employment to nonbinding mediation, or to binding arbitration before an arbitrator from a recognized arbitration service. The provision for arbitration, if included, should also state that arbitration precludes the right to pursue legal action in any state or federal court and is the employee's exclusive remedy.

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GEORGE I. SANCHEZ CHARTER HIGH SCHOOL

EMPLOYMENT AT-WILL AGREEMENT

DATE \_\_\_\_\_

The Association for the Advancement of Mexican-Americans

- Officers**
- Carmen Orta  
Board Chair
- Jacob Monty  
Board Chair Elect
- Henry Gonzalez  
Vice Chair Social Services
- Maria (Cris) Garza  
Vice Chair Education
- Board of Directors**
- Olga Ordonez
- Dr. Rudy Ramos
- Rogelio R. Santos
- Rosalinda Mora
- Raul Dominguez
- Dina Cisneros
- Grace Civaros-Hernandez
- Laura Ramirez
- Roy Zermeo
- Fernando Tovar
- Robert Marlatt
- Gilbert Moreno  
AAMA President/CEO
- Acenete Flores  
Deputy Director
- Robert Lopez  
Sanchez High Principal
- Dr. Maria Teresa Abarc  
Adelante Principal/Director

TO: HUMAN RESOURCES DEPARTMENT, PAYROLL DEPARTMENT

NAME: \_\_\_\_\_ has been interviewed and is recommended for employment with the AAMA, Inc. George I. Sanchez Charter High School at a base salary of \$ \_\_\_\_\_ per hour or \$ \_\_\_\_\_ semi-monthly.

# of Contract Days \_\_\_\_\_ Start Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Primary position: \_\_\_\_\_ Dept. or Location: \_\_\_\_\_

Please Circle: Full-time (30 or more hrs./wk) or Part-time (less than 30 hrs./wk)

Exempt (Not entitled to overtime pay) or Non-exempt (Entitled to overtime pay)

Salary Allocation as follows: \_\_\_\_\_

Applicant understands and accepts that:

1. All AAMA, Inc. employees are subject to immediate termination of employment in case of unavailability of funding for this position.
2. Any employee may resign their employment with AAMA, Inc. at any time and for any reason.
3. AAMA, Inc. may terminate, with the approval of the President/CEO, any employee at any time and for any reason, with or without notice.
4. The first 90 days probationary status does not restrict this agreement.
5. Special reservations of agreement:

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Hiring Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signatures: \_\_\_\_\_  
Human Resources Director                      President/CEO

**\*AAMA, INC. IS AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER\***

Rev. DM06/00

**COMPENSATION AND BENEFITS:  
LEAVES AND ABSENCES**

**STATE PERSONAL LEAVE**

A state minimum personal leave program consisting of five days per year of personal leave, with no limit on accumulation and no restrictions on transfer among districts, shall be provided for charter school employees. The Charter School may provide additional personal leave beyond this minimum. Education Code 22.003(a)

The Charter School employees retain any sick leave accumulated as state minimum sick leave under former Section 13.904(a) of the Education Code. Former Section 13.904 (c), Education Code, continues to govern the use of that sick leave. Sick leave shall be used only for the following:

1. Illness of the employee;
2. Illness of a member of the employee's immediate family;
3. Family emergency;
4. Death in the employee's immediate family.

Acts of the 74<sup>th</sup> Legislative Session, Senate Bill I, Sec. 66

**STATE PERSONAL  
LEAVE-RATE OF  
ACCRUAL**

Each employee shall earn state personal leave, in equivalent workdays at the rate of one-half a workday for each 20 workdays of employment, up to the statutory maximum of five workdays annually.

**TYPES OF STATE  
PERSONAL LEAVE**

Under authority of Education Code 22.003 and to preserve the employee's leave entitlement while minimizing disruption to the instructional program, the Board requires employees to differentiate between uses of personal leave:

**DISCRETIONARY**

1. To be taken at the individual employee's discretion, subject to limitations set out below.

**NON-  
DISCRETIONARY**

2. To be used for the same reason and in the same manner as state sick leave accumulated prior to Feb. 3, 1995. (See DEC(LEGAL))

**USE OF  
DISCRETIONARY  
LEAVE**

A notice of request for discretionary personal leave shall be submitted to the principal or designee two days in advance of the anticipated absence, discretionary personal leave shall be granted on a first-come, first-served basis, with a maximum of ten percent of campus employees in each category permitted to be absent at the same time for discretionary personal leave.

**ADDITIONAL LOCAL  
LEAVE AND RATE OF  
ACCRUAL**

All full-time permanent professional and support employees shall earn an additional seven workdays of local sick leave and two days of local personal leave per school year, at a rate of one day per month of employment.

Local sick and personal leave shall accumulate to a maximum of 15 workdays for professional and paraprofessional support employees. It shall be taken with no loss of pay.



**DEFINITIONS: FAMILY**

For the purposes of state sick leave accrued before May 30, 1995, and local sick leave, the term "immediate family" shall include:

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
3. Parent, step-parent, parent-in-law, or other individual who stands in loco parentis to the employees.
4. Sibling, step-sibling, sibling-in-law.
5. Grandparent and grandchild.
6. Any person who may be residing in the employee's household at the time of illness or death.

**FAMILY EMERGENCY**

The term "family emergency" shall be limited to natural disasters and life-threatening situations involving the employee or a member of the employee's immediate family.

**WORKDAY**

A "equivalent workday" for purposes of accumulation, use, or recording shall mean the number of hours per day associated with the employee's usual work assignment, whether full-time or part-time.

**REQUEST FOR LEAVE**

Use of discretionary personal leave shall be considered granted unless the principal or designee notifies the employee to the contrary within 24 hours of receipt of the request.

**DURATION OF LEAVE**

Discretionary personal leave may not be taken for more than three consecutive days, except in extenuating circumstances as determined by the Superintendent.

**SCHEDULE**

Discretionary leave shall not be allowed on days scheduled for end-of-semester or end-of-year exams, days scheduled for TAAS tests, professional or staff development days.

**USE AND RECORDING**

For purposes of personal illness, illness in the immediate family, family emergency, or death in the immediate family, available leave shall be used in the following order:

1. Local sick leave.
2. Local personal leave.
3. State sick leave accumulated prior to the 1995-96 school year.
4. State personal leave.

Local sick leave shall be subject to the same terms and conditions applicable to sick leave accumulated prior to the 1995-96 school year, except as otherwise provided by this policy.

Employees shall be charged leave as used even if a substitute is not employed.

Leave shall be recorded in whole workdays and half workdays only, except in accordance with provisions for intermittent leave in the Family and Medical Leave Act or when coordinated with workers' compensation benefits as provided in this policy.

## Renewal Application

<b>AVAILABILITY</b>	Leave for the current year shall become available for use as it is earned.
<b>OTHER ABSENCES</b>	Any other leaves granted or days of absence shall result in a deduction of the daily rate of pay for each day of absence, unless otherwise provided.
<b>MEDICAL CERTIFICATION</b>	An employee absent five consecutive workdays because of personal illness shall submit, upon return to work, a medical certification of illness and of his or her fitness to return to work. An employee absent five consecutive workdays because of illness in the immediate family shall present, upon return to work, medical certification of the family member's illness.
<b>HEALTH CARE PROVIDER</b>	Medical certification shall be made by a health care provider as defined by the Family and Medical Leave Act.
<b>BEREAVEMENT (FUNERAL) LEAVE</b>	Use of state leave and/or local sick leave for death in the immediate family shall not exceed five workdays per occurrence, subject to the approval of the Charter School.
<b>FAMILY AND MEDICAL LEAVE</b>	The 12-month period within which employees shall be eligible for 12 weeks of family and medical leave shall be defined as July 1 through June 30.
<b>CONCURRENT USE OF LEAVE</b>	Except for employees who are receiving workers' compensation wage benefits, the Charter School shall require the use of all applicable sick leave and personal leave, in the order determined by this policy, followed by temporary disability leave when applicable, concurrently with family and medical leave, [See WORKERS' COMPENSATION, below]
<b>COMBINED LEAVE FOR SPOUSES</b>	If both spouses are employed by the Charter School, combined family and medical leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition may be limited to a combined total of 12 weeks as determined by the needs of the District.
<b>INTERMITTENT LEAVE</b>	Intermittent leave shall be permitted for the birth of the employee's child or the adoption or placement of a child with the employee.
<b>SICK LEAVE DIFFERENT FROM TEMPORARY DISABILITY LEAVE</b>	An employee's entitlement to sick leave is unaffected by any concurrent eligibility for a leave of absence for temporary disability. The two types of leave are different, and each must be granted by its own terms. Atty. Gen. Op. H-352 (1974)
<b>PREGNANCY</b>	Disabilities caused or contributed to by pregnancy, childbirth, or related medical conditions, for all job-related purposes, shall be treated the same as disabilities caused or contributed to by other medical conditions, under any health or disability insurance or sick leave plan available in connection with employment. 29 CFR 1604.10(b)
<b>TEMPORARY DISABILITY</b>	Each full-time educator shall be given a leave of absence for temporary disability at any time the educator's condition interferes with the performance of regular duties. The contract or employment of the educator may not be terminated while the educator is on a leave of absence for temporary disability leave, pregnancy is considered a temporary disability.

## Renewal Application

### AT EMPLOYEE'S REQUEST

A request for a leave of absence for temporary disability must be made to the Superintendent. The request must:

1. Be accompanied by a physician's statement confirming inability to work;
2. State the date requested by the educator for the leave to begin; and
3. State the probable date of return as certified by the physician.

### CERTIFICATION OF ILLNESS

Upon request for family and medical leave for the employee's serious health condition or that of a spouse, parent, or child, and at 30-day intervals thereafter, the employee shall provide medical certification of the illness or disability.

### MEDICAL RELEASE

The employee's request for reinstatement shall be accompanied by medical certification of the employee's ability to perform essential job functions.

### TEMPORARY DISABILITY LEAVE

The maximum length of temporary disability leave for educators shall be 180 calendar days.

### JURY DUTY

An employee shall be granted leave with pay and without loss of accumulated leave for jury duty. The employee shall be required to present documentation of the service and shall be allowed to retain any compensation for this service.

### OTHER COURT APPEARANCES

Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken by the employee as leave without pay.

### WORKERS COMPENSATION

An employee receiving workers' compensation wage benefits shall not use paid leave benefits while on family and medical leave. After exhausting the family and medical leave entitlement; however, an employee on workers' compensation leave may elect to use paid leave benefits, if any, concurrently with workers' compensation wage benefits.

### ASSAULT LEAVE

Assault leave, during which the employee receives workers' compensation wage benefits supplemented by the Charter School up to the pre-assault weekly salary, shall not be designated as family and medical leave.

### COMPENSATION FOR UNUSED SICK LEAVE

At the end of the school year, employees may be compensated for any unused local leave during the current year at the rates listed as follows:

Professional staff	\$75 per day up to a maximum of five days
Paraprofessional staff	\$50 per day up to a maximum of five days

## DISCLOSURE OF BENEFITS

## Policy:

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*It is the policy of the Company to provide its employees with various welfare and pension benefits. Information and summaries intended to explain these benefit plans will be furnished to all plan participants and beneficiaries on a timely and continuing basis. The Company reserves the right to modify, amend, or terminate its welfare and pension benefits as they apply to all current, former, and retired employees. The Administrator of each benefit plan has the discretionary authority to determine eligibility for benefits and to interpret the plan's terms.*

- (1) The Company offers certain benefits to eligible employees, including health and life insurance plans. Eligibility will depend upon the specific requirements of each benefit plan. The Company also provides a number of other benefits such as leaves of absence and paid vacation, holidays, and sick days.
- (2) All benefits provided by the Company are described in official documents that are kept on file in the Human Resources Department. These documents are available for examination by any plan participant or beneficiary. In addition, these documents are the only official and binding materials concerning the Company's benefits.
- (3) The Administrator is responsible for all communication and disclosures concerning Company benefits and for compliance with all applicable laws and regulations. In addition, the Administrator is available to answer questions concerning the benefit plans.
- (4) Participant contributions to benefit plans normally will be deducted from the employee's paycheck if the employee has authorized the deduction in writing. Contributions to benefit plans are not included in the employee's gross wages for income tax purposes.
- (5) Employees, spouses, and dependents covered by the Company's health benefit plan will be notified, when appropriate, that they have the opportunity to continue their health care coverage, at their own expense, in certain specified situations including layoff, termination, reduction in hours employment, and separation or divorce.

Table of Organization  
 George I. Sanchez Charter High School  
 Teaching Staff

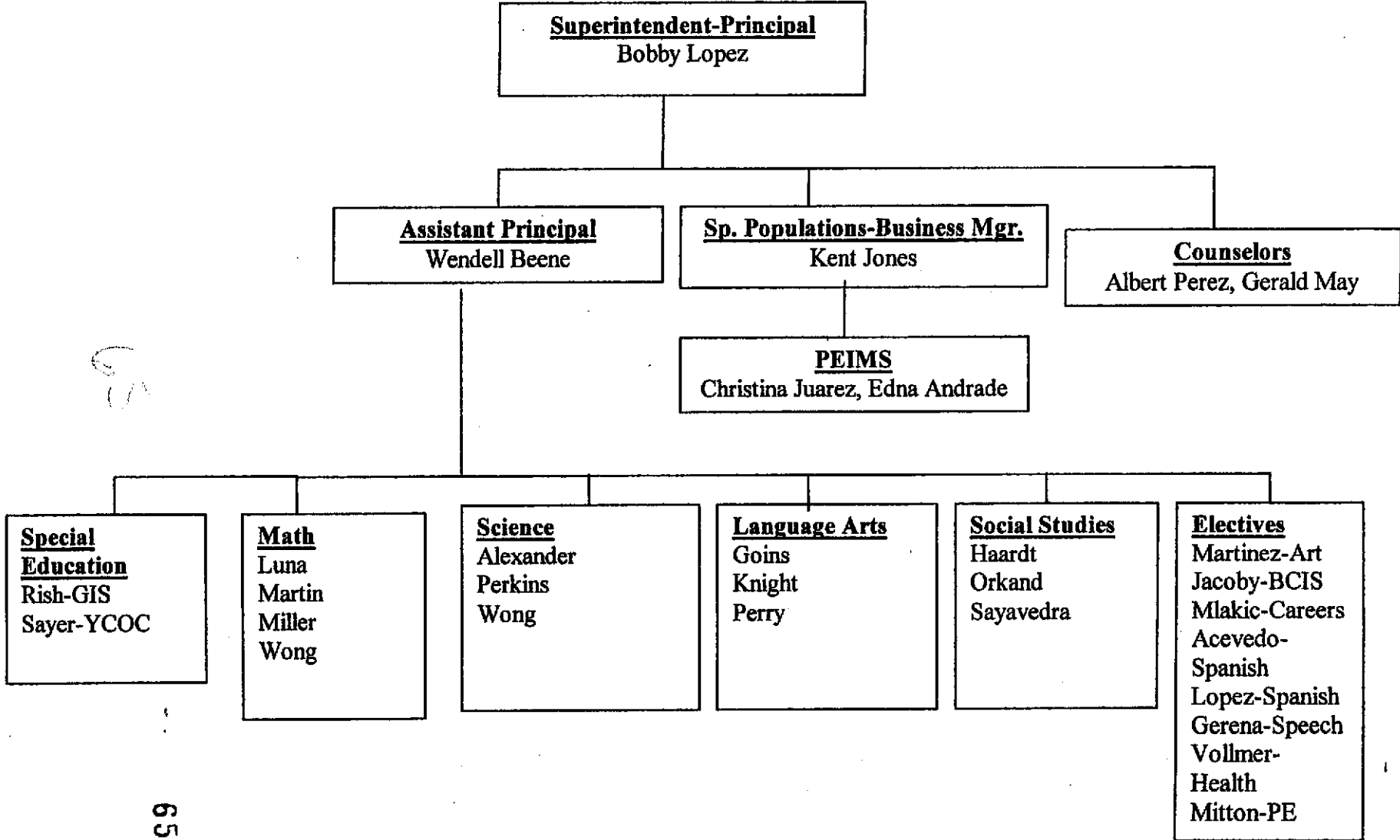
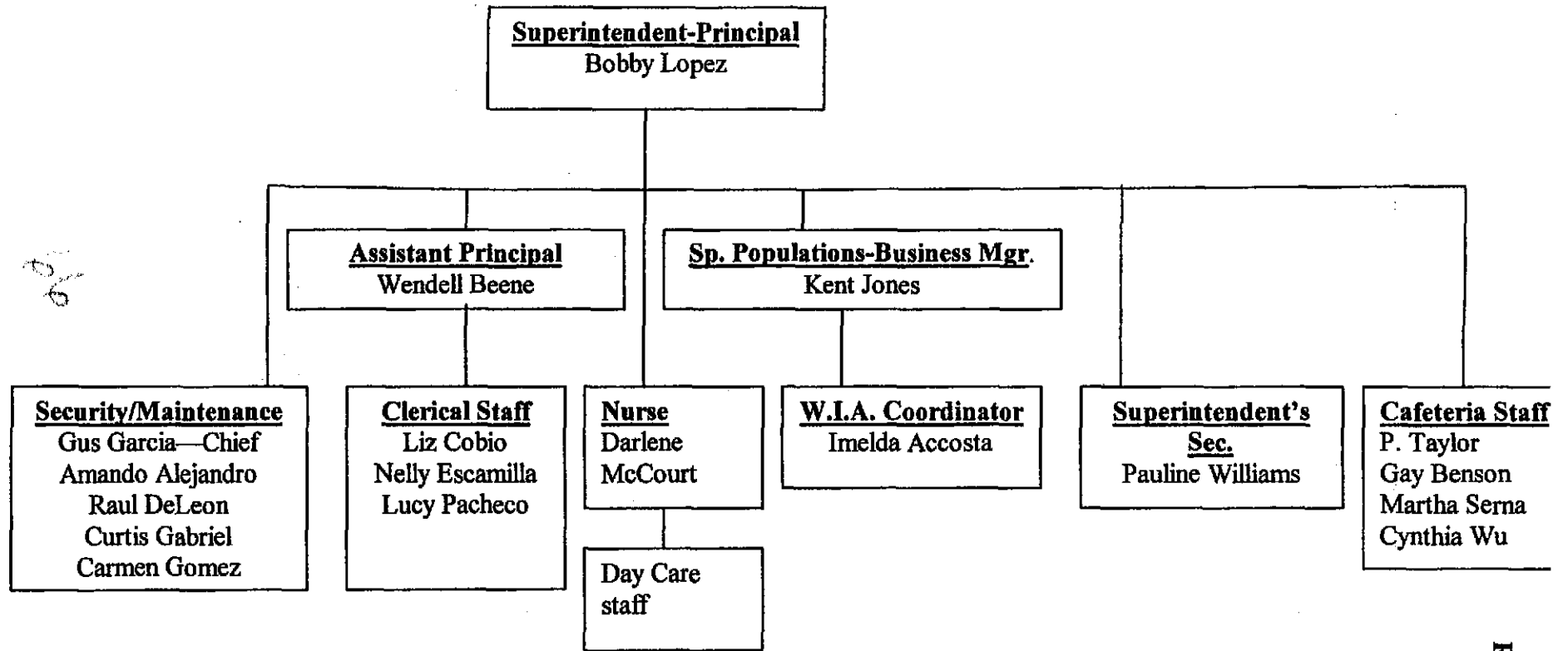


Table of Organization  
George I. Sanchez Charter High School  
Support Staff



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George I. Sanchez Charter High School

GJM

Board Budget Report Summary - YTD September 2000

30-Oct-00

Description	FY 2001 Budget	FY 2001 YTD Budget @ 9/00	Mo. of Sept. '00 Actual	YTD Sept. '00 Actual	FY '01 YTD Variance	% Variance	FY '01 Bdg. % Used YTD
REVENUES	2,790,256	242,631	245,027	245,027	2,396	1.0%	8.8%
PAYROLL	1,704,900	148,252	146,980	146,980	1,272	0.9%	8.6%
FRINGE BENEFITS	216,369	19,670	15,597	15,597	4,073	20.7%	7.2%
TOTAL PAYROLL COSTS	1,921,269	167,922	162,577	162,577	5,345	3.2%	8.5%
TOTAL SUPPLIES	136,541	12,413	7,808	7,808	4,605	37.1%	5.7%
TOTAL FOOD ITEMS	87,500	7,955	7,530	7,530	425	5.3%	8.6%
TOTAL PROFESSIONAL FEES	125,075	10,876	5,143	5,143	5,733	52.7%	4.1%
TOTAL RENT / UTILITIES	445,001	37,083	30,750	30,750	6,333	17.1%	6.9%
TOTAL OVERHEAD / TRAVEL / ETC	52,300	4,184	2,285	2,285	1,899	45.4%	4.4%
TOTAL - ALL OTHER EXPS.	846,417	72,511	53,516	53,516	18,995	26.2%	6.3%
SUB-TOTAL EXPENSES	2,752,686	240,433	216,093	216,093	24,340	10.1%	7.9%
CAPITAL IMPROVEMENTS	15,000	1,071	0	0	1,071	100.0%	0.0%
INTEREST EXP / REVENUE	0	0	0	0	0	0.0%	0.0%
TOTAL EXPENSES	2,767,686	241,504	216,093	216,093	25,411	10.5%	7.8%
NET PROFIT / LOSS	22,570	1,127	28,934	28,934	27,807	2468.3%	N/A
	=====	=====	=====	=====	=====	=====	=====

Renewal Application

Charter School George I. Sanchez  
 For the Fiscal Year Ended AUGUST 31, 2001

Page 1

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**Charter School Budget Categories**


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	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Net Assets at Beginning of Year</b>				\$0
<b>Estimated Revenues:</b>				
Local Sources		\$ 55,000.00		\$ 55,000.00
State Sources		\$ 2,100,000.00		\$ 2,100,000.00
Federal Sources		\$ 125,000.00		\$ 125,000.00
Other Sources		\$ 536,000.00		\$ 536,000.00
<b>Total Estimated Revenues</b>		<b>\$ 2,816,000.00</b>	<b>\$0</b>	<b>\$ 2,816,000.00</b>
<b>Estimated Expenses:</b>				
Payroll Costs	6100	\$ 1,908,385.00		\$ -
Professional and Contracted Services	6200	\$ 199,450.00		\$ -
Supplies and Materials	6300	\$ 231,741.00		\$ -
Other Operating Costs	6400	\$ 461,400.00		\$ -
Debt Expense	6500	\$ 9,100.00		\$ -
<b>Total Estimated Expenses</b>		<b>\$ 2,810,076.00</b>	<b>\$0</b>	<b>\$ -</b>
<b>Gains</b>	7950			<b>\$0</b>
<b>Losses</b>	8950			<b>\$0</b>
<b>Change in Net Assets</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Assets at End of Year</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



**Charter School Budget Categories (Continued)**

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Instruction</b>	11				
Payroll Costs		6100			\$923,542
Professional and Contracted Services		6200			\$75,000
Supplies and Materials		6300			\$116,041
Other Operating Costs		6400			\$5,000
Debt Expense		6500			\$0
<b>Total Instruction</b>				\$0	\$1,119,583
<b>Instructional Resources and Media Services</b>	12				
Payroll Costs		6100			\$26,640
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$2,500
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Instructional Resources and Media Services</b>			\$0	\$0	\$29,140
<b>Curriculum Development and Instructional Staff Development</b>	13				
Payroll Costs		6100			\$27,916
Professional and Contracted Services		6200			\$16,250
Supplies and Materials		6300			\$6,000
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Curriculum and Instructional Staff Development</b>			\$0	\$0	\$50,166

**Charter School Budget Categories (Continued)**

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Instructional Leadership:</b>	<b>21</b>				
Payroll Costs		6100			\$88,078
Professional and Contracted Services		6200			\$30,000
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Interest		6500			\$0
<b>Total Instructional Leadership</b>			\$0	\$0	\$118,078
<b>School Leadership:</b>	<b>23</b>				
Payroll Costs		6100			\$68,542
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$650
Other Operating Costs		6400			\$1,000
Debt Interest		6500			\$0
<b>Total School Leadership</b>			\$0	\$0	\$70,192
<b>Guidance, Counseling and Evaluation Services</b>	<b>31</b>				
Payroll Costs		6100			\$73,815
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Interest		6500			\$0
<b>Total Guidance, Counseling and Evaluation Services</b>			\$0	\$0	\$73,815

**Charter School** GEORGE I SANCHEZ  
**For the Fiscal Year Ended August 31** 2001

**Charter School Budget Categories (Continued)**

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Social Work Services:</b>	32				
Payroll Costs		6100			\$118,535
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Social Work Services</b>			\$0	\$0	\$118,535
<b>Health Services:</b>	33				
Payroll Costs		6100			\$43,678
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$3,000
Debt Expense		6500			\$0
<b>Total Health Services</b>			\$0	\$0	\$46,678
<b>Student Transportation</b>	34				
Payroll Costs		6100			\$0
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$21,500
Debt Expense		6500			\$0
<b>Total Student Transportation</b>			\$0	\$0	\$21,500

**Charter School Budget Categories (Continued)**

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Food Services:</b>	<b>35</b>				
Payroll Costs		6100			\$76,567
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$88,750
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Food Services</b>			\$0	\$0	\$165,317
<b>Cocurricular/Extracurricular Activities:</b>	<b>36</b>				
Payroll Costs		6100			\$0
Professional and Contracted Services		6200			\$2,000
Supplies and Materials		6300			\$4,000
Other Operating Costs		6400			\$5,000
Debt Expense		6500			\$0
<b>Total Cocurricular/Extracurricular Activities:</b>			\$0	\$0	\$11,000
<b>General Administration:</b>	<b>41</b>				
Payroll Costs		6100			\$75,258
Professional and Contracted Services		6200			\$27,000
Supplies and Materials		6300			\$6,800
Other Operating Costs		6400			\$38,300
Debt Expense		6500			\$0
<b>Total General Administration</b>			\$0	\$0	\$147,358

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**Charter School Budget Categories (Continued)**

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Plant Maintenance and Operations:</b>					
	51				
Payroll Costs		6100			\$59,161
Professional and Contracted Services		6200			\$33,500
Supplies and Materials		6300			\$5,000
Other Operating Costs		6400			\$387,600
Debt Expense		6500			\$8,400
<b>Total Plant Maintenance and Operations</b>			\$0	\$0	\$493,661
<b>Security and Monitoring Services:</b>					
	52				
Payroll Costs		6100			\$92,633
Professional and Contracted Services		6200			\$700
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Security and Monitoring Services:</b>			\$0	\$0	\$93,333
<b>Data Processing Services:</b>					
	53				
Payroll Costs		6100			\$37,979
Professional and Contracted Services		6200			\$15,000
Supplies and Materials		6300			\$2,000
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Data Processing Services</b>			\$0	\$0	\$54,979

**Charter School Budget Categories (Continued)**

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Community Services:</b>	<b>61</b>				
Payroll Costs		6100			\$0
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Community Services</b>			\$0	\$0	\$0
<b>Fund Raising:</b>	<b>81</b>				
Payroll Costs		6100			\$0
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Fund Raising</b>			\$0	\$0	\$0

7-1

# **AAMA, INC.**

## **Accounting Policies & Procedures Manual**

**1998-99**

**AAMA, Inc.**  
**Accounting Policies & Procedures Manual**

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AAMA, Inc.

Prepared by: RB

Approved by: [Signature]

SOP # I-1 Revision:         

Effective Date: 1-99

**Title:** CHART OF ACCOUNTS

**Policy:** To facilitate the record keeping process for accounting, all ledger accounts will be assigned a descriptive account title and account number.

**Purpose:** To provide the method for assignment and maintenance of the company's chart of accounts.

**Scope:** This procedure applies to all ledger accounts used in the accounting department.

**Definition:** Chart of Accounts - A listing of all the account titles and numbers being used by an organization is called a chart of accounts.

**Procedure:**

1.0 DESIGN OF ACCOUNTS

1.1 Accounts will have titles and numbers that indicate specific ledger accounts such as Cash in Checking, Furniture, Accounts Payable-Trade, etc.

1.2 Accounts will be arranged in the same sequence in which they appear in the financial statements, that is, asset accounts should be numbered first, followed by liability accounts, owner's equity accounts, revenue accounts and expense accounts as follows:

- 1000 - Asset Accounts
- 2000 - Liability Accounts
- 3000 - Owner's Equity Accounts
- 4000 - Sales or Revenue Accounts
- 5000 - Administration Expense Accounts

A sub-division among the balance sheet accounts will also be designated by short term to long term, (i.e. current assets will precede long term assets and current debt will precede long-term debt accounts).

## CHART OF ACCOUNTS

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Further, accounts will be numbered so that expense amounts are recorded according to the department that is accountable for the cost and the nature of the cost.

Unassigned number sequences should be left open within each group of accounts to provide for additional accounts which may be added later.

- 1.3 Accounts will be numbered using a five digit sequence. In an account number, the location and the value of each digit have a specific meaning. Below is a general description of the meaning of the numbers in the company's chart of accounts.

XXX - The first digit in each account number indicates the major classification of the account in the general ledger and the value of the digit indicates whether it is an asset, liability, owners's equity, department or other kind of account. For example, the number 1000 indicates asset account.

XXX - The second digit indicates a subclassification of a major account and the value of the digit indicates a specific subclassification. For example, the account number 1100 indicates Cash and Marketable Securities accounts.

XXX - The third digit indicates a further subclassification of each major account classification and the value of the digit indicates the specific subclassification. For example, the account number 1110 indicates the Cash account and the account number 1120 indicates the Marketable Securities account.

XXX   - The fourth digit is used to provide a more detailed classification of the account and the value of the digit indicates a specific classification. For example, account number 1111 indicates the Cash in Checking account and number 1112 indicates the Petty Cash account.

- 2.0 DESCRIPTION AND DEFINITION OF ACCOUNTS

- 2.1 Each account will be given a short title description that is brief but will allow the reader to quickly ascertain the purpose of the account.
- 2.2 For training and to ensure consistent transaction coding as well as help other non accounting managers understand why something is recorded as it is, each account should be defined. Definitions should be concise and meaningful. One or two sentences of definition are usually sufficient.

## CHART OF ACCOUNTS

Page 3 of 3 -

The definition tells the user what can be recorded in a specific numbered account. However, if there is a confusing account usage, or if repetitive coding errors are being made, the definition can also inform the reader of what may not be recorded in this account.

Since the definitions are reference sources, they should be developed for quick and easy lookup. The account number and name should be on one line and the definition should be indented beginning on the following line in a consistent pattern. If the account is part of a group, the group title should be at the top of the group or page. An example of definitions follows:

## ASSETS

## 1111 - Cash in Checking

Includes all cash held in the operating bank account. All withdrawals by check and deposits are recorded here. The reported balances are supported by a bank reconciliation prepared monthly.

## 1112 - Petty Cash

Includes the petty cash and change fund held by the cashier. This account is used only when a new fund is initiated or an existing fund is terminated.

AAMA, Inc.  
ACCOUNT CODES  
AS OF XX/XX/XX

ASSETS

1100 - CASH AND MARKETABLE SECURITIES ACCOUNTS

1111 - Cash in Checking

Includes all cash held in the operating bank account. All withdrawals by check and deposits are recorded here. The reported balances are supported by a bank reconciliation prepared monthly.

1112 - Petty Cash

Includes the petty cash and change fund held by the cashier. This account is used only when a new fund is initiated or an existing fund is terminated.

1120 - Marketable Securities

Includes debt securities such as government and corporate bonds and equity securities such as common and preferred stock acquired with cash that is not immediately needed in operations.

1200 - RECEIVABLES

1210 - Notes Receivable

Formal short-term receivables documented by a promissory note and a provision for interest.

1220 - Accounts Receivable

Short-term receivables generated from sales and other activities.

1230 - Interest Receivable

Accrued interest receivable generated by notes receivable and past-due accounts receivable.

1290 - Allowance for Uncollected Accounts

The estimated accrual for bad debts that will result from the current period's sales activities.

1300 - INVENTORY ACCOUNTS

1310 - Raw Materials

The cost assigned to goods and materials on hand but not yet placed into production.

**1320 - Work in Process**

The cost of the raw material on which production has been started but not completed, plus the cost of direct labor applied specifically to this material and a ratable share of manufacturing overhead costs.

**1330 - Finished Goods**

The costs identified with completed products on hand.

**1500 - PREPAID EXPENSE ACCOUNTS**

**1510 - Prepaid Insurance**

The current portion of insurance premiums paid by the company that cover future periods.

**1520 - Prepaid Taxes**

Any tax payments paid by the company that relate to a future revenue period.

**1530 - Deposits**

Current deposits paid by the company for future services or acquisitions such as trade show deposits, deposits on an equipment purchase, etc.

**1600 - OTHER CURRENT ASSET ACCOUNTS**

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**1700 - FIXED ASSET ACCOUNTS**

**1710 - Land**

Represents the company's original cost for the purchase of real estate holdings.

**1720 - Buildings**

Represents the company's original cost for the purchase of buildings and structures.

**1722 - Machinery and Equipment**

Represents the company's original cost for the purchase of machinery and equipment.

**1724 - Furniture and Fixtures**

Represents the company's original cost for the purchase of furniture and other accessory items.

**1726 - Vehicles**

Represents the company's original cost for the purchase of automobiles and trucks.

**1728 - Leasehold Improvements**

Represents the company's original cost for structural additions to leased (rented) premises.

**1790 - ACCUMULATED DEPRECIATION ACCOUNTS**

The cumulative amount of depreciation expense recorded to date for all assets in a class.

**1790 - Accumulated Depreciation, Buildings**

**1792 - Accumulated Depreciation, Machinery and Equipment**

**1794 - Accumulated Depreciation, Furniture and Fixtures**

**1796 - Accumulated Depreciation, Vehicles**

**1798 - Accumulated Depreciation, Leasehold Improvements**

1800 - INTANGIBLE ASSET ACCOUNTS

1810 - Goodwill

Represents the excess cost over the fair market value of the identifiable assets of a business entity purchased by the company.

1820 - Patents

The purchase price paid for the rights to a patent from an inventor. For internally developed products - the cost of securing or defending a patent such as attorney's fees. Does not include research and development costs such as labor, materials, consultants, etc. which are directly expensed.

1900 - OTHER ASSET ACCOUNTS

LIABILITY ACCOUNTS

2100 - CURRENT LIABILITY ACCOUNTS

2110 - Notes Payable

Obligations in the form of written promissory notes that will mature within one year.

2120 - Accounts Payable

Balances owed to others for goods, supplies and services purchased on open account.

2130 - Wages and Salaries Payable

The amount of wages or salaries earned for time worked but not yet paid as of the period being reported.

2135 - Long-Term Debt Due Within One Year

The portion of the principal of long-term debt that will be repaid during the next year.

2140 - Interest Payable

Represents the amount of interest accrued on debt obligations but not yet paid.

2150 - Dividends Payable

Represents the amount of dividends declared or earned on stock investments but as not yet paid to the shareholder.

2160 - Payroll Taxes Payable  
Represents the amount of employee's payroll taxes withheld and employer's taxes due on employees payroll that have not yet been deposited.

2170 - Property Taxes Payable  
Represents the accrual amount of property taxes to be assessed to the company but not yet paid.

2190 - INCOME TAXES PAYABLE

2191 - Federal Income Taxes Payable  
Represents the estimated accrual amount of federal taxes due on company earnings.

2192 - State Income Taxes Payable  
Represents the estimated accrual amount of state taxes due on company earnings.

2300 - LONG-TERM LIABILITY ACCOUNTS

2310 - Bank Loan  
Represents the amount of debt principal that is to be repaid after the next twelve month period.

2320 - Mortgage Payable  
Represents the amount of debt principal that is to be repaid after the next twelve month period.

OWNERS' EQUITY ACCOUNTS

3100 - Common Stock  
Represents the amount of the par value for investments in common stock of the company.

3200 - Preferred Stock  
Represents the amount of investments in preferred stock of the company.

3300 - Paid-in-Capital in Excess of Par Value  
Represents the excess amount paid for investment in common stock of the company over the stated par value amount.



- 3400 - Treasury Stock  
Represents the cost amount paid by the company to repurchase stock from shareholders.
- 3900 - Retained Earnings  
Represents the company's cumulative net profits and losses to date.
- 3910 - Dividends  
Represents the amount of dividends declared during the current period.

**SALES ACCOUNTS**

- 4010 - Sales Product A  
Represents the amount of net sales for this product line.
- 4011 - Sales Returns and Allowances Product A  
Represents the amount for refunds given for returned or damaged merchandise.
- 4020 - Sales Product B
- 4021 - Sales Returns and Allowances Product B
- 4030 - Sales Product C
- 4031 - Sales Returns and Allowances Product C

**COST OF SALES AND DEPARTMENTAL EXPENSE ACCOUNTS**

- 5010 - Cost of Materials Product A  
Represents the costs for materials used in the product.
- 5020 - Cost of Materials Product B
- 5030 - Cost of Materials Product C
- 5090 - Material Price Variance  
Represents the differences between actual costs paid for materials and the standard costs used by the company for pricing these materials.

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NOTE: THE FOLLOWING ACCOUNTS ARE SET-UP FOR EACH DEPARTMENT WHEN APPLICABLE. ACCOUNTS ARE DESIGNATED AS FOLLOWS:

5XXX - Cost of Sales Accounts

6XXX - Administration Expense Accounts

7XXX - Sales Expense Accounts

X100 - Salaries

Represents the gross amount for labor costs.

X110 - Employer Taxes

Includes the employer's matching FICA contribution and unemployment taxes.

X120 - Employee Benefits

Includes the portion of health insurance premiums paid by the company.

X200 - Telephone

Includes the costs for monthly line fees and long-distance charges.

X210 - Utilities

Includes the costs for electricity, natural gas, water and sewer use.

X220 - Postage and Delivery

Includes the amounts for postal costs and delivery costs such as, overnight services and messenger services.

X230 - Supplies and Small Equipment

Includes the costs for office and production supplies and for tools and equipment type items that fall below the company's capitalization requirements.

X240 - Dues and Subscriptions

Includes amounts paid for membership in professional organizations and amounts paid for subscriptions to publications.

X250 - Travel

Includes the amounts paid for employee's business travel, such as airfare, lodging, rental cars, etc.

## Renewal Application

- X260 - Meals and Entertainment**  
Includes the amounts paid to reimburse employee's for meals while traveling on company business and entertainment incurred while conducting business with business prospects and customers.
- X310 - Rent, Building**  
Includes leases payments for rental of the company's office and manufacturing space.
- X320 - Rent, Equipment**  
Includes amounts for lease payments for office and manufacturing equipment.
- X330 - Repairs and Maintenance**  
Includes amounts for repairs, cleaning and general maintenance of buildings, grounds and equipment.
- X340 - Depreciation**  
Represents the estimated amount of deterioration and depreciation of capital assets during the current period.
- X350 - Amortization**  
Represents the scheduled amount of amortization of intangible assets during the current period.
- X410 - Insurance**  
Represents the portion of insurance premiums paid for coverage of the current period for property, casualty and other business insurance.
- X420 - Property Taxes**  
Represents the estimated amount of property taxes on buildings, properties and furniture and equipment for the current period.
- X430 - Licenses**  
Includes amounts for business licenses and fees.
- X510 - Consulting Services**  
This includes fees to non-employee individuals or firms for advisory services to the company.
- X520 - Legal Fees**  
This includes all fees paid for attorneys, appraisers, notaries, court costs, document recording fees and witnesses.

X530 - Accounting Fees

Includes costs to outside firms for auditing services and accounting advice.

X540 - Seminars and Conferences

This includes amounts incurred by employees attending outside seminar or conference programs.

X550 - Bank Fees

This includes amounts charge by banks to the company for processing financial transactions. This does not include interest expense items.

X610 - Advertising and Promotions

This includes costs for camera and layout work, published advertisements, brochures and trade show expenses.

X620 - Printing Costs

This includes amounts for printing, binding and padding paid to outside print shops. This does not include items included in Advertising and Promotions.

OTHER EXPENSE ACCOUNTS

9110 - Interest Income

Includes interest income from cash and security investments.

9120 - Dividend Income

Represents dividend income from the company's security investments.

9190 - Miscellaneous Income

Includes minor income items not classified in the revenue accounts.

9210 - Interest Expense

Represents interest expense incurred by the company for short-term and long-term debts.

9220 - Penalties

Includes penalty items such as late payment or filing fees.

9290 - Miscellaneous Expense

Includes minor expense items not classified in the expenditure accounts.

AAMA, Inc.

Prepared by: RB

Approved by: [Signature]

Page 1 of 2

SOP # I-2 Revision:     

Effective Date: 1-99

**Title:** RECORDING TRANSACTIONS IN THE GENERAL LEDGER

**Policy:** The accounting department is responsible for the proper posting of journals and entries to the general ledger and for the maintenance of the accounts to ensure accuracy, validity and reliability of financial records.

**Purpose:** To describe the functions for recording transactions and maintaining the general ledger.

**Scope:** This policy applies to all accounting personnel with involvement in recording accounting transactions.

**Procedure:**

1.0 POSTING TRANSACTIONS AND JOURNALS

1.1 The computerized accounting system aids in the maintenance of journals and posting of transactions to general ledger accounts. The following functions should be performed on a monthly basis to update the general ledger for the month's activities:

a. All activities recorded in journals will be posted to the general ledger using the computerized posting feature. These journals include:

- General Journal
- Cash Receipts Journal
- Cash Disbursements Journal
- Payroll Journal

b. The recurring adjusting journal entries will be posted via the general journal. Recurring journal entries will be established for adjustments that occur equally each monthly accounting period. Recurring journal entries can include the following:

- Accruals of interest expense not paid during the accounting period
- Amortization of capitalized assets
- Amortization of prepaid expenses
- Depreciation of Fixed Assets

Recurring journal entries will be reviewed monthly and adjusted accordingly.

**RECORDING TRANSACTIONS IN THE GENERAL LEDGER**

- c. Adjusting journal entries will be prepared for transactions that have not been recorded in other journals or to correctly restate account balances to accurate amounts. The need to make adjusting journal entries may be due to any of the following:
- Accrual of income and expense items
  - Correction of errors
  - Recording of noncash transactions
- 1.2 All journal entries will be reviewed and authorized by the Controller or Asst Controller before being posted. Adequate supporting documentation will be prepared for each journal entry.
- 2.0 TRIAL BALANCE
- 2.1 After posting all journals and adjusting entries, a trial balance will be printed. The trial balance will be reviewed to ensure that the general ledger is in balance. Next, all control accounts in the general ledger will be reconciled to subsidiary ledgers. Any differences will be investigated and appropriate adjustments will be made.
- 2.2 The Controller will make a final review of the trial balance for accuracy and proper reflection of account balances before printing financial statements.

AAMA, Inc.

Prepared by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Page 1 of 1

SOP # I-3 Revision: \_\_\_\_\_

Effective Date: 1-99

**Title:** PREPARING JOURNAL ENTRIES

**Policy:** To ensure efficient processing and record keeping. All journal entries must be properly prepared and reviewed by appropriate accounting supervisors.

**Purpose:** To describe the process for preparing journal entries.

**Scope:** All journal entries made to general ledger system.

**Procedure:** To be Added.

1.0 ORINATION

1.1

2.0 PROCESSING

2.0

3.0 REVIEW

3.0

AAMA, Inc.

Prepared by: GM

Approved by: [Signature]

Page 1 of 1

SOP # II-1 Revision:         

Effective Date: 1-99

**Title:** BOARD REPORTS

**Policy:** To ensure timely completion of reports required by the Board of Directors and management to adequately monitor operations.

**Purpose:** To describe the process for preparing the necessary board reports.

**Scope:** Reports presented to the Board of Directors.

**Procedure:**

1.0 DESCRIPTION OF REQUIRED REPORTS

1.1 Financial Summary Reports

Consists of Summary Income Statements, including review of revenues and expenses.

1.2 Cash and Accounts Receivable Detailed Reports

Consists of Detailed reports noting Cash balances for the agency and a detailed listing of all outstanding accounts receivable currently due.

1.3 Accounts Payable Detailed Reports

Consists of Detailed reports noting a detailed listing of all outstanding accounts payable currently owed.

2.0 TIMING OF REPORTS

2.1 Board reports must be available for the montly Board of Directors meeting held on the fourth Thursday in each month. It is essential that the Treasurer and Finance Committee review these reports before hand and thus, the reports must be completed by the 17<sup>th</sup> of the month.

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AAMA, Inc.

Prepared by: GM

Approved by: [Signature]

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SOP # II-2 Revision:       

Effective Date: 1-99

**Title:** INTERNAL REPORTS

**Policy:** To ensure timely completion of reports required by the accounting department to ensure all monthly transactions have been properly posted.

**Purpose:** To describe the process for preparing the necessary accounting and other internal reports.

**Scope:** Reports that provide the framework to ensure all transactions have been posted with considerable accuracy.

**Procedure:**

1.0 DESCRIPTION OF REQUIRED REPORTS

1.1 Trial Balance

1.2 General Ledger

2.0 TIMING OF REPORTS

2.1 These reports must be prepared prior to beginning the work on the Board reports. Thus, these reports must be completed by the 12<sup>th</sup> of the month.

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AAMA, Inc.

Prepared by: GM

Approved by: [Signature]

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SOP # II-3 Revision:         

Effective Date: 1-99

**Title:** FUNDING SOURCES REPORTS

**Policy:** To ensure timely completion and accurate transmittal of reports required by the various funding sources of the agency.

**Purpose:** To describe the process for preparing the necessary reports required by the agency's funding sources.

**Scope:** Reports that are required by the funding sources.

**Procedure:**

1.0 DESCRIPTION OF REQUIRED REPORTS

1.1 TCADA FSR's & Close-out Reports

1.2 TEA PEIMS Submissions

1.3 TRS Reports

1.4 AMERICORP FSR's

1.5 Other reports required

2.0 TIMING OF REPORTS

2.1 These reports each have their own due dates and cycles. It is essential that the accounting staff verify the required due dates and ensure that these reports are submitted timely.

AAMA, Inc.

Prepared by: GM

Approved by: [Signature]

Page 1 of 1

SOP # II-4 Revision:         

Effective Date: 1-99

**Title:** CASH FLOW REPORTS

**Policy:** To ensure proper use of resources and to ensure that payroll, accounts payable, and other critical payments are made on a timely basis.

**Purpose:** To describe the process for ensuring that adequate cash flow is on hand.

**Scope:** Reports that analyze the receipts and disbursement aspects of the agency.

**Procedure:**

1.0 DESCRIPTION OF REQUIRED REPORTS

1.1 Cash Flow ins and outs Schedule

1.2 Other reports required

2.0 TIMING OF REPORTS

2.1 These reports each have their own due dates and cycles. It is essential that the accounting staff verify the required due dates and ensure that these reports are submitted timely.

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AAMA, Inc.

Prepared by: GM

Approved by: [Signature]

SOP # II-5 Revision:         

Effective Date: 1-99

**Title:** TAX REPORTING REPORTS

**Policy:** To ensure proper submission of required tax reports.

**Purpose:** To describe the process for ensuring that the required tax reports are submitted timely.

**Scope:** Reports that provide the federal and state governments with the required information on the agency's tax withholding and submissions and other pertinent information.

**Procedure:**

1.0 DESCRIPTION OF REQUIRED REPORTS

1.1 Form 941 Payroll Tax Reports

1.2 Annual Form 990 Tax Return

1.3 Annual W-2 submissions and Form 1099 Reports

1.4 State Reports

2.0 TIMING OF REPORTS

2.1 These reports each have their own due dates and cycles. It is essential that the accounting staff verify the required due dates and ensure that these reports are submitted timely.

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AAMA, Inc.

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Prepared by: RB

SOP # III-1 Revision:     

Approved by: [Signature]

Effective Date: 1-99

**Title:** CASH RECEIPTS

**Policy:** Accurate internal control of cash receipts and deposits will be maintained at all times. Cash deposits will be made within twenty four hours of receipt.

**Purpose:** To establish the procedures to be followed for receiving, applying and depositing cash receipts.

**Scope:** This procedure applies to all cash receipts received by the company.

**Procedure:**

1.0 RECEIVING

- 1.1 The mail clerk will open envelopes but will not remove the contents. The mail clerk will then hand carry the envelopes to the accounting department.
- 1.2 The accounting department will total daily cash receipts and count the number of checks. Any papers accompanying the checks will be stapled to the check and the envelopes will be discarded. The checks and attachments will then be immediately forwarded to the Accounts Receivable Department.

2.0 APPLICATION

- 2.1 The accounts receivable clerk will photocopy all checks and document accompanying information.
- 2.2 Accounts receivable will then endorse all checks with the restrictive endorsement "For Deposit Only" along with the company's designated bank deposit account number and then prove out the numerical count made by the accounting department. No check should be withheld from daily deposit unless it is legally imperfect. The endorsed checks should then be returned to the accounting department.
- 2.3 Accounts receivable will use the photocopy of the checks and customer remittance advices to apply the cash payments to the accounts receivable ledger. Unapplied payments are to be credited against the oldest open aging column on the accounts receivable ledger. A standard letter of information and/or inquiry is to be sent or faxed to the payer when there is any question as to the correct application of the check.

CASH RECEIPTS

3.0 DEPOSIT

3.1 The accounting department will prepare a bank deposit slip and will deposit the checks with the company's authorized bank.

3.2 The final net cash deposit must reconcile with the original accounting department tape.

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AAMA, Inc.

Prepared by: RB

Approved by: [Signature]

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SOP # III-2 Revision:     

Effective Date: 1-99

**Title:** PETTY CASH

**Policy:** To facilitate minor business expenses, a petty cash fund will be available to employees.

**Purpose:** To outline the disbursement and reimbursement of petty cash.

**Scope:** These procedures apply to all employees of the company.

**Procedure:**

1.0 FUND CONTROL

1.1 The Cashier will maintain control of the cash box, petty cash journal and all petty cash transactions. The petty cash fund will be set up in the amount of \$350.00 for authorized out-of-pocket expenses and advances for minor business expenses.

Advances or reimbursements from petty cash will be limited to amounts of \$100.00 or less. If an employee requires funds in a greater amount, they should request a company check (See Check Request Procedure).

2.0 DRAWS

2.1 When an employee requests a petty cash draw, the cashier will record the amount advance, date of disbursement, reason for the draw and name of the employee receiving the advance.

The employee should by the next business day, return the receipt(s) and any change to the cashier. A petty cash voucher will then be completed with the receipt attached.

3.0 REPLENISHMENT

3.1 At the end of each month or whenever the petty cash fund drops below a balance of \$50.00, the cashier will complete the reimbursement paperwork from the journal with itemized descriptions of expenses and attach all vouchers and submit to the Controller for review. Once the controller has reviewed for accuracy and reasonableness of account code data and expenses, the cashier will then be issued a check in the amount of the reimbursement and will be responsible for obtaining cash from the bank to replenish the cash box.

AAMA, Inc.

Prepared by: RB

Approved by: [Signature]

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SOP # III-8 Revision:         

Effective Date: 1-99

**Title:** BANK ACCOUNT RECONCILIATIONS

**Policy:** Errors or omissions can be made to the cash records due to the many cash transactions that occur. Therefore, it is necessary to prove periodically the balance shown in the general ledger. Cash on deposit with a bank is not available for count and is therefore proved through the preparation of a reconciliation of the company's record of cash in the bank and the bank's record of the company's cash that is on deposit.

**Purpose:** To outline the procedures for preparation of a monthly bank reconciliation and recordkeeping of any adjustments and a timely review of all cash reconciliations by the Controller.

**Scope:** This policy statement applies to all bank accounts maintained by the company.

**Procedure:**

1.0 FORMAT

1.1 The company's format for monthly bank reconciliations, entitled Reconciliation of Bank and Book Balances to Corrected Balance (See Sample Exhibit 1), is composed of two sections distinct sections. One section begins with the balance as shown on the bank statement and works to a corrected balance. That is the balance the bank statement would show if all transactions were recorded by the bank (e.g. outstanding checks, deposits in transit, etc.).

The second section starts with the balance shown by the company records and also works to a corrected balance, the balance that should be shown in the company's records after all transactions are properly recorded (e.g. bank charges, interest, etc.).

2.0 PREPARATION AND RECONCILING ITEMS

2.1 Upon receipt of the monthly bank statement including cleared checks, deposit slips and any other transaction notifications, the monthly bank reconciliation will be prepared by the Treasury Officer.

2.2 The first section of the monthly reconciliation will be started with the ending balance per the bank statement.



**BANK ACCOUNT RECONCILIATIONS**

Next, any deposits in transit that were made by the company but were not yet recorded by the bank will be listed and added to the bank balance.

Next, any checks that were written on the account prior to month-end but which have not yet cleared the bank, will be listed and deducted from the bank balance.

From these steps, the "corrected" ending balance will be derived for the first section.

- 2.3 The second section of the monthly reconciliation will be started with the ending balance per the company's books.

Next, any interest or any other bank credit items will be listed and added to the balance.

Next, any bank charges, transfer fees, etc. will be listed and deducted from the balance.

From these steps, the "corrected" ending balance will be derived for the second section and should equal the "corrected" balance for the first section.

- 2.4 Any discrepancies between these two balances will require research by Treasury Officer to determine the cause, such as recording errors, omissions, mispostings, etc. This can also include recalculation of the bank statement for any possible errors made by the bank.

- 3.0 **ADJUSTMENTS AND JOURNAL ENTRIES**

- 3.1 Any book reconciling items such as interest, bank charges and any recording errors will be summarized and drafted in journal entry form for recording to the general ledger.

- 3.2 Further, any outstanding checks over six months old will be reviewed for disposition including write-off by journal entry.

Sample Reconciliation of Bank and Book Balances to Corrected Balance

Account No. [REDACTED]

For Month Ended XX/XX/XX

Reconciliation of Bank Balance

Ending balance per bank statement \$10,000.00

Additions:

Deposit in transit 2,500.00

Deductions:

Outstanding Checks

# [REDACTED] 150.00

# [REDACTED] 325.00

# [REDACTED] 1,275.00

1,750.00

---

Corrected Balance \$10,750.00

Reconciliation of Book Balance

Ending balance per books \$10,750.00

Additions:

Interest 100.00

Deductions:

Bank charges 50.00

Wire transfer fees 15.00

65.00

---

Corrected Balance \$10,750.00

AAMA, Inc.

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Prepared by: RB

SOP # IV-1 Revision:         

Approved by: [Signature]

Effective Date: 1-99

**Title:** INVOICE BILLINGS AND ACCOUNTS RECEIVABLE

**Policy:** Accounting is responsible for the timely preparation and distribution of invoices/billings to optimize cash flow and payment promptness by funding sources/grantors. Accounting will also maintain accurate records over accounts receivable and abide by proper internal controls.

**Purpose:** To explain the methods for preparation of invoices and accounts receivable records processing.

**Scope:** This procedure applies to all grantors/funding sources provided to the company.

**Procedure:**

**1.0 CUSTOMER BILLINGS AND REVIEW**

**1.1** Accounts Receivable will prepare billings to grantors based on the funding source recommendations but no later than every three months. Documentation as recommended by the funding source must be provided. This may include payroll registers, time sheets, patient information etc.

**1.2** As part of the review process, all billings must be reviewed for accuracy to comply with established terms agreed upon by the contract. Any disallowed costs will be reviewed to determine if resubmission of billing data is required.

**2.0** The billing information will then be posted to the Sales Journal and the Accounts Receivable ledger in batch with other daily billing information.

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INVOICE BILLINGS AND ACCOUNTS RECEIVABLE

3.0 ACCOUNTS RECEIVABLE

3.1 Accounts Receivable will receive and process payments from customers in accordance with the Cash Receipts procedure.

3.2 On a monthly basis, Accounts Receivable will generate an aged trial balance of customers' accounts with individual invoice information and days outstanding and will forward to the Controller for cash forecasting activities.

3.3 Accounts Receivable will also be responsible for issuing credit memos to customers accounts upon receipt of cash and notification from billing clerk that disallowed costs will not be resubmitted.

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AAMA, Inc.

Prepared by: RB

Approved by: [Signature]

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SOP # V-1 Revision:         

Effective Date: 1-99

**Title:** ACCOUNTS PAYABLE, CASH DISBURSEMENTS AND ACCRUED EXPENSES

**Policy:** Proper internal control will be followed to ensure that only valid and authorized payables are recorded and paid. Accounting procedures will be implemented to ensure the accuracy of amounts, coding of general ledger accounts and appropriate timing of payments.

**Purpose:** To explain the procedures for documenting, recording and issuing payments for accounts payable transactions.

**Scope:** This procedure applies to all purchases including COD amounts and reimbursement of travel and expense reports.

**Procedure:**

1.0 DOCUMENTING ACCOUNTS PAYABLE

1.1 The following documents will be forwarded to accounts payable for temporary filing and subsequent matching to form an accounts payable voucher package:

- Purchase Order if applicable
- Packing Slip with receiving report if applicable
- Vendor invoice
- Check request with proper approvals as noted on Authorization Limits Guidelines (Required for all payments whose nature is not a utility bill or contractual agreement on file by the Accounting Department)

1.2 Once the accounts payable department has all of the above documents, the following steps will be performed to ensure proper authorization, validity of purchase, receipt of purchased items or services and accuracy of amounts.

- The vendor invoice will be stapled to the check request. When applicable, the packing slip and purchase order should also be attached.
- The purchase order should be evaluated for proper authorization and the nature of the purchase and pricing as shown on the invoice reviewed for validity.

**ACCOUNTS PAYABLE, CASH DISBURSEMENTS  
AND ACCRUED EXPENSES**

Page 2 of 4

The quantities shown shipped or delivered on the invoice will be compared to the packing slip. Any discrepancies must be followed-up and resolved prior to commencing with the voucher process.

- Check requests should include proper general ledger account coding. This coding should reasonably describe the expense to be incurred as well as correspond with approved and allowable budgetary items.
- Calculations on the invoice will be recomputed such as quantities received multiplied by unit price and totals. Sales tax amounts listed on the invoice will be reviewed so that when appropriate, sales tax exempt notifications can be sent to the vendor.

**2.0 RECORDING**

Once the accounts payable voucher package has been properly assembled the voucher package will then be batched and entered into the computerized accounts payable system.

A preliminary batch report will be printed on Mondays and Thursdays for review by the Accounts Payable Manager, Controller or Asst. Controller. Once this review has occurred and all necessary corrections made the batch will be posted to the accounts payable ledger.

2.2 Voucher Register reports and accounts payable aging reports will then be printed and filed in respective journal folders.

2.3 The voucher package will then be temporarily filed alphabetically by vendor name in the unpaid invoice files to await payment.

**3.0 PAYMENT OF ACCOUNTS PAYABLE**

3.1 On Monday and Thursday of every week, accounts payable invoices will be selected for payment according to their terms for payment. Accounts payable should normally be paid within seven days of their payment term unless otherwise determined by the Controller.

Any debit balances (amounts owed to the company) should be applied to credit amounts when determining payment.

3.2 A check edit list will be printed and reviewed by the Accounts Payable Manager. Upon approval, checks will be then be printed for the accounts payable invoices to be paid.

**ACCOUNTS PAYABLE, CASH DISBURSEMENTS  
AND ACCRUED EXPENSES**

Page 3 of 4 -

3.3 After the checks are printed, they will be matched to the voucher package and submitted to the Controller for signing. Upon return of the checks to accounts payable, the 2-part checks will be separated and processed as follows:

Original - Mailed to the vendor along with any necessary payment stubs.  
1st copy (White check stub) - Attached to the voucher package and filed alphabetically in the paid vendor files.

4.0 **MANUAL CHECKS AND COD PAYMENTS**

All requests for manual checks are to be originated and authorized through preparation of a Check Request form and accompanied with an invoice, proper approvals and general ledger account coding. The Accounts Payable Manager will review the manual check package and present it to the Controller and Asst. Controller for check signatures.

4.2 The manual voucher package will be batched and entered into the computerized accounts payable system on Tuesdays and Thursdays. A preliminary batch report will be printed for review by the Accounts Payable Manager, Controller or Asst. Controller. Once this review has occurred and all necessary corrections made the batch will be posted to the general ledger and year to date purchases updated to vendor files.

2nd copy (White check stub) of the check is filed alphabetically in the paid vendor file.

5.0 **ACCRUED EXPENSES**

5.1 The Accounting Manager will be responsible for preparing records of accrued expenses at the end of each month. Accrued expenses represent amounts due for services or benefits that the company has received but are not yet payable. Types of these expenses can include:

- Payroll
- Payroll Taxes
- Rent
- Utilities
- Interest
- Property and Business Taxes
- Insurance
- Lease Charges

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**ACCOUNTS PAYABLE, CASH DISBURSEMENTS AND ACCRUED EXPENSES** Page 4 of 4

- 5.2 The Accounting Manager will determine the proper amount of each expense that should be accrued. For example, if three business days of the Company's two week pay period fall into the current month and the remaining seven business days fall into the next month, the amount to be recorded for accrued payroll should be 30% (three-tenths) of the payroll amount.
- 5.3 Once all amounts have been determined, the accrued expenses will be recorded in detailed ledgers and the expense amount properly coded. A journal entry will then be prepared for recording to the general ledger.
- 5.4 The Accounting Manager will also review all existing accrued expenses recorded from prior periods and will ensure that reversing accounting entries have been made.



AAMA, Inc.

Prepared by: RB

Approved by: [Signature]

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SOP # V-2 Revision:         

Effective Date: 1-99

**Title:** CHECK REQUESTS

**Policy:** To ensure efficient processing and record keeping. All manual check requests will be prepared on a written check request form.

**Purpose:** To describe the process for completing a check request form.

**Scope:** All manual check requests.

**Procedure:**

1.0 ORIGINATION

1.1 The Check Request form is required for all payments whose nature is not a utility bill or contractual agreement on file by the Accounting Department

The Check Request form should be completed with all pertinent information and receive departmental approval.

1.2 Check requests require proper approvals as noted on the Authorization Limits Guidelines.

1.3 Check requests should include proper general ledger account coding. This coding should reasonably describe the expense to be incurred as well as correspond with approved and allowable budgetary items.

2.0 PROCESSING

2.1 The form should then be forwarded to the Accounts Payable Department for check preparation and signature by an authorized check signer.

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## Renewal Application

If a check is to be mailed directly to the vendor, any applicable documentation such as order forms, etc., should be attached to the form.

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**Check Request**

---

Date: \_\_\_\_\_ Requested by: \_\_\_\_\_

Amount \$ \_\_\_\_\_ Department: \_\_\_\_\_

Required When: \_\_\_\_\_ Mail Check: Yes  No

Payable To: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Reason for Check: \_\_\_\_\_

\_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

---

**Accounting Use Only**

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Check No.: \_\_\_\_\_

Account Codes

Amounts

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

Issued by: \_\_\_\_\_

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EXHIBIT 1

AAMA, Inc.

Prepared by: RB

Approved by: [Signature]

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SOP # V1-1 Revision:         

Effective Date: 1-99

**Title:** PAYROLL PROCESSING

**Policy:** Payroll will be processed to ensure accuracy, validity of transactions and proper internal control procedures will be maintained to assure that disbursements are for valid services performed.

**Purpose:** To outline the steps for payroll processing activities.

**Scope:** This procedure applies to all accounting personnel involved with payroll processing.

**Procedure:**

1.0 PERSONNEL RECORDS, MANAGEMENT AND CHANGES

1.1 Personnel records for hiring, classification, rate changes and termination are performed by the personnel department. Payroll processing will be performed in conjunction with the following related procedures performed by the Personnel Department.

- Employee Hiring and New Employee Orientation
- Paid and Unpaid Time Off
- Pay and Payroll Matters
- Performance Appraisals and Salary Adjustments
- Resignations and Terminations

2.0 PAYROLL PROCESSING

2.1 Accounting will receive completed and approved timesheets from department managers according to the procedures outlined in "Pay and Payroll Matters."

2.2 Once timesheets have been received, the Payroll Clerk will review for completeness and then will perform calculations for payroll, payroll deductions and other accruals. The Payroll Clerk will then prepare summary worksheets of payroll information and present along with supporting documentation to the Payroll Manager for review and approval.

**PAYROLL PROCESSING**

- 2.3 Once the summary has been approved, the Payroll Clerk will transmit the information to the Company's payroll service vendor for processing.
- 2.4 Upon receipt of checks and payroll calculation summaries from the payroll service vendor, the Payroll Clerk will review for accuracy. Validated payroll checks will then be presented for distribution.

AAMA, Inc.

Prepared by: RB

Approved by: [Signature]

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SOP # V11-1 Revision:         

Effective Date: 1-99

**Title:** FIXED ASSET CONTROL

**Policy:** Proper control procedures will be followed for all capital asset acquisitions, transfers and dispositions in order to provide internal control of capital equipment and to assist in reporting. Department managers are responsible and accountable for furniture, equipment, machinery and any other capital assets in their departments and will maintain some type of control over capital assets. Accounting will assist and evaluate any department's capital asset control procedures.

**Purpose:** To outline the procedures for acquiring, disposing and maintaining control of capital assets.

**Scope:** This procedure applies to all capital equipment with a value of \$500 or more and with a useful life greater than one year.

**Procedure:**

1.0 ACQUISITIONS

1.1 Purchases of assets require the approval of the President & CEO, except for those purchases costing less than \$3,000 and acquired by the GIS School Superintendant or Director of Health and Human Services.

A Capital Asset Requisition form (Exhibit 1) must be completed and approved for all purchases. This form is to be attached to all purchase orders or check requests submitted to accounting. Department managers may source the vendor for purchase of the capital assets or can submit the request to the Accounting Department for procurement.

1.2 Any internally constructed or donated equipment will be reported to accounting if the item cost or has a value of \$500.00 or more. A complete description of the property, date manufactured or received, number of items, cost or estimated value and a statement that it was internally constructed or donated will be included in the report.

1.3 To maintain proper segregation and control upon termination of any employees, any employee owned tools, equipment or furniture brought on the company premises will be reported to the department manager. The report should include the employee's name, description of items, identification numbers if any and reason for using the asset.

**FIXED ASSET CONTROL**

**2.0 DISPOSITIONS**

- 2.1 Capital assets may be sold or traded-in on new equipment. An Asset Disposition form (Exhibit 2) is to be completed and approved by the department manager. Any assets with an original value greater than \$500 will also require the Controllers approval.

Upon approval, the department may advertise the property for sale or submit a list to purchasing for sale and disposition.

After completion of the sale, the Asset Disposition form will be submitted to Accounting. Accounting will delete the item from the asset records and record any gain or loss on the disposition.

- 2.2 Worn-out or obsolete property with no cash value will be reported to Accounting on the Asset Disposition form with the description, serial number and condition. Accounting will inspect all worn-out or obsolete property before it is removed from the department and discarded. The asset will then be removed from the asset records.

- 2.3 Any asset that is missing or has been stolen will be reported in writing to the department manager and Accounting as soon as possible. The description, serial number, and other information about the lost item should be included in the report.

Accounting will determine the proper course of action and will notify the company's insurance carrier and any outside authorities if deemed appropriate. If unrecovered, the asset will then be removed from the asset records.

- 2.4 Interdepartmental transfers of assets will be reported to Accounting in writing including the description, serial number and the name of the department to receive the property.

The department manager to whom the item was assigned originally will be held accountable until accounting is notified of the transfer. After being notified, the department manager acquiring the property assumes responsibility. Accounting will then record the departmental transfer on the asset records.

**FIXED ASSET CONTROL**

**3.0 ASSET RECORDS**

- 3.1** Upon any asset acquisition, Accounting is responsible for assigning and attaching asset number tags to the property where it can be readily located.

Accounting will then maintain a detailed listing of each capital asset item along with depreciation records which will include the description, date acquired, vendor, cost basis, assigned department, depreciation method/life and accumulated depreciation and net book value.

- 3.2** On an annual basis, accounting will furnish each department a report showing a listing of assets assigned to that department and any acquisitions, disposals and transfers during the past year. Any discrepancies noted by the department should be notified to Accounting as soon as possible. This report should be filed by the department manager for reference and later use.
- 3.3** Each department will be responsible for locating assets with its number tag attached that are recorded as assigned to their department whenever requested by Accounting, a county property tax auditor or the company's external auditors.
- 3.4** Whenever a change in department manager occurs, all items should be accounted for by the outgoing department manager. The incoming department manager will accept the responsibility and accountability for the departmental asset listing upon assuming the position. Accounting can assist with this audit if requested.



**Capital Asset Requisition**  
Authorization for Capital Expenditure  
(Must be completed for all requests greater than \$100.00)

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

Requested by: \_\_\_\_\_

Department: \_\_\_\_\_

1) Complete item description including accessories: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) Reason or justification for request, including use and capability: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) Expected life in years: \_\_\_\_\_

4) Price or Lease Quotations:

Description	New or Used	Vendor	Terms	Amount
-------------	----------------	--------	-------	--------

\_\_\_\_\_  
Department Manager: \_\_\_\_\_

Chief Financial Officer: \_\_\_\_\_

President: \_\_\_\_\_  
(required for requests  $\geq$  \$5,000)

Asset Disposition Form

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

Requested By: \_\_\_\_\_

Department: \_\_\_\_\_

Reasons for Disposition: \_\_\_\_\_  
\_\_\_\_\_

Description	Serial Number	Date Purchased	Original Cost	Net Book Value	Expected or Actual Proceeds	Gain or Loss

Department Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Controller: \_\_\_\_\_ Date: \_\_\_\_\_

AAMA, Inc.

Prepared by: RB

Approved by: [Signature]

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SOP # VII-2 Revision:         

Effective Date: 1-99

**Title:** CAPITALIZATION & DEPRECIATION OF FIXED ASSETS

**Policy:** Asset acquisitions with a useful life expectancy of greater than one year and with a cost of \$500 or greater will be capitalized by the company and depreciated.

**Purpose:** The purpose of this procedure is to delineate the capitalization and depreciation methods for various asset groups.

**Scope:** All acquisitions of capital assets for the company.

**Definitions:** Capitalization - Capitalization is the process of recording the purchase of a fixed asset that is generally recorded individually on an asset schedule. Examples of capital expenditures are purchases of land, buildings, machinery, office equipment, leasehold improvements and vehicles.

Depreciation - Depreciation represents the write-down or write-off of the cost of the asset over its estimated useful life.

**Procedure:**

1.0 CAPITALIZATION

1.1 All assets with a useful life of greater than one year and costing more than \$500 will be capitalized and (except for land) will be recorded in the depreciation records. Any asset that does not meet the above criteria will be expensed such as small tools and equipment or repairs and maintenance.

1.2 The cost basis of furniture and equipment assets will include all charges relating to the purchase of the asset including the purchase price, freight charges, sales tax and installation if applicable.

1.3 Leasehold improvements including painting are to be capitalized if they relate to the occupancy of a new office or a major renovation of an existing office. Expenditures incurred in connection with maintaining an existing facility in good working order should be expensed as a repair.

**CAPITALIZATION & DEPRECIATION OF FIXED ASSETS**

1.4 The cost of buildings should include all expenditures related directly to their acquisition or construction. These costs include materials, labor and overhead incurred during construction and fees, such as attorney's and architect's and building permits.

2.0 DEPRECIATION

2.1 In general, the depreciation methods/lives for assets should be selected for consistent financial reporting and tax purposes.

The following depreciation methods and useful lives should be used for the following asset classifications for financial reporting purposes:

<u>Asset Class</u>	<u>Useful Life</u>	<u>Method</u>
Vehicles	Three Years	Straight Line
Office Equipment and Computers/Software	Three Years	Straight Line
Furniture and Machinery	Seven Years	Straight Line
Leasehold Improvements	Remaining life of lease term including option renewals	Straight Line
Buildings	Thirty Years	Straight Line

2.2 The lowest life permitted by tax regulations for asset classes should be selected to optimize depreciation deductions.

AAMA, Inc.

Prepared by: RB

Approved by: [Signature]

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SOP # Y11-3 Revision:     

Effective Date: 1-99

**Title:** PREPAID EXPENSES

**Policy:** Procedures will be followed to ensure that prepaid expense amounts are properly identified and recorded in the general ledger.

**Purpose:** To outline the steps for recording prepaid expenses.

**Procedure:**

1.0 IDENTIFICATION OF PREPAID EXPENSES

1.1 Prepaid expenses represent amounts that have been paid but the related service or benefit due the Company has not yet been received. Types of these expenses can include:

- Deposits
- Insurance Premiums
- Lease Payments
- Rent

2.0 RECORDING OF PREPAID EXPENSES

2.1 The Asst Controller will be responsible for identifying and preparing records of prepaid expense amounts. After properly identifying prepaid amounts, the Accounting Manager will determine the portion of the amount paid that is prepaid. For example, if the Company pays its six month insurance premium in advance, the amount recorded as prepaid after the first month would be five/sixths of the premium.

2.2 Prepaid expense amounts will be properly recorded in the ledger. Information should include the description of the type of service or benefit, vendor, benefit period, amount paid, amortization amount and any other pertinent information. The prepaid expense amounts should then be properly coded and recorded in the general ledger via a journal entry.

2.3 The Asst Controller will also review schedules of existing prepaid expense amounts for any changes that may alter the amortization or recorded amounts.

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AAMA, Inc.

Prepared by: RB

Approved by: [Signature]

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SOP # VIII-1 Revision:         

Effective Date: 1-99

**Title:** LONG TERM DEBT

**Policy:** The accounting department will work in conjunction with the Board of Directors and the President & CEO in securing new debt on behalf of the company. Further, procedures will be implemented to ensure that the debt transactions are properly recorded, paid and that the terms of debt agreements are kept in compliance.

**Purpose:** To describe the steps for authorizing, recording and handling of long term debt transactions.

**Scope:** This procedure applies to the handling of all long term debt including notes payable, lease transactions or other financing arrangements.

**Procedure:**

1.0 AUTHORIZATION AND REVIEW OF NEW DEBT

1.1 Before new transactions are completed, the Controller will ensure that the following authorization procedures are implemented.

- Review of terms: The terms of the agreement (e.g. interest rates, penalties, payback periods, etc.) will be reviewed for reasonableness and the ability of the Company to comply with these terms.
- All debt covenants and collateral agreements will be reviewed to ensure that there will not be conflicts with existing agreements or operations of the Company.
- The Board of Directors will authorize the issuance of new debt and will prepare a written resolution so indicating their approval.

2.0 RECORDING NEW DEBT

2.1 The issuance of new or amended debt agreements will be properly documented and recorded in the general ledger.

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**LONG TERM DEBT**

- 2.2 A detail file will be maintained for each debt arrangement. The information can include:
- Copy of debt agreement and Board of Directors resolution
  - Summary of debt covenants
  - List of assets used as collateral- Amount and method used to determine capital leases

3.0 DEBT SUMMARIES AND TRANSACTIONS

- 3.1 A detailed summary of current and long-term debt including acquisitions of debt, repayments, current balances due along with accrued interest and interest expense will be prepared. This summary will be used to reconcile debt balances, accrued interest and interest expense with the general ledger.
- 3.2 Interest accruals will be computed on long-term debt according to the terms of the agreement and will be recorded on a monthly basis.
- 3.3 Debt payments made by the Company will be recorded to ensure that payments are properly allocated to interest and principal amounts. These amounts will then be used to record to the appropriate general ledger account.

AAMA, Inc.

Prepared by: RB

Approved by: [Signature]

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SOP # 271 Revision:       

Effective Date: 1-99

**Title:** RELEASE OF FINANCIAL OR CONFIDENTIAL INFORMATION

**Policy:** The release of financial, statistical or other information that may be of a confidential nature to the company will be controlled and every request will be referred to Controller, Director of Human Services or President & CEO.

**Purpose:** To provide a means for the control of information to banks, investors, investment houses, media, credit bureaus, or other agencies and organizations.

**Scope:** Any requests by an outsider to an employee regarding financial, sales, marketing or client information on the company. If in doubt, verify with the Controller, Asst. Controller or President & CEO.

**Procedure:**

1.0 WRITTEN REQUESTS

1.1 Typical requests are for additional information concerning details of the published financial statements, litigation progress, insurance coverage, names of investors, etc.

If the request is by letter or other written correspondence, the material shall be forwarded to the Controller who will decide what information may be released or routed to the Asst. Controller or President and who will be authorized to reply.

2.0 TELEPHONE/PERSONAL REQUESTS

2.1 If the request is by telephone or a personal visit to our office, the requester will be referred to the Controller or Asst. Controller. If either one is unavailable, the requester should be asked to provide their name, company, telephone number and address, if possible. Also they should be asked the reason for the request and a brief description of the information desired. This information should be written down and forwarded to the Controller for follow-up.



AAMA, Inc.

Prepared by: RB

Approved by: [Signature]

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SOP # IX-2 Revision:         

Effective Date: 1-99

**Title:** PROPERTY TAX ASSESSMENTS

**Policy:** All property tax assessments will be reviewed for accuracy and proper assessed valuations to ensure minimum property tax costs to the company.

**Purpose:** To outline the areas for review in assessments and methods for appealing overstated assessments.

**Scope:** This statement applies to the Accounting Department for property tax assessments for all sites owned by the company.

**Procedures:**

1.0 REVIEW OF ASSESSMENTS

1.1 All assessments are to be promptly reviewed. Many jurisdictions only allow a challenge to an assessment within 30 days after the annual notice of assessed value is sent. If the Accounting Department misses the deadline, the company loses the chance to reduce the year's property taxes. There are normally no refunds for prior years' property taxes even if successfully challenge in the future. Often, it may be advisable to begin the analysis process prior to receiving the assessment notice.

1.2 When reviewing an assessment, the first step is to find out how the property was assessed. Ask for a full explanation of how the assessed value was derived. Assessors are usually cooperative in providing this information.

1.3 Upon receipt of the basis for assessment, the following factors should be reviewed:

Note: Do not make the mistake of thinking property has received a favorable low assessment just because its assessed value is less than its market value. Many jurisdictions use "assessment ratios" that are a percentage of market value. What is important is the amount of a property's assessment compared to those of similar properties. A below market assessment may in fact be very high.

PROPERTY TAX ASSESSMENTS

- **Research Similar Properties:** Tax assessments are part of the public record. Assessments of similar properties to the company's should be looked up to see that the company's assessment is in line. The objective is to find assessed values for similar properties that are far lower than the company's. For example, company locations within industrial parks or similar developments should be easy to find very similar properties for comparison.
- **Review Property Descriptions and Accuracy of Records:** Review records for possible clerical errors. Ensure that property descriptions are correct and the building size (total square feet) is not overstated. Make sure that all dates are correct and that all calculations are properly computed. A wrong construction date or simple mathematical error can increase tax valuations.
- **Deflate Property Valuations:** Tax assessors generally value property on the basis of historical cost and the recent sales prices of other properties in the area. Often, when figuring local property taxes, numbers reported on the federal tax return will be used. Depreciable assets are valued at cost on the federal return when figuring depreciation deductions. However, the appropriate assessment for market value for property tax purposes may very different. Further, instead of performing actual physical inspections or assessments of properties every year, local assessors use "equalization ratios" to adjust the annual assessment. The equalization ratio is a type of an inflation adjustment meant to reflect the current general trend in property values. However, the current trend in property values may not apply to the company's property.

1.4 If the company can provide solid reasons for using different measures to value property, it may be able to receive a reduction in property taxes. Possible valuation methods can include:

- **Income Production:** Measure the current value of the cash flow stream generated by the property which may be substantially lowered during a recession.
- **Replacement or Reproduction Cost:** How much it would cost to replace or reproduce the property should be determined. For example, if the construction industry is in a downturn, the cost to replace the property may be less than what the company paid for the property.

Also the company should evaluate if it incurred any construction cost overruns due to bad weather, labor disturbances, material shortages, etc., that may have increased the cost of a new building without adding to its value. Decorative features may also add much less value than their actual cost.

- **Market Prices:** The actual recent sales of similar properties may show that the company's property is over-assessed.

**PROPERTY TAX ASSESSMENTS**

- **Unique Features or Business Obsolescence:** Changes to the characteristics of the property or features specific to the company's business may reduce its value. Examples can include:
  - Change in zoning restrictions that limit the use of the property.
  - Changes in neighborhood logistics, such as a median divider placed in a highway that deprives a location from access to customers, rerouting of a highway, closing of a railroad line or economic decline in the area that forces the company's traditional customer base to move away.
  - Obsolete design for the company's particular business needs such as a facility that has been specially designed to hold machinery that has been made obsolete by a competitor's innovation or a communications facility built with conventional wiring that is obsolete due to a switch in the industry to the use of fiber optics.
  - Unique design aspects which meet company needs but would reduce the value of a property to others.
  - A general downturn in the company's industry.
  - **Including Personal Property in Building Valuations:** Property that is movable is personal property and should not be included in a valuation of the building. Many items such as piping, wiring, climate control systems, generators, special supports and foundations for equipment may look like part of the building to the assessor but should not be included in the building's assessment.

**2.0 APPEALING OF ASSESSMENTS**

2.1 If upon review of the assessment and all other factors, the Finance Department believes a downward adjustment to the property assessment is appropriate, an appeal should be prepared. Experience has shown that if a company presents a sound argument for challenging an assessment, the company has an excellent chance of receiving some type of tax reducing adjustment even if it is less than the company had requested.

2.2 The appeal case should include documentation of the above findings. It is important to keep in mind that the property tax assessor may not be familiar with the details of the company's business or industry, so the company must prepare to explain how such factors may affect a property's value.

PROPERTY TAX ASSESSMENTS

- 2.3 Once a sound case is prepared, an appeal can be sought by simply calling the local assessor's office and asking for an appointment to discuss the assessment. The meeting with the local assessor will generally be informal. It is important to not be adversarial with the assessor but to present the attitude that the company is helping the assessor to reach a more accurate valuation for the property by presenting additional information.
- 2.4 If the company does not receive any or a large enough adjustment, an appeal may be made with the local Board of Appeals. These meetings will probably be more formal and the company may wish to provide expert testimony or obtain an independent appraisal of the property to present to the Board of Appeals.

More assistance with property tax problems may be obtained by contacting the:

Institute of Property Taxation  
888 17th St. NW  
Washington, DC 20006

Effective Date: 8-26-99

Approval: Belberto Moreas

**PROCUREMENT**

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**POLICY:** The agency uses purchase procurement procedures to obtain services, supplies, or other property costing no more than \$25,000 in total.

This policy does not apply to obtaining the services of a professional person.

**PROCEDURES:**

1. For any one-item purchase under \$1,000, price or rate quotations are not required.
2. The agency will obtain three verbal or written prices or rate quotations for any purchase between \$1,000 and \$5,000. Telephone and other verbal quotations must be documented.
3. The agency will obtain three written prices or rate quotations for any item purchase over \$5,000.
4. The agency will select the vendor providing the best value and documents the rationale for selection.
5. Purchases over \$25,000 will comply with requirements found in the applicable Office of Management and Budget (OMB) circular.
6. The agency will document the rationale for selection of the vendor.

AAMA, Inc.

Prepared by: *[Signature]*

Approved by: *[Signature]*

Page 1 of 1

SOP # \_\_\_\_\_ Rev: 1

Effective Date: 8/99

Title: Administrative Salaries Allocation Procedure

Policy: To establish and document the procedure for allocating administrative salaries to the various AAMA programs in a consistent method.

Purpose: To consistently determine the charge to each program for administrative personnel who oversee the various segments of the overall agency functions.

Scope: These procedures apply to the administrative employees who are affected by this specific policy.

Procedure:

1.0 PERSONNEL AFFECTED

- 1.1 Description of Personnel to be Charged through the Administrative Salaries allocation is determined as follows:
- 1.2 HHS Administrative employees (i.e. Director, Deputy Director, Office Manager, Billing Clerk, etc.)
- 1.3 Accounting Personnel (i.e. Controller, Accounting Manager, Billing Analyst, Receivables Clerk, A/P Clerk, Payroll Clerk, etc.)
- 1.4 AAMA Administrative Personnel (President / CEO, HR Manager, Administrative Assistant, Receptionist, PR Manager, etc.)
- 1.5 The salary for a particular payroll should be determined for each applicable employee from the ADP Labor Distribution Summary.
- 1.6 The totals for the groupings noted in Sections 1.2, 1.3, and 1.4 should be compiled for use in the allocation process.

2.0 METHODOLOGY USED FOR ALLOCATION

- 2.1 Administrative Salaries are allocated as follows
- 2.2 For each HHS program, identify the professional staff (Program Coordinator, Counselors, CI's, Nurses, etc.) and total the bi-weekly salary for each specific program from the ADP Labor Distribution Summary.
- 2.3 For each program, identify the non-professional staff (Youthworkers, direct administrative positions, etc.) and total the bi-weekly salary for this grouping.

- 2.4 Total all programs combined and calculate the grand total program salaries for all professional staff and non-professional staff.
- 2.5 Divide the totals for each program's professional staff into the grand totals of all professional staff and calculate the applicable % ("Program Allocation %") to be allocated to each individual program.
- 2.6 Use this allocation % to calculate the administrative staff positions charge for each program (multiply applicable % \* administrative salaries to be allocated).
- 2.7 Determine administrative salary cost allocation and charge to programs through general ledger system.

**3.0**

**GENERAL LEDGER REVIEW**

- 3.1 Quarterly, the accounting group should perform this review of the allocation of administrative salaries to the programs.
- 3.2 The accounting group should verify that all adjusting entries are prepared and processed through the general ledger system.
- 3.3 The financial statements should be reviewed to determine that the adjustments processed appear proper and reasonable.
- 3.4 The accounting group should compile the TCADA FSR report and ensure that all allocations are proper and reasonable.

AAMA, Inc.

Prepared by: RB

Approved by: [Signature]

SOP # III-2 Revision:         

Effective Date: 1-99

Title: PETTY CASH

Policy: To facilitate minor business expenses, a petty cash fund will be available to employees.

Purpose: To outline the disbursement and reimbursement of petty cash.

Scope: These procedures apply to all employees of the company.

Procedure:

1.0 FUND CONTROL

1.1 The Cashier will maintain control of the cash box, petty cash journal and all petty cash transactions. The petty cash fund will be set up in the amount of \$350.00 for authorized out-of-pocket expenses and advances for minor business expenses.

Advances or reimbursements from petty cash will be limited to amounts of \$100.00 or less. If an employee requires funds in a greater amount, they should request a company check (See Check Request Procedure).

2.0 DRAWS

2.1 When an employee requests a petty cash draw, the cashier will record the amount advance, date of disbursement, reason for the draw and name of the employee receiving the advance.

The employee should by the next business day, return the receipt(s) and any change to the cashier. A petty cash voucher will then be completed with the receipt attached.

3.0 REPLENISHMENT

3.1 At the end of each month or whenever the petty cash fund drops below a balance of \$50.00, the cashier will complete the reimbursement paperwork from the journal with itemized descriptions of expenses and attach all vouchers and submit to the Controller for review. Once the controller has reviewed for accuracy and reasonableness of account code data and expenses, the cashier will then be issued a check in the amount of the reimbursement and will be responsible for obtaining cash from the bank to replenish the cash box.



Effective Date: 8-26-99

Approval: Gilberto Moreno

**TIMESHEETS**

**POLICY:** The agency's employees maintain daily records and timesheets to reflect an after-the fact documentation of time spend on each program.

**PROCEDURES:**

1. Bi-weekly Time Allocation Sheet will be maintained by all staff, both professional and non-professional, who spent time working for more than one funding source, i.e., prevention, intervention, city, state, etc.
2. The employee maintains this sheet on a daily basis to the actual time spent on each funding source.
3. Holiday, vacation, sick and compensation days should be accounted for only in their perspective column and will be proportionally charged to the appropriate cost center(s).
4. The Time allocation sheet is submitted to their immediate supervisor for verification and approval.
5. The time sheet required both the employee and supervisor's signature.

### TIME & ALLOCATION SHEET

Employee: \_\_\_\_\_

Week 1: \_\_\_\_\_

Week 2: \_\_\_\_\_

Day	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Grand Total
Administration																
YCOC																
Buena Salud																
Amistad																
Concilio Hispano Libre																
Webb County																
Judith Zaffirini																
Federal Parole																
Hermanos Unidos																
Barrios Unidos																
Dinosaur																
Niños Primero																
M.A.P.																
COSSMHO																
Other:																
Workshop/Seminar																
Total Hours																
Annual Leave																
Sick Leave																

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Renewal Application

Effective Date: 8-26-99

Approval: Alberto Moreau

### RECORDS SECURITY AND RETENTION

**POLICY:** The agency will protect: Client records, financial records, bank statements, and other client identifying information from loss, tampering, and unauthorized access or disclosure and required retention timeframes.

#### **PROCEDURES:**

1. When records are computerized, the facility will protect the files from unauthorized or accidental access; and have a back up system.
2. The agency has a tracking system and an assigned person to ensure that records are returned to the centralized file system at the end of the day.
3. An authorized person is continuously present in the immediate area.
4. Client records and all financial records are retained at least five years.
5. Records of adolescent clients are kept for at least five years until the client turns 18.
6. If records are microfilmed scanned, or destroyed, the facility shall take steps to protect confidentiality.
7. Financial and client records will remain in the "active" files system until the Independent Auditors have completed the required Annual Audit for the previous year(s).
8. Thereafter, financial and client records will be placed in the storage offices (Bldg. C-3) under lock and key. Only the HHS Division Regional Office Manager and the Comptroller and/or their designees have keys to this area.

Effective Date: 8-26-99  
Approval: Giuseppe Moreau

VOID CHECK(S)

**POLICY:** The agency's policy prohibits the practice of voiding checks, and instead promotes the process of invoice expense and reporting. This policy is to insure that proper payments and reimbursement to vendors occurs in an accurate and timely basis.

**PROCEDURES:**

1. A check request is filled out after the invoice has been approved by the Department Manager and the amount has been verified.
2. Check requests are submitted to the Finance Department for payment to the vendor for supplies or for professional services rendered.
3. If an error occurs in the processing of payment, the printed check may need to be voided due to an error.

An error may occur when:

- the amount is greater than the amount owed which will result in overpayment,
  - reimbursement from TCADA has not been received, or the amount and items are not budgeted or approved by TCADA, i.e., food purchases in a prevention program.
  - Multiple invoices paid to vendor in error, when each site requests individual checks.
4. If and when there is sufficient information to justify voiding a check, a Void Check Request Form is completed and must be approved by the Comptroller and/or the President/CEO.
  5. The agency will promote accuracy and consistency in reviewing and approving check processing.

Effective Date: 8-26-99

Approval: *Alberto Moreau*

## EMPLOYEE TRAVEL REIMBURSEMENT

**POLICY:** It is the policy of the Company to reimburse employees for business use of personal vehicles. Expenses for transportation, lodging, meals, and related items are allowable when they are incurred by an employee, or volunteer on official business which is directly attributable to the contract or required for administration of the agency.

### **PROCEDURES:**

1. Employees whose jobs require regular driving for business must be able to meet the driver approval standards of this policy at all times. In addition, employees holding those jobs must inform their supervisors of any changes that may affect their ability to meet the standards of this policy. For example, employees who lose their license must report this within 24 hours to their immediate supervisor.
2. Supervisors must approve employees' travel in advance for program related activities, and to attend conferences, seminars, and community meetings and to conduct planned events.
3. Employees should provide their supervisor with the required and completed mileage form by the tenth of each month, requesting approval for mileage reimbursement.
4. Employee's expenses for approved travel will be paid or reimbursed when properly document by the employee and approved by the supervisor.
5. Travel mileage is reimbursed at twenty-eight cents (\$0.28), per mile. The rate is consistent with the different funding sources approved rate and based on the level of funding from the respective agencies, i. e., TCADA, City of Houston, TRC, TEA, TDCJ (Webb County). The mileage rate is consistent with the Federal guidelines.
6. Employees may not drive program vehicles without prior approval of their supervisor.
7. For all other jobs, driving is considered only an incidental function of the position.

Effective Date: 8-26-99

Approval: Belbert. Moreau

NEPOTISM/CONFLICT OF INTEREST

**POLICY:** The Association for the Advancement of Mexican Americans (AAMA, Inc.) Board of Directors, in fairness to the community, other providers, and contractors adopts a policy that prohibits nepotism. Adherence to this policy will be documented by a written attestation of all members of the AAMA Board of Directors.

**PROCEDURE:**

1. Procedurally "nepotism" shall be defined as: *activities which constitute or present the appearance of personal or organizational conflict of interest, which might result in unusual gain (either actual or potential) for Board of Director members or their relatives, (by blood, marriage or whose relationship with the board member is similar to that of persons who are related by blood or marriage), or for firms related to any of the above mentioned persons.*
2. Documentation will be recorded on the assurance attachment which shall remain on file at the AAMA Corporate Office, 6001 Gulf Freeway, Bldg. B-165, Houston, TX 77023.

Responsible Staff: All Board Members

ASSURANCE STATEMENT

As a member of the Board of Directors of, The Association for the Advancement of Mexican Americans, Inc. (AAMA), I attest to the fact that I am prohibited from activities which constitute or present the appearance of personal or organizational conflict of interest, which might result in unusual gain (either actual or potential) for Board of Director members or their relatives, (by blood, marriage or whose relationship with the board member is similar to that of persons who are related by blood or marriage), or for firms related to any of the above mentioned persons.

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Date

**GIS / WIA Allocation Cost Base Procedures – FY' 2000**

The AAMA Cost Allocation Method is as follows for the following cost categories for FY 2000:

**A.) Salaries**

1.) GIS Program Staff charged to WIA:

Allocation base – Direct Salaries charged are based on our experience factor and historical data related to program needs in determining the usage % assigned for each individual directly charged to the WIA program (calculated in relation to their overall time spent on total GIS School program).

2.) AAMA Accounting / AAMA Admin Staff

Separate allocation is made initially for Health and Human Services (HHS) Programs to determine the allocation charge for AAMA Accounting and AAMA Administrative support staff (this allocation is based on a direct professional staff utilization calculation). The remaining portion of salary costs spread to the Sanchez School and AAMA Adelante programs are based on the individual staff's overall time spent on these programs. This is based on our experience factor and historical data related to program needs in determining the usage % assigned for each individual directly charged to the WIA program.

**B.) Fringe Benefits**

Allocation base – Direct allocation of fringe benefits % (% is based on actual calculation of the required components including payroll taxes, unemployment insurance (SUI), medical insurance, dental and workman's compensation) is directly applied to all Program Salaries amounts charged to the WIA program.

**C.) Supplies / Postage**

All supplies purchases are directly charged to the programs.

**D.) Travel**

All travel expenses will be directly charged to the programs.

**E.) Equipment**

All equipment purchases will be directly charged to the program.



**F.) Rental of office Space / Utilities**

Depreciation Use method as described by OMB Circular #122.

**G.) Duplicating Costs**

Where appropriate, the agency will make all attempts to charge these costs directly to the program for which it benefits. In Houston, programs share several copiers and the appropriate supplies. In this case, the agency will document the number of copies used per program based on program codes input into the copier system. Quarterly, the accounting staff will perform a review of the program usage and will use this process to determine a charge to the appropriate programs.

**H.) Telephone / Pagers**

These costs are charged directly to the program based on the applicable numbers of telephone lines / pagers used by each program. A separate allocation is made initially for Health and Human Services (HHS) Programs to determine the allocation charge for AAMA Accounting and AAMA Administrative telephone usage (this allocation is based on a direct professional staff utilization calculation). The remaining portion of phone costs is spread to the Sanchez School and AAMA Adelante programs are based on the individual's staff overall usage on these programs. This is based on our experience factor and historical data related to program needs in determining the usage % directly charged to the WIA program.

**H.) Vehicle Insurance**

These costs are charged directly to the programs based on the applicable numbers of vehicles used by each program. There is no charge expected for the WIA program for this category.

**I.) Data Processing Charges**

The agency will use an allocation method utilizing payroll charges for each program in relation to the overall grand total payroll. This method will calculate the % charged to WIA for DP charges.

**K.) Other Overhead (Liability Insurance, etc.)**

The agency will make all attempts to charge these costs directly to the program for which it benefits.

## Renewal Application

Note: For AIDS programs that primarily perform outreach services, total direct salaries for outreach workers are used in calculation of funding base used to allocated to AIDS programs (non-TCADA funded). ??????

George I. Sanchez Charter High School

GJM

Board Budget Report Summary - YTD September 2000

30-Oct-00

Description	FY 2001 Budget	FY 2001 YTD Budget @ 9/00	Mo. of Sept. '00 Actual	YTD Sept. '00 Actual	FY '01 YTD Variance	% Variance	FY '01 Bdg. % Used YTD
REVENUES	2,790,256	242,631	245,027	245,027	2,396	1.0%	8.8%
PAYROLL	1,704,900	148,252	146,980	146,980	1,272	0.9%	8.6%
FRINGE BENEFITS	216,369	19,670	15,597	15,597	4,073	20.7%	7.2%
TOTAL PAYROLL COSTS	1,921,269	167,922	162,577	162,577	5,345	3.2%	8.5%
TOTAL SUPPLIES	136,541	12,413	7,808	7,808	4,605	37.1%	5.7%
TOTAL FOOD ITEMS	87,500	7,955	7,530	7,530	425	5.3%	8.6%
TOTAL PROFESSIONAL FEES	125,075	10,876	5,143	5,143	5,733	52.7%	4.1%
TOTAL RENT / UTILITIES	445,001	37,083	30,750	30,750	6,333	17.1%	6.9%
TOTAL OVERHEAD / TRAVEL / ETC	52,300	4,184	2,285	2,285	1,899	45.4%	4.4%
TOTAL - ALL OTHER EXPS.	846,417	72,511	53,516	53,516	18,995	26.2%	6.3%
SUB-TOTAL EXPENSES	2,752,686	240,433	216,093	216,093	24,340	10.1%	7.9%
CAPITAL IMPROVEMENTS	15,000	1,071	0	0	1,071	100.0%	0.0%
INTEREST EXP / REVENUE	0	0	0	0	0	0.0%	0.0%
TOTAL EXPENSES	2,767,686	241,504	216,093	216,093	25,411	10.5%	7.8%
NET PROFIT / LOSS	22,570	1,127	28,934	28,934	27,807	2468.3%	N/A

ATTACHMENT 13

Renewal Application

**ASSOCIATION FOR THE ADVANCEMENT OF  
MEXICAN-AMERICANS**

**Financial Statements  
August 31, 1999 and 1998**

**(With Auditors' Reports Thereon)**

INDEPENDENT AUDITORS' REPORT

Board of Directors  
Association for the Advancement of  
Mexican-Americans:

We have audited the accompanying balance sheets of Association for the Advancement of Mexican-Americans (AAMA) as of August 31, 1999 and 1998, and the related statements of activities, functional expenses, and cash flows for the years then ended. These financial statements are the responsibility of AAMA's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Association for the Advancement of Mexican-Americans as of August 31, 1999 and 1998, and the changes in its net assets and its cash flows for the years then ended in conformity with generally accepted accounting principles.

Our audits were performed for the purpose of forming an opinion on the basic financial statements of AAMA taken as a whole. The accompanying supplementary schedules of information relating to George I. Sanchez Charter School are presented for the purpose of additional analysis, and are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

*Mir, Fox & Rodriguez*

May 26, 2000

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ASSOCIATION FOR THE ADVANCEMENT OF  
MEXICAN-AMERICANS

Balance Sheets  
August 31, 1999 and 1998

	<u>1999</u>	<u>1998</u>
<u>Assets</u>		
Cash and cash equivalents	\$ 260,003	424,181
Certificates of deposits	108,477	5,451
Accounts receivable	478,530	272,847
Due from affiliates	7,081	
Pledges receivable	555,000	725,000
Land	25,000	25,000
Building and improvements	6,001,986	2,729,813
Furniture and equipment	862,959	667,510
Accumulated depreciation	(1,265,304)	(1,040,554)
Other assets	48,615	5,600
<b>Total assets</b>	<b>\$ <u>7,082,347</u></b>	<b><u>3,814,848</u></b>
<u>Liabilities and Net Assets</u>		
Notes payable	3,762,000	930,902
Accounts payable	844,651	424,635
Accrued liabilities	391,655	506,483
Deferred revenue	164,314	73,573
<b>Total liabilities</b>	<b><u>5,162,620</u></b>	<b><u>1,935,593</u></b>
Net assets:		
Unrestricted	1,919,727	852,356
Temporarily restricted		1,026,899
<b>Total liabilities and net assets</b>	<b>\$ <u>7,082,347</u></b>	<b><u>3,814,848</u></b>

See accompanying notes to financial statements.

**ASSOCIATION FOR THE ADVANCEMENT OF  
MEXICAN-AMERICANS**

**Statements of Activities  
Years Ended August 31, 1999 and 1998**

	1999			1998		
	Unrestricted	Temporarily Restricted	Total	Unrestricted	Temporarily Restricted	Total
<b>Revenue:</b>						
Federal grants	\$ 4,200,119		4,200,119	4,547,947		4,547,947
State, city, county and other grants	2,992,772		2,992,772	2,436,129		2,436,129
Fundraisers	161,928		161,928	70,750		70,750
Contributions	345,250		345,250	837,228	229,884	1,067,112
Property rental income	507,710		507,710	570,690		570,690
Net assets released from restrictions	1,026,899	(1,026,899)				
Other	49,286		49,286	23,407		23,407
<b>Total revenue</b>	<b>9,283,964</b>	<b>(1,026,899)</b>	<b>8,257,065</b>	<b>8,486,151</b>	<b>229,884</b>	<b>8,716,035</b>
<b>Expenses:</b>						
Program services:						
Health and human services:						
Residential/Outpatient	1,690,947		1,690,947	2,038,001		2,038,001
Prevention/Intervention	1,331,011		1,331,011	1,397,758		1,397,758
AAMA Laredo	1,071,538		1,071,538	779,082		779,082
Educational:						
George I. Sanchez	2,542,592		2,542,592	2,136,733		2,136,733
Adelante	466,634		466,634	389,197		389,197
AIDS program	572,756		572,756	604,220		604,220
Supporting services:						
Management and general	161,118		161,118	58,873		58,873
AAMA properties	379,997		379,997	452,775		452,775
<b>Total expenses</b>	<b>8,216,593</b>	<b>-</b>	<b>8,216,593</b>	<b>7,856,639</b>	<b>-</b>	<b>7,856,639</b>
Changes in net assets	1,067,371	(1,026,899)	40,472	629,512	229,884	859,396
Net assets, beginning of year	852,356	1,026,899	1,879,255	222,844	797,015	1,019,859
Net assets, end of year	<b>\$ 1,919,727</b>	<b>-</b>	<b>1,919,727</b>	<b>852,356</b>	<b>1,026,899</b>	<b>1,879,255</b>

See accompanying notes to financial statements.

ASSOCIATION FOR THE ADVANCEMENT OF  
MEXICAN-AMERICANS

Statement of Functional Expenses  
Year Ended August 31, 1999

	<u>Health and Human Services</u>		
	<u>Residential/ Outpatient</u>	<u>Prevention/ Intervention</u>	<u>AAMA Laredo</u>
Salaries	\$ 1,041,245	859,124	634,066
Employee fringe benefits	95,607	74,480	30,924
Payroll taxes	94,074	76,283	57,248
Total salaries and related expenses	<u>1,230,926</u>	<u>1,009,887</u>	<u>722,238</u>
Professional fees and contract services payments	43,519	12,514	69,453
Professional fees, other	5,559	1,163	3,609
Advertising	154	326	227
Food, clothing and other	70,304	2,357	21,491
Insurance-other	17,690	13,639	6,463
Equipment rental/maintenance	20,850	24,380	14,666
Postage	3,616	2,538	4,150
Rent-office	149,575	129,242	106,102
Supplies	18,711	28,531	41,492
Property taxes/licenses	149	270	163
Telephone	22,927	21,954	15,880
Travel/seminars	26,095	35,000	16,303
Utilities	19,026	18,864	19,764
Printing/publications	90	133	30
Fundraisers			
Capital expenditures	1,838	1,932	672
Miscellaneous	5,329	6,568	1,048
Interest/bank charges	65		1,200
Total operating expenses before depreciation	<u>1,636,423</u>	<u>1,309,298</u>	<u>1,044,951</u>
Depreciation of property and equipment	54,524	21,713	26,587
Total expenses	<u>\$ 1,690,947</u>	<u>1,331,011</u>	<u>1,071,538</u>

See accompanying notes to financial statements.

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# Renewal Application

Educational			Supporting Services		
George I. Sanchez	Adelante	AIDS Program	Management and General	AAMA Properties	Total
1,549,301	331,919	407,870	2,329	95,145	4,920,999
210,891	15,379	27,739	9,523	8,309	472,852
60,588	32,172	35,226	851	8,148	364,590
<u>1,820,780</u>	<u>379,470</u>	<u>470,835</u>	<u>12,703</u>	<u>111,602</u>	<u>5,758,441</u>
24,222	4,624	5,647	29,634	4,372	193,985
14,176	3,106	1,535	14,151	338	43,637
4,223			1,425		6,355
120,744	50	96		581	215,623
16,229	3,660	5,688	3,601	1,468	68,438
52,530	4,916	14,123	12,415	24,241	168,121
2,345	280	471	395	160	13,955
278,109	30,240	36,000			729,268
60,002	21,181	9,925	3,038	7,894	190,774
		47		25,042	25,671
24,823	4,938	9,019	1,394	819	101,754
26,732	11,033	11,316	6,165	651	133,295
	50	7,273	2,865	128,529	196,371
650	125		547		1,575
36			60,744		60,780
1,967	443	555	56	502	7,965
32,084	2,518	226	(20,908)	6,443	33,308
627			9,746	30,889	42,527
<u>2,480,279</u>	<u>466,634</u>	<u>572,756</u>	<u>137,971</u>	<u>343,531</u>	<u>7,991,843</u>
<u>62,313</u>			<u>23,147</u>	<u>36,466</u>	<u>224,750</u>
<u>2,542,592</u>	<u>466,634</u>	<u>572,756</u>	<u>161,118</u>	<u>379,997</u>	<u>8,216,593</u>

ASSOCIATION FOR THE ADVANCEMENT OF  
MEXICAN-AMERICANS

Statement of Functional Expenses  
Year Ended August 31, 1998

	Health and Human Services		
	Residential/ Outpatient	Prevention/ Intervention	AAMA Laredo
Salaries	\$ 1,281,809	935,126	414,574
Employee fringe benefits	98,740	64,604	34,805
Payroll taxes	117,990	80,476	38,956
Total salaries and related expenses	1,498,539	1,080,206	488,335
Professional fees and contract services payments	59,253	10,096	71,762
Professional fees, other	12,458	3,416	1,235
Advertising	1,096	678	100
Food, clothing and other	85,385	9,071	7,100
Insurance-other	10,625	10,975	4,559
Equipment rental/maintenance	16,080	20,307	14,456
Postage	3,248	2,525	3,615
Rent-office	188,282	131,492	80,987
Supplies	35,430	43,797	36,077
Property taxes/licenses	360	336	69
Telephone	25,382	20,327	9,832
Travel/seminars	27,653	32,561	14,315
Utilities	20,052	12,822	20,559
Printing/publications	138	257	60
Fundraisers			21
Capital expenditures	1,462		
Miscellaneous	3,261	3,956	410
Interest/bank charges	73	211	155
Total operating expenses before depreciation	1,988,777	1,383,033	753,647
Depreciation of property and equipment	49,224	14,725	25,435
Total expenses	\$ 2,038,001	1,397,758	779,082

See accompanying notes to financial statements.

**Renewal Application**

<u>Educational</u>			<u>Supporting Services</u>		
<u>George I. Sanchez</u>	<u>Adelante</u>	<u>AIDS Program</u>	<u>Management and General</u>	<u>AAMA Properties</u>	<u>Total</u>
1,212,653	243,225	422,878	39,796	129,020	4,679,081
156,198	10,920	33,605	(15,146)	14,530	398,256
52,063	25,918	36,556	5,218	11,524	368,701
<u>1,420,914</u>	<u>280,063</u>	<u>493,039</u>	<u>29,868</u>	<u>155,074</u>	<u>5,446,038</u>
7,366	2,049	7,824	2,007	3,670	164,027
38,027	6,132	440	5,835	115	67,658
4,491	278	71	339	44	7,097
123,262	49	2,035	286		227,188
15,903	2,674	7,299	1,721	5,258	59,014
34,321	1,031	6,678	10,488	44,777	148,138
996	321	751	155	193	11,804
276,342	64,260	48,000			789,363
67,567	18,087	10,750	3,358	6,027	221,093
	50	100	3,525	26,035	30,475
17,810	4,333	9,256	1,855	986	89,781
25,008	9,749	14,656	10,885	1,337	136,164
1,576	18	3,002		101,040	159,069
1,268	52	19	1,980	8	3,782
			25,521		25,542
43,259			(625)	676	44,772
23,319	48	207	(46,230)	(920)	(15,949)
4,268	3	93	2,034	55,741	62,578
<u>2,105,697</u>	<u>389,197</u>	<u>604,220</u>	<u>53,002</u>	<u>400,061</u>	<u>7,677,634</u>
<u>31,036</u>			<u>5,871</u>	<u>52,714</u>	<u>179,005</u>
<u>2,136,733</u>	<u>389,197</u>	<u>604,220</u>	<u>58,873</u>	<u>452,775</u>	<u>7,856,639</u>

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ASSOCIATION FOR THE ADVANCEMENT OF  
MEXICAN-AMERICANS

Statements of Cash Flows  
Years Ended August 31, 1999 and 1998

	<u>1999</u>	<u>1998</u>
Cash flows from operating activities		
Changes in net assets	\$ 40,472	859,396
Adjustments to reconcile changes in net assets to net cash provided by operating activities:		
Depreciation	224,750	179,005
Changes in operating assets and liabilities:		
Accounts receivable	(205,683)	134,630
Pledges receivable	170,000	72,015
Due from affiliates	(7,081)	(4,217)
Other assets	(43,015)	(3,428)
Accounts payable	420,016	60,520
Accrued liabilities	(114,828)	198,364
Deferred revenue	90,741	
Other liabilities		(1,386)
Net cash provided by operating activities	<u>575,372</u>	<u>1,494,899</u>
Cash flows from investing activities:		
Building improvements and purchases of equipment	(3,467,622)	(818,216)
Purchases of certificates of deposits	(103,026)	(5,451)
Net cash used by investing activities	<u>(3,570,648)</u>	<u>(823,667)</u>
Cash flows from financing activities:		
Proceeds from borrowings	2,831,098	930,902
Repayment of borrowings		(1,205,280)
Net cash provided (used) by financing activities	<u>2,831,098</u>	<u>(274,378)</u>
Net increase (decrease) in cash and cash equivalents	(164,178)	396,854
Cash and cash equivalents, beginning of year	<u>424,181</u>	<u>27,327</u>
Cash and cash equivalents, end of year	<u>\$ 260,003</u>	<u>424,181</u>
Supplemental disclosures of cash flow information - interest paid during the year	<u>\$ 175,996</u>	<u>56,349</u>

See accompanying notes to financial statements.

ASSOCIATION FOR THE ADVANCEMENT OF  
MEXICAN-AMERICANS

Notes to Financial Statements  
August 31, 1999 and 1998

1. Description of Organization

The Association for the Advancement of Mexican-Americans (AAMA) is a private non-profit health and human services and educational service organization. AAMA's principal programs include:

Residential/Outpatient Drug Abuse Program - provides comprehensive inhalant drug abuse treatment and prevention services to youth, females and adults, and their families in several residential programs located in Houston and the Rio Grande Valley, Texas.

Prevention/Intervention - provides services regarding prevention and treatment of substance abuse and gang intervention for "at risk" youth in Houston, San Antonio and Rio Grande Valley, Texas.

AAMA Laredo - provides comprehensive inhalant drug abuse treatment services to adults in Laredo, Texas.

George I. Sanchez - is an alternative high school for youth who have dropped out of the public school system. In June 1996, the Sanchez School was designated a charter high school by the State of Texas and now receives its primary funding directly from the Texas Education Agency.

Adelante - provides adult basic education and classes in English as a second language to adults and youth.

AIDS Program - provides education and awareness, as well as testing and counseling, to youth and adults at high risk of HIV/AIDS.

2. Summary of Significant Accounting Policies

Basis of presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, *Financial Statements of Not-for-Profit Organizations*. Under SFAS No. 117, AAMA is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Cash and cash equivalents

Cash and cash equivalents for the statement of cash flows include cash in banks and temporary cash investments with a maturity of three months or less.

Property and equipment

Land, property and equipment are stated at cost. Depreciation of property and equipment is provided on a straight-line basis over the estimated useful lives of the assets. AAMA charges ordinary repairs and maintenance when incurred. Renewals and betterments which extend the useful life of the assets are capitalized.

ASSOCIATION FOR THE ADVANCEMENT OF  
MEXICAN-AMERICANS

Notes to Financial Statements, Continued

Contributions

AAMA accounts for contributions in accordance with the recommendations of the Financial Accounting Standards Board in SFAS No. 116, *Accounting for Contributions Received and Contributions Made*. In accordance with SFAS No. 116, contributions are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions.

Donor-restricted contributions whose restrictions are met in the same reporting period as the support is recognized are reported as unrestricted contributions. Support that is restricted by the donor and is to be used in future periods is reported as an increase in temporarily restricted or permanently restricted net assets in the reporting period in which the support is recognized. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Promises to give

Unconditional promises to give are recognized as revenues in the period received and as pledges receivables. Promises to give are recorded at net realizable value if expected to be collected in one year and at fair value if expected to be collected in more than one year. Conditional promises to give are recognized when the conditions on which they depend are substantially met.

Use of estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Donated materials and services

Donated materials and equipment are reflected as contributions in the accompanying statements at their estimated values at date of receipt. A substantial number of volunteers have donated significant amounts of their time in AAMA's program services and its fundraising efforts. No amounts have been reflected in the statements for donated services since the volunteers' time does not meet the criteria for revenue recognition.

Federal income taxes

AAMA is exempt from income taxes under Section 501(c)(3) and Section 501(c)(4) of the U.S. Internal Revenue Code (the Code) and comparable state law, and contributions to it are tax deductible within the limitations prescribed by the Code. AAMA has been classified as a publicly-supported organization which is not a private foundation under Section 509(a) of the Code.

Functional allocation of expenses

The expenses of providing the various programs and activities have been summarized on a functional basis according to the purpose for which the expenses were paid. Certain expenses which pertain to more than one purpose, were allocated among the various functions based upon their estimated use.

ASSOCIATION FOR THE ADVANCEMENT OF  
MEXICAN-AMERICANS

Notes to Financial Statements, Continued

Reclassifications

Certain amounts in 1998 have been reclassified to conform to current year presentation.

3. **Certificates of Deposit**

At August 31, 1999 and 1998, AAMA had investments in certificates of deposits being held to maturity. Such investments are included in the accompanying balance sheets at cost and used as collateral for notes payable.

4. **Pledges Receivable**

Pledges receivable as of August 31 are expected to be collected as follows:

	<u>1999</u>	<u>1998</u>
1999	\$	325,000
2000	445,000	400,000
2001	70,000	
2002	20,000	
2003	<u>20,000</u>	
Total	<u>\$ 555,000</u>	<u>725,000</u>

5. **Notes Payable**

Notes payable at August 31 consist of the following:

	<u>1999</u>	<u>1998</u>
To bank:		
Note payable, due in monthly installments of \$28,893 including interest at 8.5%, due January 2004	\$ 3,300,000	930,902
Construction loan, interest on outstanding advances payable monthly at rate of prime plus 2%. Outstanding principal and interest due December 1999.	300,000	
Revolving line of credit allowing maximum borrowings of \$200,000. Interest on outstanding advances payable monthly at rate of prime plus 2%. Outstanding principal and interest due August 2000.	<u>162,000</u>	
	<u>\$ 3,762,000</u>	<u>930,902</u>

All bank notes payable are secured by a security interest in certain accounts receivable, certificates of deposit and personal property as well as a deed of trust in land and buildings. Also, included as collateral on the bank notes payable is an assignment of rents and/or leases on certain properties of AAMA.

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ASSOCIATION FOR THE ADVANCEMENT OF  
MEXICAN-AMERICANS

Notes to Financial Statements, Continued

The following is a summary of principal maturities of outstanding debt during the next five years:

Year Ending <u>August 31,</u>	
2000	\$ 533,483
2001	77,801
2002	84,678
2003	92,163
2004	<u>2,973,875</u>
	<u>\$ 3,762,000</u>

6. Leases

AAMA leases office space and equipment under operating leases that expire at various times through 2001. Future minimum payments, by year and in the aggregate, related to noncancelable operating leases are as follows:

Year Ending <u>August 31,</u>	
2000	\$ 100,323
2001	<u>30,000</u>
	<u>\$ 130,323</u>

7. Pension Plan

AAMA contributes to the Teacher Retirement System of Texas (TRS), a cost-sharing multiple employer defined benefit pension plan. TRS administers retirement and disability annuities, and death and survivor benefits to employees and beneficiaries of employees of the public school systems of Texas. It operates primarily under the provisions of the Texas Constitution, Article XVI, Sec. 67, and Texas Government Code, Title 8, Subtitle C. TRS also administers proportional retirement benefits and service credit transfers under Texas Government Code, Title 8, Chapters 803 and 805, respectively. TRS issues a publicly available financial report that includes financial statements and required supplementary information for the defined benefit pension plan. That report may be obtained by writing to the TRS Communications Department, 1000 Red River Street, Austin, Texas 78701, by calling the TRS Communications Department at 1-800-223-8778, or by downloading the report from the TRS Internet website, [www.trs.state.tx.us](http://www.trs.state.tx.us), under the TRS Publications heading.

Continued



ASSOCIATION FOR THE ADVANCEMENT OF  
MEXICAN-AMERICANS

Notes to Financial Statements, Continued

State law provides for fiscal years 1999 and 1998 a State contribution rate of 6.0% and a member contribution rate of 6.4%. In certain instances, the reporting district (I.S.D., college, university, or State agency) is required to make all or a portion of the State's 6.0% contribution. Contribution requirements are not actuarially determined but are legally established each biennium pursuant to the following State funding policy: (1) The State constitution requires the legislature to establish a member contribution rate of not less than 6.0% of the member's annual compensation and a State contribution rate of not less than 6.0% and not more than 10.0% of the aggregate annual compensation of all members of the system during that fiscal year; (2) A State statute prohibits benefit improvements or contribution reductions if, as a result of a the particular action, the time required to amortize TRS' unfunded actuarial liabilities would be increased to a period that exceeds 31 years, or, if the amortization period already exceeds 31 years, the period would be increased by such action. State contributions to TRS made on behalf of the AAMA's employees for the years ended August 31, 1999 and 1998, were approximately \$78,000 and \$59,000, respectively. AAMA paid additional State contributions for the years ended August 31, 1999 and 1998, in the amount of \$7,272 and \$1,397, respectively, on the portion of the employees' salaries that exceeded the statutory minimum.

**8. Temporarily Restricted Net Assets**

At August 31, 1998, temporarily restricted net assets were available for AAMA's capital campaign in the amount of \$1,026,899.

**9. Net Assets Released From Restrictions**

During the year ended August 31, 1999 net assets of \$1,026,899 were released from donor restrictions by satisfying donor restrictions.

**10. Credit Risk Exposure**

AAMA Inc.'s cash on deposit in excess of the FDIC insurance limit was \$308,292, as of August 31, 1999. AAMA's credit risk exposure is mitigated by the financial strength of the banking institution in which the deposits are held.

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ASSOCIATION FOR THE ADVANCEMENT OF  
MEXICAN-AMERICANS

George I. Sanchez Charter School  
Schedule of Assets and Liabilities and Net Assets  
August 31, 1999

Assets

Cash and cash equivalents	\$ 80,320
Accounts receivable	105,930
Building and improvements	91,920
Furniture and equipment	179,138
Accumulated depreciation	<u>(116,306)</u>
Total assets	<u>\$ 341,002</u>

Liabilities and Net Assets

Accounts payable and accrued liabilities	106,337
Due to affiliate	<u>354,072</u>
Total liabilities	<u>460,409</u>

Net assets:

Unrestricted - September 1, 1998	(198,414)
Current year change in net assets	<u>79,007</u>
Total net assets - August 31, 1999	<u>(119,407)</u>
Total liabilities and net assets	<u>\$ 341,002</u>

ASSOCIATION FOR THE ADVANCEMENT OF  
MEXICAN-AMERICANS

George I. Sanchez Charter School  
Schedule of Functional Revenue and Expenses by Fund  
Year Ended August 31, 1999

	Food Service	ESEA Title I Part A Implementation	Job Training Partnership Act Title II B	Pregnancy Education & Parenting
<b>Revenue:</b>				
Federal grants	\$ 61,567	95,828	156,161	
State, city, county and other grants	812			47,134
Fundraisers				
Contributions				
Other	1,051		468	
<b>Total revenue</b>	<b>63,430</b>	<b>95,828</b>	<b>156,629</b>	<b>47,134</b>
<b>Expenses:</b>				
Salaries	2,767	33,796	101,133	24,004
Employee fringe benefits	339	5,628	9,858	2,616
Payroll taxes	83	680	10,243	618
Professional fees and contract services		10,080	352	95
Professional fees, other		5,525	122	28
Food	117,499		350	2,770
Insurance-other		329	606	166
Equipment rental/maintenance		5,863	209	2,193
Advertising		1,063		170
Postage		276	1	
Rent-office			30,297	
Supplies	195	26,878	1,367	2,628
Telephone		12,571	501	74
Travel/seminars	71	13,278	284	1,180
Printing/publications		68	32	
Fundraisers				
Miscellaneous expense	785	5,400	638	1,262
Interest/bank charges				
Capital expenditures		966		
Depreciation		7,370		
<b>Total expenses</b>	<b>121,739</b>	<b>129,771</b>	<b>155,993</b>	<b>37,804</b>
<b>Change in net assets</b>	<b>\$ (58,309)</b>	<b>(33,943)</b>	<b>636</b>	<b>9,330</b>

See accompanying notes to supplementary information.

Renewal Application

<u>Public Charter</u>	<u>Technology Allotment</u>	<u>Local Funds</u>	<u>Texas Aid For Needy Families</u>	<u>Staff Development</u>	<u>General Fund</u>	<u>Total</u>
38,688						352,244
				4,331	2,124,787	2,177,064
					25,391	25,391
					50,754	50,754
					14,627	16,146
<u>38,688</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,331</u>	<u>2,215,559</u>	<u>2,621,599</u>
62,187					1,325,414	1,549,301
7,442			(172)		185,180	210,891
3,485					45,479	60,588
197					13,498	24,222
10					8,491	14,176
					125	120,744
325					14,803	16,229
1,088					43,177	52,530
					2,990	4,223
					2,068	2,345
					247,812	278,109
21			19		28,894	60,002
23					11,654	24,823
241					11,678	26,732
					550	650
					36	36
					23,999	32,084
					627	627
					1,001	1,967
	7,371				47,572	62,313
<u>75,019</u>	<u>7,371</u>		<u>(153)</u>		<u>2,015,048</u>	<u>2,542,592</u>
<u>(36,331)</u>	<u>(7,371)</u>	<u>-</u>	<u>153</u>	<u>4,331</u>	<u>200,511</u>	<u>79,007</u>

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The Association  
for the  
Advancement of  
Mexican-Americans

# AAMA Properties

## Commercial Lease

**Renewal Application**

This lease is made between AAMA Incorporated, Property Department, of 6001 Gulf Freeway, B-1, Houston, Texas, 77023, 713-926-5464 (property office), herein called Lessor, and George I. Sanchez Charter High School, of \_\_\_\_\_, herein called Lessee.

Lessee hereby offers to lease from Lessor the premises situated in the City of \* see descriptions below \*, County of Harris, State of Texas, described as:

- AAMA Educational Campus (EC), 6001 Gulf Freeway, 77023
- AAMA Social Service Campus (SS), 204 Clifton, 77011

<u>Building</u>	<u>Square footage</u>	<u>P.S.F.</u>	<u>Total</u>	<u>Purpose</u>	<u>Code</u>
B-3	9,772	.90	8,795	School Use	
C-5	5,456	.90	4,910	School Use	
C-6	5,456	.90	4,910	School Use	
MPEC	31,000	.39	12,135	School Use	

**Total monthly rental charge:** 30,750

1. **Term and Rent.** Lessor demises the above premises for a term of one years, commencing August 1, 2000 (year), and terminating on July 31, 2001 (year), or sooner as provided herein at the annual rental of Thirty Thousand Seven Hundred and Fifty Dollars (\$ 30,750), payable in equal installments in advance on the first day of each month for that month's rental, during the term of this lease. All rental payments shall be made to Lessor, at the address specified above.

2. **Use.** Lessee shall use and occupy the premises for \* see description above \*. The premises shall be used for no other purpose. Lessor represents that the premises may lawfully be used for such purpose.

3. **Care and Maintenance of Premises.** Lessee acknowledges that the premises are in good order and repair, unless otherwise indicated herein. Lessee shall, at his own expense and at all times, maintain the premises in good and safe condition, including plate glass, electrical wiring, plumbing and heating installations and any other system or equipment upon the premises and shall surrender the same, at termination hereof, in as good condition as received, normal wear and tear excepted. Lessee shall be responsible for all repairs required, excepting the roof, exterior walls, structural foundations, and:

\_\_\_\_\_, which shall be maintained by Lessor. Lessee shall also maintain in good condition such portions adjacent to the premises, such as sidewalks, driveways, lawns and shrubbery, which would otherwise be required to be maintained by Lessor.

4. **Alterations.** Lessee shall not, without first obtaining the written consent of Lessor, make any alterations, additions, or improvements, in, to or about the premises.

5. **Ordinances and Statutes.** Lessee shall comply with all statutes, ordinances and requirements of all municipal, state and federal authorities now in force, or which may hereafter be in force, pertaining to the premises, occasioned by or affecting the use thereof by Lessee.

6. **Assignment and Subletting.** Lessee shall not assign this lease or sublet any portion of the premises without prior written consent of the Lessor, which shall not be unreasonably withheld. Any such assignment or subletting without consent shall be void and, at the option of the Lessor, may terminate this lease.

**Renewal Application**

7. **Utilities.** All applications and connections for necessary utility services on the demised premises shall be made in the name of Lessee only, and Lessee shall be solely liable for utility charges as they become due, including those for sewer, water, gas, electricity, and telephone services.

8. **Entry and Inspection.** Lessee shall permit Lessor or Lessor's agents to enter upon the premises at reasonable times and upon reasonable notice, for the purpose of inspecting the same, and will permit Lessor at any time within sixty (60) days prior to the expiration of this lease, to place upon the premises any usual "To Let" or "For Lease" signs, and permit persons desiring to lease the same to inspect the premises thereafter.

9. **Possession.** If Lessor is unable to deliver possession of the premises at the commencement hereof, Lessor shall not be liable for any damage caused thereby, nor shall this lease be void or voidable, but Lessee shall not be liable for any rent until possession is delivered. Lessee may terminate this lease if possession is not delivered within 20 days of the commencement of the term hereof.

10. **Indemnification of Lessor.** Lessor shall not be liable for any damage or injury to Lessee, or any other person, or to any property, occurring on the demised premises or any part thereof, and Lessee agrees to hold Lessor harmless from any claims for damages, no matter how caused.

11. **Insurance.** Lessee, at his expense, shall maintain plate glass and public liability insurance including bodily injury and property damage insuring Lessee and Lessor with minimum coverage as follows:

Lessee shall provide Lessor with a Certificate of Insurance showing Lessor as additional insured. The Certificate shall provide for a ten-day written notice to Lessor in the event of cancellation or material change of coverage. To the maximum extent permitted by insurance policies which may be owned by Lessor or Lessee, Lessee and Lessor, for the benefit of each other, waive any and all rights of subrogation which might otherwise exist.

12. **Eminent Domain.** If the premises or any part thereof or any estate therein, or any other part of the building materially affecting Lessee's use of the premises, shall be taken by eminent domain, this lease shall terminate on the date when title vests pursuant to such taking. The rent, and any additional rent, shall be apportioned as of the termination date, and any rent paid for any period beyond that date shall be repaid to Lessee. Lessee shall not be entitled to any part of the award for such taking or any payment in lieu thereof, but Lessee may file a claim for any taking of fixtures and improvements owned by Lessee, and for moving expenses.

13. **Destruction of Premises.** In the event of a partial destruction of the premises during the term hereof, from any cause, Lessor shall forthwith repair the same, provided that such repairs can be made within sixty (60) days under existing governmental laws and regulations, but such partial destruction shall not terminate this lease, except that Lessee shall be entitled to a proportionate reduction of rent while such repairs are being made, based upon the extent to which the making of such repairs shall interfere with the business of Lessee on the premises. If such repairs cannot be made within said sixty (60) days, Lessor, at his option, may make the same within a reasonable time, this lease continuing in effect with the rent proportionately abated as aforesaid, and in the event that Lessor shall not elect to make such repairs which cannot be made within sixty (60) days, this lease may be terminated at the option of either party. In the event that the building in which the demised premises may be situated is destroyed to an extent of not less than one-third of the replacement costs thereof, Lessor may elect to terminate this lease whether the demised premises be injured or not. A total destruction of the building in which the premises may be situated shall terminate this lease

14. **Lessor's Remedies on Default.** If Lessee defaults in the payment of rent, or any additional rent, or defaults in the performance of any of the other covenants or conditions hereof, Lessor may give Lessee notice of such default and if Lessee does not cure any such default within 15 days, after the giving of such notice (or if such other default is of such nature that it cannot be completely cured within such period, if Lessee does not commence such curing within such 15 days and thereafter proceed with reasonable diligence and in good faith to cure such default), then Lessor may terminate this lease on not less than 30 days' notice to Lessee. On the date specified in such notice the term of this lease shall terminate, and Lessee shall then quit and surrender the premises to Lessor, but Lessee shall remain liable as hereinafter provided. If this lease shall have been so terminated by Lessor, Lessor may at any time thereafter resume possession of the premises by any lawful means and remove Lessee or other occupants and their effects. No failure to enforce any term shall be deemed a waiver.

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15. **Security Deposit.** Lessee shall deposit with Lessor on the signing of this lease the sum of Dollars (\$ N/A ) as security for the performance of Lessee's obligations under this lease, including without limitation the surrender of possession of the premises to Lessor as herein provided. If Lessor applies any part of the deposit to cure any default of Lessee, Lessee shall on demand deposit with Lessor the amount so applied so that Lessor shall have the full deposit on hand at all times during the term of this lease.

16. Tax Increase. In the event there is any increase during any year of the term of this lease in the City, County or State real estate taxes over and above the amount of such taxes assessed for the tax year during which the term of this lease commences, whether because of increased rate or valuation, Lessee shall pay to Lessor upon presentation of paid tax bills an amount equal to 100 % of the increase in taxes upon the land and building in which the leased premises are situated. In the event that such taxes are assessed for a tax year extending beyond the term of the lease, the obligation of Lessee shall be proportionate to the portion of the lease term included in such year.

17. Common Area Expenses. In the event the demised premises are situated in a shopping center or in a commercial building in which there are common areas, Lessee agrees to pay his pro-rata share of maintenance, taxes, and insurance for the common area.

18. Attorney's Fees. In case suit should be brought for recovery of the premises, or for any sum due hereunder, or because of any act which may arise out of the possession of the premises, by either party, the prevailing party shall be entitled to all costs incurred in connection with such action, including a reasonable attorney's fee.

19. Waiver. No failure of Lessor to enforce any term hereof shall be deemed to be a waiver.

20. Notices. Any notice which either party may or is required to give, shall be given by mailing the same, postage prepaid, to Lessee at the premises, or Lessor at the address specified above, or at such other places as may be designated by the parties from time to time.

21. Heirs, Assigns, Successors. This lease is binding upon and inures to the benefit of the heirs, assigns and successors in interest to the parties.

22. Option to Renew. Provided that Lessee is not in default in the performance of this lease, Lessee shall have the option to renew the lease for an additional term of 6 months commencing at the expiration of the initial lease term. All of the terms and conditions of the lease shall apply during the renewal term except that the monthly rent shall be the sum of \$ . The option shall be exercised by written notice given to Lessor not less than 30 days prior to the expiration of the initial lease term. If notice is not given in the manner provided herein within the time specified, this option shall expire.

23. Subordination. This lease is and shall be subordinated to all existing and future liens and encumbrances against the property.

24. Radon Gas Disclosure. As required by law, (Landlord) (Seller) makes the following disclosure: "Radon Gas" is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in . Additional information regarding radon and radon testing may be obtained from your county public health unit.

25. Entire Agreement. The foregoing constitutes the entire agreement between the parties and may be modified only by a writing signed by both parties. The following Exhibits, if any, have been made a part of this lease before the parties' execution hereof:

Signed this 1st day of August, 2000 (year).

By: Gilbert Moreno Lessor

By: [Signature] Lessee

Gilbert Moreno, AAMA Property Dept.  
6001 Gulf Freeway, B-1  
Houston, Texas 77023

Name: Roberto I. Lopez  
Title: Principal/Superintendent  
Address: 6001 Gulf Freeway  
City: Houston State: Texas Zip: 77023  
Phone: 713-926-1112

# George I. Sanchez Charter High School

## 2000-2001 Calendar

**Aug 2000**

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

**Sep 2000**

S	M	T	W	T	F	S
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24	25	26	27	28	29	30

**Oct 2000**

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29	30	31				

**Nov 2000**

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**Dec 2000**

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10	11	12	13	14	15	16
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31						

**Jan 2001**

S	M	T	W	T	F	S
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28	29	30	31			

**August**  
 11 *Teacher in-service day*  
 14 *Teacher in-service day*  
 15 *Teacher preparation day*  
 16 First day of classes. First Six Weeks begins

**September**  
 4 *Labor Day Holiday*  
 22 First Six Weeks ends  
 25 Second Six Weeks begins

**October**  
 9 *Fall Holiday*  
 10 *Teacher in-service day*

**November**  
 1 *Teacher in-service day*  
 3 Second Six Weeks ends  
 6 Third Six Weeks begins  
 22-24 *Thanksgiving Holiday*

**December**  
 12-14 Finals  
 14 Third Six Weeks ends  
 15 *Teacher preparation day*  
 18-29 *Winter Holiday*

**January**  
 1 *Winter Holiday*  
 2 *Teacher in-service day*  
 3 Fourth Six Weeks begins  
 15 *Martin Luther King Holiday*

**February**  
 16 Fourth Six Weeks ends  
 19 *Teacher in-service day*  
 20 Fifth Six Weeks begins

**March**  
 9 *Teacher in-service day*  
 12-16 *Spring Break*

**April**  
 6 Fifth Six Weeks ends  
 9 Sixth Six Weeks begins  
 13-16 *Spring Holiday*  
 17 *Teacher in-service day*

**May**  
 28 *Teacher in-service day*  
 29-31 Finals  
 31 Sixth Six Weeks ends. Last day of classes

**Feb 2001**

S	M	T	W	T	F	S
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**Mar 2001**

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18	19	20	21	22	23	24
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**Apr 2001**

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**May 2001**

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**Jun 2001**

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**Jul 2001**

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29	30	31				

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Internal Revenue Service

Department of the Treasury

District  
Director

1100 Commerce St., Dallas, Texas 75242

Association for the Advancement  
of Mexican Americans  
204 Clifton  
Houston, TX 77011

Person to Contact:  
EO Technical Assistor  
Telephone Number:  
(214) 767-3526  
Refer Reply to:  
EO:TPA:4940DAL  
Date:

JUN 06 1991

Employer Identification  
Number: 74-1686961

Dear Sir or Madam:

Our records show that Association for the Advancement of Mexican Americans is exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code. This exemption was granted February 1972 and remains in full force and effect. Contributions to your organization are deductible in the manner and to the extent provided by section 170 of the Code.

We have classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Internal Revenue Code because you are an organization described in section 170(b)(1)(A)(vi).

If we may be of further assistance, please contact the person whose name and telephone number are shown above.

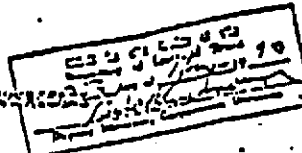
Sincerely

*A. Flowers*  
EO Technical Assistor

ARTICLES OF INCORPORATION

OF

ASSOCIATION FOR THE ADVANCEMENT OF MEXICAN-AMERICANS



We, the undersigned natural persons of the age of 21 years or more, at least two of whom are citizens of the State of Texas, acting as incorporators of a corporation under the Texas Non-Profit Corporation Act, do hereby adopt the following Articles of Incorporation for such corporation.

ARTICLE I

The name of the corporation is ASSOCIATION FOR THE ADVANCEMENT OF MEXICAN-AMERICANS.

ARTICLE II

The corporation is a non-profit corporation.

ARTICLE III

The period of its duration is perpetual.

ARTICLE IV

The purpose for which the corporation is organized is to assist in the community development, social welfare, and advancement of Mexican-American citizens; and

To receive and maintain a fund or funds of real or personal property, or both, and subject to the restrictions and limitations hereinafter set forth, to use and apply the whole or any part of the income therefrom and the principal thereof exclusively for the promotion of social welfare, charitable, religious, or educational purposes either directly or by contributions to organizations that qualify as exempt organizations under Section 501 (c) (3) and Section 501 (c) (4) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

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In the distribution of any of the corporate assets on dissolution of the corporation.

Notwithstanding any other provision of this certificate, the corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended, or by an organization, contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as they now exist or as they may hereafter be amended.

Upon the dissolution of the corporation or the winding up of its affairs, the assets of the corporation shall be distributed exclusively to charitable, religious, or educational organizations which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

This corporation is organized and operated exclusively for the promotion of educational and other non-profit purposes, and no part of any net earnings shall inure to the benefit of any private inductor or shareholder.

ASSOCIATION FOR THE ADVANCEMENT OF MEXICAN AMERICANS

William Navarro  
WILLIAM NAVARRO, PRESIDENT

Yolanda Navarro  
YOLANDA NAVARRO, SECRETARY

STATE OF TEXAS }  
COUNTY OF HARRIS }

I, Charles W. Kennedy, Jr., a Notary Public, do hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, personally appeared before me William Navarro, who declared he is President of \_\_\_\_\_ corporation executing the foregoing document, and being first duly sworn, acknowledged that he signed the foregoing document in \_\_\_\_\_ capacity therein set forth and declared that the statements therein contained are true.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of office the day and year before written.

NOTARY PUBLIC, HARRIS COUNTY, TEXAS

## ATTACHMENT 19

## Renewal Application

BYLAWS OF THE ASSOCIATION FOR THE ADVANCEMENT  
OF MEXICAN AMERICANS

Revised on May \_\_\_\_\_, 1998

ARTICLE I. NAME

These Bylaws shall govern the name of the Corporation known as  
~~shall be~~ the Association for the Advancement of Mexican Americans.

ARTICLE II. PURPOSE

Section 1. The Corporation is a non-profit corporation and shall be operated exclusively for non-profit purposes, in accordance with the Texas Non-Profit Corporation Act, and the net income from which, if any, will not inure in whole or in part to the benefit of any officer or director.

Section 2. The purpose of the Corporation is to identify needs of the community in accordance with the Articles of Incorporation; to provide organization, leadership, and technical and programmatic competence and advocacy, in dealing with these needs; to promote, plan and coordinate educational and social services for the benefit of the community with emphasis on providing for the needs of Mexican Americans and other Hispanics in the community.

ARTICLE III. MEMBERS

The Corporation shall have no members.

ARTICLE IV. REGISTERED OFFICE AND REGISTERED AGENT OFFICES

The Corporation will maintain a registered office and registered agent in the City of Houston, County of Harris. The principal office of the Corporation shall also be located in the City of Houston, County of Harris. The Board may change the registered office and the registered agent as permitted in the Texas Non-Profit Corporation Act.

ARTICLE V. BOARD OF DIRECTORS

Management of Corporation

Section 1. The Board of Directors shall have the sole and exclusive power in the right of management and control of the affairs and policies of the Corporation and all of its programs, consistent with these Bylaws and the Articles of Incorporation.

## Renewal Application

Number, Qualifications, and Tenure of Directors

Section 2. The number of Directors shall be no less than seven nor more than twenty five, as determined from time to time by the Board of Directors. Each director will serve for a term of two years. The directors' terms will be staggered so that the terms of half of the directors will begin in even-numbered years; the terms of the other half, in odd-numbered years. For purposes of implementing this provision, the terms of all director positions in existence at the time of the approval of these Bylaws by the Board shall end at the time of the first annual meeting occurring after these Bylaws. At the time of such annual meeting, half of the director positions will be available for a term of two years and the remaining half shall be available for a term of one year.

Nominating Directors

Section 3. At any meeting at which the election of a director is held, a director may nominate a person with the second of any other director. In addition to nominations made at meetings, a nominating committee will consider possible nominees and make nominations for each election of directors. The secretary will include the names nominated by that committee, and any report of the committee, with the notice of the meeting at which the election occurs.

Electing Directors

Section 4. A person who meets the qualifications for director and who has been duly nominated may be elected as director. Directors will be elected by the majority vote of the board of directors of the Association for the Advancement of Mexican Americans, a nonprofit organization. Each director will hold office until a successor is elected and qualifies. A director may be elected to succeed himself or herself as director.

Vacancies

Section 5. The Board will fill any vacancy in the Board and any director position to be filled due to an increase in the number of directors. A vacancy is filled by the vote of a majority of the remaining directors, even if it is less than a quorum of the Board. A director selected to fill a vacancy will serve for the unexpired term of his or her predecessor in office.

Annual Meeting

Section 6. The annual meeting of the Board may be held without notice other than these Bylaws. The annual Board meeting will be held the third Wednesday in August of each year at the

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## Renewal Application

corporation's registered office in the City of Houston, County of Harris.

Regular Meetings

Section 7. The Board may provide for regular meetings by resolution stating the time and place of such meetings. The meetings will be held at the Corporation's registered office in Texas if the resolution does not specify the location of the meetings. No notice of regular Board meetings is required other than a Board resolution stating the time and place of the meetings.

Special Meetings

Section 8. Special Board meetings may be called by, or at the request of the Board Chair or one-third of the sitting Board of Directors. A person or persons authorized to call special meetings of the Board may fix any place for holding a special meeting. The person or persons calling a special meeting will inform the secretary of the corporation of the information to be included in the notice of the meeting. The secretary of the Corporation will give notice to the directors as these Bylaws require.

Notice

Section 9. Written or printed notice of any special meeting of the Board will be delivered to each director not less than seven nor more than thirty days before the date of the meeting. The notice will state the place, day, and time of the meeting; who called it; and the purpose or purposes for which it is called.

Quorum

Section 10. One-third of the number of directors then in office constitutes a quorum for transacting business at any Board meeting. The directors present at a duly called or held meeting at which a quorum is present may continue to transact business even if enough directors leave the meeting so that less than a quorum remains. However, no action may be approved without the vote of at least a majority of the number of directors required for a quorum. If a quorum is never present at any time during a meeting, a majority of the directors present may adjourn and reconvene the meeting once without further notice.

Delegating Duties

Section 11. Directors may select advisors and delegate duties and responsibilities to them, such as the full power to buy

or otherwise acquire stocks, bonds, securities, and other investments on the Corporation's behalf; and to sell, transfer, or otherwise dispose of the Corporation's assets and properties at a time and for a consideration that the advisor deems appropriate. The Board may remove or replace the advisor at any time and without any cause whatsoever.

#### Interested Directors

Section 12. Contracts or transactions between directors or officers who have a financial interest in the matter are not void or voidable solely for that reason. Nor are they void or voidable solely because the director or officer is present at or participates in the meeting that authorizes the contract or transaction, or solely because the interested party's votes are counted for the purpose. However, every director with any personal interest in the transaction must disclose all material facts concerning the transaction, including all potential personal benefit and potential conflicts of interest, to the other members of the Board or other group authorizing the transaction. The transaction must be approved by a majority of the uninterested directors or other group with the authority to authorize the transaction.

#### Actions of Board of Directors

Section 13. The Board will try to act by consensus. However, if a consensus is not available, the vote of a majority of directors present and voting at a meeting at which a quorum is present is enough to constitute the act of the Board, unless the act of a greater number is required by law or by some other provision of these Bylaws. A director who is present at a meeting and abstains from a vote is considered to be present and voting for the purpose of determining the Board's decision.

#### Proxies

Section 14. A director may vote by proxy within twenty-four hours written notice to the Board Chair. All proxies must be in writing, must bear the signature of the director giving the proxy, and must bear the date on which the proxy was executed by the director.

#### Compensation

Section 15. Directors may not receive salaries for their services.

## Renewal Application

Removing Directors

Section 16. Any officer may be removed by the Board of Directors. The Board may vote to remove a director at any time whenever in its judgment the best interests of the corporation would be served thereby. Under these Bylaws it shall be deemed to be in the corporation's best interest to remove a director who has unexcusably failed to attend three consecutive Board meetings or actively serve on at least one committee during his or her term. A meeting to consider removing a director may be called and noticed following the procedures provided in these Bylaws for a special meeting of the Board of Directors. The notice of the meeting will state that the issue of possibly removing the director will be on the agenda for discussion during Executive Session.

At the meeting, the director may present evidence of why he or she should not be removed. Also, at the meeting, the Corporation will consider possible arrangements for resolving the problems that are in the mutual interest of the Corporation and the director.

A director may be removed by the affirmative vote of a majority of the number of directors required for a quorum.

ARTICLE VI. OFFICERSOfficer Positions

Section 1. The Corporation's officers will consist of a Board Chairperson, a Board Chairperson-Elect, a Vice-Chairperson of Education, a Vice-Chairperson of Social Services, a Treasurer, a Secretary, a Parliamentarian, General Counsel, and Immediate Past Chairperson. The Board may create additional officer positions, define the authority and duties of each such position, and elect or appoint persons to fill the positions.

Election and Term of Office

Section 2. The Corporation's officers, with the exception of the Board Chairperson-Elect and Immediate Past Chair, will be elected annually by the Board at the annual Board meeting. If officers are not elected at this time, they will be elected as soon thereafter as possible.

Each officer will hold office until a successor is duly selected and qualifies. An officer may be elected to succeed himself or herself in the same office.

Removal

Section 3. Any officer elected or appointed by the Board may be removed by the Board only when the best interests of the



## Renewal Application

Corporation would be served thereby.

Vacancies

Section 4. The Board may select a person to fill a vacancy in any office for the unexpired portion of the officer's term.

Board Chairperson

Section 5. The Board Chairperson is the Corporation's chief executive officer and shall maintain ultimate responsibility for the Corporation's business and affairs. The Board Chairperson will also preside at all meetings of the Board. The Board Chair will delegate to the Chief Operating Officer responsibility for all daily operations of the Corporation, including management and oversight of staff, program development and operation, and all of the duties attendant thereto. The Board Chair will perform other duties prescribed by the Board and all duties incident to the office of Board Chair.

Board Chairperson-Elect

Section 6. When the Board Chairperson is absent, cannot act, or refuses to act, the Board Chairperson-Elect will perform the Board Chairperson's duties. When acting in the Board Chairperson's place, the Board Chairperson-Elect has all the powers of - and is subject to all the restrictions on - the Board Chairperson. A Board Chairperson-Elect will perform other duties as assigned by the Board Chairperson or Board.

Treasurer

Section 7. The treasurer will oversee the maintenance of the Corporation's financial books, records, and all financial reports, including the annual financial report.

Secretary

Section 8. The secretary will:

(a) Give all notices as provided in the bylaws or as required by law;

(b) Take minutes of the meetings of the members and the Board and keep the minutes as part of the corporate records;

(c) Maintain custody of the corporate records and seal;

## Renewal Application

- (d) Affix the corporate seal to all documents as authorized;
- (e) Keep a register of the mailing address of each director, officer, and employee of the Corporation;
- (f) Perform duties as assigned by the president or the Board;
- (g) Perform all duties incident to the office of secretary.

ARTICLE VII. COMMITTEES

Section 1. The Board may adopt a resolution establishing one or more committees delegating specified authority to a committee, and appointing or removing members of a committee. A committee will include two or more directors and may include persons who are not directors. If the Board delegates any of its management authority to a committee, the majority of the committee will consist of directors. The Board may also delegate to the president its power to appoint and remove members of a committee that has not been delegated any management authority of the Board. The Board may establish qualifications for membership on a committee. All officers and directors are required to actively serve on at least one committee during his or her term of office.

Establishing a committee or delegating authority to it will not relieve the Board, or any individual director, of any responsibility imposed by these Bylaws or otherwise imposed by law. No committee has the authority of the Board to:

- (a) Amend the articles of incorporation;
- (b) Adopt a plan of merger or of consolidation with another corporation;
- (c) Authorize the sale, lease, exchange, or mortgage of all or substantially all of the Corporation's property and assets;
- (d) Authorize voluntary dissolution of the Corporation;
- (e) Revoke proceedings for voluntary dissolution of the Corporation;
- (f) Adopt a plan for distributing the Corporation's assets;
- (g) Amend, alter, or repeal these Bylaws;
- (h) Elect, appoint, or remove a member of a committee or a director or officer of the Corporation;
- (i) Approve any transaction to which the Corporation is a party and that involves a potential conflict of interest as defined in Article VII, Section 4, below; and

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## Renewal Application

(d) Take any action outside the scope of authority delegated to it by the Board.

Authorization of Specific Committees

Section 2. The following committees are authorized: Executive, Education, Fund Development, Human Resources, and Social Services. The Board will define the activities and scope of authority of each committee by resolution.

Term of Office

Section 3. Each committee member who is a director will continue to serve on the committee until the next annual members' meeting and until a successor is appointed. However, a committee member's term may be terminated earlier if the committee is terminated, or if the member dies, ceases to qualify, resigns, or is removed as a member. A vacancy on a committee may be filled by an appointment made in the same manner as an original appointment. A person appointed to fill a vacancy on a committee will serve for the unexpired portion of the terminated committee member's term.

Committee Chair and Vice-Chair

Section 4. One member of each committee will be designated as the committee chair, and another member of each committee will be designated as the vice-chair. The chair and vice-chair will be appointed by the Board Chairperson. The chair will call and preside at all meetings of the committee. When the chair is absent, cannot act, or refuses to act, the vice-chair will perform the chair's duties. When a vice-chair acts for the chair, the vice-chair has all the powers of - and is subject to all the restrictions on - the chair.

Compensation

Section 5. Committee members shall not receive salaries for their services.

Rules

Section 6. Each committee may adopt its own rules, consistent with these Bylaws or with other rules that may be adopted by the Board.

ARTICLE VIII. TRANSACTIONS OF CORPORATIONGifts

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## Renewal Application

Section 1. The Board may accept, on the Corporation's behalf, any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Corporation. The Board may make gifts and give charitable contributions not prohibited by these Bylaws, the articles of incorporation, state law, and provisions set out in federal tax law that must be complied with to maintain the Corporation's federal and state tax status.

Potential Conflicts of Interest

Section 2. The Corporation may not make any loan to a director or officer of the Corporation. A director, officer, or committee member of the Corporation may lend money to - and otherwise transact business with - the Corporation except as otherwise provided by these Bylaws, the articles of incorporation, and applicable law. Such a person transacting business with the Corporation has the same rights and obligations relating to those matters as other persons transacting business with the Corporation. The Corporation may not borrow money from - or otherwise transact business with - a director, officer, or committee member of the Corporation unless the transaction is described fully in a legally binding instrument and is in the Corporation's best interests. The Corporation may not borrow money from - or otherwise transact business with - a director, officer, or committee member of the Corporation without full disclosure of all relevant facts and without the Board's approval, not including the vote of any person having a personal interest in the transaction.

Prohibited Acts

Section 3. As long as the Corporation exists, and except with the Board's prior approval, no director, officer, or committee member of the Corporation may:

(a) Perform any act in violation of these Bylaws or a binding obligation of the Corporation;

(b) Perform any act with the intention of harming the Corporation or any of its operations;

(c) Perform any act that would make it impossible or unnecessarily difficult to carry on the Corporation's intended or ordinary business;

(d) Receive an improper personal benefit from the operation of the Corporation;

(e) Use the Corporation's assets, directly or indirectly, for any purpose other than carrying on the Corporation's business;

(f) Wrongfully transfer or dispose of Corporation property, including intangible property such as good will;

## Renewal Application

(c) Use the Corporation's name or substantially similar name or any trademark or trade name adopted by the Corporation, except on behalf of the Corporation in the ordinary course of business; and

(b) Disclose any of the Corporation's business practices, trade secrets, or any other information not generally known to the business community to any person not authorized to receive it.

### ARTICLE IX. ARTICLE X. BOOKS AND RECORDS

The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Board of Directors and committees having any of the authority of the Board of Directors. Any director, officer, or committee member of the Corporation may inspect and receive copies of all the corporate books and records required to be kept under the bylaws. Such a person may, by written request, inspect or receive copies if he or she has a proper purpose related to his or her interest in the Corporation. The inspection of such books and records, or the receipt of copies of same, may take place at a reasonable time, no later than five working days after the Corporation receives a proper written request.

### ARTICLE X. FISCAL YEAR

The fiscal year of the Corporation will begin on the first day of August and end on the last day of July in each year.

### ARTICLE XI. INDEMNIFICATION

The Corporation will indemnify a director, officer, committee member, employee, or agent of the Corporation who was, is, or may be named defendant or respondent in any proceeding as a result of his or her actions or omissions within the scope of his or her official capacity in the Corporation. For the purposes of this article, an agent includes one who is or was serving at the Corporation's request as a director, officer, partner, venturer, proprietor, trustee, partnership, joint venture, sole proprietorship, trust, employee-benefit plan, or other enterprise.

### ARTICLE XII. NOTICES

#### Notice by Mail, Telephonic Document Transfer, or Other Reasonable Means

Section 1. Any notice required or permitted by these Bylaws to be given to a director, officer, or member of a committee of the Corporation may be given by mail, telephonic document transfer (telefax), or other means reasonably ensuring that notice

## Renewal Application

is served upon the recipient. If mailed, notice is deemed delivered when deposited in the mail addressed to the person at his or her address as it appears on the corporate records, with postage prepaid. If given by telephonic document transfer (telefax), notice is deemed delivered when the sender receives the telephonic document transfer (telefax) confirmation sheet confirming the successful transmission of the notice to the recipient at the telephonic document transfer (telefax) number as it appears on the corporate records.

Waiving Notice by Attendance

Section 2. A person's attendance at a meeting constitutes waiver of notice of the meeting unless the person attends for the express purpose of objecting to the transaction of any business because the meeting was not lawfully called or convened.

ARTICLE XIII. AMENDING BYLAWS

These Bylaws may be altered, amended, or repealed, and new bylaws may be adopted by the Board of Directors. The notice of any meeting at which these Bylaws are altered, amended, or repealed, or at which new bylaws are adopted will include the text of the proposed bylaw provisions as well as the text of any existing provisions proposed to be altered, amended, or repealed. Alternatively, the notice may include a fair summary of those provisions.

ARTICLE XIV. MISCELLANEOUS PROVISIONSLegal Authorities Governing Construction of Bylaws

Section 1. These Bylaws will be construed under Texas law. All references in these Bylaws to statutes, regulations, or other sources of legal authority will refer to the authorities cited, or their successors, as they may be amended from time to time.

Legal Construction

Section 2. To the greatest extent possible, these Bylaws shall be construed to conform to all legal requirements and all requirements for obtaining and maintaining all tax exemptions that may be available to nonprofit corporations. If any bylaw provision is held invalid, illegal, or unenforceable in any respect, the invalidity, illegality, or unenforceability will not affect any other provision, and the bylaws will be construed as if they had not included the invalid, illegal, or unenforceable provision.

**Renewal Application****Headings**

Section 3. The headings used in the bylaws are for convenience and may not be considered in construing the bylaws.

**Number**

Section 4. All singular words include the plural, and all plural words include the singular.

**Seal**

Section 5. The Board of Directors may provide for a corporate seal. Such a seal would consist of an outline of the State of Texas, with the bold letters "AAMA" printed at the top part of the State, with the phrase "We Help People" printed below such letters. On the first letter of "AAMA" are two figures of one individual pulling up the other individual to the top of the "A". Four stars within the State signify those cities and towns where various programs of the Association for the Advancement of Mexican Americans are located.

**CERTIFICATE OF SECRETARY**

I CERTIFY THAT I AM THE DULY ELECTED AND ACTING SECRETARY OF THE ASSOCIATION FOR THE ADVANCEMENT OF MEXICAN AMERICANS AND THAT THESE BYLAWS CONSTITUTED THE CORPORATION'S BYLAWS. THESE BYLAWS WERE DULY ADOPTED AT A MEETING OF THE BOARD OF DIRECTORS HELD ON THE \_\_\_\_\_ DAY OF JUNE, 1998.

DATED: \_\_\_\_\_

\_\_\_\_\_  
ANTONIO VILLANUEVA, SECRETARY  
ASSOCIATION FOR THE ADVANCEMENT  
OF MEXICAN AMERICANS

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10 pages have been withheld

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ASSOCIATION FOR THE ADVANCEMENT OF MEXICAN AMERICANS

Board of Directors Roster

Revised Monday, April 17, 2000

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*Chair*

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Vice President  
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*Board Chair Elect*

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Attorney  
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*Vice Chair of Education*  
*Education Committee*

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*Health & Human Services*  
*Committee*

Harris County Juvenile Probation Dept.  
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Fax # 713-394-4344  
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*Secretary*

3711 Liles  
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ASSOCIATION FOR THE ADVANCEMENT OF MEXICAN AMERICANS  
Board of Directors Roster

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[REDACTED]

ASSOCIATION FOR THE ADVANCEMENT OF MEXICAN AMERICANS  
Board of Directors Roster

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Public Affairs Director  
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Chase Bank of Texas  
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[REDACTED]

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*Gilbert Moreno*  
*President / CEO*

Association for the Advancement of  
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President / CEO  
6001 Gulf Freeway Building B-1  
Houston, Texas 77023  
Wk # 713-926-5464  
Cell # 281-745-5464  
[REDACTED]

## TOUCHED BY THE NET

## Renewal Application

ORDINARY PEOPLE DOING EXTRAORDINARY THINGS ONLINE BY JEREMY CAPLAN

On the advice of [redacted] cousins, [redacted] a decided to give education another try. [redacted] transferred to Houston's George I. Sanchez Charter High School, where educationally disengaged kids are given a second chance, and fell in love with computers—and with learning. Now a senior, [redacted] plans to study Web design and learn how to use the Internet to support [redacted] community.

Founded in 1973 by the ASSOCIATION FOR THE ADVANCEMENT OF MEXICAN AMERICANS [www.aamainc.com], Sanchez Charter is one of the few high schools in America offering students like [redacted] intensive hands-on training in computers and the Internet. As the digital divide grows and the gap between the knowledgeable and the uninitiated widens, Sanchez Charter is fighting hard to create opportunities in the technology industry for at-risk, low-income Hispanic youths.

"In the digital divide, Hispanics are dead last, behind African-Americans," says AAMA president Gilbert Moreno. "Hispanics today are three times as likely as white students to drop out of high school. We're trying to address both of these problems."

To ensure that Sanchez Charter students have the best facilities possible, the school partnered this spring with the Houston Technology Center to establish the Advanced Technology Center, where juniors and seniors will study everything from Web design to Windows NT. This year, Sanchez Charter's programming courses were taught for the first time by information technology consultants from DNSCORP [www.dnsup.com], whose engineers designed the network for NASA's new space station. When word spread about the excellence of the program and the quality of students' programming skills, companies such as Lockheed Martin and Enron Corp. lined up to hire interns from the school.

Having excelled in the program's debut year, [redacted] was hired as an intern by DNScorp, where [redacted] worked this summer on standardizing network configurations of workstations. At a school assembly announcing internship awards, [redacted] was stunned to learn that DNScorp had chosen [redacted]. "When they announced that I had won, I was shocked and very excited," [redacted] says. J.L. Trahan, president and CEO of DNScorp, says that [redacted] was an outstanding intern: "[redacted] has a real dedi-

# A high school nets hope for Hispanics

*Troubled youths become techies at a pioneering Houston charter school*

[redacted] FIRST SEMESTER OF HIGH SCHOOL CAME VERY CLOSE to being [redacted] last. Frustrated by a curriculum that didn't interest [redacted] and teachers who didn't seem to care about [redacted] [redacted] was ready to join the thousands of other Hispanic students in the Houston school system who drop out every year.

## TOUCHED BY THE NET

cation to learning, and ■ demonstrates skills that any employer would value."

Yet, despite the AAMA's success at creating an innovative program, Moreno says that financial support has been hard to come by, even within the Hispanic community. "The response from Hispanic businesses has been disappointing," Moreno says. Federal support has also been weak, and procuring grants for small high school programs is far from easy. "The congressional funding formulas make it difficult for minority community nonprofits to win

**'I used to work at a movie theater, and now I'm working for a great technology firm. It's amazing how far I've come'**

federal discretionary grants," Moreno says. "We're not looking for a handout, just a chance to compete."

Given the shortage of skilled technical workers in Houston and across the U.S., Moreno considers high school programs an important tool in filling a vital employment niche. "We have tremendous young talent in our inner cities that we're not taking advantage of," says Moreno. "The Census Bureau says that the Hispanic community will grow from 32 million today to 100 million in 2050, and as a result, it's going to be an increasingly vital component of the workforce. Hispanics represent 11 percent of those employed in the United States but only 4 percent of workers in IT occupations." In addition to the programs to help high school students, Moreno and the AAMA are working on wiring and linking Hispanic groups nationwide.

The future looks bright for ■ and ■ newly computer-savvy classmates. With solid programming and Web design skills under ■ belt, ■ will have no trouble finding rewarding and well-paying work. And the confidence ■ has gained may well be her biggest reward yet. "I used to work at a movie theater, and now I'm working for a great technology firm," ■ says. "It's amazing how far I've come."

# Unlimited options

CORPORATE TECH TRAINING PUTS HIGH SCHOOL STUDENTS ON FAST TRACK

Ben DeSoto / Chronicle

With "tight" family finances, high school senior [redacted] got a job programming [redacted] school's computers for \$12 an hour.

By **KATHY WALT**  
Houston Chronicle

[redacted] and [redacted] may well epitomize a new breed of Texas high school graduates.

In 1999, before [redacted] even graduated from high school, [redacted] landed a job with Southwestern Bell Telephone Co. as a computer network troubleshooter making \$30,000 a year, a sizable salary for someone without a college degree and little work experience.

[redacted] a senior at a charter school in Houston, was hired this summer as an intern

by a Houston-based information technology company to program [redacted] school's computers earning \$12 an hour. Not bad, considering that just a year earlier the [redacted] had been working at a movie theater for \$5.15 an hour, a wage more common for high school students.

[redacted] and [redacted] are among a growing number of high school students in Texas and across the nation taking advantage of corporate-sponsored training programs in secondary schools that put students on the fast track to high-paying high-tech jobs.

Experts say that such jobs present unlimited options for high school students. For

those who want to postpone college, the technology jobs offer them an income level they might have thought impossible to reach for years.

[redacted] said [redacted] was saving money from [redacted] internship for a car or senior trip to Cancun, Mexico.

As the [redacted], though, [redacted] said [redacted] paychecks have helped [redacted] cover some of the routine expenses [redacted] have.

"If I can help out with clothes and stuff or

See TRAINING on Page 4E.

# Training

Continued from Page 1E.

whatever my mom needs, I don't mind," [redacted] said, calling family finances "tight."

"That's why I'm in the position right now of trying to get my education and go on to college. ... I believe I can make more if I were to finish high school and then go on to college."

Beyond that, [redacted] work and earning potential have inspired at least one of [redacted] to stay in school in hopes [redacted] can find better paying work, [redacted] said.

For those struggling to find money for college, information technology jobs not only pay the bills, they generally offer night and weekend work schedules that dovetail well with school, [redacted] said.

While [redacted] is proud of [redacted] current earning potential, [redacted] is focused on even larger paychecks that additional education will bring [redacted], thanks to the need for workers with [redacted] kind of training.

"The demand is such in the information technology workforce that this year alone they're estimating some 843,000 jobs to go unfilled," said Platte Clark, worldwide academic training manager for Novell. The Utah-based network software company operates training programs in several Texas high schools.

In Texas alone, there currently are about 34,000 job openings in the information technology field, according to state officials, and businesses are increasingly turning to high schools as a wellspring for employees.

Take [redacted] alma mater, [redacted] in the [redacted] suburb, for example. The school joined forces with Cisco Systems Inc., a San Jose, Calif.-based company that specializes in computer network routers and switches.

The program trains high school juniors and seniors to enter the workforce as computer network troubleshooters.

[redacted] is one of about 44,000 schools nationwide to form what the company calls Cisco Networking Academies. The two-year program provides the company with a ready pool of technicians trained to work specifically on that company's equipment.

"The demand is such in the information technology workforce that this year alone they're estimating some 843,000 jobs to go unfilled."

**Platte Clark,**  
worldwide academic  
training manager for  
Novell

"A host of my districts have begun Cisco programs," said Mary Park, director of career and technology programs for a three-county consortium in North Texas.

In the Houston Independent School District, Westside and Cesar Chavez high schools — both new schools that opened earlier this month — also will operate Cisco Networking Academies, said Terry Abbott, school district spokesman. Abbott said he knows of no other Cisco academies at any other HISD high schools.

Westside, a magnet career and technology school, will offer the Cisco training over a three-year period.

In addition, the school will offer training in Microsoft programming, Abbott said. And information technology certification will be offered to all students, not just those in the magnet, he added.

As with other Cisco and Microsoft training, Westside students must pass a certification test to become licensed technicians.

George I. Sanchez Charter School teamed up in January with Distributed Network Services Corp., a Houston company that, among other things, developed the computer network for the International Space Station under a contract with NASA.

In a pilot project, DNS employees taught classes that trained about 60 students to become certified in A+ and Microsoft NT software.

Officials at the company and school say the six-month program was so successful that 90 percent of the seniors landed summer internships at Enron, Lockheed-Martin and Southwest Bank of Texas, earning as much as \$15 an hour.

This school year, the courses will be updated for Windows 2000 and Web Mastering certification because "that's what em-

ployers in Houston want," said Joseph Trahan, DNS president and chief executive officer.

The school caters to at-risk students, most of whom probably never thought of themselves as having the kind of earning potential that such training offers, noted Gilbert Moreno, president and CEO of the school.

"This program is a gold mine," said Sanchez Principal Bobby Lopez. "It's a fantastic program ... phenomenal."

Cisco and DNS are not the only private companies setting up partnerships with Texas schools.

Novell has programs in 10 Texas high schools to train students to manage, administer and maintain computer networks using company products and services.

Texas Instruments initiated its Infinity Project, a pilot program at 14 Texas schools including four in the Houston area, that offers college-level course work and teacher training in engineering and technology.

It is one of several education programs the Dallas-based semiconductor company undertakes to encourage higher math and science abilities in Texas schoolchildren and to promote high-tech companies as a career.

High-tech training in high schools is not limited to corporate-sponsored programs, though.

For example, the Southern Regional Education Board sponsors what is billed as the nation's largest and fastest growing modern vocation education program. Twenty Texas schools are part of a pilot project aimed at preparing high school graduates to enter information technology and other careers.

These high-tech training programs, though, are not a likely path for kids who aren't college material or who are disciplinary problems — types of students often funneled into what was once called vocational education.

Most high school teachers and company officials are quick to note that the academics required to succeed in these programs are the same as college preparatory classes, and there is a heavy emphasis on math skills.

At Sanchez, where students selected for the program spend more than two hours a day in intensive software program-

## Renewal Application

ming courses, absences and bad behavior are not tolerated. The first offense gets a warning, and there are no second chances, said Trahan, the DNS executive.

In addition to classroom hours, those selected for the program also must spend at least 30 minutes after school in additional class time. Because so many Sanchez students come from low-income families and must work, Sanchez pays a stipend of \$6.50 an hour to students who stay after normal school hours to take additional classes.

All this attention to churning out a workforce for the high-tech world has some officials concerned that the lure of big money right out of high school will siphon off kids who should be considering two-year and four-year colleges.

Advocates of programs from DNS and Cisco, however, say the fears are misplaced. The computer companies encourage employees to continue their education, either at community colleges or at four-year universities, often paying the education costs.

[redacted] is among those who say they know college is a must.

"Bypassing college would be stupid," [redacted] said. "It would be like cutting off your leg."

[redacted] enrolled part-time at [redacted] taking one course a semester, and this fall — when [redacted] works the night shift — plans to enroll full-time in college working toward a business degree.

[redacted] said [redacted] doesn't know yet where [redacted] will be attending college, but [redacted] knows [redacted] wants to pursue a high-tech career and [redacted] high school training likely will assure [redacted] of finding a job while [redacted] attends college.

Betty Porter, guidance counselor at Houston's Milby High School and president of the Texas School Counselors Association, said one advantage of the high-tech training programs is that it gives students who enter college a job-safety net.

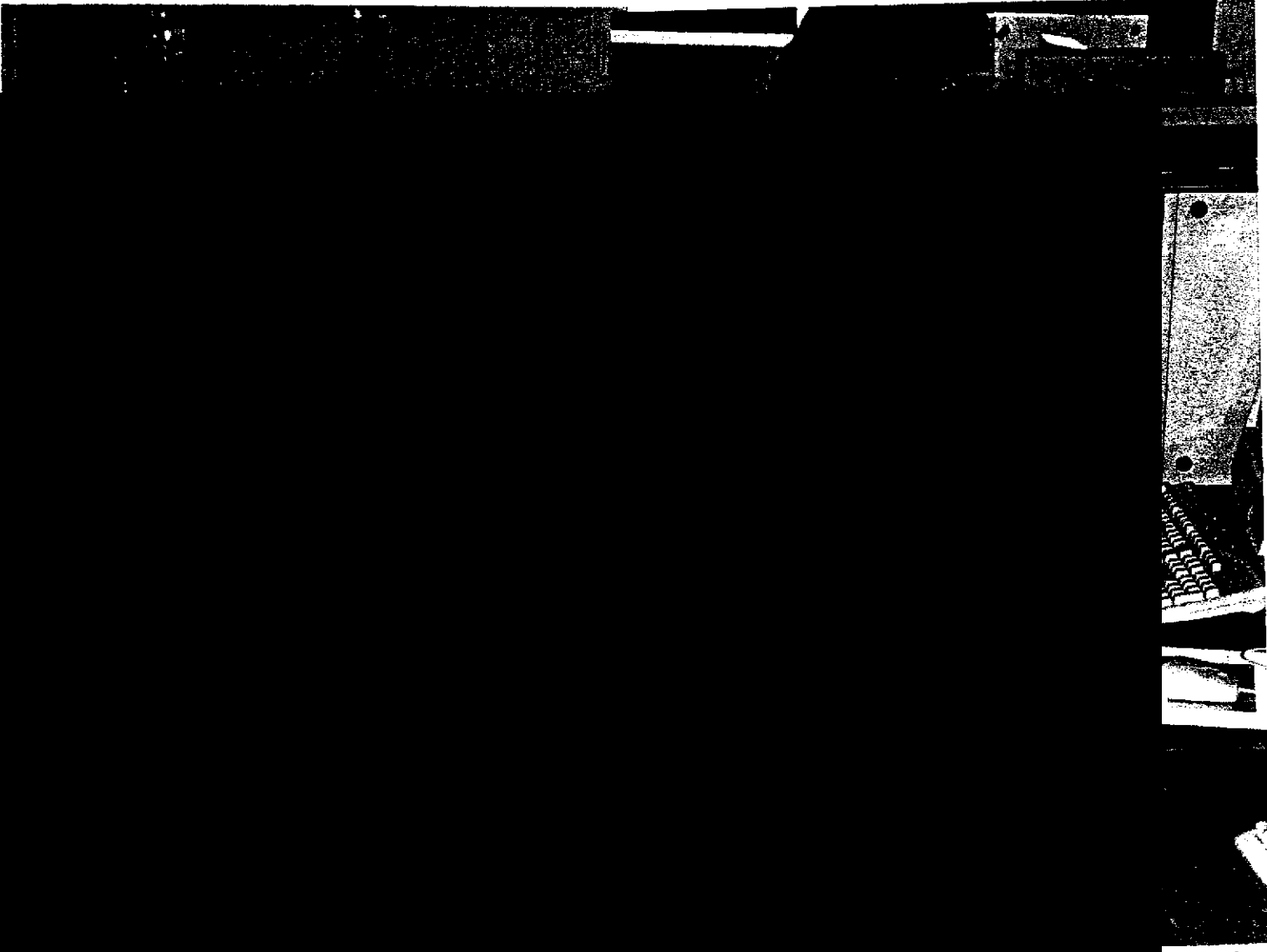
"My big concern is the number of students who graduate and don't know what they want to do," Porter said. "Some of these certification programs would give them an option."

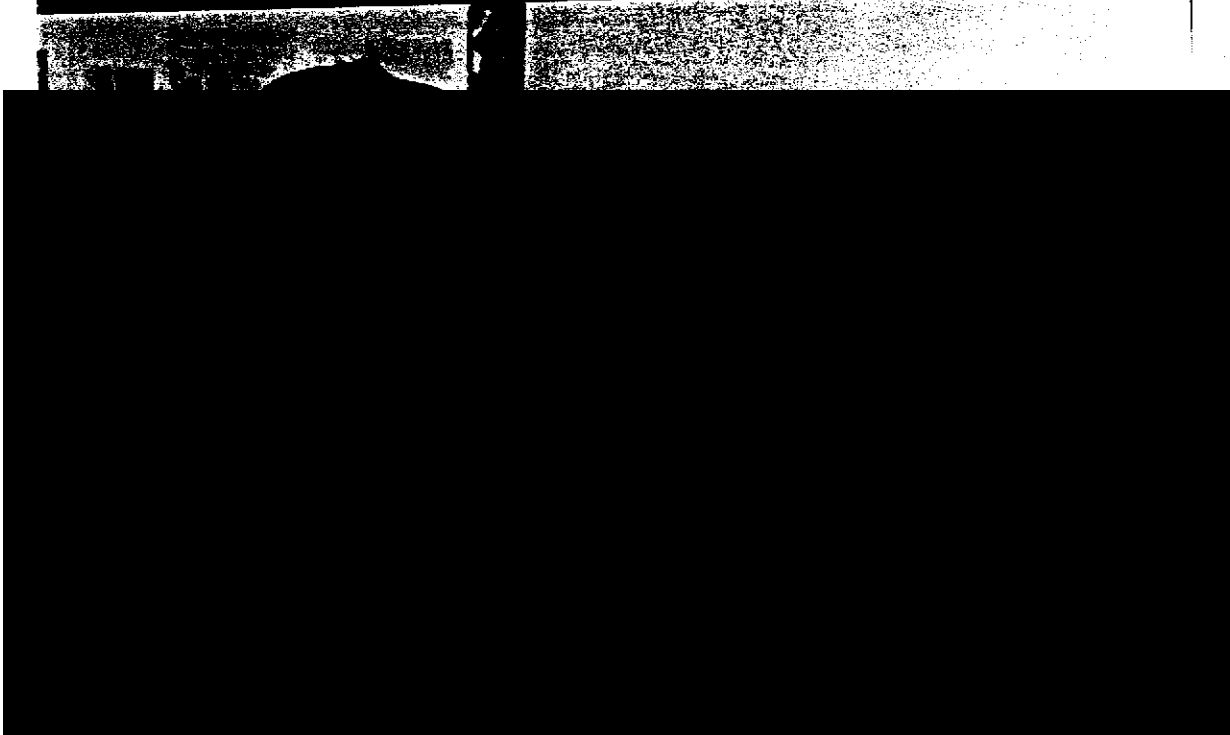
Clark, the Novell executive, adds: "Here is a way to gain a marketable skill that can be a launching point or a step into a career right out of high school."





Renewal Application





**TEXAS EDUCATION AGENCY  
OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT  
BIOGRAPHICAL AFFIDAVIT  
(Print or Type)**

Full Name of Sponsoring Entity and Name of Proposed Charter School: \_\_\_\_\_  
Association for the Advancement of Mexican Americans  
George I. Sanchez Charter High School

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

**IF ANSWER IS "NO" OR "NONE", SO STATE.**

1. Full Name (Initials Not Acceptable): Roberto I. Lopez

2. Have you ever had your name changed? NO If yes, give reason for the change: \_\_\_\_\_

b. Maiden Name (if female) \_\_\_\_\_

c. Other names used at any time \_\_\_\_\_

3. Social Security Number\*: 

4. Date and Place of Birth: July 12, 1958 Uvalde, Texas

5. Business Address: 6001 Gulf Freeway, Houston, TX 77023

Business Telephone: 713-926-1112

6. List your residences for the last ten (10) years starting with your current address, giving:

<u>DATES</u>	<u>ADDRESS</u>	<u>CITY AND STATE</u>	<u>ZIP CODE</u>
8/1/99-Present	1411 W. Hempstead	Pasadena, Texas	77506
9/1/99-7/31/99	HC 77 Box 3764	Uvalde, Texas	78801
7/1/94 -8/31/97	PO Box 741 Hwy.57	La Pryor, TX	78872
7/1/92-6/30/94	P.O. Box 169	Sabinal, TX	78881
1/1/90-6/30/92	108 Sidney	Houston, TX	

7. Education: Dates, Names, Locations and Degrees

College B.S. University of Houston

M.S. Texas A & M, Kingsville

Graduate Studies \_\_\_\_\_

Others Doctoral Work - Texas A & M College Station

Capella University - Thurgood Marshall School of Law

8. List Membership in Professional Societies and Associations: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. Present or Proposed Position with the Proposed Charter School : Superintendent/Principal  
 \_\_\_\_\_  
 \_\_\_\_\_

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
7/28/00-Present	AAMA	6001 Gulf Frwy, Houston, TX 77023	Supt/Principal
1/98-8/99	Crystal City ISD	805 E. Crockett, Crystal City TX 78839	Inst. Supervisor
7/1/94-8/31/97	La Pryor ISD	PO Box 519, La Pryor TX 78872	Superintendent
7/1/92-6/30/94	Sabinal ISD	PO Box 338 Sabinal TX 78881	Principal
9/1/91-6/30/92	Crosby ISD	PO Box 2009 Crosby, TX 77532	Asst. Principal
1990-1991	HCCS	22 Waugh Drive, Houston, TX 77004	Adult H.S. Coordinator

11. Present employer may be contacted:  Yes No (Circle One)

Former employers may be contacted:  Yes No (Circle One)

12. a Have you ever been in a position which required a fidelity bond? NO If any claims were made on the bond, give details: \_\_\_\_\_

b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? NO  
 If yes, give details: \_\_\_\_\_

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): Teacher's Certificate, Administrator's Certificate, Superintendent's Certificate

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? NO If yes, give details: \_\_\_\_\_

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? NO If yes, give details: \_\_\_\_\_

16. Have you ever been adjudged bankrupt? NO

**Renewal Application**

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? NO  
If yes, give details: \_\_\_\_\_

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? NO

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? YES. If so, please furnish details: I served as Superintendent of schools so I was named on the lawsuits that were filed against the district school.

Dated and signed this 30 day of October, 19 2000, at Harris County State of Texas

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief

  
(Signature of Affiant)

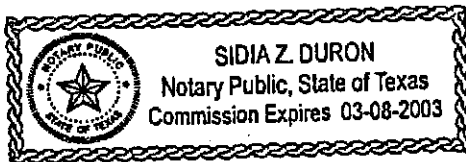
State of Texas  
County of Harris

Personally appeared before me the above named Roberto Bobby Lopez personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 30th day of October, 19 2000

(SEAL)

Sidia Z. Duron  
(Notary Public)  
My commission expires 03-08-2003



TEXAS EDUCATION AGENCY  
OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT  
BIOGRAPHICAL AFFIDAVIT  
(Print or Type)

Full Name of Sponsoring Entity and Name of Proposed Charter School: \_\_\_\_\_

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): GILBERTO JAVIER MORENO

2. Have you ever had your name changed? No If yes, give reason for the change: \_\_\_\_\_

b. Maiden Name (if female) \_\_\_\_\_

c. Other names used at any time \_\_\_\_\_

3. Social Security Number\*: [REDACTED]

4. Date and Place of Birth: 5/15/58, McALLEN, TX.

5. Business Address: 6001 GULF FREEWAY - HOUSTON, TX 77023

Business Telephone: (713) 926-4756

6. List your residences for the last ten (10) years starting with your current address, giving:

<u>DATES</u>	<u>ADDRESS</u>	<u>CITY AND STATE</u>	<u>ZIP CODE</u>
<u>1997 - Pres.</u>	<u>4212 SUNSET BLVD.</u>	<u>HOUSTON, TX</u>	<u>77005</u>
<u>1982 - 1996</u>	<u>4106 CASE</u>	<u>✓</u>	<u>✓</u>

7. Education: Dates, Names, Locations and Degrees

College UNIVERSITY OF TEXAS AT AUSTIN - BBA/ACCOUNTING  
1976 - 1980

Graduate Studies \_\_\_\_\_

Others \_\_\_\_\_

**Renewal Application**

8. List Membership in Professional Societies and Associations: NONE

9. Present or Proposed Position with the Proposed Charter School: PRESIDENT/CEO

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
7/92-Pres.	AAMA, INC.	6001 GULF FREEWAY, 77023	PRESIDENT/CEO
1/89-7/92	COOPERS + LYBRAND	1100 LOUISIANA, 77002	REGIONAL CONTROLLER
7/86-12/88	VINSON + ELKINS	3500 FIRST CITY TOWER,	ACCOUNTING MANAGER
7/84-7/86	PRICE WATERHOUSE	1000 LOUISIANA, 77002	AUDIT SENIOR
1/81-7/84	COOPERS + LYBRAND	1100 LOUISIANA, 77002	AUDIT STAFF

11. Present employer may be contacted:  Yes  No (Circle One)

Former employers may be contacted:  Yes  No (Circle One)

12. a Have you ever been in a position which required a fidelity bond? YES If any claims were made on the bond, give details: NONE

b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? NO  
If yes, give details: \_\_\_\_\_

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): CERTIFIED PUBLIC ACCOUNTANT - 1984  
STATE BOARD OF PUBLIC ACCOUNTANCY.  
NO LONGER PRACTICE DUE TO REQUIREMENTS  
OF CURRENT POSITION.

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? NO If yes, give details: \_\_\_\_\_

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? ONLY MYSELF. If yes, give details: I HAVE BEEN EMPLOYED BY NON-PROFIT AGENCY (SPONSOR)  
AS PRESIDENT/CEO FOR LAST 8 YEARS.

16. Have you ever been adjudged bankrupt? NO

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Renewal Application

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? No!

If yes, give details: \_\_\_\_\_  
\_\_\_\_\_

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? No

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? YES. If so, please furnish details: SEE ATTACHMENT.

Dated and signed this 24 day of OCTOBER, 2000, at HOUSTON, TEXAS

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

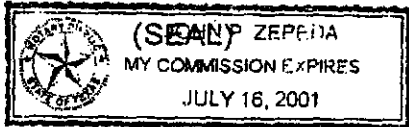
Gilberto Moreno  
(Signature of Affiant)

State of TEXAS  
County of HARRIS

Personally appeared before me the above named GILBERTO J. MORENO personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 24 day of October, 2000

[Signature]  
(Notary Public)  
My commission expires 7-16-01





TEXAS EDUCATION AGENCY  
OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT  
BIOGRAPHICAL AFFIDAVIT  
(Print or Type)

Full Name of Sponsoring Entity and Name of Proposed Charter School: George I Sanchez High School

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): Carmen Orta

2. Have you ever had your name changed? No If yes, give reason for the change: \_\_\_\_\_

b. Maiden Name (if female) Villarreal

c. Other names used at any time None

3. Social Security Number\*: [REDACTED]

4. Date and Place of Birth: 3/6/41

5. Business Address: 6001 Gulf Freeway, Suite B-117 Houston, TX 77023  
Business Telephone: 7130923-9393

6. List your residences for the last ten (10) years starting with your current address, giving:

<u>DATES</u>	<u>ADDRESS</u>	<u>CITY AND STATE</u>	<u>ZIP CODE</u>
<u>9/95</u>	<u>815 Joyce</u>	<u>Houston, Texas</u>	<u>77009</u>
<u>8/89</u>	<u>1226 W. 30th</u>	<u>Houston, Texas</u>	<u>77018</u>

7. Education: Dates, Names, Locations and Degrees

College Houston Community College 1981

Graduate Studies \_\_\_\_\_

Others St. Agnes Academy - Graduate 1959  
S.E. Business College 1959-1960

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**Renewal Application**

8. List Membership in Professional Societies and Associations: East End Chamber of Commerce  
Houston Minority Business Council, La Rosa

9. Present or Proposed Position with the Proposed Charter School : Board Chair

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
1988-Present	American Communication Services, Inc.	6001 Gulf Freeway, Ste. B-117 Houston, TX 77023	V. President
1984-1988	Americom: Tele-Resources		President

11. Present employer may be contacted: Yes No (Circle One)

Former employers may be contacted: Yes No (Circle One)

12. a Have you ever been in a position which required a fidelity bond? No If any claims were made on the bond, give details: \_\_\_\_\_

b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? No  
If yes, give details: \_\_\_\_\_

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): N/A

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? No If yes, give details: \_\_\_\_\_

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? No If yes, give details: \_\_\_\_\_

16. Have you ever been adjudged bankrupt? No 218

Renewal Application

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? NO

If yes, give details: \_\_\_\_\_  
\_\_\_\_\_

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? NO

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? NO. If so, please furnish details: \_\_\_\_\_

Dated and signed this 24th day of October, 18 2000, at Harris County, State of Texas

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

Carmen Orta  
(Signature of Affiant)

State of Texas  
County of Harris

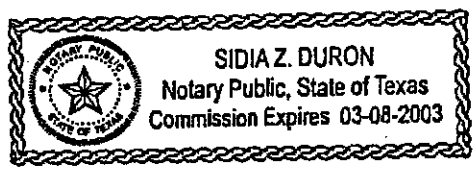
Personally appeared before me the above named Carmen Orta personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 24th day of October, 19 2000

Sidia Z. Duron  
(Notary Public)

My commission expires 03-08-2003

(SEAL)



TEXAS EDUCATION AGENCY  
 OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT  
 BIOGRAPHICAL AFFIDAVIT  
 (Print or Type)

Full Name of Sponsoring Entity and Name of Proposed Charter School: AAMA, INC.  
George J. Sanchez Charter High School

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): Wendell Doyle Boone

2. Have you ever had your name changed? NO If yes, give reason for the change: \_\_\_\_\_

b. Maiden Name (if female) \_\_\_\_\_

c. Other names used at any time \_\_\_\_\_

3. Social Security Number\*: [REDACTED]

4. Date and Place of Birth: 10/4/44 ANGLETON, TEXAS

5. Business Address: 6001 GULF FREEWAY HOUSTON, TX 77023  
 Business Telephone: 713-926-1112

6. List your residences for the last ten (10) years starting with your current address, giving:

DATES	ADDRESS	CITY AND STATE	ZIP CODE
10/98 →	22603 Birch Point DR	Katy, TX	77450
5/96/10/98	12939 Whittington #109	Houston, TX	77077
6/94/5/96	6610 Sandstone	Houston, TX	77074
5/90/6/44	713 Kyle St	ANGLETON, TX	77515

7. Education: Dates, Names, Locations and Degrees

College TEXAS A&M UNIV. B.S 1973

TEACHER CERTIFICATION 12/85

Graduate Studies \_\_\_\_\_

Others \_\_\_\_\_

716

Renewal Application

8. List Membership in Professional Societies and Associations: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. Present or Proposed Position with the Proposed Charter School : \_\_\_\_\_  
Assistant Principal  
 \_\_\_\_\_

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
8/95	George Sanchez	6001 Gulf Fwy Houston, TX	Teacher / Assistant Principal
8/94-5/95	Houston ISD	3330 Richmond Hwy, TX 77027	Classroom teacher
8/91-5/94	Damon FSD	P.O. Box 429 Damon, TX 77430	Classroom teacher
9/90-5/91	Anwilton FSD	1900 N. Dowling, Anwilton, TX 77516	Substitute teacher
1/87-6/90	Emerald Industrial Leasing	110 Market Ave. Morristown, NJ 08057	Sales Manager

11. Present employer may be contacted:  Yes  No (Circle One)

Former employers may be contacted:  Yes  No (Circle One)

12. a Have you ever been in a position which required a fidelity bond? NO If any claims were made on the bond, give details: \_\_\_\_\_

b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? No  
 If yes, give details: \_\_\_\_\_  
 \_\_\_\_\_

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination):

Texas Teacher Certificate 11/2/87 State Board of Education  
Life

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? NO If yes, give details: \_\_\_\_\_  
 \_\_\_\_\_

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? YES If yes, give details: I have been employed by the charter school for the previous 5 years

16. Have you ever been adjudged bankrupt? No

Renewal Application

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? No  
If yes, give details: \_\_\_\_\_

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? No

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? No. If so, please furnish details: \_\_\_\_\_

Dated and signed this 30<sup>th</sup> day of October, 19 2000, at Harris County, State of Texas

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

Wendell Beene  
(Signature of Affiant)

State of Texas  
County of Harris

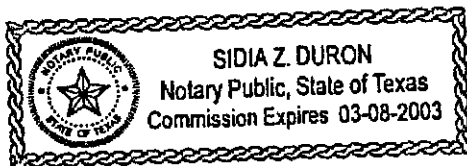
Personally appeared before me the above named Wendell Dayle Beene personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 30<sup>th</sup> day of October, 19 2000

Sidia Z. Duron  
(Notary Public)

My commission expires 03-08-2003

(SEAL)



**TEXAS EDUCATION AGENCY  
OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT  
BIOGRAPHICAL AFFIDAVIT  
(Print or Type)**

Full Name of Sponsoring Entity and Name of Proposed Charter School: Association for the Advancement of Mexican Americans, Inc.  
George J. Sanchez Charter High School

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): Kent Warren Jones

2. Have you ever had your name changed? NO If yes, give reason for the change: \_\_\_\_\_

b. Maiden Name (if female) N/A

c. Other names used at any time N/A

3. Social Security Number\*: [REDACTED]

4. Date and Place of Birth: 11/13/63 Dallas, TX

5. Business Address: 600 Gulf Freeway Houston, TX 77023  
Business Telephone: 713-926-1112

6. List your residences for the last ten (10) years starting with your current address, giving:

	<u>DATES</u>	<u>ADDRESS</u>	<u>CITY AND STATE</u>	<u>ZIP CODE</u>
Aug.	<del>1995</del> 1996 - Present	18015 Drum Helder	Tomball, TX	77375
Dec.	1994 - Aug. 1996	9723 Debbie Lane	Houston, TX	77058
	1990 - 1994	2820A 38th St.	Lubbock, TX	79411

7. Education: Dates, Names, Locations and Degrees

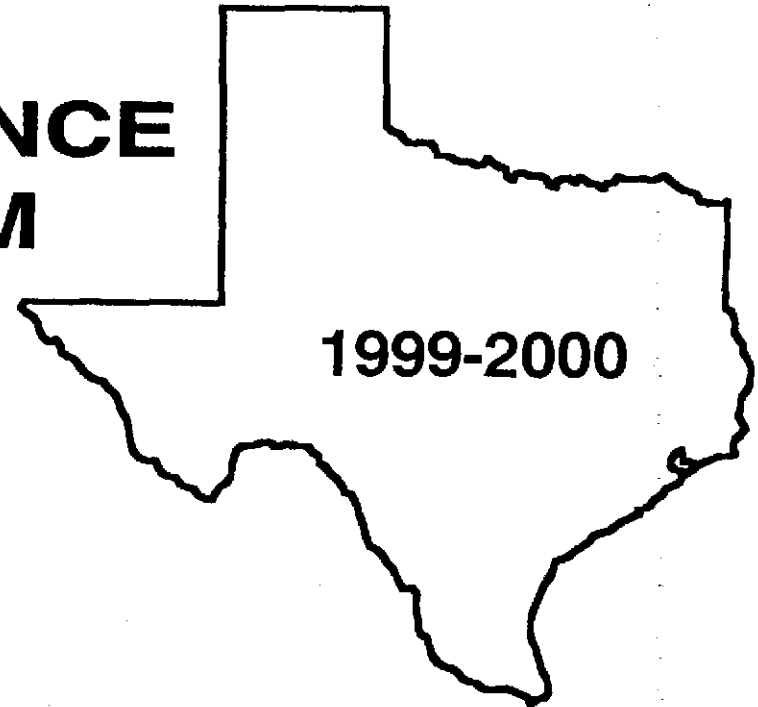
College Texas Tech Univ., Lubbock TX B.A. History, 1985

Graduate Studies Texas Tech Univ. M.A. History ~~1991~~ 1993

Others ~~Texas Tech~~

2-1

# ACADEMIC EXCELLENCE INDICATOR SYSTEM



## District Report

DISTRICT NAME: GEORGE I SANCHEZ CHARTER  
DISTRICT NUMBER: 101804  
ACCOUNTABILITY RATING: CHARTER SCHOOL

Special Education Compliance Status:  
Desk Audit Compliant

Produced by the Division of Performance Reporting, Office of Policy Planning and Research  
Texas Education Agency



8. List Membership in Professional Societies and Associations: NONE

9. Present or Proposed Position with the Proposed Charter School: Business Manager / Special Populations Director

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
Aug. 1994 - Pres.	George I. Sanchez HS.	Goodbutt Hwy Houston, TX	Teacher, Bus. Mgr.
1990-93	Washington Inventory Service	Lubbock, TX	Inventory Specialist
1986-1988	Texas Tech Univ	Lubbock, TX	Teaching Assistant

11. Present employer may be contacted:  Yes  No (Circle One)

Former employers may be contacted:  Yes  No (Circle One)

12. a Have you ever been in a position which required a fidelity bond? NO If any claims were made on the bond, give details: NO

b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? NO  
If yes, give details: \_\_\_\_\_

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): Texas Teaching Certificate, Composite Social Studies

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? NO If yes, give details: \_\_\_\_\_

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? Yes If yes, give details: Employed

16. Have you ever been adjudged bankrupt? NO

Renewal Application

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? NO  
If yes, give details: \_\_\_\_\_

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? No

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? NO. If so, please furnish details: \_\_\_\_\_

Dated and signed this 30 day of October, ~~19~~ 2000, at Harris County, State of Texas

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

Kent Jones  
(Signature of Affiant)

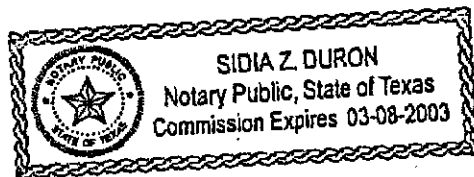
State of Texas  
County of Harris

Personally appeared before me the above named Kent Warren Jones personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 30th day of October, ~~19~~ 2000

Sidia Z. Duron  
(Notary Public)  
My commission expires \_\_\_\_\_

(SEAL)



TEXAS EDUCATION AGENCY  
OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT  
BIOGRAPHICAL AFFIDAVIT  
(Print or Type)

Full Name of Sponsoring Entity and Name of Proposed Charter School: \_\_\_\_\_

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): MARIA CRISTINA GARZA

2. Have you ever had your name changed? No If yes, give reason for the change: \_\_\_\_\_

b. Maiden Name (if female) MARIA CRISTINA PEREZ

c. Other names used at any time \_\_\_\_\_

3. Social Security Number\*: [REDACTED]

4. Date and Place of Birth: McALLEN, TEXAS

5. Business Address: 1700 DUMBLE, HOUSTON, TEXAS 77023  
Business Telephone: 713-924-1337

6. List your residences for the last ten (10) years starting with your current address, giving:

DATES	ADDRESS	CITY AND STATE	ZIP CODE
MAY '97	2309 Caloway CT	Pearland, Tx	77581
MAY '75	8427 Lettie Lane	Houston, Tx	77075

7. Education: Dates, Names, Locations and Degrees

College University of Texas at Pan American (B.S., Mathematics and Physical Education)

Graduate Studies Texas A+M University (MASTERS: EDUCATIONAL Psychology)

Others \_\_\_\_\_

224

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8. List Membership in Professional Societies and Associations: Texas Counseling Association, Association of Hispanic School Administrators

9. Present or Proposed Position with the Proposed Charter School: Board Member: Vice President for Education

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
1976-2000	Houston ISD	3830 Richmond Houston, Tx 77027	Teacher Counselor Title VII Supervisor Recruiter Parent Involvement Specialist

11. Present employer may be contacted:  Yes  No (Circle One)

Former employers may be contacted:  Yes  No (Circle One)

12. a Have you ever been in a position which required a fidelity bond? No If any claims were made on the bond, give details: \_\_\_\_\_

b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? NO  
If yes, give details: \_\_\_\_\_

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): N/A

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? NO If yes, give details: \_\_\_\_\_

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? NO If yes, give details: \_\_\_\_\_

16. Have you ever been adjudged bankrupt? No

Renewal Application

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? NO

If yes, give details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? NO

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? NO. If so, please furnish details: \_\_\_\_\_  
\_\_\_\_\_

Dated and signed this 27<sup>th</sup> day of October, 19 2000, at Harris County, State of Texas

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

Maria C. Garza  
(Signature of Affiant)

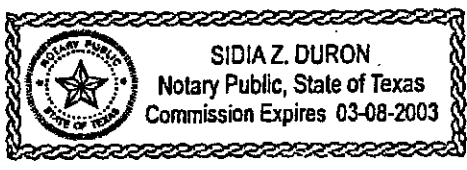
State of Texas  
County of Harris

Personally appeared before me the above named Maria C. Garza personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 27<sup>th</sup> day of October, 19 2000

Sidra Z. Duron  
(Notary Public)  
My commission expires 03-08-2000

(SEAL)



226

TEXAS EDUCATION AGENCY  
 OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT  
 BIOGRAPHICAL AFFIDAVIT  
 (Print or Type)

Full Name of Sponsoring Entity and Name of Proposed Charter School: \_\_\_\_\_

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): Laura Ramirez

2. Have you ever had your name changed?  If yes, give reason for the change: marriage and then divorced

b. Maiden Name (if female) Ramirez

c. Other names used at any time Wilson (married name)

3. Social Security Number\*: [REDACTED]

4. Date and Place of Birth: 12-13-59 Houston, TX

5. Business Address: 2900 Woodridge, Houston, TX 77087  
 Business Telephone: (713) 640-3395

6. List your residences for the last ten (10) years starting with your current address, giving:

DATES	ADDRESS	CITY AND STATE	ZIP CODE
1998-present	8621 Wynlea	Houston TX	77087
1996-1998	414 Longview	Sugarland TX	77478
1990-1996	2010 Elmen	Houston, TX	77019

7. Education: Dates, Names, Locations and Degrees

College 9/1978- 5/1982 Sam Houston State University, Huntsville, TX, BA

Graduate Studies \_\_\_\_\_

Others \_\_\_\_\_

Renewal Application

8. List Membership in Professional Societies and Associations: Board Member East End Area Chamber of Commerce

9. Present or Proposed Position with the Proposed Charter School : Board Member

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
1982-1984	Texas Commerce Bank	112 Main St	Loan Asst.
1984-1990	Ameriway Savings	7975 San Felipe Houston	AV. P.
1990-1993	First City Bank	1001 Main St. Houston	Loan Administrator
1993-present	TCB Chase Bank	2900 Woodridge, Houston	V.P.

11. Present employer may be contacted:  Yes No (Circle One)

Former employers may be contacted:  Yes No (Circle One)

12. a Have you ever been in a position which required a fidelity bond? NO If any claims were made on the bond, give details: \_\_\_\_\_

b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? NO If yes, give details: \_\_\_\_\_

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): N/A

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? NO If yes, give details: \_\_\_\_\_

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? NO If yes, give details: \_\_\_\_\_

16. Have you ever been adjudged bankrupt? NO

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? NO

If yes, give details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? NO

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? NO. If so, please furnish details: \_\_\_\_\_  
\_\_\_\_\_

Dated and signed this 24th day of October,  
19 2000, at \_\_\_\_\_

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

Laura Ramirez  
(Signature of Affiant)

State of Texas  
County of Harris

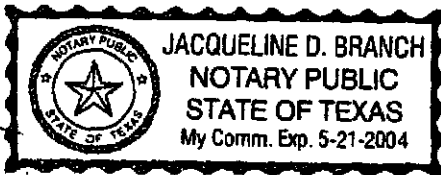
Personally appeared before me the above named LAURA RAMIREZ  
personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 24th day of  
October, 19 2000

Jacqueline D. Branch  
(Notary Public)

My commission expires 5/21/2004

(SEAL)



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TEXAS EDUCATION AGENCY  
 OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT  
 BIOGRAPHICAL AFFIDAVIT  
 (Print or Type)

Full Name of Sponsoring Entity and Name of Proposed Charter School: \_\_\_\_\_

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

- Full Name (Initials Not Acceptable): ELIZABETH CLOUD
- Have you ever had your name changed? YES If yes, give reason for the change: MARRIED 1967-1976 NAME WAS ELIZABETH SANDBERG - CHANGED BACK TO CLOUD AT TIME OF DIVORCE
  - Maiden Name (if female) CLOUD
  - Other names used at any time ELIZABETH CLOUD SANDBERG
- Social Security Number\*: [REDACTED]
- Date and Place of Birth: NOVEMBER 2, 1947, SAN ANGELO, TX.
- Business Address: 4726 YOKUM BLVD.  
 Business Telephone: 713-526-3910
- List your residences for the last ten (10) years starting with your current address, giving:

DATES	ADDRESS	CITY AND STATE	ZIP CODE
7/95-PRESENT	4726 YOKUM BLVD.	HOUSTON, TX	77006
10/92-7/95	6633 WILDWOOD WAY	HOUSTON, TX	77023
5/81-10/92	2021 SPENNICK #26	HOUSTON, TX	77055

7. Education: Dates, Names, Locations and Degrees

College 9/65-5/66, 9/73-5/76 UNIVERSITY OF TEXAS, AUSTIN, TX BBA IN ACCOUNTING  
~~9/66-5/67, UNN. OF HOUSTON, HOUSTON, TX; 6/9-70 UNIV. OF ALASKA, ANCHORAGE, AK; 1976, SAN JACINTO COLLEGE, PASADENA, TX~~

Others \_\_\_\_\_

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8. List Membership in Professional Societies and Associations: TEXAS/HOUSTON CHAPTER-CPA'S

9. Present or Proposed Position with the Proposed Charter School: BOARD TREASURER

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
1/1992	SOUTHWEST RECOVERY PLACE	4226 YAKUM BLVD, HOUSTON TX 77006	OWNER
8/96-11/99	CARLSON WASHINGTON TRAVEL	1405 KENILWORTH TRAVEL, WYOMOUTH MASSACH	ACCOUNT MANAGER
6/79-7/95	BROWN & ROOT, INC.	4100 CLINTON DR, HOUSTON, TX 77020	ADMINISTRATIVE MANAGER

11. Present employer may be contacted:  Yes  No (Circle One)

Former employers may be contacted:  Yes  No (Circle One)

12. a Have you ever been in a position which required a fidelity bond? No If any claims were made on the bond, give details: \_\_\_\_\_

b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? No  
If yes, give details: \_\_\_\_\_

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): CERTIFIED PUBLIC ACCOUNTANT

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? No If yes, give details: \_\_\_\_\_

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? No If yes, give details: \_\_\_\_\_

16. Have you ever been adjudged bankrupt? No

Renewal Application

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? No

If yes, give details: \_\_\_\_\_

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? No

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? No. If so, please furnish details: \_\_\_\_\_

Dated and signed this 27th day of OCTOBER, 2000, at HARRIS COUNTY, STATE OF TEXAS

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

Elizabeth Cloud  
(Signature of Affiant)

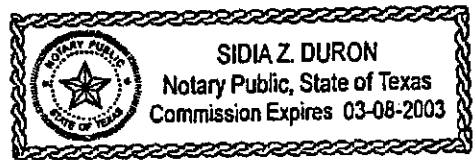
State of Texas  
County of Harris

Personally appeared before me the above named \_\_\_\_\_ personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 27th day of October, 2000

Sidia Z. Duron  
(Notary Public)  
My commission expires 03-08-2003

(SEAL)



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TEXAS EDUCATION AGENCY  
OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT  
BIOGRAPHICAL AFFIDAVIT  
(Print or Type)

Full Name of Sponsoring Entity and Name of Proposed Charter School: George I Sanchez Charter School

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

- 1. Full Name (Initials Not Acceptable): Raul Dominguez
- 2. Have you ever had your name changed? NO If yes, give reason for the change: \_\_\_\_\_

b. Maiden Name (if female) \_\_\_\_\_  
 c. Other names used at any time \_\_\_\_\_

3. Social Security Number: [REDACTED]

4. Date and Place of Birth: 8/15/57 Horde, TX

5. Business Address: 16690 Champion Forest Drive, # 359 Spring TX 77379  
Business Telephone: 281 379 6500

6. List your residences for the last ten (10) years starting with your current address, giving:

DATES	ADDRESS	CITY AND STATE	ZIP CODE
<u>current - 7/99</u>	<u>15934 Stoneway</u>	<u>SPRING TX</u>	<u>77379</u>
<u>7/99 - 2/92</u>	<u>8327 Burwood Park</u>	<u>Spring TX</u>	<u>77379</u>
<u>2/92 - 9/83</u>	<u>11410 Mortimer Dr</u>	<u>Houston TX</u>	<u>77060</u>

7. Education: Dates, Names, Locations and Degrees

College University of Texas at Austin - Accounting  
 Graduate Studies \_\_\_\_\_  
 Others \_\_\_\_\_

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8. List Membership in Professional Societies and Associations: International Human Resources Information Mgt Association; Houston Livestock Show + Rodeo

9. Present or Proposed Position with the Proposed Charter School: Board Member

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
Current - 8/99	Concave Technologies	16690 Champagne Forest Blvd E 77379	Acct Mgr
6/99 - 1/98	Reasoned Data Systems	"	Reg Sales Mgr
1/98 - 1/96	E D S	"	Sales Mgr
10/95 - 1/94	Mac Tools	"	Reg Sales Mgr
1/94 - 11/80	Raynolds - Reynolds	"	Acct Mgr
8/79 - 11/80	SBC	255 Northwest Houston TX	Marketing Support

11. Present employer may be contacted: Yes  No  (Circle One)  
 Former employers may be contacted: Yes  No  (Circle One)

12. a Have you ever been in a position which required a fidelity bond? NO If any claims were made on the bond, give details: \_\_\_\_\_

b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? NO  
 If yes, give details: \_\_\_\_\_

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State data license was issued, issuer of license, date terminated, reasons for termination): N/A

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? \_\_\_\_\_ If yes, give details: N/A

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? NO If yes, give details: \_\_\_\_\_

16. Have you ever been adjudged bankrupt? \_\_\_\_\_

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency?

If yes, give details: No

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship?

NO

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit?

YES If so, please furnish details: Mac Tools vs AES;  
East Austin Tank Farm lawsuit

Dated and signed this \_\_\_\_\_ day of \_\_\_\_\_  
19\_\_\_\_, at \_\_\_\_\_

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

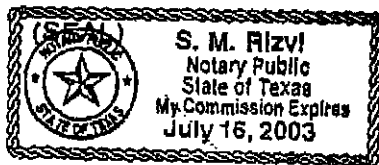
(Signature of Affiant)

State of \_\_\_\_\_  
County of \_\_\_\_\_

Personally appeared before me the above named \_\_\_\_\_ personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 24 day of OCTOBER, 19 2000

(Notary Public)  
My commission expires \_\_\_\_\_



TEXAS EDUCATION AGENCY  
OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT  
BIOGRAPHICAL AFFIDAVIT  
(Print or Type)

Full Name of Sponsoring Entity and Name of Proposed Charter School: \_\_\_\_\_

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): Rosalinda More

2. Have you ever had your name changed?  If yes, give reason for the change: marriage

b. Maiden Name (if female) (TORRES)

c. Other names used at any time Rosalinda Valadez

3. Social Security Number\*: [REDACTED]

4. Date and Place of Birth: 10-27-63 Monterrey, Mexico

5. Business Address: 908 Town & Country Blvd - Houston, TX 77024  
Business Telephone: (713) 464-0830

6. List your residences for the last ten (10) years starting with your current address, giving:

<u>DATES</u>	<u>ADDRESS</u>	<u>CITY AND STATE</u>	<u>ZIP CODE</u>
<u>3/11</u>	<u>Lites Lane</u>	<u>Humble, TX</u>	<u>77396</u>

7. Education: Dates, Names, Locations and Degrees

College \_\_\_\_\_  
Graduate Studies \_\_\_\_\_  
Others \_\_\_\_\_

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8. List Membership in Professional Societies and Associations: Hispanic Chamber  
Hispanic Women In leadership

9. Present or Proposed Position with the Proposed Charter School : SECRETARY

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
<del>20-99</del>	<del>AAA Staffing</del>	<del>908 Town &amp; Country Blvd - Houston</del>	
20-99	Houston Chronicle	801 Texas Ave - Houston	

11. Present employer may be contacted:  Yes No (Circle One)

Former employers may be contacted:  Yes No (Circle One)

12. a Have you ever been in a position which required a fidelity bond? NO If any claims were made on the bond, give details: \_\_\_\_\_

b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? NO  
If yes, give details: \_\_\_\_\_

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): NO

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? \_\_\_\_\_ If yes, give details: NO

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? \_\_\_\_\_ If yes, give details: NO

16. Have you ever been adjudged bankrupt? NO



### Renewal Application

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency?  
If yes, give details: \_\_\_\_\_

NO

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? \_\_\_\_\_

NO

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? NO. If so, please furnish details: \_\_\_\_\_

Dated and signed this 24 day of October 2000, at \_\_\_\_\_

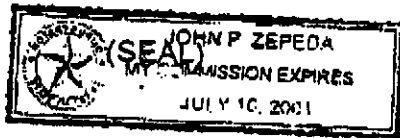
I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

Rosalinda Mora  
(Signature of Affiant)

State of TEXAS  
County of HARRIS

Personally appeared before me the above named ROSALINDA MORA personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 24 day of OCTOBER 2000



[Signature]  
(Notary Public)  
My commission expires 7-16-01

TEXAS EDUCATION AGENCY  
OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT  
BIOGRAPHICAL AFFIDAVIT  
(Print or Type)

Full Name of Sponsoring Entity and Name of Proposed Charter School:  
Association for the Advancement of Mexican Americans (AAMA)  
George I. Sanchez Charter School

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): Grace Cecilia Olivares

2. Have you ever had your name changed? No If yes, give reason for the change: \_\_\_\_\_

b. Maiden Name (if female) Grace Olivares

c. Other names used at any time Grace Olivares Hernandez

3. Social Security Number\*: [REDACTED]

4. Date and Place of Birth: Palo Alto, California. April 19, 1966

5. Business Address: 9440 Kirby Drive. Houston, TX 77054

Business Telephone: 713-662-4545

6. List your residences for the last ten (10) years starting with your current address, giving:

DATES	ADDRESS	CITY AND STATE	ZIP CODE
<u>8/00 - Present</u>	<u>2018 Woodland Springs.</u>	<u>Houston, Texas</u>	<u>77077</u>
<u>5/91 - 8/00</u>	<u>7934 Ellinger Lane.</u>	<u>Houston, Texas</u>	<u>77040</u>

7. Education: Dates, Names, Locations and Degrees

College Bachelor's degree in Communications  
University "Cecilio Acosta", Maracaibo, Venezuela  
Graduate Studies Completed 24 credits toward my Master  
of Arts in Public Relations, University of Houston  
Others \_\_\_\_\_

National : National Broadcast Association for Community Affairs  
 and National Association of Hispanic Journalists.  
 AAMA, Renewal Application

8. List Membership in Professional Societies and Associations: Institute of Hispanic Culture, Houston Hispanic Forum, Houston Association of Hispanic Media Professionals, Miller Theatre Advisory Board.

9. Present or Proposed Position with the Proposed Charter School: Hispanic Women in Leadership, AAMA Board Member

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
01/98 - Present	KXLN-TV 45	9440 Kirby Dr.	Public Affairs Director
07/95 - 12/97	"	"	Promotions Assist./Publ. Serv. Coord.
04/93 - 06/95	"	"	Traffic Assistant
06/92 - 03/93	LEAD-M	Houston	Co-Producer
05/91 - 12/91	Consulate of Venezuela	Houston	Assistant to the General Consul.
1992	Ritz Carlton Hotel	Houston	Office Manager, Gift Shop

11. Present employer may be contacted:  Yes No (Circle One) Salesperson & Security.  
 Former employers may be contacted:  Yes No (Circle One)

12. a Have you ever been in a position which required a fidelity bond? NO If any claims were made on the bond, give details: \_\_\_\_\_

b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? NO  
 If yes, give details: \_\_\_\_\_

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State, date license was issued, issuer of license, date terminated, reasons for termination): NONE

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? No If yes, give details: \_\_\_\_\_

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? No If yes, give details: \_\_\_\_\_

16. Have you ever been adjudged bankrupt? No

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? No  
If yes, give details: \_\_\_\_\_

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? No

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? No If so, please furnish details: \_\_\_\_\_

Dated and signed this 25 day of October, 2000, at Houston, Texas

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

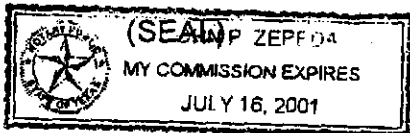
[Signature]  
(Signature of Affiant)

State of Texas  
County of Harris

Personally appeared before me the above named GRACE C. OLIVARES personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 25 day of OCTOBER, 2000

[Signature]  
(Notary Public)  
My commission expires 7-16-01



TEXAS EDUCATION AGENCY  
OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT  
BIOGRAPHICAL AFFIDAVIT  
(Print or Type)

Full Name of Sponsoring Entity and Name of Proposed Charter School: George T. Smith?

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE

1. Full Name (Initials Not Acceptable): Rodolfo Ramos Jr.

2. Have you ever had your name changed? N If yes, give reason for the change: \_\_\_\_\_

b. Maiden Name (if female) \_\_\_\_\_

c. Other names used at any time \_\_\_\_\_

3. Social Security Number: [REDACTED]

4. Date and Place of Birth: 1/15/63 San Antonio, TX

5. Business Address: 9119 Katy Frey Houston, TX 77024

Business Telephone: (713) 978-9991

6. List your residences for the last ten (10) years starting with your current address, giving:

<u>DATES</u>	<u>ADDRESS</u>	<u>CITY AND STATE</u>	<u>ZIP CODE</u>
<u>'97 - Present</u>	<u>12435 Pinewick</u>	<u>Houston, TX</u>	<u>77024</u>
<u>193 - '97</u>	<u>355 N. Post Oak Ln</u>	<u>Houston, TX</u>	<u>77024</u>
<u>'90 - '93</u>	<u>855 Wincrest</u>	<u>Houston TX</u>	<u>77057</u>

7. Education: Dates, Names, Locations and Degrees

College '81-'85 Our Lady of the Lake Univ San Antonio, TX B.A.

Graduate Studies '86-'90 Univ of TX P - Dental Branch Houston TX D.D.S.

Others \_\_\_\_\_

Renewal Application

8. List Membership in Professional Societies and Associations: American Dental Association  
Texas Dental Association Greater Houston Dental Society  
Association for the Advancement of Mexican Americans

9. Present or Proposed Position with the Proposed Charter School: Board of Director

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
1990 - present	Ramos DDS, PC	91A Katy Hwy Houston, TX	President
81 - 90	Student		

11. Present employer may be contacted: Yes No (Circle One)  
Former employers may be contacted: Yes No (Circle One)

12. a Have you ever been in a position which required a fidelity bond? NO If any claims were made on the bond, give details: \_\_\_\_\_

b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? N/A  
If yes, give details: \_\_\_\_\_

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): Texas Board of Dental Examiners issued in 1990

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? NO If yes, give details: \_\_\_\_\_

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? NO If yes, give details: \_\_\_\_\_

16. Have you ever been adjudged bankrupt? NO

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? NO

If yes, give details: \_\_\_\_\_

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? NO

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? YES. If so, please furnish details: Associate doctor - was sued; Ar owner of TB Clinic, Texas sued, but later closed

Dated and signed this 24 day of October 19 2000 at \_\_\_\_\_

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

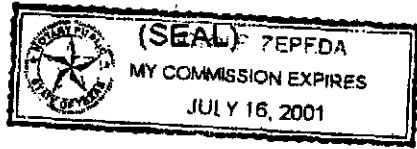
[Signature]  
(Signature of Affiant)

State of Texas  
County of Harris

Personally appeared before me the above named [Signature] personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 24 day of OCTOBER, 2000

[Signature]  
(Notary Public)  
My commission expires 7-16-01



Renewal Application

TEXAS EDUCATION AGENCY  
OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT  
BIOGRAPHICAL AFFIDAVIT  
(Print or Type)

Full Name of Sponsoring Entity and Name of Proposed Charter School: \_\_\_\_\_  
\_\_\_\_\_

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): Henry Gonzalez III

2. Have you ever had your name changed? NO If yes, give reason for the change: \_\_\_\_\_

b. Maiden Name (if female) NA

c. Other names used at any time NA

3. Social Security Number: [REDACTED]

4. Date and Place of Birth: 7-9-64 San Antonio, Texas

5. Business Address: 2525 Murworth, Houston, Texas 77054  
Business Telephone: 713 394-4339

6. List your residences for the last ten (10) years starting with your current address, giving:

DATES	ADDRESS	CITY AND STATE	ZIP CODE
1993-present	2915 Morrison	Houston TX	77009
	906 W. Temple	" "	77007

7. Education: Dates, Names, Locations and Degrees

College University of Houston - BS. Criminal Justice 1988

Graduate Studies \_\_\_\_\_

Others \_\_\_\_\_



Renewal Application

8. List Membership in Professional Societies and Associations: Texas Juvenile Probation Association,  
Texas Gang Investigators Association.

9. Present or Proposed Position with the Proposed Charter School: Vice Chair - Social  
Services

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
<u>1985 Present</u>	<u>Harris County Juvenile Probation</u>	<u>3540 W. Dallas Houston TX 77019</u>	<u>Administrator</u>
<u>1984-85</u>	<u>"</u>	<u>Adult Probation - Pre Trial Services 501 San Jacinto</u>	

11. Present employer may be contacted:  Yes No (Circle One)  
Former employers may be contacted:  Yes No (Circle One)

12. a Have you ever been in a position which required a fidelity bond? NO If any claims were made on the bond, give details: \_\_\_\_\_

b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? NO  
If yes, give details: \_\_\_\_\_

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): Certified Juvenile Probation Officer 1988 Texas Juvenile Probation Commission

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? NO If yes, give details: \_\_\_\_\_

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? NO If yes, give details: \_\_\_\_\_

16. Have you ever been adjudged bankrupt? NO

### Renewal Application

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? NO

If yes, give details: \_\_\_\_\_

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? NO

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? NO. If so, please furnish details: \_\_\_\_\_

Dated and signed this 24th day of October, 192000, at \_\_\_\_\_

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

State of Texas  
County of Harris

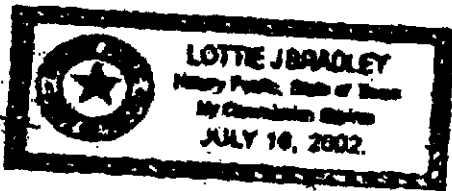
(Signature of Affiant)

Personally appeared before me the above named Henry Gonzalez personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 24th day of October, 2000

Lottie J. Bradley  
(Notary Public)  
My commission expires 7-16-2002

(SEAL)



TEXAS EDUCATION AGENCY  
OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT  
BIOGRAPHICAL AFFIDAVIT  
(Print or Type)

Full Name of Sponsoring Entity and Name of Proposed Charter School: \_\_\_\_\_

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

- 1. Full Name (Initials Not Acceptable): Fernando Tovar
- 2. Have you ever had your name changed? No if yes, give reason for the change: \_\_\_\_\_

b. Maiden Name (if female) \_\_\_\_\_  
 c. Other names used at any time \_\_\_\_\_

3. Social Security Number: [REDACTED]

4. Date and Place of Birth: Chicago, IL, 3/25/66

5. Business Address: 2300 First City Tower, 1001 Fannin, Houston, TX 77002  
 Business Telephone: 713-258-2070

6. List your residences for the last ten (10) years starting with your current address, giving:

DATES	ADDRESS	CITY AND STATE	ZIP CODE
11/1/99 - Present	1123 Sussor Trail	Pearland, TX	77589
1/15/96 - 10/31/99	920 E. 14th St.	Houston, TX	77009
3/95 - 1/19/96	Reutland St.	Houston, TX	77008
9/94 - 3/95	Bering Dr.	Houston, TX	
- 9/94	Cambridge	Massachusetts	

7. Education: Dates, Names, Locations and Degrees

College Yale College, New Haven, CT, BA - 1988  
 Graduate Studies John F. Kennedy School of Government, Cambridge, MA  
Master's in Public Policy - 1980  
 Others Harvard Law School, Cambridge, MA, JD - 1994

10/24/00 TUE 10:21 FAX

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004

8. List Membership in Professional Societies and Associations: Hispanic Bar Association, Mexican American Bar Association, State Bar of Texas, American Bar Association

9. Present or Proposed Position with the Proposed Charter School: Board of Directors, member

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
9/94-Present	Vision E Elias	same as business address above	

11. Present employer may be contacted: Yes No (Circle One)

Former employers may be contacted: Yes No (Circle One)

12. a Have you ever been in a position which required a fidelity bond? No If any claims were made on the bond, give details:

b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? If yes, give details:

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): Texas Bar 1994

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? No If yes, give details:

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? No If yes, give details:

16. Have you ever been adjudged bankrupt? No

10/24/00 TUE 10:21 FAX Received 10/24/2000 10:28 on line 6 for FT1270 Pg 5/5

005

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? No  
If yes, give details: \_\_\_\_\_

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? No

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? No If so, please furnish details: \_\_\_\_\_

Dated and signed this 27th day of October ~~2000~~ 2000

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

[Signature]  
(Signature of Affiant)

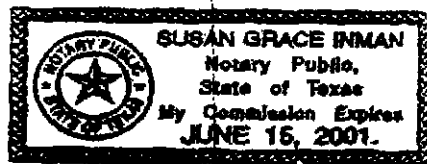
State of Texas  
County of Harris

Personally appeared before me the above named Fernando Tevar personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 27th day of October ~~2000~~ 2000

[Signature]  
(Notary Public)  
My commission expires June 15, 2001

(SEAL)



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TEXAS EDUCATION AGENCY  
OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT  
BIOGRAPHICAL AFFIDAVIT  
(Print or Type)

Full Name of Sponsoring Entity and Name of Proposed Charter School:  
Association for the Advancement of Mexican-Americans

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): Jacob M. Monty

2. Have you ever had your name changed? No If yes, give reason for the change: \_\_\_\_\_

b. Maiden Name (if female) \_\_\_\_\_

c. Other names used at any time Jake

3. Social Security Number\*: \_\_\_\_\_

4. Date and Place of Birth: 11/1/67 El Paso, Texas

5. Business Address: 810 Highway Six South, #110, Houston, TX 77079

Business Telephone: 281-493-5529

6. List your residences for the last ten (10) years starting with your current address, giving:

<u>DATES</u>	<u>ADDRESS</u>	<u>CITY AND STATE</u>	<u>ZIP CODE</u>
<u>97-00</u>	<u>436 Fair Harbor Lane</u>	<u>Houston, TX</u>	<u>77079</u>
<u>96-97</u>	<u>409 East Fair Harbor Ln.</u>	<u>Houston, TX</u>	<u>77079</u>
<u>8/93-96</u>	<u>15885 Memorial, Apt. 810</u>	<u>Houston, TX</u>	<u>77079</u>
<u>12/91-8/93</u>	<u>2400 Westheimer</u>	<u>Houston, TX</u>	

7. Education: Dates, Names, Locations and Degrees

College University of Texas at Arlington - B.A. 1990-1991 (completed entire undergraduate curriculum in 18 months)

Graduate Studies \_\_\_\_\_

Others University of Houston Law Center - Juris Doctorate 1991-1993

Renewal Application

8. List Membership in Professional Societies and Associations: Texas Commission on Private Security - Commissioner, Greater Houston Restaurant Association - Board member, Harris County Hospital District Review Commission - Board member

9. Present or Proposed Position with the Proposed Charter School: Chair-Elect

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
1998 to Present	Self	810 Hwy. 6 S., #110 Houston, TX 77079	President
93-98	Alaniz & Schraeder	16010 Barker's Point Lane Houston, TX 77079	Attorney
<u>(see attached for additional work history)</u>			

11. Present employer may be contacted: Yes No (Circle One)

Former employers may be contacted: Yes No (Circle One)

12. a Have you ever been in a position which required a fidelity bond? No If any claims were made on the bond, give details: N/A

b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? No  
If yes, give details: N/A

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): Law license, State Bar of Texas, 1994

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? No If yes, give details: N/A

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? No If yes, give details: N/A

16. Have you ever been adjudged bankrupt? No

Renewal Application

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? No

If yes, give details: N/A

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? No

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? No. If so, please furnish details: N/A

Dated and signed this 25th day of October

16 2000, at Houston, Texas

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

*Jacob M. Monty*  
(Signature of Affiant)

State of Texas

County of Harris

Personally appeared before me the above named Jacob M. Monty personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 25th day of October 16 2000

(SEAL)



*Dina R. Entz*

(Notary Public)

My commission expires

5/2/2001

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10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty years:

DATE	EMPLOYER	ADDRESS	TITLE
1990-1991	University of Texas at Arlington	Arlington, Texas	
1986-1989	Ike J. Monty, Inc. Commercial Construction	El Paso, Texas	Project Manager

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Renewal Application

TEXAS EDUCATION AGENCY  
OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT  
BIOGRAPHICAL AFFIDAVIT  
(Print or Type)

Full Name of Sponsoring Entity and Name of Proposed Charter School:  
AAMA, INC. - GEORGE I. SANCHEZ CHARTER  
High School

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth... (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): ROGELIO RODRIGUEZ SANTOS

2. Have you ever had your name changed? No If yes, give reason for the change: \_\_\_\_\_

b. Maiden Name (if female) N/A

c. Other names used at any time ROY

3. Social Security Number: [REDACTED]

4. Date and Place of Birth: ADA, OHIO; 12-10-43

5. Business Address: P.O. Box 122 - 4405 Kingwood Drive

Business Telephone: (281) 359-5038 KINGWOOD, TEXAS 77339

6. List your residences for the last ten (10) years starting with your current address, giving:

DATES	ADDRESS	CITY AND STATE	ZIP CODE
<del>1990-2000</del>	<del>2311 RIVERLAWN</del>	<del>KINGWOOD, TEXAS</del>	<del>77339</del>
1983-present			

7. Education: Dates, Names, Locations and Degrees

College SAN ANTONIO COLLEGE - 1961-63

ST. MARY'S UNIVERSITY (TEXAS) 1964-66 - B.A.

Graduate Studies ST. MARY'S UNIVERSITY 1966

Others FEDERAL EXECUTIVE INSTITUTE - 1986-1992

Renewal Application

8. List Membership in Professional Societies and Associations: \_\_\_\_\_

9. Present or Proposed Position with the Proposed Charter School: BOARD MEMBER

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
1970-1993	U.S. DEPT. OF H.U.D.	751 7 <sup>th</sup> ST. Washington, D.C. 20410	VARIOUS MANAGEMENT POSITIONS
1994-PRESENT	ROCELIO R. SANTON & ASSOCIATES	4425 HUNTSWOOD DR. HUNTSWOOD, TX. 77339	PRINCIPAL/OWNER

11. Present employer may be contacted:  Yes No (Circle One)  
Former employers may be contacted:  Yes No (Circle One)

12. a Have you ever been in a position which required a fidelity bond? No If any claims were made on the bond, give details: \_\_\_\_\_

b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? No  
If yes, give details: \_\_\_\_\_

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): NONE

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? No If yes, give details: \_\_\_\_\_

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? No If yes, give details: \_\_\_\_\_

16. Have you ever been adjudged bankrupt? No

### Renewal Application

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? \_\_\_\_\_  
 If yes, give details: NO

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? \_\_\_\_\_  
NO

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? NO. If so, please furnish details: \_\_\_\_\_

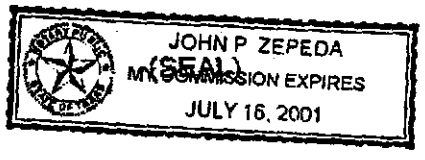
Dated and signed this 19<sup>th</sup> day of OCTOBER, 2000  
 19 \_\_\_\_\_ at \_\_\_\_\_

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.  
 \_\_\_\_\_  
 (Signature of Affiant)

State of TEXAS  
 County of HARRIS

Personally appeared before me the above named ROBELIO R. SANTOS  
 personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 19 day of  
OCTOBER, 2000



\_\_\_\_\_  
 (Notary Public)  
 My commission expires 7-16-01

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**GENERATION 1 CHARTER SCHOOLS RENEWAL APPLICATION REVIEW**

Please list and explain any issues that need clarification in the interview process.

ISSUE(S)	REQUIRED INFORMATION	APPLICATION PROVIDED
<p>Child Find 300.125</p>	<p><i>Any reference or assurance to follow 300.125</i></p> <p>Applicant's primary responsibility (including referral systems) is to identify, locate, and evaluate all children with disabilities.</p>	<p>Application provides a general assurance to youth with disabilities who are enrolled in the charter or contact the charter.</p> <p><b>NOTE</b></p> <ul style="list-style-type: none"> <li>➤ The charter's routine marketing, enrollment and advertising should encompass Child Find efforts for students, birth through 21, regardless of their enrollment status at the charter school.</li> </ul> <p><b>MISSING</b></p> <ul style="list-style-type: none"> <li>• General assurance to Child Find for ages, birth through 21.</li> </ul>
<p>Prior notice by agency; content of notice 300.503</p>	<p><i>Any reference or assurance to follow 34 CFR 300.503 and 300.345</i></p> <ul style="list-style-type: none"> <li>• Notice. Five school days written notice given to parents before the charter             <ul style="list-style-type: none"> <li>▪ Proposes to initiate or change educational placement, evaluation</li> <li>▪ Refuses to initiate or change the above</li> </ul> </li> <li>• Contents of notice:             <ul style="list-style-type: none"> <li>▪ Description of action proposed or refused</li> <li>▪ Explanation of why agency proposes or refuses to take action</li> <li>▪ Description of other options &amp; why options refused</li> <li>▪ Description of evaluation procedures, test, record, or report</li> <li>▪ Statement that parents have protection under procedural safeguards document</li> <li>▪ Sources for parents to contact</li> </ul> </li> <li>• Understandable language</li> </ul>	<p>Application mentions written notice as seven days before the ARD. Response does not convey key concepts of this component.</p> <p><b>NOTE</b></p> <ul style="list-style-type: none"> <li>➤ Commissioner's Rule defines "reasonable time" as five school days.</li> </ul> <p><b>MISSING</b></p> <ul style="list-style-type: none"> <li>• Notice. Five school days written notice given to parents before the charter             <ul style="list-style-type: none"> <li>▪ Proposes to initiate or change educational placement, evaluation</li> <li>▪ Refuses to initiate or change the above</li> </ul> </li> <li>• Contents of notice:             <ul style="list-style-type: none"> <li>▪ Description of action proposed or refused</li> <li>▪ Explanation of why agency proposes or refuses to take action</li> <li>▪ Description of other options &amp; why options refused</li> <li>▪ Description of evaluation procedures,</li> </ul> </li> </ul>

<p>Prior notice by agency; content of notice (con't.)</p>		<ul style="list-style-type: none"> <li>• test, record, or report</li> <li>▪ Statement that parents have protection under procedural safeguards document</li> <li>▪ Sources for parents to contact</li> <li>• Understandable language</li> </ul>
<p>Development &amp; implementation of the IEP 300.342 – 300.350</p>	<p><i>Any reference or assurance to follow 34 CFR 300.342-350</i></p> <ul style="list-style-type: none"> <li>• When IEPs must be in effect</li> <li>• IEP / ARD meetings</li> <li>• IEP / ARD team</li> <li>• Parent participation</li> <li>• Development, review, and revision of the IEP (TAC 89.1050)</li> <li>• Content of the IEP</li> <li>• Agency responsibilities for transition services</li> <li>• IEP accountability</li> </ul>	<p>Application addresses:</p> <ul style="list-style-type: none"> <li>• When IEPs must be in effect</li> <li>• IEP / ARD meetings</li> <li>• IEP / ARD team</li> <li>• Parent participation</li> <li>• Development, review, and revision of the IEP (TAC 89.1050)</li> <li>• Content of the IEP</li> <li>• Agency responsibilities for transition services</li> </ul> <p><b>NOTE</b> Page 20, "The appropriate instructional staff implements a student's IEP. In most cases, regular education teachers modify their classroom instruction or assessments to meet the student's IEP."</p> <p>➤ TAC 89.1131,</p> <p>(a) All special education and related service personnel shall be certified, endorsed, or licensed in the area or areas of assignment in accordance with 34 Code of Federal Regulations (CFR), §300.15 and §300.153; the Texas Education Code (TEC), §§21.002, 21.003, and 29.304; or appropriate state agency credentials.</p> <p>(b) A teacher who holds a special education certificate or an endorsement may be assigned to any level of a basic special education instructional program serving students 3-21 years of age, in accordance with the limitation of their certification, except for the following.</p> <p>➤ TAC 89.1063 (c) (1), Mainstream. This instructional arrangement/ setting is for providing special education and related services to a</p>

<p>Development &amp; implementation of the IEP (con't.)</p>		<p>student in the regular classroom in accordance with the student's IEP. Qualified special education personnel must be involved in the implementation of the student's IEP through the provision of direct, indirect and/or support services to the student and/or the student's regular classroom teacher(s) necessary to enrich the regular classroom and enable student success. The student's IEP must specify the services that will be provided by qualified special education personnel to enable the student to appropriately progress in the general education curriculum and/or appropriately advance in achieving the goals set out in the student's IEP. Examples of services provided in this instructional arrangement include, but are not limited to, direct instruction, helping teacher, team teaching, co-teaching, interpreter, education aides, curricular or instructional modifications/accommodations, special materials/equipment, consultation with the student and his/her regular classroom teachers(s) regarding the student's progress in regular education classes, staff development, and reduction of ratio of students to instructional staff.</p> <p><b>MISSING</b></p> <ul style="list-style-type: none"> <li>• IEP accountability</li> </ul>
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Please list and explain any areas of concern that need to be raised before the State Board of Education.

CONCERN	ASSURANCE REQUESTED
<p>Charter could be at-risk for potential:</p> <ul style="list-style-type: none"> <li>• Due process hearings</li> <li>• FAPE violations</li> <li>• Compliance issues</li> </ul>	<p>Will the proposed charter submit documentation of knowledge in the specific areas requested above?</p>
<p>Charter serves Pre-Kindergarten.</p>	<p>Will the charter school submit documentation of knowledge of federal guidelines for children with disabilities, ages 3-5, or provide a general assurance to follow the federal guidelines stipulated in 34 CFR 301?</p>

**GEORGE I. SANCHEZ CHARTER**

**Admissions:** OK (p. 23).

**Geographic Boundaries:** OK (p. 24).

**Impact Statement:** The application states that the Impact Statement will be sent to Houston ISD (pp. 24-25), but I do not think evidence of mailing (*e.g.*, certified mail return receipts) was included with the renewal application.

**Public Notice:** OK (Attachment 3).

**Facilities:** The "lease agreement" included as Attachment 15 has no legal effect, because it is an agreement between the AAMA and itself. However, it reflects that as an internal accounting matter, the AAMA allocates \$30,750 each month from the school's funding to its general fund in exchange for the AAMA's provision of physical facilities for the school. This is fine, as long as this substantial monthly amount is consistent with the market rate rental that would be established through arms-length negotiation between unrelated parties, and as long as the school fund is not additionally being used for facilities acquisition or construction.(pp. 35-36 & Attachment XV). The school's financial statements seem to show that it pays "rental" for the building but is not otherwise responsible for facilities expenses or debt.

**Governance Structure:** OK (pp. 38-46 & Attachment 19). We might want to verify from the applicants that the AAMA board is in compliance with the Open Meetings Act. The AAMA by-laws (written and adopted long before AAMA operated a public school) allow for meetings with no notice other than a board resolution (Attachment 19).

**Evidence of Nonprofit Status:** OK (Attachment 17). One question for the applicants, though, might be whether they have filed with the Secretary of State an assumed name certificate, in order to do business under the name "George I. Sanchez Charter School." In searching the SoS database, I did not find any assumed names registered to Association for the Advancement of Mexican Americans (charter #00284313-01).



TEXAS EDUCATION AGENCY  
Division of School Financial Audits

Renewal Contingencies

MEMORANDUM

*from Lori LEE  
2/1/01*

To: Mary Perry

From: Lori Lee

Date: Thursday, December 07, 2000

RE: Review of Charter Application for George I. Sanchez Charter School

The following summarizes various issues and/or concerns for George I. Sanchez Charter School based on our review of their charter application.

Policies and Procedures Manual

Accounting Policies and Procedures Manual account codes do not follow the charter school chart of account codes.

Budget

The budget provided does not total properly. This budget also starts off with a zero balance, however audit reports turned in to the TEA reflect a \$354,072.00 deficit.

Calendar

The school's calendar only contains 175 days of instruction. The calendar does not contain the required 2 bad weather days.

By-Laws

By-laws provided in application are not the officially signed by-laws.

*Nothing provided  
No explanation*

*NO still reflect a zero balance*

*still has 175 day no explanation of a waiver*

*nothing provided*

*went over with staff from G.I.S on 2/2 - sent them to audits*

MEMORANDUM

**To:** Mary Perry  
**From:** Lori Lee  
**Date:** Thursday, December 07, 2000  
**RE:** Review of Charter Application for George I. Sanchez Charter School

The following summarizes various issues and/or concerns for George I. Sanchez Charter School based on our review of their charter application.

**Policies and Procedures Manual**

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**Budget**

The budget provided does not total properly. This budget also starts off with a zero balance, however audit reports turned in to the TEA reflect a \$354,072.00 deficit.

**Calendar**

The school's calendar only contains 175 days of instruction. The calendar does not contain the required 2 bad weather days.

**By-Laws**

By-laws provided in application are not the officially signed by-laws.

6001 Gulf Frwy, Houston TX 77023  
Tel. 713-926-1112 Fax: 713-926-1346

**George I. Sanchez**  
**Charter High School**

**Fax**

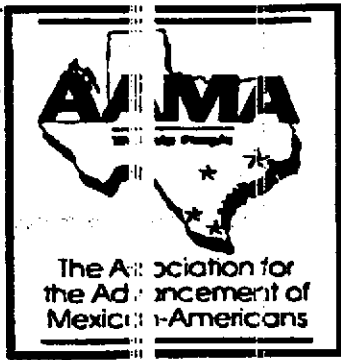
<b>To:</b> Mary Perry Charter School Division	<b>From:</b> Bobby Lopez
<b>Fax:</b> 512-463-9732	<b>Pages:</b> 30, inc. Cover
<b>Phone:</b> 512-463-9734	<b>Date:</b> 1/31/01
<b>Re:</b>	<b>CC:</b>

Urgent     For Review     Please Comment     Please Reply     Please Recycle

RECEIVED  
JAN 31 2001

*Home of the Eagles!*

267



January 30, 2001

Mary Perry  
 Charter School Division  
 Texas Education Agency  
 1701 N. Congress Avenue  
 Austin, Texas 78701-1494

Dear Ms. Perry,

This letter supports the addressed concerns submitted to George I. Sanchez Charter High School (GIS) from your office regarding our renewal application. Several of these issues were addressed during our presentation to the sub-committee of the State Board of Education on January 11, 2001.

The issues relating to the special education program will be strengthened in the upcoming year as George I. Sanchez Charter High School has applied as a member of a special education cooperative for the Houston area charter schools. More specifically, in answering the issues addressed listed are our responses by area of concern:

Child Find 300.125 – GIS has established an on-going comprehensive system for identifying, locating and evaluating individuals with disabilities. The process is:

**I. Verification**

1. We interview parents to determine whether or not their student has been previously diagnosed and received services.
2. We examine records from the previous school district to verify previous eligibility.
3. We review current GIS eligibility records.

**II. Community Referrals**

1. GIS will annually publish a statement of public notification including information regarding school services and personnel.

**III. Education Service Center Involvement**

1. GIS utilizes Region IV ESC for special education services.

**IV. In-District Referrals**

1. Teachers and parents make individual referrals for special education evaluation.

Prior Notice by Agency-300.503-The GIS forms do state the correct information. Examples of these forms are attached.

Development and Implementation of IEP 300-342,300-350

The development of goals and objectives for students' IEP's completes

Officers  
 Jacob Morales  
 Board Chair  
 Dr. Rudy Jimenez  
 Board Chair Elect  
 Raul Dominguez  
 Vice Chair Social Services  
 Maria Garcia  
 Vice Chair Education  
 Rosalinda Mora  
 Secretary  
 Dr. Claudia  
 Treasurer  
 Carmen  
 Immediate Past President  
 Board of Directors  
 Henry  
 Olga  
 Dr. Rudy Jimenez  
 Rogelio Santos  
 Dina  
 Raul Dominguez  
 Grace  
 Laura  
 Fernando  
 Gilbert  
 AAJMA President/CEO  
 Acenete  
 Deputy Director  
 Roberto  
 Supt. Principal  
 AAJMA Administration  
 6001  
 Building  
 Houston

DATE SENT:

George I Sanchez  
Charter School

- Initial Assessment
- Reevaluation
- Special Request by ARD Committee

NOTICE OF COMPREHENSIVE INDIVIDUAL ASSESSMENT **Renewal Contingencies**

[Empty rectangular box]

\*We have carefully reviewed your child's/your school records, information from his/her/your teachers, and information you have shared with us. More information is needed to determine his/her/your needs and to plan an appropriate school program. If this is the first time your child has/you have been assessed, you will also receive a form requesting your permission for the testing.

\*We want to do a comprehensive assessment of your child/you for the following reasons:

\_\_\_\_\_

\*Before recommending this assessment, we considered the following alternatives:

*OPTIONS CONSIDERED	*WHY REJECTED

We want to test your child/you in all the areas listed below. These tests will help us learn more about his/her/your educational needs.

**\*\*LANGUAGE (COMMUNICATIVE STATUS)**

If your child/you know(s) more than one language, these tests will help us find out which is the best language for his/her/your learning. They will also let us know which language to use for all other testing. We want to find out how well your child/you understand(s) what is said to him/her/you and how well your child/you can express thoughts. If your child has/you have trouble speaking clearly, we may test him/her/you to find out what any speech problems may be.

Some of the tests we may give are: \_\_\_\_\_

**\*\*PHYSICAL (MOTOR ABILITIES, HEALTH, VISION, HEARING)**

We want to know if any physical or health problems make it difficult for your child/you to do his/her/your school work. We may give such tests as: \_\_\_\_\_

\*Denotes required items

\*\*Student must be assessed in all areas related to the suspected disability, including the requirements of 34 CFR §300.532(f), if appropriate.

3/97  
PSC WOT-1

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**\*\*EMOTIONAL/BEHAVIORAL**

We want to know how well your child/you get(s) along with others at school and at home. We will collect information from you and his/her/your teachers.  
We may also give such tests as: \_\_\_\_\_

**\*\*SOCIOLOGICAL**

We want to get information about your child's/your home life and the kinds of experiences he/she has/you have had in your family. School staff members may be calling to talk to you about this.

**\*\*INTELLECTUAL/ADAPTIVE BEHAVIOR**

We want to determine how well your child/you think(s), compared to others of the same age. We also want to find out how well your child/you take(s) care of himself/herself/yourself at home and at school.  
We may also give such tests as: \_\_\_\_\_

**\*\*EDUCATIONAL LEARNING COMPETENCIES (ACADEMIC PERFORMANCE)**

We want to find out how your child is/you are doing in reading, math, spelling, and other areas, including job-related skills, if appropriate. We want to determine what he/she/you know(s) and what he/she/you need(s) to learn.  
We may also give such tests as: \_\_\_\_\_

\*Describe any other factors relevant to this proposal to assess (if applicable):

\*Your rights were explained to you when you were/your child was initially referred for special education assessment. Federal regulations require that parents and adult students be provided a full explanation of all procedural safeguards (rights) in their native language or other mode of communication each time the district proposes or refuses to initiate or change the identification, evaluation, or educational placement of you or your child or the provision of a free appropriate public education (FAPE) to you or your child. A copy of the procedural safeguards (rights) is attached to this form. Date given: \_\_\_\_\_ To: \_\_\_\_\_  
NAME

If you want more information or if you have any questions, please call: \_\_\_\_\_  
at: \_\_\_\_\_

\*SIGNATURE OF INTERPRETER, IF USED

DATE

\*Denote required items

\*\*Student must be assessed in all areas related to the suspected disability, including the requirements of 34 CFR §300.532(f), if appropriate.

3/97  
PSI ANOT-2

\*DATE SENT:

GEORGE I. SANCHEZ CHARTER HIGH SCHOOL

School phone: 713-926-1112

CONSENT FOR COMPREHENSIVE INDIVIDUAL ASSESSMENT

[Empty rectangular box for signature or name]

You have received the NOTICE OF COMPREHENSIVE INDIVIDUAL ASSESSMENT.

We need your permission to test your child/you to find out what your child's/your educational needs are.

Please check the appropriate box by each statement, sign your name, and date and return this form to the school as soon as possible.

[ ] YES [ ] NO \*I have been fully informed and understand the assessment process and why it has been recommended for my child/me. If no, please explain:

[ ] YES [ ] NO I have been given the name and telephone number of a school staff member whom I may call if I want more information or if I have any questions. If no, please explain:

[ ] YES [ ] NO \*I give my permission for the testing that has been recommended for my child/me. If no, please explain:

[ ] YES [ ] NO \*I understand that my consent for assessment is voluntary and may be revoked at any time. If no, please explain:

[ ] YES [ ] NO \*I have been informed in my native language or other mode of communication.

[ ] YES [ ] NO \*I give permission for the testing to begin immediately by waiving the required five school day waiting period between notice of assessment and initiation of the assessment.

\*SIGNATURE OF PARENT, GUARDIAN, SURROGATE PARENT, OR ADULT STUDENT

\*DATE

\*SIGNATURE OF INTERPRETER, IF USED

\*DATE

Please return this form to: JOHN A. RISH SCHOOL STAFF PERSON

at: George I Sanchez High SCHOOL as soon as possible.

\*Dates as required items

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3/97 PSCIACON

Fecha de firma

Nota: Para archivar en Expediente de Auditoria del Estudiante

(1/98)

- i) physical education
- j) recreation
- k) leisure
- l) play
- m) self care

**II. When George I. Sanchez Charter High School is made aware of the possible need of assistive technology for one of its students, the following steps will be taken:**

- a) An evaluation of the needs of the child with a disability will be performed by the Special Education Department. This will include a functional evaluation in the child's customary environment and an evaluation of his/her ability to receive a FAPE with and without the assistive device.
- b) If assistive technology is deemed to be necessary, the school provides for the acquisition of the device by purchasing or leasing it.



*Example of child find tool.  
Booklets of these notices are posted.*

**Does your child have difficulty doing the same activities as other children of the same age? If yes, contact your Special Education Department.**

**George I. Sanchez** at **713-926-1112**

**Name of your school district**

**Phone number**

**273**

**Services are at no charge to the parents.**

July 2, 1999

Julia Ballenger  
Texas Education Agency  
1701 North Congress Avenue  
Austin, TX 78701-1494

Dear Ms. Ballenger,

This letter serves as my assurance that all the corrective actions and their timelines have been or will be done in regard to the recommendations and specific indicator discrepancies addressed in the report of the on-site peer review visit from the Department of Accountability and School Accreditation conducted on January 11, 1999.

The Required Corrective Actions are being submitted for the following areas with supporting documentation.

**Special Education**

- S1 Does the district maintain a system for identifying, locating, and evaluating individuals with disabilities (birth through 21 years of age) residing in its jurisdiction who need special education and related services?
- S4 Has the district established and implemented policies, procedures, and operating guidelines concerning the confidentiality of personally identifiable information?
- S10 Does the district ensure that assistive technology devices and/or services are made available to a child with a disability if required as part of the child's education, related services or supplementary aids and services?

Sincerely,

*Wendell Beene*

Wendell Beene  
Interim Superintendent/Principal

**Corrective Action for Discrepancy S 10**

S 10 Does the district ensure that assistive technology devices and/or services are made available to a child with a disability if required as part of the child's special education, related services or supplementary aids and services?

(a) The district has established a system to address the assistive technology needs of students receiving special education services as follows:

- (1) George I. Sanchez High School (GIS) will discern the need for assistive technology during the evaluation process.
- (2) GIS will provide assistive technology to students who require it by contracting with outside resources.
- (3) The Lion's Club has agreed to assist GIS in obtaining assistive technology for students through Ms. Cheri Chapman.
- (4) A review of all students was conducted January 11 through June 20. Three students were referred for corrective eyeglasses. No other students were found to require assistive technology.

**Timelines:**

Review of student records January 11, 1999 to June 20, 1999.

**Documentation:**

"Sights for Students: Instructions for completing VSP Benefit Form"

Example of student tested and referred

Corrective Action for Discrepancy S 1

S 1 Does the district maintain a system for identifying, locating, and evaluating individuals with disabilities (birth through 21 years of age) residing in its jurisdiction who need special education and related services?

- (a) The district has established an ongoing system for identifying, locating, and evaluating individuals with disabilities (birth through 21 years of age) residing in its jurisdiction who need special education and related services, including school-age individuals with disabilities attending private schools and residing in nursing facilities, Texas Department of Mental Health and Mental Retardation group homes, Texas Youth Commission group homes, detention facilities, or other residential care and treatment facilities within the district or shared service arrangement boundaries?
- (b) The district has established an ongoing system for identifying, locating, and evaluating individuals with disabilities (birth through 21 years of age) residing within the district's boundaries who need special education and related services.

As part of the district's evaluation system, all standardized tests and/or any other evaluation materials that are given to a child must:

- (c) Be validated for the specific purpose for which they are used.
- (d) Be administered by trained and knowledgeable personnel in accordance with any instructions provided by the producer of the tests.
- (e) Include those tailored to assess specific areas of educational need and not merely those that are designed to provide a single general intelligence quotient.
- (f) Have no single procedure used as the sole criterion for determining whether a child has a disability and for determining an appropriate educational program for the child.
- (g) The appropriate early childhood intervention program has been notified within two working days of all children birth through two years of age identified through the district or shared services arrangement as having a developmental delay.

It was determined by the Department of Accountability and School Accreditation that George I. Sanchez Charter High School (GIS) was not in compliance with these items because there was no system in place that addressed any aspect of Child Find.

GIS has taken appropriate steps to ensure these deficiencies are corrected as follows:

- 1) Our guidance counselor held individual meetings with teachers to identify students who the teachers felt needed to be tested for special education.

## Renewal Contingencies

- 2) Upon enrollment in our YCOC program (Code 02-Residential Treatment-Hospital Stay) each child is evaluated through the ARD system as described in the Child Find procedures. Our medical doctor, Dr. Varella, gives a referral to Psychological Services for evaluation. ARD notices are sent to parents at least five days in advance via certified mail and provide parents with at least three optional dates and times for the ARD meeting. All required ARD procedures are now being followed
- 3) Appropriate GIS personnel will attend a Child Find workshop on August 16, 1999 to obtain enhanced training in this area
- 4) Child Find will be immediately implemented as required
- 5) Staff development related to the child find process will be held in late August 1999.
- 6) GIS utilizes a variety of evaluation materials that are validated for the specific purpose for which they are used and include assessments of specific areas of educational need. These include: "The Forer Structured Sentence Completion Test," the "House-Tree-Person Drawing Form," the "Vineland Adaptive Behavior Scales," and the "BASC Behavior Assessment System for Children." GIS also utilizes the Iowa Test of Basic Skills as a broad indicator.
- 7) GIS now utilizes a trained Evaluation Specialist, Ms. Sandra Lins-Bobbio.
- 8) No children birth through two years of age have been identified as having developmental delays.

### Timelines:

Child Find Workshop: August 16, 1999

Child Find Inservice: August 1999

Implementation of Evaluation Materials: Spring 1999

Contract with Evaluation Specialist: Spring 1999

Creation and Implementation of system to identify individuals in need of special education: Spring 1999

### Documentation:

Copies of Evaluation tools used (see above)

Inservice Agenda and Schedule

**Corrective Action for Discrepancy S 4**

**S 4 Has the district established and implemented policies, procedures, and operating guidelines concerning the confidentiality of personally identifiable information?**

- (a) The district has a list of the names and positions of those who may have access to personally identifiable information.
- (b) The district has identified an individual to assume responsibility for ensuring the confidentiality of any personally identifiable information.
- (c) The district has provided or conducted training and/or instruction regarding the state's policies and procedures to all individuals using or collecting personally identifiable information.
- (d) The district informs parents when personally identifiable information is no longer needed to provide educational services to the child and destroys records at parent's requests.
- (e) Notice of confidentiality of rights is given to the parent(s) and/or adult student on an annual basis
- (f) Parents were afforded an opportunity to inspect and review any education records relating to their child that are collected, maintained, or used by the district.
- (g) The district provided the parent with explanations and interpretations of the records requested.
- (h) The district provided the parent copies of the records to ensure the parents right to review and inspect the records containing information on their child.
- (i) The district provided a representative of the parent an opportunity to inspect and review their child's records.

There is an access record that addresses:

- (j) The parties obtaining access to educational records collected
- (k) The date access was given.
- (l) The purpose for which the party is authorized to use the records.

## Renewal Contingencies

- (m) The district permitted the parent to review and inspect only information specific to their child when the record included information on children other than their own.
- (n) The district provided the parents upon request a list of the types and locations of education records collected, maintained, or used by the district.
- (o) If the district charged a fee for copies of records, the requested fee did not prevent the parent from exercising their right to inspect and review their child's records.

When the parent requests the amendment of records:

- (p) The district determined whether to amend the information in accordance with the request within a reasonable period of time from the receipt of the request.
- (q) The district advised the parents of their right to a hearing under 34 CFR %300.568 when the district refused to amend the information in accordance with the parent's request.
- (r) The district provided, upon request, an opportunity for a hearing to challenge information in education records to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child.

The district, as a result of the hearing:

- (s) Decided that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, amended the information accordingly, and informed the parent in writing.
- (t) Decided that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, and informed the parent of the right to place in the records of their child a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the district.

Any information placed in the record as a result of a hearing:

- (u) Is maintained by the district as part of the child's record for as long as the district maintains the child's record.
- (v) If the record is disclosed by the district to any party, the parent's statement is also disclosed.

The district conducted a hearing according to the following procedures found in 34 CFR %99.22

## Renewal Contingencies

- (w) The district held the hearing within a reasonable time after receiving a request for a hearing from the parent.
- (x) The district gave the parent notice of the date, time, and place, in a reasonable time prior to the hearing.
- (y) The hearing was conducted by an official of the district who did not have a direct interest in the outcome of the hearing.
- (z) The district gave the parent a full and fair opportunity to present evidence relevant to the amendment of the record.
- (aa) The district made its decision based in a reasonable amount of time after the hearing and presented it in writing to the parent.
- (bb) The district's decision was based solely on the evidence presented at the hearing and the summary of evidence and the reasons for the decision were included in the written report of the hearing.

George I. Sanchez Charter High School (GIS) was not in compliance with these items because it had no system that addressed confidentiality. These items have been, or will be, corrected as follows:

- (1) A list of the names and positions of all those who may have access to personally identifiable information has been made.
- (2) Ms. Fabiana Bezerra, our Special Education Coordinator, has the responsibility of ensuring the confidentiality of personally identifiable information.
- (3) An inservice is planned for August 12, 1999 to train all staff members using or collecting personally identifiable information regarding state policies and procedure.
- (4) The school has complied with state policy regarding the need to inform parents when personally identifiable information is no longer needed and destroys those records at the parent's request. This was done at four Dismissal Meetings held on June 11 (2) June 13, and June 16, 1999.
- (5) GIS provides parents with the *Explanation of Procedural Safeguards* in the parent's language of preference when a child is first referred for special education, they are notified of an ARD meeting, the school reevaluates the student, or the school requests a due process hearing. Parents are asked to sign a "Receipt for Explanation of Procedural Safeguards."
- (6) GIS provides parents an explanation and interpretation of records requested during the ARD meeting. Parents are also provided copies of their child's records at this time.



- (7) Parties wishing to obtain educational records must sign them out in the presence of the guidance counselor, stating the date and purpose of the request on the sign out sheet.
- (8) Parents are permitted to access information specific to their child when records include information on children only their own.
- (9) No parent has requested a list of the types and location of educational records collected and maintained by GIS; however, a list of these has been created.
- (10) GIS has never charged a fee for copies of records. Should a fee ever be required, the requested fee will not prevent parents from inspecting their child's records.
- (11) No parent has requested amendment of special education records. Should this occur, we will adhere to state guidelines concerning the hearing and its results.

Timelines:

Creation of a list of the names and positions of those with access to educational records: May 1999

Creation of a list of all records collected and maintained by GIS and their location: July 1999

Training given to all individuals using or collecting personally identifiable records: April 1999 and August 1999

Documentation:

"Form 18: Disabled Student Records Report of Maintenance and Access"

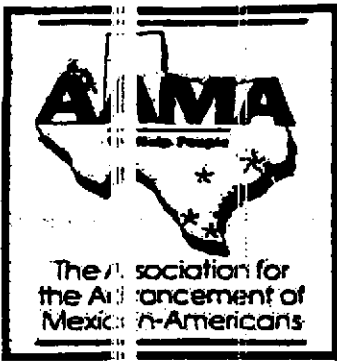
"An Explanation of Rights and Procedural Safeguards of a Parent with a Child with Disabilities in School"

"Receipt for Explanation of Procedural Safeguards" (English and Spanish versions)

"Folder Checklist" (list of records maintained by GIS)

Copy of Inservice Agenda

"Disabled Student Records Report of Maintenance and Access"



H. I. S. D.

Renewal Contingencies

10/31/00

H. I. S. D. - MR. ROD PAIGE

I have received a copy of the George I. Sanchez Charter High School re application.

*S. Lopez*

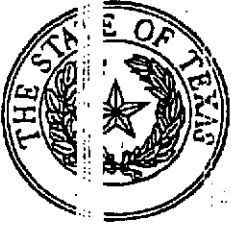
(Name)

*Receptionist*

(Title)

*10/31/00*

(Date)



Office of the Secretary of State  
 Corporations Section  
 P.O. Box 13697  
 Austin, Texas 78711-3697

**ASSUMED NAME CERTIFICATE  
 FOR FILING WITH THE SECRETARY OF STATE**

1. The name of the corporation, limited liability company, limited partnership, or registered limited liability partnership as stated in its articles of incorporation, articles of organization, certificate of limited partnership, application for certificate of authority or comparable document is  
The Association for the Advancement of Mexican Americans
2. The assumed name under which the business or professional service is or is to be conducted or rendered is  
George I. Sanchez Charter High School
3. The state, country, or other jurisdiction under the laws of which it was incorporated, organized or associated is Harris and the address of its registered or similar office in that jurisdiction is  
6001 Gulf Freeway, Bld. B-3, Ste. 165 Houston, TX 77023
4. The period, not to exceed 10 years, during which the assumed name will be used is  
2000-2010.
5. The entity is a (check one):
  - A.
 

<input type="checkbox"/> Business Corporation	<input checked="" type="checkbox"/> Non-Profit Corporation
<input type="checkbox"/> Professional Corporation	<input type="checkbox"/> Professional Association
<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Limited Partnership
<input type="checkbox"/> Registered Limited Liability Partnership	
  - B. If the entity is some other type business, professional or other association that is incorporated, please specify below (e.g., bank, savings and loan association etc.)  
 \_\_\_\_\_
6. If the entity is required to maintain a registered office in Texas, the address of the registered office is 6001 Gulf Freeway, Bld. B-3, Ste. 165, Houston, TX 77023 and the name of its registered agent at such address is Gilbert Moreno  
 The address of the principal office (if not the same as the registered office) is  
6001 Gulf Freeway, Bld. B-1, Houston, TX 77023

If the entity is not required to or does not maintain a registered office in Texas, the office address in Texas is \_\_\_\_\_

and if the entity is not incorporated, organized or associated under the laws of Texas, the address of its place of business in Texas is \_\_\_\_\_

and the office address elsewhere is \_\_\_\_\_

3. The county or counties where business or professional services are being or are to be conducted or rendered under such assumed name are (if applicable, use the designation "ALL" or "ALL EXCEPT")

Harris

4. The undersigned, if acting in the capacity of an attorney-in-fact of the entity, certifies that the entity has duly authorized the attorney-in-fact in writing to execute this document.

By

*Gilbert M. Moreau*

Signature of officer, general partner, manager, representative or attorney-in-fact of the entity

**NOTE**

This form is designed to meet statutory requirements for filing with the secretary of state and is not designed to meet filing requirements on the county level. Filing requirements for assumed name documents to be filed with the county clerk differ. Assumed name documents filed with the county clerk are to be executed and acknowledged by the filing party, which requires that the document be notarized.

# 2000-2001 Charter School Calendar

George I. Sanchez *Charter School* 101-804 *County District Number*

August 00

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
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January 01

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31						

Reporting Periods	[Begin/End]	Days Taught
1 <sup>st</sup> Reporting Period	8/16/00-9/22/00	27
2 <sup>nd</sup> Reporting Period	9/25/00-11/3/00	27
3 <sup>rd</sup> Reporting Period	11/6/00-12/14/00	26
4 <sup>th</sup> Reporting Period	1/3/01-2/16/01	32
5 <sup>th</sup> Reporting Period	2/20/01-4/6/01	28
6 <sup>th</sup> Reporting Period	4/9/01-5/31/01	35
<b>Total Days Taught</b>		<b>175</b>

Holiday ○	Date
Labor Day	9/4/00
Fall Holiday	10/9/00
Thanksgiving	11/22/00-11/24/00
Winter Holiday	12/18/00-1/1/01
Martin Luther King	1/15/01
Spring Break	3/12/01-3/16/01
Spring Holiday	4/13/01-4/16/01

Staff Development □
8/11/00, 8/14/00, 10/10/00, 11/1/00, 2/19/01, 3/9/01, 4/17/01, 5/28/01, 1/2/01

Bad Weather Make Up days ☆
12/15/00, 5/1/01

Teacher Work Days ▲
8/15/00
12/15/00
6/1/01

**Legend**  
 Begin Attendance Reporting Period [   
 End Attendance Reporting Period ]   
 Holiday ○   
 Staff Development □   
 Bad Weather Make Up days ☆   
 Teacher Work Days ▲

February 01

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March 01

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April 01

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 01

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

June 01

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

July 01

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

Charter School George I. Sanchez  
 For the Fiscal Year Ended AUGUST 31, 2001

Page 1

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 Charter School Budget Categories
 

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	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Net Assets at Beginning of Year				\$0
<b>Estimated Revenues:</b>				
Local Sources		\$ 55,000.00	\$ 5,000.00	\$ 60,000.00
State Sources		\$ 2,100,000.00	\$ 2,100,000.00	\$ 4,200,000.00
Federal Sources		\$ 125,000.00	\$ 15,000.00	\$ 140,000.00
Other Sources		\$ 536,000.00	\$ 56,000.00	\$ 592,000.00
<b>Total Estimated Revenues</b>		<b>\$ 2,816,000.00</b>	<b>\$0</b>	<b>\$ 2,816,000.00</b>
<b>Estimated Expenses:</b>				
Payroll Costs	6100	\$ 1,908,385.00	\$ -	\$ 1,908,385.00
Professional and Contracted Services	6200	\$ 199,450.00	\$ -	\$ 199,450.00
Supplies and Materials	6300	\$ 231,741.00	\$ -	\$ 231,741.00
Other Operating Costs	6400	\$ 461,400.00	\$ -	\$ 461,400.00
Debt Expense	6500	\$ 9,100.00	\$ -	\$ 9,100.00
<b>Total Estimated Expenses</b>		<b>\$ 2,810,076.00</b>	<b>\$0</b>	<b>\$ 2,810,076.00</b>
Gain	7950			\$0
Losses	8950			\$0
<b>Change in Net Assets</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Assets at End of Year</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Instruction</b>	<b>11</b>				
Payroll Costs		6100			\$1,119,583
Professional and Contracted Services		6200			\$75,000
Supplies and Materials		6300			\$118,041
Other Operating Costs		6400			\$5,000
Debt Expense		6500			\$0
<b>Total Instruction</b>				\$0	\$1,315,624
<b>Instructional Resources and Medical Services</b>	<b>12</b>				
Payroll Costs		6100			\$26,640
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$2,500
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Instructional Resources and Medical Services</b>			\$0	\$0	\$29,140
<b>Curriculum Development and Instructional Staff Development</b>	<b>13</b>				
Payroll Costs		6100			\$27,916
Professional and Contracted Services		6200			\$16,250
Supplies and Materials		6300			\$6,000
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Curriculum and Instructional Staff Development</b>			\$0	\$0	\$50,166

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Instructional Leadership:</b>	<b>21</b>				
Payroll Costs		6100			
Professional and Contracted Services		6200			\$88,078
Supplies and Materials		6300			\$30,000
Other Operating Costs		6400			\$0
Debt Interest		6500			\$0
<b>Total Instructional Leadership</b>			\$0	\$0	\$118,078
<b>School Leadership:</b>	<b>23</b>				
Payroll Costs		6100			
Professional and Contracted Services		6200			\$68,542
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$650
Debt Interest		6500			\$1,000
<b>Total School Leadership</b>			\$0	\$0	\$70,192
<b>Guidance, Counseling and Evaluation Services</b>	<b>31</b>				
Payroll Costs		6100			
Professional and Contracted Services		6200			\$73,815
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Interest		6500			\$0
<b>Total Guidance, Counseling and Evaluation Services</b>			\$0	\$0	\$73,815



Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Social Work Services:</b>	<b>32</b>				
Payroll Costs		6100			
Professional and Contracted Services		6200			\$ 118,535
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Social Work Services</b>			<b>\$0</b>	<b>\$0</b>	<b>\$ 118,535</b>
<b>Health Services:</b>	<b>33</b>				
Payroll Costs		6100			
Professional and Contracted Services		6200			\$43,678
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$3,000
<b>Total Health Services</b>			<b>\$0</b>	<b>\$0</b>	<b>\$46,678</b>
<b>Student Transportation</b>	<b>34</b>				
Payroll Costs		6100			
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$21,500
<b>Total Student Transportation</b>			<b>\$0</b>	<b>\$0</b>	<b>\$21,500</b>

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Food Services:</b>	<b>35</b>				
Payroll Costs		6100			\$76,567
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$88,750
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Food Services</b>			\$0	\$0	\$165,317
<b>Cocurricular/Extracurricular Activities:</b>	<b>36</b>				
Payroll Costs		6100			\$0
Professional and Contracted Services		6200			\$2,000
Supplies and Materials		6300			\$4,000
Other Operating Costs		6400			\$5,000
Debt Expense		6500			\$0
<b>Total Cocurricular/Extracurricular Activities:</b>			\$0	\$0	\$11,000
<b>General Administration:</b>	<b>41</b>				
Payroll Costs		6100			\$75,258
Professional and Contracted Services		6200			\$27,000
Supplies and Materials		6300			\$6,800
Other Operating Costs		6400			\$38,300
Debt Expense		6500			\$0
<b>Total General Administration</b>			\$0	\$0	\$147,358

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Plant Maintenance and Operations:</b>	<b>51</b>				
Payroll Costs		6100			\$59,161
Professional and Contracted Services		6200			\$33,500
Supplies and Materials		6300			\$5,000
Other Operating Costs		6400			\$387,600
Debt Expense		6500			\$9,100
<b>Total Plant Maintenance and Operations</b>			\$0	\$0	\$494,361
<b>Security and Monitoring Services:</b>	<b>52</b>				
Payroll Costs		6100			\$82,633
Professional and Contracted Services		6200			\$700
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Security and Monitoring Services</b>			\$0	\$0	\$93,333
<b>Data Processing Services:</b>	<b>53</b>				
Payroll Costs		6100			\$37,979
Professional and Contracted Services		6200			\$15,000
Supplies and Materials		6300			\$2,000
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Data Processing Services</b>			\$0	\$0	\$54,979

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Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Community Services:</b>	<b>61</b>				
Payroll Costs		6100			
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Community Services</b>			\$0	\$0	\$0
<b>Fund Raising:</b>	<b>81</b>				
Payroll Costs		6100			
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Fund Raising</b>			\$0	\$0	\$0

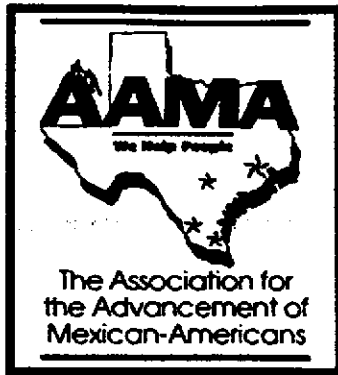
6001 Gulf Frwy, Houston TX 77023  
Tel. 713-926-1112 Fax: 713-926-1346

**George I. Sanchez  
Charter High School**

# Fax

<b>To:</b> <i>Mary Perry Charter School Division</i>	<b>From:</b> <i>Bobby Lopez</i>
<b>Fax:</b> <i>512-463-9732</i>	<b>Pages:</b> <i>30, inc. cover</i>
<b>Phone:</b> <i>512-463-9734</i>	<b>Date:</b> <i>11/31/01</i>
<b>Re:</b>	<b>CC:</b>
<input type="checkbox"/> Urgent <input type="checkbox"/> For Review <input type="checkbox"/> Please Comment <input type="checkbox"/> Please Reply <input type="checkbox"/> Please Recycle	

*Home of the Eagles!*



January 30, 2001

Mary Perry  
Charter School Division  
Texas Education Agency  
1701 N. Congress Avenue  
Austin, Texas 78701-1494

Dear Ms. Perry,

This letter supports the addressed concerns submitted to George I. Sanchez Charter High School (GIS) from your office regarding our renewal application. Several of these issues were addressed during our presentation to the sub-committee of the State Board of Education on January 11, 2001.

The issues relating to the special education program will be strengthened in the upcoming year as George I. Sanchez Charter High School has applied as a member of a special education cooperative for the Houston area charter schools. More specifically, in answering the issues addressed listed are our responses by area of concern:

Child Find 300.125 – GIS has established an on-going comprehensive system for identifying, locating and evaluating individuals with disabilities. The process is:

**I. Verification**

1. We interview parents to determine whether or not their student has been previously diagnosed and received services.
2. We examine records from the previous school district to verify previous eligibility.
3. We review current GIS eligibility records.

**II. Community Referrals**

1. GIS will annually publish a statement of public notification, including information regarding school services and personnel.

**III. Education Service Center Involvement**

1. GIS utilizes Region IV ESC for special education services.

**IV. In-District Referrals**

1. Teachers and parents make individual referrals for special education evaluation.

Prior Notice by Agency-300.503-The GIS forms do state the correct information. Examples of these forms are attached.

Development and Implementation of IEP 300-342,300-350

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The development of goals and objectives for students' IEP's complies

Officers

Jacob Monty  
Board Chair

Dr. Rudy Ramos  
Board Chair Elect

Raul Domingue  
Vice Chair Social Service

Mama (Cris) Garza  
Vice Chair Education

Rosalinda Mora  
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Grace Olivares  
Laura Ramirez  
Fernando Toyar

Gilbert Moreno  
AAMA President/CEO

Aceñete Flores  
Deputy Director

Roberto Lopez  
Supt. Principal

AAMA Administration  
6001 Gulf Freeway  
Building D-1 Suite 102  
Houston, Texas 77025

with all state laws and policies. Appropriate teachers implement the IEP as specified by the ARD committee.

In regards to the corrective actions stated on the T.E.A. letter dated June 2, 1999, GIS submitted the required corrective actions in a timely manner. Attached is the response letter dated July 2, 1999, sent to the agency regarding corrective actions and the timeline for their implementation.

A copy of the George I. Sanchez Charter reapplication was submitted to H.I.S.D. on October 31, 2000. A signed receipt was obtained from H.I.S.D. and is attached to this document.

AAMA complies with all provisions required under the Open Meetings Act. All agenda items are posted with 72 hours notice. The AAMA bylaws will be updated to reflect actual practice.

The agency has applied to the Secretary of State for an assumed name certificate as George I. Sanchez Charter School. A copy of this application is attached.


The financial review issues raised have been noted. The agency has adopted the codes according to the Accounting Policies and Procedures Manual. The budget summary is correct; however, the budget detail did show an erroneous posting. The corrected copy is attached.

The deficit in question was as a result of the school's existence as a private school prior to becoming a charter school. The school has run as a surplus in the past four years of operation as a charter school in regards to revenues generated from the state. In the future we will provide a paragraph in our audit report noting the prior years' deficit and an appropriate explanation of this deficit.

The calendar submitted to the T.E.A. Division of State Funding did include two weather days (12/15/00 and 6/1/01). The calendar reflects only 175 days of instruction because 5 days were approved through a staff development waiver.

The by-laws are being submitted to the AAMA board for corrected signatures.

Sincerely,

  
Roberto I. Lopez  
Superintendent/Principal

\*DATE SENT:

George I Sanchez  
Charter School

- Initial Assessment
- Reevaluation
- Special Request by ARD Committee

**NOTICE OF COMPREHENSIVE INDIVIDUAL ASSESSMENT**

**Renewal Contingencies**

[Empty rectangular box for notes or contingencies]

\*We have carefully reviewed your child's/your school records, information from his/her/your teachers, and information you have shared with us. More information is needed to determine his/her/your needs and to plan an appropriate school program. If this is the first time your child has/you have been assessed, you will also receive a form requesting your permission for the testing.

\*We want to do a comprehensive assessment of your child/you for the following reasons:

\_\_\_\_\_

\*Before recommending this assessment, we considered the following alternatives:

*OPTIONS CONSIDERED	*WHY REJECTED

We want to test your child/you in all the areas listed below. These tests will help us learn more about his/her/your educational needs.

**\*\* LANGUAGE (COMMUNICATIVE STATUS)**

If your child/you know(s) more than one language, these tests will help us find out which is the best language for his/her/your learning. They will also let us know which language to use for all other testing. We want to find out how well your child/you understand(s) what is said to him/her/you and how well your child/you can express thoughts. If your child has/you have trouble speaking clearly, we may test him/her/you to find out what any speech problems may be.

Some of the tests we may give are: \_\_\_\_\_

**\*\* PHYSICAL (MOTOR ABILITIES, HEALTH, VISION, HEARING)**

We want to know if any physical or health problems make it difficult for your child/you to do his/her/your school work. We may give such tests as: \_\_\_\_\_

\*Denotes required items

\*\* Student must be assessed in all areas related to the suspected disability, including the requirements of 34 CFR §300.532(f), if appropriate.

3/97  
PSCIANOT-1



**\*\*EMOTIONAL/BEHAVIORAL**

We want to know how well your child/you get(s) along with others at school and at home. We will collect information from you and his/her/your teachers.  
We may also give such tests as: \_\_\_\_\_

**\*\*SOCIOLOGICAL**

We want to get information about your child's/your home life and the kinds of experiences he/she has/you have had in your family. School staff members may be calling to talk to you about this.

**\*\*INTELLECTUAL/ADAPTIVE BEHAVIOR**

We want to determine how well your child/you think(s), compared to others of the same age. We also want to find out how well your child/you take(s) care of himself/herself/yourself at home and at school.  
We may also give such tests as: \_\_\_\_\_

**\*\*EDUCATIONAL LEARNING COMPETENCIES (ACADEMIC PERFORMANCE)**

We want to find out how your child is/you are doing in reading, math, spelling, and other areas, including job-related skills, if appropriate. We want to determine what he/she/you know(s) and what he/she/you need(s) to learn.  
We may also give such tests as: \_\_\_\_\_

\*Describe any other factors relevant to this proposal to assess (if applicable):

\*Your rights were explained to you when you were/your child was initially referred for special education assessment. Federal regulations require that parents and adult students be provided a full explanation of all procedural safeguards (rights) in their native language or other mode of communication each time the district proposes or refuses to initiate or change the identification, evaluation, or educational placement of you or your child or the provision of a free appropriate public education (FAPE) to you or your child. A copy of the procedural safeguards (rights) is attached to this form. Date given: \_\_\_\_\_ To: \_\_\_\_\_  
NAME

If you want more information or if you have any questions, please call: \_\_\_\_\_  
at: \_\_\_\_\_

\_\_\_\_\_  
\*SIGNATURE OF INTERPRETER, IF USED

\_\_\_\_\_  
DATE

\*Denotes required items

\*\*Student must be assessed in all areas related to the suspected disability, including the requirements of 34 CFR §300.532(f), if appropriate.

3/97  
PSCIANOT-2

\*DATE SENT: \_\_\_\_\_

GEORGE I. SANCHEZ CHARTER HIGH  
SCHOOL

**Renewal Contingencies**

School phone:  
713-926-1112

**CONSENT FOR COMPREHENSIVE INDIVIDUAL ASSESSMENT**

[Empty rectangular box for signature or date]

You have received the NOTICE OF COMPREHENSIVE INDIVIDUAL ASSESSMENT.

We need your permission to test your child/you to find out what your child's/your educational needs are.

Please check the appropriate box by each statement, sign your name, and date and return this form to the school as soon as possible.

YES  NO \*I have been fully informed and understand the assessment process and why it has been recommended for my child/me. If NO, please explain:

YES  NO I have been given the name and telephone number of a school staff member whom I may call if I want more information or if I have any questions. If NO, please explain:

YES  NO \*I give my permission for the testing that has been recommended for my child/me. If NO, please explain:

YES  NO \*I understand that my consent for assessment is voluntary and may be revoked at any time. If NO, please explain:

YES  NO \*I have been informed in my native language or other mode of communication.

YES  NO \*I give permission for the testing to begin immediately by waiving the required five school day waiting period between notice of assessment and initiation of the assessment.

\_\_\_\_\_  
\*SIGNATURE OF PARENT, GUARDIAN, SURROGATE PARENT, OR ADULT STUDENT

\_\_\_\_\_  
\*DATE

\_\_\_\_\_  
\*SIGNATURE OF INTERPRETER, IF USED

\_\_\_\_\_  
\*DATE

Please return this form to: JOHN A. RISH at George I Sanchez High as soon as possible.  
SCHOOL STAFF PERSON SCHOOL

\*Denotes required items

**RECEIPT OF EXPLANATION OF PROCEDURAL SAFEGUARDS**

As Required by Individuals with Disabilities Education Act (IDEA) 34 Code of Federal Regulations - Part 300

**Student:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Note:** Each time the Explanation of Procedural Safeguards is distributed receipt must be documented.

A copy of the Procedural Safeguards available to the parents of a child with a disability must be given to the parents, at a minimum: (a) upon initial referral for evaluation, (b) upon each notification of an ARD meeting, and (c) upon reevaluation of the child. The Procedural Safeguards notice must be provided in the native language of the parent or other mode of communication used by the parent, unless it is clearly not feasible to do so.

- This is to verify that I have received a copy of the Explanation of Procedural Safeguards, which informs me of my rights throughout the child/student centered educational process. The individual listed below has explained the procedural safeguards to me.
- I understand that my rights include the right to receive:
  - This and all other notices in the language I understand (primary language) or, if needed, a translation of such orally, in sign language, or in braille as appropriate, and
  - Answers from school personnel to additional questions I may have. My signature below indicates that I initially received a copy of the Explanation of Procedural Safeguards on the date specified and that I understand its contents.
- I understand that school personnel will make an entry on the Notice of Procedural Safeguards Log each time I am given/sent a copy of the Explanation of Procedural Safeguards.

Complete this section for initial distribution only.  
This is to verify that I have received a copy of the Explanation of Procedural Safeguards which informs me of my rights throughout the child/student-centered educational process. The procedural safeguards have been explained to me by:

(Name)	(Signature of Parent/Guardian/Surrogate Parent/Adult Student)
(Address)	(Date of Initial Signature)
On	(Signature of Interpreter (if used))
(Date Issued)	(Language)
(Name of Student's Current Campus)	(Date Signed)

**DISTRIBUTION LOG**

TYPE OF NOTICE						
Check the type of notice with which the Explanation of Procedural Safeguards was disseminated.					Recipient	Date Sent/Given
Notice of Comprehensive Individual Assessment Initial/Reevaluation/ Psychological/Speech	Notice of ARD Initial/ Review/ Transfer	Consent for Initial Placement	Notice of Refusal to Provide Services	Manifestation Determination (Additional Rights included)	Enter the name of the person to whom a copy of the Explanation of Procedural Safeguards was sent/given.	Enter the date the Explanation of Procedural Safeguards was disseminated.

Rights Receipt & Log 269

**Recibo de enmiendas de Ley de la Educación para Personas con Necesidades Especiales (IDEA) de 1997**

Nombre del Estudiante	Escuela	Fecha de Nacimiento

**Nota:** Se exige por ley que cada vez que se distribuyan las Enmiendas de IDEA de 1997 se documente su recibo.

Entiendo que mis derechos incluyen el derecho de recibir:

Esto es para verificar que yo he recibido una copia de las **Explicaciones de Salvaguardias Procesales (Enmiendas de IDEA de 1997)** que me informa de mis derechos a través del proceso educativo centrado en el niño/ estudiante. Las Salvaguardias Procesales me fueron explicadas por (nombre/puesto/fecha registrada en la primera columna de cada sección).

- esta y otras notificaciones en el idioma que yo entiendo (idioma primario) o, de ser necesario, una traducción oral del mismo, en lenguaje por señas, o en braille según corresponda, y
- respuestas del personal escolar a preguntas adicionales que yo pueda tener. Mi firma abajo indica que inicialmente yo recibí una copia de las **Explicaciones de Salvaguardias Procesales (Enmiendas de IDEA de 1997)** en la fecha especificada y que entiendo su contenido.

**Complete esta sección para distribución inicial únicamente.**

\_\_\_\_\_  
Nombre

\_\_\_\_\_  
Firma: Padres/Tutor Legal/Padres Substituto/  
Estudiante Adulto

\_\_\_\_\_  
Puesto

\_\_\_\_\_  
Fecha de firma

\_\_\_\_\_  
Fecha de entrega

\_\_\_\_\_  
Firma del intérprete (si es del caso)

\_\_\_\_\_  
Fecha de firma

**Nota:** Para archivar en Expediente de Auditoría del Estudiante

## ASSISTIVE TECHNOLOGY

- I. Assistive technology devices and/or services are made available to a child with a disability if required as part of the child's special education, related services or supplementary aids and services.**

Assistive technology can refer to high technology devices and computers but also includes a wide range of items used in daily living that maintain or increase functional capabilities. Some common areas in which assistive technology is used are:

- a) positioning
- b) computer access
- c) environmental control
- d) augmentative communication
- e) assistive listening
- f) visual aids
- g) mobility
- h) computer bases instructions
- i) physical education
- j) recreation
- k) leisure
- l) play
- m) self care

- II. When George I. Sanchez Charter High School is made aware of the possible need of assistive technology for one of its students, the following steps will be taken:**

- a) An evaluation of the needs of the child with a disability will be performed by the Special Education Department. This will include a functional evaluation in the child's customary environment and an evaluation of his/her ability to receive a FAPE with and without the assistive device.
- b) If assistive technology is deemed to be necessary, the school provides for the acquisition of the device by purchasing or leasing it.

- c) G. I. S. will take the responsibility for selecting, designing, fitting, customizing, adapting, applying, retaining, repairing, or replacing assistive technology devices that that have been prepared for the handicapped student.
- d) G.I.S. will coordinate and use other therapies, interventions, or services with existing education and rehabilitation plans and programs.
- e) G.I.S. will train or give technical assistance for a child with a disability or, if appropriate, that child's family.
- f) G.I.S. will provide training or technical assistive for those professionals and other individuals who provide services to the child with disabilities.

III. The following factors will be weighted and balanced when deciding whether proposed accommodations are required to be made by the LEA.

- a) Is the equipment, aid, or service provided to general education students?
- b) Is the equipment, aid or service necessary for the student to receive the benefit of a specific activity within the instructional program?
- c) Will the student, with reasonable accommodations be able to meet all the program's or activity's requirements in spite of existing disabilities?
- d) Can the proposed accommodations be made without imposing an "undue financial and administrative burden" upon the education agency?

*Example of child find tool.  
Booklets of these notices are posted.*

**Does your child have difficulty doing the same activities as other children of the same age? If yes, contact your Special Education Department.**

**George I. Sanchez**

at

**713-926-1112**

**Name of your school district**

**Phone number**

July 2, 1999

Julia Ballenger  
Texas Education Agency  
1701 North Congress Avenue  
Austin, TX 78701-1494

Dear Ms. Ballenger,

This letter serves as my assurance that all the corrective actions and their timelines have been or will be done in regard to the recommendations and specific indicator discrepancies addressed in the report of the on-site peer review visit from the Department of Accountability and School Accreditation conducted on January 11, 1999.

The Required Corrective Actions are being submitted for the following areas with supporting documentation.

Special Education

- S1 Does the district maintain a system for identifying, locating, and evaluating individuals with disabilities (birth through 21 years of age) residing in its jurisdiction who need special education and related services?
- S4 Has the district established and implemented policies, procedures, and operating guidelines concerning the confidentiality of personally identifiable information?
- S10 Does the district ensure that assistive technology devices and/or services are made available to a child with a disability if required as part of the child's education, related services or supplementary aids and services?

Sincerely,

*Wendell Beene*

Wendell Beene  
Interim Superintendent/Principal



**Corrective Action for Discrepancy S 10**

S 10 Does the district ensure that assistive technology devices and/or services are made available to a child with a disability if required as part of the child's special education, related services or supplementary aids and services?

- (a) The district has established a system to address the assistive technology needs of students receiving special education services as follows:
- (1) George I. Sanchez High School (GIS) will discern the need for assistive technology during the evaluation process.
  - (2) GIS will provide assistive technology to students who require it by contracting with outside resources.
  - (3) The Lion's Club has agreed to assist GIS in obtaining assistive technology for students through Ms. Cheri Chapman.
  - (4) A review of all students was conducted January 11 through June 20. Three students were referred for corrective eyeglasses. No other students were found to require assistive technology.

**Timelines:**

Review of student records January 11, 1999 to June 20, 1999.

**Documentation:**

"Sights for Students: Instructions for completing VSP Benefit Form"  
Example of student tested and referred

**Corrective Action for Discrepancy S 1**

S 1 Does the district maintain a system for identifying, locating, and evaluating individuals with disabilities (birth through 21 years of age) residing in its jurisdiction who need special education and related services?

- (a) The district has established an ongoing system for identifying, locating, and evaluating individuals with disabilities (birth through 21 years of age) residing in its jurisdiction who need special education and related services, including school-age individuals with disabilities attending private schools and residing in nursing facilities, Texas Department of Mental Health and Mental Retardation group homes, Texas Youth Commission group homes, detention facilities, or other residential care and treatment facilities within the district or shared service arrangement boundaries?
- (b) The district has established an ongoing system for identifying, locating, and evaluating individuals with disabilities (birth through 21 years of age) residing within the district's boundaries who need special education and related services.

As part of the district's evaluation system, all standardized tests and/or any other evaluation materials that are given to a child must:

- (c) Be validated for the specific purpose for which they are used.
- (d) Be administered by trained and knowledgeable personnel in accordance with any instructions provided by the producer of the tests.
- (e) Include those tailored to assess specific areas of educational need and not merely those that are designed to provide a single general intelligence quotient.
- (f) Have no single procedure used as the sole criterion for determining whether a child has a disability and for determining an appropriate educational program for the child.
- (g) The appropriate early childhood intervention program has been notified within two working days of all children birth through two years of age identified through the district or shared services arrangement as having a developmental delay.

It was determined by the Department of Accountability and School Accreditation that George I. Sanchez Charter High School (GIS) was not in compliance with these items because there was no system in place that addressed any aspect of Child Find.

GIS has taken appropriate steps to ensure these deficiencies are corrected as follows:

- 1) Our guidance counselor held individual meetings with teachers to identify students who the teachers felt needed to be tested for special education.

## Renewal Contingencies

- 2) Upon enrollment in our YCOC program (Code 02-Residential Treatment-Hospital Stay) each child is evaluated through the ARD system as described in the Child Find procedures. Our medical doctor, Dr. Varella, gives a referral to Psychological Services for evaluation. ARD notices are sent to parents at least five days in advance via certified mail and provide parents with at least three optional dates and times for the ARD meeting. All required ARD procedures are now being followed
- 3) Appropriate GIS personnel will attend a Child Find workshop on August 16, 1999 to obtain enhanced training in this area
- 4) Child Find will be immediately implemented as required
- 5) Staff development related to the child find process will be held in late August 1999.
- 6) GIS utilizes a variety of evaluation materials that are validated for the specific purpose for which they are used and include assessments of specific areas of educational need. These include: "The Forer Structured Sentence Completion Test," the "House-Tree-Person Drawing Form," the "Vineland Adaptive Behavior Scales," and the "BASC Behavior Assessment System for Children." GIS also utilizes the Iowa Test of Basic Skills as a broad indicator.
- 7) GIS now utilizes a trained Evaluation Specialist, Ms. Sandra Lins-Bobbio.
- 8) No children birth through two years of age have been identified as having developmental delays.

### Timelines:

Child Find Workshop: August 16, 1999

Child Find Inservice: August 1999

Implementation of Evaluation Materials: Spring 1999

Contract with Evaluation Specialist: Spring 1999

Creation and Implementation of system to identify individuals in need of special education: Spring 1999

### Documentation:

Copies of Evaluation tools used (see above)

Inservice Agenda and Schedule

**Corrective Action for Discrepancy S 4**

**S 4 Has the district established and implemented policies, procedures, and operating guidelines concerning the confidentiality of personally identifiable information?**

- (a) The district has a list of the names and positions of those who may have access to personally identifiable information.
- (b) The district has identified an individual to assume responsibility for ensuring the confidentiality of any personally identifiable information.
- (c) The district has provided or conducted training and/or instruction regarding the state's policies and procedures to all individuals using or collecting personally identifiable information.
- (d) The district informs parents when personally identifiable information is no longer needed to provide educational services to the child and destroys records at parent's requests.
- (e) Notice of confidentiality of rights is given to the parent(s) and/or adult student on an annual basis
- (f) Parents were afforded an opportunity to inspect and review any education records relating to their child that are collected, maintained, or used by the district.
- (g) The district provided the parent with explanations and interpretations of the records requested.
- (h) The district provided the parent copies of the records to ensure the parents right to review and inspect the records containing information on their child.
- (i) The district provided a representative of the parent an opportunity to inspect and review their child's records.

There is an access record that addresses:

- (j) The parties obtaining access to educational records collected
- (k) The date access was given.
- (l) The purpose for which the party is authorized to use the records.

## Renewal Contingencies

- (m) The district permitted the parent to review and inspect only information specific to their child when the record included information on children other than their own.
- (n) The district provided the parents upon request a list of the types and locations of education records collected, maintained, or used by the district.
- (o) If the district charged a fee for copies of records, the requested fee did not prevent the parent from exercising their right to inspect and review their child's records.

When the parent requests the amendment of records:

- (p) The district determined whether to amend the information in accordance with the request within a reasonable period of time from the receipt of the request
- (q) The district advised the parents of their right to a hearing under 34 CFR %300.568 when the district refused to amend the information in accordance with the parent's request.
- (r) The district provided, upon request, an opportunity for a hearing to challenge information in education records to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child.

The district, as a result of the hearing:

- (s) Decided that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, amended the information accordingly, and informed the parent in writing.
- (t) Decided that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, and informed the parent of the right to place in the records of their child a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the district.

Any information placed in the record as a result of a hearing:

- (u) Is maintained by the district as part of the child's record for as long as the district maintains the child's record.
- (v) If the record is disclosed by the district to any party, the parent's statement is also disclosed.

The district conducted a hearing according to the following procedures found in 34 CFR %99.22

- (w) The district held the hearing within a reasonable time after receiving a request for a hearing from the parent.
- (x) The district gave the parent notice of the date, time, and place, in a reasonable time prior to the hearing.
- (y) The hearing was conducted by an official of the district who did not have a direct interest in the outcome of the hearing.
- (z) The district gave the parent a full and fair opportunity to present evidence relevant to the amendment of the record.
- (aa) The district made its decision based in a reasonable amount of time after the hearing and presented it in writing to the parent.
- (bb) The district's decision was based solely on the evidence presented at the hearing, and the summary of evidence and the reasons for the decision were included in the written report of the hearing.

George I. Sanchez Charter High School (GIS) was not in compliance with these items because it had no system that addressed confidentiality. These items have been, or will be, corrected as follows:

- (1) A list of the names and positions of all those who may have access to personally identifiable information has been made.
- (2) Ms. Fabiana Bezerra, our Special Education Coordinator, has the responsibility of ensuring the confidentiality of personally identifiable information.
- (3) An inservice is planned for August 12, 1999 to train all staff members using or collecting personally identifiable information regarding state policies and procedures.
- (4) The school has complied with state policy regarding the need to inform parents when personally identifiable information is no longer needed and destroys those records at the parent's request. This was done at four Dismissal Meetings held on June 11 (2), June 13, and June 16, 1999.
- (5) GIS provides parents with the *Explanation of Procedural Safeguards* in the parents language of preference when a child is first referred for special education, they are notified of an ARD meeting, the school reevaluates the student, or the school requests a due process hearing. Parents are asked to sign a "Receipt for Explanation of Procedural Safeguards."
- (6) GIS provides parents an explanation and interpretation of records requested during the ARD meeting. Parents are also provided copies of their child's records at this time.

## Renewal Contingencies

- (7) Parties wishing to obtain educational records must sign them out in the presence of the guidance counselor, stating the date and purpose of the request on the sign out sheet.
- (8) Parents are permitted to access information specific to their child when records include information on children only their own.
- (9) No parent has requested a list of the types and location of educational records collected and maintained by GIS; however, a list of these has been created.
- (10) GIS has never charged a fee for copies of records. Should a fee ever be required, the requested fee will not prevent parents from inspecting their child's records.
- (11) No parent has requested amendment of special education records. Should this occur, we will adhere to state guidelines concerning the hearing and its results.

### Timelines:

Creation of a list of the names and positions of those with access to educational records:

May 1999

Creation of a list of all records collected and maintained by GIS and their location: July 1999

Training given to all individuals using or collecting personally identifiable records: April 1999 and August 1999

### Documentation:

"Form 18: Disabled Student Records Report of Maintenance and Access"

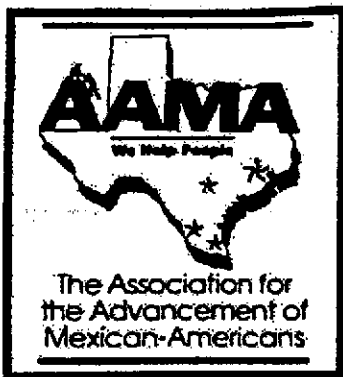
"An Explanation of Rights and Procedural Safeguards of a Parent with a Child with Disabilities in School"

"Receipt for Explanation of Procedural Safeguards" (English and Spanish versions)

"Folder Checklist" (list of records maintained by GIS)

Copy of Inservice Agenda

"Disabled Student Records Report of Maintenance and Access"



H.I.S.D.

Renewal Contingencies

10/31/00

H.I.S.D.-MR. ROD PAIGE

I have received a copy of the George I. Sanchez Charter High School re-application.

Officers  
Carmen Orta  
Board Chair  
  
Jacob Monty  
Board Chair Elect  
  
Henry Gonzalez  
Vice Chair Social Service  
  
Maria (Cris) Garza  
Vice Chair Education  
  
Rosalinda Mora  
Secretary  
  
Board of Director  
Olga Ordonez  
Dr. Rudy Ramos  
Rogelio R. Santos  
Dina Cisneros  
Raul Dominguez  
Grace Olivares  
Laura Ramirez  
Roy Zermeno  
Robert Marlatt  
Fernando Tovar  
  
Gilbert Moreno  
AAMA President CEO  
  
Aecente Flores  
Deputy Director  
  
Graciela E. Kavulla  
Principal  
  
AAMA Administration  
6001 Gull Freeway  
Building B-1, Suite 102  
Houston Texas 77023

S. Hooks  
(Name)

Receptionist  
(Title)

10/31/00  
(Date)





Office of the Secretary of State  
Corporations Section  
P.O. Box 13697  
Austin, Texas 78711-3697

**ASSUMED NAME CERTIFICATE  
FOR FILING WITH THE SECRETARY OF STATE**

1. The name of the corporation, limited liability company, limited partnership, or registered limited liability partnership as stated in its articles of incorporation, articles of organization, certificate of limited partnership, application for certificate of authority or comparable document is

The Association for the Advancement of Mexican Americans

2. The assumed name under which the business or professional service is or is to be conducted or rendered is

George I. Sanchez Charter High School

3. The state, country, or other jurisdiction under the laws of which it was incorporated, organized or associated is Harris and the

address of its registered or similar office in that jurisdiction is

6001 Gulf Freeway, Bld. B-3, Ste. 165, Houston, TX 77023

4. The period, not to exceed 10 years, during which the assumed name will be used is 2000-2010.

5. The entity is a (check one):

A.

- |   |  |
|---|--|
| <input type="checkbox"/> Business Corporation                     | <input checked="" type="checkbox"/> Non-Profit Corporation |
| <input type="checkbox"/> Professional Corporation                 | <input type="checkbox"/> Professional Association          |
| <input type="checkbox"/> Limited Liability Company                | <input type="checkbox"/> Limited Partnership               |
| <input type="checkbox"/> Registered Limited Liability Partnership |  |

B. If the entity is some other type business, professional or other association that is incorporated, please specify below (e.g., bank, savings and loan association, etc.)

6. If the entity is required to maintain a registered office in Texas, the address of the registered office is 6001 Gulf Freeway, Bld. B-3, Ste. 165, Houston, TX 77023

\_\_\_\_\_ and the name of its registered agent

at such address is Gilbert Moreno

The address of the principal office (if not the same as the registered office) is 313  
6001 Gulf Freeway, Bld. B-1, Houston, TX 77023

7. If the entity is not required to or does not maintain a registered office in Texas, the office address in Texas is \_\_\_\_\_

\_\_\_\_\_ and if the entity is not incorporated, organized or associated under the laws of Texas, the address of its place of business in Texas is \_\_\_\_\_

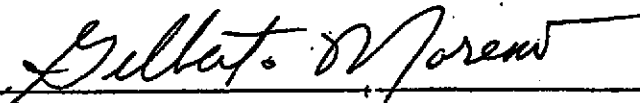
\_\_\_\_\_ and the office address elsewhere is \_\_\_\_\_

8. The county or counties where business or professional services are being or are to be conducted or rendered under such assumed name are (if applicable, use the designation "ALL" or "ALL EXCEPT")

\_\_\_\_\_ Harris \_\_\_\_\_

9. The undersigned, if acting in the capacity of an attorney-in-fact of the entity, certifies that the entity has duly authorized the attorney-in-fact in writing to execute this document.

By \_\_\_\_\_



Signature of officer, general partner, manager, representative or attorney-in-fact of the entity

**NOTE**

This form is designed to meet statutory requirements for filing with the secretary of state and is not designed to meet filing requirements on the county level. Filing requirements for assumed name documents to be filed with the county clerk differ. Assumed name documents filed with the county clerk are to be executed and acknowledged by the filing party, which requires that the document be notarized.

# 2000-2001 Charter School Calendar

George I. Sanchez Charter School 101-804 County District Number

August 00

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

September 00

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

October 00

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

November 00

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

December 00

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

January 01

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

Reporting Periods	[Begin/End]	Days Taught
1 <sup>st</sup> Reporting Period	8/16/00-9/22/00	27
2 <sup>nd</sup> Reporting Period	9/25/00-11/3/00	27
3 <sup>rd</sup> Reporting Period	11/6/00-12/14/00	26
4 <sup>th</sup> Reporting Period	1/3/01-2/16/01	32
5 <sup>th</sup> Reporting Period	2/20/01-4/6/01	28
6 <sup>th</sup> Reporting Period	4/9/01-5/31/01	35
<b>Total Days Taught</b>		<b>175</b>

February 01

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

March 01

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 01

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

May 01

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 01

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

July 01

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

Holiday ○

Date
Labor Day - 9/4/00
Fall Holiday 10/9/00
Thanksgiving 11/22/00-11/24/00
Winter Holiday 12/18/00-1/1/01
Martin Luther King 1/15/01
Spring Break - 3/12/01-3/16/01
Spring Holiday 4/13/01-4/16/01

Staff Development □

8/11/00, 8/14/00, 10/10/00	11/1/00, -
2/19/01, 3/9/01, 4/17/01	5/28/01, 1/2/01

Bad Weather Make Up days ☆

12/15/00	6/1/01
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Teacher Work Days ▲

8/15/00	
12/15/00	
6/1/01	

**Legend**  
 Begin Attendance Reporting Period [  
 End Attendance Reporting Period ]  
 Holiday ○  
 Staff Development □  
 Bad Weather Make Up days ☆  
 Teacher Work Days ▲

Charter School George I. Sanchez  
 For the Fiscal Year Ended ,AUGUST 31, 2001

Page 1

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**Charter School Budget Categories**


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	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Net Assets at Beginning of Year</b>				\$0
<b>Estimated Revenues:</b>				
Local Sources		\$ 55,000.00		\$ 55,000.00
State Sources		\$ 2,100,000.00		\$ 2,100,000.00
Federal Sources		\$ 125,000.00		\$ 125,000.00
Other Sources		\$ 536,000.00		\$ 536,000.00
<b>Total Estimated Revenues</b>		<b>\$ 2,816,000.00</b>	<b>\$0</b>	<b>\$ 2,816,000.00</b>
<b>Estimated Expenses:</b>				
Payroll Costs	6100	\$ 1,908,385.00		\$ -
Professional and Contracted Services	6200	\$ 199,450.00		\$ -
Supplies and Materials	6300	\$ 231,741.00		\$ -
Other Operating Costs	6400	\$ 461,400.00		\$ -
Debt Expense	6500	\$ 9,100.00		\$ -
<b>Total Estimated Expenses</b>		<b>\$ 2,810,076.00</b>	<b>\$0</b>	<b>\$ -</b>
<b>Gains</b>	7950			<b>\$0</b>
<b>Losses</b>	8950			<b>\$0</b>
<b>Change in Net Assets</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Assets at End of Year</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Charter School Budget Categories (Continued)**

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Instruction</b>	11				
Payroll Costs		6100			\$1,119,583
Professional and Contracted Services		6200			\$75,000
Supplies and Materials		6300			\$116,041
Other Operating Costs		6400			\$5,000
Debt Expense		6500			\$0
<b>Total Instruction</b>				\$0	\$1,315,624
<b>Instructional Resources and Media Services</b>	12				
Payroll Costs		6100			\$26,640
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$2,500
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Instructional Resources and Media Services</b>			\$0	\$0	\$29,140
<b>Curriculum Development and Instructional Staff Development</b>	13				
Payroll Costs		6100			\$27,916
Professional and Contracted Services		6200			\$16,250
Supplies and Materials		6300			\$6,000
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Curriculum and Instructional Staff Development</b>			\$0	\$0	\$50,166

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Instructional Leadership:</b>	<b>21</b>				
Payroll Costs		6100			
Professional and Contracted Services		6200			\$88,078
Supplies and Materials		6300			\$30,000
Other Operating Costs		6400			\$0
Debt Interest		6500			\$0
<b>Total Instructional Leadership</b>			\$0	\$0	\$118,078
<b>School Leadership:</b>	<b>23</b>				
Payroll Costs		6100			
Professional and Contracted Services		6200			\$68,542
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$650
Debt Interest		6500			\$1,000
<b>Total School Leadership</b>			\$0	\$0	\$70,192
<b>Guidance, Counseling and Evaluation Services</b>	<b>31</b>				
Payroll Costs		6100			
Professional and Contracted Services		6200			\$73,815
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Interest		6500			\$0
<b>Total Guidance, Counseling and Evaluation Services</b>			\$0	\$0	\$73,815

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Social Work Services:</b>	<b>32</b>				
Payroll Costs		6100			
Professional and Contracted Services		6200			\$118,535
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Social Work Services</b>			\$0	\$0	\$118,535
<b>Health Services:</b>	<b>33</b>				
Payroll Costs		6100			
Professional and Contracted Services		6200			\$43,678
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$3,000
<b>Total Health Services</b>			\$0	\$0	\$46,678
<b>Student Transportation</b>	<b>34</b>				
Payroll Costs		6100			\$0
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$21,500
<b>Total Student Transportation</b>			\$0	\$0	\$21,500

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Food Services:</b>	35				
Payroll Costs		6100			\$76,567
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$88,750
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Food Services</b>			\$0	\$0	\$165,317
<b>Cocurricular/Extracurricular Activities:</b>	36				
Payroll Costs		6100			\$0
Professional and Contracted Services		6200			\$2,000
Supplies and Materials		6300			\$4,000
Other Operating Costs		6400			\$5,000
Debt Expense		6500			\$0
<b>Total Cocurricular/Extracurricular Activities:</b>			\$0	\$0	\$11,000
<b>General Administration:</b>	41				
Payroll Costs		6100			\$75,258
Professional and Contracted Services		6200			\$27,000
Supplies and Materials		6300			\$6,800
Other Operating Costs		6400			\$38,300
Debt Expense		6500			\$0
<b>Total General Administration</b>			\$0	\$0	\$147,358



**Charter School Budget Categories (Continued)**

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Plant Maintenance and Operations:</b>	<b>51</b>				
Payroll Costs		6100			\$59,161
Professional and Contracted Services		6200			\$33,500
Supplies and Materials		6300			\$5,000
Other Operating Costs		6400			\$387,600
Debt Expense		6500			\$9,100
<b>Total Plant Maintenance and Operations</b>			\$0	\$0	\$494,361
<b>Security and Monitoring Services:</b>	<b>52</b>				
Payroll Costs		6100			\$92,633
Professional and Contracted Services		6200			\$700
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Security and Monitoring Services:</b>			\$0	\$0	\$93,333
<b>Data Processing Services:</b>	<b>53</b>				
Payroll Costs		6100			\$37,979
Professional and Contracted Services		6200			\$15,000
Supplies and Materials		6300			\$2,000
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Data Processing Services</b>			\$0	\$0	\$54,979

321

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Community Services:</b>	<b>61</b>				
Payroll Costs		6100			
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Community Services</b>			\$0	\$0	\$0
<b>Fund Raising:</b>	<b>81</b>				
Payroll Costs		6100			
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Fund Raising</b>			\$0	\$0	\$0

Renewal Contingencies

6001 Gulf Frwy, Houston TX 77023  
Tel: 713-926-1112 Fax: 713-926-1346

**George I. Sanchez**  
**Charter High School**



*Mary Perry*  
 To: *Charter school Division* From: *Bobby Lopez*

Fax: *512-463-9732* Pages: *30 inc. cover*

Phone: *512-463-9734* Date: *1/31/01*

Re: \_\_\_\_\_ CC: \_\_\_\_\_

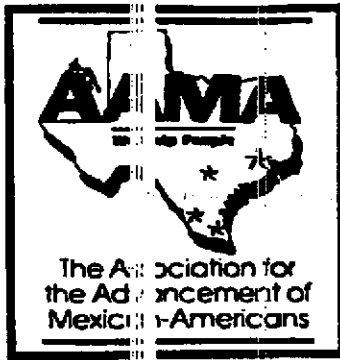
Urgent     For Review     Please Comment     Please Reply     Please Recycle

*to divisions*  
*1/31/01*

RECEIVED  
JAN 31 2001

*Home of the Eagles!*

323



January 30, 2001

Renewal Contingencies

Mary Perry  
 Charter School Division  
 Texas Education Agency  
 1701 N. Congress Avenue  
 Austin, Texas 78701-1494

Dear Ms. Perry,

This letter supports the addressed concerns submitted to George I. Sanchez Charter High School (GIS) from your office regarding our renewal application. Several of these issues were addressed during our presentation to the sub-committee of the State Board of Education on January 11, 2001.

The issues relating to the special education program will be strengthened in the upcoming year as George I. Sanchez Charter High School has applied as a member of a special education cooperative for the Houston area charter schools. More specifically, in answering the issues addressed listed are our responses by area of concern:

**Child Find 300.125** – GIS has established an on-going comprehensive system for identifying, locating and evaluating individuals with disabilities. The process is:

**I. Verification**

1. We interview parents to determine whether or not their student has been previously diagnosed and received services.
2. We examine records from the previous school district to verify previous eligibility.
3. We review current GIS eligibility records.

**II. Community Referrals**

1. GIS will annually publish a statement of public notification, including information regarding school services and personnel.

**III. Education Service Center Involvement**

1. GIS utilizes Region IV ESC for special education services.

**IV. In-District Referrals**

1. Teachers and parents make individual referrals for special education evaluation.

**Prior Notice by Agency-300.503**-The GIS forms do state the correct information. Examples of these forms are attached.

**Development and Implementation of IEP 300-342,300-350**

The development of goals and objectives for students' IEP's complies

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Officers  
 Jacob M...  
 Board Ch...

Dr. Rudy...  
 Board Ch...  
 Elect

Raul Don...  
 Vice Cha...  
 Social Service

Maria C...  
 Vice Cha...  
 Education

Rosalind...  
 Secretar...

Ernest...  
 Treasur...

Carmen...  
 Immedi...  
 Past Pres...

Board of...  
 Henry C...  
 Directo...

Olga Or...  
 Directo...

Dr. Rud...  
 Rogelio...  
 Directo...

Dina C...  
 Directo...

Raul De...  
 Directo...

Grace C...  
 Directo...

Laura R...  
 Directo...

Gilbert...  
 AAMA...  
 Presiden...

Acenete...  
 Deputy...  
 Director

Roberto...  
 Supr. D...  
 Capital

AAMA...  
 6001 G...  
 Building...  
 Houston...  
 Texas 77023

DATE SENT:

George I Sanchez  
Charter School

- Initial Assessment
- Reevaluation
- Special Request by ARD Committee

NOTICE OF COMPREHENSIVE INDIVIDUAL ASSESSMENT Renewal Contingencies

[Empty box for address or contact information]

\*We have carefully reviewed your child's/your school records, information from his/her/your teachers, and information you have shared with us. More information is needed to determine his/her/your needs and to plan an appropriate school program. If this is the first time your child has/you have been assessed, you will also receive a form requesting your permission for the testing.

\*We want to do a comprehensive assessment of your child/you for the following reasons:

\_\_\_\_\_

\*Before recommending this assessment, we considered the following alternatives:

*OPTIONS CONSIDERED	*WHY REJECTED

We want to test your child/you in all the areas listed below. These tests will help us learn more about his/her/your educational needs.

\*\*LANGUAGE (COMMUNICATIVE STATUS)

If your child/you know(s) more than one language, these tests will help us find out which is the best language for his/her/your learning. They will also let us know which language to use for all other testing. We want to find out how well your child/you understand(s) what is said to him/her/you and how well your child/you can express thoughts. If your child has/you have trouble speaking clearly, we may test him/her/you to find out what any speech problems may be.

Some of the tests we may give are: \_\_\_\_\_

\*\*PHYSICAL (MOTOR ABILITIES, HEALTH, VISION, HEARING)

We want to know if any physical or health problems make it difficult for your child/you to do his/her/your school work. We may give such tests as: \_\_\_\_\_

\*Denote required items

\*\*Student must be assessed in all areas related to the suspected disability, including the requirements of 34 CFR §300.532(f), if appropriate.

3/97  
PSC WOT-1

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**\*\*EMOTIONAL/BEHAVIORAL**

We want to know how well your child/you get(s) along with others at school and at home. We will collect information from you and his/her/your teachers.  
We may also give such tests as: \_\_\_\_\_

**\*\*SOCIOLOGICAL**

We want to get information about your child's/your home life and the kinds of experiences he/she has/you have had in your family. School staff members may be calling to talk to you about this.

**\*\*INTELLECTUAL/ADAPTIVE BEHAVIOR**

We want to determine how well your child/you think(s), compared to others of the same age. We also want to find out how well your child/you take(s) care of himself/herself/yourself at home and at school.  
We may also give such tests as: \_\_\_\_\_

**\*\*EDUCATIONAL LEARNING COMPETENCIES (ACADEMIC PERFORMANCE)**

We want to find out how your child is/you are doing in reading, math, spelling, and other areas, including job-related skills, if appropriate. We want to determine what he/she/you know(s) and what he/she/you need(s) to learn.  
We may also give such tests as: \_\_\_\_\_

\*Describe any other factors relevant to this proposal to assess (if applicable):

\*Your rights were explained to you when you were/your child was initially referred for special education assessment. Federal regulations require that parents and adult students be provided a full explanation of all procedural safeguards (rights) in their native language or other mode of communication each time the district proposes or refuses to initiate or change the identification, evaluation, or educational placement of you or your child or the provision of a free appropriate public education (FAPE) to you or your child. A copy of the procedural safeguards (rights) is attached to this form. Date given: \_\_\_\_\_ To: \_\_\_\_\_  
NAME

If you want more information or if you have any questions, please call: \_\_\_\_\_  
at: \_\_\_\_\_

\*SIGNATURE OF INTERPRETER, IF USED

DATE

\*Denote required items

\*\*Student must be assessed in all areas related to the suspected disability, including the requirements of 34 CFR §300.532(f), if appropriate.

3/97  
PS: IANOT-2

\*DATE SENT:

GEORGE I. SANCHEZ CHARTER HIGH SCHOOL

School phone: 713-926-1112

CONSENT FOR COMPREHENSIVE INDIVIDUAL ASSESSMENT Renewal Contingencies

[Empty rectangular box for signature or name]

You have received the NOTICE OF COMPREHENSIVE INDIVIDUAL ASSESSMENT.

We need your permission to test your child/you to find out what your child's/your educational needs are.

Please check the appropriate box by each statement, sign your name, and date and return this form to the school as soon as possible.

[ ] YES [ ] NO \*I have been fully informed and understand the assessment process and why it has been recommended for my child/me. If no, please explain:

[ ] YES [ ] NO I have been given the name and telephone number of a school staff member whom I may call if I want more information or if I have any questions. If no, please explain:

[ ] YES [ ] NO \*I give my permission for the testing that has been recommended for my child/me. If no, please explain:

[ ] YES [ ] NO \*I understand that my consent for assessment is voluntary and may be revoked at any time. If no, please explain:

[ ] YES [ ] NO \*I have been informed in my native language or other mode of communication.

[ ] YES [ ] NO \*I give permission for the testing to begin immediately by waiving the required five school day waiting period between notice of assessment and initiation of the assessment.

\*SIGNATURE OF PARENT, GUARDIAN, SURROGATE PARENT, OR ADULT STUDENT

\*DATE

\*SIGNATURE OF INTERPRETER, IF USED

\*DATE

Please return this form to: JOHN A. RISH SCHOOL STAFF PERSON

at George I Sanchez High School as soon as possible

\*Denies required items

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3/97 PSCIACON

Fecha de firma

Nota: Para archivar en Expediente de Auditoria del Estudiante

(1/98)

- i) physical education
- j) recreation
- k) leisure
- l) play
- m) self care

**II. When George I. Sanchez Charter High School is made aware of the possible need of assistive technology for one of its students, the following steps will be taken:**

- a) An evaluation of the needs of the child with a disability will be performed by the Special Education Department. This will include a functional evaluation in the child's customary environment and an evaluation of his/her ability to receive a FAPE with and without the assistive device.**
- b) If assistive technology is deemed to be necessary, the school provides for the acquisition of the device by purchasing or leasing it.**



**Renewal Contingencies**

*Example of child find tool.  
Booklets of these notices are posted.*

**Does your child have difficulty doing the same activities as other children of the same age? If yes, contact your Special Education Department.**

**George I. Sanchez**

**at 713-926-1112**

**Name of your school district**

**Phone number**

**Services are at no charge to the parents.**

## Renewal Contingencies

July 2, 1999

Julia Ballenger  
Texas Education Agency  
1701 North Congress Avenue  
Austin, TX 78701-1494

Dear Ms. Ballenger,

This letter serves as my assurance that all the corrective actions and their timelines have been or will be done in regard to the recommendations and specific indicator discrepancies addressed in the report of the on-site peer review visit from the Department of Accountability and School Accreditation conducted on January 11, 1999.

The Required Corrective Actions are being submitted for the following areas with supporting documentation.

Special Education

- S1 Does the district maintain a system for identifying, locating, and evaluating individuals with disabilities (birth through 21 years of age) residing in its jurisdiction who need special education and related services?
- S4 Has the district established and implemented policies, procedures, and operating guidelines concerning the confidentiality of personally identifiable information?
- S10 Does the district ensure that assistive technology devices and/or services are made available to a child with a disability if required as part of the child's education, related services or supplementary aids and services?

Sincerely,

*Wendell Beene*

Wendell Beene  
Interim Superintendent/Principal

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**Corrective Action for Discrepancy S 10**

**S 10** Does the district ensure that assistive technology devices and/or services are made available to a child with a disability if required as part of the child's special education, related services or supplementary aids and services?

(a) The district has established a system to address the assistive technology needs of students receiving special education services as follows:

- (1) George I. Sanchez High School (GIS) will discern the need for assistive technology during the evaluation process.
- (2) GIS will provide assistive technology to students who require it by contracting with outside resources.
- (3) The Lion's Club has agreed to assist GIS in obtaining assistive technology for students through Ms. Cheri Chapman.
- (4) A review of all students was conducted January 11 through June 20. Three students were referred for corrective eyeglasses. No other students were found to require assistive technology.

**Timelines:**

Review of student records January 11, 1999 to June 20, 1999.

**Documentation:**

"Sights for Students: Instructions for completing VSP Benefit Form"  
Example of student tested and referred

## Renewal Contingencies

Corrective Action for Discrepancy S 1

**S 1** Does the district maintain a system for identifying, locating, and evaluating individuals with disabilities (birth through 21 years of age) residing in its jurisdiction who need special education and related services?

- (a) The district has established an ongoing system for identifying, locating, and evaluating individuals with disabilities (birth through 21 years of age) residing in its jurisdiction who need special education and related services, including school-age individuals with disabilities attending private schools and residing in nursing facilities, Texas Department of Mental Health and Mental Retardation group homes, Texas Youth Commission group homes, detention facilities, or other residential care and treatment facilities within the district or shared service arrangement boundaries.
- (b) The district has established an ongoing system for identifying, locating, and evaluating individuals with disabilities (birth through 21 years of age) residing within the district's boundaries who need special education and related services.

As part of the district's evaluation system, all standardized tests and/or any other evaluation materials that are given to a child must:

- (c) Be validated for the specific purpose for which they are used.
- (d) Be administered by trained and knowledgeable personnel in accordance with any instructions provided by the producer of the tests.
- (e) Include those tailored to assess specific areas of educational need and not merely those that are designed to provide a single general intelligence quotient.
- (f) Have no single procedure used as the sole criterion for determining whether a child has a disability and for determining an appropriate educational program for the child.
- (g) The appropriate early childhood intervention program has been notified within two working days of all children birth through two years of age identified through the district or shared services arrangement as having a developmental delay.

It was determined by the Department of Accountability and School Accreditation that George I. Sanchez Charter High School (GIS) was not in compliance with these items because there was no system in place that addressed any aspect of Child Find.

GIS has taken appropriate steps to ensure these deficiencies are corrected as follows:

- 1) Our guidance counselor held individual meetings with teachers to identify students who the teachers felt needed to be tested for special education.

## Renewal Contingencies

- 2) Upon enrollment in our YCOC program (Code 02-Residential Treatment-Hospital Stay) each child is evaluated through the ARD system as described in the Child Find procedures. Our medical doctor, Dr. Varella, gives a referral to Psychological Services for evaluation. ARD notices are sent to parents at least five days in advance via certified mail and provide parents with at least three optional dates and times for the ARD meeting. All required ARD procedures are now being followed
- 3) Appropriate GIS personnel will attend a Child Find workshop on August 16, 1999 to obtain enhanced training in this area
- 4) Child Find will be immediately implemented as required
- 5) Staff development related to the child find process will be held in late August 1999.
- 6) GIS utilizes a variety of evaluation materials that are validated for the specific purpose for which they are used and include assessments of specific areas of educational need. These include: "The Forer Structured Sentence Completion Test," the "House-Tree-Person Drawing Form," the "Vineland Adaptive Behavior Scales," and the "BASC Behavior Assessment System for Children." GIS also utilizes the Iowa Test of Basic Skills as a broad indicator.
- 7) GIS now utilizes a trained Evaluation Specialist, Ms. Sandra Lins-Bobbio.
- 8) No children birth through two years of age have been identified as having developmental delays.

### Timelines:

Child Find Workshop: August 16, 1999

Child Find Inservice: August 1999

Implementation of Evaluation Materials: Spring 1999

Contract with Evaluation Specialist: Spring 1999

Creation and Implementation of system to identify individuals in need of special education: Spring 1999

### Documentation:

Copies of Evaluation tools used (see above)

Inservice Agenda and Schedule

## Renewal Contingencies

Corrective Action for Discrepancy S 4

**S 4 Has the district established and implemented policies, procedures, and operating guidelines concerning the confidentiality of personally identifiable information?**

- (a) The district has a list of the names and positions of those who may have access to personally identifiable information.
- (b) The district has identified an individual to assume responsibility for ensuring the confidentiality of any personally identifiable information.
- (c) The district has provided or conducted training and/or instruction regarding the state's policies and procedures to all individuals using or collecting personally identifiable information.
- (d) The district informs parents when personally identifiable information is no longer needed to provide educational services to the child and destroys records at parent's requests.
- (e) Notice of confidentiality of rights is given to the parent(s) and/or adult student on an annual basis
- (f) Parents were afforded an opportunity to inspect and review any education records relating to their child that are collected, maintained, or used by the district.
- (g) The district provided the parent with explanations and interpretations of the records requested.
- (h) The district provided the parent copies of the records to ensure the parents right to review and inspect the records containing information on their child.
- (i) The district provided a representative of the parent an opportunity to inspect and review their child's records.

There is an access record that addresses:

- (j) The parties obtaining access to educational records collected
- (k) The date access was given.
- (l) The purpose for which the party is authorized to use the records.

**Renewal Contingencies**

- (m) The district permitted the parent to review and inspect only information specific to their child when the record included information on children other than their own.
- (n) The district provided the parents upon request a list of the types and locations of education records collected, maintained, or used by the district.
- (o) If the district charged a fee for copies of records, the requested fee did not prevent the parent from exercising their right to inspect and review their child's records.

When the parent requests the amendment of records:

- (p) The district determined whether to amend the information in accordance with the request within a reasonable period of time from the receipt of the request
- (q) The district advised the parents of their right to a hearing under 34 CFR %300.568 when the district refused to amend the information in accordance with the parent's request.
- (r) The district provided, upon request, an opportunity for a hearing to challenge information in education records to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child.

The district, as a result of the hearing:

- (s) Decided that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, amended the information accordingly, and informed the parent in writing.
- (t) Decided that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, and informed the parent of the right to place in the records of their child a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the district.

Any information placed in the record as a result of a hearing:

- (u) Is maintained by the district as part of the child's record for as long as the district maintains the child's record.
- (v) If the record is disclosed by the district to any party, the parent's statement is also disclosed.

The district conducted a hearing according to the following procedures found in 34 CFR %99.22

## Renewal Contingencies

- (w) The district held the hearing within a reasonable time after receiving a request for a hearing from the parent.
- (x) The district gave the parent notice of the date, time, and place, in a reasonable time prior to the hearing.
- (y) The hearing was conducted by an official of the district who did not have a direct interest in the outcome of the hearing.
- (z) The district gave the parent a full and fair opportunity to present evidence relevant to the amendment of the record.
- (aa) The district made its decision based in a reasonable amount of time after the hearing and presented it in writing to the parent.
- (bb) The district's decision was based solely on the evidence presented at the hearing and the summary of evidence and the reasons for the decision were included in the written report of the hearing.

George I. Sanchez Charter High School (GIS) was not in compliance with these items because it had no system that addressed confidentiality. These items have been, or will be, corrected as follows:

- (1) A list of the names and positions of all those who may have access to personally identifiable information has been made.
- (2) Ms. Fabiana Bezerra, our Special Education Coordinator, has the responsibility of ensuring the confidentiality of personally identifiable information.
- (3) An inservice is planned for August 12, 1999 to train all staff members using or collecting personally identifiable information regarding state policies and procedures.
- (4) The school has complied with state policy regarding the need to inform parents when personally identifiable information is no longer needed and destroys those records at the parent's request. This was done at four Dismissal Meetings held on June 11 (2) June 13, and June 16, 1999.
- (5) GIS provides parents with the *Explanation of Procedural Safeguards* in the parents language of preference when a child is first referred for special education, they are notified of an ARD meeting, the school reevaluates the student, or the school requests a due process hearing. Parents are asked to sign a "Receipt for Explanation of Procedural Safeguards."
- (6) GIS provides parents an explanation and interpretation of records requested during the ARD meeting. Parents are also provided copies of their child's records at this time.



**Renewal Contingencies**

- (7) Parties wishing to obtain educational records must sign them out in the presence of the guidance counselor, stating the date and purpose of the request on the sign out sheet.
- (8) Parents are permitted to access information specific to their child when records include information on children only their own.
- (9) No parent has requested a list of the types and location of educational records collected and maintained by GIS; however, a list of these has been created.
- (10) GIS has never charged a fee for copies of records. Should a fee ever be required, the requested fee will not prevent parents from inspecting their child's records.
- (11) No parent has requested amendment of special education records. Should this occur, we will adhere to state guidelines concerning the hearing and its results.

**Timelines:**

Creation of a list of the names and positions of those with access to educational records: May 1999

Creation of a list of all records collected and maintained by GIS and their location: July 1999

Training given to all individuals using or collecting personally identifiable records: April 1999 and August 1999

**Documentation:**

"Form 18: Disabled Student Records Report of Maintenance and Access"

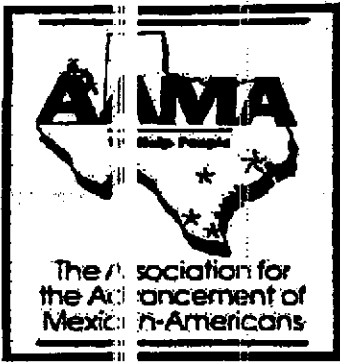
"An Explanation of Rights and Procedural Safeguards of a Parent with a Child with Disabilities in School"

"Receipt for Explanation of Procedural Safeguards" (English and Spanish versions)

"Folder Checklist" (list of records maintained by GIS)

Copy of Inservice Agenda

"Disabled Student Records Report of Maintenance and Access"



H.I.S.D.

Renewal-Contingencies

10/31/00

E.I.S.D.-MR. ROD PAIGE

I have received a copy of the George I. Sanchez Charter High School re application.

*S. Hooks*  
 \_\_\_\_\_  
 (Name)

*Receptionist*  
 \_\_\_\_\_  
 (Title)

*10/31/00*  
 \_\_\_\_\_  
 (Date)

Officers  
 Carmen [unclear]  
 Board Chair

Jacob [unclear]  
 Board Chair Elect

Henry [unclear]  
 Vice Chair Social Service

Maria [unclear]  
 Vice Chair Education

Rosalina Mora  
 Secretary

Board of Directors  
 Olga [unclear]  
 Dr. Rina Lamos  
 Rogelio Santos  
 Dina [unclear]  
 Raul [unclear]  
 Grace [unclear]  
 Laura [unclear]  
 Roy Zer [unclear]  
 Robert [unclear]  
 Fernando [unclear]

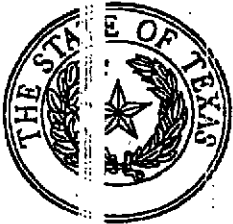
Gilbert [unclear]  
 AAMA President CEO

Acencia [unclear]  
 Deputy Director

Graciela [unclear]  
 Principal

AAMA Administration  
 6091 Co. Freeway  
 Building #1 Suite 102  
 Houston Texas 77053

Renewal Contingencies



Office of the Secretary of State  
Corporations Section  
P.O. Box 13697  
Austin, Texas 78711-3697

**ASSUMED NAME CERTIFICATE  
FOR FILING WITH THE SECRETARY OF STATE**

1. The name of the corporation, limited liability company, limited partnership, or registered limited liability partnership as stated in its articles of incorporation, articles of organization, certificate of limited partnership, application for certificate of authority or comparable document is

The Association for the Advancement of Mexican Americans

2. The assumed name under which the business or professional service is or is to be conducted or rendered is

George I. Sanchez Charter High School

3. The state, country, or other jurisdiction under the laws of which it was incorporated, organized or associated is Harris and the

address of its registered or similar office in that jurisdiction is

6001 Gulf Freeway, Bld. B-3, Ste. 165, Houston, TX 77023

4. The period, not to exceed 10 years, during which the assumed name will be used is 2000-2010.

5. The entity is a (check one):

A.

- |   |  |
|---|--|
| <input type="checkbox"/> Business Corporation                     | <input checked="" type="checkbox"/> Non-Profit Corporation |
| <input type="checkbox"/> Professional Corporation                 | <input type="checkbox"/> Professional Association          |
| <input type="checkbox"/> Limited Liability Company                | <input type="checkbox"/> Limited Partnership               |
| <input type="checkbox"/> Registered Limited Liability Partnership |  |

B. If the entity is some other type business, professional or other association that is incorporated, please specify below (e.g., bank, savings and loan association etc.)

6. If the entity is required to maintain a registered office in Texas, the address of the registered office is 6001 Gulf Freeway, Bld. B-3, Ste. 165, Houston, TX 77023

and the name of its registered agent at such address is Gilbert Moreno

The address of the principal office (if not the same as the registered office) is

6001 Gulf Freeway, Bld. B-1, Houston, TX 77023

Renewal Contingencies

If the entity is not required to or does not maintain a registered office in Texas, the office address in Texas is \_\_\_\_\_

and if the entity is not incorporated, organized or associated under the laws of Texas, the address of its place of business in Texas is \_\_\_\_\_

and the office address elsewhere is \_\_\_\_\_

1. The county or counties where business or professional services are being or are to be conducted or rendered under such assumed name are (if applicable, use the designation "ALL" or "ALL EXCEPT")

Harris

2. The undersigned, if acting in the capacity of an attorney-in-fact of the entity, certifies that the entity has duly authorized the attorney-in-fact in writing to execute this document.

By

*Gilliat M. Moreau*

Signature of officer, general partner, manager, representative or attorney-in-fact of the entity

**NOTE**

This form is designed to meet statutory requirements for filing with the secretary of state and is not designed to meet filing requirements on the county level. Filing requirements for assumed name documents to be filed with the county clerk differ. Assumed name documents filed with the county clerk are to be executed and acknowledged by the filing party, which requires that the document be notarized.

# 2000-2001 Charter School Calendar

George I. Sanchez *Charter School* 101-804 *County District Number*

August 00

S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 00

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

October 00

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

November 00

S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 00

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

January 01

S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Reporting Periods	[Begin/End]	Days Taught
1 <sup>st</sup> Reporting Period	8/16/00-9/22/00	27
2 <sup>nd</sup> Reporting Period	9/25/00-11/3/00	27
3 <sup>rd</sup> Reporting Period	11/6/00-12/14/00	26
4 <sup>th</sup> Reporting Period	1/3/01-2/16/01	32
5 <sup>th</sup> Reporting Period	2/20/01-4/6/01	28
6 <sup>th</sup> Reporting Period	4/9/01-5/31/01	35
<b>Total Days Taught</b>		<b>175</b>

Holiday ○	Date
Labor Day	9/4/00
Fall Holiday	10/9/00
Thanksgiving	11/22/00-11/24/00
Winter Holiday	12/18/00-1/1/01
Martin Luther King	1/15/01
Spring Break	3/12/01-3/16/01
Spring Holiday	4/13/01-4/16/01

Staff Development □
8/11/00, 8/14/00, 10/10/00 11/1/00, -
2/19/01, 3/9/01, 4/17/01 5/28/01, 1/2/01

Bad Weather Make Up days ☆
12/15/00 6/1/01

Teacher Work Days ▲
8/15/00
12/15/00
6/1/01

**Legend**  
 Begin Attendance Reporting Period [   
 End Attendance Reporting Period ]  
 Holiday ○  
 Staff Development □  
 Bad Weather Make Up days ☆  
 Teacher Work Days ▲

February 01

S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 01

S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 01

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

May 01

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

June 01

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

July 01

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

## ATTACHMENT 11

Renewal Contingencies

Charter School George I. Sanchez  
 For the Fiscal Year Ended AUGUST 31, 2001

Page 1

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 Charter School Budget Categories
 

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	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Net Assets at Beginning of Year</b>				\$0
<b>Estimated Revenues:</b>				
Local Sources		\$ 55,000.00		\$ 55,000.00
State Sources		\$ 2,100,000.00		\$ 2,100,000.00
Federal Sources		\$ 125,000.00		\$ 125,000.00
Other Sources		\$ 536,000.00		\$ 536,000.00
<b>Total Estimated Revenues</b>		<b>\$ 2,816,000.00</b>	<b>\$0</b>	<b>\$ 2,816,000.00</b>
<b>Estimated Expenses:</b>				
Payroll Costs	6100	\$ 1,908,385.00	\$ -	\$ -
Professional and Contracted Services	6200	\$ 199,450.00	\$ -	\$ -
Supplies and Materials	6300	\$ 231,741.00	\$ -	\$ -
Other Operating Costs	6400	\$ 461,400.00	\$ -	\$ -
Debt Expense	6500	\$ 9,100.00	\$ -	\$ -
<b>Total Estimated Expenses</b>		<b>\$ 2,810,076.00</b>	<b>\$0</b>	<b>\$ -</b>
<b>Gain:</b>	7950			\$0
<b>Losses:</b>	8950			\$0
<b>Change in Net Assets</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Assets at End of Year</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

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## Renewal Contingencies

Charter School GEORGE I. SANCHEZ  
 For the Fiscal Year Ended August 31, 2001

Page 2

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 Charter School Budget Categories (Continued)
 

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	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Instruction</b>	11				
Payroll Costs		6100			\$1,119,583
Professional and Contracted Services		6200			\$75,000
Supplies and Materials		6300			\$118,041
Other Operating Costs		6400			\$5,000
Debt Expense		6500			\$0
<b>Total Instruction</b>				\$0	\$1,315,624
<b>Instructional Resources and Medical Services</b>	12				
Payroll Costs		6100			\$26,640
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$2,500
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Instructional Resources and Medical Services</b>			\$0	\$0	\$29,140
<b>Curriculum Development and Instructional Staff Development</b>	13				
Payroll Costs		6100			\$27,916
Professional and Contracted Services		6200			\$16,250
Supplies and Materials		6300			\$6,000
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Curriculum and Instructional Staff Development</b>			\$0	\$0	\$50,166

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Charter School GEORGE I SANCHEZ  
 For the Fiscal Year Ended August 31st, 2001

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Instructional Leadership:</b>	<b>21</b>				
Payroll Costs		6100			\$88,078
Professional and Contracted Services		6200			\$30,000
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Interest		6500			\$0
<b>Total Instructional Leadership</b>			\$0	\$0	\$118,078
<b>School Leadership:</b>	<b>23</b>				
Payroll Costs		6100			\$88,542
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$650
Other Operating Costs		6400			\$1,000
Debt Interest		6500			\$0
<b>Total School Leadership</b>			\$0	\$0	\$70,192
<b>Guidance, Counseling and Evaluation Services</b>	<b>31</b>				
Payroll Costs		6100			\$73,815
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Interest		6500			\$0
<b>Total Guidance, Counseling and Evaluation Services</b>			\$0	\$0	\$73,815



Charters School GEORGE I SANCHEZ  
 For the Fiscal Year Ended August 31, 2001

Renewal Contingencies

Page 4

Charters School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Social Work Services:</b>	<b>32</b>				
Payroll Costs		6100			
Professional and Contracted Services		6200			\$ 118,535
Supplies and Materials		6300			\$ 0
Other Operating Costs		6400			\$ 0
Debt Expense		6500			\$ 0
<b>Total Social Work Services</b>			<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 118,535</b>
<b>Health Services:</b>	<b>33</b>				
Payroll Costs		6100			
Professional and Contracted Services		6200			\$ 43,678
Supplies and Materials		6300			\$ 0
Other Operating Costs		6400			\$ 0
Debt Expense		6500			\$ 3,000
<b>Total Health Services</b>			<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 46,678</b>
<b>Student Transportation</b>	<b>34</b>				
Payroll Costs		6100			
Professional and Contracted Services		6200			\$ 0
Supplies and Materials		6300			\$ 0
Other Operating Costs		6400			\$ 0
Debt Expense		6500			\$ 21,500
<b>Total Student Transportation</b>			<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 21,500</b>

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Renewal Contingencies

Charter School GEORGE I SANCHEZ  
 For the Fiscal Year Ended August 31st, 2001

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Food Services:</b>	<b>35</b>				
Payroll Costs		6100			
Professional and Contracted Services		6200			\$76,567
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$88,750
Debt Expense		6500			\$0
<b>Total Food Services</b>			\$0	\$0	\$165,317
<b>Cocurricular/Extracurricular Activities:</b>	<b>36</b>				
Payroll Costs		6100			\$0
Professional and Contracted Services		6200			\$2,000
Supplies and Materials		6300			\$4,000
Other Operating Costs		6400			\$5,000
Debt Expense		6500			\$0
<b>Total Cocurricular/Extracurricular Activities:</b>			\$0	\$0	\$11,000
<b>General Administration:</b>	<b>41</b>				
Payroll Costs		6100			\$75,258
Professional and Contracted Services		6200			\$27,000
Supplies and Materials		6300			\$6,800
Other Operating Costs		6400			\$38,300
Debt Expense		6500			\$0
<b>Total General Administration</b>			\$0	\$0	\$147,358

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Charter School GEORGE I SANCHEZ  
 For the Fiscal Year Ended August 31st, 2001

## Renewal Contingencies

Page 6

## Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Plant Maintenance and Operations:</b>	<b>51</b>				
Payroll Costs		6100			\$59,161
Professional and Contracted Services		6200			\$33,500
Supplies and Materials		6300			\$5,000
Other Operating Costs		6400			\$387,600
Debt Expense		6500			\$9,100
<b>Total Plant Maintenance and Operations</b>			<b>\$0</b>	<b>\$0</b>	<b>\$494,361</b>
<b>Security and Monitoring Services:</b>	<b>52</b>				
Payroll Costs		6100			\$92,633
Professional and Contracted Services		6200			\$700
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Security and Monitoring Services:</b>			<b>\$0</b>	<b>\$0</b>	<b>\$93,333</b>
<b>Data Processing Services:</b>	<b>53</b>				
Payroll Costs		6100			\$37,979
Professional and Contracted Services		6200			\$15,000
Supplies and Materials		6300			\$2,000
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Data Processing Services</b>			<b>\$0</b>	<b>\$0</b>	<b>\$54,979</b>

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Renewal Contingencies

Charter School GEORGE I SANCHEZ  
 For the Fiscal Year Ended August 31/31, 2001

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Community Services:</b>	<b>61</b>				
Payroll Costs		6100			\$0
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Community Services</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Fund Raising:</b>	<b>81</b>				
Payroll Costs		6100			\$0
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Fund Raising</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

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6001 Gulf Frwy, Houston TX 77023  
Tel: 713-926-1112 Fax: 713-926-1346

**George I. Sanchez  
Charter High School**

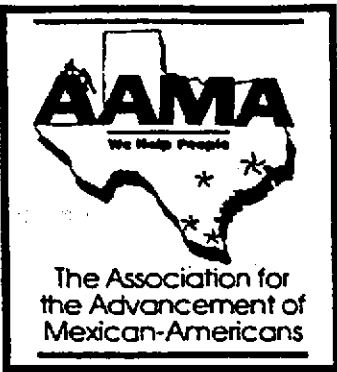
# Fax

To:	Mary Perry Charter School Division	From:	Bobby Lopez
Fax:	512-463-9732	Pages:	30, inc. Cover
Phone:	512-463-9734	Date:	11/31/01
Re:		CC:	

Urgent     For Review     Please Comment     Please Reply     Please Recycle

*m hm*

*Home of the Eagles!*



January 30, 2001

*Renewal Contingencies*

Mary Perry  
Charter School Division  
Texas Education Agency  
1701 N. Congress Avenue  
Austin, Texas 78701-1494

Dear Ms. Perry,

This letter supports the addressed concerns submitted to George I. Sanchez Charter High School (GIS) from your office regarding our renewal application. Several of these issues were addressed during our presentation to the sub-committee of the State Board of Education on January 11, 2001.

The issues relating to the special education program will be strengthened in the upcoming year as George I. Sanchez Charter High School has applied as a member of a special education cooperative for the Houston area charter schools. More specifically, in answering the issues addressed listed are our responses by area of concern:

Child Find 300.125 – GIS has established an on-going comprehensive system for identifying, locating and evaluating individuals with disabilities. The process is:

**I. Verification**

1. We interview parents to determine whether or not their student has been previously diagnosed and received services.
2. We examine records from the previous school district to verify previous eligibility.
3. We review current GIS eligibility records.

**II. Community Referrals**

1. GIS will annually publish a statement of public notification, including information regarding school services and personnel.

**III. Education Service Center Involvement**

1. GIS utilizes Region IV ESC for special education services.

**IV. In-District Referrals**

1. Teachers and parents make individual referrals for special education evaluation.

Prior Notice by Agency-300.503-The GIS forms do state the correct information. Examples of these forms are attached.

Development and Implementation of IEP 300-342,300-350

The development of goals and objectives for students' IEP's complies

**Officers**

Jacob Monty  
Board Chair

Dr. Rudy Ramos  
Board Chair Elect

Raul Dominguez  
Vice Chair Social Service

Maria (Cris) Garza  
Vice Chair Education

Rosalinda Mora  
Secretary

Liz Cloud  
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Immediate Past President

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Fernando Tovar

Gilbert Moreno  
AAMA President CFO

Aecnete Flores  
Deputy Director

Roberto Lopez  
Supt. Principal

AAMA Administration  
6001 Gulf Freeway  
Building B-1, Suite 102  
Houston, Texas 77023

350

with all state laws and policies. Appropriate teachers implement the IEP as specified by the ARD committee.

In regards to the corrective actions stated on the T.E.A. letter dated June 2, 1999, GIS submitted the required corrective actions in a timely manner. Attached is the response letter dated July 2, 1999, sent to the agency regarding corrective actions and the timeline for their implementation.

A copy of the George I. Sanchez Charter reapplication was submitted to H.I.S.D. on October 31, 2000. A signed receipt was obtained from H.I.S.D. and is attached to this document.

AAMA complies with all provisions required under the Open Meetings Act. All agenda items are posted with 72 hours notice. The AAMA bylaws will be updated to reflect actual practice.

The agency has applied to the Secretary of State for an assumed name certificate as George I. Sanchez Charter School. A copy of this application is attached.


The financial review issues raised have been noted. The agency has adopted the codes according to the Accounting Policies and Procedures Manual. The budget summary is correct; however, the budget detail did show an erroneous posting. The corrected copy is attached.

The deficit in question was as a result of the school's existence as a private school prior to becoming a charter school. The school has run as a surplus in the past four years of operation as a charter school in regards to revenues generated from the state. In the future we will provide a paragraph in our audit report noting the prior years' deficit and an appropriate explanation of this deficit.

The calendar submitted to the T.E.A. Division of State Funding did include two weather days (12/15/00 and 6/1/01). The calendar reflects only 175 days of instruction because 5 days were approved through a staff development waiver.

The by-laws are being submitted to the AAMA board for corrected signatures.

Sincerely,

  
Roberto I. Lopez  
Superintendent/Principal

\*DATE SENT:

George I Sanchez  
Charter School

- Initial Assessment
- Reevaluation
- Special Request by ARD Committee

**NOTICE OF COMPREHENSIVE INDIVIDUAL ASSESSMENT** **Renewal Contingencies**

[Empty rectangular box]

\*We have carefully reviewed your child's/your school records, information from his/her/your teachers, and information you have shared with us. More information is needed to determine his/her/your needs and to plan an appropriate school program. If this is the first time your child has/you have been assessed, you will also receive a form requesting your permission for the testing.

\*We want to do a comprehensive assessment of your child/you for the following reasons:

\_\_\_\_\_

\*Before recommending this assessment, we considered the following alternatives:

*OPTIONS CONSIDERED	*WHY REJECTED

We want to test your child/you in all the areas listed below. These tests will help us learn more about his/her/your educational needs.

**\*\*LANGUAGE (COMMUNICATIVE STATUS)**

If your child/you know(s) more than one language, these tests will help us find out which is the best language for his/her/your learning. They will also let us know which language to use for all other testing. We want to find out how well your child/you understand(s) what is said to him/her/you and how well your child/you can express thoughts. If your child has/you have trouble speaking clearly, we may test him/her/you to find out what any speech problems may be.

Some of the tests we may give are: \_\_\_\_\_

**\*\*PHYSICAL (MOTOR ABILITIES, HEALTH, VISION, HEARING)**

We want to know if any physical or health problems make it difficult for your child/you to do his/her/your school work. We may give such tests as: \_\_\_\_\_

\*Denotes required items

\*\*Student must be assessed in all areas related to the suspected disability, including the requirements of 34 CFR §300.532(f), if appropriate.

3/97  
PSCIANOT-1



**Renewal Contingencies**

**\*\*EMOTIONAL/BEHAVIORAL**

We want to know how well your child/you get(s) along with others at school and at home. We will collect information from you and his/her/your teachers.  
We may also give such tests as: \_\_\_\_\_

**\*\*SOCIOLOGICAL**

We want to get information about your child's/your home life and the kinds of experiences he/she has/you have had in your family. School staff members may be calling to talk to you about this.

**\*\*INTELLECTUAL/ADAPTIVE BEHAVIOR**

We want to determine how well your child/you think(s), compared to others of the same age. We also want to find out how well your child/you take(s) care of himself/herself/yourself at home and at school.  
We may also give such tests as: \_\_\_\_\_

**\*\*EDUCATIONAL LEARNING COMPETENCIES (ACADEMIC PERFORMANCE)**

We want to find out how your child is/you are doing in reading, math, spelling, and other areas, including job-related skills, if appropriate. We want to determine what he/she/you know(s) and what he/she/you need(s) to learn.  
We may also give such tests as: \_\_\_\_\_

\*Describe any other factors relevant to this proposal to assess (if applicable):

\*Your rights were explained to you when you were/your child was initially referred for special education assessment. Federal regulations require that parents and adult students be provided a full explanation of all procedural safeguards (rights) in their native language or other mode of communication each time the district proposes or refuses to initiate or change the identification, evaluation, or educational placement of you or your child or the provision of a free appropriate public education (FAPE) to you or your child. A copy of the procedural safeguards (rights) is attached to this form. Date given: \_\_\_\_\_ To: \_\_\_\_\_  
NAME

If you want more information or if you have any questions, please call: \_\_\_\_\_  
at: \_\_\_\_\_

\_\_\_\_\_  
\*SIGNATURE OF INTERPRETER, IF USED

\_\_\_\_\_  
DATE

\*Denotes required items

\*\*Student must be assessed in all areas related to the suspected disability, including the requirements of 34 CFR §300.532(f), if appropriate.

3/97  
PSCIANOT-2

\*DATE SENT:

GEORGE I. SANCHEZ CHARTER HIGH  
SCHOOL

School phone:  
713-926-1112

CONSENT FOR COMPREHENSIVE INDIVIDUAL ASSESSMENT *Renewal Contingencies*

[Empty rectangular box for signature or date]

You have received the NOTICE OF COMPREHENSIVE INDIVIDUAL ASSESSMENT.

We need your permission to test your child/you to find out what your child's/your educational needs are.

Please check the appropriate box by each statement, sign your name, and date and return this form to the school as soon as possible.

YES  NO \*I have been fully informed and understand the assessment process and why it has been recommended for my child/me. If no, please explain:

YES  NO I have been given the name and telephone number of a school staff member whom I may call if I want more information or if I have any questions. If no, please explain:

YES  NO \*I give my permission for the testing that has been recommended for my child/me. If no, please explain:

YES  NO \*I understand that my consent for assessment is voluntary and may be revoked at any time. If no, please explain:

YES  NO \*I have been informed in my native language or other mode of communication.

YES  NO \*I give permission for the testing to begin immediately by waiving the required five school day waiting period between notice of assessment and initiation of the assessment.

\_\_\_\_\_  
\*SIGNATURE OF PARENT, GUARDIAN, SURROGATE PARENT, OR ADULT STUDENT

\_\_\_\_\_  
\*DATE

\_\_\_\_\_  
\*SIGNATURE OF INTERPRETER, IF USED

\_\_\_\_\_  
\*DATE

Please return this form to: JOHN A. RISH at George I Sanchez High as soon as possible.  
SCHOOL STAFF PERSON SCHOOL

\* Denotes required items

George I Sanchez Charter School  
Special Services Department

Renewal Contingencies

**RECEIPT OF EXPLANATION OF PROCEDURAL SAFEGUARDS**

As Required by Individuals with Disabilities Education Act (IDEA) 34 Code of Federal Regulations - Part 300

**Student:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

Note: Each time the Explanation of Procedural Safeguards is distributed receipt must be documented.

A copy of the Procedural Safeguards available to the parents of a child with a disability must be given to the parents, at a minimum: (a) upon initial referral for evaluation, (b) upon each notification of an ARD meeting, and (c) upon reevaluation of the child. The Procedural Safeguards notice must be provided in the native language of the parent or other mode of communication used by the parent, unless it is clearly not feasible to do so.

- This is to verify that I have received a copy of the Explanation of Procedural Safeguards, which informs me of my rights throughout the child/student centered educational process. The individual listed below has explained the procedural safeguards to me.
- I understand that my rights include the right to receive:
  - This and all other notices in the language I understand (primary language) or, if needed, a translation of such orally, in sign language, or in braille as appropriate, and
  - Answers from school personnel to additional questions I may have. My signature below indicates that I initially received a copy of the Explanation of Procedural Safeguards on the date specified and that I understand its contents.
- I understand that school personnel will make an entry on the Notice of Procedural Safeguards Log each time I am given/sent a copy of the Explanation of Procedural Safeguards.

Complete this section for initial distribution only.  
This is to verify that I have received a copy of the Explanation of Procedural Safeguards which informs me of my rights throughout the child/student-centered educational process. The procedural safeguards have been explained to me by:

(Name)	(Signature of Parent /Guardian/Surrogate Parent/Adult Student)
(Address)	(Date of Initial Signature)
On	(Signature of Interpreter (if used))
(Date Issued)	(Language)
(Name of Student's Current Campus)	(Date Signed)

**DISTRIBUTION LOG**

TYPE OF NOTICE					Recipient	Date Sent/Given
Check the type of notice with which the Explanation of Procedural Safeguards was disseminated.						
Notice of Comprehensive Individual Assessment Initial/Reevaluation/ Psychological/Speech	Notice of ARD Initial/ Review/ Transfer	Consent for Initial Placement	Notice of Refusal to Provide Services	Manifestation Determination (Additional Rights included)	Enter the name of the person to whom a copy of the Explanation of Procedural Safeguards was sent/given.	Enter the date the Explanation of Procedural Safeguards was disseminated.

Rights Receipt & Log 2/99

Recibo de enmiendas de Ley de la Educación para Personas con Necesidades Especiales (IDEA) de 1997

Nombre del Estudiante

Escuela

Fecha de Nacimiento

**Nota:** Se exige por ley que cada vez que se distribuyan las Enmiendas de IDEA de 1997 se documente su recibo.

Esto es para verificar que yo he recibido una copia de las *Explicaciones de Salvaguardias Procesales (Enmiendas de IDEA de 1997)* que me informa de mis derechos a través del proceso educativo centrado en el niño/ estudiante. Las Salvaguardias Procesales me fueron explicadas por (nombre/puesto/fecha registrada en la primera columna de cada sección).

Entiendo que mis derechos incluyen el derecho de recibir:

- esta y otras notificaciones en el idioma que yo entiendo (idioma primario) o, de ser necesario, una traducción oral del mismo, en lenguaje por señas, o en braille según corresponda, y
- respuestas del personal escolar a preguntas adicionales que yo pueda tener. Mi firma abajo indica que inicialmente yo recibí una copia de las *Explicaciones de Salvaguardias Procesales (Enmiendas de IDEA de 1997)* en la fecha especificada y que entiendo su contenido.

Complete esta sección para distribución inicial únicamente.

Nombre

Firma Padres/Tutor Legal/Padres Substituto/  
Estudiante Adulto

Puesto

Fecha de firma

Fecha de entrega

Firma del intérprete (si es del caso)

Fecha de firma

Nota: Para archivar en Expediente de Auditoria del Estudiante

## **ASSISTIVE TECHNOLOGY**

- I. Assistive technology devices and/or services are made available to a child with a disability if required as part of the child's special education, related services or supplementary aids and services.**

**Assistive technology can refer to high technology devices and computers but also includes a wide range of items used in daily living that maintain or increase functional capabilities. Some common areas in which assistive technology is used are:**

- a) positioning**
- b) computer access**
- c) environmental control**
- d) augmentative communication**
- e) assistive listening**
- f) visual aids**
- g) mobility**
- h) computer bases instructions**
- i) physical education**
- j) recreation**
- k) leisure**
- l) play**
- m) self care**

- II. When George I. Sanchez Charter High School is made aware of the possible need of assistive technology for one of its students, the following steps will be taken:**

- a) An evaluation of the needs of the child with a disability will be performed by the Special Education Department. This will include a functional evaluation in the child's customary environment and an evaluation of his/her ability to receive a FAPE with and without the assistive device.**
- b) If assistive technology is deemed to be necessary, the school provides for the acquisition of the device by purchasing or leasing it.**

- c) G. I. S. will take the responsibility for selecting, designing, fitting, customizing, adapting, applying, retaining, repairing, or replacing assistive technology devices that that have been prepared for the handicapped student.
- d) G.I.S. will coordinate and use other therapies, interventions, or services with existing education and rehabilitation plans and programs.
- e) G.I.S. will train or give technical assistance for a child with a disability or, if appropriate, that child's family.
- f) G.I.S. will provide training or technical assistive for those professionals and other individuals who provide services to the child with disabilities.

**III.** The following factors will be weighted and balanced when deciding whether proposed accommodations are required to be made by the LEA.

- a) Is the equipment, aid, or service provided to general education students?
- b) Is the equipment, aid or service necessary for the student to receive the benefit of a specific activity within the instructional program?
- c) Will the student, with reasonable accommodations be able to meet all the program's or activity's requirements in spite of existing disabilities?
- d) Can the proposed accommodations be made without imposing an "undue financial and administrative burden" upon the education agency?

*Example of child find tool.  
Booklets of these notices are posted.*

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**Does your child have difficulty doing the same activities as other children of the same age? If yes, contact your Special Education Department.**

**George I. Sanchez**

**Name of your school district**

at

**713-926-1112**

**Phone number**

July 2, 1999

**Renewal Contingencies**

Julia Ballenger  
Texas Education Agency  
1701 North Congress Avenue  
Austin, TX 78701-1494

Dear Ms. Ballenger,

This letter serves as my assurance that all the corrective actions and their timelines have been or will be done in regard to the recommendations and specific indicator discrepancies addressed in the report of the on-site peer review visit from the Department of Accountability and School Accreditation conducted on January 11, 1999.

The Required Corrective Actions are being submitted for the following areas with supporting documentation.

**Special Education**

- S1 Does the district maintain a system for identifying, locating, and evaluating individuals with disabilities (birth through 21 years of age) residing in its jurisdiction who need special education and related services?
- S4 Has the district established and implemented policies, procedures, and operating guidelines concerning the confidentiality of personally identifiable information?
- S10 Does the district ensure that assistive technology devices and/or services are made available to a child with a disability if required as part of the child's education, related services or supplementary aids and services?

Sincerely,

*Wendell Beene*

Wendell Beene  
Interim Superintendent/Principal



**Corrective Action for Discrepancy S 10**

S 10 Does the district ensure that assistive technology devices and/or services are made available to a child with a disability if required as part of the child's special education, related services or supplementary aids and services?

- (a) The district has established a system to address the assistive technology needs of students receiving special education services as follows:
- (1) George I. Sanchez High School (GIS) will discern the need for assistive technology during the evaluation process.
  - (2) GIS will provide assistive technology to students who require it by contracting with outside resources.
  - (3) The Lion's Club has agreed to assist GIS in obtaining assistive technology for students through Ms. Cheri Chapman.
  - (4) A review of all students was conducted January 11 through June 20. Three students were referred for corrective eyeglasses. No other students were found to require assistive technology.

**Timelines:**

Review of student records January 11, 1999 to June 20, 1999.

**Documentation:**

"Sights for Students: Instructions for completing VSP Benefit Form"  
Example of student tested and referred

Corrective Action for Discrepancy S 1

S 1 Does the district maintain a system for identifying, locating, and evaluating individuals with disabilities (birth through 21 years of age) residing in its jurisdiction who need special education and related services?

- (a) The district has established an ongoing system for identifying, locating, and evaluating individuals with disabilities (birth through 21 years of age) residing in its jurisdiction who need special education and related services, including school-age individuals with disabilities attending private schools and residing in nursing facilities, Texas Department of Mental Health and Mental Retardation group homes, Texas Youth Commission group homes, detention facilities, or other residential care and treatment facilities within the district or shared service arrangement boundaries?
- (b) The district has established an ongoing system for identifying, locating, and evaluating individuals with disabilities (birth through 21 years of age) residing within the district's boundaries who need special education and related services.

As part of the district's evaluation system, all standardized tests and/or any other evaluation materials that are given to a child must:

- (c) Be validated for the specific purpose for which they are used.
- (d) Be administered by trained and knowledgeable personnel in accordance with any instructions provided by the producer of the tests.
- (e) Include those tailored to assess specific areas of educational need and not merely those that are designed to provide a single general intelligence quotient.
- (f) Have no single procedure used as the sole criterion for determining whether a child has a disability and for determining an appropriate educational program for the child.
- (g) The appropriate early childhood intervention program has been notified within two working days of all children birth through two years of age identified through the district or shared services arrangement as having a developmental delay.

It was determined by the Department of Accountability and School Accreditation that George I. Sanchez Charter High School (GIS) was not in compliance with these items because there was no system in place that addressed any aspect of Child Find.

GIS has taken appropriate steps to ensure these deficiencies are corrected as follows:

- 1) Our guidance counselor held individual meetings with teachers to identify students who the teachers felt needed to be tested for special education.

## Renewal Contingencies

- 2) Upon enrollment in our YCOC program (Code 02-Residential Treatment-Hospital Stay) each child is evaluated through the ARD system as described in the Child Find procedures. Our medical doctor, Dr. Varella, gives a referral to Psychological Services for evaluation. ARD notices are sent to parents at least five days in advance via certified mail and provide parents with at least three optional dates and times for the ARD meeting. All required ARD procedures are now being followed
- 3) Appropriate GIS personnel will attend a Child Find workshop on August 16, 1999 to obtain enhanced training in this area
- 4) Child Find will be immediately implemented as required
- 5) Staff development related to the child find process will be held in late August 1999.
- 6) GIS utilizes a variety of evaluation materials that are validated for the specific purpose for which they are used and include assessments of specific areas of educational need. These include: "The Forer Structured Sentence Completion Test," the "House-Tree-Person Drawing Form," the "Vineland Adaptive Behavior Scales," and the "BASC Behavior Assessment System for Children." GIS also utilizes the Iowa Test of Basic Skills as a broad indicator.
- 7) GIS now utilizes a trained Evaluation Specialist, Ms. Sandra Lins-Bobbio.
- 8) No children birth through two years of age have been identified as having developmental delays.

### Timelines:

Child Find Workshop: August 16, 1999

Child Find Inservice: August 1999

Implementation of Evaluation Materials: Spring 1999

Contract with Evaluation Specialist: Spring 1999

Creation and Implementation of system to identify individuals in need of special education: Spring 1999

### Documentation:

Copies of Evaluation tools used (see above)

Inservice Agenda and Schedule

Corrective Action for Discrepancy S 4

S 4 Has the district established and implemented policies, procedures, and operating guidelines concerning the confidentiality of personally identifiable information?

- (a) The district has a list of the names and positions of those who may have access to personally identifiable information.
- (b) The district has identified an individual to assume responsibility for ensuring the confidentiality of any personally identifiable information.
- (c) The district has provided or conducted training and/or instruction regarding the state's policies and procedures to all individuals using or collecting personally identifiable information.
- (d) The district informs parents when personally identifiable information is no longer needed to provide educational services to the child and destroys records at parent's requests.
- (e) Notice of confidentiality of rights is given to the parent(s) and/or adult student on an annual basis
- (f) Parents were afforded an opportunity to inspect and review any education records relating to their child that are collected, maintained, or used by the district.
- (g) The district provided the parent with explanations and interpretations of the records requested.
- (h) The district provided the parent copies of the records to ensure the parents right to review and inspect the records containing information on their child.
- (i) The district provided a representative of the parent an opportunity to inspect and review their child's records.

There is an access record that addresses:

- (j) The parties obtaining access to educational records collected
- (k) The date access was given.
- (l) The purpose for which the party is authorized to use the records.

## Renewal Contingencies

- (m) The district permitted the parent to review and inspect only information specific to their child when the record included information on children other than their own.
- (n) The district provided the parents upon request a list of the types and locations of education records collected, maintained, or used by the district.
- (o) If the district charged a fee for copies of records, the requested fee did not prevent the parent from exercising their right to inspect and review their child's records.

When the parent requests the amendment of records:

- (p) The district determined whether to amend the information in accordance with the request within a reasonable period of time from the receipt of the request
- (q) The district advised the parents of their right to a hearing under 34 CFR %300.568 when the district when the district refused to amend the information in accordance with the parent's request.
- (r) The district provided, upon request, an opportunity for a hearing to challenge information in education records to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child.

The district, as a result of the hearing:

- (s) Decided that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, amended the information accordingly, and informed the parent in writing.
- (t) Decided that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, and informed the parent of the right to place in the records of their child a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the district.

Any information placed in the record as a result of a hearing:

- (u) Is maintained by the district as part of the child's record for as long as the district maintains the child's record.
- (v) If the record is disclosed by the district to any party, the parent's statement is also disclosed.

The district conducted a hearing according to the following procedures found in 34 CFR %99.22

## Renewal Contingencies

- (w) The district held the hearing within a reasonable time after receiving a request for a hearing from the parent.
- (x) The district gave the parent notice of the date, time, and place, in a reasonable time prior to the hearing.
- (y) The hearing was conducted by an official of the district who did not have a direct interest in the outcome of the hearing.
- (z) The district gave the parent a full and fair opportunity to present evidence relevant to the amendment of the record.
- (aa) The district made its decision based in a reasonable amount of time after the hearing and presented it in writing to the parent.
- (bb) The district's decision was based solely on the evidence presented at the hearing, and the summary of evidence and the reasons for the decision were included in the written report of the hearing.

George I. Sanchez Charter High School (GIS) was not in compliance with these items because it had no system that addressed confidentiality. These items have been, or will be, corrected as follows:

- (1) A list of the names and positions of all those who may have access to personally identifiable information has been made.
- (2) Ms. Fabiana Bezerra, our Special Education Coordinator, has the responsibility of ensuring the confidentiality of personally identifiable information.
- (3) An inservice is planned for August 12, 1999 to train all staff members using or collecting personally identifiable information regarding state policies and procedures.
- (4) The school has complied with state policy regarding the need to inform parents when personally identifiable information is no longer needed and destroys those records at the parent's request. This was done at four Dismissal Meetings held on June 11 (2), June 13, and June 16, 1999.
- (5) GIS provides parents with the *Explanation of Procedural Safeguards* in the parents language of preference when a child is first referred for special education, they are notified of an ARD meeting, the school reevaluates the student, or the school requests a due process hearing. Parents are asked to sign a "Receipt for Explanation of Procedural Safeguards."
- (6) GIS provides parents an explanation and interpretation of records requested during the ARD meeting. Parents are also provided copies of their child's records at this time.

## Renewal Contingencies

- (7) Parties wishing to obtain educational records must sign them out in the presence of the guidance counselor, stating the date and purpose of the request on the sign out sheet.
- (8) Parents are permitted to access information specific to their child when records include information on children only their own.
- (9) No parent has requested a list of the types and location of educational records collected and maintained by GIS; however, a list of these has been created.
- (10) GIS has never charged a fee for copies of records. Should a fee ever be required, the requested fee will not prevent parents from inspecting their child's records.
- (11) No parent has requested amendment of special education records. Should this occur, we will adhere to state guidelines concerning the hearing and its results.

### Timelines:

Creation of a list of the names and positions of those with access to educational records: May 1999

Creation of a list of all records collected and maintained by GIS and their location: July 1999

Training given to all individuals using or collecting personally identifiable records: April 1999 and August 1999

### Documentation:

"Form 18: Disabled Student Records Report of Maintenance and Access"

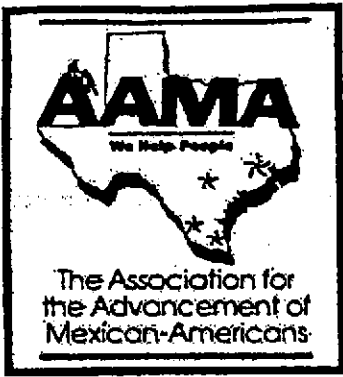
"An Explanation of Rights and Procedural Safeguards of a Parent with a Child with Disabilities in School"

"Receipt for Explanation of Procedural Safeguards" (English and Spanish versions)

"Folder Checklist" (list of records maintained by GIS)

Copy of Inservice Agenda

"Disabled Student Records Report of Maintenance and Access"



H.I.S.D.

Renewal Contingencies

10/31/00

H.I.S.D.-MR. ROD PAIGE

I have received a copy of the George I. Sanchez Charter High School re-application.

Officers

Carmen Orta  
Board Chair

Jacob Monty  
Board Chair Elect

Henry Gonzalez  
Vice Chair Social Service

Maria (Cris) Garza  
Vice Chair Education

Rosalinda Mora  
Secretary

Board of Director

Olga Ordonez  
Dr. Rudy Ramos  
Rogelio R. Santos  
Dina Cisneros  
Raul Dominguez  
Grace Olivares  
Laura Ramirez  
Rex Zermeno  
Robert Marlatt  
Fernando Tovar

Gilbert Moreno  
AAMA President CEO

Aecente Flores  
Deputy Director

Graciela L. Kayulla  
Principal

AAMA Administration  
6001 Gulf Freeway  
Building B-1, Suite 102  
Houston, Texas 77023

S. H. Orta  
(Name)

Receptionist  
(Title)

10/31/2000  
(Date)





Office of the Secretary of State  
Corporations Section  
P.O. Box 13697  
Austin, Texas 78711-3697

**ASSUMED NAME CERTIFICATE  
FOR FILING WITH THE SECRETARY OF STATE**

1. The name of the corporation, limited liability company, limited partnership, or registered limited liability partnership as stated in its articles of incorporation, articles of organization, certificate of limited partnership, application for certificate of authority or comparable document is

The Association for the Advancement of Mexican Americans

2. The assumed name under which the business or professional service is or is to be conducted or rendered is

George I. Sanchez Charter High School

3. The state, country, or other jurisdiction under the laws of which it was incorporated, organized or associated is Harris and the

address of its registered or similar office in that jurisdiction is

6001 Gulf Freeway, Bld. B-3, Ste. 165, Houston, TX 77023

4. The period, not to exceed 10 years, during which the assumed name will be used is 2000-2010.

5. The entity is a (check one):

A.

- |   |  |
|---|--|
| <input type="checkbox"/> Business Corporation                     | <input checked="" type="checkbox"/> Non-Profit Corporation |
| <input type="checkbox"/> Professional Corporation                 | <input type="checkbox"/> Professional Association          |
| <input type="checkbox"/> Limited Liability Company                | <input type="checkbox"/> Limited Partnership               |
| <input type="checkbox"/> Registered Limited Liability Partnership |  |

B. If the entity is some other type business, professional or other association that is incorporated, please specify below (e.g., bank, savings and loan association, etc.)

6. If the entity is required to maintain a registered office in Texas, the address of the registered office is 6001 Gulf Freeway, Bld. B-3, Ste. 165, Houston, TX 77023

\_\_\_\_\_ and the name of its registered agent

at such address is Gilbert Moreno

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The address of the principal office (if not the same as the registered office) is

6001 Gulf Freeway, Bld. B-1, Houston, TX 77023

7. If the entity is not required to or does not maintain a registered office in Texas, the office address in Texas is \_\_\_\_\_

\_\_\_\_\_ and if the entity is not incorporated, organized or associated under the laws of Texas, the address of its place of business in Texas is \_\_\_\_\_

\_\_\_\_\_ and the office address elsewhere is \_\_\_\_\_

8. The county or counties where business or professional services are being or are to be conducted or rendered under such assumed name are (if applicable, use the designation "ALL" or "ALL EXCEPT")

\_\_\_\_\_ Harris \_\_\_\_\_

9. The undersigned, if acting in the capacity of an attorney-in-fact of the entity, certifies that the entity has duly authorized the attorney-in-fact in writing to execute this document.

By \_\_\_\_\_

*Gilbert M. Moreau*

Signature of officer, general partner, manager, representative or attorney-in-fact of the entity

NOTE

This form is designed to meet statutory requirements for filing with the secretary of state and is not designed to meet filing requirements on the county level. Filing requirements for assumed name documents to be filed with the county clerk differ. Assumed name documents filed with the county clerk are to be executed and acknowledged by the filing party, which requires that the document be notarized.

# 2000-2001 Charter School Calendar

George I. Sanchez Charter School 101-804 County District Number

August 00

S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 00

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

October 00

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

November 00

S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 00

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

January 01

S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Reporting Periods	[Begin/End]	Days Taught
1 <sup>st</sup> Reporting Period	8/16/00-9/22/00	27
2 <sup>nd</sup> Reporting Period	9/25/00-11/3/00	27
3 <sup>rd</sup> Reporting Period	11/6/00-12/14/00	26
4 <sup>th</sup> Reporting Period	1/3/01-2/16/01	32
5 <sup>th</sup> Reporting Period	2/20/01-4/6/01	28
6 <sup>th</sup> Reporting Period	4/9/01-5/31/01	35
<b>Total Days Taught</b>		<b>175</b>

Holiday ○	Date
Labor Day	9/4/00
Fall Holiday	10/9/00
Thanksgiving	11/22/00-11/24/00
Winter Holiday	12/18/00-1/1/01
Martin Luther King	1/15/01
Spring Break	3/12/01-3/16/01
Spring Holiday	4/13/01-4/16/01

Staff Development □
8/11/00, 8/14/00, 10/10/00 11/1/00, -
2/19/01, 3/9/01, 4/17/01 5/28/01, 1/2/01

Bad Weather Make Up days ☆
12/15/00 6/1/01

Teacher Work Days ▲
8/15/00
12/15/00
6/1/01

**Legend**  
 Begin Attendance Reporting Period [   
 End Attendance Reporting Period ]  
 Holiday ○  
 Staff Development □  
 Bad Weather Make Up days ☆  
 Teacher Work Days ▲

February 01

S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 01

S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 01

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

May 01

S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 01

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

July 01

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

Charter School George I. Sanchez  
 For the Fiscal Year Ended AUGUST 31, 2001

**Charter School Budget Categories**

	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Net Assets at Beginning of Year</b>				\$0
<b>Estimated Revenues:</b>				
Local Sources		\$ 55,000.00		\$ 55,000.00
State Sources		\$ 2,100,000.00		\$ 2,100,000.00
Federal Sources		\$ 125,000.00		\$ 125,000.00
Other Sources		\$ 536,000.00		\$ 536,000.00
<b>Total Estimated Revenues</b>		<b>\$ 2,816,000.00</b>	<b>\$0</b>	<b>\$ 2,816,000.00</b>
<b>Estimated Expenses:</b>				
Payroll Costs	6100	\$ 1,908,385.00		\$ -
Professional and Contracted Services	6200	\$ 199,450.00		\$ -
Supplies and Materials	6300	\$ 231,741.00		\$ -
Other Operating Costs	6400	\$ 461,400.00		\$ -
Debt Expense	6500	\$ 9,100.00		\$ -
<b>Total Estimated Expenses</b>		<b>\$ 2,810,076.00</b>	<b>\$0</b>	<b>\$ -</b>
Gains	7950			\$0
Losses	8950			\$0
<b>Change in Net Assets</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Assets at End of Year</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Instruction</b>	<b>11</b>				
Payroll Costs		6100			
Professional and Contracted Services		6200			\$ 1,119,583
Supplies and Materials		6300			\$75,000
Other Operating Costs		6400			\$116,041
Debt Expense		6500			\$5,000
					\$0
<b>Total Instruction</b>				\$0	\$ 1,315,624
<b>Instructional Resources and Media Services</b>	<b>12</b>				
Payroll Costs		6100			\$26,640
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$2,500
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
					\$0
<b>Total Instructional Resources and Media Services</b>			\$0	\$0	\$29,140
<b>Curriculum Development and Instructional Staff Development</b>	<b>13</b>				
Payroll Costs		6100			\$27,916
Professional and Contracted Services		6200			\$16,250
Supplies and Materials		6300			\$6,000
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
					\$0
<b>Total Curriculum and Instructional Staff Development</b>			\$0	\$0	\$50,166

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Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Instructional Leadership:</b>	<b>21</b>				
Payroll Costs		6100			\$88,078
Professional and Contracted Services		6200			\$30,000
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Interest		6500			\$0
<b>Total Instructional Leadership</b>			\$0	\$0	\$118,078
<b>School Leadership:</b>	<b>23</b>				
Payroll Costs		6100			\$68,542
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$650
Other Operating Costs		6400			\$1,000
Debt Interest		6500			\$0
<b>Total School Leadership</b>			\$0	\$0	\$70,192
<b>Guidance, Counseling and Evaluation Services</b>	<b>31</b>				
Payroll Costs		6100			\$73,815
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Interest		6500			\$0
<b>Total Guidance, Counseling and Evaluation Services</b>			\$0	\$0	\$73,815

Charter School GEORGE I SANCHEZ  
 For the Fiscal Year Ended August 31st, 2001

**Charter School Budget Categories (Continued)**

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Social Work Services:</b>	<b>32</b>				
Payroll Costs		6100			\$118,535
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Social Work Services</b>			\$0	\$0	\$118,535
<b>Health Services:</b>	<b>33</b>				
Payroll Costs		6100			\$43,678
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$3,000
Debt Expense		6500			\$0
<b>Total Health Services</b>			\$0	\$0	\$46,678
<b>Student Transportation</b>	<b>34</b>				
Payroll Costs		6100			\$0
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$21,500
Debt Expense		6500			\$0
<b>Total Student Transportation</b>			\$0	\$0	\$21,500

375

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Food Services:</b>	<b>35</b>				
Payroll Costs		6100			\$76,567
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$88,750
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Food Services</b>			\$0	\$0	\$165,317
<b>Cocurricular/Extracurricular Activities:</b>	<b>36</b>				
Payroll Costs		6100			\$0
Professional and Contracted Services		6200			\$2,000
Supplies and Materials		6300			\$4,000
Other Operating Costs		6400			\$5,000
Debt Expense		6500			\$0
<b>Total Cocurricular/Extracurricular Activities:</b>			\$0	\$0	\$11,000
<b>General Administration:</b>	<b>41</b>				
Payroll Costs		6100			\$75,258
Professional and Contracted Services		6200			\$27,000
Supplies and Materials		6300			\$6,800
Other Operating Costs		6400			\$38,300
Debt Expense		6500			\$0
<b>Total General Administration</b>			\$0	\$0	\$147,358



Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Plant Maintenance and Operations:</b>	<b>51</b>				
Payroll Costs		6100			\$59,161
Professional and Contracted Services		6200			\$33,500
Supplies and Materials		6300			\$5,000
Other Operating Costs		6400			\$387,600
Debt Expense		6500			\$5,100
<b>Total Plant Maintenance and Operations</b>			\$0	\$0	\$494,361
<b>Security and Monitoring Services:</b>	<b>52</b>				
Payroll Costs		6100			\$92,633
Professional and Contracted Services		6200			\$700
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Security and Monitoring Services:</b>			\$0	\$0	\$93,333
<b>Data Processing Services:</b>	<b>53</b>				
Payroll Costs		6100			\$37,979
Professional and Contracted Services		6200			\$15,000
Supplies and Materials		6300			\$2,000
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Data Processing Services</b>			\$0	\$0	\$54,979

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Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Community Services:</b>	<b>61</b>				
Payroll Costs		6100			
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Community Services</b>			\$0	\$0	\$0
<b>Fund Raising:</b>	<b>81</b>				
Payroll Costs		6100			
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Fund Raising</b>			\$0	\$0	\$0

Renewal Contingencies

**George I. Sanchez  
Charter High School**

*to division  
2/8/01*

**Fax**

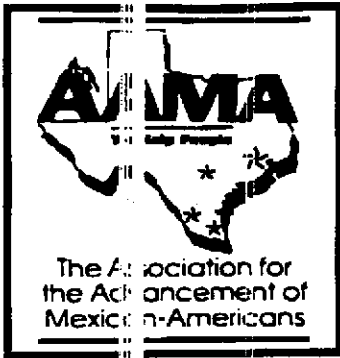
<b>To:</b> Ms. Mary Perry	<b>From:</b> Roberto Lopez
<b>Fax:</b> 512-463-9732	<b>Pages:</b> 29, inc. cover
<b>Phone:</b> 512-463-9575	<b>Date:</b> 2/8/01
<b>Re:</b> Charter Reapplication materials	<b>CC:</b>

Urgent   
 For Review   
 Please Comment   
 Please Reply   
 Please Recycle

**ATTN: Mary Perry**

RECEIVED  
FEB 08 2001

379



February 7, 2001

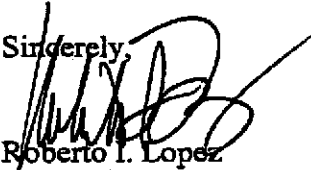
Ms. Mary Perry  
 Texas Education Agency  
 Charter School Division  
 1701 N. Congress Ave.  
 Austin, TX 78701

Renewal Contingencies

Dear Ms. Perry,

Please find attached the materials your office needs to complete its evaluation of our charter reapplication. As we discussed during our meeting, these include documents for review by the Accounting, Legal, and Special Education departments. I believe that they will satisfy the requirements for approval of our reapplication to the State Board of Education during the meeting in March. Please notify me if any additional documentation is required.

Sincerely,

  
 Roberto I. Lopez  
 Superintendent/Principal

Officers

Jacob Moroy  
Board Chair

Henry Gonzalez  
Vice Chair Social Service

Maria (Cris) Garza  
Vice Chair Education

Rosalinda Mora  
Secretary

Board of Directors

- Olga Ordóñez
- Dr. Rudy Ramos
- Rogelio Santos
- Dina Cisneros
- Raul Dominguez
- Grace Cuatrecasas
- Laura Ramirez
- Roy Zepeda
- Robert Marlatt
- Fernando Tovar

Gilbert Moreno  
AAMA President/CEO

Aceneta Flores  
Deputy Director

Roberto Lopez  
Superintendent/Principal

AAMA Administration  
 6001 Gessner Freeway  
 Building B-1, Suite 102  
 Houston, Texas 77023

Assurances—Accounting

Issues:

1. Policies and Procedures Manual—The AAMA Accounting Policies and Procedures Manual submitted with the GIS Charter High School reapplication does not state that GIS follows the charter school chart of account codes. This is incorrect. GIS does utilize the 15-digit TEA account codes.
2. Budget—A corrected budget that reflects GIS's pre-existing \$354,072.00 deficit is attached.
3. Calendar—The school's calendar includes only 175 days of instruction because GIS was granted a staff development waiver for the 2000-2001 school year. A copy of this waiver request is attached. The calendar submitted to the TEA Division of State Funding did indeed include two bad weather days. A copy of this calendar was submitted to Mary Perry last week. An additional copy is included in this packet.
4. By-laws—An officially signed copy of the by-laws is attached.

Assurances—Legal**Renewal Contingencies**Issue:

1. Lease rates—AAMA properties are classified as Class B. The current lease rate for Class B properties in the area exceeds \$1.00 per square foot. Class A properties' lease rates exceed \$1.50 per square foot. The MPEC lease rate of \$0.39 per square foot is due to corporate contributions and fundraising that contributed to offsetting the cost of this facility.

Special Education Assurances

Issue:

1. Child Find 300.125—It is our understanding that this issue was resolved during a meeting with Caroline Dietrich on February 2, 2001. GIS has assured Ms. Dietrich that it encompasses Child Find efforts in its marketing, enrollment, and advertising for all students, birth through 21, regardless of their enrollment status and provided her with an example.
2. Prior notice by agency; content of notice 300.503—It is the policy of GIS Charter High School to notify parents of special education students at least five days prior to proposing any changes in their child's educational plan or placement, or a refusal to change the above. This notice includes:
  - a. A description of the action proposed or refused;
  - b. An explanation of why GIS proposes or refuses the action;
  - c. A description of other options and why these options were refused;
  - d. A description of evaluation procedures and testing record;
  - e. Notice that parents have protection under the "Procedural Safeguards" document.
  - f. Sources that parents may contact.

This notice is provided in a language understandable by the parent.

3. Development and implementation of the IEP 300.342-300.350—Implementation of a student's IEP is through the content mastery program or the regular education teacher, as appropriate. Regular education teachers meet regularly with the special education teacher to discuss their special education students' IEPs and progress. Responsibility for evaluating students' IEPs and ensuring that they are implemented lies with the special education teacher.
4. 34 CFR 301—GIS Charter High School complies with the federal guidelines stipulated in 34 CFR 301.

Renewal Contingencies

# 2000-2001 Charter School Calendar

George I. Sanchez *Charter School* 101-804 *County District Number*

**August 00**

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

**September 00**

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30						

**October 00**

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23	24	25	26	27	28	29
30	31					

**November 00**

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30	31					

**December 00**

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23	24	25	26	27	28	29
30	31					

**January 01**

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23	24	25	26	27	28	29
30	31					

Reporting Periods	[Begin/End]	Days Taught
1 <sup>st</sup> Reporting Period	8/16/00-9/22/00	27
2 <sup>nd</sup> Reporting Period	9/25/00-11/3/00	27
3 <sup>rd</sup> Reporting Period	11/6/00-12/14/00	26
4 <sup>th</sup> Reporting Period	1/3/01-2/16/01	32
5 <sup>th</sup> Reporting Period	2/20/01-4/6/01	28
6 <sup>th</sup> Reporting Period	4/9/01-5/31/01	35
<b>Total Days Taught</b>		<b>175</b>

Holiday ○	Date
Labor Day	9/4/00
Fall Holiday	10/9/00
Thanksgiving	11/22/00-11/24/00
Winter Holiday	12/18/00-1/1/01
Martin Luther King	1/15/01
Spring Break	3/12/01-3/16/01
Spring Holiday	4/13/01-4/16/01

Staff Development □	
8/11/00, 8/14/00, 10/10/00	11/1/00, -
2/19/01, 3/9/01, 4/17/01	5/28/01, 1/2/01

Bad Weather Make Up days ☆	
12/15/00	6/1/01

Teacher Work Days ▲	
8/15/00	
12/15/00	
6/1/01	

- Legend**
- Begin Attendance Reporting Period [
  - End Attendance Reporting Period ]
  - Holiday ○
  - Staff Development □
  - Bad Weather Make Up days ☆
  - Teacher Work Days ▲

**February 01**

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**March 01**

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30	31					

**April 01**

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30						

**May 01**

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**June 01**

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**July 01**

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



TEXAS EDUCATION AGENCY  
STATE/FEDERAL WAIVERS AND INITIATIVES

Renewal Contingencies

APPLICATION FOR EXPEDITED AND GENERAL STATE WAIVERS

General Instructions: This form is for Expedited and/or General State Waivers only. If this form is not used, all information specified on the form is still required. For Expedited Waivers please complete Sections 1, 2, 3, and 4. For General State Waivers please complete Sections 1, 2, 3, 5, and 6. For Maximum Class Size Waivers please use the "Request for Maximum Class Size Waiver" application. Districts applying for a waiver should carefully read the law (TEC §7.056). Submission of a waiver after the activity has occurred may result in denial of the waiver request and refund of any related funding for average daily attendance. Waiver forms may be accessed on the Agency web site located at www/tea.state.tx.us/special/pop/waivers/state/waived. Please direct questions to the Waiver Unit at (512) 463-9630.

SECTION 1. COMPLETE THIS SECTION FOR ALL WAIVERS.

District Name: George I. Sanchez Charter H.S.

County District No.: 101 804

Address: 6001 Gulf Freeway

Telephone No.: (713) 926-1112

Houston, TX 77023

Fax No.: (713) 926-1346

Contact Person: Graciela Kavulla

Telephone No.: (713) 926-1112

SECTION 2. COMPLETE THIS SECTION FOR ALL WAIVERS.

Superintendent: Gilbert Moreno

Typed Name

Board President: Carmen Orta

Typed Name

Date of Board Approval: 11/17/00

Gilberto Moreno  
Signature  
Carmen Orta  
Signature

SECTION 3. COMPLETE THIS SECTION FOR ALL WAIVERS.

Comments of appropriate SBDM Committee:

"We are concerned about student literacy and fluency"

"Our beginning teachers need more training." "How do we motivate reluctant learners?"

SBDM Committee Chairperson Signature Kent Jones

SECTION 4. EXPEDITED WAIVERS ONLY. PLEASE CHECK THE APPROPRIATE BOX(ES)

Staff Development, TEC. 25.081 - Allows the district to conduct staff training and reduces the number of student instructional days, for a maximum of (3) days to train staff on various educational strategies designed to improve student performance. Please state the number of days requested: 3

Please check the years requested:  2000-2001  2001-2002  2002-2003

Reading/Language Arts and/or Mathematics, TEC. 25.081 - Allows the district to conduct additional staff training and reduces the number of student instructional days, for a maximum of one day for reading/language arts and/or one day for mathematics, to train staff on reading and language arts and/or mathematics strategies aligned with the Texas Essential Knowledge and Skills.

Please state the number of days requested:  Reading/Language Arts 1  Mathematics 1

Please check the years requested:  2000-2001  2001-2002  2002-2003

Staff Development Through Participation in Eligible Conferences, TEC 25.081 - Allows the district to send staff to eligible conferences for staff development to improve student performance in lieu of one day of student instruction.

Please check the years requested:  2000-2001  2001-2002  2002-2003

Early Release, TEC 25.082 - Allows the district to conduct school for less than seven hours (7) for up to (6) days and provide additional training in educational methodologies and/or to provide time to meet the needs of students and local communities.

Please state the number of days requested: \_\_\_\_\_  
Please check the years requested:  2000-2001  2001-2002  2002-2003

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The Association  
for the  
Advancement of  
Mexican-Americans

# AAMA Properties

## Commercial Lease

This lease is made between AAMA Incorporated, Property Department Renewal Contingencies   
6001 Gulf Freeway, B-1, Houston, Texas, 77023, 713-926-5464 (property office)  
 herein called Lessor, and George L. Sanchez Charter High School, of \_\_\_\_\_, of

Lessee hereby offers to lease from Lessor the premises situated in the City of \* see descriptions below \*  
 County of Harris, State of Texas, described as:

- AAMA Educational Campus (EC), 6001 Gulf Freeway, 77023
- AAMA Social Service Campus (SS), 204 Clifton, 77011

<u>Building</u>	<u>Square footage</u>	<u>P.S.F.</u>	<u>Total</u>	<u>Purpose</u>	<u>Code</u>
B-1	9,772	.90	8,795	School Use	
C-1	5,456	.90	4,910	School Use	
C-2	5,456	.90	4,910	School Use	
MFC	31,000	.39	12,135	School Use	

**Total monthly rental charge:** 30,750

1. **Term and Rent.** Lessor demises the above premises for a term of one years, commencing August 1, 2000 (year), and terminating on July 31, 2001 (year), or sooner as provided herein at the annual rental of Thirty Thousand Seven Hundred and Fifty Dollars (\$ 30,750), payable in equal installments in advance on the first day of each month for that month's rental, during the term of this lease. All rental payments shall be made to Lessor at the address specified above.
2. **Use.** Lessee shall use and occupy the premises for \* see description above \*. The premises shall be used for no other purpose. Lessor represents that the premises may lawfully be used for such purpose.
3. **Care and Maintenance of Premises.** Lessee acknowledges that the premises are in good order and repair, unless otherwise indicated herein. Lessee shall, at his own expense and at all times, maintain the premises in good and safe condition, including plate glass, electrical wiring, plumbing and heating installations and any other system or equipment upon the premises and shall surrender the same, at termination hereof, in as good condition as received, normal wear and tear excepted. Lessee shall be responsible for all repairs required, excepting the roof, exterior walls, structural foundations, and: \_\_\_\_\_, which shall be maintained by Lessor. Lessee shall also maintain in good condition such portions adjacent to the premises, such as sidewalks, driveways, lawns and shrubbery, which would otherwise be required to be maintained by Lessor.
4. **Alterations.** Lessee shall not, without first obtaining the written consent of Lessor, make any alterations, additions, or improvements, in, to or about the premises.
5. **Ordinances and Statutes.** Lessee shall comply with all statutes, ordinances and requirements of all municipal, state and federal authorities now in force, or which may hereafter be in force, pertaining to the premises, occasioned by or affecting the use thereof by Lessee.
6. **Assignment and Subletting.** Lessee shall not assign this lease or sublet any portion of the premises without prior written consent of the Lessor, which shall not be unreasonably withheld. Any such assignment or subletting without consent shall be void and, at the option of the Lessor, may terminate this lease.

Initial, Lessor [Signature] Lessee [Signature]

**Renewal Contingencies**

7. **Utilities.** All applications and connections for necessary utility services on the demised premises shall be made in the name of Lessee only, and Lessee shall be solely liable for utility charges as they become due, including those for sewer, water, gas, electricity, and telephone services.

8. **Entry and Inspection.** Lessee shall permit Lessor or Lessor's agents to enter upon the premises at reasonable times and upon reasonable notice, for the purpose of inspecting the same, and will permit Lessor at any time within sixty (60) days prior to the expiration of this lease, to place upon the premises any usual "To Let" or "For Lease" signs, and permit persons desiring to lease the same to inspect the premises thereafter.

9. **Possession.** If Lessor is unable to deliver possession of the premises at the commencement hereof, Lessor shall not be liable for any damage caused thereby, nor shall this lease be void or voidable, but Lessee shall not be liable for any rent until possession is delivered. Lessee may terminate this lease if possession is not delivered within 20 days of the commencement of the term hereof.

10. **Indemnification of Lessor.** Lessor shall not be liable for any damage or injury to Lessee, or any other person, or to any property, occurring on the demised premises or any part thereof, and Lessee agrees to hold Lessor harmless from any claims for damages, no matter how caused.

11. **Insurance.** Lessee, at his expense, shall maintain plate glass and public liability insurance including bodily injury and property damage insuring Lessee and Lessor with minimum coverage as follows:

Lessee shall provide Lessor with a Certificate of Insurance showing Lessor as additional insured. The Certificate shall provide for a ten-day written notice to Lessor in the event of cancellation or material change of coverage. To the maximum extent permitted by insurance policies which may be owned by Lessor or Lessee, Lessee and Lessor, for the benefit of each other, waive any and all rights of subrogation which might otherwise exist.

12. **Eminent Domain.** If the premises or any part thereof or any estate therein, or any other part of the building materially affecting Lessee's use of the premises, shall be taken by eminent domain, this lease shall terminate on the date when the vests pursuant to such taking. The rent, and any additional rent, shall be apportioned as of the termination date, and any rent paid for any period beyond that date shall be repaid to Lessee. Lessee shall not be entitled to any part of the award for such taking or any payment in lieu thereof, but Lessee may file a claim for any taking of fixtures and improvements owned by Lessee, and for moving expenses.

13. **Destruction of Premises.** In the event of a partial destruction of the premises during the term hereof, from any cause, Lessor shall forthwith repair the same, provided that such repairs can be made within sixty (60) days under existing governmental laws and regulations, but such partial destruction shall not terminate this lease, except that Lessee shall be entitled to a proportionate reduction of rent while such repairs are being made, based upon the extent to which the making of such repairs shall interfere with the business of Lessee on the premises. If such repairs cannot be made within said sixty (60) days, Lessor, at his option, may make the same within a reasonable time, this lease continuing in effect with the rent proportionately abated as aforesaid, and in the event that Lessor shall not elect to make such repairs which cannot be made within sixty (60) days, this lease may be terminated at the option of either party. In the event that the building in which the demised premises may be situated is destroyed to an extent of not less than one-third of the replacement costs thereof, Lessor may elect to terminate this lease whether the demised premises be injured or not. A total destruction of the building in which the premises may be situated shall terminate this lease.

14. **Lessor's Remedies on Default.** If Lessee defaults in the payment of rent, or any additional rent, or defaults in the performance of any of the other covenants or conditions hereof, Lessor may give Lessee notice of such default and if Lessee does not cure any such default within 15 days, after the giving of such notice (or if such other default of such nature that it cannot be completely cured within such period, if Lessee does not commence such curing within such 15 days and thereafter proceed with reasonable diligence and in good faith to cure such default) then Lessor may terminate this lease on not less than 30 days' notice to Lessee. On the date specified in such notice the term of this lease shall terminate, and Lessee shall then quit and surrender the premises to Lessor, but Lessee shall remain liable as hereinafter provided. If this lease shall have been so terminated by Lessor, Lessor may at any time thereafter resume possession of the premises by any lawful means and remove Lessee and other occupants and their effects. No failure to enforce any term shall be deemed a waiver.

15. **Security Deposit.** Lessee shall deposit with Lessor on the signing of this lease the sum of \_\_\_\_\_ Dollars (\$ N/A ) as security for the performance of Lessee's obligations under this lease, including without limitation the surrender of possession of the premises to Lessor as herein provided. If Lessor applies any part of the deposit to cure any default of Lessee, Lessee shall on demand deposit with Lessor the amount so applied so that Lessor shall have the full deposit on hand at all times during the term of this lease.

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Renewal Contingencies

- 16. Tax Increase. In the event there is any increase during any year of the term of this lease in the City, County or State real estate taxes over and above the amount of such taxes assessed for the tax year during which the term of this lease commences, whether because of increased rate or valuation, Lessee shall pay to Lessor upon presentation of paid tax bills an amount equal to 100% of the increase in taxes upon the land and building in which the leased premises are situated. In the event that such taxes are assessed for a tax year extending beyond the term of the lease the obligation of Lessee shall be proportionate to the portion of the lease term included in such year.
- 17. Common Area Expenses. In the event the demised premises are situated in a shopping center or in a commercial building in which there are common areas, Lessee agrees to pay his pro-rata share of maintenance, taxes, and insurance for the common area.
- 18. Attorney's Fees. In case suit should be brought for recovery of the premises, or for any sum due hereunder, or because of any act which may arise out of the possession of the premises, by either party, the prevailing party shall be entitled to all costs incurred in connection with such action, including a reasonable attorney's fee.
- 19. Waiver. No failure of Lessor to enforce any term hereof shall be deemed to be a waiver.
- 20. Notices. Any notice which either party may or is required to give, shall be given by mailing the same, postage prepaid, to Lessee at the premises, or Lessor at the address specified above, or at such other places as may be designated by the parties from time to time.
- 21. Heirs, Assigns, Successors. This lease is binding upon and inures to the benefit of the heirs, assigns and successors in interest to the parties.
- 22. Option to Renew. Provided that Lessee is not in default in the performance of this lease, Lessee shall have the option to renew the lease for an additional term of 6 months commencing at the expiration of the initial lease term. All of the terms and conditions of the lease shall apply during the renewal term except that the monthly rent shall be the sum of \$ \_\_\_\_\_ . The option shall be exercised by written notice given to Lessor not less than 30 days prior to the expiration of the initial lease term. If notice is not given in the manner provided herein within the time specified, this option shall expire.
- 23. Subordination. This lease is and shall be subordinated to all existing and future liens and encumbrances against the property.
- 24. Radon Gas Disclosure. As required by law, (Landlord) (Seller) makes the following disclosure "Radon Gas" is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in \_\_\_\_\_. Additional information regarding radon and radon testing may be obtained from your county public health unit.
- 25. Entire Agreement. The foregoing constitutes the entire agreement between the parties and may be modified only by a writing signed by both parties. The following Exhibits, if any, have been made a part of this lease before the parties' execution hereof:

Signed this 1st day of August, 2000 (year).

By: Gilberto Moreno Lessor By: [Signature] Lessee

Gilberto Moreno, AAMA Property Dept.  
6001 Gulf Freeway, B-1  
Houston, Texas 77023

Name: Roberto I. Lopez  
Title: Principal/Superintendent  
Address: 6001 Gulf Freeway  
City: Houston State: Texas Zip: 77023  
Phone: 713-926-1112

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ATTACHMENT 11

Renewal Contingencies

Charter School George I. Sanchez  
 For the Fiscal Year Ended AUGUST 31, 2001

Page 1

**Charter School Budget Categories**

	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Net Assets at Beginning of Year				(\$354,072.00)
<b>Estimated Revenues:</b>				
Local Sources		\$ 55,000.00		\$ 55,000.00
State Sources		\$ 2,100,000.00		\$ 2,100,000.00
Federal Sources		\$ 125,000.00		\$ 125,000.00
Other Sources		\$ 536,000.00		\$ 536,000.00
<b>Total Estimated Revenues</b>		<b>\$ 2,816,000.00</b>	<b>\$0</b>	<b>\$ 2,816,000.00</b>
<b>Estimated Expenses:</b>				
Payroll Costs	8100	\$ 1,908,385.00		\$ -
Professional and Contracted Services	6200	\$ 199,450.00		\$ -
Supplies and Materials	6300	\$ 231,741.00		\$ -
Other Operating Costs	6400	\$ 481,400.00		\$ -
Debt Expense	6500	\$ 8,100.00		\$ -
<b>Total Estimated Expenses</b>		<b>\$ 2,810,076.00</b>	<b>\$0</b>	<b>\$ -</b>
Gains	7950			\$5,924.00
Losses	8950			\$0
<b>Change In Net Assets</b>		<b>\$0</b>	<b>\$0</b>	<b>\$5,924.00</b>
<b>Net Assets at End of Year</b>		<b>\$0</b>	<b>\$0</b>	<b>(\$348,148.00)</b>

Renewal Contingencies

Charter School GEORGE I. SANCHEZ  
 For the Fiscal Year Ended August 31st, 2001

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Instruction</b>	<b>11</b>				
Payroll Costs		6100			\$1,119,583
Professional and Contracted Services		6200			\$75,000
Supplies and Materials		6300			\$116,041
Other Operating Costs		6400			\$5,000
Debt Expense		6500			\$0
<b>Total Instruction</b>				\$0	\$1,315,624
<b>Instructional Resources and Media Services</b>	<b>12</b>				
Payroll Costs		6100			\$26,640
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$2,500
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Instructional Resources and Media Services</b>			\$0	\$0	\$29,140
<b>Curriculum Development and Instructional Staff Development</b>	<b>13</b>				
Payroll Costs		6100			\$27,916
Professional and Contracted Services		6200			\$16,250
Supplies and Materials		6300			\$6,000
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Curriculum and Instructional Staff Development</b>			\$0	\$0	\$50,166

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## Renewal Contingencies

Charter School GEORGE I SANCHEZ  
 For the Fiscal Year Ended August 31, 2001

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 Charter School Budget Categories (Continued)
 

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	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Instructional Leadership:</b>	<b>21</b>				
Payroll Costs		6100			\$88,078
Professional and Contracted Services		6200			\$30,000
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Interest		6500			\$0
<b>Total Instructional Leadership</b>			<b>\$0</b>	<b>\$0</b>	<b>\$118,078</b>
<b>School Leadership:</b>	<b>23</b>				
Payroll Costs		6100			\$68,542
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$650
Other Operating Costs		6400			\$1,000
Debt Interest		6500			\$0
<b>Total School Leadership</b>			<b>\$0</b>	<b>\$0</b>	<b>\$70,192</b>
<b>Guidance, Counseling and Evaluation Services</b>	<b>31</b>				
Payroll Costs		6100			\$73,815
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Interest		6500			\$0
<b>Total Guidance, Counseling and Evaluation Services</b>			<b>\$0</b>	<b>\$0</b>	<b>\$73,815</b>

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Charter School GEORGE I SANCHEZ  
 For the Fiscal Year Ended August 31, 2001

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Social Work Services:</b>	<b>32</b>				
Payroll Costs		6100			\$118,535
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Social Work Services</b>			<b>\$0</b>	<b>\$0</b>	<b>\$118,535</b>
<b>Health Services:</b>	<b>33</b>				
Payroll Costs		6100			\$43,678
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$3,000
Debt Expense		6500			\$0
<b>Total Health Services</b>			<b>\$0</b>	<b>\$0</b>	<b>\$46,678</b>
<b>Student Transportation</b>	<b>34</b>				
Payroll Costs		6100			\$0
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$21,500
Debt Expense		6500			\$0
<b>Total Student Transportation</b>			<b>\$0</b>	<b>\$0</b>	<b>\$21,500</b>



Charter School GEORGE I SANCHEZ  
For the Fiscal Year Ended August 31/31, 2001

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Food Services:</b>	<b>35</b>				
Payroll Costs		6100			\$76,587
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$88,750
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Food Services</b>			<b>\$0</b>	<b>\$0</b>	<b>\$165,317</b>
<b>Co-curricular/Extracurricular Activities:</b>	<b>36</b>				
Payroll Costs		6100			\$0
Professional and Contracted Services		6200			\$2,000
Supplies and Materials		6300			\$4,000
Other Operating Costs		6400			\$5,000
Debt Expense		6500			\$0
<b>Total Co-curricular/Extracurricular Activities:</b>			<b>\$0</b>	<b>\$0</b>	<b>\$11,000</b>
<b>General Administration:</b>	<b>41</b>				
Payroll Costs		6100			\$75,258
Professional and Contracted Services		6200			\$27,000
Supplies and Materials		6300			\$8,800
Other Operating Costs		6400			\$38,300
Debt Expense		6500			\$0
<b>Total General Administration</b>			<b>\$0</b>	<b>\$0</b>	<b>\$147,358</b>

**Charter School Budget Categories (Continued)**

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Plant Maintenance and Operations:</b>	<b>51</b>				
Payroll Costs		6100			\$59,161
Professional and Contracted Services		6200			\$33,500
Supplies and Materials		6300			\$5,000
Other Operating Costs		6400			\$387,600
Debt Expense		6500			\$9,100
<b>Total Plant Maintenance and Operations</b>			\$0	\$0	\$494,361
<b>Security and Monitoring Services:</b>	<b>52</b>				
Payroll Costs		6100			\$92,633
Professional and Contracted Services		6200			\$700
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Security and Monitoring Services</b>			\$0	\$0	\$93,333
<b>Data Processing Services:</b>	<b>53</b>				
Payroll Costs		6100			\$37,979
Professional and Contracted Services		6200			\$15,000
Supplies and Materials		6300			\$2,000
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Data Processing Services</b>			\$0	\$0	\$54,979

**Charter School GEORGE I SANCHEZ**  
**For the Fiscal Year Ended August 31, 2001**

**Renewal Contingencies**

**Charter School Budget Categories (Continued)**

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
<b>Community Services:</b>	<b>81</b>				
Payroll Costs		6100			
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Community Services</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Fund Raising:</b>	<b>81</b>				
Payroll Costs		6100			
Professional and Contracted Services		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
<b>Total Fund Raising</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

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LAW OFFICE

Renewal Contingencies

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## ATTACHMENT 19

BYLAWS OF THE ASSOCIATION FOR THE ADVANCEMENT  
OF MEXICAN AMERICANS

Revised on May \_\_\_\_, 1998

## ARTICLE I. NAME

These Bylaws shall govern the name of the Corporation known as  
shall be the Association for the Advancement of Mexican Americans.

## ARTICLE II. PURPOSE

Section 1. The Corporation is a non-profit corporation and shall be operated exclusively for non-profit purposes, in accordance with the Texas Non-Profit Corporation Act, and the net income from which, if any, will not inure in whole or in part to the benefit of any officer or director.

Section 2. The purpose of the Corporation is to identify needs of the community in accordance with the Articles of Incorporation; to provide organization, leadership, and technical and programmatic competence and advocacy, in dealing with these needs; to promote, plan and coordinate educational and social services for the benefit of the community with emphasis on providing for the needs of Mexican Americans and other Hispanics in the community.

## ARTICLE III. MEMBERS

The Corporation shall have no members.

ARTICLE IV. REGISTERED OFFICE AND REGISTERED AGENT OFFICES

The Corporation will maintain a registered office and registered agent in the City of Houston, County of Harris. The principal office of the Corporation shall also be located in the City of Houston, County of Harris. The Board may change the registered office and the registered agent as permitted in the Texas Non-Profit Corporation Act.

ARTICLE V. BOARD OF DIRECTORSManagement of Corporation

Section 1. The Board of Directors shall have the sole and exclusive power in the right of management and control of the affairs and policies of the Corporation and all of its programs, consistent with these Bylaws and the Articles of Incorporation.

## Renewal Contingencies

Number, Qualifications, and Tenure of Directors

Section 2. The number of Directors shall be no less than seven nor more than twenty five, as determined from time to time by the Board of Directors. Each director will serve for a term of two years. The directors' terms will be staggered so that the terms of half of the directors will begin in even-numbered years; the terms of the other half, in odd-numbered years. For purposes of implementing this provision, the terms of all director positions in existence at the time of the approval of these Bylaws by the Board shall end at the time of the first annual meeting occurring after these Bylaws. At the time of such annual meeting, half of the director positions will be available for a term of two years and the remaining half shall be available for a term of one year.

Nominating Directors

Section 3. At any meeting at which the election of a director is held, a director may nominate a person with the consent of any other director. In addition to nominations made at meetings, a nominating committee will consider possible nominees and make nominations for each election of directors. The secretary will include the names nominated by that committee, and any report of the committee, with the notice of the meeting at which the election occurs.

Electing Directors

Section 4. A person who meets the qualifications for director and who has been duly nominated may be elected as director. Directors will be elected by the majority vote of the board of directors of the Association for the Advancement of Mexican Americans, a nonprofit organization. Each director will hold office until a successor is elected and qualifies. A director may be elected to succeed himself or herself as director.

Vacancies

Section 5. The Board will fill any vacancy in the Board and any director position to be filled due to an increase in the number of directors. A vacancy is filled by the vote of a majority of the remaining directors, even if it is less than a quorum of the Board. A director selected to fill a vacancy will serve for the unexpired term of his or her predecessor in office.

Annual Meeting

Section 6. The annual meeting of the Board may be held without notice other than these Bylaws. The annual Board meeting will be held the third Wednesday in August of each year at the

### Renewal Contingencies

corporation's registered office in the City of Houston, County of Harris.

#### Regular Meetings

Section 7. The Board may provide for regular meetings by resolution stating the time and place of such meetings. The meetings will be held at the Corporation's registered office in Texas if the resolution does not specify the location of the meetings. No notice of regular Board meetings is required other than a Board resolution stating the time and place of the meetings.

#### Special Meetings

Section 8. Special Board meetings may be called by or at the request of the Board Chair or one-third of the sitting Board of Directors. A person or persons authorized to call special meetings of the Board may fix any place for holding a special meeting. The person or persons calling a special meeting will inform the secretary of the corporation of the information to be included in the notice of the meeting. The secretary of the Corporation will give notice to the directors as these Bylaws require.

#### Notice

Section 9. Written or printed notice of any special meeting of the Board will be delivered to each director not less than seven nor more than thirty days before the date of the meeting. The notice will state the place, day, and time of the meeting; who called it; and the purpose or purposes for which it is called.

#### Quorum

Section 10. One-third of the number of directors then in office constitutes a quorum for transacting business at any Board meeting. The directors present at a duly called or held meeting at which a quorum is present may continue to transact business even if enough directors leave the meeting so that less than a quorum remains. However, no action may be approved without the vote of at least a majority of the number of directors required for a quorum. If a quorum is never present at any time during a meeting, a majority of the directors present may adjourn and reconvene the meeting once without further notice.

#### Delegating Duties

Section 11. Directors may select advisors and delegate duties and responsibilities to them, such as the full power to buy

## Renewal Contingencies

or otherwise acquire stocks, bonds, securities, and other investments on the Corporation's behalf, and to sell, transfer, or otherwise dispose of the Corporation's assets and properties at a time and for a consideration that the advisor deems appropriate. The Board may remove or replace the advisor at any time and without any cause whatsoever.

## Interested Directors

Section 12. Contracts or transactions between directors or officers who have a financial interest in the matter are not void or voidable solely for that reason. Nor are they void or voidable solely because the director or officer is present at or participates in the meeting that authorizes the contract or transaction, or solely because the interested party's votes are counted for the purpose. However, every director with any personal interest in the transaction must disclose all material facts concerning the transaction, including all potential personal benefit and potential conflicts of interest, to the other members of the Board or other group authorizing the transaction. The transaction must be approved by a majority of the uninterested directors or other group with the authority to authorize the transaction.

## Actions of Board of Directors

Section 13. The Board will try to act by consensus. However, if a consensus is not available, the vote of a majority of directors present and voting at a meeting at which a quorum is present is enough to constitute the act of the Board, unless the act of a greater number is required by law or by some other provision of these Bylaws. A director who is present at a meeting and abstains from a vote is considered to be present and voting for the purpose of determining the Board's decision.

## Proxies

Section 14. A director may vote by proxy within twenty-four hours written notice to the Board Chair. All proxies must be in writing, must bear the signature of the director giving the proxy, and must bear the date on which the proxy was executed by the director.

## Compensation

Section 15. Directors may not receive salaries for their services.

Renewal Contingencies

Removing Directors

Section 16. Any officer may be removed by the Board of Directors. The Board may vote to remove a director at any time whenever in its judgment the best interests of the corporation would be served thereby. Under these Bylaws it shall be deemed to be in the corporation's best interest to remove a director who has unexcusably failed to attend three consecutive Board meetings or actively serve on at least one committee during his or her term. A meeting to consider removing a director may be called and noticed following the procedures provided in these Bylaws for a special meeting of the Board of Directors. The notice of the meeting will state that the issue of possibly removing the director will be on the agenda for discussion during Executive Session.

At the meeting, the director may present evidence of why he or she should not be removed. Also, at the meeting, the Corporation will consider possible arrangements for resolving the problems that are in the mutual interest of the Corporation and the director.

A director may be removed by the affirmative vote of a majority of the number of directors required for a quorum.

ARTICLE VI. OFFICERS.

Officer Positions

Section 1. The Corporation's officers will consist of a Board Chairperson, a Board Chairperson-Elect, a Vice-Chairperson of Education, a Vice-Chairperson of Social Services, a Treasurer, a Secretary, a Parliamentarian, General Counsel, and Immediate Past Chairperson. The Board may create additional officer positions, define the authority and duties of each such position, and elect or appoint persons to fill the positions.

Election and Term of Office

Section 2. The Corporation's officers, with the exception of the Board Chairperson-Elect and Immediate Past Chair, will be elected annually by the Board at the annual Board meeting. If officers are not elected at this time, they will be elected as soon thereafter as possible.

Each officer will hold office until a successor is duly selected and qualifies. An officer may be elected to succeed himself or herself in the same office.

Removal

Section 3. Any officer elected or appointed by the Board may be removed by the Board only when the best interests of the



Corporation would be served thereby.

Vacancies

Section 4. The Board may select a person to fill a vacancy in any office for the unexpired portion of the officer's term.

Board Chairperson

Section 5. The Board Chairperson is the Corporation's chief executive officer and shall maintain ultimate responsibility for the Corporation's business and affairs. The Board Chairperson will also preside at all meetings of the Board. The Board Chair will delegate to the Chief Operating Officer responsibility for all daily operations of the Corporation, including management and oversight of staff, program development and operation, and all of the duties attendant thereto. The Board Chair will perform other duties prescribed by the Board and all duties incident to the office of Board Chair.

Board Chairperson-Elect

Section 6. When the Board Chairperson is absent, cannot act, or refuses to act, the Board Chairperson-Elect will perform the Board Chairperson's duties. When acting in the Board Chairperson's place, the Board Chairperson-Elect has all the powers of - and is subject to all the restrictions on - the Board Chairperson. A Board Chairperson-Elect will perform other duties as assigned by the Board Chairperson or Board.

Treasurer

Section 7. The treasurer will oversee the maintenance of the Corporation's financial books, records, and all financial reports, including the annual financial report.

Secretary

Section 8. The secretary will:

- (a) Give all notices as provided in the bylaws or as required by law;
- (b) Take minutes of the meetings of the members and the Board and keep the minutes as part of the corporate records;
- (c) Maintain custody of the corporate records and seal;

Renewal Contingencies

- (d) Affix the corporate seal to all documents as authorized;
- (e) Keep a register of the mailing address of each director, officer, and employee of the Corporation;
- (f) Perform duties as assigned by the president or the Board;
- (g) Perform all duties incident to the office of secretary.

ARTICLE VII. COMMITTEES

Section 1. The Board may adopt a resolution establishing one or more committees delegating specified authority to a committee, and appointing or removing members of a committee. A committee will include two or more directors and may include persons who are not directors. If the Board delegates any of its management authority to a committee, the majority of the committee will consist of directors. The Board may also delegate to the president its power to appoint and remove members of a committee that has not been delegated any management authority of the Board. The Board may establish qualifications for membership on a committee. All officers and directors are required to actively serve on at least one committee during his or her term of office.

Establishing a committee or delegating authority to it will not relieve the Board, or any individual director, of any responsibility imposed by these Bylaws or otherwise imposed by law. No committee has the authority of the Board to:

- (a) Amend the articles of incorporation;
- (b) Adopt a plan of merger or of consolidation with another corporation;
- (c) Authorize the sale, lease, exchange, or mortgage of all or substantially all of the Corporation's property and assets;
- (d) Authorize voluntary dissolution of the Corporation;
- (e) Revoke proceedings for voluntary dissolution of the Corporation;
- (f) Adopt a plan for distributing the Corporation's assets;
- (g) Amend, alter, or repeal these Bylaws;
- (h) Elect, appoint, or remove a member of a committee or a director or officer of the Corporation;
- (i) Approve any transaction to which the Corporation is a party and that involves a potential conflict of interest as defined in Article VII, Section 4, below; and

Renewal Contingencies

(1) Take any action outside the scope of authority delegated to it by the Board.

Authorization of Specific Committees

Section 2. The following committees are authorized: Executive, Education, Fund Development, Human Resources, and Social Services. The Board will define the activities and scope of authority of each committee by resolution.

Term of Office

Section 3. Each committee member who is a director will continue to serve on the committee until the next annual members' meeting and until a successor is appointed. However, a committee member's term may be terminated earlier if the committee is terminated, or if the member dies, ceases to qualify, resigns, or is removed as a member. A vacancy on a committee may be filled by an appointment made in the same manner as an original appointment. A person appointed to fill a vacancy on a committee will serve for the unexpired portion of the terminated committee member's term.

Committee Chair and Vice-Chair

Section 4. One member of each committee will be designated as the committee chair, and another member of each committee will be designated as the vice-chair. The chair and vice-chair will be appointed by the Board Chairperson. The chair will call and preside at all meetings of the committee. When the chair is absent, cannot act, or refuses to act, the vice-chair will perform the chair's duties. When a vice-chair acts for the chair, the vice-chair has all the powers of - and is subject to all the restrictions on - the chair.

Compensation

Section 5. Committee members shall not receive salaries for their services.

Rules

Section 6. Each committee may adopt its own rules, consistent with these Bylaws or with other rules that may be adopted by the Board.

ARTICLE VIII. TRANSACTIONS OF CORPORATION

Gifts

## Renewal Contingencies

Section 1. The Board may accept, on the Corporation's behalf, any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Corporation. The Board may make gifts and give charitable contributions not prohibited by these Bylaws, the articles of incorporation, state law, and provisions set out in federal tax law that must be complied with to maintain the Corporation's federal and state tax status.

### Potential Conflicts of Interest

Section 2. The Corporation may not make any loan to a director or officer of the Corporation. A director, officer, or committee member of the Corporation may lend money to - and otherwise transact business with - the Corporation except as otherwise provided by these Bylaws, the articles of incorporation, and applicable law. Such a person transacting business with the Corporation has the same rights and obligations relating to those matters as other persons transacting business with the Corporation. The Corporation may not borrow money from - or otherwise transact business with - a director, officer, or committee member of the Corporation unless the transaction is described fully in a legally binding instrument and is in the Corporation's best interests. The Corporation may not borrow money from - or otherwise transact business with - a director, officer, or committee member of the Corporation without full disclosure of all relevant facts and without the Board's approval, not including the vote of any person having a personal interest in the transaction.

### Prohibited Acts

Section 3. As long as the Corporation exists, and except with the Board's prior approval, no director, officer, or committee member of the Corporation may:

(a) Perform any act in violation of these Bylaws or a binding obligation of the Corporation;

(b) Perform any act with the intention of harming the Corporation or any of its operations;

(c) Perform any act that would make it impossible or unnecessarily difficult to carry on the Corporation's intended or ordinary business;

(d) Receive an improper personal benefit from the operation of the Corporation;

(e) Use the Corporation's assets, directly or indirectly, for any purpose other than carrying on the Corporation's business;

(f) Wrongfully transfer or dispose of Corporation property, including intangible property such as good will;

### Renewal Contingencies

(g) Use the Corporation's name or substantially similar name or any trademark or trade name adopted by the Corporation, except on behalf of the Corporation in the ordinary course of business; and

(h) Disclose any of the Corporation's business practices, trade secrets, or any other information not generally known to the business community to any person not authorized to receive it.

### ARTICLE IX. ~~ARTICLE X.~~ BOOKS AND RECORDS

The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Board of Directors and committees having any of the authority of the Board of Directors. Any director, officer, or committee member of the Corporation may inspect and receive copies of all the corporate books and records required to be kept under the bylaws. Such a person may, by written request, inspect or receive copies if he or she has a proper purpose related to his or her interest in the Corporation. The inspection of such books and records, or the receipt of copies of same, may take place at a reasonable time, no later than five working days after the Corporation receives a proper written request.

### ARTICLE X. FISCAL YEAR

The fiscal year of the Corporation will begin on the first day of August and end on the last day of July in each year.

### ARTICLE XI. INDEMNIFICATION

The Corporation will indemnify a director, officer, committee member, employee, or agent of the Corporation who was, is, or may be named defendant or respondent in any proceeding as a result of his or her actions or omissions within the scope of his or her official capacity in the Corporation. For the purposes of this article, an agent includes one who is or was serving at the Corporation's request as a director, officer, partner, venturer, proprietor, trustee, partnership, joint venture, sole proprietorship, trust, employee-benefit plan, or other enterprise.

### ARTICLE XII. NOTICES

#### Notice by Mail, Telephonic Document Transfer, or Other Reasonable Means

Section 1. Any notice required or permitted by these bylaws to be given to a director, officer, or member of a committee of the Corporation may be given by mail, telephonic document transfer (telefax), or other means reasonably ensuring that notice

## Renewal Contingencies

is served upon the recipient. If mailed, notice is deemed delivered when deposited in the mail addressed to the person at his or her address as it appears on the corporate records, with postage prepaid. If given by telephonic document transfer (telefax), notice is deemed delivered when the sender receives the telephonic document transfer (telefax) confirmation sheet confirming the successful transmission of the notice to the recipient at the telephonic document transfer (telefax) number as it appears on the corporate records.

### Waiving Notice by Attendance

Section 2. A person's attendance at a meeting constitutes waiver of notice of the meeting unless the person attends for the express purpose of objecting to the transaction of any business because the meeting was not lawfully called or convened.

## ARTICLE XIII. AMENDING BYLAWS

These Bylaws may be altered, amended, or repealed, and new bylaws may be adopted by the Board of Directors. The notice of any meeting at which these Bylaws are altered, amended, or repealed, or at which new bylaws are adopted will include the text of the proposed bylaw provisions as well as the text of any existing provisions proposed to be altered, amended, or repealed. Alternatively, the notice may include a fair summary of those provisions.

## ARTICLE XIV. MISCELLANEOUS PROVISIONS

### Legal Authorities Governing Construction of Bylaws

Section 1. These Bylaws will be construed under Texas law. All references in these Bylaws to statutes, regulations, or other sources of legal authority will refer to the authorities cited, or their successors, as they may be amended from time to time.

### Legal Construction

Section 2. To the greatest extent possible, these Bylaws shall be construed to conform to all legal requirements and all requirements for obtaining and maintaining all tax exemptions that may be available to nonprofit corporations. If any bylaw provision is held invalid, illegal, or unenforceable in any respect, the invalidity, illegality, or unenforceability will not affect any other provision, and the bylaws will be construed as if they had not included the invalid, illegal, or unenforceable provision.

**Renewal  
Contingencies**

Headings

Section 3. The headings used in the bylaws are for convenience and may not be considered in construing the bylaws.

Number

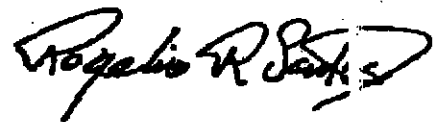
Section 4. All singular words include the plural, and all plural words include the singular.

Seal

Section 5. The Board of Directors may provide for a corporate seal. Such a seal would consist of an outline of the State of Texas, with the bold letters "AAMA" printed at the top part of the State, with the phrase "We Help People" printed below such letters. On the first letter of "AAMA" are two figures of one individual pulling up the other individual to the top of the "A". Four stars within the State signify those cities and towns where various programs of the Association for the Advancement of Mexican Americans are located.

CERTIFICATE OF SECRETARY

I CERTIFY THAT I AM THE DULY ELECTED AND ACTING SECRETARY OF THE ASSOCIATION FOR THE ADVANCEMENT OF MEXICAN AMERICANS AND THAT THESE BYLAWS CONSTITUTED THE CORPORATION'S BYLAWS. THESE BYLAWS WERE DULY ADOPTED AT A MEETING OF THE BOARD OF DIRECTORS HELD ON THE \_\_\_\_\_ DAY OF JUNE, 1998.



\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Association Advancement of Mexican America

**CONTRACT FOR CHARTER RENEWAL**

This contract is executed between the Texas State Board of Education, 1701 North Congress Avenue, Austin, Texas 78701-1494 (the "Board") and Association for the Advancement of Mexican-Americans, 6001 Gulf Freeway, Houston, Texas, 77023 ("Charterholder") for an open-enrollment charter to operate a Texas public school known as George I. Sanchez Charter High School.

**General**

1. Definitions. As used in this contract:

"Charter" means the open-enrollment charter, as provided by Subchapter D, Chapter 12, Texas Education Code (TEC), granted by this contract.

"Charterholder" means Association for the Advancement of Mexican-Americans, the sponsoring entity identified in the charter application.

"Charter school" means George I. Sanchez Charter High School, the open-enrollment charter school. Association for the Advancement of Mexican-Americans agrees to operate George I. Sanchez Charter High School as provided in this contract. The charter school is a Texas public school and a charter school within the meaning of 20 U.S.C. §8066.

"Agency" means the Texas Education Agency.

2. The Charter. This contract renews the open-enrollment charter granted to Association for the Advancement of Mexican-Americans by that certain Contract for Charter attached as "Exhibit A" hereto. The terms of the charter include: (a) this Contract for Charter Renewal; (b) applicable law; (c) the Request for Proposals dated October 1995, as modified and superseded by Charterholder's application for charter renewal; (d) any condition, amendment, modification, revision or other change to the charter adopted or ratified by the Board; (e) all statements, assurances, commitments and representations made by Charterholder in its application for charter renewal, attachments or related documents, to the extent consistent with (a) through (d); and (f) assurance by Charterholder, evidenced by execution of this contract, that no false information was submitted to the Agency or the Board by Charterholder, its agents or employees in support of its application for charter or for renewal. For purposes of this paragraph, information is "false" if the person submitting the information knew, or through reasonable diligence should have discovered, that the information submitted was not true.

3. Authority Granted by Charter. The charter authorizes Association for the Advancement of Mexican-Americans to operate George I. Sanchez Charter High School subject to the terms of the charter. Action inconsistent with the terms of the charter shall constitute a violation of the charter.

4. Alienation of Charter. The charter may not be assigned, encumbered, pledged or in any way alienated for the benefit of creditors or otherwise. Charterholder may not delegate, assign, subcontract or otherwise alienate any of its rights or responsibilities under the charter. Any attempt to do so shall be null and void and of no force or effect; provided, however, that Charterholder may contract at fair market value for services necessary to carry out policies adopted by Charterholder or the governing body of the charter school. Charterholder may not engage or modify the terms of the

HS Initialed by the SBOE Chair on 9/6/2001. HS 2/15/02  
JCM Initialed by the Charterholder Chair on 7/23/2001.  
JCM Initialed by the Charterholder CEO on 7/12/2001.



engagement of a private management company without approval by the Board in accordance with Paragraph 7 of this contract.

5. Term of Charter. The charter shall be in effect from the date of execution through July 31, 2011, unless renewed or terminated; provided that before the end of the fifth year of the contract term, (a) the Board will conduct a review of the school's academic, financial, and compliance record; and (b) the Board and the school will negotiate new or modified contract terms upon completion of such review.

6. Renewal of Charter. On timely application by Charterholder in a manner prescribed by the Board, the charter may be renewed for an additional period determined by the Board. The charter may be renewed only by written amendment approved by vote of the Board and properly executed by its chair.

7. Revision by Agreement. The terms of the charter may be revised with the consent of Charterholder by written amendment approved by vote of the Board. For purposes of this paragraph, the terms of the charter include, among other provisions, specifications concerning the school's governance structure, characteristics of the educational program to be offered, and the location, type and number of facilities at which the school will operate. Nothing in this paragraph limits the authority of the Board or the commissioner to act in accordance with other provisions of this contract.

**Students**

8. Student Performance. Notwithstanding any provision in Charterholder's application for charter or for renewal, acceptable student performance under Section 12.111(3), TEC, shall be student performance meeting the standards for an acceptable rating as determined by the commissioner of education under Title 19, Texas Administrative Code, Chapter 97, or under the Alternative Education Accountability Rating Procedures, if registered under those procedures.

9. Open Enrollment. Total enrollment shall not exceed the maximum number of students approved by the State Board of Education. Students who reside outside the geographic boundaries stated in the charter shall not be admitted to the charter school until all eligible applicants who reside within the boundaries, and have submitted a timely application, have been enrolled. Students will be admitted on the basis of a lottery if more students apply for admission than can be accommodated, or using another method approved by the Board.

10. Criminal History. Charterholder shall take prompt and appropriate measures if Charterholder or the charter school, or any of their employees or agents, obtains information that an employee or volunteer of the charter school or an employee, officer, or board member of a management company contracting with the charter school has a reported criminal history that bears directly on the duties and responsibilities of the employee, volunteer, or management company at the school. Charterholder further represents that the Board and the Agency shall be notified immediately of such information and the measures taken.

11. Reporting Child Abuse or Neglect. Charterholder shall adopt and disseminate to all charter school staff and volunteers a policy governing child abuse reports required by Chapter 261, Texas Family Code. The policy shall require that employees, volunteers or agents of Charterholder or the charter school report child abuse or neglect directly to an appropriate entity listed in Chapter 261, Texas Family Code.

*AS* Initialed by the SBOE Chair on 9/6/2001. *AS 2/15/02*  
*JM* Initialed by the Charterholder Chair on 7/23/2001.  
*JL* Initialed by the Charterholder CEO on    /     / 2001.

## Renewal Contract

12. Notice to District. Charterholder shall notify the school district in which the student resides within three business days of any action expelling or withdrawing a student from the charter school.
13. School Year. Charterholder shall adopt a school year with fixed beginning and ending dates.

### Financial Management

14. Fiscal Year. Charterholder shall adopt a fiscal year consistent with Section 44.0011, Education Code.
15. Financial Accounting. Unless otherwise notified by the Agency, Charterholder shall comply fully with generally accepted accounting principles ("GAAP") and the Financial Accountability System Resource Guide, Bulletin 679 or its successor ("Bulletin 679") published by the Agency in the management and operation of the charter school. Charter holder shall also comply with the standards for financial management systems outlined in 34 CFR §80.20.
16. Annual Audit. Charterholder shall at its own expense have the financial and programmatic operations of the charter school audited annually by a certified public accountant holding a permit from the Texas State Board of Public Accountancy. Charterholder shall file a copy of the annual audit report, approved by Charterholder, with the Agency not later than the 120<sup>th</sup> day after the end of the fiscal year for which the audit was made. The audit must comply with Generally Accepted Auditing Standards and must include an audit of the accuracy of the fiscal information provided by the charter school through PEIMS. Financial statements in the audit must comply with Government Auditing Standards and the Office of Management and Budget Circular A-133 or its successor.
17. Attendance Accounting. To the extent required by the commissioner, Charterholder shall comply with the "Student Attendance Accounting Handbook" published by the Agency; provided, however, that Charterholder shall report attendance data to the Agency at six-week intervals or as directed by the Agency.
18. Foundation School Program. Distribution of funds to the charter school under Section 12.106, TEC, is contingent upon Charterholder's compliance with the terms of the charter. Charterholder is ineligible to receive Foundation School Program funds prior to execution of this contract by the Board. Within 30 days of receiving notice of overallocation and request for refund under Section 42.258, TEC, Charterholder shall transmit to the Agency an amount equal to the requested refund. If Charterholder fails to make the requested refund, the Agency may recover the overallocation by any means permitted by law, including but not limited to the process set forth in Section 42.258, TEC.
19. Tuition and Fees. Charterholder shall not charge tuition and shall not charge a fee except that it may charge a fee listed in Subsection 11.158(a), TEC.
20. Assets of Charter. Charterholder shall not apply, hold, credit, transfer or otherwise make use of funds, assets or resources of the charter school for any purpose other than operation of the charter school authorized by the charter.
21. Indebtedness of Charter. Charterholder shall not incur a debt, secure an obligation, extend credit, or otherwise make use of the credit or assets of the charter school for any purpose other than operation of the charter school authorized by the charter.
22. Interested Transactions. All financial transactions between the charter school and (a)

*JS* Initialed by the SBOE Chair on 9/16/2001. *MS* 2/15/02  
*JM* Initialed by the Charterholder Chair on 7/23/2001.  
*SP* Initialed by the Charterholder CEO on 7/12/2001.

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Charterholder; (b) an officer, director, or employee of Charterholder or of the charter school; or (c) a person or entity having partial or complete control over Charterholder or the charter school shall be separately and clearly reflected in the accounting, auditing, budgeting, reporting, and record keeping systems of the charter school. Charterholder shall not transfer any asset of the charter or incur any debt except in return for goods or services provided for the benefit of the charter school at fair market value.

23. Non-Charter Activities. Charterholder shall keep separate and distinct accounting, auditing, budgeting, reporting, and record keeping systems for the management and operation of the charter school. Any business activities of Charterholder not directly related to the management and operation of the charter school shall be kept in separate and distinct accounting, auditing, budgeting, reporting, and record keeping systems from those reflecting activities under the charter. Any commingling of charter and non-charter business in these systems shall be a violation of the charter.

**Governance and Operations**

24. Records Retention and Management. Charterholder shall implement a records management system that conforms to the system required of school districts under the Local Government Records Act, Section 201.001, et seq., Local Government Code, and rules adopted thereunder; provided, however, that records subject to audit shall be retained and available for audit for a period of not less than five (5) years from the latter of the date of termination or renewal of the charter.


25. PEIMS Reporting. Charterholder shall report timely and accurate information to the Public Education Information Management System (PEIMS), as required by the commissioner.

26. Conflict of Interest. Charterholder shall comply with any applicable prohibition, restriction or requirement relating to conflicts of interest or fiduciary duties. If an officer or board member of Charterholder or of the charter school has a substantial interest, within the meaning of Chapter 171, Local Government Code, in a transaction, such interest shall be disclosed in public session at a duly called meeting of the governing body prior to any action on the transaction.

27. Disclosure of Campaign Contributions. Charterholder shall adopt policies that will ensure compliance with the disclosure requirements of State Board of Education Operating Rule 4.3 or its successor.

28. Indemnification. Except as limited by the Texas Constitution, Charterholder shall hold the Board and Agency harmless from and shall indemnify the Board and Agency against any and all claims, demands, and causes of action of whatever kind or nature asserted by any third party and occurring or in any way incident to, arising out of, or in connection with wrongful acts of Charterholder, its agents, employees, and subcontractors.

29. Failure to Operate. Charterholder shall operate the charter school for the full school term as described in the charter application in each year of the charter contract. Charterholder may not suspend operation for longer than 21 days without a revision to its charter, adopted by the Board, stating that the charter school is dormant and setting forth the date on which operations shall resume and any applicable conditions. Charterholder may not suspend operation of the school for a period of more than three days without mailing written notice to the parent or guardian of each student and to the Agency at least 14 days in advance of the suspension; except that in an emergency Charterholder must notify the Agency by telephone or other means within 24 hours of suspending operations. Suspension of operations in violation of this paragraph shall constitute abandonment of this contract

 Initialed by the SBOE Chair on 9/16/2001. *AS* 2/15/02  
Initialed by the Charterholder Chair on 7/23/2001.  
Initialed by the Charterholder CEO on 7/12/2001.

and of the charter.

30. Charter School Facility. Charterholder shall have and maintain throughout the term of the charter a lease agreement, title or other legal instrument granting to Charterholder the right to occupy and use one or more facilities suitable for use as the charter school facilities described by the charter. During any period of dormancy granted by the Board, this requirement may be waived by the Board. Facilities occupied and used as charter school facilities shall comply with all applicable laws, including, but not limited to, the Texas Architectural Barriers Act, Article 9102, Vernon's Texas Civil Statutes. The charter school shall not change location of its instructional facilities or administrative offices from those listed in the charter application or in a subsequent charter amendment without prior approval of the Board. When approved by the Board for a new location for an instructional facility, the charterholder shall, prior to commencing school operations at that location, submit to the Charter Schools Division a certificate of occupancy or equivalent certificate for use of the facility at the new location as a public school, as required in the charter application.

**Enforcement**

31. Agency Investigations. The commissioner may in his sound discretion direct the Agency to conduct investigations of the charter school to determine compliance with the terms of the charter or as authorized in the Texas Education Code or other law. Charterholder, its employees and agents shall fully cooperate with such investigations. Failure to timely comply with reasonable requests for access to sites, personnel, documents or things is a violation of the charter.

32. Commissioner Authority. The commissioner in his sole discretion may take any action authorized by Chapter 39, TEC, Chapter 29, TEC, or Chapter 42, TEC relating to the charter school. Such action is not "adverse action" as used in this contract. Charterholder, its employees and agents shall fully cooperate with such actions. Failure to timely comply with any action authorized by Chapter 39, TEC, Chapter 29, TEC or Chapter 42, TEC is a violation of the charter.

33. Adverse Action. The Board in its sole discretion may modify, place on probation, revoke or deny timely renewal of the charter for cause ("adverse action"). Each of the following shall be cause for adverse action on the charter: (a) any material violation of the terms of the charter listed in paragraphs 2 and 3, including accountability provisions; (b) failure to satisfy generally accepted accounting standards of fiscal management; or (c) failure to comply with an applicable law or rule.

**This Agreement**

34. Entire Agreement. This contract, including all referenced attachments and terms incorporated by reference, contains the entire agreement of the parties. All prior representations, understandings and discussions are merged into, superseded by and canceled by this contract.

35. Severability. If any provision of this contract is determined by a court or other tribunal to be unenforceable or invalid for any reason, the remainder of the contract shall remain in full force and effect, so as to give effect to the intent of the parties to the extent valid and enforceable.

36. Conditions of Contract. Execution of this contract by the Board is conditioned on full and timely compliance by Charterholder with: (a) the terms, required assurances and conditions of the Request for Proposals dated October 1995; (b) applicable law; and (c) all commitments and

*AS*  
*LM*  
*SP*  
Initialed by the SBOE Chair on 9/16/2001. *AS* 2/15/02  
Initialed by the Charterholder Chair on 7/23/2001.  
Initialed by the Charterholder CEO on 7/12/2001.

**Renewal Contract**

representations made in Charterholder's renewal application and any supporting documents (to the extent such commitments and representations are consistent with the terms of this contract).

37. No Waiver of Breach. No assent, express or implied, to any breach of any of the covenants or agreements herein shall waive any succeeding or other breach.

38. Venue. Any suit arising under this contract shall be brought in Travis County, Texas.

39. Governing Law. In any suit arising under this contract, Texas law shall apply.

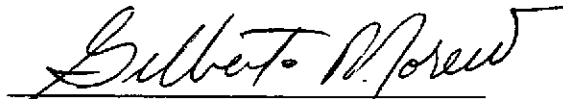
40. Authority. By executing this contract, Charterholder represents that it is an "eligible entity" within the meaning of Section 12.101 (a), TEC. Charterholder shall immediately notify the Board of any legal change in its status, which would disqualify it from holding the charter, of any violation of the terms and conditions of this contract, or of any change in the chief operating officer of the Charterholder. Charterholder further represents that the person signing this contract has been properly delegated authority to do so.

For the State Board of Education:

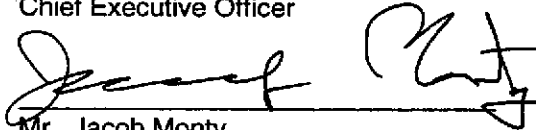
  
\_\_\_\_\_  
Grace Shore, Chair

2-15-02  
Date

For Association for the Advancement of Mexican-Americans:

  
\_\_\_\_\_  
Mr. Gilberto J. Moreno  
Chief Executive Officer

7/12/01  
Date

  
\_\_\_\_\_  
Mr. Jacob Monty  
Chair, Governing Board

7/23/01  
Date

## CONTRACT FOR CHARTER

Exhibit A

CONTRACT entered into this 29th day of April, 1996 by and between the Texas State Board of Education (the "Board") and Association for the Advancement of Mexican Americans ("Charterholder") for the purpose of establishing a charter to operate a public school.

The term of the charter granted by this contract is from September 1996 through August 1999. The charter may be renewed for an additional period by mutual agreement of the parties at any time prior to its expiration.

The charter granted by this contract is contingent upon full and timely compliance with the following, all of which are incorporated by reference:

1. The terms of the Request for Proposals dated October 1995, including the assurances required by the Request;
2. All applicable requirements of state and federal law and court orders, including any amendments thereto; and
3. All additional commitments and representations made in Charterholder's application and any supporting documents which are consistent with the provisions and requirements of this contract.

Charterholder understands that the Board may modify, place on probation, revoke or deny renewal to a charter if the Board determines that a material violation of the charter has occurred, that Charterholder has failed to satisfy generally accepted accounting standards of fiscal management, or that the Charterholder has failed to comply with an applicable law or rule. The parties agree that failure to satisfy accountability provisions adopted under Subchapters B, C, D and G of Chapter 39 of the Texas Education Code, or their successor provisions, or failure to operate an open-enrollment charter school during the period of this contract are material violations of the charter. Charterholder understands that its charter may not be assigned, encumbered, pledged or in any way alienated for the benefit of creditors or otherwise.

Charterholder represents that it is qualified to enter into this contract and agrees to immediately notify the Board of any legal change in its status which would disqualify it from holding the charter, of any violation of the terms and conditions of this agreement, and of any change in the chief operating officer of the Charterholder.

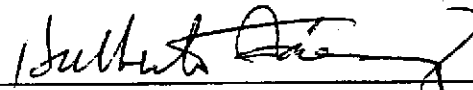
Entered into this 29th day of April, 1996.

Texas State Board of Education

**Association for the Advancement of Mexican  
Americans**  
6001 Gulf Freeway  
Houston, Texas 77023



By Dr. Jack Christie, Chairman



By Dr. Hulberto Saenz, Principal-Superintendent



# TEXAS EDUCATION AGENCY

1701 North Congress Ave. ★ Austin, Texas 78701-1494 ★ 512/463-9734 ★ FAX: 512/463-9838 ★ <http://www.tea.state.tx.us>

Jim Nelson  
Commissioner of Education

## MEMORANDUM

Date: February 15, 2002

To: Grace Shore, State Board of Education

From: Susan Barnes, Charter Schools Division *SB*

Re: Contract

Following is a contract that you have seen and previously signed. However, the charter holder made changes with correction fluid. Maggie Baker in TEA legal services asks for you to resign the signature page, change the date on each page that you initialed, and initial the date changes. I left her notes on the contract.